

National Yang Ming Chiao Tung University

Notice on the Application and Borrowing of Academic Regalia at Chiao Tung Campus, Academic Year 2025–2026 (AY114)

1. Borrowing and Return Procedures

In accordance with the National Yang Ming Chiao Tung University's Guidelines for the Borrowing of Academic Regalia, bachelor's and master's regalia shall, in principle, be borrowed on a group basis, while doctoral regalia shall be borrowed individually.

(1) Schedule and Processing Locations

Borrowing/Returning	Schedule		Method/Location	Remarks
<p style="text-align: center;">Group Borrowing (Bachelor's and Master's Students)</p> <p>Eligible Applicants: Graduating students of the current academic year (including extended-study students)</p>	Application	By April 27 (Mon.)	Google Form	Applicants shall complete the application individually via Google Form.
	Payment	May 1 (Fri.) – May 8 (Fri.)	As designated by department/institute coordinator	<ol style="list-style-type: none"> Applications this time will be via Google Form and reviewed manually for eligibility. A list of eligible borrowers will be provided to the coordinator of each department/institute by the 2nd Division of General Affairs by April 30 (Thu.). Graduates shall make payment via their designated department or institute coordinator from May 1 (Fri.) to May 8 (Fri.).
	Group Collection	May 11 (Mon.) – May 14 (Thu.)	B1, Auditorium <ul style="list-style-type: none"> Bachelor's Regalia: Lounge Master's Regalia: Regalia Storage Room 	<p>Procedures for department or institute coordinators to collect regalia following the designated schedule (Appendices I and II):</p> <ol style="list-style-type: none"> Present the borrowing list at the designated location for verification. Proceed to the 2nd Division of Cashier for payment. Present the receipt and application list at the designated location to collect the regalia.
<p style="text-align: center;">Individual Borrowing (Bachelor's, Master's, and Doctoral Students)</p> <p>Eligible Applicants: Graduating students (including extended-study students), and graduates of the current academic year who have completed clearance procedures</p>	Stage 1 Collection	April 20 (Mon.) – May 8 (Fri.)	<ul style="list-style-type: none"> Application: Via Google Form Verification: 2nd Division of General Affairs (2F, Auditorium) Payment: 2nd Division of Cashier (2F, Auditorium) Collection: Supplies Distribution Room (B1, Auditorium) 	<p>Procedures:</p> <ol style="list-style-type: none"> Submit the application via Google Form. Within the designated period of a stage, visit the 2nd Division of General Affairs to complete eligibility verification and obtain a payment slip. Pay the applicable fee at the 2nd Division of Cashier. Present the receipt and payment slip at the Supplies Distribution Room to collect the regalia.
	Stage 2 Collection	May 18 (Mon.) – June 5 (Fri.)		
	Stage 3 Collection	June 8 (Mon.) – June 13 (Sat.)		
<p style="text-align: center;">Extension of Borrowing Period (Bachelor's, Master's, and Doctoral Students)</p>	Eligible applicants may apply for a two-week extension prior to the return deadline (June 18).		2 nd Division of General Affairs (2F, Auditorium)	<p>Procedures:</p> <ol style="list-style-type: none"> Visit the 2nd Division of General Affairs to verify eligibility and obtain a payment

Eligible Applicants: Graduating students (including extended-study students), and graduates of the current academic year who have completed clearance procedures			slip. 2. Pay the extension fee at the 2 nd Division of Cashier. 3. Present the receipt and the payment slip at the 2 nd Division of General Affairs to update the return deadline.	
Individual Return	No Extension	Deadline: June 18 (Thu.)	Supplies Distribution Room (B1, Auditorium)	<ul style="list-style-type: none"> • Please bring the complete set of academic regalia for individual return. • In the event of a high volume of returns, please queue in an orderly manner and refrain from causing inconvenience to staff.
	With Extension	Deadline: July 2 (Thu.)		
Late Return	No Extension	From June 22 (Mon.)	<ul style="list-style-type: none"> • Verification: 2nd Division of General Affairs (2F, Auditorium) • Payment: 2nd Division of Cashier (2F, Auditorium) • Return: Supplies Distribution Room (B1, Auditorium) 	Procedures: 1. Visit the 2 nd Division of General Affairs to confirm the number of overdue days and obtain a payment slip. 2. Proceed to the 2 nd Division of Cashier to pay the late fee. 3. Present the academic regalia, receipt, and payment slip at the Supplies Distribution Room to complete the return.
	With Extension	From July 3 (Fri.)		

(2) The application form for both group and individual borrowing is available at: <https://forms.gle/cSY4cr9U7yj2FEbB8>.



(3) Important Deadlines: Group borrowing: Payment must be completed through the department/institute coordinator by May 8 (Fri.). Individual borrowing: Application, payment, and collection must be completed within the designated period of each stage. Failure to follow these rules will be considered an incomplete borrowing.

2. Fee Schedule

(1) Cleaning and Maintenance Fees & Extension Fee

Borrowing Stage		Fee
Group Borrowing		Bachelor's: NT\$350 / Master's: NT\$400
Individual Borrowing	Stage 1	Bachelor's: NT\$450 / Master's: NT\$500 / Doctoral: NT\$600
	Stage 2	Bachelor's: NT\$400 / Master's: NT\$450 / Doctoral: NT\$500
	Stage 3	Bachelor's: NT\$350 / Master's: NT\$400 / Doctoral: NT\$450
Extension of Borrowing Period		NT\$200

(2) Security Deposit: Graduates who have completed (or have started) clearance procedures as of July 2025 shall, in addition to the cleaning and maintenance fee, pay a security deposit:

- Bachelor's: NT\$4,530 per set
- Master's: NT\$5,180 per set
- Doctoral: NT\$8,830 per set

(3) Late Fees:

1. NT\$50 per day (any fraction of a day shall be counted as one day; excluding weekends and public holidays).
2. Maximum liability:

- Bachelor's: NT\$4,530 per set
- Master's: NT\$5,180 per set
- Doctoral: NT\$8,830 per set

3. Compensation

(1) Borrowers shall exercise due care in the custody of academic regalia. Regalia shall not be washed, ironed, or altered by borrowers. In the event of loss, damage, or failure to return, compensation shall be processed at the Second Division of General Affairs (2F, Auditorium).

(Unit: NT\$)

Item Category	Gown	Hood	Cap	Cap Tassel	Garment Bag	Hanger	Front Tassel
Bachelor's Regalia	2,640	960	720	100	150	60	—
Master's Regalia	2,930	1,080	960	100	150	60	—
Doctoral Regalia	5,400	1,800	1,200	100	150	60	220

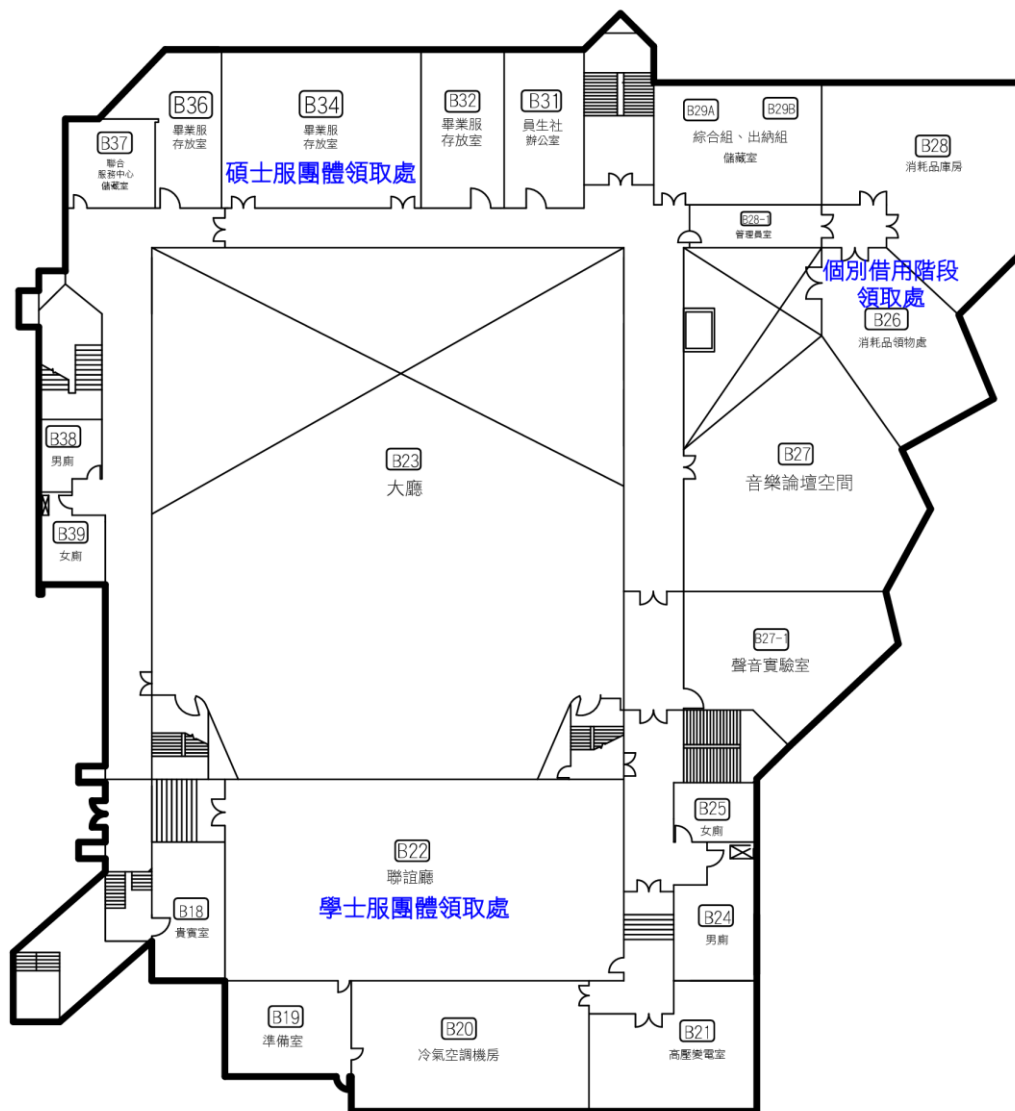
Note: The front tassel applies to doctoral regalia only.

(2) Where both late return and loss or damage occur, both the **late fee** and **compensation** shall apply.

4. Important Notes

- (1) Service hours: 09:00–11:40 and 13:20–16:00 on business days. Applications will not be accepted after 16:00.
- (2) A standard regalia set **does not include the 2026 NYCU decorative stole**.
- (3) Due to limited availability, students are advised to complete the borrowing procedures for academic regalia within the prescribed period.

5. Map of Academic Regalia Collection Points (B1, Auditorium, Guangfu Campus)



B34 – Academic Regalia Storage Room: **Group Collection Point for Master's Academic Regalia**

B26 – Supplies Distribution Room: **Collection Point for Individual Borrowing**

B22 – Lounge: **Group Collection Point for Bachelor's Academic Regalia**

6. Contact Information

2nd Division of General Affairs

Ms. Tung, Ext. 51711, Email: ginatung@nycu.edu.tw

Ms. Liu, Ext. 51717, Email: liu0814@nycu.edu.tw

Bachelor's Academic Regalia Group Collection Notice Chiao Tung Campus, Academic Year 2025–2026 (AY114)

1. Group Collection Schedule for Bachelor's Academic Regalia Coordinators (Monday, May 11, 2026)

Time	Department
09:00-10:00	(16) (17) (18) (19) (20) (21) (13)
10:00-11:00	(1) (2) (3) (4) (5) (6) (7) (14)
11:00-11:40	(10) (11) (22) (23) (30) (31) (32)
13:20-14:20	(24) (25) (26) (27) (28) (29)
14:20-15:20	(8) (9) (12) (15) (33) (34)

Note: Departments or institutes are represented by the codes provided in parentheses below.

Key Instructions:

1. Please adhere to the assigned schedule. If the preceding department has not completed item verification, please queue in order.
2. The coordinator shall collect the cleaning and maintenance fee in advance (failure to pay shall be deemed not to have completed the borrowing procedures). On the day of collection, bring the to-borrow list to the Lounge on B1 of the Auditorium to verify the quantity, proceed to the 2nd Division of Cashier for payment, and, upon completion of payment, return to the Lounge on B1 to collect the regalia.
3. Departments that fail to collect the regalia within the designated time shall contact the liaisons at the 2nd Division of General Affairs to arrange an alternative time.

1. List of Bachelor's Academic Regalia Coordinators

Department	Coordinator's Name
(1) Department of Foreign Languages and Literatures	吳焯綺
(2) Department of Civil Engineering - A	陳文雄
(3) Department of Civil Engineering - B	劉碩恩
(4) Department of Civil Engineering - C	陳笠榕
(5) Department of Mechanical Engineering - A	陳柏均
(6) Department of Mechanical Engineering - B	謝金祐
(7) Department of Materials Science and Engineering	陳柄儒
(8) Department of Biological Science and Technology - A	成孟佑
(9) Department of Biological Science and Technology - B	武玟妤
(10) Department of Humanities and Social Sciences	溫敏秀
(11) Department of Communication and Technology	孫怡寧
(12) Department of Electrophysics	曾翔鈺、楊家懿
(13) Department of Applied Mathematics	蔣子暘

Department	Coordinator's Name
(14) Department of Applied Chemistry	湯采臻
(15) Undergraduate Honors Program of Interdisciplinary Science	莊之睿
(16) Department of Electronics and Electrical Engineering - A	王博生
(17) Department of Electronics and Electrical Engineering - B	胡家銓
(18) Department of Electronics and Electrical Engineering - C	許宸驊
(19) Department of Electronics and Electrical Engineering - D	陳冠勳
(20) Department of Electronics and Electrical Engineering - E	胡郁婕
(21) Department of Electronics and Electrical Engineering - F	洪梓睿
(22) Department of Photonics	徐乙文
(23) Department of Microelectronics	莊婷馨
(24) Department of Computer Science - A	林鈺誠
(25) Department of Computer Science - B	白冠宸
(26) Department of Computer Science - C	楊子暎
(27) Department of Computer Science - D	陳律安
(28) Department of Management Science	廖盈榕
(29) Department of Transportation and Logistics Management	鄭弘煒
(30) Department of Industrial Engineering and Management	徐瑩捷
(31) Department of Information Management and Finance	蔡秀吉
(32) Arete Honors Program	蔣子暘
(33) Undergraduate Degree Program of System Engineering and Technology	王宥淋、林威志、 蔡竣林、陳律評、 陳富廷、李昇霖
(34) Electronics and Photonics Post-undergraduate Second Degree Program (Spring Class)	吳長紘

Master's Academic Regalia Group Collection Notice Chiao Tung Campus, Academic Year 2025–2026 (AY114)

1. Group Collection Schedule for Master's Academic Regalia Coordinators

Date Time	May 12 (Tue.), 2026	May 13 (Wed.), 2026	May 14 (Thu.), 2026
09:00-10:00	(21) (22) (23) (24) (25) (26) (27)	(1) (2) (3) (4) (5) (6) (7) (8)	(49) (58) (63) (65)
10:00-11:00	(19) (20) (45) (46)	(18) (61) (62)	(64) (66) (67) (69) (70) (71)
11:00-11:40	(38) (39) (47) (48)	(14) (15) (16) (41)	(35) (36) (37) (40)
13:20-14:20	(50) (51) (56) (57) (68) (72) (73)	(52) (53) (54) (55) (59) (60)	(42) (43) (44) (74) (75)
14:20-15:20	(28) (29) (30) (31) (32)	(9) (10) (13) (17)	(11) (12) (33) (34)

Note: Departments or institutes are represented by the codes provided in parentheses below.

Key Instructions:

1. Please adhere to the assigned schedule. If the preceding department or institute has not completed item verification, please queue in order.
2. The coordinator shall collect the cleaning and maintenance fee in advance (failure to pay shall be deemed not to have completed the borrowing procedures). On the day of collection, bring the to-borrow list to the Lounge on B1 of the Auditorium to verify the quantity, proceed to the 2nd Division of Cashier for payment, and, upon completion of payment, return to the Lounge on B1 to collect the regalia.
3. Departments or institutes that fail to collect the regalia within the designated time shall contact the liaisons at the 2nd Division of General Affairs to arrange an alternative time.

1. List of Master's Academic Regalia Coordinators

Department/Institute	Coordinator's Name
(1) Department of Biological Science and Technology	張晉源
(2) Institute of Bioinformatics and Systems Biology	孔令言
(3) Institute of Molecular Medicine and Bioengineering	郭亭妤
(4) Department of Foreign Languages and Literatures	巴昶清
(5) Institute of Teaching English to Speakers of Other Languages	蕭煌元
(6) Institute of Education	林煊杰
(7) Institute of Communication Studies	姚思宇
(8) Institute of Applied Arts	陳怡瑾
(9) Institute of Social Research and Cultural Studies	楊育昇
(10) International Master's Program in Inter-Asia Cultural Studies	陳曉妮
(11) Institute of Architecture	楊庭毓
(12) Institute of Music	陳柏佑
(13) Graduate Program of Ethnicity and Culture	邱孟嫻

Department/Institute	Coordinator's Name
(14) Department of Communication and Technology	陳宣如
(15) Degree Program of Hakka Society and Culture	張玉如、鍾旻秀
(16) Graduate Degree Program of Artificial Intelligence	伍昕
(17) Institute of Electronics	江婉榕
(18) Department of Electronics and Electrical Engineering	蔡函穎
(19) Institute of Electrical and Control Engineering	陳岑
(20) Institute of Communications Engineering	黃宜澤
(21) Department of Photonics	蔡鎮懌
(22) Institute of intelligent Bioelectrical Engineering	孫培倫
(23) Electrical Engineering and Computer Science International Graduate Program	廖文瑄
(24) Degree Program of Electrical and Computer Engineering	許芝瑜
(25) Degree Program of Computer Science	許芝瑜
(26) Degree Program of Cybersecurity Management	魏昶芯
(27) Degree Program of Information and Communication for Technology Crime Investigation	黃淑筠
(28) Institute of Computer Science and Engineering	張怡婷
(29) Institute of Network Engineering	張怡婷
(30) Institute of Multimedia Engineering	張怡婷
(31) Institute of Data Science and Engineering	張怡婷
(32) Graduate Degree Program of Cyber Security	張怡婷
(33) Institute of Pioneer Semiconductor Innovation	蕭玉萍
(34) Institute of Artificial Intelligence Innovation	陳嫻樺
(35) Graduate Program of International College of Semiconductor Technology	黃子庭
(36) International College of Semiconductor Technology Overseas Master Program in Vietnam	黃芳草
(37) International Semiconductor Talents Education Special Program	黃芳草
(38) Graduate Degree Program of Robotics	羅宇玟、陳易唯
(39) Department of Mechanical Engineering	王詩靚
(40) Department of Civil Engineering	蕭子芸
(41) Department of Materials Science and Engineering	呂丞偉
(42) Graduate Program of Nanotechnology	鍾承祐
(43) Institute of Environmental Engineering	郭珉齊
(44) Institute of Space Systems Engineering	張君誠
(45) Degree Program of Industrial Safety and Risk Management	戰玲雲
(46) Degree Program of Automation and Precision Engineering	戰玲雲

Department/Institute	Coordinator's Name
(47) Degree Program of Engineering and Technology Management	吳雅玲
(48) Degree Program of Semiconductor Material and Processing Equipment	吳雅玲
(49) Department of Electrophysics	謝尚霖
(50) Department of Applied Mathematics	洪瑋駿
(51) Graduate Program of Mathematical Modeling and Scientific Computing	洪瑋駿
(52) Department of Applied Chemistry	潘品蓁、羅妍安
(53) Graduate Program of Molecular Science	黃紫旋
(54) Institute of Statistics	蔡孟勳
(55) Institute of Physics	黃佳鳳
(56) Degree Program of Technology and Digital Learning	張曉玲
(57) Degree Program of Applied Science and Technology	張曉玲
(58) Department of Management Science	盧家宏
(59) Graduate Program of Traffic and Transportation	黃昱翔
(60) Graduate Program of Logistics Management	何炳翰
(61) Department of Industrial Engineering and Management	蘇登和
(62) Institute of Information Management	林思圻
(63) Graduate Program of Finance	劉永傑
(64) Degree Program of Finance	沈佩如
(65) Institute of Management of Technology	彭璿
(66) Degree Program of Global Business Administration	施暄柔
(67) Degree Program of Management Science	黃奕凡
(68) EMBA	王曦羽
(69) Degree Program of Construction Technology and Management	劉書綺
(70) Degree Program of Information Management	洪瑞駿
(71) Degree Program of Management of Technology	陳滢安
(72) Institute of Technology Law	王珮瑜
(73) Degree Program of Technology Law	王珮瑜
(74) Institute of Imaging and Biomedical Photonics	張宛鈞
(75) Institute of Computational Intelligence / Institute of Intelligent Systems / Institute of Smart Industry and Green Energy	張庭嫻