



**Reference documents:**

*National Education Act 1/2011*

*Charter of the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș*

*Law no. 78 of 24 June 2014 regulating volunteering activity in Romania*

# **REGULATION ON THE ORGANISATION AND OPERATION OF THE "UNIVERSITY VOLUNTEER SERVICE" (UVS)**

## **Regulation code: UMFST-REG-62 Edition 04**

Drafted by: Nistor Alexandrina-Dana  
Approved by: The Administrative Board

Date: 26 July 2019  
Date: 29 July 2019

Date of entry into force:	30 July 2019
Date of withdrawal:	



## CHAPTER I - GENERAL PROVISIONS

**Art. 1.** The George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș, by virtue of university autonomy, organises the volunteer programme for students "Volunteering in the Use of the University", hereinafter referred to as the UVS acronym. This programme, offers students the setting to participate in activities related to teaching and administrative activities.

**Art. 2.** The quantification of a student's activity is measured in volunteer hours, hereinafter referred to as "UVS Hours".

## CHAPTER II - ORGANISATION OF VOLUNTEERING

**Art. 3.** The organisation of the UVS is done in intervals of 4 hours/day, depending on the specificity of the activity; the schedule shall be fixed at the end of the week for the following week together with the volunteers' coordinator. The coordinator shall communicate the programme to volunteers, when establishing it for the following week, according to the needs.

**Art. 4.** The asset manager within Administrative Social Service centralises the locations where UVS activities are required, following the requests of the departments within the UMFST G.E. Palade Tg. Mures structure, the estimated time period and the number of volunteers requested. This requisite can be updated at any time, depending on the needs. When establishing these locations, the specificity of the activity in question shall be taken into account, so that they shall accessible to all students through their professional qualifications and quick training at the proposed site.

**Art. 5.** The asset manager within Administrative Social Service shall display on the [www.umfst.ro](http://www.umfst.ro) site the existing vacancies.

**Art. 6.** The students interested shall submit to the secretariat of the general administrative directorate an application of registration which can be downloaded from the university's site, mentioning the activity for which they opt, the working time frame and a motivation in which they state the reason they wish to enrol in the UVS programme and their skills for the job they are interested in. In order to form a viewpoint on the applicants, an interview will be organised, where applicants will have to know all the documents supporting the programme.

**Art. 7.** A board consisting of representatives of the departments/compartments that require volunteers, a representative of the Administrative Directorare and the students' representatives is being formed to analyse the applications submitted, in order to select the students. After interviewing and expressing the point of view of the volunteers' coordinators to whom the selected students will be assigned, the students shall be distributed in the vacancies.

**Art. 8.** Following the selection, the students shall sign a volunteering contract under which they will carry out their work, according to their attributions. The hours performed as volunteers shall be highlighted in the daily attendance sheet.

**Art. 9.** The volunteering programme is carried out throughout the academic year, including during the holidays, depending on the needs of the beneficiary.



### CHAPTER III - OBLIGATIONS OF VOLUNTEER STUDENTS

**Art. 10.** Activities within the UVS programme shall in no way influence the students' learning duties. They shall have to fully comply with the provisions of the Teaching Regulation and the regulations of each discipline.

**Art. 11.** The volunteer shall comply with the Internal Regulation of organisation and functioning of the department/compartments where he/she operates.

**Art. 12.** The absences from the learning activities of a student due to participation in the UVS programme shall be considered as absences with leave and shall stand the recovery regime, specific to absences with leave.

**Art. 13.** The volunteer student is obliged to comply with the volunteering activity programme to which he/she was assigned. The absences without leave from the programme shall result, at the first deviation, with the decrease in the number of hours accumulated by 4 hours (the equivalent of a time interval), and in the second absence without leave, with exclusion from the programme.

**Art. 14.** Throughout the activity, the volunteer student shall comply with the activity rules specific to the volunteering and will be directly responsible for the activities he/she carries out. Responsibility shall also cover any potential property damage that he/she may incur through the misconduct or non-fulfilment of volunteer tasks.

**Art. 15.** In special situations, with the consent of the volunteering coordinator, the volunteer student may change the schedule in which he/she was scheduled, with another colleague assigned in the same volunteering programme.

**Art. 16.** Based on the scheduled work programme, the volunteer shall sign the attendance sheet on arrival and departure daily, according to the annex to the volunteering agreement, and on the basis of these sheets, the volunteer hours should be centralised at the end of the month.

### CHAPTER IV. THE OBLIGATIONS OF THE COMPARTMENTS/DEPARTMENTS INVOLVED

**Art. 17.** Within the first 5 working days of each month, the volunteers' coordinators shall submit to the Administrative Social Service the situation of the students participating in the UVS programme in the previous month. This report shall contain nominal information related to the number of hours worked, the days and the timeframe in which they were worked. These situations shall be the basis for highlighting the hours as a volunteer and for keeping records of absences.

**Art. 18.** At the signing of the volunteering contract, the voluntary student undertakes to submit the certificate issued by the family physician stating that he/she is fit from the medical point of view for the activity he/she carries out. If additional documents (medical examinations, etc.) are required for carrying out certain activities, the volunteer undertakes to present them.

**Art. 19.** The volunteers' coordinators shall be responsible for training students to perform volunteering activities, for assimilating them in their daily work and for setting their schedule. In situations of indiscipline, absences without leave or impossibility to adapt to the working conditions, they shall make



proposals to the Administrative Social Service to terminate their collaboration with the respective volunteer students.

**Art. 20.** The volunteers' coordinators are responsible for training on: Safety and Health at Work; Occupational Medicine; Prevention, Firefighting and Emergency Situations, in collaboration with the specialised services within the University.

**Art. 21.** The volunteers' coordinators are responsible for the correctness of the data reported monthly. Reporting of false data (reported, but not performed working hours) is subject to the provisions of the Internal Regulations of the University and will be sanctioned as such.

**Art. 22.** The volunteers' coordinators under the authority of whom the volunteer student performs, shall make a short description on a monthly basis and shall appreciate the volunteer student's activity through qualifiers (weak, satisfactory, good, very good).

**Art. 23.** The volunteers' coordinators shall countersign and closely check the attendance sheet signed by the volunteer student on arrival and departure.

## CHAPTER V - SELECTION OF VOLUNTEER STUDENTS

**Art. 24.** Only students of the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș can opt for this programme.

**Art. 25.** Depending on the existing institutional offer, students shall be able to apply for a certain position within 10 days from the moment they are declared vacant by publishing on the site.

**Art. 26.** Students shall be selected in relation to their skills and competences, depending on the characteristics of the vacancy. Where appropriate, it is also possible to request a working probation.

**Art. 27.** Applications submitted for the UVS programme shall be analysed and selected on the basis of the selection criteria set by the board examining the applications. Students who have not been selected following the applications, but wishing to participate in the UVS programme, shall remain on the waiting lists.

**Art. 28.** The selection board of the volunteering students has the right to refuse the enrolment of a student in this programme or to have him/her excluded from the programme if it is considered that his/her academic record does not allow him/her to carry out both activities simultaneously or because of indiscipline or of failure to meet school obligations.

## CHAPTER VI - OTHER PROVISIONS

**Art. 29.** The duration within the UVS programme depends on the needs of the University, respectively, of the volunteering, where the volunteer student has been assigned to. Restricting the activity of a volunteering or filling a post with contractual staff automatically terminates the relationship with the student. Where possible, solutions shall be sought to provide the student with another alternative.



**Art. 30.** The duration within a UVS programme shall be established in the volunteering contract according to the requested activity. Where applicable, shorter, time-limited or specific actions may be accepted.

**Art. 31.** Depending on the student's option, the UMFST G. E. Palade Tg. Mures can provide meal tickets at the UMFST G. E. Palade Tg. Mures canteen, or a subscription to the fitness club.

**Art. 32.** The termination of the collaboration in the UVS programme can be done with a 15-day notice given to the student or brought to the attention of the volunteering coordinator by the volunteering student. The notice period does not apply in case of termination of the collaboration on disciplinary grounds (see Art. 13).

*The University Board of the University of Medicine, Pharmacy, Science and Technology of Târgu Mureș, has approved the present regulation on the 29 July 2019 and the date of its enforcement is 30 July 2019.*



## **Annexes**

Appendix 01: UMFST-REG-62-F01-Ed.04 – Request for UVS services

Annex 02: UMFST-REG-62-F02-Ed.04 - Application for UVS services

Annex 03: UMFST-REG-62-F03-Ed.04 - Volunteering Contract

Annex 04: UMFST-REG-62-F04-Ed.04 - Annex 1 to the Volunteering Contract

Annex 05: UMFST-REG-62-F05-Ed.04 - Annex 2 to the Volunteering Contract - the attendance sheet

Annex 06: UMFST-REG-62-F06-Ed.04 - Date and time centralising sheet according to UVS programme attendance records



Appendix 01: UMFST-REG-62-F01-Ed.04

REQUEST FOR UVS SERVICES

I, the undersigned.....as head of compartment ..... request, within the UVS Programme, for the academic year ..... a total number of ..... persons, out of which:..... male students, .....female students, who are to provide the following types of activities:

IT IS MANDATORY TO DESCRIBE IN DETAIL ALL TYPES OF ACTIVITIES WHICH THE VOLUNTEER SHALL PERFORM ON THE VOLUNTEERING CONTRACT WITHIN YOUR SERVICE

.....  
.....  
.....

The time schedule is as follows:

Activity type	Day	Time frame	Total number of hours	Number of requested students	
				Female Students	Male Students
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

Date,

Signature,

Registered on: \_\_\_\_\_ with number: \_\_\_\_\_



APPLICATION FOR UVS SERVICES

I, the undersigned ....., student with an annual tuition fee in the amount of ... , at the Faculty of ..... study programme ....., year of study ....., with permanent address / temporary residence in ..... contact info (telephone, e-mail) ..... request the approval of my application to perform services within the UVS Programme in the academic year .....

I mention that in the previous academic year I did , did not  provide UVS services within .....

My options (maximum 1 option) are the following:

- Canteen - restaurant
- Accommodation / reception spaces
- Library
- Fitness room
- General Secretariat of the University
- Dean's office - Faculty of Medicine
- Dean's office - Faculty of Dental Medicine
- Dean's office - Faculty of Pharmacy
- "University Press" Publishing House
- Simulation centre and practical skills
- Sports base

The period for which UVS service approval is requested is between ..... The reasons for applying for UVS programme are:

.....  
 .....

My skills for the requested service are:

.....  
 .....

Date,

Signature,





Annex 03: UMFST-REG-62-F03-Ed.04

## VOLUNTEERING CONTRACT

Nr. .... /.....

### ART.1. CONTRACTING PARTIES

Between:

GEORGE EMIL PALADE UNIVERSITY OF MEDICINE, PHARMACY, SCIENCES AND TECHNOLOGIES OF TÂRGU MUREȘ with its headquartered in Târgu-Mureș, 38 Gheorghe Marinescu Street, telephone 0265-213127, fax 0265-210407, fiscal code 4322742, account IBAN RO20TREZ476501401X011346 opened at the Târgu-Mureș Treasury, legally represented by Professor PhD. Leonard Azamfirei as Rector, hereinafter referred to as BENEFICIARUL VOLUNTARIATULUI and.....residence in ....., owner of ID series..... no....., issued by ..... on ..... SSN (Social Security Number) ....., as VOLUNTEER, the present contract was signed in accordance with the Law on the regulation of the voluntary activity in Romania, no. 78/2014.

### ART. 2. OBJECT OF THE CONTRACT

The object of this contract is the volunteer's performance of the activities provided in Annex 1 (Volunteering Sheet) to this contract, without obtaining a material consideration.

### ART. 3. THE RIGHTS AND OBLIGATIONS OF THE VOLUNTEER

#### 3.1. The rights of the volunteer:

- to be treated as a colleague with equal rights by the management of the volunteering beneficiary and the employees of that institution;
- to actively participate in the programmes in respect of which this contract is concluded;
- to be supervised and coordinated by people with experience in the field in which they carry out the activity, people who are employed by the beneficiary of the volunteering, especially in the initial phase of the activity;
- the volunteering activity is considered as professional and/or specialised experience, depending on the type of activity, if done in the field of graduated studies;
- to be provided with a place to work and access to the equipment and / or consumables necessary to carry out the activity;
- to be ensured by the beneficiary of the volunteering work of the labour protection, according to the nature and characteristics of the activity that he/she carries out, mandatorily performed by the people in charge, the Volunteer Protection Sheet, an integral part of the volunteering contract;
- to require the beneficiary of volunteering to issue the volunteering certificate accompanied by the activity report;
- to keep confidentiality and protect personal data.

#### 3.2. The obligations of the volunteer:



- to comply with the programme and to fulfil on time the tasks received from the beneficiary of volunteering, according to Annex no. 1 (Volunteering Sheet) to this contract, without obtaining a material consideration;
- comply with the rules of operation of the volunteer programme
- to sign the attendance card on a daily basis, upon arrival and departure according to Annex no. 2 (Attendance Sheet) to this contract, as the hours performed as volunteers are centralised, at the end of the month, based of these sheets.
- to report to the supervisor on completed and timely delivered activity reports, as well as to bring to the attention of the supervisor all the problems he/she is facing in the course of the activity;
- to participate in the organised training courses, initiated or proposed by the beneficiary of the volunteering;
- to know and keep up-to-date with the activities of the beneficiary of volunteering;
- to protect the assets he/she uses in the volunteering activity;
- to behave appropriately and to treat with respect all the people they come into contact with (the volunteering management/employees, other volunteers, students, etc.);
- to know and follow the procedures, policies and internal regulations of the volunteering beneficiary.
- to submit, at the signing of the volunteering contract, the certificate issued by the family physician stating that he/she is fit from the medical point of view for the activity performed. If additional documents (medical examinations, etc.) are required for carrying out certain activities, the volunteer undertakes to present them.
- to maintain the confidentiality of the information he/she has access to during the volunteering activity during the period of volunteering contact and for a period of 2 years after its termination;
- to announce the temporary unavailability of the volunteering work in which he/she is involved;

#### **ART. 4. THE RIGHTS AND OBLIGATIONS OF THE BENEFICIARY OF VOLUNTEERING**

##### **4.1 *The rights of the beneficiary of volunteering:***

- to establish the organisation and functioning of the volunteering activity;
- to exercise control over the implementation of the volunteer sheet through the volunteering coordinator;
- de a exclude voluntarul din programele si proiectele în care desfășoară activități de voluntariat, dacă acesta nu respectă prevederile prezentului contract;
- to exclude the volunteer from programmes and projects where he/she carries out volunteering activities if he/she does not comply with the provisions of the current contract;
- to hold all rights on the materials, reports, information, documentation and other materials written, created, collected and/or produced by the volunteer during the activities covered by the current Volunteering Contract;
- to check and supervise the volunteer's activity through designated persons
- to ask the volunteer for activity reports showing the fulfilment of the tasks;
- to ask for information and recommendation about the volunteer to others.

##### **4.2. *The obligations of the beneficiary of the volunteering:***

- to treat the volunteer as a colleague with equal rights
- to designate a person to supervise the activity of the volunteer



- to provide the volunteer with a place to work and access to the equipment and consumables necessary to carry out the activity
- to provide legal conditions for labour protection according to the nature and characteristics of the activities carried out by the volunteer
- to reimburse the volunteer for the expenses incurred by him during and in connection with the activities covered by the current Volunteering Contract, which have been pre-established and approved in this respect

#### **ART. 5. DURATION OF THE CONTRACT**

The duration of the current contract shall be from the date of signature by the Contracting Parties until the end of the academic year....

#### **ART. 6. THE CONTRACTUAL RESPONSIBILITY**

Failure to perform or inappropriate performance of the obligations assumed under the current contract shall result in the liability of the defaulting party. The current contract is subject to the provisions of the Civil Code.

#### **ART. 7. MODIFICATION, COMPLETION, RENEWAL OF THE CONTRACT**

If, during the execution of the current contract, independently of the will of the parties, a situation is likely to impede the volunteer from performing the contract obligations, the contract shall be renegotiated.

The renegotiation of the Volunteering Contract shall be made at the written request of one of the parties, within 15 days of the date on which the case occurred.

#### **ART. 8. TERMINATION OF THE CONTRACT**

The current contract shall be terminated in the following circumstances:

- upon expiration of the term for which it is signed;
- by agreement between the parties;
- unilateral denunciation at the initiative of one of the parties, with a 15-day notice, without the obligation to state the reasons;
- if the situation described in Art. 7 paragraph 2 makes the further execution of the contract impossible, it will be terminated by law.

#### **Art. 9. DISPUTES**

Disputes arising out of the closing, modification, execution or termination of the current contract shall be settled amicably or through the mediation procedure and, in case of non-settlement, by the courts of Târgu Mureș.

The current Volunteering contract was signed in two copies, each having the same legal value.

**The beneficiary of volunteering,**

George Emil Palade University of Medicine, Pharmacy,  
Science and Technology of Târgu Mureș

Rector,  
Professor PhD. Leonard Azamfirei

**Volunteer,**

(surname and first name /signature)

.....



General Administrative Director,  
Sabin Bota

Chief accountant,  
ec. Paraschiva Munteanu

Legal adviser,  
jr. Manuela Sălăgean

Coordinator of the volunteer



Annex 04: UMFST-REG-62-F04-Ed.04

Annex 1 to the Volunteering Contract...../.....

### VOLUNTEERING SHEET

Location of activity: ..... UMFST G. E. Palade Tg. Mureș

Schedule: (is set at the end of each week for the following week)

	Monday	Monday	Monday	Monday	Monday	Monday	Monday
Time frame							

#### TYPES OF ACTIVITIES:

IT IS MANDATORY TO DESCRIBE IN DETAIL ALL TYPES OF ACTIVITIES WHICH THE VOLUNTEER SHALL PERFORM ON THE VOLUNTEERING CONTRACT WITHIN YOUR SERVICE.



Annex 05: UMFST-REG-62-F05-Ed.04

**Annex 2 to the Volunteering Contract...../.....**

**ATTENDANCE SHEET**

including students in the UVS programme on the month \_\_\_\_\_ year \_\_\_\_\_

Nr. crt.	Surname and first name	Date	Arrival time	Departure time	No. of hours performed	Signature
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						
28.						
29.						
30.						

Coordinator of the volunteer:

Drafted by:



### DATE AND TIME CENTRALISING SHEET ACCORDING TO UVS PROGRAMME ATTENDANCE RECORDS

Timeframe:

Nr.crt	Surname and first name	Faculty	Study programme	Year of study	Series	Group	Signing date of the volunteering contract	Expiration date of the volunteering contract	Hours performed

It shall be filed with the Secretariat of the General Administrative Directorate.

Based on this centralising sheet, the programme coordinator shall complete the centralised situation for supervision.