



POLITECHNIKA
LUBELSKA
LUBLIN UNIVERSITY
OF TECHNOLOGY

WELCOME MEETING

Office of International Education

1st October 2025



Co-funded by
the European Union

Prof. Paweł Drożdżel
Rector for Student Affairs, E+ University Coordinator
PhD Celina Handzel – OIE Head



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Erasmus Charter



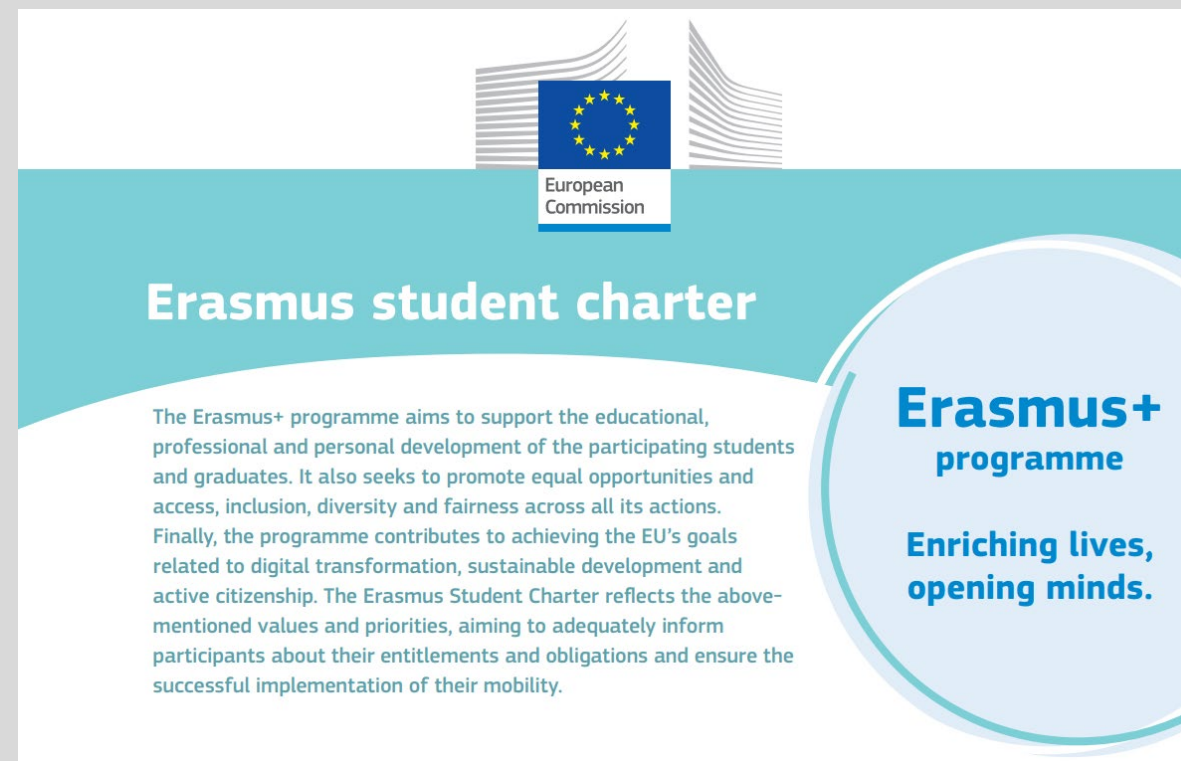
ERASMUS CHARTER FOR HIGHER EDUCATION 2021-2027

The European Commission hereby awards this Charter to:

POLITECHNIKA LUBELSKA

The Institution undertakes to:

- Respect in full the principles of non-discrimination, transparency and inclusion set out in the Erasmus+ Programme.
- Ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.
- Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System – ECTS) gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility.
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.
- Ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases.
- Implement the priorities of the Erasmus+ Programme:
 - By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.
 - By promoting environmentally friendly practices in all activities related to the Programme.
 - By encouraging the participation of individuals with fewer opportunities in the Programme.
 - By promoting civic engagement and encouraging students and staff to get involved as active citizens before, during and after their participation in a mobility activity or cooperation project.



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Agenda

- Welcome to LUT - Lidia Gozdecka (Buddy Programme)
- OIE: academic matters – Małgorzata Piesiak
- OIE: non-academic matters – Svitlana Lysiuk
- Centre of Scientific and Technical Information
- Baobab Community Centre
- Campus tour with local students



In the bag...



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Lublin University of Technology



Ca. 7 000 students



6 faculties



27 study areas



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the European Union**

Campus



1	Faculty of Electrical Engineering and Computer Science
2	Faculty of Mechanical Engineering
3	Faculty of Civil Engineering and Architecture
4	Faculty of Environmental Engineering and Energy
5	Faculty of Management
6	Faculty of Mathematics and Information Technology
7	Centre of Innovation and Advanced Technologies, Library
8	Sports Centre
9	Green Areas
10	Rectorate
11	Cen - Tech
12	Canteen
13	Asspect / Archives
14	Dormitories

Faculties



Faculty of Mechanical Engineering



Faculty of Environmental Engineering
and Energy



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Faculties



Faculty of Civil Engineering and
Architecture



Faculty of Electrical Engineering
and Computer Science

Faculties



Faculty of Mathematics and
Information Technology



Faculty of Management



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Interfaculty Units



Centre for Innovation and Advanced
Technologies → Labs, Library,
IT Centre



Physical Education and Sport
Department

Interfaculty Units



Cen-Tech
(Foreign Languages Department)



Student Career Office and Students'
Association

Academic calendar – I semester

01.10.2025 – 08.10.2025	Orientation Week
01.10.2025 - 23.12.2025	Classes
24.12.2025 - 06.01.2026	Christmas Break
07.01.2026 - 01.02.2026	Classes
02.02.2026 - 13.02.2026	Examinations
14.02.2026 - 22.02.2026	Winter recess

Public holidays in Poland

All Saints Day	1st November
National Independence Day	11th November
Christmas	24th-26th December
New Year's Day	1st January
Epiphany	6th January
Easter	5th-6th April 2026 (movabe holiday)
Labour Day	1st May
Constitution Day	3rd May
Corpus Christi	4th June 2026 (movable holiday)
Feast of the Assumption	15th August

Office of International Education (OIE)



Dormitory no.1, ground floor,
Nadbystrzycka 42



Incoming Students: room 11



Dormitory: room 12



Email contact: erasmus@pollub.pl

Office hours: 11-14 (Monday - Friday)



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



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OIE – website

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

OIE HOME LUT HOME

f X y i n Q Search EN

LUBLIN UNIVERSITY OF TECHNOLOGY
OFFICE OF INTERNATIONAL EDUCATION

POLITECHNIKA LUBELSKA
LUBLIN UNIVERSITY OF TECHNOLOGY

ADMISSION ▾ EXCHANGE STUDENTS ▾ EXCHANGE STAFF ▾ OUTGOING STUDENTS ▾ ABOUT US ▾ CONTACT

Master's Degree Studies at LUT
Apply now!

Additional round of admission for 2023/24 starts in September - do not miss it!

FULL DEGREE STUDIES IN ENGLISH AT LUT
ADMISSION IS OPEN NOW!

YOU CAN APPLY ONLINE HERE:
<https://bkm.pollub.pl/en/admission/online-application>

01 02 03 04 05

NEWS NEWS

Select a category news

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LUT Office of International Education



lut_international

Office of International Education	Dean's Office	Faculty Coordinators
• Admissions • Erasmus+ rules, documents • Non-Academic matters • Everyday contact and help • Cooperation with buddies • Financial matters • Integration	• Faculty administrative unit • Registration • Student's ID Card	• Academic matters • Learning Agreements and changes • ECTS catalogues • Transcripts of Records • Classes, exams, grades

Dean's Office (Dziekanat)

	Faculty	Room no.	E-mail
	Mechanical Engineering	WM, room 113	a.raiter@pollub.pl
	Electrical Engineering and Computer Science	WEil, room 218	agnieszka.wojcik@pollub.pl
	Civil Engineering and Architecture	WBiA, room 031	wb.dziekanat@pollub.pl
	Management	WZ, room 32	m.sordyl@pollub.pl
	Environmental Engineering and Energy	WSE, room 110	k.lopuszyńska@pollub.pl
	Mathematics and Information Technology	WMI, room 7	wi.dziekanat@pollub.pl

Faculty Coordinators

	FACULTY	COORDINATOR	E-MAIL
	MECHANICAL ENGINEERING	Zofia Szmit, PhD Eng.	z.szmit@pollub.pl
	ELECTRICAL ENGINEERING AND COMPUTER SCIENCE	Andrzej Smolarz, PhD Eng.	erasmus.wei@pollub.pl
	CIVIL ENGINEERING AND ARCHITECTURE	Michał Dmitruk, PhD Eng. (Architecture)	m.dmitruk@pollub.pl
		Andrzej Szewczak PhD Eng. (Civil Eng.)	a.szewczak@pollub.pl
	MANAGEMENT	Michał Sordyl, MA	m.sordyl@pollub.pl
	ENVIRONMENTAL ENGINEERING AND ENERGY	Wojciech Cel, PhD Eng.	w.cel@pollub.pl
	MATHEMATICS AND INFORMATION TECHNOLOGY	Jarosław Zubrzycki, PhD Eng.	j.zubrzycki@pollub.pl



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Faculty Meetings

	Faculty	Date	Time	Place	Coordinator
	Civil Engineering and Architecture	03.10.2025	13:00	WBiA, room 133	Michał Dmitruk, PhD Eng. Andrzej Szewczak PhD Eng.
	Electrical Engineering and Computer Science	02.10.2025	11:15	WEil, room E201 (1st floor)	Andrzej Smolarz, PhD Eng
	Management	02.10.2025	08:30	WZ, room OX10	Michał Sordyl, MA
	Mechanical Engineering	02.10.2025	14:00	WM, Aula III	Zofia Szmit, PhD Eng.
	Faculty of Mathematics and Information Technology	07.10.2025	09:00	WMI, room OX111	Jarosław Zubrzycki, PhD Eng.
	Environmental Engineering and Energy	02.10.2025	13:15	WSE, room 116	Wojciech Cel, PhD Eng.

Faculty websites

[Civil Engineering and Architecture](#)



[Electrical Engineering and Computer Science](#)



[Mechanical Engineering](#)



[Management](#)



Documents



While completing
the necessary documents, please,
remember to use **a pen**,
not a pencil.



If any document is missing

Submit to OIE:

- Passport/ID Card copy
- EHIC Card/Insurance policy copy
- Certificate of Arrival
- Home University's Arrival Form (if needed)

Certificate of Arrival

- ▶ Fill it in
- ▶ Put it into the box after the meeting

 BIURO KSZTAŁCENIA
MIĘDZYNARODOWEGO
OFFICE OF INTERNATIONAL
EDUCATION

CERTIFICATE OF ARRIVAL
** COMPLETE WITH CAPITAL LETTERS*

STUDENT'S DATA:

NAME: _____

SURNAME: _____

HOME UNIVERSITY: _____

FACULTY AT LUT:

☐ Civil Engineering and Architecture
☐ Electrical Engineering and Computer Science
☐ Environmental Engineering and Energy
☐ Management
☐ Mathematics and Information Technology
☐ Mechanical Engineering

DATE OF ARRIVAL TO LUT: _____

BUDDY/MENTOR IN POLAND (IF YOU HAVE ONE): _____

ACTIVE PHONE NUMBER (OPTIONAL): _____

ADDRESS OF ACCOMMODATION (WHEN IN LUBLIN):

☐ LUT'S DORMITORY
☐ OTHER: _____

I hereby declare that the data provided in this form is true and complete.

STUDENT'S SIGNATURE: _____

Office of International Education
Lublin University of Technology
Nadbystrzycka 42, 20-501 Lublin
Tel.: 81 538 4719
email: erasmus@pollub.pl



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Dean's Office Questionnaire

- Registration is obligatory
- You will get:
 - @pollub.edu.pl email address
 - Student's ID Card
 - Eduroam Internet access
- Submit at Dean's Office

 POLITECHNIKA
LUBELSKA
LUBLIN UNIVERSITY
OF TECHNOLOGY

LUBLIN UNIVERSITY OF TECHNOLOGY ERASMUS PERSONAL QUESTIONNAIRE
*The document must be submitted to the Dean's Office altogether with a photo

PERSONAL DETAILS / DANE OSOBOWE

First name / Imię:
Surname (family name) / Nazwisko:
Date of birth (day/month/year) / Data urodzenia: / /
Place of birth / Miejsce urodzenia:
Nationality / Narodowość:
Passport series and number / Seria i nr paszportu:
Father's name / Imię Ojca:
Mother's name / Imię Matki:
Address / Adres zamieszkania:
street and house number / ulica, nr domu:
postal code and town / kod pocztowy, miasto
Country / Kraj:

Name of Home University / Nazwa Uczelni Partnerskiej:

ERASMUS DETAILS

Host Faculty in LUT / Wydział w PL (choose from the list below):

- ☐ Mechanical Engineering / Wydział Mechaniczny
- ☐ Electrical Engineering and Computer Science / Wydział Elektrotechniki i Informatyki
- ☐ Civil Engineering and Architecture / Wydział Budownictwa i Architektury
- ☐ Management / Wydział Zarządzania
- ☐ Environmental Engineering / Wydział Inżynierii Środowiska
- ☐ Mathematics and Information Technology / Wydział Matematyki i Informatyki Technicznej

Major specialization (if possible) / Główna specjalność:
Year of study in 20...../20..... / Rok studiów..... Semester / Semestr.....

Course duration / Długość pobytu

- ☐ one semester / jeden semester
- ☐ one year / jeden rok
- ☐ other / inne.....

Temporary address (in Poland) / Adres czasowego pobytu w Polsce:
street and house number / ulica, nr domu:
postal code and town / kod pocztowy, miasto

.....
date / data

.....
signature / podpis

Student's ID Card

- ▶ issued by the Dean's Office/Coordinator
- ▶ Account number – faculty
- ▶ Payment: 22 PLN
- ▶ Pay at the bank or post office (complete the payment slip)



nazwa odbiorcy	
nazwa odbiorcy cd.	
l.k.	nr rachunku odbiorcy
W P * P L N	
kwota słownie	
nazwa zlecienniodawcy	
nazwa zlecienniodawcy cd.	
tytułem	
tytułem cd.	
Oplata	
Podpis	



- free internet access in LUT's campus
- more info:



Changes to Learning Agreement



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Changes to the learning agreement

Mobility type: Semester(s)

Exceptional changes to Table A (to be digitally approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)
			☐	☐	Choose an item.	
			☐	☐	Choose an item.	

Exceptional changes to Table B (if applicable) (to be digitally approved by the student and the responsible person in the Sending Institution)							
Table B2	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)	Automatic recognition
			☐	☐	Choose an item.		Yes ☐ No ☐
			☐	☐	Choose an item.		Yes ☐ No ☐

Exceptional changes to Table C (if applicable) (to be digitally approved by the student and the responsible person in the Sending Institution)						
Table C2	Component code (if any)	Component title or description of the study programme at the Receiving Institution	Short description of the virtual component (obligatory field):	Reason for change	Number of ECTS credits to be awarded	Automatic recognition
						Yes ☐ No ☐
						Yes ☐ No ☐

In case of changes to the learning agreement for mobility types: Blended mobility with short-term physical mobility or Short-term doctoral mobility, please create a new learning agreement

Commitment of the three parties

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Online Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies. The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature

- Any changes to the LA must be reported
- **Deadline: 31st October 2025**

Polish language course

- a semester course (elementary) – 2 groups
- Lector: **Ms Małgorzata Gierulska**: m.gierulska@pollub.pl
- no fees
- certificates
- **'First come first served' basis**
- No ECTS score
- **CENTECH – LUT campus, Nadbystrzycka Street 38B**

German language course

- Lector Ms Dominka Brodzka: d.brodzka@pollub.pl
- a semester course, class level A1+
- no fees
- 2 ECTS
- certificates
- **CENTECH, Nadbyszczycka Street 38B**

Sport activities

Physical Education

Saturdays 11:00-12:30

(starting from 11th October)

Free of charge

coach: Bożydar Spólnicki



 **Sports Centre (Nadbystrzycka 36B Street)**

Sport activities for everyone

Free of charge:

 Beach volleyball

 Tennis

 Fitness

 Gym

 Volleyball

 Badminton

[Schedules, registrations](#)



 **Sports Centre (Nadbystrzycka 36B Street)**



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**All students are obligated to attend the
classes!**

Farewell Meeting

Attendance is obligatory!

Date and venue to be announced (January 2026)



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Basic rules to follow in Poland

- ☐ follow traffic and public transport rule
- ☐ don't drink or smoke in public places
- ☐ zero-tolerance policy for drunk driving



The nearest Police station: 45 Zana Street, +48815354800



112

emergency number
(if you cannot call, signal for help
using the  Alarm112 phone app)

999

Emergency medical services

998

Fire brigade

997

Police

994

Water and sewage emergency

993

Heating emergency

992

Gas emergency

991

Electrical emergency

987

Voivodeship emergency dispatch
centre

986

Municipal police



800 70 22 22

Support Centre for Adults
in a Mental Crisis

116 123

Adult Helpline

116 111

Children and Adolescents Helpline

800 12 12 12

Children Helpline
and Ombudsman for Children

How to call for help

- Call from a safe place. Speak calmly and clearly.
- State your exact address. If you do not know it, describe characteristic landmarks.
- Explain what happened, and whether life, health or property are in danger.
- Wait until the operator confirms receiving your report. Do not hang up first.



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Temporary Residence Registration

☐ Residence Registration
„zameldowanie”

☐ Municipality Office (14
Wieniawska street)

☐ Free of charge



Rzeczpospolita
Polska

EL/ZC/1

Zgłoszenie pobytu czasowego / Temporary residence registration form
Instrukcja wypełniania w 3 krokach / Instruction for completion in 3 steps

1. WYPEŁNIAJ WIELKIMI LITERAMI / FILL IN CAPITAL LETTERS

2. Pola wyboru zaznaczaj / Mark selection boxes with ☒ lub / or ☒

3. Wypełniaj kolorem czarnym lub niebieskim / Complete in black or blue

Przykład wypełnionego wniosku znajdziesz na stronie internetowej prowadzonej przez Ministerstwo Spraw Wewnętrznych i Administracji / Example of the completed application may be found on the website kept by the Ministry of the Interior and Administration

1. Dane osoby, której dotyczy zgłoszenie / Details of the person to whom the application relates

Nazwisko
Surname

Imię (imiona)
Name (names)

Numer PESEL (o ile został nadany)
PESEL number (if it was issued)

BKM



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Temporary Residence Card

- ☐ Check your visa - C or D?
- ☐ Arrived on Residence Card from other EU country



❖ Special meeting: October 3rd, 10:00am, OIE, Dorm1, room 5

LUT Dormitory regulation

- ☐ pay for your staying
The deadline is **10 October, 2025**
- ☐ register your residence
- ☐ make all emergency only at the reception
- ☐ keep your room clean and tidy
- ☐ follow no alcohol, drugs and cigarettes policy
- ☐ no parcel delivery to the Dorm 
- ☐ be aware of eviction in case of breaking the rules



Banks



☐ 40a Nadbystrzycka street
Lublin
(campus - canteen building)

☐ Krakowskie Przedmieście 40
Lublin
(city center)



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ORIENTATION DAYS

OCT 2025

01

OCTOBER
2025

WELCOME MEETING
CAMPUS TOUR

3:00PM AULA 1 FACULTY OF
MECHANICAL ENGINEERING

01-08

OCTOBER
2025

FACULTY MEETINGS

Hour and place to be announced
at the welcome meeting

TBA

OCTOBER
2025

BOARD GAMES

TBA MAIN LIBRARY (RDZEWIAK)

11,18,25
[SATURDAYS]

OCTOBER
2025

CITY TOURS
[LIMITED SPOTS]

10AM-2PM LUBLIN CASTLE



FOR MORE INFO : WWW.BKM.POLLUB.PL/EN/



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WINTER PARTY

December 2025

Details will be announced soon...



Buddy Programme







- Library / Centre of Scientific and Technical Information web page: <https://cint.pollub.pl/en/>
- Reading rooms situated at each faculty and also Student Reading Room in room 302 in the building of Centre for Innovation and Advanced Technologies [the rusty building].

We wish you a successful semester at LUT!



Thank you for your attention!



BIURO KSZTAŁCENIA
MIĘDZYNARODOWEGO
OFFICE OF INTERNATIONAL
EDUCATION



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



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



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