

DESCRIPTION OF THE PROCEDURE OF ORGANIZATION OF THE VOLUNTARY ACTIVITY AT VILNIUS UNIVERSITY PRESS

CHAPTER I GENERAL PROVISIONS

1. Description of the procedure of organization of the voluntary activity (hereinafter referred to as – “the Description”) at Vilnius University Press shall establish volunteering conditions and the procedure of organization at Vilnius University (hereinafter referred to as – “the University”) Press (hereinafter referred to as - “the Press”).

2. The description is prepared in accordance with the Law on Volunteering of the Republic of Lithuania, the Statute of Vilnius University as well as other legal acts.

3. The Description is applied to people who volunteer at the Press and who are not students of the University. Volunteering of the University students at the Press is carried out in accordance with the description of the procedure of volunteering approved by Order No. R-286 of 25 June 2020 of the Rector of the University “On approval of the description of the procedure of volunteering for the students of Vilnius University”.

CHAPTER II VOLUNTARY ACTIVITY

4. The voluntary activity at the Press is considered to be a socially useful activity which is carried out by a natural person (a volunteer) free of charge based on civil legal relations.

5. The voluntary activity at the Press is carried out in accordance with the following principles:

5.1. mutual benefit – participation in the voluntary activity enables volunteers to contribute actively to the implementation of the mission and objectives of the activity as defined in the Statute of Vilnius University and provisions of the Press and promotes self-expression and personal development of volunteers;

5.2. collaboration – the voluntary activity is based on mutual collaboration between volunteers and the Press in order to reconcile the needs and opportunities of volunteers and the Press;

5.3. mutual respect – during the period of volunteering, interests, views, beliefs, and traditions of the Press and volunteers are respected and reconciled willingly;

6. The voluntary activity is carried out on the premises of the University or remotely. By mutual consent between the University and the volunteer, all voluntary activities or a part of it can be carried out in another area as specified in the agreement on volunteering.

CHAPTER III REQUIREMENTS FOR A VOLUNTEER

7. A citizen of the Republic of Lithuania or a foreigner legally staying in the territory of the Republic of Lithuania may become a volunteer. If a volunteer is under 18, written consent of his/her representative or equivalent as well as the document testifying the right to represent him/her (identity document, birth certificate of a volunteer), shall be provided.

8. A volunteer is not required to possess a qualification except for such types of voluntary activity where special qualification is required under other legal acts or by the nature of the voluntary activity at the Press.

9. Taking into consideration the nature of the voluntary activity and requirements as defined by legal acts, the University may require people wishing to carry out the voluntary activity to

submit documents necessary to carry out such an activity (a medical certificate, a criminal record certificate etc.)

CHAPTER IV RIGHTS AND OBLIGATIONS OF THE VOLUNTEER

10. A volunteer shall have a right:

10.1. to be informed of the nature, scope, course of volunteering, potential health and safety risks which may arise during the voluntary activity, and the use of protective measures against these risks;

10.2. to be provided with means necessary for carrying out the voluntary activity as well as information, consultancy, and technical assistance;

10.3. to access information technology resources (University email, information systems etc.) of the University and of the Press which are necessary for carrying out the voluntary activity;

10.4. to receive a certificate of volunteering confirming the voluntary activity carried out by the volunteer at the Press;

10.5. to use his/her academic title and (or) academic degree while carrying out the voluntary activity;

10.6. to discontinue the voluntary activity by informing the Press about his/her intentions as early as possible;

10.7. to exercise other rights of the volunteer as stated in legal acts of the University and of the Republic of Lithuania.

11. A volunteer shall undertake:

11.1. to follow the procedure of the voluntary activity as agreed with the Press;

11.2. to participate in preparatory courses for volunteers, if these are organized;

11.3. not to violate legitimate interests of the University or other people whereof the voluntary activities are carried out;

11.4. to follow internal legal acts of the University and of the Press;

11.5. to carry out the voluntary activity in good faith;

11.6. not to disclose, transmit, publish or otherwise transfer information acquired during volunteering to any other third party except information that is publicly accessible or has become publicly accessible not as a result of the voluntary activity carried out by the Volunteer or which the Volunteer may be obliged to disclose in accordance with legal acts or when conducting lawful order of competent judicial body or authority as well as not to make copies of data, photocopies of documents, magnetic tapes, photographic or cinematographic films, photographs, computer discs, pictures, drawings, diagrams or any other means for collection (storage) of information (data) not accessible publicly but accessible for him/her during the voluntary activity for his/her personal use or interests of the third parties.

CHAPTER V ORGANIZATION OF VOLUNTEERING

12. The University shall conclude a written agreement on volunteering with the volunteer in accordance with the form as set out in the annex to the Description which specifies the nature, duration, time, and other terms and conditions of the voluntary activity.

13. The admission of volunteers and the management of admission documents are organized by the responsible staff member of the Press appointed by the Director of the Press.

14. The preparation of the place for the voluntary activity, formulation of the specific tasks, and supervision on how the voluntary activity is carried out are organized by the staff member of the Press responsible for the organization of volunteering, i.e. the curator of a volunteer appointed by the Director of the Press.

15. The University may pay the following costs related to the voluntary activity:

15.1. training costs related to the preparation of the volunteer in order to carry out the voluntary activity;

15.2. purchase and (or) use of means necessary for the voluntary activity.

16. During the last week of volunteering, the voluntary activity carried out by the volunteer is evaluated, and at the request of the volunteer, the certificate of volunteering at the Press is issued. Certificates of volunteering are signed by the Director of the Press.

CHAPTER VI FINAL PROVISIONS

17. The director of the Press is entitled to approve additional rules, instructions, and other documents detailing the Description for the organization of the voluntary activity which are compatible with the Description and other legal acts of the University and of the Republic of Lithuania.
