



BIURO KSZTAŁCENIA
MIĘDZYNARODOWEGO
OFFICE OF INTERNATIONAL
EDUCATION

Farewell Meeting

Lublin University of Technology

1st June 2026



Download the presentation!



PhD Celina Handzel - OIE Head

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Office of International Education (OIE)



Dormitory no.1, ground floor,
Nadbystrzycka 42



Incoming Students Office: **room 11**



Email contact: erasmus@pollub.pl

Office hours: 11-14 (Monday - Friday)



Website: <http://bkm.pollub.pl/en/>





To finish your mobility

1. Exams
2. Settle with all units at LUT (**OIE, Library, Dormitory**)
3. Transcript of Records
4. Confirmation of study period



Transcript of Records

- Names of courses, grades, ECTS score
- Issued by Dean's Office/Faculty Coordinator
- **IMPORTANT:** If it's not ready before your departure, you need to confirm the way of receiving it by **YOUR HOME UNIVERSITY**: email or regular mail

Electrical Engineering and Computer Science students:

<https://weii.pollub.pl/en/procedures>



Confirmation of Study Period

- Dates - actual info (final date of stay = date of signature)
- Issued by OIE
- Collected **IN PERSON**
- Different names, same document: Certificate of Stay, Departure Form, Certificate of Attendance etc.
- **IMPORTANT:** If you received a certificate/confirmation document from your home University, send it to erasmus@pollub.pl or print it out and complete it with your data **BEFORE your visit**

June

2026

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

1	2	3	4 CORPUS CRISTI OFFICE CLOSED	5 OFFICE CLOSED	6	7
8	9	10	11	12	13	14
15 OFFICE CLOSED	16 OFFICE CLOSED	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1ST JULY OFFICE HOURS: 8:00-14:00				



Changes to the Learning Agreement

- ▶ Send the document to: erasmus@pollub.pl (if you haven't yet)
- ▶ Inform Erasmus Office if no changes were made



Please note: email addresses (and your inboxes) in our domain @pollub.edu.pl will be deactivated within 3 months after the end of the semester!



LUT Dormitory



Moving out from Dormitory

- ▶ Clean the room before leaving
- ▶ Inform the Reception Desk before your departure to have your room checked – **at least 2 days before you leave**
- ▶ The clean check can be done **ONLY** from 8:00 to 12:30 from **Monday to Friday**.



Deposit return document

- ▶ The form can be downloaded from here





Deposit return document

- 1) Complete the form on computer
- 2) Print it out
- 3) Sign it with a pen
- 4) Leave it at Reception Desk after check-out





Which **bank account** should I put?

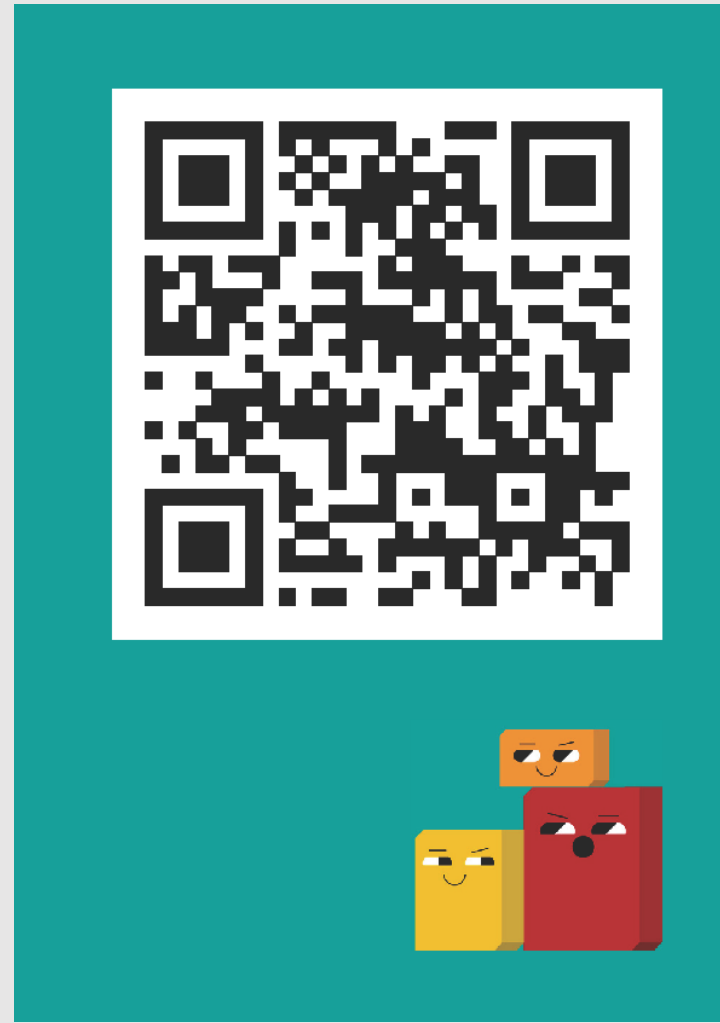
- ▶ **The same** which was used to **pay in the deposit**
- ▶ If the deposit was sent by a Family Member or a Friend, write **his/her** bank account number and **complete the second page** of the form
- ▶ Those who used **own bank account** and now have a new one run in EUR currency, **could put this new one.**
- ▶ Given bank account has to be **active after** you leave Poland [for at least 3 months].

If in doubt, visit OIE: room 11, groundfloor, Dorm 1




Buddy Programme

- ▶ Did you have a buddy?
- ▶ Give us your feedback!



Thank you for your attention!



 Dormitory No.1, ground floor
ul. Nadbystrzycka 42, 20-501 Lublin

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