

	<b>Regulation on volunteering at the Technical University of Moldova</b>	<b>Code: REG-0-AV</b>
		<b>1st edition</b>
		<b>Revision 0</b>

**COORDINATED AT THE MEETING**  
**TUM SENATE OFFICE**  
**OF 10.12.2018, MINUTES NO 3**

**APPROVED AT TUM SENATE MEETING**  
**OF 18.12.2018, MINUTES NO 5**

# **REGULATION** **ON VOLUNTEERING AT THE TECHNICAL UNIVERSITY OF** **MOLDOVA**

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## I. GENERAL PROVISIONS

1. The Technical University of Moldova (hereinafter the University), based on the university autonomy, organizes volunteer activity as a host institution.
2. These Regulations regulate the participation of students in voluntary activities carried out for the benefit of the University.
3. Voluntary activity within the University is carried out in accordance with the legislation in force:
  - Law on Volunteering, no. 121 of 18.06.2010, Published: in the Official Monitor of RM, 24.09.2010, no. 179-181, art. no: 608;
  - Regulation on the application of the Volunteering Law, adopted by Government Decision no. 158 of 12.03.2012, published in the Official Monitor of the RM, 16.03.2012, no. 49-52, art. 187.
  - Charter of the Technical University of Moldova.
4. The University supports the development of the volunteering movement for the benefit of the institution while respecting its independence and diversity, for the following purposes:
  - Active involvement of students in achieving the mission and goals of the University;
  - Organization of educational, cultural, scientific, sports and cultural events;
  - Spreading the healthy lifestyle;
  - Civic education;
  - Collaboration with other organizations to organize social, educational, etc. events;
  - Spreading volunteering among university students.
5. The quantification of volunteering activity is defined by volunteering hours.

## II. DEFINITIONS

6. *Volunteering* is the voluntary participation in the provision of services, knowledge and skills or the performance of activities in areas of public benefit, on the initiative of the person volunteering.
7. *Areas of public utility*, according to the law, are: social and community, social assistance and social protection, protection of human rights, protection of health, cultural, artistic, environmental protection, educational, scientific, humanitarian, religious, philanthropic, sports, organization of voluntary work, and other areas of public utility.
8. *The host institution* is the legal person under public law, the University, which administers the volunteering activity and which concludes, under the terms of the law, volunteering contracts.

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9. *The beneficiary of the volunteering* is the legal entity, the University, for the benefit of which the volunteering activity is carried out. The host institution may be the same or different from the volunteer beneficiary.
10. *The volunteer contract* is a free agreement between the volunteer and the University, under which the former undertakes to the latter to carry out an activity in a field of public benefit without financial or material reward.
11. *Volunteer* is any citizen of the Republic of Moldova or foreign citizen, student of the Technical University of Moldova who, in support of civic solidarity, gets involved in volunteer activities organized by the university.
12. *The volunteer coordinator* is the person from the University designated by the University management.
13. *The volunteer officer* is the person from any subdivision of the University who is designated by the head of the subdivision in which the volunteering activity takes place.
14. *Volunteer certificate* - the document certifying the activity, skills and competences acquired by the volunteer.

### III. ORGANIZING VOLUNTEERING AT THE UNIVERSITY

15. The structure that manages volunteering at the University is the Social and Student Activities Department.
16. Volunteering is carried out by students on the following principles:
  - ✓ participation as a volunteer, on the basis of free consent;
  - ✓ the carrying out of the volunteering, excluding any financial or material remuneration the volunteer's beneficiary or the host institution, with the exception of covering the expenses related to the carrying out of the activity;
  - ✓ good faith (the volunteer who has taken on a responsibility will fulfill it fully and qualitatively);
  - ✓ recruiting volunteers on the basis of equal opportunities, without any discrimination;
  - ✓ volunteers' knowledge of their rights and obligations;
  - ✓ knowledge of the relevant activity involving the voluntary contribution.
17. The planning and management of volunteering activity at the University is carried out by the Volunteering Coordinator (hereafter - Coordinator) and at the subdivision level by the Volunteering Officer (hereafter - Officer).
18. Volunteering at the University runs all year round.

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19. The schedule of volunteering activities will be planned by the coordinator, as a rule, one week advance.
20. Volunteering activity is planned according to the needs of the University subdivisions.
21. The coordinator centralizes the places where the activities are needed following requests from the University subdivisions, the estimated time period and the number of student volunteers requested. These requirements may be updated as needs arise. In determining these places, account will be taken of the specific nature of the activity in question so that they are accessible to the majority of students. The places requested are announced on the University website and on the notice boards of the faculties.
22. Volunteering activities take place mainly outside school hours, but may overlap with them. The person in charge reports monthly to the coordinator on the situation of the students participating in the program for the previous month, which will include nominal information on the number of hours worked, the days and the time interval during which they carried out their activity. These statements will form the basis for recording volunteer hours and absences.
23. The University recognizes and motivates the efforts of volunteers by awarding points in internal competitions, issuing volunteer certificates and letters of recommendation.

#### **IV. RECRUITING AND REGISTERING VOLUNTEERS**

24. The Volunteering Coordinator receives and centralizes requests for volunteering activities from the University's subdivisions at the beginning of each academic year, or as the current need arises (Annex 1).
25. Through the University's website and direct information is initiated the recruitment procedure for students interested in volunteering.
26. Interested persons should submit to the volunteer coordinator the application pack containing: an application form (Annex 2), CV and academic certificate.
27. For the selection of students, a committee will be set up consisting of: the volunteer coordinator, the person in charge from the requesting subdivision, a representative from the Student Senate. The committee will make the selection on the basis of the files submitted. Students who have not been chosen as a result of the applications submitted, may opt, through a new application, at the next application.

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28. The committee (selection of volunteers) has the right to refuse the student's participation in volunteer programs, if the student's academic situation does not allow the simultaneous performance of these activities (e.g. repeating a subject, unexcused absences).
29. Following the selection, students will conclude a Volunteer Contract (Annex 4), sign Volunteer Sheet (Annex 3), and the Volunteer Contract will be registered in the Contract Register, managed by the Volunteer Coordinator (Annex 5).
30. The Volunteer Coordinator creates a database of University volunteers and maintains their personal files, which will include:
  - Apply to volunteer;
  - Curriculum vitae (CV);
  - Academic certificate;
  - The voluntary contract;
  - Volunteer sheet signed by the volunteer;
  - Attendance sheet for volunteer activity;
  - Volunteering evaluation sheet.
31. The Volunteer Officer will train the volunteers and they will sign the Volunteer Protection Sheet (Annex 9). The sheets will be kept in the subdivisions of the University benefiting from volunteer programs.

## V. RIGHTS AND RESPONSIBILITIES OF THE PARTIES

### 32. Volunteer rights:

- ✓ to participate in the development and implementation of the programs for which it has concluded the contract;
- ✓ to carry out voluntary activities in a specific field according to their own possibilities and according to the rules of the host institution;
- ✓ to be treated with equal rights by the beneficiary (University subdivisions) in which they work;
- ✓ to be supervised and coordinated by people experienced in the field in which they work;
- ✓ to be provided with a place to carry out their work and access to the equipment and/or consumables necessary to carry out their work;
- ✓ to be protected at work according to the nature and characteristics of the work they carry out;

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- ✓ to request a nominal certificate from the host institution, based on the methodology approved by the Government, recognizing the volunteer activity and confirming the experience obtained in accordance with the contractual provisions;
- ✓ to participate in training courses organized, initiated or proposed by the University for a better development of volunteering;
- ✓ to refuse to do something if it goes beyond his or her powers;
- ✓ to ensure the confidentiality and protection of your personal data;
- ✓ to have adequate free time to volunteer;
- ✓ absences from teaching activities carried out by the volunteer through participation in the volunteering program will be considered as justified absences and will be made up free of charge only the student participates in urgent activities that overlap with the study timetable.

### **33. Volunteer's obligations:**

- fully respect the provisions of the program of study (disciplinary curricula). Volunteering activities will not influence in any way the student's teaching obligations;
- to arrange their work schedule with the coordinator and/or the person in charge so that they are able to fulfill their obligations arising from the third activities in which they are involved. The volunteer must respect the agreed schedule. Unexcused absence from the program will result in a written warning (drawn up by the person in charge, endorsed by the volunteer coordinator). The sum of two written warnings leads to exclusion from the volunteering program for a period of 6 calendar months. If more than two expulsions, the permanent exclusion from the volunteering program will be ordered;
- to comply with the internal rules of the subdivision in which he/she works, as well as other rules applicable in specific situations during the period of the volunteer contract;
- to safeguard the assets used in volunteering;
- to sign the attendance sheet (Annex 7) upon arrival and departure, according to the annex to the volunteering contract, and based on these sheets, at the end of the month to centralize the hours spent as a volunteer,
- to keep confidential information to which he/she has access in the course of volunteering;
- not to allow its contractual obligations to be transferred to other persons without the consent of the host institution;
- comply with other obligations arising from the volunteer contract.

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### 34. Duties of the volunteer coordinator:

- monitoring the work of volunteer officers, who are responsible for ensuring that volunteers have the optimal conditions for carrying out their work;
- advise on signing the volunteer contract and the volunteer sheet;
- to request termination of the volunteering contract in situations justified by the volunteer officer;
- the completion and record keeping of the Volunteer Certificate and Volunteer Card.

### 35. Duties of the volunteer officer:

- to organize the volunteering activity in the subdivision that has appointed him/her and to keep records of the hours worked by the volunteer;
- apply for a volunteer program from the University Volunteer Coordinator (Annex 1);
- to carry out the training of the volunteers who are going to work in the subdivision (Annex 9), to take care of their integration, to establish the program of activities and work schedule (Annex 6);
- to draw up an attendance sheet for the volunteer's activity (Annex 7). The attendance sheet will be sent to the volunteer coordinator within the first 5 days of the month following the reporting month;
- mediate the resolution of any grievances that arise in relation a volunteer. Situations that cannot be resolved by the person in charge will be handled by the volunteer coordinator.

### 36. Rights and obligations of the beneficiary of voluntary activity: Rights:

- ✓ to establish the organization and functioning of voluntary activity;
- ✓ to develop the content of the volunteer sheet (Annex 3), which is adapted to the volunteer's request and training, as well as to the type of volunteering activities carried out;
- ✓ to exercise control over how the volunteer record is implemented;
- ✓ to ascertain the misconduct of the volunteer in relation to the terms set out in the volunteer contract, the volunteer sheet;
- ✓ to exclude the volunteer from the program in which he/she is volunteering, if he/she does not comply with the provisions of the contact or volunteer sheet;
- ✓ to ask the volunteer for activity reports showing the fulfillment of the assigned tasks;
- ✓ to ask other people for information and recommendations about the volunteer.

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### **Obligations:**

- developing the volunteering program;
- training and professional development of volunteers, including on how to operate with certain technical equipment and work safety conditions, to fulfill the provisions of the volunteer contract;
- to ensure the activities under the direction of the volunteer coordinator;
- treat the student-volunteer as equal colleague;
- to pre-screen student volunteers;
- provide, upon request, at the end of the volunteer's period of activity, a nominal volunteer certificate confirming the volunteer's voluntary activity, experience and skills acquired, which will be recorded in a register of such certificates;
- to issue the volunteer card if the volunteer is involved in volunteering for more than 20 hours per month;
- keeping a register of volunteers, including the personal data of each volunteer, the number of the volunteering contract, the number of hours volunteered and the person responsible for supervising the volunteer in the host institution;
- ensure that the voluntary activity is carried out in compliance with the requirements of protection and hygiene at work;
- not admit student-volunteers to work in hazardous work or work likely to harm their life and health;
- keep the volunteer regularly informed of progress made and new activities planned.

## **VI. INCENTIVES FOR VOLUNTEERS**

37. The volunteering certificate is the document certifying the volunteering activity, including the skills acquired within the volunteering program (Annex 8). The certificate will have a registration number, which will correspond to the volunteer contract number.
38. The volunteer certificate is obtained at the end of a volunteering activity (e.g. event) or at the end of a period (e.g. study year). To obtain the volunteer certificate the volunteer will submit a file to the volunteer coordinator, which will contain:
  - ✓ attendance sheets for volunteering activities;
  - ✓ Volunteering evaluation sheet (Annex 10).



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39. The volunteer certificate will be signed by the Rector of the University.
40. The volunteer card and/or the nominal certificate of volunteering will be taken into account in case two or more students obtain equal results in the scholarship or dormitory accommodation sessions.
41. The University may grant up to 5 transferable study credits per year for internships in fields related to the volunteer's profile and specialization.

## **VII. FINAL PROVISIONS**

42. This Regulation shall enter into force on the date of its approval by the TUM Senate.
43. Amendments and additions to the Regulation shall be made following the same procedure as its approval.
44. The regulations are placed on the University website and made known to interested parties according to SMC procedures.