



LUBLIN UNIVERSITY OF TECHNOLOGY



GUIDE

Welcome

LUBLIN UNIVERSITY  
OF TECHNOLOGY  
OFFICE OF INTERNATIONAL  
EDUCATION



Funded by  
the European Union

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**Dear Students and Colleagues,**

If you are reading this brochure, you are probably highly interested in finding a university which will become a receiving institution for your student or staff mobility. The booklet aims at helping you to make a successful decision. You will find here some information about the city of Lublin, the University itself and some practical information for newcomers. See you at Lublin University of Technology!

Office of International Education of LUT



Lublin University of Technology runs the process of internationalization both outside the University and at home. Our academic community is actively involved in a number of enterprises with international partners. LUT runs over 180 Erasmus+ active agreements with international Erasmus+ partners and over 100 bilateral agreements with Universities worldwide. The cooperation takes place on numerous levels, with a varying intensity and covers many fields in science, as well as educational area. Bilateral cooperation, exchange of good practices, joint educational activities, BIPs and internships, as well as regular student and staff exchange, among others, constitute a solid base for the development of the internationalisation process at LUT in education. International research is conducted at LUT in the form of projects, as well as regular laboratory activities. The quality of research on the highest possible level is confirmed by two A+ categories, four A categories and one B+ categories in scientific evaluation of disciplines conducted at LUT.

**LUT's internationalisation exceeds 14% and over 800 students, out of 7000, are international full-time students at LUT.**

The internationalisation of the research and didactic process are priority aspects of LUT's development. The evolution of the process of internationalisation is parallel and adequate to the development of the University in all its dimensions.



## Our unit is involved in the following matters:

- incoming exchange students,
- outgoing exchange students,
- practical placements of outgoing and incoming students,
- incoming and outgoing staff for training,
- incoming and outgoing teachers,
- recruitment of international candidates for full-time studies in Polish and English,
- organisation of BIPs,
- support of project teams in Erasmus+ projects.



1999- 2010 Erasmus programme cooperated by  
International Cooperation and Science Office  
5 January 2010 - 13 October 2016 International Exchange Office  
13 October 2016 till now - Office of International Education

According to 2019 Ranking of Foundation for the Development of the Education System Lublin University of Technology has the following positions:

**Programme Countries Cooperation (KA103)**

Outgoing student mobilities from Poland:

- 17th place in Poland
- 1st place in the Lubelskie Region

Incoming student mobilities to Poland:

- 15th place in Poland
- 1st place in the Lubelskie Region

Outgoing staff from Poland:

- 6th place in Poland
- 1st place in the Lubelskie Region

Incoming staff mobility to Poland:

- 15th place in Poland
- 2nd place in the Lubelskie Region

**Partner Countries Cooperation (KA107)**

Student mobility (incoming):

- 4th place in Poland
- 1st place in the Lubelskie Region

Total student mobility

- 4th place in Poland
- 1st place in the Lubelskie Region

Staff mobility (outgoing)

- 4th place in Poland
- 1st place in the Lubelskie Region

Staff mobility (incoming)

- 2nd place in Poland
- 2nd place in the Lubelskie Region
- 1st place among public universities

Total Staff mobility

- 1st place in Poland
- 1st place in the Lubelskie Region

Mobilities in total:

- 2nd place in Poland
- 1st place in the Lubelskie Region

**Polish  
higher  
education  
system:**

state and private universities

high level of competition

lower education fees compared to other EU countries

over 100 universities with programmes in English: medicine, engineering, humanities, business and finance and more

ECTS  
(European Credit Transfer System)

There is no central administration for admission. Instead, each institute is responsible for their own admission process. However, each applicant must generally hold a “maturity certificate” to qualify for admission in Poland. Public higher education is free for Polish students, and for international students that apply on the same conditions as Polish students.

Students at both public and private universities can obtain three different types of academic degrees: bachelor, master and doctor. This system applies to all fields of education except Law, Pharmacy, Psychology, Veterinary Medicine, Medicine and Dentistry, which are still based on a two-stage system (Master and Doctor).

Bachelor degree (BA):  
3-3.5 year-long vocational/  
technical college studies,

1

Master degree (MA, MSc)  
and equivalent degrees:  
Master of Art, MSc. Eng.  
(Master Engineer),

3

Doctor degree (PhD, doctor)  
- a degree awarded to  
those who pass doctoral  
exams and successfully  
defend dissertation. To  
qualify for the academic  
degree of doctor one  
must hold a master or an  
equivalent degree,

5

2

Bachelor degree (BSc):  
3.5-4 year-long college  
studies in technical  
sciences, agriculture or  
economy,

4

Master Engineer  
Architect, qualified  
physician, dental  
surgeon or veterinarian -  
5-6 year-long university  
studies,

Currently, there are six Faculties at Lublin University of Technology which offer the following fields of study:

**Faculty of Electrical Engineering and Computer Science**



Computer Science  
Electrical Engineering  
Applications of Information in Electrical Engineering  
Mechatronics  
Software Development and Web Services (full-time studies in English)

**Faculty of Mechanical Engineering**



Biomedical Engineering (collab with Electrical Engineering and Computer Science Faculty)  
Mechatronics (collab with Electrical Engineering and Computer Science Faculty)  
Mechanics and Machine Construction  
Production Engineering  
Materials Engineering  
Transport  
Robotization of Manufacturing Processes  
Management and Production Engineering  
Vehicle engineering

**Faculty of Civil Engineering and Architecture**



Architecture  
Civil Engineering

**Faculty of Management**



Finances and Accounting  
Logistics Engineering  
Marketing and Market Communication  
Accounting and Controlling Management  
Artificial Intelligence in Business Management: Innovation and Entrepreneurship (full-time studies in English)

**Faculty of Environmental Engineering**



Renewable Energy Sources Engineering  
Environmental Engineering  
Recycling Engineering  
Energetics

**Faculty of Mathematics and Information Technology**



Safety Engineering  
Mathematics  
Data Analysis and Engineering  
Technical and Computer Science Education

\*LUT offers also PhD Studies at the Doctoral School, more information available at <https://sdwpl.pollub.pl/>

## LUBLIN UNIVERSITY OF TECHNOLOGY KEY FACTS AND FIGURES

Lublin University of Technology was established as Evening Engineering School in May 1953 on initiative of Lublin technical societies.



In 1977 it gained university status. Lublin University of Technology has been a major education centre and an advisory unit in the city of Lublin and the region for more than seven decades.



As a hub of technical science, it is a leader among Polish technical universities in the category of innovation (2nd place among Polish Universities according to the 2023 rank by Perspektywy). LUT actively participates in social and economic life, thus playing an important role in integrating and creating culture. Its scientific and educational activities significantly contribute to the development of the region.

## RESEARCH AREAS

LUT performs research subject to evaluation in the following areas:

- MECHANICAL ENGINEERING
- AUTOMATION, ELECTRONICS, ELECTRICAL ENGINEERING AND SPACE TECHNOLOGIES
- TECHNICAL INFORMATICS AND TELECOMMUNICATIONS
- ENVIRONMENTAL ENGINEERING, MINING AND POWER ENGINEERING
- MANAGEMENT AND QUALITY SCIENCES
- ARCHITECTURE AND URBAN PLANNING
- CIVIL ENGINEERING, GEODESY AND TRANSPORT



**The International Exhibition of Inventions in Geneva 2023:**

The main prize of the fair, i.e. the Thailand Cup for the best international invention and innovation, and a gold medal of the International Exhibition of Inventions in Geneva for a series of inventions related to the production of silicon photovoltaic cells with increased efficiency (Faculty of Electrical Engineering and Computer Science) Distinguished Innovation Award for Plasticizing System of Screw Extruder (Faculty of Mechanical Engineering)



**International Innovation Exposition IPITEX in Thailand 2023:**

LUT gained 6 medals (gold, silver and bronze) for the presented inventions, as well as received special recognition by the Associations of Exhibitors present during the exposition (i.a. World Invention Intellectual Property Associations). LUT has been recognized in many other exhibitions or competitions of international importance, such as Concours Lepine (France), Korea International Women's Invention Exposition, Intarg (Poland) or InnoWings International Exhibition of Inventions and Technology.



**European Commission projects**

**2014-2020**

"Investigation and development of a new generation of machines for the processing of composite and nanocomposites materials", within Horizon 2020 - the biggest EU Research and Innovation programme ever with nearly €80 billion of funding.

**2021-2025**

"Sustainable production of Cellulose-based products and additives to be used in SMEs and rural areas", within Marie Skłodowska-Curie Actions programme.

**COST**

European Cooperation in Science and Technology - is the longest-running European framework supporting transnational cooperation among researchers, engineers and scholars across Europe.

**EUREKA**

It is an open platform for international cooperation in innovation, transnational, market-driven innovative research and development projects.

**Other projects**

Along with the two polytechnic universities from Eastern Poland (Białystok and Rzeszów), Lublin University of Technology established cooperation within President of the Republic of Poland Lech Kaczyński's Via Carpatia Polytechnic Network. The Network focuses on the three fields: Education, Science and Commercialisation. LUT participates in many more research projects carried out by the Faculties. More information is at LUT's website <https://pollub.pl/en/>





### Centre for Innovation and Advanced Technologies and LUT Library

Both **LUT Central Library** and **faculty libraries** are located on the campus. The Central Library contains more than 160,000 books and over 300 current periodical titles from Poland and abroad. The Library offers technical literature, scripts, coursebooks, information books on technical and related subjects as well as general and specialist magazines which are available to students, academics and staff. Specialists can also use resources on standardisation, patents and technical approvals. The Library as the only one in the region has access to the full set of the current Polish Standards in the electronic form. Students and academics can use PCs with the Internet connection in each faculty library and Help Desk. Student library cards are valid during the study period and allow them to borrow locally stored books free of charge. All freshmen are offered an info meeting on how to use the library.

Further information can be found at [www.biblioteka.pollub.pl](http://www.biblioteka.pollub.pl)



### Department of Foreign Languages

**(DFL)** employs nearly 30 teachers giving classes in English and German on all levels of proficiency from A1 to C2. Foreign students studying under Erasmus+ programme and other international students are offered Polish as a foreign language courses. For details concerning the offer please visit the website: <https://sjo.pollub.pl/>



**Department of Physical Education and Sport:** deals with physical education, the main tasks include organising educational processes for students who attend mandatory PE classes and conducting sport section classes for students keen on sports.

**IT Centre** provides service within the development of the information technology infrastructure and enables Internet access to all students. Students are given a student mail address and they can use the Eduroam network for Internet WiFi connection.

**Centre for Information and Marketing** - The Center actively promotes University's educational offer along with academic's scientific and technological achievements.

**Careers Office of LUT** deals with job market, job/internships/training offers, information on employers and situation in the job market. They support students and recent graduates in selection of their job careers, as well as organise individual and group workshops on career planning. Every student who is considering their job career can visit the Office for a free consultation to review the CV or motivation letter and discuss with the career advisor the following topics: choosing career path, changing professional qualifications, looking for employment, adapting qualifications to the current job market and world. The Office can prepare a candidate for a job interview - "an interview before the interview" (typical questions, interview auto presentation).

Contact: [biurokarier@pollub.pl](mailto:biurokarier@pollub.pl)

**LUT Doctoral School** - The main element of education at LUT Doctoral School is the implementation of an individual PhD project in different scientific disciplines that are covered by the school, under supervision of a faculty member chosen by the doctoral student. Doctoral School offers courses in the form of specialisation and monographic lectures, workshops, seminars, as well as courses and trainings to improve the skills of doctoral students in teaching. The graduated students from the Doctoral School, who gained the PhD degree, have a highly specialised education and are prepared to undertake independent scientific and teaching activities at universities and research institutes. Contact: <https://sdwpl.pollub.pl/>

**Polish Metrological Union** - The mission of the Polish Metrological Union (PMU) is networking and positioning activities in Polish metrology, setting directions for research and development, promoting innovation and supporting staff development, organising forums, conferences and congresses. The PMU was established to integrate, initiate and implement joint activities in metrology and measurement techniques by Polish research centres and institutions. The PMU collaborates closely with the Central Office of Measures to support research and development works.

**Multimedia studio** - consists of Student Photo Agency, and Pollub.TV-Student Internet TV. Through them in the form of films, photos and articles students and staff present vibrant academic life at LUT.



## STUDENT ASSOCIATIONS

There are several sport and art associations, both for students and staff. With a wide range of student organisations, LUT provides opportunities for students to get involved and develop their skills or discover hidden talents.

Academic Choir [www.choir.abra.lublin.pl](http://www.choir.abra.lublin.pl)

Modern Dance Group [www.gtw.pollub.pl](http://www.gtw.pollub.pl)

Gamza Dance Group [www.gamza.pl](http://www.gamza.pl)

LUT's Folk Dance Group [https://www.facebook.com/ZPiTPL/?locale=pl\\_PL](https://www.facebook.com/ZPiTPL/?locale=pl_PL)

Fencing <http://szermierka.pollub.pl/>

Kickboxing: <http://www.skkb.pollub.pl/or>

Yacht Club: <https://www.ycpl.pl/o-klubie/informacje-ogolne/>

Academic Sport Federation: [www.azs.pollub.pl](http://www.azs.pollub.pl)

Students' Photography Association <https://www.facebook.com/safpol?fref=ts>



## STUDENT SUPPORT SERVICES



The active work on inclusion, diversity, equal opportunities and access as well as psychological help, are among of our university top priorities. That is why, LUT not only acknowledges the presence of students with different needs and abilities but also organises the space and mechanisms to support them. LUT employs

Disabled Students Representative and the Supporting Technologies Specialist who are responsible for the above actions.

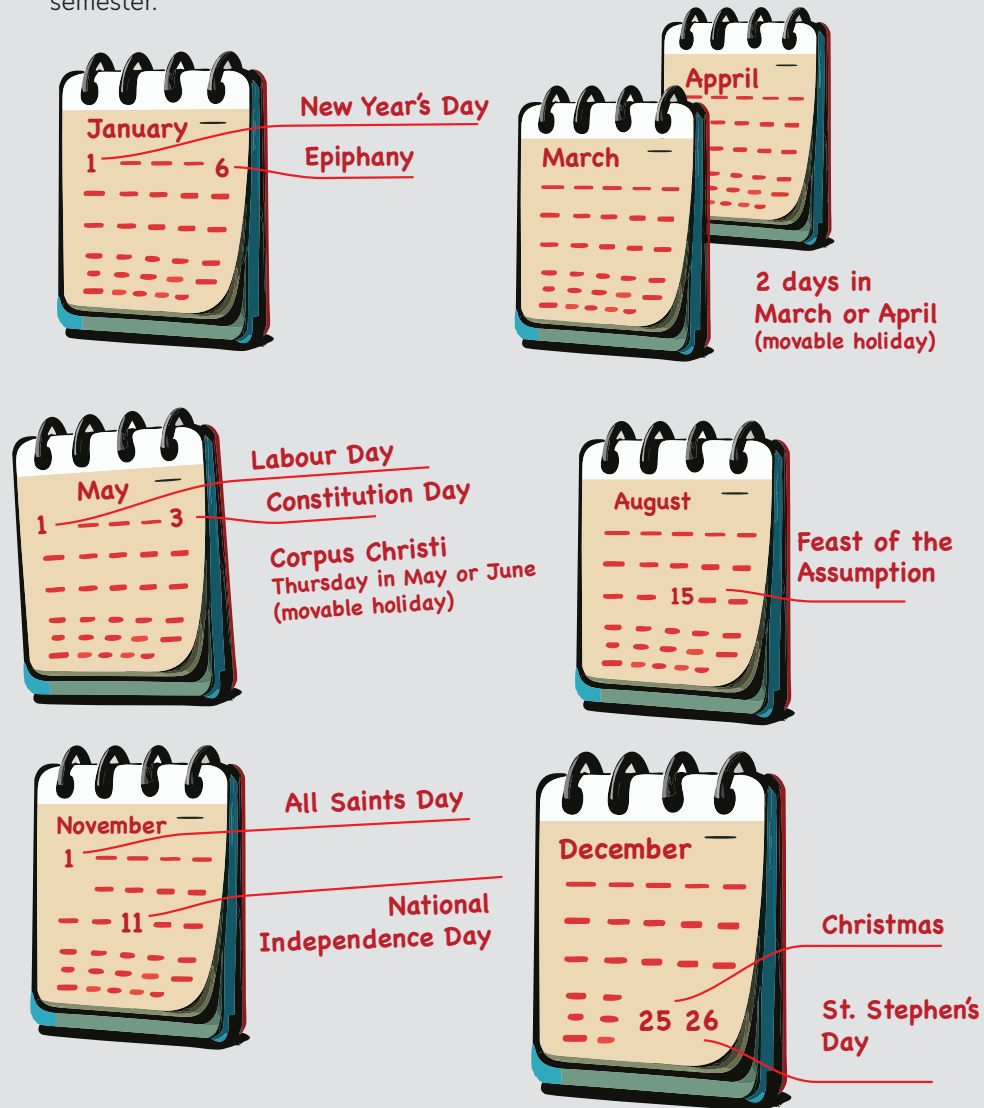
LUT offers a website where teachers can find guidance on how to work with different groups of students with particular learning needs and how to lower the barriers linked to education and training systems. It also provides information on available conferences which focus on the above matters.

More info: <https://pollub.pl/studenci-niepelnospawni>

### The academic year is divided into two semesters:

- Winter semester (starts in October and ends in mid-February, with a break of about ten days for the Christmas holidays);
- Summer semester (starts in mid-February and ends in June, with a one-week break for Easter).

The examination session usually takes two or three weeks before the end of each semester.



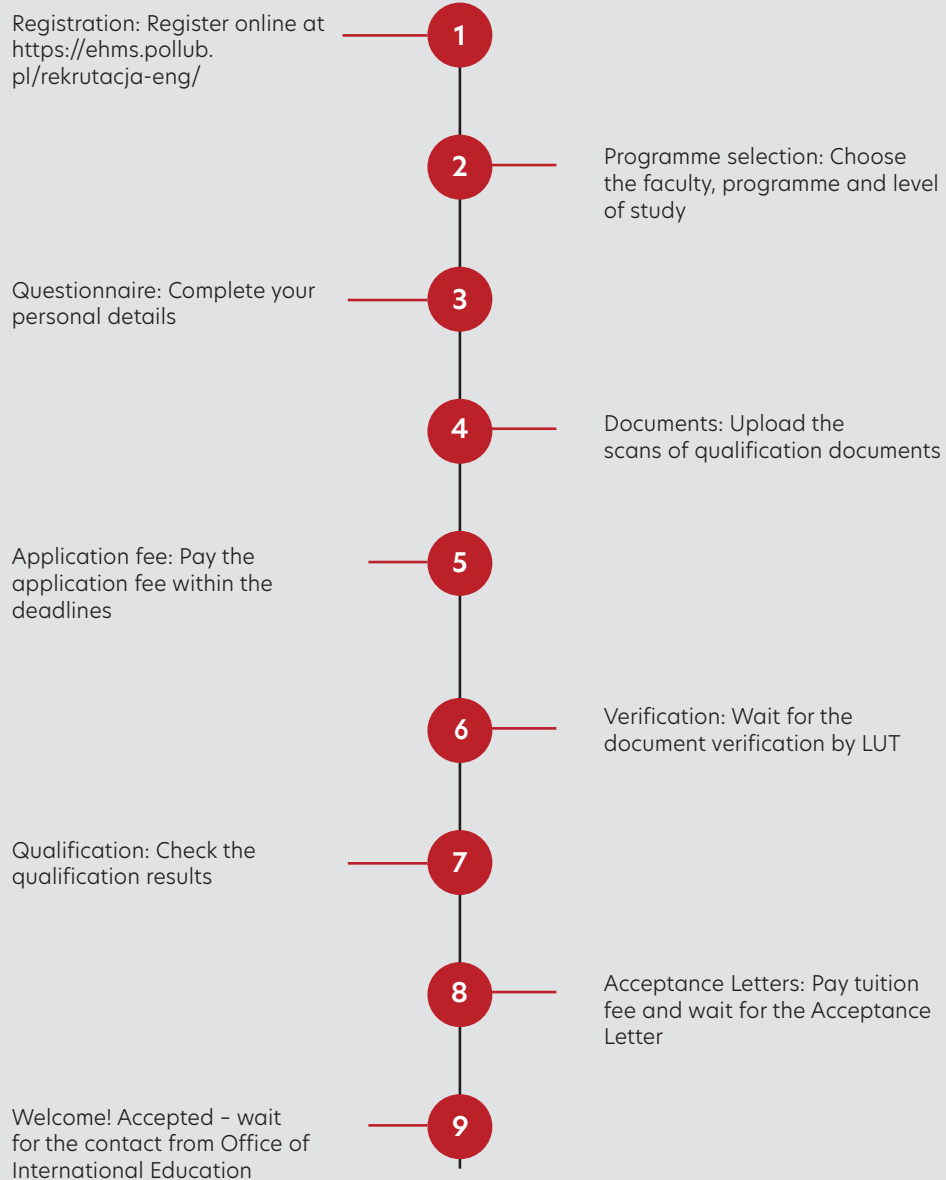
Notice!  
During these public holidays there are no classes and the banks and other institutions are closed, as well as the shops.

The ECTS (European Credit Transfer System) is the standard adopted by all universities in Poland since 2007 (EHEA). LUT's grading system is based on the 5 to 2 scale, where 5 is the best mark and 2 is the worst. However some courses are not evaluated and for these a student may simply obtain a pass mark, which means that their workload was satisfactory and they have passed the course. To complete a year successfully, a student has to collect 60 credits (30 per semester).

ECTS grade	points	mark	Polish-in words	English-in words
A	91-100%	5.0	BARDZO DOBRY	EXCELLENT
B	81-90%	4.5	DOBRY PLUS	VERY GOOD
C	71-80%	4.0	DOBRY	GOOD
D	61-70%	3.5	DOSTATECZNY PLUS	SATISFACTORY
E	51-60%	3.0	DOSTATECZNY	SUFFICIENT
F	50% - 0%	2.0	NIEDOSTATECZNY	FAILED

Lublin University of Technology offers full-degree studies in English for international students. The offer is updated regularly on the LUT's website: <https://bkm.pollub.pl/en/admission/>

**Application steps:**



**Qualification documents**  
When you apply

higher education diploma with legalisation (or apostille) and annotation

official transcript of records/diploma supplement with scale of grades included confirmed by the University

passport page with your photo and personal data

official certificate confirming your command of the language of instruction (see below)

motivation letter



## ENROLLMENT DOCUMENTS

Candidates must prove their English language knowledge.

Candidates may present a document proving the fact that first cycle studies have been conducted in English or one of the recognized B2 certificates listed here <https://bkm.pollub.pl/en/>



\*For purposes of the admissions to LUT, a certificate is considered valid only for 5 years from the date of its issuance.

## ENROLLMENT DOCUMENTS

### Enrollment documents When you are accepted

personal questionnaire

first cycle diploma with legalization (or apostille) and its sworn translation into Polish

diploma supplement (transcript of records) together with curricula content and their sworn translation into Polish

grade scale (if not specified in education documents) issued by the University and its sworn translation into Polish

certificate of English language

medical certificate stating no contraindications to undertake education in a chosen field of study (a referral is issued after arrival to Poland)

a disease and accident insurance policy covering the period of education in Poland or the European Health Insurance Card

a copy of valid passport with visa page

a certificate of recognition (nostrification) of higher education diploma (if applicable)

original Power of Attorney, authorizing a person to act on behalf of the Student (if necessary)

LUT offers a wide range of courses within six faculties and a doctoral school for students interested in exchange studies.

ECTS catalogues are available on the website [www.bkm.pollub.pl/en/](http://www.bkm.pollub.pl/en/)

### **Mobilities from the third countries not associated to the Erasmus+ programme**

LUT cooperates with a number of universities outside the European Union in the following regions: Western Balkans, Neighbourhood East, South-Mediterranean Countries, Asia, Central Asia, Latin America.

Students from the third countries not associated with the Erasmus+ programme receive financial support paid by LUT: individual scholarship and travel support. Disabled students and students from poor environments may apply for a fewer opportunities grant during a qualification procedure at the sending institution. The general rules for application are the same as described above in the Guide. More information about qualification, financial and implementation procedures is available at [bkm.pollub.pl](http://bkm.pollub.pl)

#### Deadlines for application documents

Winter semester: 15 June

Summer semester: 30 November

### **EXCHANGE APPLICATION PROCEDURE FOR STUDIES**

Each applicant must be a student of a partner university with which Lublin University of Technology has an Interinstitutional Agreement signed.

#### Application steps:

1. Nomination (Students must be officially nominated by the sending institution to study at LUT)
2. Online application (Fill in the Application Form and Online Learning Agreement (OLA)\*)
3. Send the required documents
4. Verification (Wait for the documents to be verified by LUT)
5. Acceptance Letter (Issued after all the application documents are verified, that is no earlier than five weeks after the application deadline)

#### Required documents:

- A photocopy of the Applicant's Passport or ID (depending whether you are EU member state or other country citizen);
- A photocopy of insurance document (EHIC Card for EU citizens or insurance concluded with a private company for non-EU citizens);
- Confirmation of English language skills (minimum B1 according to CEFR - Common European Framework of Reference for Languages). The confirmation of English language skills can be issued by a proper unit of a sending institution and confirmed by language instructor/faculty coordinator or other person in charge

\*In exceptional cases, if your university is not yet ready with OLA, the paper version of the Learning Agreement is allowed.

### 1. ATTEND A WELCOME MEETING

At the beginning of each semester (in October and mid-February), the Office of International Education organises a Welcome Meeting. During this meeting each student is provided with information on registration to LUT, faculty meetings, halls of residence rules, language courses and other academic and non-academic matters. In addition, students undergo library training.

### 2. MEET FACULTY COORDINATORS

LUT's Erasmus+ structure is based on the network of Faculty Coordinators. Each faculty is represented by an Erasmus Coordinator who is responsible for the academic matters, such as providing general information on the ECTS catalogues, classes, choice of subjects to your Learning Agreement, and providing timetables. Contact data to Faculty Coordinators is available at [bkm.pollub.pl](http://bkm.pollub.pl)

### 3. REGISTER AT THE DEAN'S OFFICE

Each exchange student must register in the dean's office by submitting a dean's office questionnaire. Only then may he/she apply for a student's ID card and (at the end of their stay) obtain an examination card.

### 4. SIGN UP FOR A LANGUAGE COURSE (not obligatory)

Department of Foreign Languages (DFL) at Lublin University of Technology offers a chance to learn Polish and German languages. The classes are conducted by qualified and experienced academic teachers. In the beginning of each semester the international students can join our one semester courses of Polish and German for foreigners, free of charge.



1. **Clearance Sheet** - an e-mail sent to five different institutions at LUT confirming that a student has no obligations towards LUT units.
2. **Transcript of Records** - a document containing a list of the courses, exams and ECTS credit score, which can be obtained at the Dean's Office after the Clearance Sheet is fully confirmed.
3. **Confirmation of Study Period** - collected from the Office of International Education.



## EXCHANGE APPLICATION PROCEDURE FOR TRAINEESHIP

Lublin University of Technology with its 6 faculties, 17 fields of study and the Centre for Innovation and Advanced Technology has a wide offer and modern labs for students planning their mobility for training.

### Application steps:

#### 1. Student sends the following documents to the Office of International Education:

- Updated Curriculum Vitae in English;
- Motivation/recommendation letter;
- A short summary of the activity a student would like to develop at Lublin University of Technology;
- Declaration of the "ERASMUS" status,
- Confirmation of English language skills (minimum "communicative," or B1 according to CEFR - Common European Framework of Reference for Languages)\*

\* the confirmation can be issued by a proper unit at home university and confirmed by a language instructor/coordinator or other person in charge.

#### 2. OIE forwards the application directly to the appropriate faculty, each application is revised individually.

#### 3. After a student is accepted, the following documents are required:

- Application Form, available at [bkm.pollub.pl](http://bkm.pollub.pl)
- Learning Agreement for Traineeships signed by a responsible person at home university
- A photocopy of the Applicant's Passport
- A photocopy of insurance document (or EHIC Card for EU citizens)



## BUDDY PROGRAMME

Coordinated by the Office of International Education, Buddy programme offers support to incoming exchange students by joining them in pairs with local volunteers who assist them throughout their stay at LUT. According to their needs, students are provided with guidance on everyday life in Lublin. Incoming students may apply for the programme by the application form to LUT available at [www.bkm.pollub.pl/en/](http://www.bkm.pollub.pl/en/)



## FESTIVALS AT LUT

### Erasmus Day

Each year, usually in spring, LUT's Erasmus students celebrate their festival. It is a great opportunity to find friends from all around the world and taste international dishes prepared by Erasmus students themselves. Students are also invited to represent their culture by singing national and folk songs, playing music, reciting poems or wearing traditional clothes.

### Juwentalia

Juwentalia is an annual students' festival celebrated in May. It usually starts with a Friday's afternoon student parade that marches from the Lublin city center to LUT's campus. For one weekend our campus turns into a party centre with concerts, discos and much more!

### Other festivals

During the academic year LUT organises various events for students. Have a look of what you can expect when you study at LUT.



1



2



3



4

## FESTIVALS AT LUT



5



6



7

1. Board Games Day
2. Lublin Science Festival
3. Day without Ironing
4. Santa Claus in Children's Hospital
5. World Traditional Karate Championship
6. Job Market for Engineers
7. Erasmus Day

## KA131 projects

KA131 projects include mobilities on the basis of inter-institutional agreements signed before the mobility period between the so called programme countries, such as EU countries, Turkey, Republic of North Macedonia, Republic of Serbia, Liechtenstein, Iceland or Norway.

Application procedure for teachers from programme countries:

- Academic teachers coming to LUT before starting the mobility should fill in and sign two documents that are requested, such as: Application Form and Staff Mobility for Teaching.
- The documents must be sent to the OIE in scan version via email by a teacher or International Office of partner University.
- Acceptance procedure at LUT usually takes approx. 2 weeks.
- The Application documents are forwarded for approval to the faculty coordinators of Erasmus+ programme.
- The decision on acceptance is confirmed with the Faculty Coordinator's signature on the application documents.
- On the basis of the application documents, the staff of OIE issues the Acceptance Letter, in which the dates of mobility are confirmed.
- After the completion of mobility, the Faculty Coordinator of Erasmus+ programme issues the Confirmation, in which the actual dates of stay at LUT are certified.

## KA171 projects

KA171 projects include mobilities on the basis of interinstitutional agreements signed before the mobility period between the third countries not associated with the program. LUT cooperates with the following regions: Western Balkans, Neighbourhood East, South-Mediterranean Countries, Asia, Central Asia, Latin America. Information about the number of scholarships is available at the LUT OIE or Coordinators of partner universities.

Application procedure for teachers from third countries not associated with the programme:

- Partner universities decide about their qualification deadlines and formal requirements.
- The necessary documents which should be sent to OIE are: Application Form and Staff Mobility for Teaching, the copy/scan of a current passport and medical and accident insurance covering the period of travel and stay at LUT.
- Application documents are verified by OIE and the faculty coordinator of LUT.
- OIE contacts the candidate to confirm their participation and issues Acceptance Letters.
- Every teacher qualified to participate in the mobility at LUT signs the written agreement, where the conditions for travelling abroad and its financing are specified.
- The project of agreement is prepared by OIE staff and sent via email to the teacher.
- The candidate sends scans of two signed copies of the agreement (both Polish and English version) via email.
- Scholarship is paid when the participant delivers all application documents on time and accepts all the conditions specified in the financial agreement.

The purpose of Erasmus+ training mobility is to improve staff's skills and qualifications related to the work performed in a foreign institution, and gain new knowledge and experiences. Lublin University of Technology carries out Erasmus+ international mobility with programme countries (UE, Iceland, Liechtenstein, Macedonia, Serbia and Turkey) and third countries not associated with the programme (more than 20 countries from Western Balkans, Neighbourhood East, South-Mediterranean Countries, Asia, Central Asia, Latin America).

**Application procedure for programme countries and third not associated with the programme countries staff are similar:**

1. The first stage of qualification takes place at a sending institution. The formal requirements usually include language knowledge, seniority at university, content of the suggested programme, professional development.
2. If the staff is selected at a sending institution, the application is sent to LUT by the International Relations Office.
3. The second stage of qualification takes place at LUT, where application documents are verified and accepted.
4. OIE Officer contacts the staff to confirm his/her participation, send Invitation Letter and instructions on how to prepare for the training.

**Important information:**

Individual applications of staff from Erasmus+ programme countries are possible to be realised and successively considered during the academic year.

**Application documents**

Candidates complete the following documents in English:

1. Application form
2. Individual Training Programme (Staff Mobility for Training Agreement)

Prepared documents should be signed by the authority of foreign institution, a foreign institution staff and the Vice-Rector for Student Affairs of LUT. Forms are available here <https://bkm.pollub.pl/en/exchange-staff/training/forms>

In case of a third not associated with the programme countries staff scholarship is paid by LUT on the first day of mobility. The staff sign financial agreements before coming to Poland and send it in scan versions in Polish and English languages. After arriving participant is obliged to sign original financial agreements.

**Additionally, staff have to send copy/scan of the following documents:**

1. current passport in order to pay the scholarship
2. medical and accident insurance covering the period of travel and stay at LUT.

All above documents should be sent to the appropriate OIE Officer <https://bkm.pollub.pl/en/exchange-staff/training/forms/contact>

# INTERNATIONAL STAFF WEEK

# INTERNATIONAL STAFF WEEK



Every year LUT organises 2 thematic Staff Weeks for around 25 employees from partner universities or potential partner foreign institutions. Staff mobility for training mobility can be realised by administrative staff, technical staff, teachers, researchers of the University. The programme is prepared by the Office of International Education and announced on the webpage of the OIE ([www.bkm.pollub.pl/en](http://www.bkm.pollub.pl/en)) and the IMOTION webpage <http://staffmobility.eu/staff-Week-search>. Language of instruction of the International Staff Week and documents completion is English. The preliminary programme and deadline of application are announced a few months before the event. Every participant must follow the application procedure described in the previous section.



### Mixed Mobility

Academic teachers can also come to LUT for mixed mobility under Erasmus+ programme. This mobility consists of teaching and training components. During mixed mobility an academic teacher has to give lectures for at least 4h and the last 4h can be reserved for the training part. On the last day of his mobility at LUT, OIE prepares confirmation where the actual use of time for each component is specified.

### BIP (Blended Intensive Programme)

Blended Intensive Programmes (BIP) are short, intensive programmes that use innovative ways of learning, teaching and training for students and staff including online cooperation.

Students of the 1st and 2nd degree studies, participants of Doctoral School and staff may take part in BIP. BIP is a course organised by a partner university, consisting of two components: traditional mobility and a virtual component. Students and staff receive certificates of attendance. Additionally, students get at least 3 ECTS points for completing the course.

Duration of the course:

- traditional mobility to a partner university - from 5 to 30 days,
- virtual component - indefinite time.

Blended Intensive Programmes are developed and implemented by at least three higher education institutions coming from three EU Member States and third countries not associated with the Programme (without financial support). In order to organise BIP it is obligatory to conclude an interinstitutional agreement with partner universities under the Erasmus+ programme.

## LUBLIN IN BRIEF

One might have never heard about this town situated in the East of Poland, 200 km far from Warsaw and 300 km far from Cracow! Lublin is more than 700 years old, and over the centuries it has been the melting pot of many nations and religions. Historical and educational resources of Lublin, as well as its openness and hospitality have attracted young people who wish to develop intellectually, as well as artists looking for inspiration. With its theatres, galleries, museums, philharmonic hall and opera and operetta stage, Lublin is undoubtedly the centre of cultural life in this part of Poland. Popular and widely recognised international festivals are held in the city almost all year round. With its rich history and dynamic academic community, Lublin hosts young and active people within its 70,000-strong student fraternity, including over 8,000 foreign students.

Now, there is a chance to get acquainted with this vibrant and multicultural place!

More info on: [www.lublin.eu](http://www.lublin.eu) & [www.study.lublin.edu/en/](http://www.study.lublin.edu/en/)



## CULTURAL INSTITUTIONS

**"Grodzka Gate - NN Theatre" Centre**  
[www.teatrnn.pl](http://www.teatrnn.pl)

**Center for the Meeting of Cultures in Lublin**  
<https://csklublin.pl/>

**Culture Centre in Lublin**  
[www.ck.lublin.pl](http://www.ck.lublin.pl)

**Botanical Garden of UMCS University**  
[www.garden.umcs.lublin.pl](http://www.garden.umcs.lublin.pl)

### Museum information:

**National Museum in Lublin**, [www.mnwl.pl](http://www.mnwl.pl)

**State Museum at Majdanek**, [www.majdanek.eu](http://www.majdanek.eu)

**Open Air Village Museum in Lublin**, [www.skansen.lublin.eu](http://www.skansen.lublin.eu)

### Tourist information:

**Tourist Inspiration Centre**,

Jezuicka 1-3, [www.lublininfo.com](http://www.lublininfo.com)

**Lublin's Tourist and Cultural Information Centre**,

Krakowskie Przedmieście 6, [www.lubelskietravel.pl](http://www.lubelskietravel.pl)

**PTTK Tourist Service Centre**,

Krakowskie Przedmieście 78, [www.bortpttklublin.pl](http://www.bortpttklublin.pl)

How to get to Lublin?

**by bus**

[www.busy.info.pl](http://www.busy.info.pl), [www.e-podroznik.pl](http://www.e-podroznik.pl), please, check the update of the new bus stop in Lublin!

**by train**

PKP: [www.rozklad-pkp.pl](http://www.rozklad-pkp.pl)

**by plane**

Świdnik Lublin Airport (the nearest airport, situated just 15 km from LUT's campus): [www.airport.lublin.pl](http://www.airport.lublin.pl)

Warsaw airports (about 200 km from Lublin):

- Chopin Airport: [www.lotnisko-chopina.pl](http://www.lotnisko-chopina.pl)
- Modlin Airport [www.modlinairport.pl](http://www.modlinairport.pl)



Public transport in Lublin

Check the routes and timetables of buses and trolleybuses at: [www.mpk.lublin.pl](http://www.mpk.lublin.pl)

There is a student discount for public transportation tickets with a Polish university student's card.

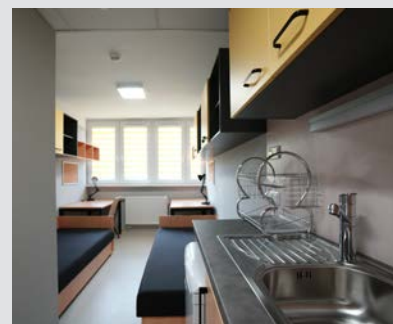
Visa requirements



Check, before the arrival, visa requirements to enter Poland. Advisable: Polish embassy or/and consulate in your country and Foreign Affairs Ministry web page: <https://www.gov.pl/web/diplomacy/visas>

There are four student dormitories at the campus. LUT offers single and double rooms with bathrooms and a common kitchen on each floor. Rooms are equipped with beds, desks, desk lamps, wardrobes, bedding and bed lining. Each room has an Internet connection, room service is not provided. The number of places in the dormitories is limited and the application doesn't mean the automatic reservation of accommodation. Students who won't stay in LUT's dormitories can look for accommodation outside of the campus.

Incoming staff can stay in guest rooms located in the student dormitories, if available. Guest rooms are booked by OIE staff. Lublin has a wide range of private accommodation and hotels. Depending on the budget one can find affordable housing.





Every exchange participant must conclude medical insurance before arrival to Lublin. Depending on the type of insurance, incoming students and staff may use medical services free of charge (holders of valid EHIC Card) or paid.



Health centers in Poland are available mainly during the day. After 6 p.m. and during weekends and public holidays one needs to go to Weekend and Holiday Help points at appointed hospitals in Lublin. The closest hospital to LUT is: Regional Specialist Hospital/ Voivodship Hospital at Kraśnicka 100.

In case of an emergency such as an accident, a life-threatening condition, injury, childbirth, sudden disease or health deterioration, call an ambulance or go to a local hospital.

Emergency telephone numbers:

- **112** - European Emergency Phone Number
- **999** - Ambulance
- **998** - Fire brigade
- **997** - Police

When calling, you need to deliver the following information:



### Emergency Dental Care:

Outpatient Dental Clinic / Hipoteczna 4.

### 24-hour pharmacies:

Krakowskie Przedmieście 23, Obywatelska 4, K. Wallenroda 2e, T. Zana 27.

More info: <http://en.http://en.zdrowystudent.pl/>

**Address of Office of International Education:**

Nadbystrzycka 42A (Dormitory No. 4), 20-501 Lublin

**Postal address:**

Lublin University of Technology  
Office of International Education  
Nadbystrzycka 38D, 20-618 Lublin, Polska

[www.bkm.pollub.pl](http://www.bkm.pollub.pl)

FB: @LUT.Office.of.International.Education

IG: @lut\_international