

Regulation on the Unified Printing Service of the University of Porto

This document is provided strictly for information purposes. As such, it has no legal value and should not be construed as legally binding. Only the original regulation in the Portuguese language is authentic.

The University of Porto, abbreviated as U.Porto, provides a unified printing service through UPdigital, which ensures that the entire academic community has access to the same service features, quality, security and reliability.

This regulation aims to define guidelines regarding the regular use of the printing service. U.Porto's acceptable use policy for technological infrastructures is also applicable to this matter¹. When using this service, it is assumed that individual users are informed about the rules described in this Regulation. Considering ecological imperatives and resource sustainability, we recommend that this service is used reasonably by printing only when strictly necessary.

The unified printing service was implemented to enhance printing mobility, where an individual user is able to print in any printer at U.Porto. Printing on a self-service basis ensures that an individual user is able to decide the time and place where he or she will confirm and pick up his or her work. Lastly, the subjacent model aims to foster the service's self-sustainability conditions, namely regarding the support required or by carrying out total or partial upgrades to the printer fleet, when necessary, with the generated revenue.

It is recommended that all Constituent Bodies adopt a policy to create a specific budget control centre (BCC) to manage all revenue and expenditure related to the printing service. This BCC should support future printer upgrades.

Article 3(2) of the Foundation Statutes attached in Decree-Law no. 96/2009 of 27 April foresees that the institution elaborates all norms and carries out all actions necessary for its regular functioning, including authoritative unilateral acts in the domain of its duties, norms, and public law acts.

The option between creating operating standards and public law norms should consider the respective foundation, subject and intended users.

This Regulation acts as a set of operating guidelines intended for users such as teaching staff, research staff, students and non-teaching staff at U.Porto, generally referred to as individual users, who benefit from the printing services provided to carry out their work at U.Porto.

The Management Board of the University of Porto, after consulting with the Council of Deans, according to paragraph b) of Article 46(2) of the Statutes of the University of Porto, approved by Normative Order no. 8/2015, published in the Official Journal of the Portuguese Republic, Series 2, No. 100 of 25 May 2015, based on the generic competence foreseen in its 40th article, no. 1, in conjunction with Article 3(2) of the Foundation Statutes, approved in an attachment to Decree-Law no. 96/2009 of 27 April, adopts the following regulations:

¹ Described in https://sigarra.up.pt/up/pt/web_base.gera_pagina?p_pagina=POLITICA-UTILIZACAO-ACEITAVEL

Article 1

Scope and purpose

1. This Regulation defines the norms that regulate the unified printing service intended for the community of the University of Porto, abbreviated as U.Porto.
2. For the purposes of the preceding paragraph, the community comprises teaching staff, research staff, students and non-teaching staff, generally referred to as "individual users".
3. To this end, "scholarship holders" are equivalent to research staff.
4. This Regulation also applies to external collaborators who have a temporary connection to U.Porto. They are given access to the service as long as they are active in their collaboration and registration in the information system.

Article 2

Description of the unified printing service

1. The unified printing service is provided on a self-service basis, so the individual user should use the printers with care.
2. The printing service is made available to:
 - a. students regularly enrolled at U.Porto, which presupposes that they have a valid registration in a U.Porto course or study cycle or training unit or course unit, and that they are described in the information system with the status "*attending*";
 - b. active teaching staff, research staff and non-teaching staff at U.Porto.
3. Individual users must have a positive balance of print credits to use the service.

Article 3

Price list

1. UPdigital's portal presents a general price list for U.Porto's unified printing service, indicating the printing price for pages in black and white, in colour, in A4 and A3 format.
2. The implementation of a unified printing service presupposes the implementation of a general price list, as well as the non-existence of balance compensation among different Constituent Bodies (CB) when individual users benefit from this service outside their main CB.

Article 4

Adding print credits

1. Any individual user under the conditions of Article 2(2) may add print credits by using the payment methods available in each CB.
2. The competent authorities of the CB may grant free credits to individual users.
3. The issuing of a course diploma may require the settlement of debts associated with the printing service.

Article 5

Record of operations

1. Information about adding credits, records and print credits is available in the personal area of each individual user in U.Porto's information system.
2. Complaints regarding print records on the individual user's page in U.Porto's information system will only be analysed within a week starting from the date of printing. After this period, complaints regarding print records will not be accepted.

3. Complaints regarding printed work, namely, print errors and poor quality, will only be analysed within 48 hours from the date of printing. After this period, complaints regarding printed work will not be accepted.

Article 6

Transferring print credits

1. Print credit transfer between individual users may be requested by the owner of the print credits as long as those credits were acquired according to Article 4(1).
2. Print credit transfer may only be requested for individual users of the same CB who meet the conditions of Article 2(2).
3. Credits from Expenditure Authorisation Requests may only be transferred to another individual user at the request of the person in charge of the budget control centre (BCC) or by an authorised person.
4. Free credits, indicated in Article 4(2), may not be transferred between individual users.
5. Positive balance will not be converted into cash and returned to the individual user under any circumstance. The user assumes the risk of using the service, or not, after adding credits.

Article 7

Maintenance of print credits

Print credits will be eliminated 12 months after the individual user ceases to meet the conditions of Article 2(2).

Article 8

Service management responsibilities

1. Print service responsibilities are shared among UPdigital and the CBs which use the service.
2. UPdigital is responsible for the following tasks:
 - a. Management of the global contract on equipment maintenance, namely the promotion of administrative procedures for the acquisition of maintenance services, requesting technical assistance in case of equipment malfunction and insertion of consumables (except paper);
 - b. Configuration/maintenance of the management platform for counting photocopies/printouts and the equipment connected to it;
 - c. Guaranteeing the acquisition and maintenance cost of the printing platform;
 - d. Consultancy regarding the identification and acquisition of new equipment to associate with the platform, according to the needs of the CB.
3. CBs are responsible for the following tasks:
 - a. Acquisition and maintenance of licences associated with the equipment located in their facilities;
 - b. Acquisition and insertion of paper in the equipment;
 - c. Financial management of the printing service, regarding the component associated with internal processes in each CB, such as creating expenditure authorisation requests, monitoring the respective invoices and allocating print credits to individual users.

Article 9

Best practices regarding the protection of information and copyright

1. The individual user should monitor the documents being printed on-site, especially when they contain sensitive information, including personal data, in the sense of Article 4(1) of the General Data Protection

Regulation, approved by Regulation (EU) no. 679/2016 of the European Parliament and European Council, of 27 April.

2. Abandoning documents in the printers is forbidden, regardless of their nature.
3. When documents are found abandoned in the printers, they may be collected and destroyed.
4. Individual users of the printing system should comply with the Code on Copyright and Related Rights provided in Decree-Law no. 63/85, of 14 March, with its subsequent amendments, considering the potential free uses defined in chapter II of the above-mentioned Decree-Law, namely the use for educational purposes and private copy.

Article 10

Interpretation, doubts and omissions

1. Doubts and omissions resulting from the interpretation and application of this Regulation are resolved by the Management Board.
2. Interpretation and integration of legal loopholes in this Regulation, namely omissions, will be done according to the Law and general legal principles.

Article 11

Announcement, entry into force and amendments

1. This Regulation will be announced in U.Porto's information system and will enter into force on that date.
2. This Regulation may be amended at any time, for instance, when the applicable legislation and regulation is altered, given U.Porto's technological advances and risk profile.