



Dictionary 2022

KOE

STUDENT UNION KOE KOE is the student union of LAB University of Applied Sciences. Student Union and student associations are different, because Student Unions actions are based on the Universities of Applied Sciences Act and its operations are open to every student regardless of what faculty they are in.

REPRESENTATIVE COUNCIL Representative council is the highest authority of the Student Union KOE. Representative councils are chosen every year in the Representative elections. Representative council consists of 20 students.

BOARD The board of Student Union KOE takes care of the day-to-day activities. Every board member has their own responsibilities. Board consists of 12 students.

STAFF OF KOE Staff of KOE consists of four people. Advocacy specialist Emma Kokkonen, Executive Director Juho Liiri, Membership Service Coordinator Eila Koskinen and Student Guidance Teams Specialist Juho Timperi. You can contact them by email firstname.lastname@koe.fi

MEMBER SERVICES Student Union KOE's member services can be found in both campuses. You can get your student card, membership sticker and general information about Student Union KOE's activities and membership from the member services office. You can also update your Student Unions membership and purchase merchandise products.

LAMKOOMA LAMKOOMA is a café with liquor licenses in Lahti campus. Lamkooma's restaurant manager is also a part of KOEs staff team.

HARASSMENT CONTACT PERSON Harassment contact person is a person whom you can contact if you have experienced any kind of harassment on campus or in KOEs student events. Harassment contact person will handle every situation confidently and with respect of the victim's wishes. Student associations have their own harassment contact persons for their student events. Harassment contact persons of KOE are: Miranda Manner, Juho Timperi, Emma Kokkonen, Niklas Tommola, Annika Hasu ja Eila Koskinen. You can contact them by email firstname.lastname@koe.fi



TEAMS OF KOE

ADVOCACY TEAM Advocacy team is responsible for Student Union KOE advocacy. Every team member has their own responsibilities: social policy (FSHS), education policy (Class representative) and municipal policy. There is also an advocacy specialist working in the team. Advocacy team works for eliminating grievances and have regular discussions about any problems occurred with decision makers of LAB University of Applied Sciences. Advocacy teams' purpose is to supervise student benefits such as quality of teaching and wellbeing of students. You can contact the Advocacy team by email edunvalvonta@koe.fi

SOCIAL POLICY Better known as *sopo*. Social policy executive takes care of the social policy responsibilities such as: FSHS, wellness and physical activities.

MUNICIPAL POLICY Better known as *kupo*. Municipal policy executive takes care of the municipal policy and municipal influence.

EDUCATION POLICY Better known as *kopo*. Education policy executive takes care of the education policy and coordinates class representative activities.

CLASS REPRESENTATIVE Every group chooses a representative for themselves who works as a link between the group, staff of LAB and Student Union KOE. Class representative collects feedback from the group and has a discussion with the head of the faculty.

STUDENT GUIDANCE TEAM Student guidance team is responsible for tutor activities. Guidance team is also a part of the orientation and holds an annual Tutor Start event for tutors. You can contact the Student guidance team by email tutor@koe.fi.

STUDENT LIFE TEAM Student life team is responsible for organizing events, developing student services and products. All events that are organized by KOE are open for everyone regardless of faculty. Events are mostly held bilingually (Finnish and English). You can contact the Student life team by email opiskelijaelama@koe.fi.



TUTOR/STUDENT TUTOR JA TUTOR-TEACHER

TUTOR-TEACHER Tutor-teacher is a teacher responsible for the study group. Tutor-teacher guides and assists students through their studies, for example explains how to register for courses and semesters.

TUTORS / STUDENT TUTOR KOE chooses and trains tutors. Tutor application period is held two times a year in February/March and October/November. If you feel like some students would be good tutors, you should encourage them to apply. If you ever feel the need for a tutor yourself, please contact the student guidance team.

(PEER)TUTOR Peer Tutors are responsible for students and student groups from Finland. Peer tutors usually come from the same facility as their freshman group. If needed, they could assist other faculties, too.

EXCHANGE TUTOR Exchange tutor helps, guides and assists exchange students in Finland with their daily life or study issues that they might encounter during their exchange period. Exchange tutor's responsibility is also to familiarize exchange students with the Finnish culture.

DEGREE TUTOR Works as a peer tutor to the groups that are studying in English.

HEADTUTOR Takes care of the tutors in their own faculty and appoints them to guide new student groups. If there is a problem with your group's tutor, please contact the student guidance team. Before the Orientation week headtutor will contact the teacher-tutor. Together they discuss the size of the freshman group and agree about the time tutors can come and meet with the group. They also discuss any wishes and ideas concerning the orientation week.

TUTORS GROUP MEETING Every group's tutors should be able to meet their group during teacher tutors classes. This is the time when tutors can have a good contact with the group which is very important for the team spirit.

GROUPING Creates team spirit and reduces bullying.

ASSOCIATIONS AND CLUBS

STUDENT ASSOCIATION Faculty based student associations, their activities are oriented towards their own students. They practice advocacy for their students and take care of the overall orders. They also hold events. Below is a list of student associations working in LAB.

LAHTI

Business Administration: Linkki
Technology: LIRO
Wood Engineering : PINO
Sustainable Solutions Engineering: LYMO
Health Care and Social Services: LASOLA
Tourism and Hospitality: ReLa
Design and Fine Arts: MIO

LAPPEENRANTA

Business Administration: LapTOP
Technology: LapIO
Tourism and Hospitality: LaGeR
Health Care and Social Services: LaKOSTE
Design and Fine Arts: LaKu

STUDENT ASSOCIATIONS BOARD Every student association has a board which is responsible for running day-to-day activities.

GILD Gilds are equivalent to the UAS student associations. Their members are always form specific program of LUT-university

CLUB Club is a hobby association which is registered in the Finnish patent and registration office in the same way as student associations. Clubs are open to everyone. Their goal is to offer hobby possibilities. More information about clubs can be found <https://www.hobbla.fi/>.

CLUBS BOARD Every club has a board which is responsible for running the day-to-day activities.

LTKY LTKY is a student union of LUT University. University student union is an organization, whose actions are based on university act. Members are everyone who is completing studies in the university, because the membership is mandatory for university students.

SAMOK RY is a nationwide student organization that consists of 24 different Finnish student unions.



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OTHER WORDS

FSHS FSHS is a student healthcare facility that offers health care services for university students. Healthcare fee has to be paid every semester. The due date is 31.1 in spring and 30.9 in fall. Exchange students do not belong in the range of services. International students who are completing their studies instead can get the services from FSHS. According to the law, international students also must have health insurance.

STUDENT OVERALLS Student overalls are a big part of the student culture. You can sew different kinds of patches into your overalls. These can be bought from student associations, Student Union and from the internet. Patches can also be earned from different events.

LAHTI Overalls can be ordered from your own student association, when they are having overall fitting days. Student associations will inform about the fitting days schedule. Overalls take a couple months to arrive. Student associations will inform you when they are ready to be picked up.

LAPPEENRANTA Overalls are ordered beforehand by the associations and can be picked up when your own student association informs you.

EVENTS Student events are organized by student associations and the Student Union. More information can be found from their social media.

eLAB eLAB is a website designed for students of LAB. There is a lot of useful information all the way from starting your studies to when they are completed. On eLAB you can find current and important news, information about student support services and links to other necessary websites.