



Chapter I

General provisions

Section 1

Scope of application

This Regulation shall apply to the selection of student representatives in University administration, as hereinafter provided.

In addition to the provisions of this Regulation, the Universities Act, the Government's Decree on Universities, the University's applicable internal regulations and the regulations of the Student Union shall also apply to the selection of student representatives in University administration.

Student representatives in administration shall refer to student representatives in the University Board, members of the University Collegium, members of faculty councils, student members of the executive groups of degree programmes, members of the Legal Aid Committee, members of the Board of the National Library and persons appointed to other administrative bodies for which the University requests the Student Union to appoint student members or to make a proposal on student members.

In the case of joint administrative bodies of several universities, the student unions shall cooperate to select the student members.

Section 2

Consent to become a member

Only a person who has given their consent may be appointed as a student representative.

Section 3

Terms

Terms of the administrative bodies are determined in accordance with the University's regulations.



Chapter II Eligibility

Section 4

Right to pursue a degree as an eligibility criterion

A person who is entitled to undertake a Bachelor's degree, Master's degree, licentiate or doctoral degree, the degree of specialist, specialist in dentistry or specialist in veterinary medicine, or the degree of special education or special kindergarten teacher degree at the University of Helsinki shall be eligible to apply for the position of student representative provided in this Regulation.

In addition to this, eligibility shall require that the student has registered for attendance.

However, persons who are eligible as staff members according to the University's election regulation shall not be eligible for the University Board, University Collegium or faculty councils.

Section 5

Eligibility in the selection of student members for faculty councils

When selecting student members for a faculty council, only the students in the faculty in question shall be eligible.

More detailed instructions on faculty membership shall be provided by the Central Selection Committee if necessary.

Section 6

Distribution of positions in the University Collegium among faculties

When selecting student members for the University Collegium, the positions are distributed among faculties and the Swedish School of Social Science. Only students from the faculty or unit in question may be selected for each position. More detailed instructions on faculty or unit membership shall be provided by the Selection Committee if necessary.

The Student Union's Board decides on the distribution of University Collegium positions among faculties and the Swedish School of Social Science. The number of students in each faculty and in the Swedish School of Social Science must be taken into account in the distribution of the positions.



Section 7

Loss of eligibility to act in an administrative body during the term

A person shall lose their eligibility to act in an administrative body during the term if they

- 1) register for non-attendance,
- 2) No longer have the right to pursue a degree in the faculty in which the person acts in the administrative body.

A person shall also lose their eligibility to act in the University Board, University Collegium and faculty councils if they enter an employment relationship in which they would be considered a member of staff in the University elections.

A student who has lost their eligibility to act in an administrative body shall be considered resigned in case of an administrative body for which the Student Union has made the final selection of members.

The Student Union's Secretary General or a person appointed by them shall review the eligibility of the members of administrative bodies to act in them once during an academic year.

Chapter III

Selection committees and the application and selection procedure for the University Board, University Collegium, faculty councils and the executive groups of degree programmes

Section 8

Establishment of the Central Selection Committee

The Student Union's Representative Council shall establish the Central Selection Committee for its term to prepare the selection of student representatives. Each Representative Council group may propose one member for the committee and a maximum of two vice members for them. The members are selected in such a manner that the Representative Council groups elected in the previous Representative Council elections as well as the faculties of the University shall be represented in the Selection Committee if possible. The Chair of the Student Union shall act as the Chair of the Central Selection Committee. When the Chair of the Student Union is unable to attend, either the I or II Vice Chair of the Student Union shall act as the Chair of the meeting. The Student Union's Secretary General shall appoint a secretary for the committee from among the Student Union's employees.



Section 9

Duties of the Central Selection Committee

The duties of the Central Selection Committee shall include

- 1) publishing the calls for applications for student members in the University Board, University Collegium, faculty councils and the executive groups of degree programmes;
- 2) establishing selection committees to prepare the selection of each of the University's faculties' student representatives to the faculty councils, the executive groups of degree programmes and the University Collegium in accordance with the provisions in this Regulation;
- 3) interviewing as many of the applicants to the University Board as considered necessary;
- 4) making a proposal to the Representative Council of the persons to be selected to the University Board.

Section 10

Meeting procedure of the Central Selection Committee

The Central Selection Committee shall be convened by the invitation of the Chair. The Committee shall decide on how the meeting invitation is delivered to the members of the Committee. Invitations to the first meeting shall be delivered no later than one week prior to the meeting.

Minutes shall be taken from Committee meetings.

The Committee shall have a quorum when the Chair or Vice Chair and at least half of the Committee members are present.

Each Committee member shall have one vote. If the Committee disagrees, the Chair's duty shall be to make such a voting proposal that the answers 'yea' and 'nay' indicate the opinion on the proposal. In case of a tie, the opinion shall be decided by drawing lots.

When voting on a single person, the person who receives the majority of votes shall be elected. If no one receives more than half of the votes in the first voting round, a second round shall be organised between the two persons who received the most votes. If the second vote ends up in a tie, the matter shall be decided by drawing lots.



Section 11

Call for applications

The Central Selection Committee shall draft the calls for applications for different administrative bodies. The calls for applications shall be published on the Student Union's official notice board. The Central Selection Committee shall decide on other publication methods for the calls for applications.

The call for applications must be published at least 14 days prior to the end of the application period.

Section 12

Establishment of the selection committees

The Central Selection Committee shall establish the same number of selection committees as the University has faculties. The Central Selection Committee shall additionally establish a selection committee to select student members to the Collegium as concerns the positions of the Swedish School of Social Science.

The Central Selection Committee shall decide on the selection procedure of the members of the selection committees. Only students of the faculty or unit in question may be selected as members of the selection committee that selects students from that faculty or unit. The Central Selection Committee shall provide more detailed instructions on faculty or unit membership if necessary.

Section 13

Duties of the selection committees

Kunkin valintatoimikunnan tehtävänä on tehdä edustajistolle tai hallitukselle sen mukaan kuin tässä ohjesäännössä määrätään esitys yliopistokollegioon, tiedekuntaneuvostoon ja koulutusohjelmien johtoryhmiin valittavista kyseisen tiedekunnan toimielinten ja kollegion jäsenten osalta.

The duty of the Selection Committee of the Swedish School of Social Science is only to make a proposal to the Representative Council on the persons to be selected to the University Collegium as concerns the positions of the unit in question.



Section 14

Meeting procedure of the selection committees

The selection committees adhere to the same meeting procedure as the Central Selection Committee, in accordance with the provisions in Section 10.

Section 15

Applications

Applications must be returned in the manner and by the date and time specified in the call for applications.

After the application period has ended, an employee of the Student Union determined by the Student Union's Secretary General shall scrutinise the applications and ask for applicants to supplement their applications if necessary.

Section 16

Extension of the application period

The Central Selection Committee may decide to extend the application period if a sufficient number of applicants have not applied for the administrative body within the period or if the Committee otherwise considers the extension of the application period to be justified.

Previous applicants shall be considered without a new application.

Section 17

Making of a selection proposal for the University Board

After the application period has ended, the Central Selection Committee processes the applications for the University Board. The Committee interviews as many applicants as it considers necessary. The Committee makes a summary of the applicants based on the applications.

The Central Selection Committee makes justified proposals to the Representative Council on the persons to be selected to the University Board. The Committee may only propose individuals who have applied for the position of trust within the given application period.



Section 18

Making of a selection proposal for the University Collegium, the faculty councils and the executive groups of degree programmes

After the application period has ended, the selection committee of each faculty processes the applications for the administrative bodies of the faculty in question. The selection committee of each faculty also processes the applications for the University Collegium as concerns the faculty in question. The selection committee of the Swedish School of Social Science shall process the applications for the University Collegium as concerns the unit in question.

The selection committee makes a summary of the applicants based on the applications in the case of administrative bodies that have received more applications than there are open positions. The selection committee makes justified proposals to the Board of the Student Union of the persons to be selected to faculty councils and the executive groups of degree programmes.

The selection committee makes justified proposals to the Representative Council of the persons to be selected to the University Collegium.

Section 19

Making of a selection decision

The Representative Council of the Student Union appoints the student members of the University Board and Collegium. The Board of the Student Union appoints the members of faculty councils and the executive groups of degree programmes.

The Representative Council and the Board may only appoint such persons to an administrative body who have applied for the position within the time period.

Chapter IV

Selection of student representatives to other administrative bodies

Section 20

Call for applications

Calls for applications for the University Board, Collegium, faculty councils and the executive groups of degree programmes are provided in Section 11 of this Regulation.



The positions of members of the Legal Protection Committee and the National Library Board shall always be publicly declared open for applications.

Other positions of trust shall generally be publicly declared open for applications, unless a decision is made to deviate from this principle for a justified reason.

The Board shall annually decide on the principles for drafting and publishing the calls for applications.

The call for applications shall be published no later than seven days prior to the end of the application period. For a justified reason, the call for applications may be published for a shorter period of time.

Section 21

Making of a selection or proposal

The Student Union's Board shall select or propose a student member to the decision-maker.

If there is not a sufficient number of applicants for an administrative body, the Student Union's Board may select a person who has given their consent to the administrative body.

Chapter V

Resignation and dismissal from an administrative body and supplementing an administrative body

Section 22

Resignation from an administrative body

Resignation from the University Board shall be provided in the Universities Act and the University Regulations.

The University Collegium shall accept the resignation of a member or vice member of the University Collegium.

The Student Union's Board may accept the resignation of a member or vice member of a faculty council. A resignation letter addressed to the Student Union's Board may be submitted in writing or electronically through the application system of student representatives in administration or by other means determined by the Student Union's Board.



In other administrative bodies, resignation shall be requested from the party that has established the body in question.

Section 23

Dismissal from an administrative body

Dismissing a member of the University Board from their position is provided in the Universities Act and the University Regulations.

If a student representative has become unable to attend to their task, repeatedly neglected their task or another particularly cogent reason exists, they may be dismissed from their position. Before dismissal, the person in question shall be given the opportunity to provide a sufficient report on the matter within 30 days of having been contacted concerning the matter. The dismissal shall be made by the administrative body of the Student Union that has made the selection in case sufficient justifications can be demonstrated after the time reserved for providing the report has passed and in case the student representative is no longer considered to enjoy the trust their position demands.

Section 24

Supplementing the University Board

If the resignation of a student member of the University Board is accepted, if they are dismissed from their position, or if they have otherwise lost their eligibility to act in the administrative body, a new member shall be selected to replace the member as provided in Chapter III of this Regulation concerning the selection of student members for the Board.

Section 25

Supplementing the University Collegium and the faculty councils

If the resignation of a member of the University Collegium or faculty council has been accepted, if the member no longer is a member of the University or if they have otherwise lost their eligibility to act in the administrative body, their vice member shall become an actual member.

The position of trust that has become vacant shall be declared open for applications in accordance with the annual decision provided in Section 17 and with a notice published on the Student Union's notice board. The application criteria of the original call for applications shall be used in the supplementary



call for applications. Student organisations of the unit shall be informed about the issue to an appropriate extent.

After the application period, a presenter determined by the Student Union's Secretary General shall make a proposal of the person to be selected from among the applicants to the Student Union's Board in case of a faculty council and to the Student Union's Representative Council in case of the University Collegium.

Section 26

Supplementing other administrative bodies

Provisions in Chapter IV shall apply to the supplementing of other administrative bodies when applicable.

Chapter VI

Appeal

Section 27

Rectification procedure and appeals

A decision concerning an administrative issue in the Student Union may be appealed in the manner provided in the Administrative Procedure Act. The decision given to a demand for rectification may be appealed to the Administrative Court in the manner provided in the Administrative Judicial Procedure Act. Additionally, a member of the Student Union may appeal a decision made by the Student Union's administrative body on the basis that the decision has been made in an order that deviates from an act, a decree or regulations concerning the Student Union or that the decision is otherwise contrary to an act, a decree or regulations concerning the Student Union. Decisions made by the Administrative Court may not be appealed.

The member of the Student Union is considered to have been notified of the decision when the decision has been displayed publicly.



Chapter VII Entry into force

Section 28 Entry into force

This Regulation enters into force on X MONTH 2017.

Chapter VIII Transitional provisions

Section 29 Department councils

In 2017, departments still exist as a part of the University's operational structure. The possible supplementation of members of department councils is conducted as provided in Chapter V of this Regulation concerning faculty councils, when applicable.