
	University of Life Sciences "The King Michael I " from Timisoara	BODY issuer Department of Quality Management
CODE ULST -R089	Regulations for the implementation of the program "Volunteering in academic development activity" (VADA)	Edition 2/Revision 0

REGULATIONS FOR THE "VOLUNTEER IN THE ACADEMIC DEVELOPMENT ACTIVITY" (VADA) PROGRAM WITHIN THE UNIVERSITY OF LIFE SCIENCES " KING MIHAI I " FROM TIMISOARA

	Name and surname	Function	Date:	Signature
Elaborate	Assoc MOATĂR MIHAELA	Vice Dean	02.11.2022	
CHECKED	University Prof. dr. TULCAN CAMELIA	Interim director Quality Management Department	02.11.2022	
	Assoc MERGHEȘ PETRU	Vice-rector of social and student activities	03.11.2022	
Endorsed:	Professor IANCU TIBERIU	CEAC coordinator	23.11.2022	
	HAIUC SIMONA	Legal Adviser	23.11.2022	
	Professor ISIDORA RADULOV	President CMO	23.11.2022	
Approved in the Board of Directors by Decision no. 8594 of 23.11.2022				
Approved in the University Senate by Decision no. 8611 of 23.11.2022				
RECTOR		Univ. Prof. Dr. Eng. POPESCU COSMIN ALIN		

	University of Life Sciences "The King Michael I " from Timisoara	BODY issuer Department of Quality Management
CODE ULST -R089	Regulations for the implementation of the program "Volunteering in academic development activity" (VADA)	Edition 2/Revision 0

CAP. I. FIELD OF APPLICATION

Art. 1. (1) This regulation establishes the general framework for the organization and implementation of the " *Volunteering in academic development activity* " (VADA) program within the University of Life Sciences "King Mihai I" from Timisoara (ULST).

(2) The Regulation applies to students, graduates and other persons interested in volunteer activities, as well as to all administrative structures involved in the process of organizing and running the " *Volunteering in Academic Development Activity* " (VADA) program, carried out within the University of Life Sciences "King Mihai I" from Timisoara.

(3) Users of the regulation are responsible for applying and complying with the provisions of the documents in this regulation.

CAP. II. PURPOSE

Art. 2. The purpose of the elaboration of this regulation is to establish unitary rules regarding the way of organizing and conducting the " *Volunteering in the academic development activity* " program, as well as structuring a coherent approach in order to recognize the period of professional experience as well as the skills obtained through volunteering activities and issuing the Volunteering Certificate for students/graduates/other persons interested in the volunteering activities carried out within the University of Life Sciences "King Mihai I" from Timișoara (ULST).

CAP. III. DEFINITIONS. ABBREVIATIONS

Art. 3 . IN n the content of this regulation will use the following **abbreviations**:

- **ULST** –University of Life Sciences "King Mihai I" from Timisoara;
- **VADA** – Volunteering in the academic development activity.


CAP. IV. NORMATIVE REFERENCES

Art. 4. Primary legislation

- National Education Law no. 1/2011, with subsequent amendments and additions;
- Emergency Government Ordinance no. 75/2005 on ensuring the quality of education, with subsequent amendments and additions;
- Law no. 78/2014 on the regulation of voluntary activity in Romania, with additions and amendments.

Art. 5. Secondary legislation

- ULST charter;
- Regulations/ Methodologies/ Internal Procedures;
- Decisions of the University Senate and the Board of Administration.

	University of Life Sciences "The King Michael I " from Timisoara	BODY issuer Department of Quality Management
CODE ULST -R089	Regulations for the implementation of the program "Volunteering in academic development activity" (VADA)	Edition 2/Revision 0

CAP. V. DESCRIPTION OF THE REGULATION

CAP. V.1. GENERAL PROVISIONS

Art. 6. The recognition of voluntary activity as a period of professional experience, the identification of the skills obtained in this way become particularly important for insertion on the labor market. Volunteering Law no. 78/2014 emphasizes in this sense that " *At the competitions organized for the occupation of positions, if two or more candidates obtain equal points, public authorities and institutions, as well as private ones, may award additional points to persons who present one or more nominal certificates of volunteering, which recognizes the performance of the volunteering activity, as well as the experience gained, under the conditions in which these constitute selection criteria* " .

Art. 7. (1) Types of activities. ULST organizes the volunteering program " *Volunteering in academic development activity* " , hereinafter referred to as "VADA".

(2) On the basis of this program, the framework is created for the participation of volunteers in:

- scientific research activities;
- activities to support lectures, presentations, information, etc. within events organized under the aegis of ULST;
- activities for organizing scientific events;
- professional development activities;
- administrative activities etc.


CAP. V.2. THE SPECIFIC VOLUNTEER ACTIVITY

Art. 8. Volunteering represents, according to Law no. 78/2014, " *the voluntary participation of natural persons in public interest activities carried out for the benefit of other people or society, organized by legal entities under public or private law, without remuneration, individually or in a group* " .

Art. 9. Volunteering takes place on the basis of a written contract , in Romanian, between the volunteer and the host organization, under conditions of contractual freedom of the parties and in compliance with the provisions of the Volunteering Law no. 78/2014.

Art. 10. According to the law, the organization and development of the volunteer activity is based on compliance with the following **principles** :

- a. participation as a volunteer, activity of public interest, based on freely expressed consent;

	University of Life Sciences "The King Michael I " from Timisoara	BODY issuer Department of Quality Management
CODE ULST -R089	Regulations for the implementation of the program "Volunteering in academic development activity" (VADA)	Edition 2/Revision 0

- b. the volunteer's active involvement in community life;
- c. carrying out volunteer work excluding any material consideration from the beneficiary of the activity;
- d. the participation of people in volunteering activities is done on the basis of equal opportunities and treatment, without any kind of discrimination.

CAP. V.3. ORGANIZATION, DEVELOPMENT, MONITORING, EVALUATION AND CERTIFICATION OF VOLUNTEER ACTIVITIES

Art. 11 . (1) The volunteering program takes place throughout the academic year depending on the needs of ULST.


(2) The minimum period for which any volunteer activity is carried out is one month, with a minimum of 60 hours per month.

Art. 12. (1) The pro-rectorate social and student activities is the administrative structure that administers the volunteering program "*Volunteering in academic development activity*", promoting this program through a dedicated section, within the website www.usab-tm.ro .

(2) At the level of each organizational entity, the volunteers' activities will be coordinated and administered by a Volunteer Coordinator, a person who has an employment contract within the ULST. The volunteer coordinator will collaborate with the Vice-Rector's social and student activities throughout the duration of the volunteering program in that structure. The coordinator of the organizational entity of ULST (faculty, service, research centers, etc.) will send the Vice-rectorate of social and student activities the appointment decision and the contact details of the person designated Volunteer Coordinator.

(3) The coordinators of the organizational entities of ULST will request social and student activities from the Vice-Rectorate running volunteer activities, at least 30 days before they start, a request to be approved by the Board of Directors, according to **Annex 1** .

Art. 13 . Following the requests, the places where volunteer activities are needed, the estimated time period and the number of requested volunteers are centralized. This requirement can be updated at any time, depending on the emerging needs. Following the approval of the volunteer activities, in order to display on the website www.usab-tm.ro the existing vacancies for the VADA program and the selection criteria of the candidates, the volunteer coordinator transmits the data to the Vice-Rectorate for social and student activities in electronic format necessary, **according to Annex 1.1.**

	University of Life Sciences "The King Michael I " from Timisoara	BODY issuer Department of Quality Management
CODE ULST -R089	Regulations for the implementation of the program "Volunteering in academic development activity" (VADA)	Edition 2/Revision 0

Art. 14 . Depending on the existing offer, volunteers will be able to apply for a specific position within 7 days from the moment it is declared vacant by publishing it on the website.

Art. 15 . Interested volunteers will submit at the level of each organizational entity their CV in Europass format and a standard registration application (**Annex 2**) **which can be downloaded from the university website** , in which they will mention the activity they opt for, the working period and a motivation in which they will argue the reason for enrolling in the VADA program and what are their skills for the requested position. In order to form a point of view on the applicants, an interview will be organized, where the applicants will have to know all the documents on the basis of which the program is carried out.

Art. 16. (1) For the selection of the volunteers, a commission formed by the representatives of the organizing entity is established which analyzes the submitted applications. Following the interview and the expression of the point of view of the coordinator of the requesting organizing entity, they will be assigned to the vacant places.

(2) Following the selection, the commission draws up a minutes, according to Annex 1.2, which it submits to the Vice-Rectorate for Social and Student Activities, in order to conclude and register the volunteer contract (Annex 3), as well as to complete **the Volunteers' Record Register** (Appendix 7).


Art. 17. (1) Volunteer contract is a free-of-charge agreement concluded between a natural person, called a volunteer, and the ULST, through the structure of the entity organizing the activity, under which the volunteer undertakes to perform an activity of public interest without obtaining a material consideration.

(2) The volunteering contract is concluded in three copies, one of which belongs to the volunteer, one to the structure within which they carry out their activity and one for the Vice-Rectorate for social and student activities .

(3) The volunteering activity can only be started after completing and signing the Appendices that constitute an integral part of the volunteering contract (Appendix 3.1, 3.2, 3.3 and 3.4).

Art. 18. (1) Based on the volunteering contract and in accordance with it, each structure organizes, carries out, monitors and evaluates the voluntary activities carried out by volunteers within it.

(2) The volunteer will carry out his activity according to the volunteer form drawn up according to the legal provisions, attached to the volunteer contract (Annex 3.1). If the activity carried out requires it, the volunteer will also sign other annexes to the volunteering contract according to the specifics of each structure, annexes that will be sent immediately to the Vice-Rectorate social and student activities.

	University of Life Sciences "The King Michael I " from Timisoara	BODY issuer Department of Quality Management
CODE ULST -R089	Regulations for the implementation of the program "Volunteering in academic development activity" (VADA)	Edition 2/Revision 0

Art. 19. According to the law, in the execution of the volunteer contract, the volunteer is subordinate to the volunteer coordinator, respectively the management of the legal entity, with which he concluded the contract.

A rt. 20. The execution of the contractual obligations of the volunteer cannot be done through representation.

A rt. 21 . The quantification of the activity carried out by a volunteer is measured in volunteer hours, hereinafter called "VADA Hours".

A rt . 22 . The organization of the VADA volunteering program is done on hourly intervals, the hourly levels will be fixed at the end of the week for the following week, by the volunteer coordinator who will communicate the program to the volunteers, depending on the needs.

Art. 23. At the end of the volunteering activity, each structure within which it took place must proceed to evaluate the competences obtained through volunteering in order to recognize the volunteering activity and complete the supporting documents in this sense.

Art. 24. (1) The main evaluation method for establishing the skills developed and issuing the certificate will be the volunteer's portfolio, made up of all the documents necessary to run the VADA program, in accordance with this regulation .


(2) Depending on the volunteering activities carried out, the structure of the portfolio may also contain other supporting documents established by the volunteer coordinator.

Art. 25. (1) Following the process of evaluating the skills acquired, at the request of the volunteer, is issued by the Vice-Rectorate social and student activities **a Volunteer Certificate to which is attached an activity report** , which certifies the results of personal and professional development obtained through volunteering organized according to this regulation.

(2) The volunteering certificate is obtained after completing an internship that totals at least 60 hours of volunteering, considering this time interval adequate for practicing and/or developing key skills. ULST is obliged to keep, at the level of the Vice-Rectorate for social and student activities, **a record of volunteering certificates issued** (Appendix 10).

CAP. V.4. OBLIGATIONS OF VOLUNTEERS

Art. 26 . (1) The activities within the VADA volunteer program will not in any way influence the teaching obligations of the students, if the volunteers are also students. They will have to fully comply with the provisions of the specific regulations of the ULST.

	University of Life Sciences "The King Michael I " from Timisoara	BODY issuer Department of Quality Management
CODE ULST -R089	Regulations for the implementation of the program "Volunteering in academic development activity" (VADA)	Edition 2/Revision 0

(2) The volunteer must establish his volunteer schedule together with the volunteer coordinator, so that he can fulfill his obligations associated with attending the courses or any other obligations due to him from third-party activities in which he is involved.

Art. 27 . During the activity, within the respective volunteering, the volunteer will obey the activity rules specific to the respective volunteering and will be directly responsible for the activities they carry out. The responsibility will also cover any patrimonial damage that may be caused by the defective performance or non-fulfillment of the volunteer tasks.

CAP. V.5. OBLIGATIONS OF THE UNIVERSITY STRUCTURES INVOLVED


Art. 28 . The coordinators of the organizational entities of ULST involved in the volunteering activity, through the volunteer coordinator, are responsible for training the volunteers who are going to carry out the volunteering activity, assimilating them in the daily activity and establishing their schedule. The coordinators of the organizational entities of ULST, through the volunteer coordinator, are responsible for the training regarding: Safety at work; Labor medicine; PSI and Emergency Situations, in collaboration with specialized services within the University.

Art. 29 . (1) In the first 5 working days of each month the Volunteer Coordinator will advance To the coordinators of the organizational entities within the structure in which the volunteer activity was carried out, the centralized situation of the volunteers participating in the previous month in the VADA program (cf. Annex 4). The volunteer coordinator is responsible for the correctness of the data reported monthly. The reporting of false data (hours reported but not carried out) will be sanctioned according to the provisions of the internal Regulation of the institution.

(2) At the end of the volunteering contract, the Volunteer Coordinator will draw up a report on the volunteer's activities as well as the skills acquired during the contract period. The report will be drawn up in two copies, one of which will remain in the volunteer's file, a file archived at the organizational entity level, and the second copy will be sent to the Vice-Rector's office for social and student activities and will necessarily contain:

- a) voluntary activities carried out;
- b) assumed attributions;
- c) acquired skills;

(3) Based on the report provided for in para. 2, The pro-rectorate for social and student activities , at the volunteer's request, issues the volunteer certificate, accompanied by the activity report according to Annex 9.

	University of Life Sciences "The King Michael I " from Timisoara	BODY issuer Department of Quality Management
CODE ULST -R089	Regulations for the implementation of the program "Volunteering in academic development activity" (VADA)	Edition 2/Revision 0

CAP. V.6. OTHER PROVISIONS


Art. 30. The University can award distinctions for special results, obtained in the volunteer activity.

Art. 31. This regulation will be supplemented with other specific provisions of the legislation in force and decisions of the Board of Administration and the Senate ULST that appear after the approval of this regulation.

CAP. VI. ANNEXES

Art. 32. The records regarding the method of organization and implementation of the program " *Volunteering in the activity of academic development* " (VADA) within the ULST, are made using the following annexes:

Appendix 1	Request for activities within the VADA program	ULST CODE - R089 - F01
Appendix 1.1	Volunteer recruitment announcement	ULST CODE - R089 - F01.1
Appendix 1.2	Minutes of the volunteer selection committee	ULST CODE - R089 - F01.2
Appendix 2	Request for voluntary registration	CODE ULST - R089 - F02
Appendix 3	Volunteer contract	CODE ULST - R089 - F03
Appendix 3.1	Volunteer file	ULST CODE - R089 - F03.1
Appendix 3.2	Volunteer protection sheet	ULST CODE - R089 - F03.2
Appendix 3.3	Release and Waiver Statement	ULST CODE - R089 - F03.3
Appendix 3.4	Declaration of remission and waiver of civil liability	ULST CODE - R089 - F03.4.
Appendix 4	Volunteer attendance sheet	CODE ULST - R089 - F04
Appendix 5	Volunteer evaluation sheet	ULST CODE - R089 - F05
Appendix 6	competences	ULST CODE - R089 - F06

	University of Life Sciences "The King Michael I " from Timisoara	BODY issuer Department of Quality Management
CODE ULST -R089	Regulations for the implementation of the program "Volunteering in academic development activity" (VADA)	Edition 2/Revision 0

Appendix 7	Register of volunteers	ULST CODE - R089 - F07
Appendix 8	Volunteering certificate	CODE ULST - R089 - F08
Appendix 9	Activity report	CODE ULST - R089 - F09
Appendix 10	Register of voluntary certificates	CODE ULST - R089 - F10
Appendix 11	Information regarding the processing of personal data	CODE ULST - R089 - F11
Appendix 12	Voluntary file description	CODE ULST - R089 - F12