

DUPLICATED COURSE MATERIAL

Information for students

Most professors prepare duplicated course material, which includes the most important information concerning their teaching. You will find hereafter the necessary information as to how to purchase this course material.

How to order the duplicated course material

Once you are sure you need the course material, you will be able to order it through the following website <http://www.imprimerie-minute.ch/iheid.htm> of the *Imprimerie Minute*. You must first make sure that the professor or his assistant has informed you of the availability of the course material and that it appears on the web site of the Printer with an indication of the price and date of availability (usually one week after reception of the original documents).

How to collect the duplicated course material

Once you have checked the availability of the documents you need, you will be asked to present, within the dates indicated, a copy of your order to the *Imprimerie Minute*, Voie-Creuse 7.

Opening hours from Monday to Friday 9 am – 4 pm

You must pay your course material in cash and have the necessary change available.

Price of the course material

The price is calculated on the basis of 11 centimes per sheet printed both sides + 50 centimes for the cover sheet (for example: one duplicated document of 100 pages will cost CHF 6).

This advantageous price can only be guaranteed if the *Imprimerie Minute* can sell all the duplicated course material ordered. We thank you for making this possible.

Persons in charge

The persons you will refer to at the Graduate Institute are the assistants who are responsible for course material of their classes.