



## GLOSSARY

### KOE

**STUDENT UNION KOE** is the student union of LAB University of Applied Sciences. The student union differs from student associations as its operations are based on the University of Applied Sciences Act and its activities are open to all students regardless of their field.

**REPRESENTATIVE COUNCIL** is the highest decision-making body of the Student Union KOE. The council is elected annually through representative elections. The council can have up to 20 student members and 10 deputies.

**BOARD** of the Student Union KOE manages the daily operations of the student union. Each board member has their specific responsibilities. The board consists of students.

**KOE STAFF** consists of three members. Advocacy and Influence Specialist Sonja Huhtiranta, Executive Director Juho Liiri, and Services and Communications Specialist Eila Koskinen. You can contact the staff via email [firstname.lastname@koe.fi](mailto:firstname.lastname@koe.fi)

**MEMBER SERVICES** Student Union KOE's member service points are available on both campuses. At the member service point, affectionately known as jäspa, students can pick up student cards, semester stickers, and get general advice regarding union activities and membership. Members can also renew their memberships or purchase merchandise.

**LAMKOOMA** is a café with alcohol-serving rights on Lahti campus. Lamkooma staff includes a restaurant manager and employees who are also part of KOE's staff.

**HARASSMENT CONTACT PERSON** is someone students can approach if they experience harassment at KOE student events. They handle cases confidentially and respect the victim's wishes. Student associations have their own harassment contact persons for their events. Information about KOE's harassment contacts can be found at KOE webpages.

### KOE TEAMS

**ADVOCACY TEAM (EV-team)** is responsible for student union advocacy. Members have individual responsibilities such as social policy (e.g., YTHS issues), educational policy (e.g., student feedback), and influence (municipal and regional policy). The advocacy expert also works with this team. They address issues and promote student welfare and interests in education quality and wellbeing, both within the university and externally. Contact via [edunvalvonta@koe.fi](mailto:edunvalvonta@koe.fi).

**SOCIAL POLICY (sopo)** involves handling social policy issues such as student healthcare (YTHS), housing, and welfare and sports matters.

**INFLUENCE (Lahti and Lappeenranta)** involves maintaining contact with local politicians, officials, representatives of various organizations, and stakeholders. Promotes student interests within the local community, collaborating with the entire university community and LTKY.



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**EDUCATIONAL POLICY (kopo)** involves handling educational issues at LAB, coordinating meetings with subject associations, unit managers, and field-specific leaders.

**GROUP REPRESENTATIVE** Each group selects a representative who acts as a liaison between students, staff, and the student union. They collect feedback from their group for discussions with other representatives and managers.

**HALLOPED** are student representatives in administration bodies such as LAB's board and examination boards.

**STUDENT GUIDANCE AND COMMUNICATION TEAM (OV-team)** supports LAB tutoring activities, orientations, and Tutor Start. Contact for tutoring matters at [tutor@koe.fi](mailto:tutor@koe.fi). Communication team handles KOE's communication, engaging interactively with cities, universities, other student unions, and stakeholders. Contact at [viestinta@koe.fi](mailto:viestinta@koe.fi).

**STUDENT LIFE TEAM (OE-team)** organizes student events, develops services, and manages merchandise. Events are open to all students regardless of study fields and aim to be bilingual (Finnish and English). Contact at [opiskelijaelama@koe.fi](mailto:opiskelijaelama@koe.fi).

## TUTOR/STUDENT TUTOR AND TEACHER TUTOR

**TEACHER TUTOR** is responsible for their student group, guiding studies and assisting in course and semester registrations.

**TUTORS / STUDENT TUTOR** KOE trains and selects tutors with LAB tutor coordinators. Tutor recruitment takes place twice a year, in spring (February/March) and in autumn (October/November). Encourage suitable students to apply!

**PEER TUTOR** is responsible for Finnish-speaking student groups, primarily from the same study field, but can also cross fields if necessary.

**INTERNATIONAL TUTOR (KV-TUTOR)** assists exchange students in daily issues, studies, and cultural acclimatization.

**DEGREE TUTOR** supports international degree students as a peer tutor.

**HEAD TUTOR** manages tutors within their field, assigning them to groups. Contact them first for issues with tutors. They organize group orientation details and preferences.

**TUTOR SESSION** allows tutors to meet groups during professional growth sessions, checking on students' wellbeing and continuing group cohesion throughout the year. Teachers can invite tutors if they haven't reached out themselves.

**GROUP BONDING** enhances group spirit and reduces bullying, conducted by tutors at the beginning of studies.



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### ASSOCIATIONS/CLUBS/ORGANIZATIONS

**STUDENT ASSOCIATION** Field-specific student organizations serving their members, handling advocacy, student overall orders, events, and local communications.

#### LAHTI

*Business Administration: Linkki*  
*Technology: LIRO*  
*Wood technology: PINO*  
*Social and Health Care: LASOLA*  
*Hospitality Management: ReLa*  
*Institute of Design: MIO*  
*Culture and Arts: LaKu*

#### LAPPEENRANTA

*Business Administration: LapTOP*  
*Technology: LapIO*  
*Hospitality Management: LaGeR*  
*Social and Health Care: LaKOSTE*

**ASSOCIATION BOARD** manages daily operations of each student association.

**GUILD** corresponds to UAS associations, but for LUT University programs.

**CLUB** is a hobby-based association registered similarly to student associations, providing hobby opportunities rather than advocacy.

**CLUB BOARD** manages daily club operations.

**STUDENT UNION LTKY** LUT University's own student union, mandated by university law, mandatory for all bachelor's and master's students of LUT University. Handles similar tasks as KOE.

### OTHER VOCABULARY

**SAMOK RY** represents student unions nationally, safeguarding UAS student interests.

**YTHS** provides healthcare services to university students, not available to exchange students. International degree students must pay fees and also have insurance. Payments due 15 March and 15 November.

**OLL (The Finnish Student Sports Federation)** promotes and represents student sports and wellbeing nationally. Student Union KOE is a full member of OLL, which means that all our student union members are also entitled to the benefits offered by OLL.

**TIMETRAVELS** organizes trips for international student groups to Scandinavia and the Baltic countries.



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**SLICE APP** provides a digital student card for those who have purchased student union membership. The Slice app offers a wide range of ongoing and one-time student benefits and discounts across Finland.

**STUDENT OVERALLS** are integral to Finnish student culture, decorated with patches available from associations, student unions, or events. Ordering and distribution vary by campus.

**EVENTS** are organized by student associations, guilds, clubs, organizations, and student unions, advertised on social media.

**eLAB** is a platform for LAB students providing essential academic information, updates, support services, and important links.