

## **Volunteering Regulations of the Douro Higher Institute of Educational Sciences**

### **Preamble**

The national legal framework for volunteering, defined in the various related legal regulations, contains the underlying guidelines for voluntary action, as well as defining the principles, rights and duties of the volunteer.

In view of the current social context, in which various actions aimed at supporting the community are being promoted and carried out in various areas, the need and relevance of creating specific regulations was recognized, making it a matter of urgency to draw up an institutional regulation, appropriate to its specificities and relating to the activities carried out within the scope of volunteering.

In view of the above, and considering that:

Law n.º 62/2007, of September 10, which approves the Legal Framework for Higher Education Institutions (RJIES), establishes in article 8, paragraph f), as an attribution of higher education institutions, among others, the provision of services to the community and support for development, as well as, within the scope of the social responsibility of these institutions, the duty to support the participation of students in active life in conditions appropriate to the simultaneous development of academic activity (article 24º, paragraph 1, point a);

The Basic Law of the Education System, approved by Law n.º 46/86, of October 14, in its current wording, clarifies that the "education system responds to the needs resulting from social reality, contributing to the full and harmonious development of the personality of individuals, encouraging the formation of free, responsible, autonomous and supportive citizens and valuing the human dimension of work" (article 2º, no. 4). It is organized in such a way as to "ensure the civic and moral training of young people" and contribute to the "personal and community fulfillment of individuals, not only through training for the system of socially useful occupations but also through the practice and learning of the creative use of free time" (Article 3º, paragraphs c and f);

Thus, the considerable impact that volunteering has on the volunteers themselves is recognized as a benefit, especially in terms of personal development and a sense of belonging, in the pursuit of active citizenship and solidarity.

Although the practice of volunteering is already organized and promoted institutionally in an informal way, it was considered pertinent to formalize this established practice through the implementation of a specific regulation that would be a guide for action.

### **Article 1.º Object and objectives**

1. The purpose of these regulations is to provide a framework for the volunteer activities promoted and supported by the Instituto Superior de Ciências Educativas do Douro (hereinafter referred to as ISCE Douro). Volunteering is understood as a set of actions of social and community interest carried out in a free, disinterested, supportive and participatory manner by members of the educational community, within the scope of projects, programs and other forms of intervention at the service of individuals, families and the community, developed on a non-profit basis;
2. This regulation aims to develop ISCE Douro's cooperation with the community in which it operates, creating a privileged structure for promoting social responsibility;
3. The participation of students in volunteer activities promoted or developed with institutional support aims to contribute to their training and personal development, towards a more active and supportive citizenship, as a complement to their academic training.

### **Article 2.º Scope**

1. These regulations are intended to provide a framework for the volunteering activities promoted by ISCE Douro, as well as the projects and programs developed by external promoters that ISCE Douro sees fit to support;
2. Volunteering activities can be carried out at ISCE Douro or at any other organization with which an agreement has been reached;
3. Participation in volunteering activities is extended to former students and all teaching and non-teaching staff who wish to use volunteering to promote values and principles of solidarity and active citizenship among different social groups;
4. In exceptional circumstances, other duly authorized volunteers from the surrounding community may take part.

### **Article.º 3 Areas of intervention**

1. Volunteering activities may focus on the following areas:
  - a) activities with children, young people and the elderly;
  - b) environmental promotion actions;
  - c) educational development actions;
  - d) actions to promote, disseminate and restore historical and cultural heritage;
  - e) collaboration in projects and programs to be developed only by ISCE Douro or by ISCE Douro, in partnership with other national or international organizations;
  - f) national or international social, inclusive and humanitarian activities.

### **Article 4.º Volunteer exchange**

- (1) An ISCE Douro Volunteer Pool (VB) has been set up to register those who freely, selflessly and responsibly offer to collaborate in volunteer activities, taking into account their abilities.

#### **Article 5.º Volunteer platform**

1. The management of volunteers, institutions and volunteer activities is carried out by the academic services;
2. The management referred to in the previous paragraph allows for the registration of volunteers and institutions, as well as the provision of relevant information regarding volunteer activity, namely volunteer programs, legislation and other related information.

#### **Article 6.º Application**

1. Once volunteers and institutions have registered with the SA, they are analyzed by a committee appointed for this purpose;
2. Candidates for volunteering are called for an interview, during which they will be given information about volunteering programs, the rights and duties of volunteers, as well as identification of the participating institutions;
3. Applications for grants from volunteers and institutions are still open.

#### **Article 7.º Volunteer committee**

1. The Volunteers and Institutions Exchange is managed by the ISCE Douro Volunteering Committee (CV).
2. The VC is made up of a coordinator (appointed by the President of ISCE Douro), a Coordinator from each Department, a member of the Students' Association (appointed by the respective President of the Students' Association) and a member of the non-teaching staff (appointed by the President of ISCE Douro).
3. The CV's competencies include:
  - a) assessing and admitting applications, volunteers and institutions applying to take on volunteer activities;
  - b) selecting volunteers with the right profile for each volunteer activity;
  - c) defining the actions, areas of activity, volunteer programs, periods and activities best suited to the volunteer needs identified.
3. The CV coordinator is specifically responsible for:
  - a) coordinating and representing the VC with external institutions, partner institutions and/or other promoters;
  - b) promote volunteering among the ISCE Douro community;
  - c) evaluate and validate applications from volunteers and external institutions for inclusion in the exchange;
  - d) propose to the President of ISCE Douro the appointment of those responsible for organizing each volunteer program;
  - e) assign candidates to the volunteer programs best suited to their abilities;



- f) monitoring compliance with volunteer programs by volunteers and the organizations involved;
- g) assess and validate the volunteer's assessment made by the promoting entity, if it is external to ISCE Douro, for the purposes of making the volunteer's rights effective, in particular those set out in Article 9(2)(j) and (3) and Article 10 of these regulations;
- h) submit a list identifying the students entitled to voluntary student status for approval by the President of ISCE Douro, under the terms of article 9 of these regulations;
- i) carry out other tasks that may be necessary within the framework of volunteer programs.

4. In order to carry out his duties, the VC coordinator may assign specific tasks to the other members of the VC, provided that the respective distribution is duly recorded and recorded in the minutes.

#### **Article 8.º Volunteer program**

1. For each volunteering action promoted by ISCE Douro or by external promoting entities, a volunteering program is established, which includes, in particular, the definition of the scope of the volunteering actions according to the profile of the volunteer and the areas of activity previously defined by the promoting organization, the period of collaboration, the schedule, the place where the volunteering action will take place and other relevant information that makes it possible to clearly understand the objectives, results, rights and duties of volunteers and institutions;
2. The volunteer program ensures compatibility with the schedule of activities of students or ISCE Douro workers and employees, as well as the development of the work plan of research fellows, complying with the provisions of article 3 of Law no. 71/98 of November 3, unless, in cases of urgency, emergency or public calamity, this collaboration is authorized by the ISCE Douro Presidency, in conjunction with the directorates of each organic unit.
3. As a rule, student volunteers can only work during the school year, without prejudice to the school breaks provided for in the respective school calendar.

#### **Article 9.º Volunteer rights**

1. The volunteer's rights result from Law no. 71/98, of November 3, as well as the regulations contained in Decree-Law no. 389/99, of September 30.
2. The volunteer has the right to:
  - a) have access to initial and ongoing training programs to improve their skills as volunteers; b) have a volunteer identification card;
  - benefit from insurance in the context of volunteer activities;
  - c) volunteer in hygienic and safe conditions;
  - d) justifiably absent, if employed, when summoned by the promoting organization, namely due to the fulfillment of urgent missions, in situations of emergency, public calamity or

similar, under the terms of articles 13 and following of Decree-Law no. 389/99, of 30 September;

- e) receive compensation, allowances and pensions, as well as other legally defined benefits, in the event of an accident or illness contracted in the course of volunteering;
- f) establish a volunteering program with the entity with which they are collaborating, which regulates their mutual relations and the content, nature and duration of the volunteering activities they will carry out;
- g) be heard in the preparation of the promoting organization's decisions that affect the development of volunteer actions;
- h) be reimbursed for the sums spent on an activity programmed by the promoting organization, as long as they are unavoidable and duly justified, within the limits established by the same entity;
- i) have their participation in the volunteer program certified, under the terms of article 5 of Decree-Law no. 389/99, of September 30th.

3. The student volunteer also has the right to:

- a) justifiably miss academic activities when their collaboration as a volunteer is requested by the promoting entity in cases of urgency, emergency or public calamity;
- b) participation in the volunteer program can be certified as a supplement to the diploma, provided that the total number of hours is at least 30 hours/year, and that the program is completed with a positive evaluation:
  - i) the hours must be validated by the organization promoting the volunteering and by the ISCE Douro volunteering coordinator, at the end of the volunteering period carried out by the student;
  - ii) the assessment must be assigned qualitatively by the entities previously reported (1- Insufficient; 2 - Sufficient, 3 - Good 4 - Excellent);
  - iii) the student with a positive evaluation may request ECTS credit in illegible optional curricular units (integrated in the study plans of the courses and in curricular units in which the students are enrolled), under the terms to be defined by ISCE Douro, without prejudice to the provisions of specifically applicable legal and regulatory diplomas;
  - iv) certification of participation in the volunteer program allows the student to request exemption from the continuous assessment provided for in the FUC, although they must comply with the assessment times defined by the teacher responsible for the optional curricular unit.
- c) You also have the right to apply for voluntary student status;

4. The justified absences provided for in paragraph 2 e) of this article shall count for all purposes as actual time worked and shall not entail the loss of any rights or benefits, under the terms of article 15 of Decree-Law 389/99 of September 30th.

#### **Article 10.º Volunteer duties**

1. The volunteer's duties result from Law 71/98, of November 3, as well as the regulations contained in Decree-Law 389/99, of September 30.
2. The volunteer has the duty, in particular, to:
  - a) observe the ethical principles that govern the activity it carries out, in particular respect for the private lives of all those who benefit from it;
  - b) comply with the rules governing the operation of ISCE Douro and other partner organizations, within the scope of the volunteer activity in question;
  - c) to act respectfully, diligently, impartially and with solidarity;
  - d) take part in training programs aimed at the proper development of volunteer activities;
  - e) ensure the proper use of material resources and the goods, equipment and utensils placed at their disposal;
  - f) collaborate with ISCE Douro professionals and other partner entities, where applicable, respecting their choices and following their technical guidelines;
  - g) not assume the role of representative of the promoting organization without its knowledge and prior authorization;
  - h) ensure that the volunteer activities are carried out regularly in accordance with the program agreed with the promoting organization;
  - i) properly use identification as a volunteer when carrying out their activity;
  - j) present themselves at the location indicated to them, in accordance with the predefined timetable and schedule;
  - k) respect the duties of confidentiality, secrecy and data protection with regard to matters and personal data (including health data) to which they have access in the performance of their volunteer duties or by virtue thereof, and may not use them except within the limits and for the purposes legally imposed;
  - l) comply with the duties referred to in the previous paragraph for the duration of the volunteer program, in the event of its interruption or suspension and after the end of their collaboration in the volunteer program;
  - m) inform the VC coordinator and/or the promoting organization of any fact or circumstance that could affect the good performance of the volunteer or the activity.

#### **Article 11.º Compulsory insurance**

1. The volunteer's protection in the event of an accident or illness suffered or contracted as a direct and specific result of volunteering is guaranteed by the promoting organization, through insurance to be taken out with the entities legally authorized to carry it out;
2. Compulsory insurance includes compensation and a daily allowance to be paid in the event of death, permanent disability and temporary disability, respectively.



3. In cases where the volunteer organization does not provide insurance but accepts volunteers anyway, the student volunteer must commit to accepting this condition by signing a declaration.

#### **Article 12.º Suspension or termination of volunteer activities**

1. Volunteers may, at any time, interrupt or cease their activity and, to this end, they must notify the coordinator of the VC or the person responsible for the volunteering action of their decision as far in advance as possible, taking care, whenever feasible, to complete or continue the pending tasks entrusted to them in conjunction with the promoter, except in duly substantiated cases;

2. ISCE Douro may dispense with the volunteer's collaboration on a temporary or permanent basis whenever the change in institutional objectives or practices justifies it;

3. ISCE Douro may determine the suspension or termination of the volunteer's collaboration in all or some areas of activity, in the event of serious or repeated non-compliance with the volunteer program by the volunteer, in which case the right provided for in Article 19(3)(b) of these regulations will not be granted.

4. ISCE Douro may also terminate the volunteer's collaboration, with immediate effect, *in the event of action that jeopardizes the values of life, moral integrity, physical integrity, the protection of personal data and the ownership of property, whether of the institution or of others, and the provisions of the previous paragraph, in fine, shall also apply;*

5. The suspension or termination of the volunteer's collaboration implies the immediate return of the identification card to the VC Coordinator.

#### **Article 13.º Duties of the promoter**

1. The promoter's duties include:

- a) ensure that the volunteer is constantly monitored during the course of the activity, guiding them through the various tasks in order to contribute to their training;
- b) guarantee a set of activities compatible with the volunteer's level of knowledge and profile;
- c) in the case of an external promoter, inform ISCE Douro of any changes to the project planning or other eventualities that occur during the course of the project;
- d) In the case of an external promoter, it must inform ISCE Douro of any anomalous situations that may jeopardize the physical or psychological integrity of the volunteer, as well as any failure by the volunteer to comply with these regulations;
- e) ensure that the volunteer's attendance at the volunteer program is recorded for evaluation and certification purposes;
- f) evaluate the volunteer's performance within the scope of the respective program.

2. Partner organizations are unable/precluded from assigning volunteers to their permanent or occasional functional needs, as a way of supplying or replacing their human resources necessary for their normal operation.

#### **Article 14.º Final provisions**

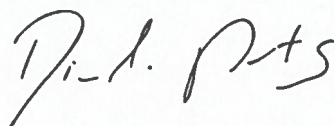
In all matters not covered by these regulations, the legislation and regulations in force shall apply, and any omissions or doubts of interpretation shall be resolved by order of the President of ISCE Douro in agreement with the Institution.

#### **Article 15.º Entry into force**

These regulations come into force the day after they are signed by the Representative of the Institution and the President of ISCE Douro.

Representative of the Institution

President of ISCE Douro

A handwritten signature in black ink, appearing to read 'Ric. Martins'.

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(Prof. Dr. Ricardo Martins)

A handwritten signature in blue ink, appearing to read 'Edgar Bernardo'.

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(Prof. Dr. Edgar Bernardo)

Penafiel, October 7th, 2024