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Unit in charge: Div. of Registration and Curriculum

Title: Regulations on Midterm and Final Exam Papers Printing

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## Regulations on Midterm and Final Exam Papers Printing

[Amended at the Academic Affairs Meeting on December 10, 2025](#)

- Article 1 The Regulations on Midterm and Final Exam Papers Printing are established to coordinate the printing of Midterm and Final Exam papers for the respective colleges, departments (centers, offices).
- Article 2 The course offering units are responsible for printing the Midterm, Final exam, and graduation exam papers.
- Article 3 The ordering and reimbursement of the Midterm, Final Exam, and graduation exam papers printing:
1. In-class Midterm and Final Exams during the scheduled exam weeks **and graduation exam** (not regular quizzes): The teachers or course offering units are responsible for printing and its supervision.
  2. The receipts or invoices obtained by the teachers and course offering units shall be collected by the course offering units.
- Article 4 The format of the exam paper is as follows.
1. The original test sheet is limited to A4 only.
  2. The original should be clear, clean, and full layout to save paper.
  3. The texts and graphics on the test sheets should be clear.
  4. For the over 2-page test papers, please clearly indicate the page number. Double-sided composition of A4 to A3 printing is the standard print format.
- Article 5 The **reimbursement** for the print order of the Midterm (Final) Exam by the respective program is limited to once only per semester. Overdue applications will not be accepted.
- Article 6 **If a self-made test paper violates the property** and copyright law or causes copyright disputes, the subject teachers or the course offering units shall take full responsibility for it.
- Article 7 The Regulations are enforced upon the approval of the Academic Affairs Meeting; the same procedure applies to the amendments.

Adopted at the Academic Affairs Meeting on May 25, 2022

**\*The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between the Chinese version and its English translation.**