116 級畢業典禮學位服團體借用公告
Class of 2027 Graduation Gown Group Borrowing Notice

中文及英文對照｜Chinese–English Bilingual Notice

中文	English
申請方式：請至本校「教學務系統」→「學位服」辦理。	**How do I apply? Use the university Academic Affairs System → "Graduation Gown."**
借用對象：以 116 級應屆畢業生為優先；不借用者請勿登記。	**Who can borrow? Priority is given to Class of 2027 graduating students. Do not register if you do not need a gown.**
團體申請：115 年 11 月 17 日至 12 月 4 日 17:00。 個別申請：115 年 12 月 8 日至 12 月 18 日 17:00。	**Group applications: Nov. 17–Dec. 4, 2026, by 5:00 p.m. Individual applications: Dec. 8–18, 2026, by 5:00 p.m.**
團體借用以系所（組別）班級為單位；學生各自上網申請，由班代或負責人統一列印單據、繳費及領取；可個別歸還。	For group borrowing, each student applies online. The class representative or designated coordinator prints the forms, makes the group payment and collects the gowns. Gowns may be returned individually.
逾團體申請期間改採個別借用者，加收行政處理費 100 元。	**Individual borrowing after the group application period incurs an additional NT$100 administrative fee.**
團體領取：115 年 11 月 17 日至 12 月 4 日。 個別領取：115 年 12 月 8 日至 12 月 18 日。	**Group pickup: Nov. 17–Dec. 4, 2026. Individual pickup: Dec. 8–18, 2026.**
領取時間：週一至週五 16:10–17:40。 領取地點：人文社會科學院地下室 B103 學位服庫房。	**When and where do I collect my gown? Monday–Friday, 4:10–5:40 p.m., Graduation Gown Storage Room B103, basement of the College of Humanities and Social Sciences.**
領取前請至「ROB9010 領取預約作業」預約日期及時段。	**Reserve your pickup date and time in "ROB9010 – Pickup Reservation" before collecting the gown.**
畢業典禮當晚：116 年 5 月 29 日，行政大樓一樓展示廳可個別歸還。 最遲歸還：116 年 8 月 2 日前，於上班時間至郵局二樓保管組辦公室歸還。	**When do I return it? You may return it individually on the evening of May 29, 2027, at the first-floor exhibition hall of the Administration Building. Otherwise, return it by Aug. 2, 2027, during office hours to the Property Management Section office, second floor of the Post Office Building.**
逾期未歸還：每套每逾 1 日收取 50 元（未滿 1 日以 1 日計；例假日不計），以學位服賠償金額為上限。	**Late return fee: NT$50 per gown set per overdue day (a partial day counts as one day; holidays are excluded), capped at the replacement cost.**
管理清潔費：博士服 500 元、碩士服 270 元、學士服 220 元。	**Cleaning and management fee: Doctoral NT$500; Master's NT$270; Bachelor's NT$220.**
學位服含帽子、披肩、袍服，應妥善保管；遺失、損壞或無法歸還，依實際購買價金賠償。	**The set includes a cap, hood/stole and gown. Lost, damaged or unreturned items must be compensated at their actual purchase cost.**
已辦妥離校手續之當學年度提前畢業生，若無法使用系統，請至保管組網頁下載申請書，以書面個別申請，並另繳押金。	Early graduates of the same academic year who have completed checkout and cannot use the system must download the application form from the Property Management Section website, apply in writing and pay a separate deposit.
系統登入：帳號為學號；預設密碼為身分證／居留證／護照號碼末 4 碼＋出生月日（共 8 碼）。	**System login: Student ID as username. Default password: last four digits of your ID/ARC/passport number plus your birth month and day (eight digits total).**
學生申請：「教學務系統」→「學位服」→「學位服申請」→「ROB2010 借用學位服作業」，填寫電話、Email、尺寸等資料，按「申請」→「確定」。	Student application: Academic Affairs System → Graduation Gown → Gown Application → ROB2010 Gown Borrowing. Enter contact numbers, email and gown size; click Apply → Confirm.
班代／負責人：全班申請完成後，至「學位服繳費單列印」，清空學號欄→查詢→每頁 100 筆→本頁全選；列印預繳清冊及繳費單，收齊費用後至出納組繳費取得收據。持繳費明細單	Class coordinator: After all students apply, open Gown Payment Slip Printing, clear the Student ID field → Search → 100 entries per page → Select All. Print the prepayment roster and payment slip, collect fees, and pay at the Cashier

及收據依預約時間領取，並請同學於預領清冊簽收。	Section. Bring the payment details and receipt to the scheduled pickup; have students sign the collection roster.
團體由班代／負責人於 ROB9010 預約領取時間；個別借用由本人預約。	For group pickup, the class coordinator books the ROB9010 appointment; individual borrowers book their own.
五年一貫碩士班一年級畢業生若看不到「學位服」功能，請洽註冊課務組確認系統內「預計畢業年度」。	**If you are a first-year student in the five-year integrated master's program and cannot see "Graduation Gown," contact the Registration and Curriculum Section to check your expected graduation year.**