



Elective Courses, last updated on December 16, 2020

Student Organization and Development Activities

OJK0010A12S, 1–10.00 ECTs, 27–267 h

The completion of study modules depends on the student's involvement in various tasks. One credit corresponds to about 27 hours of work, including report writing (which covers 10% of the total work time). To supplement elective courses, partial tasks can comprise credits totaling less than 5 credits. (For instance, if KAN is 3 credits and OJK is 2 credits for Student Tutoring activities)

All components require a structured report for each component within the study module (1–3 pages), adhering to Diak's guidelines.

The report contains:

- Course title, sought credits, student's name, student ID, and the name of the student's academic advisor.
- Description of activities and time tracking: dates, time spent on activities, and the nature of the activities.
- Evaluation: key aspects and achievements.
- Self-assessment of learning.
- Introduction of a potential successor: who, how, and when.
- Suggestions for improving activities.

The report is sent to the designated individual via email, who then approves it. The responsible party keeps the report for six months.

The designated person provides the evaluation (Pass/Fail) to the campus academic advisor within one month after the task completion. It includes the names and credits of students who participated in the OJK activity. The academic advisor forwards this information to the student office for MyDiak recording. **(See Appendix 1)**

The deadline for submitting reports for **activities ending in the spring semester** is April 30th, and for **activities ending in the autumn semester**, it's November 15th. Late submissions will be accepted on Diak's backlog task submission day.

Components, objectives, and content

Student Tutoring Program 2 credits

Objectives:

- Guide fellow students through peer support
- Understand the principles and methods of student tutoring activities
- Orient new students to the study environment and local services
- Support new students in overcoming challenges in their studies and student life

Sisällöt:

- Tutoring activities
- Study environment
- Local services

International Student Tutoring 2 credits

Objectives:

- To guide international exchange or degree students in adapting to the study environment and accessing local services
- To understand and accommodate cultural differences in their support activities

Contents:

- Understanding the study environment
- Accessing local services, particularly from the viewpoint of international students
- Familiarity with regulations impacting international students' residence and studies

Coordination of Student Tutoring 3 credits

Objectives:

- Ability to plan, organize, and enhance tutoring activities
- Proficiency in training student tutors

Contents:

- Structure and execution of tutoring groups
- Collaborative efforts
- Activity documentation
- Training for tutoring coordinators
- Implementation of tutor training

Development Activities 2 credits

Objectives:

- Acquire skills in applying networking principles in the institution's development endeavors
- Develop the ability to assess and articulate areas for improvement within the institution's operations

Contents:

- Diak's development groups
- Other task forces (such as curriculum and implementation planning groups, monitoring committees, etc.)

Membership in the Examination Board 2 credits

Objectives:

- Understanding and application of current regulations governing the operations and decision-making of the examination or financial aid board
- Proficiency in exercising voting rights during the decision-making processes of the examination or financial aid board

Contents:

- Degree Regulations of Diak
- University of Applied Sciences laws and regulations
- Legislation related to financial aid
- Meeting management techniques

Membership in Diak's Board 3 credits

Objectives:

- Ability to fulfill institutional leadership roles as a student representative
- Proficiency in utilizing speaking and voting rights as a student representative on Diak's Board
- Competence to contribute to the internal development of the university of applied sciences as a full member of Diak's Board

Contents:

- Rules and regulations governing Diak's Board operation and decision-making
- Internal development initiatives at Diak
- Meeting management techniques

Marketing Diak and the Educational Sector 1 credit

Objectives:

- Ability to effectively promote Diak and one's specific field of study

Contents:

- Participation in trade fairs and events
- Conducting visits to educational institutions and workplaces
- Engaging in various other marketing activities

Membership in the Student Union Council 2 credits

Objectives:

- Proficiency in fundamental meeting techniques
- Application of the student union's regulations in council decision-making
- Assessment of the student union board's performance using foundational documents

Contents:

- Meeting techniques
- Documents guiding the student union's activities and decision-making (operating plan, budget, and regulations)

Opiskelijakunnan ja paikallisjaoston hallituksen jäsenyys 3 op Leading the Student Union Local Section 3 credits

Objectives:

- Master fundamental meeting techniques
- Engage responsibly in student organization activities within designated responsibilities
- Develop proactive, problem-solving, and decision-making skills

Contents:

- Education policy, social policy, tutoring, international activities, information dissemination, organizational collaboration, career and recruitment activities
- Events, seminars, training sessions
- Meeting techniques

Student Union Leadership 5 credits

Objectives:

- Ability to lead the student union's activities
- Apply university and association laws and student union regulations in decision-making
- Draft documents guiding the student union's activities
- Adhere to employment legislation and documents governing student union employment in managerial roles

Contents:

- Chairmanship
- University and association laws and regulations
- Action plan, budget, regulations
- Supervisory work

Appendix 1
Elective Studies
Designated Contacts

Student Organization and Development Activities

OJK0010A12S, 1–10 credits, 27–267 h

Student Tutoring Activities 2 credits (54 hours) per semester

- Requires approval from O'Diako's International Affairs and Guidance Expert. Please verify the current email address at odiako.fi.

Tutoring of International Students 2 credits (54 hours) per semester

- Requires approval from O'Diako's International Affairs and Guidance Expert. Please verify the current email address at odiako.fi.

Coordination of Student Tutoring (Tutor Coordinator) 3 credits (81 hours) per year

- Requires approval from O'Diako's International Affairs and Guidance Expert. Please verify the current email address at odiako.fi.

Development Activities 2 credits (54 hours) per year

- Requires approval from the group's chairman or secretary

Membership in the Examination Board 2 credits (54 hours) per year

- Requires approval from the chairman of the examination board

Membership in the Diak Board 3 credits (81 hours) per year

- Requires approval from the secretary of the UAS board

Marketing of Diak and Education Sector 1 credit (27 hours) per year

- Requires approval from the study counselor

Membership in the Student Union Representative Council 2 credits (54 hours) per year

- Requires approval from the Executive Director of O'Diako, toiminnanjohtaja@odiako.fi

Membership in the Student Union and Local Chapter Board 3 credits (81 hours) per year

- Requires approval from the Executive Director of O'Diako, toiminnanjohtaja@odiako.fi

Leadership of the Local Chapter 3 credits (81 hours) per year

- Requires approval from the Executive Director of O'Diako, toiminnanjohtaja@odiako.fi

Leadership of the Student Union 5 credits (135 hours) per year

- Requires approval from the chairman of the representative council

The report should be sent via email to the designated person for approval. Once approved, it will be retained by them for six months.

The designated person will provide feedback to the educational counselor within one month of submission (Pass/Fail), including the names of those who completed VV studies within the OJK activities and their credits. The educational counselor will then forward this information for MyDiak marking to the student services office.

Machine Translation:
Helsinki, June 11, 2024
Adel Rizvi
Executive Director
The Student Union O'Diako of
Diaconia University of Applied Sciences