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**ROMANIA
MINISTRY OF NATIONAL DEFENCE
“CAROL I” NATIONAL DEFENCE UNIVERSITY**



**USEFUL GUIDE
FOR FOREIGN STUDENTS AND STAFF**

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The current guide is a useful tool for foreign students and staff (military or civilian) coming to „CAROL I” National Defence University (NDU). It contains important information concerning administrative aspects according to Romanian requirements and general information about Bucharest and Romania.

THIS GUIDE MUST BE READ VERY CAREFULLY. IF NECESSARY, DO NOT HESITATE TO CONTACT US FOR FURTHER CLARIFICATIONS.

For more information please contact us: ndu.romania@adlunap.ro

GENERAL INFORMATION ON “Carol I” NATIONAL DEFENCE UNIVERSITY (NDU)

1.1. Short History

„Carol I” National Defence University has ensured the continuing tradition of the Higher Staff College, founded in 1889, representing the sixth staff college in Europe, in line with those in Berlin, Vienna, Paris, Turin and Brussels.

Its tasks are training of commanders, staff officers and experts within the military, civilian and political fields who are to be appointed in leading and expertise positions in the defence and national security domains, to organize and carry out scientific studies and research necessary for the accountable structures in these domains.

Throughout time, the institution has functioned under different names, such as:

- Superior War School, founded in 1889 at PELES Castle, in SINAIA, by High Royal Order no 2073 signed by King Carol I of Hohenzollern-Sigmaringen;
- Military Academy from 1948, by Grand National Assembly Decree no 1803;
- Academy for Higher Military Studies from 1991, by Romanian Government no 305;
- National Defence University from 2003, by Government Decision no 1027
- the name of King Carol I was added to starting with September 6, 2005.

‘LABOR IMPROBUS OMNIA VINCIT’ – ASIDUOUS WORK CONQUERS EVERYTHING has been the motto for all staff officers who have been trained here. No matter the period of time when they have studied in this establishment, the officers’ training has emphasized the spirit of honour, the respect towards the fundamental values of the country and has facilitated the acquiring of remarkable professional skills.

Starting with 1998, the National Defence University has become a member of the Syndicate of NATO-Member Countries Academies. Yearly, there are held paper sessions concerning national security and defence, with the participation of national and international educational establishments, governmental and non-governmental bodies and of many trading companies. Since 1992, among NDU students there are also officers from over 16 NATO or cooperation partner countries.

Being constantly up-to-date with the latest developments in similar institutions in NATO-member or partner countries, NDU meets the challenges of the future military conflict framework, the transformations within the current Romanian society and the Romanian Army as well.

The main structures of “CAROL I” National Defence University are:

- Command and Staff Faculty;
- Security and Defence Faculty;
- Crisis Management and Multinational Operations Department;
- Advanced Distributed Learning Department;
- Foreign Languages Centre;
- Centre for Defence and Security Strategic Studies;
- National Defence College;
- Regional Department for Defence Resources Management Studies (located in BRASOV).

1.2. Visas and Other Necessary Documentation

Visas

In accordance with EU regulations, foreign people coming from non-EU countries must show at the Romanian border a passport with a study visa, (for students) identified by the symbol D/S, or regular visa. The taxes necessary for obtaining or renewing a Romanian visa, either in the country of origin or in Romania, are entirely the responsibility of the sending country. For details concerning tax fees and other visa regulations, please contact the Romanian Embassy in your country. In order for us to begin our internal procedures in view of your participation on our courses and to assist you in obtaining a Romanian visa, please submit your personal data form by e-mail (ndu.romania@adlunap.ro) immediately after the receipt of the official letter of invitation together with a scanned copy of your passport (or your national ID card if you do not hold a passport yet). **Please take into consideration that we need at least two weeks to carry out the Romanian formalities prior your arrival in our country.**

In order to check whether you need a visa to travel to Romania, please visit the Romanian Ministry of Foreign Affairs website – www.mae.ro

1.3. Arrival and Departure Procedures

Foreign students and staff will be welcomed at the airport or railway station by a representative of the Romanian NDU, provided you send us by email (ndu.romania@adlunap.ro) your arrival details at least three days in advance. After this, you will receive the details of the NDU representative that will collect you from the airport. If you do not send us your arrival details, we will not be able to collect you from the airport and therefore we recommend that you use the services of the Embassy of your country in Romania or find your own way to NDU.

We recommend that foreign students arrive at NDU one or two days (1-2 days) before the course starts and depart one day (1 day) after the last day of the course. In case of earlier arrival or later departure, regardless of reason, the costs for accommodation and meals become their responsibility.

Upon arrival at NDU, a magnetic card for access will be issued for you. In case you have a car, access can be granted on NDU premises upon request.

1.4. Travel Expenses

The international transport (plane or train) is the responsibility of the foreign partner which sends students and staff to Romania.

Exceptions: students from countries with which Romania has bilateral agreements stipulating the reimbursement of international travel expenses.

For students coming from these countries, the money for their international transport tickets will be repaid by the Romanian party. This is the reason why they should bring along a document certifying the exact amount of money paid for the tickets, through a fiscal paper (receipt, invoice) from the travel company which issued the travel documents and the travel ticket.

1.5. Special Identity Card

According to Romanian legislation, foreigners that come to stay in Romania for more than 60 days must obtain a special identity card for military and civilian staff. Within 2 (two) days from arrival, foreigners must provide their personal data and arrangements will be made for the issuing of the card by the Romanian military authorities.

1.6. Residence Permit

For foreigners that are going to stay in Romania for more than 90 (ninety) days it is mandatory to obtain a residence permit issued by the Romanian immigration authorities. Applications for the residence permit are to be filed after arrival on Romanian territory. Failure to obtain the residence permit leads to interdiction for future entries into European Union countries. The cost for the issuing of this document is NOT the responsibility of the Romanian side.

NOTE: The special identity card and the residence permit do NOT exclude one another; they are both compulsory.

1.7. Financial Agreements

According to the provisions of the bilateral agreements, NDU provides free of charge the following: meals, accommodation, transport from and to the airport, transport in the interest of the teaching process, access to course materials in libraries, in laboratories or course rooms belonging to the NDU, as well as general or emergency medical assistance.

The Romanian NDU will not cover the costs of accommodation, meals and transport beyond the course period.

Partners who have not signed such agreements with Romania will have to bear all the costs incurred.

1.8. Leaves

Foreign students and staff may benefit of leaves and holidays in the same conditions as Romanian officers, with the approval of the NDU leadership. The costs for visiting their countries of origin during leaves or holidays will be their responsibility.

Applications for leave must be submitted at least 2 days in advance to the Course Director. Personnel on leave who, due to whatever circumstances, are unable to return to duty in time will contact the Course Director (DS) giving the relevant details and an estimate time

of arrival (ETA) for return to duty. This is particularly important where circumstances force a possible repatriation.

1.9. Medical Assistance

The Romanian party provides emergency medical assistance during the agreed period of stay. No vaccinations are required. Foreign students and staff will receive free emergency medical treatment, if needed, only in military medical facilities, according to the provisions of bilateral agreements.

1.10. Discipline

Foreign students and staff should observe the laws and rules of Romania and its military system, as well as the general rules and regulations within the NDU.

Students are encouraged not to lend/borrow money in any circumstances. Gambling and alcohol and drugs consumption are forbidden.

Students will not take photos, or make video or sound recordings on NDU premises and of any military installation or equipment belonging to the Romanian Armed Forces without prior approval.

It should be mentioned, for ethical reasons, that in Romania, as in the majority of the European countries, men and women have the same rights. In the NDU, a large number of employees are women.

Students have to be in the classroom on time, as it is disruptive for speakers and other participants when there are late arrivals. During presentations, syndicate room discussions and exercises, the use of mobile phones is not allowed.

1.11. Fire Prevention Policy

1. General

The prevention of fire is of vital importance and is the responsibility of all ranks. Common sense and good discipline can prevent most fires. It is vitally important that the highest standard of fire prevention be achieved and maintained so that losses by fire may be eliminated or reduced to a minimum.

2. Untidiness

On no account will paper packing materials, floor sweepings or combustible rubbish of any sort be allowed to accumulate and remain in buildings or near any stores of any type. Such rubbish will be placed in suitable containers and removed daily. Empty wood packing cases, scrap timber, or combustible materials of any sort will not be untidily stored near any stores.

3. Stores and places of work

All personnel will ensure that before leaving their place of work, that all lights, computers, fires, heaters, etc are switched off/extinguished and that there is no possibility of a fire starting.

4. Smoking

All personnel is allowed to smoke only in the outside designated areas. It is forbidden to discard cigarette butts, pipe ash or matches in any place.

Smoking is not permitted at any time:

- In NDU offices and classrooms;
- In accommodation facilities.

5. In the event of fire - all personnel:

- Extinguish the fire if you are sure you can do so quickly;
- Alert others and have the fire alarm sounded;

Evacuate the area. In the case of a general fire alarm, assemble at the designated assembly point as per the NDU (National Defence University "Carol I") Fire Notices.

1.12. Administrative Details

Administrative details in National Defence University

Accommodation: "Carol I" National Defence University hostel provides accommodation for its staff and students (both Romanian and foreigners).

Each room has bathroom, refrigerator, TV set and TV cable facilities.

Washing machines and irons can be found on each floor of the hostel in a designated room.

The electric power is 220V, 50Hz AC.

Cooking is not allowed in the NDU hostel.

"Carol I" National Defence University hostel does not provide minibar.

Meals: Brunch and lunch are available daily and have to be booked and paid for one day in advance. Meals are offered according to the schedule of the military dining facility. Packed food will be provided for dinner upon request.

For students coming from countries with which Romania has signed Cooperation Agreements / Protocols, the costs for meals are covered by the Romanian side, in the same conditions as for the Romanian personnel.

Internet access is available in classrooms and in the Students' Club, as well as in a number of specially designated rooms of NDU. The administrative staff will provide upon request a user name and password for Internet/Intranet access.

NDU also provides the following:

- course books
- access to University libraries
- hairdresser's
- sports facility

- orthodox church
- medical centre

NDU Mailing adress: Universitatea Națională de Apărare „CAROL I”
Soseaua Panduri 68-72, Sector 5, Bucuresti; Cod postal 050662.

1.13. Lodging with Family (Spouse or Children)

NDU does not support lodging and board costs for the members of your family. In case you are visited by members of your family, please ask for the support of your Embassy to recommend you a hotel in the city at reasonable prices. In any case, you are to inform the course staff in writing about such visits.

1.14. Guidance and support

During the first days of the course, one of your Romanian course mates will be assigned as your ADVISOR and he will assist and advise you with regard to various issues like the following:

- The location of nearby supermarkets; the manner in which mobile phone cards, train tickets, public transport cards, underground tickets and the way in which they are to be used.
 - Location on the map of various points of interest (according to the needs and requirements of the foreign course member): museums, cinemas, restaurants, tourist attractions in the country etc;
 - Aspects which need to be known / avoided by the foreign course member during his / her stay in Romania (examples: foreign currency exchanges in unauthorized locations, possession of drugs, smoking in public places etc), in accordance with the provisions of the Guide for foreign course members;
 - Location of the NDU mess hall and the procedure of purchasing meal tickets;
 - Location of NDU hair dresser's, cobbler's, library, printing house (for printing needs).
1. He establishes the means of contact with the foreign course member: telephone, email etc during the first day of the course.
 2. He acts as liaison between the course member and the administrative structures of the NDU College / faculty / department.
 3. He provides advice and guidance to the foreign course member regarding his / her needs outside the education / training programme.

1.15. Contact - “Carol I” National Defence University

- **International Cooperation Office** / “Carol I” National Defence University, Phone & fax 004-021-3195960, E-mail: ndu.romania@adlunap.ro
- **Lieutenant colonel POLOCOSER Marius** – Chief of International cooperation / NDU, cell: +40744325272

GENERAL INFORMATION ABOUT ROMANIA

Bucharest is Romania's capital and largest city, as well as the most important industrial and commercial centre of the country. With its 2 million inhabitants in the city proper and more than 2.4 million in the urban area, it is also one of the largest cities in Eastern Europe.

Bucharest is divided in 6 official districts ("sector", plural "sectoare"), numbered from 1 to 6, each with its own mayor and council. They are counted clockwise, starting from PIATA UNIRII. An unofficial district system is in far wider use, as people refer to places by using the neighbourhood they are located in ("cartier", "cartiere"). Neighbourhoods cover the whole city, both slums and rich suburbs. A neighbourhood may cover 200.000 persons (such as BALTA ALBA) or 1.000 persons (such as PRIMAVERII).

1.16. Language in Romania

The official language is Romanian. A large number of people speak English or French.

1.17. Climate

Romania has a temperate-continental climate with hot summers and cold winters. This region gets all four seasons, although spring is brief and falls mainly in April. The average high daily temperature in summer is about 28°C and in winter about 0°C. It can get really hot and dry during the summer (40°C) and really cold during the winter (-20°C). Best time to visit is April through June, September through October and early December. For daily forecast please check <http://www.weather.com>

1.18. Time

Romania is in the Eastern European time zone (UTC+2).

1.19. Public Transportation in Bucharest

BUCHAREST has a relatively efficient public transport system operating from 05:30 am to midnight and which includes trams, buses, trolleybuses and underground. Electronic Cards for public transportation can be bought at RATB company kiosks or subway stations (METROU). After that, the card must be charged as you go. When you get on the bus, it is mandatory to validate the card. Ticket inspectors ("controlori") are widespread, and if you are caught without a ticket you'll pay a fine.

Subway trains run between 05:30 - 23:30 and are supposed to run with a frequency of between 3-12 minutes. The electronic cards used for buses can be used for the subway as well.

For more information about RATB rout map and other useful information please check <http://www.pmb.ro/metrou.htm>

1.20. Taxi

The current rate is between 1.39 Lei and 2.00 Lei per km. The average fare price from the HENRI COANDĂ” International Airport – OTOPENI to the “Carol I” National Defence University is about 45 Lei (around 10 EURO). Always ask the driver to turn on the meter.

1.21. Telephones

Telephone SIM cards can be purchased at the post offices, hotels, newsstands, and RATB kiosks at prices varying between 20 lei and 30 lei. Prepaid cards from other phone companies, including Voice over IP and cell phones (ORANGE, VODAFONE, DIGI and TELEKOM), can also be used.

WiFi Hotspots

Bucharest has free WiFi hotspots in most restaurants, shopping malls and other public areas.

1.22. Important Banks in Bucharest

- Unicredit Bank
- BRD–Groupe Societe Generale
- Raiffeisen Bank - Western Union
- ING Bank
- Transilvania Bank
- BCR

Money can be exchanged at banks, hotels, and private offices (“*Casa de schimb valutar*”). There can be major differences in rates, especially between banks and private exchange offices. So it is advisable to shop around. It is both illegal and not advisable to exchange money in the street as the chance to be cheated is very high.

Bank notes are in the following denominations: 1 Leu, 5 Lei, 10 Lei, 50 Lei, 100 Lei, 200 Lei and 500 Lei and coins: 1 Ban, 5 Bani, 10 Bani, 50 Bani.

Banks are open weekdays from 09:00 to 18:00. The students can also use valid cards to make payments.

1.23. Shopping Centres in the NDU vicinity

AFI PALACE MALL – Blvd. Timisoara (10 minute walk from NDU)

CARREFOUR MARKET PANDURI – across the street from NDU.

1.24. Measure Units

In Romania the metric system is in use. (1000 m=1 km=0.62 miles)

1.25. Public Holidays

January 1st and 2nd – New Year;
The first Monday after the Orthodox Easter;
May 1st – International Labour Day;
June 24th – “Rusaliile” (Orthodox celebration);
August 15th – Saint Mary;
October 25th – Armed Forces Day;
November 30th – Saint Andrew;
December 1st – National Holiday;
December 25th and 26th – Christmas.

1.26. Useful Phones

General Emergency Service – 112