**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**](http://www.cci.ubbcluj.ro/erasmus/erasmus_partner.php)

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| 1. **Selection process of grantees**
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| * 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
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| 1. **Sending portfolios per e-mail and post**
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| * The portfolios should contain the following papers in original:
* Minutes of the selection process,
* Declarations of honour,
* UBB Erasmus+ application form fully completed,
* Learning agreement.
* The portfolios should also contain: copy of passport
* The portfolios have to be sentscanned 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* |

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| 1. **Learning Agreement**
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| * 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
* 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 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
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| 1. **Accommodation**
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| * 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 |

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| 1. **Letter of Acceptance from UBB**
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| * 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 upon providing a valid address in both English and their national language
* The Letter of Acceptance is necessary for the visa process, and it is the only document the University can provide – please make sure you check with the Embassy all the other documents you need to prepare
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| 1. **Approval from the Ministry of Education**
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| * In order to ensure the receipt of visa, the National Ministry of Education 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
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| 1. **Legal procedures for visa**
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| * 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/**](https://owa.mae.ro/owa/redir.aspx?C=76rtw69qa0Kk2cYRTfrpY4MBB2OFaNEIKrl90tXILJBDi6YdCFuTaIrSR3uViTTZJNJV2Qp-ktU.&URL=http%3a%2f%2fevisa.mae.ro%2f)
* 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.
* 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.
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| 1. **Travel expenses**
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| <http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm> |
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| **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 | 1500 |  |
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| * 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 eitherbuy 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)**
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| 1. **Arriving to Cluj-Napoca**
* For students who arrive in Bucharest Airport, the easiest way to get to Cluj-Napoca is by train. You can choose either a normal or a sleeping wagon. Prices range between 100 – 200 RON, depending on type of train and class.
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| * Travelling in Cluj-Napoca is safe. Whether you arrive by plane, train or bus, you can take a taxi to the dormitory directly
* 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 90 days of arrival so every student has to apply for a residence permit in Cluj-Napoca. The process is explained upon arrival.
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