

APPEALING A DECISION BY THE STUDENT UNION

A decision by the Student Union may be appealed by:

1. the party concerned;
2. a public authority if this is provided for in legislation or if the right of appeal is necessary due to the public interest overseen by the authority;
3. a member of the Student Union.

In accordance with the Universities Act, an appeal against a decision of a student union concerning an administrative matter may be lodged with the administrative court as laid down in the [Administrative Procedure Act](#). Further, a member of a student union may appeal against a decision of a student union body on grounds that the decision has been taken in breach of statutes or provisions governing the student union.

The member of a student union is considered to have been notified of a decision when the decision has been posted for public inspection.

A written appeal against the decision may be lodged with the Helsinki Administrative Court within 30 days of having been notified of the decision.

Contact information of the Helsinki Administrative Court:

Helsingin Administrative Court
Radanrakentajantie 5
00520 HELSINKI

Switchboard: 029 56 42000

Faksi: 029 56 42079

Email: helsinki.hao@oikeus.fi



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The appeal must be lodged in writing and addressed to the Helsinki Administrative Court. The appeal must indicate:

1. the decision challenged;
2. the parts of the decision that are challenged and the amendments demanded to it;
3. the grounds on which the challenge is based;
4. the name and domicile of the appellant. If the right of the appellant to be heard is exercised by their legal representative or attorney, the document must also indicate their name and domicile; the postal address and telephone number through which the notices relating to the matter can be served to the appellant.

The following must be appended to the appeal document:

1. the decision challenged, either as the original or as a copy;
2. a certificate on the date of notice of the decision or other evidence on the date when the appeal period began; and
3. the documents on which the appellant relies in support of their demand, unless they already earlier been delivered to the authority.

The attorney must append their power of attorney to the appeal document, unless they are an advocate or a public legal aid attorney.

The appellant, their legal representative or attorney must sign the appeal document. In case the appellant does not sign the complaint themselves, a power of attorney signed by the appellant must be appended to the appeal, unless their attorney is an advocate or a public legal aid attorney.

The appeal document and its appendices must be delivered to the Helsinki Administrative Court by the thirtieth (30) day from the date on which the appellant has been notified of the decision. The day of notice is not included in this period. If the last day of the period is a holiday, Independence Day, May Day, Christmas Eve, Midsummer Eve or a Saturday, the



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period is extended until the next working day. The appeal documents must be at the Administrative Court before 4.15 pm on the last day of the appeal period.

Notice of the decisions of meetings of the Representative Council and the Board are considered to have occurred on the date on which they were published on the Student Union's official notice board.

The appellant may deliver the appeal document and its appendices either personally or by an attorney to the Helsinki Administrative Court. At the appellant's own risk, they can also send the appeal document by post, by courier or electronically. The appeal document must be left with the post early enough that it will be delivered during business hours before the end of the appeal period. The appeal document and its appendices can also be sent to the Administrative Court by fax or email. The documents must be sent to the judicial authority in such a way that they are accessible to the authority in a reception device or information system during business hours before the end of the appeal period.

Decisions of preparatory bodies appointed by the Board of the Student Union of the University of Helsinki may be appealed against by sending a written complaint to HYY's Board.