



POLITECHNIKA
LUBELSKA
LUBLIN UNIVERSITY
OF TECHNOLOGY

WELCOME MEETING

Office of International Education



1st October 2026



Co-funded by
the European Union

Agenda

- Welcome speech – PhD Celina Handzel, OIE Head
- OIE: academic matters – Małgorzata Piesiak
- OIE: non-academic matters – Joanna Sągala
- Welcome Point – Nana Akofyani
- Buddy Programme – Diana Yastremska
- Centre of Scientific and Technical Information (Library)
- Welcome to Lublin – Baobab
- Campus tour with local students

Erasmus Charter



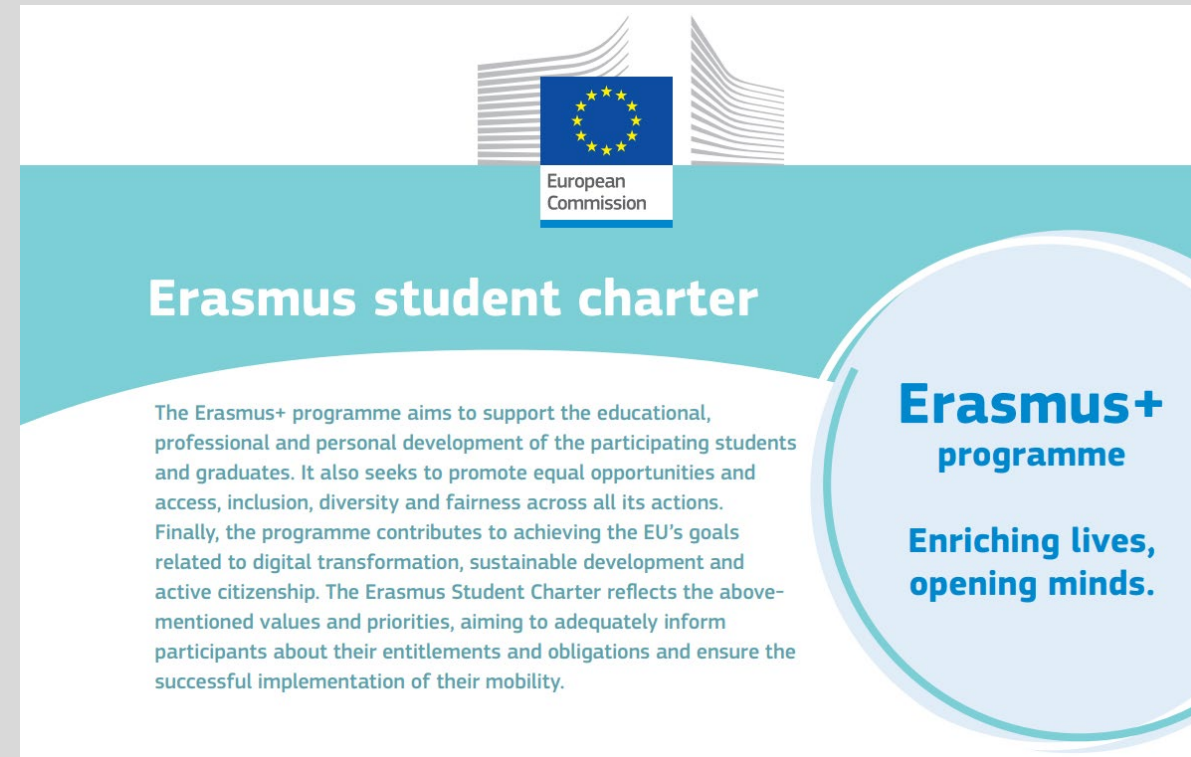
ERASMUS CHARTER FOR HIGHER EDUCATION 2021-2027

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.



Erasmus student charter

The Erasmus+ programme aims to support the educational, professional and personal development of the participating students and graduates. It also seeks to promote equal opportunities and access, inclusion, diversity and fairness across all its actions. Finally, the programme contributes to achieving the EU's goals related to digital transformation, sustainable development and active citizenship. The Erasmus Student Charter reflects the above-mentioned values and priorities, aiming to adequately inform participants about their entitlements and obligations and ensure the successful implementation of their mobility.

**Erasmus+
programme**

**Enriching lives,
opening minds.**



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ORIENTATION DAYS

OCTOBER 2026

1

OCTOBER
2026

WELCOME MEETING CAMPUS TOUR

11:30AM REGISTRATION
12:00PM WELCOME MEETING

AULA 1 FACULTY OF MECHANICAL ENGINEERING

5 AND 7
OCTOBER
2026

WORKSHOPS ON CULTURAL DIVERSITY AND INTERCULTURAL COMMUNICATION

[LIMITED SPOTS]

OFFICE OF INTERNATIONAL EDUCATION
DORMITORY 1, ROOM 5

5-9
OCTOBER
2026

FACULTY MEETINGS

Hour and place to be announced at the
welcome meeting

3 AND 10
OCTOBER
2026

CITY TOURS

[LIMITED SPOTS]

10:00AM-12:00PM LUBLIN CASTLE

27
OCTOBER
2026

BOARD GAMES

1:00PM -7:00 PM

MAIN LIBRARY RUSTY BUILDING



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



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Office of International Education (OIE)



Dormitory no.1, ground floor,
Nadbystrzycka 42



Incoming Students and Dormitory issues : room 11



Welcome Point: room 5



Email contact: erasmus@pollub.pl



Office hours: 11-14 (Monday - Friday)

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



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Follow us on Social Media



LUT Office of International Education



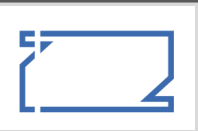
lut_international

Office of International Education	Dean's Office	Faculty Coordinators
• Admissions • Erasmus+ rules, documents • Non-Academic matters • Everyday contact and help • Buddy Programme • Welcome Point • Financial matters • Integration	• Faculty administrative unit • Student's ID Card • Email in @pollub.edu.pl domain • Transcript of Records	• Academic matters • Learning Agreements and changes • ECTS catalogues • Classes, exams, grades • Transcript of Records

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 115	j.warakomski@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	a.trybuchowicz@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 websites

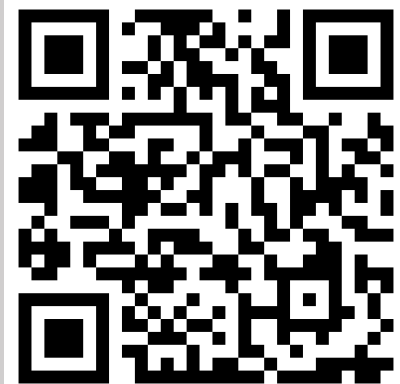
[Civil Engineering and
Architecture](#)



[Electrical Engineering and
Computer Science](#)



[Mathematics and Information
Technology](#)



[Mechanical Engineering](#)



[Management](#)



[Environmental Engineering
and Energy](#)



Faculty Meetings

	Faculty	Date	Time	Place	Coordinator
	Civil Engineering and Architecture	6.10.2026	13:30	WICA, room 133	Michał Dmitruk, PhD Eng. Andrzej Szewczak PhD Eng.
	Electrical Engineering and Computer Science	5.10.2026	17:15	WEil, E201	Andrzej Smolarz, PhD Eng
	Management	2.10.2026	9:00	Ox, 16	Michał Sordyl, MA
	Mechanical Engineering	7.10.2026	16:00	WM, Aula 1	Zofia Szmit, PhD Eng.
	Faculty of Mathematics and Information Technology	7.10.2026	12:00	WMI, room OX129	Jarosław Zubrzycki, PhD Eng.
	Environmental Engineering and Energy	7.10.2026	11:30	WSE, room 116	Wojciech Cel, PhD Eng.



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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 2026**
- Introduce online / download form: [Changes](#)

If any document is missing

Submit to OIE (send a copy to erasmus@pollub.pl):

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

Academic calendar

Winter Semester 01.10.2026 - 12.02.2027	
Classes:	01.10.2026 - 22.12.2026
Christmas Break:	23.12.2026 - 06.01.2027
Classes:	07.01.2027 - 31.01.2027
Examinations:	01.02.2027 - 12.02.2027
Winter recess:	15.02.2027 - 21.02.2027
Summer Semester 22.02.2027 - 02.07.2027	
Classes:	22.02.2027 - 24.03.2027
Easter recess:	25.03.2027 - 31.03.2027
Classes:	01.04.2027 - 20.06.2027
Examinations:	21.06.2027 - 02.07.2027

Public holidays in Poland

New Year's Day	1st January
Epiphany	6th January
Easter	[movable holiday]
Labour Day	1st May
Constitution Day	3rd May
Corpus Christi	[movable holiday]
Feast of the Assumption	15th August
All Saints Day	1st November
National Independence Day	11th November
Christmas	25th December
St. Stephens Day	26th December

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



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



Certificate of Arrival

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



CERTIFICATE OF ARRIVAL

* COMPLETE WITH CAPITAL LETTERS

STUDENT'S DATA:

NAME: _____

SURNAME: _____

HOME UNIVERSITY: _____

FACULTY AT LUT (choose one):

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

DATE OF ARRIVAL: _____

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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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, Nadbystrzycka Street 38B**

Sport activities

Physical Education

Thursdays 17:00-18:30

(starting from 8th October)

Free of charge

coach: Bożydar Spólnicki

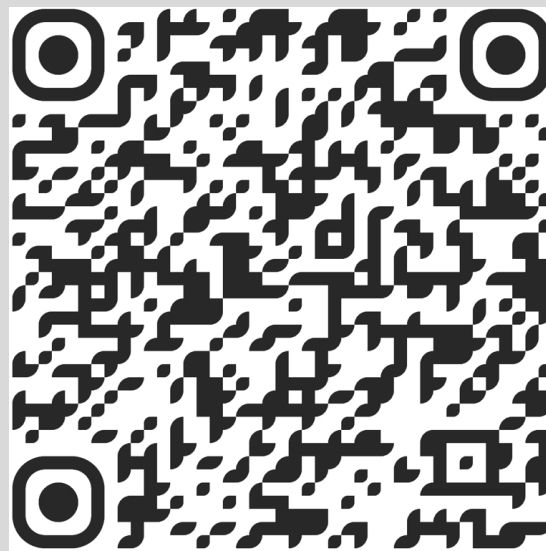
1 ECTS



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



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





MEN II-54 SW



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LUT Dormitory regulation

pay for your stay till **10 October 2026**

Remember:

 **Emergency calls** – Make all emergency calls through the **reception**.

If you call the fire brigade yourself, you will be charged for the intervention.

 **Smoke detectors** – Pay attention to the location of smoke detectors.

They are sensitive to water vapor, so **keep the bathroom door closed while showering**.

 **Keep your room clean** - A **cleaning check will be carried out every month**.

 **Common areas** – Any costs resulting from **damage to common areas** will be shared equally among all students.

 Please follow the **no alcohol, drugs, and smoking policy**.

 **Parcel delivery to the dormitory is forbidden**. Please use a **Parcel Locker** instead.



Farewell Meeting

Attendance is obligatory!

Date and venue to be announced (February 2027)



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Students from following Universities

contact person:

Joanna Sągala

j.sagala@pollub.pl

MEETING



DATE: 2.10.2016



HOUR: 10:00



PLACE: Room 5,
Dormitory No. 1,
ground floor

University name
Abdelmalek Essaâdi University - Marocco
Djillali Liabes University - Algeria
Georgian technical university - Georgia
Kyrgyz State Technical University - Kirgistan
Lviv Polytechnic National University - Ukraine
The National University of Water and Environmental Engineering - Ukraine
Sumy State University - Ukraine
Vinnytsia National Technical University - Ukraine
Moulay ismail University - Marocco
National Polytechnic University of Armenia
SFAX UNIVERSITY - Tunisia
UACJ (Universidad Autónoma de Ciudad Juárez) - Mexico (1 person)
Universidad Pedagógica Nacional Francisco Morazán - Honduras
Universidad Tecnológica De Panamá
University of Pristina - Kosovo
Urgench State University named after Abu Rayhan Biruni - Uzbekistan



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Welcome Point

Przed.Szkole PL – Lublin University of Technology Open for the Intercultural Diversity

The project is financed with European funds from the European Funds for Social Development 2021-2027 (FERS) under the NAWA Project „Support for higher education and research institutions in supporting foreign nationals and Polish citizens going abroad”, project numer BPI WTP 2024 1 00008 U 00001



01.10.2025 - 30.09.2027



Celina Handzel, OIE Head



395 400,00 PLN



Fundusze Europejskie
dla Rozwoju Społecznego



Rzeczpospolita
Polska

Dofinansowane przez
Unię Europejską



Welcome Point

- A mobile information stand at each of the 6 faculties during Welcome Weeks each semester;
- Online meetings (2 per each semester) dedicated to everyday life matters of international students and staff at LUT;
- Cultural and social events, e.g. a winter meeting, a diversity-themed meeting, and a spring meeting devoted to the history of science in different countries;
- Student support



Fundusze Europejskie
dla Rozwoju Społecznego



Rzeczpospolita
Polska

Dofinansowane przez
Unię Europejską



Legal Stay in Poland



EU citizens

Registration of residence of
an EU citizen



Non-EU citizens

Visa
or
Temporary residence
card



Non-EU citizens coming from EU

Registration of mobility

Temporary residence registration and PESEL number

Temporary Residence Registration

☐ Residence Registration

☐ Free of charge

☐ Where?

Lublin City Office

Information Desk for Foreigners

Wieniawska 14 (1st floor)

tel.: +48 81 466 1009

e-mail: foreigners@lublin.eu

Office hours:

Monday - 7:45 - 16:45

Tuesday - Friday - 7:45 - 15:15

Template



 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)



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Staying Healthy in Lublin

•EU Students:

- Use your European Health Insurance Card (EHIC) for basic public healthcare.

•Non-EU Students:

- Mandatory private insurance coverage is required for your visa/stay.
- Public Healthcare (NFZ):
 - Access via clinics that have a contract with the National Health Fund. You must register with a general practitioner (lekarz rodzinny).
- Private Healthcare:
 - Faster appointments, English-speaking doctors. Popular insurance providers in Poland include PZU, Allianz Poland, UNIQA Poland, Warta, Medcover among others.



Safety in Lublin

Lublin is considered a very safe city with low crime rates.

Emergency Numbers:

112: Universal Emergency Number (Police, Ambulance, Fire Dept.)

997: Police

999: Ambulance



The nearest Police station:

45 Zana Street

+48 81 5354800

Basic rules to follow in Poland

- ❑ The consumption of alcohol in public places is prohibited
- ❑ Never drive or cycle under the influence of alcohol follow traffic and public transport rules
- ❑ When driving, remember that headlights must be switched on 24 hours a day, 7 days a week, year-round.
- ❑ **QUIET HOURS 22:00 to 6:00** - loud music, shouting, playing instruments or loud parties should end at 22:00

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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