SYLLABUS

1. Program Information

1.1 Higher education institution	Technical University of Cluj-Napoca
1.2 Faculty	Faculty of Automation and Computer Science
1.3 Department	Department of Automation
1.4 Field of study	Automation, Applied Informatics and Intelligent Systems
1.5 Cycle of studies	Bachelor
1.6 Study Programme/Qualification	Intelligent Automation Systems (dual, in English language)
1.7 Form of education	IF – full-time education
1.8 Course code	301.00 – 308.00

2. Course information

2.1 Course title				Volunteering 1 - 8		
2.2 Course lecturer						
2.3 Seminar / Laboratory / Project Lecturer				*Prof.dr.ing. Honoriu Vălean*		
2.4 Year of study	1-4	2.5 Semester	1-2	2.6 Type of assessment		V
2.7 Course status	Formative category *(DF, DS, DC)*					DC
	Optionality *(DOB, DOP, DFac)*					DFac

3.Total estimated time

3.1 Number of hours per week	1	of which:	HEI	Lecture	0	Seminar	1	Laboratory	0	Project	0
			CO		0		0		0		0
3.2 Number of hours per semester	14	of which:	HEI	Lecture	0	Seminar	14	Laboratory	0	Project	0
			CO		0		0		0		0

3.3 Distribution of time allocation (hours per semester) for:	HEI	CO
(a) Study based on textbook, course support, bibliography, and notes		
(b) Additional documentation in library, specialized electronic platforms, and fieldwork		
(c) Preparation of seminars/laboratories, assignments, papers, portfolios and essays		
(d) Tutoring		
(e) Examinations	2	
(f) Other activities:	36	
3.4 Total individual study hours (sum (3.3(a)... 3.3(f)))	36	
3.5 Total hours per semester (3.2+3.4)	50	
3.6 Number of credits per semester	2	

(HEI = Higher Education Institution, CO = Company)

4. Prerequisites (where applicable)

4.1 Curriculum Prerequisites	
4.2 Competency Prerequisites	

5. Conditions (where applicable)

5.1. Course Organization Conditions	
5.2. Seminar / Laboratory / Project organization conditions	• Existence of an institutional protocol between UTCN and the NGO • Implementation by the NGO of projects in which UTCN volunteers can be involved

6. Specific Competencies Acquired

Professional Competencies	• PC13 Interact professionally in research and professional environments • PC23 Synthesize information
Transversal Competencie	• TC02 Think analytically • TC03 Demonstrate responsibility • TC04 Work in teams

7. Learning outcomes

Knowledge:	• Identify and explain the relevance of volunteering within the context of the chosen specialization. • Describe the structure and functioning of NGOs and their role in society and legal frameworks.
Skills:	• Apply appropriate methods and techniques to plan and carry out volunteering activities. • Develop and present a volunteering portfolio demonstrating acquired competences.
Responsibility and autonomy:	• Engage responsibly in volunteering projects aligned with personal and institutional objectives. • Demonstrate initiative and autonomy in decision-making and collaboration within NGO activities.

8. Course Objectives

8.1 General objective of the course	Acquisition of soft skills in non-formal and informal educational contexts through voluntary engagement in NGO activities; enhancement of employability through the development of labor-market-relevant competencies; improvement of volunteer work quality or as a preliminary stage for undertaking more complex volunteering tasks.
8.2 Specific objectives	**1. Knowledge and Understanding** *(appropriate use of discipline-specific concepts)*: • Understand the relevance of volunteering activities in the context of the chosen specialization; • Highlight the particularities of different non-governmental organizations within society; • Understand how public NGOs operate in Romania from the perspective of current legal regulations. **2. Explanation and Interpretation** *(explaining and interpreting ideas, projects, processes, as well as theoretical and practical content of the discipline)*: • Explain the role of volunteering activities from the perspective of their current relevance; • Interpret NGO activities from a critical and comparative perspective; • Critically relate to real-life issues based on involvement in volunteering activities.

	3. Instrumental–Applied *(designing, managing, and evaluating practical activities; using methods, techniques, and tools for investigation and application)*: • Participate in concrete volunteering activities according to the NGO's profile and personal interests; • Develop a volunteering portfolio. **4. Attitudinal** *(demonstrating a positive and responsible attitude toward the scientific field; fostering a value-based and democratic environment; promoting cultural, moral, and civic values; optimally and creatively using personal potential in scientific activities; engaging in institutional development and promoting scientific innovations; building partnerships with individuals and institutions with similar responsibilities; participating in personal professional development)*: • Stimulate interest in volunteering, civic engagement, and social responsibility.				

9. Contents

9.2 Seminar / laboratory / project	Hours HEI	Hours CO	Teaching methods	Obs.
Bibliography				

A. Examples of good practices or relevant projects implemented at the European level regarding the recognition of competences developed through volunteering:

[1] *Key Competences for Lifelong Learning*, Recommendation 2006/962/EC of the European Parliament and of the Council of 18 December 2006 [Official Journal L 394 of 30.12.2006];

[2] List of key competences common to several occupations, approved by CNFPA Decision no. 86/24.06.2008;

[3] *Key Competences for a Changing World*, Joint Report of the Council and the Commission, Official Journal of the EU 2010/C 117/01;

[4] Validation of Prior Learning (VPL) – Movisie International (Netherlands);

[5] Vskills – Volunteer Development Scotland (www.vds.org.uk);

[6] Volunteer Card (Ehrenamtskarte) – Government of Rhine-Westphalia Region (Germany) [http://www.ehrensache.nrw.de/];

[7] Rubric model – self-assessment model for competences;

[8] Competence Balance (Kompetenzbilanz aus Freiwilligen-Engagement) – Germany [http://www.dji.de/5_kompetenznachweis/KB_Kompetenzbilanz_281206.pdf];

[9] Service Learning – method promoted in Slovakia (Matej Bel University);

[10] Experience, Learning, Description – Sweden [http://eldkompetens.se];

[11] Certificate Generator (Nachweisgenerator) – Germany [http://www.nachweisgenerator.de/];

[12] Komprax – project promoted by Iuventa Slovakia (www.iuventa.sk);

[13] Benevol – project implemented in Switzerland;

[14] Nefix – project implemented in Slovenia;

[15] Online resources: www.europass.ro, www.youthpass.eu, www.tvet.ro, www.ise.ro;

[16] ECTS Users' Guide [http://europass.cedefop.europa.eu/en/documents/europeanskillspassport/diplomasupplement/info-for-necs/ects-user-guide/pdf.pdf];

[17] Guide for the Recognition of Competences Acquired through Volunteering [http://www.voluntariat.ro/download/Ghid pt recunoasterea competentelor dobandite prin voluntariat.pdf].

B. Relevant reports in the field of volunteering and non-formal education:

[18] *Sunshine Report on Non-Formal Education*, European Youth Forum [http://www.youthforum.org/OLD/?q=en/node/162];

[19] *Volunteering Infrastructure in Europe* [http://www.alliancenetwork.eu/uploads/Alliance%20documents/Other%20documents%20Volunteerin

g%20and%20Youth/CEV_Volunteering_infrastructure.pdf];

[20] Report of the conference *Bridges for Recognition* (January 2005) [www.salto-youth.net];

[21] *European Inventory on Validation of Non-Formal and Informal Learning* (Cedefop);

[22] *European Portfolio for Youth Leaders*, published by the Council of Europe.

10. Correlation of course content with the expectations of the epistemic community representatives, professional associations, and major employers in the field related to the program

The content of the discipline is aligned with the European Union's priorities regarding the promotion of volunteering activities and the recognition of competences acquired through such activities.

11. Evaluation

Activity Type	Evaluation criteria	Evaluation methods	Weight in final grade
11.1 Lecture	Conducting the volunteering internship.	Volunteering portfolio	70%
11.2 Seminar/ Laboratory/Project	Preparing the volunteering portfolio.	Evaluation report from the host organization	30%
11.3 Minimum Performance Standard			
Deliver a coherent report.			

Date of completion: 16.09.2025	Lecturers		Signature
	Course	Prof.dr.ing. Honoriu Vălean	
	Applications		

Date of approval by the Department of Automation Council	Director of the Department of Automation
24.11.2025 _____	Prof.dr.ing. Honoriu VĂLEAN
Date of approval by the Faculty of Automation and Computer Science Council	Dean
28.11.2025 _____	Prof.dr.ing. Vlad MUREȘAN