

2022 School Year Procedure Notification on Rental of Doctoral Graduation Gown (Chiao Tung Campus)

I. Rental Information

(I) Application Method: Graduating doctoral students should personally apply via the “The Graduation Gown Rental System”.

(II) Application Period: **From May 15, 2023 to June 9, 2023**. (Office Hours during work days: 09:00-11:40 、 13:20-16:00)

(III) Rental Procedure

1. Graduating Students: Apply online for graduation gown rental. Login to **NYCU Portal** and select the graduation gown rental system.

<https://portal.nycu.edu.tw/>

2. Bring the application form and proceed to the 2nd Division of General Affairs for review of rental eligibility.

3. Proceed to the 2nd Division of Cashier to pay the NT\$600 maintenance fee.

4. Bring the payment receipt to the Auditorium B1 Storage Room to pick up the Doctoral Graduation Gown.

(IV) For students that have already graduated and wish to rental a Doctoral Graduation Gown, please proceed to the 2nd Division of General Affairs’s web page’s download section (<https://ga.nycu.edu.tw/ct-general/download>), under the Graduation Gown section, then, download and print out the “Application Form for Graduation Gown Rental for Individuals” and proceed to the 2nd Division of General Affairs to conduct the rental procedure.

II. Return Information

(I) Returning Period: **From July 3, 2023 to July 5, 2023**. (Office Hours during work days: 09:00-11:40 、 13:20-16:00)

(II) Return Location: Auditorium B1 Storage Room

(III) 7/6 for late returns, proceed to the Graduation Gown Rental System and print out the late fee form. Bring the late fee form and graduation gown to the 2nd Division of General Affairs to first calculate the late fee. Then,

proceed to the 2nd Division of Cashier to pay the fee. Then, return the gown to the Auditorium B1 Storage Room. (Office Hours during work days: 09:00-11:40 、 13:20-16:00)

III. Please Note

- (I) It would be charged a late return penalty of NT\$50 for every day past the due date (excluding holidays), the maximum penalty amount should be the price of the graduation gown is NT\$6,200.
- (II) Students with a graduation extension who have not returned the gown despite the 2nd Division of General Affairs's reminder will be penalized through the Office of Academic Affairs.
- (III) Rental Gowns (including cap, hood and gown) must be properly cared for. In the event that gowns are lost, damaged or cannot be returned, it must be paid for as per the current price. The damage cost for the Doctoral graduation gown is NT\$3,500, Doctoral graduation cap is NT\$1,200 and the Doctoral graduation hood is NT\$1,500.
- (IV) In the event of renting with a false name or with false or fraudulent information and other violations, the student will be penalized via the Office of Student Affairs according to the University rules based on the severity of the violation.

IV. Contact Persons

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