

My mobility to Romania. First steps

**A guide for Erasmus+ students and
coordinators from non-EU countries
coming to Universitatea Babeș-Bolyai**

**For all necessary information about Cluj-Napoca
and Universitatea Babeş-Bolyai carefully read the
information given!**

http://www.cci.ubbcluj.ro/erasmus/erasmus_partner.php

1. Selection process of grantees

- Students are selected at the home university by the appointed committee
- The Erasmus+ Office at UBB receives the minutes of the selection process and the declarations of honour for all study levels and sends a list of the proposed grantees to the UBB Faculty* Coordinators

*bear in mind that students can only be enrolled at the faculties agreed upon in the Erasmus+ bilateral agreement

- As soon as the Faculty Coordinators validates the mobility, the home university will receive a confirmation from the Erasmus+ Office at UBB to send the portfolios of the selected students

2. Sending portfolios per e-mail and post

- The portfolios should contain the following papers in original:
 - Minutes of the selection process,
 - Declarations of honour,
 - UBB Erasmus+ application form fully completed and with photo,
 - Accommodation form,
 - Learning agreement.
- The portfolios should also contain: copy of passport
- The portfolios have to be sent scanned in pdf format to ilona.dranca@ubbcluj.ro AND per postal service to

Centre for International Cooperation

Universitatea Babeș-Bolyai

68, Avram Iancu Street, Cluj-Napoca

RO-400083

ROMANIA

3. Learning Agreement

- The learning agreement should be agreed upon between the Erasmus+ Coordinator at the Home University, the student, the Faculty Coordinator at UBB and Erasmus+ Officer at UBB*

*All lists and forms are also available on our website

- Information about courses and credits are given by the UBB Faculty
 - The minimum number of credits necessary is 30
- Students can choose to have 2 courses at one other faculty than the faculty of enrolment, but the credits attained should not surpass 50% of the total
 - Original papers are not kept at the Erasmus+ Office
- Learning Agreements can be changed during the mobility with the approval of all the parties involved
- At the end of the mobility, the Learning Agreement will be completed with the credits received during the mobility

4. Accommodation

- UBB offers accommodation in the Hașdeu Campus to all its non-European students
- The proof of accommodation is included in the Letter of Acceptance
 - There are no mixed rooms.
- There are no single rooms and there is no possibility to live alone in one room even if a student pays for both beds.
 - The cost is around 40 Euro/person/month.
- There is no guarantee for living with someone from your own country or with a Romanian student.
- There is a kitchen area on every floor and bathrooms with showers in all rooms
- If students wish to find private accommodation in the city, please contact the Erasmus Student Network on Facebook:
<https://www.facebook.com/ESN.clujnapoca>

5. Letter of Acceptance from UBB

- As soon as all documents arrive to our university, the Letter of Acceptance will be issued
- This is signed at the Rector's Office and the Erasmus+ Office and contains information on the duration of the mobility, the scholarship amount and accommodation
- The Letter of Acceptance will be sent to the universities or students upon providing a valid address in both English and their national language, either from home or the university
- The Letter of Acceptance is necessary for the visa process, but has to be accompanied by the official approval from the Ministry of Education and Scientific Research in Romania

6. Approval from the Ministry of Education

- In order to ensure the receipt of visa, the National Ministry of Education and Scientific Research in Romania has to approve the study mobility at the respective Embassies in the home countries
- The Ministry receives our list of students and their letters of acceptance as soon as the application process is complete*.

*Note again that the deadline for sending the portfolios per e-mail is 15 June for the academic year and the first semester and 15 November for the second semester

- The Erasmus+ Office at UBB will send the lists to the Ministry no later than 5 July and 5 December, respectively, in order to ensure a smooth process
- Application that arrive after that date are not guaranteed to obtain the necessary visa in due time for the academic start of year/semester

7. Legal procedures for visa

- The Ministry of Education will need three weeks to issue the approval and then the visa is then given in maximum one month
- Students must access the online portal to apply for a Romanian visa and make an appointment for the receipt: <http://evisa.mae.ro/>
- Please be very careful that the visa students solicit be **a D kind, for students, with multiple entries**. It should state that they are not a tourist, but a student. Entry is through a European country and then Bucharest, usually by plane.
- The visa for Romania does not cover European countries in the Schengen area. The student is not allowed to leave Romania for more than 8 days during the entire mobility period.
- The allowance is through your Erasmus scholarship and the address is in our university campus. Students should use the acceptance letter for all these purposes.

8. Travel expenses

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Distance in KM	Amount reimbursed in EUR per participant
100 - 499	180
500 - 1999	275
2000 - 2999	360
3000 -3999	530
4000 - 7999	820
8000 and more	1100

- Refer to the chart and link above to calculate the amount that you are entitled to when travelling to Romania
 - The price covers a roundabout trip
- When using the tool offered per link, note as destination: Cluj-Napoca
- You can choose to either buy the ticket yourself and be reimbursed upon arrival until the 2nd month of mobility or to have UBB buy your tickets
 - Tickets are not bought without proof of visa receipt and are not reimbursed without the boarding passes!
- Tickets bought by UBB cannot bear other dates than the period of mobility. There is no possibility of open-end tickets
- **If the ticket is pricier than the limit indicated in the chart, the difference will be subtracted from the first transfer of scholarship (which is two months at once)**

9. Arriving to Cluj-Napoca

- For students who arrive in Bucharest at Henri Coandă Airport (<http://www.bucharestairports.ro/en/>) there is a bus travelling from the airport directly to Cluj-Napoca every night at 2:30 (a.m.). If you wish to reserve a seat, please let me know. The cost is 100 RON.
- Students who cannot catch the bus or prefer the train should take the shuttle 780 from the airport to the Northern Train Station (Gara de Nord). There is one every half an hour. You can choose either a normal or a sleeping wagon. Prices range between 100 – 200 RON, depending on type of train and class.
- Travelling in Cluj-Napoca is safe. Whether you arrive by plane, train or bus, you can take a taxi to the dormitory directly (maps and information on our website)
- Romania operates with RON, so please change EUR as soon as you arrive to Romania
- During the first week you will open a bank account in Romania at Banca Transilvania and bring one original bank statement to the Erasmus+ Office. Two scholarships will be wired in the 1st month and then one each month, starting with the 3rd month – with respecting academic and administrative rules!
- Residence Permit: the visa expires within 3 months of arrival so every student has to apply for a residence permit in Cluj-Napoca. The process is explained upon arrival.