

Kaohsiung Medical University (KMU)

Undergraduate Transfer Student Guidelines

Amended by MOE document (85) GAO (2) No. 85008435 on February 6, 1996
Published by document FA No. 030 on March 22, 1996
Passed at the 6th Academic Affairs Meeting of Academic Year 2007-2008 dated May 9, 2008
Approved by MOE document Tai GAO (2) No. 0970137837 on July 18, 2008
Published by document GAO-YI-Jiao No. 0971103646 on August 22, 2008
Passed at the 5th Academic Affairs Meeting of Academic Year 2010-2011 dated February 17, 2011
Published by document GAO-YI-Jiao No. 1001101872 on June 22, 2011
Approved by MOE document Tai GAO (2) No. 1000123145 on July 15, 2011
Published by document GAO-YI-Jiao No. 1001102476 on August 17, 2011
Passed at the 2nd Academic Affairs Meeting of Academic Year 2012-2013 dated December 4, 2012
Published by document GAO-YI-Jiao No. 1011103567 on December 22, 2012
Approved by MOE document Tai-Jiao-GAO (2) No. 1020024119 on March 04, 2013
Published by document GAO-YI-Jiao No. 1021100920 on April 2, 2013
Passed at the 5th Academic Affairs Meeting of Academic Year 2013-2014 dated April 9, 2014
Published by document GAO-YI-Jiao No. 1031101362 on May 2, 2014
Article 6 filed for reference by MOE document Tai-Jiao-GAO (2) No. 1030108183 on August 29, 2014
Passed at the 1st Academic Affairs Meeting of Academic Year 2014-2015 dated October 1, 2014
Published by document GAO-YI-Jiao No. 1031103485 on October 24, 2014
Article 5 and 7 filed for reference by MOE document Tai-Jiao-GAO (2) No. 1040020149 on March 6, 2015
Passed at the 3rd Academic Affairs Meeting of Academic Year 2015-2016 dated February 19, 2016
Article 5, 8, and 15 filed for reference by MOE document Tai-Jiao-GAO (2) No. 1050104193 on August 2, 2016
Passed at the 2nd Academic Affairs Meeting of Academic Year 2017-2018 dated December 22, 2017
Article 8 to 14 filed for reference by MOE document Tai-Jiao-GAO (2) No. 1070019389 on February 6, 2018
Passed at the 1st Academic Affairs Meeting of Academic Year 2020-2021 dated October 29, 2020
Published by document GAO-YI-Jiao No. 1091104084 on December 17, 2020
Acknowledged and filed for reference by MOE document Tai-Jiao-GAO (2) No. 1090188929 on December 31, 2020
Published by document GAO-YI-Jiao No. 1101100070 on January 11, 2021

- Article 1 All the related matters shall be undertaken under Article 39 of KMU's General Regulations.
- Article 2 Unless otherwise stipulated by the Ministry of Education, the department transfer of KMU students is carried out under the provisions of the Guidelines.
- Article 3 The Kaohsiung Medical University Department Transfer Examination Committee (hereinafter referred to as the Committee) has been formed to handle matters related to the department transfer examinations. The Committee is composed of the Vice President for Office of Academic Affairs, the Vice President for Office of General Affairs, Deans of colleges and Chairs of related departments. The Vice President for Office of Academic Affairs is the committee director, the Vice President for Office of General Affairs is the deputy committee director; the Director of Admissions and Student Recruitment Division is

the director-general. The Committee is responsible for reviewing the quota for transfer students, the prospectus, deciding on admissions criteria, and other matters relating to examinations.

The meeting of the Committee shall be convened only when no less than one-half of the members attend, and the resolution shall be approved by the majority of the members present.

Article 4 Students' applications for department transfer must be processed within the deadline set by the Office of Academic Affairs, and late applications will not be accepted.

Article 5 Students who have completed one academic year of study in a bachelor's degree program or more may apply for department transfer prior to the start of the second academic year. Before the beginning of the third academic year, students may apply for transfer to the third-year level of a program in a department of similar nature, or discontinue schooling in the second academic year in a department of different nature. For special reasons, students may apply for transfer to the fourth academic year of a department of similar nature or discontinue schooling in the third academic year of a department of approved minor study before the beginning of the fourth academic year. Students who have completed more than four academic years of study may apply for transfer to the appropriate year of study in a department of similar nature or the department of students' minor study before the beginning of the fifth year or higher, depending on the subjects and credits they have taken. However, if there are regulations for the year of study of transfer-in departments, such regulations shall instead govern.

Students may transfer to another department only once and those who received approval must complete the graduation requirements of the transfer-in departments before graduation. In the case of transferring to another sub-department of the same departments, the same provisions apply as in the previous two paragraphs.

The number of credits and compulsory subjects to be taken by the admitted transfer students shall be in accordance with the regulations set out in the Course and Credits List for the year of study and the academic year that the students are transferring to.

The overlapping year of students who transfer into a lower year of study in another department does not count towards the maximum years of study available to students in their new departments.

Having completed courses in another university and subsequently been admitted as KMU students through entrance exams, students' academic performance in previous universities shall not be used as the basis for the assessment of applications for transfer to other departments.

While studying in Taiwan, Students from Mainland China may apply to transfer to a department designated for them in the current academic year by the Ministry of Education.

Article 6 The following students may not apply for department transfer:

1. Students with less than one academic year of study.
2. Students approved to transfer to another department.
3. Students extending years of study.
4. Students taking leaves from the study.
5. Two-year in-service program students.

Article 7 For students in a bachelor's degree program, the quota for the year of transfer is as follows:

1. The transfer student quota is limited to the vacancies that arise after accounting for student admissions and student discontinuation of studies of each department and does not include the vacancies caused by the retaining of admission eligibility, suspending studies, or the additional admission quota. After holding department transfers, overall student enrollment for each year of study shall not exceed the total number of new students originally approved for that academic year.
2. The quota for School of Medicine transfer students is limited to the vacancies that arise

after accounting for student admissions and student discontinuation of studies of each department, excluding the vacancies caused by the retaining of admission eligibility, suspending studies, or the additional admission quota, and shall be within the originally approved admission quota for each year.

3. The admission quota of students from Mainland China shall be limited to the number of vacancies arising after accounting for student admissions and student discontinuation of studies in the academic year and shall not be allocated from the quota for domestic students. To carry out the department transfer for students from Mainland China, departments (divisions) that are allowed to admit transfer students from Mainland China may recruit students within the quota approved by the Ministry of Education for the current academic year; departments (divisions) without approval from the Ministry of Education shall report the programs to the Ministry of Education for approval between 1 January and 31 January each year.

- Article 8 Students should submit the applications for department transfer within the deadline specified by the Office of the Academic Affairs in accordance with the announcement and late applications will not be accepted.
- Article 9 Students may make at most two applications for department transfers and may not withdraw or alter applications after submission.
- Article 10 If two or more students with the same total marks reach the minimum criteria for approved department transfer, the last available quota shall be given according to the evaluation priority rules specified in the admission prospectus for each department; if the rules are still inconclusive in choosing one student over another, the admission may be closed with an increased quota. If there are fewer students with exam results above the minimum criteria than the allocated quota, the admission may be completed with a shortfall. Students who have reached above the minimum admission criteria for department transfer but scored zero in one evaluation item shall not be admitted.
- Article 11 After completing the assessment of the transfer examination results, a meeting of the Department Transfer Examination Committee shall be convened by the committee director and a resolution on the minimum admission criteria, admission quotas and admission lists for each department shall be made and promulgated after approval by the KMU.
- Article 12 Students approved for department transfers may not request to discontinue schooling in the original department.
- Article 13 Department transfer students shall be advised by a specific person assigned by the respective departments on the subjects and credits to be made up.
- Article 14 The Guidelines shall be promulgated and implemented after approval of the Academic Affairs Meeting and shall be reported to the Ministry of Education for future reference.