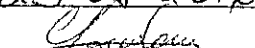
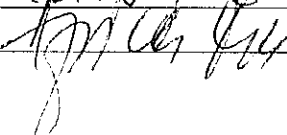
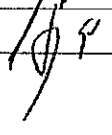
	WORK PROCEDURE RECOGNITION OF VOLUNTEER WORK DONE IN THE “GR. T. POPA” UMPH IAȘI STUDENT SOCIETIES CODE: WP-93	Edition: 1
		Revision: 0
		Page: 1 of 13


RECOGNITION OF VOLUNTEER WORK DONE IN THE “GR. T. POPA” UMPH IAȘI STUDENT SOCIETIES

CODE: PL-93

Copy no:


EXEMPLAR
NECONTROLAT

	Drafted	Checked	Approved
Full name:	Loredana Curecheriu	Prof. PhD. MD. Doina Azoicăi	Prof. PhD. MD. Viorel Scripcariu
Position:	Chair Medical Students' Society of Iasi	Vice-Rector Institutional Strategy, Academic Assessment and Relations with Student Organizations	Rector
Date:	23.09.2016	26.09.2016	27.09.2016
Signature:			

	WORK PROCEDURE RECOGNITION OF VOLUNTEER WORK DONE IN THE “GR. T. POPA” UMPH IAȘI STUDENT SOCIETIES CODE: WP-93	Edition: 1
		Revision: 0
		Page: 2 of 13

DISTRIBUTION LIST

Copy number:	Full Name	Position	Signature and Reception and Withdrawal Date	
			of the applicable review / edition	of the withdrawn review / edition
1.	Dana Zăinescu	QUALITY MANAGER		
2.	Prof. PhD. MD. Viorel Scripcariu	RECTOR		
3.	Prof. PhD. MD. Doina Azoicăi	VICE-RECTOR INSTITUTIONAL STRATEGY		
4.	Prof. PhD. MD. Ionela Lacrămioara Șerban	DEAN FACULTY OF MEDICINE		
5.	Prof. PhD. MD. Norina Forna	DEAN FACULTY OF DENTAL MEDICINE		
6.	Prof. PhD. MD. Lenuța Profire	DEAN FACULTY OF PHARMACY		
7.	Prof. PhD. MD. Anca Galaction	DEAN FACULTY OF MEDICAL BIOENGINEERING		
8.	Oana Cristina Crășmaru	HEAD REGISTRAR FACULTY OF MEDICINE		
9.	Monica Copacinschi	HEAD REGISTRAR FACULTY OF DENTAL MEDICINE		
10.	Elena Marin	HEAD REGISTRAR FACULTY OF PHARMACY		
11.	Petruța Flocea	HEAD REGISTRAR FACULTY OF MEDICAL BIOENGINEERING		

	WORK PROCEDURE RECOGNITION OF VOLUNTEER WORK DONE IN THE “GR. T. POPA” UMP_h IAȘI STUDENT SOCIETIES	Edition: 1
		Revision: 0
		Page: 3 of 13
CODE: WP-93		

INDEX OF EDITIONS AND REVIEWS

Edition: Review: Date of application:	No. of revised chapter / subchapter and page	Type of change:		
		Changed	Added	Removed



	WORK PROCEDURE	Edition: 1
	RECOGNITION OF VOLUNTEER WORK DONE IN THE “GR. T. POPA” UMPH IAȘI STUDENT SOCIETIES	Revision: 0
	CODE: WP-93	Page: 4 of 13

TABLE OF CONTENTS

Chapter	Name
0	Table of Contents
1	Goal
2	Scope
3	Reference Documents
4	Definitions and Abbreviations
5	Procedure Description
6	Responsibilities
7	Records and Appendices

	WORK PROCEDURE	Edition: 1
	RECOGNITION OF VOLUNTEER WORK DONE IN THE “GR. T. POPA” UMPH IAȘI STUDENT SOCIETIES	Revision: 0
	CODE: WP-93	Page: 5 of 13

1. GOAL

The goal of this procedure is to describe the method of recognition of the volunteer work done by students in the Student Societies of ”Grigore T. Popa” University of Medicine and Pharmacy Iași.

2. SCOPE

This procedure applies to the academics and to the auxiliary teaching staff of “Gr.T. Popa” University Iași, who are part of the structures involved in the process of recognition of the volunteer work done by students in the Student Societies of “Grigore T. Popa” University of Medicine and Pharmacy Iași.


3. REFERENCE DOCUMENTS

- SR EN ISO 9000: 2006 – Quality Management Systems. Fundamentals and Vocabulary.
- SR EN ISO 9001: 2015 – Quality Management Systems. Requirements.
- SR EN ISO 9004:2010 – Managing for the sustained success of an organization. A quality management approach;
- OMFP 400/2015 – which includes the internal/managerial control standards applying to public entities, with later amendments;
- Law no. 1/2011 – National Education Law;
- OMECTS no. 3666/2012 – Code of the student’s rights and duties;
- Law no. 195/2001 – volunteer work law, with later amendments and updates;
- Charter of “Gr. T. Popa” University of Medicine and Pharmacy Iași;
- Guidelines for the recognition of the skills and competences acquired by volunteer work, Bucharest, 2011.

4. DEFINITIONS AND ABBREVIATIONS

Volunteer – Person who does volunteer work in a Non-Governmental Organization

Volunteer Work – Public interest activity voluntarily performed by any individual for the benefit of others, without receiving any material consideration, according to Law 195/2001, art. 2. let. a., as amended by Law 339/2006.

	WORK PROCEDURE	Edition: 1
	RECOGNITION OF VOLUNTEER WORK DONE IN THE “GR. T. POPA” UMPH IAȘI STUDENT SOCIETIES	Revision: 0
	CODE: WP-93	Page: 6 of 13

WP	– Work Procedure
AB	– Administrative Board
AC	– Archive Classification
R	– Rector
VRS	– Vice-Rector Institutional Strategy, Academic Assessment and Relations with Student Organizations
VWPAB	– Volunteer Work Portfolio Assessment Board
FCB	– Faculty Council Board

5. PROCEDURE DESCRIPTION

5.1. General

(1) For the volunteer work carried out by students in the university’s student societies, “Gr. T. Popa” UMPH Iași may grant 2 ECTS credits (according to art. 203 par. 9 of the National Education Law no. 1/2011, art. 12 par. 4 and art. 16 par. 2 of the OMECTS 3666/2012) on students’ request and for the academic year during which they carried out such work.

The credits granted for volunteer work are added to the credits earned for their bachelor’s degree studies, but they may not substitute any credits granted for activities carried out within the study program.

(2) The credits granted for volunteer work are entered by the year secretary in charge of the class the applicant belongs to in the student’s diploma supplement as additional credits to the regular number of credits granted for that study program, in the “Remarks” box.


(3) Prior to the issuance of the diploma supplement, the university, through the Student Societies recognized in the University Charter, may issue certificates attesting the volunteer work done, with the observance of the requirements in this procedure.

5.2. Credits granted for volunteer work

(1) “Gr. T. Popa” University of Medicine and Pharmacy may grant credits to its students for volunteer work recognized by the Student Society of UMPH Iași.

(2) The granting of said credits includes several stages, a process abiding by the university’s own schedule posted **at the beginning of each academic year** on the university website, in the “Students” tab, so as to enable the Student Society to issue the applicant students volunteer work certificates by the end of the month of May of the academic year in question at the latest.

(3) Before the granting of such credits, the applicant student should submit a portfolio comprising:

	WORK PROCEDURE	Edition: 1
	RECOGNITION OF VOLUNTEER WORK DONE IN THE “GR. T. POPA” UMPH IAȘI STUDENT SOCIETIES	Revision: 0
	CODE: WP-93	Page: 7 of 13

- a. A letter of recommendation from the head of the organization/institution where the volunteer work was carried out and from at least one supervisor in charge of managing that activity;
- b. A letter of intent which should argue the importance and advantages of volunteer work;
- c. Curriculum Vitae (CV);
- d. Activity report covering the year that the granting of credits was requested for (Appendix 1)
- e. At least one photo from at least 7 (seven) distinct activities (projects, thematic meetings, debates, charity work etc.) carried out in the organization during the year that the granting of credits was requested for;
- f. Photocopies of diplomas/certificates issued for the volunteer work;
- g. Individual conclusions concerning the experience acquired due to the volunteer work done;

(4) If the applicant student carried out volunteer work for several organizations/institutions, and such work is recognized by the Student Society of “Gr. T. Popa” UMPH Iași, he/she should submit the documents described under paragraph (3) for each of these activities.

(5) The applicant student should file the portfolio with the Records Office of “Gr. T. Popa” University of Medicine and Pharmacy Iași.

The university registrar sends the portfolio to the head secretary of the faculty where the applicant student is enrolled.

(6) After the portfolio submittal deadline, the head secretary of the faculty where the applicant student is enrolled requests, in an application sent to the VRS, the assessment of the volunteer work portfolio by a University board (VWPAB).


(7) The VRS forwards the application to the Administrative Board of the University and the latter appoints the 5 (five) VWPAB members, as follows:

- a representative of the Vice-Rector for Institutional Strategy, Academic Assessment and Relations with Student Organizations;
- a representative of the Dean’s Office of the faculty where the applicant student is enrolled;
- a representative of the Career Counseling and Guidance Service (CCGS);
- a representative of the students from the faculty where the applicant student is enrolled;
- a representative of the legally set up student organization in the university.

(8) The head secretary of the faculty where the applicant student is enrolled sends to the VWPAB the portfolio received through the records office;

(9) The VWPAB analyzes the volunteer work portfolio of each applicant student and, based on documentary evidence, decides whether to recommend the granting of the 2 credits in recognition of the volunteer work.

(10) Further to the analysis, the VWPAB draws up a Report detailing the decisions made, which is sent to the Dean’s Office of the Faculty where the applicant student is enrolled, together with photocopies of the relevant documentary evidence.

	WORK PROCEDURE	Edition: 1
	RECOGNITION OF VOLUNTEER WORK DONE IN THE “GR. T. POPA” UMPH IAȘI STUDENT SOCIETIES	Revision: 0
	CODE: WP-93	Page: 8 of 13

(11) The VWPAB returns the portfolios of the applicants to the Student Society for safe keeping (for a period equivalent to the full length of the study program) and archiving (1 year).

(12) The Dean submits the VWPAB report to the Faculty Council Board (FCB) for consideration.

(13) The FCB analyses the Report and orders, as the case may be, the granting of the 2 transferable credits, which are added to the regular number of credits granted for that year.

(14) These credits are entered by the year secretary in charge of the class the applicant belongs to in the student’s diploma supplement, in the “Remarks” box.

6. RESPONSIBILITIES

6.1. Applicant student

- Puts together the volunteer work portfolio and submits it to the university records office.

6.2. Student Societies of “Gr. T. Popa” UMPH Iași

- Issue volunteer work certificates to the applicant students.

6.3. Head secretary of the faculty where the applicant is enrolled

- Requests, by an application sent to the VRS, the assessment of the volunteer work portfolio by a University board

6.4. VRS

- Forwards the volunteer work portfolio assessment application to the Administrative Board of the University.

6.5. AB


- Appoints the VWPAB members.

6.6. VWPAB

- Analyzes the volunteer work portfolio and decides, based on documentary evidence, whether to recommend the granting of the 2 credits in recognition of the volunteer work.
- Draws up a Report detailing the decisions made further to the analysis, which is sent to the Dean’s Office of the Faculty where the applicant student is enrolled, together with photocopies of the relevant documentary evidence.
- Returns the portfolios of the applicants to the Student Society for safe keeping and archiving.

6.7. The Dean of the Faculty where the applicant student is enrolled

- Submits the VWPAB report to the Faculty Council Board for analysis.

	WORK PROCEDURE	Edition: 1
	RECOGNITION OF VOLUNTEER WORK DONE IN THE “GR. T. POPA” UMPH IAȘI STUDENT SOCIETIES	Revision: 0
	CODE: WP-93	Page: 9 of 13

6.8. FCB

- Analyses the Report of the Board and orders, as the case may be, the granting of the 2 transferable credits.


6.9. Year secretary in charge of the class the applicant student belongs to

- Enters credits in the student’s diploma supplement, as additional credits to the regular number of credits granted for that study program, in the “Remarks” box.

7. RECORDS AND APPENDICES

1.	Applicant student portfolio	-	Applicant student	-	1	1 copy-Dean’s Office (via records office)	Schooling period + 1 year	Student Societies of “Gr.T.Popa” UMPH Iași	-
2.	Portfolio assessment application	-	Student Societies of “Gr.T.Popa” UMPH Iași	Dean’s Office	1	Dean’s Office	Schooling period + 1 year	Dean’s Office	1 year
3.	VWPAB report	-	VWPAB	VRS	1	Dean’s Office	Schooling period + 1 year	Dean’s Office	1 year

Appendix 1: Applicant’s Volunteer Work Report

	WORK PROCEDURE	Edition: 1
	RECOGNITION OF VOLUNTEER WORK DONE IN THE “GR. T. POPA” UMPH IAȘI STUDENT SOCIETIES	Revision: 0
	CODE: WP-93	Page: 10 of 13

Appendix 1

Applicant’s Volunteer Work Report
for the academic year

Surname:

First name(s):

Faculty:

Field/Specialty:

Academic year:

Student identification number:

E-mail:

Telephone:

Organization where the volunteer work was carried out:

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

Contact details of the management of the organization (surname, first name, telephone):

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


What are the reasons behind your decision to do volunteer work?

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

Period of the volunteer work:

.....
.....

Projects in which you were involved and a short description of the work done:

	WORK PROCEDURE	Edition: 1
	RECOGNITION OF VOLUNTEER WORK DONE IN THE “GR. T. POPA” UMPH IAȘI STUDENT SOCIETIES	Revision: 0
	CODE: WP-93	Page: 11 of 13

Project 1

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

Project 2

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


Project 3

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

Project 4

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

Project 5

	WORK PROCEDURE	Edition: 1
	RECOGNITION OF VOLUNTEER WORK DONE IN THE “GR. T. POPA” UMPH IAȘI STUDENT SOCIETIES	Revision: 0
	CODE: WP-93	Page: 12 of 13

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

Project 6


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

Project 7

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

Short description of your responsibilities within the organization

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

	WORK PROCEDURE	Edition: 1
	RECOGNITION OF VOLUNTEER WORK DONE IN THE “GR. T. POPA” UMPH IAȘI STUDENT SOCIETIES	Revision: 0
	CODE: WP-93	Page: 13 of 13

What skills have you acquired by participating in the projects run by the organization where you did volunteer work?

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

What difficulties did you come up against in your volunteer work?

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

Your biggest achievement as a volunteer:

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

Other remarks:

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

Date:

.....

Signature,

.....