

Wenzao Ursuline University of Languages

Guidelines for Printing Lecture Handouts

Approved at the Academic Affairs Committee on December 27, 2016
Ratified by the President on January 13, 2017

- I. These Guidelines are established to govern matters related to handout printing.
- II. The handouts should be used solely for courses offered by the University. The printing of unrelated materials is permitted.
- III. The original copy of the handout should be the size of A4, B4 or A3. The maximum number of the original copy should not exceed 20 pages and the number of copies should not be less than 20 copies at a time. The text of the original copy should be legible. If enlargement, reduction or editing is needed, those submitting the original copy should complete these tasks before sending the original copy. The “printing log” should be filled out and submitted along with the original copy to the Curriculum Section of the Office of Academic Affairs.
- IV. The printouts will be ready for pickup one working day after the original copy is submitted to the Curriculum Section. The printing service will be suspended during the week before the midterm and final exam and during the midterm and final exam weeks. Teachers may use the two duplicating machines at the Curriculum Section of the Office of Academic Affairs.
- V. Those who choose to print their handouts using the printing machines should still fill out the printing log. The handouts for students of the Division of Continuing Education should be printed at the Printing Room of the Division of Continuing Education.
- VI. Departments and offices that wish to print out questionnaires, forms, sheets or DMs should do the printing themselves after filling out the printing log.
- VII. Teachers should follow relevant copyright and intellectual property regulations for handout printing. Textbooks shall not be illegally photocopied. Teachers who are involved in copyright infringement should bear the legal responsibility.
- VIII. The Guidelines become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.