



The Rector's Order for the outgoing students' mobilities (undergraduate and graduate students)

1 Categories of persons for whom the Rector's Order is issued

- 1.1. Any employee of Babeş-Bolyai University (whether faculty members or administrative staff) must request the issuance of the Rector's Order for the outgoing mobilities (only for official purposes);
- 1.2. Any full-time undergraduate or graduate students must request the issuance of the Rector's Order;
- 1.3. The Rector's order for students (bachelor's, master's, doctorate) can be granted for a maximum period of 12 months of the same academic year.

Details regarding the per diem/accommodation

Per diem

- The per diem is granted according to the legal norms in force, as stipulated in the Government Decision #518/1995, taking into account the subsequent amendments and completions;
- "The employees sent abroad, under the conditions of this decision, benefit from 50% of the per diem established for the country where the mobility takes place, according to the category in which they fall, if the meal expenses are borne by external partners" (art. 8 paragraph 1 of GD #518/1995);
- If the mobility is financed from the college funds/research-doctoral grant fund, the per diem can be granted for a maximum 5 days, even if the length of the trip is longer;
- If the mobility is financed from a grant, the maximum number of days for which the per diem can be granted is 30 days, in accordance with the law.



Accommodation

- The maximum sum that may be granted for the accommodation is provided in GD #518/1995, with subsequent amendments and completions and cannot be exceeded.

Documents required for the issuance of the Rector's Order:

- Application form;
- Copy of the official invitation (invitations in electronic format are also accepted – the printed version certified by the applicant's signature). The document will be printed with the automatic print function (ex: CTRL+P), excluding print screen.
- Arrival at destination: at most 24 hours before the beginning of the scientific event/research, etc. (if there is no other possibility of transport you may add an extra day under certain circumstances) and must end immediately after the closure of the event/research stage, etc. If approval is requested for a longer period of time, additional supporting documents must be attached (e.g. written address from the ticketing agency stating that there are no flights for the requested data/costs for travel data according to the legal provisions mentioned above); the financing that can be granted will be established, depending on the documents presented;
- If the mobility is funded by UBB (college's funds, research fund-doctoral grant, contracts, etc.) the request will be accompanied by a personal handwritten statement acknowledging that those categories of expenses required in the standard application form are not covered by other sources (organizers, sponsorships that do not go through the management of UBB, etc.). The statement shall refer, in particular, to the mobility in question and to the entire period of travelling, including the time spent on the road, not just the period of the event;
- Each file will contain the Declaration on the acceptance of the General Data Protection Regulation (GDPR) of the applicants. This statement is available on the Center for International Cooperation website, in the Rector's Order section;
- Each file will contain the Risks Statement (Declarație de asumare a riscurilor). This statement is available on the Center for International Cooperation website, in the Rector's Order section;
Note! Both statements can be found on the Center for International Cooperation in Romanian Language. If the applicant does not know Romanian Language, they can address the staff of the Center for International Cooperation and an English version will be provided to them.
- If the applicant prefers to use his private car (his own property) to travel abroad, the



following documents must be attached to the application for Rector's Order:

1. Travel agency quotation letter (written): train and plane (if the destination city does not have an airport, an airplane quotation will be presented for the nearest airport and a train quotation departing from the respective city having as final destination the city where the mobility will take place). The quotation can also be listed from the internet. In this case, the applicant has to certify, by signature, that the information is accurate. The comparison base is the most competitive offer from a financial point of view from Cluj-Napoca. All additional costs involved in staying abroad for a longer period than justified by the letter of invitation will be taken into account.

2. Personal handwritten statement by which he will assume responsibility for the quotation attached to the application file for the Rector's Order (the lowest price on the market). It must also be mentioned on the application form the distance (estimated number of kilometers), round trip, on the shortest distance. In the calculation of the route we will use the information provided by <http://www.viamichelin.com/> – choosing the option on the shortest route. Transport costs, in case of personal car travel (including the following: fuel, highway fees/parking fees/ferry charges, accommodation – one-night accommodation for at least 500 km – and per diem during the travel from Cluj-Napoca to the destination city), must be at most equal to those of travelling with another means of transport – train or plane – the basis of calculation being the quotations mentioned above. If the costs involved in traveling by private car (that has to belong to the applicant), are higher, she/he will be granted a partial amount for the following expenses: fuel, parking fees, highway fees, ferry taxes, accommodation, etc., within the limits of the offers presented (train, plane). The calculation of the fuel value will be made taking into account the shortest distance, at an average market price of fuels (the applicant can present a fuel receipt issued at a date close to the submission of the document; that price will be used as a basis for calculation), an average consumption of 7.5 l/100 km.

▪ If the attendance is participation fee based, the application file has to include a proof of the amount (an invoice or a printed information from the event's website), as well as the benefits/services it includes. In this case, the per diem (for the days of the scientific event) will be established according to the GD #518/1995 with subsequent amendments and completions. The participation fee is filled in on the standard application form for the Rector's Order in the currency and in the amount communicated by the organizers.

Notes:

▪ If the applicant does not require funding for the participation fee, his personal



handwritten statement of expenses will specify whether participation in the scientific event is conditional on the payment of a fee or if there are other specific situations (e.g. exemptions);

- If the participation fee has been paid through other procedures, a proof of the benefits/services included will be attached (documents listed on the website of the event to be attended with the certification under the applicant's signature are also accepted);
 - If the applicant would like to expense account, the wire transfer sum for the participation fee it is necessary to attach an account statement containing the bank fees
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- In the space dedicated to other expenses, the applicant may require financial support for the following expenses: visa fee, book purchases, highway fees, parking fees, etc.;
 - The domestic transport section refers to the transportation costs in the destination country/city; it is allowed to expense account 2 public transportation tickets (from the airport/train station to the hotel and from the hotel to the airport/train station, as well as between different cities in the destination country).

Information regarding the issuing of the Rector`s Office:

a). For the students who have requested financing on their application form, the Rector`s Order original form will be automatically sent by the Center for International Cooperation towards the Financial Service. The applicant will receive a scanned copy of the document and of the dossier. Information related to the down payment and to the expense account will be provided by the Financial Service.

b). The students who have not requested financing on their application form, will receive a scanned copy of the document and of the dossier. In case they wish to obtain the original form of the Rector`s Order, they need to make an appointment on Calendis app, available on the website of the Center for International Cooperation or at the following link: <https://www.calendis.ro/cluj-napoca/centrul-de-cooperari-internationale-al-ubb/b>, at Mrs. Andreea URS. If students wish to have someone else retrieve the Rector`s Order for them, the students need to fill out the name of the person in the blankets intended for this purpose, in the Declaration on the acceptance of the General Data Protection Regulation (GDPR) of the applicants (https://cci.ubbcluj.ro/teaching_mobility/files/Dispozitia%20Rectorului/declaratie%20protectia%20datelor%20cu%20caracter%20personal.pdf).



Public working hours:

3.1. The requests files for the Rector 's Order shall be submitted to the Center for International Cooperation, from Monday to Friday, from 10:00 to 13:00, by appointment at <https://www.calendis.ro/cluj-napoca/centrul-de-cooperari-internationale-al-ubb/b>, selecting either Diana COSMA or Carmen ȚĂGȘOREAN, at office number 6, floor 1. The applicant should pick up the Rector's Orders from the Secretary's Office of the Center for International Cooperation, by appointment at <https://www.calendis.ro/cluj-napoca/centrul-de-cooperari-internationale-al-ubb/b>, selecting Andreea URS (floor #1, office #7, from Monday to Thursday, between 10:00 and 16:00, or, on Friday, between 10:00 and 14:00) in approximately 5 working days from the date of the submission of the request.

3.2 The contact persons for the Rector's Order are Carmen ȚĂGȘOREAN, extension 6025, e-mail: carmen.tagsorean@ubbcluj.ro and Diana COSMA, extension 6011, e-mail: diana.cosma@ubbcluj.ro

Attention: The Rector's order is not issued retroactively.