



POLITECHNIKA
LUBELSKA
LUBLIN UNIVERSITY
OF TECHNOLOGY

WELCOME MEETING

Office of International Education



23rd February 2026



Co-funded by
the European Union



Prof. Paweł Drożdziel
Rector for Student Affairs,
E+ University Coordinator



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Agenda

- Welcome speech – PhD Celina Handzel, OIE Head
- Welcome Point – Nana Akofyani
- OIE: academic matters – Małgorzata Piesiak
- OIE: non-academic matters – Joanna Sągala
- Welcome to LUT - Lidia Gozdecka (Buddy Programme)
- Centre of Scientific and Technical Information
- 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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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



N A W A
NARODOWA AGENCJA
WYMIANY AKADEMICKIEJ

Temporary Residence Registration

Residence Registration „zameldowanie”

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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ORIENTATION DAYS

23 FEBRUARY - 7 MARCH 2026

23

FEBRUARY
2026

WELCOME MEETING
CAMPUS TOUR

2:00PM REGISTRATION
2:30PM WELCOME MEETING
AULA 1 FACULTY OF MECHANICAL ENGINEERING

24 FEBRUARY
- 3 MARCH
2026

FACULTY MEETINGS

HOUR AND PLACE TO BE ANNOUNCED
AT THE WELCOME MEETING

28 FEBRUARY
AND 7 MARCH
2026

CITY TOURS

[LIMITED SPOTS]
10AM-12PM LUBLIN CASTLE

25 - 26
FEBRUARY
2026

WORKSHOPS ON CULTURAL DIVERSITY
AND INTERCULTURAL COMMUNICATION

[LIMITED SPOTS]
OFFICE OF INTERNATIONAL EDUCATION
DORMITORY 1, ROOM 5



FOR 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



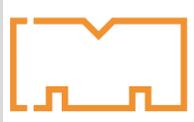
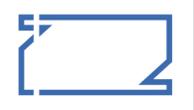
lut_international

Office of International Education	Dean's Office	Faculty Coordinators
<ul style="list-style-type: none"> • Admissions • Erasmus+ rules, documents • Non-Academic matters • Everyday contact and help • Buddy Programme • Welcome Point • Financial matters • Integration 	<ul style="list-style-type: none"> • Faculty administrative unit • Student's ID Card • Email in @pollub.edu.pl domain • Transcript of Records 	<ul style="list-style-type: none"> • 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 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	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](#)



[Mechanical Engineering](#)



[Management](#)



Faculty Meetings

	Faculty	Date	Time	Place	Coordinator
	Civil Engineering and Architecture	24.02.2026	12:30	WBiA, room 208	Michał Dmitruk, PhD Eng. Andrzej Szewczak PhD Eng.
	Electrical Engineering and Computer Science	24.02.2026	15:00	WEil, E211	Andrzej Smolarz, PhD Eng
	Management	24.02.2026	10:00	WZ, 301	Michał Sordyl, MA
	Mechanical Engineering	25.02.2026	16:00	WM, room 216	Zofia Szmit, PhD Eng.
	Faculty of Mathematics and Information Technology	03.03.2026	15:00	WMI, room OX25	Jarosław Zubrzycki, PhD Eng.
	Environmental Engineering and Energy	24.02.2026	11:30	WSE, room 116	Wojciech Cel, PhD Eng.

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)
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input type="checkbox"/>	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
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.		Yes <input type="checkbox"/> No <input type="checkbox"/>

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 <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>

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 March 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)

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

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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, 20-601 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

Saturdays 13:00-14:30

(starting from 28th February)

Free of charge

coach: Bożydar Spólnicki

1 ECTS



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

All students are obligated to attend the classes!



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



Academic calendar – II semester

23.02.2026 – 07.03.2026	Orientation Week
23.02.2026 – 01.04.2026	Classes
02.04.2026 – 08.04.2026	Easter Recess
09.04.2026 – 17.06.2026	Classes
18.06.2026 – 01.07.2026	Examinations

Public holidays in Poland

Easter	5th-6th April 2026 (movable holiday)
Labour Day	1st May
Constitution Day	3rd May
Corpus Christi	4th June 2025 (movable holiday)

Farewell Meeting

Attendance is obligatory!

Date and venue to be announced (June 2026)

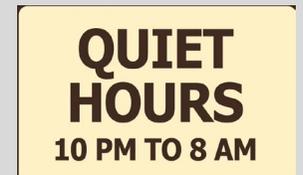


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Basic rules to follow in Poland

- ❑ don't drink or smoke in public places
- ❑ zero-tolerance policy for drunk driving or cycling
- ❑ follow traffic and public transport rules
- ❑ driving remember that headlights must be on 24/7, year-round
- ❑ **QUIET HOURS 10 p.m. to 6 a.m.** loud music, shouting, playing instruments or loud parties should end at 10 p.m
- ❑ avoid being loud in public, as it is considered impolite 😊



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IMPORTANT PHONE NUMBERS 

112

emergency number

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

999

Emergency medical services

998

Fire brigade

WHERE TO SEEK HELP 

800 70 22 22

Support Centre for Adults in a Mental Crisis

116 123

Adult Helpline

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.

The nearest Police station: 45 Zana Street
+48 81 5354800

LUT Dormitory regulation

❑ pay for your staying till **10 March 2026**

Remember:

- ❑ to make all emergency calls only at the reception
- ❑ to keep your room clean and tidy
- ❑ the costs of any damage caused to the common areas will be shared equally among all students
- ❑ follow no alcohol, drugs and cigarettes policy
- ❑ parcel delivery to the Dorm is forbidden
 - you can use one of a Parcel Locker instead



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Postcard from

LUT

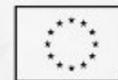


Enter the photo contest
Win Samsung Galaxy Watch 4!

Closing date: 13.03.2026
more info:



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Erasmus Day

16 April 2026

Details will be announced soon...



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Buddy Programme





We wish you a successful semester at LUT!



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Thank you for your attention!



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



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