

## TKU Guidelines for Borrowing Academic Gowns

Secretariat Regulation No. 1030000038 (06/27/2014)

1. In order to set the criteria for applying to borrow academic gowns, this set of guidelines was enacted.
2. The complete set of an academic gown includes one gown, one mortarboard cap (including tassel) and one stole (hood).
3. The operating procedure for borrowing a master or bachelor academic gown is divided into four parts: “registration by class,” “payment by class,” “retrieval by class,” and “return by the individual.”
4. The procedure for “registration by class” requires going to the master or bachelor academic gown borrowing system registration; the time each year the system is accessible is from April 1st to April 30th.
5. The procedure for “payment by class” is the class leader must make payment according to the system before the end of April; if payment is not made before the deadline, it will be taken as relinquishment of borrowing. The amount of the cost for borrowing a complete set of a master or bachelor academic gown, which includes washing, depreciation and security deposit, will be publically announced separately.
6. The time for the procedure for “retrieval by class” is set at the beginning of May each year; the class leader will take proof of payment to retrieve the master or bachelor academic gowns. The time and place of retrieval will be publically announced separately.
7. The time for the procedure for “return by the individual” will be from the completion of the graduation ceremony to the end of June; the location for returning the gown will be the General Services Support Section.
8. When returning the master or bachelor academic gown, the individual must return the complete set of the academic gown and proof of payment of the security deposit. The borrower must login to the borrowing system and print out proof of payment of the security deposit; this is for the voucher of the refund of the security deposit.

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9. A notification letter for borrowing doctoral academic gowns will be sent to each department office for transacting at the end of April each year via the OA Document Management System. The related times and places for registration and retrieval will be according to the publically announced contents in the letter.
10. The doctoral academic gowns should be returned before 12:00 noon on the day of the graduation ceremony to the original location from which they were borrowed or within one week during workdays to the General Services Support Section of the Office of General Affairs for transacting the return procedures.
11. If an academic gown is lost or suffers damage, compensation must be paid according to its value.
12. This set of guidelines will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.