

【Promulgated on September 09, 2014】

NATIONAL TAIWAN UNIVERSITY Directives for Printing Course Handouts

June 15, 2010 Passed by the 2,627th Administrative Meeting
August 14, 2012 Passed by the 2,726th Administrative Meeting
September 09, 2014 Passed by at the 2,825th Administrative Meeting

- Article 1 The National Taiwan University (“the University”) *Directives for Printing Course Handouts* are formulated to regulate the printing of course handouts.
- Article 2 The printing of course handouts are for teaching purposes at the University. Materials beyond the scope of teaching shall not be printed.
- Article 3 The original copy of course handouts shall be either an A4 or B4 document with all contents clearly legible. Each print job may consist of up to 50 pages. Please enlarge or reduce the size of the original copy and correct any errors as necessary before submitting the document for print. The number of copies for each print job may not exceed 110% of the total number of students enrolled in the course. Please fill out a Printing Service Request Form and submit it to the competent printing unit along with the original copy of the handouts.
- Article 4 Photocopies of course handouts shall be available on the fourth workday after the original copy is delivered to the competent printing unit. However, examination papers shall be delivered in person by the course instructor or an individual appointed by the instructor, and shall be printed immediately and retrieved then and there.
- Article 5 The competent course handout printing unit shall be based on the location of each course:
1. Main campus: the Office of Academic Affairs’ Curriculum Division
 2. EMBA program, College of Management: the EMBA Office
 3. College of Medicine/Public Health campus: Branch Office of Academic Affairs at the College of Medicine
- Article 6 Faculty members shall abide by the relevant provisions in the *Copyright Act* when requesting a print job as they shall be solely responsible for legal liabilities arising from copyright infringement.
- Article 7 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.