



aalto-yliopiston ylioppilaskunta
aalto-universitetets studentkår
aalto university student union

Submitting a request of correction to a ruling by the Student Union

According to the Universities Act (558/2009), a ruling of a student union can be requested for correction in accordance with the Administrative Procedure Act (434/2003). A request can be submitted by the person who is subject to the ruling or whose rights, responsibilities or benefits are directly affected by the ruling (hereinafter referred to as the “appealing party”).

Submitting the request

A request of correction must be submitted within 30 days of receiving information of the ruling. If the request has not been lodged within the time limit, it will not be processed.

The request must be made in writing to the organ that made the ruling. The request must state the ruling that is being requested to be corrected, what kind of changes are being sought and on what grounds.

Right of Appeal

The right of appeal to a resolved request of correction can be submitted in accordance with the Administrative Judicial Procedure Act (808/2019). A decision can be appealed by submitting a written appeal to the Administrative Court of Helsinki within 30 days of receiving the decision of the submitted request of correction.

In addition, a member of a student union can appeal a ruling of the deciding organs of the student union on the following grounds:

1. the ruling has been made in a manner differentiating from the law, decree or ordinance concerning the student union;
2. the decision is otherwise in conflict with the law, decree or ordinance concerning the student union.

A member of a student union can appeal to a resolved request of correction in writing to the Helsinki Administrative Court within 30 days from the publishing date of the ruling.

The appeal must be made in writing and be appointed to the Helsinki Administrative Court. The appeal must state the following:

1. the ruling that is appealed;

2. in what parts is the ruling being appealed for change, and what changes are being sought;
3. grounds on which the changes are being sought;
4. the name of the appealing party, along with municipality of residence. If the appeal is being lodged by the appealing party's legal representative or an agent, the appeal must also state their name and municipality;
5. postal address and phone number, where the information concerning the appeal can be delivered to.

The appeal must include:

1. the decision that is being appealed, either the original or a copy;
2. proof of when the decision has been given or other proof of when the period of appeal began; and
3. the documents that are submitted by the appealing party as proof, unless they have been submitted to the official prior to the appeal.

The agent, unless they are a member of the Finnish Bar Association (registered attorney) or a public defender, must submit a power of attorney along with the appeal.

The party submitting the appeal, their legal representative or agent must sign the appeal. If the appealing party does not personally sign the appeal, the appeal must include a power of attorney document signed by the appealing party, unless their agent is a registered attorney or a public defender.

The appeal, along with appendices, must be submitted to the Helsinki Administrative Court within 30 days from the day when the appealing party has been informed of the ruling. The date on which the ruling has been received is not included in the 30 days. If the last day of the time limit is a Sunday, a religious holiday, Independence Day, May Day, Christmas, Midsummer Eve or a regular Saturday, the time limit shall be extended until the next weekday.

Decisions made by the Representative Council and the Board in their official meetings are considered as received on the day they are published on the Student Union's official bulletin board. The decisions of the Financial Committee in its official meetings are considered as received on the date they have been published in the Student Union's office.

The appealing party can submit their appeal (with appendices) personally or through an agent to the Helsinki Administrative Court. An appeal may be lodged with administrative courts in the [e-services of administrative and special courts](#). At their own responsibility, the appealing party can also send the appeal by post, courier or electronically.

The appeal and related appendices must be delivered to postal services so that they will be delivered in time during office hours before the time limit concludes. The appeal and related appendices can also be sent to the Administrative Court by telecopy or via email. The documents must be sent so that they are available for the official in their information system or method of receiving during office hours before the time limit concludes.

The rulings of the Administrative Court cannot be further appealed by submitting a complaint.

Contact information for the Helsinki Administrative Court:

Tuomioistuimet-talo, Radanrakentajantie 5, 00520 HELSINKI

Email: helsinki.hao@oikeus.fi

Phone: 029 56 42000

Fax: 029 56 42079