

BABEȘ-BOLYAI UNIVERSITY

# Freshmen's guide



UNIVERSITATEA BABEȘ-BOLYAI  
BABEȘ-BOLYAI TUDOMÁNYEGYETEM  
BABEȘ-BOLYAI UNIVERSITAT  
BABEȘ-BOLYAI UNIVERSITY  
TRIED TO IT EXCELLENIA



Welcome to Romania! Welcome to  
Cluj-Napoca and Babeş-Bolyai University!  
Let the journey begin!



**CLUJ-NAPOCA, ROMANIA**

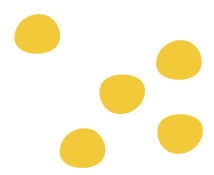
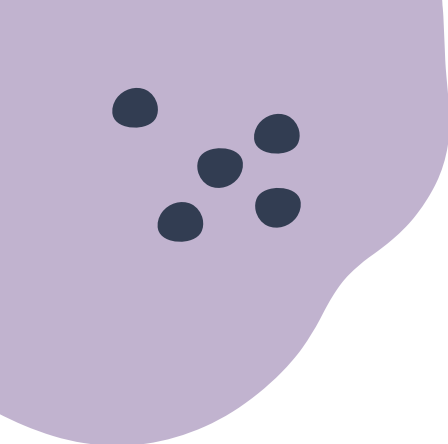


# **BABEȘ-BOLYAI UNIVERSITY** **- FRESHMEN'S GUIDE -**

This handbook is designed to help you form a general idea about how the higher education system in Romania works and to assist you in better understanding the structure and the facilities offered by Babeș-Bolyai University. We have selected some landmarks which may contribute to your academic and social integration.

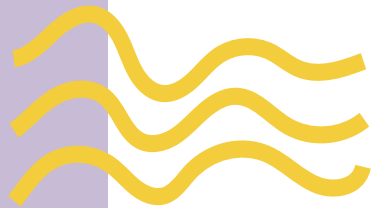
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# BABEŞ-BOLYAI UNIVERSITY

*Become familiar with who we are*



Babeş-Bolyai University is a modern public, higher-education university, benefitting from a high-performing academic history. Its origins date back to Stephan Batory's objective to put this place on the map of the European colleges, starting with 1581. The historical complexities have endowed the institution with a prominent competence to manage social downturns. They better anchored it to its multicultural roots and refined its genuine educational role. The institution's way of functioning was impregnated by the successive political and social realities. For instance, between 1872 and 1918, the language of teaching was Hungarian. Its name changed several times.







In the interwar period its name was "King Ferdinand I" University, while, since 1948, when Romanian People`s Republic was proclaimed, the University was called "Victor Babeş" University, after a Romanian physician and bacteriologist-one of the founders of modern microbiology. It comprised 8 colleges, covering the following fields: Mathematics, Physics, Natural Sciences, Chemistry, Geology, Geography, Pedagogy, Psychology, Philology, Philosophy and History. Meanwhile, Bolyai University was functioning as the inheritor of the Hungarian University in Cluj-Napoca, taking its name after Farkas and Janos Bolyai, father and son, two Transylvanian Mathematicians. Since 1959, a single state University was created in Cluj-Napoca, by the unification of the Romanian and the Hungarian University, under the name of Babeş-Bolyai University.


Its academic maturity, its adaptable and stabilizing character made Babeş-Bolyai University today the oldest higher academic institution in Romania. Incessantly driven by the will to expand knowledge, the University, in its present form, is home to 22 Faculties. It continually acts as a forum of academic debate, a teaching institution and as an exploratory research entity, generating internationally recognized results. For example, in 2018, QS Ranking granted the University with HR Excellence in Research, conferring it five stars for its internationalisation index. Since 2022, UBB became part of EUTOPIA University Consortium together with sound names of European Universities such as Technische Universität Dresden, University of Gothenburg, Vrije University of Brussels, etc. aiming at improving all management processes and techniques. This way, the University hosts around 48,000 students and more than 3,000 faculty members. Even since 1995, candidates can choose from three complete lines of study: Romanian, Hungarian or German.





Programmes in 17 other foreign languages such as English or French are available at almost each faculty. Each Faculty study programmes are complemented by specific resourceful libraries meant to help them fulfill their academic duties. Multi-linguism has traditionally been a main concern of the academic corpus and dialogue facilitator allowing for cultural development. As support centers for independent language learning and practice, we mention Lingua Centre and ALPHA Centre of Modern Languages.





Language diversity and passion for integration in international academic communities facilitated the development of internationally indexed journals, mostly in English: 18 Journals indexed in WoS, 13 Journals indexed in Scopus, 26 Journals indexed in ERIHPLUS, +50 journals in other international databases (e.g., PsychInfo), where our academic community is invited to publish their work. Ph.D. students have the opportunity to pursue their degree in a European Doctorate, meaning they could have their thesis endorsed by another University abroad.

As already mentioned, the university has historically transcended cultural borders, which made it a welcoming host for 1,445 foreign citizens who enrolled at our faculty for complete studies, in 2020-2021 academic year.

At present, the University assumes a trinomic mission compound of an educational part, a research branch and last but not least, the services provided to the community. It is one of the most present institution locally, regionally and nationally. Maintaining an active communication with all relevant actors, (NGOs, private companies, all levels of decision-making), its expertise is considered essential for community development. An example, the University works closely with the City Hall to find ways to better integrate and support the international students. Besides, in local events such as Cluj Days, a special status is conferred to foreigners and foreign cultures, always being invited to express their particularities and proudly manifest their identity.

UBB is integrated in a complex cobweb of international partnerships that open up special opportunities for international students. There are currently several types of options:

- exchanges through interuniversity agreements
- funded exchange programmes through Erasmus+ programmes
- double degree programmes
- Romanian Government Scholarships
- private/NGOs/companies scholarships

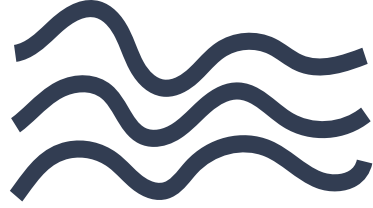
Always ask your Faculty about updated international experience opportunities!

The University's assets comprise of both eclectic historical and modern buildings. It is a world by itself, offering all the facilities and resources for the professional, cultural and personal development: dormitories (with a total capacity of 5,000 places), eateries (2 restaurants and 4 cafeterias), leisure and retreat areas such as museums (e.g. Academic Museum, Mineralogical Museum, Zoological Museum, University Memorial Park, Museum of Paleontology and Stratigraphy), Cultural Centres organising thematic events (e.g. Japanese Cultural Center, the "Casa do Brasil" Brazilian Cultural Centre), Botanical Gardens or a sports park, swimming complex, astronomical observatory, seaside and mountain recreation areas, etc.

## *The University Autonomy*

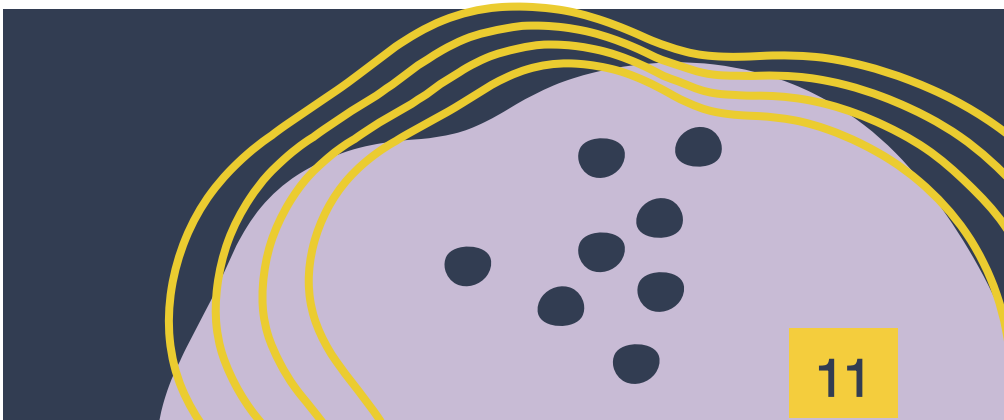
According to the Constitution, each university benefits from a certain level of autonomy. This self-governance capability represents the foundation of the functioning of the University, conferring judicial capacity to organize and lead its activity in an independent manner, under the implicit obligation of assuming public accountability.





More specifically, it involves:

- elaboration and adoption of the University Charter: [https://www.ubbcluj.ro/ro/infoubb/documente\\_publice/files/CartaUBB\\_2021\\_.pdf](https://www.ubbcluj.ro/ro/infoubb/documente_publice/files/CartaUBB_2021_.pdf)
  - freedom of research, artistic activity and of knowledge transfer;
  - adoption and application of a human resource policy in accordance with the international quality standards/norms;
  - the adoption of its own requirements regarding criteria for the award of teaching, scientific, research and honorary titles;
  - autonomy in attracting and managing its own financial resources, respectively in the administration of its own financial resources and property, respecting their destination;
  - implementation and improvement of its own structures;
  - construction of its own programs of research/development/innovation;
  - elaboration of student accommodation regulations and the awarding of scholarships and regulations
- study and examination for students, admission and completion of studies;
- the freedom to publish scientific publications and the operation of its own publishing houses;
  - establishing and changing management, according to legal proceedings;
  - organization of scientific, cultural and as well as establishing forms of cooperation with other institutions.





## *How we are organised - oversight*

Please have a look at the structure below, in order to know who to address, according to the nature of your question, academic or administrative. Please be informed that this is a tailored structure meant to guide you in solving possible issues, not a complete organigram of the University. Each decision regarding the University activity falls entirely within the provisions of Law 1/2001 on the National Education with the subsequent amendments and completions.

## **Administrative Management positions at the University level**

- Rector of the University
- Vice – Rector
- General-Administrative Director
- Chief Secretary

## **Academic and Administrative positions at the faculty level:**

- Dean
- Vice-Dean
- Managing Board
- Head of Department
- Class-Coordinating Faculty Member
- Secretary
- Students` group leader

## **Academic descending titles within Faculties:**

- professor
- associate professor
- lecturer
- university teaching assistant
- other: laboratory technician, physicist, analyst, associate faculty member




## Academic life!

*Treat university like a full-time job*

We know that moving to another country is a life-changing event and that there is so much to discover! However, wise prioritization might be the key to your success. Whether it's reviewing notes after class, discussing lectures with friends, studying material a little at a time or preparing an assignment, engaging with academic material on a daily basis improves your recall of the information and helps you figure out what concepts you don't fully understand. This will make your life much easier when you're studying for midterms and final exams.





Bachelor degree (undergraduate) programs represent the first cycle of university studies and correspond to a minimum of 180 ECTS (European Credit Transfer System), for 3 year-programs, and a minimum of 240 ECTS, for four-year programs, such as law or engineering.

Master's degree (graduate) programs represent the second cycle of university studies and correspond to a minimum number of 60 ECTS for one-year master programs and 120 ECTS for two-year master programs. They have a duration of one year, with small exceptions, law or engineering, which are 2-year programs.





## *The Structure of the academic year*

- ◆ Check the structure of the academic year in order to plan your study time and your free time. [https://www.ubbcluj.ro/ro/studenti/invatamant/structura\\_anului\\_universitar](https://www.ubbcluj.ro/ro/studenti/invatamant/structura_anului_universitar).
- ◆ Classes: 10 months, divided in 2 semesters, each of 14 weeks; Fall: October -> February and Spring: February -> July
- ◆ Exam sessions: one exam session (of 3 weeks) and one reexamination sessions (of one week), at the end of each semester
- ◆ Holidays: a two-week Christmas holiday, a one-week holiday at the end of the first semester, one week Easter holiday, a summer holiday mid-July to the end of September.

## *Remarks!*

- ◆ To study at the university, you must be enrolled at the Faculty. Enrolments are made at the beginning of each academic year. Admitted candidates can only register until January.
- ◆ You can't choose to start school at another time.
- ◆ Classes are held Monday to Friday, and the national standard is to have 22-28 hours of classes per week. At the beginning of the courses the schedule might suffer slight changes until fixed. Try to check the online schedule daily in this period.



*To graduate the year, you must:*



- fill out and signed the study contract - You have to fill out, download the contract from your academic info account, and sign it. You, then, need to submit it to Faculty Secretary, within the imposed limits of time. Always check the administrative calendar, as well;
- attend courses/seminars/laboratories;
- pass the exams;
- achieve at least 30 ECTS credits/year. Normally you should accumulate 60 credits/year. To complete your studies, you need to have at least 180 credits at the end of a 3-year program. If you have fewer credits you cannot finish your studies;







- If you obtain less than 30 ECTS/year, you will be expelled and in order to continue your studies you will need a waiver from the Ministry of Education. If you find yourself in such a situation, please contact the Faculty Secretary, and ask about the formality you need to undertake in order to resume your studies.

**Alert!** You will also be expelled due to the non-payment of the tuition fee in due time.

## *Dictionary of terms*




**Lecture (course, Ro: curs)** = a course is a unit of teaching that lasts one academic semester or one academic year, is led by one or more instructors (teachers or professors), and has a fixed roster of students. A course usually covers an individual subject. The professor stands in front of the room, delivering lecture content while students listen. Courses have a fixed program of sessions every week during the semester, called lessons or classes. There is a set time to show up and learn. Lectures are scheduled at the same time every week and are held in the same room. Students will receive a grade and academic credit (ECTS) after completing of the course. You can read the detailed curriculum on the website of your program to find out all the details related to the procedure, topics to be presented, exam participation requirements, bibliography. The program includes sports classes and language courses. Each subject has two components: the course and the seminar.





### The courses are of three types:

- Compulsory (Ro: obligatoriu)
- Elective (Ro: opțional)- for each year of study, you must choose a certain number of courses from a predefined list, according to the curriculum.
- Optional (Ro: facultativ)- extracurricular courses, granted with ECTS credits, not counted in the final minimum/maximum number of mandatory credits. You may select them from any of UBBs specialization. You will need to pay an extra fee, in order to attend the course. The course, the mark and the number of credits, will be mentioned in your diploma supplement. You need to request permission to attend the course at the faculty offering it.



**Seminar (Ro: seminar)** = The seminar represents the deepening of the subject studied in the main course. No teaching! Only discussions and practical work. Seminars occur in regular series, weekly or every two weeks. You are encouraged to ask questions, discuss, comment and come up with new ideas, the interactive structure of the seminar will allow it. For instance, if you didn't have enough time to ask questions during the lecture, you will have time to do this during the seminar. Generally, 75% attendance at the seminar is mandatory. However, faculties possess the autonomy to decide higher percentages.

**Laboratory (Ro: Laborator, equivalent to the seminar)** = regular compulsory meeting for (practical) work. The mandatory attendance percentage is set by each faculty.

**Credit (Ro: credit)** = it is the recognition for having taken a course at the university. Although the curriculum includes a load of 30 ECTS/semester, what matters is the number of ECTS/year, not per semester. More specifically, in order to pass the year, you need at least 30 ECTS. The number of credits/course is dependent on the course hours and students' workload. Using the ECTS credits, students can get recognition of their studies abroad.

**ECTS** = European Credit Transfer System

**Syllabus** = You will receive a syllabus during your first class. The syllabus outlines important information such as course objectives, expectations, assignment information, grading policies, important dates, deadlines and resources. Referring to the syllabus throughout the semester is critical for being successful in a course. Some faculties post online the syllabus of the courses.

**Exam(Ro: examen)** = represents the evaluation of a course. It can be organized during the semester or only at the end in the exam session. In the exam session, two exam dates will be set for each course. You can take the exam only once. If you want to get a higher grade or you failed the first time, you can take the exam again in the reexamination session. The tuition fee will allow access to the course, seminar, laboratory (if applicable) and two examinations, for each subject. If you have failed the exam twice, it is necessary to resume the course and implicitly to pay a fee of 100 EUR/subject paid at a bank, for each re-sit. A re-examination period is scheduled just before the beginning of the new semester. The exams can be oral or written, and they can include a practical work in the lab, a research project, etc. Each teacher will discuss at the beginning of the semester the composition of the final grade and the method of examination.

**Coordinating faculty member (Ro:Cadru didactic coordonator de an, will be the same throughout the studies)=** has the role of guiding the students. If you have an academic problem and need help, you can ask the coordinating professor.

- o Helping you choose optional courses;
- o Working with you to develop personal academic plans to ensure graduation requirements are met;
- o Discussing course load and academic concerns;
- o Explaining and providing information related to academic processes, such as academic probation and concession;
- o Providing resources and referrals for career, academic and personal support.

**Student group leader (Ro: Reprezentant de an)**= Key role, one of your colleagues, elected to represent you in front of the professors. She/he will keep in touch with the professors and administrative staff and she/he will communicate about your problems

**Student grade book/Student ID card (Ro: carnet de note/carnet de student)** = it demonstrates your student status. It is issued by the secretariat and it is certified annually at the faculty secretariat. Based on your student card you may request different types of certificates (for opening a bank account, for the Cluj County Immigration Office, etc.)

**Academic info (<https://academicinfo.ubbcluj.ro/Info/>)** = is the platform where you can check your school record and fill out the yearly study contract. Upon enrollment, you will receive a username and password for your account, from the faculty secretary.

**Study contract (Ro: contract de studiu)** = it is filled out and signed annually, and it includes the list of courses which you will follow during the academic year, including the courses that you filed in the previous years and you engage in passing in that year of studies, number of credits, rights and obligations of the students. They are filled out on Academic Info by each student, during a certain period of time at the beginning of the semester. Ask the secretary for specific details.

**Moodle** is a platform that allows faculty members to communicate online with students, to post course materials, to deliver effective presentations, to communicate scores obtained during the semester, to organize computer-based exams.

**Suspension of studies (Ro: întreruperea studiilor)** = the request for the suspension of studies has to be submitted to the faculty secretaries, ten days before the beginning of the academic year. In case of force majeure, you may submit your request any time.

**Teaching methods (Ro: metode de predare)** = Students are supposed to attend courses, seminars, laboratory and practical activities, write essays, carry out individual study and research (especially graduate students), and pass a final examination, upon conclusion of each subject. The share of these activities will differ in accordance to particular fields and syllabi. Student assessment is carried out throughout the semester and/or during the final examination.

**The internship (Ro: stagiul de practică)** = a period of practical activities at a private or public company, for which grades and credits are awarded. The faculties have signed collaboration contracts to facilitate the students' access to this activity. There is a practice coordinator who will give you all the information. The period of the internship can be integrated both during the academic year and during the academic holidays.

**Grading system:** the grading system is from 1 to 10, with 1 being the lowest grade, and 10 the highest. In order to pass a course, it is necessary to obtain at least 5. A point is awarded ex officio.

ECTS	Romanian Grade	% of successful students normally achieving the grade	Definition
A	10	10	EXCELLENT - outstanding performance with only minor errors
B	9	25	VERY GOOD - above the average standard but with some errors
C	7-8	30	GOOD - generally sound work with a number of notable errors
D	6	25	SATISFACTORY - fair but with significant shortcoming
E	5	10	SUFFICIENT - performance meets the minimum criteria
FX	4	-	FAIL - some more work required before the credit can be awarded
F	1-3	-	FAIL - considerable further work is required

## Academic integrity

*What is academic integrity?*

Academic integrity is a code of ethics that guides your studies and ensures honest and moral practices in all academic endeavours. It rests on a set of universal values: honesty, trust, fairness, respect and responsibility. As a student, you are responsible for acting according to this code, knowing what is expected of you and treating the work of others with respect.





Academic integrity is fundamental to your learning. It helps you develop as a student and show what you have learned. Not following the principles of integrity compromises your learning, as well as the value of your own work and that of others, not only during your studies but even after you leave university. There are many different types of assignments you will have to complete and different methods that your instructors will use to assess your academic progress. As a student, everything you hand in must be your own work. Even when you are working with other students for a group project, you are responsible for making your own contribution.



You must acknowledge where you received your ideas from, and whether you are quoting your source directly or paraphrasing someone else's work (including your own from previous coursework).

We often talk about plagiarism, but there are other forms of cheating. Sometimes students use a third party (usually an online business) to gain access to study solutions and ready-made assignments. This is not acceptable. These third parties not only provide support for profit, but students may get caught in the process. Students are vulnerable to such companies 'harvesting' and exploiting their own work and personal details without having any control over this. Students can also be negatively affected financially.

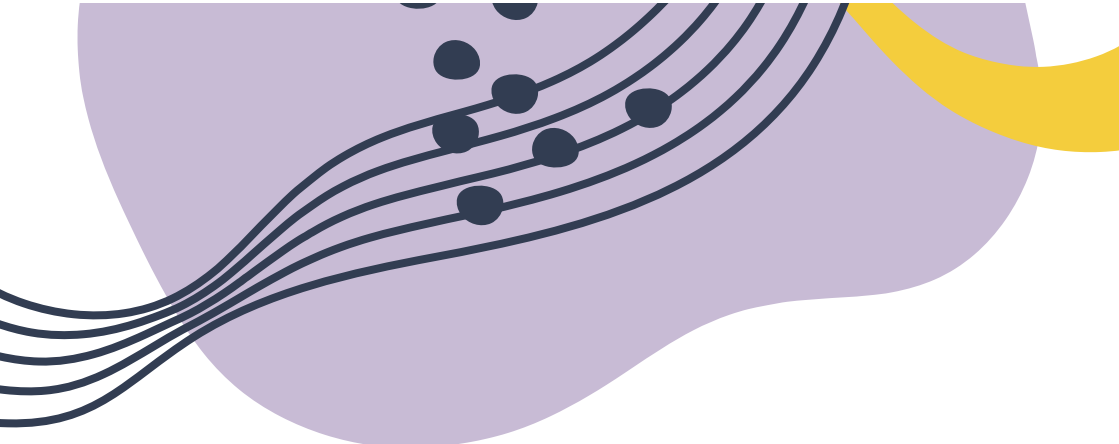




## *Enrolment at the Faculty*

As soon as you receive the Acceptance Letter by e-mail, you need to contact the responsible person at your faculty, in order to follow the necessary steps for enrollment.

- Online –sending the required documents and the study contract signed by the student by e-mail to the faculty secretary office.
- On campus – submitting the required documents at the faculty secretary office and signing the study contract.

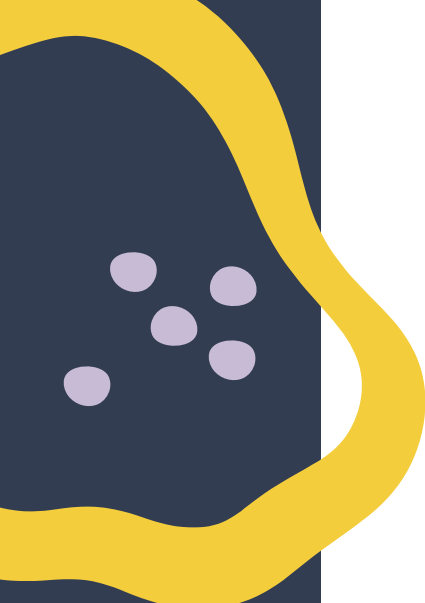


## *Who can you talk to if you need support?*

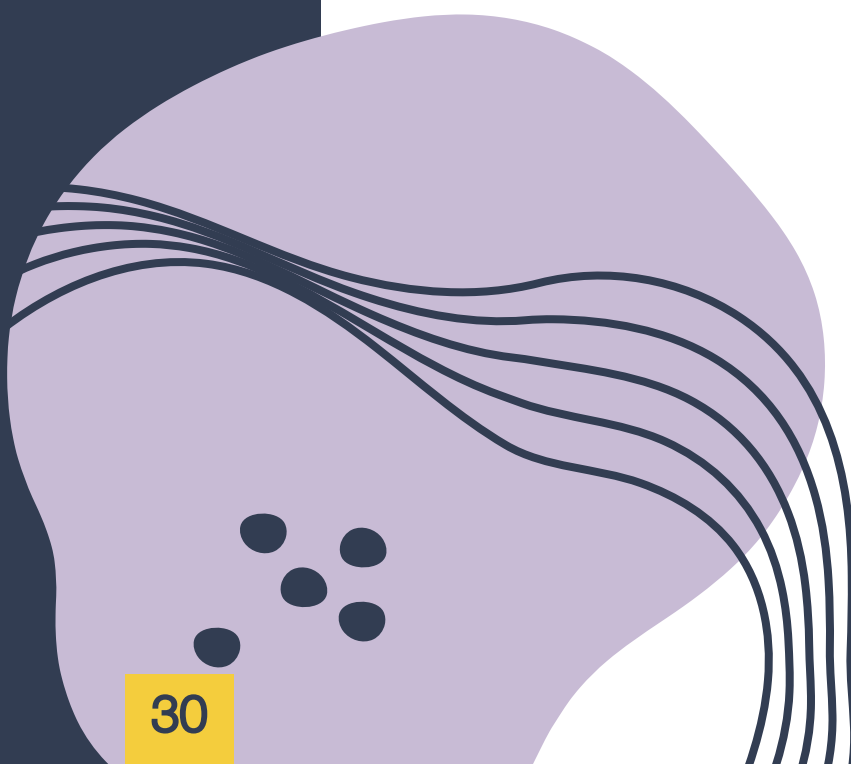

There are many resources to help you. If you are unsure about academic integrity, are late for an assignment, or have no idea what to do, reach out to your professor. They will clarify what they expect of you.

## *What happens when someone cheats?*

When someone violates academic integrity by, for example, plagiarizing, submitting work twice without permission, or using a company to buy answers, the university takes this very seriously. There are serious consequences, including receiving a failing grade for the submitted work, failing the course, disciplinary notations on your transcript, and more. The main principle of the policy is fairness, and it describes your rights and responsibilities, as well as those of the university and its members.



*Documents required for enrollment  
(mentioned on the acceptance letter)*

1. Acceptance letter (in original)
  2. Proof of tuition fee payment
  3. Study documents (in original+certified translation if they are in other language than German, English, French or Hungarian)
  4. Birth certificate
  5. Medical certificate
  6. Passport Copy (photo+ visa page)
  7. Two photographs (passport size)
- 
- 

## *Support Centres for Students:*

1. Center for Counseling, Career Orientation and Alumni

Link: <https://consilierecariera.ubbcluj.ro/>

A. Career orientation: [cariera@ubbcluj.ro](mailto:cariera@ubbcluj.ro)

B. ALUMNI Department: [alumni.ubbcluj.ro](mailto:alumni.ubbcluj.ro)

2. Digital help: Technology, Information and Communication Department

Help-Desk UBB: <https://helpdesk.ubbcluj.ro/#login>

3. Students` Medical Centers (Appointment by phone):

Students` Medical Centers are open from Monday to Friday, between 8 a.m. - 7 p.m.

Address: Ground floor of Sports XXI Dorm, 7, Pandurilor Street (Iuliu Hațieganu Sports Park).

Note!: Please search for the contact of the doctor assigned for the Faculty you enrolled in at: [https://www.ubbcluj.ro/ro/studenti/campus/orarul\\_cabinetelor\\_medicale](https://www.ubbcluj.ro/ro/studenti/campus/orarul_cabinetelor_medicale).

4. PsyTech Clinique, for psychological support

e-mail: [clinicadepsihologie@gmail.com](mailto:clinicadepsihologie@gmail.com)

Link: <http://clinicadepsihologie.psiedu.ubbcluj.ro/>

5. Student Expert Counselling Center

e-mail: [consilierestudentexpert@gmail.com](mailto:consilierestudentexpert@gmail.com)

phone: 0731 266 942

Link: [https://www.facebook.com/ConsiliereStudentExpert/about/?ref=page\\_internal](https://www.facebook.com/ConsiliereStudentExpert/about/?ref=page_internal)

6. Office for students with disabilities

E-mail: [bsd@ubbcluj.ro](mailto:bsd@ubbcluj.ro)

Phone: 0264 405 300, 0723 245 385

Contact details: [marian.padure@ubbcluj.ro](mailto:marian.padure@ubbcluj.ro)

Link: <http://bsd.centre.ubbcluj.ro/ro/>

7. Project Student to Student Team

Link: [sts@ubbcluj.ro](mailto:sts@ubbcluj.ro)

Link: <https://www.facebook.com/student.to.student.team>

8. Students` Organizations

It is advisable that you stick with some student organizations that are connected one way or another with the university. There are at least two types of organizations: those preoccupied with social, cultural, organizational elements- rather extracurricular activities and 2) those specifically centered on study domains.

For instance, for better integration you can count on:

### **AIESEC**

Contact person: Adrian Ardelean,

e-mail: [adrian.ardelean@aiesec.net](mailto:adrian.ardelean@aiesec.net))

For academic representation within the university you can count on:

### **OSUBB – Babeş-Bolyai University Student Organization**

Link: [osubb.ubbcluj.ro](http://osubb.ubbcluj.ro)





## *Other instruments:*

### **Institutional E-mail**

After enrolling at the faculty, each student will be automatically generated an e-mail address. The university will send updates and information related to your student status and activity, solely by the use of this e-mail(forename.surname@stud.ubbcluj.ro).

### **Unibuddy Platform**

The platform allows each of the international students to interact via the means of a chat box, with local students in Cluj-Napoca. They can choose a particular person according to a list of features and interests made available by the students themselves. The link for registering on Unibuddy can be found on the Center for International Cooperation website.

## Other Facilities

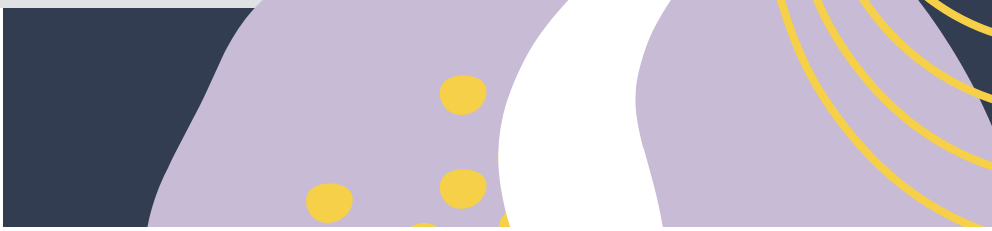
### *The "Alexandru Borza" Botanical Garden*

It was the first botanical garden in Cluj-Napoca, already operational at the beginning of the 19th century. It has managed to preserve and enhance its national and international prestige in the academic environment, while remaining one of the most beloved and visited institutions of this kind in Romania. Its over 200,000 visitors who come here each year to admire one of the richest plant collections available to the wider public in this part of Europe is the proof of that. Today its treasures are split in ornamental sector, Phytogeographical Sector, The systematic Sector, the Economic Sector and some other departments hosting spectacular species of life. The Garden is a mini universe in itself.



More info at: <http://gradinabotanica.ubbcluj.ro/>



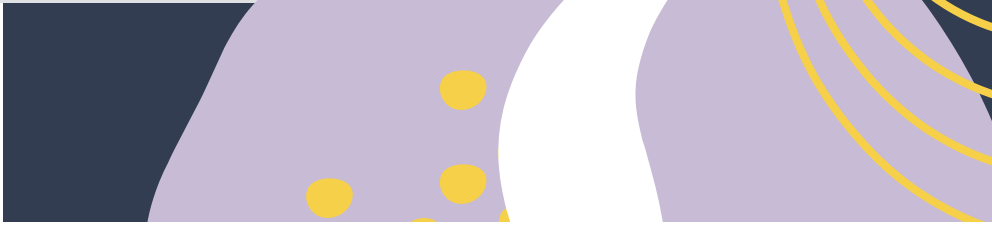


## *"Juliu Hatieganu" Sports Park*

Or, by its old name, the "Babeş" Park is one of the biggest parks of Cluj-Napoca and, at the same time, the campus of the Faculty of Physical Education and Sport within UBB. It is situated along the Someş river on the West side of the city and it expands over a total area of 25 hectares out of which around 2/3 consists of green spaces with alleys, lawn, flower beds, trees and shrubs. It has a sports hall, aerobic and workout rooms, athletics hall, the running track covered in synthetic material, two soccer grass fields and one slag field, a rugby field, synthetic minifootball field with floodlights, tennis courts, a swimming complex, fitness facilities, etc. So, plenty of opportunities for you to take care of your health according to your choices!



More info at: [https://www.ubbcluj.ro/en/structura/unitati/parcul\\_sportiv](https://www.ubbcluj.ro/en/structura/unitati/parcul_sportiv).



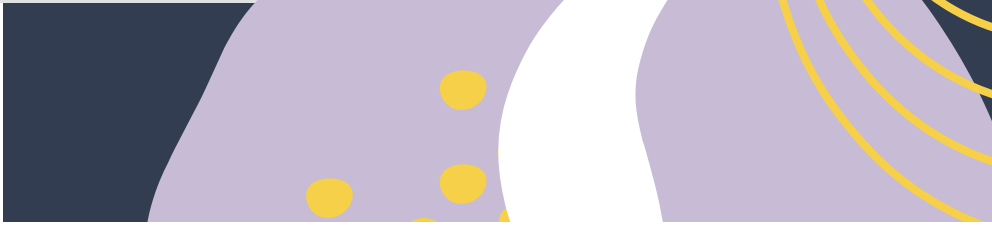
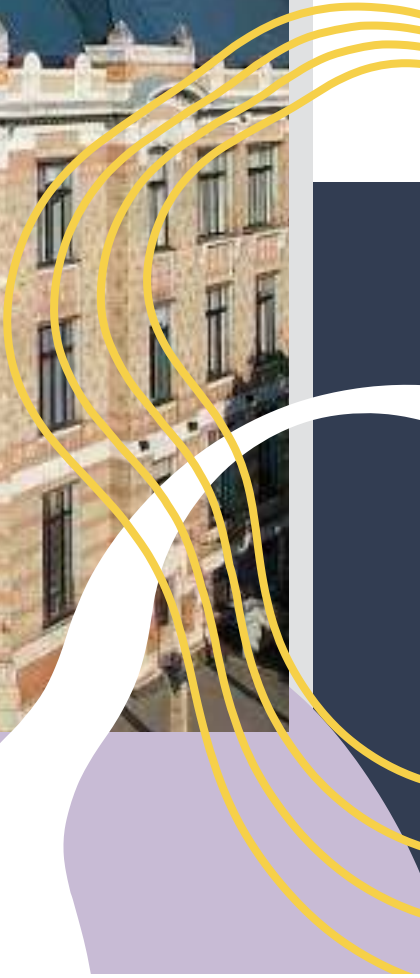


## *Library - "Lucian Blaga" Central University Library Of Cluj-Napoca*

The "Lucian Blaga" Central University Library is an important component of the national educational system. It is, par excellence, an institution of intellectual formation, through education, knowledge, and research. It grants access to a wide range of international scientific data base, such as EBSCO Discovery Science, Springer, Emerald, ProQuest, Cambridge University Press, Science Direct, SciFinder, MathSciNet, EISZ, Scopus, Clarivate Analytics, etc. Moreover, the institution hosts the largest complete periodicals collection in Romania, and offers specific services, such as putting together a scientific work bibliography, scanning upon request certain documents and international inter-library loan.

You can find all the relevant information (open hours, prices, terms and conditions, etc.) here: <https://www.bcucIuj.ro/en/>.





## *Temporary Residence Permit*

- The residence permit grants you permission to temporarily live in Cluj-Napoca to study.
- It gives you the legal right to stay on Romanian territory for the duration of your studies.
- A Romanian Personal Identification Number (Ro: Cod Numeric Personal– CNP) will be assigned to you, necessary for various procedures during your stay in Romania.
- You have the obligation to announce any change that may occur during the validity of your temporary residence permit.
- It gives you the legal right to work for max. 4 hours/day.
- It will be issued for a period of time equivalent to the duration of your study program (1/2/3 years).
- The application must be submitted to the Cluj County Immigration Office 30 days prior to your visa expiration date.
- In order to apply for a temporary residence permit, you need to provide the Cluj County Immigration Office with the documents listed below, following of the two options:

1. walk-into the institution headquarter, 53-55 Alexandra Vaida Voevod Street, open 8 a.m. - 4:30 p.m., except Wednesday: 8 a.m. - 6:30 p.m. (Iulius Mall Cluj-Napoca), without appointment and without previous check of the documents;

2. wall-in with appointment and with previous check of the documents. Firstly, you need to create an account, fill out the application form and upload the required documents at the following link: <https://portaligi.mai.gov.ro/portaligi/>. After you submit the documents online, the employers of the Cluj County Immigration Office will check your application and send you a confirmation/clarification message. When the application is approved, you will receive the appointment details by e-mail.





- During your stay in Romania, the temporary residence permits substitutes your passport as an ID document.
- You need to carry it with you all the time.
- In case of loss/theft/destruction/degradation you must announce Cluj County Immigration Office immediately.
- Only the state authorities and the University have the right to ask you to identify yourself.
- The temporary residence permit is a personal, non-transferable document and must be kept safe at all times.



## Documents generally required for application

- application form;
- passport, in original and photocopy of the following pages: picture, visa stamp, and the entry date in Romania page;
- letter of acceptance, photocopy;
- certificate of enrollment issued by the faculty, in original;
- rental contract, in original and photocopy;
- medical certificate in original issued by a local authority;
- proof of the means of subsistence in original (bank statement, the amount you need to secure in your account equals the minimum net monthly wage/economy multiplied by the number of months for which you receive the residence permit);
- proof of health insurance in original, for students older than 26;
- proof of the fees payment, in original and photocopy (120 EUR, equivalent in Romanian currency + 259 RON, to be paid at the CEC Bank).

**Important! Before applying for residence permit, always check the up-to-date list on their website: <https://igi.mai.gov.ro/en/category/diverseen/migration/>, as sudden changes might occur.**



## CLUJ-NAPOCA, OUR CITY

### *A City of Joy*

Cluj-Napoca is built on the site of a Roman municipality, located on one of the main European routes, from Vienna to Bucharest. Located in a hilly area, the city spreads along the Someş River towards the surrounding hills.

The unofficial capital of Transylvania, the 2,000-year-old Cluj-Napoca is one of the most vibrant cities in Romania. With a population of around 400,000 inhabitants, out of which around 100,000 are college students, the city is bursting with energy the year round. The architecture in the city centre is reminiscent of the old Austro-Hungarian Empire, while elements of modernism have now been added to give the city a modern, exciting feeling. The multi-ethnic and multi-cultural aspect can be traced almost anywhere; it is truly a place to express yourself.

There are lots of museums, parks, sport facilities, countless cafes, restaurants, clubs and discos where one can have a great time, be it day or night. Dynamism and friendliness characterize everyday life. Opportunities to build a career, to start your own business, to enrich your knowledge or just to have a good time are within everyone's reach.

Numerous public figures, renowned professors and scientists, artists and athletes as well as businessmen have started their careers here. Their prized achievements stand proof to the city's cultural values and intrepid spirit.

It provides both students and its long-life standing residents various cultural venues such as Romanian National Opera House, Romanian National Theatre and Hungarian Opera House, Hungarian Theater, Puppet Theater, leisure parks, cinema halls, malls (Iulius Mall and Vivo) and shopping centres (Central, Sora, Platinia). Annually, our city hosts international and European film festivals (Transylvania International Film Festival, Comedy Cluj International Film Festival, Cluj Shorts International Short Film Festival, etc.) and various music festivals (Musical Autumn in Cluj-Napoca, UNTOLD, Jazz in the Park, Double Rise, etc.).

For more information please access :

- <https://visitcluj.ro/>
- <https://ilikecluj.ro/>
- <https://visitcluj.ro/>
- [https://cluj-com.translate.google/?\\_x\\_tr\\_sl=ro&\\_x\\_tr\\_tl=en&\\_x\\_tr\\_hl=ro&fbclid=IwAR1Yjw6Y-hgO5AT4hfw3baO4IU1c9mPwLj-N4gajkdilbqr7gpKn-fNFNlrl](https://cluj-com.translate.google/?_x_tr_sl=ro&_x_tr_tl=en&_x_tr_hl=ro&fbclid=IwAR1Yjw6Y-hgO5AT4hfw3baO4IU1c9mPwLj-N4gajkdilbqr7gpKn-fNFNlrl)



# Urban transportation in Cluj-Napoca

## *Public transportation by bus*

The public transportation in Cluj-Napoca consists of buses, trolleybuses and tram lines. The working schedule is from 5 a.m.-11 p.m. during working days, and from 6 a.m.-10 p.m. during weekends. The cost for a round trip within the city limits is 5 lei. Other types of tickets you can purchase are: one trip for one line valid for 45 minutes (0.60 EUR), all lines for 60 minutes (1.10 EUR), all lines 24 hours (3 EUR). Tickets can be purchased in the bus station, at the vending machines, by mobile phone (only those who have a monthly plan) or in the bus, paying only with the bank card. If you travel frequently by bus/tram you can get a weekly/monthly pass for one line or more. The weekly/monthly plan can be purchased at the vending machines, at the bus station. Such passes are quite economical for you. You are responsible for validating your ticket/card upon entering the tram or bus, and risk a fine if you do not.

To get your transport card you need to go to one of the Public Transportation Company headquarters in Cluj. For instance :

1. 128-130, Bulevardul 21 Decembrie 1989, Cluj-Napoca, Cluj, phone: 0264-430917
2. Piața Ștefan cel Mare, Opera Buss Station (Open Monday-Friday, between 6 a.m.-9 p.m.)
3. Memorandumului Street, Memorandumului Sud Bus Station (Open Monday- Friday, between 6 a.m.-8 p.m.)

## *Public transportation discount card*

In order to benefit from discounted prices for public transportation monthly plans, you need to present your student card together with one of the discount cards, mentioned below, OMNIPASS/-STUDCARD.

Also, please be aware that you may need an additional student card in order to get extra discounts (including transportation). You can choose one, or take both :

**1.OMNIPASS** -<https://www.omnipass.eu/> – from BT (Banca Transilvania) bank;

**2.STUDCARD**-([http://www.studcard.ro/Studcard/?fbclid=I-wAR3w5oFmLLCM5cqtnTKDBxdBhDzZtCY5Zo\\_cTE9ByhW6BAOrmTQkGY60SxE](http://www.studcard.ro/Studcard/?fbclid=I-wAR3w5oFmLLCM5cqtnTKDBxdBhDzZtCY5Zo_cTE9ByhW6BAOrmTQkGY60SxE)).

You may find the public transportation map, route planner, timetables and fares here: <http://ctpcj.ro/index.php/en/>. There is also an app that you can download on your cell phone: Cluj Bus App.

## *Go Green! Go cycling!*

If you want to spare money, time and exercise simultaneously, you should consider bike-sharing system. Application for a bike card can be done online, at: <https://portal.clujbike.eu/> and in the City Hall headquarters. You can use the system 24/7, except for the months of December, January, and February. You may use the bike free of charge for one hour. After this, you need to pay a small fee. The service benefits from a mobile app, as well, ClujBike Map and a useful e-mail address is [contact@windtech.ro](mailto:contact@windtech.ro).



## *Private transportation-taxis*

In case you decide to take a cab, you must make sure that you use only licensed metered taxis which have a lighted sign on top, the name of the company and the price inscribed on the door. Also, you can use Bolt, Uber or Free Now, Cluj TAXI, Boost Taxi Cluj. To get a car, you can call their main dispatcher or use a mobile app. You must give them a phone number, as well as the address. It is best to wait outside to meet the cab. Write down the registration number of the taxi (the operator tells it to you on the telephone), to be sure to identify it on its arrival.

Always pay attention to the prices displayed on the driver's door of all taxis. Always insist that the meter is turned on: some drivers (especially at night) may refuse to do so, demanding exorbitant flat fares. In most taxis you will have to pay cash, in RON. If you don't have RON, before you get in the taxi, ask if they accept payment in another currency and know that they may only give you the rest in RON. Recently, most of the taxis are equipped with a POS.

## **Travel around Romania and abroad**

### *Trains*

In Romania, trains will take you almost anywhere you want to go. It is advisable to take the IC (Inter-City) or IR (InterRegio) trains whenever possible, as they are faster and make fewer stops. Train tickets can be purchased online at <https://bilete.cfrcalatori.ro/en-GB/Itineraries> or directly at the station. If you plan to travel during Romanian holidays, try to buy the ticket in advance. Students up to 26 year-olds, receive discounted prices for trips within Romania, based on the ID transportation cards, released by the faculty secretary.



## *Airlines*

For domestic travel TAROM, Romania's national airline, is adequate. During summer it is advisable to buy a ticket as far in advance as possible. Service exists between Bucharest and all major cities, but seasonal variations in schedules are common.

## *Busses*

There are a number of bus companies that provide transportation between cities. A search engine providing centralized schedule of multiple companies is: Autogari.RO-Bus companies.

## **Money, currency and banks**

The national currency in Romania is the leu (plural: lei), officially known as RON. The exchange rate is subject to frequent changes. The national official exchange rate is set by the Romanian National Bank and it is available here Banca Națională a României - Exchange rates (bnro.ro).

There are plenty of Exchange Offices in all cities, where you can change your hard currency for the local one. Most offices only take cash, although a few now take Traveler's checks at a lower rate. Check around and resist the temptation to change money on the street.

No matter how wonderful the rate, you will very likely become the victim of a scam. Such "black market" exchanges are also illegal and can lead to possible arrest and/or fines. Do not do anything in haste that you may later come to regret. Exchanging money in the exchange houses is a safe thing to do as long as you are watchful of your surroundings upon getting your money and leaving. Some of these Exchange Offices charge a commission: watch this carefully.

1 RON = 100 BANI

There are coins in the currency sizes: 1 ban, 5 bani, 10 bani and 50 bani. Subdivisions of the RON: 1 Leu, 5 Lei, 10 Lei, 20 Lei, 50 Lei, 100 Lei, 200 Lei, 500 Lei.

For up-to-date conversion rates, always check:

<https://www.xe.com/currencyconverter/>

The main banks in Romania are :

- CEC (Casă de Economii și Consemnațiuni);
- Transylvania Bank (Banca Transilvania);
- Romanian Commercial Bank (Banca Comercială Română);
- BRD-Groupe Societe Generale;
- ING Bank;
- Raiffeisen Bank.

Each of the banks mentioned above are applying their own terms and conditions in order to open a bank account. Please inform yourself by asking for information at their desks regarding the necessary documents you need to attach. Ask your bank for the online banking services and apps.

Generally, you can pay by card almost everywhere in Cluj-Napoca. You can opt for a Revolut account, as well, requesting for a physical card. Exchange rates are the most convenient, and transfers are made instantly, free of charge. For international money transfers, you can use Western Union system.

# Health Insurance and Medical Treatment in Romania

## *Emergency service*

### **Phone number: 112**

112 Emergency Service ensures the reception of emergency calls from citizens and the call transfer to specialized intervention agencies (Ambulance Service, SMURD, Fire Brigade, Police, Gendarmerie, Mountain Rescue), in order to provide an immediate, unitary and cohesive response to the resolution of emergencies.

Note! Emergencies are automatically answered by emergency units, without the proof of a health insurance!

Please be aware that if you do not have an emergency, before getting an appointment at the doctor's you firstly need to obtain a written medical recommendation issued by the University Clinique. Please address the doctor responsible for your Faculty:  
[https://www.ubbcluj.ro/ro/studenti/campus/orarul\\_cabinetelor\\_medicale](https://www.ubbcluj.ro/ro/studenti/campus/orarul_cabinetelor_medicale).

### **Emergency Mobile apps:**

Download at:

#### **Apple:**

[https://apps.apple.com/ro/app/apel-112/id1444872263?fbclid=IwAR2HBZwX3UEdt25Hc\\_sb9LaQ-9XAOMvvgwH5\\_EsTIZx\\_MPOI-4QRVYtrjpEâ](https://apps.apple.com/ro/app/apel-112/id1444872263?fbclid=IwAR2HBZwX3UEdt25Hc_sb9LaQ-9XAOMvvgwH5_EsTIZx_MPOI-4QRVYtrjpEâ)

#### **Google Play:**

<https://play.google.com/store/apps/details?id=ro.sts.apel112&fbclid=IwAR3rkBqYupMTtXU4QJmlXEJvN11sCIDIYjFJFHct4JA-ZHroVR1BChQ37Mw>



## *Public health insurance*

- Health care is not free in Romania, even for Romanians, but prices are considerably lower than in other European countries. Doctors practice in public polyclinics/hospitals and in private polyclinics/hospitals at which the patient can choose his/her own doctor.

- Most basic health and medical supplies are readily available in Romania. Do bring, though, the special medication you may need during your stay in Romania.

- Students up to 26 years-old benefit from a free public health insurance offered by the Romanian Government.

- The students older than 26 years should purchase an insurance from the National House for Health Insurances. For more information regarding the public health insurance you can access:

<http://www.casan.ro/cascluj/default/index/index/lang/EN>

and please read carefully the supplementary information on the website of the National Agency of Fiscal Administration, where you need to pay the fees:

([https://www.anaf.ro/anaf/internet/ANAF/acasa-!ut/p/a1/hc6xDolwEAbgZ2Ho2jtRCHHDhUocxEXoYkpSCgZbUiq8vtU4OCjedn--y3\\_AoQSuxdQp4TqjRf\\_ceXxhKxazMAIzZAViEe32pyg7ImYbDyoP8Mek-O\\_-DHyRYPwGCxU5cNWb-vVulep6nSjgVjbSSkv1setc8O4JUhwncmqTGioNQS\\_-daMDsoPBsOtxGvUT4c0CB5h5prT/dl5/d5/L0IDUmITUSEhL3dHa0FKRnNBLzRKVXBDQSEhL2Vu/](https://www.anaf.ro/anaf/internet/ANAF/acasa-!ut/p/a1/hc6xDolwEAbgZ2Ho2jtRCHHDhUocxEXoYkpSCgZbUiq8vtU4OCjedn--y3_AoQSuxdQp4TqjRf_ceXxhKxazMAIzZAViEe32pyg7ImYbDyoP8Mek-O_-DHyRYPwGCxU5cNWb-vVulep6nSjgVjbSSkv1setc8O4JUhwncmqTGioNQS_-daMDsoPBsOtxGvUT4c0CB5h5prT/dl5/d5/L0IDUmITUSEhL3dHa0FKRnNBLzRKVXBDQSEhL2Vu/)).

- For general consultations you can call the university clinic. Each faculty has a specific medical office. It is recommended that you make an appointment before going to the consultation. For updated information see the website [https://www.ubbc-luj.ro/en/studenti/campus/orarul\\_cabinetelor\\_medicale](https://www.ubbc-luj.ro/en/studenti/campus/orarul_cabinetelor_medicale).

## Public Hospitals in the City of Cluj-Napoca



- Spitalul Clinic Județean de Urgență Cluj-Napoca, [County Emergency Hospital Cluj], 3-5 Clinicilor Street, Cluj-Napoca, website: <http://scjucluj.ro>, phone: 0264 592852.
- Spitalul Universitar Căi Ferate Cluj-Napoca: 16-18-20 Republicii Street, Cluj-Napoca, website: <http://www.spitalulcliniccfcluj.ro/>, phone: 0264 599596; 0264 599597.
- Spitalul Militar: 22 General Traian Moșoiu Street, Cluj-Napoca, website: <http://www.smucluj.ro/index.php>, phone: 0264 403401; 0264 598381; 0264 592218.
- Spitalul Clinic de Pneumoftiziologie "Leon Daniello", [Pneumology Clinique Leon Daniello], 6 Bogdan Petriceicu Hașdeu Street, Cluj-Napoca, website: <https://pneumocluj.ro/>, phone: 0264 597453.
- Spitalul Clinic de Recuperare Cluj-Napoca [Clinical Hospital for Recovery], 46-50 Viilor Street, Cluj-Napoca, website: <https://www.recuperarecluj.ro/>, phone: 0264 207021.

The complete list of public hospitals in Cluj-Napoca can be found at the following link:

[https://www.medicinacluj.ro/spitale-cluj.html?fbclid=I-wAR1f4Yr9n8jc2h1aB4ZZDJ984jFzRY7s0aSjinRthCeC9x7kGiul\\_7YA1wA](https://www.medicinacluj.ro/spitale-cluj.html?fbclid=I-wAR1f4Yr9n8jc2h1aB4ZZDJ984jFzRY7s0aSjinRthCeC9x7kGiul_7YA1wA).

## Private Hospitals and Clinics

There are several private medical units in Cluj-Napoca. Some of them offer private health insurances. Among the biggest of them, there are:

- Regina Maria

Link: [https://www.reginamaria.ro/spitale/spitalul-cluj?gclid=EAlalQobChMIkY7w2On-9gIVudnVCh3\\_Pg6PEAAYASAAEgJGm\\_D\\_BwE](https://www.reginamaria.ro/spitale/spitalul-cluj?gclid=EAlalQobChMIkY7w2On-9gIVudnVCh3_Pg6PEAAYASAAEgJGm_D_BwE), phone: 021 9268

- Medlife: 32, Moșilor St., Cluj-Napoca

Link: <https://www.medlife.ro/hyperclinica-medlife-cluj>, phone: 0264 960.

- Interservisan: 5, Nicolae Pascaly Street, Cluj-Napoca

Link : <https://interservisan.ro/>  
phone: 0264414163/0264414807

- Medstar: 44, Zorilor Street, Cluj-Napoca

Link: <https://medstar.ro/>  
e-mail: [office@medstar.ro](mailto:office@medstar.ro),  
phone: 0264 917.

- Promedis: 80-82, București Street, Cluj-Napoca

phone: 40 751 778 573  
e-mail: [receptie@promedis.ro](mailto:receptie@promedis.ro)  
Link: <https://promedis.ro/?fbclid=IwAR1w4I6oYn21xfGvlzqymon-hJX9BcsdtJbfiZlhAKAhUUvygIKSILEgP0Y>

- Humanitas Hospital: 75, Frunzișului Street, Cluj-Napoca,  
phone: +4 0722 704 401

e-mail: [contact@spitalhumanitas.ro](mailto:contact@spitalhumanitas.ro).  
Link: <http://www.spitalhumanitas.ro/?fbclid=IwAR3Gmmx9C7MU-zlre2NZxAqnBgWsiVCLJc0xO9HxiFYsixBkebu8cpqqaTA>

*Don't miss out: follow us on social media!*

Stay up to date on all that we've got going on through our social media channels! If you haven't already, make sure to give us a follow!

### **Babeş-Bolyai University:**

o <https://www.facebook.com/UnivBabesBolyai>

o <https://twitter.com/UnivBabesBolyai>

o <https://www.youtube.com/user/univbabesbolyai>

o <https://www.linkedin.com/company/babes-bolyai-university/>

o <https://ubbcluj.academia.edu/>

- Center for International Cooperation: <https://www.facebook.com/cci.ubbcluj>;

- Transylvania International Summer Courses of Romanian Language and Civilization: <https://www.facebook.com/Transylvania-International-Summer-Courses-of-Romanian-Language-105311097634565>;

- UBB Student Council: <https://www.facebook.com/csubb.ro>;

- Erasmus Student Network: <https://www.facebook.com/ESN.-clujnapoca>.

### **Contacts of the Centre for International Cooperation**

Ms. Corina TODEA: [corina.todea@ubbcluj.ro](mailto:corina.todea@ubbcluj.ro)

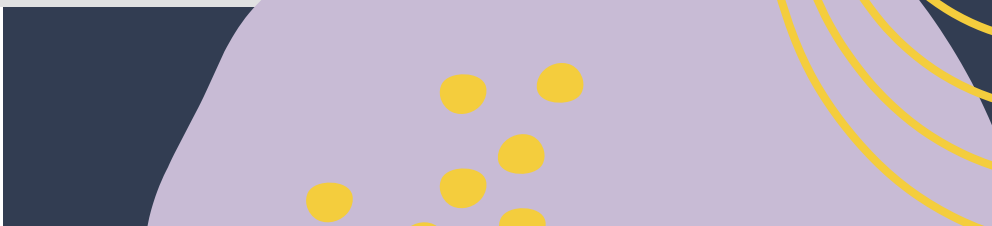
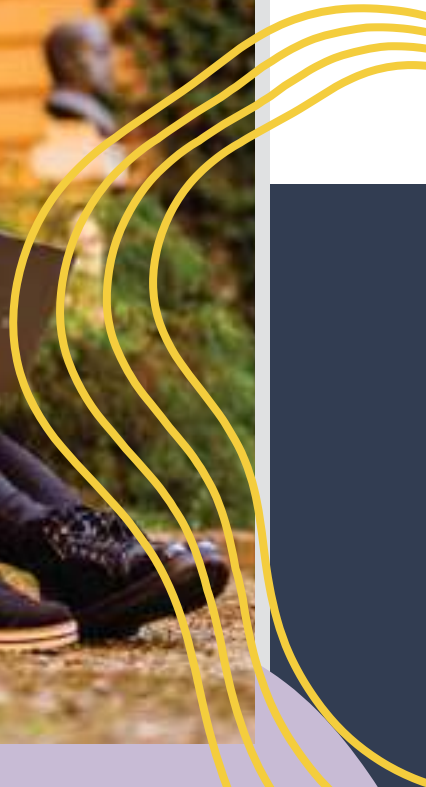
Ms. Anna FEJER: [anna.fejer@ubbcluj.ro](mailto:anna.fejer@ubbcluj.ro)

Phone: +0264 429762

Website: <https://cci.ubbcluj.ro/>









UNIVERSITATEA BABEŞ-BOLYAI  
BABEŞ-BOLYAI TUDOMÁNYEGYETEM  
BABEŞ-BOLYAI UNIVERSITÄT  
BABEŞ-BOLYAI UNIVERSITY

TRADITIO ET EXCELLENTIA



**CLUJ-NAPOCA, ROMANIA**