

# National Taipei University of Technology

## Policy of Change of Major

Amended and Reinstated by the Academic Affairs Meeting of the first semester of Academic Year 2010 on October 27, 2010

Amended and Reinstated by the Academic Affairs Meeting of the second semester of Academic Year 2010 on January 4, 2011

Amended and Reinstated by the Academic Affairs Meeting of the first semester of Academic Year 2011 on December 30, 2011

Amended and Reinstated by the Academic Affairs Meeting of the first semester of Academic Year 2012 on December 11, 2012

Amended and Reinstated by the Academic Affairs Meeting of the second semester of Academic Year 2014 on May 13, 2015

Clause 2 Amended and Reinstated by the Academic Affairs Meeting of the first semester of Academic Year 2016 on January 3, 2017

Amended and Reinstated by the Academic Affairs Meeting of the first semester of Academic Year 2018 on January 3, 2019

Clause 1. National Taipei University of Technology (“NTUT”) hereby prescribes the “Policy of Change of Major” (the “Policy”) to administer transfers between departments pursuant to the University Act, Enforcement Rules of the University Act, the NTUT Academic Rules, and relevant regulations.

Clause 2. Students who have studied in the four-year day division, or the class of advanced students in the extension education for one or more years may apply to change their major, and be admitted to the year of study as follows:

1. Before the second year of study begins, the applicant may be admitted as a sophomore of each department.
2. Before the third year of study begins, the applicant may be admitted as a junior of a department of a similar nature, or a sophomore of a department of a different nature.
3. Before the fourth year of study begins, the applicant may be admitted as a senior of a department of similar nature, or enrolled as a double major, or a junior of a department enrolled as a minor.

Transferring to a different section in the same department also qualifies as a change of major. Whoever transfers into another department by downgrading shall complete the mandatory courses and the required credits according to the curriculum criteria applicable to the existing students of the new major in their year of admission.

Whether the natures of the departments before and after the transfer are similar or different is determined by the department accepting the application, subject to review and announcement by the academic affairs office of that division.

Clause 3. A student will not be allowed to change majors if she or he:

1. Is in suspension of study.
2. Is a transfer.
3. Has successfully changed majors once.
4. Is prohibited from changing majors according to the NTUT admission policy applicable to such major in the year of admission.

Clause 4. Students are not allowed to transfer between the day division and the extension education unless otherwise reviewed and approved by the academic affairs offices of the two divisions for special circumstances.

Clause 5. Change of major is open during the second semester of each academic year. Each applicant shall fill out the application form, obtain the consent and signatures of her or his parents and the head of the original department, and submit them to the academic affairs office of the applicable division according to the academic calendar; the academic affairs office will then forward the application to the department the student is applying to transfer into for review. Late application will not be accepted. Each student may apply to up to three departments for change of major, and shall specify the order of preference. Anyone who is admitted by two or more departments at the same time will be placed according to the specified order of preference.

Clause 6. Each department of each division shall not admit, or permit to transfer more than 10% of the originally approved number of freshmen of each grade.

Clause 7. Subject to the consent of the head of the applicable department, change of major may

be allowed only if the specialized consulting office has investigated and determined that any of the following students are unable to continue her or his study of the original major because the admission results are not his or her subject of interest, or due to other reasons:

1. Overseas Taiwanese students, Hong Kong/Macau students, Mainland Chinese students, or foreign students, subject to verification by the Office of International Affairs.
2. Physically/mentally challenged students who are issued a disability card (manual), or assessed by the committee of special education student assessment and education support of the Ministry of Education, a municipality, county, or city government, subject to verification by the Student Consulting Center of the Office of Student Affairs.

Mainland Chinese students may only apply to change to a major in a department/section of NTUT approved by the Ministry of Education to admit Mainland Chinese students in the current academic year subject to reporting to the Ministry of Education by the Office of International Affairs shall and this Policy.

Clause 8. Each department shall prescribe its application and selection process for change of major, and submit it to the academic affairs office of the division through the college for approval. The academic affairs office will publish such processes on behalf of all departments.

Each department accepting applications of change of major shall form their review committee. The head of the department shall be the leader. The committee members shall include at least two teacher's representatives.

The results of change of major shall be approved by the heads of the admitting departments, and submitted to the academic affairs office of the applicable division. The day division shall obtain approval of the Dean of Academic Affairs/the extension education shall obtain approval of the division director before publishing the results.

Clause 9. No student who has been approved for change of major may request to return to the original major. In special situations, the relevant college/department and the academic affairs office of the division may approve the resumption of major within two weeks after the transfer application results are announced on an ad hoc basis. However, that student will be disqualified from any future change of major.

Clause 10. Students who change their majors shall complete the subjects and credit units required by the new department, and meet the graduation requirements to graduate. Extension of year of study is not permitted.

Whoever transfers into another department by downgrading cannot accumulate the years of study overlapped in the original department against the maximum years of study of the new department.

Clause 11. Students who change their majors may apply for credit transfer/waiver according to the "NTUT Credit Transfer and Waiver Policy."

Clause 12. This Policy and any amendment thereof shall become effective upon the resolution of and announcement by the Academic Affairs Meeting.