

國立成功大學學位服借用管理要點

National Cheng Kung University Guidelines for the Borrowing and Management of Academic Regalia

111.7.13 第 834 次主管會議決議通過

Revised and approved in the 834th Executive Board meeting on July 13, 2022

115.1.7 第 851 次主管會議決議通過

Revised and approved in the 851th Executive Board meeting on January 7, 2026

一、國立成功大學(以下簡稱本校)為建立本校畢業生學位服借用及管理制，特訂定本要點。

1. National Cheng Kung University (hereinafter referred to as “the University”), in order to establish a system for the borrowing and management of academic regalia for its graduates, hereby promulgates these Guidelines.

二、本校學位服優先提供應屆畢業生及參加畢業典禮之校內主管借用。

2. The University’s academic regalia shall be provided on a priority basis to recent graduates and University administrators participating in graduation ceremonies.

三、借用人應依收費基準表(附件)，繳交使用費，繳納方式依財務處出納組規定辦理。

已辦妥離校手續之應屆畢業生借用時，另須繳交押金，金額依收費基準表辦理。

3. Borrowers shall pay a usage fee in accordance with the Fee Schedule (Appendix). Payment shall be made in compliance with the regulations of the Office of Finance Cashier Division.

Recent graduates who have completed the University withdrawal procedures shall additionally be required to pay a deposit, the amount of which shall be determined in accordance with the Fee Schedule.

四、借用程序：

(一) 學(碩)士服：應於公告期間，以系(所)班級為單位，指定負責人填具「畢業生學位服借用申請表」，經系所經辦人及單位主管核章並依規定繳費後，由負責人持繳費證明及申請表至總務處資產保管組(以下簡稱本組)領取學位服。

(二) 博士服：應屆畢業之博士生應於公告期間，填具「畢業生學位服借用申請表」，經系所經辦人及單位主管核章並依規定繳費後，持繳費證明及申請表至本組領取學位服。

(三) 校內主管：以參加畢業典禮之學術主管或行政主管為原則。借用人填具「主管學位服借用申請表」，經系所經辦人及單位主管核章後至本組領取學位服。

(四) 非公告期間個別借用：借用人填具「畢業生學位服借用申請表」，經系所經辦人及單位主管核章並依規定繳費後，持繳費證明及申請表至本組領取學位服。

4. Borrowing Procedures:

(1) Bachelor's and Master's Regalia:

During the announced period, each department (or graduate institute) class shall designate a responsible person to complete the *Graduate Academic Regalia Borrowing Application Form*. After approval by the departmental officer and unit supervisor and payment of the required fees, the responsible person shall present the payment receipt and application form to the Property Management Division, Office of General Affairs (hereinafter referred to as "the Division") to collect the regalia.

(2) Doctoral Regalia:

Recent doctoral graduates shall, during the announced period, complete the *Graduate Academic Regalia Borrowing Application Form*. After approval by the departmental officer and unit supervisor and payment of the required fees, the applicant shall present the payment receipt and application form to the Division to collect the regalia.

(3) University Administrators:

In principle, this applies to academic or administrative administrators participating in graduation ceremonies. Borrowers shall complete the *Administrator Academic Regalia Borrowing Application Form* and, after approval by the departmental officer and unit supervisor, collect the regalia from the Division.

(4) Individual Borrowing Outside the Announced Period:

Borrowers shall complete the *Graduate Academic Regalia Borrowing Application Form*. After approval by the departmental officer and unit supervisor and payment of the required fees, the borrower shall present the payment receipt and application form to the Division to collect the regalia.

五、借用人應負善良管理人注意義務保管學位服。如有遺失、損毀，應負賠償責任，其賠償金額依收費基準表辦理。

5. Borrowers shall exercise due diligence in safeguarding the academic regalia. In the event of loss or damage, the borrower shall be liable for compensation, the amount of which shall be determined in accordance with the Fee Schedule.

六、學位服尺寸不符時，借用人應先行互換，仍不符者，應至本組更換，借用人不可自行剪短或修改。

6. If the size of the academic regalia is unsuitable, borrowers shall first arrange for an exchange. If the issue remains unresolved, the regalia shall be exchanged

through the Division. Borrowers shall not alter, shorten, or modify the regalia on their own.

七、學位服歸還期限:

(一)學(碩)士服:指定負責人應彙集學(碩)士服後,依公告指定期間歸還。

(二)博士服及校內主管:依「學位服借用申請表」規定時間內歸還。

7. Return Deadlines:

(1) Bachelor's and Master's Regalia:

The designated responsible person shall collect all regalia and return them within the period specified in the official announcement.

(2) Doctoral Regalia and University Administrators:

The regalia shall be returned within the timeframe specified on the *Academic Regalia Borrowing Application Form*.

八、本要點經主管會報審議通過,陳請校長核定後實施,修正時亦同。

8. These Guidelines shall take effect upon approval by the Chief Administrators Council and subsequent authorization by the President. Any amendments shall be subject to the same procedure.

國立成功大學學位服收費基準表

National Cheng Kung University Fee Schedule for Academic Regalia

一、學位服收費基準如下

1. Fee Standards for Academic Regalia (During the Announced Period)

(一) 學位服使用費：

(1) Academic Regalia Usage Fee

	使用費 Fee (NTD)
學士 Bachelor's	300
碩士 Master's	300
博士 Doctoral	300

(二) 逾期未歸還每日加收罰金 50 元，加計總額至毀損、遺失賠償費用止。

(2) A penalty of NTD 50 per day shall be charged for overdue returns. The accumulated penalty shall be calculated until it reaches the amount of the applicable loss or damage compensation fee.

二、非公告期間學位服收費基準如下：

2. Fee Standards for Academic Regalia (Outside the Announced Period)

(一) 學位服使用費及續借使用費：

(1) Usage Fee and Renewal Fee

使用費 Usage Fee (NTD)	續借使用費 Renewal Fee (NTD)
300	150

(二) 逾期未歸還每日加收罰金 50 元，加計總額至毀損、遺失賠償費用止。

(2) A penalty of NTD 50 per day shall be charged for overdue returns. The accumulated penalty shall be calculated until it reaches the amount of the applicable loss or damage compensation fee.

三、遺失、毀損賠償費用收費基準如下：

3. Compensation Fees for Loss or Damage:

	學位服 Academic Gown (NTD)	學位帽 Academic Cap (NTD)	披肩 Hood (NTD)	提袋 Carrying Bag (NTD)
學士 Bachelor's	1,700	250	1,200	500
碩士 Master's	2,000	250	1,200	500
博士 Doctoral	7,500	3,000	4,000	500

四、押金基準如下：

4. Deposit Standards

	整套學位服 Full Set of Academic Regalia (NTD)
學士 Bachelor's	3,650
碩士 Master's	3,950
博士 Doctoral	15,000