



UNIVERSITATEA
BABEŞ-BOLYAI

FACULTATEA DE
BUSINESS
IN PARTNERSHIP

Faculty *of*
Business
Babeş-Bolyai
University



Erasmus +
Scholarship process
for the EU Countries

2022/03/23

Erasmus+

Scholarship process for the EU countries overview

Dear students, it is time for you to invest your energy and time in an Erasmus + exchange program. Alongside the novelty of the academic experience, you will enhance your knowledge, attitude and skills and build your competitive advantage for your future career. Some people say that it is the experience of a lifetime... we agree with them :)

All the great experiences don't come easy, you need to invest in them. That is why this material allows you to understand the basic mechanisms of this opportunity. Please read this material like you mean it, make notes, and prepare questions.

Also follow the links provided to you, collect information from the institutions involved in the system and do not hesitate (once you have done your homework) to contact the key people that are eager to help you. The process is complex, but it offers standardization, validity, and equal opportunities.

The Erasmus + framework is impressive and provides support for education, training, youth and sport in Europe. *Its budget of €14.7 billion will provide opportunities for over 4 million Europeans to study, train, and gain experience abroad. (Erasmus + Official website)*

Opportunity is here... and we will help you, in partnership, to make the most out of it!

Kindest regards!
Faculty of Business
International Relations Team

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<p>Phase 1</p> <h3>Selection</h3> <p>Conducted by Faculty of Business, Babes-Bolyai University</p>	<p>Step 1. Research your opportunities Step 2. Info meeting Step 3. Submit documents Step 4. Interview</p>	<p>You will interact mainly with Claudia HUSZAR claudia.huszar@ubbcluj.ro</p>
<p>Phase 2</p> <h3>Application</h3> <p>Conducted by the receiving institution</p>	<p>Step 5. Nomination acceptance from the partner university Step 6. Application process for the partner university Step 7. Letter/email of acceptance from the partner university</p>	<p>You will interact mainly with the responsible person from the receiving institution. Contact details to be determined, depending on your choice!</p>
<p>Phase 3</p> <h3>Support</h3> <p>Conducted by Center for International Cooperation (CCI), Babes-Bolyai University</p>	<p>Step 8. Outgoing procedure Step 9. During Erasmus + experience Step 10. After Erasmus + experience</p>	<p>You will interact mainly with Oana COZMUTA oana.cozmuta@ubbcluj.ro</p>

Overview of the Erasmus + process
Faculty of Business, Babeș-Bolyai University

Selection

Conducted by Faculty of Business,
Babes-Bolyai University

Bachelor students

spring selection
(March & April)

Master students

autumn selection
(September & October)

Step 1. Research

You need to conduct a research process regarding the partner universities of the Faculty of Business. You can only apply for an exchange with one of the existing partners.

A detailed *list of partners* can be found at the end of this chapter. For each university you will see the field of study, number of places, level of study, and language requirements.

Do your research and *narrow down to 2-3 partner universities* of choice based on personal and academic criteria. (e.g., Academic criteria: you are in the master level of studies and your chosen university is partner only at bachelor level -> it means you cannot apply for that particular one; or e.g., Personal criteria: you would like to study in Paris but the cost of living is too high and the scholarships covers only part of the expenses). Take into consideration your *field of study*. It's

important when choosing your partner university if you study Business Administration or Hospitality and Tourism (see the tables on pages 5-7). Also pay attention to the specific classes offered by the partner university and make sure that they are similar with the one you have back home.

Step 2. Info meeting

Before the selection interviews the faculty will organize an info meeting with the Erasmus Departmental coordinator and former outgoing students, who will all share information, in partnership. Participate in the meeting, ask specific questions based on the previous research you have done and try to figure out which university would be best for you.

Step 3. Submit documents

There are specific documents requested for selection (See page 4). The faculty will announce when the selection process starts, and you can submit your file

then. The main selection for the following academic year is in the end of March, beginning of April and it is dedicated to the **bachelor level**. This is when you can apply for the 1st semester or the 2nd semester or the entire academic year. If during the selection process, not all available places are occupied there will be another selection later, but some partner universities might not have any more places available. We recommend applying in spring even if you wish to study abroad only in the 2nd semester to have all the options available.

The second selection will take place in September/October, and it is dedicated to **master students**.

Step 4. Interview

In order to obtain an Erasmus+ scholarship, after you submit your file, you must participate in the interview phase with the selection committee.

Documents *for* selection

1. Candidate's form (*Fisa candidatului*): you can find the document [here \(Ctrl+Click\)](#)
2. Statement (*Declaratie*): you can find the document [here \(Ctrl+Click\)](#)
3. Resume or Curriculum Vitae in English
4. Motivation letter in English
5. Certificate (*adeverinta*) (grade average from previous semester) - you don't have to ask for it, the faculty will add it to your file. Just take into consideration that your grade from the semester before applying is very important.
6. Language certificate – if you don't possess a language certificate at the time of the selection but you already enlisted yourself for a test, you can bring it after finding the result of the selection. If you cannot provide the certificate, you must undertake an online language test organized 1 or 2 days after the selection. Please be aware that some partner universities require it at the moment of nomination so it's best to have it before.

Once you have all the above document you can apply for the selection process by filling the form & uploading the documents.



Selection FORM – Click here!

Eligibility criteria considered by the selection committee are:

- Students must be enrolled at Babeş-Bolyai University, bachelor, or master level, regardless of status (“budgeted” or “paid”), form of education (“day” or “part-time”).
- Have completed at least one year of study at the

beginning of the mobility (applies only in the case of license level)

- Hold a certificate of language proficiency in a language of international circulation or in the language in which the courses are taught at the partner university for which you are applying or

supporting online language testing (OLS) provided by the KIC after the selection process

- The general average of the previous semester must be at least 7.00.
- Understand the Erasmus procedure:
<https://cci.ubbcluj.ro/erasmus/erasmus.php>

You can also ask questions regarding your choice during interviews and can be advised and guided regarding your choice by the members of the committee. The results will be available 2-3 days after the interviews.

Key people

From the Faculty of Business



Claudia HUSZAR

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International Relations and PR Officer.



Prof. dr. Adina NEGRUŞA

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ERASMUS Program Coordinator

Country	Erasmus Code	University	Field of study	No. of places	Bachelor	Master	Study language
D	D NORDHAU01	Fachhochschule Nordhausen	Economics and social sciences	2	YES		not mentioned
F	F TOULOUS03	Université Toulouse III - Paul Sabatier	Management and administration / 0413	1	YES		not mentioned
LV	LV RIGA29	RISEBA University of Applied Sciences	Business administration / 041	4	YES	YES	EN - B2
D	D SAARBRU03	Hochschule für Technik und Wirtschaft des Saarlandes	Business and administration / 041	2	YES		DE - B2, EN - B2
A	A DORNBIR01	Fachhochschule Vorarlberg	Management and administration / 0413	2	YES		DE - B2, EN - B2
E	E BARCELO01	Universitat de Barcelona	Travel, tourism and leisure / 1015	4	YES		EN - B2
MK	MK TETOVO01	Univerzitet vo Tetovo	Business and administration / 041	2	YES		EN - B2
MK	MK TETOVO01	Univerzitet vo Tetovo	Business and administration / 041	2	YES		EN - B3
E	E SALAMAN01	Universiyesd Pontificia de Salamanca	Business and administration / 041	2	YES		ES - B1
N	N KONGSBE02	University of South-Eastern Norway	Business and administration / 041	4	YES		not mentioned
NL	NL EDE01	Christelijke Hogeschool Ede	Business and administration / 041	4	YES		EN - B2
I	I ROMA16	Università degli Studi di Roma Tre	Business administration / 340	2	YES		not mentioned
I	I SASSARIO1	Università degli Studi di Sassari	Business administration	10	YES	YES	not mentioned
I	I SASSARIO1	Università degli Studi di Sassari	Travel, tourism and leisure / 1015	10	YES	YES	not mentioned
D	D AACHEN02	FH Aachen	Business administration	8	YES		not mentioned
E	E ZARAGOZO1	Universiyesd de Zaragoza	Business and administration / 041	2	YES		ES - B1, EN - B2
I	I ROMA02	Università degli Studi di Roma Tor Vergata	Tourism, catering, hotel management	2	YES		IT - B1, EN - B1
E	E GRANAYES01	Universiyesd de Granayes	Business	6	YES		not mentioned
HU	HU BUYESPES44	Milton Friedman Egyetem	Business administration	2	YES		not mentioned
SI	SI LJUBLJA19	ERUDIO Visoka poslovna šola	Business administration	4	YES		not mentioned
D	D BINGEN01	Technische Hochschule Bingen	Business administration	2	YES		not mentioned
F	F LEHAVR04	École de Management de Normandie	Business administration	10	YES	YES	not mentioned
E	E GIRONA02	Universitat de Girona	Travel, tourism and leisure / 1015	6	YES	YES	not mentioned
F	F PARIS270	Pôle universitaire Léonard de Vinci	Business administration	3	YES		not mentioned
F	F LA-ROCH08	La Rochelle Université	Business administration	2	YES		not mentioned
PL	PL KATOWIC02	Uniwersytet Ekonomiczny w Katowicach	Business and administration / 041	4	YES		EN - B2, PL - B2
D	D BAMBERG01	Otto-Friedrich-Universität Bamberg	Business administration	2	YES		not mentioned
CZ	CZ ZLIN01	Univerzita Tomáše Bati ve Zlíně	Business and administration	2	YES		not mentioned
D	D ERFURT05	Universität Erfurt	Business administration, Economics	4	YES		not mentioned

D	D DORTMUN02	Fachhochschule Dortmund	Business administration	20	YES		not mentioned
D	D ULM01	Universität Ulm	Business administration	2	YES		not mentioned
G	G ATHINE04	Athens University of Economics and Business	Business administration	2	YES		not mentioned
P	P LISBOA01	Universiyesde Católica Portuguesa	Business administration	4	YES		not mentioned
D	D MUNSTER01	Westfälische Wilhelms-Universität Münster	Business administration	4	YES		not mentioned
B	B BRUXEL82	L'école pratique des hautes études commerciales	Business administration	4	YES		not mentioned
HU	HU GODOLLO01	Magyar Agrár- és Élettudományi Egyetem - MATE	Business administration	3	YES		not mentioned
HU	HU GODOLLO01	Magyar Agrár- és Élettudományi Egyetem - MATE	Tourism, catering, hotel management	2	YES		not mentioned
HU	HU SZEGED01	Szegedi Tudományegyetem	Business administration	4	YES		not mentioned
NL	NL ZWOLLE05	Hogeschool Windesheim	Business administration	2	YES		not mentioned
HU	HU BUYESPES02	Buyespesti Műszaki és Gazyesságtudományi Egyetem	Business and administration	4	YES		not mentioned
TR	TR ZIMIRO1	Dokuz Eylül Üniversitesi	Business	4	YES		not mentioned
NL	NL EINDHOV03	Fontys Hogescholen	Business administration	4	YES		not mentioned
I	I PERUGIA01	Università degli Studi di Perugia	Business administration	4	YES		not mentioned
I	I PERUGIA01	Università degli Studi di Perugia	Travel, tourism and leisure / 1015	4	YES		not mentioned
DK	DK ARHUS26	Erhvervsakademi Aarhus	Business administration	2	YES		not mentioned
DK	DK KOLSING10	International Business Academy Kolding	Business administration	2	YES		not mentioned
P	P BRAGANCO1	Instituto Politécnico de Bragança	Business administration	2	YES		not mentioned
F	F CLERMON02	Université Clermont Auvergne	Business administration	2	YES	YES	not mentioned
TR	TR CANKIRI01	Çankırı Karatekin Üniversitesi	Business administration	2	YES		not mentioned
HU	HU KECSKEM03	John von Neumann University	Business administration	1	YES		not mentioned
UK	UK WORCEST01	University of Worcester	Business administration	2	YES	YES	not mentioned
PL	PL KRAKOW01	Uniwersytet Jagielloński	Management and administration / 0413	2	YES		not mentioned
F	F CHAMBER01	Université Savoie Mont Blanc	Tourism, hospitality, leisure	2	YES		not mentioned

Application

Conducted by the
receiving institution

Following the results of the interviews, if you have obtained an Erasmus+ scholarship, congratulations! You have an amazing experience ahead of you! But first, you must take care of all the documents required for application requested by the receiving institution.

Step 5. Nomination acceptance from the partner university

The receiving institution must **accept your nomination** through an email sent directly to the applicant. Note: make sure in your "Fisa candidatului" from the selection phase you have filled in an email address that you have access to and check regularly! Also check your **spam/junk** folder as you will receive the email from a new contact and it might go directly there.

Step 6. Application process for partner universities

In the email you receive from the partner university you will have all the necessary information regarding the documents they require. Each university might have different documents requested, procedures, deadlines etc. Pay attention to what it's requested in the email!

Some universities require language certificate, some don't - that's why it's best to have it so you can have a wider range of universities to choose from and to not have any surprises after you've been nominated.

Most of universities require "Transcript of records" - it means "Foaia matricola" and it's the document which contains all your grades until that point. It is obtained by submitting a written request to secretariat.tbs@ubbcluj.ro, it is processed and signed at faculty level and then it

needs approval at university level. Therefore, you will pick it up or receive by email from the "Acte de studii" office of the university, **not from the faculty**. It usually takes minimum 7 days to obtain it so please submit your request with plenty of time ahead! Do not ask for it from the Erasmus departmental coordinator of the faculty.

You might also need to submit at this point a **health insurance**. Some universities require a specific one, some accept any. Pay attention to what they require. The health insurance is the students' responsibility and choice (if you prefer to have a very extensive and probably more expensive insurance or not) and the faculty does not have information regarding how and where to obtain it from or which one is better.

If you are Moldavian citizen or other nationality that requires visa make sure you

start the process for visa with plenty of time ahead! The faculty does not have information about requirements for visa, it is the students' responsibility.

Please also take into consideration the fact that once you obtain an Erasmus scholarship from BBU **it is not 100% guaranteed** that you will be accepted by the partner university. This doesn't happen often, but there are cases when the nominated student doesn't meet the criteria required by the chosen partner university and they cannot be accepted. In this case, **if there still is time for a new nomination**, the student can change the partner university and the Faculty of Business will nominate the student to the new partner university chosen. If it is too late to nominate the student for the same semester, the mobility can be postponed for the next semester (same academic year).

Make sure you submit the documents in time because if you miss the partner's deadline the Faculty of Business cannot intervene.

Step 7. Letter/email of acceptance from the partner university

After you submit and only if you submit all the correct documents for the partner

university you will receive the **letter of acceptance** that opens the final phase for your Erasmus + adventure.

Key people from the receiving institution



The specific people you will interact depends on the receiving institution you will choose. They are the representatives of the International Relations Office and usually are the ones that will send you the email accepting your nomination.

Support

Conducted by the Center for
International Cooperation (CCI),
Babes-Bolyai University

Step 8. Outgoing procedure

In order to receive the actual funds for the Erasmus+ scholarship, students have to submit a series of documents also at CCI (Center for International Cooperation), Babes-Bolyai University.

On their website <https://cci.ubbcluj.ro/erasmus/erasmus.php> **outgoing students** can read all the necessary information and watch a very helpful video which explains the process.

After carefully reading the information students can start working on their documents (see page 11)

Step 9. During Erasmus + experience

During your experience you need to pay attention to various aspects and CCI will help you with that. For example, you need to obtain the enlistment certificate from the partner university, or you might want to extend your Erasmus + experience (if you applied initially for one semester) and you can do it for up to 12 months. More details about this stage you can read [here \(Ctrl+Click\)](#).

Step 10. After Erasmus + experience

At the return in the country in 48 hours you need to go to the Erasmus office at CCI and submit the supporting documents required by the Financial Contract (Contractul financiar). You also need to deal with expenses and academic matters. More details are accessible [here \(Ctrl+Click\)](#).

Key people

From the Center for
International Cooperation
(CCI), Babes-Bolyai
University



Oana COZMUTA
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Documents *for outgoing*

- “Cerere pentru dispozitia rectorului” - click here for the document (Ctrl+Click). This document is for the current academic year but you will have to wait for the updated one to appear on the website and download it from the same place. Fill in the document “Cerere pentru dispozitia rectorului” and then send it by email to secretariat.tbs@ubbcluj.ro for the dean and vice-dean signatures - till Thursday each week to have the document signed next Monday.
- “Formular pentru contract financiar” - click here for the document (Ctrl+Click).
- Letter of acceptance from the partner university.
- Learning agreement (LA) - students will download the word document corresponding to the Faculty of Business from CCI website <https://cci.ubbcluj.ro/erasmus/erasmus.php> and fill it in based on the list of courses received from the partner university.
First we fill in the LA general data and in Tabel B all courses accordingly to your year of study that are established to be completed at the Faculty of Business during your semester of mobility (check on the faculty’s website the following documents: Plan de invatamant/Curriculum or Contract de studii)
- *Secondly* identify equivalent courses at the partner university for each courses from Tabel B and place them in Tabel A in such a way to obtain a Total of 30 ECTS
- No later than one week from the moment when you receive Letter of acceptance you have to transmit the LA to the Erasmus departmental coordinator. Within 3 days it will then be checked and approved by the Erasmus departmental coordinator.
- “Declaratie de garantare” - it has to be issued by an authorized notary; more information regarding this can be found in the “formular pentru contract financiar”.
- Bank statement from Banca Transilvania – all outgoing students must open a bank account at Banca Transilvania in euro and in their name.
- Copy of ID

All these files need to be submitted at CCI and from there you will receive more information about signing the financial contract and other obligations.

**Faculty of Business
Babeş-Bolyai University
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www.tbs.ubbcluj.ro
<https://www.facebook.com/Facultatea.de.Business/>
<https://www.linkedin.com/company/facultateadebusiness>
<https://www.instagram.com/fdebusiness/>