



**GENERAL DIRECTORATE SECRETARIAT OF UNIVERSITY**

**Approved by Board of Directors  
11.06.2020**

**GUIDELINES FOR ORGANIZATION AND FUNCTIONING OF THE ALUMNI**

**COMMUNITY OF UMFCD**

**CHAPTER I. GENERAL PROVISIONS**

Art. 1. These Guidelines for Organization and Functioning of the Alumni Community of the University of Medicine and Pharmacy "Carol Davila" of Bucharest regulate the activity and form of organization of the community of UMFCD graduates who become Alumni, hereinafter referred to as Alumni UMFCD.

Art. 2. These Guidelines are made according to the regulations and procedures of UMFCD, for the purpose of consolidating the alumni community of UMFCD, for their benefit, for the benefit of students and of the institution.

Art. 3. Definitions:

- (1) . UMFCD – University of Medicine and Pharmacy "Carol Davila" of Bucharest
- (2) . CA (Board) – Board of Directors of the University of Medicine and Pharmacy "Carol Davila" of Bucharest
- (3) . CCO – Coordination and Organization Committee of Alumni Community UMFCD
- (4) . SAS-UMFCD – Student Entrepreneurship Society of UMFCD
- (5) . C.C.P.E.P. – Psychological, Educational and Professional Counselling Centre of UMFCD
- (6) . FMAM – Faculty of Midwives and Medical Assistance from UMFCD
- (7) . Alumni UMFCD – graduates of UMFCD, enrolled and recorded in the database of Alumni Community UMFCD

**CHAPTER II. GENERAL FRAMEWORK**

Art. 4. Alumni UMFCD is a structure without legal personality until the fulfilment of provisions of Art. 30, based on the principle of freedom of expression and association in complementary services in higher education, in accordance with the legal provisions in force.



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Art. 5. Alumni UMFCF represent a mechanism of association of UMFCF graduates, with the purpose of supporting the students and graduates, in order to collaborate after the finalization of studies and to support the university in view of development, innovation, increasing the academic quality and national and international prestige.

Art. 6. Alumni UMFCF Community is created for an indefinite period.

## CHAPTER III. OBJECTIVES

Art. 7. The objectives of Alumni UMFCF are:

- Supporting UMFCF in view of development, innovation, increasing the academic quality and promoting its image and values;
- Identification of opportunities for development of academic community, which includes: students, alumni, teaching staff, employees etc.;
- Organization of workshops, conferences, courses, events addressed to the academic community in physical or online format;
- Supporting the research programmes of the academic community members of UMFCF;
- Involvement in the constant process of improving the teaching methods and the study curriculum by offering retrospective feedback on the experience of student UMFCF or by feedback based on own teaching experience;
- Realization and consolidation of a sustainable connection between the graduates of UMFCF, by creation of communication networks and networking;
- Facilitation of events dedicated to the community of Alumni, such as meetings and reunions;
- Constant information of Alumni Community about the opportunities and benefits they have;
- Supporting and collaborating with the student associations from UMFCF;
- Supporting the national/international mobility programmes for students (summer internship);
- Organization of career orientation and mentorship programmes for the students and graduates of UMFCF;
- Promotion of a proactive spirit which urges the academic community members to get involved in the problems and initiatives of the UMFCF Community.

## CHAPTER IV. ORGANIZATION OF ACTIVITY

Art. 8. Alumni UMFCF has the following assignments:

1) **Developing a stable and connected community of graduates UMFCF, who want to stay involved in academic community by:**

- 1.1. Creation of a database of graduates UMFCF, which facilitates the connection and interaction between them;
- 1.2. Facilitation of communication and collaboration between the graduates UMFCF, by using existing chat groups of graduates UMFCF or chat groups which will be created later on the social media (Facebook, LinkedIn or other social media);

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## **"CAROL DAVILA" of BUCHAREST**



- 1.3. Establishing educational, research, cultural, philanthropic collaborations or of another kind, between the graduates of UMFCF, beneficial both for them and for the students and UMFCF;
  - 1.4. Making available facilities for graduates (rental of spaces for events, access to an official email address of UMFCF graduate, access to online library of UMFCF).
- 2) **Supporting mentorship and career guidance activities for the students of UMFCF by:**
- 2.1 Elaboration of materials designed for information, guidance and counselling, facilitation of relationship between students and the workforce market, so that they know the needs and real challenges of the workforce market;
  - 2.2. Supporting the entrepreneurial initiatives and consultation of SAS-UMFCF, in the appointment of Alumni Council of this structure;
  - 2.3 Internships for students UMFCF, organized in the environment where an Alumnus carries out his/her activity (medical unit, pharmacy, company etc.), regardless of country;
  - 2.4. Possibility of realization of internship programmes in collaboration with Alumni, in various relevant companies in the medical system;
  - 2.5. Realization of mentorship programmes for the terminal years of each faculty, based on various fields of activity of Alumni UMFCF.
- 3) **Encouraging common activities with the Alumni and current students of UMFCF, such as:**
- 3.1. Collaboration in research projects or co-opting students in the working teams of multidisciplinary or specialized projects, implemented by a member of Alumni UMFCF;
  - 3.2. Supporting events for the purpose of collaboration between students and the community of Alumni UMFCF, under the form of workshops with mixed working groups;
  - 3.3. Organization of workshops, conferences, summer schools, scientific competitions, in physical or online format;
  - 3.5. Meetings and reunions to facilitate the volunteering projects, on national and international level;
  - 3.6. Participation as guest of a member of Alumni UMFCF in events organized by the university, in work sessions (workshops, presentations etc.);
  - 3.7. Opportunity of organization of meetings, working groups, projects with the purpose of debating different aspects in view of developing, innovating and increasing academic quality, but also to develop the interaction between Alumni UMFCF and the students from all the university faculties.



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#### 4) Promotion of UMFCF at national/international level and development of promotional materials, according to the visual identity of UMFCF:

- 4.1. Distribution of materials which reflect the activity of students UMFCF, including the activities carried out in partnership with Alumni;
- 4.2. Active presence in online environment, which reflects the professional directions of Alumni members;
- 4.3. Customized products corresponding to the visual identity of UMFCF, available to be purchased by the university graduates;
- 4.4. Facilitation of inter-institutional collaborations with universities from other countries;
- 4.5. Any other means of promotion which CCO considers timely, as long as they do not affect the image and integrity of UMFCF.

#### 5) Reporting the activity of Alumni UMFCF:

- 5.1. Alumni UMFCF presents an annual activity report before the Senate of UMFCF. The report is signed by all the CCO members and is presented by the CCO President. If he is not available, he has the right to delegate another member of CCO for presentation.
- 5.2. The activity report must include, without limitation to:
  - a. Number of Alumni from the database;
  - b. Activities carried out;
  - c. Analysis of demand of workforce market for graduates;
  - d. Analysis report on the occupancy rate of jobs for graduates;
  - e. Studies for monitoring the occupancy rate of jobs for graduates;
  - f. Satisfaction surveys of graduates;
  - g. Students, beneficiaries of activities or mentorship programmes;
  - h. Collaboration with other structures of UMFCF;
  - i. online presence and impact of promotion;
  - j. miscellaneous.

## CHAPTER V. VISIBILITY OF ACTIVITY

Art. 9. Alumni UMFCF will have its own website ([alumni.umfcd.ro](http://alumni.umfcd.ro)) for the activities carried out. The website will be integrated in the website [www.umfcd.ro](http://www.umfcd.ro) by a reference to the Alumni section.

Art. 10. In a platform which requires authentication (student card or a platform integrated in [alumni.umfcd.ro](http://alumni.umfcd.ro)) there will be a database of all graduates integrated in Alumni community, with details such as the country and institution where they operate, specialty, fields of interest, class promoted. Only the members of academic community UMFCF will have access to this database by connecting with an institutional email address.

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## **CHAPTER VI. DEPLOYMENT OF THE ACTIVITY OF COORDINATION AND ORGANIZATION COMMITTEE**

Art. 11. Alumni UMFCF carries out its activity under the coordination of a Coordination and Organization Committee, with a mandate of 2 years or until the fulfilment of provisions of Art. 35, subordinated administratively to the Rector of UMFCF. The composition of CCO is proposed by the Board of Directors and validated by the Senate UMFCF.

Art. 12. CCO is composed of at least 7 members, as follows:

- a. President (Vice-rector for student issues);
- b. Secretary (as representative of the Centre for Psychological, Educational and Professional Counselling);
- c. Ambassadors of international community (1 representative for each continent, according to Art. 22 and Art. 23);
- d. students' representative in the Board of Directors of UMFCF;
- e. 4 teaching staff members (a delegate of each faculty of UMFCF, delegated by the Dean's Office);

Art. 13. The meetings of CCO Alumni UMFCF are statutory in the presence of at least 50%+1 of the current members of CCO. The meetings can be carried out online, so that they allow for the participation of all members. If a meeting is not statutory, it can be re-summoned, by observing the deadline of 72 hours to a subsequent date, being statutory in the presence of at least members.

Art. 14. CCO Alumni UMFCF meets every quarter in ordinary session and whenever it is necessary in extraordinary sessions. The meetings of CCO Alumni UMFCF are summoned by using digital post (institutional email) by the President, Secretary or by 1/3 of total members who are in term of office at least 72 hours in advance (3 working days).

Art. 15. In the carrying out of activities, Alumni UMFCF will carry out its activity in collaboration with the student organizations and structures of UMFCF, who carry out synergic or complementary activities, when applicable and according to decision of CCO.

Art. 16. The material base necessary for carrying out the activities is assured by UMFCF.

Art. 17. The financing of Alumni UMFCF is from the consolidated budget of the University, by the institutional development component. In order to assure/develop the activity of Alumni UMFCF, the University can attract non-refundable funds and other extrabudgetary resources.

Art. 18. Depending on the international regions where a substantial number of graduates UMFCF operate, CCO can decide to create representative regional communities, with validation from CA.

Art. 19. Each region will be coordinated by a continent ambassador. The continent ambassador will be proposed to CA by the President of CCO, following a transparent process of submission and evaluation of applications. When the CCO is designated for a new mandate, the selection and evaluation process is repeated by CCO in activity and the ambassadors proposed for the next CCO are proposed for the approval of CA. In the absence of a functional CCO, the ambassadors are appointed directly by CA.



## **CHAPTER VII. RESPONSIBILITIES IN THE COORDINATION AND ORGANIZATION COMMITTEE**

Art. 20. The President of CCO has the following responsibilities:

- a. Summoning and coordination of physical and online meetings of CCO of Alumni UMFCF;
- b. Proposal for approval of CCO of a working plan at the beginning of 2-year mandate of CCO;
- c. Validation and supervision of activities of CCO of Alumni UMFCF;
- d. Representation of Alumni UMFCF in the CA (Board) of UMFCF;
- e. Maintenance of constant communication with other structures of UMFCF;
- f. Representation off Alumni UMFCF in the relationships with third parties;
- g. Delegation of responsibilities in CCO and maintenance of a constant activity, according to the current regulations;
- h. Presents the annual activity report.

Art. 21. The Secretary of CCO has the following responsibilities:

- a. Organization of documents of Alumni UMFCF, such as minutes, reports etc.;
- b. Coordination of the process for realization and constant updating of database, groups and website of Alumni UMFCF;
- c. Coordination of the process for validation of applications from graduates;
- d. Substitution of President CCO, in his absence;
- e. Maintains constant the involvement of members of Alumni UMFCF in the mentorship initiatives, professional guidance and career orientation of C.C.P.E.P.;
- f. Drawing up of annual activity report.

Art. 22. The Ambassadors of international communities have the following responsibilities:

- a. Maintenance of communication with graduates from the international community they represent;
- b. Identification of graduates and encouraging their enrolment process;
- c. Promotion of Alumni UMFCF at international level;
- d. Supporting the process of constant updating of database, groups and website of UMFCF;
- e. Facilitation of reunions;
- f. Identification of participants or personal participation in the scientific, professional, social or mentorship activities of Alumni UMFCF;
- g. Contribute to the drawing up of activity reports.

Art. 23. The teaching staff delegated from each faculty has the following responsibilities:

- a. Maintenance of communication with the Dean's office of the faculty they represent;
- b. Checking the status of graduate of the applicants, by direct communication with the secretariat of the faculty they represent;



- c. Promotion of activities and initiatives of Alumni UMFCF, in the community of students and teaching staff of each faculty;
- d. Facilitation of reunions;
- e. Facilitation of obtaining the approvals for use of spaces in faculties for various activities of Alumni UMFCF;
- f. Supporting the Secretary in updating the database and website;
- g. Promoting the initiatives of Alumni UMFCF;
- h. Supporting Alumni UMFCF in organization of activities, by volunteers and organizational support;
- i. Maintenance of communication with students and student organizations;
- j. Contribute to the drawing up of activity reports.

Art. 24. The representative of students has the following responsibilities:

- a. Maintenance of communication with the students and student organization they represent;
- b. Supporting Alumni UMFCF in organization of activities, by volunteers and organizational support;
- c. Supporting the Secretary in updating the database and website;
- d. Promoting the initiatives of Alumni UMFCF;
- e. Contributes to the drawing up of activity reports.

#### **CHAPTER VIII. STATUS OF ALUMNI UMFCF**

Art. 25. Only the graduates of UMFCF can become members of Alumni UMFCF.

Art. 26. Enrolment of members of Alumni UMFCF will be made by filling in the form publicly communicated on the website and social media. Within 30 days from the submission of application, CCO will confirm or deny by email the acceptance of graduate in the database of Alumni UMFCF. The answer will be given after checking the status of graduate of UMFCF of the applicant, by communication with the Secretariat of each faculty.

Art. 27. Alumni UMFCF accepted in the community can receive an official email address of graduate from the university.

Art. 28. The status of member of Alumni UMFCF can be lost by decision of CCO, with justified reasons.

#### **CHAPTER IX. FINAL PROVISIONS**

Art. 29. These Guidelines for organization and functioning come into force when they are approved by the Senate UMFCF.

Art. 30. Alumni UMFCF operates by these Guidelines as entity without legal personality, and this document sets forth its form of organization. With the development of activities, it can acquire legal personality, according to legislation in force and can be organized by Regulations for Organization and Functioning of the Alumni Community.



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**"CAROL DAVILA" of BUCHAREST**



Art. 31. Alumni UMFCB operates with the observance of laws in force, the Charter of UMFCB, these regulations and all internal regulations.

Art. 32. These regulations were adopted in the meeting of the Board of Directors, on 11.06.2020 and were approved by the Senate on dd/mm/yy, by Decision no. xx/ dd/mm/yy, of the Senate of the University of Medicine and Pharmacy "Carol Davila" of Bucharest.

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