

國立中山大學 研究生 轉系所申請單

National Sun Yat-sen University

Application Form for Master Degree Students' Change of Department/Institute

申請學年度: 學年度

申請日期 Application date: 年 月 日

Intended transfer year: academic year

1061106 修正 11/06/17 revised

姓 名 N a m e			學 號 Student ID		
原屬 院系(所)級 Current department/ college	學院 college 學系(研究所) 年級 department (master's degree) year				
學 制 別 L e v e l	☐ 碩士班 ☐ 博士班 ☐ Master's degree ☐ Ph.D program		身 分 別 T y p e s o f student status	☐ 一般生 Standard ☐ 其他 Other: : (請參閱附註三) (Please see attachment 3)	
擬 轉 院系(所)級 Intended transfer college/ department	擬申請轉入 學院 學系(研究所) 年級 Intend to transfer to college and department (post-graduate degree) year				
申請轉系(所) 原 因 Reasons for transfer					
申 請 人 A p p l i c a n t	(簽章) (Signature)		連 絡 電 話 Telephone No.	手 機 Mobile : 研究室 Office : 電話(H) Home:	
上列資料由申請同學詳實填具並送所屬系所主管及院長簽核後連同審查資料送註冊組彙辦 All information listed above must be accurately completed by the applicant before submitting to the heads of the current department and the college for approval, followed by submitting all required documents to the Registration Division					
原屬院系(所)	指 導 教 授 A d v i s i n g P r o f e s s o r	系 所 主 管 D e p a r t m e n t S u p e r v i s o r	院 長 H e a d o f t h e C o l l e g e		
審 查 意 見 Comments from the current department/college	審查意見: Assessment decision ☐ 同意 approve ☐ 不同意 disapprove 其他意見: Other comments:	審查意見: Assessment decision ☐ 同意 Approve ☐ 不同意 Disapprove 其他意見: Other comments:			
教務處 初審 Office of Academic Affairs Initial assessment	☐ 符合 Qualified ☐ 不符合 Not Qualified 承辦人: 組 長: Coordinator: Head of the Office:				
擬轉院系(所)	系 所 主 管 D e p a r t m e n t S u p e r v i s o r		院 長 H e a d o f t h e c o l l e g e		
審 查 意 見 Comments from the intended transfer department/college	審查結果: 經 年 月 日 系所務會議或系所招生相關之委員會會議審 查(附會議紀錄) Assessment result: Decision was made at departmental meeting or committee relevant to department enrollment, (with meeting minutes) ☐ 同意 ☐ 不同意 ☐ approve ☐ disapprove				

附註：

- 一、 研究生申請轉系，須填具申請單，並附歷年成績單及有助轉系所之相關審查資料，以便審查。
- 二、 研究生得於修業滿一學期申請轉系所（休學不計入年限）；教務處初審不符規定者，申請單將交由所屬系所退還申請者。
- 三、 身份別除一般生外，依入學身份分為在職生、僑生、外國學生等，請確實填寫身分別，俾便審查。
- 四、 受各種入學方式之規定有轉系所限制者，依其規定辦理。

Notes : 1. For post-graduate degree students who intend to apply for a department transfer, an application form must be completed and submitted along with non-current academic transcripts and any documents that may support the application.

2. For post-graduate degree students, department transfer applicants must finish a full semester (excluding the time of withdraw from studies); application form will be returned to the unqualified applicant via his/her current department office depending on the result of the initial assessment made by the Office of Academic Affairs.

3. Types of student status are: on-job students, overseas Chinese students and overseas students. Please complete all required fields accurately for assessment purposes.

4. Specific rules and requirements may apply to some courses for course transfer purpose. All rules and requirements will be followed accordingly.