

# NOTICE

民國 108 年 03 月 20 日

保管組字第 10901 號

## Schedule of Payment, Receive and Return

		Date	Time	Location	Remarks	
<div>Group Borrowing</div> <div>For Bachelor , Master</div>	Payment	4/13 (Mon)	09 : 30 ~ 15 : 30	A. Main Campus Laundry Store (at Shui-Mu student center)	Payment outside the specified time would not be accepted No borrowing will be allowed if payment is not made in time	
		4/14 (Tue)		B. Nanda Campus		
		4/15 (Wed)		Division of General Administration at Nanda Campus		
	Receive	4/20 (Mon)	09 : 30 ~ 11 : 30 14 : 00 ~ 16 : 00	A. Main Campus Storehouse of Division of Property Management (Auditorium B1F)	Bachelor and Master borrow in a unit of classes according to scheduled time For Nanda Campus please borrow at 4/22 according to the schedule in appendix II	
		4/21 (Tue)		B. Nanda Campus		
		4/22(Wed)		Storehouse of Division of Property Management (Administration Building 1F)		
		4/23 (Thu)				
		4/24 (Fri)				
	<div>Individual Borrowing</div> <div>For Doctoral and Early Graduates</div>	Payment	Working Hours	08 : 30 ~ 12 : 00 13 : 00 ~ 16 : 30	A. Main Campus Division of Property, Division of Cashier	Including graduates from Nanda Campus who enrolled before 105  For Nanda Campus, please refer to Appendix II: Group
					B. Nanda Campus Division of General Administration at Nanda Campus	
Receive		4/20 (Mon)	09 : 30 ~ 11 : 30	A. Main Campus Storehouse of Division of Property Management (Auditorium B1F)		
		4/21 (Tue)	14 : 00 ~ 16 : 00			
		4/22 (Wed)	09 : 30 ~ 11 : 30	B. Nanda Campus Storehouse of Division of Property Management (Administration Building 1F)		
		Deffered Borrowing	6/10~6/12 (Wed~Fri)		09 : 30 ~ 11 : 30 14 : 00 ~ 16 : 00	
Return		6/13 (Sat) Graduation Ceremony	11 : 00 ~ 21 : 00	Laundry Store (at Shui-Mu student center)	Please return during opening hours.	
		6/13 (Sat)-7/13 (Mon)	Mon~Fri 09 : 00 ~ 18 : 00	Laundry Store (at Shui-Mu student center)	Please return during opening hours. Late returns would be charged \$50 per day.	

## ■Notes

- A. Qualifications: NTHU Graduates, referring to the enrollment information from Office of Academic Affairs.
- B. Applicants can only borrow the academic gown once per person.
- C. Please do not borrow for others. If borrowing under others' names were found, fine shall be imposed.
- D. If academic gowns of certain sizes are out of stock, gowns of other sizes can be assigned depends on the remaining amounts.
- E. Please treat the academic gowns with care. If a gown is lost or damaged, the borrower is liable to pay a fine.
- F. If any cheating were to be found, consequence would be charged under the school law.

## ■Borrowing Process :

### ✕Main Campus

**Group Borrowing** – In units of department/class for master and bachelor graduates

#### A. Online Application

1. Applicants need to submit the borrowing application via the Academic Information System / Hiring Academic Gown / Group Borrowing during 3/20(Fri.) - 4/1 (Wed.) 23:59.
2. Borrowing will not be accepted if the application or payment is not done on time. Special occasions are handled according to individual borrowing rules.

#### B. Group Borrowing and Payment for Masters/Bachelors

1. During 4/6(Mon.) to 4/8(Wed.), the class monitor or person in charge please ask for assistance from the department office to print the list of borrowing graduates on the Academic Information System. (Please print in single-sided.)
2. The class monitor please collect the payment, then submit the payment along with the list of borrowing graduates at the laundry store in Shui-mu student center from 4/13(Mon.) to 4/15(Wed.) in 09:30~15:30. The receipt issued by the laundry store must be kept for receiving the gowns.
3. The class monitor must have own copy of the borrowing list, as the original copy will be kept by the laundry store after the payment was completed for future reference.
4. Laundry fee will be charged when borrowing academic gowns.  
Master gown: NT200/per suit; Bachelor gown: NT100/per suit.

#### C. Receiving Gown

1. Classes that have completed the payment process mentioned above shall receive the academic gowns at the storehouse of Division of Property Management in the scheduled

time with the receipt. (Please refer to Appendix 1: Group Borrowing Schedule for the Main Campus)

2. If the schedule doesn't suit, please contact Division of Property Management. Borrowing without notice in advanced would not be accepted.

D. Masters/bachelors individual borrowing: Only for specials occasion

1. Date: 6/10(Wed.) to 6/12(Fri.) from 9:30 to 11:30 and 14:00 to 16:00.
2. Location: Store house of Division of Property Management.
3. Payment: Laundry fee (Masters: NT200/per gown ; Bachelors: NT100/per gown.) + an extra NT50 for overdue borrowing.
4. Procedure: Gown will be given after completing the identity confirmation, signing and payment process.

**Individual Borrowing** –For PhDs/Masters/Bachelors that graduate early and have completed the procedure of leaving school in Office of Academic Affairs):

A. Online Application

Please submit the borrowing application via the Academic Information System / Hiring Academic Gown / Group Borrowing, and print the application form and payment form.

B. Payment

Please complete the payment at the Division of Cashier with the payment form generated by the system. Please keep the receipt from the Division of Cashier with care.

C. Laundry fee will be charged when borrowing academic gowns. Those who have left the school will have to pay a deposit.

1. Laundry fee: PhDs: NT700/per gown, Masters: NT200/per gown, Bachelors: NT100/per gown.
2. Deposit: PhDs: NT6000/per gown ; Masters: NT2000/per gown ; Bachelors: NT1000/per gown.

D. Receiving gown

1. For those who have left the school: Please receive the gown at the storehouse of Division of Property Management with the application form, photocopy of bank book and the deposit receipt.  
For those who have not left the school: Please receive the gown at the storehouse of Division of Property Management with the application form and the laundry fee payment receipt.
2. Please refer to the Schedule of Payment, Receive and Returning for the date of receiving gown.

✕Nanda Campus

## **Group Borrowing** – In units of department/class for master and bachelor graduates

### A. Online Application

1. Applicants need to submit the borrowing application via the Academic Information System / Hiring Academic Gown / Group Borrowing during 3/20(Fri.) - 4/1 (Wed.) 23:59.
2. Borrowing will not be accepted if the application or payment is not done on time. Special occasions are handled according to individual borrowing rules.

### B. Group Borrowing and Payment for Masters/Bachelors

1. During 4/6(Mon.) to 4/8(Wed.), the class monitor or person in charge please collect the list of borrowing graduates from the department office.
2. The class monitor please collect the payment, then submit the payment along with the list of borrowing graduates at the Division of General Administration at Nanda Campus from 4/13(Mon.) to 4/15(Wed.) in 09:30~15:30. The receipt issued by the Division of General Administration must be kept for receiving the gowns.
3. The class monitor must have own copy of the borrowing list, as the original copy will be kept by the Division of General Administration after the payment was completed for future reference.
4. Laundry fee will be charged when borrowing academic gowns.  
Master gown: NT200/per suit; Bachelor gown: NT100/per suit.

### C. Receiving gown

1. Classes that have completed the payment process mentioned above shall receive the academic gowns at the storehouse of Division of Property Management at Nanda Campus in the scheduled time with the receipt. (Please refer to Appendix 2: Group Borrowing Schedule for the Nanda Campus)
2. If the schedule doesn't suit, please contact Division of Property Management. Borrowing without notice in advanced would not be accepted.

### D. Masters/bachelors individual borrowing: Only for specials occasion

1. Date and time: 6/11(Thu.) to 6/12(Fri.) from 14:00 to 16:00.
2. Location: Storehouse of Division of Property Management at Nanda Campus (Administrative Building 1F)
3. Payment: Laundry fee (Masters: NT200/per gown; Bachelors: NT100/per gown.) + an extra NT50 for overdue borrowing.
4. Procedure: Gown will be given after completing the identity confirmation, signing and payment process.

## **Individual Borrowing** – For PhDs/Masters/Bachelors that graduate early and have completed the procedure of leaving school in Office of Academic Affairs):

### A. Online Application

Please submit the borrowing application via the Academic Information System / Hiring Academic Gown / Group Borrowing, and print the application form and payment form.

## B. Payment

Please complete the payment at the Division of General Administration at Nanda Campus with the payment form generated by the system. Please keep the receipt from the Division of General Administration with care.

C. Laundry fee will be charged when borrowing academic gowns. Those who have left the school will have to pay a deposit.

3. Laundry fee: PhDs: NT700/per gown, Masters: NT200/per gown, Bachelors: NT100/per gown.

4. Deposit: PhDs: NT6000/per gown, Masters: NT2000/per gown, Bachelors: NT1000/per gown.

## D. Receiving gown

1. For those who have left the school: Please receive the gown at the Storehouse of Division of Property Management at Nanda Campus (Administrative Building 1F) with the application form, photocopy of bank book and the deposit receipt.

For those who have not left the school: Please receive the gown at the Storehouse of Division of Property Management at Nanda Campus with the application form and the laundry fee payment receipt.

2. Please refer to the Schedule of Payment, Receive and Returning for the date and time of receiving gown.

## Individual Borrowing – Graduates who enrolled before 105

### A. Online Application

Please submit the borrowing application at the Division of Property Management's website <http://property.site.nthu.edu.tw/> Gown management / Borrowing Application for Nanda Campus / Individual Borrowing during 3/20(Fri.) - 4/1 (Wed.) 23:59.

## B. Payment

Please collect the application form and payment form from the department office and complete the payment of laundry fee and deposit at the Division of General Administration at Nanda Campus. Please keep the receipt from the Division of General Administration with care.

C. Laundry fee and deposit will be charged when borrowing academic gowns.

1. Laundry fee: PhDs: NT700/per gown, Masters: NT200/per gown, Bachelors: NT100/per gown.

2. Deposit: PhDs: NT6000/per gown, Masters: NT2000/per gown, Bachelors: NT1000/per gown.

## D. Receiving gown

1. Please receive the gown at the Storehouse of Division of Property Management at Nanda Campus (Administrative Building 1F) with the application form, photocopy of bank book laundry fee receipt and the deposit receipt.

2. Please refer to the Schedule of Payment, Receive and Returning for the date and time of receiving gown.

## ■Returning Process

- A. Date and Location: 6/13-7/13 Monday to Friday at 9:00~18:30 (according to the Schedule of Payment, Receive and Returning), at the laundry store at Shui-Mu student center on the main campus.
- B. Procedure: Please complete the returning process at the given location and time.
- C. Overdue Returning (from 7/14 onwards), please complete the returning process at Division of Property Management since overdue fees would be charged.
  - 1. Location: Division of Property Management (Administration Building 2F)
  - 2. Overdue fees: NT50 would be charged per day after the deadline (only weekdays count)  
The maximum overdue fees are: Bachelors: NT1500; Masters: NT3000; PhDs: NT10000.  
For the delay graduate, if the gown is not returned after recall by the Division of Property Management, action will be taken user the school rules

## ■ Compensation

- A. If gowns were lost, damaged or cannot be returned, please complete the returning and compensation process at the Division of Property Management. Penalties are as followed:
  - 1. Bachelors: Clothes NT1000; Hats NT300; Shawl NT200.
  - 2. Masters: Clothes NT1200; Hats NT300; Shawl NT1500.
  - 3. PhDs: Clothes NT5300; Hats NT1400; Shawl NT3300.
- B. Both overdue fee and compensation will be charge if both are violated.

## ■Q&A :

- A. Graduates form Main Campus: Si-Ying Wu, Division of Property Management  
School telephone extension: 31347 (Division of Property Management), 35262 (Storehouse, during the opening hours of storehouse)  
Tel: 03-5731347 (Division of Property Management) Email: [sywu@mx.nthu.edu.tw](mailto:sywu@mx.nthu.edu.tw)
- B. Graduates form Nanda Campus: Ya-Hui Cheng, Division of Property Management  
School telephone extension: 35300 (Division of Property Management)  
Tel: 03-5735301 Email: [yahui\\_cheng@mx.nthu.edu.tw](mailto:yahui_cheng@mx.nthu.edu.tw)
- C. Laundry store at Shui-Mu student center: Mr Cheng.  
Tel: 03-5714672
- C. Inquiry for further information, please download the form from Division of Property Management's website: <http://property.web.nthu.edu.tw/bin/home.php>

# Group Borrowing Schedule for the Main Campus

20 <sup>th</sup> April 2019 (Mon)		21 <sup>st</sup> April 2019 (Tue)		22 <sup>nd</sup> April 2019 (Wed)	
Time	Department	Time	Department	Time	Department
9 : 30	(Master) Department of Electrical Engineering	9 : 30	(Master) Institute of Photonics Technologies	9 : 30	(Master) Department of Computer Science
10 : 00	(Master) Department of Foreign Languages and Literature	10 : 00	(Master) Institute of Technology Management	10 : 00	(Master) Institute of Molecular & Cellular Biology
10 : 30	(Master) Institute of Electronics Engineering	10 : 30	(Master) Institute of Communications Engineering	10 : 30	(Master) Institute of Information Systems and Applications (Master) Institute of Information Security
11 : 00	(Master) Department of Chinese Literature	11 : 00	(Master) Institute of Service Science	11 : 00	(Master) Institute of Molecular Medicine (Master) Institute of Bioinformatics and Structural Biology
11 : 30	(Master) Institute of Linguistics	11 : 30	(Master) Department of Quantitative Finance	11 : 30	(Master) Institute of Philosophy
14 : 00	(Master)MBA (Master)EMBA	14 : 00	(Master) Chemical Engineering	14 : 00	(Master) Industrial Engineering and Engineering Management
14 : 30	(Master) Institute of Biotechnology (Master) Institute of Systems Neuroscience	14 : 30	(Master) Institute of Law for Science and Technology	14 : 30	(Master) Institute of Anthropology (Master) Institute of History
15 : 00	(Master)IMBA Master	15 : 00	(Master) Biomedical Engineering	15 : 00	(Master) Graduate Program of Engineering and Engineering Management (Master) Inter-Asia Cultural Studies
15 : 30	(Master)MPM (Master)MFB	15 : 30	(Master) Department of Economics (Master) Institute of Sociology	15 : 30	(Master) Graduate Program on Taiwan Studies (Master) Institute of Taiwan Literature

23 <sup>rd</sup> April 2019 (Thu)		24 <sup>th</sup> April 2019 (Fri)	
Time	Department	Time	Department
9 : 30	(Master) Power Mechanical Engineering	9 : 30	(Master) Materials Science Engineering
10 : 00	(Master)GOM Dual Master Program	10 : 00	(Master) Science and Technology of Synchrotron Light Source
10 : 30	(Master) Nanoengineering and Microsystems	10 : 30	(Master) Department of Biomedical Engineering and Environmental Science
11 : 00	(Master)Global Operation	11 : 00	(Master) Institute of Learning Science and

	Management		Technology
11 : 30	(Master)International Intercollegiate	11 : 30	(Master)Institute of Analytical and Environmental Sciences
14 : 00	(Master) Department of Chemistry	14 : 00	(Master)Department of Engineering and System Science
14 : 30	(Master) Department of Physics	14 : 30	(Bachelor) College of Science (Bachelor) College of Electrical Engineering and Computer Science
15 : 00	(Master) Department of Mathematics (Master) Institute of Statistics	15 : 00	(Master) Institute of Nuclear Engineering (Bachelor) College of Nuclear Science (Bachelor) College of Humanities and Social Sciences
15 : 30	(Master) Institute for Computational and Modeling Science (Master) Institute of Astronomy	15 : 30	(Bachelor) College of Technology Management (Bachelor) College of Engineering (Bachelor) College of Life Science

※ Class monitors shall collect the academic gowns at the storehouse of Division of Property Management in the scheduled time **with receipts**. Please have the temperature checked before collecting the gowns.



## Group Borrowing Schedule for Nanda Campus

22 <sup>nd</sup> April 2019 (Wed)	
Time	Department
<b>9 : 30 AM</b>  <b>to</b>  <b>11 : 30 AM</b>	<b>Department of Education and Learning Technology</b> <b>Department of Early Childhood Education</b> <b>Department of English Instruction</b> <b>Department of Environmental and Cultural Resources</b> <b>Department of Kinesiology</b> <b>Department of Arts and Design</b> <b>Department of Music</b>
<b>2 : 00 PM</b>  <b>to</b>  <b>4 : 00 PM</b>	<b>Department of Educational Psychology and Counseling</b> <b>Department of Special Education</b> <b>Institute of Taiwan Languages and Language Teaching</b> <b>Institute of Mathematics and Science Education</b> <b>Department of Chinese Language and Literature</b> <b>Department of Chinese Language</b> <b>Department of Applied Mathematics</b> <b>Department of Applied Science</b> <b>Graduate Institute of Human Resource and eLearning Technology</b>

※ Class monitors shall collect the academic gowns at the storehouse of Division of Property Management (Administrative Building 1F) at the Nanda Campus in the scheduled time with receipts. Please have the temperature checked before collecting the gowns.