



**The Hong Kong Polytechnic University
14th Congregation
Gown Hiring Arrangements 2008**

- Graduates attending the 14th Congregation are required to wear the academic gowns appropriate to their awards.
- The gown hiring fee is HK\$100 (non-refundable).
- Graduates can opt to collect the gown either by local courier delivery service (without additional charges) or in person on PolyU campus at specified schedule.
- Graduates may also authorise a representative to collect the gown for them. Please refer to *Appendix 1* for the Authorisation Form.
- For Chinese mainland/Overseas Graduates, they can contact the Faculty/School offices concerned for the collection of their gowns.

a. Payment Methods

- Please refer to *Appendix 2* for the payment methods and deadlines.

b. Courier Delivery

- There is no additional charge.
- Graduates should confirm the address of delivery and settle the gown hiring fee by **Monday, 22 September 2008**.
- The gowns will be delivered from 8 to 10 October 2008 (9:00 a.m. - 5:00 p.m.).

c. On-campus Collection

- Graduates should settle the gown hiring fee by **Monday, 6 October 2008**.
- The distribution venue is Fong Shu Chuen Hall, PolyU. Please refer to *Appendix 3* for the Map.
- The schedule for the collection of gowns on-campus is as follows:

Level of Award	Date(s)	Time
Doctoral Degrees/Master's Degrees and Postgraduate Awards (PgD & PgC)	13 & 14 October 2008 (Monday & Tuesday)	4:00 p.m. - 8:00 p.m.
Bachelor's Degrees	16 & 17 October 2008 (Thursday & Friday)	4:00 p.m. - 8:00 p.m.
Sub-degrees	20 October 2008 (Monday)	4:00 p.m. - 8:00 p.m.

- The gown hiring process may take about 30 minutes to complete.
- Please bring your own bag to carry the gowns.

d. Types and Sizes of Academic Gowns

Types of Gown

Award Type	Cap	Gown	Hood
Doctoral degree	✓	✓	✓
Master's degree	✓	✓	✓
Postgraduate Diploma / Postgraduate Certificate		✓	✓
Bachelor's degree	✓	✓	✓
Sub-degree		✓	

Abbreviation	Name of Award	Gown color	Hood color	Cap
Doctoral Degrees				
PhD	Doctor of Philosophy	Royal Blue Gown with Maroon cuff	Maroon	Bonnet
D.Acc	Doctor of Accountancy		Orange	
DBA	Doctor of Business Administration		Purple	
DHSc	Doctor of Health Science		Bright Green	
DHTM	Doctor of Hotel and Tourism Management		Tangerine	
DMgt	Doctor of Management		Lavender Grey	
EngD	Doctor of Engineering		Red	
Master Degrees				
MPhil	Master of Philosophy	Royal Blue Gown	Silver	Mortarboard
MA	Master of Arts		Blue	
MBA	Master of Business Administration		Purple	
MCF	Master of Corporate Finance		Light Purple	
MCG	Master of Corporate Governance		Pink	
MDes	Master of Design		Aquamarine	
MEd	Master of Education		Light Blue	
MEng	Master of Engineering		Red	
MoF	Master of Finance		Copper	
MPA/MPAcc	Master of Professional Accountancy		Orange	
MPT	Master of Physical Therapy		Grey	
MSc	Master of Science		Gold	
MSW	Master of Social Work		Green	
Postgraduate Awards				
PgD	Postgraduate Diploma	Black Gown	Maroon	/
PgC	Postgraduate Certificate		Apple Green	

Bachelor's Degrees				
BA	Bachelor of Arts	Black Gown	Blue	Mortarboard
BBA	Bachelor of Business Administration		Purple	
BEng	Bachelor of Engineering		Red	
BSc	Bachelor of Science		Gold	
Double Degrees	Double Degrees		Ivory	

Name of the Faculties / Schools	Gown color	Hood color	Cap
Sub-Degrees			
FAST	Black Gown w/ Yellow Facing	/	/
FB	Black Gown w/ Purple Facing		
FH	Black Gown w/ Blue Facing		
FCLU	Black Gown w/ Maroon Facing		
FENG	Black Gown w/ Red Facing		
FHSS	Black Gown w/ Green Facing		
SD	Black Gown w/ Aquamarine Facing		
SHTM	Black Gown w/ Orange Facing		

Sizes of Gown

Size of Gown (Body height)	Small	5'3" (1.6 m) or below
	Medium	5'4" – 5'7" (1.6 m – 1.7 m)
	Large	5'8" (1.73 m) or above
Size of Cap (The circumference around the head at one inch above eye brows and ears.)	Small	22" (55.9 cm) or below
	Medium	22.5" (57.2 cm)
	Large	23" (58.4 cm) or above

e. How to Put on your Gown

For Doctoral Degrees

1. A light colour shirt will match nicely with your gown.
2. Put the hood over the gown, rest it on your shoulders, and secure it by putting the string loop at the tip of the hood around a button of your shirt.
3. Ensure the hood is in a V-shape and slightly opens at the back.
4. You should wear the bonnet with the tassel on the left.

For Bachelor's Degrees/Master's Degrees/Postgraduate Awards (PgDip/PgCert)

1. A light colour shirt will match nicely with your gown.
2. Put the hood over the gown, rest it on your shoulders, and secure it by putting the string loop at the tip of the hood around a button of your shirt.
3. For the Bachelor's and Master's Degrees graduates, the peak of the mortarboard should be pointing at the centre of your forehead with the tassel on the left.

f. Enquiries (Email: ascong@polyu.edu.hk / Telephone: 2766 5151/2766 5155)

Authorisation Form for Collection of Gown

I, _____, HKID / Student ID No _____,
(*name of graduate*)

Programme: _____

authorise _____, holder of HKID / Passport _____
(*name of authorised person*)

to collect the academic gown on my behalf. The following documents are attached for the purpose of verification:

- copy of my HKID / Student ID Card;
- payment receipt of gown hiring; and
- HKID / Passport of the authorised person

I understand that if any of the above documents is missing, the authorised person would not be able to collect the academic gown on my behalf.

Signature of Graduate

Date



Instructions for Payment of Gown Hiring

Payment deadlines

For Courier Delivery

- Graduates should confirm the address of delivery and settle the gown hiring fee by **Monday, 22 September 2008**.

For On-campus Collection

- Graduates should settle the gown hiring fee by **Monday, 6 October 2008**.

Payment methods

(1) Payment via Automated Teller Machine (ATM)

- Settle the payment via the terminals of HSBC, Hang Seng Bank or JETCO
- Choose "Bill Payment"
- Choose "Education"
- Choose "The Hong Kong Polytechnic University"
- Key in "01" as the Bill Type
- Key in your personal debit note number (the number is shown in your record under the Graduation Services System - GSS)
- Retain the customer advice as proof of payment

(2) Payment by Phone Service (PPS)

- Use your personal debit note number (the number is shown in your record under the Graduation Services System - GSS) to register for PPS before you call 18033 (Cantonese) or 18031 (English) to settle the payment
- The merchant code of PolyU is "77"
- Mark down the Payment Reference No. and the transaction date as proof of payment

(3) Payment via Internet Banking Bill Payment Service

- Settle the payment via Internet Banking Bill Payment Service offered by HSBC or Hang Seng Bank
- Use your personal debit note number (the number is shown in your record under the Graduation Services System - GSS) for completing the transaction
- Print out the payment confirmation screen and mark down the Payment Reference No. as proof of payment

