

## **Chung Yuan Christian University (CYCU)**

### **Printing Regulation**

- Artical 1 All teaching and administrative materials required by teachers or administrative units of the University shall be sent to the Academic Affairs Section for printing with reference to these regulations.
- Artical 2 For the sake of timeliness, please do not use the "internal delivery envelope" for printing, but take two working days from the date of receipt. If the total quantity exceeds 2000 sheets, please allow 3 working days. The original copy should be clear enough to facilitate printing.
- Artical 3 The original manuscript should be clear and legible to facilitate printing. Pictures are not suitable for mimeographs, as they are easily blurred, so please use text as much as possible. If there are any unused pages or spaces in the submitted manuscript, please dispose of them in advance to avoid wasting resources.
- Artical 4 The printing format of printed materials is limited to A3 and A4. If the total number of A4 original pages is more than 2, it will be combined into A3 for printing. If single-page printing of A4 is required, please specify in advance to save resources.
- Artical 5 The applicant will be held legally responsible for any violation of the Copyright Law for the printed materials.
- Artical 6 The total number of printed pages for each subject in each semester is limited to 50 pages. If the number of printed pages exceeds 20, please submit them in batches and wait for the previous batch to be collected before applying for the next. The number of copies per page shall be limited by a discretionary increase of 10% in the number of students taking the course.
- Artical 7 For workload and cost reasons, units are required to make photocopies of their own if the number of copies per page is less than 30.
- Artical 8 Lecture notes will not be accepted for printing one week before midterm, semester, and graduation exams due to the rush to print exam papers. The printing of regular exam questions will not be accepted two working days before the exams.