

National Sun Yat-Sen University

Guidelines for Graduated Students Change of Major

Approved by the 113th Academic Affairs Meeting on October 5, 2007

Approved by the 132th Academic Affairs Meeting on June 11, 2012

Filed for reference by Ministry of Education's Official Letter Tai-kao-(2)-tzu No.1010142396, August, 06, 2012

1. The Guidelines are defined in accordance with the University Academic Policies.
2. Graduate students who wish to change their majors shall request the change prior to commencement of the second academic year (leave of absence not included therein), and such request is made one time only. The designated period for the request and approval thereof in each academic year shall be in accordance with the University Academic Calendar.
3. Graduate students who wish to change their majors shall complete the request form, and then submit along with their transcripts and relevant documents to the Office of Academic Affairs for preliminary examination, upon approval of the current departments/institutes. All application documents will be submitted to the new departments/institutes for further review. The request for change of major shall be discussed and reviewed at the faculty meetings of the new departments/institutes. The review results, together with the minutes, will be submitted to the Office of Academic Affairs, and then published upon approval of the President.
4. Graduate students who request a change of their majors will not be admitted by the current departments/institutes after their requests are approved, and shall complete all the requirements stipulated by the new departments/institutes for graduation.
5. If there are any restrictions on change of majors subject to various types of admission, such restrictions shall apply.
6. In the case of request for change of academic degree programs, this Guidelines shall apply.
7. Any matters not provided herein shall be handled in accordance with the University Academic Policies and relevant regulations.
8. These guidelines shall be implemented after being approved by the Academic Affairs Meeting; the same procedure applies to the amendments of these guidelines.

(These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.)