

◆ 禮袍及兜囊處理小貼士

學士禮袍一套三件，包括袍、帽及兜囊。(黑色學袍，前襟及雙袖皆綴以黑絲絨邊，配以中國式之企領。黑色帽，黑色頂扭、垂黑色纓縷。兜囊為黑色，邊鑲個別學院專用顏色帶。)

同學不得自行修改禮袍尺碼及款式，必須保持整套禮袍完整及清潔。

- (i) 布料不適宜水洗，祇宜乾洗，因水洗會導致縮水或於脫水時導致磨白痕跡，亦勿把扣針扣在兜囊之色帶及禮袍上，以免破損色帶及禮袍。如有以上情況，一律作禮袍破損論。
- (ii) 切勿沾染飲料 (尤其香檳、汽水、果汁以及所有含糖或色素之飲料)，如沾上少許污漬，可用毛巾沾上清水於污漬處反覆印擦，然後掛乾。
- (iii) 如需個別整熨，請用毛巾 / 手帕覆蓋整熨部份，用蒸氣熨斗以中溫整熨，避免發熱面直接觸及布面導致起鏡。
- (iv) 黑色絲絨不能用蒸汽熨斗直接從表面整熨，應從絲絨底部以手帕覆蓋整熨。
- (v) 禮袍如有任何遺失、破損、不可去除的污漬或遲還禮袍，同學須按價賠償——禮袍 \$360、帽 \$160、兜囊 \$160；全套禮袍 \$680。遲還 HK\$40.00/工作天 (星期六、日及公眾假期除外)

◆ 常見禮袍損壞情況

禮帽

1. 禮帽絮大量甩掉
2. 禮帽頂鈕甩掉
3. 禮帽崩角
4. 禮帽內紙皮或膠片甩掉 / 變形

禮袍

1. 禮袍袖口夾位扯爛
2. 有小孔或裂孔
3. 有扣針及扣針針孔
4. 禮袍袍身或膊位勾爛 / 磨爛
5. 濕洗後縮水或磨白
6. 甩線
7. 未能除去之膠紙漬、異物及污漬等
8. 禮袍布面或絨面起鏡或破損
9. 禮袍被擅自改短或放長

兜囊 (色帶)

1. 有小孔或裂孔
2. 有扣針及扣針針孔
3. 甩線
4. 濕洗後縮水或磨白
5. 未能除去之膠紙漬、異物及污漬等
(請注意，兜囊裏若有紙炮所噴出之彩紙，濕水後 會令兜囊染色)

只列出常見情況，僅供參考，以實際情況之判斷為準。

◆ *Tips on Handling the Gown and the Hood*

Graduation gowns are in a set of three: a black robe with black velvet trimmings on the front and the sleeves, and a Mandarin collar; black cap with black tassel; black hood edged the colour of the respective Faculties.

DO NOT alter the size and style of the graduation gown. Prospective graduates must keep the full set instant and clean.

- (i) The fabric can **only be dry-cleaned**. Wet cleaning will cause the gown to shrink or leave white marks during spinning. **DO NOT put pins** on the colour strip of the hood and gown. Any of the above will be considered as damage.
- (ii) **DO NOT leave stains of drinks** (especially champagne, soft drinks, juice and drinks that contain sugar or colour). In case of slight stains, use a damp cloth (clean water only) to press on the stains for a few times and hang dry.
- (iii) If ironing is needed, cover the part that needs ironing with a towel or handkerchief. Set the steam iron **at moderate temperature**. **DO NOT** iron directly on the gown as it will lead to an undesirable shine on the surface.
- (iv) Steam iron **cannot** be used on the black velvet directly. Ironing should be done on the back of the velvet. Cover the part to be ironed first **with a towel or handkerchief**.
- (v) Penalties of loss, damage, irremovable stain and late return of gown are listed in the following: Gown HK\$360.00; Cap HK\$160.00; Hood HK\$160.00; Full set of gown HK\$680.00; Late HK\$40.00/working day (excluding Saturday, Sunday and Public Holidays)

◆ **Common Damages**

Cap

1. Loss of a substantial amount of yarns in the tassel of the cap
2. Loss of button on the cap
3. Broken edge(s) or corner(s) on the cap
4. Loss or distortion of cardboard or plastic board inside the cap

Gown

1. Broken stitch(es) at the armhole or underarm
2. Pinhole(s) or broken hole(s)
3. Hole(s) caused by pins or tiepins
4. Holes on the main body or at the shoulder of the gown
5. Shrinkage or white mark(s) caused by wet cleaning
6. Broken stitch(es)
7. Irremovable stain(s) caused by adhesive tapes, foreign matter(s) or Stain(s), etc
8. Undesirable shine or damage on the surface of the gown or velvet lining
9. Alteration(s) to the gown

Hood

1. Pinhole(s) or broken hole(s)
2. Hole(s) caused by pins or tiepins
3. Broken stitch(es)
4. Shrinkage or white mark(s) caused by wet cleaning
5. Irremovable stain(s) caused by adhesive tapes, foreign matter(s) or Stain(s), etc (if the coloured paper strips are attached to the hood, the colouring of the strips may fade when wet and cause stains on the hood)

The common damages listed above are not exclusive and are for reference only. The final decision according to the actual case.

正確穿著學袍方法 Proper way to put on the graduation gown

