

# COPYING LICENCE TERMS

## UNIVERSITIES, INSTITUTIONS OF HIGHER EDUCATION AND CONTINUING EDUCATION PROVIDERS

Valid until further notice from 1 January 2023 onwards

If you work or study at an institution of higher education, you may copy works or publications under these licence terms in the course of **teaching** (including education in open universities and open universities of applied sciences, continuing education and specialisation studies), **research activities** and **administrative activities** organised by your institution.

Under these licence terms, you may copy literary and visual works, photographs and publications, and distribute copies for the purposes stated above.

You may only copy and use copies in accordance with these terms **if your institution has a valid copying licence**. Check with your institution or Kopiosto to see if your institution has obtained a copying licence.

## 1. KEY CONCEPTS

Before you read any further into the terms, familiarise yourself with these key concepts.



### INSTITUTION OF HIGHER EDUCATION

In these licence terms, **institution of higher education** refers to a Finland-based

- university
- university of applied sciences
- specialisation studies provider
- continuing education provider
- open university or open university of applied sciences.



### COPYRIGHT HOLDER

A **copyright holder** is the original author of the work, another copyright holder or a party, such as a publisher, to whom the author has either partially or entirely transferred their copyright.



### WORK, PUBLICATION AND WORKBOOK

In these licence terms, **work** refers to

- literary works and illustrations and other visual works protected by the Copyright Act, such as books and articles and their illustrations
- photographs
- graphic representations of musical works, such as sheet music and song lyrics
- parts of the works listed above.

**Publication** refers to a publication in either print or digital format. It can be a book or a research report, for example.

**Workbook** refers to workbooks and other coursebooks consisting mainly of exercises, as well as the exercise sections of books combining a textbook and workbook.



### COPYING

In these licence terms, **copying** refers to the making of copies of a work, publication or parts thereof. This means activities such as **photocopying, printing or scanning** works, publications or parts thereof to the extent permitted by the licence, but also **digital copying**, such as

- copying an image or text from a website
- taking a screenshot
- downloading and/or saving a PDF file
- taking photographs of the pages of publications.



## 2. WHAT YOU CAN COPY WITH THE COPYING LICENCE

### 2.1 The copying licence allows you to make copies:



- to the extent permitted by the licence
- if the works or publications are not subject to any of the prohibitions or restrictions mentioned in these terms.

#### You can make copies from the following sources:

- printed publications
- works, such as images or texts, that have been published on the internet with the copyright holder's consent
- e-books, publications behind a paywall or other digital publications to which you have contractual or subscription-based access or which are freely available
- works or publications which the copyright holder has included in the scope of Kopiosto's licence, even if they would not otherwise be covered by the licence according to [Section 2.2](#). See the list at [www.kopiosto.fi/includedmaterials](http://www.kopiosto.fi/includedmaterials).

### 2.2 The copying licence does not allow you to copy:



- workbooks or answer keys
- a publisher's digital learning materials
- digital sheet music publications
- digital standards
- works from digital services covered by a separate agreement or licence, such as the SFS Online service or the RT File
- works created by private individuals and shared by them on social media, discussion forums, blogs or image-sharing services
- works or publications the copying and use of which under Kopiosto's licence have been prohibited by the copyright holder. See the list at [www.kopiosto.fi/exclusions](http://www.kopiosto.fi/exclusions).

**NOTE!** The copying licence **does not apply** to works covered by their own licence terms or usage rights, such as:

- audiovisual works, such as videos
- recordings containing only music
- software, computer games and databases
- works that can be copied and used under a CC (Creative Commons) or similar open licence or right of use.

## 3. FOR WHAT PURPOSE YOU CAN USE THE COPIES

### 3.1 Allowed purposes



#### You may use copies:

- to supplement your normal teaching and learning material
- as part of materials and tests that you have prepared yourself
- as part of an entrance exam to the institution of higher education
- as part of a student's project or assignment
- in the internal administrative activities of the institution of higher education.

The licence applies to copying and use of copies carried out by, under the guidance of or at the initiative of a teacher or other staff member of the institution of higher education. The licence also covers situations where a student is attending a course remotely, such as from another country than where the institution of higher education is located.

The licence also covers copying and the use of copies for teaching purposes **outside the premises of the institution of higher education**, such as in a museum, library or other cultural heritage institution, when the teaching is initiated by and under the responsibility of the institution of higher education.

### 3.2 Forbidden purposes



#### You may not:

- substitute the purchase of or subscription to original material with copies
- make material banks or databases of works, publications or parts thereof available to students or staff of the institution of higher education
- distribute or publish copies openly on the internet, publish them in a printed publication or use them in any other publishing activities.



## 4. HOW MUCH YOU CAN COPY

### 4.1 Concepts used in Section 4



**Teaching group** refers to a group of students participating in the same teaching situation at the same time, such as the students taking part in a particular course or other study unit.








**Study unit** refers to a basic unit of teaching and studies in terms of content and structure, such as a single course. A study module consists of multiple study units.

### 4.2 Number of pages that can be copied

The licence allows copying to the extent necessary for the subject matter being taught and to the extent permitted by these terms. You can make copies for the students you are teaching and a few copies for yourself.

Check this table to see how much of a work or publication you are allowed to copy **for the same teaching group during the same course or study unit**.

SOURCE MATERIAL	AMOUNT
 <b>Publications</b>	A maximum of 20% of a publication; however, no more than 20 pages per publication.
 <b>Websites</b>	20 images or A4-sized pages per website.
 <b>Articles, ephemera and similar</b>	A full article, advertisement, brochure or other piece of ephemera; a maximum of 20 articles per print or online publication.
 <b>Teacher's guide or similar instructional publication</b>	The entire publication or parts thereof for the teacher's personal use at work.
 <b>Sheet music and song lyrics</b>	10 pages per publication; a maximum of half of the publication. <b>For more information, see Section 6.</b>



- You must not exceed the page limits even if you copy material for the same teaching group on multiple occasions during the same academic year, course or study unit.
- If you copy an image, article or similar on a single page of a website or publication, this is equivalent to copying one page.



## 5. HOW YOU CAN USE COPIES IN TEACHING



- Further conditions apply to sheet music and song lyrics. See [Section 6](#).
- If you want to use copies in research or the administrative activities of the institution of higher education, see [Sections 7 and 8](#).

### 5.1 Concepts used in Section 5



**Material you have prepared yourself** refers to material the content of which you have mainly produced yourself.



**Interest group** refers to the institution of higher education's cooperation partners in community relations and funding.



**Closed network** refers to a data network or data storage platform that can only be accessed by the institution of higher education's registered users, such as teachers and students.

### 5.2 In teaching

Copies may be:

- distributed to students as paper copies or printouts
- included as part of teaching material or a test that you have prepared yourself
- stored on a closed network to be made available to a teaching group and used for distance, hybrid and online learning in accordance with [Section 5.5](#)
- shown, projected or otherwise presented in a teaching situation to students present
- given to another teacher or lecturer if you are collaborating while teaching
- included as part of an entrance exam prepared by the institution of higher education or stored to be made available to those taking the entrance exam
- supplemented by highlighting, annotation or similar markings to illustrate the subject being taught.

### 5.3 As a student

- You may include copies as part of your project or assignment.

### 5.4 Free events organised by the institution of higher education

- You may show, project or otherwise present copies at a free event organised by the institution of higher education, where the audience mainly consists of the **institution's staff, students and their friends and family**.
- The audience may also include representatives of the institution's **interest groups**.



## 5.5 Using copies for distance, hybrid and online learning

### 5.5.1 Concepts used in Section 5.5



**Distance learning** refers to an ICT-assisted teaching arrangement in which the student participates from a physically different location to the teacher. Distance learning can take the form of **streaming or online learning**.



**The streaming of teaching** means that a teaching is simultaneously carried out remotely, i.e. some or all of your students participate in the teaching at the same time from a physically different location from you.



**Online learning** refers to ICT-delivered or assisted teaching arrangements that are carried out non-simultaneously, i.e. some or all of your students participate in the teaching situation at a different time than you by means of a recording, for example.



**Hybrid learning** refers to a combination of in-person and distance learning.

### 5.5.2 Works covered by the copying licence

TEACHING SITUATION	RECORDING YOUR TEACHING
You may <b>present and show</b> works covered by the copying licence via a closed network and <b>store</b> them on a closed network for your teaching group to the extent necessary for the subject matter being taught.	The recording of your teaching may contain the works <b>shown or presented</b> in the teaching situation.

### 5.5.3 Digital learning materials

TEACHING SITUATION	RECORDING YOUR TEACHING
You may <b>present and show</b> digital learning material remotely to your teaching group via a closed network once the necessary access rights to the digital learning material have been obtained for each student participating in the course.	When recording your teaching, you may include <b>the part of the material presented</b> in the teaching situation, even if the digital learning material's own licence would not allow this.

### 5.5.4 Audio recordings included in a printed textbook

TEACHING SITUATION	RECORDING YOUR TEACHING	NOTE!
While teaching, you may <b>listen</b> remotely on a closed network or <b>store</b> an audio recording, such as a CD, included in a printed textbook on a closed network to the extent necessary.	When recording your teaching, you may include <b>the part of the recording played</b> in the teaching situation.	Audio files included in a publisher's digital learning materials may be used in accordance with their own licence.  This right of use does not apply to audio recordings containing only music.

### 5.5.5 Copying of workbooks and answer keys

TEACHING SITUATION	SHARING OF COPIES	NOTE!
As part of <b>distance or hybrid learning</b> , you may copy and share the necessary part of the workbook and answer key <b>for revision purposes</b> . You may only copy those parts of the workbook or answer key which the student has answered or which are necessary to check the student's work.	<b>You may share a copy with a student</b> <ul style="list-style-type: none"> <li>• as a paper copy</li> <li>• by email</li> <li>• by storing it on a closed network, available to the student.</li> </ul>	The student and teacher / lecturer must possess of the original workbook or answer key.



## 5.6 Translations and adaptations

You may **only** adapt the work in the circumstances permitted by this section. For any other adaptation of a work, you need **the permission of the copyright holder**.

If sharing or storing the translation/adaptation is **necessary** for the implementation, printing or assessment of the exercise, you may store or share your translation/adaptation on a closed network for access by the teaching group.

### Translations

Teachers and students may translate literary works in full or in part into another language, **with the exception of song lyrics, as part of a teaching.**



- **You may not use** your translation for any purpose other than teaching.
- **You may not publish** translations made under the copying licence.



### Adaptations

Teachers and students may adapt works covered by the licence in a teaching situation **when the adaptation of the work is necessary for the teaching of a subject matter.**



Teachers and students **may present** the adaptation they have made with the copying licence to the students **present** in the teaching situation.

When you make adaptations, you must take into account the **moral rights** of the author under the Copyright Act and **individuals' right to pictures of themselves**. Among other things, the moral rights of the author prohibit the use of a person's work in an offensive way.

- **You may not publish** adaptations that you have made under the copying licence.
- **You may not use** the adaptation for any purpose other than teaching.
- **You may not adapt** a publisher's teaching materials, nor sheet music or song lyrics.





## 5.7 Use and storage of copies and recordings of teaching situations



### DURING THE STUDY UNIT, COURSE OR EQUIVALENT TEACHING PERIOD

You may keep copies and a recording of a teaching situation **available to your teaching group** on a closed network for the duration of the study unit, course or equivalent teaching period. This includes any final examinations and tests related to the course or unit.



### AFTER THE STUDY UNIT, COURSE OR EQUIVALENT TEACHING PERIOD

After the exam, you may store any **material you have prepared yourself**, including copies made under the copying licence, on a closed network, accessible only to the staff of your institution.

These copies may remain accessible to the institution's staff for as long as the institution has a valid copying licence. However, the amount of copied material stored simultaneously may not exceed the permitted copying amounts per publication as defined in [Section 4](#).

You may keep other copies and recordings of your teaching for **your** future use as long as the institution's copying licence is valid. You must store these copies and recordings in such a way that they are only accessible to you.

Using the copies again under the licence for another teaching group or during another study unit, course or academic year is considered to be a new instance of copying and use. In this case, you must take into account the conditions set out in [Section 4](#) regarding the permissible scope of copying per teaching group.



## 6. HOW YOU CAN COPY SHEET MUSIC AND SONG LYRICS

### 6.1 Concepts used in Section 6



**Sheet music and song lyrics** refer to printed or digital

- sheet music
- tablatures
- song lyrics
- composed text
- other similar written format of a musical work's notation.



**Interest group** refers to the institution of higher education's cooperation partners in community relations and funding.

### 6.2 How much sheet music and song lyrics you can copy

You may copy, print and scan a maximum of **10 pages** of sheet music and lyrics per publication, but **no more than half** of a publication for the same teaching group in the same academic year, course or study unit.


### 6.3 Purposes for which you can copy sheet music and song lyrics

You may copy sheet music and song lyrics and use these copies to the extent permitted by the licence terms

- in teaching (see [Section 5](#))
- in research (see [Section 7](#))
- in the internal administrative activities of the institution of higher education (see [Section 8](#)).

USE OF COPIES	RESTRICTIONS ON THE USE OF COPIES
<b>In teaching situations and performances</b>	<p>You may copy sheet music and song lyrics for performances or to prepare for them when the performance is</p> <ul style="list-style-type: none"> <li>• in connection with a conventional teaching situation</li> <li>• at an event organised by the institution that is free of charge and where the audience mainly consists of the institution's staff, students and their friends and family. The audience may also include representatives of the institution's interest groups.</li> </ul> <p>As a general rule, you <b>may not</b> copy sheet music or song lyrics for the public performance of a work or to prepare for such a performance.</p>
<b>In entrance exams</b>	The copying licence <b>does not allow you to copy</b> sheet music as part of an entrance exam. To copy sheet music for an entrance exam, you need a separate licence from the music publisher.
<b>Copying of sheet music for choirs, bands and orchestras</b>	Sheet music for choirs, bands and orchestras may be copied <b>only for the purposes of teaching music theory</b> . However, you can make rehearsal copies of choir, band and orchestral sheet music when all members of the performing group also have access to the original sheet music.

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 The copying licence for the performing choirs, bands and orchestras of the Sibelius Academy and other institutions of higher education is also subject to additional terms for the copying of sheet music and song lyrics. See the conditions at [www.kopiosto.fi/additionaltermsforsheetmusic](http://www.kopiosto.fi/additionaltermsforsheetmusic).

### 6.4 You can't change sheet music and song lyrics

The copying licence does not allow you to change or modify song lyrics or sheet music; for example, you may not arrange the music or modify the sheet music material for the needs of the ensemble.





## 7. HOW YOU CAN USE COPIES IN RESEARCH

### 7.1 Concepts used in Section 7



**Research** refers to the following activities carried out by a student, researcher or staff member of the institution of higher education:

- **non-commercial** scientific or artistic research
- survey
- thesis
- other degree work.

Research is not considered to be commercial solely based on outside funding.



#### **Research group**

refers to a group of researchers, students and other assisting persons participating in a particular research project of the institution of higher education.

### 7.2 Use of copies in research

**You may copy** works and publications for research purposes to the required extent, provided that the copying is necessary to further the research.



You may copy **sheet music** for research purposes to the extent permitted in **Section 6**.

**You may save** any copies you have created for research purposes on the institution of higher education's closed network or server so that they can be accessed by the research group for which the copies were made.

**You may also distribute** the copies to the research group by email.

**You may not copy** or distribute material for research use beyond the scope of the copying licence if the material can be acquired commercially or otherwise through conventional acquisition methods, such as from a library.



The copying licence **does not allow you to publish** the copies as part of a publication or openly on the internet.

### 7.3 How long you can use and store copies



#### **DURING THE RESEARCH**

Copies you have made for research purposes may be made available to the research group until the research is completed.



#### **AFTER THE RESEARCH**

You may store the copies you have made for research purposes in accordance with the law or other provisions governing research.

After the research, you may store the copies you have made for a specific research project for the verification of the study or further research in a **closed, certified archive** in a manner agreed upon separately by the institution of higher education and Kopioisto.



## 8. HOW YOU CAN USE COPIES IN ADMINISTRATIVE ACTIVITIES

### 8.1 Concepts used in Section 8



**Administrative activities** refer to the institution of higher education's internal administrative

- preparation
- decision-making
- communications
- planning
- archiving
- other similar activities.

### 8.2 How you can use copies

Copies you have made for internal administrative use within the institution of higher education may be

- included as part of your own presentation or material
- stored on a closed network so that they are only available to the institution's staff for one year
- used in the institution's internal communications and training
- distributed to the institution's staff as paper copies or printouts.

## 9. OTHER LICENCE TERMS

### 9.1 How to cite publication and author information

- Mark the author's name and publication information on the copy or in connection with it, following proper citation guidelines.
- For copy combinations and course packs, you must include the author and publication information of all works used in the combination.
- You may not delete or modify the metadata contained in a work or photograph.

### 9.2 How to report copying

- You can report the copies you have made in Kopiosto's reporting service: [www.kopioisto.fi/raportointi](http://www.kopioisto.fi/raportointi)
- The reporting data is used by Kopiosto to distribute remunerations to copyright holders.

### 9.3 You can't charge fees for copies

- You may not charge a copying, material or other fee for copies and you may not offer the copies for sale.
- The institution of higher education must obtain a separate licence from Kopiosto for copies for which students are charged a fee or other compensation.