

## 國立中興大學 113 學年度轉系作業日程表

## Timeline for Transfer of Department in the 2024 Academic Year

## 一、113 學年度本校在學學生辦理轉系作業日程表，如：

Important dates for NCHU students applying for Transfer of Department in the 2023 academic year can be found below:

日期 Date	作業事項 Instructions	作業單位 Responsible units
113 年 2 月 16 日(五)前 Before 16 <sup>th</sup> Feb. 2024 (Fri)	各學系填交擬招收轉系(組)學生人數調查表。 Departments shall determine a Transfer of Department quota.	各學系 Academic departments
113 年 2 月 27 日(二) 27 <sup>th</sup> Feb. 2024 (Tue)	公告轉系調查結果及相關事項。 Announce transfer of department survey results and related matters.	註冊組 Registration
113 年 3 月 11 日(一) 至 113 年 3 月 15 日(五) From 11 <sup>th</sup> Mar. 2024 (Mon) to 15 <sup>th</sup> Mar. 2024(Fri)	受理轉系申請 (申請表格請上網下載或至註冊組領取)。 Review Transfer of Department applications. (application forms are available online or at the Division of Registration)	註冊組 Registration
113 年 3 月 21 日(四)前 Before 21 <sup>st</sup> Mar. 2024 (Thu)	註冊組將轉系申請書彙整後送交各學系審核。 The Division of Registration will collect and submit Transfer of Department application forms to individual departments for review.	註冊組 Registration
113 年 4 月 19 日(五)前 Before 19 <sup>th</sup> Apr. 2024 (Fri)	各學系將轉系申請資料及考試審定結果送註冊組，並提轉系錄取名單。 Departments will then return Transfer of Department applications and testing review results to the Division of Registration and submit a list of students approved for Transfer of Department.	各學系 Academic departments
113 年 4 月 26 日(五)暫定 26 <sup>th</sup> Apr. 2024 (Fri) TBC	簽請校長核定。 The list of students approved for Transfer of Department will then be submitted to the NCHU president for approval.	註冊組 Registration
113 年 5 月 3 日(五)暫定 3 <sup>rd</sup> May 2024 (Fri) TBC	公告榜單。 Announce list of students approved for Transfer of Department.	註冊組 Registration

## 二、受理申請期間 Application period for Transfer of Department：

自 113 年 3 月 11 日(一)起至 3 月 15 日(五)止，計五工作天，務請配合於期限內完成申請程序，逾期不予受理。

From March 11 (Mon) to March 15, 2024 (Fri), a total of five days. Students are asked to observe send the documents above to the original department for approval before sending them to the Division of Registration Late submissions application for transfer of department will not be accepted.

### 三、受理地點 Location：

學士班(8:30~16:50)至行政大樓 1F 註冊組辦理。

進修學士班(12:50~20:50)至綜合教學大樓 107 教務處進修學士班辦公室辦理。

Undergraduate students shall file send applications to the Division of Registration located on the first floor of the Administrative Building between 8:30~16:50.

Students in extension education undergraduate programs shall file send applications to the academic affairs office for extension education undergraduate programs located in room 107 of the Teaching Complex Building between 12:50~20:50.