**高雄醫學大學碩、博士班研究生申請轉所辦法**

**Kaohsiung Medical University**

**Regulations for Master’s and Doctoral Students Applying for a Transfer to Another Graduate Institute**

102.12.27 102學年度第3次教務會議通過

December 27, 2013 Passed by the 3rd Academic Affairs Meeting of the Academic Year 2013

103.02.10 高醫教字第1031100300號函公布

February 10, 2014 Promulgated via the KMU official letter Chiao Tzu No. 1031100300

103.04.30 教育部臺高(二)字第1030027070號函備查

April 30, 2014 Approved for reference via the Ministry of Education official letter Tai Kao (2) Tzu No. 1030027070 106.07.27 105學年度第7次教務會議通過

July 27, 2017 Passed by the 7th Academic Affairs Meeting of the Academic Year 2016

106.12.22 106學年度第2次教務會議通過

December 22, 2017 Passed by the 2nd Academic Affairs Meeting of the Academic Year 2017

107.02.07 教育部臺教高(二)字第1070018080號函備查

 第1及第2條、第4至6條、第8及第9條

February 07, 2018 Approved for reference via the Ministry of Education official letter Tai Chiao Kao (2) Tzu No. 1070018080, Article 1, 2, Article 4 to 6, Article 8 and 9 107.03.16 106學年度第4次教務會議通過

March 16, 2018 Passed by the 4th Academic Affairs Meeting of the Academic Year 2017

107.07.25 教育部臺教高(二)字第1070124958號函備查
 第3條

July 25, 2018 Approved for reference via the Ministry of Education official letter Tai Chiao Kao (2) Tzu No. 1070124958, Article 3

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| 第1條Article 1 | 本校為辦理碩、博士班研究生申請轉所（含學系碩、博士班）事宜，依本校學則第八十五條規定，訂定本辦法。Kaohsiung Medical University (KMU or “the University”) formulates the KMU Regulations for Master’s and Doctoral Students Applying for a Transfer to Another Graduate Institute (“the Regulations”) in accordance with Article 85 of the KMU Academic Regulations to handle applications of master’s and doctoral students for a transfer to another graduate institute (including master’s and doctoral degree programs within departments). |
| 第2條Article 2 | 本校碩、博士班研究生得申請同學制轉所，申請轉所於每年七月份辦理。在休學期間或相關法令另有規定不得轉所者，從其規定。Master’s and doctoral students at the University may apply for a transfer to another graduate institute within the same academic system. Applications for such transfers are processed each July. Students who are on leave of absence or ineligible for transfer according to relevant regulations are not permitted to apply. |
| 第3條Article 3 | 各系所得依本辦法，訂定轉所細則，經系（所）務會議及院務會議審議通過，送教務處檢核後實施。Departments and graduate institutes may formulate their own enforcement regulations for transfer in accordance with the Regulations. These enforcement regulations shall be reviewed and approved at department, institute, and college affairs meetings before being submitted to the Office of Academic Affairs for final approval and implementation. |
| 第4條Article 4 | 研究生申請轉所，依下列程序辦理：Postgraduate students shall apply for a transfer to another graduate institute following the process outlined below:1. 於規定期限內，經原就讀系所同意後，向教務處提出申請。

1. Students shall obtain approval from their original department or graduate institute and then submit their application to the Office of Academic Affairs within the specified timeframe.二、教務處彙整後，由轉入系所依自訂轉所申請條件審查，審查結果經系所主管、院長、教務長同意後，由教務處陳請校長核定後公佈。2. The Office of Academic Affairs compiles the applications and submits them to the respective departments and graduate institutes to which the applicants intend to transfer for review based on their criteria. After the review results are approved by the department heads, deans, and the Vice President for Academic Affairs, they will be submitted to the President for final approval by the Office of Academic Affairs and subsequently announced. |
| 第5條Article 5 | 申請轉所應符合下列規定：Postgraduate students shall meet the following requirements to be eligible to apply for a transfer to another graduate institute:1. 修業滿一年以上。

1. Having completed at least one year of study.(二)符合轉入系所之申請條件。2. Meeting the application requirements of the department or graduate institute to which they intend to transfer. |
| 第6條Article 6 | 研究生轉所以一次為限，凡經核准轉所學生，不得再行請求更改或轉回原系所就讀，並需完成轉入系所碩、博士班之畢業條件，始得畢業，研究生不得因轉所延長修業期限。申請轉所未經通過者，仍回原研究所就讀。Postgraduate students may apply for a transfer only once. Those who are granted a transfer shall not be allowed to change or transfer back to their original department or graduate institute. They shall fulfill the graduation requirements of the master’s or doctoral degree program they transfer to in order to be eligible for graduation, without extending their study period due to the transfer. Those who are not granted a transfer shall continue their studies at their original graduate institute. |
| 第7條Article 7 | 轉所研究生於轉入後，應依本校相關規定申請學分抵免採計。Postgraduate students shall apply for credit exemption and recognition in accordance with the relevant regulations of the University after transferring to another graduate institute. |
| 第8條Article 8 | 同系所內申請轉組（學籍正式分組）者，比照本辦法各項規定辦理。An application for a transfer to another group (official grouping by student status) within the same department or graduate institute shall be handled in accordance with the provisions of the Regulations. |
| 第9條Article 9 | 本辦法經教務會議通過後公告實施，並報教育部備查。The Regulations shall be passed by the Academic Affairs Meeting, implemented on the date of promulgation, and then reported to the Ministry of Education for reference. |