

**PROCEDURE FOR COURSE PACK PRODUCTION**  
**(For Faculties/Schools/Departments using the services provided by SCE)**

1. Concerned Faculty/School/Department (hereinafter “Requisitioner”) fills in the *Course Pack Production Order Form* (see Attachment 1).
2. Requisitioner prepares the master copy of the Course Pack.
3. Requisitioner prepares the following:
  - (a) *Copyright Materials Form* (see Attachment 2)  
IMPORTANT: There must not be any articles as shown on the most update List of Excluded Licensed Materials provided by Hong Kong Reprographic Rights Licensing Society (hereinafter “HKRRLS”).
  - (b) *Front Cover* (see the sample per Attachment 3);
  - (c) *Copyright Page* (see the sample per Attachment 4)Notes:
  - Requisitioner can leave the “Reference Number” as shown on the above form / pages blank. This will later be filled out by SCE.
  - *Front Cover* and *Copyright Page* will be included as part of the Course Pack.
4. Requisitioner sends the following to SCE:
  - (a) A completed *Course Pack Production Order Form* – hardcopy required
  - (b) A master copy of the Course Pack – hardcopy required
  - (c) A completed *Copyright Materials Form* – hardcopy required
  - (d) *Front Cover* – softcopy required
  - (e) *Copyright Page* – softcopy required
5. SCE checks if all the required information and materials have been furnished by the Requisitioner; clarify and follow up with the Requisitioner where necessary.
6. SCE requests from HKRRLS a “Reference Number”, and marks the assigned number on the *Copyright Materials Form*.
7. SCE inserts the “HKRRLS Reference Number” to the *Front Cover* and *Copyright Page*.
8. SCE arranges for the printing of the Course Packs.

9. SCE follows up with the appointed printing contractor for the timely delivery of the Course Packs to the Requisitioner.
10. Upon receipt of the invoice from the printing contractor, SCE issues a Debit Note to the Requisitioner for the actual costs incurred (including licence fee and printing cost).

Notes:

- (i) The unit cost, effective from 1 January 2025, is approximately HK\$1.39 per page, provided that the printing request meets the standard tender specifications for outsourced photocopying services, i.e., black and white copying, A4 white paper, and stapling at top left corner. Non-standard printing requirements (such as colour copying, coloured paper, punching, folding, double stapling, etc.) will incur additional charges. Relevant quotes can be provided upon request. Services like binding and manual sorting are unavailable from the current outsourced service provider.
  - (ii) The unit cost is subject to change after 30 June 2026, depending on the new contract price for outsourced photocopying services.
11. Requisitioner instructs the Finance Office to reimburse the costs to SCE.
  12. SCE arranges for the settlement of licence fee to HKRRLS.

Effective on 1 Jan 2025

**School of Continuing Education  
Hong Kong Baptist University**

**COURSE PACK PRODUCTION ORDER FORM**

Faculty/School/  
Department : \_\_\_\_\_

Course Title \_\_\_\_\_

Course Code : \_\_\_\_\_

No. of Copies  
Requested : \_\_\_\_\_

Name of Professor/  
Lecturer/ Instructor : \_\_\_\_\_

Contact Person  
(if different from the above) \_\_\_\_\_

Tel./ Ext. No. : \_\_\_\_\_ Email : \_\_\_\_\_

Requested Date of  
Delivery : \_\_\_\_\_

Special Production  
Requirement :  Binding (please specify) \_\_\_\_\_  
 Others (please specify) \_\_\_\_\_

**Declaration**

1. I hereby authorize the School of Continuing Education to acquire the copyright permissions from the Hong Kong Reprographic Rights Licensing Society Limited (HKRRLS) for the item(s) included in the Course Pack which has/have been listed out in the attached Copyright Materials Form, and to reproduce the Course Pack according to the information as stated in this Order Form.
2. I understand that I will be responsible for the clearance of any other copyright items included in the Course Pack from the concerned copyright owners or publishers or agencies other than the HKRRLS and have already completed the clearance procedure.
3. I will either attach a complete bibliography, or provide complete citation information for all the content materials which are not my original work. I understand that incomplete citation information can delay the Course Pack copyright clearance and production.
4. I will indemnify Hong Kong Baptist University against any liability if any of the information provided herein or herewith is inaccurate or incorrect.

Signature(s) of Professor/Lecturer/Instructor : \_\_\_\_\_

Date : \_\_\_\_\_

Please send the required documents to the following address:

School of Continuing Education  
Hong Kong Baptist University  
2/F, Franki Centre  
320 Junction Road  
Kowloon Tong  
(Enquiry: 3411 1919)

***FOR OFFICE USE ONLY***

Request Receiving Date : \_\_\_\_\_ SCE Ref. No. : \_\_\_\_\_

Handled by \_\_\_\_\_ HKRRLS Ref. No. : \_\_\_\_\_

Checked by : \_\_\_\_\_

## Hong Kong Baptist University

**COPYRIGHT MATERIALS FORM**

HKRRLS Ref. No. \_\_\_\_\_

Course Title : \_\_\_\_\_

Course Code : \_\_\_\_\_

Faculty/School/Department : \_\_\_\_\_

Period of Course of Study : \_\_\_\_\_ to \_\_\_\_\_

Print Volume : \_\_\_\_\_

Item No.	Name of Author(s)	Title of Book / Journal	Type (Circle where appropriate)	Name of Publisher	Publication Year	ISBN/ISSN	Total No. of Pages of Original Publication	Page(s) Copied		Total No. of Pages Used
								From	To	
1			Book/Journal/Others							
2			Book/Journal/Others							
3			Book/Journal/Others							
4			Book/Journal/Others							
5			Book/Journal/Others							
6			Book/Journal/Others							
7			Book/Journal/Others							
8			Book/Journal/Others							
9			Book/Journal/Others							
10			Book/Journal/Others							

# **BUS 1170**

## **Principles of Law**

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August 2018

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Harvard Business Review

Articles 4, 5, 9, 10, 15, 17, 19, 20, 21

South China Morning Post

Article 23

The Management Development Centre of Hong Kong

Article 26

The Hong Kong Reprographic Rights Licensing Society Limited

(Reference Number: XXXXXXXXXXXX)

Articles: 1-3, 6-8, 11-14, 16, 18, 22, 24-25, 27-32

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