

THE UNIVERSITY OF HONG KONG

202nd Congregation

Form for Loan of Academic Dress

(A) Personal Particulars

Name: Dr/Mr/Ms/Miss/Mrs _____
Surname Given name Full name in Chinese characters

Faculty: _____ Degree: _____

University No: _____ HKID /Passport No.: _____
(must be produced for inspection)

Email: _____ (please provide the email address you use frequently)

Telephone No.(s): Home _____ Office _____ Mobile _____

Postal address: _____

Information is collected for Congregation purposes. Such information will not be transferred to any external bodies or organizations. This form and the data contained therein will be disposed after you return the academic dress to the University. Under the Personal Data (Privacy) Ordinance, you have rights to request access to and/or correction of your personal data held by the University. Requests should be made to privacy@hku.hk.

(B) Request for Loan of Academic Dress

I wish to borrow a complete set of academic dress (comprising **a gown, a hood and a cap**) from the University and I agree to the followings:

1. to indemnify the University for the loss of, or damage to, any items for academic dress I borrow;
2. to return the academic dress **not later than 5:30pm, Wednesday, April 29, 2020**; and
3. to pay an overdue charge of **HK\$80.00 per week** if I retain the academic dress later than 5:30pm, Wednesday, April 29, 2020.

Date: _____
Signature of Graduand

(C) To: Gown Room
Room UG-06, Upper Ground Floor, Knowles Building

I received from the Gown Room the items of academic dress on temporary loan as specified in Section (B) above.

Date: _____
Signature of Graduand

Points to note

- Please visit Gown Room at UG06 of Knowles Building to borrow your academic dress during the opening hours as mentioned on the website (<https://www4.hku.hk/congreg/academic-dress/arrangement-for-class-of-2019>).
- Kindly bring the below items when you visit the Gown Room to borrow your academic dress:
 - The completed loan form
 - Student ID, HKID or passport for verification
 - Own bag for academic dress. Carrying bag will NOT be provided by the Gown Room
 - If you cannot pick up by yourself, pass the followings to your authorised person:
 - i) Completed loan form;
 - ii) Completed authorisation form,
 - iii) Copy of student ID / HKID / passport.