TAMPEREEN YLIOPPILASKUNTA
STUDENT UNION OF TAMPERE UNIVERSITY

Standing order on the election of student representatives

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Note! This is an unofficial translation. In case of any discrepancies between the English translation and the Finnish original, the Finnish original shall prevail.

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CHAPTER 1 GENERAL PROVISIONS

Section 1 Basis for the Standing Order

According to Section 123 in the Constitution, universities have autonomy. According to Section 3 in the Universities Act (558/2009), the autonomy entails the right of universities to make their own decisions in matters related to their internal administration. The decisions, according to Section 4 in the Universities Act, are made between the university's teaching and research staff, other staff, and students. According to Chapter 3 of the Universities Act, the autonomy is based on administrative bodies.

According to Section 46 in the Universities Act, a Student Union has a particular duty subject to public law to nominate student representatives to the administrative bodies of the University referred to in Chapter 3. In addition, the Student Union nominates the student representatives regulated in the University Regulations and other student representatives to cooperation bodies and working groups that the University or other community has requested the Student Union to nominate.

This Standing Order shall be applied to the election of the student representatives and representatives of the Student Union as defined below. In addition to the provisions set in this Standing Order, the Universities Act, the

provisions of the Administrative Procedure Act such as the provisions of disqualification and openness, the University Regulations and Election Regulations of Tampere University, and the rules of the Student Union shall be adhered to when electing student representatives.

Section 2 Scope of the Standing Order

The provisions set in this Standing Order shall be adhered to when electing student representatives to the University's Academic Board, Faculty Councils, Appeals Committee and the councils under the Academic Board.

The provisions set in this Standing Order shall also be applied as appropriate when electing student representatives or representatives of the Student Union to other groups, cooperation bodies or working groups not mentioned in the first subsection when the University or another community requests the Student Union to elect or propose student representatives. The Standing Order shall also be applied as appropriate to the application of student representatives to the delegations of Tampere Student Housing Foundation (TOAS) and Finnish Student Health Service (FSHS).

The appointment of student representatives to the internal bodies and working groups of the faculties (excluding the Faculty Council) is decided by

a separate decision of the President of Tampere University prepared by the Student Union.

The election of student representatives to joint organs of two or more higher education institutions shall be agreed upon among the student unions in question.

Section 3 Organising the election

The positions, number and terms of office of the student representatives shall be decided on in the University Regulations or on the President's instructions. The terms of office and positions may also be decided on with a call for nomination given by the body.

A deputy member shall be nominated for the student representative by the Student Union at its discretion if it is not specifically prohibited by the rules or the call for nomination.

CHAPTER 2 ELIGIBILITY AND CRITERIA AFFECTING THE ELECTION

Section 4 General eligibility criteria

General eligibility criteria shall be applied when electing student representatives or when examining eligibility conditions during term of office to the University's administrative bodies dictated by the Universities Act or regulated by the University Regulations.

A student in Tampere University who has been granted the right to complete a Bachelor's degree, a Master's degree, a Licentiate or a Doctoral degree or a Specialist Degree in Medicine is eligible for election as a student representative.

The student must have registered as present at the University by the end of the application period. Only those students at the Tampere University who cannot be considered eligible for election as part of the University's staff are eligible as student representative.

Section 5 Representing a faculty

In the election of student representatives to a Faculty Council, only students whose educational responsibility of their degree in accordance with the right to study is in the faculty in question are eligible.

A student with more than one right to complete a degree can apply for and be elected to only one faculty council.
At the separate request of the faculty, the Student Union may appoint students studying in other faculties as expert members of the Faculty Council.

The employee in charge of applications appointed by the Secretary General shall give more detailed instructions about belonging to a faculty as needed.

Section 6 Forfeiture of eligibility during term of office

A person shall forfeit their eligibility before the end of the term of office if they register as absent, are no longer a member of the University or no longer have a right to complete a degree in the faculty whose administrative body they have been elected to. If a student is or becomes a qualified representative of another community group, they cannot function as a student representative and then lose their eligibility. A person also loses their eligibility if, for some other reason, they do not meet the general eligibility criteria mentioned in section 4.

The fulfilment of the eligibility criteria is reviewed as necessary by an employee appointed by the Secretary General.

A student representative who has forfeited their eligibility shall be considered to have resigned from the body. Procedures for resignation are provided in more detail in Section 19. In such case, procedures for supplementing the body are launched as provided in Section 21.

However, subsection 3 above shall not apply if the fulfilment of the eligibility criteria has not been required upon election.

Section 7 Criteria affecting the election of student representatives

The following general criteria shall affect the election of student representatives:

- capacity to conduct the functions of the position (for example, the expertise acquired from the studies, matters related to time management and previous experience in similar positions)
- motivation for the position

The Act on Equality between Women and Men shall be taken into consideration in all elections of student representatives. When considering gender representativeness, the composition of the whole body or working group shall be considered as far as possible.

The distribution of faculties and degree programmes shall also be considered when electing the University's student representatives to bodies dictated by the Universities Act or regulated by the University Regulations. When making choices, it is also possible to examine the distribution of specialisations to ensure diverse representation.

The body opening the application period may supplement the criteria before opening the application period as needed on a case-by-case basis. The criteria shall stand in both the actual and the supplementary application periods. Quotas shall not be used as an election criterion.

Section 8 Preparing the election

The student representative of the administration has the right to receive support and orientation from the student union in order to conduct the task. The student representative of the administration or their deputy representative shall be obliged to attend the meetings of the body or to inform the person who convenes the body about the impediment. It is the student representative's duty to inform the student union of the decisions of the body and other matters, as far as they are not confidential.

CHAPTER 3 ELECTION OF STUDENT REPRESENTATIVES

Section 9 Preparing the election

The preparations, proposals and implementation of the election shall be the responsibility of an employee appointed by Secretary General.

When student representatives are elected to the Academic Board and councils under it or to the Appeals Committee, the Council of Representatives shall nominate an Election Committee or Election Committees to prepare the election in the manner outlined below.

When student representatives are elected to the Faculty Councils, the Executive Board shall nominate an Election Committee or committees to prepare the election in the manner outlined below.

Election Committees will not be used for supplementary application periods pursuant to section 21.

When setting up Election Committees, the decision-making body shall at the same time decide on the matters required in the Election Committees' justification memorandum. The Administrative Committee decides the

justification memorandum of the Election Committee under the Council of Representatives.

Section 10 Composition and appointment of the Election Committee under the Council of Representatives

The Administrative Committee under the Council of Representatives of the Student Union shall appoint an Election Committee or Election Committees to prepare the election of student representatives to the Academic Board and councils under it as well as to the Appeals Committee.

The Administrative Committee decides on the size of the Election committee when opening an application to the Election committee. On the basis of the applications, the Administrative Committee appoints the members to the Election committee so that the Election committee also has representation from outside the Executive Board of the Student Union. Where possible, general deputy members are elected to the Election committee by the number of actual members. In addition, the Executive Board of the Student Union appoints two members and two general deputy members from among its members.

The election shall be done so that, if possible, different council groups and University faculties are represented in the Election Committee. Members of the Representative Council, deputy members, and a person or persons separately approved by the council group may apply to the Election Committee. The Administrative Committee shall nominate a chair and a vice-chair for the Election Committee. Only a full member of the Election Committee may function as chair or vice-chair. The secretary of the committee shall be the employee in charge of the election appointed by the Secretary General.

The Election Committee's member shall be prevented from acting in their position when preparing for or processing elections of student representatives to bodies that they themself have applied for or is prevented from acting in the Election Committee based on the disqualification procedure of the Administrative Procedure Act. In such cases, a deputy representative shall act instead.

Section 11 Composition and appointment of the Election Committee under the Executive Board

The Executive Board of the Student Union shall appoint a committee or committees to prepare the election of student representatives to the Faculty Councils.

The Executive Board of the Student Union decides on the size of the Election committee when opening an application to the Election committee. The Executive Board of the Student Union appoints the members of the Election committee on the basis of applications and, where possible, elects as many general deputy members as the members. In addition, the Executive Board of the Student Union appoints two members and their general deputy members from among its members. The elections shall be done so that the committee represents the different degree programmes and fields of the University as diversely as possible.

The Executive Board shall nominate a chair and a vice-chair to the committee. The chair and the vice-chair may only be elected from among the full members of the Election Committee. The secretary of the committee shall be the employee in charge of the election appointed by the Secretary General.

A person cannot function as the member of the Election Committee if they have applied to the Faculty Council in the election in question or is prevented

from acting in the Election Committee based on the disqualification procedure of the Administrative Procedure Act.

Section 12 Duties of the Election Committee

The duties of the Election Committee are

1. to process the applications
2. to interview the applicants when needed
3. to draw up a justification memorandum and make a justified proposal about the student representatives to be elected to the Executive Board or the Council of Representatives of the Student Union

Section 13 Meeting procedures of the Election Committee

The Election Committee shall assemble when summoned by the chair. The Election Committee shall decide how the notice of meeting is delivered to the members of the committee. The first meeting must be summoned no later than a week before it takes place. Minutes must be kept of the committee meeting. The minutes of the Election Committees are confidential, and the Student Union is responsible for storing the minutes.

The Election Committee shall have a quorum when the chair or vice-chair and at least half of the committee members are present. Each member of the committee shall have one vote. If the Election Committee disagrees, the chair must prepare a voting proposal that can be answered “yea” or “nay”. In case of a tie, the result shall be decided by drawing lots. A member may also abstain from voting.

If there is only one seat to fill, the candidate with the majority of votes shall be elected to the proposal. If on the first round none of the candidates have over half of the votes, another election shall be held between those two candidates who have received the most votes. If the second round has a tied vote, the result shall be decided by drawing lots.

Section 14 Opening the application period and call for applications

The Executive Board of the Student Union shall open the application period, accept the call for applications and the election criteria.

Applications must be called for publicly for the positions of trust in the Academic Board, the Faculty Councils, the Appeals Committee and other bodies dictated by the University Regulations. For these, the call for

applications must be published no later than fourteen days prior to the closing date for applications.

Applications may also be called for publicly for positions of trust in other cooperation bodies and working groups when deemed appropriate. In such cases, the call for applications must be published no later than seven days prior to the closing date for applications.

The calls for applications must mention at the very least the name of the body, a general description of its activities, the length of the term of office of the student representative, the number of representatives elected, the potential criteria and wishes concerning the application as well as the application period and instructions for applying.

The call for applications shall be published on the Student Union's website and in other appropriate communication channels.

The call for applications shall be published in English if it is necessary for the language or the character of the body.

Section 15 Extending the application period

If the publicly advertised position fails to attract at least as many candidates as there are vacant positions within the application period or if otherwise considered necessary to protect the interests of the Student Union, the application period may be extended by a period deemed necessary. If enough applications have not been submitted, the employee in charge of the election shall decide on extending the application period. In other cases, the application period may be extended by the decision of the Executive Board of the Student Union.

Section 16 Standing for the post

The candidates shall apply for the position of a student representative by filling an application form issued by the Student Union or in another reliable manner.

Section 17 Preparing a proposal for election

Only a person who meets the eligibility criteria and has applied for the position of trust within the set application period may be proposed to be elected as a member or a deputy member of the Academic Board, a Faculty Council, the Appeals Committee or some other body mentioned in the University Regulations.

In case of other cooperation bodies or working groups, only a person who has applied within the set application period and who meets the criteria required for the task may be proposed to be elected for the position. If applications have not been submitted by the end of the application period, the position may be filled by another person who has given their consent to be elected.

If the position has not been publicly advertised, the position may be filled by a person who has given their consent to be elected.

If necessary, the candidates may be interviewed or required to answer questions that supplement the information presented in the application.

When electing Faculty Councils or working groups operating within a faculty, the student associations of that particular faculty may be asked to submit a written statement on the candidates and the allocation of seats between the candidates. Persons who have applied for that particular body cannot participate in the statement given by the student association. The Election Committee preparing the election decides on ways of including the student associations.

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Section 18 Deciding on the election

According to the Main Rule of the Student Union, the Council of Representatives shall elect the members representing students to the Academic Board and the councils under it. This Standing Order also appoints the Council of Representatives to elect the student representatives to the Appeals Committee.

The appointment of student representatives in the FSHS and TOAS delegations is made by the body assigned by the Main Rule.

According to the Main Rule, the Executive Board shall elect student representatives to multi-member administrative bodies of the University, as far as this task has not been defined as falling under the duties of the Council of Representatives. In addition, representatives to other bodies or working groups are primarily appointed by the Executive Board of the Student Union. Based on the justification provided by the employee responsible for the search, the Executive Board may propose the election decision to the Council of Representatives.

A student representative cannot act in more than one decision-making body of the University at the same time.

Only persons who have given their consent may be elected as student representatives.

At will, the Executive Board of the Student Union may appoint representative of the Student Union instead of student representative to working groups or other cooperative bodies. A Student Union representative may not be elected to the positions of student representatives mentioned in the University Regulations or law. The Student Union representative may be any person employed or nominated by the Student Union. A Student Union representative is elected when working in the group or body in question requires special expertise, special knowledge or concerns the daily work of the Student Union.

If seats remain unfilled when the election decision is made, the empty seats shall be filled as provided in the procedures for supplementing a body in Section 21 of this Standing Order.

Section 19 Resignation from a body

A student representative may resign from their duties if they wish to by sending in their resignation to the Student Union. A resignation must be sent

in when the student representative has forfeited or is about to forfeit their eligibility or is otherwise unwilling to continue in their position. A resignation is sent in in the manner determined by the employee appointed by the Secretary General.

On sufficient grounds, an employee appointed by the Secretary General may grant resignation to a member of a body, provided that the Student Union was responsible for electing that representative.

The Student Union grants resignation to student representatives from a body or working group not subject to the Election Rule of the University. In bodies subject to the Election Rule of the University, the resignation is granted by that particular body according to the Election Rule. The Student Union may, however, open the supplementary application period immediately after learning about the request for resignation.

Section 20 Dismissal from a body

If a student representative has become incapable of discharging their duties or has repeatedly failed to fulfil their duties or if another particularly strong reason arises, they may be dismissed from their position. Before dismissal,

the person concerned shall be provided an opportunity to submit a sufficient report on the matter.

The dismissal process is put in motion by an employee appointed by the Secretary General. The Student Union body that made the election decision shall implement the dismissal if sufficient grounds for the dismissal can be demonstrated after the period provided for submitting the aforementioned report has expired and if it is considered that the student representative no longer enjoys the confidence required by the position. The Executive Board of the Student Union prepares the motion of dismissal for the Council of Representatives. A condition for dismissal is that the student representative has not sent in their resignation themself.

Section 21 Supplementing a body

The Executive Board of the Student Union is responsible for supplementing a body or making a proposal to the Council of Representatives for the bodies that the Council of Representatives decides on according to Section 18 of this Standing Order and the Main Rule.

As a general rule, the personal deputy member shall become a full member
As a general rule, the personal deputy member shall become a full member

when the position of a full member opens. If the full member has not had a personal deputy or the deputy is not amenable to being an actual member, the other deputy in the body may be elected as the full member. However, when electing full members, the criteria on electing student representatives in Section 7 must be considered. Consent must be asked from the deputy member before electing them as a full member.

For a justified reason, the exempt position of a full member may be declared vacant for public search if the representation of the faculty or degree programme requires or it is otherwise in the interest of the Student Union. As a general rule, supplementary application periods shall be held twice in an academic year. However, the need for supplementing is considered. The Election Committees mentioned in Sections 10 and 11 of this Standing Order shall not apply in supplementary elections.

In supplementary elections, an employee appointed by the Secretary General shall declare the application period of the vacated position of trust open according to Section 14 of this Standing Order. The criteria for the original election shall be used in the supplementary election. After the application period has expired, the employee in charge of the applications shall examine them and ask the applicant to supplement their application if needed. If necessary, the applicants may be interviewed after the

supplementary application period has ended by a group of interviewers appointed by the Executive Board, taking into consideration the interviewers' possible incompetence due to a likelihood of bias. The employee shall compile an overview of the applications for the Executive Board of the Student Union. The Executive Board shall supplement the body or make a proposal of supplementing to the Council of Representatives for bodies that the Council of Representatives decides on.

CHAPTER 4 IMPLEMENTING PROVISIONS

Section 22 Appeals

According to the Universities Act (558/209), a request for rectification of a decision of the Student Union concerning an administrative matter may be lodged as laid down in the Administrative Procedure Act (434/2003). A rectification request may be lodged by the person whom the decision concerns and whose right, responsibility or interest the decision directly affects. The person shall be deemed to have received service of the decision when the party has received personal service of the decision when necessary. The request for rectification must be lodged within 30 days of service to the body who has issued the decision. An appeal against the decision on the request for rectification may be lodged to an administrative court as provided in the Administrative Judicial Procedure Act (808/2019).

A member of the Student Union has a right to appeal against a decision on the grounds that the decision has been taken by way of derogation from the order of acts, regulations or provisions applying to the Student Union or that the decision is otherwise against the law or provisions applying to the Student Union. However, a decision which only concerns the drafting or implementation of a certain matter may not be appealed against. The appeal must be lodged to the Hämeenlinna Administrative Court as laid down in the Administrative Judicial Procedure Act (808/2019). The member of the Student Union shall be deemed to have received service of the decision when the list of decisions of the decision-making body's meeting are published on the Student Union's website or in another way decided by the Executive Board of the Student Union. The Administrative Court ruling may not be appealed against.

Section 23 Entry into force

Changes to this Standing Order are made by the Representative Council on the proposal of the Executive Board. The changes will take effect immediately, unless otherwise specified in the decision. For tasks for which an application period has been opened before the changes take effect, the previously issued instructions will apply.