

THEi Academic Gown

- You are required to wear your academic gown during the Graduation Ceremony. The gown hire and purchase service will be provided by the designated vendor, Tick Your Gown Limited (TYG).
- Please make an on-line reservation of academic gown at Tick Your Gown's website: <https://www.tyg.hk/thei> or at the QR code below:



- Below is the gown hire / purchase arrangements:

Period	Date, Time and Location	
	Gown Hire / purchase	Gown Return
1	Date: 13 & 14 November 2019 Time: 3:00 pm to 8:00 pm Venue: Assembly Hall, THEi (Tsing Yi)	Date: 12 & 13 December 2019 Time: 3:00 pm – 8:00 pm Venue: Lecture Theatre 4, THEi (Tsing Yi)
2	Date: 18 & 19 November 2019 Time: 3:00 pm – 8:00 pm Venue: Multi-Purpose Hall, THEi (Chai Wan)	Date: 19 & 20 December 2019 Time: 3:00 pm – 8:00 pm Venue: S211, THEi (Chai Wan)

Notes:

- ONLY CASH** will be accepted for the gown hire / purchase.
 - Late requests will not be entertained.
 - Late return of the gown will be handled by TYG.
 - You may also make your own arrangements with TYG directly at 9531-5758 or via email at www.tyg.hk@gmail.com.
- Please note that there will be an overdue charge of HK\$100 / week for late return of the gown. After the above stipulated deadlines, you will have to return the gown to TYG at **Room H, 4/F, On Wah Industrial Building, 41-43 Au Pui Wan St, Fo Tan (Fo Tan MTR Exit D)** during the normal opening hours as follows:

Monday to Friday:	12:00 noon to 7:00 pm
Saturday:	12:00 noon to 7:00 pm
Sunday and Public Holidays	1:00 pm to 7:00 pm

- In addition to overdue charge, TYG will also request Graduands to pay for the gowns that are damaged during the hire period. Graduands are therefore reminded to check the gown carefully during the hiring process and take good care of the gowns they hire.

1. Academic Gown Hire and Purchase Service

(1) Choose your preferred package and pay the price (**ONLY CASH** will be accepted) to the vendor directly when you hire / purchase the gown in the periods mentioned above.

Package	Price (HK\$) per Set	Details	Remarks
A Rent	\$600 (i) It includes \$100 hiring charge and \$500 deposit. (ii) The deposit (\$500) will be refunded to the graduate upon return of the whole set of gown without damage or dirt.	A set of academic gown, hood and mortarboard	(1) Hiring period: 30 days (2) Late charge: \$100 / week (3) Damage penalty: Up to the full deposit (\$500)
B Purchase (Individual)	\$500	A set of academic gown, hood and mortarboard	(not applicable)
C Purchase (Group)	\$450 For group purchase of 3 sets or above	A set of academic gown, hood and mortarboard	(not applicable)

- (2) Bring your student ID card (or HKID card) and present it at the Gown Hire Counter at THEi Tsing Yi Campus or THEi Chai Wan Campus to acquire the service.
- (3) Retain the “Gown Hire Receipt” which will be issued to you when the gown is hired. You are required to present this receipt when you return the gown.
- (4) To protect the environment, please bring along your own bag to collect the gown.
- (5) If you are unable to attend the Graduation Ceremony but you would like to hire / purchase the gown, you are also welcome to come to the Gown Hire Counter during the above mentioned service period.

Authorisation





- (6) You may authorise a third party to hire / purchase academic gown and / or collect graduation-related items for you. Your representative should bring along with him / her the following documents:
 - (a) Completed authorisation letter which can be obtained from the “Download Area” of the THEi web-site www.thei.edu.hk/graduates ;
 - (b) Photocopy of your HKID card (for verification only); and
 - (c) The confirmation email issued from the system to the Graduand.

Notes

- (a) Your representative must be at least 18 years of age or above.
- (b) Your representative will be required to produce his / her HKID card for verification.

2. Colorway of Hood and Sizes

Below are the colorway of hood and sizes of academic gown for your information:

Type of Award	Programme	Colorway of Hood
Bachelor of Arts (BA)	<ul style="list-style-type: none"> ✧ Bachelor of Arts (Honours) in Advertising ✧ Bachelor of Arts (Honours) in Fashion Design ✧ Bachelor of Arts (Honours) in Product Design ✧ Bachelor of Arts (Honours) in Landscape Architecture ✧ Bachelor of Arts (Honours) in Horticulture and Landscape Management ✧ Bachelor of Arts (Honours) in Professional Accounting ✧ Bachelor of Arts (Honours) in Hotel Operations Management ✧ Bachelor of Arts (Honours) in Public Relations and Management ✧ Bachelor of Arts (Honours) in Culinary Arts and Management ✧ Bachelor of Arts (Honours) in Retail Management 	 <p>Red</p>
Bachelor of Engineering (BEng)	<ul style="list-style-type: none"> ✧ Bachelor of Engineering (Honours) in Civil Engineering ✧ Bachelor of Engineering (Honours) in Environmental Engineering and Management ✧ Bachelor of Engineering (Honours) Building Services Engineering 	 <p>Blue</p>
Bachelor of Science (BSc)	<ul style="list-style-type: none"> ✧ Bachelor of Landscape Architecture (Honours) (2-year) ✧ Bachelor of Science (Honours) in Surveying ✧ Bachelor of Science (Honours) in Multimedia Technology and Innovation ✧ Bachelor of Science (Honours) in Information and Communications Technology ✧ Bachelor of Science (Honours) in Health Care ✧ Bachelor of Science (Honours) in Food Science and Safety ✧ Bachelor of Science (Honours) in Testing and Certification 	 <p>Green</p>
Bachelor of Social Sciences (BSocSc)	<ul style="list-style-type: none"> ✧ Bachelor of Social Sciences (Honours) in Sports and Recreation Management 	 <p>Purple</p>



Size 尺碼	39"	42"	45"	48"	51"	54"	57"	60"	63"	66"
Shoulder Width 肩闊	15 1/2	15 1/2	17	17	17	17	17	17	17	17
Length 衫長	39	42	45	48	51	54	57	60	63	66
Sleeves Length 袖長	20 1/2	21 1/2	22 1/2	23 1/2	24 1/2	25 1/2	26 1/2	27 1/2	28 1/2	29 1/2
Relative Heights (For Reference Only) 相對高度(只供參考)	4'6" - 4'8"	4'9" - 4'11"	5'0" - 5'2"	5'3" - 5'5"	5'6" - 5'8"	5'9" - 5'11"	6'0" - 6'2"	6'3" - 6'5"	6'6" - 6'8"	6'9" - 6'11"

3. Academic Gown Returning

- (1) You must bring along (a) your student ID card (or HKID card) and (b) "Gown Hire Receipt" (which will be given to you when you hire the gown from TYG) when you return the gown.
- (2) TYG will issue a "Return Receipt" upon your return of the gown.
- (3) You must keep the "Return Receipt" as an evidence of having returned the gown until the deposit is refunded to you.

Loss and Damage

- (4) All rented sets of the gowns, i.e. cap, hood and gown, must be returned to TYG in a good condition. The deposit (\$500) will be refunded to you upon return of the whole set of gown without lateness, damage or dirt.
- (5) A late charge of HK\$100 per week will be incurred if you return the gown after the hiring period. The damage penalty can be up to the full deposit amount (HK\$500).
- (6) Enquiries concerning the gown hire / purchase services should be directed to the Registry of THEi (Tel.: 3890 8000 / 2176 1456).