

Procedures for Printing Teaching Materials

1. The printing of all teaching materials is processed by the present rules or regulations.
2. Faculty members have to personally fill out the Copy Request Form for printing teaching materials that can be retrieved from the Printing Room. Students cannot represent the faculty members.
3. The printed materials have to be related to the contents of teaching.
4. Bound books or recopied notes are not accepted due to Intellectual Property Rights.
5. The maximum number of pages which may be copied for a given class in one semester is 50 pages. For general teaching material, 2 or more sheets of A4 size will be combined on one or more sheets of B4 size.
6. The materials for printing must be indicated clearly with the page numbers marked on each page.
7. Requests for printing materials must be filed three days in advance (not including holidays); materials must be personally picked up from the Printing Room.
8. The Printing Room will temporarily not accept any applications for printing teaching materials beginning two weeks before midterm and final examinations.
9. Upon being approved by the president, these procedures were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****