COPYING AT UNIVERSITIES AND UNIVERSITIES OF APPLIED SCIENCES

**UNRESTRICTED**
- Entirely self produced materials
- Acts and decrees
- Regulations issued by the authorities

**SUBJECT WITH THE LICENCE**

**COPYING AND PRINTING FROM OPEN WEBSITES**
- 20 images or pages that when printed match the A4 sheet size/webpage
- An entire scientific article
- NOTE MATERIAL:
  - 10 pages / webpage
- E-BOOKS: 20 pages/publication but no more than 20 % of the publication

**SCANNING**
- 20 pages / publication, but no more than 20 % of the publication
- An entire scientific article
- NOTE MATERIAL:
  - 10 pages / publication, but no more than half of the publication
  - 10 % of an SFS-standard, however no more than 20 pages

**PHOTOCOPYING**
- 20 pages / publication, but no more than half of the publication
- NOTE MATERIAL:
  - 10 pages / publication, but no more than half of the publication
  - 10 % of an SFS-standard, however no more than 20 pages

**COPYING FOR RESEARCH PURPOSES**
- To the extent required for the purpose

**DISTRIBUTION OF DIGITAL COPIES**
- Materials may be distributed to a teaching group or research team via a closed network or e-mail. Students may be given access to the materials for the duration of a course.

**PROHIBITED**
- Work, exercise and answer books
- Digital materials subject to a charge or registration
- Finnish playscripts
- International standards
- Music, AV materials and computer softwares
- Materials that are used under separate licence or agreement
- Creating material database