



Supplementary material for teaching with a copying licence

Institutions of higher education



Kopioisto

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A maximum of 20% of a publication; however, no more than 20 pages per publication.



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20 images or A4-sized pages per website.



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A full article, advertisement, brochure or other piece of ephemera. A maximum of 20 articles per print or online publication.



Sheet music and song lyrics

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



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The creative industry thanks you!



An example of how you can use materials in teaching with the copying licence

Additional material for teaching

You are allowed to copy or scan excerpts and articles from books, magazines, newspapers and brochures as additional material for teaching. For example, you can scan excerpts from different books to the extent permitted by the licence and compile them into a course material package.

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You may copy images or photos, articles and other text content from original publications or other legal sources. When copying material from a website, please note that the images or photos and other content must be presented on the website with permission, i.e. with the consent of the author and other copyright holders.

Copying sheet music and song lyrics

You may copy and scan sheet music and song lyrics for your teaching purposes.

As a rule, performers must use original sheet music for public performances. With the copying licence, however, you can use copied sheet music and lyrics in an event organised by the institution of higher education with free admission, such as a student concert, where the

audience consists mainly of the staff of the institution of higher education, students and their family.

For example, you can copy, scan or write the lyrics by hand and use a projector to project them on the wall of the assembly hall.

Compiling an online course

For an online course, you can copy and scan materials in the same way as for teaching in general. You can store the copied materials on a closed course platform, available to the teaching group.

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Distance learning

In distance learning, you may show images and read text material and other content.

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In distance learning, you may play audio recordings included in a printed textbook. You may also save any relevant parts of the recording on a closed course platform. You may use the digital audio files of learning materials in accordance with their respective licences.

In distance and online learning, unlike in other teaching, you may copy a part of

a workbook or answer key necessary for revision purposes, as long as the students and the teacher have the original workbook or answer key in their possession.

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You may scan and copy images or photos, articles and extracts from books, magazines, newspapers and other printed publications as well as websites as a part of an examination question or an entrance exam to an institution of higher education. You need a separate permission from the publisher for copying sheet music for entrance exams.

Adaptation of a work

You can make minor adaptations to image and text material. For example, you can add emphasis, arrows or circles to images or text to clarify the issue being taught.

You can also use texts in a teaching situation for purposes such as translation exercises, or you can turn an article into a cloze test by covering words in the text. In addition, you can edit copied images or photos for image processing or creating memes. With the copying licence, students can also edit images or photos or practice translating texts as a part of teaching.

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