Jiujiang University

General Office
JJU [2024] No. 111

Management Measures for Student Major Transfer of Jiujiang University (Revised)

To stimulate students' learning initiative and creativity, satisfy their personalized development and give full play to their strengths, promote talent development, and better adapt to social needs, these Measures are formulated in accordance with the *Regulations on the Administration of Students in Regular Institutions of Higher Education* and the actual situation of the University.

Article 1 Principles of Major Transfer

1. Focus on student personalized development. Respect students' aspirations and interests, give full play to their individuality and strengths, and improve teaching quality through individualized education.

2. Combine with professional development. Major transfer shall be based on sufficient teaching resources and normal teaching order, and meet students' reasonable needs.

3. Follow openness, fairness and impartiality. Major transfer quotas, rules and results shall be publicized and supervised by all teachers and students.

Article 2 Major transfer adopts a university-college two-level management system. The process includes student application, college assessment, and review, filing and publicity by the Academic Affairs Office.

Article 3 Each college shall determine the maximum number of students transferring out and in based on teaching resources. The number of students transferring out shall not exceed 30% of the enrollment size of the major. The number of students transferring in in the first batch shall not exceed 10% of the enrollment size. The total number of students transferring in shall not exceed 16% in principle, including a properly increased quota in the second batch for high-demand majors.

Article 4 Students with genuine interest, clear foundation and greater potential in the

target major may apply. Students under any of the following circumstances are not eligible:

1. Having studied for less than one semester.

2. Transferring from a lower admission tier to a higher tier, or from a lower degree level to a higher level.

3. Crossing admission categories (liberal arts, science, engineering, art, physical education) for students from non-reform provinces.

4. Inconsistent college entrance examination selected subjects with the target major requirements for students from reform provinces.

5. Being targeted students, commissioned students or special program students.

6. Admitted through special programs such as “college-to-undergraduate”, independent admission, Sino-foreign cooperative education.

7. Having successfully transferred majors once.

8. Subject to expulsion or should be dismissed.

9. Suspending study or retaining student status.

10. Other cases without valid reasons.

Article 5 Eligible students have two opportunities to apply: the first semester and the second semester of the first academic year. Students who have transferred once may not apply again.

Article 6 Basic Procedures of Major Transfer

Release of Quota and Scheme

1. Each college submits the First Batch Major Transfer Implementation Scheme to the Academic Affairs Office.

2. The Academic Affairs Office releases the major transfer notice.

3. Each college formulates assessment rules, content and scoring criteria.

Student Application

4. Students submit the Application Form for Major Transfer to their college within the required period. Each student may apply for only one major.

Approval by the Current College

5. The current college verifies eligibility. If the number exceeds the limit, the college will assess and rank applicants, publicize the list and submit it to the Academic Affairs Office.

The signed application form shall be submitted to the target college by the student.

Approval by the Target College

6. The target college reviews applications. If the number exceeds the quota, assessment and ranking shall be conducted.

7. The target college admits students based on assessment scores from high to low, and publicizes the proposed admission list for 3 working days.

Finalization of Major Transfer List

8. The target college submits application forms and summary sheets to the Academic Affairs Office.

9. The Academic Affairs Office reviews and publicizes the list for 3 working days.

10. The final list is issued after approval by the university leader in charge.

11. First batch approved students complete procedures within one week after the start of the second semester.

Second Batch Major Transfer

12. After the first batch, colleges submit the Second Batch Major Transfer Implementation Scheme. The second batch follows the same procedures.

13. Second batch approved students complete procedures within one week after the start of the first semester of the second academic year.

Article 7 Students under any of the following special circumstances may also apply:

1. Having certified illness or physical disability unsuitable for the original major but suitable for another major.

2. Students resuming study after suspension for entrepreneurship or military service.

3. No original major available in the grade due to grade retention.

4. The University adjusts majors according to social demand.

5. Having published high-level papers, won provincial or above discipline competition awards, or proved exceptional strengths in the target major.

6. Having verified special difficulties that make continued study in the original major impossible.

Students shall submit a written application to the Academic Affairs Office. Approval is subject to preliminary review, endorsement by the university leader in charge and publicity.

Article 8 Once approved, students may not transfer back to the original major or apply for another major.

Article 9 Students will be disqualified if:

1. Failing to take the final examinations of the original major in the semester of approval.

2. Receiving disciplinary punishment before registering in the new major.

Article 10 Students with objections to major transfer may submit a written appeal, which shall be handled by the Academic Affairs Office.

Article 11 Students who transfer majors shall follow the training program of the target major and grade. Identical or similar courses passed before may be exempted. Missing courses of the target major must be made up.

Article 12 These Measures shall enter into force on the date of issuance. The right of interpretation resides in the Academic Affairs Office (Center for Faculty Instructional Development) of Jiujiang University.

The former *Measures for the Administration of Student Major Transfer (Trial)* (*JJU [2023] No. 109*) is abolished simultaneously.