



# REGULATION ON THE CONDUCT OF THE PROGRAM “VOLUNTEERING IN THE ACADEMIC DEVELOPMENT ACTIVITY” (VADA) WITHIN THE “VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA

	Position, last and first name	Date	Signature
Drafted by:	Prof. Andrei Anghel, MD, PhD.	23.07.2015	
Supplemented/amended/ republished	Vice-Rector for Didactic Activities, Prof. Daniel Lighezan, MD, PhD.	15.04.2021	
Endorsed by the Legal Department	Legal Advisor, Codrina Mihaela Levai, PhD.	26.04.2021	
Endorsed by the Standing Committee of the Senate for the Revision of Regulations and the University Charter	Prof. Mirela-Danina Muntean, MD, PhD.	26.04.2021	
Effective date:	28.04.2021		
Date of withdrawal:			

## Republication 1

OFFICE OF THE VICE-RECTOR FOR DIDACTIC ACTIVITIES

E-ța Eftimie Murgu, nr. 2, cod 300041, Timișoara, Romania  
Tel: +40256220479; Fax: +40256490626  
E-mail: prorektoratdidactic@umft.ro

www.umft.ro



## CHAPTER I. GENERAL PROVISIONS

**Art. 1.** This Regulation was developed based on the provisions of the following legislation with subsequent amendments and completions: Law no. 1/2011 on National Education (LNE), Law no. 78/2014 on the regulation of volunteering in Romania, Key competences for lifelong learning – European Reference Framework, 2007, Order of the Minister of Education, Research, Youth and Sports no. 3666/2012 regarding the approval of the Code on the rights and obligations of students, the Charter of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara, the Regulation on the organisation and functioning of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara, the Regulation on the organisation and conduct of the teaching activity for bachelor’s degree studies, the Regulation for the establishment, recognition and operation of centres within the “Victor Babeș” University of Medicine and Pharmacy of Timișoara.

**Art. 2.** The purpose of the regulation on volunteering actions is to structure a coherent approach in order to recognise the period of professional experience as well as the competencies obtained through volunteer activities, and the issuance of the Certificate of competencies acquired through volunteering for students of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara (hereinafter referred to as UMFVBT).

**Art. 3.** The development of this regulation was required as a result of the quantitative and qualitative increase of non-formal and informal education contexts, and the increase of their impact on the personal and professional development of students with direct effect on the employability of graduates by further developing skills compatible with the labour market.

**Art. 4.** Volunteering is considered professional and/or specialised experience, depending on the type of activity, if it is performed in the field of graduated studies.

**Art. 5.** UMFVBT organises the volunteer program for students “Volunteering in the academic development activity”, hereinafter referred to as “VADA”, in order to ensure the legal framework for student participation in the following types of activities:

- tutoring didactic activities for project assignments/internships/seminars within the teaching process;
- medical scientific research activities;
- activities for organising scientific events;
- professional development activities.

## CHAPTER II. SPECIFICS OF VOLUNTEERING

**Art. 6.** Within the meaning of Law no. 78/2014, with subsequent amendments and completions, the terms and phrases below have the following meanings:

- a) volunteering represents the participation of the natural person volunteer in activities of public interest carried out for the benefit of other persons or of the society, organised by public or private law legal persons, without remuneration, individually or in a group;
- b) the activity of public interest represents the activity carried out in fields such as: art and culture, sports and recreation, education and research, environmental protection, health, social assistance,

OFFICE OF THE VICE-RECTOR FOR DIDACTIC ACTIVITIES

P-ța Eftimie Murgu, nr. 2, cod 300041, Timișoara, Romania  
Tel: +40256220479; Fax: +40256490626  
E-mail: prorektoratdidactic@umft.ro

www.umft.ro



religion, civic activism, human rights, humanitarian and/or philanthropic aid, community development, social development;

c) the host organisation is a non-profit public or private law legal person which organises and manages volunteer activities;

d) the volunteering contract represents the agreement concluded between a volunteer and the host organisation, under which the first party undertakes to perform an activity of public interest, without being remunerated, and the second party undertakes to provide an activity appropriate to the application or training of the volunteer;

e) the volunteer is any natural person, regardless of race, ethnic origin, religion, sex, opinion, political affiliation, who is able to work according to the labour legislation and carries out volunteering activities;

f) the beneficiary of volunteering is the natural person, other than the spouse and children, or the legal person for the benefit of which volunteering is carried out;

g) the volunteer coordinator is the volunteer or employee of the host organisation who performs the tasks related to the coordination and management of the volunteers' activity.

**Art. 7.** Volunteering is carried out under a contract concluded in written form, in Romanian, under the sanction of absolute nullity, between the volunteer and the host organisation, under conditions of contractual freedom of the parties and in compliance with the provisions of Art. 11-18 of Law no. 78/2014 on the regulation of volunteering in Romania, with subsequent amendments and completions.

**Art. 8.** The organisation and conduct of volunteering are based on the observance of the following principles:

- a. participation as a volunteer, based on freely expressed consent;
- b. active involvement of the volunteer in the life of the community;
- c. carrying out volunteering with the exclusion of any material consideration from the beneficiary of the activity;
- d. participation of persons in voluntary activities is based on equal opportunities, without any discrimination.

### CHAPTER III. ORGANISATION, CONDUCT, MONITORING, EVALUATION AND CERTIFICATION OF VOLUNTEERING

**Art. 9.** The volunteering program is carried out throughout the academic year according to the needs of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara.

**Art. 10.** The organising disciplines, with the approval of the department director, will request the Dean's Office to approve VADA volunteering within 15 days from the beginning of the academic year (Annex no. 1).

**Art. 11.** After approval, the dean's offices will send the applications of the VADA organising disciplines to the Secretariat of the Office of the Vice-Rector for Didactic Activities, through the university registry and by e-mail, centralised, in tabular format (Annex no. 13), within maximum 2 days from the end of the term provided in Art. 10.



Within 2 days from the receipt of the applications approved by the dean's offices, the Secretariat of the Office of the Vice-Rector for Didactic Activities will display a summary table per university on the website [www.umft.ro](http://www.umft.ro), according to Annex no. 13, with the places where VADA activities are required, the estimated time period, the number of volunteers required, the criteria and method of selection, last name, first name and contact details of the VADA coordinator, which may be updated at any time, depending on the needs.

**Art. 12.** Only UMFVBT students from the bachelor's degree study cycles may opt for this program. Within 10 days from the posting on the university website of the places available for VADA activities, the interested students will submit, at the headquarters/e-mail of the disciplines/VADA coordinator, a standard application form (Annex 2), with a number from the UMFVBT Registry, accompanied by a current CV in Europass format, stating the following:

- the activity,
- a motivation in which they will argue the reason for enrolling in the VADA program and what are their abilities for the place.

**Art. 13.**

(1) For the selection of students, a committee will be set up consisting of the representatives of the organising discipline who will analyse the submitted applications and will evaluate the degree of fulfilment of the requirements by the applicants.

(2) In order to select students, the following aspects may be taken into account:

- those responsible for the VADA program for each discipline will be able to request from the Dean's Office the academic record from the last year of study for all students who have submitted an application.
- candidates will be evaluated during a week, depending on the activities they will participate in (scientific research, tutoring, organisation of scientific events, professional development), in terms of the following skills (as the case may be):
  - ability to work in a team;
  - practical skills;
  - knowledge of an international language necessary for the bibliographic study;
  - any other requirements considered relevant for the activity in which they wish to be involved by the selection committee.

**Art. 14.**

(1) Following the selection of students, the organising discipline, through the VADA coordinator, will draw up volunteer contracts (Annex no. 3), structured according to the nature of the activity, its complexity, the risks involved, the impact produced, and the responsibility involved, in two copies, one for each party.

(2) The VADA Coordinator/Organising Discipline will send to the Office of the Vice-Rector for Didactic Activities, through the University Registry, the volunteer contracts of the students selected for volunteering within the discipline, in 2 copies, **signed by the volunteer student**, with cover letter, containing the following specifications:

- last and first name of the selected students
- personal ID number (CNP) of the selected students
- the study program in which the selected student is enrolled, and the faculty
- the type of activity for each selected student
- the name and contact details of the VADA coordinator.



- (3) The volunteer contracts signed by both parties are kept at the organising discipline, and are obligatorily registered in the Register of volunteers kept by the organising discipline (Annex no. 9).
- (4) At the conclusion of the volunteer contract, the volunteer student will also sign a release and waiver of civil liability (Annex 4).
- (5) The volunteer contract must be accompanied by the following documents, which are drawn up by the VADA coordinator, namely:
- the volunteer safety form that contains instructions regarding the conduct of his/her activity, in compliance with the legal provisions in the field of safety and health at work. For activities that fall outside the scope of the volunteer safety form, the organisers of the activity will turn to the territorial labour inspectorates that will provide them with work safety instructions specific to that activity (Annex no. 5).
  - the volunteering form containing the detailed description of the types of activities that the host organisation and the volunteer have agreed that the latter will carry out during the volunteer contract (Annex no. 6).

**Art. 15.** Based on and in agreement with the volunteer contract, each **organising** discipline will carry out, monitor and evaluate the volunteering activities carried out by the students within it. This is carried out in collaboration and under the direct coordination of the Vice-Rector for Didactic Activities.

**Art. 16.** In the execution of the volunteer contract, the volunteer is subordinated to the volunteer coordinator. If, by carrying out volunteer activities, damages are caused to third parties, the host organisation will be jointly and severally liable with the volunteer, under the law or the volunteer contract, if they were not caused by the volunteer's sole fault.

**Art. 17.** The execution of the contractual obligations incumbent on the volunteer cannot be done by representation.

**Art. 18.** The quantification of the activity carried out by a student is measured in volunteering hours, hereinafter referred to as "VADA Hours".

**Art. 19.** The VADA activity is organised on time intervals, and the timetables will be established by the VADA coordinator of the discipline who will communicate the schedule to the volunteers, depending on needs and without interfering with their schedule during the bachelor's degree studies.

**Art. 21.**

(1) Volunteering in scientific research will be carried out within the disciplines and/or centres within the organising disciplines/departments.

(2) Volunteer students who sign the VADA contract will participate in scientific research activities in accordance with the specifics of the disciplines and/or UMFVBT centres.

**Art. 22.** At the end of the VADA volunteering activity, each discipline in which it was carried out must proceed to the evaluation of the competencies obtained in order to recognise the volunteering activity and fill in the documents proving the coverage of the minimum number of 120 hours.

**Art. 23.**



(1) The main evaluation method for establishing the developed competencies and issuing the volunteering certificate will be the volunteer student's portfolio. The portfolio may include:

- The volunteer contract – the minimum condition for issuing a Certificate of competencies acquired through volunteering;
- Europass-type CV;
- Diplomas, certificates obtained during volunteering;
- Recommendations from the people with whom the volunteer interacted in the assigned activities;
- Evaluation form or reports from mentor/supervisor/volunteer coordinator/program manager/colleagues/etc. (Annex 8)

(2) The structure of the portfolio will be established, by mutual agreement, by the volunteer and the VADA coordinator, including by adding optional elements. This will be done gradually throughout the placement, and will have to be submitted and defended by the volunteer at the end of the period within the discipline/department/centre where he/she volunteered, in a period established exactly for this purpose.

#### **Art. 24.**

(1) At the end of the evaluation process of the acquired competencies, the organising discipline will draw up the following documents:

- The volunteering certificate certifying the results of the personal and professional development acquired through the volunteering organised according to this regulation (Annex no. 10);
- The activity report, annex to the volunteering certificate, which is obtained after completing a placement/placements totalling at least 120 hours of volunteering, considering that this time interval is adequate for the exercise and/or development of key competencies (Annex no. 11).

(2) In order to issue the volunteering certificates, the organising disciplines will send to the Office of the Vice-Rector for Didactic Activities, on the date established by the University, through the Registry, the volunteering certificates, accompanied by the activity reports, drafted (typed) in two copies and signed by the head of the discipline and the volunteering program coordinator.

(3) The submitted volunteering certificates will be accompanied by a cover letter and a summary table, signed by the head of discipline and the person designated to coordinate the volunteering activity, thus certifying compliance with the provisions of the VADA Regulation and fulfilling the contractual obligations of the volunteer, including completion of a placement/placements totalling at least 120 hours of volunteering.

(4) The volunteering certificates, accompanied by the activity reports, will be issued to the holders, upon request, by the Secretariat of the Office of the Vice-Rector for Didactic Activities, during the period established by the University, and will be registered in the Register of volunteering certificates issued (Annex no. 12).

#### **Art. 25.**

(1) Students enrolled in bachelor's degree study programs and who are interested in obtaining research performance may opt for voluntary participation in scientific research activities outside the VADA program, being affiliated to UMFVBT centres during the project/research, as associate members, based on an individual application sent to the director of the centre in accordance with the provisions of the *Regulation on the establishment, recognition and operation of centres within the "Victor Babeș" University of Medicine and Pharmacy of Timișoara*. The capacity of associate member does not imply the obligation to complete the amount of 120 hours stipulated in the VADA contract.



(2) For students affiliated to the UMFVBT centres as associate members, the director of the centre will issue a volunteering certificate, at the student's request, at the end of the volunteering period.

## CHAPTER IV. OBLIGATIONS OF STUDENTS

**Art. 26.** The activities within the VADA program will not influence in any way the didactic obligations of the students. They will have to fully comply with the provisions of the Regulation on the organisation and functioning of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara and of the Regulation on the organisation and conduct of the teaching activity within the bachelor's degree studies at the “Victor Babeș” University of Medicine and Pharmacy of Timișoara.

**Art. 27.** During the activity, within said volunteering activity, the student will be subject to the activity rules specific to said volunteering activity, and will be responsible for the activities he/she carries out. The liability will also cover any patrimonial damages that the student may create due to the poor fulfilment or non-fulfilment of the volunteering tasks.

## CHAPTER IV. OBLIGATIONS OF THE UNIVERSITY STRUCTURES INVOLVED

**Art. 28.** VADA coordinators are responsible for training the students who are going to carry out the volunteering activity, for assimilating them in the daily activity and for establishing their schedule.

**Art. 29.** The heads of discipline and the VADA coordinators are responsible for the training regarding: Occupational Safety, Occupational Medicine, Fire Prevention and Extinction, and Emergency Situations.

## CHAPTER VI. Final provisions

**Art. 30.** The enrolment period in a VADA program will be established in the volunteering contract according to the activity, covering the minimum number of 120 hours in order to issue the Volunteering Certificate. Where appropriate, shorter collaborations may be accepted, on time intervals or on specific actions, which will be concluded with the issuance of a volunteering certificate.

**Art. 31.** The collaborations in the VADA program may be interrupted with a 15-day notice given to the student or brought to the knowledge of the discipline coordinator by the student. The notice period does not apply in case of collaboration termination on disciplinary grounds.

**Art. 32.** Annexes 1-13 are an integral part of this regulation, as follows:

Annex no. 1 – Application for the approval of VADA activities

Annex no. 2 – Application for enrolment in VADA activities (student)

Annex no. 3 – Volunteer contract

Annex no. 4 – Release and Waiver of Civil Liability

Annex no. 5 – Volunteer safety form



- Annex no. 6 – Volunteering form
- Annex no. 7 – Volunteer attendance form
- Annex no. 8 – Volunteer evaluation form
- Annex no. 9 – Register of volunteers
- Annex no. 10 – Volunteering certificate
- Annex no. 11 – Activity report (annex to the volunteering certificate)
- Annex no. 12 – Register of volunteering certificates issued
- Annex no. 13 – VADA available places summary table template

**Art. 33.** The Senate of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara approved the amendment, supplementation and republishing of this Regulation in the meeting dated 28.04.2021, the date on which it enters into force.

**Rector,**

**Vice-Rector for Didactic Activities,**

**Prof. Octavian Marius Crețu, MD, PhD.**

**Prof. Daniel Florin Lighezan, MD, PhD.**

*The handwritten signature is applied on the original version of the document that is kept in the archives of the University Senate.  
This document has the same legal force as the original document.*



**APPLICATION FOR VADA ACTIVITIES**

Faculty: \_\_\_\_\_

Department: \_\_\_\_\_

Discipline: \_\_\_\_\_

Service:

- medical scientific research activity
- tutoring didactic activities for project assignments/internships/seminars within the teaching process of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara
- organisation of scientific events
- professional development

Name and position of the volunteering coordinator: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Number of places for the volunteering activity: \_\_\_\_\_

Service description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duties of volunteers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**APPLICATION FOR ENROLMENT IN THE “VADA” PROGRAM**

No. \_\_\_\_\_ dated \_\_\_\_\_

I, the undersigned \_\_\_\_\_, a student in year \_\_\_\_\_, class \_\_\_\_\_, group \_\_\_\_\_, hereby request to be registered as a volunteer for the activity \_\_\_\_\_ within the Faculty \_\_\_\_\_, Department \_\_\_\_\_, Discipline \_\_\_\_\_.

Contact details:

e-mail: \_\_\_\_\_, telephone \_\_\_\_\_

ID card series \_\_\_\_\_, no. \_\_\_\_\_, Personal ID number (CNP) \_\_\_\_\_

Address in the ID card \_\_\_\_\_

My motivation to participate as a volunteer is:

---

---

---

---

---

I also participated in the following volunteering activities:

---

---

---

---

My skills for the service are:

---

---

---

Date \_\_\_\_\_

Last and first name \_\_\_\_\_ Signature \_\_\_\_\_



## VOLUNTEER CONTRACT

No. .... dated .....

The “**VICTOR BABEȘ**” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA, headquartered in ....., identified with Unique Registration Code 4269215, represented by ....., as Rector, hereinafter the **Host**

### organisation

and

....., residing in ....., Str. (street) ..... nr. (no.) ....., Personal ID number (C.N.P.) ....., holder of ID card series..... no. ...., issued by ....., on ....., hereinafter the **Volunteer**,

have agreed to conclude this contract based on Law no. 78/2014 on the regulation of volunteering in Romania.

### Art. 1. OBJECT OF THE CONTRACT

1.1 The object of the contract is the performance by the **Volunteer** of the activities listed in the volunteering form attached to this contract.

1.2 In the execution of the volunteer contract, the volunteer is subordinated to the volunteer coordinator of the Host Organisation, according to Art. 16 of Law 78/2014 on the regulation of volunteering in Romania.

### Art. 2. DURATION OF THE CONTRACT

This contract is concluded for a  fixed - .....  
 indefinite

term.

### Art. 3. REIMBURSEMENT OF EXPENSES

The organisation agrees to reimburse the volunteer for expenses incurred in carrying out the activity and with which the host organisation agrees in advance. In order to be reimbursed, the volunteer must submit a detailed list of expenses accompanied by the corresponding receipts.

### Art. 4. RIGHTS OF THE PARTIES

A. The host organisation has the following rights:

4.1 the right to establish the organisation and functioning of the volunteering;

4.2 the right to establish the content of the volunteering form, which it will adapt to the application and training of the volunteer, as well as to the type of volunteering activities carried out by the host organisation;

4.2 the right to exercise control over the implementation of the volunteering form through the volunteer coordinator;

4.3 the right to ascertain the deviations of the volunteer, related to the clauses established in the volunteer contract, the volunteering form and/or the volunteer safety form.

### B. The volunteer has the following rights:



- 4.4 the right to carry out the volunteering activity in accordance with his/her capacity and availability;
- 4.5 the right to request the host organisation to issue the volunteering certificate accompanied by the activity report;
- 4.6 the right to confidentiality and protection of personal data;
- 4.7 the right to free time corresponding to the volunteering activity;
- 4.8 the right to be respected as a person and treated as a colleague with equal rights by both the organisation's management, employees and camp organisers;
- 4.9 the right to actively participate in the development and implementation of programs for which the contract has been concluded;
- 4.10 the right to a place of work and access to equipment and consumables necessary for carrying out the activity;
- 4.11 the right to benefit from advice and guidance from the project/camp coordinator;
- 4.12 the right to be reimbursed for expenses incurred in carrying out the activity, in accordance with Article 3;

## **Art. 5. OBLIGATIONS OF THE PARTIES**

### **A. The host organisation undertakes:**

- 5.1 to ensure that the activities are carried out under the direction of a volunteer coordinator, in compliance with the legal provisions regarding safety and health at work, depending on the nature and characteristics of the activity in question;
- 5.2 to bear the expenses related to the meals, accommodation and transport of the volunteer in carrying out his/her volunteering activity;
- 5.3 to bear other expenses incurred due to volunteering activity, except for those related to the work performed by the volunteer.

### **B. The volunteer undertakes:**

- 5.4 to perform an activity of public interest, without remuneration;
- 5.5 to have a conduct complementary to the general objectives of the volunteering activity – improving the quality of life and reducing poverty, sustainable development, health, disaster prevention and management, social inclusion, and, at the same time, combating social exclusion and discrimination;
- 5.6 to fulfil the tasks provided in the volunteering form, as well as to observe the instructions stipulated in the volunteer safety form;
- 5.7 to keep the confidentiality of the information to which he/she has access within the volunteering activity, during the volunteer contract, and for a period of 2 years after its termination;
- 5.8 to inform that he/she is temporarily unavailable to perform the volunteering activity in which he/she is involved at least 24 hours in advance;
- 5.9 to fulfil the tasks received from the project / program organisers in due time;
- 5.10 to participate in the training courses provided by the organisers if they are necessary for the proper performance of the tasks;
- 5.11 to protect the goods he/she uses during the volunteering activities;
- 5.12 to comply with the rules and regulations of the host organisation received in writing from the organisers before the start of the activity;
- 5.13. not to communicate or disseminate defamatory statements about the organisation and/or its activity.



## Art. 6. TRIAL PERIOD

- 6.1. This contract is subject to a trial period of 30 days from its conclusion.  
6.2. During the trial period, the parties may terminate the contract with 15 days' notice.

## Art. 7. NEGOTIATION / AMENDMENT OF THE CONTRACT

- 7.1. If, during the execution of the volunteer contract, independent of the will of the parties, a situation occurs likely to make it difficult to execute the obligations incumbent on the volunteer, the contract will be renegotiated, and if the situation makes it impossible to execute the contract, it will be terminated automatically.  
7.2. The negotiation or renegotiation of the volunteer contract will be done at the written request of one of the parties, formulated within 3 days from the date on which the situation described above occurred, under the conditions established by this volunteer contract.  
7.3. When negotiating clauses and concluding volunteer contracts, the parties are equal and free.

## Art. 8. TERMINATION OF THE CONTRACT

Unilateral termination of the volunteer contract may take place at the initiative of the volunteer or the organisation, with a 15 days' notice. The organisation may unilaterally terminate this volunteer contract as soon as the volunteer has violated the provisions of the volunteer contract or any other legal restrictions during the performance of tasks, including (but not limited to) dishonesty, incompetence, conviction for a crime. The volunteer contract may also be terminated with the agreement of the parties, who agree not to continue the previously established relationships.

## Art. 9. FINAL CLAUSES

- 9.1 This contract is accompanied by the volunteering form and the volunteer safety form.  
9.2 Liability for the non-execution or improper execution of the volunteer contract is subject to the provisions of Law no. 287/2009 on the Civil Code, republished, with subsequent amendments.

Concluded this day of ..... in two copies, one for each party, and will enter into force on the date of signature by both parties.

**„Victor Babeș” University of  
Medicine and Pharmacy of Timișoara**  
**Rector**

Prof.

MD, PhD.

**Volunteer**

.....



**Important:** Each volunteer must have a signed “Release and Waiver of Civil Liability” in his/her file. Please fill out this form to be considered.

Please fill in all the information in the spaces provided.

**PLEASE READ CAREFULLY!**

**THIS IS AN OFFICIAL DOCUMENT!**

*Statement on Release and Waiver*

This Statement on Release and Waiver (the “Statement”) is signed this day of \_\_\_\_\_ (day, month, year) by \_\_\_\_\_ residing in \_\_\_\_\_, son/daughter of \_\_\_\_\_ and \_\_\_\_\_, born on \_\_\_\_\_ in \_\_\_\_\_, Personal ID number (CNP) \_\_\_\_\_ - (the “Volunteer”), in support of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara and its projects.

I, the volunteer \_\_\_\_\_, want to work as a volunteer for the “Victor Babeș” University of Medicine and Pharmacy of Timișoara, and to engage in activities related to volunteering (“Activities”). I understand that activities may include, but are not limited to \_\_\_\_\_

\_\_\_\_\_ (list the activities in which the volunteer participates).

I freely, voluntarily and without obligation consent to sign this Statement under the following conditions:

1. **Waiver.** The volunteer states that he/she waives any claim against the “Victor Babeș” University of Medicine and Pharmacy of Timișoara and its successors in connection with any dispute, controversy or claim, material or not, which may result from or in connection with the activities carried out.

The volunteer understands and acknowledges that this Statement releases the “Victor Babeș” University of Medicine and Pharmacy of Timișoara from any claim he/she may have against the “Victor Babeș” University of Medicine and Pharmacy of Timișoara regarding any bodily injury, personal injury, illness, death or property damage that may occur as a result of the Activities carried out. The Volunteer understands and agrees that the “Victor Babeș” University of Medicine and Pharmacy of Timișoara does not assume any responsibility or obligation to provide financial assistance or other assistance to the Volunteer, including, but not limited to, medical, health or disability insurance, the cost of hospitalisation or recovery, in case of injury or illness.

2. **Medical treatment.** The Volunteer hereby releases the “Victor Babeș” University of Medicine and Pharmacy of Timișoara from any claim of any kind that arises or may arise in the future due to the giving first aid, or providing medical treatment or services in connection with the activities performed by the Volunteer with “Victor Babeș” University of Medicine and

OFFICE OF THE VICE-RECTOR FOR DIDACTIC ACTIVITIES

P-ța Eftimie Murgu, nr. 2, cod 300041, Timișoara, Romania  
Tel: +40256220479; Fax: +40256490626  
E-mail: prorektoratdidactic@umft.ro

www.umft.ro



Pharmacy of Timișoara or in connection with the decision of any representative or agent of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara to exercise the power to consent to medical or dental treatment to the extent that this power may be granted and authorised.

3. **Risk taking:** The volunteer understands that the Activities may include tasks that may be dangerous, taking into account age, experience and knowledge in the field.  
The volunteer hereby expressly and irrevocably assumes the risk of injury during the activities carried out, and releases the “Victor Babeș” University of Medicine and Pharmacy of Timișoara from any liability in case of personal injury, illness, death or destruction of property caused by carrying out the activities.
4. **Insurance.** The Volunteer understands, unless otherwise agreed in writing by the “Victor Babeș” University of Medicine and Pharmacy of Timișoara, that the “Victor Babeș” University of Medicine and Pharmacy of Timișoara does not bear the cost for health, medical or disability insurance for any Voluntary.  
It is recommended that each Volunteer have their own medical or health insurance.
5. **Consent on the use of image.** The Volunteer hereby agrees with the use of photo, video and/or audio materials made by the “Victor Babeș” University of Medicine and Pharmacy of Timișoara during the activities performed by the Volunteer within the projects for the benefit of the University. The “Victor Babeș” University of Medicine and Pharmacy of Timișoara hereby states and guarantees that these photo, video and/or audio materials will be used only for the purpose of carrying out the activity of the “Victor Babeș” University of Medicine and Pharmacy, and will not be marketed or transferred to third parties without the express written consent of the Volunteer.
6. 6. Also, the “Victor Babeș” University of Medicine and Pharmacy of Timișoara hereby states and guarantees that it will use photo, video or audio materials in compliance with the legislation in force.
7. **Miscellanea.** The volunteer expressly agrees that this Statement will be governed by and construed in accordance with Romanian law. The Volunteer agrees that if one of the clauses or provisions of this Statement is considered invalid by the competent court, the invalidity of that clause or provision will not affect the other provisions of the Statement, which continue to be applicable.

*The Volunteer signed this Statement on the day and year written below.*

**Volunteer:**

Name: *(please print)*

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Witness:**

Name: *(please print)*

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**VOLUNTEER SAFETY FORM  
- COLLECTIVE TRAINING -  
on safety and health at work in volunteering**

In accordance with Art. 82 of GD no. 1,425 of 11 October 2006 for the approval of the Methodological Norms for the application of the provisions of the Law no. 319/2006 on safety and health at work

**Regarding safety and health at work / volunteering, prepared this day of .....**(date), **in .....** (city/town, county).

I, the undersigned ....., having the position of head of discipline within the discipline ....., have trained a number of ..... students according to the nominal table in the field of safety and health at work for voluntary work in volunteering carried out within the discipline ..... on the day of .....

During the training, materials were treated regarding:

- the risks of occupational injury or illness to which volunteers may be exposed during volunteering
- the technical-organisational measures to prevent the risks of occupational injury and illness, specific to the *field of activity of the host organisation*.

This training form will be kept at (last name, first name - volunteer coordinator)  
.....

Head of discipline,  
  
.....

Signature  
VADA Coordinator  
  
.....



Data of training \_\_\_\_\_

Place of training \_\_\_\_\_

### NOMINAL TABLE

With volunteer students participating in the training

We, the undersigned, have been trained and have taken note of the materials treated and recorded in the collective training form on safety and health at work in volunteering, and we undertake to observe them exactly.

Materials treated: \_\_\_\_\_

No.	First name	Last name	ID card/Personal ID No. (CNP)	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Last and first name of the person who received a copy .....

Signature \_\_\_\_\_

Note: The form is filled in in 2 copies



No./Date \_\_\_\_\_/\_\_\_\_\_

## VOLUNTEERING FORM

Position name: .....

Volunteering program: .....

Last and first name of the volunteer assigned to the position: .....

### JOB DESCRIPTION:

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

Required knowledge and skills:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Desirable knowledge and skills:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Responsibilities (*list according to the total number of duties the position involves*)

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

### LABOUR RELATIONS:

Is directly subordinated to: .....

Is in a direct relationship with: .....

### CONDITIONS for carrying out volunteering:

- a. Period: .....
- b. Schedule/timetable: .....
- c. Location: .....
- d. Available materials: .....

### SANCTIONS (optional)

OFFICE OF THE VICE-RECTOR FOR DIDACTIC ACTIVITIES

P-ța Eftimie Murgu, nr. 2, cod 300041, Timișoara, Romania  
Tel: +40256220479; Fax: +40256490626  
E-mail: prorektoratdidactic@umft.ro

www.umft.ro



---

*According to the law, in case of violation of the working rules and regulations, the Volunteer Coordinator decides to sanction according to the Internal Regulations and the Code of Conduct signed by the volunteer.*

Date: .....

**Signature of the VADA coordinator**

.....

**Volunteer's signature**

.....





No...../.....

Faculty \_\_\_\_\_

Department \_\_\_\_\_

Discipline \_\_\_\_\_

### VOLUNTEER EVALUATION FORM

Name of the evaluated person: \_\_\_\_\_

Evaluated period: \_\_\_\_\_

General grade for fulfilling duties while volunteering:

	Unsatisfactory
	Satisfactory
	Good
	Very good

Brief description of the volunteer's work, strengths, weaknesses and skills acquired:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Service name: \_\_\_\_\_

Evaluator's name and position: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Signature

\_\_\_\_\_





## VOLUNTEERING CERTIFICATE

**Certificate no.:** \_\_\_\_\_ **dated** \_\_\_\_\_ (day)/ \_\_\_\_\_ (month)/ \_\_\_\_\_ (year)  
*According to volunteer contract no.* \_\_\_\_\_ / \_\_\_\_\_

### Issuer

“Victor Babeș” University of Medicine and Pharmacy of Timișoara

Tax ID Code: 4269215

Address: Piața Eftimie Murgu, nr.2, 300041 Timișoara, Jud. Timiș, Romania

### Volunteer identification data

*Last name:* \_\_\_\_\_

*First name:* \_\_\_\_\_

*Personal ID number (CNP):* \_\_\_\_\_

**Volunteering period: from** \_\_\_\_ (day)/ \_\_\_\_ (month)/ \_\_\_\_ (year)  
**to** \_\_\_\_ (day)/ \_\_\_\_ (month)/ \_\_\_\_ (year)

**Number of volunteering hours:** \_\_\_\_\_ hours

**VADA activities coordinator/coordinators:** *according to the annexes to the volunteer contract.*

### Acquired competencies:

#### I. General competencies according to the European register

- Communication in the mother tongue
- Communication in a foreign language
- Learning competencies – knowing how and what to learn (learning to learn)
- Interpersonal and civic competencies
- Entrepreneurship
- Cultural understanding and manifestation

#### II. Competencies specific to the volunteering carried out

- medical scientific research activities
- tutoring didactic activities for project assignments/internships/seminars within the teaching process of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara

OFFICE OF THE VICE-RECTOR FOR DIDACTIC ACTIVITIES

P-ța Eftimie Murgu, nr. 2, cod 300041, Timișoara, Romania  
Tel: +40256220479; Fax: +40256490626  
E-mail: prorektoratdidactic@umft.ro

www.umft.ro



- organisation of scientific events
- professional development

*Competencies will be detailed in the Activity Report (Annex II), attached to the certificate.  
The volunteer and the issuing organisation are responsible for the truthfulness of the data and information contained in this certificate.*

VADA coordinator,  
.....

RECTOR,

VICE-RECTOR FOR DIDACTIC ACTIVITIES,

Prof. Octavian Marius CREȚU, MD, PhD.

Prof. Daniel Florin LIGHEZAN, MD, PhD.



## ACTIVITY REPORT (Annex to the Volunteering Certificate)

**Volunteering certificate no.** (from the Register of volunteering certificates): \_\_\_\_\_ **dated** \_\_\_/\_\_\_/\_\_\_  
(day/month/year)

According to volunteer contract no. \_\_\_\_\_/\_\_\_\_\_

### I. General competencies according to the European register

#### a. Communication in the mother tongue:

- ability to communicate in writing and verbally, to understand and make others understand different messages in various situations
- ability to read and understand different texts adopting the strategy appropriate to the purpose of reading (information / training / pleasure) different types of text
- ability to write texts for a variety of purposes; monitoring the writing process, from “draft” to “print”
- ability to distinguish relevant from irrelevant information
- ability to formulate own arguments in a convincing way, and to consider other points of view expressed both verbally and in writing

#### b. Communication in a foreign language

- ability to communicate in writing and verbally, to understand and make others understand different messages in various situations
- ability to initiate and sustain conversations on familiar topics
- ability to read and understand texts written by non-specialists in a wide range of topics or specialised texts in a familiar field
- ability to use helpful elements (diagrams, maps, notes) to understand or produce written texts or verbal messages (conversations, instructions, interviews, speeches)

#### c. Learning competencies – knowing how and what to learn (learning to learn):

- ability to allocate time to learning
- autonomy, discipline, perseverance in the learning process
- ability to concentrate in the short and long term
- ability to reflect critically on the object and purpose of learning
- ability to communicate, as part of the learning process, using the appropriate means (intonation, gestures, facial expressions, etc.)

#### d. Interpersonal and civic competencies:

- ability to show solidarity in solving problems that affect the local community or the wider community
- ability to interact effectively with public domain institutions
- ability to take advantage of the opportunities offered by the EU



- ability to communicate constructively in different social situations (to tolerate other points of view, to be aware of individual and collective responsibility)
  - ability to create trust and empathy in other individuals
  - ability to separate between personal and professional life
  - ability to be aware of and understand national cultural identity in interaction with the cultural identity of Europe and the rest of the world
  - ability to observe and understand points of view related to different cultural contexts
- e. Entrepreneurship:
- ability to develop and implement a project
  - ability to work cooperatively and flexibly within a team
  - ability to take initiative and ability to respond positively to change
  - ability to identify own weaknesses and strengths
  - ability to evaluate and take risks in various situations
- f. Cultural understanding and manifestation:
- ability to express oneself artistically through a wide range of media, in accordance with individual abilities
  - ability to appreciate and enjoy the art of different cultures
  - ability to identify economic opportunities and use them in cultural activities
  - ability to express own creativity and express own points of view towards others

## II. Specific competencies

- a. medical scientific research activities (acquired competencies)
- b. tutoring didactic activities for project assignments/internships/seminars within the teaching process of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara
- c. organisation of scientific events (management competencies)
- d. professional development (competencies specific to the medical field where the volunteering took place).

**HEAD OF DISCIPLINE,**

**VADA COORDINATOR,**



## REGISTER OF VOLUNTEERING CERTIFICATES ISSUED

No.	Holder's last and first name, Personal ID no. (CNP)	Number of volunteering certificate	No. of volunteer contract	Organising discipline	Date of issue	Signature of receipt of the volunteering certificate

**AVAILABLE PLACES FOR THE „VADA” VOLUNTEERING PROGRAM,  
ACADEMIC YEAR .....  
FACULTY OF .....**

NO.	DEPARTMENT	DISCIPLINE	VADA ACTIVITIES PLACES	ESTIMATED TIME PERIOD FOR VOLUNTEERING ACTIVITIES	NUMBER OF VOLUNTEERS REQUIRED	CRITERIA AND METHOD OF SELECTION	Last and first name, contact details of the VADA coordinator
-----	------------	------------	------------------------	---	-------------------------------	----------------------------------	--