

Tzu Chi University

2025

Internal Transfer Examination

for Graduate School

Admissions Brochure



As confirmed in the 15th meeting of the Tzu Chi University Admissions Committee on April 15, 2025.

Publishing Unit: Tzu Chi University Admissions Committee

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✂In case of any discrepancy between the English translation and the original Chinese text, the Chinese text shall be prevailed.

Important Schedule for Graduate School Internal Transfer Examination

Item	Date
Announcement of Brochure and Important Notices	April 16, 2025 (Wednesday)
Application Period	June 30, 2025 (Monday) to July 2, 2025 (Wednesday)
Announcement of Review Results and Interview Order	July 7, 2025 (Monday)
Interview Dates	July 9, 2025 (Wednesday) to July 11, 2025 (Friday) Scheduled based on the interview dates of respective departments
Sending of Grade Reports	July 14, 2025(Monday)
Grade Review	July 22, 2025 (Tuesday)
Admission Results Release	July 25, 2025 (Friday)
※Notifications regarding the sending of grade reports are expected to be delivered within 3 days. Please check your email. If not received, please inquire by phone.	

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I. Important Notes for Applying for Internal Transfer

i. Eligibility

Students currently enrolled in Tzu Chi University's master's or doctoral programs for at least one year and who meet the application requirements of the respective research institutes are eligible to apply for internal transfer. However, the following students should take special note:

1. Mainland Chinese students studying in Taiwan are not eligible to apply for programs lower than their current academic level and can only apply for research institutes approved by the Ministry of Education for mainland Chinese students.
2. Overseas and foreign students who are unable to continue their studies in their original departments due to mismatched interests may apply for internal transfer as per the regulations.
3. Students who are not permitted to transfer due to academic leave or other relevant regulations should follow the respective regulations.

ii. Application Procedures

- (1) Application Period: From Monday, June 30, 2025, to Wednesday, July 2, 2025. Late applications will not be accepted.
- (2) Application Method: All applications must be submitted in hard copy. Please print and complete the "Attachment 1: Tzu Chi University Graduate Student Internal Transfer Application Form" and submit it along with the required documents as specified in this prospectus.
- (3) Application Fee: No application fee will be charged.

*Notes for Application:

1. Once all application materials and candidate identity verification are submitted, no modifications will be allowed for any reason. Therefore, please ensure that all information provided is accurate. All application materials will not be returned or provided for reference, including after admission.
2. Applicants are advised to carefully review all application documents for accuracy before submission. Incomplete applications will not be considered. Please ensure that all required documents are completed and submitted by the application deadline. Late submissions will not be accepted.
3. Illegible or unclear application documents will be rejected. Any forgery, alteration, misrepresentation, or impersonation will result in disqualification from the application and examination process, and legal actions may be taken.
- (4) Submission of Application **Documents**: Please submit the following documents in hard copy to the Admissions Office within the designated application period. Late submissions will not be accepted.
 1. "Attachment 1: Tzu Chi University Graduate Student Internal Transfer Application Form": Applicants must complete the form neatly in block letters. After completing the "Section I: Applicant Information," submit the form along with the required documents to the Admissions Office.

2. Academic transcripts from the semester of admission to the second semester of the 113th academic year.

*If grades are not finalized during the application period (e.g., pending grades), applicants may upload the payment receipt for the application transcript as proof. The examination staff will assist in printing the transcript later.

3. Submitting the required review documents according to the regulations of each department (graduate program). Please refer to "Section III: Internal Transfer Standards for Each Department."

iii. Announcement of Review Results and Interview Schedule

The qualification review results and interview schedule for each department will be announced on the university's website's homepage and the "2025 Internal Transfer Examination" webpage on Monday, July 7, 2025.

iv. Grade Review

- (1) Grade notification will be sent on Wednesday, July 16, 2025 (limited to registered mail).
- (2) Grade review requests must be submitted by Tuesday July 22, 2025 (based on the postmark).
- (3) Review Regulations:
 1. Fill out the "Application for Review of Grades and Response Form" (Attachment 2; the response form should be printed on a single A4 paper, double-sided, with the recipient's address clearly written on the back and sufficient postage of NT\$35 attached).
 2. Enclose a copy of the transcript and a postal money order for the review fee.
 3. Please send it by registered mail (Postal Code: 97004) to "Admissions Committee, Tzu Chi University, No. 701, Section 3, Zhongyang Road, Hualien City," with the envelope marked "Graduate Institute Internal Transfer Examination Result Letter."
 4. Review fee: NT\$100 per subject (please pay by postal money order, with the payee specified as "Tzu Chi University, Tzu Chi Schools Foundation").
- (4) If there are changes in scores or admission status as a result of the review, candidates may not raise objections.

v. Distribution and Admission

- (1) Applicants for transfer to the graduate institute who do not meet the minimum admission criteria based on their examination scores will not be admitted, even if there are vacancies. If the number of candidates who meet the minimum admission criteria is less than the number of available seats, the admission may be less than the quota.
- (2) If the last candidate who meets the minimum transfer criteria has the same total score as two or more other candidates, they will be compared according to the "Tie-Breaking Rules" established by each department. The one with the higher score will be given priority for admission, and if the scores are exactly the same, they will be admitted simultaneously.
- (3) Candidates with one or more zero scores in any scoring item, even if their total score meets the minimum transfer criteria, will not be admitted.
- (4) Announcement of the admission list: July 25th, 2025 (Friday).
- (5) The admission list will be announced electronically on the university's website.
- (6) **Students with approved transfer may not request changes or withdrawals.**

vi. Appeals Process for Candidates

- (1) Scope of appeals:

Candidates who believe that there have been improper actions or violations of gender equality principles related to admissions that have caused damage to their personal rights and interests may file an appeal with the university's admissions committee.

(2) Appeal procedure:

1. Candidates must submit the "Candidate Appeal Form" (Attachment 3) and relevant documents or evidence to the admissions committee within seven days from the day the admission results are announced.
2. The candidate appeal form should include the appellant's name, student ID number, contact telephone number, date, applied department, mailing address, grounds for appeal, and desired remedy.

(III) Appeals that fall under the following circumstances will not be accepted:

1. Matters related to admissions that are already clearly regulated by laws or admission regulations.
2. Appeals submitted after the deadline.

(5) Accepted appeals will be processed by the university's admissions committee. If necessary, the appellant or relevant parties may be invited to attend and provide explanations.

(6) Only one appeal is allowed, and the result of the appeal will be communicated to the appellant by the admissions committee within one month.

vii. Other Matters

- (1) In the event of major natural disasters such as typhoons, earthquakes, floods, epidemics, or other significant accidents that prevent the scheduled examinations for all or some subjects, the Admissions Committee of our school will issue emergency measures or make-up exam schedules according to relevant regulations. Candidates are required to cooperate and should not raise objections.
- (2) For any matters not covered herein, they will be subject to the relevant regulations and decisions of the university's admissions committee.

II. Examination Dates and Admission Quotas

College	Department	Admission Quota	Examination Date	Examination Method	
				Document Review	Interview
College of Medicine	Institute of Medical Sciences	5	July 10, 2025 (Thursday)	•	•
	Ph.D. Program in Pharmacology and Toxicology, School of Medicine	1	--	•	--
	Translational Medicine Doctoral Program	1	July 10, 2025 (Thursday)	•	•

College	Department	Admission Quota	Examination Date	Examination Method	
				Document Review	Interview
College of Medicine	Master Program in Pharmacology and Toxicology, School of Medicine	3	--	•	--
	Master Program in Biomedical Sciences, School of Medicine	11	--	•	--
	Department of Laboratory Medicine and Biotechnology	5	--	•	--
	Department of Public Health	6	--	•	--
	Department of Molecular Biology and Human Genetics	5	July 11, 2025 (Friday)	•	•
College of Nursing	Graduate Institute of Long-term Care	2	--	•	--
College of Biomedicine and Innovation Technology	Department of Biomedical Sciences and Engineering	2	--	•	--
College of Humanities and Social Sciences	Institute of Education	2	--	•	--
	Department of Communication Studies	4	--	•	--
	Department of Social Work	2	July 9, 2025 (Wednesday)	•	•
	Institute of Religion and Humanities	4	--	•	--

III. Transfer Standards for Each Department:

【Ph.D. Program】 :

Institute of Medical Sciences	
Admission Quota	5
Eligibility	Graduate students of this university who have completed at least one year of study in the doctoral program.
Examination Date	Interview on July 10, 2025 (Thursday)
Examination Method	1. Document review. Please submit: - Application form for transferring to the doctoral program at Tzu Chi University. - Academic transcript. - Contact information of two recommenders. - Personal statement (including reasons for transferring) and research progress plan during the current program. - Any other supporting documents for the application. 2. Interview.
Scoring Method	1. Document review will account for 60% of the total score. 2. Interview will account for 40% of the total score.
Note	After transfer, the qualifications for doctoral candidacy will be processed according to the relevant regulations of the department.

Ph.D. Program in Pharmacology and Toxicology, School of Medicine	
Admission Quota	1
Eligibility	Current doctoral students of this university who have completed at least one year of study are eligible to apply for transfer to this doctoral program.
Examination Method	Document review. Please submit: 1. Application form for transferring to the doctoral program at Tzu Chi University. 2. Personal statement (including reasons for transferring and a brief description of personal academic and professional experience). 3. Academic transcripts from previous years. 4. Research proposal (including previous research accomplishments)
Scoring Method	100% based on document review.
Note	Approved students are still required to fulfill the graduation requirements of this program in accordance with the relevant regulations in order to graduate.

Translational Medicine Doctoral Program

Admission Quota	1
Eligibility	Current doctoral students of this university who have completed at least one year of study. Priority will be given to applicants who are physicians, followed by non-physician students.
Examination Date	Interview on July 10, 2025 (Thursday)
Examination Method	1. Document review. Please submit: - Application form for transferring to the doctoral program. - Personal statement (including reasons for transferring) and research progress plan during the study period. - Academic transcripts from the graduate institute. - Published works and patents (Master's degree holders are required to submit their Master's thesis). - Two recommendation letters (at least one from the advisor or direct supervisor). - Proof of current employment for research students with a physician status (including leave without pay) with a description of service position, seniority, and current department. - Research students with a physician status are required to submit a declaration form for applying to the Joint Translational Medicine Doctoral Program conducted by Tzu Chi University and Academia Sinica. - Any other relevant documents that contribute to the application. 2. Interview.
Scoring Method	1. Document review: 60% of the total score. 2. Interview: 40% of the total score.
Note	1. Research scholarships are provided by Academia Sinica, subject to the regulations of Academia Sinica. 2. After transferring, students must comply with the program's requirements regarding coursework, doctoral candidacy examination, and doctoral degree examination.

【Master's Program】：

Master Program in Pharmacology and Toxicology, School of Medicine

Admission Quota	3
Eligibility	Current students in the Master Program at our university with a minimum of one year of study are eligible to apply for transfer to this Master's Program.
Examination Method	Document review, please submit the following: 1. Application form for transferring to another department/program at Tzu Chi University. 2. Personal statement (including reasons for transfer and a brief description of personal academic and professional experience). 3. Academic transcripts from previous years. 4. Research proposal (including previous research accomplishments).
Scoring Method	100% based on document review
Note	Approved students are still required to fulfill the graduation requirements of this program in accordance with relevant regulations in order to graduate.

Master Program in Biomedical Sciences, School of Medicine

Admission Quota	11
Eligibility	Current students in the Master Program at our university with a minimum of one year of study are eligible to apply for transfer to this Master's Program.
Examination Method	Document review, please submit the following: 1. Application form for transferring to another department/program at Tzu Chi University. 2. Academic transcripts (including ranking) from the undergraduate and current Master's Program. 3. Personal statement, research accomplishments, and any other written materials that would be helpful for the review process. 4. It is necessary to select a faculty member from this Master's Program as a thesis advisor in advance and obtain their signed consent.
Scoring Method	100% based on document review
Note	Approved students are still required to fulfill the graduation requirements of this program in accordance with relevant regulations in order to graduate.

Department of Laboratory Medicine and Biotechnology

Admission Quota	5
Eligibility	Current students in the Master Program at our university with a minimum of one year of study are eligible to apply for transfer to this Master's Program.
Examination Method	Document review, please submit the following: 1. Application form for transferring to another department/program at Tzu Chi University. 2. Academic transcripts from the Master's Program. 3. Personal statement (including reasons for transfer). 4. Research accomplishments and any other written materials that would be helpful for the review process.
Scoring Method	100% based on document review
Note	

Department of Public Health

Admission Quota	6
Eligibility	Current students in the Master Program at our university with a minimum of one year of study are eligible to apply for transfer to this Master's Program.
Examination Method	Document review, please submit the following: 1. Application form for transferring to another department/program at Tzu Chi University. 2. Academic transcripts from the Master's Program. 3. Personal statement (including reasons for transfer). 4. Research accomplishments and any other written materials that would be helpful for the review process.
Scoring Method	100% based on document review
Note	

Department of Molecular Biology and Human Genetics

Admission Quota	5
Eligibility	Current students in the Master Program at our university who meet the following qualifications, with the consent of their original graduate program, may apply for transfer to this Master's Program: 1. Completion of at least one academic year. 2. Conduct grade must be 70 or above. 3. Academic grades for both semesters of the first year must be 70 or above.
Examination Date	Interview on July 11, 2025 (Friday)
Examination Method	1. Written review: Applicants for transfer to this Master's Program should submit the following documents: - Application form for transferring to another department/program at Tzu Chi University. - Academic transcripts. - Two recommendation letters and contact information of the recommenders. - Personal statement (including reasons for transfer) and research achievements during the academic period. - Other supporting documents for the application (such as TOEFL, TOEIC, and GEPT scores). 2. Interview.
Scoring Method	1. Written review: 30% 2. Interview: 70%
Note	1. The total score of the review must be 80 or above to pass the application for transfer to the Master's Program. 2. In case of a tie, the order of consideration will be based on interview scores followed by written review scores.

Graduate Institute of Long-term Care

Admission Quota	2
Eligibility	Current students in the Master Program at our university with a minimum of one year of study are eligible to apply for transfer to this Master's Program.
Examination Method	Document review, please submit the following: 1. Application form for transferring to another department/program at Tzu Chi University. 2. Academic transcripts from previous years. 3. Personal statement (including reasons for transfer). 4. Research accomplishments and any other written materials that would be helpful for the review process.
Scoring Method	100% based on document review
Note	

Department of Biomedical Sciences and Engineering

Admission Quota	2
Eligibility	Current students in the Master Program at our university with a minimum of one year of study are eligible to apply for transfer to this Master's Program.
Examination Method	Document review, please submit the following: 1. Application form for transferring to another department/program at Tzu Chi University. 2. Academic transcripts from previous years. 3. Personal statement (including reasons for transfer). 4. Research proposal.
Scoring Method	100% based on document review
Note	

Institute of Education

Admission Quota	5
Eligibility	Current students in the Master Program at our university with a minimum of one year of study are eligible to apply for transfer to this Master's Program.
Examination Method	Document review, please submit the following: 1. Application form for transferring to another department/program at Tzu Chi University. 2. Academic transcripts from the Master's Program. 3. Personal statement (including reasons for transfer). 4. Research achievements and other written materials that contribute to the review.
Scoring Method	Document review - 100%
Note	Approved students must still fulfill the graduation requirements of this program in accordance with relevant regulations in order to graduate.

Department of Communication Studies

Admission Quota	4
Eligibility	Current students in the Master Program at our university who have completed at least one year of study are eligible to apply for transfer to this Master's Program.
Examination Method	Document review, please submit the following: 1. Application form for transferring to another department/program at Tzu Chi University. 2. Academic transcripts from the Master's Program. 3. Personal statement (including reasons for transfer). 4. Research achievements and other written materials that contribute to the review.
Scoring Method	Document review - 100%
Note	

Department of Social Work

Admission Quota	2
Eligibility	Graduate students in the Master Program at our university who meet the following qualifications and have obtained approval from their original department/institute may apply for transfer to this Master's Program. 1. Completion of at least one academic year. 2. Conduct grade must be above 70. 3. Academic grades for both semesters of the first year must be above 70.
Examination Date	Interview - July 9, 2025 (Wednesday)
Examination Method	1. Written examination. Please submit: - Application form for internal transfer examination. - Academic transcripts. - Personal statement (including reasons for transfer), study plan, and other written materials that contribute to the review. 2. Interview.
Scoring Method	1. Written examination: 50% 2. Interview: 50%
Note	1. The total score of the examination must be 80 or above to pass the application for transfer to the Master's Program. 2. In the case of the same score, the order of consideration will be based on the interview score followed by the written examination score.

Institute of Religion and Humanities	
Admission Quota	4
Eligibility	Current students in the Master Program at our university with a minimum of one year of study are eligible to apply for transfer to this Master's Program.
Examination Method	Document review, please submit the following: 1. Application form for transferring to another department/program at Tzu Chi University. 2. Academic transcripts from previous years. 3. Personal statement (including reasons for transfer). 4. Research accomplishments and any other written materials that would be helpful for the review process.
Scoring Method	100% based on document review
Note	Approved students must still fulfill the graduation requirements of this program in accordance with relevant regulations in order to graduate.



慈濟大學

學年度 ☐ 碩士班 ☐ 博士班 研究生轉所申請表

Tzu Chi University __ Academic year _ MA _ Doctoral program

Request for Graduate Program Transfer

申請日期 Application Date : 年(Y) 月(M) 日(D)

一、申請人基本資料《此欄填寫完後送教務處招生策略中心》Applicant's Basic Information					
姓 名 Name (Surname, Given Name)			學 號 Student No.		
通 訊 地 址 Address					
現 就 讀 系 所 年 級 Current Dept. & Year	學 系 研究所 Department		組 年 級 Division Year	☐ 碩士班 ☐ 博士班 Master's/ Doctoral	
擬 轉 入 系、所 組 別 Major	學 系 研究所 Department		組 年 級 Division Year	☐ 碩士班 ☐ 博士班 Master's/ Doctoral	
擬 轉 系、所 原 因 Reason for the change of major					
指 導 教 授 簽 章 Advisor's signature			申 請 人 簽 章 Applicant's Signature		
二、審查結果《此欄為教務處招生策略中心試務流程》 Review Results (This section is the academic affairs office's admissions process)					
擬 轉 出 系、所 組 主 管 簽 註 意 見 Current Department Chair's signature and comments					
擬 轉 入 系、所 組 主 管 簽 註 意 見 New Department Chair's signature and comment					
招生策略中心 承 辦 人 Admission office		招生策略中心 主 任 Section Chief of Admission Office		教 務 長 D e a n o f Academic Affairs	
注意事項 Important Notes:					
一、碩、博士班研究生修業一學年以上因特殊情形，經原肄業系、所及擬轉入之系、所雙方主任（所長）認可，得轉系、所，並以一次為限。 Master's or doctoral students who have studied more than one year, who are special circumstances and have obtained the consent of both department chairs, may apply for change of major once.					
二、本申請案核准後，請送回招生策略中心轉入學系（所）承辦人。 After the approval of the application is completed, please send it to the Registrar Office.					

Tzu Chi University

Graduate School Internal Transfer Examination

Application for Grade Review and Inquiry Form (Front)

Applicant	Name			Student ID	
	Contact Number				
Review Item				Review Response:	
Original Score					
Reviewed Score ※Do not fill in this column				Response Date:	
Candidate Signature					

Important Notes:

1. Review Deadline: The deadline for review is **July 22, 2025** (as indicated by postmark). Late applications will not be accepted.
2. Each applicant is limited to one review request. Applicants cannot request photocopies of individual scores.
3. Review Fee: The fee is NT\$100 per subject. Please make payment using a postal money order payable to "Tzu Chi University, Buddhist Tzu Chi School Foundation."
4. Application Procedure: Please send this form, along with a photocopy of the score sheet, via **registered mail** to "Admissions Committee, Tzu Chi University, 701, Jhongshan Rd., Sec. 3, Hualien 970374, Taiwan." Please indicate "Internal Transfer Exam Score Review" on the envelope.
5. Please fill in all information clearly on both sides of this form. On the back side, please affix a complete return address label with the recipient's name and address for response purposes.

Registered Mail

Sender: Admissions Committee, Tzu Chi University
No. 701, Section 3, Zhongyang Road, Hualien City, 970374, Taiwan

Please affix
NT\$35
Registered Mail
Postage

Recipient: To Mr./Ms. [Recipient's Name]

County	District	Village	Neighborhood
Road (Street)	Section	Lane	Alley
			Number
			Floor

Tzu Chi University

Intra-University Transfer Examination for the 2025

Candidate Appeal Form

[illegible]

Important Notes:

Applicants who wish to file an appeal must complete this appeal form and submit it in writing, along with relevant documents or evidence, to the Admissions Committee of this university within seven days from the date of announcement (late submissions or incomplete documentation will not be accepted).