複印須知（適用於複印有版權的素材）

法律規定
1. 凡為自用而複印者：複印件只可作研究或個人學習之用，或於本校提供的課程中為教學或接受教學之用。
2. 如為他人複印，複印件只可：
   (a) 作研究或個人學習之用，且不得使
      多於一人同時擁有實質上相同的複
      印件；或
   (b) (代表敷部複印)為在本校提供的課程
       作教學之用。
3. 若為本校作翻印複製，該翻印
   複製必須：
   (a) 為在本校提供的課程作教學的目
       的；或
   (b) 為考試的目的。

複印限度
用於研究和個人學習：
視乎複印行為是否符合公平處理的原則，須考慮有關個案的整體情況，尤其須考慮的因
素包括：(i) 該項處理的目及性質，包括該項處理是否為牟利的目而作出以及
是否屬商業性質，(ii) 所複印著作的性質，(iii) 就整本作品而言，複印的數量及內
容，及 (iv) 該項處理對該作品的價值或價值的影響。

用於教學的目的：
為複印行為必須：
(i) 由教師(或代表)或學生作出，目的是在本校提供的課程教學或接受教學，而且
必須在考慮有關個案的整體情況下（尤其考慮以上 (i) 至 (iv) 的因素）構成公
平處理；或
(ii) 對於藝術作品，或已發表的文學、戲劇或音樂作品，（如代表本校複印）為教
學的目的或（如由接受教學的學生複印）為在本校提供的課程接受教學的目
的，而且複印必須限制在合理的範圍之內。

用於考試：
該複印只可為考試的目的並釐清出題目的，且為教材，而不可複
印音樂作品或以供考生表演。

注意：複印行為既不應與版權所有人對作品的正常使用相抵觸，也不應無理地侵害版
權擁有人的法權權益。

如有複印行為超出許可之範圍，本校有權勒令複印者立即停止複印，
並就本校因此而承受的一切索賠、責任、費用及損失，要求該複印者賠償，如有糾紛，
請於香港特別行政區政府律政司網站 http://www.legislation.gov.hk/eng/home.htm 查閱有關版權條例（第528章）。

WARNING to Photocopying Users  This applies to photocopying of copyrighted material

Legal Restrictions
1. For all individuals making PERSONAL COPIES:- Photocopies must be for the purpose of research or private study, or for giving or receiving instruction in a course of study provided by the University.
2. Where COPYING IS MADE FOR OTHERS, the copying must be:
   (a) for research or private study, and the copying must not result in more
       than one person having copies of substantially the same material for the
       same purpose; or
   (b) on behalf of a teacher for giving instruction in a course of study
       provided by the University.
3. If COPYING IS TO BE MADE ON BEHALF OF THE UNIVERSITY, the copying must be:
   (a) for the purpose of giving instruction in a course of study provided by the
       University; or
   (b) for the purpose of an examination.

Extent of Copying
If copies are for research or private study: The test is whether the act of photocopying constitutes fair dealing taking into account all the circumstances of the case and in particular:
(i) the purpose and nature of the dealing, including whether the dealing is for a non-profit-making or commercial purpose;
(ii) the nature of the work copied;
(iii) the amount and substance copied in relation to the work as a whole; and
(iv) the effect of the dealing on the potential market for or value of the work.

If copies are for the purpose of instruction: The copying must either:
(a) constitute fair dealing by or on behalf of a teacher or by a pupil for the purposes of
   giving or receiving instruction in a course of study provided by the University
   taking into all the circumstances of the case (in particular factors (i) to (iv) above); or
(b) be limited to a reasonable extent of an artistic work, or a published literary, dramatic or
   musical work, for purposes of giving instruction (if the copying is made on behalf of the
   University), or for purposes of receiving instruction in a course of study provided by the
   University (if the copying is made by the pupil receiving instruction).

If copies are for examination: The copying must be for the purposes of an examination by way of setting, communicating or answering the questions, excluding photocopying of musical works for performance by examination candidates.

Note: The act of photocopying should not conflict with a normal exploitation of a work by the copyright owner nor unreasonably prejudice the legitimate interests of the copyright owner.

In case any photocopying made by a user falls outside the scope allowed, the University has the right to immediately disallow the user from making any copies and shall hold the user liable on an indemnity basis for any claims, liabilities, costs and damages the University may suffer as a result of such infringement. In case of any doubt, please check the Copyright Ordinance (Cap 528) at the website of the Department of Justice of the HKSAR Government: http://www.legislation.gov.hk/eng/home.htm

Revised in March 2008