

## Appendix B-8

# Full-time undergraduate students of Hunan City College Management measures for changing majors

### Chapter I General Provisions

**Article 1** In order to fully reflect the educational concept of "student-oriented", further mobilize students enthusiasm and initiative for learning, promote students free and comprehensive development and individual development, according to the Regulations on Student Management of Ordinary Higher Education Institutions (Ministry of Education Order No.41) and other documents, this method is specially formulated.

**Article 2** On the premise of ensuring the normal teaching management order, we should provide maximum convenience for students to change their majors on the basis of fully considering the existing teaching resources and conditions of the school and college.

**Article 3** The work of changing majors shall follow the principles of procedural norms, fairness and justice, and preferential adjustment. It is mainly aimed at first-year undergraduate students. Students can only change their majors once during their school years,

and the application for changing majors shall not be changed once approved by the university.

## Chapter II Types and Conditions of Change of Specialization

**Article 4 The transfer of major is divided into two types: ordinary and special.**

### (1) General situation

Students applying to transfer to the New Engineering/New Humanities program (registered with the Academic Affairs Office) or music, fine arts, and sports majors will be assessed and interviewed by their respective colleges to determine a list of recommended transfers. Other students must participate in the unified transfer examination organized by the Academic Affairs Office.

1. For students who are admitted to the major of literature and history or science and physics at the same time,

The subjects of the examination are "Computer Basic for College Students", "Ideological and Moral Education and Rule of Law" or "Outline of Modern Chinese History";

2. For students who are admitted to the transferred major only for science and engineering/physics, the examination subjects are "Basic Computer for College Students" and "Advanced Mathematics".

3. Professional courses can be added according to the needs of the transferred major.

(2) Special circumstances

Students who have any of the following circumstances during their study may apply for a change of major:

1. Have certain specialties and special interests in the proposed major;

2. Those who are indeed suffering from a certain disease or physical defect;

3. Those who have retired or returned to school for entrepreneurship;

4. When returning to school after a leave of absence, the original major is suspended or cancelled;

5. Other special circumstances other than the above.

**Article 5 Those who have any of the following circumstances shall not change their majors:**

(1) Students who are directed, students who have transferred from secondary vocational normal schools to specialized colleges and those who have been admitted to Chinese and foreign cooperative education programs

Students majoring in science;

(2) receiving a warning (inclusive) or above after enrollment;

(3) Those who are on leave, retaining their student status or need to be expelled;

(4) students majoring in music, physical education and fine arts who apply to transfer to other majors;

(5) The subject selection of the college entrance examination in the place of origin or the subject of the college entrance examination does not conform to the transferred major

What is sought;

(6) providing false application materials for changing majors or engaging in malpractice for personal gain;

(7) The relevant documents of the superior competent department stipulate that the major should not be transferred.

### Chapter III Procedures for changing majors

**Article 6 The school shall set up a professional adjustment review working group to be responsible for the transfer of majors**

The person in charge of undergraduate teaching shall serve as the leader, and the members include the teaching office and

The heads of the departments such as the disciplinary inspection Commission and the Office of the Special Commissioner for Supervision shall be responsible for the review work group

He is the director of the Office and the head of the Department of Education.

**Article 7 Procedures for changing majors under normal circumstances**

- (1) Student registration;
- (2) Take the transfer examination after the end of the first semester of the first year of university examine;
- (3) The academic affairs office shall conduct a preliminary review of the list of students who are proposed to change their majors;
- (4) The school leaders in charge of undergraduate teaching shall review;
- (5) Public notice by the Academic Affairs Office;
- (6) The presidents office meeting shall approve;
- (7) Processing procedures for professional adjustment.

**Article 8 Procedures for changing majors under special circumstances**

- (1) I will apply for a change of major within 30 days before the end of the second semester of my freshman year. I will fill in the "Hunan City University Change of Major Application Form"

(Appendix 1), attach relevant supporting documents and personal commitment letter (Appendix 2);

(2) The dean of the transferring college shall sign and agree;

(3) The comprehensive evaluation of the transferred college is signed by the dean with his/her consent;

(4) Preliminary examination by the Academic Affairs Office;

(5) The school leaders in charge of undergraduate teaching shall review;

(6) The presidents office meeting shall approve;

(7) Processing procedures for professional adjustment;

(8) Those who do not meet the requirements of the enrollment access system shall, in principle, be demoted to a lower grade and change their majors.

**Article 9** Those who have retired or returned to school after starting a business, or those who have returned to school after taking a leave of absence when their original majors are closed

Applications for transfer of majors, including those revoked and other special circumstances, shall be transferred in accordance with the relevant policies of the superior authorities

The college agrees, the academic affairs office reviews, and the school leaders in charge of undergraduate teaching approve.

Chapter IV Management of students changing majors

**Article 10 Before the school approves the transfer to a new major, students who apply for a transfer shall participate**

Add your major study and all activities. Those who skip classes without reason, miss exams or other disciplinary violations

In addition to the relevant regulations on student status management, the qualification of changing majors shall also be cancelled.

**Article 11 Students who are approved to transfer to a new major shall be enrolled according to the requirements of the new major**

Fees and other fees are required before registration to enter the new major.

**Article 12 Management of students after changing their majors**

(1) After the student changes the major, the talent training program of the transferred major shall be examined strictly

Nuclear graduation qualification. After transferring to a new major, the course credits will be recognized as follows:

1. If the credits obtained meet the requirements of the talent training program of the transferred major, fill in the "Hunan City University Student Course Credit Mutual Recognition Application Form for Students with Change of Academic Status" (Appendix 3),

which shall be confirmed by the college of transfer and reported to the Academic Affairs Office for recognition;

2. Credits for courses that have not yet been taken but have been transferred into the major must be obtained through retaking.

(2) Each receiving college should timely do a good job in receiving the students academic records and other materials Collect and manage related work to ensure the integrity and authenticity of the students academic records normalization.

**Article 13 The tuition fee of a student after changing his major shall be according to the tuition fee standard of the year when he changes his major**  
carry out.

#### Chapter V Supplementary Provisions

**Article 14 These Measures shall be implemented as of the date of promulgation, and the original "Hunan City College" shall be repealed**

Management Measures for Changing Major of Ordinary Undergraduate Students in Japan (Xiangcheng Institute Document No.129 [2022])

At the same time, if the superior education administration department has other provisions, such provisions shall prevail.

**Article 15** This method shall be interpreted by the Office of Academic Affairs.

Attachment: 1. Application form for changing major at Hunan City University

2. Commitment letter of full-time undergraduate students of Hunan City University to change their majors

3. Application form for mutual recognition of course credits of students with academic status changes in Hunan City College

## Appendix 1

## Hunan City College transfer application form

number:

surname and personal name		Class number		Student ID number	
Current major			Apply for transfer		
Place of origin			contact way		
Reason for application (with relevant materials)					
Student signature:			Parents signature:		
Opinion of the Dean of the transferring college:			Opinion of the Dean of the College:		
sign ones name:			sign ones name:		
YTD			YTD		

<p>The Office of Academic Affairs comments:</p>     <div style="text-align: right; margin-top: 100px;">             sign ones name:               YTD           </div>	<p>Opinions of the school leaders in charge:</p>     <div style="text-align: right; margin-top: 100px;">             sign ones name:               YTD           </div>
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## Appendix 2

Full-time undergraduate students of Hunan City College  
change their majors  
letter of commitment

surname and personal name:

Student ID:

I hereby make the following commitments:

I voluntarily apply to transfer from my original major \_\_\_\_\_  
\_\_\_\_\_. Professional, before the school  
approves the transfer to a new major, participate in the study and all  
activities of the original major. If there is no reason for skipping  
classes, skipping exams or other disciplinary violations, agree to  
cancel the transfer qualification.

I have read and understood the relevant regulations on changing  
majors in detail and hereby commit to this change

Once the professional procedures are completed, there is no regret.

After the school approves the transfer to a new major, it is

guaranteed

Go through the formalities and pay the tuition fees according to the relevant requirements of the new major.

promisee:

Parents signature:

date:

# Hunan City College Student Record Change Student Course Credit Mutual Recognition Application Form

Printed on November 28,2022

[illegible]

Opinion of the students college (stamped):  YTD	The Office of Academic Affairs (Official Seal):  YTD
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Note: 1. Professional required courses are the courses offered in the semester implementation plan, which should be filled in according to the course schedule.

2. For courses with mutual recognition, the same or similar courses that have been completed and whose grades are up to the pass mark or 60 points (inclusive) or above, with consistent or basically the same teaching content, should be filled in the same line as the required courses.

3. Students fill in the form, and the current teacher signs to confirm. The application form shall be submitted to the academic affairs office of the students college in a unified manner by class.

4. The vice dean of the teaching department of the students college shall sign and submit it to the teaching office for signature approval. The examination and student status management center shall conduct mutual recognition of courses.

5. If the course name is the same and the credit of the course already taken is higher than that of the mutual recognition course, the student does not need to find the signature of the teacher.

6. Students must attach the original transcript of the courses they have taken and the course schedule (printed online by students).

7. The original copy of this form shall be deposited with the Examination and Student Registration Management Center of the Academic Affairs Office, and one copy shall be deposited with each college where the student is enrolled and each teacher who teaches the course.

8. The time of mutual recognition of courses is within 2 weeks after the students academic status changes to a new class.

9. The Academic Affairs Office does not accept students personal course recognition applications except for special circumstances such as returning to school.