Subject: Application for Borrowing Academic Regalia for AY 115 Graduating Students. Please Apply via the University "Academic Information System" under "Academic Regalia"

Details:

I.   Eligible Borrowers: Priority is given to graduating students of AY 115. Students who do not intend to borrow regalia are requested not to register.

II.   Application Period (System Open for Requests)

(1) Individual borrowing: From December 9, 2025 to 17:00 on December 19, 2025.

(2) Individual borrowing for the commencement ceremony: From May 25, 2026 to 17:00 on June 5, 2026.

III.   Individual Borrowing

(1) Applicants who miss the group application period shall apply for individual borrowing during the above open periods.

(2) Applicants unable to apply through the Academic Information System: early graduates in the current academic year who have already completed the clearance procedures may apply in writing to the Property Management Section for individual borrowing, and a separate deposit is required. (Please download the application form from the Property Management Section website.)

IV.   Pick-Up and Return Procedures

(1) Pick-up

1. Period: Individual pick-up is available from December 9, 2025 to December 19, 2025.

2. Hours: Monday to Friday, 16:10–17:40.

3. Location: Academic Regalia Storeroom (College of Humanities and Social Sciences Basement → B103).

4. Please complete the appointment process in the Academic Information System under "ROB_9010 Pick-up Appointment" (regalia size, quantity, statistics, and pick-up time) to facilitate preparation by the Property Management Section.

(2) Return

1. **Designated return day: June 6, 2026 (evening of the AY 115 commencement day), at the Exhibition Hall, 1F, Administration Building. For group borrowings,**

individual returns are also permitted.

2. **Deadline: Regalia must be returned by August 1, 2026. Late returns are subject to an administrative processing fee of NT$50 per set per overdue day (any fraction of a day will be counted as one day; weekends and public holidays are excluded), capped at the regalia replacement amount.**

V. Borrowers are responsible for exercising due care in safeguarding the borrowed academic regalia (including the cap, stole, and gown). In the event of loss, damage, or failure to return, compensation shall be made based on the actual purchase price.

VI. The management and cleaning fees are as follows: NT$500 for doctoral regalia, NT$370 for master's regalia, and NT$320 for bachelor's regalia.

VII. For application procedures, please refer to the instructions below:

(1) Online application for borrowing academic regalia (graduating students): Log in to the University "Academic Information System" using your account (student ID number) and password (default: the last four digits of your National ID/ARC/passport number + your birth month and day, totaling 8 digits) → "Academic Regalia" → "Academic Regalia Application" → "ROB_2010 Academic Regalia Borrowing". Enter your mobile number, contact number, email address, regalia size, and other required information → "Apply" → "Confirm." Students who do not intend to borrow regalia are requested not to register.

(2) Payment and pick-up schedule: Go to the "Academic Information System" → "Academic Regalia" → "Academic Regalia Application" → "ROB-3010 Regalia Payment Slip Printing." Select "Select All on This Page" → "Print Payment Slip." A payment-slip details screen will appear; click Print again. Close the window and then print the payment slip. Bring the payment slip to the Cashier Section to make payment and obtain an official receipt. Then, bring the payment details sheet and the payment receipt to pick up the regalia at the time arranged with the Property Management Section.

(3) After successfully submitting your application in "ROB2010_Academic Regalia Borrowing," please proceed to "ROB9010_Pick-up Appointment" to reserve your preferred pick-up date and time slot.

(4) Five-year integrated master's program (Year 1) graduates: If you do not see the "Academic Regalia" function in the Academic Information System, please contact the Registration and Curriculum Section to confirm the "Expected Graduation Year" in the student status system.