

Regulation for the Volunteering Program at Nova University of Lisbon

In the scope of its action, the Nova University of Lisbon, through SASNOVA, has as one of its objectives to promote collaboration of students and other NOVA staff towards social responsibility, creating partnerships and protocols with public and private institutions to stimulate volunteering activities – taking into account the relevance of its action in building a solidary society – providing students with an variety of extracurricular tasks that contribute to an education of citizenship.

As such, having heard the Student Council on the 23rd of September 2020, I approve on the terms of subheading c) of nr 1 of the 21st article and nr 10 of the 37^o article from the Statutes of NOVA University of Lisbon, the Regulation for the Volunteering Program at Nova University of Lisbon.

16th October 2020 – The Rector, Prof. Doutor João Sàágua

Section I

The Program

1st Article

Scope and Application

This document aims to create the program “NOVA Volunteering”, a volunteering program at NOVA that will aggregate volunteering done in Nova University of Lisbon, namely programs promoted and supported by NOVA and characterized as communitarian and social actions inherent to the exercise of citizenship of its members, made freely, with no ulterior motives, solidary, participative, responsible and gratuitous, developed through projects and programs, whether inside the university or in civil society.

2nd Article

Definition

The NOVA Volunteering Program, henceforth known as “NOVA Volunteering”, aims to frame volunteering activities done with no ulterior motives by students, scholars and NOVA collaborators, taking in their applications, receiving volunteer requests from entities and institutions, forwarding volunteers to said entities, following up their integration and certifying their volunteering actions, as well as having a binding role in the actions and projects developed in all Organic Units (OU) from NOVA, so as to promote the exchange of information, retrieving it and sharing it with everyone in the University.

3rd Article

Objectives

The NOVA Volunteering Project has the following objectives:

- a) To stimulate training and education of university students on values like solidarity, tolerance, respect, resilience, and acceptance.

- b) To complement curricular theoretical learning with extracurricular practical learning, contributing to the personal and active student's development in civil society and guaranteeing an exhaustive learning: academic, personal, of citizenship and social engagement.
- c) Promoting active citizenship and encouraging volunteering.
- d) Encouraging learning as well as technical and scientific learning.
- e) Promoting the volunteer's personal, interpersonal, and social development.
- f) Establishing relationships of engagement and cooperation between NOVA and the community.
- g) Bring awareness from the NOVA community to the importance of individual contributions to the development of the community.
- h) Contributing to the realization of communitarian projects in the fields of health, education, social, scientific and cultural action, sports, environment and the defense of patrimony.

4th Article

Juridic Framework

These principles are subject to the establishment in law nr 71/98 from the 3rd of November, which establishes the bases for the juridic framework of volunteering, as well as the law decree – Law nr 389/99 from the 30th of September that regulates it.

Section II

Program Management

5th Article

Program Coordination

The NOVA Volunteering Program is a program from Nova University of Lisbon, dependent, as such, on the University's Rector and coordinated by SASNOVA, who shall set up a Coordinating Committee for the purpose this program.

6th Article

Coordinating Committee

The Coordinating Committee (CC) must ensure the program's management, assuring the regulation's fulfillment, and will consist of:

- a) The Executive Administrator from SASNOVA, who will preside the Committee.
- b) A Program Manager (GP), designated by the Executive Administrator from SASNOVA.
- c) A representative from each Organic Unit (UO), who will make the connection between the Program Manager, the volunteers, and the management bodies of the respective OUs.
- d) Representatives from the Communication Department (DC) from the Rectory and the Office of Culture, Communication, and Image (GCCl) from SASNOVA, who will ensure the dissipation of the program.

7th Article

Competences

1 – The Program Manager should:

- a) Guarantee the collection, management, and actualization of volunteer signups from the different OU.
- b) Establish the necessary partnerships with external entities to NOVA with the intent of implementing volunteering actions and projects.
- c) Coordinating the process of volunteer selection.
- d) Analyzing volunteering projects and programs that are submitted for consideration.
- e) Supporting external entities during the volunteering activities.
- f) Preparing meetings with the external entities at the beginning and end of the school year.
- g) Collaborating with the managing organs at NOVA and other promoting entities to define volunteering projects.
- h) Promoting training actions (initial and continuous) to volunteers.
- i) Promoting training actions to people responsible for the OUs.
- j) Supporting the people responsible for the OUs in the in the performance of their duties.
- k) Verifying the enforcement of volunteering projects and programs in the entities that promote volunteering.
- l) Guaranteeing the accreditation of volunteering hours for the attribution of the Citizenship Mention Diploma.

The OU Representatives should:

- a) Bring awareness to the respective academic community about the importance of volunteering.
- b) Foster the recognition and appreciation of volunteer work.
- c) Provide information about volunteering to anyone interested.
- d) Collaborate with the Coordinating Committee and other promoting entities in the definition of volunteering projects.
- e) Refer volunteers to available volunteering projects.

Section III

Program Actions and Projects

8th article

Types of Volunteering Activities

Considering the types of actions or projects, the following types of activities are considered:

1) According to Duration:

- a) Continuous projects: activities with variable duration that occur with pre-defined periodicity, which might be short (1 month), medium (six months), or long term (more than 6 months).

b) One-off projects: restricted activities performed in a short, defined period.

2) According to Location:

a) Internal: projects that take place inside NOVA, namely programs of tutoring or mentoring between peers; operated by students from different OUs.

b) external: projects that take place outside NOVA, extending to the entire community of students, teachers and non-teachers who want to develop community work.

9th article

Continuous Projects

1 – Internal projects, occurring inside NOVA:

a) Mentoring between peers: support and follow-up projects, around personal, academic, interpersonal, and social strands, given to newly arrived NOVA students (mentee) by other NOVA students (mentors), with the objective of promoting the integration and adaptation of newly arrived university students through the help of peers.

i) the program takes place throughout the school year, beginning at the start of the school year;

ii) registrations take place in May of the precedent school year;

iii) Mentors receive training in June to start volunteering in September;

iv) Each mentor should provide, during a school year, a minimum of 2 hours per week to their mentee.

b) tutoring between peers: projects concerning academic support and guidance in the learning process, provided by more advanced students (Tutors) to students with additional supporting needs (tutored), namely in organization and time management, difficulties in subjects, and, in some cases, emotional support:

i) The program takes place throughout the school year, beginning at the start of each semester;

ii) Tutors may register in the beginning of each semester, with the criteria of a minimum grade of 14 in the subject they will tutor;

iii) Registered tutors receive training at the beginning of each semester;

iv) Each tutor should provide a minimum of 2 hours of tutoring per week.

2 – External projects: consist of volunteer participation from NOVA Volunteering in projects developed by entities (partnerships) external to NOVA, taking always into account the necessities and preferred interests of partner Institutions, occurring in different areas such as health, education, social action, science, culture, environment, and patrimony.

10th Article

Procedures

Students/collaborators wishing to participate in the NOVA Volunteering program must go through the following procedures:

- 1) Registration: Candidates must fill the registration form online.
- 2) Volunteer interview: Once applications have been received, candidate volunteers will be summoned by the person in charge of volunteering in their OU to an interview that will allow to deepen their profile and learn about their specific interests in relation to volunteer projects.
- 3) Initial and Continuous training: NOVA Volunteering will provide initial training to candidates for volunteers, that are mandatory and must be and must be carried out before starting the volunteer work. After starting volunteering, specific periodic training will be provided to volunteers, and in each semester in each semester, supervision sessions will be promoted in each specific area for all volunteers.
- 4) In the case of volunteer activities organized by NOVA:
 - a) Volunteers will be selected who, by expressing their interest, reveals a suitable profile for the objectives and type of work to be carried out.
 - b) A meeting will be scheduled between the volunteers and the NOVA elements responsible for the activities to ensure that all elements are aware of their roles, rights and duties and to proceed with the signing, by all actors, of the respective volunteer program, previously drawn up and in accordance with article 9 from law nr 71/88, from the 3rd of November.
- 5) In the case of volunteering activities organized by partner Institutions:
 - a) The volunteer candidate, after initial training, is forwarded to the selected institution in order of preference.
 - b) The volunteer will have and experimental period of two weeks (in the cases of medium- and long-term volunteering) aimed at raising awareness to their choice and validation of their interests.
 - c) The entity hosting the volunteers must draw up the volunteer program that will be signed by all actors in accordance with article 9 from law nr 71/88, from the 3rd of November.
 - d) The promoting entity responsible for the volunteering activity must provide the specific training necessary for the performance of the volunteer's activities and for guaranteeing that all volunteers are ensure that all volunteers are covered by insurance, in accordance with subsection c) of point 1 in article 7 from law nr 72/98 from the 3rd of November.
- 6) It is NOVA's responsibility to inform the Academic Services (in the case of students) or Human Resources (in the case of faculty of staff), about the volunteers participating in each activity, for the purposes of activating the respective insurance.

Section IV About the Volunteering

11th Article Rights and duties of the volunteer

1 – The rights of the volunteer are as follows:

- a) Access to initial and continuous training programs, with the objective of improving their volunteering work.
- b) Having a Volunteer Identification Card.
- c) Be part of the voluntary social insurance system in case you are not covered by a mandatory social security system.
- d) Carrying out their volunteering work in hygienic and safe conditions.
- e) Justifiable absence, if employed, when summoned by the promoting organization, namely due to the fulfillment of urgent missions, in an emergency situation, public calamity or equivalent.
- f) Receive compensation, subsidies, and pensions, as well as other legally defined benefits, in the event of an accident or illness contracted in the exercise of volunteering work.
- g) Establish with the entity that collaborates in the volunteer program a regulation of their mutual relations and the content, nature and duration of the volunteering work that will be carried out.
- h) Being heard in the preparation of the promoting organization's decisions that affect the development of volunteer work.
- i) Benefit, as a volunteer, from a special system for the use of public transport, under the conditions established in the applicable legislation.
- j) To be reimbursed for the sums spent in carrying out an activity programmed by the promoting organization, provided that it cannot be postponed and duly justified, within the limits eventually established by the same entity.

2 – The duties of the volunteer are as follows:

- a) Observing the deontological principles governing the activity that the volunteer carries out, namely respect for the private life of all those who benefit from it.
- b) Observing the rules that regulate the operation of the entity that the volunteer collaborates with and the rules of the respective programs or projects.
- c) To act diligently, impartially and in solidarity.
- d) Participate in training programs aimed at the correct development of volunteering work.
- e) Ensuring the proper use of material resources and goods, equipment and utensils made available to the volunteer.
- f) Collaborating with the professionals of the promoting organization, respecting their options, and following their technical guidelines.
- g) Do not assume the role of representative of the promoting organization without its knowledge and prior authorization.
- h) To guarantee the regularity of the exercise of volunteering work in accordance with the program agreed with the promoting organization.
- j) Properly use identification as a volunteer in the exercise of the volunteering activity.

12th article **Passport**

Participants in the program will be provided, at the time of initial training, with a document called “Passport”, where the activities carried out will be recorded, validated

by the Program Manager and the receiving institution (in the case of external activities). The volunteer may request at any time for a document accrediting their volunteering working hours.

13th article
Mention of Citizenship

Each volunteer who performs a minimum of 120 hours of volunteering work throughout their training will have their work recognized through the issuance of a Citizenship Mention Diploma, which will be awarded in a public ceremony.

14th article
Sanctions

Non-compliance with this regulation on the part of volunteers and entities implies not obtaining the mention of citizenship and the suspension of participation in the program.

15th article
Evaluation

The Coordinating Committee promotes the regular evaluation of volunteering activities, in accordance with the calendar to be established between NOVA Volunteering and the other partner entities. This evaluation will contemplate the satisfaction of the volunteers and entities involved in the activity regarding the work carried out and the analysis of the organizations, structures and functioning of the activities or projects.

Section V
Final Dispositions

16th article
Privacy Policy (or Personal Data Protection)

SASNOVA is the entity responsible for collecting, recording, and processing information from the NOVA Volunteering program, processing personal data in accordance with the legislation in force, and only within the scope of the development of its activities.

17th article
Omissions

Matters not provided for in this regulation or not expressly referred to subsequent regulations will be resolved by the Coordinating Committee, after hearing the Rector of NOVA.

18th article
Implementation

The present Regulation is implemented on the following day after its publication in the *Diary of the Republic*.

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