**國立高雄科技大學轉系(所、科、學位學程)申請書**

**National Kaohsiung University of Science and Technology Application Form for Program Transfer**

 申請日期(Date of Application)： 年(Year) 月(Month) 日(Day)

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| --- | --- | --- | --- | --- | --- |
| 姓名Name |  | 學號Student ID |  | 聯絡電話Contact No. |  |
| 學制Academic System | 日間部(day school) | □五專(Five-year Junior College Program)□二技(Two-year Technical Program) □四技(Four-year Technical Program)□碩士班(Master Program) |
| 進修部(division of continuing education) | □二技(Two-year Technical Program)□四技(Four-year Technical Program) |
| 現就讀系所科Enrolled Department/Major |  校區(Campus) 系(所、科、學位學程)(Department/Program) 年級(Grade) 組/班(Group/Class) |
| 入學管道Admission Channels | (For National Students Only)□技優保送□繁星計劃□身心障礙□高中生申請入學□運動績優甄試□技優甄審□甄選□聯合登記分發□特殊選才□技優人才□離島保送\* |
| □海外聯合招生(University Entrance Committee For Overseas Chinese Student) □外國學生申請入學(Foreign Student)□單獨招生(Individual Enrollment Student) □大陸聯招(Chinese Student) |
| 通訊地址Address | □□□ |
| E-mail 信箱 |  |
| 申請原因Cause of Transfer |  |
| 申請轉入系所科Intended Major to Transfer |  校區(Campus) 系(所、科、學位學程)(Department/Program) 組(Group) 年級(Grade) （本申請轉入系所科為第 志願）The applied department/ program for transferring is ranked as \_\_\_\_\_ (e.g., 1st, 2nd…) in the list of program transfer.  |
| □另申請其他系所科為 （第＿志願）、 （第＿志願）(申請轉系至多3系為限，請註記志願序)The additional departments/ programs being applied for transferring are \_\_\_\_\_\_\_\_\_\_\_\_\_ (ranked as \_\_\_\_\_ (e.g., 1st, 2nd…) in the list of program transfer) and \_\_\_\_\_\_\_\_\_\_\_\_\_ (ranked as \_\_\_\_\_ (e.g., 1st, 2nd…) in the list of program transfer)\*As the number of applications of program transfer are limited to three, please fill in the ranking order for each of them. |
| 家長或監護人(法定代理人)簽章Parent or Guardian’s (Legal representative) Signature |  | 學生簽章Applicant’s Signature |  |
| 轉出審查 review of program transfer | 轉出系(所、科、學位學程)(Comments of the original department/ program of student) | 班級導師／指導教授簽章(Homeroom teacher’s/ Advisor’s Signature)：輔導意見如下(Comments after guidance)：※各系(所、科、學位學程)依自訂之轉出規定審查。※大學部及專科部各班在學學生不足二十五人不得轉出，博士班學生不得轉出，碩士班不足十人不得轉出；申請轉系人數逾得轉出人數時，由轉出系(所、科、學位學程)依其轉出規定，決定同意轉出學生名單(例如：大學部各班在學學生二十六人，有二名學生提出轉系申請，僅能同意一名學生轉出)。* Each department/ program reviews the application of program transfer based on the department’s / program’s regulation of transferring.
* Situations that cannot transfer:
1. For undergraduate and college program, the application of program transfer is not accepted while students in each class are less than 25.
2. For graduate program, the application of program transfer is not accepted while students in each class are less than 10.
3. For doctoral degree, the application of program transfer is prohibited.

Notes: Once the number of students applied for program transfer are more than the accepted numbers, the original department/ program will make the final decision of the program transfer list of students based on their regulation of transferring.For example, supposing students in each class of undergraduate program are 26. However, there are 2 students submit the application of program transfer at the same period. Therefore, there is only one student that can be accepted to do the program transfer.□同意(Agree) □不同意(Disagree)(請敘明理由) (Please Specify)系(所、科、學位學程)主管簽章(Signature of Department Chair)：※轉出系(所、科、學位學程)審查同意、不同意案件全部送申請學生所屬校區綜合業務處。All the accepted or not accepted application forms of department transfer will be sent to the General Administration Division of the specific campus where the applied students enrolled. |
| 綜合業務處(General Administration Division) | ※依本校轉系(所、科、學位學程)辦法之校訂規定審查□符合。(案件送至轉入系、所、科、學位學程之綜合業務處)□不符合。(案件留存備查，以電子公務信箱通知學生)Reviewing based on the school regulation of program transfer in NKUST□Agree (The application form will be sent to the General Administration Division of the specific campus where the applied department/ program located. )□Disagree (Sent the result to the specific student by email while the application form will be kept in the General Administration Division for future reference.)綜合業務處簽章：Signature of General Administration Division: |
| 1. 綜合業務處登錄轉出審查結果後，將審查同意及符合案件分送至轉入系(所、科、學位學程)校區之綜合業務處；不同意或不符合案件留存備查，並以電子公務信箱通知學生。
2. 轉入系(所、科、學位學程)校區之綜合業務處受理案件後，分送至轉入系(所、科、學位學程)審查。
* After entering the result of program transfer into the school system, all the accepted application forms of department transfer will be sent to the General Administration Division of the specific campus where the applied department/ program located. For the application forms not being accepted, the General Administration Division will send the result to the specific student by email and the application form will be kept in General Administration Division of the specific campus for future reference.
* After the case of program transfer being reported to the General Administration Division of the specific campus where the applied department/ program located, it will be distributed to the applied department/ program to review.
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| 轉入審查Review of program transfer | 轉入系(所、科、學位學程)審查Comments of the applied transferring program/ department | ※各系、所、科、學位學程依自訂之轉入審查標準及得招收名額審查。* Each department/ program reviews the application of program transfer based on the admission quota and the department’s / program’s regulation of transferring.

□同意(Agree) □不同意(Disagree)(請敘明理由) (Please Specify )系(所、科、學位學程)主管簽章(Signature of Department Chair)：※同意及不同意全部案件送轉入系(所、科、學位學程)校區之綜合業務處。All the accepted or not accepted application form of department transfer will be sent to General Administration Division of the specific campus where the applied department/ program located. |
| 綜合業務處備查(Keep as future reference by General Administration Division)  | 綜合業務處簽章：Signature of General Administration Division:※登錄轉入系(所、科、學位學程)審查結果後留存備查，不同意案件以電子公務信箱通知學生。For the application form being not accepted, General Administration Division will send the result to the specific student by email.Also, after entering the result of program transfer into the school system, the application form will be kept in General Administration Division of the specific campus where the applied student enrolled for future reference. |

說明(Note)：

一、申請轉系(所、科、學位學程)應符合**本校**各系規定之審查條件。

(Students applying for department/program transfer should meet the school transfer criteria of the intended transfer department.)

二、未成年學生申請轉系(所、科、學位學程)，申請書須家長或監護人簽章。

(Underage applicants shall have their application form signed and endorsed by their parents or guardians.)

三、轉系(所、科、學位學程)學生之學分抵免，應符合本校「學生學分抵免要點」規定，**且**不得因轉系(所、科、學位學程)申請延長原訂之修業年限。

(Credits waiver of department/program transfer students should follow the NKUST Course Credit Waiver Regulation. In addition, department/program transfer students applying for extending schooling years would not be accepted.)

四、轉系(所、科、學位學程)**一經核准**不得再申請轉回原系(所、科、學位學程)。

(After the department/program transfer being approved, students would not be able to revert to their former department.)

\*依據離島地區學生保送高級中等以上學校辦法第10條：申請保送升學之離島地區學生，依學校規定註冊入學後，不得申請轉校（系、科）。但有特殊情況，報經原保送之地方政府同意者不在此限。

\*According to the Article 10 of the Regulations Recommending Admission Above Senior High School for Students from Offshore Islands, “Students from offshore islands who applied for recommending admission to the next higher school cannot apply for school/ department/ program transfer after enrolling based on the regulation of the specific school. Except for the special conditions being approved by the government that originally act recommending admission.”