

# **Guidelines on Hiring Academic Gowns (doctoral and master`s academic gowns) by Graduating Students**

The guidelines on hiring academic gowns (doctoral and master`s academic gowns) by graduating students in Academic Year 2017 are as follows:

1. The University`s Regulations for Borrowing Academic Gowns shall be complied with.
- II. Timetable for hiring and returning academic gowns:

1. Hiring: every graduating class in master`s programs shall appoint one student to submit an application on a class basis.

**Collection Period of Academic Gowns: May 8<sup>th</sup> ~ June 9<sup>th</sup> (applications submitted on the day of graduation will NOT be considered.)**

Collection Time: 08:30 ~ 16:30 on Monday through Friday

Collection Location: a. Property Management Section of Office of General

Affairs at Main Campus

b. General Affairs Section of Office of General Affairs at Yanchao Campus

2. Returning: academic gowns are not necessarily returned on a class basis; in other words, borrowers can return the academic dress personally.
  - a. On the day of graduation (June 10<sup>th</sup>): borrowers can return the academic dress after the graduation ceremony but no later than 14:00.

**Location: 5<sup>th</sup> Floor of Student Activity Center**

- b. After the graduation ceremony: June 12<sup>th</sup> ~ June 23<sup>th</sup>, 08:30 ~ 16:30 on Monday through Friday

Location: a. Property Management Section of Office of General Affairs at Main Campus

b. General Affairs Section of Office of General Affairs at Yanchao Campus

### III. Guidelines on Hiring Academic Gowns:

1. Only graduating students of the University are eligible to hire academic gowns.
2. Every graduating class in master`s programs shall appoint the class leader or one student to submit an application and collect academic gowns **on a class basis**.
3. Class leaders of graduating classes shall take an application form for hiring academic gowns, the affidavits signed by students who want to hire an academic dress, and payment receipts to the Property Management Section of the Office of General Affairs to collect academic gowns.
4. Application Form for Hiring Academic Gowns and Affidavits:

- a. Graduating students are not required to sign the affidavit if they don't hire an academic dress.
  - b. The affidavit must be signed personally by graduating students who want to hire an academic dress, and they shall check whether the personal information stated on the list is correct. In case of any error in personal information, please directly make corrections on the list.
  - c. It is strictly prohibited to sign the affidavit on behalf of another graduating student or ask another graduating student to sign the affidavit, or hire an academic dress in the name of another graduating student.
  - d. After all affidavits are signed and collected, the application form for hiring academic gowns shall be delivered to the department or graduate institute concerned for approval before being submitted to the Office of General Affairs for completing the hiring procedures.
  - e. The originals of the application form and the signed affidavits will be kept by the Property Management Section of the Office of General Affairs, and administrative / academic units concerned shall make photocopies on their own for future reference.
5. Borrowers are required to pay cleaning fees when hiring an academic dress: NT\$260 per doctoral academic dress, and NT\$160 per master's academic dress. No refund of cleaning fees is permitted after an academic dress is hired out.
  6. To hire an academic dress, doctoral and master's students who are approved to graduate early or have completed the check-out procedures (based on the data kept by the Office of Academic Affairs) shall pay cleaning fees and a deposit at the Cashier Section. Then, they shall go to the Property Management Section to collect an academic dress by producing the payment receipt and the signed affidavit. Deposit: NT\$6,500 per doctoral academic dress, and NT\$1,600 per master's academic dress. **(The deposit receipt must be safeguarded by the borrowers and must be returned to the Cashier Section upon requesting a refund of the deposit.)**
  7. In case of cheating or hiring an academic dress in the name of another student, the students involved shall be disciplined pursuant to the University's regulations.
  8. Collection of Academic Gowns:
    - a. Graduating doctoral students: academic gowns are hired out on an individual basis. A valid student ID card, a signed affidavit, and a payment receipt of cleaning fees must be exhibited to the Property Management Section of the Office of General Affairs to collect an academic dress.

- b. Doctoral and master's students who are approved to graduate early or have completed the check-out procedures: academic gowns are hired out on an individual basis. A signed affidavit and a payment receipt of cleaning fees must be exhibited to the Property Management Section of the Office of General Affairs to collect an academic dress. **(The deposit receipt must be safeguarded by the borrowers and must be returned to the Cashier Section upon requesting a refund of the deposit.)**
- c. Graduating students of master's programs: academic gowns are hired out on a class basis, and the application form submitted by every graduating class of undergraduate and master's programs is accepted only once. Class leaders of graduating classes shall fill out an application form for hiring academic gowns, collect the affidavits signed personally by students who want to hire an academic dress (**sorted in ascending order of student No.**), and collect cleaning fees. Then, class leaders shall pay cleaning fees to the Cashier Section of the Office of General Affairs, collect all academic gowns at the Property Management Section of the Office of General Affairs by producing the originals of payment receipts, and finally distribute academic gowns to classmates who have applied for one. No mailing of academic gowns to graduating students is allowed. It is strictly prohibited to sign the affidavit on behalf of another graduating student or ask another graduating student to sign the affidavit, or hire an academic dress in the name of another graduating student. Class leaders will be held liable for any damage or loss arising from any dispute of hiring an academic dress in the name of another person.
- d. After collecting academic gowns on a class basis, class leaders shall return the academic gowns which cannot be distributed to classmates for any reason to the Property Management Section, and at the same time cancel the record of hiring such academic gowns.
- e. If any graduating student is unable to sign an affidavit and hire an academic dress for special reasons before the deadline mentioned above, he or she shall apply in person to the Property Management Section by producing his or her student ID card and the original of a payment receipt of the cleaning fees. No late application will be considered.
- f. If any borrower finds that the academic dress received doesn't fit, he or she shall exchange it with another classmate. It is strictly prohibited to trim the academic dress down. Only under the circumstances in which an academic dress doesn't fit or is damaged will borrowers be allowed to exchange for a new one at the Property Management Section.

- g. It is necessary to ensure that a complete outfit (including the gown and the mortarboard) is received on the spot at the Property Management Section.
- h. All the academic gowns hired out have been cleaned and ironed (master's and doctoral gowns, hoods and mortarboards are dry-cleaned). **Please don't wash or iron the academic dress again.** Compensation shall be made according to the list below in cases in which the academic dress is faded, damaged or mildewed owing to unnecessary washing or ironing, or improper use:
  - (1) NT\$1,600 per master's academic dress (NT\$260 for the mortarboard, NT\$910 for the hood, and NT\$430 for the gown)
  - (2) NT\$6,500 per doctoral academic dress (NT\$350 for the mortarboard, NT\$1,800 for the hood, and NT\$4,350 for the gown)

#### IV. Guidelines on Returning Academic Gowns:

- 1. **Academic gowns must be returned to the University no later than June 23<sup>th</sup>, 2017.**
- 2. As a courtesy to next users, academic gowns hired out must be washed after use. Please return academic gowns to the University before the deadline of June 23<sup>th</sup>, 2017. **An overdue fine of NT\$10 per academic dress not returned per day is charged (weekends excluded),** with a maximum fine as stated below:
  - a. NT\$1,600 per master's academic dress
  - b. NT\$6,500 per doctoral academic dress

Those who refuse to pay the overdue fees will be considered not completing check-out procedures.

- 3. Borrowers shall keep and handle academic gowns (including the mortarboard, the hood and the gown) with care. In case of loss, damage or failure to return the academic dress, the borrower concerned shall make compensation based on the list below, and **is not allowed to request a refund of the cleaning fees.** Those who refuse to pay the compensation will be considered not completing check-out procedures.
  - (1) NT\$1,600 per master's academic dress (NT\$260 for the mortarboard, NT\$910 for the hood, and NT\$430 for the gown)
  - (2) NT\$6,500 per doctoral academic dress (NT\$350 for the mortarboard, NT\$1,800 for the hood, and NT\$4,350 for the gown)
- 4. Deposit Refund: After returning the academic dress to the Property Management Section, borrowers can request a refund of the deposit at the Cashier Section by submitting the deposit receipt.

#### V. Check-out Procedures:

1. The staff-in-charge of the Property Management Section will directly affix the official seal on the check-out form if the graduating student doesn't hire an academic dress.
  2. The staff-in-charge of the Property Management Section will affix the official seal on the check-out form only after the graduating student returns the academic dress, makes compensation for any damage or loss (if any), and pay overdue fines (if any). If the graduating student refuses to pay the compensation or overdue fines, he or she will be considered not completing check-out procedures.
  3. No check-out application will be considered by the Property Management Section and no diploma awarded by the Registration Section if a graduating student doesn't return the academic dress or refuses to pay the compensation / overdue fines.
- VI. If any graduating student has hired an academic dress and wishes to complete check-out procedures earlier than scheduled, he or she must return the academic dress before applying for check-out.
- VII. Class leaders of graduating classes shall urge classmates to return academic gowns right on the day of graduation after the graduation ceremony.
- VIII. Staff-in-charge: 07-677711 ext. 2322.

# Flowchart on How to Hire Academic Gowns(master`s academic gowns)

Administrative assistants of departments and graduate institutes update the data on class leaders of graduating classes.

❖ If the student responsible for hiring academic gowns on a class basis is not the class leader, the administrative assistant concerned shall make corrections on the data.

Graduating students who want to hire an academic dress download the **affidavit** and sign it in person.

Graduating students who want to hire an academic dress deliver **the signed affidavit** and **cleaning fees** to class leaders or students in charge.

Class leaders or students in charge input the data on graduating students who want to hire an academic dress and print out **the application form** (starting from May 8<sup>th</sup>).

Class leaders or students in charge collect **all signed affidavits, the application form** and **cleaning fees**, and pay **cleaning fees** at the Cashier Section by producing the application form (**the signed affidavits shall be submitted together for those at Yanchao Campus**) (starting from May 8<sup>th</sup>).

Class leaders or students in charge collect academic gowns at the Property Management Section (the General Affairs Section at Yanchao Campus) by producing **payment receipts, the application form** and **the signed affidavits** (starting from May 8<sup>th</sup>).