

LICENCE TERMS FOR TRAINING AND COURSE ACTIVITIES

COMPANIES, OTHER ORGANISATIONS AND SOLO ENTREPRENEURS

Valid until further notice from 1 January 2026 onwards

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1. KEY CONCEPTS



COPYRIGHT HOLDER

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



WORK, PUBLICATION AND WORKBOOK

In these licence terms, **work** means

- literary, illustrative, and other visual works protected by the Copyright Act – for example, a journal article and its accompanying illustrations
- photographs
- any parts of these works.

Publication means a publication in either print or digital format—for example, a book, research report, or newspaper/magazine publication.

Workbook means workbooks and other schoolbooks consisting mainly of exercises, as well as the exercise sections of books combining a textbook and workbook.



COPYING

In these licence terms, **copying** means making full or partial copies of a work or publication.

This includes **photocopying**, **printing**, or **scanning** works or publications (in full or in part) to the extent allowed under the licence, as well as **digital copying**, such as

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



2. WHAT AM I ALLOWED TO COPY?

2.1 You may make copies



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

This licence allows you to make copies from the following sources:

- original publications such as books or magazines
- works, such as images or texts, that have been published on the internet with the copyright holder's consent, if they can be accessed without a specific licence or other right of use
- e-books to which you have contractual or subscription-based access
- works or publications that 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.kopioisto.fi/en/kopioisto/materials-included-in-our-copying-licence.

2.2 You may not make copies of



- workbooks or answer keys
- sheet music or song lyrics
- materials used under a separate agreement or licence, such as
 - newspaper and magazine materials behind a paywall
 - digital standards
 - content available on the SFS Online or Rakennustieto digital services
- works created by private individuals and shared by them on social media, discussion forums, blogs, or image-sharing services
- images sold separately from an article or other publication by photo agencies and similar organisations
- works or publications excluded from Kopiosto's licence at the copyright holder's request. See the list at www.kopioisto.fi/en/kopioisto/copying-prohibitions.

NOTE! With this licence, you may not scan or digitally copy

- research reports or similar publications
- scripts of plays
- comics originally published somewhere other than Finland.



The copying licence does not apply to

- audiovisual works, such as TV programmes, films, or other videos
- audio recordings, such as music recordings, radio programmes, or audiobooks
- computer software and games
- databases and catalogues, such as notification services or statistical databases
- works that may be used under a Creative Commons (CC) licence or similar open licence.



3. PURPOSE OF USE OF THE COPIES

3.1 You may use copies



- as supplementary materials for conventional training or course materials
- as part of training or course materials you have prepared
- as actual training or course materials or as supplementary materials when actual training or course materials are not available. Obtaining training and course materials that are available on the market is always a priority.

3.2 You may not



- use copies as a substitute for acquiring materials available on the market or for obtaining rights to use them
- make material banks or databases of works or publications, in full or in part
- use copies for publishing activities or other external communication or use, such as
 - in marketing
 - on the internet
 - on social media
 - in printed publications.



With this licence, you may not use works or publications, in full or in part, in AI programs. In this context, an AI program is an application or tool that is based on machine learning, language models, or similar technology.

You may not upload copies to AI programs or use them for

- text and data mining
- fine-tuning, developing, training, or enriching an algorithm
- fine-tuning, developing, training, or providing an AI program.

You may not collect or store publications using web scraping or similar data harvesting methods.



4. HOW MUCH MAY I COPY?

4.1 Concepts used in Section 4



Training group means the persons participating in the same training session at the same time, such as the participants of a particular training or course.

4.2 Number of pages that may be copied

You may copy materials **for the training group** to the extent permitted in this Section.

Check this table to see how much of a work or publication you are allowed to copy for the same training group during the same training or course:

SOURCE MATERIAL		AMOUNT
	Publications	A maximum of 20% of a publication; in any case, no more than 20 pages per publication.
	Websites	20 images or A4-sized pages per website.
	Articles, pieces of ephemera and the like	A full article, advertisement, brochure, or other piece of ephemera. A maximum of 20 articles per print or online publication.
	Printed standards and publications containing them	A maximum of 20% of a publication; in any case, no more than 20 pages.



- You must not exceed the page limits even if you copy materials for the same training group in several batches during the same training or course.
- If you copy an image, article, or similar on a single page of a website or publication, this is equivalent to copying one page.
- You may make copies for the number of people in your training group and a few copies for yourself, up to a maximum of 500 copies. For more extensive copying, you must enter into a separate agreement with Kopioisto.
- If you work for a company or other organisation, you may only make copies if your organisation holds both a valid copying licence for companies and other organisations and this additional licence.
- If you are a solo entrepreneur, you may make copies after you have obtained this licence. You do not need any other separate copying licence.



5. IN WHAT WAYS MAY COPIES BE USED?

5.1 Concepts used in Section 5



Material you have prepared yourself means material whose content you have mainly produced yourself.



Closed network means a data network or data storage platform that can only be accessed by your organisation's registered users, such as staff and participants in training or courses.



Distance training means an ICT-supported training arrangement in which a group of trainees or some of them take part from a physical location other than that of the teacher. Distance training can take the form of **streaming or online training**.



The streaming of training means the training session is delivered remotely, so that the training group—or some of its members—participates in the training at the same time from a location physically different from yours.



Online training means a course or training delivered using ICT on an asynchronous basis, so that the training group—or some of its members—participate in the training session at a different time than you, for example through a recording.



Hybrid training means a combination of in-person and distance training.

5.2 Allowed ways to use copies

Copies may be

- distributed to a training group as paper copies or printouts
- included as part of your own training or course materials
- stored on a closed network available to the training group for the duration of the training or course
- used for distance, hybrid, and online training in accordance with [Section 5.3](#)
- display, project, or present in other ways to the training group.

5.3 Allowed ways to use copies for distance, hybrid, and online training

5.3.1 Works covered by the licence

TRAINING SITUATION	RECORDINGS OF A TRAINING SITUATION
You may present and show works covered by the copying licence via a closed network and store them on a closed network for the training group members for the duration of the training or course.	Your recording of a training situation may contain the works shown or presented in the training situation.

5.3.2 Copying of workbooks and answer keys

TRAINING SITUATION	SHARING OF COPIES	NOTE!
As part of distance or hybrid training , you may copy and share any necessary parts of the workbook and answer key for revision purposes . You may only copy the parts that the participant has answered, or those necessary to check the participant's work.	You may share a copy with the training group • as a paper copy • by email • by storing it on a closed network accessible only to the participants.	All teachers and participants in the training group must own the original workbook or answer key.



5.4 Use and storage of copies and recordings of training situations



DURING A COURSE OR TRAINING

You may keep copies and a recording of a training session available to your training group on a closed network for the duration of the training or course.



AFTER A COURSE OR TRAINING

You may keep copies and recordings of your training session for future use only for the duration of this licence. If you work for a company or other organisation, the copying licence must also be valid. You must store these copies and recordings so that only you can access them.

Reusing copies under the licence for another training group or during another course or training is considered a new instance of copying and use. In this case, you must consider the conditions set out in [Section 4](#) regarding how much copying is allowed per training group.

6. MARKING OF PUBLICATION AND AUTHOR INFORMATION

- You must indicate in the copy, or in connection to it, both the author and publication information, and state that the copies were made under Kopioisto's copying licence.
- If you have compiled materials using images, articles, or excerpts copied from different publications or the internet, you must mark the source and author information for all the copied content and indicate that the materials were prepared under Kopioisto's copying licence.
- Do not remove or change the metadata of a work or photograph.

7. REPORTING TO KOPIOSTO

You can report the copies you have made in Kopioisto's reporting service: www.kopioisto.fi/raportointi. Kopioisto uses the reported information to distribute remuneration to copyright holders.

8. OTHER TERMS

- You may not charge a fee for copies you have made under this licence or offer them for sale.
- You may not change or alter the content of a digitally copied work, or of a file created by copying.
- When the licence is no longer valid, you must delete all copies made under this licence from your use and stop using them.
- If you copy or use works in violation of these licence terms, Kopioisto may terminate this licence and/or the copying licence for companies and other organisations with immediate effect.