



AALTO-YLIOPISTON YLIOPPILASKUNTA  
AALTO-UNIVERSITETETS STUDENTKÅR  
AALTO UNIVERSITY STUDENT UNION

## **Education for student representatives acting in Aalto University administration**

# University administration in Finland and in Aalto University

- In Finland students have a strong, law-based representation in universities administration
- In Aalto University the administration is more "flexible" than most other Finnish universities. This has ups and downs.
- Every student representative is a valuable assett working for better education of present and future students
- as non-Finnish speaking student representatives you are "pioneers" and especially valuable to whole community

# University administration is tripartite



# **What is a student representative?**

- Student representative = halloped**

# How to be a student representative

- representing fellow students requires information
- > read the papers before a meeting
- > talk to you fellow students and listen to them
- be there (it is your duty now!)
- > if you can't make it to a meeting, inform your deputy member

What is a good student  
representative?

# What is a good student representative?

- dare to open your mouth
- talk to your fellow students – not only before a meeting but also after it (informing others about decisions)
- strengthen your knowledge-base

# Pre-meetings and communication

**In each school  
there is at least  
a person in  
charge of  
coordinating  
hallopedes and a  
mailing list**

**halloped@list.ayy.fi**

**ARTS-halloped@list.ayy.fi**

**BIZ-halloped@list.ayy.fi**

**CHEM-halloped@list.ayy.fi**

**ELEC-halloped@list.ayy.fi**

**ENG-halloped@list.ayy.fi**

**SCI-halloped@list.ayy.fi**



# Documents affecting administration

## **Tutkintosääntö**

Each school has it's own

## **Rules regarding studying**

[into.aalto.fi](http://into.aalto.fi)

## **AYY's policies, statements etc.**

[ayy.fi](http://ayy.fi)

# Help in administration language

<https://inside.aalto.fi/display/viestintajamarkkinointi/Aallon+kirjoitusohjeita+ja+sanastoja>

(Vocabulary of Aalto University. The page is in Finnish, but try the links!)

[https://inside.ayy.fi/download/attachments/10453186/Korkeakoulusanasto\\_SYL.pdf?version=1&modificationDate=1350394338000](https://inside.ayy.fi/download/attachments/10453186/Korkeakoulusanasto_SYL.pdf?version=1&modificationDate=1350394338000) (vocabulary of higher education and university administration)

<http://www.helsinki.fi/kksc/language.services/kokoussanasto.pdf> (vocabulary of meetings in general)

# Language policies

- The language of the administration is Finnish, BUT it does not mean that the language of the meetings could not be English.
- Aalto university is open to internationalisation and strives for internationalisation in it's strategy – no-one is going to shut down the pioneers of internationalisation!
- Be in contact with the secretaries of your committees, be in contact in advance with people presenting topics in the meetings
- Be brave, you're part of the university community and have the right to understand what's going on!
- Don't hesitate to contact other hallopedes/AYY in case of problems!

# Questions & answers