



GUIDELINES FOR THE SELECTION OF STUDENT REPRESENTATIVES

1§ Purpose

This regulation defines the process for selecting student representatives to the university of applied sciences' board and other bodies specified in the University of Applied Sciences Act.

2§ Board of the University of Applied Sciences

The student union's representative body elects student representatives to the university's board. This election must be completed within the timeframe specified by the university's maintainer. All students currently enrolled in a degree program at Diaconia University of Applied Sciences are eligible for election. If an elected student representative loses eligibility during their term, they are considered to have resigned. The student must inform the student union in advance of losing their eligibility so a new representative can be elected. A student representative's term on the board is the same length as the board's term.

A decision related to the administration of the student union can be appealed to the body that made the decision. The procedure for filing a request for rectification is outlined in the Administrative Procedure Act. Decisions can be further appealed to the administrative court as provided in the Act on Judicial Proceedings in Administrative Matters (586/1996). No further appeal is allowed against the administrative court's decision.

3§ Other Bodies of the University of Applied Sciences

The student union's representative council elects student representatives to the bodies mentioned in the University of Applied Sciences Act, including the examination board and other bodies specified in the university's regulations. All students enrolled in degree programs at Diaconia University of Applied Sciences are eligible to run in these elections. If an elected student representative loses their eligibility during their term, they are considered to have resigned. The student must inform the student union well in advance of losing their eligibility so a new representative can be elected. The term of a student representative matches the term of the respective body. The student union's board elects student representatives to other bodies within the university of applied sciences.

A decision on the student union's administrative matters can be appealed to the body that made the decision. The rectification request procedure is defined in the Administrative Act. Appeals against the decision can be made to the administrative court as outlined in the Administrative Judicial Procedure Act (586/1996). No further appeal is allowed against the decision of the administrative court.





4§ Selection of Student Representatives

The board is responsible for preparing the selection of student representatives.

A board member cannot participate in the selection process if they are applying for the open position themselves.

The board's duties include:

- Approving the election notice to be published
- Defining the qualifications for the position
- Organizing public hearings for candidates if needed
- Making recommendations to the representative council, if necessary
- Performing all other necessary actions for the selection and tasks assigned by the representative council.

The board will publish the election notice through the student union's official channels, giving applicants at least ten (10) days to submit their applications.

The election notice must include:

1. The positions available for student representatives
2. The number of student representatives to be selected
3. The date of the selection
4. The eligibility criteria
5. Where and when to submit the application
6. Where to find the regulations and additional information about the entity selecting student representatives.

If the board makes a recommendation to the representative council, it must provide this recommendation along with the meeting invitation. The board must inform the representative council of all candidates, and the council has the final decision-making authority. The method of selecting student representatives is defined as a personal election in the student union's regulations.

5§ Resignation and Dismissal of Student Representatives

A student representative may resign from their position by notifying the Executive Director or the Board of the Student Union. The resignation is granted by the Student Union Representative Council. The Representative Council can dismiss a student representative by a two-thirds (2/3) majority vote if the representative has significantly harmed the Student Union through their actions within or outside the organization. If a primary student representative or deputy representative resigns, a new representative must be elected to serve for the remainder of the term.





6§ Appeals

The selection will be announced immediately after the Representative Council meeting or no later than five (5) working days through the official communication channels of the Student Union. All applicants will be notified of the selection in writing or by email. Appeals against the decision can be made in accordance with the rules defined by the Student Union.

7§ Amendment and Validity of the Rules

These rules were approved at the Student Union Representative Council meeting on May 25, 2018, and will remain in effect indefinitely. Any additions or changes to the rules will be decided by the Student Union Representative Council.

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Helsinki, July 10, 2024
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