

National Yang Ming Chiao Tung University Guidelines on Rental of Graduation Gown

Approved by the Dean of General Affairs of NYCU in Official Letter No. 1100029067 on August 18, 2021.
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1. The National Yang Ming Chiao Tung University Guidelines on Rental of Graduation Gown (hereinafter referred to as the Guidelines) are stipulated to establish the management and rental of graduation gowns (including bachelor's graduation gowns, master's graduation gowns, medical students' graduation gowns, and doctoral graduation gowns).
2. The administrative units in charge of graduation gown management at National Yang Ming Chiao Tung University (NYCU) are the First Division of Property Management and the Second Division of General Affairs under the Office of General Affairs. The managing units on each branch campus may stipulate and announce the period, venue, amount of security deposit, and procedures for renting and returning graduation gowns following the Guidelines.
3. NYCU gives priority to new graduates of the year (and students with delayed graduation) over the rental of graduation gowns. If graduates who have completed the school-leaving procedure of the year hope to rent graduation gowns, they should pay the security deposit.
4. The rental of graduation gowns:
 - (1) Bachelor's graduation gowns, master's graduation gowns, and medical students' graduation gowns should be rented to students on a per-class basis; doctoral graduation gowns may be rented to students on a group basis or to individuals.
 - I. Group rental: those who would like to rent graduation gowns should follow an announced schedule to apply online. The application for the rental of graduation gowns should be on a department or institute (or division) basis, and the class representative or someone in charge should take care of the group's maintenance fee payment, receiving of gowns, and distribution of gowns.
 - II. Individual rental: those who would like to rent a graduation gown may follow an announced schedule to apply online or with written forms, make payment, and receive the gown.
 - (2) Students who rent the gowns should firstly pay a maintenance fee (the rate will be set based on the actual cost of a graduation gown) at the First and Second Divisions of Cashier during the rental period regulated for each branch campus before receiving their graduation gowns at the gown management unit.
 - (3) If students would like to rent graduation gowns at a time other than the rental period, they should pay a maintenance fee plus an administrative process fee of 200 NTD per graduation gown.
5. Returning the graduation gowns:
 - (1) Bachelor's graduation gowns, master's graduation gowns, and medical students' graduation gowns: after the commencement ceremony, students should return the gowns. The date and time

for returning the graduation gowns should follow the schedule announced by the gown management units on each campus, and the gowns should be returned on a group basis in principle.

- (2) Doctoral graduation gowns: after the commencement ceremony, students should return the gowns. The date and time for returning the graduation gowns should follow the schedule announced by the gown management units on each campus, and students may return the gowns individually.
 - (3) After the commencement ceremony, new graduates of the year who have completed their school-leaving procedures should return the graduation gowns following the dates and times announced by the gown management units on each campus.
 - (4) Those who have delayed returns will be charged a late return penalty of 50 NTD for every day past the due date (excluding holidays), the maximum penalty amount should be the price of the graduation gown. For those who have paid the security deposit in advance, the penalty for delayed return may be deducted from their deposit.
6. Students should be responsible for keeping the graduation gowns rented to them in good condition and abide by the relevant regulations for the rental of graduation gowns. In addition to the penalty for delayed return, if the rented graduation gowns are found lost, damaged, or missing parts, those who rent the gowns should make compensation accordingly. The amount of compensation may refer to the price of a custom-made gown. Every year the gown management units on each campus should regulate the relevant amount of compensation for loss, damage, and missing parts of gowns after reviewing and gaining approval from the Dean of General Affairs.
 7. Students who wish to complete school-leaving procedures and leave the university without returning the graduation gown should pay a security deposit.
 8. The Guidelines have been approved by the Dean of General Affairs at NYCU prior to their implementation and announcement. Any future amendments should follow the same administrative procedures.