

Regulations on the organizing and functioning of the program

Volunteer to the University Benefit

1. The University of Medicine and Pharmacy, according to the university autonomy, organizes a program of students social assistance called "Volunteer to the university Benefit "(Romanian VIFU) . It allows the students to get involved in the didactic and administrative activities.
2. The value of a student`s activity is rendered by the hours of activity carried on, called "VIFU HOURS"

Service organization

3. It will be carried on in 4 hour shifts, the timetable will be 8-12; 12-16; 16-20. This distribution may be changed according to the specific of each activity.
4. The Administrative Direction will inform the Deans about the places where this kind of activity is necessary and the estimated time and free shifts as well. These requirements may change in accordance with the new needs.
The activities shall be accessible to the students' qualifications and rapid training shall be available.
5. The Deans' offices shall give all the information about the vacant places to the students ' organization or on their site.
6. Those who are interested have to apply for this program to the Deans` offices. They will mention their option for certain places, periods of time and will give some reasons for their choice. Ability for the chosen position should be added.
7. Further, a committee made up of representatives of the Deans' offices, one from the Administrative Direction and the representatives of the students will be constituted. Their duty is to analyze the students` applications and to distribute the available places/positions. The committee has to announce the heads of the departments which have available places about their decision.
8. The above mentioned decisions will lead to a decrease in the fee the student has to pay. It represents 5 lei/hour in this service. Its value may be changed by the decision of the Senate Board.
9. The maximum of VIFU hours/week a student is allowed to do is 20 while the didactic activity is carried on and 32 in the periods of practice on session of exams. In special cases, when the activity in certain departments requires an intense activity, the standard may be increased but only if it is accepted by the Senate Board.

Students` obligations

10. The activities carried on within the VIFU program shall not affect in any way the students' professional duties. They have to respect the requirements imposed by the Didactic Regulations and by the regulations of each discipline.
11. Any absences from the courses due to specific activities in the SIFU program will be accepted and the students will have to catch up with the missed courses.

12. The student shall respect the program of the service. Being late means a decrease in money. Being late 3 times during a semester means the student's being expelled from the program. The first unjustified absence from the shift, means a 4 hour subtraction (one shift) from the acquired hours, while at a second missing, the student shall be expelled.
13. While carrying on their activity, the students shall be responsible for all the actions. Responsibility also refers to any damage that may appear due to a wrong fulfilling of the duties imposed by the service.
14. In special situations, only with the head of the department's approval, the student may change his shift with another colleague.

Heads of the Departments` Obligations

15. In the first 5 working days of the month they shall inform the Administrative Direction and the Deans about the students` participation at the VIFU (SUB) program in the previous month. The report will contain information on the individual work (number of hours, days, shifts). This will lie at the base of the reduction of fees.
16. They shall be responsible for the training of students who are to work in each department for their getting used to the activity, for their timetables. In cases of absences, impossibility to adjust themselves to the conditions of the work, the heads of the Department will stop, with sound arguments, any collaboration with the respective student. The proposals will be presented to the Deans.
17. The Heads of the Department are responsible for the students` instruction as far as security of work is concerned. This will be done in collaboration with the Department of Work Protection and Occupational Medicine.
18. The Heads of the Department are responsible for the accurate date reported monthly. In case of false information they will be submitted to the Internal Regulations of the Institution. regarding the activity of each person employed.

Students` Selection

19. This program can be chosen only by students who are enrolled with fees/taxes (they have financial obligations to the university)
20. Students can apply for an offer within 10 days since its publication on the site.
21. Students` selection will be done according to each student`s abilities and skills and in accordance with the characteristics of the vacant position. In some cases a practical test will be needed.
22. If the number of applications exceeds the number of places, the stipulations used in the case of scholarships will be applied.
23. The Deans Offices can refuse the student`s enrollment in such a program and have the right to expel them from the program if they consider that it's impossible for them to carry on both activities at the same time or in case of indiscipline of unfulfilling study duties.

Other Stipulations

24. The students will hold their places as long as the University or the Departments need them. In case of activity reduction or if the places are taken by trained people on basis of a contract, the students will be replaced. If possible, they will be offered other alternatives.
25. The maximum time for students' enrollment is 1 academic year. If necessary, it will be renewed the next year. In such situations, those who have already worked in the field have priority. In some cases, shorter collaboration may be accepted too.
26. The end of the collaboration shall be announced within 14 days before it happens. This is not applied in cases of indiscipline (according to article 12) .