

Farewell Meeting Teams

03.06.2024 at 10am

Address of LUT OIE web page

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



To finish your mobility

Five steps:

1. send the clearance sheet by email
2. send **changes to LA** (During the Mobility) to Erasmus Office (erasmus@pollub.pl)
3. **take the exams** and pass them with excellent marks 😊
4. **Transcripts of Records** – to be collected at the Dean's Office of from your faculty coordinator, in person or leave the email address where to send it
5. collect **confirmation of study period** and original documents from Erasmus Office IN PERSON

Online Clearance Sheet

Write emails to the following university units:

- Library: biblioteka@pollub.pl
- Erasmus Office: clearance.oie@pollub.pl
- Dormitory: obiegowka.ds@pollub.pl
- Your Dean's Office → (e-mail addresses
- Your coordinator → below)

Faculty of Electrical Engineering and Computer Science

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

Faculty of Mechanical Engineering

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

Faculty of Management

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

Faculty of Civil Engineering and Architecture

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

Faculty of Environmental Engineering

Dean's Office → k.lopuszynska@pollub.pl coordinator → m.lebiocka@pollub.pl

Faculty of Mathematics and Information Technology (Fundamentals of Technology)

Dean's Office → e.kukulaska@pollub.pl coordinator → i.gorgol@pollub.pl

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

What to write in the clearance email?

- ▶ Copy the text:
- ▶ 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 (to be found on your ID or in EHMS)**
- ▶ **3. Name of your Faculty at LUT.**

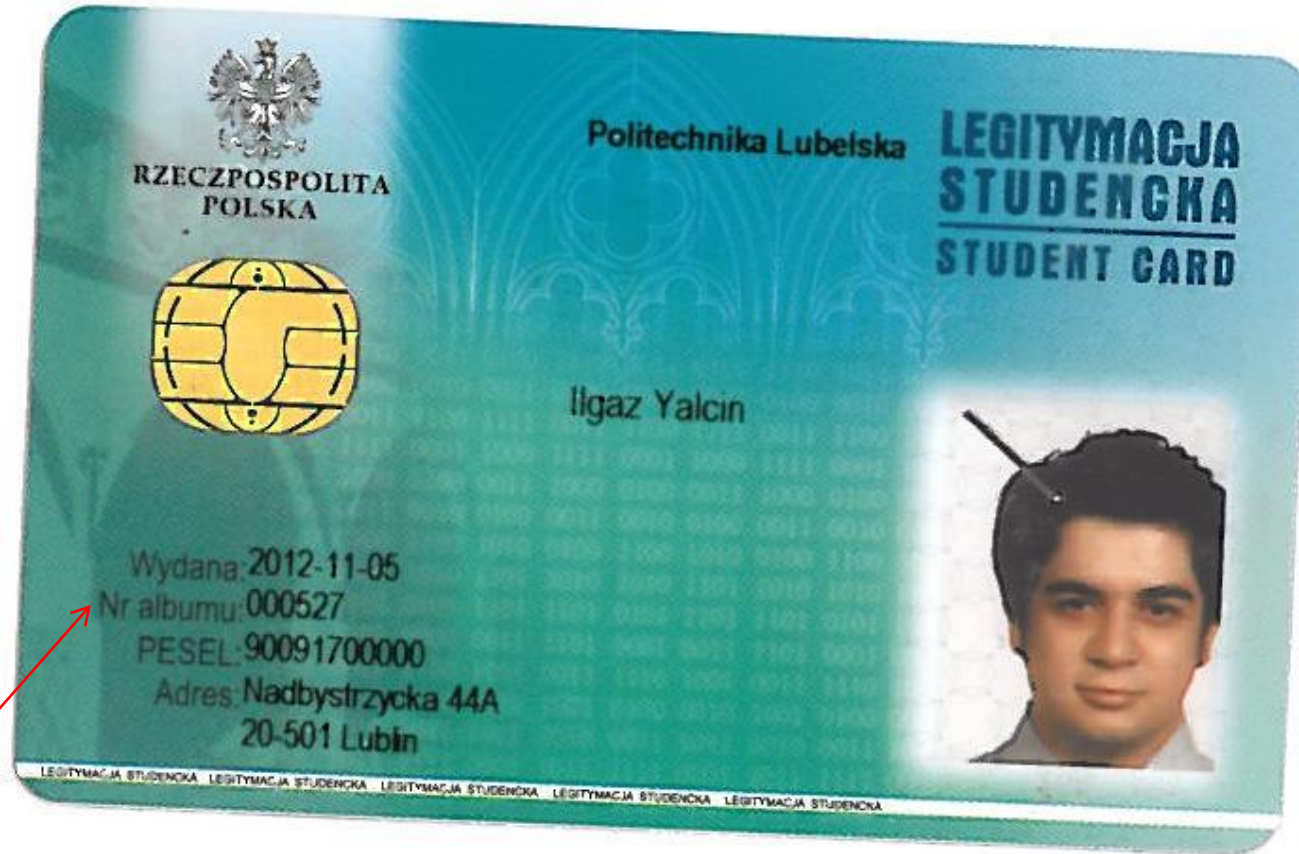
The rest of the text stays the same.

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

Use your account at: @pollub.edu.pl

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
- ▶ Issued by 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
- ▶ Actual info
- ▶ Issued by OIE

You may have another certificate/confirmation form from your home University, send it to our office by e-mail (to erasmus@pollub.pl) or print it out **before** your visit

LUT Dormitory

Moving out from Dormitory

- ▶ No Payment – no signature on Clearance Sheet
- ▶ Clean the room before leaving
- ▶ Deposit return document: **DIY** and print it & bring to room6 or send it

a.matyjaszczyk@pollub.pl

<https://bkm.pollub.pl/en/exchange-students/accommod/qa-2.html>

- ▶ A template is available here:

<https://bkm.pollub.pl/en/exchange-students/accommod/deposit-return-a-template-document-9.html>

Inform the Reception Desk before your departure to check your room.

Which **bank account** should I put?

- ▶ **The same** which you used to **pay in the deposit**
- ▶ If the deposit was sent by a Family Member or a Friend, write his/her **bank account** number and **fill in two pages** of the document for money return
- ▶ Those who used **own bank account** and now have a new one run in Eur currency, **could put this new**
- ▶ Make sure it will be **active after** you leave Poland [for at least one month].
- ▶ If in doubt, contact Aleksandra Matyjaszczyk: a.matyjaszczyk@pollub.pl, room6, groundfloor, Dorm4

Where to bring the already ready document for deposit return?

- ▶ Bring it in person to room 6, groundfloor, Dorm4
- ▶ Or by email to Aleksandra Matyjaszczyk:
a.matyjaszczyk@pollub.pl
- ▶ Or leave it at the Reception of Dorm4

- ▶ **Remeber to put the signature at the end of the page!**

Thank you for your attention!

- ▶ Office of International Education
- ▶ Lublin University of Technology
- ▶ Nadbystrzycka 42A
- ▶ 20-501 Lublin, Poland
- ▶ E-mail: erasmus@pollub.pl