

Procedure for the Issuance of Dormitory Certificates and References for Volunteers of the Volunteer Centre of the University of Warsaw

1. Purpose of the Procedure

The purpose of this procedure is to define the rules and the process for the issuance of dormitory certificates and references for volunteers engaged within the Volunteer Centre of the University of Warsaw, in order to confirm their activities, the scope of tasks performed, and the competencies acquired.

2. Scope of the Procedure

This procedure applies to volunteers carrying out activities organised by the Volunteer Centre of the University of Warsaw or undertaken for the benefit of the University of Warsaw through the Volunteer Centre of the University of Warsaw.

3. Definitions

- Volunteer – a student, doctoral student, graduate, employee or pensioner of the University of Warsaw who performs services voluntarily and without remuneration within the framework of the Volunteer Centre of the University of Warsaw or for the benefit of the University of Warsaw, through the Volunteer Centre of the University of Warsaw.
- Volunteer Coordinator – a person employed at the Volunteer Centre of the University of Warsaw responsible for planning, organising and supervising the activities of volunteers.
- Dormitory certificate – a document for the purposes of admission to the dormitory confirming the scope of a volunteer's engagement, the competencies acquired, and the quality of the activities performed.
- References – a document recommending a volunteer for further social, educational or professional activities.

4. Legal Basis

This procedure has been developed on the basis of the provisions of the Act on Public Benefit Activity and Volunteer Work, the Rules and Regulations of the Student Halls of

Residence at the University of Warsaw and the Rules and Regulations of the Volunteer Centre of the University of Warsaw and the rules governing the use of volunteer support by organisational units of the University of Warsaw.

5. Conditions for Obtaining a Dormitory Certificate or References

A volunteer may apply for the issuance of a dormitory certificate or references provided that they:

- have carried out volunteer activities within the Volunteer Centre of the University of Warsaw or for the benefit of the University of Warsaw, through the Volunteer Centre of the University of Warsaw;
- have completed volunteer activities amounting to at least 10 hours in total during the current and the preceding calendar year;
- have performed the assigned tasks in accordance with the instructions received;
- have submitted an application for the issuance of a certificate or references.

6. Procedure for Submitting an Application

A volunteer shall submit an application for the issuance of a dormitory certificate or references to the Volunteer Centre of the University of Warsaw.

The application may be submitted by email to: wolontariat@uw.edu.pl.

The application should include:

- the volunteer's name and surname,
- the period of volunteer service,
- the name of the project or volunteer activities,
- information on the preferred format of the dormitory certificate or references – paper or electronic.

7. Preparation of a Dormitory Certificate or References

The document shall be prepared by the Volunteer Coordinator. In preparing the certificate, particular account shall be taken of:

- the scope of tasks performed,
- the level of the volunteer's engagement,

- the responsibility and independence demonstrated in carrying out the tasks.

8. Form of the Document

A dormitory certificate or references may be issued in paper or electronic form and shall include:

- the name of the issuing unit,
- the volunteer's details,
- the period and scope of the activities performed,
- an assessment of the volunteer's level of engagement,
- the date of issue, the signature of an authorised person.

9. Deadline for Issuing the Document

Dormitory certificates or references shall be issued within 10 working days from the date of submission of the application.

10. Archiving of Documents

A copy of the issued dormitory certificate or references shall be retained in the records of the Volunteer Centre of the University of Warsaw in accordance with the rules on document archiving and the provisions on the protection of personal data.

11. Final Provisions

The Volunteer Centre of the University of Warsaw may refuse to issue a dormitory certificate or references in the event of failure to meet the conditions set out in this procedure.

This procedure shall enter into force on the date of its approval.