

## Regulation for traveling in the country and abroad

**Decision of the Board of Directors of 5<sup>th</sup> April 2012 concerning the Regulation for traveling in the country and abroad, modified and completed in the session of the Board of Directors of 25<sup>th</sup> October 2018 and in the session of the University Senate of 20<sup>th</sup> December 2018**

### REFERENCE DOCUMENTS

1. Law of National Education no. 1/2011
2. Law 53/2003 republished - Labour Code
3. Decision of the Romanian Government no. 134/2011 for the approval of Methodological rules concerning the establishment of categories of expenses for research - development and stimulation of innovation activities, financed from the public budget
4. Decision of the Romanian Government no. 518/1995 concerning some rights and obligations of the personnel sent abroad for fulfilling some missions with temporary feature
5. Charta of the “Carol Davila” University of Medicine and Pharmacy of Bucharest

### Articles from the Regulation for traveling

#### Article 1

The members of the academic community can travel in the country and abroad to participate at different scientific manifestations, scientific and didactic collaborations, improvement internships, congresses of international student federations to which the student organizations of “Carol Davila” University of Medicine and Pharmacy have adhered.

#### Article 2

The travel in the country and abroad of the members of academic community within the purposes presented at article 1 is considered a travel within work purpose.

#### Article 3

The travel in the country and abroad within the purposes provided at article 1 is possible only by the approval of the Discipline Head and Dean of that faculty.

#### Article 4

The financing of travels in the country and abroad from the scientific research contracts is possible only by the approval of the Board of Directors.

#### Article 5

The University bears some of the expenses for the travel in the country and abroad within the purposes provided at article 1 only by the approval of the Board of Directors within the following conditions:

a) **one expense**, transport, accommodation, per diem or participation fee is borne upon the applicant's choice for the professors who have a scientific paper or poster accepted as first author or presenting author, with proof;

b) at the expense claim, the proof for reporting the research in the database of "Carol Davila" University of Medicine and Pharmacy will be requested;

c) **one financing** is granted in one university year, **out of choice** for:

- transport - to a maximum value of 750 euros;
- participation fee - to a maximum value of 750 euros;
- per diem for maximum 5 days, according to the legislation in force;
- accommodation for maximum 5 days - to a maximum value of 750 euros.

d) financing from more authors of the same scientific paper cannot be requested;

e) for the travels performed by students and professors from the Erasmus+ - KA1 action program - mobilities, **only the transport expenses** will be borne (one two - way road leaving at the beginning of the mobility period and return at the end of the mobility period) to a maximum value of 500 euros.

The type application for travel for professor is found in **Annex 1**.

## **Article 6**

For students, the Board of Directors can finance the travel in the country and abroad within the purposes provided at article 1 and within the conditions provided at article 5, provided that the student has annual averages over 8 (eight) certified by the Faculty dean. Students can ask for participation only at student congresses or congresses with sections dedicated to students, at which they must have the proof of accepting the scientific paper or poster as presenting author.

The travel of students to congresses must be pre-endorsed by the Discipline Head in which the student performs the activity and by the Discipline Head where the scientific paper / poster with which he / she participates has been done.

The type application for travel for students is found in **Annex 2**.

For each association of students, the University will finance the participation of maximum 2 students / year at the congresses of international federations to which it is members.

## **Article 7**

**For the special prizes granted within the UMF Congress or other similar prizes, the participation fee, accommodation and transport expenses related to the participation to the scientific manifestation at which they participate with a paper as presenting author can be settled to the members of the university community, by the decision of the Board of Directors.**

## **Article 8**

For the travels abroad, the endorsements from the Financial Service, Department of Grants and Scientific Research, RUNOS Service and Legal Service are absolutely necessary.

### **Article 9**

All the requests for travel in the country and abroad endorsed by the Discipline Head are submitted at the Chancellorship - Office for European and International Cooperation, usually by at least one month before the beginning date of the scientific manifestation, no retroactive requests are received. The requests will be accompanied by the invitation received from the institution which organizes the scientific manifestations.

### **Article 10**

The requests for travel in the country and abroad during the university activity which presuppose unpaid leave are submitted at the Chancellorship - Office for European and International Cooperation, usually by one month before the beginning date of the specialization internship. The invitation received from the institution which organizes the improvement internship is attached to this request.

After performing the specialization internship, the applicant will submit, within maximum 3 days, at the RUNOS Directorate - Human Resources Office - Employment, a request for beginning again the activity signed by the Discipline Head, Director of Department and Faculty Dean, request accompanied by the recommendation signed by those mentioned above from which results that upon the resumption of activity the person corresponds from professional point of view.

### **Article 11**

The professors who travel in the country or abroad for performing a professional training internship for a period between 1 day and 3 months cannot have the initiative of termination the employment contract for a period of 3 months from the termination date of the professional training internship.

### **Article 12**

The professors who travel in the country or abroad for performing a professional training internship for a period between 3 months and 3 years cannot have the initiative of termination the employment contract for a period equal with the one of the professional training internship.

### **Article 13**

The settlement of a fee from the funds of the University or from the funds of the research projects will be done within maximum 60 days from the return date from travel.

### **Article 14**

Any travel in the country and abroad imposes the filling in of a type request available on the university website.

- <https://umfcd.ro/relatii-internationale/informatii-utile/formular-solicitare-de-deplasare/>.

### **Article 15**

Upon the return from travel, the travel report is submitted to the Chancellorship, within the term provided in the Decision.