

NB: This document is a translation from the original document. This translation is not binding; its purpose is only to explain the contents of the original document in English. In case there are any obscurities in the translation, please check the original document for correct and binding expressions. The original document can be found on the Finnish website of ISYY.

The Student Union of the University of Eastern Finland

The Rules of the Student Union of the University of Eastern Finland

The Representative Council accepted 1st time in its meeting on the 26th of October 2016

The Representative Council accepted 2nd time in its meeting on the 9th of December 2016

Transcription made on the 13th of December 2016

Chapter 1

The Student Union, its members and purpose

Section 1 – Legislative position and purpose

The Student Union of the University of Eastern Finland, hereafter the Student Union, is a self-governing public corporation, in accordance with section 46 of the Universities Act (558/2009).

The name of the Student Union is the Student Union of the University of Eastern Finland, of which is used an abbreviation ISYY. In every action of the Student Union shall be obeyed the Universities Act and the Administrative Procedure Act (434/2003), as being enacted in subsection 1 of section 30 of the Universities Act.

The Student Union liaises with and on behalf of its members and promotes their societal, social and intellectual aspirations and those relating to studies and the status of students in society. It is a duty of the Student Union to participate in performing the educational mission of the University, in accordance with section 2 of the Universities Act, by preparing students into active, aware and critical citizenship. In addition, the Student Union shall take care of specific duties enacted in the subsection 2 of section 46 of the Universities Act, as being enacted later in these Rules.

Section 2 – Members

All attending students of the University, who have been admitted to study into studies leading to Bachelor's or Master's degree in the University of Eastern Finland, shall belong to the Student Union. The Student Union may accept also other students of the University of Eastern Finland as its members. Student registered as non-attending shall be exempt from paying the membership fee.

Students attending into commissioned education shall not be members of the Student Union, in accordance with section 9 of the Universities Act.

The Representative Council of the Student Union shall decide on the membership fee of the Student Union and the Rector of the University shall confirm it. The Executive Board of the Student Union may decide on complete or partial exemption from the membership fee, if it is distinct on the account of member's verified lack of means that the membership fee would endanger their right to receive education, in accordance with section 16 of the Constitution of Finland.

The Executive Board of the Student Union may decide on partial exemption from the membership fee, if the member shows to have paid membership fee for two or more student unions of Finnish universities.

Section 3 – Decision-making authority

The Representative Council, chosen by elections, shall exercise the highest decision-making authority of the Student Union as provided in these Rules. The Representative Council shall not delegate matters in accordance with paragraphs 1–30 of subsection 1 of section 18 of these Rules, unless the Representative Council unanimously decides otherwise.

The Executive Board, elected by the Representative Council, shall exercise the administrative and executive authority of the Student Union and the decision-making authority of the Student Union, as being provided in these Rules. The Executive Board may delegate matters belonging to its decision-making authority for the organs or staff of the Student Union, unless being separately forbidden in these Rules. The Executive Board shall not delegate matters belonging to the domain of public authority.

Section 4 – Rights of the members

The Representative Council and the Executive Board of the Student Union shall make sure that the members of the Student Union have the prerequisites to participate in the activity of the Student Union and affect it.

Members shall also be informed, in which ways they can receive information and how their own opinions and proposals reach the preparers of matters and the decision-makers.

A member of the Student Union may make a written initiative in order to promote a matter. That Campus Board, of which campus the initiative concerns, shall prepare the response to the initiative and make a proposal about it for the Executive Board. In case an initiative affects the entire Student Union, it shall be considered by the Executive Board of the Student Union. A written response shall be given for the member within two months from submitting the initiative.

Members of the Student Union shall have the right to make a written question for the Student Union about a matter concerning the activity of the Student Union. The Executive Board shall answer the question in writing within 30 days and tell about possible measures the question led to, in case the question has been signed by at least 50 members of the

Student Union. Right to make a written question of the Representative Council members is separately being enacted in section 21.

Chapter 2

Orders concerning the administration of the Student Union

Section 5 – Right to vote

In the elections of the Student Union, only the attending members, who have registered their attendance in advance, shall have the right to vote, in accordance with the Election Regulations. All members entitled to vote shall have an equal right to vote. Voting with a power of attorney is forbidden in the elections.

About the elections of the Student Union is more specifically provided in the Election Regulations of the Student Union.

Section 6 – Eligibility

All attending members of the Student Union are eligible to be members of the Representative Council and the Executive Board of the Student Union, with exceptions mentioned below.

Eligible to be members of the Representative Council are not:

- 1) members, who are not registered by the due date mentioned in subsection 1 of section 12 of the Election Regulations;
- 2) members of the Central Election Committee in elections they are preparing or supervising;
- 3) leading staff members of the companies, of which the Student Union is a major shareholder; and
- 4) the Secretary General of the Student Union and the Chief Editor of the Student Union's magazine.

Persons being in employment relationship with the Student Union shall be disqualified to operate as members of the Representative Council during the term of their employment relationship, in case the weekly working time is more than five (5) hours.

Eligible to be members of the Executive Board are not:

- 1) staff members of the companies, of which the Student Union is a major shareholder; and
- 2) staff members of the Student Union, whose weekly working time of is more than five (5) hours.

Section 7 – Disqualification

A member or presenter of an organ shall be disqualified to consider a matter as being enacted in section 28 of the Administrative Procedure Act (434/2003). Person stated disqualified shall not be present in the meeting of the organ during the consideration of the matter. In a Representative Council meeting, the disqualified person shall not be present during the consideration of the matter. In case the disqualified person is a member of the Student Union, the person may be present in the meeting but not participate in the consideration of the matter; not however when considering the discharge from liability and accounts.

Section 8 – Publicity of documents

All documents of the Student Union, apart from confidential documents or documents with sensitive information, are public for the members, as being enacted in the Act on the Openness of Government Activities (621/1999).

Section 9 – Official bulletin boards of the Student Union

Official website of the Student Union shall operate as the official bulletin board of the Student Union.

Chapter 3

The Representative Council

Section 10 – Organ and its members

The Representative Council of the Student Union consists of thirty-nine (39) ordinary members and deputy members. Term of office of the Representative Council begins on the 1st of January and lasts for two (2) years. The Representative Council shall get organised before the beginning of its term of office.

Election, membership and deputy membership of the Representative Council is more specifically defined in the Election Regulations of the Student Union.

In these Rules, ordinary member of the Representative Council means a Representative Council member chosen by elections or a deputy member replacing them.

In these Rules, deputy member means a candidate who was not elected, who was a candidate on a list of candidates or on an electoral alliance, from which was elected one or more ordinary members or from which a person has become ordinary member in accordance with subsection 3 of section 25 of the Election Regulations.

If a Representative Council member loses their eligibility, resigns from the Representative Council in the middle of the term of office, is elected for a member of the Student Union's Executive Board or is otherwise disqualified or unable to participate in a Representative Council meeting, a deputy member shall replace them as an ordinary member, in accordance with subsections 2 and 3 of section 25 of the Election Regulations.

The Representative Council shall state a loss of eligibility and grant a resignation. A Representative Council member shall be disqualified as provided in section 7 of these Rules.

The Representative Council may unanimously state a Representative Council member to be temporarily absent, if it is distinct that the person cannot participate in the activity of the Representative Council, or the Representative Council member tells about it by themselves. Person stated absent may return to the Representative Council by informing about it the Representative Council or the Chairperson of the Representative Council. Deputy member shall replace the person stated absent, in accordance with subsections 2 and 3 of section 25 of the Election Regulations.

Section 11 – Convening the Representative Council

The Representative Council convenes:

- 1) when the Executive Board invites the Representative Council into the organisational meeting during the year preceding the beginning of the term of office of the Representative Council, whereupon the paragraphs 1, 2 and 3 of subsection 1 of section 18 are considered;
- 2) when the Chairperson of the Representative Council or the Executive Board deems it necessary;
- 3) on a date the Representative Council has decided; and
- 4) when at least thirteen (13) Representative Council members request for it, for a consideration of a matter they have informed in writing, whereupon the Representative Council must be convened within thirty (30) days of receiving the request.

The notice of Representative Council meeting shall be sent or delivered otherwise in writing or electronically at least seven (7) days before the meeting, for all ordinary members and for the number of deputy members, which the Representative Council has decided in its organisational meeting. In addition, on the official bulletin boards of the Student Union shall be informed about the meeting.

Section 12 – Quorum of the Representative Council

The Representative Council shall have a quorum when half of the Representative Council members, including the Chairperson of the Representative Council or either of the Vice Chairpersons, are attending, and the notice of meeting has been delivered in accordance

with subsection 2 of section 11 of these Rules. What is being enacted in this section, does not involve procedure in accordance with subsection 6 of section 13.

Section 13 – Chairpersons of the Representative Council

In its organisational meeting, the Representative Council shall elect the Chairperson and the 1st and 2nd Vice Chairpersons of the Representative Council, amongst the ordinary members. The oldest ordinary member of the Representative Council shall direct until the Chairperson is elected. The Chairperson and the Vice Chairpersons are elected for a calendar year. The Chairperson of the Representative Council is referred to as the Chairperson of the Student Union.

The new Chairpersons of the Representative Council for the second year shall be elected in the last meeting of the Representative Council's first year of term of office, after the election of the new Executive Board. The Chairpersons of the old Representative Council shall operate until the end of the year.

Despite of what has been provided about relieving members of the Representative Council from their duties on the grounds of membership of the Executive Board, a member of the yielding Executive Board may be elected as one of the Chairpersons of the Representative Council for the next year.

In case the Chairperson or a Vice Chairperson loses their eligibility, resigns or gets discharged from their duties, the Representative Council shall elect another person for a replacement for the remaining term of office.

The Chairperson of the Representative Council or a Vice Chairperson may be discharged with a motion of no confidence, as being enacted in section 22 of these Rules.

In case the Chairperson of the Representative Council or a Vice Chairperson is disqualified to consider a matter, a Representative Council member may be appointed as the Chairperson of the Meeting for the time of considering the matter, if necessary.

Section 14 – Duties of the Chairperson of the Representative Council

Duties of the Chairperson of the Representative Council are:

- 1) to convene the meetings of the Representative Council and direct those;
- 2) to take care and supervise that in the activity of the Student Union is strictly obeyed valid laws, rules and regulations; and
- 3) to confirm or reject rule interpretations proposed by the Rules Committee.

Vice Chairperson shall operate instead of the Chairperson of the Representative Council, if the Chairperson is disqualified or unable to perform their duties.

Section 15 – Matters being considered in a Representative Council meeting

The Chairperson of the Representative Council shall prepare the agenda of the Representative Council meeting and may use assistance of the Secretary General in this task. In the Representative Council meeting are being considered the motions of the Chairperson of the Representative Council, the Executive Board and Committees operating under the Representative Council, and matters which have been demanded to the agenda on the grounds of subsection 2 of section 15.

The Representative Council may take into consideration a matter not being included into the notice of meeting, by a two-thirds (2/3) majority vote, not however a matter requiring a qualified majority.

By a simple majority of votes, the Representative Council may reserve the discretionary authority for a decision made by the Executive Board or an organ.

The Executive Board shall have an opportunity to make a divergent motion to a ground motion made by another organ.

Motion of no confidence from the Executive Board or the Chairperson of the Representative Council, made in a Representative Council meeting, shall be considered in accordance with section 22 of these Rules.

The Executive Board shall convene always in association of a Representative Council meeting, participating in the Representative Council meeting. When having a quorum, the Executive Board may take motions of Representative Council to its own name and change its own ground motions.

Section 16 – Right to make a motion and right of initiative in a Representative Council meeting

All ordinary members of the Representative Council and the Executive Board shall have the right to make a motion in the meeting.

Representative Council members may make requested motions for action in a Representative Council meeting. The Representative Council accepting a requested motion for action, the Executive Board shall take measures, in the limits of its jurisdiction, required by the requested motion for action, within 30 days. The Executive Board shall inform, in reasonable time, the Representative Council about the measures made in consequence of the requested motion for action.

Section 17 – Right to attend and speak in a Representative Council meeting

Every member of the Student Union shall have the right to attend in the Representative Council meetings. The Representative Council, the Chairperson of the Representative Council or the Executive Board may invite experts to be heard in a Representative Council meeting or guests to follow the meeting and grant them the right to speak and attend.

Ordinary members of the Representative Council, Executive Board members and staff members shall have the right to attend and speak in the Representative Council meetings. The meeting may grant the right to speak also for others with the right to attend. In addition, the meeting may grant the right to attend for others arriving and if wanting to, also the right to speak.

For a specific justified reason, the Representative Council may exceptionally decide, by a two-thirds (2/3) majority, to keep a Representative Council meeting partially or completely as a private meeting. In a private consideration shall be present only the ordinary members of the Representative Council, the Secretary of the Representative Council and the Executive Board members. Discussion and the decisions made in a private meeting shall be confidential as being enacted in the Act on the Openness of Government Activities (621/1999).

Section 18 – *Duties of the Representative Council*

Duties of the Representative Council are:

- 1) to elect the Chairperson and the Vice Chairpersons of the Representative Council;
- 2) to elect the formateur of the Executive Board;
- 3) to elect the Chairperson and the Vice Chairpersons of the Executive Board and the other Executive Board members from a motion of the formateur of the Executive Board, and to relieve them of their duties as being provided in these Rules;
- 4) to elect the Chairs of the Sections, in the beginning of the Executive Board's term of office;
- 5) to elect and relieve of their duties the Secretary General of the Student Union;
- 6) to accept the action plan and the budget of the Student Union and if necessary, to accept supplementary budgets and to confirm the business budgets;
- 7) to determine, from a motion of the Executive Board, the membership fee charged from the students, the size of which is confirmed by the Rector of the University of Eastern Finland;
- 8) to elect auditors for the Student Union, in accordance with section 54 of these Rules;
- 9) to decide on accepting the financial statement of the Student Union and granting discharge from liability for the accountable;
- 10) to accept the annual report of the Student Union, proposed by the Executive Board, and decide on measures it requires;
- 11) to elect the Central Election Committee (KVL) of the Student Union and its Chairpersons, as being enacted in the Election Regulations;
- 12) to elect the Rules Committee and its Chairpersons;
- 13) to establish Committees operating under the Representative Council, for the duration of its term of office at the longest, for preparation of matters, and during the establishment, to decide the description of the Committee;
- 14) to make a decision on reserving the discretionary authority;

- 15) to elect the student representatives into the University Collegiate Body, the UEF Board and Faculty Councils in the beginning of their terms of office, from a proposal of the Executive Board of the Student Union;
- 16) to complement the University Collegiate Body and the UEF Board, from a proposal of the Executive Board of the Student Union;
- 17) to elect the representatives for the General Assemblies of the National Union of University Students in Finland (SYL ry), in case the Student Union is its member;
- 18) to decide, by a two-thirds (2/3) majority, about joining or leaving communities as a member;
- 19) to decide in two consecutive meetings, by a two-thirds (2/3) majority, about changing these Rules, which will be confirmed by the Rector of the University of Eastern Finland;
- 20) to decide in two consecutive meetings, by a two-thirds (2/3) majority, about buying, selling or changing a real estate and mortgaging of a real estate, building or facility, or about starting a construction of a new building or a renovation;
- 21) to decide in two consecutive meetings, by a two-thirds (2/3) majority, about beginning or ending a business engaged by the Student Union or essential expansion or reduction of such;
- 22) to decide in two consecutive meetings, by a two-thirds (2/3) majority, about establishing a foundation and accepting the rules of the foundation on the latter consideration;
- 23) to decide, by a two-thirds (2/3) majority, about taking a debt exceeding the accounting period of the Student Union, however the Student Union cannot operate as a guarantor of the debt;
- 24) to accept, by a two-thirds (2/3) majority, the Election Regulations, and in case the Election Regulations are changed, it requires the acceptance from the Rector of the University of Eastern Finland;
- 25) to accept, by a two-thirds (2/3) majority, the Rules of Procedure, Financial Regulations, Symbol Regulations and other rules of the Student Union apart from the rules of clubs and working groups established by the Executive Board;
- 26) to decide, by a four-fifths (4/5) majority, about organising an advisory vote by the members, in which every member has an equal right to vote and the vote is closed and classified;
- 27) to decide on establishing a new position of the Student Union;
- 28) to decide on the official bulletin board of the Student Union; and
- 29) to decide on other matters which the Representative Council reserves for itself or which the Executive Board deems necessary to give for the Representative Council to decide on.

Matters provided in paragraphs 20–22 of subsection 1 of this section may be decided in one Representative Council meeting, in case the Representative Council declares the matter

urgent by a four-fifth (4/5) majority. After this, the matter may be decided in one meeting by a two-thirds (2/3) majority.

Section 19 – Minutes and notice of meeting of the Representative Council meetings

On the Representative Council meetings shall be kept minutes. The minutes shall be inspected and accepted by two (2) scrutinizers of the minutes who are elected by the meeting and who must be Representative Council members. Minutes shall be verified by the Chairperson and the Secretary of the Meeting. The minutes shall be signed and published within fourteen (14) days from holding the meeting. The minutes shall be published on the official bulletin board of the Student Union and remain there visible for at least twelve (12) months.

When the Student Union is exercising public authority, concerning the membership fee and other matters not concerning a single person, subsection 2 of this section shall be deemed as a public notice.

When the Student Union is making elections of persons, in accordance with section 58 of these Rules, in addition to a public notice, for all relevant persons shall be made a private notice, in which is being expressed the decision and its justifications.

Section 20 – Voting and elections in a Representative Council meeting

In a Representative Council meeting, every Representative Council member entitled to vote shall have one vote, and the right to vote is personal. Votes of the Representative Council meeting shall be counted by two (2) tellers who are elected amongst and by the Representative Council. Before a vote may be performed a test vote as a vote by raising hand, but before elections of persons, the test vote shall not be performed.

Vote shall be performed as a roll-call vote, unless a Representative Council member insists a closed ballot. A closed ballot shall always be used in the elections of persons.

The Representative Council shall decide matters by a simple majority of votes, unless otherwise provided in these Rules. In the event of a tie, the position of the Chairperson shall resolve, but in the elections however, drawing lots shall resolve.

In case there is only one position to be filled in the elections and none of the candidates receives over half of the given votes in it, second vote shall be performed between two candidates who received the most votes in the first elections. Person who receives the most votes in the second vote shall be elected. In case the second vote results as a tie, drawing lots shall resolve the election.

In case there is more than one position to be filled in the elections, it shall be performed as a multiple-winner borda count election, in which a voter may vote as many candidates as there are positions to be filled. Each given vote shall be divided into the ballot paper

amongst the candidates, thus the first candidate in the ballot paper receives one vote, the second candidate receives half a vote, the third candidate receives a third of a vote and so on.

A voter may leave some of options empty, when none shall receive votes from those options. If there are more candidates written in the ballot paper than there are positions to be filled, the ballot paper shall be discarded. Similarly shall be proceeded in case the ballot paper includes a name of a person not being a candidate or the ballot paper does not unambiguously indicate of whom the voter has implied. Candidates elected in the elections shall determine in the order of the votes the candidates have received. In the event of a tie, drawing lots shall resolve the elections.

Section 21 – Written question

Members of the Representative Council shall have the right to make a written question for the Student Union, related to a matter concerning the activity of the Student Union. The Executive Board shall answer the question in the next Representative Council meeting and tell about possible measures the question led to, in case the question has been signed by at least 10 Representative Council members.

Section 22 – Matter of Confidence

A matter of confidence may be made from the Chairperson of the Representative Council, a Vice Chairperson of the Representative Council, the Executive Board, an Executive Board member or another Student Union organ.

A matter of confidence may be set in motion by a one-third (1/3) of the Representative Council's size. The matter of confidence shall be delivered without delay for the Chair of that organ or the person which the matter of confidence concerns. Written answer for the matter of confidence shall be given by the concerning organ in its next meeting or if it is a person in question, the person shall answer the matter in the next Representative Council meeting.

A matter of confidence shall be considered in the next Representative Council meeting, which shall be convened at the latest after thirty (30) days from submitting the matter of confidence.

If the Representative Council states that the Chairperson of the Representative Council, an organ or an Executive Board member does not have the confidence of the Representative Council, the organ or the person shall be considered relieved of their duties. In case the Representative Council states that the Chairperson of the Executive Board does not have the confidence of the Representative Council, the Executive Board shall be considered relieved of its duties.

Matter of confidence from the Chairperson of the Representative Council may be set in motion during a Representative Council meeting, during a consideration of any item. In that case, consideration of the matter shall be discontinued until the matter of confidence is considered. The Representative Council meeting shall be discontinued at the most for an hour, after of which an answer shall be given for the matter of confidence. In case the Chairperson is considered not having the confidence of the Representative Council, election of a new one shall be set in motion immediately, after of which shall be returned to continue the discontinued item of the meeting.

Matter of confidence from the Executive Board may be set in motion during a Representative Council meeting, during a consideration of any item. In that case, the meeting shall be discontinued at the longest for an hour, after of which an answer shall be given for the matter of confidence. In case the Executive Board is considered not having the confidence of the Representative Council, election of a new one shall be set in motion immediately, after of which shall be returned to continue the discontinued item of the meeting. If the Executive Board does not have a quorum in a Representative Council meeting or the Executive Board considers that more time is needed for answering the motion of no confidence, the Executive Board shall answer the motion of no confidence in accordance with subsection 2 of this section.

Section 23 – Reservation of the decision-making authority

In its meeting, the Representative Council may make a decision on reserving the decision-making authority of a matter belonging to the field of operation of the Executive Board or another organ, in accordance with subsection 3 of section 15 of these Rules. Having reserved the decision-making authority, the Representative Council shall make the required decision instead of the organ.

The Representative Council may make a decision on reserving the decision-making authority regarding to a certain matter. In that case, that organ, the field of operation of which the matter normally belongs to, shall not make a decision, and the Representative Council shall make the decision instead. In case public authority is exercised in the matter, the organ, from which the decision-making authority has been reserved, shall make a proposal on the matter for the Representative Council.

Section 24 – Rules Committee

The Representative Council shall elect the Rules Committee amongst its members. Into the Rules Committee shall be elected representatives from as many Representative Council groups as possible. Into to the Committee shall be elected at least six (6) and at the most eight (8) members and if necessary, at the most four (4) deputy members in order. The Representative Council shall elect the Chairperson and the Vice Chairperson amongst the members of the Committee. The Rules Committee may invite experts to be heard.

Meeting of the Rules Committee shall be convened by the Chairperson of the Rules Committee, or in case they are unable, by the Vice Chairperson, seven (7) days before the meeting via email. Into the notice of meeting shall be written down the matters being considered. Meeting of the Rules Committee shall have a quorum, when there are present at least half of the members of the Rules Committee, including the Chairperson or the Vice Chairperson.

Minutes of the meetings of the Rules Committee shall be inspected and accepted by the Chairperson of the Meeting with their signature.

Duties of the Rules Committee are:

- 1) to prepare the rule amendments of the Student Union, from a motion of the Executive Board or the Representative Council;
- 2) to make a statement for other organs of the Student Union in case they are considering a request or a claim for a revised decision; and
- 3) to present for the Chairperson of the Representative Council a rule interpretation that binds the Student Union, in case there becomes disagreement in interpretation of the Student Union's rules.

Confirmed rule interpretations shall be published on the official bulletin board of the Student Union and in the collection of rules of the Student Union.

Section 25 – Committees required by the Representative Council

The Representative Council may establish Committees for its term of office at the longest. The Representative Council shall define the duties of a Committee, its field of operation and its members, when establishing the Committee. A Committee may make motions for the Representative Council or the Executive Board, concerning matters belonging to its field of operation.

Meeting of a Committee shall be convened by the Chairperson of the Committee, or in case they are unable, by the Vice Chairperson, seven days before the meeting via email. Into the notice of meeting shall be written down the matters being considered. Meeting of a Committee shall have a quorum, when there are present at least half of the members of the Committee, including the Chairperson or the Vice Chairperson.

Minutes of the meeting of the Committee shall be inspected and accepted by the Chairperson of the Meeting with their signature.

Chapter 4

The Executive Board

Section 26 – Composition of the Executive Board

To the Executive Board of the Student Union shall belong the Chairperson, two (2) Vice Chairpersons in order, thus, every campus is represented by the Chairpersons, and at least three (3) and at the most seven (7) members. The Executive Board shall be elected for a calendar year. A Representative Council member elected to the Executive Board shall be unable to operate as a Representative Council member during their time in the Executive Board.

Section 27 – Formateur of the Executive Board

The Representative Council shall elect the formateur of the Executive Board in an organisational meeting held before the beginning of its term of office, in accordance with paragraph 1 of subsection 1 of section 11 of these Rules, and in the last meeting of its first operating year or in a meeting, in which the Executive Board has received a motion of no confidence from the Representative Council, in accordance with section 22 of these Rules. A member of the Student Union, who is eligible for being an Executive Board member, shall be eligible for being a formateur of the Executive Board. If there is only one candidate for being a formateur of the Executive Board, they shall be considered elected as the formateur of the Executive Board. If there is more than one candidate, the formateur of the Executive Board shall be elected by a closed ballot. In case none of the candidates receives over half of the given votes on the first round of the vote, a second round of the vote shall be organised between the two candidates who received the most votes. On the second round of the vote, the person receiving the majority of votes shall be elected. In the event of a tie, drawing lots shall resolve the elections.

Section 28 – Election of the Executive Board

When the Representative Council has elected the formateur of the Executive Board, the formateur of the Executive Board shall make a motion of the Chairpersons of the Executive Board, number of the Executive Board members and the Executive Board members, in the same meeting. When the Representative Council has accepted the motion from the formateur of the Executive Board, the persons proposed by the formateur of the Executive Board shall be elected as the Chairperson of the Executive Board, the Vice Chairpersons of the Executive Board and the Executive Board members. In case the Representative Council does not accept the motion from the formateur of the Executive Board, new elections of the formateur of the Executive Board shall be performed, in accordance with section 28. The same person may be elected again as the formateur of the Executive Board. The election procedure shall be continued until the Executive Board is elected. The Chairperson and the Vice Chairpersons of the Executive Board shall operate as the Chairs of the Campus Boards, which are appointed in the organisational meeting of the Executive Board, each at one campus.

Section 29 – Completion of the Executive Board

In case an Executive Board member or a Vice Chairperson of the Executive Board, in the middle of the term of office, loses their eligibility, is relieved of their duties or resigns from the Executive Board, the Chairperson of the Executive Board shall propose for the Representative Council a candidate as a new Executive Board member or as a Vice Chairperson of the Executive Board. If the Representative Council does not approve the candidate, the Chairperson of the Executive Board shall present a new candidate. If there is more than one candidate to be elected, a list of candidates shall be accepted or rejected as it is. The procedure shall be continued until the Representative Council accepts the motion from the Chairperson of the Executive Board. The Chairperson of the Executive Board shall not present again a list of candidates that is already once rejected by the Representative Council. If an Executive Board member is elected when filling the position of a Vice Chairperson of the Executive Board, the Chairperson of the Executive Board shall present a new Executive Board member to replace the relieved position the released Executive Board member. In case the Chairperson of the Executive Board loses their eligibility or resigns from their duties in the middle of the term of office, the Chairperson of the Representative Council shall convene the Representative Council immediately to elect a new Executive Board.

Section 30 – Panel of the Executive Board candidates

For the members, when electing the formateur of the Executive Board and when electing and complementing the Executive Board, an open panel shall be organised for the persons applying to be the formateur or a member of the Executive Board.

Section 31 – Duties of the Executive Board

Duties of the Executive Board are:

- 1) to use the right to speak of the Student Union, to be plaintiff or defendant in courts on behalf of the Student Union, to make contracts and other juridical acts on behalf of the Student Union and to represent the Student Union in general;
- 2) to decide on the grounds of approving members to the Student Union;
- 3) to elect the student representatives into the University organs, not however into the Faculty Councils in the beginning of their terms of office, University Collegiate Body or the UEF Board, as being defined in paragraphs 16 and 17 of subsection 1 of section 18 of these Rules;
- 4) to complement Faculty Councils in the middle of their term of office, if necessary;
- 5) to prepare matters for a Representative Council meeting, apart from election of the formateur of the Executive Board, election of the Chairpersons of the Representative Council, matter of confidence from the Chairpersons of the Executive Board and the Representative Council, questions related to the rules of procedure of the meeting, requested motions for action and reservation of the decision-making authority;

- 6) to operate as the presenter in matters in which the Representative Council exercises public authority;
- 7) to take care of implementation of the Representative Council's decisions, unless the implementation has been assigned for another organ;
- 8) to appoint and discharge staff members of the Student Union, apart from the Secretary General;
- 9) to accept job descriptions of the Student Union's staff and to decide on possible leaves of absence and deputy arrangements;
- 10) to prepare the budget, action plan and financial statement for the Representative Council;
- 11) to give a report of its activity from the time between meetings of the Representative Council and annually a report concerning the activity of the Student Union, for the Representative Council;
- 12) to accept the clubs and the Student Club Regulations;
- 13) to choose the Chair of a Section, in case the former Chair resigns during the term of office of the Executive Board;
- 14) to be in charge of the Student Union's administration, finance, estate, and management of Student Union's finances and to supervise actions of the officials taking care of the financial management; and
- 15) to take care of, consider and resolve other matters, which have not been provided into the field of operation of the Representative Council or another organ, in these Rules or otherwise.

The Executive Board may delegate a matter, belonging to its field of operation, for the Representative Council to consider, but not however a matter, which belongs to the domain of public duties provided by law. The Executive Board may reserve the decision-making authority for itself in matters, which belong to the field of operation of a Campus Board, Section, working group it has established, club or an official. The Executive Board shall not reserve the presentation responsibility of public duties provided by law. With a decision the Executive Board has separately made, the Executive Board may reassign the administrative, executive or decision-making authority of a matter belonging to its jurisdiction for another organ or official. The Executive Board shall not delegate duties mentioned in paragraphs 2, 3, 4, 6, 11, 13 and 14 of subsection 1 of this section.

Section 32 – *Convening and quorum*

The notice of Executive Board meeting shall be sent as the Executive Board decides in its organisational meeting. Into the notice of meeting shall be written down the matters being considered. The organisational meeting of the Executive Board shall be convened by the Chairperson of the Executive Board, five (5) days before the meeting via email. The Executive Board may get organised before the beginning of its term of office. The Executive Board shall be convened by the Chairperson of the Executive Board, or in case they are

unable, a Vice Chairperson shall convene a meeting. The Executive Board shall convene, if the Chairperson, a Vice Chairperson or two (2) Executive Board members demand it. An Executive Board meeting shall have a quorum, if it has been convened in accordance with these Rules and there are present at least half of the Executive Board members, including the Chairperson or a Vice Chairperson.

Section 33 – Right to speak, make a motion and attend in the Executive Board meetings

The Chairpersons of the Representative Council and the Secretary General shall have the right to speak and attend in the Executive Board meetings. All staff members of the Student Union and the representatives appointed by the companies, of which the Student Union is the owner or the major shareholder, shall have the right to attend. In addition, the Executive Board may grant the right to speak for the representatives appointed by the companies, of which the Student Union is the owner or the major shareholder. Executive Board members and the Secretary General shall have the right to make a motion in the Executive Board meetings. Also the other Secretaries shall have the right to make a motion in matters belonging to their own sectors and the Chief Editor in matters related to the student magazine Uljas. If wanting to, the Executive Board may grant the right to speak and right to attend also for others and to invite experts in a meeting.

Section 34 – Implementation injunction

If the Executive Board deems a decision of the Representative Council illegal, made in an erroneous order or not belonging in the jurisdiction of the Representative Council, the Executive Board shall refuse to implement the decision and inform the Representative Council immediately about it for reconsidering the matter. In addition to this, the Executive Board shall request the Rules Committee for a statement about the matter.

Section 35 – Minutes and list of decisions

The Secretary General or a separately appointed keeper of the minutes shall operate as the Secretary of the Executive Board. The minutes of an Executive Board meeting shall be inspected and accepted by the Chairperson of the Meeting with their signature. The keeper of the minutes shall confirm the minutes with their signature. The minutes shall be signed within a week from holding the meeting. Lists of decisions of the Student Union's Executive Board meetings shall be published on the official bulletin board of the Student Union at the latest after seven (7) days from inspecting the minutes and remain there visible for at least twelve (12) months.

Section 36 – Signers

In matters concerning all campuses, the Chairperson or a Vice Chairperson of the Executive Board and the Secretary General shall operate as the signers of the Student Union, always two together.

Matters concerning a single campus, the Chair and the Vice Chair of the Campus Board of the campus in question shall operate together as the signers of the Student Union, with consent of the Secretary General.

The Secretary General shall have restrictedly the right to operate alone as a signer of the Student Union in matters concerning the management of routine administration.

Section 37 – Working group of finances

Working group of finances shall prepare specific questions of finances in the Student Union. The working group of finances shall consist of the Chairperson of the Representative Council, the Chairpersons of the Executive Board and at the most, three members appointed by the Representative Council. Chairperson of the Executive Board shall operate as the Chairperson of the working group of finances and the Secretary General as its Secretary.

Specific duties of the working group of finances are:

- 1) to prepare budget and financial statement proposals given for the Executive Board, together with the persons in charge of the Student Union's financial management;
- 2) to prepare amendments into the Finances Regulations of the Student Union;
- 3) to follow development of finances, accounting and budget, and observance of the Accounting Act, the Accounting Ordinance and the Auditing Act;
- 4) to give recommendations and proposals for the Executive Board of the Student Union, regarding to financial activity; and
- 5) to decide on other financial matters the Executive Board has given to it.

Section 38 – Working groups required by the Executive Board

The Executive Board may establish working groups at the most, for its term of office. The Executive Board shall define duties, field of operation and members of the working group while establishing it. The Executive Board shall elect the members of the working group, of which at least half must be members of the Student Union. A working group may make proposals of matters belonging to its field of operation, for the Executive Board.

Chapter 5

Campus administration

Section 39 – Campus Boards in Joensuu, Kuopio and Savonlinna

Local Campus Board shall be in charge of the Student Union's practical duties at the local level and its duties are:

- 1) to be in charge of decision-making, practical duties and following finances as the Executive Board of the Student Union separately provides;

- 2) to follow activity and finances of local Sections and clubs;
- 3) to give orders concerning clubs' activities;
- 4) to make proposals of matters it considers important, for the Executive Board; and
- 5) to inform actively about its activity for the members, Sections and clubs.

The Chairperson or a Vice Chairperson of the Student Union's Executive Board shall operate as the Chair of a Campus Board. The Executive Board shall decide the Chairs of each Campus Board in its organisational meeting. Those Executive Board members, whom the Executive Board appoints into Campus Boards in its organisational meeting, shall operate as the members of the Campus Boards. Each member of the Executive Board must belong to one, and only to one Campus Board. Members defined in subsections 3 and 4 of this section belong also to a Campus Board. A Campus Board shall elect a Vice Chair from amongst. The Chairs of the local Sections and the Vice Chairs of those Sections as their personal deputy members, in accordance with section 40 of these Rules, shall belong into the Campus Boards of Joensuu and Kuopio in addition with members defined in subsection 2 of this section. In addition with members defined in subsection 2 of this section, from three (3) to seven (7) members shall belong to the Campus Board of Savonlinna. Those members shall be elected by the Representative Council in the beginning of the term of office, from a proposal of the student organisations accepted by the Student Union and operating at the Savonlinna campus. In case a Campus Board member resigns in the middle of the term of office, the Executive Board of the Student Union shall elect a member to replace them from a proposal made by the organisations mentioned formerly. At least one member from each student organisation mentioned formerly must belong to the Campus Board. Members of the Student Union's Executive Board and the Chairpersons of the Representative Council shall have the right to attend and speak in the meetings of all Campus Boards. Deputy members of the Campus Boards shall have the right to speak and attend in the Campus Board meetings of the own campus.

Section 40 – *Sections*

In the Student Union's campuses of Joensuu and Kuopio shall operate the Section for Student Organisations, the Section for Advocacy and the Section for Recreation, own ones at the both campuses. Duties of the Sections are to make proposals and prepare statements from matters belonging to their field of operation, for the local Campus Board or the Executive Board. Meetings of the Sections, apart from the Section for Student Organisations, shall be open for all members of the Student Union and the staff members. Members of the Student Union attending in two consecutive meetings shall be members of the Section and the membership of the Section shall expire after three consecutive absences. In addition, those Executive Board members and the members of the Student Union, whom the student organisations have appointed as their representatives, shall be members of the Sections. The Chair of the local Campus Board and the Chairs of each student organisation shall be members of the Section for Student Organisations, and the

representatives appointed by each student organisation shall operate as the personal deputy members of the Chairs of the student organisations. In addition, the Section for Student Organisations may invite members of the local Campus Board in its meetings. The Sections shall make a proposal of their Chair for a calendar year in the last meeting of the year, for the Representative Council. Chairs of a Section shall be appointed by the Representative Council in the beginning of their term of office and by the Executive Board, in case the Chair resigns or loses the membership of the Section in the middle of the term of office. The Sections shall elect a Vice Chair from amongst.

The Executive Board of the Student Union shall appoint the Secretaries of the Sections. In case the Secretary has not been appointed, the Section shall appoint the Secretary from amongst. Meetings of a Section shall be convened by the Chair, or in case they are unable, by the Vice Chair. The notice of meeting shall be sent at least seven (7) days before the meeting. The notice of meeting shall be delivered on the official bulletin board of the Student Union, in which the Section operates, and to an email list of the Section, in case there is one. Matters being considered shall be mentioned in the notice of meeting.

Section 41 – *Clubs*

Members of the Student Union may establish clubs, which shall be accepted by the Executive Board of the Student Union. The Executive Board shall accept the Club Regulations of the Student Union, which the clubs must obey. The Executive Board of the Student Union shall have the right to give written warnings for a club operating against the Club Regulations. The Executive Board of the Student Union shall have the right to disband a club, which continues its activity being against the Club Regulations, despite of two (2) written warnings.

Clubs shall have the right to make a motion for the Campus Board operating in the same city. Each club shall have the right to appoint their representatives into local Sections, apart from the Section for Student Organisations. Clubs shall be open for all members of the Student Union. Clubs may collect participating fees.

Section 42 – *Student organisations*

The Student Union shall uphold a list of student organisations, which shall be accepted by the Executive Board of the Student Union. Registered associations representing students of one or more major subject of the University of Eastern Finland may get into the list of student organisations. Only one student organisation may operate in the field of a same academic subject at one campus. A student organisation may operate at more than one campus. Student organisations shall have the right to apply for student organisation grants from the Student Union and elect representatives into the Sections, in accordance with subsections 2 and 3 of section 40 of these Rules.

Section 43 – *Campus organisations*

The Student Union shall uphold a list of campus organisations, and the list shall be accepted by the Executive Board of the Student Union. Organisations, the main activity of which is student activity and at least half members of which are members of the Student Union, may get into the list of campus organisations. Campus organisations shall have the right to apply for organisation grants from the Student Union.

Chapter 6

Staff members

Section 44 – Establishing a position

Positions of the Student Union's staff members shall be established by the Representative Council. The Executive Board shall fill the position, if the required resources for that have been reserved in the budget.

The Executive Board may establish a fixed-term position, in which the employment relationship lasts at the most for three (3) months, if the required resources for that have been reserved in the budget.

The Representative Council shall not establish the position of the Secretary General of the Student Union. The position of the Secretary General is statutory.

Section 45 – Filling a position

Open positions and deputy positions of the Student Union shall be filled by the Executive Board, with an open call for applications procedure, in case the employment relationship lasts more than three (3) months. The Secretary General may fill a position and a deputy position, which are at the most for three (3) months, without a call for applications procedure, in case urgency or a specific reason demands for it.

Application period for the positions of the Secretary General and the Chief Editor shall be at least thirty (30) days. For other positions, the application period shall be at least fourteen (14) days. Position shall be declared to be applied for at least on the official bulletin board of the Student Union. The application period may be continued or a position declared to be able to be applied for again, with a decision of the Executive Board, if the Executive Board considers it necessary.

The position of the Secretary General must also be declared open in the regional newspapers of the campus cities.

Section 46 – Secretary General

The Student Union must have a Secretary General. The Secretary General shall operate as the presenter for the Executive Board, when the Student Union exercises public authority or

does elections of persons, in accordance with section 58 of these Rules. The Student Union shall not make a decision exercising public authority, without the presentation procedure. In case the Secretary General is disqualified or unable, when making a decision, in which is being used public authority, the Executive Board shall appoint another person, who is in employment relationship with the Student Union, to prepare the required proposal. Staff member shall have the right to refuse the presentation responsibility and the Executive Board shall have assent of the staff member before giving the appointment.

If the Secretary General is temporarily disqualified or unable to perform their duties, the Executive Board shall appoint immediately a staff member to take care of the Secretary General's duties. Staff member shall have the right to refuse from the duty, in accordance with subsection 1 of this section.

If the Secretary General is permanently disqualified or unable to perform their duties, the Executive Board shall begin immediately preparations to fill the position of the Secretary General.

Chapter 7

Finances

Section 47 – Accounting period

The accounting period of the Student Union shall be a calendar year.

Section 48 – Deciding on the membership fee

The Representative Council shall decide on the membership fees by a simple majority, before accepting the budget of the next accounting period. The Rector of the University of Eastern Finland shall confirm the membership fee. The Representative Council shall decide on changing the membership fee for the coming academic year, by a two-thirds (2/3) majority vote. In case the majority vote is not achieved, old membership fee shall stay in force.

The Executive Board shall decide on the collection method and time of the membership fee.

The Student Union exercises public authority when it decides on the size of the membership fee.

Section 49 – Action plan

The Representative Council shall decide on the action plan of the Student Union for the next accounting period. The action plan shall give frames for the budget and for more specific implementation of it, which the Executive Board shall obey.

Section 50 – *Budget*

The Representative Council shall accept the budget of the Student Union before the beginning of the next accounting period. Implementation of the budget shall be a duty of the Executive Board. The Executive Board shall not exceed the appropriation reserved for the budget or use it for expenditure outside the budget, without approval of the Representative Council. In the Finances Regulations shall be more specifically defined on the budget and its implementation, if necessary.

Section 51 – *Remunerations from positions of trust*

Elected officials of the Student Union may receive remuneration from their duties. The Representative Council shall decide the remunerations of the Representative Council's Chairpersons. The Executive Board shall decide on remunerations of other organs and elected officials.

Section 52 – *Acquiring funds*

The Student Union shall have the right to receive testaments, wills and donations, and acquire funds, to implement its purpose. In addition, the Student Union may own real estates and shares, and exercise business as its own action or through a company, owned completely or partially by the Student Union.

Section 53 – *Funds*

The Student Union may have funds, establishing and disbanding of which is decided by the Representative Council, by a two-thirds (2/3) majority vote. The Representative Council shall decide on the rules of the fund, in the meeting, where the fund is being established.

Section 54 – *Auditors and inspectors of receipts*

The Representative Council shall elect an audit corporate body or two (2) auditors and for them, personal deputy auditors, to inspect accounts and administration of the accounting period. At least one of the auditors must be an auditor authorised by the Chamber of Commerce (HTM) or the Central Chamber of Commerce (KHT). In addition, the Representative Council may elect from amongst at the most two (2) inspectors of receipts for the accounting period.

Section 55 – *Making the financial statement*

The Executive Board shall take care of making the financial statement of each accounting period and to give the financial statement for the auditors to be inspected, at the latest by the coming 15th of March of the accounting period. The accounting with the documents related to it and other documents, statements of the inspectors of receipts and reports and documents requested by the auditors that are concerning the finances and administration of the Student Union, shall be given to be inspected at the same time.

The auditors shall give the Executive Board an auditor's report, at the latest within three (3) weeks from the financial statement is given for them.

The Executive Board shall deliver the report and the clearances, made in consequence of reminders, for the Representative Council for consideration within two (2) weeks from the auditors having submitted their report for the Executive Board.

Chapter 8

Public duties provided by law

Section 56 – Public duties and the presentation procedure

When the Student Union is exercising public authority, defined in section 46 of the Universities Act (558/2009), it shall obey especial accuracy, the Administrative Procedure Act (434/2003), as being enacted in subsection 1 of section 30 of the Universities Act, and the presentation procedure, when making a decision.

Duties belonging to the domain of public authority are:

- 1) size of the membership fee;
- 2) specific duties being enacted in subsection 2 of section 46 of the Universities Act; and
- 3) participating in performing the educational mission of the University, enacted in section 2 of the Universities Act, by preparing the students into an active, aware and critical citizenship.

In case a decision belongs to the field of operation of the Representative Council, the Executive Board shall operate as the presenter. In case a decision belongs to the field of operation of the Executive Board, the Secretary General shall operate as the presenter. The presenter must operate as an independent organ, when preparing a proposal, and prepare the elections of persons only on the grounds of the applications or, if required, on the grounds of application and interviews.

When exercising public authority, member of an organ or a staff member of the Student Union shall be disqualified, as being enacted in section 7 of these Rules.

Section 57 – Membership fee

When the Executive Board of the Student Union is making a proposal on the size of the membership fee for the next accounting period, the Executive Board shall take into account the budget it has prepared, financial situation of the Student Union and required investments and depreciations.

Section 58 – Student representatives of the administration of the University, FSHS and the Student Financial Aid Board

When the Representative Council or the Executive Board of the Student Union is electing student representatives into the organs mentioned in section 3 of the Universities Act, organs of FSHS and the Student Financial Aid Board, in accordance with section 9 of the Student Financial Aid Act (65/1994), specific application, presentation and election procedures shall be used.

All members of the Student Union shall be eligible into the organs mentioned in subsection 1 of this section, unless they shall be disqualified to operate in the organ in question, based on the Universities Act.

Member of the Representative Council or the Executive Board of the Student Union or the Secretary General shall be disqualified to operate as the presenter or a member of the organ making the decision, in case they are affecting the application procedure at any point before making the proposal of the presenter. Also own application of the person, for the organ in question, shall be considered as affecting to the application procedure.

Section 58a – Application procedure

Calls for applications into the every organ mentioned in subsection 1 of section 58 shall be declared open by the presenter. Application period shall last at least fourteen (14) days and the application announcement shall be published on the official bulletin boards of the Student Union. Applications shall be submitted in writing or via email. Applications arriving after the application period has ended, shall not be processed. In case the application period must be continued for a specific reason or the positions must be declared to be able to be applied for again, from it shall be made a separate justified decision, in accordance with subsection 4 of section 19. When continuing the application period, it shall be continued for at least seven (7) days. The same application procedure shall be obeyed also for other positions of trust, in which the Student Union appoints its representatives.

Section 58b – Presentation procedure

When the application period has ended, the presenter shall make a justified proposal with its justifications, for the organ making the decision. If necessary, the presenter may interview the applicants for the organ. In case the presenter is interviewing only some of the applicants, a justified decision shall be made about it, in accordance with subsection 4 of section 19.

Section 58c – Election procedure

Representatives into the organs shall be elected by the Representative Council of the Student Union, based on the proposal of a working group, which is preparing the election from a justified reason, in accordance with section 58b of the Rules of the Student Union.

An organ making the election, may interview some or all of the applicants, but if an interview is decided to be held, at least persons presented by the presenter shall be interviewed.

If there are no divergent proposals, the persons proposed shall be considered elected. Member of the organ making the election may make a justified divergent proposal to the proposal. In that case, elections mentioned in section 20 shall be performed. The proposal may also be returned for preparation, in case it does not prevent the decision-making or complicate excessively the working of that organ, in which the election is being made.

The decision shall be justified in accordance with section 45 of the Administrative Procedure Act.

Section 59 – Educational mission enacted in section 2 of the Universities Act

When participating in performing the educational mission of the University, enacted in section 2 of the Universities Act, by preparing the students into an active, aware and critical citizenship, the presenter shall be especially accurate when making a proposal.

Chapter 9

Specific orders

Section 60 – Emblems of the Student Union

The Representative Council shall decide on the shapes of the emblem, standard, municipality ribbon, badges and decorations of the Student Union.

The Executive Board of the Student Union shall decide on using and granting the symbols mentioned in subsection 1 of this section.

With the Symbol Regulations may be more specifically provided the symbols, their using and reasons of granting.

Section 61 – Anniversary

The Student Union may celebrate its anniversary on Saturday of week 11, in honour of the establishment of the Student Union of the University of Eastern Finland.

Section 62 – Honorary members

The Representative Council of the Student Union may invite a person or community for an honorary member of the Student Union, with a unanimous decision, from a proposal of the Executive Board. The Student Union shall keep a public list of its honorary members.

Section 63 – Other orders

In all actions of the Student Union shall be strictly obeyed the existing legislation, in addition to these Rules and acts referred to in these Rules. In case the Election Regulations, Rules of Procedure, Finances Regulations or another rule of the Student Union, accepted by the Representative Council, is inconsistent with these Rules, these Rules shall be obeyed.

In case the Rules of Procedure, Finances Regulations or another rule of the Student Union, accepted by the Representative Council, is inconsistent with the Election Regulations, the Election Regulations shall be obeyed.

Chapter 10

Petition

Section 64 – Request for a revised decision

A person or body being dissatisfied with decisions made by another organs than the Representative Council, shall first request for a revised decision from the decision-maker. Request for a revised decision shall be made in writing within fourteen (14) days from supply of the information of the decision. A notice made in accordance with subsections 3 and 4 of section 19 of these Rules shall be considered as a supply of information.

The decision given in consequence of a request for a revised decision shall be reconsidered in the same organ and the decision shall be published on the official bulletin board of the Student Union. The decision shall be delivered for the body or the person of whom the request for a revised decision was made by.

Section 65 – Appeal

A person or body being dissatisfied with a decision may seek for petition by appealing into the administrative court of Kuopio, in accordance with section 86 of the Universities Act and the Administrative Judicial Procedure Act (586/1996).

Section 66 – Specific orders concerning the petitions

Persons or bodies, of which the decision is directed to or the rights, benefits or liabilities of which the decision is directly affecting, and a member of the Student Union, shall be justified to make a request for a revised decision.

Petition for appeal is forbidden only when the decision is concerning a preparation or enforcement.

Act on the Calculation of Statutory Time Limits (150/1930) shall be obeyed, when calculating the time limits concerning a petition.

Request for a revised decision shall be processed without delay.