

Subject: Notice on the Return of Academic Regalia for AY 115 Graduating Students.

Details:

I. Return on Commencement Day

1. Date: June 6, 2026

Venue: Exhibition Hall, 1F, Administration Building

Time: 18:00–20:30

2. Undergraduate **students** shall complete the graduation/clearance procedures online; **graduate students** shall proceed with both paper-based and online procedures. Please follow the prescribed process. **No signature/stamp from the Property Management Section is required.**
3. The group loan/group return restriction shall not apply. For regalia borrowed under a group loan, individual returns are permitted.

II. Return After Commencement (either in-person or by mail)

1. In-person return: Please return the regalia during office hours to the Property Management Section Office (2F, Post Office Building).
2. Return by mail: Please clearly indicate the borrower's student ID number, name, department/program, and contact telephone number. Mailing address: Property Custody Section, No. 2, Beining Rd., Zhongzheng Dist., Keelung City.
3. Please return the regalia no later than **August 3, 2026**. Late returns will incur 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.

4. Please return the regalia during office hours to the Property Management Section Office (2F, Post Office Building). Do not come to campus on July 10, July 17, July 24, July 31, August 7, August 14, and August 21, 2026, as these are commencement compensatory leave days and designated flexible leave days for faculty and staff.

III. Borrowers are responsible for properly 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.

IV. Before returning the regalia, please confirm that it was borrowed from the University by checking the regalia loan status in the Academic Information System. Regalia borrowed from external vendors must not be returned to the Property Management Section.