

Farewell Meeting Teams

06.06.2023 at 10am

Address of LUT OIE webpage

<https://bkm.pollub.pl/en/>



To finish your mobility

1. Take the exams and pass them with excellent marks 😊
2. Send changes to LA (During the Mobility) to Erasmus Office (erasmus@pollub.pl)
3. Send the clearance sheet by email
4. Collect confirmation of study period and original documents from Erasmus Office
5. Transcripts of Records – collect it in person or leave the email address where to send it

Online Clearance Sheet

Write emails to the following University units:

- Library: [**biblioteka@pollub.pl**](mailto:biblioteka@pollub.pl)
- Erasmus Office: [**clearance.oie@pollub.pl**](mailto:clearance.oie@pollub.pl)
- Dormitory: [**e.derda@pollub.pl**](mailto:e.derda@pollub.pl)
- Your Dean's Office →
- Your coordinator →

Faculty of Electrical Engineering and Computer Science

Dean's office → obiegowka.wei@pollub.pl coordinator → a.smolarz@pollub.pl

Faculty of Mechanical Engineering

Dean's Office → a.wojciechowska@pollub.pl
coordinator → m.borowiec@pollub.pl

Faculty of Management

Dean's Office → m.sordyl@pollub.pl coordinator → m.bojar@pollub.pl

Faculty of Civil Engineering and Architecture

Dean's Office → b.golebiowska@pollub.pl coordinator → m.dmitruk@pollub.pl

Faculty Environmental Engineering

Dean's Office → a.wielgus@pollub.pl coordinator → m.lebiocka@pollub.pl

What to write in the clearance email?

- ▶ Use your @pollub.edu.pl account
- ▶ What you should write in the email:

▶ I hereby declare that Mr/Ms(write your name and surname here), reg. number....(write here the registration number. It can be found in your ehms account data and /or on your student's ID card), student of the Faculty... (write the name of your faculty at LUT here), who is finishing the mobility at LUT, has submitted in satisfactory condition, all property of the unit. I also certify that all rules and regulations concerning separation of students have been complied with.

You need to fill in the above email with 3 data:

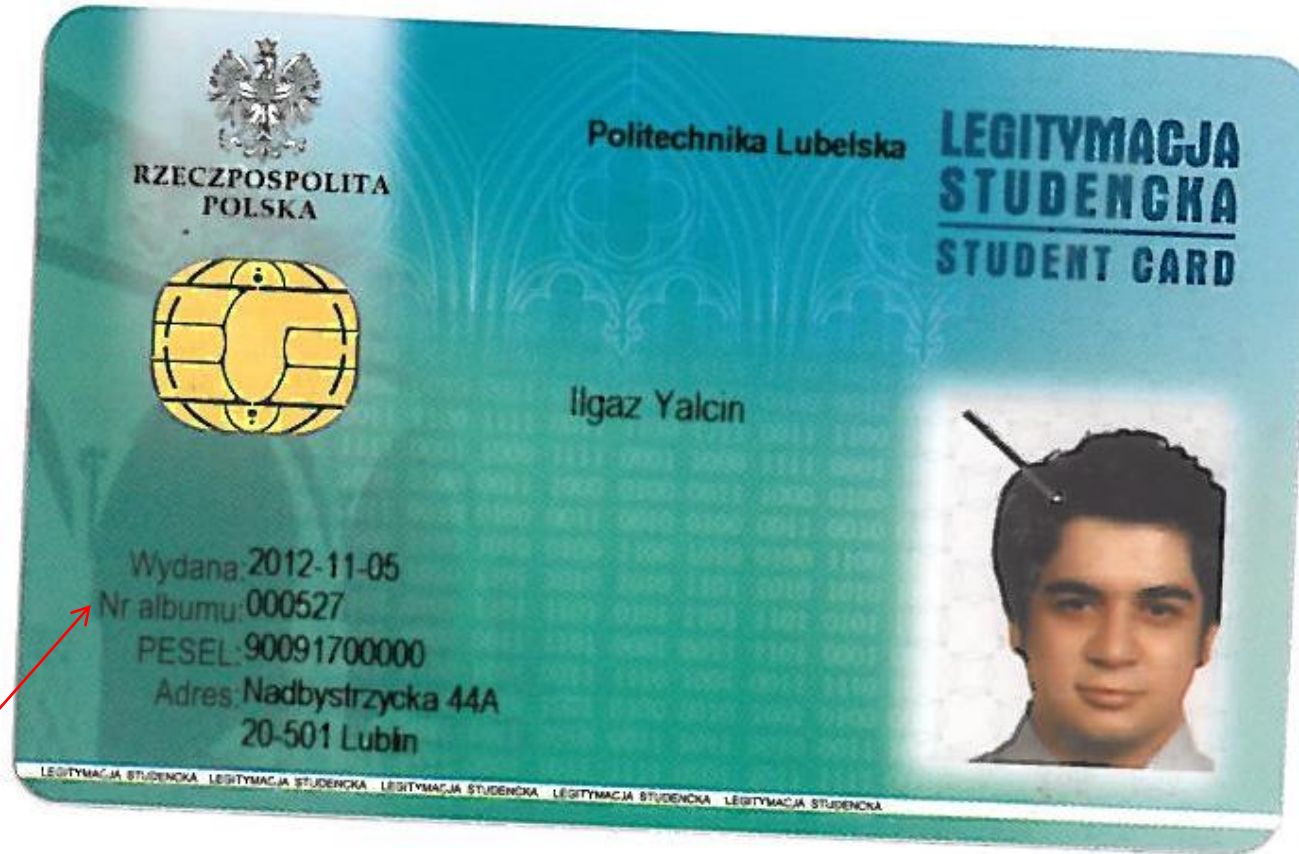
1. **your name and surname**
2. **ID registration number**
3. **Name of your Faculty at LUT.**

The rest of the text stays the same.

Send it to 5 University units – the same text in every email.

Student ID

No need to return it!



ID reg. number

What documents will you get?

Transcript of Records

- ▶ Names of courses
- ▶ Grades
- ▶ ECTS points
- ▶ One document
- ▶ Dean's Office /Coordinator:
If the TR is not ready before you leave [=you can't collect it in person] you need to confirm the way of receiving it by YOUR HOME UNIVERSITY: scanned [= sent by email] and/or by the regular post

Certificate of Stay

- ▶ Dates: from [certificate of arrival] to [30th June or date of your actual visit in OIE if you are sooner]
- ▶ Actual info
- ▶ Erasmus Office
- ▶ Certificate from your home University (optional)

LUT Dormitory

- ▶ **All students** have to get the Clearance confirmation from LUT Dormitory!!!
- ▶ Even your accommodation is outside LUT Dorm you need to write an email to **e.derda@pollub.pl**
- ▶ If there is no answer nor questions from e.derda@pollub.pl it means you are CLEAR

Moving out from Dormitory

- ▶ No Payment – no signature on Clearance Sheet
- ▶ Clean the room before leaving
- ▶ Deposit return document: could be returned only after you leave the Dorm, go to the web page:
- ▶ <https://bkm.pollub.pl/en/exchange-students/accommod/bank-account-and-transfer-money-details-6.html>
- ▶ Deposit return → inform a Reception Desk before the departure to check your room. Checking can be done only from Mondays to Fridays, between 8:00 and 14:00

Deposit return document, 2 pages

