



Vice-Rector for Student Issues

Approved by Board of Directors,

25.10.2021 (*illegible signature and seal*)

Approved by SENATE,

(*illegible signature and seal*)

METHODOLOGY
FOR GRANTING CREDITS FOR THE VOLUNTEERING ACTIVITIES
OF STUDENTS FROM THE UNIVERSITY OF MEDICINE AND PHARMACY
"CAROL DAVILA" OF BUCHAREST

CHAPTER I. GENERAL PROVISIONS

Art. 1. This methodology serves to recognize the volunteering activity of students from the University of Medicine and Pharmacy "Carol Davila" of Bucharest.

Art. 2. This methodology was drawn up based on the following documents:

- a. National Education Law no. 1/2011;
- b. Ministry of Education, Research, Youth and Sport - MECTS Order no. 3666/2012 for approval of Code of student rights and obligations;
- c. University Code of rights and obligations of the student U.M.F. "Carol Davila" of Bucharest <https://umfcd.ro/studenti/norme-legale/codul-studentului/>;
- d. Guidelines for recognition of competences acquired by volunteering (drawn up by the Working Group for recognition of competences acquired by volunteering, in the European Volunteering Year 2011);
- e. Law no. 78 / 2014 for regulation of volunteering activity in Romania, as further amended and supplemented;
- f. Regulations for professional activity of students.

Art. 3. (1) Volunteering represents, according to Article 3, letter a) of the Law for regulation of volunteering activity in Romania no. 78/2014, "The participation of volunteer, natural person in activities of public interest carried out for the benefit of other persons or the society, organized by the legal persons of public or private law, without remuneration, individually or in a group".



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(2) The activity of public interest represents, according to Article 3, letter b) of the Law for regulation of volunteering activity in Romania no. 78/2014, "the activity carried out in fields such as: art and culture, sport and recreation, education and research, environmental protection, health, social work, religion, civic activism, human rights, humanitarian aid and/or philanthropic aid, community development, social development".

(3) The Volunteer is, according to Article 3, letter e) of the Law for regulation of volunteering activity in Romania no. 78/2014, "any individual, without discrimination of race, ethnic origin, religion, gender, opinion, political belonging, who acquired work capacity according to the legislation in the field of labour and carries out volunteering activities".

Art. 4. (1) For the volunteering activities organized in UMFCF or the student organizations, 2 transferable credits per year can be received, according to LEN no. 1/2011 Art. 203 point (9), for the students from each faculty of UMFCF, regardless of the study year.

(2) The credits obtained for the volunteering activities are in addition to those obtained for the bachelor's, master's or Ph.D. studies and cannot be equalled for any activity of these study programmes.

(3) Credits for the volunteering activities will be written in the diploma supplement. Until the issue of Diploma, the University can issue certificates for the recognition of volunteering activity.

Art. 5. (1) Credits are given only for the volunteering activities recognized and approved by the University Management, performed based on volunteering contract, according to art. 11, 12, 13, 14 and 15 of Law no. 78 /2014,

(2) The student organizations (SSMB, SSCR, SOMS, ASMM, LSMDB, SSFB), and the organizations agreed by the management of faculties from UMFCF, recognized and approved by the University Management, must be legal persons of public or private law, without lucrative purpose, which organize and administer volunteering activities (art. 3 paragraph c) of Law no. 78 /2014).

Art. 6. The approved volunteering activities will be posted on the official website of the university and on the webpages of the student organizations.



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CHAPTER II. PROVISIONS REGARDING THE GRANTING OF CREDITS FOR RECOGNITION OF VOLUNTEERING ACTIVITIES

Art. 7. (1) The granting of credits for the recognition of volunteering activities will be made by the management of the faculty in which the applicant is a student, following the analysis of the application file, made by the evaluation commission.

(2) The whole process will be carried out according to own schedule, made public in due course, which assures the issue of certificates by the end of semester I of the current academic year (1-15th February) for the volunteering activities carried out in the previous calendar year.

Art. 8. (1) For the granting of credits, the students must present a file composed of:

- a) Proof of participation in volunteering activities and the period when the volunteering activities were carried out (certificates issued by the organizations set out by art. 5 para. 2);
- b) Certified copy compliant with the original of Volunteering Contract signed between the Volunteer Student and the Host Organization, including the volunteering record set out by art. 11, paragraph 8 of Law no. 78 /2014;
- c) Activity Report for the year when the granting of credits is requested (Annex I);
- d) Agreement signed regarding the processing of personal data GDPR;

(2) The file will be sent by the applicant to the responsible commission in **electronic format**, the student has the obligation to present the documents also in physical format if this is required by the University.

(3) At each faculty a portfolio evaluation commission will be created, which will be composed of: vice-dean for student issues, a representative of students from the Faculty Council and a representative of the student organization legally founded appointed by all the organizations from that faculty. If the student from commission submitted portfolio for granting of credits for volunteering activities, he/she will not participate in the evaluation of own portfolio.

(4) At UMFCF level a complaint resolution commission is created, composed of: vice-rector for student issues, a representative of students, member in the University Senate and a representative of student organizations, appointed by all the organizations from UMFCF.

(5) The representatives of students from the complaint resolution commission cannot be in the commission for evaluation of portfolios.

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CHAPTER III. EVALUATION BY THE COMMISSION

Art. 9. (I) For obtaining the credits, a threshold value of number of hours worked as volunteer in a year must be reached (minimum 120 volunteering hours, considering this time interval adequate for the practising and/or development of key competences).

(2) The number of volunteering hours sent by the applicant student will be multiplied by a quality coefficient depending on each activity, as follows:

Recreational activities	x 0.3
Educational, cultural-artistic and social activities (taught in schools, sports competitions, going to orphanages, charitable acts, painting exhibitions, simulations etc.)	x 0.6
Scientific activities (Congresses, Conferences, Workshops, Research, Webinars etc.)	x 0.9

Art. 10. (1) The evaluation commission is created at faculty level and has the duty to check and establish if the applicant student can receive the 2 ECTS.

(2) In the evaluation process, the Faculty Commission must:

- Propose the calendar and list of credited activities to be approved by the Board of Directors and the Senate of UMFCF;
- Check the fulfilment of conditions for granting of credits;
- Monitor the acquisition of at least 3 key competences.

(3) **Key competences** represent a multifunctional transferable package of knowledge, skills and attitudes that all individuals need for the personal fulfilment and development, social inclusion and finding a job. They must be developed at the end of compulsory education and must work as foundation for learning as part of lifelong education. The eight key competences are:

- Communication in mother tongue
- Communication in foreign languages
- Mathematical competences and basic competences in sciences and technology
- Digital competences
- "Learning how to learn"
- Social and civic competences
- Spirit of initiative and entrepreneurship
- Cultural awareness and artistic expression
- Management and leadership competences



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Art. 11. At the end of evaluation, the commission will publish the list of students who meet the criteria for the acquisition of the 2 supplementary credits.

Art. 12. (1) Against the decision of the evaluation commission, one can submit a complaint to the complaint resolution commission.

(2) Complaints can be submitted within 48h from the display of results and can concern only the personal file. The applicant of complaint must send an email to voluntariat.contestatii@umfcd.ro specifying: surname and given names, reason of complaint and legal virtue.

Art. 13. After the resolution of complaints, the results become final and are subject to approval of the Board of Directors of UMFCd.

CHAPTER IV. FINAL PROVISIONS

Art. 14. This methodology can be supplemented by:

- (1) Other legal provisions;
- (2) Decisions of the Board of Directors and Senate UMFCd, after consultations with the student organizations from the university.

Art. 16. This methodology was endorsed by the Board of Directors of the University on _____ and was approved in the University Senate meeting of _____.

Art. 17. This methodology comes into force since the academic year 2021-2022.



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ANNEX 1

Activity Report for the year of requesting the granting of credits

Surname and given names: _____

Student no.: _____

Series ____ / Group ____ / Year ____

Faculty:

- ☐ Medicine
- ☐ Dental Medicine
- ☐ Pharmacy
- ☐ FMAM

Email: _____

Telephone: _____

Number of volunteering hours worked in the last academic year: _____

Faculty	Coordinator of volunteering activity	Project Name	Number of hours	Coefficient	Score	Activity in the project
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<input type="checkbox"/> Medicină <input type="checkbox"/> Medicină Dentară <input type="checkbox"/> Farmacie <input type="checkbox"/> FMAM	<input type="checkbox"/> SSMB					
	<input type="checkbox"/> SSCR					
	<input type="checkbox"/> SOMS					
	<input type="checkbox"/> ASMM					
	<input type="checkbox"/> LSMDB					
	<input type="checkbox"/> SSFB					
	<input type="checkbox"/> Altele					

Steps for completion of table:

1. *Faculty* – check the faculty to which you belong
2. In the column "*Coordinators of volunteering activity*" check the organization where the volunteering projects were carried out. If you participated in projects from more organizations, write a separate table for each of them (for example, check SSMB and write the projects, later on another table check SSCR and write the projects)
3. *Project Name* – must coincide with the project name of the certificate issued by the student organization / faculty / university
4. *Number of hours* – write the number of hours in each activity, mentioned in the proof sent



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5. *Score (number of hours after the application of coefficient)* - write number of hours obtained after you multiplied the column "Number of hours" by its coefficient
6. *Activity in the project* – specify the individual activities carried out in the project (you must mention the competences acquired in the activity)

COMMISSION EVALUATION SHEET

Surname and given names of student	Complete file (YES/NO)	120 volunteering hours (YES/NO)	Volunteering hours correspond to those from the proof (YES/NO)	Volunteering activities meet the requirements regarding the organizers (YES/NO)	Key competences achieved (3) Please specify	ADMITTED/ REJECTED