



Regulation on Student Representatives in Administration

Chapter 1 General

Section 1 Basis of Regulation

Section 123 of the Constitution of Finland (731/1999) grants autonomy to universities. In accordance with Section 3 of the Universities Act (558/2009), this autonomy includes a decision-making right on internal affairs which, in accordance with Section 4 of the Universities Act, is implemented by professors, other staff and students. In accordance with Section 3 of the Universities Act, autonomy is based on decision-making in administrative bodies.

The university-level bodies are defined in the Universities Act and Aalto University Bylaws (AJ). Aalto University's School-specific administrative bodies are determined in the Bylaws of the School of Engineering (ENGO), the Bylaws of the School of Business (BIZO), the Bylaws of the School of Chemical Engineering (CHEMO), the Bylaws of the School of Science (SCIO), the Bylaws of the School of Electrical Engineering (ELECO) and the Bylaws of the School of Arts, Design and Architecture (ARTSO).

In accordance with Section 46 of the Universities Act, a student union has a duty subject to public law to appoint the student members for the university bodies described in Chapter 3 of the Universities Act. In addition, the student union appoints the student

representatives defined in the bylaws as well as other student representatives imposed by the university.

This Regulation defines the principles by which Aalto University Student Union selects student representatives in administration. In addition, the Regulation defines how the Student Union guides the work of student representatives.

Section 2 Scope of application

This Regulation applies when the Student Union is selecting student representatives to the administrative bodies and working groups imposed by the administration of the University and the Schools.

This Regulation applies to the following administrative bodies, in particular:

1. **The University's Academic Affairs Committee (Section II of AJ)**
2. Academic Appeals Board (Section 19 of AJ)
3. School-specific Academic Affairs Committees (Section 24 of AJ)
4. Degree Programme Committees (Section 9 of ENGO, CHEMA, SCIO and ELECO)

The Student Union Board decides upon the student representatives of other administrative bodies and working groups by applying this Regulation.

Chapter 2

Position of student representatives in administration

Section 3 Eligibility

When selecting student members subject to this Regulation, any person with a right to complete a basic or postgraduate degree at Aalto University is eligible for selection.

Eligibility requires that the student has registered for attendance at Aalto University by the end of the application period at the latest.

When selecting student members for a School-specific Academic Committee, only students of that School are eligible.

Section 4 Consent

No one can be selected or appointed as member of an administrative body against their will.

Section 5 Obligations

A student representative in administration is obliged to attend meetings of the administrative body or to notify the body's other student representatives and the meeting's organiser about their absence.

A student is obliged to comply with Aalto University's Code of Conduct when acting as student representative.

Section 6 Dismissal from position

If a student representative repeatedly neglects the obligations defined in Section 5, the Student Union Board may dismiss them from their position and appoint a new student representative to take their place. The person in question must be offered an opportunity to explain the situation before the dismissal.

Section 7 Representation

A student representative in administration represents all Aalto University students in their position.

If they are acting as the Student Union's representative in their position, they are obliged to comply with the Student Union's policies.

Section 8 Register

An electronic register in compliance with its privacy policy is kept of all student representatives in administrative bodies.

The data in the register is maintained by an employee appointed by the Student Union's Executive Director.

Chapter 3

Applying to student representative in administration

Section 9 Application period

A vacant student representative position must primarily be publicly declared vacant, unless there are justified reasons to deviate from this.

The application period, including its first and last day, is at least seven days. For a justified reason, the application period may be shorter.

A position of trust must be declared vacant as soon as possible after the University or the student member themselves has announced that their position will become vacant.

If a student member's position becomes vacant between academic terms, the selection can be delayed until the beginning of the next academic term.

A position of trust may be declared vacant again or the application period extended if **the Student Union's Board considers that the students' interest so requires.** When a position of trust is reopened or the application period extended, the previous applicants are considered without a new application.

Section 10 Call for applications

Application to student representatives in administration is opened with a call for applications, which is published immediately as the application period opens, in accordance with Section 12.

The call for applications includes a brief description of the administrative body's duties, language and term of office as well as contact details for the person who provides further information and the deadline for applications.

An employee appointed by the Student Union's Executive Director is responsible for and provides further information on the call for applications.

Section 11 Application

Applications must be submitted in the manner stated in the call for applications and by the given deadline.

The application must be in Finnish, Swedish or English.

The Student Union can ask the applicant for further details if the information on the application is unclear or lacking.

An application can be supplemented until the deadline given in the call for applications. An application can be withdrawn before the selections are made.

Section 12 Informing

A student member's position of trust is declared open with a call for applications on the Student Union's official notice board and in possible other communications channels.

All applicants will be informed about the selection decision within two working days of the publication of the Board meeting's list of decisions at the latest. The Board's decision will be communicated onwards by an employee appointed by the Student Union's Executive Director.

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

Section 13 Guidelines concerning the application

In order to be appointed to an administrative body, a person must submit a written application to the Student Union's Board in the manner provided in this Regulation and in the call for applications.

The call for applications can be amended by decision of the Student Union's Board.

If other guidelines than the call for applications are to be used, this must be separately mentioned in the call for applications.

Section 14 Processing of applications

The employee appointed by the Student Union's Executive Director is responsible for processing the applications.

If necessary, the Student Union can hear the relevant associations operating within it.

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

Chapter 4 Selection to student representative in administration

Section 15 Selection

Only persons who have submitted their applications within the application period may be appointed to an administrative body. If there are not enough applicants by the deadline, also another eligible and consenting person may be appointed to the administrative body.

In accordance with Section 46 of the Universities Act, the Student Union exercises public administrative power when selecting student representatives to administration. In the selection process, particularly the requirements of the Administrative Procedure Act (434/2003) on fairness, impartiality and disqualification must be taken into account.

The Student Union's Board appoints student representatives to administration in accordance with this Regulation.

For particularly cogent reasons, the Student Union can appoint a Board member, a Student Union employee or another consenting and knowledgeable student to an administrative body without an open call for applications when it deems this necessary to **the students' benefit**.

Chapter 5 Appeals

Section 16 Rectification process and appealing

The decisions of the Student Union's Board relating to student representatives may be appealed to the Administrative Court as provided in Section 86 of the Universities Act and in the act on legal action in administrative matters (808/2019).

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

Chapter 6 Other provisions

Section 17 Amendment of Regulation

Amendments to this Regulation are made by the Representative Council. The amendments 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 apply.

Section 18 Entry into force

This Regulation shall enter into force on 12 Sept 2019.

This Regulation has been approved in AYY's Representative Council meeting 6/2019 on 11 Sept 2019.