

Description of Ongoing Activities

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Introduction

The Student Union of Tampere University is an advocacy and service organisation that represents all its members and operates within Tampere University and the city of Tampere. The Student Union can also be referred to with the abbreviation “TREY”.

The activities of the Student Union are governed by the Universities Act (2009/558). Section 46 of said Act provides a further definition of a student union. The duties of student unions are described in the Universities Act and the Student Union’s Main Rule.

This document describes the ongoing activities of the Student Union of Tampere University. It is presented to the Council of Representatives as an annex to the action plan and budget. This document was approved by the Board in its meeting 42/2021. The Council took note of this document in meeting 8/2021.

Membership, membership fees and member services

Membership criteria

According to the Universities Act, all Tampere University students who have been admitted to programmes leading to a bachelor's or master's degree, with the exception of students in commissioned education, are members of the Student Union. The Student Union may also admit other students of the University as members.

Membership fee

The Student Union's activities are enabled by its members. Membership fees are collected every academic year and/or semester. The funds collected through membership fees are used to fund the Student Union's yearly activities and to pursue the targets defined in its Council-approved strategy and action plan.

The Council of Representatives decides the amount of the membership fee every year in its autumn meeting in late November. The membership fee is confirmed by the President of the University.

Student card

The student card serves as proof of student union membership. After paying the membership fee, the student is entitled to membership benefits, such as national and local student discounts and offers. In Tampere, the student card also serves as an access card in campus facilities and electronic exam facilities, a library card, and an ID card for exams. Persons who have paid the sports service fee can also use the card to access sports facilities.

TREY offers its members both an electronic and a physical version of the student card. The electronic student card is offered by Pivo. Physical student cards are ordered from Antenna Oy through TREY's website.

Information and advice

The Student Union offers its members and associations free information and advice on matters such as association activities, education and studies, income, and harassment. Members also have access to legal counselling. TREY's specialists offer guidance on the following themes:

- Association issues: Specialist in Association Affairs
- Matters related to education, studies, legal protection of students, and university administration: Specialist in Educational Affairs
- International questions from associations and students: Specialist in Educational Affairs and International Affairs
- Matters related to income, housing, health, health services, sports services, and equality: Specialists in Social Affairs
- Communication matters: Specialist in Communications and Advocacy
- Harassment cases: Harassment contact persons
- Funding: Sales Coordinator
- Organisation of tutoring and first-year students' counselling: Specialist in Tutoring

TREY's members and the associations that have been granted TREY's association status can access free legal counselling, offered by TREY's partner, Magnusson Law.

In addition to guidance and advice, TREY offers a wide range of training and information materials for associations. These materials are available in TREY's information bank.

Other services

TREY's service points have games, tools, streaming equipment, and other items that members can borrow. TREY also has a van rental service. The service points offer TREY's members customer service daily face to face, by phone, and by email.

Harassment contact persons

Some of TREY's employees work as harassment contact persons alongside their regular duties. The harassment contact persons help students who have experienced harassment, bullying, discrimination, or other types of unequal treatment. The duties of the harassment contact persons include giving advice to students, mediating cases and, if necessary, helping with reporting a crime. TREY's harassment contact persons work in cooperation with the anti-harassment personnel of Tampere University.

Associations, services for associations and TREY's association activities

There are over 150 associations operating within the Student Union. All associations that operate within TREY have been granted an association status by TREY. Being granted the association status means that the Student Union regards the association's activities so important to students that the Student Union wants to support them. The associations are divided into four categories: subject associations with student intake, other subject associations, advocacy associations, and hobby associations.

Associations that have been granted the association status have many opportunities to influence matters. Subject and advocacy associations are consulted when student representatives are elected to the University's administrative bodies. Tutoring is organised in cooperation between subject associations, the University, and the Student Union. Associations can also submit motions to TREY's Board and Council.

TREY supports associations by, for example, offering information and advice, trainings, communication support, facilities, and items to borrow. TREY also offers associations financial support through operational grants and project grants.

TREY's training activities

TREY organises a wide range of courses, trainings, and discussions for the members of the associations that have been granted the association status. The times and dates of courses and meetings are announced on TREY's website and mailing lists and in association meetings. In addition to regular trainings and events, TREY organises trainings around current affairs as needed. Associations can also make training requests to TREY's personnel.

Trainings held every year include the Associations' Kick-off and an accounting course. TREY also contributes to the organisation of the course 'Administration and Financing of a Non-Profit Organization' in cooperation with Tampere University.

TREY has many administrative bodies in which association members and other interested students can discuss and learn about various themes. There are groups for associations' chairpersons, tutoring personnel, event organisers, and people interested in international affairs, communications, and educational affairs.

Advocacy work

The supervision of students' interests is a statutory duty and one of the most important tasks of the Student Union. The Student Union has a duty to participate in the implementation of the educational mission of the university, as stipulated in the Universities Act, by preparing students for an active, informed and critical citizenship.

TREY's advocacy work includes influencing policy-making that affects students, following and participating in public discussion, and bringing attention to important student matters. TREY engages in advocacy work locally at the University and within the city of Tampere, as well as on a national level. In advocacy work, the most important stakeholder groups include Tampere University, city of Tampere, TOAS, YTHS, POAS, SportUni, and Tamko. TREY also engages in advocacy work through national student organisations, the National Union of University Students in Finland (SYL) and the Finnish Student Sports Federation.

TREY's primary methods of advocacy are meetings with key partners and participation in working groups. TREY's personnel also influence student matters by issuing opinions, comments, and statements. TREY's statements and opinions are prepared by specialists and approved by the Board.

TREY's advocacy efforts are guided by TREY's strategy, policy paper, municipal election platform, annual action plan, and other guiding documents, such as the equality plan and environment programme.

Tampere University

TREY does extensive advocacy work at Tampere University in student matters. The advocacy themes include matters related to education, studies, campus facilities, and student health.

The persons engaging in campus advocacy at Tampere University are TREY's board members, specialists, and student representatives. TREY's Executive Board and specialists contribute to the development of the University by meeting with key persons, giving statements, and participating in working groups and planning and development events.

Student associations and student representatives, who are nominated by the Student Union, ensure that students' voices are heard by decision-makers on the different levels of university administration. The duty of the Student Union is in particular to nominate student representatives to the University's administrative

bodies referred to in Chapter 3 of the Universities Act. TREY also nominates student representatives and student union representatives to other administrative bodies upon request (e.g. working groups).

The efforts to develop education and teaching at Tampere University involve discussions with teaching staff, participation in the education coordination group, and active involvement in the education council. TREY's educational affairs sector engages in active discussion about education-related matters with students, student representatives, and student associations' educational affairs personnel, and passes their feedback on to the University. As regards the development of education and teaching, important partners are the University's Education and Learning Services, with which TREY holds regular meetings, and the Teaching and Learning Centre, with which TREY cooperates regularly.

Student counselling and guidance and students' legal protection are also part of TREY's education development work.

An important aspect of TREY's advocacy work at Tampere University is to involve students in the drafting, decision-making, and promotion of matters. TREY creates opportunities to enable students, student representatives, and student association

members to participate in TREY's advocacy work. TREY also supports their independent advocacy efforts.

City of Tampere

TREY influences the City of Tampere in student matters. Advocacy themes include student health, public transportation, urban planning, promotion of walking and cycling, and student services, such as free contraception. The City of Tampere is one of the founders of the Tampere University Foundation. The Student Union collaborates with the city in the same way as with all the other founding members.

TREY's main partner in urban advocacy is Tamko. TREY and Tamko have a joint urban advocacy group, called Ryhmä 35 000 (Group 35,000). The name refers to the number of students in Tampere. Advocacy work is more effective when it is done with a mandate from a large group of students. In certain, purely university-related matters TREY works independently.

In addition to the City of Tampere, other important local targets of TREY's advocacy efforts are Tampere Student Housing Foundation (TOAS), Pirkan Opiskelija-asunnot Oy (POAS), and the Finnish Student Health Service (FSHS).

SYL and nationwide advocacy

Like other student unions, TREY mainly engages in national advocacy through the National Union of University Students in Finland (SYL). This is because influencing national entities works best when it is well coordinated. SYL's national advocacy work is guided by its policy paper, election platform, and action plan. TREY contributes to the contents of these documents in the annual General Assembly of SYL. This is a key element in TREY's national advocacy work.

In addition to influencing the SYL and doing advocacy work through it, TREY and other student unions influence national entities on their own. Such national entities include the Ministry of Education and Culture, the FSHS, and Kela, which possess strong and comprehensive decision-making power in student matters. Sometimes TREY is involved in joint advocacy projects and campaigns in cooperation with other student unions. For example, TREY organises national campaigns during government negotiations and government budget sessions.

Student representatives in university administration

Student representatives work as members of the University's administrative bodies to contribute to the University's decision-making. Nominating student representatives to the University's administrative bodies is one of the Student Union's statutory duties.

TREY organises the application process for student representatives every other year when the previous term ends. Calls for applications to fill any vacant seats are organised as needed.

The Specialist in Educational Affairs is responsible for the organisation of the application processes (so-called mega searches), the preparation and presentation of nominations, and the coordination of the work of student representatives. Matters related to the election of student representatives are provided for in the Standing Order on the Election of Student Representatives, a document approved by the Council of Representatives.

International affairs

TREY's personnel make efforts to improve the study conditions and integration of international students in the student community. TREY offers information and advice

to international students, monitors the development of the University's international services and strategy, supports associations in their international activities, develops English communication in the Student Union and at the University, and promotes students' opportunities for internationalisation.

Stakeholder groups and stakeholder cooperation

TREY's strategy states that TREY's mission is to stand for students and advance things that are important to them. The goal of TREY's stakeholder cooperation is to make the voice of students heard in decision-making processes. The framework for TREY's stakeholder cooperation is defined in the Policy Paper. Roughly speaking, TREY's stakeholder cooperation focuses on three groups: Tampere University, the City of Tampere and local communities, and national communities.

According to TREY's Main Rule, the duties of the Executive Board include maintaining communication with student associations and other communities that are relevant to the operation of the Student Union. TREY's stakeholder cooperation is led by the Chair of the Executive Board and the Secretary General. TREY's sectors also engage in independent stakeholder cooperation with persons whose work is relevant to their sector's operation.

TREY's board members and specialists regularly meet with stakeholders based on the urgency of the matter. The main platforms for TREY's stakeholder cooperation are stakeholder meetings, but stakeholder relations can also be maintained in TREY's events.

Affiliation to other communities

According to TREY's Main Rule, the Council of Representatives decides on the Student Union's affiliation to and resignation from other communities. TREY is a member in the following entities: Service Sector Employers Palta ry, Opiskelijan Tampere ry, Pirkanmaan Seta ry, Basic Income Earth Network (BIEN), Tampere Theatre Festival, Association for Cultural, Scientific and Advocacy Magazines Kultti ry, Tampere Chamber of Commerce and Industry, the European Society for Engineering Education (SEFI), the National Union of University Students in Finland, and the Finnish Student Sports Federation.

Tutoring

Tampere University has the main responsibility for tutoring at Tampere University. The Student Union contributes to tutoring activities by, for example, coordinating the

tutor application process, producing support material for tutors, and assisting the University with the organisation of tutor training.

The purpose of tutoring is for tutors to give peer support to new university students. Tutors have a key role in helping new students navigate the campus environment and the university community at the beginning of their studies. Tampere University has both Finnish and international tutors.

The tutoring framework is developed in cooperation between Tampere University, the Student Union, and subject associations. The Student Union engages in active dialogue with student associations about the development of tutoring. One of the channels for this dialogue is the tutoring body Hovi. At TREY, tutoring matters fall within the responsibilities of the tutoring organiser of the Board and the Specialist in Tutoring.

Events

Every year, TREY organises a wide range of events and traditions. TREY's annual events are:

- Associations' Kick-off, a training event for associations held in January. The associations sector is responsible for this event.
- TR3Fest, an event held in February in cooperation with Tamko. The event sector is responsible for TR3fest.
- Easter Week, a series of Easter-themed events. The event sector is responsible for Easter Week.
- Wappu, a two-week event held in April to celebrate May Day and the Biggest Wappu in Finland. Wappu is the responsibility of the Wappu Team, which consists of the Wappu Directors, the Wappu Secretaries and Minister of Culture (elected by Tampereen teekkarit ry), the Executive Board's event organiser and, if necessary, TREY's Event Producer.
- Newcomers' Orienteering, a city orienteering event for new students, organised by student associations early in the autumn. The Newcomers' Orienteering is the responsibility of the events and tutoring sectors.
- The Annual Celebration, an academic party to celebrate TREY's anniversaries. The guests are TREY's key stakeholders and student activists. TREY also sells dinner tickets, making it possible for everyone to attend the event. The event sector is responsible for the Annual Celebration.
- The Independence Day Parade, a students' torchlight parade to celebrate the Finnish Independence Day. The organisation of the event is the responsibility of the Tupsula Clan.

- Wellness Week, a week full of health and well-being events. Wellness Week is the responsibility of the social affairs sector, and it is organised in cooperation with Tamko.
- Advocacy Studio (formerly known as the Conference for Educational Affairs). An event with discussions on current issues and workshops on advocacy-related themes. The Advocacy Studio is the responsibility of the educational affairs sector, and it is organised in cooperation with Tamko.
- PLÖRGIT, an award ceremony held in December to present awards to active association members, student representatives, and council members. The associations sector is responsible for this event.
- Tutors' Night, an event for both Finnish and international tutors before the Orientation Week. The event is an opportunity for networking, discussion, and orientation for tutors. All tutors and tutoring coordinators are welcome to attend the event. Tutor's Night is the responsibility of the tutoring and event sectors.

Communication

The framework for the Student Union's communications is defined by the Student Union's core value, "The student at the centre of everything", and its core message,

“We students”. We students are what constitute the Student Union. Therefore, our communications are student-driven and approachable, and they promote a sense of community. TREY’s communication objectives are stated in TREY’s Communication Strategy.

TREY’s goals for communication are making the work of the Student Union visible to the members; strengthening a culture of openness and transparency, communicating about and supporting the Student Union’s advocacy work, improving the possibilities of members and associations to communicate and influence; interacting with internal and external interest groups; and making the Student Union more visible and influential.

TREY’s main communication channels are its website, mailing lists, Telegram channel, social media channels (Facebook, Instagram, Twitter, and Youtube), newsletters, and table tents. TREY also uses the University’s communication channels, such as the Intranet.

Student magazine Visiiri

TREY publishes Visiiri, the student magazine of Tampere. The magazine appears six times a year, and it is distributed on campuses and in certain student apartment complexes. The first print magazine appeared on Monday, 7 September 2020. Visiiri is also available online at www.visiirilehti.fi.

Corporate cooperation

TREY engages in various forms of cooperation, such as advertisement and event cooperation, with business stakeholders.

Administration and management

TREY's organisation includes the Council of Representatives and the bodies working under it, the Executive Board and the bodies working under it, and TREY's employees and volunteers.

Management

In the Student Union, the highest decision-making power belongs to the Council of Representatives. The Executive Board holds the administrative and executive power in the Student Union. The Board is also the employer of the Student Union's employees.

The Council of Representatives is led by the Chair and Vice Chairs of the Council. The Council elects the Board and the Secretary General. The Executive Board is led by the Chair of the Executive Board. The Secretary General is an employee of the Student Union, whose supervisor is the Chair of the Executive Board. For staff members, the supervisors are the Secretary General (community and advocacy personnel), the Financial Manager (financial, office and sales personnel), and the Editor-in-Chief (Visiiri magazine staff). The Secretary General acts as the employer's representative.

At TREY, people work in teams known as sectors. The sectors manage their own activities, take responsibility for their annual distribution of tasks, set goals and targets for themselves based on the Plan of Action, and write reports about their activities as instructed. The sectors are supported by the main sector. The Chair of the Board and the Secretary General provide support to the office staff on a weekly basis.

TREY's office staff work in line with the goals set by the Council of Representatives.

Board members answer to the Council of Representatives.

Executive Board

The Executive Board consists of a chairperson and a maximum of 11 other members.

The size of the Board is decided annually by the Council of Representatives when appointing the Board. Each board member is in charge of one or more sectors. The Executive Board decides how the roles and tasks are distributed in the first board meeting. Board members are paid a monthly remuneration for their work, the amount of which is fixed in the budget by the Council. The Executive Board's tasks are related to the management of the Student Union's operations. The duties of the Board are defined in the Student Union's Main Rule.

TREY's board members have the following main tasks within their own sectors:

- Management of advocacy work
- Defining a line of policy in policy issues and making new political initiatives and statements
- Management of the execution of the Plan of Action (Plan of Action projects are primarily the responsibility of board members)

- Representing the Student Union
- Stakeholder cooperation
- Organisation of the work of administrative bodies

Roles and duties of the Chair and Vice Chair of the Board

The Chair of the Executive Board manages the activities of the board and thus the entire Student Union in close cooperation with the Secretary General. The Chair presides over board meetings and is in charge of the division of responsibilities and the internal management of the board. The Chair prepares meeting agendas together with the Secretary General. The Chair also represents the Student Union to the outside world.

The Vice Chair of the Executive Board works in close cooperation with the Chair and acts as a deputy in matters that fall within the Chair's area of responsibility. If the Chair is prevented or disqualified, the Vice Chair carries out the Chair's duties. In addition to acting as the Vice Chair, the Vice Chair has other tasks and responsibilities, which are determined in the Board's internal distribution of tasks.

Roles and duties of board members

Board members, including the Chair and the Vice Chair, are collectively in charge of the Student Union's operations. The Executive Board manages the Student Union's day-to-day activities and works in close cooperation with the Student Union's staff.

Each board member is in charge of their own sector or area of responsibility, which creates a framework for their tasks. These sectors include financial affairs, member services, sports, educational affairs, urban advocacy, housing, income, health and well-being, equality, tutoring, international affairs, development cooperation, sustainability, communication, brand, associations, campus development, corporate cooperation, and events.

Despite the sector division, the board members are collectively responsible for the Student Union's activities and matters related to advocacy work and community building, in particular. The Executive Board collectively acts as the supervisor of the Student Union's employees. Despite the sector division, board members mainly work closely together to develop the Student Union and its activities. Some board members are also in charge of other student bodies.

Employees

The Student Union's office has permanent employees, including the Secretary General, Financial Manager, Office Secretary, Specialist in Member Services, Financial Secretary, Specialist in Educational Affairs, Specialist in Educational Affairs and International Affairs, Specialist in Social Affairs (2 employees), Specialist in Communications and Advocacy, Specialist in Tutoring, Specialist in Association Affairs, Sales Coordinator, Event Producer, Editor-in-Chief of Visiiri, and Art Director of Visiiri. In addition to their regular duties, some employees also work as harassment contact persons.

In addition to permanent employees, the Student Union employs trainees, project workers, and seasonal workers.

The main tasks of TREY's staff members are:

- Retention of previous year's knowledge and skills in the organisation;
background work for decisions and policies
- Preparation of matters for meetings
- Participation in working groups
- Stakeholder cooperation
- Onboarding of persons elected to positions of trust
- Consultation and advice

More detailed task descriptions can be found in the job description forms.

Council of Representatives

The Council of Representatives is the highest decision-making body in the Student Union, with 49 elected council members and their deputy members. The Council usually meets once a month during the academic year. The Council makes decisions regarding the Student Union's operations, finances, and strategic goals.

The Council elects the Chair and two Vice Chairs from among its members for one calendar year at a time. The chairpersons preside over council meetings, make meeting preparations with the Secretary General, and act as a point of contact between the Council and the Board. The Chair and Vice Chairs have the right to be present and speak at the meetings of the Executive Board.

Elections

The council members are elected every other year by secret ballot with the proportional electoral system. There are no districts in these elections. All Tampere University students who are members of the Student Union and have registered as

attending have a right to vote in the elections. The Secretary General and the Central Election Committee are in charge of election arrangements.

Guiding documents

TREY's activities are governed by the Universities Act and the Government Decree on Universities. TREY's activities are also guided by its own rules, guidelines, programmes, and agreements. Public documents are available on TREY's website.