

Regulations for Borrowing Academic Dresses

Approved in the meeting of the Senior Executive Council
on May 08, 1993.

Article 1 To manage the students to borrow the academic dresses orderly, I-Shou University (hereinafter referred to as the University) hereby makes the Regulations for Borrowing Academic Dresses (hereinafter referred to as the Regulations).

Article 2 Types of academic dresses are listed as below:

1. Academic Dresses for the Bachelor Degree: The dresses shall be borrowed by the students, who are graduated with the bachelor degree at the University.
2. Academic Dresses for the Master's Degree: The dresses shall be borrowed by the students, who are graduated with the master's degree at the University.
3. Academic Dresses for the Doctoral Degree: The dresses shall be borrowed by President, dean of the Office of the Academic Affairs/ Student Affairs/ General Affairs, first-level directors, directors of each department/ institute, and the students who are graduated with the Ph.D. at the University.

Article 3 The academic dresses shall be borrowed on the unit basis of department/ institute/ class. The students shall fill out the Application Form of Loan (including the name list) and statement, which shall be filled out by the students themselves.

Article 4 Departments, institutes, and classes, which borrow the academic dresses, shall pay for the fees for cleaning the dresses at the Cashier Section, and receive the dresses at Property Management Section by receipts and statement.

Article 5 Property Management Section shall give the dresses to the students of each department, institute or class according to the items (e.g. amount or sizes) recorded on the Application Form, and keep the statement on file.

Article 6 Students who borrow the academic dresses shall prevent the dresses from being damaged during the loan period. Otherwise, the students shall compensate for lost or damaged clothes.

Article 7 To integrate the time for returning the dresses, anyone who has not returned the clothes on the graduation ceremony shall return within 7 days after the end of

graduation ceremony. The students shall be charged for overdue fines for each day behind the due date.

Amount of the overdue fines shall be stated in a different document.

Article 8 Graduates must return the academic dresses before completing the procedures of leaving school.

Article 9 Student shall submit a supporting document, receipt and pay for the cleaning fees if he/she has to borrow the dresses individually. The supporting document and receipt shall be returned to the student when he/she return the academic dresses.

Article 10 The Regulations adopted by the Senior Executive Council shall come into effect after they are approved and promulgated by the President. Amendments must also undergo the same procedures.

In the event of any disputes or misunderstanding as to the interpretation of the language or terms of this Regulations, the Chinese language version shall prevail.