

國立中山大學學位服借用管理要點

Guidelines on the Rental and Management of Graduation Regalia

97年5月7日經校長核定
Approved by the President on May 7, 2008

- 一、為建立本校學、碩、博士服(以下稱學位服)借用及管理制，特訂定本要點。
 - I. These guidelines are formulated to manage the rental of graduation regalia.
- 二、總務處資產經營管理組在每年十月清點學位服庫存數量，並請教務處提供應屆畢業生人數，若學位服數量不足，依行政程序辦理採購。
 - II. The Property Management Division (PMD) of the Office of General Affairs (OGA) shall conduct an annual inventory of regalia in October, and confirm the number of graduates-to-be with the Office of Academic Affairs. The procurement of regalia shall be handled per administrative procedure if there is any shortfall.
- 三、畢業典禮期間，借用學位服以應屆畢業生為優先，並以提供拍攝畢業照及參加畢業典禮為原則。
 - III. Graduates-to-be shall be given priority to rent the regalia for graduation photography and ceremony.
- 四、已辦妥離校手續之畢業生借用學位服，須另繳押金(金額為原購價格)。
 - IV. Graduates who already complete the University's leave procedure shall pay a deposit on their rented regalia (equivalent to the purchase cost).
- 五、學位服之洗滌費由借用人負擔，借用人須向總務處出納組依規定方式繳納(洗滌費價格依實際金額另訂)。
 - V. Graduates shall cover the laundry fee of the rented regalia and pay at the Payroll & Cashier Division of the OGA per the regulations. (Note: the fee shall be subject to the actual cost and separately announced.)

六、借領方式：

VI. Procedure of rental:

學(碩)士：應於規定借用期間，以系(所)為單位，填寫「學(碩)士服借用登記表」，並依規定繳費後，由系(所)班代持繳費證明及登記表至總務處資產經營管理組領取學位服。

bachelor's and master's programs: Within a specified timeframe, class representatives of individual departments/institutes/degree programs

shall fill in the *Registration Form for the Rental of Bachelor's and Master's Regalia*, pay the rental in advance, and collect the regalia from the PMD with the payment receipt and the form.

博士生：應於規定借用期間，填寫「博士服借據」，並經系所主管簽章，依規定繳費後，持繳費證明及「博士服借據」至總務處資產經營管理組領取學位服。

doctoral programs: Within a specified timeframe, doctoral graduates-to-be shall fill in the *Registration Form for the Rental of Doctoral Regalia* with the approval from the chair of their affiliated units, pay the rental in advance, and collect the regalia from the PMD with the payment receipt and the form.

校內教授：以參加畢業典禮之院、系主管、應屆畢業班導師為原則，依規定繳費後，持繳費證明至總務處資產經營管理組填具登記表後領取博士服。

faculty: Faculty herein refers to mentors of graduation classes, chairs of units, and deans of colleges attending the ceremony, in principle. The regalia may be collected at the PMD upon submission of the registration form and the payment receipt.

七、學位服應於畢業典禮結束後1星期內歸還(如特殊因素於非畢業典禮期間借用者，借用以2星期為限)。逾期未歸還者，每套每逾1日罰滯納金新台幣50元(未滿1日以1日計，不含例假日)，並以學位服賠償金額為上限。

VII. Regalia shall be returned within one week after the graduation ceremony. (A maximum of two weeks may be allowed for special reasons.) Every set of overdue regalia shall be charged TWD 50 per day, calculated on a daily basis excluding holidays and weekends. Accrued fines shall be capped at the purchase cost of the regalia.

八、學位服借用人應負善良管理人之責任，若有遺失、損毀應負賠償責任，其賠償金額依原購價格賠償。

VIII. Those who rent regalia shall take care of their regalia and pay the purchase cost of regalia for any damage or loss.

九、畢業生應完成學位服歸還手續後，始可辦理離校手續。

IX. Graduates shall return their regalia before starting the leave procedure.

十、本要點經總務會議審查通過，送請校長核定後實施，修正時亦同。

X. These guidelines are approved by the General Affairs Council and the President before implementation. Amendments to these guidelines shall follow the same procedure.