

In effect from the 1st of November 2019

Omnia, The Joint Authority of Education in Espoo Region



OMNIA REGULATIONS

Omnia regulations

The Omnia regulations contain clauses concerning the rights and responsibilities of students, which are based on the latest legislation on education. The purpose of the set of regulations is to promote accessible learning and to ensure that the students, learners, interns and staff of Omnia a safe and comfortable environment. The regulations are in effect in Omnia facilities and environs, and in other places pertaining to studies. The regulations should be followed in events where the students represent Omnia as an institution. The regulations use the term student, which is meant to encompass all students, learners, interns and individuals participating in youth workshops.

1. A SAFE AND COMFORTABLE ENVIRONMENT FOR STUDIES AND INTERNSHIP

Students have the right to a safe environment for internship or studies. Omnia is required to take steps to ensure that students are safe and healthy.

- Students must, with their behaviour, upkeep and develop a positive atmosphere.
- Any kind of bullying, violence or harassment, be it physical or mental, is not permissible.
- Bullying will be intervened on immediately.
- Students have shared responsibility for correct use of shared spaces and facilities and their cleanliness. Omnia facilities have recording camera surveillance in place.
- It is the responsibility of students to familiarize themselves with the facility-centric and professional security regulations and plans, and to follow them and the instructions given by staff.
- Students must, during lessons and when working, use appropriate work and safety attire and equipment. It must be ensured, for safety reasons, that no item of clothing can get snagged in machinery, causing a hazard for the user or others. When studying at a place of work, local regulations for work attire must be followed.
- The students must dress and act according to requirements and regulations concerning hygiene when relevant, for example when working with foodstuffs.
- Students are responsible for informing the staff on all inadequacies concerning teaching equipment or real estate, or gaps in safety or job security.
- Students are bound by a nondisclosure agreement regarding confidential information gained in study situations and places of employment.
- Traffic regulations and specific instructions must be followed when operating a vehicle or parking in Omnia facilities and environs.
- Students must be identifiable during studies and when in Omnia. Students must be identifiable during teaching, at student offices, when using student benefits (e.g. during student meals at the café cashier), when associating with staff, in examinations and evaluations, and in student healthcare services to secure identity. Use of items that cover and obscure the face is not permissible at Omnia. This regulation is in place for identification and is not aimed to restrict religious beliefs or the right of self-determination.
- The regulations concerning a safe learning environment and job security include the option to interject in the attire of individuals when it can create a clear hazard for student or others, considering the activity in question.

Omnia has an operational model to develop and ensure peaceful studies and to prevent bullying (www.omnia.fi).

Omnia has a set of principles of conduct concerning students, which ensures equality and parity (www.omnia.fi).

2. SMOKING, SNUFF AND INTOXICATING SUBSTANCES

- Omnia is a non-smoking area. Use of tobacco products (including electronic cigarettes) is prohibited in Omnia facilities and grounds. (L639/76 and L765/94).
- Bringing, handling, selling or imbibing intoxicating or narcotic substances at Omnia, or being present under the influence is prohibited. (L1143/1994, L1289/1993, L1304/1993).
- Omnia has instructions in place concerning interjecting on use of intoxicants or narcotics (www.omnia.fi)

3. OTHER REGULATIONS

- It is prohibited to bring items or substances deemed illegal or which may be used to endanger the individual or others, can be specifically used as a weapon, and for which the individual has no acceptable reason to be carrying, to Omnia facilities.
- Individuals must act honestly, with no cheating or foul play, in situations pertaining to studies.
- Students must follow the given regulations concerning information networks and systems. Omnia has a specific set of regulations for information networks and systems (www.omnia.fi).
- Use of mobile phones and other devices and recording with them during teaching requires the permission of the teacher.
- Publishing pictures or video material recorded in Omnia facilities, grounds and events requires the permission of the individuals who can be identified in the material. The permission form and detailed instructions can be found at (www.omnia.fi)
- Omnia is not liable for personal property left at facilities.
- Operating a business during teaching and in Omnia facilities requires permission.

4. PARTICIPATION IN STUDIES

Sections concern all students of Omnia, also (when applicable) to adult second degree education activities, non-formal adult education, worker's institute courses and youth workshops.

Students have the right to receive teaching and instructing according to the curriculum. Omnia oversees organizing the training, according to the curriculum and school timetable.

- Students must fulfil their tasks diligently and prepare for lessons according to the instructions given by the teacher by having the proper equipment and gear.
- Students must participate in teaching according to their personal plan, unless they have been granted absence or credit / acknowledgment of competence, or if their personal plan does not include a clause for an alternate means of accomplishment.
- Students must follow the timetables and regulations agreed with the employer during internships and work practice.

- In cases of unforeseeable absence, the student must inform the teacher or instructor without delay. A medical certificate or a doctor's certificate should be submitted for an absence of over four days or when requested to do so.
- In cases of foreseeable absence, the student should negotiate and agree on beforehand with the appropriate party (teacher, instructor etc.)

Students cannot opt out of studies on grounds of religious conviction/values/ethics. Gaining knowledge and professional skills is paramount. Students must have the readiness for the situations they might encounter in their professional career, including:

- interacting professionally with an individual of a different religion, gender, sexual orientation, nationality or conviction
- handling of foodstuffs or portioning food to patients/customers and assisting patients/customers in situations where foodstuffs prohibited by the students own religious convictions are present.

More detailed regulations on participation of teaching and studies can be found at www.omnia.fi/opiskelijansivut.

5. HANDLING VIOLATIONS IN REGULATIONS

Students are given guidance primarily through discussion in a manner that they can finish their studies and graduate. Absences and smaller cases of conflict are primarily handled with the group instructor, chief of studies and the principal in question. If needed, a multi-professional group of experts can be established to consider issues pertaining to a student or a group of students. Before disciplinary action is taken, the student(s) will be heard and a report on the activities will be created. Cooperation with the guardians or parents of underage students is important. Omnia has a more in-depth set of instructions on disciplinary actions and the means of operation regarding them. Sections concern all students of Omnia, also (when applicable) to adult second degree education activities, non-formal adult education, worker's institute courses and youth workshops.

Teachers will mark the attendances and absences of students, along with marks for being late, into the student database.

- Teachers/workshop instructors may remove a student from class for its duration or the remainder of the day if the student is being disruptive or violent.
- Teachers or other members of staff can give oral notifications to a student who is in breach of the regulations.
- In giving a second oral notification, the process is same as in the first notification.
- The principal can give a student a written warning, if the breaches continue after the oral notification, or directly if the nature of the offence gives cause.
- The chief of studies can bar the student from participating in teaching for at most three weekdays, if there is a danger that the safety of others is endangered due to the violent or threatening behaviour of the student, or teaching is disrupted due to the student's behaviour.
- The chief of studies can construe that a student has resigned if they have not completed their studies in the allocated time, or if the student has without an adequate reason been absent from studies without informing of their actions, and when it is apparent that they will not continue studying.
- The principal can suspend a student for a period of at most three months.
- The student body in charge of due process of students can suspend the student for at most one year.

Forbidden items and substances

- The principal/branch principal/head of studies/workshop instructor and teacher may, together or alone, during the day, take possession of forbidden items or substances found in the possession of students.
- The principal/branch principal/head of studies/workshop instructor and teacher may use the required and correctly measured enforced methods to take possession of a prohibited item if the student resists and if the items or substances endanger the safety of the student and other students.
- The principal/branch principal/head of studies/workshop instructor and teacher have the right, during the work day, to inspect storage spaces of students and the students clothing plainly, if it is evident that the student has prohibited items or substances in their possession and they, on request, will refuse to hand them over, or will not believably prove that they do not have such items.
- The items and substances will be handed back to the student (in cases of a minor, to their guardian). The items returned to students will be handed back at the end of the day.
- Narcotics, firearms and other dangerous items/substances will be handed to the police.
- The items and substances may be provably disposed of, if they have not been retrieved in 3 months of giving notice.

Revoking the right to study

- The student body in charge of due process of students will decide on the possible revocation of the right to study, if the student has proven to be unsuitable in the practical activities of studies or during internship periods.
- The student body in charge of due process of students may decide to suspend a student if the violation is a serious one, or if the student continues unacceptable behavior after receiving a written warning. A student may be suspended for at most one year. Before suspension, the student will be heard, and in cases of a minor, their guardian.
- If the student refuses to participate in checks and tests determining their health (including so-called drug testing), they may be revoked of their right to study until they comply with the required testing and check-ups.

Liability for damages

- The liability for destruction, misplacement or damage to Omnia property is decreed according to the Tort Liability Act (412/1974).
- The Omnia insurance plan covers students during their study activities. If a student is absent from school grounds or other learning environments without permission, their insurance cover is no longer in effect.

Regulation and plan on disciplinary activities, in effect from the 1st of November 2019.



OTHER INSTRUCTIONS

Each degree program/activity also has more detailed regulations and instructions pertaining to its nature, which will be informed to the participants of the activities.

LEGISLATION, MINISTRY INSTRUCTIONS AND ORDERS

The legislation and statute on vocational education and training (L531/2017 and A673/2017)

Act on General Upper Secondary Education (L714/2018 and A810/2018)

Basic Education Act (L628/1998 and A852/1998)

Act on Liberal Adult Education and legislation (L632/1998 and A805/1998)

Youth Act (L1285/ 2016) and the Act on rehabilitative work (L189/2001)

Drafting of regulations, Finnish National Agency of Education instructions 1/012/2016

MONITORING AND UPDATING THE REGULATIONS

The teacher/instructor in charge will review the regulations with all students at the start of studies. The regulations are checked annually or more often if required. The regulations can be found at www.omnia.fi.

Accepted by the decree of the Director General, 1.11.2019 § 63.