



**UNIVERSITATEA  
BABEŞ-BOLYAI**

**CENTRE FOR INTERNATIONAL  
COOPERATION**

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## **DOCUMENTS REQUIRED IN ORDER TO OBTAIN THE POSITION AT UBB AND RECEIVE PAYMENT**

There are several positions available on the University's payroll:

1. Tenured professors are those who can get a job for one full year at UBB and cannot be employed in the country of origin; the employment contract can be renewed on a yearly basis; this is usually the case of professors hired by Order of the Ministry of Education - the lecturers; they are paid for 12 months.
2. Part-time professors are a category in which professors keep their job at the home university and they come to UBB for a modular course that they teach for over a 2-3 week period; under this plan, for a modular course professors are paid the equivalent of 10 months regular class time.
3. Paid on an hourly basis
4. Professors who are paid based on their conferences, workshops seminars, and speeches.

After the arrival in Cluj, professors must go, as soon as possible, to the Department for Human Resources.

Professors have to submit (to the University's Department for Human Resources) copies of the following documents:

1. Identity card (passport and residence permit);
2. Copy of the birth certificate (should the name have changed);
3. High-school diploma;
4. Bachelor's degree diploma;
5. Ph.D. degree diploma;
6. On the job seniority (in the seniority record the applicant must list each position held in the past and time periods: year, month, day); these are necessary in order to get the proper salary; missing data will only lead to a lesser salary.
7. Bank [account number](#) and a card of the bank account (open an account only to one of the following Romanian banks: BCR, BRD, Banc Post, Banca Transilvania, C.E.C., Unicredit iriac, Alpha Bank or Raiffeisen Bank)

8. Copy of the registration certificate (EU countries) / temporary residence permit (non-EU countries); may be submitted later, after obtaining it from the Romanian Immigration Office.

**Note:** All the documents must be translated into Romanian, except for the residence permit.

Documents must be submitted to the Human Resources Department of Universitatea Babe - Bolyai (14, C-tin Br tianu St. opening hours: Monday till Friday between 9 and 12; phone no. +4/0264/405300 ext. 5448 or 5417); contact persons:

1. Alexandra POP (phone no. +4/0264/405300 ext. 5448);
2. Daniela CADI (phone no. +4/0264/405300 ext. 5417);

For more information, please contact the UBB Human Resources Department.