

Topic 1: Borrowing Academic Regalia (Eligibility, Application Periods, Returns, Late Penalties, etc.)

No.	Question	Answer
1	When can I start borrowing academic regalia? How long may I borrow it?	<p>The Property Management Section, Office of General Affairs, typically announces the borrowing periods and procedures around November each year. Two borrowing methods are available:</p> <p>Group borrowing: Borrowing is arranged by class or department/program. The return deadline is the end of July of the following year (subject to the official announcement for that year).</p> <p>Individual borrowing: The first individual borrowing period begins after group borrowing ends. A second individual borrowing period is available from two weeks before the commencement ceremony through the day before commencement. The return deadline is the end of July of the following year (subject to the official announcement for that year). Please refer to the following webpage:  <a href="https://ga.ntou.edu.tw/p/412-1015-9736.php?Lang=zh-tw">https://ga.ntou.edu.tw/p/412-1015-9736.php?Lang=zh-tw</a></p>
2	Eligibility and borrowing method	<p>Group borrowing: Priority is given to graduating students for the current year (based on the graduating-student list in the Academic Affairs System).</p> <p>Individual borrowing: Available to graduating students, students extending their studies, or those with individual borrowing needs.</p>
3	What is the procedure for group borrowing?	<p>Each graduating student in the class shall submit an individual application via <a href="#">Academic Information System</a> → Academic Regalia → Academic Regalia Application → Academic Regalia Borrowing (ROB2010_Academic Regalia Borrowing), and select the regalia size based on the student's height.</p> <p>Applications are processed by class under the relevant department/program (track). The class representative or designated regalia coordinator shall print the payment documents in a consolidated manner, complete payment, and make a pick-up appointment in ROB9010_Pick-up Appointment. Regalia may be collected upon presentation of the receipt or proof of payment. Pick-up location: Room B103, Humanities and Social Sciences Building</p>
4	What is the procedure for individual borrowing?	<p>Borrowers shall apply via <a href="#">Academic Information System</a> → Academic Regalia → Academic Regalia Application → Academic Regalia Borrowing (ROB2010_Academic Regalia Borrowing), and select the regalia size based on the borrower's height.</p> <p>Print the payment documents, complete payment, and make a pick-up appointment in ROB9010_Pick-up Appointment.</p> <p>Regalia may be collected upon presentation of the receipt or proof of payment. Pick-up location: Room B103, Humanities and Social Sciences Building</p>
5	What is the difference between group borrowing and individual borrowing?	<p>Similarities:</p> <ol style="list-style-type: none"> <li>1. All borrowers must submit their own borrowing request in the Academic Information System.</li> <li>2. The return deadline is the same. For group borrowing, regalia may be returned either as a group or individually; for individual borrowing, returns are made individually.</li> </ol> <p>Differences:</p> <ol style="list-style-type: none"> <li>1. Payment slip printing and payment arrangements: For group borrowing, the class representative or designated regalia coordinator prints the consolidated payment slip and payment details for the entire class, completes payment, and books the pick-up appointment. For individual borrowing, each borrower prints their own payment slip, makes payment, and books the pick-up appointment.</li> <li>2. Fees: Individual borrowing is subject to an additional NT\$100 administrative processing fee.</li> <li>3. Borrowing periods: Individual borrowing is available in two periods: (i) the first begins</li> </ol>

		two days after the group borrowing period ends; (ii) the second runs from two weeks before the commencement ceremony through the day before commencement.
6	What should I do if I encounter technical issues when using the Academic Information System?	Please email a screenshot of the issue to the staff member in charge at <a href="mailto:searcher@mail.ntou.edu.tw">searcher@mail.ntou.edu.tw</a> , or contact the staff member by phone at extension 1142 for assistance.
7	How do I return the academic regalia?	I. Return on Commencement Day: Regalia may be returned at approximately 18:00–20:30 at the Exhibition Hall, 1F, Administration Building on the day of commencement (exact time is subject to the annual announcement). II. Return after Commencement: Two options are available: 1. In-person return: Please return the regalia during office hours to the Property Management Section Office (2F, Post Office Building). Please note that during the summer recess, on designated flexible leave days for faculty and staff, you should not come to campus to return the regalia. 2. Return by mail: Please include the borrower's student ID number, name, department/program, and contact telephone number. Mailing address: Property Management Section, No. 2, Beining Rd., Zhongzheng Dist., Keelung City (2F, Post Office Building).
8	Administrative processing fee for late returns	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.
9	Must I handle borrowing/returning in person?	I. Borrowing 1. Group borrowing: The class representative or designated regalia coordinator prints the payment slip and details and books the pick-up appointment. The class representative must present their own student ID card for verification. 2. Individual borrowing on behalf of another person: If you need to borrow regalia for someone else, please present both parties' student ID cards and provide supporting documentation for verification. II. Returning Returns are handled on an individual basis. A third party may return the regalia on the borrower's behalf; however, the borrower's student ID number must be provided.
10	Compensation for lost/damaged/unreturned regalia	Borrowers are responsible for exercising due care in safeguarding the borrowed academic regalia (cap, stole, and gown). In the event of loss, damage, or failure to return, compensation shall be made based on the actual purchase price. Please print the compensation payment slip via the Academic Information System (ROB4010_Regalia Compensation Slip Printing/Cancellation) and make payment at the Cashier Section. After payment, bring the receipt to the Property Custody Section to complete the cancellation of the borrowing record. Compensation amounts: Undergraduate: Cap NT\$280; Stole NT\$80; Bachelor's gown NT\$450. Master's: Cap NT\$280; Stole NT\$800; Master's gown NT\$900. Doctoral: Cap NT\$280; Stole NT\$2,500; Doctoral gown NT\$4,500.
11	I borrowed regalia but graduated early and completed clearance procedures; I still want to keep using the regalia to attend the	Please complete the <a href="#">Student Special Circumstances Academic Regalia Borrowing Application Form</a> and pay the required deposit. You may then continue to use the regalia until the return deadline.

	commencement ceremony. What should I do?									
12	A graduating student who has completed the clearance procedures wants to borrow regalia—what is the procedure?	Please complete the <a href="#">Student Special Circumstances Academic Regalia Borrowing Application Form</a> , pay the required deposit and the regalia cleaning fee, and you may then proceed with the borrowing process.								
13	May non-current-year graduating students borrow academic regalia?	After the borrowing period for current-year graduating students ends, non-current-year graduating students may be allowed to borrow regalia subject to actual remaining inventory. Each person may borrow one (1) set only. The borrowing period is 14 days (including holidays). Late-return penalties are the same as those applicable to current-year graduating students. Borrowing form (download): <a href="https://ga.ntou.edu.tw/var/file/15/1015/img/1045/723364133.pdf">https://ga.ntou.edu.tw/var/file/15/1015/img/1045/723364133.pdf</a>								
14	What does the academic regalia look like?	Please refer to the regalia style information on the following webpage: <a href="https://ga.ntou.edu.tw/p/412-1015-9736.php?Lang=zh-tw">https://ga.ntou.edu.tw/p/412-1015-9736.php?Lang=zh-tw</a>								
15	What do the tassel and stole colors represent?	<b>Tassel/Stole Colors by Degree and Discipline</b>								
		Degree Level	Undergraduate	Master's/Doctoral						
		Conferred	Bachelor's	Engineering	Science	Agriculture	Business	Liberal Arts	Law	Education
		Tassel Color	Black	Orange	Golden yellow	Pale yellow	Gray	White	Purple	Blue
Stole Color	White	Orange	Golden yellow	Pale yellow	Gray	White	Purple	Blue		
16	For first-year students in a five-year integrated master's program, what should I do if I cannot find the "Academic Regalia" function in the Academic Information System?	Please contact the Registration and Curriculum Section to confirm whether the "Expected Graduation Year" recorded in the student status system meets the eligibility requirements for borrowing academic regalia.								