

27 November 2025

262/02.05.00/2021

Service charges for documents and information retrieval as of 1 December 2025

Background The Lappeenranta–Lahti University of Technology LUT has decided on levying charges for copying documents and retrieving information based on the Act on the Openness of Government Activities, section 34. The charges are based on the cost price referred to in the Act on Criteria for Charges Payable to the State, that is, the total costs incurred from copying and information retrieval.

A certified copy of a degree certificate from LUT-shop

Electronic diploma and officially certified copy of the diploma	€ 40.00
Transcript of records (diploma certificate attachment)	€ 40.00
English translation of diploma	€ 20.00

Copy service A printed copy of a regular document (a fully public document or a document from which secret parts can easily be removed).

Minimum charge (Minimum charge 1 hour)	€ 40.00/h
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Black-and-white A4 page	€ 0.12
Four-color A4 page	€ 0.29
Black-and-white A3 page	€ 0.23
Four-color A3 page	€ 0.59

Items that are difficult to copy or that require special measures, such as the removal of confidential sections, include a 50% surcharge. Customers are informed of the surcharge when they place an order.

Regardless of the number of pages in the document or the number of documents, delivery costs are charged at € 10.00.

Information retrieval from an electronic document

Charges do not apply if

- information regarding the document is provided orally
- the document is provided for reading or copying in LAB's facilities
- an electronically recorded document is sent to a party by electronic mail.

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However, in the cases referred to above, a charge is levied that corresponds to the costs of obtaining the information when access is requested to a document which cannot be specified and found in the manner referred to in section 13, subsection 1 of the Act on the Openness of Government Activities from document registers of the authority maintained in accordance with this Act using the document classification meant for such registers, the identifying code of the document nor from computerized registers using their search functions. Charges also apply to document requests that require special measures, such as the printing of an electronic document, covering confidential information and then scanning the document.

Commissioned information retrieval € 40.00/h
(Minimum charge 1 hour)

The minimum charge is also collected if no documents are found.

The charges are based on the Act on Criteria for Charges Payable to the State (150/1992), the Act on the Openness of Government Activities (621/1999) and the State Treasury decision of 11 January 2011 (592/03/2010).

The charges include value added tax.

The delivery time for orders listed above is two weeks. Larger orders are agreed on separately.

Delivery abroad is subject to duplicate, postage and bank charges.

Decision

The charges will enter into force on 1 December 2025.

This decision has been signed electronically.

Lappeenranta–Lahti University of Technology LUT

Riikka Sund
Director, Governance and Risk Management

Circulation

Records Services

CC

LUT intranet, LUT website