

National Taiwan Normal University
Department of Educational Psychology and Counseling
Regulations of Transferring Programs

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- Article 1 These Regulations are formulated pursuant to National Taiwan Normal University's (NTNU) School Regulations and Department (Graduate Institute) Transfer Regulations.
- Article 2 After completing one academic year of study, if an undergraduate student considers that his or her department is not compatible with his or her personal interests, he or she may apply for transfer to the Department of Educational Psychology and Counseling (DEPC) within a prescribed period of time; however, that student may not transfer if he or she is still on suspension of study or if the relevant law stipulates otherwise.
- Undergraduate students who apply for a transfer prior to second year of study may transfer to the second year of the DEPC; those who apply before the commencement of the third year of study may transfer to the second or third year of the DEPC; those who apply ahead of the beginning of the fourth year of study may transfer to the third or fourth year of the DEPC.
- Undergraduate students who transfer to the DEPC at a lower year of study will not have their maximum years of study counting the year of retake in the new department. The DEPC does not take applicant transferring master's program.
- Article 3 Undergraduate students applying for transferring to the DEPC shall submit an application to the Office of Academic Affairs within the application period stipulated in NTNU's calendar and conform with procedure set out in the announcement. The admissions list shall be forwarded by the DEPC to the Office of Academic Affairs for compilation within the prescribed time limit and shall be published upon approval by the Vice President of Academic Affairs.
- Article 4 Only one time of transferring program is allowed.
- Article 5 The documents to be submitted (including the documents to be uploaded and the written documents) for application and the selection process:
1. Students who intend to transfer to the DEPC must obtain the consent of their original department Chair.
 2. Applicants should upload their autobiography, curriculum vitae (with relevant experience and certificates for the past two years), a report on their studies or experiences (pertaining to educational psychology and counseling related experience, not a report or assignment for a course

of study) or future plans, and submit a written letter of recommendation from a faculty member of their original department.

3. The DEPC will determine the admissions list based on reviewing submitted documents and interview.

Article 6 The number of students transferring to the DEPC will be limited to no more than 20% of the Ministry of Education-approved intake of the DEPC for that academic year.

Article 7 Students who are entitled to government sponsorship for teacher education program will lose their sponsored status after their application for transferring program is granted. In this circumstance, students shall repay the government scholarship they have received in one lump sum.

Article 8 These Regulations shall be implemented after they have been finalized by the DEPC's department affairs meeting and forwarded to the Office of Academic Affairs for future reference, and the same shall apply to any subsequent amendments hereto.

These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.