

All requested information is mandatory. A list of fields/subfields can be found on page 2 of the request form.

Approved  
Day \_\_\_ month \_\_\_ year \_\_\_

The departure date from Romania should be completed. The departure must be scheduled so that you arrive in time for the event's start (without additional days).

It is necessary to complete the full travel route and indicate all means of transportation to be used. The departure/arrival location is Cluj-Napoca.

### REQUEST FOR THE ISSUANCE OF THE RECTOR'S DISPOSITION

Travel abroad for bachelor's/master's/PhD students

**Applicant:** Name, Surname \_\_\_\_\_  
 Bachelor's  Master's  PhD   
 Full-time  part-time  state-funded  tuition-fee-paying  year of study \_\_\_\_\_  
 Faculty, student ID number, field, subfield (see reverse): \_\_\_\_\_

DESTINATION: CITY \_\_\_\_\_ COUNTRY \_\_\_\_\_  
 PURPOSE OF TRAVEL \_\_\_\_\_

ROUTE for the trip, with a checkbox for the means of transport (car  personal car  + type of fuel used \_\_\_\_\_,  
 train  plane  Cluj-Napoca- \_\_\_\_\_ -Cluj-Napoca

STAY PERIOD on the invitation: \_\_\_\_\_

DATE OF DEPARTURE FROM ROMANIA: \_\_\_\_\_ DATE OF ARRIVAL IN ROMANIA: \_\_\_\_\_  
 Travel expenses (transport, per diem, accommodation, fees, other expenses) covered by the hosting institution/event organizers/personal funds/sponsorships (funds that do not go through the UBB management)

Phone number: \_\_\_\_\_ Institutional email: \_\_\_\_\_  
 Date: \_\_\_\_\_ Applicant's signature: \_\_\_\_\_

Travel expenses requested from grants or sponsorships:  
 Grant/contract number : \_\_\_\_\_ Name and surname of the grant/contract director: \_\_\_\_\_  
 1. Transport: \_\_\_\_\_ Internal transport: \_\_\_\_\_  
 2. Mobility scholarship: \_\_\_\_\_ in EUR/USD (according to H.G. 518/1995) = per diem (no. of days..... x amount...../day.....)  
 + accommodation (no. of nights .....x amount...../night.....)  
 3. Participation fee: \_\_\_\_\_  
 4. Other expenses (broken down by categories): \_\_\_\_\_  
**TOTAL:** \_\_\_\_\_  
 Date: \_\_\_\_\_ Approved by grant/contract director: \_\_\_\_\_

Travel expenses requested from **faculty funds/research grant (doctoral grant)**: (select one of the two options)  
 1. Transport: \_\_\_\_\_ Internal transport: \_\_\_\_\_  
 2. Mobility scholarship: \_\_\_\_\_ in EUR/USD (according to H.G. 518/1995) = per diem (no. of days..... x amount...../day.....)  
 + accommodation (no. of nights .....x amount...../night.....)  
 3. Participation fee: \_\_\_\_\_  
 4. Other expenses (broken down by categories): \_\_\_\_\_  
**TOTAL:** \_\_\_\_\_  
 Date: \_\_\_\_\_ Approved by Dean \_\_\_\_\_  
**(2) (funding from faculty funds/doctoral grant)**

This should be completed in accordance with the supporting documents attached to the request form. This section is only filled out if certain categories of expenses are financed from funds that do not pass through UBB's management.

The return date should be the day following the event's conclusion, according to the invitation. If, due to distance, the travel time exceeds one day, supporting documents (e.g., flight/train tickets, etc.) should be attached. The date of crossing the Romanian border must be specified in this section.

Internal transport refers to transport within the destination country, and the amount can be requested in RON, EUR, or USD. Amounts in foreign currency must be rounded. This is not granted for personal car travel.

This refers to the transport from Cluj-Napoca to the destination. In the case of using a personal car for transport, two amounts must be completed: one in RON (for the fuel cost for kilometers within Romania) and one in EUR (for the fuel cost outside Romania). For any other means of transport, the amount can be completed in RON, EUR, or USD. Decimal amounts for foreign currencies are not accepted; they should be rounded accordingly. Personal cars cannot be combined with other means of transportation.

The funds requested under the "mobility scholarship" category represent the amounts usually requested for accommodation and per diem, taking into account the amounts set by Government Decision 518/1995, with subsequent amendments and additions. Only one amount in EUR/USD should be indicated on the request form for the mobility grant, with a breakdown of expenses provided.

Approved by Dean: (without funding from faculty funds/ doctoral grant)(2)

Department Head (1)

General Administrative Directorate (4)  
(for funding from grants, sponsorships, external contracts)

Center for Scientific Research Management (3)  
(for funding from grants, sponsorships, external contracts)

"By this, it is attested that this mobility abroad is considered a doctoral research stage at UBB, being recognized by the competent bodies."

Name, Surname, Signature

(PhD supervisor)

The amount should be filled in the currency requested by the organizers, and a document outlining the services included in the participation fee must be attached to the request form. If such information is not available on the conference website (in the relevant section or program), the declaration on personal responsibility should specify this. If the participation fee includes receptions, lunches, or dinners, per diem can be granted at 50% for those days (X days x 50% + Y days x 100%).

For doctoral students, this is the first signature obtained, followed by the necessary additional approvals.

**NOTE: THE FORM PROVIDED IN ENGLISH IS FOR INFORMATIONAL PURPOSES ONLY. WHEN SUBMITTING THE DOCUMENTS, PLEASE COMPLETE THE FORM IN ROMANIAN, WHICH IS AVAILABLE ON OUR WEBSITE.**

**The requests completed illegibly, incorrectly, with errors, scribbles, or corrections will not be accepted.**

**All signatures must be obtained by the applicant before submitting the documents. The order in which signatures should be obtained is indicated in parentheses (1), (2), (3), (4). All signatures must be of the same type (original handwritten). The request, with all the necessary approvals, accompanied by supporting documents, must be submitted before the mobility begins to the Center for International Cooperation, Monday to Friday, between 10:00 AM and 1:00 PM, based on an appointment through Calendis. Approvals at the Rectorate level will be obtained by the Center for International Cooperation. The Rector's Disposition cannot be issued retroactively. The Rector's Disposition can only be supplemented or redone before the mobility begins, based on supporting documents.**

**Additional Information:**

- ✓ The standard request form can be downloaded from the CCI website (<https://cci.ubbcluj.ro/formulare-utile-cadre-didactice-si-studenti-licenta-master-doctorat/>); The procedure for issuing the Rector's Disposition can be consulted on the CCI website.
- ✓ The per diem and accommodation sections must be filled in the appropriate currency on the request form. The amount and currency for the per diem and accommodation are specified in H.G. 518/1995, with subsequent amendments and additions;
- ✓ The per diem reimbursed from faculty funds/doctoral research grants is provided for 5 days. A higher number of per diem days may be approved only if it falls within the entity's budgetary provisions and with the approval of the department director and the dean.
- ✓ The transport cost can be filled in, as applicable, in RON, EUR, or USD. For personal car travel, the type of fuel used should be specified. For personal car transport, two amounts must be filled in the "transport" section: one in RON (for fuel costs within Romania) and one in EUR (for fuel costs outside the country). Personal car travel cannot be combined with another means of transport.
- ✓ The participation fee must be filled in the currency and amount requested by the organizers. If the participation fee includes meals (lunch, dinner, welcome reception, cocktail), the per diem will be awarded at 50%, according to the current legislation (X days x 50% + Y days x 100%).
- ✓ The "Other expenses" section may include, as applicable: visa fees, book purchases, highway fees, parking fees, etc.
- ✓ The "Internal transport" section refers to transport within the destination country; two tickets can be reimbursed (from the airport/train station to the hotel and from the hotel to the airport/train station) and tickets between different cities in the destination country, provided they are mentioned in the Rector's Disposition (e.g., if the city where the event takes place does not have an airport/train station or the event takes place between multiple locations).

**Additional Documents:**

- ✓ **Invitation (a supporting document, including accepted email confirmations, scholarship contracts, conference program including the applicant's name, etc.)**. This must include the name, period, location, and purpose of the trip.
- ✓ **Personal Data Processing Declaration** (template available at <https://cci.ubbcluj.ro/formulare-utile-cadre-didactice-si-studenti-licenta-master-doctorat/>);
- ✓ **Self-declaration** (if the travel is funded from UBB-managed funds, such as faculty funds, grants, contracts, sponsorships, etc.), **indicating that the requested expenses are not covered by other sources**. The declaration should refer to the entire travel period, not just the event period. You can find the model declaration on the CCI website in the useful forms section.
- ✓ **Participation fee document (if applicable), showing the amount of the fee, as well as the benefits/services it includes;**
- ✓ Alternative offer for train/airplane for personal car travel. The "lowest price offer" should be specified, certified by the name + signature + date.
- ✓

**Note:** All supporting documents attached that are printed from the internet or unsigned (e.g., invitation letters/emails, programs, flight/train offers, participation fees, etc.) must be certified as true copies of the original with the mention "Certified as a true copy" + name + signature + date. Documents must be printed with the dedicated function, without screen-sharing or copying text.

**Fields and Subfields:**

<b><u>FIELD</u></b>	<b>Mathematics and Natural Sciences</b>	<b>Engineering Sciences</b>	<b>Biological and Biomedical Sciences</b>	<b>Social Sciences</b>	<b>Humanities and Arts</b>	<b>Sports Science and Physical Education</b>
<b><u>SUBFIELD</u></b>	Mathematics, Computer Science, Physics, Chemistry, Chemical Engineering, Geography, Geology, Environmental Sciences	Environmental Engineering, Geological Engineering, Computer Science and Information Technology, Applied Engineering Sciences	Biology	Law, Public Administration, Communication Sciences, Social Assistance, Sociology, Political Science, Business Administration, Cybernetics, Statistics and Economic Informatics, Accounting, Economics, Finance, Management, Marketing, Psychology, Education Sciences, International Relations and European Studies, International Business and Economics	Philosophy, History, Theology, Cultural Studies, Visual Arts, Music, Theater and Performing Arts, Cinematography and Media, Language and Literature, Applied Modern Languages	Physical Education and Sports, Kinetotherapy