

Student Printing Services Policy

The Utilisation of Printing Services by Students

Last Modified	July 2019
Review Date	July 2021
Approval Authority	Vice-Chancellor
Contact Officer	UCPrint / CopyCentre Team leader – Learning Resources

Introduction

This document outlines the University's approach to the utilisation of on-campus student printing services.

Definitions

Campus – includes all University property, including vehicles, field stations, regional campuses and centres and applies to all activities under the general control of the University.

Canterbury Card account – the mechanism by which students can check their current Canterbury Card balance and view their print jobs.

Copy Centre – walk up student print and binding service.

Duplex – a method of printing on both sides of paper; i.e., two-sided.

Follow You Printing – a print feature that enables the user to send a print job to a Follow You Print queue and retrieve it from any Follow You Print enabled device on campus.

Student – a person who is currently enrolled as a student at the University, either directly or through official arrangements with another organisation.

Note: Where students have been allocated a staff IT account due to the nature of the additional activities they carry out including tutoring, teaching or lab supervision, these activities are covered under the [Staff Printing Services Policy \(PDF, 155KB\)](#) and any printing required should be funded from departmental budgets, not individual printing credits. However, this policy does apply to the personal study and research activities of those students who are expected to use personal printing credits for their own work.

Policy Statement

This policy applies to all students covered by this policy. The University is committed to providing the best possible on-campus printing services to students.

The University promotes sustainable, reliable, accessible and user friendly printing services across campus. The University encourages its students to be diligent with regard to the level of printing that is carried out.

Students are also reminded that policies covering the use of University facilities and services exist (see the [Student Code of Conduct \(PDF, 220KB\)](#) and that agreement to adhere to policies and regulations is taken upon enrolment. Breaching these policies may result in disciplinary measures being taken, which may include printing privileges being limited or revoked.

Self Service Printing Services Charge Rates

All printing will be charged at the rates as defined in the Information Technology ("IT") Services [Printing and Copying Charges \(University IT Services Website\)](#).

Student printing costs (excluding the Copy Centre print services) will be charged to the individual's student [Canterbury Card Account \(University Card Account website\)](#).

Print Services charge rates will be calculated by Learning Resources on the basis of providing cost neutral printing services.

Doctoral Students

Under the [Provision of Resources Policy – Support for Doctoral Students \(PDF, 215KB\)](#), Doctoral Students receive a one-off printing credit to support the production of their thesis. The value of this credit will be determined by the University and is non-refundable.

Copy Centre Printing Services

The Copy Centre provides student printing and binding services. Payment by EFTPOS and Credit Card only.

Copyright

Staff and students must be aware of their obligation to comply with current copyright legislation and licences entered into by the University when utilising on campus printing and copying services. Refer to the [Copyright Policy \(PDF, 362KB\)](#).

Sustainability

All standard print services provided will have environmentally friendly default settings such as automatic duplexing. In addition, device power saving features such as low energy standby mode and limited LCD display when not in use.

Students are asked to recycle unwanted non-sensitive printing or copying by using the clean paper recycle bins located around campus.

Students are encouraged to utilise Follow You Printing technology in order to reduce print wastage and heavy print burdens on shared student print devices.

Related Documents and Information

UC Policy Library

- [Copyright Policy \(PDF, 362KB\)](#)
- [Provision of Resources Policy – Support for Doctoral Students \(PDF, 215KB\)](#)
- [Staff Printing Services Policy \(PDF, 155KB\)](#)
- [Student Code of Conduct Policy \(PDF, 220KB\)](#)

UC Website and Intranet

- [Canterbury Card Account \(University Card Account website\)](#)
- [eWaste strategy \(University IT Recycling Service SharePoint site\) \(Staff Only\)](#)
- [Printing and Copying \(University IT Services Website\)](#)
- [Sustainability \(University Life at UC website\)](#)
- [What Can I Recycle? \(University Life at UC website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
1.00	Creation of policy which, together with the Staff Printing Services Policy, replaces the Printer and Multifunctional Devices Policy.	Vice Chancellor	July 2017
2.00	Scheduled review by Contact Officer, minor changes to content.	Vice-Chancellor	July 2019

This policy remains in force until it is updated