

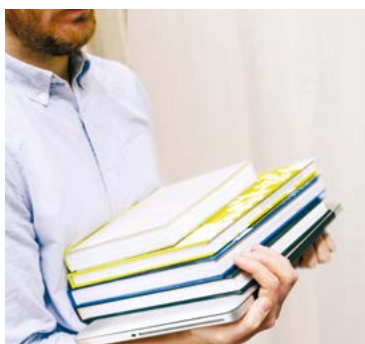
**KOPIOSTO**

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UNIVERSITIES AND UNIVERSITIES OF APPLIED SCIENCES

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*The Kopiosto licences make it possible to compile digital course materials.*

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- supplement and animate teaching
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- copy images and text as a part of a teacher's own teaching material
- realise blended learning in the form of online courses
- save and share material on the course platform
- use various materials for translation and adaptation exercises
- copy and save text and image materials for research use, such as data mining.

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- workbooks, exercise books and answer books
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- Finnish scripts of plays
- material that is subject to a fee or its own licence terms or terms of use
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- materials the copying and use of which the copyright holder has prohibited. A list of such materials can be found on the Kopiosto website [www.kopiosto.fi](http://www.kopiosto.fi)

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## Did you know?

### Compiling an online course

For online courses, a Kopiosto copying licence allows for the copying and scanning of a variety of materials from books, newspapers and the internet, such as pictures, scientific articles, and extracts from books and research reports. For the duration of the course and the related examinations, the copied materials can be saved on a closed course platform where they are available to the course participants. After the course has ended, the course platform can be saved and reused during the next academic year, if the university or other higher education institution has a valid copying licence.

Different kinds of materials from the internet, such as videos, can also be linked to on the course platform. Creating direct links to material legally available online is permitted.

A recording can also be made of a teaching situation, which can be shared over a closed network with the course participants either as a live broadcast or as a recording. Works within the Kopiosto copying licence that are shown or presented during the teaching situation can be saved in the recording. The lecturer, teacher or other educator must also consent to the recording of the teaching situation.

If the aim is to publish the online course or the materials distributed on the course on the open internet, separate permission is required to publish the materials used on the course that were created by other parties.

### Creating teaching material

The copying licence allows for the copying or scanning of materials such as images, graphs, tables, comics, newspaper articles and extracts from books, and including them as a teacher's own teaching material, such as a slideshow. Images and text extracts can be copied from any Finnish or foreign publication and from a website, where using the material does not require logging in or obtaining a licence or other right of use. The teaching material can be used during teaching situations and shared with students on a closed platform.

Materials created by the lecturer, teacher or other educator themselves that contain images or other materials with a copying licence, can be saved on the closed network of the university or other higher education institution so that they are also available to its other personnel. The material can be reused if the university or other higher education institution has a valid copying licence. The person who created the material must also consent to the saving and reusing of the material.



## Did you know?

### Copying sheet music

The Kopiosto copying licence also facilitates the copying and scanning of sheet music and sheet music publications for teaching and research use. A maximum of 10 pages per publication of sheet music and song lyrics can be copied. The copying licence does not allow the copying of sheet music for choirs, bands and orchestras for any other purpose than the teaching and research of music theory.

Scanned and copied sheet music can be saved on a closed course platform, where it is available to the course participants. Sheet music material can also be compiled by copying or scanning various sheet music publications for purposes such as level exams.

The copying licence for universities and other higher education institutions allows for the use of sheet music copies for free-of-charge events organised by the university or other higher education institution, where the audience mainly consists of the staff, students and their friends and family. As a rule, original sheet music must be used for public performances.

### Practising translation and adaptation

With a copying licence, a language course teacher can copy materials such as Finnish or foreign newspaper articles or extracts of short stories for translation exercises for the use of the course participants in teaching situations.

### Images, tables and graphs for assignments and theses.

Published works can be quoted in accordance with good practice and within the extent required for the purpose. The quotation must be related to the issue discussed by the party using the quotation in their own text or presentation. The permission of the author is not required for the use of a permitted quotation. Therefore, students can include graphs or tables from online or books in their theses to illustrate and explain matters discussed in their own text. Illustrating a thesis does not fall within the scope of the right to include quotations. However, with a copying licence students can always include images, tables and text material in their theses and assignments even if the requirements for a quotation are not fulfilled, as long as they are not published or shared over the open internet.

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### Photocopying

#### Text and images

- 20 pages per publication; a maximum of half of the publication
- 10% of an SFS standard; a maximum of 20 pages

#### Sheet music and song lyrics

- 10 pages per publication; a maximum of half of the publication

### Printing out

- 20 pages per digital source
- 10% of an SFS standard; a maximum of 20 pages

- 10 pages per digital source

### Scanning

- 20 pages per publication; a maximum of 20% of the publication
- an entire article from a scientific journal
- 10% of an SFS standard; a maximum of 20 pages

- 10 pages per publication; a maximum of half of the publication

### Saving and copying material that is available online freely and legally

- 20 pages corresponding to A4 size when printed out per website, OR 20 images per website
- an entire article from a scientific journal
- 20 pages of an electronic book; however, a maximum of 20% of the publication
- 10% of an SFS standard; a maximum of 20 pages

- 10 pages corresponding to A4 size when printed out per website

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