

28 April 2010

Regulation for the application of student representatives in administration

Chapter 1 General provisions

This regulation shall concern those who apply for the student representative seats in Aalto University organs, which are declared vacant by the Aalto University Student Union. The regulation includes both binding guidelines and recommendations (*in italics*) for applications and attachments which are delivered to the student union.

The regulation shall apply if separately mentioned in the call for applications. The call for applications may case by case also include more specific directions for the information required from the application.

The regulation and information on its appliance shall be announced in connection with the call for applications.

Chapter 2 Form of the application

Applications shall be in written form.

It is recommended to submit the application through an electronic application form to the secretary for academic affairs or one's deputy. It is possible to send the application on paper or by email to the address mentioned in the call for applications.

The sender shall be responsible for the arrival of the application. The application shall be considered received if it is received at the address mentioned in the call for applications by the mentioned deadline. The sender shall be notified by email about the received application.

The text in the application shall be typed.

The application submitted on paper shall include the information required in the application form.

The application shall be written in Finnish, Swedish or English.

Chapter 3 Information in the application

The application shall include

- the applicant's personal and contact information (postal address, telephone number and email address).
- the applicant's academic degree
- the applicant's study year at Aalto University
- the applicant's major subject or programme

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- information on whether the applicant is available for the whole period one is applying for

Applications shall be processed primarily as applications for a seat of an actual member of an organ and secondarily as a vice member of an organ. If the applicant is only available as an actual or a vice member, it shall be evident in the application.

The student union may ask the applicant to submit further clarification if the information in the application is unclear or if there are deficiencies.

It is recommended to attach a curriculum vitae with an application submitted on paper. In addition to general information, it shall include, in particular

- activities in university administration;
- organisational activities, particularly in the organisations within the Student Union.

The following do not have to be attached with the application, unless specifically mentioned in the call for applications,

- certificates (extract from the population register, the letters of reference, study certificates, etc.);
- information on referees.

Applications and their attachments shall not be returned.

Chapter 4 Completion of the application

The application may be freely completed until the deadline mentioned in the call for applications.

Completing the application after the application deadline is not recommended as applications are in general processed fairly soon after deadline in question. In case of completion, the applicant is requested to contact the person mentioned in the call for applications already before the application deadline.

Chapter 5 Notification of the decision

The decision of the student union board shall be available on the student union's official notice board no later than fourteen working days after the board meeting.

The applicant shall be informed about the decision of the student union board within two working days by email to the address mentioned in the application if the applicant does not separately forbid this. Otherwise, the notification shall be delivered by mail to the postal address provided by the applicant.

Chapter 6 Entry into force

This regulation shall enter into force immediately by the annual decision of the board.

This regulation was approved in the board meeting 21/2010 on 28 April 2010.

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