



HELSINGIN  
YLIOPISTON  
YLIOPIILASKUNTA  
STUDENTKÄREN  
VID HELSINGFORS  
UNIVERSITET  
STUDENT UNION  
OF THE UNIVERSITY  
OF HELSINKI

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*[This document is a translation of the Finnish original. In case of any dispute or discrepancy between the two, the Finnish version shall prevail.]*

# REGULATION ON THE SELECTION OF STUDENT REPRESENTATIVES

## CHAPTER I

### GENERAL PROVISIONS

#### Section 1

#### Scope of application

This regulation applies to the selection of student representatives in the University's administration as hereinafter provided.

In addition to the provisions of this regulation, the selection of student representatives in administration is also governed by the Universities Act, the Government Decree on Universities, the applicable internal regulations of the University and the Student Union's Constitution.

Student representatives in administration refer to student representatives on the University Board, members of the University Collegium, members of faculty councils, student members of the steering groups of degree programmes, members of the Academic Appeals Board, members of the Board of the National Library and individuals appointed to other administrative bodies for which the University requests the Student Union to appoint the student members or to make a proposal on the student members.



In the case of administrative bodies jointly administered by several universities, the student unions cooperate on the selection of the student members.

## **Section 2**

### **Consent to become a member**

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

## **Section 3**

### **Terms**

The terms of the administrative bodies are determined in accordance with the Regulations of the University of Helsinki.

## **CHAPTER II**

### **ELIGIBILITY**

## **Section 4**

### **Right to pursue a degree as an eligibility criterion**

A person who is entitled to complete a bachelor's degree, master's degree, licentiate or doctoral degree, or specialist degree in medicine, dentistry or veterinary medicine, or the studies of special education or early childhood education teacher at the University of Helsinki is eligible for the selections governed by this regulation.

The student having registered for attendance is a further prerequisite of being eligible. However, individuals who are entitled to vote as staff members according to the University's Electoral Regulations are not 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 faculty councils, only the students of the faculty in question are eligible. The Central Selection Committee provides more detailed instructions on faculty membership and decides on possible concessions on the eligibility criteria if necessary.

## **Section 6**

### **Distribution of seats and eligibility in the University Collegium**

When selecting student members for the University Collegium, the seats are distributed among faculties and the Swedish School of Social Science. The seats of student members of the University Collegium must be allocated in such a way that at least one place is allocated to each faculty and to the Swedish School of Social Sciences. Only students from the faculty or unit in question may be selected for each seat. One person may only be selected for one faculty's seat on the University Collegium. The Central Selection Committee provides more detailed instructions on faculty membership and decides on possible concessions on the eligibility criteria if necessary.

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

## **Section 7**

### **Loss of eligibility to serve in an administrative body during the term**

A person loses their eligibility to serve in an administrative body during the term if one of the following conditions is fulfilled:

- 1) They register for non-attendance
- 2) They graduate



3) They no longer have the right to pursue a degree in the faculty whose administrative body they are serving in or whose representative they are serving as

A person also loses their eligibility to serve on the University Board, University Collegium and faculty councils if they enter an employment relationship under which they would be considered a member of staff in the University's elections.

A student who has lost their eligibility to serve in an administrative body is considered resigned in the case of an administrative body for which the Student Union has made the final selection of members. The student representative is responsible for informing the Student Union if they lose their eligibility to serve as a student representative.

A student representative in an administrative body must present a certificate of their eligibility to serve as a student representative to the Student Union's secretary general, or an employee of the Student Union designated by them, when required.

## CHAPTER III

### SELECTION COMMITTEES AND THE APPLICATION AND SELECTION PROCEDURE FOR THE UNIVERSITY BOARD, UNIVERSITY COLLEGIUM, FACULTY COUNCILS AND THE STEERING GROUPS OF DEGREE PROGRAMMES

#### Section 8

#### Establishment of the Central Selection Committee

The Student Union's Representative Council establishes 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 in the University are all represented in the selection committee if possible.

The chair of the Student Union acts 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 acts as the chair of the meeting. The Student Union's secretary general appoints 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 are as follows:

- 1) Publishing the calls for applications for student members on the University Board, University Collegium, faculty councils and the steering groups of degree programmes
- 2) Establishing selection committees to prepare the selection of student representatives from each of the University's faculties for the faculty councils, the steering groups of degree programmes and the University Collegium in accordance with the provisions of this regulation
- 3) Providing more detailed instructions on faculty membership and deciding on possible concessions on the eligibility criteria for serving as a student representative
- 4) Interviewing as many applicants to the University Board as it considers necessary
- 5) Making a proposal to the Representative Council on the persons to be selected to the University Board

## **Section 10**



## **Meeting procedure of the Central Selection Committee**

Meetings of the Central Selection Committee are convened by the chair. The committee decides how the meeting invitation must be delivered to the committee members. The first meeting must be convened no later than one week before the meeting.

Minutes must be taken from committee meetings. The committee has a quorum when the chair or vice chair and at least half of the committee members are present.

Each committee member has one vote. If the committee disagrees, the chair must make a voting proposal on which the answers 'yea' and 'nay' indicate the stance of the members. In case of a tie, the decision is made by drawing lots.

When voting on a single individual, the person who receives a majority of the votes is elected. If no-one receives more than half of the votes in the first voting round, a second voting round is held between the two persons who received the most votes. If the second vote also ends up in a tie, the decision is made by drawing lots.

### **Section 11 Call for applications**

The Central Selection Committee drafts the calls for applications for the administrative bodies listed in Section 9 of the regulation. The calls for applications must be published on the Student Union's official noticeboard. The Central Selection Committee decides on other publication methods for the calls for applications. The calls for applications must be published no later than 14 days before the application period ends.

### **Section 12 Establishment of selection committees**



The Central Selection Committee establishes as many selection committees as the University has faculties. The Central Selection Committee also establishes a selection committee to select student members for the seats on the collegium assigned for the Swedish School of Social Science.

The Central Selection Committee decides on the selection procedure for the members of the selection committees. Only students from the faculty or unit in question may be selected as members of the selection committee selecting students from that faculty or unit. The Central Selection Committee provides more detailed instructions on faculty or unit membership if necessary. Members of the selection committees cannot participate in an application or selection process in which they are involved as an applicant.

The Central Selection Committee selects a chair and vice chair for each selection committee from among the persons selected to the selection committee in question.

The Student Union's secretary general appoints an employee of the Student Union as the secretary of each selection committee.

### **Section 13**

#### **Duties of the selection committees**

The duty of each selection committee is to make a proposal to the Representative Council or the Board, in accordance with the provisions of this regulation, on the student representatives to be selected to the University Collegium and faculty council and nominated to the steering groups of degree programmes, as concerns the administrative bodies of and members of the collegium from the faculty in question.

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 seats reserved for the unit in question.

#### **Section 14**

##### **Meeting procedure of the selection committees**

The selection committees follow the same meeting procedure as the Central Selection Committee, as set out in Section 10.

#### **Section 15**

##### **Applications**

Applications must be submitted in the manner described in the call for applications and by the date and time mentioned in it. After the application period has ended, an employee of the Student Union designated by the Student Union's secretary general reviews the applications and asks the 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 the number of applicants applying for the administrative body within the application period is not sufficient or if the committee otherwise considers extending the application period justified.

Previous applicants will be considered without a new application.

#### **Section 17**

##### **Making 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 nominate individuals who have applied for the position of trust within the application period.

### **Section 18**

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

After the application period has ended, the selection committee of each faculty processes the applications for the faculty council and the steering groups of the degree programmes of the faculty in question. The selection committee of each faculty also processes the applications for the University Collegium for the faculty in question. The selection committee of the Swedish School of Social Science only processes the applications for the University Collegium for the unit in question.

In case the number of applications for an administrative body exceeds the number of open positions in it, the selection committees make a summary of the applicants based on their applications. The selection committees make justified proposals to the Board of the Student Union on the student representatives to be selected to the faculty councils and nominated to the steering groups of degree programmes. The selection committees make justified proposals to the Representative Council on the student representatives to be selected to the University Collegium.

### **Section 19**

#### **Making a selection decision**

The Student Union's Representative Council appoints the student members of the University Board and the University Collegium. The Board of the



Student union appoints the members of faculty councils and the steering groups of degree programmes.

If the number of applications submitted by the end of the application period by eligible applicants is sufficient, applications arriving after the application period has ended will not be considered.

## **CHAPTER IV**

### **SELECTION OF STUDENT REPRESENTATIVES TO OTHER ADMINISTRATIVE BODIES**

#### **Section 20**

##### **Call for applications**

Provisions on the calls for applications for the University Board, University Collegium, faculty councils and the steering groups of degree programmes are given in Section 11 of this regulation.

The positions of members of the Academic Appeals Board and the Board of the National Library must always be publicly declared open for applications. Other positions of trust generally must be publicly declared open for applications unless a decision is made to deviate from this principle for a justified reason.

The Board makes an annual decision on the principles for drafting and publishing the calls for applications. The call for applications for administrative bodies other than those listed in Section 9 of the regulation must be published no later than seven days before the application period ends. For a justified reason, the call for applications may be published for a shorter period of time.

#### **Section 21**

##### **Making a selection or proposal**



The Student Union's Board selects student members or makes a proposal on them to the decision-maker. If the number of applicants for an administrative body is not sufficient, the Student Union's Board may select a person who has given their consent to it 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**

Provisions on resigning from the University Board are given in the Universities Act and the Regulations of the University. The University Collegium accepts the resignation of members and vice members of the University Collegium. The Student Union's Board may accept the resignation of members and vice members of faculty councils. A notice of resignation addressed to the Student Union's Board may be submitted in writing or electronically to an email address determined by the Board.

In the case of other administrative bodies, notices of resignation are submitted to the party that established the body in question.

#### **Section 23**

##### **Dismissal from an administrative body**

Provisions on dismissing a member of the University Board are given in the Universities Act and the Regulations of the University.

If a student representative has become unable to attend to their duties or repeatedly neglects their duties, or if another particularly cogent reason exists, they may be dismissed from their position. Before dismissal, the



person in question must be given the opportunity to provide a sufficient account of the matter within 30 days of having been contacted about it. The dismissal is carried out by the administrative body of the Student Union that made the selection, provided that sufficient justifications for the dismissal can be demonstrated after the time reserved for providing the account has passed and the student representative is no longer considered to enjoy the confidence required in their position.

#### **Section 24**

##### **Supplementing the University Board**

If the resignation of a student member of the University Board has been accepted, if they have been dismissed from their position or if they have otherwise lost their eligibility to serve on the administrative body, a new member is selected to replace them in accordance with the provisions of Chapter III of this regulation on 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 they are no longer a member of the University or if they have otherwise lost their eligibility to serve on the administrative body, their vice member will become an actual member.

The newly vacant position of trust must be declared open for applications in accordance with the annual decision of the Student Union's Board mentioned in Section 17 and with a notice published on the Student Union's noticeboard. The application criteria of the original call for applications are used in the supplementary call for applications.

The student organisations of the faculty or unit in question are informed about the matter as appropriate. After the application period has ended, a



presenter designated by the Student Union's secretary general makes a proposal on the person to be selected from among the applicants, presenting it to the Student Union's Board if the person is to be selected for a faculty council and to the Student Union's Representative Council if the person is to be selected to the University Collegium.

### **Section 26**

#### **Supplementing other administrative bodies**

Where applicable, the provisions given in Chapter IV apply to the supplementation of other administrative bodies.

## **CHAPTER VI**

### **APPEALS**

### **Section 27**

#### **Rectification procedure and appeals**

A decision concerning an administrative issue in the Student Union may be appealed in the manner provided for in the Administrative Procedure Act. The decision given to a demand for rectification may be appealed to the Administrative Court in the manner provided for in the Administrative Judicial Procedure Act. Additionally, members 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 is otherwise contrary to an act, a decree or regulations concerning the Student Union. Decisions made by the Administrative Court cannot be appealed.

Members of the Student union are considered to have been notified of a decision when it has been publicly displayed.

## **CHAPTER VII**



14 (14)

1 DECEMBER 2022

## ENTRY INTO FORCE

### **Section 28** **Entry into force**

This regulation enters into force on 1 December 2022.