

Student Representative's *Guide*

To the reader.....	3
1 Introduction to the policies of Universities of Applied Sciences	4
1.1 University Of Applied sciences in Finnish education system	4
1.2 Degrees and studies.....	4
1.3 Central laws and regulations	6
1.4 Position of student and student union.....	6
1.5 Basics of education politics and policies.....	7
1.6 Future of education system	8
1.7 Students legal protection	8
2 Oulu University Of Applied Sciences	9
2.1 Introduction.....	9
Oulu University of Applied Sciences in brief	9
2.2 Administration.....	9
2.3 Board of Oulu University of Applied Sciences	11
2.4 Degree board/Board of Examiners	12
2.5 Board of Study Grants/Student financial aid committee	12
2.6 Degree collegion.....	13
2.7 Degree team.....	13
2.8 Course of student representing	13
2.9 Personnel board	14
2.10 Other workgroups	14
3 The Student Union of Oulu University of Applied Sciences (OSAKO)	15
3.1 Introduction.....	15
3.2 Administration.....	15
3.3 Core functions	16
3.4 Field-specific student associations	17
4 Student representing	18
4.1 Position and responsibility	18
4.2 Principle of publicity	18
4.3 Tasks and errands.....	19
4.4 Preparing for the meetings	19
4.5 Communication and cooperation	19
5 Basics of meeting techniques	21
5.1 Common.....	21
5.2 Turn of speak.....	21
5.3 Presentation list.....	21
5.4 General characteristics of a meeting	21
5.5 Record/memo of the meeting	22
5.6 Differing opinion.....	22
5.7 Some details.....	22
Small Vocabulary	24
6 Situation of international representation in Oulu UAS.....	25
7 Contact information.....	26

To the reader

The student representative's guide is meant to instruct all the student representatives within Oulu University of Applied sciences participating in various boards, workgroups and field-specific student associations. This guide will give you the basic information regarding education policies attached to the University Applied Sciences, Oulu UAS and its student union OSAKO, meeting techniques and practical information about being a student representative.

This guide cannot answer all of your questions. One essential part of being a student representative is to find out some parts yourself. Though Student union OSAKO will always try help you when you need background information or don't know who to consult.

We wish you persistence and endurance in your position as a student representative in the field of improving education and the situation of students.

Student Union OSAKO

OPISKELIJAEDUSTAJAN KÄSIKIRJA

Publisher: The Student Union of Oulu University of Applied Sciences (OSAKO) [Kajaanintie 32 D 61, 90130 Oulu, www.osakoweb.fi]

Head editors: Sanna Kangosjärvi 2005, Niko Peltokangas 2006, Eliisa Alatalo 2007-2009, Jonna Herva 2010, Jussi Ylitalo 2011, Markus Mäkitalo 2011-2012

Other editors: Board of the Student Union and secretaries. (includes material from The Union of Students in Finnish Universities of Applied Sciences – SAMOK's Guide for Students and from the internet pages of Oulu UAS.

1 Introduction to the policies of Universities of Applied Sciences

1.1 University Of Applied sciences in Finnish education system

The education system of Finland consists of two parallel higher education institutes: Universities of Applied Sciences and universities (higher science and art institutes), which form so called dual model (figure 1). Universities of Applied Sciences were born in an experiment started in 1991 and many of their campuses continue traditions from the past education models. Both higher and lower degrees are considered to be degrees of higher education in the University of Applied Sciences

The mission of Universities of Applied Sciences stated in law is to give higher education to professional expert position, supports ones professional growth, exercise science and research supporting the school, working life and regional development. The role of UAS is work life oriented education and the role of research and development is smaller than in the traditional Universities.

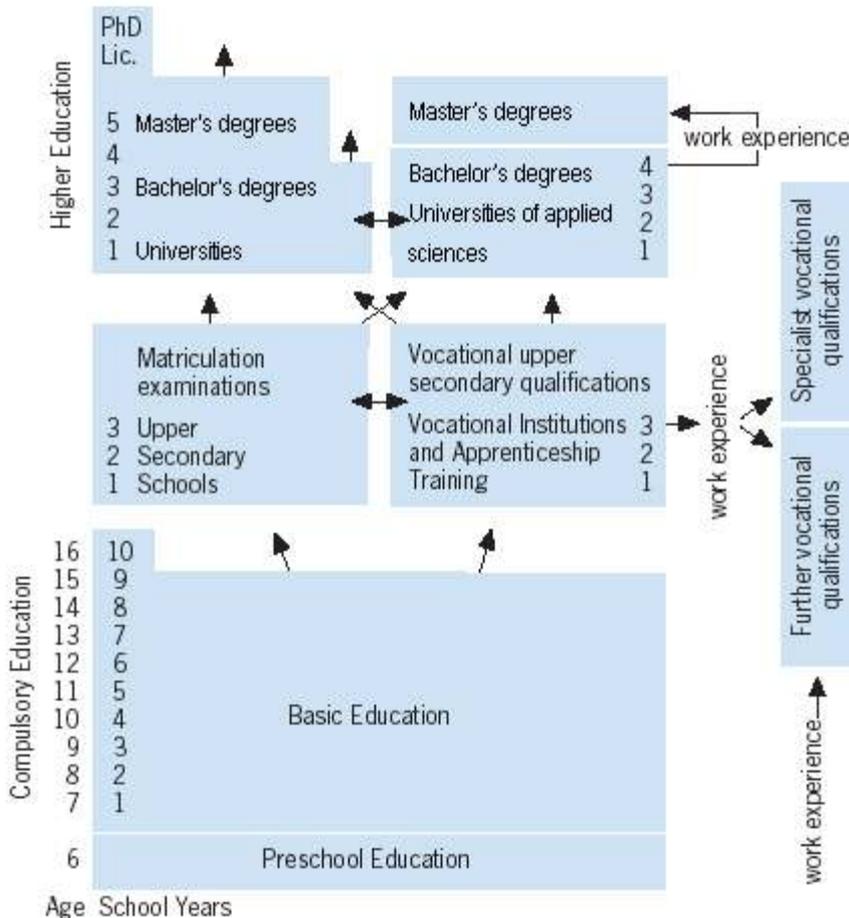
Currently there are 25 Universities of Applied Sciences in the Ministry of Education and Culture sector: four are run by local authorities, seven by municipal education consortia and 14 by private organizations. In addition there is Åland University of Applied Sciences in the self-governing Province of Åland and a Police college subordinate to the Ministry of the Interior. Every UAS has a functioning, law-based student union. The amount of UAS's is dropping due to fusions and policy decisions by the government.

Total student amount in UAS is 130 000 Universities of Applied Sciences award over 20,000 Bachelor's degrees and 200 Master's degrees annually. Every year over 30 000 people begin their studies. Universities of applied sciences are administrated by municipalities, federation of municipalities, communal and private stock companies or foundations.

1.2 Degrees and studies

The purpose of studies in University of Applied Sciences is to lead to a practical higher education degree serving the needs of working life. Student is provided with theoretical and practical knowledge to be used in professional expertise. The degree is usually 210-270 credits points (ECTS) and takes 3,5 - 4,5 years.

Figure 1. Dual model of Finnish higher education system



Education in Universities of Applied Sciences is given in 8 branches, humanistic and education, culture, social sciences, engineering and transportation, natural resources and environment, social and health care and in tourism, nourishment and economy. In total there is 85 professional degrees in Finnish, 41 in Swedish and 24 in a foreign language.

Studies leading to a degree consist of basic and professional studies, freely selected studies, practical training and thesis. The purpose of basic studies is to give a basic impression of the degrees content and its position and meaning in society, work life and internationally. They also provide the basis of theories, communication and language skill. The purpose of professional studies is to familiarize the students with the central problem entireties and appliances and train scientific (or artistic) principles in a way that they can work independently in the field's professional positions or entrepreneurs and take part in to its development in a working community.

The purpose of the practical training is to familiarize the student in the practical application of the knowledge and skills in the working life. The purpose of the thesis is to develop and point out the students' ability to apply and develop their skills in the practical professional positions.

In addition to the basic degrees so called second cycle degrees are possible after the initial professional degree. These degrees also have a requirement of *professional work experience of 3 years*. They are related and similar to higher education degrees in university. Their length is 60-90 credits with thesis being 30 credits. The degrees professional title has higher UAS added to it depending for the degree - for example BBA (higher UAS).

Universities of Applied Sciences offer adult education, professional specializing, supplementary courses and open UAS studies.

1.3 Central laws and regulations

The most important law considering Universities of Applied Sciences is the University of Applied Science Act (351/2003) and the Government Decree on Universities of Applied Science (352/2003). The act and decree provides for, among other things, administration of the UAS, the student union duties, qualifications and their structure, and qualifications of teachers.

Law or regulation, is also laid down education funding (635/1998), teacher education (356/2003 and 357/2003), student financial aid (65/1994), the joint systems (1191/1998), the Finnish and Swedish demonstration of proficiency (424/2003 and 481/2003 § 16 and 17), UAS fees criteria (653/2001) and health care (66/1972).

Updated law can be easily found on the Internet at www.finlex.fi. Sites to search for the laws and regulations of their numbers or word search.

1.4 Position of student and student union

Students are members of the school among the teachers and other full-time personnel. Therefore student representation is guaranteed in the administration and other activity of UAS by law. The position of a student differs on most part compared to lower levels of education

Student union is a foundation having a law cited mission to select student representatives to varying position of the boards and workgroups of UAS. In addition the student union takes part to other activities of UAS and promotes the aspirations of its members in UAS community and in society. Every fulltime student can join and the student union can accept the memberships of part-timers.

1.5 Basics of education politics and policies

Term education politics refers to all the actions related to development of education. Education politics are also the measures and efforts from the groups of society (not just state agencies), trying to influence the orientation of education, its resources, structures, processes, and content of the output.

Influencing our own UAS, education politics can be executed in varying ways and functions. One of the examples is actively representing in workgroups inside UAS. Often education politics are about making statements regarding varying issues or voicing opinions. Gathering and relaying information is essential so representing can be organized in an efficient manner.

They are many levels in which education politics happen in the society. In the level of Finnish Government, SAMOK (roof organization of UAS student unions in Finland) is taking part in the national workgroups of the ministries which are set to work in issues that need changing. SAMOK is a member of ESU (European Student Union) that works in whole Europe lobbying its opinions in European Union.

Finnish education policy is getting influences from European level. So called Bologna process aims on creating a unified higher education area till 2010. The process is European wide with the countries voluntarily committing to its actions.

One of the main goals of the Bologna process is to create a quality assurance system to schools part of the higher education system. Through this clear and transparent contents are supposed to be created to teaching, studying and administration. The students are part of the quality assurance by giving their feedback.

The essential functions of quality assurance (QA) system in Oulu UAS (teaching and learning, research and development) are described in a way in which they are seen as whole. Both central administration and units and their ways of doing so called quality work are part of the same QA system.

Common descriptions ease internal cooperation of the separate units and make developing the essential functions more efficient when each party involved is using the same terminology, goals and actions. In Finland the quality assurance systems are evaluated and the work is done by Korkeakoulujen arviointineuvosto (KKA), higher education evaluative council under the supervise of educational ministry. The first evaluation (auditing) was done in Oulu UAS during autumn 2011. The results were published in March 2012 which brought forth the outcome of the auditing. The result, passed certificate of QA system, is valid for the next six years.

1.6 Future of education system

The ministry of education has a vision of having the total number of UAS organisations cut down to 20 by 2020. Most UAS have already made fusions or have taken steps towards cooperation to cut down costs and make the activities more efficient. The changes happening in the higher education field are called infrastructural changes.

1.7 Students legal protection

Student studying in the University of Applied Sciences has many responsibilities and duties, but also certain rights. General parts have been determined in the regulations that can be found here:

http://www.oamk.fi/english/degree_students/structure_of_studies/regulations/

If the rights of the student are not fulfilled, he or she can ask for amendment or make a complaint. If the problems arise the student should always contact the student union. The union has the tools to make sure the information reaches the right people. The next chapter contains some essentials related to legal protection.

According to a law the student has a right to receive cost free education if the purpose is to provide the student with wide, practical and theoretical knowledge to provide work as an expert of the field of study. Further reference can be found from the degree regulation.

The studies have to be arranged in a way that the studies can be done in the allocated time. Actual right to study is cut one year from the estimated date from the end of studies (in 210 credit points degree 4,5 years since the start of the degree).

The student can be absent for two years by announcing attendance. The time is not counted to the total time of the studies. It is compulsory for the student to announce absence (the actual process decided by the UAS) since autumn 2000.

According to the law the UAS has to provide internationally used diploma supplement with valid and required information.

2 Oulu University Of Applied Sciences

2.1 Introduction

Oulu University of Applied Sciences (formerly known as Oulu Polytechnic), one of the largest Universities of Applied Sciences in Finland with approximately 8,000 students, operates in one of the fastest growing areas of the country - the Oulu region.

Oulu University of Applied Sciences in brief

Students:	Staff:
8,000	800

Education leading to a degree:

Bachelor and Master Programmes

Other education:

Professional Specialization Studies, Open University Studies, Short-term Supplementary Training, Vocational Teacher Education

Research and Development:

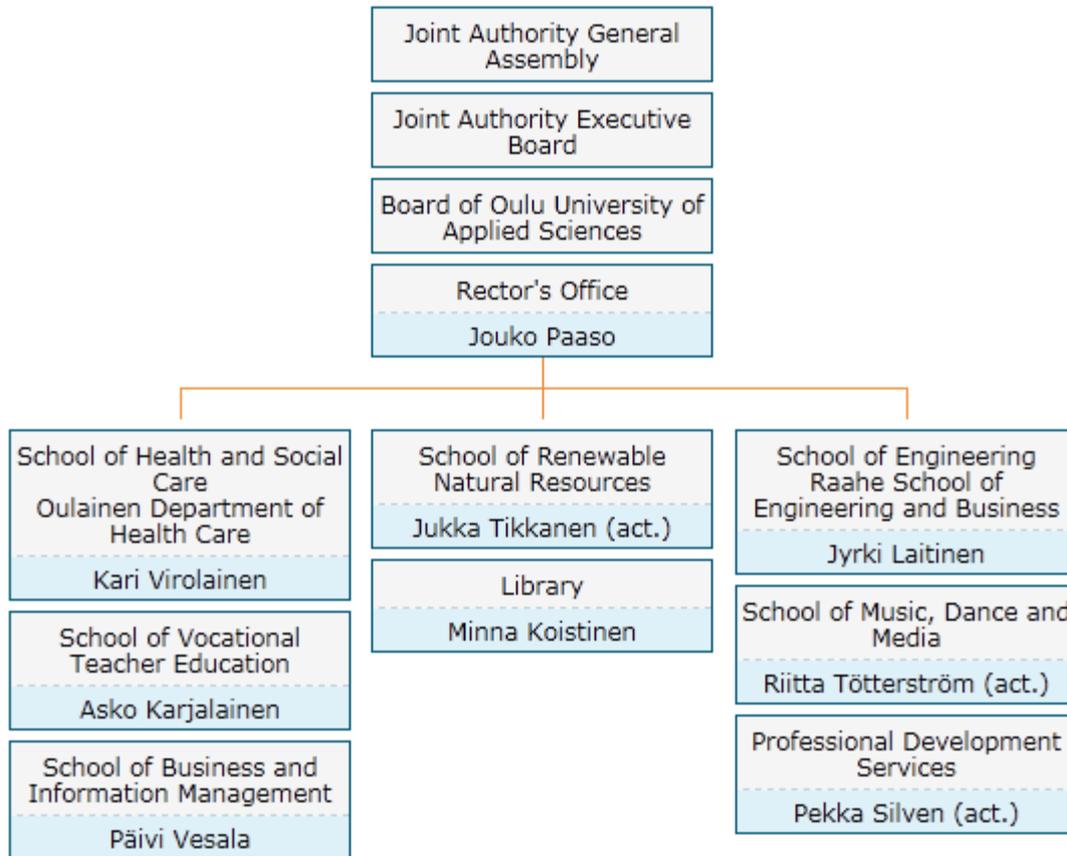
Versatile projects to meet the needs of education, industry and business life.

2.2 Administration

UAS has self-governance in its internal administrative issues. Internal governance is the responsibility of headmaster and the board of UAS. The up keeper of UAS is OSEKK (The Oulu Region Joint Authority for Education) which will be described in detail shortly. Its purpose is to strategically guide the development of UAS and to shape its funding. There are upcoming changes in the years 2013 and 2014 concerning the self-governance as OSEKK will no longer be responsible for the higher education in Oulu region. You can ask more information from the board of the student union.

The units are led by heads of department. In the departments the administration is divided to sections. The positions for development of education and heads of study affairs exist in many units to further aid the administrative effort.

Figure 2: Structure of Oulu UAS



The setting up of a working group to assess the demand and possibilities to form a centralized body for joint operations in order to advance vocational training in the Oulu region was organized by the Regional Council of Northern Ostrobothnia. This assessment took place during 1987- 1990 and was followed by the assessment of the local government districts concerned during 1990-94.

The Oulu Region Joint Authority for Education was founded December 15th, 1994. The actual work started August 1st, 1995 (15.12.1994 - 31.7.2006 name was The Oulu Region Joint Authority for Vocational Training OSAKK).

OSEKK offers multidisciplinary and multi-level education. As defined by its mission, the joint authority arranges both vocational education (Oulu Vocational College) and polytechnic education (Oulu University of Applied Sciences). Both schools also provide a wide range of adult education.

OSEKK in figures:

- number of students ca. 15.100
- number of personnel ca. 1.810

2.3 Board of Oulu University of Applied Sciences

According to legislation the Rector acts as the chairman of the Board of the University of Applied Sciences. In addition to the Rector, the Board consists of two representatives of other management, two representatives of full-time lecturers, one representative of other full-time staff, three representatives of full-time students and four representatives from business and working life. The tasks of the Board are determined in the legislation (L351/2003) and the bylaws of the University of Applied Sciences.

Members of the Board of Oulu University of Applied Sciences

Chairman

Rector Jouko Paaso

Business and Working Life

Harri Haapasalo, UIL ry; deputy: Erja Marjeta, Tehy
Marjo Kolehmainen, PPYry; deputy: Esa Pellikainen, Oulun Kauppakamari
Risto Pietilä, Raahen seudun yrityspalvelut; deputy: Sirkka-Hannele Saari-
nen, Raahen
Pirjo Kejonen, PPSHP; deputy: Irma Toivanen, Oulun kaupunki

Students (2011–2012)

Jyrki Mäkitalo, deputy: Timo Pieti
Konsta Ryhänen, deputy: Henri Tahkola
Jenni Toiviainen, deputy: Miikka-Aukusti Heiskanen

Teachers

Timo Heikkinen, deputy: Markku Perttunen
Lea Isopoussu-Koponen, deputy: Jouko Karhunen

Other Staff

Aki Hentilä, deputy: Sami Kangas

Administration

Asko Karjalainen, deputy: Jyrki Laitinen
Kari Virolainen, deputy: Päivi Vesala

2.4 Degree board/Board of Examiners

The UAS has a degree board to deal with the conflicts in study issue. If a student is unhappy with the evaluation the conflict can be decided in the degree board. Courses of all levels are valid for this practice.

Functions of degree board are dictated by the regulations. Further information can be found from the website of UAS and from the student union OSAKO.

2.5 Student financial aid committee

UAS has a student financial aid committee. The committee is elected for two years each time. The student financial aid committee has a chairperson and five members and all of them have one personal deputy. Half of the members including the chairperson and their deputies are appointed university teachers or civil servants and the other half selected from the students. The committee meetings may also consult experts. Student members and their representatives are elected by OSAKO's student representatives.

The mission of student financial aid committee is:

- monitor study progress and give statement on the matter on the will of student, itself or KELA (The Social Insurance Institution)
- define if summer studies fulfill what is demanded and give statement for KELA in particular cases
- define if studies abroad fulfill what is demanded when consist other than student exchange study programmes and give statement for KELA in particular cases
- give statement when graduated student who got study loan guaranteed by the government is entitled to study loan reduction in taxing
- give statement if student that have had the maximum time of study grant is entitled to expand that time.

Board of Student financial aid committee or its chairperson decides on the matters. Or when the chairperson is not present the vice chair and the secretary decides, this is so called chairperson decision. The committee can decide in its meeting a matter that would otherwise be a chairperson decision. The chairperson can bring matter of his or her decision to be decided by the committee.

The meetings of the committee are recorded and all the records are signed by the chairperson and the secretary. Record checkers are two selected members of the committee or their deputies. All the members of the committee have right to examine the matters under decision.

2.6 Degree collegion

Degrees ought to be accepted by the UAS' schools (units) Degree collegion. The President of the collegion is the Head of the School. Other members to the collegion are Director of Study Affairs, Head of the Study Affairs, Study Affairs Planning Officer, Heads of the Departments in Schools and student representative appointed by student union. The Rector confirms the meeting.

Degree collegion is responsible for approving Oulu UAS degrees and issued diplomas. It is also to ensure that the qualification certificate of completed studies is set in accordance with the curriculum. Also collegion must note any exceptions for linguistic or other curriculum requirements in degrees. They also provide instructions for recognition of prior learning principles and procedures. And to ensure that the diploma form and content obey the legislation, the Ministry of Education decisions, as well as the provisions of the Generic degree.

The meetings are prepared and presented by the Schools' Head of Study Affairs or Study Affairs Planning Officer. Degree collegion's meetings are recorded and the records are signed by the President of the collegion and Head of Study Affairs or record checker selected among the meeting.

2.7 Degree team

All degree programmes have a degree team, where students and staff representative meet. The chairman of the degree team is the Head of the degree programme. Degree teams have a common standard, which can be found in the student intranet. Student union OSAKO names students for the degree teams for two academic years.

In general, degree team is responsible for developing teaching and learning. Meetings shall be held four times every year. All the members may request additional meetings if it seems necessary. Degree team is a great place for students to influence on the education, curriculums and training arrangements.

2.8 Course of Student Representation, 3cr, Y00031F

Students can gain 3 credit point being a student representative in degree teams. Learning objectives for the course are defined below:

- Student representatives of the degree team are able to produce information about the team's activities for other students
- Student representatives are able to analyze feedback from students in degree programme
- Student representatives are able to tell how students may influence the organisation of UAS

- Student representatives are able to produce feedback in a positive way and tell how the student questionnaire feedback is processed and what is the student's role in the process
- Student representatives are able to evaluate curricula and teaching the development of their own training program
- Student representatives are able to apply their meeting technique skills in other meetings

To get the credit point from student representation in degree teams students must produce a learning diary, participate in OSAKO's degree team training session, participate in degree team meetings for two (2) academic years, serve as secretary of degree team and once prepare the agenda and memo for a team meeting. Also, recruiting new members for degree team is regarded recommended.

2.9 Personnel board

In every Oulu UAS' school gathers personnel board, which aims to improve the working environment, safety and working conditions and to ensure the employment of staff and other occupational safety and health regulations are met. Personnel board is also responsible for Universities of Applied Sciences role mentioned in the law to promote gender equality. Student representatives to the personnel board are selected by the student unions Board of Representatives.

2.10 Other workgroups

Oulu UAS' administration and schools have a number of working groups, in which students are involved. Student union is represented in the *Study Affairs work group, the international coordination working group, research and development work group, the quality system of Oulu UAS team, the thesis guidelines development group, Heads of the schools meeting, as well as Orange, the magazine's editorial board*. In addition, the student union has appointed student representatives such as the *University of Oulu and Oulu University of Applied cooperation and division of labor in the development project*.

Student representatives in school unit's administration and working groups are appointed by the executive board of student union. Field-specific student association or representative groups of the board of student union are asked to present a name for representative position. Student associations' and representative groups' should share their expertise on school unit and study field-specific when issues are being considered. In addition, Universities of Applied Sciences have common network projects that have student representatives.

3 The Student Union of Oulu University of Applied Sciences (OSAKO)

3.1 Introduction

The Student Union of Oulu University of Applied Sciences (OSAKO) is a non-political service and support organization for all students in Oulu University of Applied Sciences (Oulu UAS). Its status is prescribed by law. The student union has a bit under four thousand (4000) members who study full-time in Oulu UAS.

OSAKO offers a remarkable amount of local, regional and national benefits to its members. It speaks up for students' social and financial rights and represents students in matters of education, studies and student status. Our student union also co-ordinates and develops tutor activities at Oulu UAS.

OSAKO is one of the largest student unions of Universities of Applied Sciences in Finland. Its predecessor Students of OUAS (Oamkin Opiskelijat ry) was founded in 1997. After that all the activities have increased and for example the number of employees has increased manifold.

OSAKO works in close co-operation with the administration of Oulu UAS and develops education together with the Study Affairs office and educational units. The union nominates representatives to the board of Oulu UAS, Board of Study Grants and other working groups.

OSAKO is a member of SAMOK (Union of Students in Finnish Universities of Applied Sciences). In SAMOK our local student union has influence on national matters and the members of the executive board have access to the seminars provided by SAMOK. SAMOK is OSAKO's main connection to the state administration and national organizations.

3.2 Administration

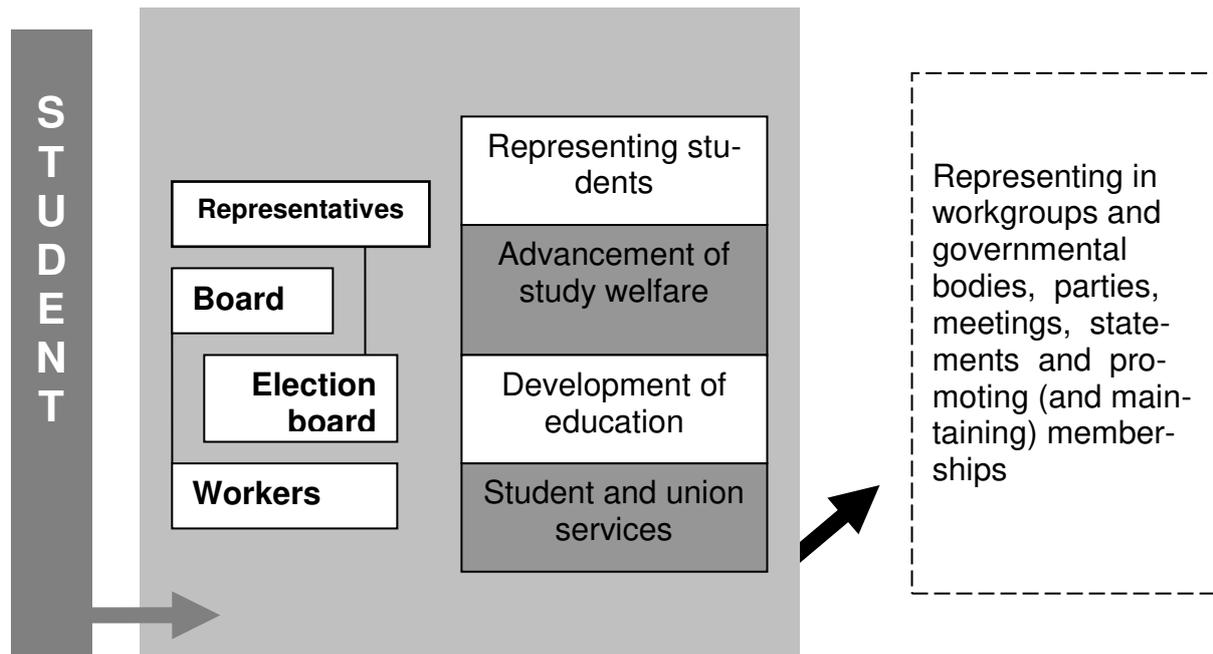
The highest decision-making power in OSAKO lies in the hands of the body of 25 representatives (that meets around 5-7 times a year). The members of the body are chosen by the student election (every member has one vote, closed election) each year. The President and the Vice President of the Student Union, the chairperson of the executive board and the board members are chosen by the body of representatives. The executive board uses the executive and operative power and runs the operations of the student union.

The executive board is so called working-board, which members work full-time in their position. They are paid a fee that matches KELAs study grant, so that the work can be really full-time. The executive board is responsible for the student unions activities for one calendar year. OSAKO's full-time employees help the executive board in their job. They are Secretary General, Secretary of Educational Affairs, Secretary of Cultural Affairs and the Chief

Editor of student unions magazine Osakolainen. Also OSAKO has an employee with fixed-period employment contract with layout artist for the paper.

In addition, the body of student representatives appoints The Student Election committee. The mission of the committee is to organize the official elections for student representatives for Oulu UAS Board and the Body of Student Representatives. The student organization is depicted in Figure 3.

Figure 3. Student union's organizational map.



3.3 Core functions

The vision of OSAKO is to be the student union that the students make it to be and be their valued spokesman in the community of University of Applied Sciences, in Oulu region and nationwide. OSAKO pursues towards its vision by using goals and tools named in the student unions strategy. Agendas on Universities of Applied Sciences, municipal and national politics outline the student unions work. Municipal agenda is executed together with the student union of University of Oulu and the national agenda trough and with SAMOK.

The core functions of the student union are; represent students view in the UAS's administration, develop education, promote students' well-being and provide its member students a variety of services and benefits. OSAKO promotes well-being by informing students about current educational and social issues. In the activities and events organized by student union students develop their citizenship and cross-cultural skills. These skills help students actively involved in developing education and society.

OSAKO actively influences on student well-being by lobbying the local government decision-makers so that the students in Oulu UAS are offered adequate health care services. Also student union's events and traditions have important part in student well-being.

Student union informs about study affairs and collects feedback to develop the education. Oulu UASs peer student activities and tutor student trainings are coordinated by OSAKO. The student union supports diverse student activities by grants, training members on organizational skills and offering advisory services. Taking international students interests into account is also essential part of student unions functions.

3.4 Field-specific student associations

Students of every major educational unit in Oulu UAS have their own student associations which co-operate with the Student Union OSAKO. Membership in these field-specific student associations is free of charge once you've joined OSAKO. Their focus is on their own students' interest in the school unit, providing agreed services of OSAKO and creating and maintaining the student culture and well-being. Some of the student associations run a business of their own, for example a coffee shop or bookstore. The student union helps student associations financially with cooperation and financing contracts.

Field-specific student associations monitor the members' interests in units such ways:

- conducting surveys among the students and organizing feedback-days or -conversations, for example in degree teams
- forwarding students' feedback and commenting on grievances directly to teachers, personnel or school's administration
- providing information on grievances of the unit's studying related affairs and study conditions to student union
- participate in the student union lobbying activities of various events and happenings

Field-specific student associations are active also by helping in collecting lists of candidates in the election for the student union's body of student representatives. A well-functioning student association meets regularly its unit's managers and staff responsible for academic affairs, as well as pay attention to a constructive relationship with the maintenance of the unit with other support services, such as the Student Affairs Office and Janitorial services.

4 Student representing

4.1 Position and responsibility

The student representative shares the position among the other members of the workgroups. Therefore student representative shares the rights and responsibilities. The representatives that work in the board of UAS or the boards set by the governing body share the act with the responsibility of the position. Members of the degree specific teams and other UAS workgroup members don't share this responsibility.

If the member that has the responsibility of the actual member of the workgroup is deemed to have caused insult of rights or damage by acting against the law, he or she can face possible demand of sanctioning.

4.2 Principle of publicity

In Finland there is a law that specifically defines the functions and decisions of public administration. It also concerns the administration of Oulu UAS. The law demands official documents to be public unless otherwise specified. According to the law, everyone is entitled to see public documents. The law applies on both documents produced and received by the authority. Documents produced by the authority are for example decisions and opinions. Received documents are for example applications and communications. Documents are to be considered not only traditional paper documents but also electronic documents and microfiche.

The principle of public access to information subjects authority to the transparency and the active dissemination of information activities. All the decisions and records are public but parts of the attachments may be confidential. Confidential information includes, among other things privacy which includes things such as the information of the applicant's private life of its own. The discussions that take place in meetings are confidential. Confidential information should not be disclosed to third parties even after the end of its authority.

Confidentiality exists in varying forms within various workgroups set by administrative body and boards. Extreme care should be taken not to speak out confidential information. Most upcoming events can be discussed in general level (without giving away details). However most of the attachments are secret on records. The information that is deemed confidential cannot be revealed upon leaving the position. The authority shall also provide information on the preparation of matters of general importance. Agendas with attach-

ments are not public, but the lists of matters are. Matters under preparation may be discussed about, but only in general terms.

4.3 Tasks and errands

Student representative's tasks include bringing out student's viewpoint to different workgroups and organs. In the workgroups sides do not exist and at best, all members in a group have a common purpose and goal. The best way the student representative can make a difference and influence affairs is with cooperation and constructive discussion within the workgroup.

In addition, one of the main goals must be the whole university's or school's advantage. The student member represents all the students and is part of the student union. Therefore student representative's job includes reporting the activity to student union and communicating with other students to bring forth their opinions to workgroups.

4.4 Preparing for the meetings

Read through the presentation list/agenda, with all the files attached. Common discussion with other student representatives can bring out constructive points that would have been otherwise left unnoticed.

In meetings that have many student representatives is generally seen that meeting in advance and co-operating is as a good practice. Different opinions will be heard and the eventual consensus reached. Once opinions on agendas are figured and reasoning behind them clear, it's easier to state them.

Part of effective influencing is lobbying which means presenting things in a right way to convince others from the importance of the issue and the importance of supporting the right decision. The student representative should discuss issues in with the other members of the administrative body and trying to get them to see the matter in the same way as you.

Presenters of the case are there for a reason. Consult them or the President before the meeting or notify about unclear issues in the presentation list. The President of the body and the presenters are usually worth talking to, as they can often give you important bits of information on matters under preparation.

4.5 Communication and co-operation

Co-operation within the body of the workgroup and different levels of administration can be highly valuable in order to ensure successful representation

in our schools administration. Without support of student union the student representative can quickly get overwhelmed by the other members (by numbers and experience). Therefore it is highly advisable to seek communication and talk with the representatives of teachers, administration and work life.

Administrative body might sometimes present something vital for students. It is highly advisable to seek other options through peer students, field-specific student associations and the student union. However no matter how tricky the situation is the student representative should try to remain objective.

Administrative body informs about the decisions. Despite this, student representative's task is to inform about them as well to student union, field-specific student associations, other students. Good communication channels include email and personal meetings at student union's or student association's office.

5 Basics of meeting techniques

5.1 Common

First official meeting experience may seem complicated and hard. Every meeting is an outcome of its participants. If something seems unclear, it is the responsibility of the chairperson to make sure that everyone is aware of occurring events. Everyone has a right to ask about issues which have a danger of remaining unsolved, unclear and/or unanswered.

5.2 Turn of speak or "the floor"

Turn to speak or the floor can be asked verbally or literally. Turns are handed in the order of requests. When turn is about the issue at hand, it can be used to make a presentation, support presentation or to criticize, object, argument, express an opinion or answer/ask a question.

Reply: Short say. Among good manners is to hand one for the presenter of the case a question for corrections and clarifications.

Agenda issue: You can ask it by saying: "Chairperson, issue considering the agenda/procedure!" This turn of speak concerns things related to the flow of the meeting. It will take priority and representative will get the floor in the next possible occasion, most usually after the latest turn. The floor can be used to notify the lengths of the turns of speak, requesting a meeting break, chairperson's error, modifying the meeting procedure, important announcement or to postpone or continue the processing of the matter. The floor must not include anything that could affect the issue on hand.

5.3 Presentation list

Presentation list/agenda is sent by the chairperson or the representative who called up the meeting. It contains the work flow of issues in the meeting.

5.4 General characteristics of a meeting

The meeting procedure follows usually this list:

- Opening of the meeting by the chairperson.
- Choosing of the vote counters, record checkers and the secretary to their positions.
- Stating and approving quorum and legality of the meeting.
- Agreeing to the general principles of the meeting.
- Checking the record(s) of the previous meeting.

- Agreeing to the contents of the presentation list/agenda. Here representatives can add presentation or correction if necessary.
- Announcements.
- Issues requiring decisions
 - Presenting the issue at hand
 - Opening the discussion
 - Closing the discussion
 - Checking and agreeing to presentations
 - Agreeing to the order of voting, if multiple presentations
 - Voting and making a record of voting
 - Announcing the outcome of the vote
 - Chairperson announces the decision made
 - The issue is decided
- Other possible matters. The nature of these matters is more like announcements, no decisions take place in this section of the meeting.
- Agreeing to the next time of the meeting.
- End of the meeting.

5.5 Record/memo of the meeting

It is the responsibility of the chairperson to take care that a record is done out of each official meeting. Chairperson and to selected checkers have to go through it at the least. A meeting can also accept the record of the previous meeting.

The info that has to be written down at minimum is decisions, votes and possible disagreeing opinions. Representatives have the right to see the contents of the record.

5.6 Differing opinion

When a representative disagrees about the decision, he or she can leave a differing opinion. It can be given verbally and does not need to be justified but it is highly encouraged, so the other representatives would understand the logic behind it. Written statement is required so it can be attached to the memo/record. Differing opinion is also called an objection. They both release its user from the responsibility regarding the issue and give possibility to complain or criticize about a flawed decision. But they don't exempt from the compliance of the decision.

5.7 Some minor details (...on which more experienced representatives might remind you of)

Principles of supporting are not applied in the matter considering person's position. In an election a person cannot be put in or dropped out according to popularity, instead, every presented person is in. In a closed ballot election all qualified names have to be accepted, even those that have not been presented during the discussion. All the votes given to qualified names must be approved and a name that wasn't brought forth in the discussion may be elected. Also when electing meeting's record checker and secretary "I agree"-expressions are necessary. Although expressing support may have a positive influence on the mood in the meeting.

Main presentation takes always a part in the voting in spite of having support. All the other presentations require support to be voted on.

When votes go even in the issue, the vote of the chairperson decides. In personal election the winner is drawn. The chairperson voted at the same time with others. This is so that the chairperson would not vote only in tie situations. If personal election ends in a tie, meeting must perform a lottery, not renew the election.

The chairperson is not able to vote empty. When you're the chairperson of meeting, don't forget to vote even though you think both presentations are equally good.

Small Vocabulary

Administration = Relates to words like governance, management, leadership. It includes the depiction of how things are handled and how functions work and interact inside an organization or institution. Also gives an idea of how power divides and is distributed. Also see OSEKK.

Audit = evaluation of a person, organization, system, process, enterprise, project or product. The term most commonly refers to audits in accounting, but similar concepts also exist in project management, quality management

Bologna process = The overarching aim of the Bologna Process is to create a European Higher Education Area (EHEA) based on international cooperation and academic exchange that is attractive to European students and staff as well as to students and staff from other parts of the world.

ECTS = European Credit Transfer System.

The Finnish Higher Education Evaluation Council (FINHEEC, also KKA in Finnish) = is an independent expert body assisting higher education institutions and the Ministry of Education and Culture in matters relating to evaluation. The Council members represent universities, universities of applied sciences, students and working life. Decisions made by the Council are prepared and implemented by Secretariat, led by Secretary General.

QA = "Quality assurance" system refers to the systematic measurement, comparison with a standard, monitoring of processes and an associated feedback loop that confers error-prevention etc.

Lobbying = Attempt to influence on decision-makers opinion and through that on the decision.

OSEKK, Oulun seudun koulutuskuntayhtymä = The Oulu Region Joint Authority for Education

SAMOK = The Union of Students in Finnish Universities of Applied Sciences

Second cycle = Degrees in higher education are divided to two cycles, first one being 3-4 years and the second 1 to 2 years. To achieve the second cycle (master) through UAS the work experience of three years is required.

Confidentiality = is ensuring that information is accessible only to those authorized to have access or act in a trusted position. The information that is deemed confidential cannot be revealed upon leaving the position.

Responsibility in position = Student representatives that take part in the board of UAS or in official work groups or committees act with certain responsibility. The Students taking part in degree teams and certain smaller work groups don't necessarily have this.

Dual model = System in which the University of Applied Sciences (polytechnic) and the University (science and research) is seen as parallel education, a two-pillar system of higher education. Also called as the Finnish model of higher education.

6 Situation of international representation in Oulu UAS

Currently there is a lack of international members in the body of representatives. That might be because of the small size of our international sector. The total amount of our foreign degrees is only 4 in total and the yearly intake is smaller than in many Finnish degrees. However it is not to say that we don't have room for improvement and development.

Currently most of the activity from our international sector occurs in degree teams where people have their say in school and unit level. However international activity should be seen as a natural part of all levels of influence. The basis of this is the activity of individuals to create the tradition of attendance over the generation of student. Our work has to be continued to further expand and take new forms. Make sure you are part of it!

Contact information

Student Union OSAKO

Kajaanintie 32 D 61, 90130 Oulu
osako@osakoweb.fi
www.osakoweb.fi

The office is open from Mondays to Thursdays 10am - 4pm ja on Fridays 10am - 3pm. The contact information for board members and staff can be found in the student union's website seen above.

Rector's office

PL 222 (Kiviharjunlenkki 1B), 90101 Oulu
opintotoimisto@oamk.fi
phone: 010 27 21030
fax: 010 27 21371
www.oamk.fi

The contact information to rector's office and school units' staff you can find from Oulu UAS' website.

School of Music, Dance and Media

Kotkantie 1, 90250 Oulu
info-kultt@oamk.fi
opintotoimisto.kulttuuri@oamk.fi
phone: 010 27 21041
fax: 010 27 21220

The field specific student association Kultti ry

Oamkin kulttuurialan opiskelijat ry (Kultti)
phone: 040 952 5975
kultti@students.oamk.fi
<http://kultti.blogspot.com/>

School of Renewable Natural Resources

Metsäkouluntie, 90650 Oulu
info-luova@oamk.fi
opintotoimisto.luova@oamk.fi

The field specific student association Luva ry

Oamkin luonnonvara- alan opiskelijat ry (Luva)
luva@students.oamk.fi

School of Business and Information management

Teuvo Pakkalan katu 19, 90100 Oulu
info-kaha@oamk.fi
opintotoimisto.liike@oamk.fi

phone: 010 27 21030

fax: 010 27 21240

The field specific student association OTRO ry

Oulun Tradenomiopiskelijat ry (OTRO)

phone: 010 272 1774

www.otrory.fi

Raahe School of Engineering and Business

PL 82 (Rantakatu 5-7), 92101 Raahe

info-ratol@oamk.fi

opintotoimisto.raahe@oamk.fi

phone: 010 27 21030

fax: (08) 223 8156

The field specific student association Ramko ry

Raahen Ammattikorkeakouluopiskelijat ry (Ramko)

phone: 044 7901 225

ramko_raahe@oamk.fi

School of Health and Social Care

Oulun toimipiste

Professorintie 5, 90220 Oulu

info-sote@oamk.fi

opintotoimisto.sote@oamk.fi

phone: 010 27 21030

fax: 010 27 21300

The field specific student association OSASTO ry

Oulun sosiaali- ja terveystieteiden opiskelijoiden koulutusala järjestö ry
(OSASTO)

osasto@oamk.fi

Oulainen campus, School of Health and Social Care

Kuntotie 2, PL 12, 86301 Oulainen

info-sote@oamk.fi

opintotoimisto.sote@oamk.fi

phone: (08) 479 3442

fax: (08) 473 344

School of Engineering

Kotkantie 1, 90250 Oulu

info-otek@oamk.fi

opintotoimisto.tekniikka@oamk.fi

phone: 010 27 21030

fax: 010 27 21320

The field specific student association OTE ry

Oamkin tekniikan yksikön opiskelijat ry (OTE)

puh. (08) 332 134

ote@oamk.fi

www.otery.net

Group chairpersons of the body of representatives of OSAKO 2012

Opiskelijoiden Luvalla –group of representatives

Matilda Veijola

phone. 0408698998

l0vema00@students.oamk.fi

Oulun demariopiskelijat –group of representatives

Miikka-Aukusti Heiskanen

phone. 0408382342

m9hemi00@students.oamk.fi

Punavihreät –group of representatives

Niko Peltokangas

phone. 0432160197

m1peni00@students.oamk.fi

Tradenomiopiskelijat –group of representatives

Sini-Elina Käsämä,

phone. 0440264172

k0kasi00@students.oamk.fi

Hyvä Tekniikka –group of representatives

Toni Parkkinen

phone. 0407607282

t7pato01@students.oamk.fi

Sairaan hyvä –group of representatives

Henri Tyni

phone. 0505546851

o9tyhe00@students.oamk.fi

Keskustaopiskelijat –group of representatives

Jenni Toiviainen

phone. 0405608273

o0toje00@students.oamk.fi

OSAKO CONTACT INFORMATION 2012

PUHEENJOHTAJISTO / PRESIDENTS

Jussi Ylitalo

opiskelijakunnan puheenjohtaja /
President of the Student Union

0505691879

jussi.ylitalo@sakoweb.fi

Sini-Elina Kärsämä

opiskelijakunnan varapuheenjohtaja /
Vice President of the Student Union

0440264172

sinielina.karsama@osakoweb.fi

HALLITUS / EXECUTIVE BOARD

Markus Mäkitalo

hallituksen puheenjohtaja / Chair of the Board

050 317 4937

markus.makitalo@osakoweb.fi

Liisa Komminaho

hallituksen varapuheenjohtaja / Vice Chair of the Board

050 317 4936

liisa.komminaho@osakoweb.fi

Tiina Meriläinen

hallituksen jäsen / Member of the board
koulutuspolitiikka / Educational Affairs

050 598 1996

tiina.merilainen@osakoweb.fi

Noora Nousiainen

hallituksen jäsen / Member of the board
koulutuspolitiikka / Educational Affairs

050 563 2068

noora.nousiainen@osakoweb.fi

Harri Leinonen

hallituksen jäsen / Member of the board
sosiaalipolitiikka / Social Affairs

050 563 1888

harri.leinonen@osakoweb.fi

Vesa-Ville Väänänen

hallituksen jäsen / Member of the board
sosiaalipolitiikka / Social Affairs

050 563 1614

vesa-ville.vaananen@osakoweb.fi

HENKILÖKUNTA / EMPLOYEES

Tapio Korhonen

pääsihteeri / Secretary General

050 317 4935

tapio.korhonen@oamk.fi

Jari-Pekka Kanniainen

koulutussihteeri / Secretary of Educational

050 581 4934

jari-pekka.kanniainen@osakoweb.fi

Tanja Vallo

kulttuurisihteeri / Sectary of Cultural Affairs

050 317 4935

tanja.vallo@osakoweb.fi