

國立臺灣科技大學 畢業服借用及歸還須知

一、112年畢業典禮時間定為112年5月27日（六）。

二、本校畢業服借用狀況：

1. **學士服**：本校無學士服，均統一向**廠商**租借，由學年初召開之畢代會議決定廠商，並與廠商協議領借時間。大學部畢業生亦可自行向其他廠商租借或購買。
2. **碩士服**：今年本校無提供碩士服租借，均統一向**廠商**租借，由學年初召開之畢代會議決定廠商，並與廠商協議領借時間。研究所畢業生亦可自行向其他廠商租借或購買。
3. **博士服**：本校有博士服一百餘套，提供給欲參加畢業典禮之應屆博士畢業生租借使用，**每學年開放固定時間登記借用**。因本校博士服為特別訂製，校外廠商並無提供租借服務，無法配合學校時間借用者，請自行向廠商購買。

三、本校博士服借用時程：

租借	1. 登記	2. 列印繳費單、繳費	3. 領借
	111年12月1日(四)上午10點~ 111年12月22日(四)下午4點止	登記後7天產出繳費單， 112年12月30日(五)前截止繳費	112年1月12日 11:00-15:00、2 月23日 11:00~15:00社團大樓 s301教室
歸還	4. 歸還	5. 退保證金至借用人帳戶	
	112年5月27日(六) 12:00~15:00 112年5月29日(一) 11:00~15:00 社團大樓s301教室	112年7月31日前撥款	

四、本校博士服借還說明：

1. 請盡量以**個人名義**登記，借用人需事先在學生資訊系統登錄本人郵局帳號，俾利事後退還保證金。若以研究室或群體為單位登記，借用代表人須統籌該群體領借、歸還及保證金收退之事宜。
2. 本校畢業服僅供欲參加畢業典禮之應屆畢業生租借使用，因涉及清洗、維護與管理，**平日不接受領借**；請於上述指定時間內完成線上登記，並在指定日期內下載繳費單至校內郵局(不用手續費、其他通路須手續費)繳費，才算完成借用程序。
3. 本校畢業服請務必於規定時間內領取(無須攜帶證件、可請他人代領)，逾期視同棄權、不予保留。
4. 衣服歸還**僅限112年5月27日及5月29日特定時間**。請將畢業服拿至社團大樓進行點交，活動組事後將保證金匯入**借用(代表)人郵局帳戶**。

五、費用與賠償：

1. 每套含帽子、黑袍、披肩，博士服：保證金6,000元、洗滌維護費200元。
2. 延遲歸還者，視同整套購買，**不再退還保證金及洗滌維護費**(含洗滌費、衣服維護及相關行政處理費用)。
3. 衣服若遺失，須照價賠償：

六、本項業務若有疑問，請洽學務處活動組23號櫃台，林小姐2737-6131，e-mail：g9814110@mail.ntust.edu.tw。

種類	博士服賠償金額
一整套	6,200 元
單件袍衣	3,200 元
披肩 1 條	2,300 元
帽子 1 頂	800 元
帽穗	100 元

NTUST Graduation Gowns Rental and Return Policy

1. The date of the graduation ceremony is May 27th (Sat.), 2023.

2. School's graduation gowns:

- (1) **Bachelor's gowns:** Bachelor's gowns are all rented from the manufacturer which is decided by the Graduation class representative meeting held at the beginning of the school year. Graduates can also rent or buy Bachelor's gown from other vendors.
- (2) **Master's gowns:** Master's gowns are all rented from the manufacturer which is decided by the Graduation class representative meeting held at the beginning of the school year. Graduates can also rent or buy Master's gown from other vendors.
- (3) **Doctoral gowns:** We have more than 100 sets of specially made doctoral gowns, and provide rental services for recent graduates attending the graduation ceremony. The registration is at a fixed time once every school year. Please make sure that you make the reservation during the fixed time, otherwise you have to buy the gown from the manufacturers.

3. Doctoral gowns rental and return procedure:

	1. Register	2. Payment	3. Pick Up
Rent	10am, 1 st Dec., 2022~ 4pm, 22 nd Dec., 2022	The payment sheet will be produced 7 days after the registration. Payment deadline: 30 th Dec., 2022	11am~3pm, 12 th Jan., 2023 11am~3pm, 23 rd Feb., 2023 Student Activities Building 301
	4. Return		5. Deposit Refund
Return	12pm~3pm, 27 th May (Sat.), 2023 11am~3pm, 29 th May (Mon.), 2023 Student Activities Building 301		31 st July, 2023

4. Doctoral gowns rental & return policy:

- (1) Recent graduates can make a reservation individually or collectively. In any case of registering the gown, the personal post office saving account on the Student Information System is necessary in order to receive the deposit. Also, students who register the gown are responsible for the pick-up and drop-off.
- (2) **Doctoral gowns are all in the same color.**
- (3) The gowns should be picked-up during a specific time (No certificate required, others can help pick-up), overdue is deemed to be a waiver without retaining.
- (4) The return time will only be on 27th May (Sat.), 2023 and 29th May (Mon.), 2023. Please take the gown to the Student Activities Building, the deposit will be returned to the representative's post office saving account.

5. Fee and Compensation:

- (1) A set will be \$6000 for deposit, \$200 for maintenance.
- (2) There will be no refund (including deposit and maintenance fee) for the late return.
- (3) The compensation for the missing piece is as followed:

Gowns	Doctoral
a set	\$6,200
gown	\$3,200
hood	\$2,300
hat	\$800
Tassel	\$100

七、For any questions regarding the gowns, please contact the SAD office Miss Lin at 2737-6131,
e-mail:g9814110@mail.ntust.edu.tw..