

Fooyin University Department Transfer Guidelines

Formulated at the Academic Affairs Meeting on December 30, 2000

Revised at the Academic Affairs Meeting on September 28, 2001

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Revised at the Academic Affairs Meeting on June 16, 2006

Revised at the Academic Affairs Meeting on June 22, 2007

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Revised at the Academic Affairs Meeting on June 15, 2011

Revised at the Academic Affairs Meeting on June 15, 2012

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1. To execute department transfer for Fooyin University (FYU) students, the Guidelines are formulated in accordance with the University Act and the Fooyin University Student Enrollment Regulations.
2. When FYU students have studied for more than one (1) semester, they may apply for transfer to the corresponding year and semester of study in the new department; however, students are not allowed to transfer between different school systems.
For transfer students to a lower year of study, the credits and courses required shall be subject to the rules stated on the required course list of the admitted year of study. The overlapped period of study between two (2) departments shall not count towards the maximum period of study set by the new department.
3. Students who are involved in one of the following situations shall not transfer to another department:
 - (1) Those who have extended their period of study.
 - (2) Those who are not allowed to transfer according to the admission brochure.These do not apply to special cases approved at the Academic Affairs Meeting.
4. Students who intend to transfer shall apply to the Office of Academic Affairs within a specified period announced by the FYU each semester. Those who fail to do so shall not apply subsequently.
5. Students aged under the age of twenty shall obtain a parent's or guardian's agreement and signature before applying for transfer.
6. Applicants shall list three (3) transfer preferences, which shall not be altered after the application deadline.
7. Students seeking to transfer across divisions or school systems are subject to the Guidelines. Each department may conduct a review if necessary.
8. Transfer quotas will be published by the Office of Academic Affairs. If the number of the applicants does not exceed the admission quota, coupled with the fact that those applicants meet the entry requirements of the intended department, they will be transferred directly. If the number of the applicants exceeds the admission quota, the department shall establish a team for reviewing the transfer applications. The approval list will be published after the review results are compiled.
The quota for admission of on department (division) transfer students shall not exceed the total admission quota set by the university for that school system. However, the medical care-related departments (divisions) and those involving the talent training targets set by governmental agencies shall not exceed the original quota verified by the department (division).
9. The Guidelines shall be issued and implemented upon verification by the President after being approved at the Academic Affairs Meeting. Amendments shall follow the same procedure.