



REGULATIONS

Programme: "Services for the benefit of UNITBV"

I. General provisions

Art. 1. (1) Transilvania University of Braşov has been conducting, since the 2015-2016 academic year, the programme "Services for the benefit of UNITBV", based on two types of activities:

1. Activities fulfilled by the student grantees of the university support scholarship during the relevant year:

- partial scholarship - in an amount equivalent to a 50% the tuition fee reduction;

- full scholarship - in an amount equivalent to a 100% tuition fee exemption.

2. Activities fulfilled by students on a volunteer basis

Based on this programme, the necessary conditions are created for Transilvania University's students to participate in activities related to educational process. The latter are quantified as hours of activity, and generically called UNITBV hours.

(2) The students willing to join this programme need to fill out the standard form on the University's intranet (under the heading Services for the benefit of UNITBV) within the first 15 days of each semester, as regards the ones who register for this volunteer programme, respectively within a maximum of 15 days after the approval of the tuition fee reduction, as regards the ones who have benefited from this institutional support.

II. Organization of the activity

Art. 2 (1) Monthly, the faculties, support structures and General Administrative Directorate send announcements regarding the requests for activities that may be fulfilled by students under this regime. These requirements may be updated at any time depending on the activities to be performed. The announcements are periodically validated by the Vice-Rectorate for Public Relations.

The interested students need to submit an application (in accordance with the standard template) via email to the structure that manages the activity, at least 5 days before its conduct.

The relevant structures will communicate within 3 days whether the request has been approved or not.

(2) Quarterly, the completed activities will be entered in the activity log of the programme "Services for the benefit of UNITBV", based on the information received from the structures under which this programme was conducted.

The persons requesting the students' participation in actions within the programme "Services for the benefit of UNITBV" (Deans, Directors/Coordinators of support services, General Administrative Director, Vice-Rectors, Rector) bear responsibility for the training of the participants in these activities in terms of Occupational Health and Safety; Occupational Medicine; Fire Prevention and Emergency Situations, which will take place along with the University's specialised services.

(3) For well-founded reasons, the dean's offices have the right to deny enrolment to a student in this programme, or to order his/her exclusion therefrom, if his/her academic situation is deemed insufficient for him/her to simultaneously conduct both activities, but also for reasons of misconduct or failure to fulfill the academic duties.

This request, approved by the Faculty Council, will be sent to the Vice-Rectorate for Public Relations, and the latter will communicate, on a monthly basis, a summary of these decisions, after their approval within the Executive Board.

(4) The maximum number of UNITBV hours that a student can perform per week is 10 - during the periods of didactic activities or exam session, and 20 - during the periods of practical training (internship). In exceptional situations, the schedule may be temporarily exceeded, with the consent of the University's Management.

(5) The student grantees of the university support scholarship must participate every year in at least:

- 10 UNITBV hours, as regards the student grantees of the partial scholarship in an amount equivalent to a 50% tuition fee reduction;
- 20 UNITBV hours, as regards the student grantees of the full scholarship in an amount equivalent to a 100% tuition fee exemption.

III. The student participants' obligations within the aforementioned programme

Art. 3 The activities will not influence the students' didactic obligations and will only take place outside of the didactic activities.

The students enrolled in this programme shall:

- abide by the University's regulations;
- comply with the schedule of activities for which they requested enrolment in the programme; any situation that might arise after the approval of their application must be brought to the attention of the structure in charge with the relevant activity.

In the event of unjustified absences from the activities for which the student confirmed participation, s/he will be excluded from the programme for the next 6 months; if twice excluded therefrom, s/he may no longer be enrolled there until completion of his/her studies at UNITBV.

IV. Obligations of beneficiary structures

Art. 4 The supervisors under whose guidance and care the students conduct their activity will make a brief report, on an annual basis, and assess the latter's activity through a rating (poor, satisfactory, good, very good). The Rector, based on the information centralised by the Vice-Rectorate for Public Relations, will grant, every year, to the students who perform volunteer activities, the following documents:

A. a certificate, which will contain the following information:

- a) identification data of the host organization issuing the certificate;
- b) registration number and date of issuance of the certificate;
- c) registration number and date of the volunteer agreement;
- d) the volunteer's forename, surname and identification data;
- e) time period and number of volunteer hours;
- f) forename and surname of the volunteers' coordinator;
- g) forename and surname for the legal representative of the host organization;
- h) the statement "The volunteer and the issuing organization shall be held liable for the truthfulness of the data and information contained in this certificate".

B. an activity report, which will contain the following elements:

- a) performed volunteer activities;
- b) assumed duties;
- c) acquired skills.

V. Final provisions

Art. 5 The duration of participation in the programme depends on the University's needs.

The termination of collaboration under this programme is subject to a 15-day prior notice, except in cases of disciplinary issues.

These Regulations and their appendix shall take effect upon approval by the University Senate, at the proposal of the Executive Board, and are brought to the academic community members' attention by display on the University's website.

These Regulations were discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 24.06.2026.

Prof. Eng. Mircea Horia Țierean, PhD

President of the University Senate



TRANSILVANIA UNIVERSITY OF BRAȘOV

Faculty:

ATTENDANCE SHEET

Services for the benefit of UNITBV

No.	Forename and surname	Faculty	Year	Study programme	Volunteer	UNITBV Scholarship	Obs.	Event			Shortfall (unworked) hours
						- partial scholarship - 10 hours (50% discount); - full scholarship – 20 hours (100% exemption)		Event code	Organizer	Logged (worked) hours	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											