

Providence University Regulations on Graduate Program Transfer

[Amended at the Academic Affairs Meeting on September 27, 2023](#)

- Article 1 The Providence University Regulations on Graduate Program Transfer (hereinafter the “**Regulations**”) are established to regulate the graduate program transfer for students in Master’s and Doctoral studies.
- Article 2 The graduate students in Master’s and Doctoral programs may apply for program change in the second semester of every academic year. The said students must complete two semesters of course works to be eligible for transfer into the second-year study; those who completed four semesters of course works would be eligible for transfer into the third-year study.
The transfer-in program for Doctoral students is limited to the program of the same field.
- Article 3 The graduate students with one of the following conditions are not eligible for program transfer:
- A. Students in suspension of study.
 - B. Students explicitly refrained from program transfer by the relevant laws and regulations or admission policies.
 - C. The students of graduate In-service Programs are not eligible for transfer into the day graduate programs.
- Article 4 The individual department (institute) shall review the applications based on the screening criteria or regulations for program transfer it established based on its attributes and needs. The said screening criteria or regulations shall be forwarded to the Office of Academic Affairs for record.
- Article 5 The procedures for graduate program transfer are as follows:
- A. File the application within the announced timeframe; upon passing the preliminary qualification review by the Div. of Registration and Curriculum, the application shall be forwarded to the Head of the current department (institute) for the approval of transfer-out.
 - B. Upon the approval of the current department (institute) head, the application shall be forwarded to the transfer-in department (institute) for acceptance; upon the approval of acceptance, the required documentations shall be submitted.
 - C. If the transfer-in department (institute) has its own screening procedures, the applicants should follow the prescribed screening procedures.
- Article 6 The transfer-in department (institute) shall review the program transfer application and forward the results to the Dean of pertinent College for approval; the cases shall then be submitted to the Dean of Academic Affairs for confirmation. The approved applicants shall transfer to the new program in the first semester of the following academic year.
- Article 7 The maximum enrollment for transfer-in graduate students is 120 percent of MOE approved new enrollment (excluding the vacancies due to enrollment retention, suspension of studies, or additional quota). The quotas are calculated to integers and do no count after the decimal point. Each student is entitled to make program transfer only once. The graduate students who have been granted for program transfer cannot apply to return to the original department (institute); the said students can graduate upon fulfilling the graduation criteria of the transfer-in department (institute).
- Article 8 The graduate students granted for program transfer shall process the credit acceptance in accordance with the pertinent regulations on credit transfer.
- Article 9 The Division Transfer within the same graduate program is subject to these Regulations.
- Article 10 Matters not provided herein shall be subject to the related regulations issued by the Ministry of Education and the *Providence University Academic Regulations*.
- Article 11 In case of admission suspension of a department, after weighing students’ inclination and the said department’s evaluation, a special application can be submitted to the Dean of Academic

Affairs for approval and transfer the said students to other majors of the similar nature based on the provisions of the Regulations.

Article 12 These Regulations shall enter into force upon the approval of the Academic Affairs Meeting; the same procedure applies to the amendments.

Adopted at the Academic Affairs Meeting on January 7, 2009

Amended at the Academic Affairs Meeting on March 31, 2010

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Amended at the Academic Affairs Meeting on August 24, 2011

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Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-2-1040104955 dated August 21, 2015

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***The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**