國立高雄應用科技大學____學年度博碩士班研究生轉系（所）申請書

National Kaohsiung University of Applied Sciences Inter-Graduate Program Transfer Application Form

☐ 博士班(Doctoral program)　☐碩士班 (Master's program)

☐ 申請人(Applicant's signature)：_____(簽章)　(Tel)：_____

申請日期(Application date)：　年(year)　月(month)　日(day)

申請人個人資料 (Applicant's personal information)		
姓名(Name)	學號(Student ID No.)	現就讀系(所)組別 (Transfer from)
		系(所) (department/institute) 組
年級(Grade)	指導教授姓名(Advisor)	擬轉入系(所)組別 (Transfer to)
		系(所) (department/institute) 組
擬轉系(所) 原因 Cause of transfer		
審查結果(請檢附有關系所學程審查會議紀錄） Reviewing results (Please attach all meeting minutes related to the reviewing.)		
擬轉出系(所)主管 Head of department/institute transfer from	擬轉入系(所)主管 Head of department/institute transfer to	教務處綜合教務組 Section of General Academic Affairs, Office of Academic Office
擬轉出學院院長 Dean of college transfer from	擬轉入學院院長 Dean of college transfer to	教務長 Dean of Academic Affairs
校長批示 President		

一、 本校學則：

第八十四條　研究生修業一學年以上因特殊情形，須於學校行事曆規定日期申請並經有關系、所、學程審查會議通過，送教務處轉陳校長核准後，得轉系、所、學程。經核准轉系、所、學程之研究生不得再申請更改或轉回原系、所、學程。轉系、所、學程均以一次為原則，並須完成轉入系、所、學程規定之畢業條件方得畢業。同一系、所轉組者比照前項規定辦理。

二、本申請案經核可後，請送回教務處綜合教務組（請檢附有關系、所、學程審查會議紀錄影本）。

I. Article 84 of "KUAS Academic Policies" : Students who have studied for over one academic year may, under special circumstances, apply to transfer to another department or institute within the period specified in school Calendar. The application has to go through reviewing meeting of the department or institute and sent to Office of Academic Affairs to be submitted to the President for approval. Once approved, the applicant is not allowed to request for changing or returning to original department/institute. Students can only apply once for inter-graduate program transfer and must fulfill the requirements of the department/institute they are transferred to in order to graduate.

II. Please sent the application form back to Section of General Academic Affairs, Office of Academic Affairs following approval. (A photocopy of the reviewing meeting minutes should be attached.)