

Regulations for volunteering Service at the IPV

The Instituto Politécnico de Viseu (hereinafter referred to as IPV) has, within the scope of its mission and responsibilities, and in accordance with articles 2, 8 and 24 of Law no. 62/2007 of September 10th and articles 1, 2 and 4 of its own Statutes, the duty to engage in activities that will foster its connection with society and foment the provision of services to the community. This includes supporting its students' participation in active life under conditions deemed appropriate for the simultaneous development of academic activity, considering, in this context, the development of volunteer actions as an exercise of citizenship and social responsibility to be of extreme importance.

Under these terms, and considering the provisions set forth by Law no. 71/98, of November 3rd and Decree-Law no. 389/99, of September 30th, I hereby approve the IPV Volunteering Regulations.

The approval of these regulations was preceded by an opinion from the IPV Academic Council, as well as by a public discourse and discussion, in accordance with article 110 of Law no. 62/2007 of September 10th and article 101 of the Administrative Procedure Code. Various contributions were submitted and were subsequently incorporated into the final regulation.

1. Purpose

1 - The purpose of these regulations is to define the framework within which the IPV's volunteering activity should be carried out, in terms of scope, areas of intervention and procedures.

2 – In accordance with article 2 of Law no. 71/98, of November 3rd, volunteering is considered to be the set of actions of social and community interest carried out selflessly by individuals within the scope of non-profit projects, programmes and other forms of

intervention developed by public or private entities in the service of individuals, families and the community.

2. Scope

1 - The Volunteering Programmes and Actions covered by these regulations can be promoted and carried out by the IPV, any of its Organic Units, or other public or private institutions designated as partner entities under protocols or collaboration agreements established for this purpose.

2 - The creation and promotion of Volunteering Programmes and Actions do not hinder the implementation of any other informal or occasional individual volunteering actions.

3. Areas of intervention

Volunteering programmes and actions may focus, in particular, on social, inclusive and humanitarian activities; activities developed to promote environmental and cultural awareness; activities carried out in cooperation with the different projects and programmes developed by the IPV, among many others.

4. Volunteers

1 - A volunteer is an individual who freely, disinterestedly and responsibly commits to carrying out, according to their own skills and in their own free time, volunteer actions within the scope of activities developed by the IPV or its partner entities.

2 – Students of the IPV, as well as other volunteers from the academic community, can take part in the volunteering activities covered by these regulations.

5. Coordination

1 - The coordination of the IPV's Volunteering programmes and networks is carried out by the IPV Volunteering and Solidarity Centre (NVS), which is responsible for:

- a) Developing mechanisms meant to foster the implementation, participation and recognition of volunteering practices as promoters of the IPV students' personal, interpersonal and professional skills;

- b) Identifying existing volunteering initiatives and actions carried out at the IPV, especially those conducted within its organic units;
- c) Hosting and promoting training actions for volunteers registered in the Volunteer Pool;
- d) Identifying or addressing existing needs within the academic community and civil society;
- e) Promoting the use of the electronic volunteer management platform, in close cooperation with the SAS IPV;
- f) Developing and implementing mechanisms for the recognition of the time spent by students on volunteer activities;
- g) Providing guidance to volunteers or any other person responsible for volunteer activities in the performance of their duties and providing them with the information deemed necessary to fully perform their activity;
- h) Validating proposals for volunteering activities from external institutions;
- i) Validating the participation of volunteers in the actions carried out;
- j) Submitting to the President a duly reasoned request for the suspension or termination of any volunteering activity conducted at the IPV.

2 - The NVS is also responsible for

- a) Providing information to the Presidency and the directors of the Organic Units regarding the development of activities and volunteers;
- b) Promoting the evaluation of the programmes and actions carried out and preparing an annual report of the activities conducted.

3 - The President of the IPV, or the person delegated by the President, is responsible for:

- a) Providing all the conditions, whether they be material or others, deemed necessary for the pursuit of the objectives set by the NVS;
- b) Issuing certificates of participation in the training actions offered and, where appropriate, providing statements that will be registered in the diploma supplement.

4 - Those responsible for each action are responsible for monitoring its activity and reporting on its progress.

6. Volunteering platform

1 - The management of volunteers, institutions and volunteering activities is carried out through the SASocial electronic platform.

2 - The platform referred to in the preceding paragraph serves as a tool for the registration of volunteers and institutions, and provides relevant information regarding volunteering activity, namely that concerning volunteering programmes and actions, and other related information.

7. Volunteer pool

The volunteer platform includes the IPV's volunteer pool, designed for the registration of any individual who willingly, selflessly and responsibly offers to cooperate in volunteering activities.

8. Application by external institutions

1 – Regardless of the volunteering work undertaken within the scope of the actions developed by the IPV or its academic community, external institutions may apply to carry out volunteering actions.

2 – External institutions can apply by registering the volunteering actions proposed by the institution on the SASocial platform, following validation by the NSV.

3 - The submission of applications or action proposals by external institutions does not guarantee automatic acceptance.

4 - Proposals for volunteering actions that aim to replace job positions or that in any way demonstrate inconsistency with the principles and fundamentals upheld by the IPV and applicable legislation will not be validated.

9. Duties of external partner entities

Any entity promoting a volunteering activity is responsible for:

- a) Ensuring permanent monitoring of the volunteers during the performance of the activity, guiding them through the various tasks they have undertaken to carry out;

- b) Informing the IPV's NVS about any changes in the planning of the activity or any unforeseen events that occur during the course of the action;
- c) Ensuring the recording of the volunteers' attendance in the volunteering activity, for assessment and certification purposes;

10. Volunteer application

- 1 - Candidates applying for volunteering service must submit their registration on the SASocial platform, which is available on the IPV website. After validation by the services, they become part of the IPV Volunteer Pool.
- 2 - Only registered volunteers can take part in the available volunteering activities and, to do so, they must express their interest on the platform to be considered for selection in any specific activity.
- 3 - Registration in the Volunteer and Institutions pool is open permanently, and applications can be submitted at any time, and are valid for the respective academic year.

11. Provision and duration of volunteering service

- 1 - Volunteering action programmes are made available on the SASocial platform and include:
 - a) The description of the volunteering action;
 - b) The location where the collaboration activity will take place;
 - c) The tasks to be undertaken;
 - d) The start and end dates of the action;
 - e) Anticipated number of daily hours to be spent carrying out the activity and the schedule to be followed;
 - f) The candidates' necessary or preferred requirements, where applicable.
- 2 - Volunteering activities can be carried out on the premises of the IPV or its Organic Units and partner institutions, as well as outside of these locations.
- 3 - Collaboration of student volunteers can only take place, as a rule, during academic terms.

12. Participation certificate

1 – Volunteers' participation is recognised through the issuance of a certificate that confirms the mastery of the activity carried out, the location where it was carried out, its date and duration.

2 - Where applicable, volunteering activities are included in the diploma supplement, under the terms of no. 2 of the following article.

13. Volunteers' rights

1 - IPV volunteers are entitled:

- a) To be provided with the adequate training to improve their volunteering work;
- b) To benefit from school insurance while carrying out their volunteering activities;
- c) To carry out their volunteering work under hygienic and safe conditions;
- d) To enjoy, as a volunteer, the rights and prerogatives provided for in Decree-Law no. 389/99, of September 30th and other applicable legislation.

2 - IPV volunteer students shall also be entitled to have their participation in volunteering activities certified in the diploma supplement, provided that the total number of hours spent carrying out the aforementioned activities is at least 15 hours per year.

14. Volunteers' duties

1 – The duties of the volunteers include:

- a) Observing the rules governing the functioning of the IPV and its partner entities within the scope of the specific volunteering activity;
- b) Acting in a respectful, diligent, impartial and supportive manner;
- c) Participating in training programmes through which they will receive the proper tools to develop their volunteer work;
- d) Ensuring that the material resources and assets, the equipment and utensils placed at their disposal are properly used;

- e) Collaborating with IPV professionals and other partner entities and respecting their technical guidance;
- f) Never acting as a IPV representative without the knowledge and prior authorization of the institution;
- g) Ensuring the fulfilment of the volunteering action, in strict accordance with the pre-agreed terms;
- h) Properly using the IPV volunteer identification while carrying out their activities;
- i) Respecting the duty of confidentiality, secrecy, and data protection regarding both matters and personal data (including health-related data) to which volunteers have access during the performance of their volunteer duties or as a result of them. This duty is to be upheld throughout the course of the activity, during any interruption or suspension, and after its conclusion.

2 - Participation in volunteering actions and programmes governed by this regulation may not compromise or harm the students' academic progress and success, and must be compatible with their educational activities, school obligations and learning.

15. Suspension or termination of volunteer activities

1 - Volunteers may, at any time, interrupt or cease their activity. To do so, they must promptly notify the person responsible for the volunteering action of their decision to ensure that the continuity or completion of the action is not compromised.

2 - The IPV reserves the right to temporarily or permanently terminate the volunteer's collaboration whenever changes in the institutional objectives or practices justify it.

3 - The IPV may determine, after hearing the volunteer, the suspension or termination of their collaboration in all or some areas of activity in the event of serious and repeated non-compliance with the volunteering programme or the duties to which the volunteer is obliged.

4 – Following the suspension or termination of the volunteer's collaboration, it is mandatory for them to return the IPV volunteer identification card.

5 – The suspension or termination of the volunteer's collaboration before the end of the programme may result in the loss of agreed benefits, namely their right to certification.

16. Final provisions

1 – For matters not covered in these regulations, current legislation and regulations apply. Any omissions or interpretation doubts shall be resolved by an order from the President of the IPV.

2 - Any disputes regarding the implementation of actions will be resolved by the President of the IPV, who will be responsible for analysing and assessing the specific situation, hearing the parties involved.

17. Entry into force

These Regulations come into effect on the day following their publication in the Diário da República.