

POLITEHNICA UNIVERSITY OF TIMISOARA

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Annex to the Decision no.28 from 25th of April 2013

METHODOLOGY regarding credit awarding for the recognition of student's volunteering activities from Politehnica University of Timisoara

I. General dispositions

Art. 1. The present methodology is useful in order to recognize the volunteering activities of the students from Politehnica University of Timisoara (UPT).

Art. 2. The present methodology was issued accordingly to the following documents:

- a. The Law 1/2011 – the national education law
- b. OMECTS no.3666/2012 – the code of students rights and obligations
- c. The Law 195/2001 – the volunteering law with final changes and updates
- d. The Charter of Politehnica University of Timisoara
- e. The annex to the Decision no.38/2012- the code of students rights and obligations from Politehnica University of Timisoara
- f. The guide for recognition of acquired competences through volunteering activities, Bucharest, 2011.

Art. 3. Volunteering activity represents accordingly to the Law 195/2001, art. 2a, updated by the Law 339/2006, „the activity of public interest managed on its own initiative by every physical person for the benefit of others without receiving a material consideration”.

Art. 4. (1) For volunteering activities in our university, the students can receive 2 transferable credits accordingly to the Art.12 paragraph.3 of the Annex to the Decision no.38/2012 for each year of study. The obtained credits for the volunteering activities are additional credits obtained for Bachelor, Master or PhD and can't be recognized for other activities of these study programme.

(2) The credits for volunteering activities will be included in the diploma supplement.

(3) Until the diploma supplement will be awarded the faculty can provide official certificates in order to recognize the volunteering activities.

Art. 5. The credits will be awarded only for volunteering activities approved by the UPT board members.

II. Dispositions regarding credit awarding to recognize the volunteering activities

Art.6. (1). Credit awarding to recognize the volunteering activities will be issued by the faculty board whose applicant is the student.

(2) The operations will be issued accordingly to a specific schedule officially informed in time in order to assure the official certificates at least to the end of May of the present academic year.

Art. 7. In order to obtain the credits, students should prepare the following documents:

- a. Letters of recommendation of the head of department and at least of a coordinator who is in charge of the volunteering activity where the volunteer is involved.
- b. Resume (CV)
- c. Narrative report for the academic year when the application was done.
- d. One photo of at least 4 different activities (projects, meetings etc.) which took place within the organisation in the academic year when the application was done;
- e. Copy of the diplomas obtained during the volunteering activities;

(2) The portfolio should be sent by the applicant to the Dean's Office, or to the student organisation office of the faculty approved by the Dean. The applications sent to the student organisation office will be forwarded to the Dean's Office.

Art. 8. After sending the application, the volunteer will be invited to participate to an interview.

Art. 9. The interview team for awarding credit for volunteering will be composed of three persons as well: a teacher represented by the faculty where the student is enrolled, a representative of the students in the faculty board, and also a representative of the student organisation legally constituted in the faculty.

III. Final dispositions

Art. 10. The present methodology can be completed with other specific provisions of the Ministry of National Education, Administration Board and UPT Senate Hall, after discussing with the student organisations within university.

Art. 11. The present methodology was initiated by the UPT Administration Board and adopted by UPT Senate Hall at the meeting from 25 th of April 2013.

President
Prof.dr.eng Nicolae ROBU

Legal advisor
Jr. Alina ATANASESCU

General Secretary
Lect.dr.eng Carmen GRECEA

Activity report regarding credit awarding for volunteering activities

Name:

Surname:

Faculty:

Field/Specialization:

Year of study: **Registration no:**

E-mail: **Phone:**

The institution where the volunteering activity was completed:

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Contact details of the institution (name, surname, phone):

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The period of the volunteering activity:

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The projects attended and a short description of those activities

Project 1

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Project 2

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Project 3

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Project 4

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Project 5

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Which was the greatest achievement as a volunteer?

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A shortly description of the responsibilities within the organisation or within the projects have you participated

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Other specifications:

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Volunteer

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2nd Annex**The schedule regarding credit awarding for volunteering activity**

| Period | Activity |
|------------------------------|--|
| 22.04.2013-30.04.2013 | Submission of files for credit awarding for volunteering activity (accordingly to the art.6) |
| 06.05.2013-11.05.2013 | The interview session for the registered persons |
| 14.05.2013 | Publication of the preliminary results for the persons who obtained credits for the volunteering activities |
| 15.05.2013 | Resolution of appeals |
| 16.05.2013 | Publication of the final results for the persons who obtained credits for the volunteering activities |
| 20.05.2013-22.05.2013 | Issuing certificates |