

# **Hunan Institute of Engineering General Full-time Undergraduate Student Transfer Management (Amendment)**

## **Academic Affairs Office No.15 (2024)**

In order to implement the student-centered concept, further mobilize students' consciousness and enthusiasm in learning, and strengthen the awareness of students, in accordance with the relevant provisions of the Ministry of Education "Regulations on the Management of Students in ordinary Colleges and Universities" (Decree No. 41 of the Ministry of Education) and "Regulations on the Management of Undergraduate Student Status of Hunan Institute of Engineering (Revision)", combined with the actual situation of our school, this management method is formulated.

### **Chapter I General rules**

**Article 1** Each college shall combine its own teaching resources, teachers and learning in accordance with the management measures for changing majors Students' needs and other actual conditions, formulate the implementation rules of the college's major transfer work and report to the Academic Affairs Office for the record.

**Article 2** The University macro-controls the major change plan. The number of transferred and transferred students of the college is controlled separately in principle Within 20% of the total number of students enrolled in the major grade;For majors with a low employment rate or insufficient teaching resources, the number of transferred majors should also be controlled.

**Article 3** If the number of students applying for transfer from or into a major exceeds the total number of students in the grade of the major at 20%, the students shall be selected separately according to the principle of "equal opportunities, grades first".

### **Chapter II Application conditions**

**Article 4** Students who are studying in the second or third semester may be allowed to change majors under any of the following circumstances:

1. Students who have interest and expertise in other majors during their studies;

2. The student finds a certain disease or physical defect after admission and is diagnosed by the secondary A or above hospital designated by the university having proved that he or she is unable to study in his or her original major, but is still able to study in another major of the university;

3. If the enrollment of the original major is suspended after the student resumes school, he/she may transfer to a major similar to the original major according to the student's wish;

4. Students who are willing to repeat a grade and change their major due to learning difficulties;

5. If the school needs to adjust the major appropriately according to the development and change of the social demand for talents, it is allowed to continue studying students may be transferred to other related majors.

**Article 5** The university will give honors to the students who suspend their studies to start a business or return to school after retiring and need to change their major due to their own circumstances Consider first.

**Article 6** In any of the following circumstances, the major cannot be changed in principle:

1. The first choice and re-choice subjects of the college entrance examination are limited;

2. Students who have changed their major once in school;

3. Those who violate school discipline and regulations during the school period are punished;

4. Incomplete registration procedures, failure to pay tuition and miscellaneous fees;

5. Admission in the form of special enrollment, where the state has relevant regulations or there is a clear agreement with the school before admission.

**Article 7** Students who apply for changing majors must meet the following conditions:

1. Students who have not passed the courses (except the courses of cultural quality) may change their major at the same level; Those who have failed courses, Can only repeat the grade to change the major (except retired students);

2. Participate in the selection assessment (examination) organized by the transfer college and pass.

## **Chapter III Basic procedures**

### **Article 8** Process of changing major:

1. Before Tuesday of the first week of each semester, students who meet the conditions for changing majors are required to submit to their colleges application form for change of major. Transfer out of the college for review, after the review and approval, the list of students to be transferred out will be publicized. After the expiration of publicity and no objection, it will be submitted to the Academic Affairs Office for summary review on Friday of the 1st week;
2. The transfer college will organize the assessment of the students to be transferred in the second week of each semester according to the list of the academic Affairs Office (examination), determine and publicize the list of students to be transferred. After the publicity period expires and there is no objection, it shall be reported to the Academic Affairs Office on Monday of the 3rd week for summary;
3. The Academic Affairs Office shall summarize the list of students transferring to the college and submit it to the president in charge for approval continued.

## **Chapter IV Management of school roll**

**Article 9** Students who change majors must study in accordance with the requirements of the training plan for talents transferred to majors. Changing Major The credits obtained before in line with the courses (links) of the transfer professional talent training plan are still valid. The remaining course scores and credits that do not meet the requirements of the transfer professional talent training plan are recorded according to the elective course scores. The missing courses of the transfer major must be made up according to the course retaking requirements.

**Article 10** Within two weeks after transferring to a new major, students should complete the credit identification work.

## **Chapter V Supplementary rules**

**Article 11** Any student who practices fraud or violates laws and disciplines in the process of transferring his/her major shall be disqualified from transferring his/her major, and according to the seriousness of the situation, corresponding sanctions will be given in accordance with state laws and regulations and university regulations.

**Article 12** In the process of changing majors, students must study in their original classes and abide by school discipline and regulations. Students who are absent from class without reason, miss the exam or have other disciplinary behaviors will be dealt with according to the relevant regulations of the university, and their major transfer qualification will be revoked.

**Article 13** These measures shall be implemented from the date of issuance of the document. The former "Hunan Institute of Engineering Student Transfer Management Office Law (Amendment) (School Teaching Character (2019) No. 53) shall be repealed at the same time.

**Article 14** The Teaching Affairs Office shall be responsible for the interpretation of these Measures. Matters not covered herein shall be discussed and approved by the President's Office.