

Regulation on student representatives in administration

Chapter 1 General provisions

Section 1 **Basis for the regulation**

Section 123 of the Constitution of Finland grants autonomy to universities. In accordance with Section 3 of the Universities Act (558/2009), this autonomy shall include the right to make decisions on the university's internal affairs within the university community. In accordance with Section 4 of the Universities Act, this right shall be implemented by professors, other staff and students. In accordance with Section 3 of the Universities Act, autonomy shall be based on administrative organs.

The organs on the university level shall be defined by the Universities Act and Aalto University regulations (AJ). Aalto University's school-specific organs shall be defined by the regulations of the School of Engineering (ITO), the regulations of the School of Business (KKO), the regulations of the School of Chemical Technology (KTO), the regulations of the School of Science (PTO), the regulations of the School of Electrical Engineering (STO) and the regulations of the School of Arts, Design and Architecture (TTO).

In accordance with Section 46 of the Universities Act, the student union under public law shall have a special role to appoint student representatives to the university organs referred to in Section 3 of the Universities Act. In addition, the student union shall appoint student representatives determined by the regulations and other student representatives set by the university.

This regulation shall define the principles by which Aalto University Student Union shall elect student representatives to university administration. In addition, this regulation shall define how the student union shall guide the work of student representatives.

Section 2 **Scope of application**

This regulation shall apply when the student union selects student representatives to organs and working groups set by the administration of universities and higher education institutions. Student representatives in the administration of department organs and working groups shall be governed by a permanent decision of the board. This regulation shall apply to the following organs, in particular:

1. The university's academic affairs committee (Section 11 of AJ)
2. Board of examiners (Section 19 of AJ)
3. Student financial aid committee (Section 20 of AJ)
4. School-specific academic affairs committees (Section 24 of AJ)
5. Education councils (Section 2 of ITO, Section 2 of KTO, Section 2 of PTO, Section 2 of STO)
6. Working groups set by the dean (Section 3 of ITO, Section 3 of KKO, Section 3 of KTO, Section 3 of PTO, Section 3 of STO, Section 3 of TTO)
7. Advisory bodies set by the president (Section 18 of AJ)

The student union board shall decide to appoint a possible student member to the nomination committee of the board in accordance with Section 15 of AJ by applying this regulation. The student union board shall decide on the student representatives of other organs and working groups by applying this regulation.

Chapter 2 Position of student representatives in administration

Section 3 **Eligibility**

Under this regulation, eligible for the position of a student member shall be a person who has the right to undertake a lower university degree, higher university degree, licentiate degree or a doctorate.

Eligibility shall require that a student has registered for attendance at Aalto University prior to the beginning of the application period.

Section 4 **Consent**

No person may be elected or appointed as an organ member against their will.

Section 5 **Obligations**

Student representatives or their deputies shall be obligated to attend the meetings of the organ and to inform the student community of all significant activities within the organ in question.

Section 6 **Rights**

Student representatives shall have the right to use the student union's resources to support their work as provided by the student union board.

Section 7 **Representation**

Student representatives in university administration shall represent all Aalto University students in their position. If students act in a position of trust under the student union board, they shall be obliged as student representatives to comply with the policies and guidelines of the student union.

Section 8 **Register**

A register shall be kept of all student representatives and the student union's specialist members. The names of the members shall be publicly available on the student union website.

Information in the register and the website shall be managed by an employee appointed by the secretary general.

A register description shall be compiled of the register.

Chapter 3 Applying for the position of a student representative in administration

Section 9 **Application period**

A vacant student representative position shall be publicly declared open.

The application period for the position of student representatives in university administration under the regulation shall be at least ten (10) working days, including the first and the last day of the period. The application period may be reduced to five (5) working days for other student representative positions, which last less than six (6) months.

A position of trust shall be declared vacant as soon as possible after the university or the student member him/herself has announced that one's position will become vacant.

If it is not possible to elect a new representative to a vacant student member position before the resignation of the current representative enters into force, the deputy representative shall attend to the student representative's duties until a new representative is elected or the term of office expires. When a student member's position becomes vacant between the academic terms, the election may be postponed until the beginning of the next semester.

A position of trust may be declared re-opened or the application period may be extended if the student union board considers that students' interests so require. When a position is re-opened or the application period is extended, the previous candidates shall be considered without a new application.

Section 10 Call for applications

The application for the position of student representatives in administration shall be opened with a call for applications, which is published immediately when the application period opens, in accordance with Section 12.

The call for applications shall include a brief description on duties, language, term of office, contact details of a person who provides further information and deadline for applications.

The student union's specialist for academic affairs or one's deputy shall provide additional information and shall be responsible for the call for applications.

Section 11 Informing

A student member's position of trust shall be declared open with the call for applications on the student union's official notice board and the student union's website and in possible other media referred to in the guidelines concerning the application process.

All applicants shall be informed about the election decision no later than within two working days from the publication of the decision agenda of a board meeting. The specialist in charge of academic affairs or one's deputy shall further report the board's decision.

Communications shall take into account what is provided on a citizen's right to use their own language in the Administrative Procedure Act (434/2003) and the Language Act (423/2003).

Section 12 Guidelines concerning the application

In order to be appointed to an administrative body, a person shall submit a written application to the student union board, as separately provided in guidelines set by the board. These guidelines may also include recommended provisions.

Guidelines may be amended by the decision of the student union board. Amendments shall take effect immediately, unless otherwise stated in the decision. The previously provided guidelines shall apply to the positions for which the deadline has not yet passed when amendments take effect.

The applying of guidelines shall be mentioned separately in the call for applications. Similarly, any amendments to guidelines shall be reported.

Section 13 Processing of applications

The specialist in academic affairs or one's deputy shall be responsible for the processing of applications.

Applications shall be treated confidentially. However, an applicant may request statements from relevant special status associations. Special status associations shall

be the associations referred to in Section 8 of the student union's association regulation.

The Administrative Procedure Act (434/2003) on the pending effect of an administrative matter shall be taken into account when processing applications.

Chapter 4 **Election as a student representative in administration**

Section 14 Election

Only persons who have submitted their applications within the application period may be appointed to a student representative position.

In accordance with Section 46 of the Universities Act, the student union shall exercise the public administrative power when electing student representatives to administration. When making appointment decisions, the requirements of the Administrative Procedure Act (434/2003) on fairness, impartiality and disqualification shall be taken into account.

The board shall appoint student representatives to administration in accordance with this regulation.

In special circumstances, the board may appoint a board member, student union employee or other consenting and qualified student to an organ without declaring the position open when it considers that the students' interests so require. The board may also act similarly if there are not enough applicants in spite of the public call for applications.

Chapter 5 **Appeals**

Section 15 Appeals to the Administrative Court

The decisions of the student union board may be appealed to the Administrative Court as provided by Section 86 of the Universities Act and the Administrative Procedure Act.

A decision, which is only for preparatory or implementation purposes, may not be appealed.

Chapter 6 **Other provisions**

Section 16 Amendment of the regulation

Amendments to this regulation shall be made by the representative council. Amendments shall take effect immediately, unless otherwise stated in the decision. For those positions which have been opened for application before the amendments enter into force, the previously provided instructions shall apply.

Section 17 Entry into force

This regulation has entered into force on 1 Oct 2011. This regulation has been approved in the representative council meeting 5/2011 on 14 Sept 2011.