

GUIDE FOR STUDENTS AND STAFF

EELISA MOBILITY Application Guide

European Engineering Learning Innovation
and Science Alliance

INSTITUTION

National University of Science and
Technology POLITEHNICA Bucharest

ISSUED BY

EELISA POLITEHNICA
Bucharest Office

PROGRAMME

EELISA 2.0

ALLIANCE MEMBERS



WELCOME

Your mobility starts here

The European Engineering Learning Innovation and Science Alliance (EELISA) brings together leading European universities of technology and offers students, academic staff and administrative staff of the National University of Science and Technology POLITEHNICA Bucharest the opportunity to participate in international activities, including workshops, conferences, summer schools, study visits and collaborative projects.

Through these mobility opportunities, participants contribute to strengthening European cooperation in education and research, promoting innovation, and enhancing the international visibility of the university.



AT A GLANCE



14 days

Maximum duration of an EELISA mobility



€79 / day

Individual support for students, plus travel days



14 days

Minimum notice before your departure date



1 mobility

Per academic semester, per student

WHO IS THIS GUIDE FOR

Find your category, then follow the steps in that section.



CATEGORY 01

Students

Bachelor's, Master's and PhD students enrolled at the university.



CATEGORY 02

Staff – project team

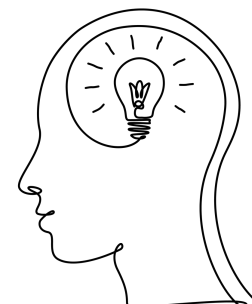
Academic and administrative staff who are members of the project team.



CATEGORY 03

Staff – non-project

Academic and administrative staff outside the project team.





CATEGORY 01

Students

Bachelor's · Master's · PhD



How to apply

1

Explore available opportunities

EELISA activities are published on:

- eelisa.eu
- digitalcampus.eelisa.eu
- eelisa.upb.ro
- the University's faculty websites and social media channels (Facebook, LinkedIn, Instagram)

2

Check your eligibility

You may apply if you:

- are enrolled as a Bachelor's, Master's or PhD student at the university;
- have successfully passed all examinations from previous semesters;
- have not previously received EELISA mobility funding during the current academic semester;
- have received an official invitation or letter of acceptance from the event organisers.

PLEASE NOTE

The maximum duration of an EELISA mobility is 14 days.

3

Prepare your application file

The application must include:

- Mobility Funding Application Form (Annex I);
- Official invitation or letter of acceptance issued by the organisers;
- Candidate Evaluation Form (Annex III).

NOTE

The Candidate Evaluation Form must be submitted blank by the applicant. It will subsequently be completed and endorsed by the Dean or the Vice-Dean responsible for international relations, only for Bachelor's and Master's students.

4

Submit your application

Send all documents to the Dean/Vice-Dean responsible for international relations or your PhD supervisor. They will forward the file to the EELISA POLITEHNICA Office (eelisa@upb.ro).

5

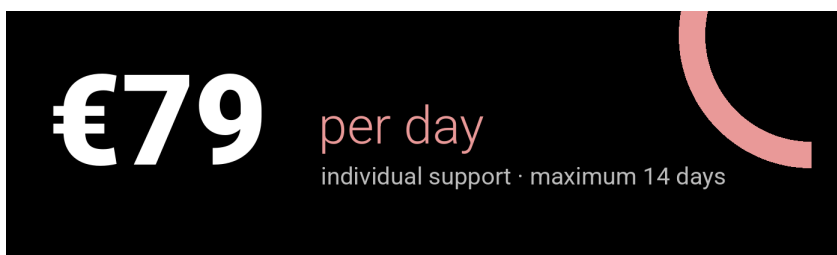
After approval

If your application is approved:

- You will be informed by the EELISA POLITEHNICA Team regarding your eligibility.
- Register your international travel request through the travel.upb.ro platform.
- Once the Rector's Decision has been issued, you may purchase your flight tickets and book your accommodation within the approved grant limits.
- Send a copy of your identity card to eelisa@upb.ro so that the financial agreement can be prepared.

6

Funding



- Individual support: €79/day (max. 14 days) + €79/day for travel days (maximum 2 travel days — one day for departure and one day for return).
- Travel support is provided as a lump sum, calculated according to the travel distance.

Travel support — lump sum by distance

ORIGIN	DESTINATION	DISTANCE (KM)	NORMAL TRAVEL	GREEN TRAVEL
Bucharest	Madrid	2.472,68	395,00 €	535,00 €
	Budapest	642,95	309,00 €	417,00 €
	Paris	1.869,94	309,00 €	417,00 €
	Erlangen	1.277,38	309,00 €	417,00 €
	Istanbul	446,97	211,00 €	285,00 €
	Pisa	1.254,87	309,00 €	417,00 €
	Zurich	1.394,27	309,00 €	417,00 €

Which means of transport can you use?



Normal travel

Travel by conventional means of transport. The standard Erasmus+ travel grant applies according to the travel distance.

- airplane;
- coach or bus;
- private car (where appropriate and justified).



Green travel

Travel by low-carbon means of transport, in accordance with the Erasmus+ Programme rules. Participants choosing Green Travel may benefit from a higher travel grant in order to encourage environmentally sustainable travel.

- rail transport;
- collective ground transport;
- shared vehicle use.

ADDITIONAL SUPPORT

Students with fewer opportunities may receive an additional €100, provided they meet the eligibility criteria.

After your mobility

Within 3 working days after returning from your mobility, you must submit the original supporting documents for financial settlement to:



Rectorate Building, Ground Floor, Room 011

National University of Science and Technology POLITEHNICA Bucharest

REQUIRED DOCUMENTS

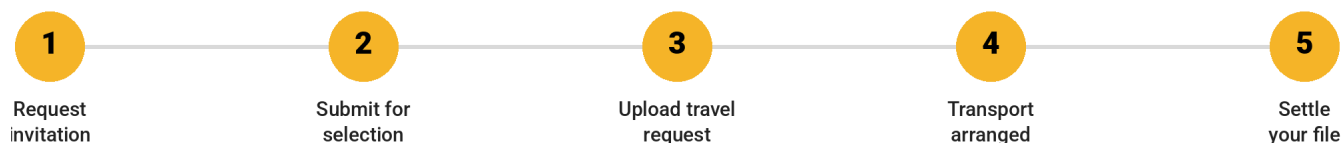
- Certificate of Attendance
- Activity Report
- Proof of travel (tickets, boarding passes, etc.)



CATEGORY 02

Academic & administrative staff

Project team members



How to apply

1 Request your invitation

Request an official invitation or letter of acceptance from the organisers of the EELISA activity.

2 Submit your documents for selection

Submit the following documents to the EELISA POLITEHNICA Office (eelisa@upb.ro) for the selection process:

- Mobility Funding Application Form (Annex II), approved by the Head of your Faculty/Department or administrative unit.

3 Upload your travel request

Upload the approved travel request to the travel.upb.ro platform.

4 Transport is arranged for you

Once the Rector's Decision has been issued, transportation will be arranged in accordance with the University's internal procurement procedures.

5 Settle your file after returning

Within 2 working days after returning from your mobility, submit the original supporting documents for financial settlement at the Rectorate Building, Ground Floor, Room 011.

Required documents

The same set of documents applies whether or not an advance payment was requested.

IF NO ADVANCE PAYMENT WAS REQUESTED

- Rector's Decision + Justification Note;
- International transport documents (airline invoice and boarding pass);
- Local transport documents (taxi/Uber receipts, metro, bus, etc.) together with proof of payment or invoice;
- Activity Report.

IF AN ADVANCE PAYMENT WAS REQUESTED

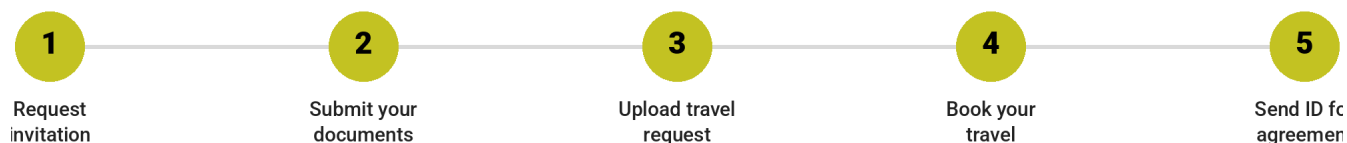
- Rector's Decision + Justification Note;
- International transport documents (airline invoice and boarding pass);
- Local transport documents (taxi/Uber receipts, metro, bus, etc.) together with proof of payment or invoice;
- Activity Report.



CATEGORY 03

Academic & administrative staff

Non-project team members



How to apply

1

Request your invitation

Request an official invitation or letter of acceptance from the organisers of the EELISA activity.

2

Submit your documents

Submit the following documents to the EELISA POLITEHNICA Office (eelisa@upb.ro):

- Mobility Funding Application Form (Annex II), approved by the Head of your Faculty/Department or administrative unit;
- Official invitation or letter of acceptance.

3

Upload your travel request

Upload the approved travel request to the travel.upb.ro platform.

4

Book your travel

Once the Rector's Decision has been issued, you may purchase your flight tickets and book your accommodation within the limits of the approved grant.

5

Send your ID for the Financial Agreement

Send a copy of your identity card to eelisa@upb.ro so that the Financial Agreement can be prepared and signed by both parties.

Individual support

The individual support grant is calculated according to the duration of the mobility, the number of activity days, and up to two travel days where applicable, in accordance with the funding rules established by the EELISA mobility guidelines.

DESTINATION COUNTRY	INDIVIDUAL SUPPORT
Germany, France, Italy, Spain	160 €
Hungary, Türkiye	140 €

Travel support – lump sum by distance

Travel support is provided as a lump sum based on the travel distance.

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	Budapest	642,95	309,00 €	417,00 €
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Which means of transport can you use?



Normal travel

Travel by conventional means of transport. The standard Erasmus+ travel grant applies according to the travel distance.

- airplane;
- coach or bus;
- private car (where appropriate and justified).



Green travel

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- rail transport;
- collective ground transport;
- shared vehicle use.

After your mobility

Within 3 working days after returning from your mobility, you must submit the original supporting documents for financial settlement to:



Rectorate Building, Ground Floor, Room 011

National University of Science and Technology POLITEHNICA Bucharest

REQUIRED DOCUMENTS

- Certificate of Attendance
- Activity Report
- Proof of travel (tickets, boarding passes, etc.)



Frequently asked questions

1

Can I apply if I have already participated in an EELISA mobility during the same semester?

Students may receive EELISA funding for one mobility per academic semester within the same calendar year. Exceptions apply to members of the EELISA Student Council and other duly justified cases approved in accordance with the eligibility criteria.

Priority is given to students who have not previously received EELISA funding during their current cycle of studies.

2

Can I participate without EELISA funding?

Yes. Participation without EELISA funding may be possible, provided that the University's internal procedures and approval requirements are respected.

However, participants may not receive funding from two different sources for the same EELISA activity.

3

What is Green Travel?

Green Travel refers to travel where the main part of the journey is carried out using low-carbon means of transport, in accordance with the Erasmus+ Programme rules. Depending on the itinerary and the applicable rules, this may include rail transport, collective ground transport or shared vehicle use.

IMPORTANT

Choosing a sustainable means of transport does not automatically qualify you for the Green Travel grant. Eligibility must be confirmed by the EELISA POLITEHNICA Office before purchasing your tickets.

4

When can I purchase my travel tickets?

This depends on your participant category.

Students and non-project staff — travel tickets and accommodation may be purchased only after your application has been approved and the Rector's Decision has been issued.

Project team members — once the Rector's Decision has been issued, transportation will be arranged through the University's internal procurement procedures.

5

Can I receive funding if I have already purchased my tickets?

No. Travel tickets and accommodation should not be purchased before your mobility has been approved and the Rector's Decision has been issued. Expenses incurred before the approval process cannot be guaranteed as eligible for reimbursement.

6

How early should I submit my application?

The complete application file must be submitted at least 14 calendar days before the planned departure date. Applications submitted after this deadline may not be processed in time.



CONTACT

EELISA POLITEHNICA Office

ELO

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WEB	eelisa.upb.ro
ADDRESS	Rectorat UPB – Room 302: Travel & Administrative Operations Office
PHONE	+4021 402 9278

ALLIANCE MEMBERS



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