

綜合業務組 公告

113 年 2 月 26 日

主旨：學士班學生申辦 113 學年度轉系事宜。

說明：

- 一、依據「靜宜大學學士班學生轉系辦法」，詳如【附件一】實施本作業。
- 二、113 學年度學士班轉系標準，詳如【附件二】。
- 三、113 學年度學士班轉系缺額表，詳如【附件三】。
- 四、113 學年度轉系家長同意書，詳如【附件四】。
- 五、申請 113 學年度學士班轉系相關作業日程排定如下：

日程(民國 113 年)	重要事項
即日起	申請轉系學生，請至綜合業務組網頁/表單下載/學生使用下載或列印【附件四】轉系家長同意書，經家長同意簽名蓋章，備妥所需相關文件。
3/11(一) 08:00 3/15(五) 17:00	申請轉系學生，請至「e 校園服務網」點選轉系申請填寫相關資料列印轉系申請表，並檢附轉系家長同意書及相關文件，於左列期限內至申請轉入學系送件；逾時未送件或資料不全者，視同未申請。
3/20(三)~3/27(三)	各系進行轉系評核。
4/17(三)	教務處召開轉系審查會議，於各系轉系缺額範圍內，擇優錄取。
4/29(一)	綜合業務組公告轉系錄取學生名單；經錄取者，自 113 學年度第 1 學期起轉入新學系。

- 六、轉系得選定一個學系年級，或同時選定兩個學系，於申請表中填寫先後順位，第一順位一經錄取，第二順位即視同失效；同系申請轉組者，比照轉系規定辦理。
- 七、修業滿 2 學期者，可申請轉入一或二年級；修業滿 4 學期者，可申請轉入三年級。
- 八、申請轉系學生經錄取後，需以轉入年級之畢業科目及條件為其畢業標準。
- 九、經轉系錄取同學，於第一學期第二輪加退選前於學分試算系統查詢學分採計狀況，以利選課，如有疑問請洽綜合業務組各承辦人員。
- 十、其他未盡事項，依本校學士班學生轉系辦法、轉系標準及相關辦法辦理。

附件：

附件一-[靜宜大學學士班學生轉系辦法](#)

附件二-[113 學年度學士班轉系標準](#)

附件三-[113 學年度學士班轉系缺額表](#)

附件四-[學士班學生申請轉系家長同意書](#)

Div. of Registration & Curriculum

February 26, 2024

Subject: Application for Undergraduate Major Change 2024-25AY

Descriptions:

1. The Application is implemented in accordance with the *Regulations on Changing a Major in Bachelor Programs* as detailed in Attachment 1.
2. The Criteria for Undergraduate Major Change in 2024-25AY are detailed in Attachment 2.
3. The Vacancy List for Undergraduate Major Change in 2024-25AY is detailed in Attachment 3.
4. The Parental Consent Form for major change in 2024-25AY is detailed in Attachment 4.
5. The schedule for application for undergraduate major change in 2024-25AY is as follows:

Dates (2024)	Important Notices
Effective today	Students applying for a major change can go to the webpages of the Div. of R&C/Forms Download/Students to download or print the Parental Consent Form for Major Change as shown in Attachment 4. The Form must bear the signature and seal of the parent; all related supporting documents must also be ready.
3/11 (M) 08:00 3/15 (F) 17:00	Students applying for a major change can go to e-Campus, click “ Major Change ” to fill in the related information, and make a printout of the Application for Major Change by Undergraduates form . Attach the Parental Consent Form for Major Change and the related supporting documents and file the transfer application with the intended transfer-in dept. during the specified timeframe. Late submission or incomplete document is considered a non-application.
3/20(W)~3/27(W)	The respective departments proceed with the transfer assessment.
4/17(W)	The Office of Academic Affairs convenes a transfer review meeting and selects the best candidates within the scope of the vacancies of the respective departments.
4/29(M)	The Div. of R&C releases the admission list ; the admitted students will transfer into the department of new major effective the 1 st semester of 2024-25AY.

6. When applying for a major change, the student can specify one transfer-in major and year or two transfer-in majors and years specifying the priority in the application form. If the first-ranked major is approved by the review committee, the application of the second-ranked major is deemed invalid. Changing division within the same department is handled in accordance with the regulations on major change.
7. Those with a minimum of 2 semesters (inclusive) of study up to the semester filing the application may apply to transfer to Freshman or Sophomore year; those with four semesters of study may apply to transfer to Junior year.
8. **After admission, transferred students should assume the graduation criteria of the transfer-in year.**
9. After admission, transferred students should check the credit transfer status at the Credit Worksheet system before the 2nd round of Drop/Add in the first semester to facilitate course registration. If you have questions, please contact the case officers at the Div. of R&C.
10. Any other issues not addressed here shall be handled in accordance with the *Regulations on Changing a Major in Bachelor Programs*, Criteria for Major Change, and other related regulations.

Attachments:

Attachment 1: [Regulations on Changing a Major in Bachelor Programs](#)

Attachment 2: [Criteria for Undergraduate Major Change in 2024-25AY](#)

Attachment 3: [Vacancy List for Undergraduate Major Change in 2024-25AY](#)

Attachment 4: [Parental Consent Form for major change in 2024-25AY](#)