



IF4TM

**D5.4.2 Final report on realised volunteering activities of students
and academic staff at HEIs**

Project Acronym:	IF4TM
Project full title:	Institutional framework for development of the third mission of universities in Serbia
Project No:	561655-EPP-1-2015-1-RS-EPPKA2-CBHE-SP
Funding Scheme:	ERASMUS+
Coordinator:	UKG – University of Kragujevac
Project start date:	October 15, 2015
Project duration:	36 months

Abstract	This report is part of activities within Act 5.4 “Non discipline volunteering of students” - “Document on social engagement of members of academic and scientific community” and provides overview of realised volunteering activities of students and academic staff at HEIs as well as recommendations on how to improve the volunteering activities based on inputs provided by HEIs.
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DOCUMENT CONTROL SHEET

Title of Document:	D5.4.2 Final report on realised volunteering activities of students and academic staff at HEIs
Work Package:	WP5 – Social engagement dimension
Last version date:	12/03/2019
Status :	Final
Document Version:	v.1
File Name	D5.4.2_Final report
Number of Pages	8
Dissemination Level	Internal

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1. Introduction

“*Document on social engagement of members of academic and scientific community*” and document „*Realised volunteering activities of students and staff at HEIs*“, define volunteering procedures and how to monitor and record the volunteering activities of students / academic staff at HEIs. Each HEIs based on their own strategic goals, policies and internal procedures, planned and organized volunteering activities and resources and monitoring and recorded these activities during the course of the project and where possible in accordance with the set procedures. The target is set by project partners to a minimum of 100 engagements in non-discipline specific volunteering for the benefit of wider community for both **students, academic and non-academic staff**.

Social engagement plans of HEI in Serbia, recommend promoting volunteerism and involvement of students and staff at HEIs in socially beneficial actions. The lists of indicators used for measuring social engagement progress or success in non-discipline specific volunteering were as follows:

- Number of academics involved in non-discipline volunteering activities towards the community / society, in absolute number
- Number of non-academics/technical/administrative staff involved in non-discipline volunteering activities towards the community/society, in absolute number
- Number of students involved in non-discipline volunteering activities towards the community/society, in absolute number
- Number of NGOs benefitting from non-discipline volunteering work inputs from university staff or students. The number of NGOs in which the university staff members or students operate as volunteers.

Where applicable the following procedure for applying, selection and realisation of volunteering activity was implemented:

- Announcing a call, students apply for the program,
- Interviews – selection of candidates,
- Preparing students for volunteering,
- Signing contracts between volunteers and host organisation ,
- Start of volunteering and monitoring the process,
- Report on volunteering (volunteer and host organisation),

Each HEI, in accordance with internal procedures, where possible engaged the **Center for carrier development** to assist them with the organisation of volunteering activities and collect data on realised volunteering activities. Data was collected in the period 24.8. – 21.09.2018.



2. Analysis of data on volunteering activities at HEIs

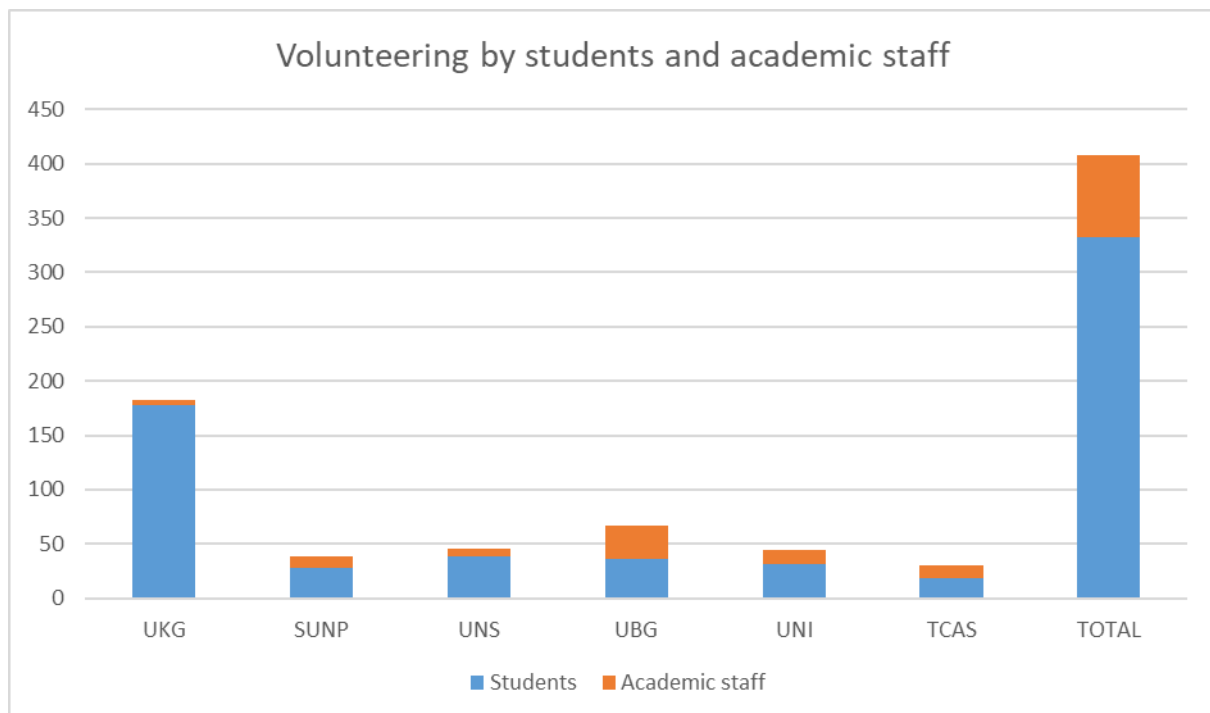
2.1 Total number of volunteers at HEIs

The summary of the total number of students and academic staff that were involved in volunteering activities at six HEIs is given in the table 1 and Chart 1.

Table 1: Total number of volunteers at HEIs

No	HEI	Students	Academic staff
1	University of Kragujevac	178	4
2	State University of Novi Pazar	28	10
3	University of Novi Sad	39	7
4	University of Belgrade	36	31
5	University of Niš	32	13
6	Technical College of Applied Studies	19	11
	TOTAL:	332	76
	In %:	81,4	18,3

Chart 1:



2.2 Overview on the type of volunteering activities performed at HEIs

The following table shows what kind of volunteering activities were realised by students and academic staff at HEIs. The provided list is not exhaustive and is produced based on available data from HEIs.



Table 2: Type of volunteering activities

No	HEI	Students	Academic staff
1	University of Kragujevac	Legal clinics - for family and obligation laws; - for protection of discrimination; Competitions; Activities associated to various departments and affiliated companies of the City administration; Student organisations - AIESEC	Team leaders, Members of working groups;
2	State University of Novi Pazar	Practical placement at public companies, Bazar of Humanity - creative workshops , Association for Support Mentally Challenged Persons; Centre for Asylum Seekers - Collecting of food for children, clothes and shoes	Member of Working groups, Member of the modules in Strategy of Novi Pazar
3	University of Novi Sad	International festival of Science and Education; Enrolment of the new generation of freshman students; Piano performance; Setting flowers etc.	Evaluation of exhibition and showpieces, Member of the working group, Reviewer, Member of University Advisory Board and Committee
4	University of Belgrade	Fair of volunteering; public lectures for raising awareness etc.	Member of steering committees, Member of editorial boards of scientific journals, Member of juries on students' case study challenges
5	University of Niš	Various job related activities at Health Center Nis, City municipality, Youth office Nis, Public utility companies, Red Cross etc.	Working groups, Conference of the Serbian universities, Higher education development activities
6	Technical College of Applied Studies	Collecting of the sweets for Christmas gifts, Collecting of money for medical treatment, Blood donation, Ecology workshops	President, Member of board, Editor in Chief, Reviewer, Organizing ecology workshops

3. Comments and recommendations

Based on the data provided by HEIs, most of the volunteering activities by students were realised at the public administration or affiliated institutions. These volunteering engagements are mostly done based on agreements between the University and the public institutions, where students gained additional skills and knowledge through internship programs / practical placements. Volunteering in general should be an initiative of individuals and this should be taken into consideration in the upcoming period.



In most cases certificates are not awarded to those engaged in volunteering activities. It is recommended to provide certificates whenever possible as they can be used by students for building their CVs. In addition, volunteering is highly valued by employers.

The average time spent on volunteering depends on the realisation period and the type of volunteering activity. The data provided does not enable the comparison and specific conclusions regarding the total time spent on volunteering on the level of HEI.

Streamline the volunteering activities towards benefit to the wider community. Students and academics should get more involved in their local community and make a difference!

The skills and knowledge students learnt at university should be put into practice. Therefore, through further development of the data bases of CSOs and institutions, students with certain qualifications will be able to select a place for volunteering based on individual interests. Organisation of matchmaking events between students and potential host institutions is also recommended.

Enhance communication with CSO sector and local Youth organisations to provide better and more reliable data on students who volunteer in projects or events.

Enhance communication between academic staff and Centers for carrier development or relevant body at Universities in order to keep tract of realised volunteering activities of academic staff. Based on inputs by Universities, rather insignificant number of academic staff were engaged in volunteering activities in comparison to total number of staff employed at those Universities.

Considering that within the “Document on social engagement of members of academic and scientific community” as Annexes, detailed tables and entrance and exit questionnaires are provided, HEIs are advised to use them to keep tract of the type of volunteering activities that occur at their HEIs.

Organisation of motivational events and promotional activities, networking with other organisations supporting volunteering activities is strongly recommended. There, benefits of volunteering such as positive effect on personal development, quality use of free time, acquiring new skills, knowledge, meeting new people etc can be communicated to volunteers.

4. Conclusion

As conclusion and considering the comments and recommendations given above, the following future steps need to be considered by HEIs, with regards to volunteering of students and academic / non academic staff:

- **Mapping volunteer potential at universities** - It is necessary to regulate the flow of information between faculties, university centers and other organizational units in order to monitor volunteer activities at the university.
- Develop training for volunteers, methods of promotion, preparation of volunteer and organizations databases, etc.



- Continue to use inputs provided in the **Strategic Plan for Social Engagement of the University** since it defines guidelines for improving the relationship between the University and the local community.
- Adopt at the university level "**Politics and procedures for volunteering of teaching staff**". Keep records and reports on volunteering of teaching staff and how the university, individual and the community benefited from such volunteering activities.
- **Formalize cooperation** with social institutions and local organizations.
- Focus on the **more active role of universities** in providing volunteering opportunities.
- **Legal aspect** - Keep in mind the provisions of the "Law on Volunteering", especially when preparing documentation accompanying the volunteering process, e.g. Contract between volunteer organizers and volunteers. Define **rights and obligations** of volunteers and organizer of volunteering.