

# 臺北醫學大學講義及試卷印刷實施要點

## Taipei Medical University Guidelines of Printing Handouts and examination papers

85年12月6日教務會議新定通過  
Approved by Academic Affairs Meeting on December 6th, 1996  
89年3月7日教務會議修正通過  
Amended and approved by Academic Affairs Meeting on March 7th, 2000  
90年12月12日教務會議修正通過  
Amended and approved by Academic Affairs Meeting on December 12th, 2001  
103年12月11日教務會議修正通過  
Amended and approved by Academic Affairs Meeting on December 11th, 2014  
108年12月2日教務會議修正通過  
Amended and approved by Academic Affairs Meeting on December 2ed, 2019  
109年01月30日北醫校教字第1090000300號令修正，全文10條  
Amended by document No. 1090000300 *TMU Xiao Jiao Tze* on January 30th, 2020 for 10 articles in total

第一條 本校為便利教師印製講義及試卷，以提高教學效率，特訂定講義及試卷印刷實施要點（以下簡稱本要點）。

Article I These guidelines are enacted to facilitate instructors to print out handouts and examination paper to elevate teaching efficiency.

第二條 本校所有講義及試卷繕印，均由教務處課務組依本要點之規定統籌辦理之。

Article II All printing handouts & examination papers are based on these guidelines to organize and conduct by curriculum section of Office of Academic Affairs.

第三條 本校教師交印講義及試卷內容字體及圖檔務求清晰、端正以便製版。

Article III The font of manuscript and pictures shall be clear and correct for making template.

第四條 講義每學期每一學分以三十張版紙為原則；每張版紙印量，以授課學生數加百分之十為限。試卷原稿限十張紙；印製份數以修課人數加三份為原則。

Article IV Handouts for each credit of each semester is based on 30 sheets of template paper; the amount of template paper is limited to 110% of number of students. Original copy of examination papers should be no more than 10 sheets; the amount of copies are based on the student enrolled plus 3

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sheets.

第五條 如教學內容增加，而原有講義張數不敷所需者，得申請超印，惟以不超過全校可印製總數為限。

Article V Instructors with increased teaching content and an insufficient original handout amount must apply for overprinting. However, the amount is limited to less than total number of school printing.

第六條 送印稿件須在二個工作天，固定性之講義儘量利用寒、暑假期間送印，以免開學時形成擁擠。平時考及期中考試卷須在使用前三個工作天前送印，期末考及畢業考試卷須在使用前五個工作天前送印，避免印製或點卷不及，影響學生考試權益。

Article VI Manuscript of handouts shall be delivered two working days prior to use. Please print fixation handouts in winter and summer vacation when possible in order to make crowded during start of school. To process in time, manuscript of quiz and mid-term examination papers shall be delivered three working days prior to use; final and graduation examination papers shall be delivered five working days prior to use.

第七條 製版機、印刷機之版面均有一定規格，送印稿件以 A4、B4 為準之電腦打字原稿，影印之稿件請自行修飾乾淨勿留黑邊以利製版。

Article VII Layouts of plate-making machine and printing machine are a certain size specification. The manuscript is based on A4 and B4 computer-typed original manuscript. Please clean photocopy of the manuscript without black border to facilitate making plate.

第八條 本校教師交印講義，採線上送印為原則，選擇課程名稱及填寫送印資料，並上傳講義檔案，以便印製。

Article VIII Instructors sent to print out handouts online. Select name of course, fill in information of handouts and upload handout files to facilitate printing.

第九條 交印講義如須節錄採用他人著作時，應在原稿明示其出處及原著作人姓名或名稱，並依著作權法規定使用，違者應負相關法律責任。

Article IX If there are excerpts from others in the handouts, shall express its origin and the original author's name, and use in accordance with the provisions of Copyright Law. Offenders should bear legal responsibility.

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第十條 本要點經教務會議通過後公告施行；修正時亦同。

Article X These guidelines become effective after approval by the Academic Affairs Committee. Amendments follow the same procedure.