

University of Medicine and Pharmacy ” Carol Davila” in Bucharest	<b>PHD STUDENTS TRAVEL REQUEST- FIXED- TERM WORK CONTRACT ASSITANT PROFESSOR</b>	Code:	<b>PO-78-Annex 4</b>
		Version:	<b>1</b>
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Registration no. ....  
Date.....

**REQUEST FOR APPROVAL OF TRAVEL IN THE COUNTRY OR ABROAD, FINANCED FROM  
DOCTORAL GRANTS DURING THE UNIVERSITY ACTIVITY FOR PhD STUDENTS  
WHO ARE ALSO FIXED-TERM WORK CONTRACT ASSITANT PROFESSORS**

Requests for travel in the country or abroad during a university activity will be submitted to the Rectorate- The Office for European and International Cooperation, usually, at least a month prior to the date of the respective scientific event. The request is accompanied by the invitation received from the institution that organises the scientific event.

Following travels that require unpaid leave, the applicant will submit, within a maximum of 3 days, to the Work Organization, Standardization and Payroll Division (R.U.N.O.S.) - Human Resources- Employment Office, a request to resume the activity signed by the Head of Discipline, the Director of the Department and the Dean of the Faculty, request accompanied by the recommendation signed by the above-mentioned persons showing that upon resuming the activity the person corresponds from the professional standpoint.

1. NAME ..... SURNAME .....
2. PhD STUDENT – YEAR OF ADMISSION....., FINANCING FORM  
STATE BUDGETED  SCHOLARSHIP  NO SCHOLARSHIP
3. PhD SUPERVISOR.....
4. APPLICANT'S TEACHING FUNCTION  
.....
5. DISCIPLIN – HOSPITAL AND FACULTY  
.....
6. DESTINATION:  
Country ..... City  
.....Institution.....
7. PURPOSE OF TRAVEL  
.....
8. INBOUND ..... OUTBOUND .....
9. TITLE OF PAPER.....
10. TYPE OF PAPER.....
11. THEME OF THE DOCTORAL THESIS  
.....
12. WHO FINANCES THE TRAVEL (tick where appropriate):
  - DOCTOTRAL GRANTS FOR :
  - Transportation.....
  - Accommodation.....
  - Daily allowance  
.....
  - Participation fee  
.....

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- Other requests.....  
.....  
(please specify the number of days and the estimated amount)

13. ATTACHED DOCUMENTS: invitation, paper acceptance, event programme (simple translation)

DATE

Phone no.

Applicant signature

**PRELIMINARY APPROVAL (proposed by the Head of Discipline and approved by the Dean)**

**I.**

*(tick where appropriate)*

- Requested abroad for teaching, research, artistic or sports activity, on a contract basis, as a result of governmental, inter-institutional agreements, conventions or sent for specialization, with the reservation of the teaching position for the respective period, under the conditions of art. 304 (paragraph 9) of the National Education Law 1/2011.
- Unpaid leave for specialization or scientific research activity abroad, on one's own initiative, but in the interest of education in the faculty, under the conditions of art. 304 (paragraph 10) of the National Education Law 1/2011, with the obligation to personally pay social security.
- With job reservation and 1 Unpaid leave, for any other professional or personal reason, for one academic year, under the conditions of art. 304 (par. 11) from the National Education Law No. 1/2011

During the travel period, the teaching activity of the applicant, through an individual employment contract, will be ensured as follows *(check the proposed option)*:

- Substitution by a colleague.....
- Cumulative (fixed-term work contract) .....

HEAD OF DISCIPLINE

DEAN

**II. PRELIMINARY APPROVAL (proposed by the PhD Supervisor and granted by CSUD Director)**

*(tick where appropriate)*

Presentation of the paper/training stage that is carried out within the doctoral thesis with the theme.....

The PhD student is admitted to Doctoral University Studies in the academic year....., financing form.....

PhD SUPERVISOR

CSUD DIRECTOR

SECRETARIAT DOCTORAL SCHOOL

FINANCIAL SERVICE LAW DEPARTMENT

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### III. TO BE FILED IN BY THE INTERNATIONAL RELATIONS OFFICE

1. TRAVELS DURING UNIVERSITY ACTIVITIES STARTING WITH THE DATE OF EMPLOYMENT AT UNIVERSITY OF MEDICINE AND PHARMACY „CAROL DAVILA”, WITH THE FOLLOWING MENTIONS:

- total number of travels for University missions  
.....
- unpaid leave based on Art. 304 paragraph 10 of the National Education Law 1/2011  
.....
- unpaid leave based on Art. 304 paragraph 11 of the National Education Law 1/2011  
.....
- total number of missing days from the University during the last academic year  
.....

2. SITUATION OF PROFESSIONAL REPORTS

AN ADDENDUM TO THE INDIVIDUAL EMPLOYMENT CONTRACT WILL BE CONCLUDED, PROVIDING THE UNIVERSITY'S OBLIGATION TO RESERVE THE JOB POSITION DURING THE TRAVEL PERIOD AND THE APPLICANT'S OBLIGATION TO WORK IN UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" FOR A PERIOD OF ..... UPON TRAVEL PERIOD HAS ENDED

- YES .....
- NO .....

3. APPROVAL OF THE VICE RECTOR FOR EUROPEAN AND INTERNATIONAL COOPERATION

4. APPROVAL OF THE COUNCIL OF ADMINISTRATION (for University missions and causes stated by the Department for European and International Cooperation) on (date).....

- A. The travel takes place under the conditions of Law no. 1/2011
  - o art.304 (para. 9)
  - o art. 304 (para. 10)
  - o art. 304 (para. 11)
- B. Supply of the job position type .....
- C. Not approved .....

**R E C T O R**

**Prof. univ. dr. Viorel JINGA**