



## Quick guide for student representatives in the administration of Uniarts Helsinki

As a student representative in university administration (a "halloped", short for "hallinnon opiskelijaedustaja"), you get to influence the operation and management of a scientific and artistic community. As a halloped, you learn meeting and negotiation skills and many new things about, for example, the development of teaching, university administration and HR matters. In these tasks, you can provide your skills for the use of the university community and broaden your view on the operation of the university.

Student representatives are full members of an administrative body. This means that their votes are equal to the other members of the body when decisions are made, so as a halloped, you are not "just" a student but a decision-maker equal to a professor! Also, hallopedes often use public authority in their tasks, which requires responsibility and care. It is important for the university's operations that the views of different groups in the university community – professors, other personnel and students – are taken into account in decision-making. It is therefore truly important that you bring your own viewpoint to the discussion: as a student, you have information, vision and actual expertise accumulated through your own experience, which complement the points of view of the other members of the body.

### Important tips for practical activity

- Your most important task is to attend meetings and participate in decisions made at them. It is, for example, always allowed to miss lessons because of student representative tasks. However, if you cannot attend a meeting, you must notify the secretary of the body and/or your deputy member so that your deputy member can substitute for you.
- You should prepare for the meetings so that you can better influence the matters discussed. Always go through the agenda before the meeting. You can, for example, do this with other student members of the same body. If there are any bigger or more complicated matters on the agenda, you should have at least a short meeting with the other student members before the actual meeting.
- Particularly in larger policy questions, you should also take into account any policies on the matter made by the Student Union, so if you are making major decisions and/or are uncertain about how you should act, contact the Student Union for advice!
- If you seriously disagree on some decision, you can express a dissenting opinion on it at the meeting. All members of an administrative body are responsible for the decisions they have handled and on which they have not expressed a dissenting opinion, so it is also about your own legal protection.

### Remember that your opinion truly matters!

- Other representatives at meetings are usually well aware of the importance of the opinion of students and also genuinely want to hear it, so don't be afraid of opening your mouth and bravely expressing your opinion!
- Unfortunately, however, students may sometimes come across someone belittling or overriding their opinion. You should not submit to this: remember that all members of an administrative body have the same rights and obligations and one vote each and everyone's opinion is equally valuable!
- It might sometimes be useful to ask the opinion of your fellow students, but you have no obligation to do that. As a representative appointed by ArtSU, you represent all students, and your views cannot be passed over saying, for example, that they are "just the opinion of one student".
- Decisions must always be made at a meeting open to all members of the body, and this is usually in the students' interests as well. Matters of any importance should therefore not be left for a small group to decide outside meetings or to be settled before the meeting



## Keep in touch with ArtSU and other student representatives

- A halloped can operate best by actively keeping in touch with other hallopedes and actors of the Student Union. In difficult situations, you need not and should not be alone: if something is occupying your mind, you can always contact the Student Union!
- ArtSU has an FB group for student representatives, where you can announce matters to be discussed, ask for advice and discuss topical questions: [www.facebook.com/groups/273407442862780](https://www.facebook.com/groups/273407442862780).
- You are also welcome to ask for guidance or assistance at ArtSU's office any time. For example, if there is a matter to be discussed that seems particularly difficult or important or if you are worried about the technicalities of meetings, we offer help and guidance to the best of our ability. If you want to visit us outside opening hours, you should make an appointment in advance: [www.taiyo.fi/in-english/contact-information](http://www.taiyo.fi/in-english/contact-information).
- In addition to the Student Union, academy committees and subject organisations are often interested in academy- and subject-specific matters and can offer support in them. The contact persons for committees and subject organisations can be found at [www.taiyo.fi/ylioppilaskunta/sektorit-ja-jaostot](http://www.taiyo.fi/ylioppilaskunta/sektorit-ja-jaostot).

## If you must leave your position mid-term

- Always contact us if for some reason you have to leave your position mid-term! Also send us a message if you are graduating, because we do not receive this information automatically from the university.
- It would also be great if you could help us find a successor for you. In practice, this means that you can encourage a suitable person to send us a short informal application message to the Student Union when your position becomes open.
- Vacant seats are filled through an open call for applications, but a sufficient number of applicants are not always found that way. It is therefore of great help for the continuity of operations if you can ask suitable people to apply for your position that becomes vacant!

## Background of student representative activity at universities

- Universities are independent academic communities, and the different groups within the community are also reflected in the university administration. All important administrative bodies of universities therefore have tripartite systems where professors, other personnel and students are all represented.
- At different administrative levels, there are many kinds of tasks with very different workloads and opportunities for impact (see diagram of university bodies at [www.taiyo.fi/ylioppilaskunta/halloped](http://www.taiyo.fi/ylioppilaskunta/halloped)). However, they are all in their own way important and responsible parts of the whole!
- In accordance with the Universities Act, student representatives in administration are always chosen by the Student Union (in practice, its representative council or board). This way, a student representative in administration represents all students in university decision-making. It is therefore every student representative's right and obligation to promote the best interests of the university and the entire university community by introducing the point of view and opinions of students into decision-making.

## Contact details of the University of the Arts Student Union

- Secretary for Member Services and Interest Advocacy Hannu Jaakkola: [taiyo-toimisto@uniarts.fi](mailto:taiyo-toimisto@uniarts.fi), tel. +358 40 710 4298
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