

Coordinator: Records Services / Hanna Knuuti

Distribution list

Charges for document requests at the University of Turku

Period of validity: 1 September 2025 – until further notice.

Legislative basis: Fees for copies of documents are based on the Act on the Openness of Government Activities (1999/621), Section 34.

A request for access to an official document should be sufficiently detailed, so that the University can determine which document the request concerns (Section 13, Request for access to a document). If necessary, the person requesting access to a document may be assisted in specifying the document free of charge.

1. Document and dataset requests that are free of charge

No charge is levied for the provision of access to a document in the following cases, when the request is sufficiently detailed in order for the University to determine which document the request concerns, and it is found from a case register maintained by the University or an electronically maintained register through its search functions and whose classified content can be removed easily (Section 34 Charges (495/2005), Section 9 Access to a document in the public domain, and Section 11 Parties' right of access):

- information regarding the document is provided orally;
- the document is provided for reading and copying at the office of the authority;
- a public, electronically recorded document is sent by electronic mail to the person requesting information, and;
- an electronically recorded document is sent to the interested party by electronic mail.

A provision of access to the requested document is always free of charge when it belongs within the ambit of the obligation of the authority to provide advice, to hear persons or to give notices.

2. Fees for paper copies of standard document requests

A standard document request means providing a document that is completely public or whose classified content can be removed easily. In such cases, only the costs of copying, scanning, and postage are charged:

- Official copy of a degree certificate 15 € / Certificate
- A4 and A3 0,50 € / page
- Copy from bound document 2,80 € / page
- Dispatching cost is charged according to the chosen delivery method



3. Document requests that require special measures

A document request requires special measures when

- the requested document cannot be specified
- there is a great deal of confidential information in the documents that needs to be deleted
- producing the document into an accessible format requires time or effort
- situations where specific automated data processing search, screening, merging and printing capabilities are required

The costs incurred in such cases may be charged in accordance with Sections 13 (1), 21 and 34 of the Act on the Openness of Government Activities. Document requests that require special measures are charged according to the time spent:

- First hour is free of charge
- €20.00 for each beginning half-hour (VAT 0%)

A fee may also be charged for information retrieval if the requested information is not found.

4. VAT

No VAT is charged for services governed by public law. VAT 25,5% will be added to the other prices.

5. Appeal

If a person who is subject to charge believes that there has been an error in determining the fees for the services detailed in this price list, they can request a correction from the University of Turku within six months of the charge being imposed.

This Price List replaces the Price List dated 1 September 2024.

Eeva Ryödi
Director of Legal Affairs

Distribution

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