

Projects in the plan of action

1. *University adjustment measures*

Profiling and structural development

Objective: In the performance target negotiations, the University of Turku will remain a multidisciplinary research university and the cooperation with other universities supports this. Influence in the justification of the internal distribution of resources (late spring, autumn).

Measures:

- Interest group activities (rector lunches, wide management group, UTU Board etc.)
And direct personal influence (spring)
- Own action proposal on practical measures in order to promote all-year education (paper in February: Kajander)
- Review of internal financing, anticipating the change in the national and university model

Responsibility: Lähdemaa (main responsibility), Kajander

Cooperation parties: Study administration, interest promotion sectors, SYL, University management, U5 ("the Five") Student Unions

Timetable: Performance target negotiations in the spring, internal financing after that

Budget: -

New organisation of study administration

Objective: A clear picture university-wide on the most important study administration processes. There is an appropriate and understandable organisation to realise those (spring). The Study Regulations to be revised simultaneously guarantee the quality of teaching, counselling and study administration for students (autumn).

Measures:

- Commenting the process teams of the study administration (team DL 18 Sep), meeting between TYY and study administration on 23 Mar, steering group of the organisation of study administration
- Participation in the establishment of the new organisation (probably own group and a steering group)
- In the autumn, search for important revision targets for students in the Study Regulations to be replaced in 2017.

Responsibility: Kajander (main responsibility), Lähdemaa

Cooperation parties: Study administration, TYY organisations, student representatives

Timetable: Processes and organisation in the spring, Study Regulations in the autumn and 2017

Budget: -

All-year education

Objective: Improving the preconditions for all-year education together with the university.

New curricula will support all-year education and preconditions for summer studies will be improved in summer 2016. Open University will provide cost-free education for degree students at the latest in summer 2017.

Measures:

- Eventual cooperation with TUAMK in the electronic exam premises
- Cost-free Open University for degree students (as part of the Open University transferring to education sector)
- Ensuring the entry of all-year education in the curricula

Responsibility: sector for academic affairs

Cooperation parties: TUO Student Union, study administration, Open University

Timetable: mainly during spring term

Budget: -

2. More effective interest promotion in international Master's programmes

Objective: Improving the promotion of the interests of international degree students. In the future, every international Master's programme will have an international student representative at least in the curriculum work.

Measures:

- Reviewing the status quo: who are the coordinators of each of the 20 Master's programmes, adjacent section-specific organisations and student representatives? How are the current influence possibilities of the adjacent section-specific organisations and eventual student representatives?
- Contacting current student representatives in the administration and encouraging them to consider international Master's programmes in the promotion of interests.
- Training international Master's students in working groups and maintaining close cooperation with the international Master's coordinators

Responsibility: Nurmi (university) & Dahlström (organisations and student representatives)

Cooperation parties: University, academic affairs sector, subject-specific organisations

Timetable: Review and contacts: spring, training: autumn

Budget: *Section 3202 international activities*

Training refreshments €40

3. Students' comprehensive well-being

Objective: Increasing students' influence possibilities in the university's well-being work

Measures:

- Activity in the well-being sector
- Better participation of the persons responsible for well-being
- Activation of other organisational actors, e.g. those responsible for academic affairs, in the well-being work

Responsibility: sector for social affairs (Tiainen, Kulha, Naarminen)

Cooperation parties: sector for academic affairs, university, TYY organisations

Timetable: planning in January-February, implementation throughout the year, specially meetings of the well-being sector

Objective: The service package of FSHS does not deteriorate and the threshold to seek care does not rise.

Measures:

- Active participation in the meetings at different administrative levels of FSHS
- Monitoring FSHS visitor statistics
- Active talking at the national and municipal level in favour of FSHS financing
- In prioritisation cases, the importance of availability of mental health services is emphasised

Responsibility: sector for social affairs

Cooperation parties: FSHS, SYL, person responsible for municipal affairs, City of Turku, university

Timetable: Throughout the year

Objective: The sports possibilities of the students of the University of Turku will be increased with the uniting of the university sports services

Measures:

- TYY will actively participate in the review work of the unification and in making concrete fusion proposals
- Emphasising the availability and location of the sports premises
- Promoting the availability of sports premises in Rauma and Pori
- Keeping the topic on display in the meetings of the city decision-makers and Group 40K

Responsibility: Vättö, Kulha

Cooperation parties: STYLA, filial campuses, coordinator Joonas Niemi, RSGT, City of Turku, Turku higher education institutions

Timetable: Review work and proposal complete by the end of 2016

4. Students in the centre of the municipal policy

Objective: The municipal objectives of Group 40,000 are in line with TYY objectives and the activities of Group 40,000 are successful

Measures:

- Creating a clear list of municipal objectives for TYY for this year, especially with regard to RSGT,
- Active participation in the meetings of Group 40,000 and in the determination of the municipal objectives and responsibility for the activities
- Marketing the students' municipal questionnaire for TYY members
- Being actively involved in drafting the new students' municipal policy programme on the basis of the questionnaire

Responsibility: Kulha, Lumme

Cooperation parties: Other interest promotion sector, Group 40,000

Timetable: Objectives January-February, questionnaire March-April

Objective: Fluent and continuous cooperation with the political leaders and civil servants of the city

Measures:

- Meeting politicians and civil servants together with R40K actors, but also independently
- Keeping contact with the MPs of the region e.g. through the Regional Council of Southwest Finland
- Promoting the students' grass root level ideas through RSGT network and participating in the network's meetings and activity planning

Responsibility: Kulha, main sector

Cooperation parties: representatives of the City of Turku, Regional Council of Southwest Finland, RSGT network

Timetable: throughout the year

Objective: Improving students' image

Measures:

- Visibility as students in positive connections, e.g. First of May, RSGT etc.
- Providing news tips for local media, drafting careful statements and letters to the editor
- Maintaining positive image also takes place in meeting the decision-makers

Responsibility: Kulha, communication sector, interest promotion sector

Cooperation parties: Group 40,000, City of Turku, RSGT community/working groups, local media

Timetable: Throughout the year, especially Mardi Gras, First of May, RSGT fair, Campussit

Objective: Introducing social loans in the municipal election programmes of parties

Measures:

- Collecting a functional list of argumentation for supporting the objective
- Discussing the topic in the meetings with the Council groups, civil servants and income network
- Meeting the parties preparing the municipal election programmes of the parties

Responsibility: Executive Board Member for Academic Affairs, Specialist for Social Affairs

Cooperation parties: Group 40,000, City of Turku

Timetable: spring 2016, (spring 2017)

Budget of the entire project: *section 32092 municipal policy*
€100

5. Unified communicational image and influential communication for international students

Objective: Creating a unified communicational identity for TYY by renewing the graphic design progressively. TYY is an attractive employer and a sought-after partner for media in issues related to education and students.

Measures:

- Reviewing eventual cooperation partners and sending request for quotations. In renewing the look, a new graphic element will be created as the basis for the new visual identity, with effect colours, and fonts will be chosen
- The graphic look will be utilised in addition to website and social media channels in presentation, form and poster templates and videos.
- The expert position of TYY will be strengthened in the media through press visits, active communication and media bulletins
- Instructions for communication, e.g. graphic instructions, will be updated with the reform. Especially the usability of the instructions will be considered in the update.
- Interesting contents will be produced on the open positions at TYY, such as personal interviews in connection to the search announcements.

Responsibility: communication sector (Tiainen, Dahlström, H. Aaltonen)

Cooperation parties: Media, advertising agencies, main sector

Timetable: Spring: reviewing the graphic look, press visits, creation of search announcement templates and update of communication instructions. Autumn: new graphic look into use, update of graphic instructions.

Budget: *paragraph 3208 communication activities*
€800

Objective: TYY is a genuinely interesting organisation for international students. TYY International site has 1,000 likes in the end of 2016.

Measures:

- An international blog will be launched. TYY's English-language site will publish a blog with international experiences in Finland and abroad.
- An international communication questionnaire twice a year for international students. The questionnaire reviews the status quo of TYY's international communication: what is available to international students and what more could there be.
- Drafting "Internationalisation instructions" for organisations on TYY's website in order to better evaluate organisations' internationality. Drafting a self-evaluation report for the organisations during the term, with which an organisation may evaluate the current status of its internationality.
- Launching annual TYY International Award competition for organisations.

Responsibility: Dahlström, Nurmi

Cooperation parties: communication sector, International Wing

Timetable: Spring and autumn: questionnaire; entire year: blog; spring: internationalisation instructions; autumn: TYY International Award

Budget: *section 3202 international activities*
€200

6. Renovation, premise issue and accessible office for volunteer actors

Objective: TYY's activities will be disturbed as little as possible during the moves and time in the temporary locations. Communication on the moves and TYY's services will be anticipated and uniform.

Measures:

- A move plan and move communication plan will be drafted concerning both the move to the temporary locations and to the new premises.
- Schedules and TYY's services will be clearly communicated during the move.
- Only necessary items will be moved – other items put in storage or given away.

Responsibility: Planning and realisation of the move: Viljanen; Communication on the move: H. Aaltonen, Viljanen, Executive Board Members for Communication

Cooperation parties:

TYS, Universtas, Unica, university communication, student and applicant services

Timetable: February-April and August-September

TYY Office and secretariat moved by the end of March. Move to the renovated premises will take place in the beginning of September.

Objective: TYY's new Office premises are open and accessible. Premises are used effectively and they support the activities.

Measures:

- New work stations improving ergonomics and use of space will be bought in the renovated premises, and a negotiation space and space for quiet working will be constructed.
- The premises of the secretariat will be planned as more open and comfortable.
- A budget on the new work stations and a renew plan, and a plan of the activities of the new premises, corresponding to the objectives will be drafted.

Responsibility: Specialist for Organisations and Administration (Viljanen / Lahoniitty)

Cooperation parties: main sector, TYS

Timetable: August-September

Objective: Student Union actors regard the new Office more approachable than before the renovation.

Measures:

- Offering at least one work station free from other activities for the use of project workers, Wings and Student Union Council
- Office will be renovated into more open and comfortable premises
- The Office renovation will make the space solutions more approachable
- Clearer communication on the instruments and premises offered for TYY's volunteer actors

Responsibility: Tiainen + organisation sector

Cooperation parties: other main sector, cultural sector, communication sector, Wings, TYS

Timetable: Planning the office interior design: August, reform of premise booking system: autumn

Objective: Solutions will be found to the organisations' premise issues during the year.

Measures:

- Supporting the activities of the review group “New Student House”. New Student House review group will submit a report to the Student Union Council during the year.
- Organisations are supported in the move and in finding storage and office premises.

Responsibility: communication with the organisations: Vättö; New Student House review working group: Elenius

Cooperation parties: organisations, working group, main sector

Timetable: move and search for storage premises in the spring, progress in the review group in the spring and report to the Student Union Council at the latest in the autumn

Budget of the entire project: *3252 Other expenses*
€4,000 (budget 25 Feb meeting of the Executive Board)

7. Anniversaries

Objective: Start drafting the 100th anniversary book.

Measures:

- Recruiting a history committee and supporting the committee in selecting the writer
- Determining the guiding lines for the history book

Responsibility: Establishing the committee: Elenius, appointing the committee: Laine

Cooperation parties: University

Timetable: The committee will be established by 1 April.

Budget: *3261 Student Union traditions*
meeting expenses €100

Objective: Planning the celebration of the 95th year in operation well in advance. At the same time, preliminary contents for the 100th anniversary will be determined.

Measures:

- Recruiting 95th anniversary committee and appointing it in the Student Union Council.
- Planning a separate anniversary logo and ordering overall badges for the early 2017.
- Recruiting 95th anniversary event organiser. The task will be first offered for the organiser of the 2016 celebration.
- The committee will plan the programme of the anniversary and lay the basis for the 100th anniversary.
- Premises will be booked for both anniversaries.

Responsibility: Recruiting: Aaltonen and main sector; planning: Aaltonen and committee

Cooperation parties: Student Union Council, communication sector, TYY organisations

Timetable: 95th anniversary committee will be recruited in February-March and the anniversary event organiser in the end of the year. The main principles of the anniversary planned during 2016.

Budget: *section 3203 cultural activities*
meeting expenses €40

Objective: Updating Student's songbook. The new edition will describe both old student traditions and the current sitti culture.

Measures:

- Recruiting a committee and a layout person to make the new songbook. A wide representation from different organisations and year classes is sought.
- Pirunrykki is asked to sell advertisements in the songbook.
- Songbook will be possibly sold with advance order.

Responsibility: Aaltonen

Cooperation parties: main sector, communication sector, TYY organisations

Timetable: The committee will be recruited in February-March, Student's songbook will be ready in 2016 and published in early 2017.

Budget: *section 3261 Student Union traditions*

Songbook printing expenses (800 pieces) €6,000 (tradition funds, advertisement sales and income from advance sales)

8. Changes in the development cooperation

Objective: Because TYY's current Mexico project ends and the development cooperation money is cut, in 2016, eventual cooperation parties will be reviewed and possibilities of launching a next development cooperation project are considered.

Measures:

- Participation in SYL's "Reorganisation of development cooperation" working group.
- Gathering a group of TYY's current and previous development cooperation actors who plan the continuation of TYY's development cooperation activities.
- Being in contact with actors in the development cooperation field (other organisations, SYL, Student Unions) in order to review a new development cooperation target.

Responsibility: Kulha, Nurmi

Cooperation parties: SYL, other Student Unions

Timetable: Launch in February, until the end of the year.

Budget: *section 3207 development cooperation activities*
meetings €100

Main sector

Established activities and distribution of work in the sector

Responsibility:

Lumme: Coordination of student interest promotion, alumni
Tiainen: Well-being, communication, volunteers
Elenius: Alumni, history committee, renovation

Main sector is responsible for the coordination of the internal work of the Office and the well-being of the actors. In 2016, focus will be especially on the improvement of the

coordination between sectors by creating and establishing new models of distributing information inside the Executive Board and the entire Office.

Sector's own projects

Alumni meetings

Like last year, an alumni meeting will be organised in the spring in connection with the First of May student cap event and a fiver alumni meeting in autumn at the time of the anniversary on 11 November. In addition, on 18 March a farewell event of the Old Office will be organised, where alumni will be invited to remember their time at TYY Office.

Objective: Annual alumni meetings will be established as part of TYY's activities and they will gather more participants than before. The participants regard the programme fruitful and gain new contacts.

Measures:

- Invitations will be sent well in advance (6–8 weeks in advance)
- Programme will be planned as light enough to have time for networking
- Alumni are encouraged to bring their alumni acquaintances in the meetings
- The list of contacts will be compiled

Responsibility: Drafting invitations: Lumme

Sending invitations: Elenius

Booking premises: Lumme

Programme: Lumme

Cooperation parties: cultural sector, communication

Timetable: 1 Feb Invitation to an Office meeting

18 Mar Office meeting

1 Mar Invitation to the First of May meeting

30 Apr First of May meeting

26 Sep Invitation to fiver alumni meeting

11 Nov Fiver alumni meeting

Budget: *section 3209 other projects*

Office meeting €100

First of May €900

Fiver alumni meeting €200

Total €1,200

Coordination of interest promotion

The common meetings of the interest promotion sectors have been in use for a few years, but their purpose and modes of actions are not yet clear. In 2016, these meetings will be held more regularly, and the time will be aimed to be more effectively used.

Objective: Making the sector meetings in interest promotion more functional.

Measures:

- Establishing a regular meeting time (last Tuesday of the month)

- Agreeing on the practices of drafting the agenda and how things are going
- Better preparing for the meetings
- The time together will be mainly used in discussing statements and objectives as well as distributing political situation reviews

Responsibility: Inviting meetings: Lumme

Drafting agenda: Kajander

Cooperation parties: academic affairs, social affairs, cultural affairs, international affairs

Timetable: First meeting in January, reminder of practices in February (e.g. proposing topics on the agenda), established by the end of spring

Budget: No separate budget required

Sector for Academic Affairs

Established activities and distribution of work in the sector

The distribution of work in the academic affairs sector will be annually reviewed in accordance with the interest and expertise of the responsible Members in the Executive Board. The Specialist for Academic Affairs will have the main responsibility of the established activities of the sector and the annual projects. These include student counselling, advice and promotion of interests. In addition, the Specialist for Academic Affairs will participate in permanent working groups.

The Executive Board Member for Academic Affairs works in close cooperation with the Specialist for Academic Affairs. The responsible Member of the Executive Board has the political responsibility in the sector. In addition, the Member is responsible for Student Union Council issues as well as for the realisation of the plan of action, annual report and budget.

Academic Affairs Council

Responsibility: Lähdemaa (arrangements, contents together)

Cooperation parties: organisations, sector for social affairs

Timetable: Preliminarily six meetings per year, four in the spring and two in the autumn. Confirmed dates 23 Feb and 29 Mar.

Budget: *section 3200 academic affairs*

€360

Meetings of student representative coordinators and student representative trainings

Members responsible for academic affairs and the Specialist for Academic Affairs meet the student representative coordinators circa once a month, eight times a year, to discuss topical issues and distribute information in both ways. Trainings will be held if necessary.

Responsibility: Lähdemaa (coordinators), Kajander (student representative trainings)

Cooperation parties: Student representative coordinators, faculty and discipline organisations

Timetable: Coordinators meet once a month except in the summer months. Preliminary dates 25 Feb, 22 Mar, 21 Apr. + thank you meeting on 24 May. Student representative trainings have been held in the beginning of the year on 28 Jan (collegiate council) and 2 Feb (Boards). Eventual joint training for the entire collegiate council on financial statements in March-April.

Budget: *section 3200 academic activities*

€350

Dean tours

The Specialist for Academic Affairs will tour with the student representative coordinators at each Dean to get acquainted and discuss topical matters. The purpose is to create contacts with the Deans for TYY and for the student representative coordinators.

Responsibility: Lähdemaa

Cooperation parties: Student representative coordinators, Deans

Timetable: January-March

Tours at Heads of Academic and Student Affairs and Study Counsellors

The Specialist for Academic Affairs will tour, with the Specialist for Social Affairs, if necessary, in every faculty at the Head of Academic and Student Affairs and/or Study Counsellor to discuss topical matters.

Responsibility: Kajander

Cooperation parties: Naarminen, Study Counsellors, Heads of Academic and Student Affairs

Timetable: March-April

Budget: *section 3200 academic activities*

€50

Universitas Turku search

The Executive Board Member responsible for Academic Affairs will serve as the Chair of the steering group for the Universitas Turku project, Specialist for Academic Affairs will serve as the secretary and be responsible for the preparation of the steering group. The Specialist for Organisations and Administration will handle the practical tasks related to the search and payment of subsidies.

Responsibility: Lähdemaa and Kajander (steering group), Viljanen (Lahoniitty) support practices

Cooperation parties: organisations, university

Timetable: The support decisions of 2016 were made in January after continued search, next year's search in the autumn

Budget: - (the regular project support money will be applied and agreed with the university separately for each search round)

Election of teacher and course of the year

The Specialist for Academic Affairs will open a search for the teacher and course of the year. The search will be realised together with the university.

Responsibility: Kajander

Cooperation parties: organisations, university, Teaching Council

Timetable: Spring term

Budget: -

Pre-meetings with UTU Board and the representatives of the University Collegiate Council

The sector for academic affairs will meet the student representatives in the university Board and in the University Collegiate Council regularly before the regular meetings of the organs. Agenda issues will be discussed, information will be distributed and TYY's statements will be lobbied in the Board and Collegiate Council.

Responsibility: Lähdemaa, Kajander

Cooperation parties: student representatives

Timetable: spring and autumn term

Budget: *section 3200 academic activities*

€50

Meetings with the Vice-Rector responsible for study administration and teaching

TYY Office people will meet once in the spring and once in the autumn people from the study administration. In addition to this, the Specialist for Academic Affairs will meet the lead of the study administration regularly.

Responsibility: Kajander, Lähdemaa

Cooperation parties: Study administration, Vice-Rector Riitta Pyykkö

Timetable: spring and autumn term

Completion of student representatives in the administration (if needed)

The Specialist for Academic Affairs will prepare in the spring and autumn a maximum of four completion search for student representatives in the administration. Searches will be organised if necessary. At least one completion search will be in the spring.

Responsibility: Kajander

Cooperation parties: discipline and subject-specific organisations, communication sector

Timetable: completion search in the spring in February-April, if necessary in the end of spring and in the autumn

Budget:

The sector for academic affairs works mainly with expertise. The above conditions are fairly moderate and in many activities there is no assessment of eventual expenses, which are constituted in accordance with the influence methods to be chosen. In addition to this, the sector will participate in necessary or activity-supporting local and national seminars the expenses of which should be considered in the budget. The acquisition of academic publications is also possible. Such expenses included the budget for 2016 is **€1,200**.

Social policy and equality

Established activities and distribution of work in the sector

In 2016, social affairs sector is at the responsibility of the Specialist for Social Affairs Minttu Naarminen and the Executive Board Members for Social Affairs, Katariina Kulha and Miika Tiainen. Kulha is responsible for housing, equality, contact with the accessibility working group and local-level social affairs such as accessibility and student income (other than study subsidy). Tiainen takes care of FSHS issues, study subsidy and contact with the social affairs persons in TYY organisations. In addition, there are separate Members of the Executive Board responsible for tutoring and sports, with whom the actors in the social affairs sector work in close cooperation.

The activities of the social affairs sector are difficult to write in project form, since the sector deals with continuous interest promotion and external changes that require rapid reaction, such as national reforms in social policy. Throughout the year, TYY will actively participate in actor networks related to student well-being, such as SYL sector meetings, STYLA and SEKSMYY cooperation and e.g. the meetings of the income network, accessibility network, FSHS health working group, sports working group and university well-being section. In housing affairs, contact is maintained with TYS Board of Directors and Delegation and special attention is paid, together with the international sector, on the housing situation of international students.

Budget for continuous activities: *section 3201 social policy*

€470

Sector's own projects

Students with a family

Objective: TYY supports the organisation of students with children and takes into account the different needs of families with children in its interest promotion.

Measures:

- A Facebook group will be set up for students with children.
- Students with children will be invited as an interest group to the update work of the equality programme.
- Students with children will be arranged at least two meetings during the year.

Responsibility: sector for social affairs

Cooperation parties: students with children, university

Timetable: Throughout the year

Budget: *section 3201 social policy*

€80

Study subsidy

Objective: Cuts in study subsidy should be prevented totally or in part

Measures:

- A campaign will be planned and realised in favour of maintaining study subsidy, together with academic affairs sector and SYL
- Participation in influence work coordinated by SYL
- Activating TYY organisational actors in the campaign for study subsidy

Responsibility: sector for social affairs

Cooperation partners: sector for academic affairs, TYY organisations, SYL, university

Timetable: Entire year**Budget:** *section 3201 social policy*

€600

Study counselling

As the study conditions have become stricter, more students face problems in having rhythm in their studies. In addition, those who have terminated their studies have problems in getting back to studies after a break. These challenges can be tackled with better counselling. In contrast, the university staff needs more information on eventual special arrangements of studies.

Objective: Students receive necessary guidance and support in planning their studies.

University staff acknowledges the need for counselling and can respond to that.

Measures:

- More communication on the special arrangements of studies.
- Communication to the university staff on the stricter study subsidy conditions on studies.
- More attention paid to the counselling need of those who terminated their studies
- The need for counselling is brought forward in relevant working groups and networks

Responsibility: sector for social affairs**Cooperation parties:** University administration**Timetable:** Throughout the year**Activating social affairs persons in organisations**

Social Affairs Council as a concept is not as functional as Academic Affairs Council, because the role of the person responsible for social affairs may vary. It should be rethought what is the most appropriate way of keeping contact and activating organisational persons responsible for social affairs.

Objective: Communication on social affairs reaches organisation people better.**Measures:**

- Organisational actors are trained in social affairs together with academic affairs sector.
- Reviewing the wishes of the organisations' social affairs people in terms of communication.
- Topical social affairs actively communicated through a mailing list

Responsibility: Social affairs sector**Cooperation parties:** Academic affairs sector**Timetable:** throughout the year**Budget:** *section 3201 social policy*

€50

Total budget of the sector: social policy €1,100, equality €100

Municipal policy sector

Established activities and distribution of work in the sector

Group 40,000, City of Turku and RSGT network are the most important interest groups in the municipal policy sector. Group 40,000 coordinates and realises the common influence work of higher education institution students in Turku. Important decision-makers of the City of Turku – politicians and civil servants – will be met both alone and together with R40K representatives. The activities of Ready Study Go Turku network are sought to be established and developed by being proactively part in the meetings and in the ideation of RSGT activities.

Responsibility for the activities of the municipal policy sector is at the Executive Board Member for Municipal Affairs, Katariina Kulha, and Chair, Riina Lumme. Inside TYY, the most important cooperation partner is the entire interest promotion sector, especially sector for social affairs.

Developing the campus area

Objective: Unified and comfortable campus area

Measures:

- Participation in the RSGT campus innovation competition and its marketing
- Review of the progress in placing signs in the campus area
- Following the promotion of the Master Plan 2029 project and railway planning
- Promotion of the availability of student premises in the campus area

Responsibility: Kulha, interest promotion sector

Cooperation parties: Group 40,000, City of Turku, RSGT network

Timetable: throughout the year

Kampukselta kajahtaa -blog

Objective: Kampukselta kajahtaa -blog will remain active and high-quality in contents in 2016

Measures:

- The blog will be transferred from Turun Sanomat to City of Turku website
- TYY blog texts will be written and published in time

Responsibility: Kulha

Cooperation parties: Group 40,000, City of Turku/RSGT network

Timetable: throughout the year

Sector's own projects

Participation in municipal/provincial elections

Objective: Students are strongly represented among municipal election candidates, and student objectives are visible in the parties' election programmes

Measures:

- Consideration together with TYY's organisations that are active in party politics, how TYY could encourage students to stand as candidates.
- Parties are challenged to recruit student candidates.
- Party representatives are met alone and together with Group 40,000.

Responsibility: Kulha**Cooperation parties:** TYY's party politically active organisations, parties' local organisations, Group 40,000**Timetable:** End of the year

International affairs

Sector's established activities and distribution of work

The distribution of work in the international sector has been realised so that Specialist for International Affairs, Nurmi, has the main responsibility of the established activities and annual projects. These include the counselling and guidance of international students, promotion of academic and social interests of international students, participation in organising UTU international tutoring, coordination of the activities of starting package storage, participation in permanent working groups and the guidance of project workers in the international sector. The Executive Board Member for International Affairs works in close cooperation with the Specialist for International Affairs. The responsible Member of the Executive Board has the political responsibility in the sector. In addition, the Member is responsible for Student Union Council issues as well as for the realisation of the plan of action, annual report and budget.

Working groups

International services, mobility meetings: Nurmi

Steering group for international affairs: Nurmi

Language Centre Board: Dahlström

International Section of Teaching: Nurmi

Language Working Group: Nurmi

Path working group: Nurmi

Welcome information packages for international students and Welcome Parties

Producing the contents in the information packages (May-June and December), compiling packages and delivering them to new international students. Organising Welcome Parties (January and September) and marketing together with international STYLA.

Responsibility: Nurmi**Cooperation parties:** Communication, International STYLA, ISTU (ticket sellers)**Timetable:** Twice a year, before the start of the new term. Welcome Parties 2016 on 14 Jan in Marilyn & Vegas, in September preliminarily in Marilyn & Vegas.

Budget: *section 3202 international activities*

ca. 800 pieces of TYY Guide for International Students €1,000.

Ticket selling income distributed according to STYLA pattern. Ticket sellers are paid a fee on the ticket selling income. (NB! budget for Big One brochures included in development cooperation budget!)

Orientation for international students, UTU Doctoral candidate stands, Organisations' international information market

Participation in the orientation of new exchange students and international degree students. Counselling and guidance of new international students in starting their studies and moving to Turku. Organisations will participate in Welcome Fair orientation in autumn term and the international sector will organise an additional International Informarket in February.

Responsibility: Nurmi (counselling), Dahlström & Nurmi involved in orientation and information stands.

Cooperation parties: International services, Academic and Student Services, International Staff Services

Timetable: August-September and January.

Budget: *section 3202 international activities*
all 2016 stand refreshments €30

International tutoring

Participation in the recruitment and training day of international tutors. English-language tutor guide will be produced for exchange student tutors and international degree student tutors, and topical issues concerning international students will be provided for international tutors. A repeat meeting will be organised for both international tutor groups in August.

Cooperation parties: International services, Academic and Student Services, International Staff Services

Timetable: Spring term, late summer

Budget: *section 3202 international activities*
€250 (guides), TYY sauna 2 x€ 70, catering for international Master's tutor meeting €30

International affairs of Finnish students and home internationalisation

Communication and counselling is enforced with regard to students' home internationalisation possibilities in the University of Turku.

Cooperation parties: International services, Rekry, International Wing

Timetable: Entire year

Employment of international degree students

Participation in organising Working in Finland seminar and Path project. Communication for international degree students on internship and work possibilities. Closer cooperation with Boost.

Cooperation parties: Communication, Rekry Path project Boost

Timetable: WiF seminar on 2 Feb, another in autumn, other issues all the time.

International graduate students

Participation in the orientation of international graduate students. Communication to international graduate students on services provided by TYY and leisure activities organised by organisations. Taking international graduate students together in all events organised by the international sector. Review of student representative possibilities in doctoral programmes.

Cooperation parties: International Staff Services, ISTU, International Wing

Timetable: Entire year

Language teaching

Language Centre questionnaire is realised together with the student representatives in the Language Centre Board and participation in the planning day and teacher recruitment. Lunch with Language Centre Management 4 times a year.

Cooperation parties: Language Centre, student representative in the Language Centre Board, Järvinen

Timetable: All the time

Budget: *Section 3202 international activities*

Prize for Language Centre questionnaire €30

Organisations' internationality and International Wing

International training organised for organisations. Main theme in 2016: All TYY organisations are international. Close communication with International Wing and participation in the meetings. Better activity preconditions for the International Wing.

Responsibility: international sector, International Wing

Cooperation parties: ISTU, ESN, International Wing, organisations

Timetable: All the time

Budget: *section 3202 international activities*

International Wing budget €600

International STYLA

Cooperation with other Student Unions in Turku in international affairs. Participation at international STYLA lunches (at least 4 times a year), maintaining active discussion in international STYLA Facebook group, visit at Retrodorm and organisation of Turkugether events.

Cooperation parties: ÅAS, TUO, Novium

Timetable: Twice in spring, twice in autumn term

Housing review for international students

Housing review conducted in 2015 rearranged for international students. Improving the answer rate of 2015. Enforcing the communication of the results.

Responsibility: Dahlström

Cooperation parties: TYS, Retrodorm, International services, International Master's coordinators, housing sector

Timetable: April, October

International First of May

International First of May organised for international students and organisations on 29 April. Near TYY Office. Mead and doughnuts provided, organisations may hold stands and sell overall badges.

Cooperation parties: International Wing, organisations

Timetable: 29 Apr

Budget: *section 3202 international activities*
€80

Participation at international spring days

Participation in the higher education institutions' spring days organised in Turku. Network meeting arranged for international sectors of Student Unions.

Cooperation parties: ÅAS, TUO (If they participate at international spring days)

Timetable: 10–11 May

Budget: Participation €500, € 50 for organising network meeting.

Sector's total budget

Wing	€600
Plan of action projects	€240
Continuous activities	€1,240
Other activities	€630

TOT: **€2,710**

Organisation sector

Established activities and distribution of work in the sector

The distribution of work in the organisation sector is realised so that the Organisation and Administration Specialist is responsible for the established activities of the sector, organisation counselling and annual projects. In addition, in 2016, the Specialist for Organisations coordinates the planning and realisation of the move of TYY Office.

The Executive Board Members for Organisations are responsible for coordinating the sector and communication to the organisations. The Member Responsible for Organisations Vättö is responsible for training and organisation communication, and Member Responsible for Organisation Aaltonen for the Council of Chairs and Support Committee. The Council of

Chairs convenes once a month, excluding summer months. Chairs are personally met throughout the year as needed. Support Committee will create the point criteria for activity support in March and activity support will be distributed in April.

The responsible Members of the Executive Board have the political responsibility in the sector. In addition, the Members are responsible for Student Union Council Issues as well as for the realisation of the plan of action, annual report and budget. The Members responsible for organisations cooperate closely with the Specialist for Organisations.

Council of Chairs

The Council of Chairs convenes once a month, excluding summer months. In the spring, a bigger evening event e.g. sitti party. A meeting in summer, if necessary.

Responsibility: Aaltonen

Cooperation parties: -

Timetable: every month, except May–August

Budget: *section 3214 organisational activities*
€300

Support Committee

Support Committee creates the point criteria for activity support in March and provides points for activity support application in April. The Support Committee makes, together with the Specialist for Administration and Organisations, a proposal for the Executive Board on distributing activity support in the end of April.

Responsibility: Aaltonen and Specialist for Administration and Organisation Viljanen

Cooperation parties: -

Timetable: February–end of April

Budget: *section 3214 organisational activities*
€100

Sector's own projects

TYY's large training day and other training events

In 2016, TYY will renew its organisations training. Instead of several separate trainings, there will be one training day for all organisational actors, where the basics of organisational activities are gone through and then distributed in working groups topic-specifically. The event will be organised in Educarium and Publicum lecture halls on 26 Jan 2016.

Treasurer trainings will be still separately organised due to the course of the financial terms of the organisations. First treasurer training will be organised on 24 Feb in Turku hall, and another training will be organised in November-December. In addition, a separate training event on applying activity support will be organised in March.

Objective: Renewing TYY's training calendar and attracting as many as possible organisational actors at once. After the training, the organisational actors know the basics of

organisational activities and the most important issues in their sectors. In the education, a contact to TYY's experts and Executive Board Members for the entire year will be created.

Measures:

- planning and premise booking are made in December 2015
- training day is clearly communicated to new and old organisational actors
- training material is published at TYY's website

Responsibility: Specialist for Organisations Viljanen and Executive Board Member for Organisations Vättö, trainings all sectors

Cooperation parties: TYY organisations, Unica, University of Turku

Timetable: January

Budget: *section 3214 organisational activities*
€660

Communication

Established activities and distribution of work in the sector

The internal distribution of work between the Executive Board Members responsible for communication and the Communication Officer is realised so that the Executive Board Members are responsible for the planning of communication and the strategic development, while the Communication Officer is responsible for its practical realisation. Executive Board Members are responsible for the realisation of the objectives in the action plan that are part of communication sector, for keeping the communication instructions updated and monitoring the use of sector funds. The tasks of the Executive Board Members for communication also include organisation of filming of TYY events and the streaming of Student Union Council meetings and other important events for members.

Communication Officer's tasks include e.g. maintenance of TYY website, social media channels and mailing lists. Communication Officer gathers and sends the newsletter, international newsletter and individual bulletins to mailing lists. Communication Officer takes care of the layout of the new student's guide, A5 advertisements, posters and other eventual graphic material.

Budget for continuous activities: €700

Sector's own projects

TYY products

In 2016, different options for TYY's own products are reviewed.

Objective: TYY has different personalised products that can be distributed to cooperation partners or interest groups. The products communicate TYY's identity outside and support TYY's interest promotion objectives.

Measures:

- A review on eventual products and their prices will be made

- Suitable products for utilisation are selected

Responsibility: Executive Board Members for Communication

Cooperation partners: Manufacturers of the products

Timetable: Realised in the autumn when graphic reform is ready

Budget: *paragraph 3208 communication activities*
€1,000

Student culture

Established activities and distribution of work in the sector

Student culture sector is responsible for organising TYY's traditional events. Traditional STYLA events are agreed and developed together with other STYLA Unions' student culture persons and eventual event organisers. If possible, new events will be introduced and the visibility of student culture as well as leisure possibilities for members will be ensured.

Executive Board Member for Student Culture is responsible for coordinating TYY's traditional events, in cooperation with event organisers and eventual teams. The realisation and time of the events will take into consideration, if possible, TYY's organisations.

Sector's own projects

Anniversary guide

Cultural section will draft an anniversary guide during the year, which is meant to help TYY's organisations in issues related to organising anniversaries.

Objective: TYY's website includes a ready anniversary guide at the end of the year.

Measures:

- Starting time should not be busy
- Use of own expertise and experience
- If needed, information gathering from the cultural actors of organisations

Responsibility: Aaltonen

Cooperation partners: communication sector

Timetable: During 2016

Development Cooperation

Established activities and distribution of work in the sector

The distribution of work in the development cooperation sector is done so that the Specialist for International Affairs is mainly responsible for the established activities of the sector and annual projects. These include the coordination of TYY's development cooperation projects and work guidance of project workers.

Executive Board Member for Development Cooperation, Kulha, works in close cooperation with the Specialist for International Affairs. The responsible Member of the Executive Board has the political responsibility in the sector. In addition, the Member is responsible for Student Union Council issues as well as for the realisation of the plan of action, annual report and budget.

Mexico project

TYY's own, Foreign Ministry financed (FM 85% TYY 15%) development cooperation project in Mexico. Activities in the project are at the responsibility of a Mexican partner organisation AJAGI. Project management is at the responsibility of project coordinator Outi Hakkarainen. Project support was received in January 2014 from the Foreign Ministry for a new three-year project in 2014–2016. The work guidance of the coordinator and the financial monitoring of the project is at the responsibility of the International Specialist.

Responsibility: Nurmi

Cooperation parties: Project coordinator, AJAGI, Foreign Ministry, Kepa

Timetable: spring and autumn term

Budget: €37,650 (project support, not from sector funds)

Communication and global education project (CGE project)

TYY applies for a Communication and global education project for 2017, if the Foreign Ministry decides to open a search during 2016. One-year (FM 92.5%, TYY 7.5%) project has previously consisted of development cooperation supplement and upper secondary school visits. In 2016, at least 4 school visits are aimed to be realised in Turku area upper secondary schools or professional schools, and a small fee is paid. During the year, the Development Cooperation Wing will decide whether the development cooperation supplement will be realised as electronic during the development cooperation week.

Responsibility: Nurmi

Cooperation parties: Development Cooperation Wing, Turku area schools

Timetable: spring and autumn term

Budget: *section 3207* development cooperation activities
€ 200 school visits

Development cooperation week (SYL's CGE-project)

Participation in SYL's two-year CGE-project by organising a development week in the autumn term. Development week coordinator is responsible for the planning and realisation of the week, and will be elected in February. SYL is responsible for project management. Specialist for International Affairs is responsible for the financial monitoring and work guidance of the coordinator of the development cooperation week. TYY is involved in SYL's planning of development weeks of 2017 and 2018 and in applying project financing, if the Foreign Ministry opens the search during 2016.

Responsibility: Nurmi

Cooperation parties: Development week coordinator, SYL

Timetable: spring and autumn term

Budget: *section 3207* development cooperation activities
€200 + ca. €2,800 from SYL

Development Cooperation Wing

New actors will be introduced in January. The Wing will be actively enabled to participate in the activities of TYY's development cooperation sector, future review and CGE project planning. Participation in the meetings of the Wing and sending a representative in the eventual events and trainings of supported targets.

Responsibility: Kulha

Cooperation parties: Development Cooperation Wing

Timetable: spring and autumn term

Budget: *section 3207 development cooperation activities*
€700

Membership fee targets

TYY's current money raising permit is valid until 21 May 2016. The support targets funded in connection with the current membership fee have been chosen in 2015 for 2015–2016 and 2016–2017. The commencement of new money raising permit will be started to be prepared in the end of 2016. New membership fee targets will be closely considered in the review of TYY's development cooperation future.

Responsibility: development cooperation sector

Cooperation parties: Development Cooperation Wing, organisations to be supported, SYL and TYY working groups for reorganising development cooperation

Timetable: Spring term

0.7% plan and support targets

Update of the 0.7% plan and the selection of support targets for calendar year 2016. The Executive Board elects the targets and confirms the plan upon the proposal of the Development Cooperation Wing. There are two support targets. The updated plan and the selected targets should be known during the spring term. Payment of the support sums takes place in the spring and in the autumn. Development Cooperation Wing communicates members on supported targets and use of funds.

Responsibility: Development cooperation sector, Development Cooperation Wing

Cooperation parties: supported organisations, communication sector

Timetable: Spring term

Budget: *section 32072 0.7 % development cooperation*
€5,110 (paid for two targets in two shares)

Yks Iso/ Big One brochures

Yks Iso/ Big One brochures to be distributed to new students will be produced. Update and printing of the brochures by the beginning of May, so that they are in time for the new student information packages in June. The brochures tell about TYY's Development Cooperation Wing activities and possibility to donate money with membership fee to development cooperation. Brochures are distributed to all new degree and exchange students and in spring to new exchange students inside TYY info packages.

Responsibility: Nurmi

Cooperation parties: Communication Officer, organisations to be supported

Timetable: Spring term

Budget: *section 3207 development cooperation activities*

€500

Communication to the members on TYY's development cooperation activities

The Development Cooperation Wing will consider its social media presence during the year and introduce a Facebook page if necessary. Blog and TYY's website will also be utilised in communication.

Responsibility: Development Cooperation Wing

Cooperation parties: communication sector, organisations to be supported

Timetable: Entire year

Proposal of TYY's representatives in SYL's KENKKU Advisory Board

TYY has its own representatives in SYL's Advisory Board of Development Cooperation Issues. Complementary search has been in April-May in the previous years. The old representatives have the freedom to continue as KENKKU members, and TYY aims at proposing 1–2 new members this year.

Responsibility: development cooperation sector

Cooperation parties: Development Cooperation Wing

Timetable: search will be opened by the beginning of May (deadline from SYL)

Tutoring

Established activities and distribution of work in the sector

In the tutoring sector, the distribution of work has been established so that the Executive Board Member for Tutoring is responsible for the promotion of interests, planning and contact with interest groups related to tutoring. Specialist for Organisations and Administration and the Executive Board Member responsible for Tutoring are together responsible for tutor training and TYY tours. In addition, the Specialist for Organisations coordinates the compilation of New Student's guide.

TYY tours

TYY tours present the activities and premises of the Student Union for new students. This year, a great challenge for TYY tours is Student House A renovation. If the renovation of the Office and Turku hall as well as the move are ready before the start to the tours, the tours can be held in new premises. However, it has been prepared that the tours may be held in temporary locations and university lecture halls. TYY tours are mainly held by a recruited project coordinator. The material and booking system of TYY tours is planned in cooperation with the Executive Board Member for Tutoring, Specialist for Organisations and Administration and a project coordinator. New students are especially encouraged to arrive to the opening of TYY Office.

Responsibility: Dahlström, Viljanen

Cooperation parties: Project coordinator of TYY tours

Timetable: In April, the recruitment of the project coordinator of TYY tours, training and planning in May. Tours in August–September.

Budget: *section 3216 tutoring*
project coordinator's pay €800

Guide for new student

TYY edits a guide for new students, describing TYY activities and starting of studies at the university. The guide will be delivered to new students in the format wished by the faculties and the School of Economics, either electronically or in print.

Responsibility: Compiling texts: Dahlström and Viljanen; layout: Aaltonen

Cooperation parties: Communication, Study counsellors

Timetable: In February, the wishes of the faculties and the School of Economics on the format of the guide are reviewed. In March, the contents will be checked and texts collected in April.

Budget: *section 3216 tutoring*
€2,000

Tutor training

TYY will participate in the tutor training organised by the faculties and the School of Economics. The trainings inform about the Student Union and how it can support tutors. Trainings are also participated in filial campuses if trainings are organised there. In connection to trainings, tutors will be given tutor overall badges and Unica meal tickets.

Responsibility: Dahlström, Viljanen

Cooperation parties: Study counsellors.

Timetable: Trainings at the time announced by the faculties and the School of Economics. (May–August)

Budget: *section 3216 tutoring*
tutor's overall badges €500
Meal tickets from Unica

TYY's tutor training

TYY has previously realised tutor training in tutor orienteering. The concept will be renewed so that more tutors participate in it. Tutor training will include a training part, but also fun group work. Tutor training will be communicated through organisations and study counsellors.

Cooperation parties: Specialist for Administration and Organisations, Study Counsellors

Timetable: April–May.

Budget: *section 3216 tutoring*
€300

Election of super tutors

TYY searches every autumn for a super tutor and an international super tutor who will be elected on the basis of proposals of new students. Possibility of proposing a super tutor is communicated e.g. through the new student guide, TYY tours and Internet.

Cooperation parties: Communication

Timetable: Election in November

Sector's own projects

Tutor review

Objective: The objective is to review what sort of tutor election process each faculty and the School of Economics have. In addition, it is reviewed how faculties and adjacent subject-specific organisations support tutors. The results of the review will be taken into account in interest promotion.

Measures:

- Reviewing the details of the election process (application, interview and the significance of the comments from the subject-specific organisation). In addition, it will be reviewed how many students apply as tutors, whether feedback from tutoring is collected from the new students and what subject-specific organisations think of the current election process. In addition, it will be reviewed if tutors may contact new students through the faculty before the start of the studies.
- A report will be compiled of the responses and it will be communicated to the study counsellors.
- The report will be taken into consideration in the promotion of interests in the Student Union so that good practices would be introduced everywhere.

Responsibility: Dahlström

Cooperation parties: Study counsellors, Academic affairs sector

Timetable: Questionnaire for study counsellors and organisations in the spring. Report in the autumn.

Company Cooperation

Established activities and distribution of work in the sector

The Executive Board Member responsible for Company Cooperation, together with the Secretary General, will maintain the existing company cooperation relations, renew the contracts that are about to expire and aim at finding new partners. In 2016, expiring contracts will be renewed and a broad review and plan of how to develop company cooperation in the future will be drafted. In addition to this, information will be gathered on how company cooperation has succeeded elsewhere.

Sector's own projects

New cooperation partners

Objective: Doubling in monetary terms the company cooperation during this year.

Measures:

- Review work on what TYY has to offer for the companies and vice versa
- Review on, for example, what issues are needed in the Office and whether they could be connected to company cooperation

Responsibility: Vättö

Cooperation parties: Companies

Timetable: Review work on companies ready in February, after which contact during the entire year. Objective is to organise one meeting every other week.

Budget: *section 3209 other projects*

€100

Environment

Established activities and distribution of work in the sector

The established activities of the environmental sector have been maintained lately by TYY's Environmental Wing. Cooperation with the Environmental Wing will be continued more closely. With the Wing, TYY's Environmental Programme will be updated to be presented to the Student Union Council.

Environmental Wing

The Environmental Wing holds meetings approximately every two weeks during the term. The Environmental Wing organises in cooperation with the cultural section a Neat First of May campaign. In the early year, a possibility of organising a new kind of environmental week is reviewed as well as the need for a separate environmental training.

Responsibility: Aaltonen

Cooperation parties: -

Timetable: meetings approximately every other week

Budget: €500

Sector's own projects

Update of the Environmental Programme

Objective: Environmental Programme will be updated. The new programme will be clear and usable document, guiding the practical activities and political choices in the Office.

Measures:

- Interviewing people using the Office and those responsible for acquisitions
- Open planning events organised for the Student Union Council and members

Responsibility: Environmental Wing, Aaltonen

Cooperation parties: main sector, 2015 Environmental Wing

Timetable: update work in the spring, new document to be approved by the Student Union Council in April or May

Total budget of the implementation plan

3200 academic activities	€1,200
3201 social policy	€1,100

32011 equality	€100
3202 international activities	€2,710
3203 cultural activities	€40
3206 environmental activities	€500
3207 development cooperation activities	€1,600
32072 0.7 % development cooperation	€5,110
3208 communication activities	€2,500
3209 other projects	€1,300
32092 municipal policy	€100
3214 organisation activities	€1,080
3216 tutoring	€3600
Total sector funds	€20,940
3261 Student Union traditions	€6,100
3252 other expenses	€4,000