

## 綜合業務組 公告

112 年 3 月 20 日

主 旨：碩、博士班學生申請 112 學年度轉系(所)事宜。

說 明：

一、依據本校「碩、博士班學生轉系(所)辦法」【附件一】辦理轉系(所)作業。

二、申請期間：112 年 4 月 10 日(一)至 4 月 14 日(五)。

三、碩士班學生有下列情形之一者，不得申請轉系(所)：

1. 休學期間之學生。
2. 學生入學方式明定不得申請轉系(所)限制者。
3. 在職專班生不得申請轉入日間學制碩、博士班。

四、112 學年度碩士班轉系(所)標準如【附件二】，博士班轉系(所)標準如【附件三】敬請參閱。

五、各系(所)轉系標準及其考(口)試事項，請向各系(所)辦公室詢問。

六、112 學年度碩士、博班轉系(所)作業日程如下，敬請配合辦理：

日 期(民國 112 年)	作 業 流 程
4/10(一)~4/14(五)	本校碩、博士生應於左列期限內，完成申請程序，逾期未完成者，視同未申請，申請步驟如下： <ol style="list-style-type: none"><li>1. 至綜合業務組網頁「表單下載」項下，列印轉系(所)申請書。</li><li>2. 填妥申請書送綜合業務組初審學籍資格。</li><li>3. 通過初審後，學生自行將轉系(所)申請書送交就讀系(所)主任核定是否同意。</li><li>4. 就讀系(所)同意後，再將申請書及相關資料送交轉入系(所)。</li><li>5. 依申請轉入系(所)規定之考(口)試時間應試。(申請人與該系(所)確認考(口)試時間與地點)。</li></ol>
4/17(一)~4/28(五)	受理系(所)實施考(口)試。
5/12(五)前	各系(所)將轉系(所)成績審核表及相關申請文件，以電子文簽請所屬學院院長複核後，再呈送教務長核定。
5 月下旬	綜合業務組依教務長核定結果，公告轉系(所)通過名單。

附件：

附件一-[靜宜大學碩、博士班學生轉系\(所\)辦法](#)

附件二-[112 學年度碩士班轉系\(所\)標準](#)

附件三-[112 學年度博士班轉系\(所\)標準](#)

# Division of Registration & Curriculum

March 20, 2023

## Subject: Application for Graduate Major Change – 2023-24AY

### Descriptions:

1. The Application is implemented in accordance with the *Regulations on Graduate Program Transfer* (Appendix 1).
2. Application Dates: Monday, April 10 to Friday, April 14, 2023.
3. The Master's program students with one of the following conditions are not eligible to apply for a major change.
  - (1). Students who are in suspension of studies.
  - (2). The student's initial admission channel clearly prohibited a major change.
  - (3). In-service students are not allowed to apply for transfer to day-time master or doctoral programs.
4. Please refer to the Criteria for Major Change in Master's Programs – 2023-24AY (Attachment 2) and Criteria for Major Change in Doctoral Programs – 2023-24AY (Attachment 3).
5. Please enquire with the respective department (institute) offices for the individual major change criteria and issues on (written or oral) examinations.
6. The schedule for the application for graduate major change in 2023-24AY is as follows:

Dates (2023)	Procedure
4/10(M) ~ 4/14(F)	The students applying for graduate major change shall complete the application procedure before the deadline. An overdue application is not accepted. The procedure is as follows: <ol style="list-style-type: none"><li>1. Go to the Div. of R&amp;C webpage, find Forms Download, make a print out of the Application for Major Change form.</li><li>2. Fill out the application form and submit it to the Div. of R&amp;C for verification of your enrollment qualification.</li><li>3. After the initial verification, the subject student shall submit it to the attending department for the approval of the Head of the department.</li><li>4. Subject to the approval of the attending department, the application form and related documents shall be submitted to the intended transfer-in department.</li><li>5. Take the (written and/or oral) exams according to the stipulations of the transfer-in department (institute). (The applicant shall confirm with the subject department/institute the time and venue of the exams.)</li></ol>
4/17(M) ~ 4/28(F)	(Written and/or Oral) Exam week of the transfer-in department (institute).
Before 5/12(F)	The respective departments (institutes) shall submit the e-files of the exam results and related application documents to the pertinent Dean of College for approval before the files are submitted to Provost for final approval.
Before 5/31	Subject to the approval of Provost, the final acceptance list will be announced.

### Attachments:

Attachment 1: [Providence University Regulations on Graduate Program Transfer](#)

Attachment 2: [Criteria for Major Change in Master's Programs – 2023-24AY](#)

Attachment 3: [Criteria for Major Change in Doctoral Programs – 2023-24AY](#)