

# I-SHOU UNIVERSITY

## Guidelines on Hiring Academic Dresses by Doctoral and Master's Graduands

The guidelines on hiring academic dresses by doctoral and master's graduands in 2025 are as follows:

- I. The University's Regulations for Borrowing Academic Dresses should apply.
- II. When and where to hire and return academic dresses:
  1. Hiring: Academic dresses are hired out to doctoral graduands on an individual basis and to master's graduands on a class basis.  
**Collection period: Thursday, May 1, 2025 ~ Friday, June 6, 2025**  
Collection time: 8:30 a.m. ~ 11:30 a.m. and 1:10 p.m. ~ 4:30 p.m., from Monday through Friday  
Collection locations: Property Management Section of Office of General Affairs at either the Main Campus or the Medical Campus
  2. Returning: Borrowers may return their academic dresses individually.  
**Returning period: Saturday, June 7, 2025 ~ Thursday, July 31, 2025**  
Returning time: 8:30 a.m. ~ 11:30 a.m. and 1:10 p.m. ~ 4:30 p.m., from Monday through Friday  
Returning location: Borrowers should return their academic dresses to where they collected them.
- III. Hiring and collecting academic dresses:
  1. Only graduands of the University are eligible to hire an academic dress.
  2. Academic dresses are hired out to doctoral graduands **on an individual basis**. Each graduating class under master's programs should appoint the class leader or one student to collect academic dresses **on a class basis**.
  3. Borrowers are required to pay cleaning fees when hiring an academic dress: **NT\$300 per doctoral academic dress** and **NT\$200 per master's academic dress**. Under no circumstances will cleaning fees be refunded to a borrower once an academic dress is hired out.
  4. To hire an academic dress, doctoral and master's students who are approved to graduate early or have completed the check-out process (based on the data kept by the Office of Academic Affairs) should first pay cleaning fees and a deposit at the Cashier Section, and then go to the Property Management Section to collect

an academic dress by showing the payment receipt and the signed affidavit. Deposit: NT\$9,000 per doctoral academic dress and NT\$1,600 per master's academic dress. **(Please carefully keep the deposit receipt and return it to the Cashier Section when requesting a refund of the deposit.)**

5. Doctoral graduands should go to the Property Management Section to collect an academic dress by showing their student ID cards, the signed affidavit, and the payment receipt of cleaning fees. Class leaders of graduating classes under master's programs take a completed application form for hiring academic dresses, the affidavits signed by borrowers, and the payment receipts of cleaning fees to the Property Management Section to collect academic dresses. (Please refer to the flow chart on P.5 for more details.)
6. In case of deception or hiring an academic dress in the name of another person, those involved will be punished under the applicable regulations and rules of the University.
7. Others:
  - a. Master's graduands: Academic dresses are hired out on a class basis, and the application form submitted by each graduating class is accepted **once only**. The class leader of a graduating class should fill out an application form for hiring academic dresses, collect the affidavits signed personally by classmates who want to hire an academic dress **(sorted in ascending order of the student ID numbers)**, and collect cleaning fees. Then, the class leader pays cleaning fees at the Cashier Section, collect all academic dresses at the Property Management Section by showing the original payment receipts, and finally distribute academic dresses to classmates who have applied for one. No provision of an academic dress through the mail is allowed. It is strictly prohibited to sign the affidavit on behalf of another graduand, ask another graduand to sign the affidavit, or hire an academic dress in the name of another graduand. Class leaders will be held liable for any damage or loss arising from any dispute over hiring an academic dress in the name of another person.
  - b. Doctoral and master's students who are approved to graduate early or have completed the check-out process: Academic dresses are hired out on an individual basis. They should go to the Property Management Section to collect an academic dress by showing the signed affidavit and the payment

receipt of cleaning fees. (Please carefully keep the deposit receipt and return it to the Cashier Section when requesting a refund of the deposit.)

- c. After collecting academic dresses on a class basis, class leaders should return the academic dresses which cannot be distributed to classmates for any reason to the Property Management Section, and at the same time cancel the record of hiring such academic dresses.
- d. If any graduand is unable to sign an affidavit or hire an academic dress by the specified deadline for special reasons, he/she should, during the collection period, apply in person to the Property Management Section by showing his/her student ID card, the signed affidavit, and the original payment receipt of cleaning fees. No late application will be considered.
- e. It is the borrower's responsibility to make sure that a full set of academic dress (including the gown, the hood, and the mortarboard/bonnet) is collected when checking out the academic dress. If the borrower finds that the academic dress received doesn't fit, he/she may exchange it with another classmate. It is strictly prohibited to trim the academic dress down. Only under the circumstances in which an academic dress doesn't fit or is damaged will the borrower be permitted to exchange for a new one at the Property Management Section.
- f. All academic dresses (including the gown, the hood, and the mortarboard/bonnet) have been washed and ironed. **Please do NOT wash or iron the academic dress again.** The borrower will be held liable for compensation based on the production cost below in cases where the academic dress is faded, damaged or mildewed due to unnecessary washing or ironing, or improper use:
  - (1) NT\$1,600 per master's academic dress (NT\$260 for the mortarboard, NT\$910 for the hood, and NT\$430 for the gown)
  - (2) NT\$9,000 per doctoral academic dress (NT\$500 for the bonnet, NT\$2,500 for the hood, and NT\$6,000 for the gown)

#### IV. Returning academic dresses:

- 1. Borrowers must return their academic dresses by the deadline of Thursday, July 31, 2025.**
2. As a courtesy to future users, academic dresses hired out will be washed after use. Therefore, please return the academic dress by the specified deadline. **Failure to return the academic dress by the specified deadline will incur an overdue**

**fine of NT\$10 per day (weekends excluded)**, with the maximum fine equal to the production cost of the academic dress: NT\$9,000 for a doctoral academic dress and NT\$1,600 for a master's academic dress. (Refusal to pay overdue fines will lead to denial of check-out application.)

3. Borrowers are obligated to keep and wear the academic dress (including the mortarboard/bonnet, the hood, and the gown) with care. In case of loss, damage, or failure to return the academic dress, the borrower is held liable for compensation based on the production cost mentioned above, and **he/she is not eligible to request a refund of cleaning fees**. (Refusal to make compensation will lead to denial of check-out application.)
4. Deposit refund: After returning their academic dresses to the Property Management Section, borrowers can request a refund of the deposit at the Cashier Section by showing the deposit receipt.

V. Check-out process:

1. The staffer-in-charge of the Property Management Section will directly affix the official seal on the check-out form if a graduand doesn't hire an academic dress.
2. The staffer-in-charge of the Property Management Section will affix the official seal on the check-out form only after a borrower returns the academic dress, makes compensation for any damage or loss (if any), or pay overdue fines (if any). Refusal to pay overdue fines or make compensation will lead to denial of check-out application.
3. No check-out application will be considered by the Property Management Section and no diploma awarded by the Registration Section if a borrower doesn't return the academic dress or refuses to pay overdue fines or make compensation.
4. If a borrower intends to complete the check-out process earlier than scheduled, he/she is not permitted to do so until he/she has returned the academic dress.

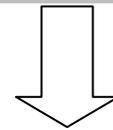
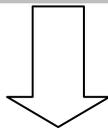
VI. Unit-in-charge: Property Management Section (Main Campus: 2325 or 2322; Medical Campus: 3008)

# Flow Chart for Hiring Master's Academic Dresses

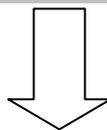
Update the data on class leaders of graduating classes

©If the student responsible for hiring academic dresses on a class basis is not the class leader, please request the Property Management Section to make corrections.

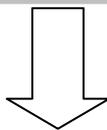
Graduands who want to hire an academic dress **download and sign the affidavit in person**, and then deliver **the signed affidavit and cleaning fees** to their class leaders (or the students-in-charge).



Starting Thursday, May 1, 2025, the class leader (or the student-in-charge) keys the data on graduands who want to hire an academic dress into the Information System, print out **the application form**, and then **submit the application form to his/her department (institute/program) for approval**.



Starting Thursday, May 1, 2025, the class leader (or the student-in-charge) collects **all signed affidavits and cleaning fees**, and then pay cleaning fees at the Cashier Section by showing **the approved application form and the signed affidavits**.



Starting Thursday, May 1, 2025, the class leader (or the student-in-charge) collects academic dresses at the Property Management Section by showing **the payment receipts, the approved application form, and the signed affidavits**.