



POLITECHNIKA
LUBELSKA
LUBLIN UNIVERSITY
OF TECHNOLOGY

WELCOME MEETING

Office of International Education

24th February, 2025



Co-funded by
the European Union

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

PhD Celina Handzel – OIE Head

Ms Małgorzata Piesiak – OIE officer

Ms Aleksandra Matyjaszczyk - OIE officer



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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.



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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Agenda

- Students' Association at LUT
- OIE: academic and non-academic matters
- Centre of Scientific and Technical Information
- Student Career Office
- Migramate – legal aspects of the stay
- Campus tour with local students

Students' Association

LUT in the eyes of local students – Olga Szerszonowicz



**SAMORZĄD
STUDENCKI**
POLITECHNIKI LUBELSKIEJ



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In the bag...



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the European Union

Lublin University of Technology



Ca. 7 000 students



6 faculties



27 study areas



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	House of Residence No. 1

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

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 – II semester

24.02.2025 – 28.02.2025	Orientation Week
24.02.2025 - 16.04.2025	Classes
17.04.2025 - 23.04.2025	Easter Recess
24.04.2025 - 18.06.2025	Classes
19.06.2025 - 27.06.2025	Examinations

Public holidays in Poland

Easter	20th-21st April 2025 (movabe holiday)
Labour Day	1st May
Constitution Day	3rd May
Corpus Christi	19th June 2025 (movable holiday)

Office of International Education (OIE)

 Dormitory no.1, ground floor,
Nadbystrzycka 42

 Incoming Students: room 11

 Non-Academic matters: room 6

 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/>

The screenshot shows the website's header with navigation links for 'OIE HOME' and 'LUT HOME', and social media icons for Facebook, X, YouTube, Instagram, and LinkedIn. A search bar and language selector (EN) are also present. The main navigation menu includes 'ADMISSION', 'EXCHANGE STUDENTS', 'EXCHANGE STAFF', 'OUTGOING STUDENTS', 'ABOUT US', and 'CONTACT'. The central banner features a blue background with the text 'Master's Degree Studies at LUT Apply now!' and 'FULL DEGREE STUDIES IN ENGLISH AT LUT'. Below this, it states 'ADMISSION IS OPEN NOW!' and provides the URL 'https://bkm.pollub.pl/en/admission/online-application'. A QR code is positioned to the right of the banner. At the bottom, there is a 'NEWS' section with a 'NEWS NEWS' header and a 'Select a category news' dropdown menu.

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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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 • Cooperation with buddies • Financial matters • Integration 	<ul style="list-style-type: none"> • Faculty administrative unit • Registration • Student's ID Card 	<ul style="list-style-type: none"> • 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	j.wisniewska@pollub.pl
	Management	WZ, room 32	m.sordyl@pollub.pl
	Environmental Engineering and Energy	WIŚ, 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.weii@pollub.pl
	CIVIL ENGINEERING AND ARCHITECTURE	Michał Dmitruk, PhD Eng. (Architecture)	m.dmitruk@pollub.pl
		Andrzej Szewczak PhD Eng. (Civil Engineering)	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

Faculty Meetings

Faculty		Date	Time	Place	Coordinator
	Civil Engineering and Architecture	24.02.2025	14:00	WBiA, room 204	Andrzej Szewczak, PhD Eng.
	Electrical Engineering and Computer Science	25.02.2025	13:15	WEil, room E211 (1st floor)	Andrzej Smolarz, PhD Eng
	Management	25.02.2025	09:00	WZ, room OX34	Michał Sordyl, MA
	Mechanical Engineering	28.02.2025	13:00	WM, Aula II	Zofia Szmit, PhD Eng.
	Faculty of Mathematics and Information Technology	Email: j.zubrzycki@pollub.pl			Jarosław Zubrzycki, PhD Eng.
	Environmental Engineering and Energy	25.02.2025	11:30	WIŚ, room 301	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

LUBLIN UNIVERSITY
OF TECHNOLOGY
OFFICE OF INTERNATIONAL
EDUCATION

CERTIFICATE OF ARRIVAL
* COMPLETE WITH CAPITAL LETTERS

STUDENT'S DATA:

NAME: _____

SURNAME: _____

HOME UNIVERSITY: _____

FACULTY AT LUT: _____

DATE OF ARRIVAL TO LUT: _____

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

ADDRESS OF YOUR ACCOMMODATION (WHEN IN LUBLIN): _____

ACTIVE TELEPHONE NUMBER (OPTIONAL): _____


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
ul. Nadbystrzycka 42a 20-501 Lublin
Tel.: 81 538 4719
email: erasmus@pollub.pl; malgorzata.piesiak@pollub.pl

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



nazwa odbiorcy		
nazwa odbiorcy cd.		
l.k.	nr rachunku odbiorcy	
	waluta	kwota
	W P	PLN
kwota słownie		
nazwa zleceniodawcy		
nazwa zleceniodawcy cd.		
tytułem		
tytułem cd.		
	Oplata	
	Podpis	




eduroam


- free internet access
- 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)
			<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
						Yes <input type="checkbox"/> 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 March 2025**

Polish language course

Polish course	Intensive Polish Course
<ul style="list-style-type: none">Lector: Ms Małgorzata Gierulska email: m.gierulska@pollub.pl30 hours/semester	<ul style="list-style-type: none">Lector: Ms Dorota Janowska email: d.janowska@pollub.pl54 hours/semesterObligatory for E+ students from programme countries (outside EU)
<ul style="list-style-type: none">CENTECH, Nadbystrzycka Street 38B<ul style="list-style-type: none">No feesNo ECTS scoreFirst come first served basisCertificates for active students	

German language course

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

All students are obligated to attend the classes!



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ERASMUS AT LUT?

YES! 2nd Edition

- MAKE A SHORT VIDEO
- SHOW YOUR EXPERIENCE AT LUT!
- WIN SAMSUNG GALAXY WATCH 4!



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Farewell Meeting

Attendance is obligatory!

Date and venue to be announced (May 2025)



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Visits in OIE



Office hours:

11:00 - 14:00



Sport activities



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



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Sport activities

Saturdays – 13:00-14:30 / from 1.03.2025

Free of charge

coach: Bożydar Spólnicki



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Students of Architecture – the education & integration workshop

JEANS JACKET PAINTING

15 persons – apply now!
Saturday, 15.03.2025

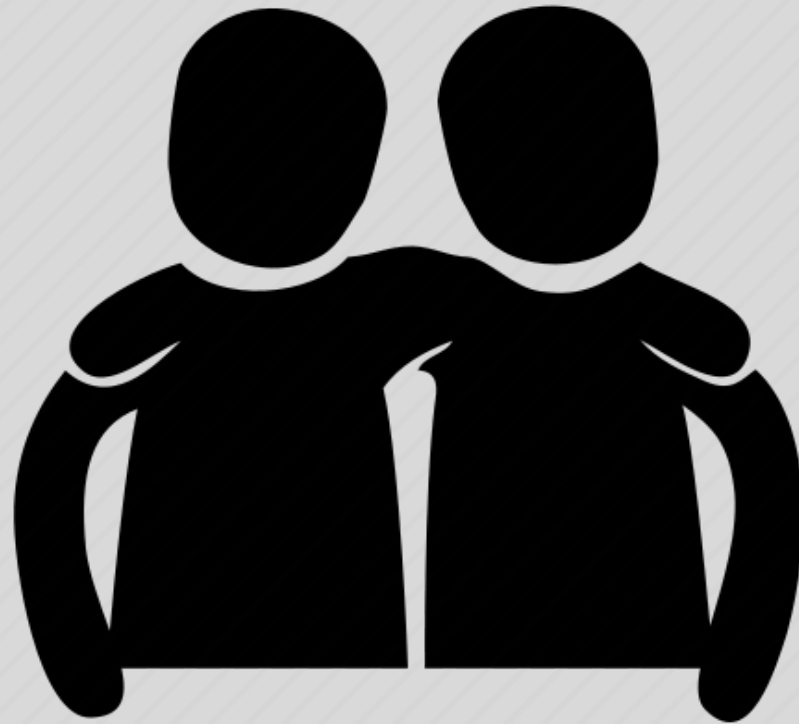


Erasmus Day 9.04.2025



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Buddies



Orientation Days



**FEBRUARY &
MARCH 2025**



**FEBRUARY &
MARCH 2025**

**ORIENTATION
DAYS**

24.02 Welcome! 10:00-12:00

Welcome Meeting for exchange students
location: Mechanical Engineering, Aula 2,
1st floor.
Tour at LUT campus with buddies.

25.02 Workshop 15:00-16:30

Workshop on cultural diversity and intercultural
communication for exchange students and buddies.
location: LUT Dorm no. 1, Room 5
seats limited, apply online

26.02 Workshop 9:00-10:30

Workshop on cultural diversity and intercultural
communication for exchange students and buddies.
location: LUT Dorm no. 1, Room 5
seats limited, apply online

27.02 Workshop 11:00-12:30

Workshop on cultural diversity and intercultural
communication for exchange students and buddies.
location: LUT Dorm no. 1, Room 5
seats limited, apply online



the campus map



workshops application

**ORIENTATION
DAYS**

1.03 Guided CityTour 10:00-13:00

Guided Tour in Lublin city centre
meeting point: entrance to the National Museum
at Lublin castle
seats limited, apply online



04.03 Cardboard tournament

"Carbon" student scientific circle & 14:00-19:00
CINT - the library, rusty building,
room 308

08.03 Guided City Tour 10:00-13:00

Guided Tour in Lublin city centre
meeting point: entrance to the National Museum
at Lublin castle
seats limited, apply online



the campus map



1.03.2025 tour application



8.03.2025 tour application



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Safety

- In Poland, you are obliged to follow the regulations of the Polish penal law!

112 – European Emergency tel.

The nearest Police station:

45 Zana Street, +48815354800



**IT'S ILLEGAL
TO DRINK
ALCOHOL
IN PUBLIC PLACES!**



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Collecting your parcels

Parcels have to be delivered
to the lockers outside
LUT campus



Rules and Regulations while staying in the Dorm

Calling the ambulance only through the Reception.

E-payments with the card at the terminal –
keep the receipt. The deadline is **15 March, 2025**

No alcohol, drugs and cigarettes inside Dorm.

LUT Dormitories

Violations of the regulations may result in immediate eviction, notice to home university and the denial of clearance.

The path to register your temporary address

Accommodation

Payment

LUT Dormitory Manager
or landlord confirmation

Private Accommodation

- check the rent agreement
- register the address at the Municipality

Temporary Residence Registration – form necessary for **all foreigners**



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

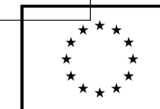
1. Dane osoby, której dotyczy zgłoszenie / Details of the person to whom the application relates

Nazwisko
Surname

Imię (imiona)
Name (names)

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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--



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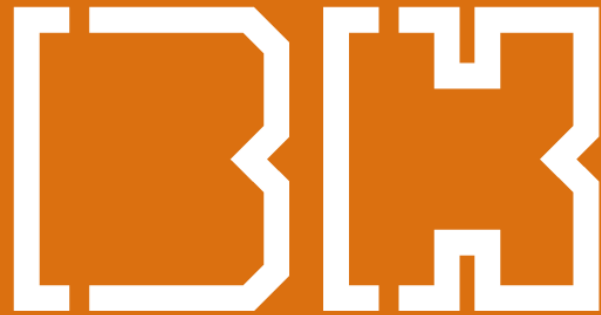
Banks







- 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].



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LUBELSKA
BIURO
KARIER

Student Career Office, situated in LUT Dormitory no 3,
ROOM 1005, FLOOR 10,
biurokarier.pollub.pl



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MigraMate – the help with a legal stay

www.migramate.pl



We wish you a successful and enjoyable semester at LUT!



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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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