

National Sun Yat-sen University

Guidelines for Cap and Gown Rental

Approved by the President of the University on May 7, 2008

1. The guidelines are established to facilitate the rental and management of the academic dress.
2. The Property Management Division, Office of General Affairs, would conduct inventory checking of the academic dress in October each year, and confirm the numbers of the new graduates of the year with the Office of Student Affairs. If there is a shortfall in academic dress, the procurement process shall be initiated for acquiring sufficient pieces for the new graduates.
3. The purpose of cap and gown rental is to serve the new graduates who will attend the commencement ceremony and have their graduation photoshoots. Therefore, academic dresses are reserved for the new graduates of the year.
4. The graduates who already completed the departure processes of the university should put down a deposit for cap and gown rental.
5. The borrower should pay for the cost of gown cleaning, and the payment should be made following the process formulated by the Office of General Affairs.
6. Rental Procedure:
 - i. Bachelor's and Master's Academic Dress: Each department should appoint its own representative to take care of cap and gown rental for the department. The representative should fill out the application form, and make the payment for the rental before picking up the academic dresses. The valid period for cap and gown pick up will be announced by the Property Management Division, Office of General Affairs. The representative should present a proof of payment and submit the application form upon picking up the academic dresses.
 - ii. Doctoral Academic Dress: The valid period for cap and gown pick up will be announced in

advance by the Property Management Division, Office of General Affairs. The applying graduate should fill out the application form, make the payment for the rental, and pick up the academic dresses at the office of the Property Management Division. A proof of payment and submission of the application form are requested for picking up the dresses.

iii. Academic Dress for the Faculty Members: The academic dresses are also reserved for the department/college directors and the thesis advisors. The borrower can pick up the dress at the office of the Property Management Division. A proof of payment and the submission of the application form are requested for picking up the academic dress.

7. Cap and gown should be returned within one week after the commencement ceremony. For rental not amid the graduation season, the maximum rental period is two weeks. Overdue returning would lead to a fine of NT\$50 per day for each gown, and it is cumulative (excluding holidays and weekends) until the day of the gown's return. The compensation limit would be the cost of the gown set.
8. The borrowers are obliged to the maintenance of the academic dresses. Any loss and damage of the dresses will require recompense.
9. The departures of the students will be approved after their returning of academic dress.
10. The Guidelines were approved by the General Affairs Council Meeting and submitted to the University President for sanction prior to implementation. The same shall apply to their revisions.