

INFORMATION GUIDE FOR INTERNATIONAL STUDENTS AND STAFF



POLITEHNICA UNIVERSITY OF TIMIȘOARA

POSTAL AND VISITING ADDRESS

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CHAPTER 1. LIVING IN ROMANIA

1.1. TIMIȘOARA

BRIEF HISTORY. Timișoara was established in the Medieval Period as a small settlement needed for defence in the middle of the swamps. The city developed rapidly and came to play a key role in Romanian and European history. In 1552 the city was conquered by the Ottomans and became the center of a large pașalâc. In 1716 the city is freed from the Ottomans by the Prince Eugene of Savoy and becomes part of the Hapsburg Empire. Over the next two centuries the city is heavily influenced by Vienna. Thousands of colonists from all over Europe come into the region of Banat, the swamps are drained and the Bega River is turned in a navigation canal to link Timișoara and Vienna by ship. The economy is booming, the city reaches a continental importance, many of the city's technical firsts dating from this period including the introduction of electrical street lighting and of the electrical-drawn trams. At the end of 1918 the people of the Banat region decide to unite with Romania.

LOCAL CULTURE. Situated less than 700 km away from 14 European capitals (Belgrade, Bratislava, Bucharest, Budapest, Ljubljana, Podgorica, Pristina, Prague, Sarajevo, Skopje, Sofia, Tirana, Vienna, and Zagreb) in an ethno-culturally diverse region and being a thriving university centre generated a dynamic lifestyle and an open-minded community with a busy cultural agenda including dozens of music, dance, film and food festivals. Contact the Tourist Information Centre for details about sights and cultural events: www.timisoara-info.ro/en.html.

MUSEUMS. According to our international students the top four museums of Timișoara are:

- 1. Memorial Museum of the 1989 Revolution** (<http://www.memorialulrevolutiei.ro>)
The museum exhibits uniforms of Romanian militia and military, written testimonies of witnesses and participants in the Revolution, official and personal documents, an audio-visual archive, a library and a collection of newspapers.
- 2. Banat Village Museum** (<http://muzeulsatuluiibanatean.ro/>)
This open-air museum exhibits traditional houses dating from the 19th century. Wood, stone and clay homes were taken piece by piece and set up in the beautiful surroundings of Pădurea Verde (Green Forest). Craft fairs and traditional music shows are often held here.
- 3. Timișoara Art Museum** (<http://www.muzeuldeartatm.ro/en/>)
The collection of this museum includes works of contemporary art, paintings of 15th – 17th century Italian masters, drawings and prints by important European artists, decorative arts (ceramics, glasswork, textiles, furniture, etc.), as well as art from the Banat region.
- 4. Banat Museum** (<http://mnab.ro>)
Occupying a 14th century castle, this museum boasts sizeable historical and natural history sections. It hosts the largest collection of archaeological objects from the Banat region.

EUROPEAN CAPITAL OF CULTURE. 14 Romanian cities competed to become the European Capital of Culture in 2021. Timișoara won the competition and will be the second Romanian city – after Sibiu (2007) – to hold this prestigious title. The 2021 European Capital of Culture title will be shared with Elefsina (Greece) and Novi Sad (Serbia).

USE OF FOREIGN LANGUAGES. By the end of high school all pupils have studied two foreign languages. The most frequently taught foreign languages in Romania are English (97% of students), French (86.5% of students) and German (9.5% of students). In Timișoara there are bilingual schools where all courses from primary to high school level are taught in English, French, Italian or Spanish, as well as schools where teaching is done in the languages of the larger regional ethnic minorities: Hungarian, German and Serbian.

RELIGION. Timișoara is a multi-faith city with a large student population coming from all over the world. Besides the various Christian denomination churches (Romanian Orthodox, Serbian Orthodox, Ukrainian Orthodox, Roman Catholic, Greek Catholic, Lutheran, Pentecostal, Baptist, Seventh-day Adventist, etc.) where services are carried out in Romanian, German, Hungarian, Serbian, etc., the city also has a mosque and a synagogue.

UNIVERSITY CENTRE. Timișoara is one of the largest Romanian university centres. Over 30 000 students from Romania and all over the world are enrolled in bachelor, master and PhD studies at the four state universities located in the city. Politehnica University of Timișoara is the oldest and second largest institution of higher education in Timișoara. The other three state universities are the West University of Timișoara, the Banat's "King Michael I of Romania" University of Agricultural Science and Veterinary Medicine and the Victor Babeș University of Medicine and Pharmacy. The rich academic, social and cultural life of the city caters to the needs of a diverse community of young professionals.



BUSINESS CENTRE. The Timiș county ranks 3rd in terms of exports, after Bucharest and the Argeș county, where Dacia cars are produced. Timișoara is considered the best city for business in Romania. The presence of a large number of companies interested in offering internships and recruiting students makes the city particularly attractive to those who are looking for a head start on their career. The largest employers in the city are in the automotive field (Continental, Dräxlmaier, Delphi Packard, Kromberg & Schubert, TRW Automotive Safety Systems, MAHLE, DURA automotive, Valeo, ZF Group) and in the electronics and telecommunications field (Flextronics, Zoppas, ABB Rometrics, Luxten Lighting, ELBA-Philips, Alcatel, Deltatel). Twice a year UPT invites companies to present their employment and internship offers at the Career Days.

1.2. CURRENCY

The national currency in Romania is the “leu” (plural “lei”). The following coins are currently in circulation: 1 ban (100 bani = 1 leu), 5 bani, 10 bani, 50 bani. The value of the bank notes in circulation are 1 leu, 5 lei, 10 lei, 50 lei, 100 lei, 200 lei, 500 lei. Please note that the 200 lei and 500 lei bank notes are less common and might be refused in shops if they cannot give you proper change.

The currency code is RON.

When the information guide was last updated the exchange rates were:

- 1 EUR = 4.84 RON
- 1 USD = 4.31 RON

You can check the official exchange rates here: <https://www.cursbnr.ro/>.

If you plan to exchange cash on arrival, do note that banks and exchange offices accept mostly banknotes. For coins – when they accept them – they tend to offer a lower exchange rate.

The use of debit and credit cards is quite common in Romania, though they are not as widely used as in some other countries. All major cards (MasterCard, Maestro, Visa or Visa Electron) are accepted at supermarkets, hotels, urban restaurants, gas stations, pharmacies, etc. Produce markets, smaller bakeries or street food shops tend to accept only cash payment. ATMs are widely available in cities, and less frequent in remoter areas.



1.3. THE ROMANIAN LANGUAGE

The Romanian alphabet has 31 letters. Five letters from the Romanian alphabet do not exist in English: ă (pronounced like the 'a' in the word 'musical'), ș (pronounced like the 's' in the word 'sugar'), ț (pronounced 'zz' in the word 'pizza'), â, î (both letters are pronounced the same way, similar to the 'e' in the word 'roses').

Greetings:

- Hi – Bună/Salut/Ceau (all informal)
- Good morning – Bună dimineața
- Good afternoon – Bună ziua
- Good evening – Bună seara
- Good night – Noapte bună
- Goodbye – La revedere
- Bye – Ceau/Pa (all informal)
- See you soon – Pe curând

Basic vocabulary:

- Yes – Da
- No – Nu
- Maybe – Poate
- Please – Vă rog (formal)/Te rog (informal)
- Thank you – Mulțumesc (formal)/Mersi (informal)
- You're welcome – Cu plăcere
- Excuse me – Scuze
- I don't speak Romanian – Nu vorbesc românește
- Go right/left/straight ahead/back – Mergi la dreapta/la stânga/drept înainte/înapoi
- Cheers/Good luck/Gesundheit – Noroc
- Enjoy your meal – Poftă bună
- Water – Apă
- Open/Closed – Deschis/Închis
- Entrance/Exit – Intrare/Ieșire
- Push/Pull – Împinge/Trage
- Arrivals/Departures – Sosiri/Plecări
- Can I pay by card? – Pot plăti cu cardul?

ROMANIAN LANGUAGE COURSE. An informal Romanian language and culture course is organised each semester for UPT's exchange students. International students can express their interest in enrolling in this course upon registration at the Department for International Relations. If a sufficient number of students choose to take the course, all those involved (teacher, international students and local volunteer students) decide the schedule of the classes.

CHAPTER 2. POLITEHNICA UNIVERSITY OF TIMIȘOARA

2.1. BRIEF HISTORY

Politehnica University of Timișoara (UPT) was founded in 1920 as an answer to the need for engineers of the Romanian society in the context of the post WW1 economic recovery. UPT is one of the 12 Romanian higher education institutions classified as universities of advanced research and education (highest classification level) with a high confidence teaching rating. UPT is one of the biggest technical universities in Romania and currently has over 13 000 students enrolled in Bachelor's, Master and PhD programmes.

During its century long existence, Politehnica University of Timișoara enriched its academic offer by adding new fields of study, developed an educational and research infrastructure comparable with the most prestigious European universities, and produced 131027 specialists, greatly appreciated on the national and international level for their competence. The students of Politehnica University of Timișoara have at their disposal a modern campus with all the facilities required for a successful academic stay.



The Rectorate of Politehnica University of Timișoara

2.2. STRUCTURE

Politehnica University of Timișoara has 10 faculties and 25 departments. The faculties are:

1. Faculty of Architecture and City Planning;
2. Faculty of Automation and Computers;
3. Faculty of Civil Engineering;
4. Faculty of Communication Sciences;
5. Faculty of Electrical and Power Engineering;
6. Faculty of Electronics, Telecommunications and Information Technologies;
7. Faculty of Industrial Chemistry and Environmental Engineering;
8. Faculty of Management in Production and Transportation;
9. Faculty of Mechanical Engineering;
10. Faculty of Engineering in Hunedoara.



Faculty of Architecture and City Planning
Faculty of Civil Engineering,
Faculty of Communication Sciences



Faculty of Automation and Computers
Faculty of Electrical and Power Engineering
Faculty of Electronics, Telecommunications and
Information Technologies



Faculty of Mechanical Engineering



Faculty of Industrial Chemistry and
Environmental Engineering



Faculty of Engineering in Hunedoara



Faculty of Management in Production and Transportation

The departments of Politehnica University of Timișoara are:

1. Applied Chemistry, Engineering of Inorganic Compounds and Environmental Engineering
2. Applied Electronics
3. Architecture
4. Automation and Applied Informatics
5. Civil Engineering and Equipments
6. Communication and Foreign Languages
7. Communications
8. Computer and Information Technology
9. Electrical Engineering
10. Electrical Engineering and Industrial IT of Hunedoara
11. Engineering and Management of Hunedoara
12. Fundamental of Physics for Engineers
13. Hydrotechnical Engineering
14. Management
15. Materials and Manufacturing Engineering
16. Mathematics
17. Measurements and Optical Electronics
18. Mechanical Machines, Equipment and Transportation
19. Mechanics and Strength of Materials
20. Mechatronics
21. Organic and Natural Compounds Engineering
22. Overland Communication Ways, Foundations and Cadastral Survey
23. Physical Education and Sports
24. Power Engineering
25. Steel Structures and Structural Mechanics
26. Teacher Training



Department of Hydrotechnical Engineering



Department of Mechatronics

2.3. STUDENT CAMPUS



ACCOMMODATION in a student residence can be provided for all exchange students if the required forms are submitted by the deadline.

I. Exchange students (Erasmus+, EEA grants, CEEPUS, Eugen Ionescu, bilateral agreement, etc.) are hosted mainly in student residence 11C. For the Student Residence 11C, the address is:

Complexul Studențesc
Street Aleea Studenților, no. 11C
Timișoara

Exchange students are expected to arrive at the student residence from Monday to Friday, between 08:00 and 16:00. If the students arrive outside of this work schedule and they had informed the Department for International Relations with at least one week in advance about their exact arrival day and time, then they will pick up the key and temporary entry card from Student Residence 8C (Street Aleea Studenților, no. 8C). A copy of the identity card or passport and two ID photos (3cm x 4cm) will be required in order to sign the accommodation contract. The accommodation fee amounts to around 50 Euro/month.

The accommodation conditions are as follows:

- 2 students per room. It is not possible to pay double in order to have the room to yourself. You may request however to stay in the same room with someone you know. Male and female students are not placed in the same room unless they both request it and they are related or married.
- Rooms have high speed Internet connection, TV cable, fridge, furniture and bed linen. Students do not pay utilities.
- Bathrooms, laundry rooms, reading rooms & kitchens are shared. Irons, ironing boards, cooking ware and tableware are not provided.
- Student residences have security systems that include video surveillance and entry based on electronic cards.



The accommodation fee will be paid monthly (one month in advance) using a credit or debit card. It is not possible to pay the accommodation using cash.

Please note that in order to make the stay of all residents a pleasant and safe experience, student residences enforce a set of rules. Failure to comply with these rules can generate fines, and if the offenses are repeated, the student can be evicted from the residence. We strongly recommend reading the accommodation contract carefully: an English version of the contract is provided at check in. It is also possible to read a sample accommodation contract on the Department for International Relations webpage in the incoming students section.

Accommodation in student residences can be provided at the earliest 4 days before the beginning of the academic year. Most student residences close for renovation during the summer, so students who need to stay after the end of the academic year might be requested to move for the summer into another student residence.

We do not advise exchange students to come to Timișoara without booking their room at least for the first month in the student residence. Finding a furnished room on the private market for a short period of time can be difficult. Our office has no possibility to find private accommodation for international students.

II. **Full-degree international students** can be hosted in any of the 16 residences owned by the university depending on their academic results and personal circumstances.

Student residences 8C, 9C, 11C and 14C offer accommodation in shared double rooms. In student residences 19C, 20C, 21C, 22C, 1C, 2C, 4C, 7C, 1 MV and 2 MV the rooms are shared by 4 or 5 students. Residences 23G and 25G are family-oriented and host mainly teaching, administrative and research staff, married PhD students and athletes.

All rooms have high speed Internet connection, TV cable, fridge, furniture and bed linen. Bathrooms, laundry rooms, reading rooms & kitchens are shared. Students do not pay utilities. All student residences are within walking distance from UPT buildings (faculties, library, sports centres, student restaurants, etc.) and the city centre. The accommodation fee will be paid monthly using a credit or debit card. It is not possible to pay the accommodation using cash.

First year international students have to send the details of their arrival in Timișoara at least one week in advance to the Department for International Relations (incoming@upt.ro). Students from the 2nd year of study onwards will follow the same procedures regarding accommodation as local students. You may request to stay in the same room with someone you

know. Male and female students are not placed in the same room unless they both request it and they are related or married.

Accommodation in student residences can be provided at the earliest 4 days before the beginning of the academic year. Accommodation during the summer holidays is possible if the stay is justified (internship, employment, etc.).

DINING SERVICES. Students who do not cook their own food can buy from the administrator of the student



residence meal tickets. Each ticket ensures one meal at a price of approx. 2 EUR. For 5 tickets, the student will pay approx. 8 EUR (1 free ticket for every 4 tickets bought). These tickets can be used in the two student cafeterias of UPT:

- Restaurant Universitar Politehnica (located at the intersection of Aleea Studentilor and Aleea F.C. Ripensia)
- Fast - Food 1 MV (located at the ground floor of the 1MV student residence on Bld. Mihai Viteazul)

In the university campus you will find a supermarket, various grocery stores and restaurants. Most student residences have vending machines.

MEDICAL CARE. The Student Polyclinic (“Policlinica studentească”) is located in the Student Campus (Aleea Studenților no. 1) and provides free of charge medical examinations and treatments in the following areas: general medicine, internal medicine and echography, dermatology, family planning, gynaecology, otorhinolaryngology, ophthalmology. The physicians from the Student Polyclinic can also issue referrals to specialists in other areas. Students need to present their national student card or a certificate confirming their student status to have access to the services of the Student Polyclinic.

SPORTS. Exchange students have access to the sports facilities of Politehnica University of Timișoara in the same conditions as local students. There are two sports centres:

- Sports Centre 1 (fitness hall, football field, running track, covered mini-football fields) located in the area between the Faculty of Mechanical Engineering, the Faculty of Civil Engineering, the Library and the 2MV student residence.
- Sports Centre 2 (indoor and outdoor swimming pools with sauna and fitness equipment; basketball and volleyball courts; football fields; bitumen and tartan tennis fields; multipurpose buildings) located behind the Dan Păltinișanu Stadium on str. Podeanu.

The running track can be used from Monday to Friday between 8 a.m. and 4 p.m. only by UPT students enrolled in sports classes. From Monday to Friday between 4 p.m. and midnight, and on weekends from 8 a.m. to midnight the running track is open for all students and staff members.

The swimming pools are closed for cleaning on Monday, as well as every day from 2 p.m. to 3 p.m. For access to the swimming pools, students must provide a health certificate. The Student Polyclinic can issue this certificate.





LIBRARY. The Central Library of Politehnica University of Timișoara (Blvd. Vasile Pârvan no. 2) is open from Monday to Friday between 09:00 and 20:00. One study hall of the library is open 24 hours a day. During academic holidays the working hours are from Monday to Thursday between 09:00 and 16:30 and on Friday between 09:00 and 14:00.

Access to the library is granted only after completing the UPT enrolment process. To register at the library you will need to present a valid identity document and – for full degree international students – the national student card.

Various events (movie screenings, conferences, presentations, exhibitions, workshops, etc.) are organised in the library building.



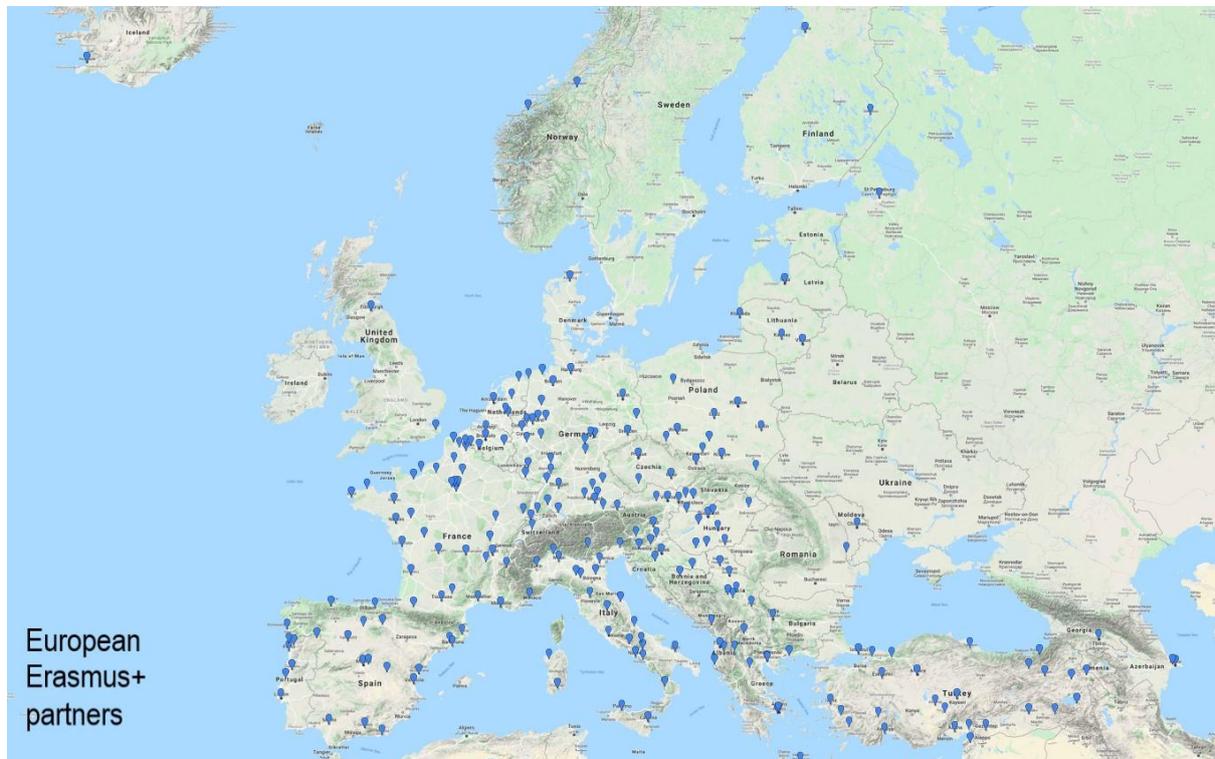
2.4. INTERNATIONALISATION

The multicultural spirit of Timișoara mirrors the diversity of the UPT student body and academic staff. We welcome students from all over the world. Afghanistan, Albania, Australia, Austria, Egypt, France, Germany, Greece, Hungary, Jordan, Israel, Japan, Italy, Kuwait, Morocco, Moldova, Nigeria, Palestine, Poland, Portugal, Serbia, Spain, Syria, Tunisia, Turkey, Ukraine or the USA are just some of the home countries of our international students.

Politehnica University of Timișoara encourages students to spend part of their studies or to do an internship abroad. The university has over 300 bilateral Erasmus+ agreements and more than 100 framework cooperation agreements with universities from all over Europe, but also from Asia, Africa, Oceania, North and South America. Every year more than 200 students do a study or industrial placement abroad, while over 150 students from partner institutions come to study or do an industrial placement under the supervision of an UPT coordinator.

UPT encourages the international mobility of its staff members and welcomes visiting lecturers from partner universities and companies. Every year, through the Erasmus+, EEA grants and CEEPUS programmes, more than 150 teaching and administrative UPT staff members do a teaching or training mobility abroad, while a similar number of foreign lecturers come teach in Timișoara.

Increasing the number of both incoming and outgoing students and staff is one of the goals of the Department for International Relations.



CHAPTER 3. PRACTICAL INFORMATION FOR EXCHANGE STUDENTS

3.1. BEFORE THE MOBILITY

NOMINATION. Students need to be nominated by their home university for a study or traineeship mobility at UPT. In the nomination e-mail – sent to incoming@upt.ro (Erasmus+, bilateral or double-degree agreements) or see-ESAYEP@upt.ro (EEA grants) – the home university will specify: the name of the exchange programme, the name and surname of the student, their study field (ISCED code according to the agreement), the semester in which the mobility is expected to take place, and the student's e-mail address.

The nomination deadlines are:

- Fall semester: May 20th
- Spring semester: November 20th

APPLICATION. After the student has been nominated, he/she needs to prepare and submit the following documents:

1. Application form;
2. Accommodation form – for students who want to stay in a student residence;
3. Learning agreement for studies or traineeships;
4. A copy of the national ID card or passport.

The learning agreement for studies or traineeships is a contract between the student, the home and the host institution. The student selects the subjects he/she wishes to study in consultation with the academic coordinator from the home institution. The draft document is then sent for approval to the Department for International Relations of UPT. Some faculties offer courses in English or German, others offer tutorials and individual consultations. Please check our website for up to date information about the academic offer for incoming exchange students: <http://www.upt.ro/international>. Exchange students are expected to choose their courses from the academic offer of their host faculty, although it is possible to request to add 1-2 courses taught in other faculties in exceptional cases.

The letter of acceptance and the approved learning agreement for studies or traineeships will be sent by e-mail to the candidate within 5 weeks of the application deadline.

LANGUAGE REQUIREMENTS. Politehnica University of Timișoara offers courses in Romanian, English and German. The mobility can be carried out in other languages (French, Italian, Hungarian, etc.) when the student works on his/her final degree thesis or undertakes practical training under the supervision of an UPT staff member with the necessary academic and language skills. No language certificate is required for admission; however, for a

successful stay we recommend a minimum level of B1 for the language in which the mobility will be carried out.

VISA. Exchange students should have a valid passport or identity card for the entire period of their stay in Timișoara. Students from the EU, EEA or Switzerland do not need a visa to enter or study in Romania. Non-EU students must apply for a student visa at the Romanian Embassy in the country of their home university. The acceptance letter and the learning agreement for studies or traineeships will support their visa application.

HEALTH INSURANCE. All exchange students have free access to emergency healthcare services. Exchange students coming from EU and EEA member countries and Switzerland have during their temporary residence in Romania the same health insurance rights and benefits as Romanian citizens based on their European Health Insurance Card. We advise all incoming exchange students to apply for the European Health Insurance Card or to contract an equivalent health insurance policy before arrival.

CIVIL LIABILITY INSURANCE. Politehnica University of Timișoara will not cover the damages caused by students. Exchange students are advised to purchase an insurance policy that guarantees the repair of damages that may be caused by the student to a third person, to possessions for which they are legally responsible, or to their accommodation, regardless of whether the damages were caused through negligence or not. Risks to be covered: civil liability, individual accidents, repatriation assistance. We strongly advise that you take out this insurance before arriving in Romania.

STUDENTS WITH SPECIAL NEEDS. Politehnica University of Timișoara strives to ensure equal access and opportunities for students with special needs. We are working on improving the university's infrastructure to accommodate a wider variety of health-related conditions, and encourage home universities to contact the Department for International Relations and check if the accommodations we can provide in terms of guidance, reception, physical accessibility, pedagogical or technical support are sufficient.

ACADEMIC CALENDAR. For the exact dates, please check www.upt.ro/international.

Fall/ Winter semester	Late September – Mid January	Teaching (with a 2 week holiday for Christmas and New Year's Day)
	Mid January – Late January	Exam session
	Late January – Mid February	Holiday
Spring/ Summer semester	Mid February – Late May	Teaching (with a 1 week holiday for the Orthodox Easter)
	Early June – Late June	Exam Session
	Early July – Late September	Holiday

3.2. AT THE START OF THE MOBILITY

ARRIVAL. All exchange students should inform the Department for International Relations at least one week in advance about their planned arrival date and time. This information will be sent to the administrator of the student residence, who will make the necessary arrangements to allow the student to move into his/her room. Student residences open four days before the start of the academic year.

REGISTRATION. International students are advised to make an appointment for registration soon after their arrival in Timișoara. Registration is done at the Department for International Relations (UPT Rectorate, Piata Victoriei n. 2, 1st floor, office 107) from Monday to Thursday between 12:00 and 15:30 and on Friday between 11:00 and 13:00. For registration the student will present:

- his/her identity card or passport (with the required visa for non-EU citizens);
- his/her health and civil liability insurance;
- any documents required by the home university to be signed in original at arrival by the host university (certificate of attendance, learning or training agreement, etc.).

ENROLMENT. The enrolment procedure starts after the student registers at the Department for International Relations. Once the enrolment is completed, the student will receive his/her internet access credentials from the Department of International Relations and will be able to pick up his/her national student card from the faculty.

ORIENTATION. The Department for International Relations organises at the start of each semester an orientation programme providing exchange students with essential information about the university and its facilities. It is highly recommended to attend the orientation programme sessions, as it will facilitate your integration in the local community.

STUDENT CARDS. UPT students – whether local or international – usually have three different types of student cards:

- The national student card is issued upon registration by the host faculty. The student must submit two identity card photos (3 cm x 4 cm) for the student card to be issued. The card confirms your status as a student in Romania and it gives you access to certain benefits, such as discounts on entrance fees to museums. The student needs to be able to present this document at every exam he/she takes.
- The UPT student card is issued upon registration by the library. It allows the student access to the infrastructure of the university, including the student residences, the sport centres and the library.
- The transportation card is issued by the host faculty as well. It can be used in combination with your ID document to buy second-class train tickets (only for travel within Romania) with a 100% discount.

REGISTRATION WITH AUTHORITIES. All non-EU citizens have to register upon arrival at the Immigration Office in Timișoara (Street Andrei Mocioni No. 8) to obtain a residence permit, while students from the EU, EEA and Switzerland need to register with the Police.

INTERNET ACCESS. UPT offers wireless Internet access in its campus through the Eduroam system. You will receive your user name and password from the Department for International Relations. Free Internet is also available in many restaurants, cafes or pubs in Timișoara.

VIRTUAL CAMPUS. The Virtual Campus is an online communication interface between administration, teachers and students. It is an educational environment (www.cv.upt.ro), which integrates online learning and mobile learning modules for students enrolled in distance learning study programmes and for students enrolled in intramural study programmes (blended learning). All courses taught at UPT have study materials available in the virtual campus. Exchange students are granted access to the Virtual Campus only to the courses included in their learning agreements.

CHANGES TO THE LEARNING AGREEMENT. The student can add or remove courses from the learning agreement during the first 30 days of the mobility. These changes need to be approved by both the home and the host institution.

3.3. DURING THE MOBILITY

ATTENDANCE REQUIREMENTS. Students must attend at least 2/3 of all lectures and 100% of all laboratory classes, seminars and project classes foreseen for each course mentioned in their Learning Agreements, regardless of the structure of the course in their home university. In order to obtain the credit points, the student must pass the examinations and complete all the required activities from the laboratory, seminars, or project classes. Students are expected to take part in all the meetings with their academic coordinator in UPT, and they are encouraged to take part in various academic and social activities.

ASSESSMENT. Professors communicate how the final grade will be calculated during the first course at the start of each semester. The type of evaluation (colloquium, project, oral or written exam) is stated in the study programme syllabus. Any student who fails a course has the possibility to repeat the examination during a pre-scheduled interval at the end of the semester.

GRADING SYSTEM. The grades are integer values from 1 to 10, with the maximal value of 10 and the minimal level of 5 for passing the examination. The Romanian Ministry of Education recommends the following interpretation of each grade:

Romanian grade	1 - 4	5	6	7	8	9	10
ECTS	F	E	D	C	C	B	A

Performance in certain subjects (practical training, sports) is evaluated with the rating “Passed” or “Failed”.

STUDENT ORGANISATIONS. Student organisations promote and represent student’s interests, while developing a variety of academic, social, cultural or sports projects. International exchange students are welcome to become members or to take part in the activities of the UPT student organisations:

- Board of European Students of Technology Timișoara (<http://besttm.ro/>);
- Student Association of the Faculty of Architecture (<https://asociatiadelapatru.wordpress.com/>);
- Student League of the Faculty of Automation and Computers (<https://ligaac.ro/>);
- Student Organisation of the Faculty of Civil Engineering (<https://www.facebook.com/ostlct/>);
- Student League of the Faculty of Electrical and Power Engineering (<http://www.et.upt.ro/ro/departaments/liga-studentilor>);
- Student League of the Faculty of Electronics, Telecommunications and Information Technologies (<http://www.lsfetc.ro/>);
- Student League of the Faculty of Engineering in Hunedoara (<http://liga.fih.upt.ro/index.html>);
- Student League of the Faculty of Industrial Chemistry and Environmental Engineering (<https://lsct.ro/>);
- Student League of the Faculty of Management in Production and Transportation (<http://www.mpt.upt.ro/resurse-utile/liga-studentilor.html>);
- Student League of the Faculty of Mechanical Engineering (<https://lsfmt.ro/>).

Other student organisations active in Timișoara are ESN – Erasmus Student Network (<https://www.facebook.com/esntimisoara>) and AIESEC - Association internationale des étudiants en sciences économiques et commerciales (<https://www.facebook.com/aiesec.tm>).

NATIONAL HOLIDAYS

- January 1st – New Year's Day
- January 2nd – Day after New Year's Day
- January 24th – Unification Day (Union of Moldavia and Wallachia in 1859)
- Orthodox Easter Day & Easter Monday (variable date)
- May 1st – Labour Day
- June 1st – Children's Day
- Orthodox Pentecost (variable date)
- Orthodox Whit Monday (variable date)
- August 15th – St. Mary's Day (Dormition of the Mother of God)
- November 30th – St. Andrew's Day
- December 1st – National Day (Union of Transylvania with Romania in 1918)
- December 25th – Christmas Day
- December 26th – Second Christmas Day

INTERNSHIPS & EMPLOYMENT. UPT hosts twice a year a career fair attended by companies who offer internship or employment opportunities for students, future graduates and alumni. International students from outside the European Union are legally allowed to work part-time during their studies (20 hours/week). Exchange students from the European Union, EEA or Switzerland can do internships or work in the same conditions as Romanian students.

LIVING EXPENSES. Living expenses for students in Timișoara roughly amount to 300-400 EUR per month. This amount covers accommodation in the student residence, food, clothes, personal care products, books, admission tickets to social and cultural events. Actual expenditure depends however on individual choices and expectations.

EMERGENCY ASSISTANCE. The emergency number in all EU countries is 112. Call this number only if you urgently need the help of a medical team, of the fire brigade or the police.

FEEDBACK. We are open to receiving feedback from exchange students throughout the semester. We love to hear about what international students enjoyed or appreciated during their stay, and constantly incorporate the suggestions we receive to make the experience of current and future international students better.

3.4. AT THE END OF THE MOBILITY

CERTIFICATE OF ATTENDANCE. The student should notify the Department for International Relations of his/her expected departure date at least one week in advance. The Certificate of Attendance will be issued, signed (stamped upon request), and made available for pick up from the Department for International Relations during the last 3 working days of the mobility.

MOVING OUT OF THE STUDENT RESIDENCE. The student should notify the administrator of the Student Residence of his/her expected departure date. The administrator will inspect the condition of the room and, if damages beyond normal wear and tear are found, will determine if any charges should be placed on the student. The room should be left in the same state as it was found when the student moved in. The room key and temporary access card will be returned to the administrator.

CLOSING ACCOUNTS. If you opened a bank account during your stay in Romania, or contracted a mobile phone subscription, we advise you to close those accounts before leaving the country. Return all materials borrowed from the library and close your library account.

TRANSCRIPT OF RECORDS/TRANSCRIPT OF WORK. The transcript of records outlines the courses taken and the grades achieved by the exchange student. The transcript of records is issued within 5 weeks from the end of the exam session, and will be sent by the Department for International Relations by e-mail to both the student and his home institution. Hard copies can also be sent on request. The transcripts of work are issued during the last week of the traineeship.

CHAPTER 4. PRACTICAL INFORMATION FOR INTERNATIONAL STAFF

4.1. INCOMING STAFF MOBILITY FOR TEACHING

Internationalisation at home is one of the priorities of Politehnica University of Timișoara. We are always open to welcome visitors, to expand our network and to reinforce the existing cooperation with our partners.

Guest teaching assignments can be arranged at Politehnica University of Timișoara under the existing Erasmus+, EEA grants or bilateral agreements.

The sending out-principle holds within the **Erasmus+ KA103 programme**, which means that in each case the university sending a teaching staff member finances his or her stay abroad. Regarding the financing of travel expenses, foreign teaching staff members must approach their home university. If there is not an Erasmus+ agreement between the home university and UPT, or if the expertise field of the potential guest lecturer is not mentioned in the agreement, then the international relations office of the home university should contact UPT's Department for International Relations to discuss signing an appropriate agreement.

The **Erasmus+ KA103 programme** also allows individual specialists from businesses located in programme countries (EU member states, Iceland, Liechtenstein, North Macedonia, Norway, Serbia or Turkey) to come and share their knowledge of a given sector, subject or issue to students. The specialist should contact UPT's Department for International Relations to apply for this type of mobility. If the application is approved, the Department for International Relations will issue an invitation letter. Costs related to transportation, accommodation and subsistence will be transferred by UPT to the visiting specialist's account according to the rules of the Erasmus+ programme.

Within the **Erasmus+ KA107 programme**, the number of incoming staff mobilities for teaching which can be funded depends on the approved budget, priority being given to staff from universities and fields that were included in the initial funding request. Proposals for new agreements or new fields should be directed to the Department for International Relations before December 1st, in order to be considered for the February deadline. Costs related to transportation, accommodation and subsistence will be transferred by UPT to the visiting teacher's account according to the rules of the Erasmus+ programme.

Within the **EEA Grants programme** the home university organises the selection and nominates the staff member to Politehnica University of Timișoara. The mobility grant will be transferred by UPT to the bank account of the visiting staff member according to the specific rules of the programme. If there is not an EEA Grants agreement between the home university and UPT, or if the staff member is an expert in a field not mentioned in the EEA grants agreement, then the international relations office of the home university should contact UPT's Department for International Relations to discuss signing an appropriate agreement.

Teaching assignments can take several forms: open-lectures targeting students from a variety of study years, study levels and areas of specialisation; lectures included in the regular course-work of the students; intensive workshops; etc.

REQUIREMENTS:

- The Department for International Relations is properly notified of the upcoming visit of the teaching staff member;
- The guest lecturer comes for teaching purposes (at least 8 teaching hours per week) from one of our Erasmus+, EEA grants or bilateral agreement partner universities;
- The mobility takes place during the teaching periods of the UPT academic calendar if the lectures target bachelor or master degree students, or between October and June if the lecture targets PhD students.

PROCEDURE:

- The potential incoming staff member contacts the Department for International Relations of UPT (incoming@upt.ro) and sends the visiting staff form.
- The Department for International Relations issues and sends a letter of invitation to the guest lecturer in electronic format.
- The teaching plan is set by the guest lecturer in cooperation with the host UPT department. If the incoming lecturer does not have a contact person in the appropriate department at UPT, the Department for International Relations will try to find and provide him/her with a contact person. The teaching plan will be agreed upon and signed in electronic format before the start of mobility.
- The Department for International Relations issues the official letter of confirmation for the Erasmus+, EEA grants or bilateral agreement teaching staff mobility.

The Department for International Relations handles all the administrative aspects of Erasmus+ and EEA grants mobilities (invitation letter, teaching agreement, certificate of attendance, etc.) The teaching agreements of incoming staff members are valid only when signed by the institutional coordinator.

4.2. INCOMING STAFF MOBILITY FOR TRAINING

We are happy to welcome teaching and administrative staff visitors for training according to the rules of the Erasmus+ and EEA grants programmes.

If you are employed at one of our partner universities and wish to spend a training period at Politehnica University of Timișoara, please contact your home university's office for international relations to check what the requirements are for you to apply for an Erasmus+ or EEA grants staff training mobility.

Once selected by the home university, the staff member is advised to:

- send the visiting staff form to the Department for International Relations of UPT (incoming@upt.ro). The Department for International Relations will issue and send a letter of invitation to the guest staff member in electronic format.
- work on the training plan in cooperation with the host UPT department. If the incoming visitor does not have a contact person in the appropriate department at UPT, the Department for International Relations will try to find and provide him/her with a contact person. The training agreement will be agreed upon and signed in electronic format before the start of mobility.
- set an appointment and visit the Department for International Relations to pick up the official letter of confirmation for the Erasmus+ or EEA grants staff mobility for training.

The Department for International Relations handles all the administrative aspects of Erasmus+ and EEA grants mobilities (invitation letter, training agreement, certificate of attendance, etc.) The training agreements of incoming staff members are valid only when signed by the institutional coordinator.

4.3. ACCOMMODATION IN THE HOTELS OF THE UNIVERSITY



International staff members can choose to stay in the hotels of Politehnica University of Timișoara. Both hotels are centrally located and offer single and double rooms with TV, refrigerator and Internet connection.

Prices for single rooms vary between ~25 EUR (breakfast included) and ~35 EUR (breakfast, sauna and fitness facilities included).



More details are available here:

Casa Poli 1: http://www.upt.ro/Informatii_hotel-style-accomodation-1_273_en.html

Casa Poli 2: http://www.upt.ro/Informatii_hotel-style-accomodation-2_413_en.html

CHAPTER 5. PRACTICAL INFORMATION FOR FULL-DEGREE STUDENTS

5.1. TOP 10 REASONS TO CHOOSE UPT

- 1. Value for money.**

Tuition fees for both Romanian and international students are reasonable and affordable.
- 2. Excellent infrastructure for teaching and research.**

The university makes constant investments to update its infrastructure.
- 3. Wide choice of study programmes.**

UPT offers study programmes taught in several languages in a wide variety of fields.
- 4. High-quality EU degree.**

Internationally recognised study programmes taught in English, German, or French.
- 5. High employability of graduates.**

Professionally relevant study programmes with great career prospects after graduation.
- 6. Full support during your studies.**

Free access to all the facilities of the university, academic mentoring and career counselling.
- 7. Compact, friendly, centrally located campus.**

Student residences, cafeterias, sports centres, the library, the lecture halls and labs are all situated in a compact area in the proximity of the city centre.
- 8. Great location.**

Timișoara is a safe, fun and culturally diverse city, with a vibrant artistic life and a dynamic business community. Over 30000 Romanian and international students study here to achieve their career goals.
- 9. International outlook.**

We welcome students and guest lecturers from a wide variety of countries, and offer our students the opportunity to receive a grant to study or do an internship abroad at one of our partner institutions.
- 10. Strong student associations.**

The student associations organise many social, academic and career events. Student representatives are involved in the decision-making processes of the university.

5.2. APPLICATION PROCESS FOR CITIZENS OF THE EUROPEAN UNION MEMBER STATES, THE SWISS CONFEDERATION, ICELAND, LIECHTENSTEIN AND NORWAY

Citizens of the European Union, the Swiss Confederation, Iceland, Liechtenstein and Norway may participate in the entrance exam that grants access to education – including state-funded places – in the same conditions as Romanian students.

- Romanian citizens, as well as the citizens of the European Union, the Swiss Confederation, Iceland, Liechtenstein, or Norway, who have a Romanian high-school diploma will follow the procedure published on the UPT website (section “Admitere”).
- Romanian citizens, as well as the citizens of the European Union, the Swiss Confederation, Iceland, Liechtenstein, or Norway, who have a high-school diploma obtained in an European Union member state (other than Romania), need to have their diploma validated by the National Centre for the Validation and Recognition of Diplomas of the Romanian Ministry for Education. For details see: www.cnred.edu.ro. The files of these applicants have to be analysed beforehand by UPT. Only after validation can such an applicant take part in the entrance exam.
- Romanian citizens, as well as the citizens of the European Union, the Swiss Confederation, Iceland, Liechtenstein, or Norway, who have a diploma obtained in a non-EU country, need to obtain a graduation certificate issued by the National Centre for the Validation and Recognition of Diplomas of the Romanian Ministry for Education. For details: www.cnred.edu.ro. Only after obtaining the graduation certificate can such an applicant take part in the entrance exam.

For an updated list of study programmes taught in foreign languages, we kindly ask you to check our website: www.upt.ro.

5.3. APPLICATION PROCESS FOR CANDIDATES FROM NON-EU AND NON-EEA COUNTRIES

Applicants from countries outside the European Union, the Swiss Confederation, Iceland, Liechtenstein and Norway should apply to Politehnica University of Timișoara by e-mail at incoming@upt.ro, and by post at Politehnica University of Timișoara, Department for International Relations, Piața Victoriei, no. 2, Timișoara, 300006, Timiș, Romania.

The application file consists of:

- APPLICATION TO THE MINISTRY FOR THE ISSUANCE OF THE LETTER OF ACCEPTANCE TO STUDIES – in two copies (form can be requested at incoming@upt.ro)
- STUDY DIPLOMA (baccalaureate diploma or equivalent for undergraduate studies, undergraduate diploma or equivalent for master studies, master diploma or equivalent for doctoral studies) – authenticated photocopy and translation

- TRANSCRIPTS OF RECORDS – authenticated photocopy and translation. The applicants requesting the recognition of partial studies done abroad must also submit the curriculum of these courses.
- BIRTH CERTIFICATE – authenticated photocopy and translation
- PASSPORT and IDENTITY CARD – photocopies
- HEALTH CERTIFICATE – original document if the health certificate is issued in Romanian, or original document and an authorized translation in English or French if the certificate is issued in any other language. Must contain information regarding the candidate's current state of health, as well as the history of any chronic diseases and SARS-COV-2 respectively
- 2 PHOTOS 3cm x 4cm to be attached on the application form mentioned above
- If you wish to enrol in a Romanian-taught programme: ROMANIAN LANGUAGE CERTIFICATE. If the applicant does not have a Romanian Language Certificate, he/she must obtain it following an exam. The applicants which can prove that they have attended at least 4 years of studies taught in the Romanian language do not need to pass this exam. Otherwise, only after passing the language exam, the candidate shall be accepted into the first year of study. If the candidate does not know Romanian, but wishes to enrol in a Romanian-taught programme, he/she must attend the Preparatory Year. A list of universities offering preparatory year studies can be provided on request.
- If you wish to enrol in an English or German-taught programme – ENGLISH OR GERMAN LANGUAGE CERTIFICATE. The citizens of countries having these languages as an official language, and those who prove that they studied beforehand in these languages do not need to provide a certificate.

TUITION FEES

- Undergraduate studies in engineering: 270 EUR/ month (2430 EUR/academic year)
- Undergraduate studies in architecture: 350 EUR/month (3150 EUR/academic year)
- Undergraduate studies in communication sciences: 220 EUR/month (1980 EUR/year)
- Master studies in engineering: 270 EUR/ month (2430 EUR/academic year)
- Master studies in architecture: 350 EUR/month (3150 EUR/academic year)
- Master studies in communication sciences: 220 EUR/month (1980 EUR/year)
- PhD studies in engineering: 290 EUR/month (2610 EUR/academic year)
- PhD studies in architecture: 370 EUR/month (3330 EUR/academic year)

SCHOLARSHIPS

- **Scholarships offered by the Romanian State to foreign citizens through the Ministry of Foreign Affairs** in keeping with Government Decision No 288/199. The scholarships include a tuition fee waiver, free-of-charge accommodation and a monthly allowance. Application period: December – March. Details: <http://www.mae.ro/en/node/10251>.
- **Scholarships offered by the Ministry of Economy, Trade and Relations with the Business Environment to non-EU citizens** interested in enrolling in a Romanian-taught study programme (one year for the study of the Romanian language is included in the scholarship). The scholarship includes a tuition fee waiver, free-of-charge accommodation and a monthly allowance. Applicants need to be in a position to promote the economic relations between Romania and their country of origin, and to obtain an official

recommendation letter from one of the involved authorities. Application period: May 1st - August 31st.

- **Scholarships offered by the Romanian state in keeping with bilateral treaties in force or with unilateral offers made by Romania to other states.** Please check with the Romanian Embassy in your home country about these scholarships.
- **Scholarships for the Romanian diaspora** - These scholarships are granted to applicants of Romanian descent (whether they have maintained Romanian citizenship or not) who live abroad. One condition for the programme is that the studies be carried out in Romanian (a preparatory year for studying Romanian can be covered by the scholarship as well). The scholarships include a monthly allowance, a tuition fee waiver, free accommodation in student residences, free medical services, discounts for public transportation.
- **Study abroad scholarships.** Students can apply for a variety of scholarship programmes (Erasmus+, EEA grants, bilateral agreements, double-degree agreements, etc.) which fund short-term study mobilities at partner universities, as well as internships in universities or companies from the European Union. Selection is based on academic results, motivation, language skills.

Questions regarding the admission process for applicants from countries outside the European Union, the Swiss Confederation, Iceland, Liechtenstein and Norway can be sent to incoming@upt.ro, or by phone: +40-256-403034 (from Monday to Thursday between 12:00 and 15:30, and on Friday between 11:00 and 13:00).

5.4. APPLICATION PROCESS FOR CANDIDATES OF ROMANIAN DESCENT

Candidates of Romanian descent from the Republic of Moldova, Albania, Bulgaria, Greece, North Macedonia, Serbia, Croatia, Ukraine, Hungary and the Diaspora are eligible for tuition fee waivers and/or monthly grants according to the Government Decision no. 689/1994, as amended and supplemented, and the Law 299/2007, republished, with subsequent amendments. This includes:

- people who freely assume the Romanian cultural identity - persons of Romanian origin, persons from the Romanian linguistic and cultural area, living outside Romania's borders regardless of how they are denominated (armâni, armânji, aromâni, basarabeni, bucovineni, cuțovlahi, daco-români, fărșeroți, herțeni, istro-români, latini dunăreni, macedoromâni, macedo-români, maramureșeni, megleniți, megleno-români, moldoveni, moldovlahi, rrâmâni, rumâni, valahi, vlahi, vlasi, volohi, macedo-armânji and all other related forms of the above);
- Romanian emigrants, whether they kept or not their Romanian citizenship, and their descendants;
- Romanian citizens residing abroad.

One condition for receiving this type of scholarship is that the studies be carried out in Romanian. Candidates who do not speak Romanian well enough can apply for a Romanian language preparatory year. If a candidate is selected for this scholarship programme, the

preparatory year is offered under the same financial terms as the programme of study for which the candidate was accepted.

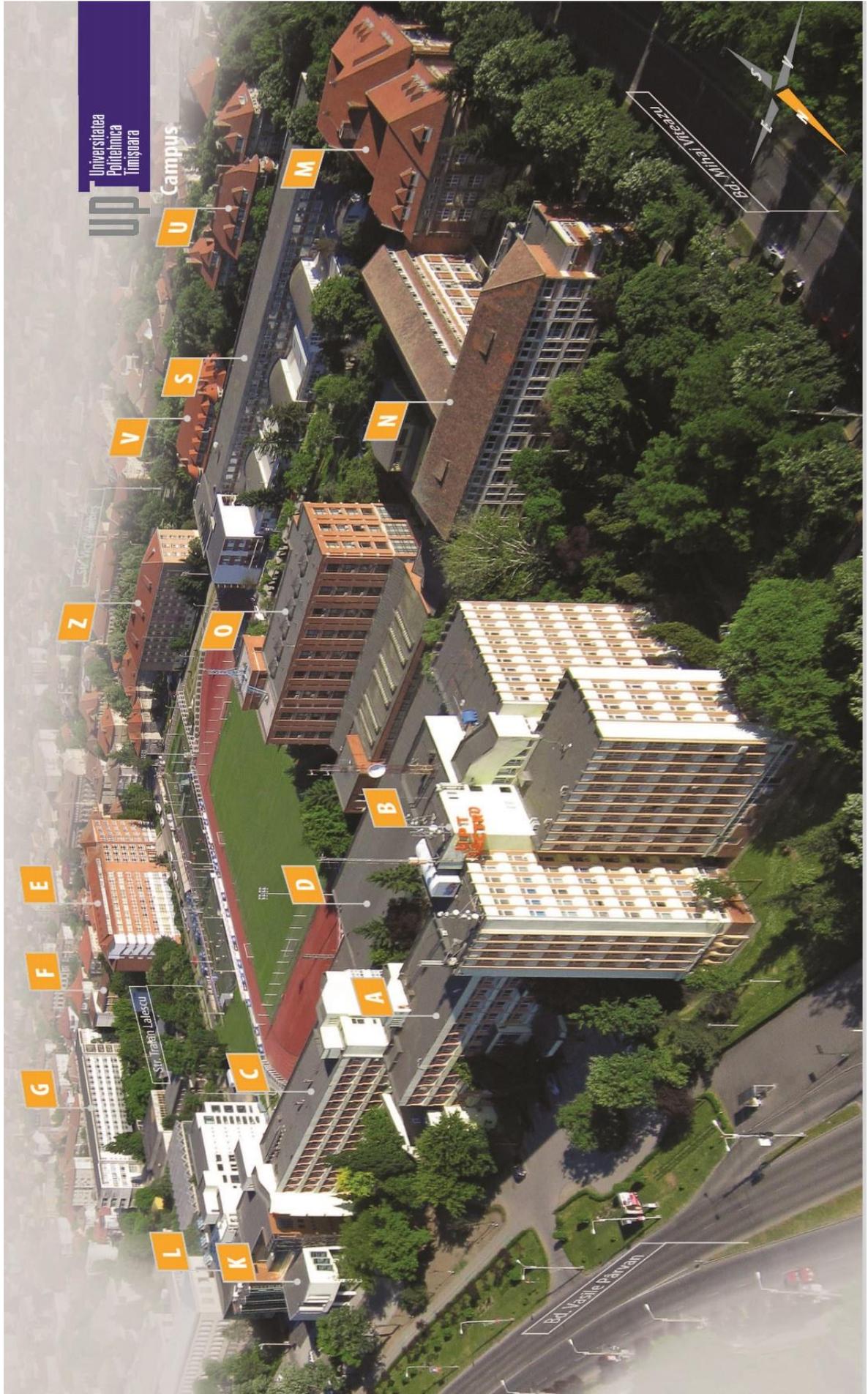
There are two categories of scholarships:

- Full scholarship: tuition fee waiver, a monthly grant, free accommodation in the student residence, free emergency medical assistance;
- Partial scholarship: tuition fee waiver, no monthly grant, free accommodation in the student residence, free emergency medical assistance.

It is also possible to apply under this programme as a self-funded student, in which case the tuition fee will be the same as for Romanian citizens.

Every year the Romanian Government approves the number of full and partial scholarships for applicants from this category and assigns these places to universities. The list of places available at Politehnica University of Timișoara is published on the webpage of the Department for International Relations: <http://upt.ro/international>.

If you have questions regarding this scholarship programme, please contact us at romanidepretutindenit@upt.ro.






A	"Electro" Building Faculty of Electronics and Telecommunications Faculty of Automation and Computer Science	G	"ASPC" Building Faculty of Civil Engineering Faculty of Communication Sciences Faculty of Automation and Computer Science	P	"Chimie" Building Faculty of Industrial Chemistry and Environmental Engineering
B	"Electro" Building Faculty of Electronics and Telecommunications Faculty of Automation and Computer Science	H	"Hidrotehnica" Building Department of Hydrotechnical Engineering	R	"Rectorat" Building Rectorate
C	"Electro" Building Faculty of Electrical and Power Engineering	I	"MPT" Building Faculty of Management in Production and Transportation	S	"SPM" Building Faculty of Mechanical Engineering Faculty of Management in Production and Transportation
D	"Electro" Building Faculty of Electrical and Power Engineering	K	Auditorium	T	"Chimie" Building Faculty of Industrial Chemistry and Environmental Engineering
E	"Constructii" Building Faculty of Civil Engineering Faculty of Architecture and Urban Planning Faculty of Communication Sciences	L	New Library Building	U	Student residence 1MV
F	"Constructii" Building Department of Overland Communication Ways, Foundations and Cadastral Survey Department of Steel Structures and Structural Mechanics	M	"Mechanica" Building Faculty of Mechanical Engineering	V	MV Student Restaurant
		N	"Mecanica noua" Building Faculty of Mechanical Engineering	Z	Student residence 2MV
		O	"Orologerie" Building Faculty of Mechanical Engineering		

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Website: <http://www.upt.ro/international>

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