



POLITECHNIKA
LUBELSKA
LUBLIN UNIVERSITY
OF TECHNOLOGY

WELCOME MEETING

Lublin University of Technology

1st October, 2024

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

Erasmus Charter

Ref. Ares(2021)1520962 - 27/02/2021

European
Commission

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.

European
Commission

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.**

Lublin University of Technology



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
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

Faculties



Faculty of Civil Engineering and
Architecture



Faculty of Electrical Engineering
and Computer Science

Faculties



Faculty of Mathematics and
Information Technology

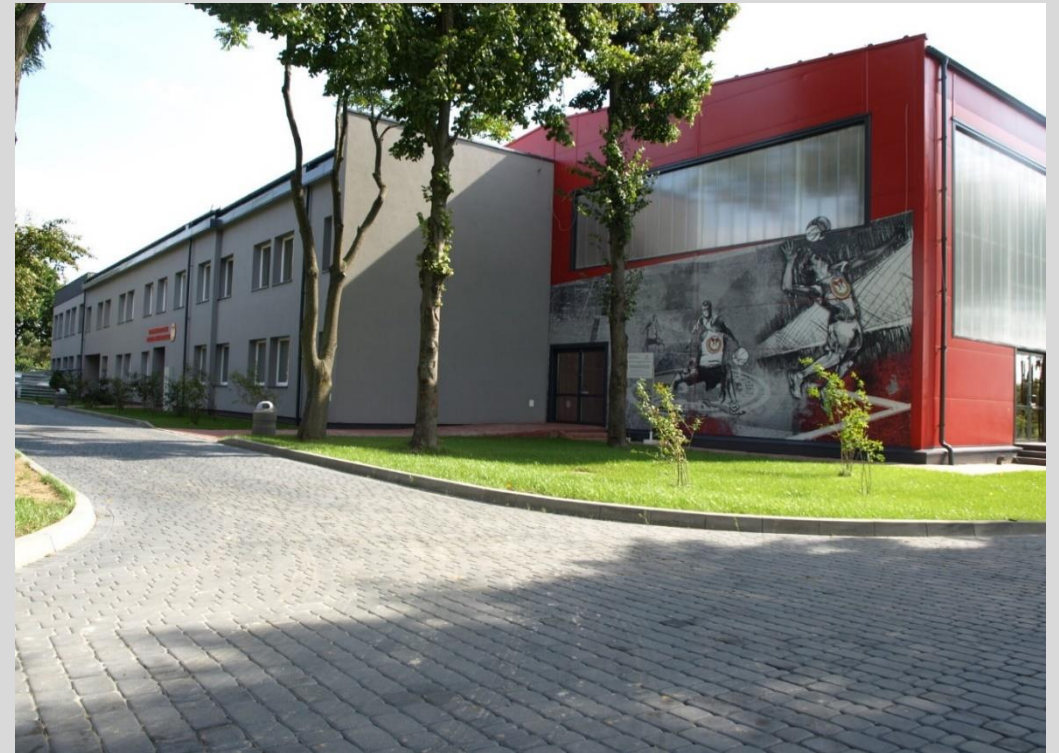


Faculty of Management

Interfaculty Units



Centre for Innovation and Advanced Technologies → Labs and Library



Physical Education and Sport Department

Interfaculty Units



Cen-Tech
(Foreign Languages Department)

Interfaculty units

- Carrier's Office,
- Students' Association,
- Information Technology Centre,
- Lublin Centre for Technology Transfer of LUT,
- Office for Development and Cooperation of LUT.

Academic calendar – I semester

01.10.2024 – 08.10.2024	Orientation Week
01.10.2024 - 21.12.2024	Classes
24.12.2024 - 06.01.2025	Christmas Break
07.01.2025 - 29.01.2025	Classes
30.01.2025 - 14.02.2025	Examinations
15.02.2025 - 23.02.2025	Winter recess

Public holidays in Poland

All Saints Day	1st November
National Independence Day	11th November
Christmas	25th December
St. Stephens Day	26th December
New Year's Day	1st January
Epiphany	6th January
Easter	20th-21st April 2025 (movable holiday)
Labour Day	1st May
Constitution Day	3rd May
Corpus Christi	19th June 2025 (movable holiday)
Feast of the Assumption	15th August

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/>



OIE – website

www.bkm.pollub.pl

OIE HOME LUT HOME

f X y @ in 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



OIE on Social Media



LUT Office of International Education



LUT International: @lut_international

Office of International Education - tasks

- ▶ Admission process
- ▶ Rules, forms and documents
- ▶ Welcome and farewell meetings
- ▶ Accommodation
- ▶ Additional Academic activities
- ▶ Non-Academic matters
- ▶ Everyday contact and help
- ▶ Cooperation with mentors/buddies
- ▶ Financial matters







Dean's Office

Dziekanat

- ▶ Faculty administrative unit
- ▶ The tasks depend on the faculty
- ▶ „Middleman” between you and your Coordinator
- ▶ Registration at the faculty and Student's ID Card

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	a.furmanek@pollub.pl
	Environmental Engineering	WIŚ, room 110	k.lopuszyńska@pollub.pl
	Mathematics and Information Technology	WMI, room 7	wi.dziekanat@pollub.pl







Faculty Coordinators - tasks

- ▶ Academic matters
- ▶ ECTS Catalogue
- ▶ Learning Agreement, changes and application acceptance
- ▶ Transcripts of Records
- ▶ Classes, exams, timetables, grades...

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 Engineering)	a.szewczak@pollub.pl
	MANAGEMENT	Michał Sordyl, MA	m.sordyl@pollub.pl
	ENVIRONMENTAL ENGINEERING	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 in each faculty building	Coordinator
	Civil Engineering and Architecture	2.10.2024	10:00	WBiA, room 131	Michał Dmitruk, MA Eng.
	Electrical Engineering and Computer Science	3.10.2024	10:00	WEil, room E211 (1st floor)	Andrzej Smolarz, PhD Eng
	Management	2.10.2024	10:00	WZ, room OX-16	Michał Sordyl, MA
	Mechanical Engineering	8.10.2024	14:00	WM, Aula II	Zofia Szmit, PhD Eng.
	Faculty of Mathematics and Information Technology	1.10.2024	14:30	WMI, OX27	Jarosław Zubrzycki, PhD Eng.
	Environmental Engineering	2.10.2024	9:30	WIŚ, room 301	Wojciech Cel, PhD Eng.

Website: pollub.pl/en



Choose a faculty to find:

- ▶ Schedules
- ▶ Course status
- ▶ News

The screenshot shows the website's header with navigation links: NEWS, ABOUT LUT, ADMISSIONS, INTERNATIONAL EXCHANGE, RESEARCH, and COOPERATION. The main banner features a red background on the left with the text "Master's Degrees in Computer Science and Management" and a white background on the right with the text "FULL DEGREE STUDIES IN ENGLISH AT LUT" and "ADMISSION IS OPEN NOW!". Below this, a blue bar contains the text "YOU CAN APPLY ONLINE HERE:" and a button with the URL "https://bkm.pollub.pl/en/admission/online-application". At the bottom, there is a section titled "FACULTIES" with icons for various faculties: BA, EE, OS, M, MI, and another icon.

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

- An obligatory document to be registered as an exchange student in LUT and to get:
 - an email in the domain of: @pollub.edu.pl
 - a Student's ID Card
 - have your Eduroam Internet account set
- Complete, sign and submit to the Dean's Office at the faculty you're assigned to at LUT

also available at:

<https://bkm.pollub.pl/en/exchange-students/studies/forms>

The image shows a scan of a questionnaire form from the LUT Erasmus program. At the top left is the logo of Politechnika Lubelska (Lublin University of Technology). The title is 'LUBLIN UNIVERSITY OF TECHNOLOGY ERASMUS PERSONAL QUESTIONNAIRE'. A note states: '*The document must be submitted to the Dean's Office altogether with a photo'. The form is divided into two main sections: 'PERSONAL DETAILS / DANE OSOBOWE' and 'ERASMUS DETAILS'. The 'PERSONAL DETAILS' section includes fields for: 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, and Country / Kraj. The 'ERASMUS DETAILS' section includes: Name of Home University / Nazwa Uczelni Partnerskiej, Host Faculty in LUT / Wydział w PL (choose from the list below) with a list of faculties: Mechanical Engineering, Electrical Engineering and Computer Science, Civil Engineering and Architecture, Management, Environmental Engineering, and Mathematics and Information Technology, Major specialization (if possible) / Główna specjalność, Year of study in 20..../20.... / Rok studiów, Semester / Semestr, Course duration / Długość pobytu with options: one semester / jeden semester, one year / jeden rok, and other / inne, and Temporary address (in Poland) / Adres czasowego pobytu w Polsce (street and house number / ulica, nr domu, postal code and town / kod pocztowy, miasto). At the bottom, there are lines for 'date / data' and 'signature / podpis'.

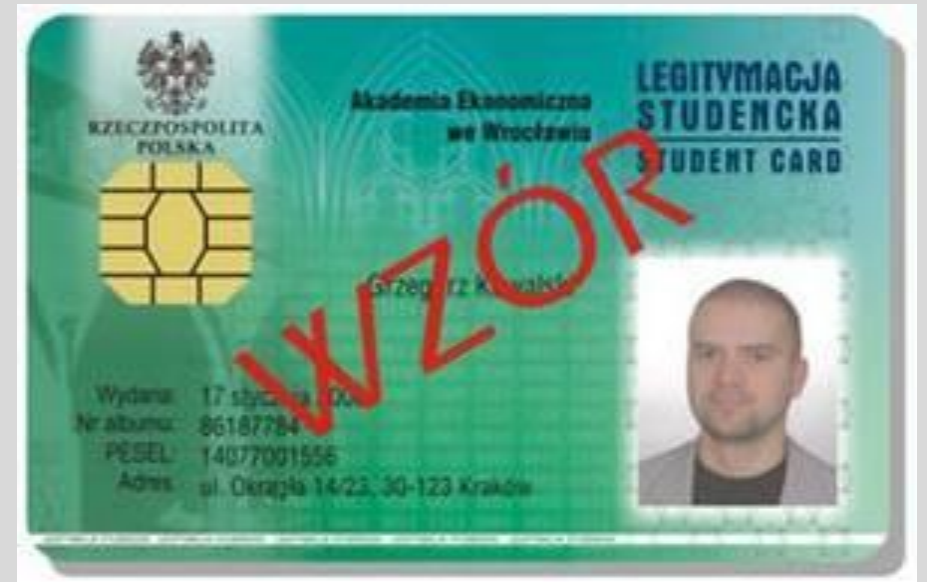
If you don't submit the Dean's Office Questionnaire, you will not be registered as an Erasmus+ Student = you will not get your Examination Card at the end of the semester.

Email in the domain of: @pollub.edu.pl is obligatory!

Student's ID Card

Student's ID Card – **not obligatory** but public transport discount may be obtained only with a Polish University Student's ID Card

- ▶ issued by the Dean's Office/Coordinator
- ▶ Account number – faculty
- ▶ Payment: 22 PLN
- ▶ Pay at the bank
- ▶ Complete the Dean's Office Questionnaire, take one photo (electronic version) and a payment confirmation, and submit it to the Dean's Office/Coordinator



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





eduroam

- free internet access
- more info here: <https://bkm.pollub.pl/en/exchange-students/studies/during/eduroam-at-lut-3.html>



Changes to Learning Agreement



Co-funded by the European Union

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

- OLA/Changes to Learning Agreement 2024.25
- Get the signatures (Student, Home University, Host University)
- At LUT 2 signatures: faculty coordinator's and the Vice Dean's!
- Any changes to the LA must be reported – copy to OIE or OLA link
- **Deadline: 31st October 2024**
- If you need a form please contact OIE

Polish language course

- a semester course (elementary) – 1 group – partner countries – Polish everyday language, expressions necessary to function in Polish reality, cultural elements – the lector **Ms Dorota Janowska** please, contact: d.janowska@pollub.pl,
- **CENTECH – LUT campus, Nadbystrzycka Street 38B**
- no fees
- Certificates for active students
- **'First come first served' basis**
- Polish intensive course for programme countries will be continued
- No ECTS score

German language course

- a semester course, class level A1+
- no fees
- 2 ECTS points, for active participants – certificates
- priority to enroll – students who chose German course in their LA
- **enrollment: Department of Foreign Languages, write an email to: Ms Dominka Brodzka d.brodzka@pollub.pl**
- **CENTECH – LUT campus, Nadbystrzycka Street 38B**
- no course of English

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

Video contest

- Show your Erasmus experience at LUT
 - Video format: vertical, like Instagram reels or Tiktok
 - Attractive prizes!
-
- More info soon



Farewell Meeting

Attendance is obligatory!

Date and venue to be announced (January 2025)

Visits in OIE



Office hours:

11:00 - 14:00

(3rd October - Incoming students' office closed)

WINTER PARTY

December, 2024

Details will be announced soon.

Sport activities



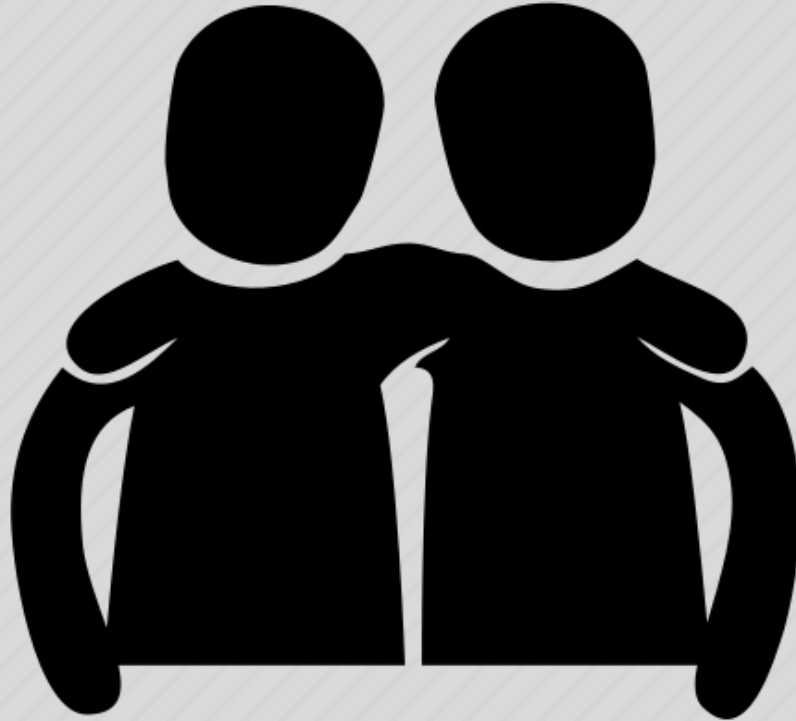
 **Sports Centre (Nadbystrzycka 36B Street)**

Sport activities (free)

- Physical Education (PE) class, once a week, on Thursdays, 14:00 – 15:30;
- The coach: Bożydar Spólnicki, MA Eng., **starts from 10.10.2024** (fitness and activities at sport hall)
- Please, always **change shoes** before entering the sport hall!

Follow the information on fb LUT Office of International Education and fb LUT Sport Centre.

Buddies



Orientation Days



Co-funded by
the European Union

OCTOBER 2024



Co-funded by
the European Union

OCTOBER 2024

ORIENTATION
DAYS

01.10 Welcome! 9:00-11:30

Welcome Meeting for Exchange students
Tour at LUT campus with Buddies
location: WICA (Civil Eng. and Architecture), Aula 3,
4th floor

02.10 Lecture 17:00-19:00

Lecture on cultural diversity and intercultural
communication for Exchange students and Buddies.
location: Mechanical Engineering, Aula 2, 1st floor

03.10 Workshop 16:00-17:30

Workshop on cultural diversity and intercultural
communication for Exchange students and Buddies.
location: OIE seat, LUT Dorm no. 1, Room 5
seats limited, enrolment obligatory



04.10 Workshop 13:00-14:30

Workshop on cultural diversity and intercultural
communication for Exchange students and Buddies.
location: OIE seat, LUT Dorm no.1, Room 5
seats limited, enrolment obligatory



05.10 Guided Tour 10:00-13:00

Guided Tour in Lublin city centre.
meeting point: entrance to the National Museum
at Lublin castle
seats limited, enrolment obligatory



ORIENTATION
DAYS

07.10 Workshop 17:00-18:30

Workshop on cultural diversity and intercultural
communication for Exchange students and Buddies.
location: OIE seat, LUT Dorm no. 1, Room 5
seats limited, enrolment obligatory



12.10 Guided Tour 10:00-13:00

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



22.10 Exhibition 10:00

Exhibition on 25 years of ERASMUS at LUT

location: Centre of Scientific and Technical
Information ('rusty building'), main hall

23.10 Library Tour 11:30

Getting to know the Library in more details:
Exchange students and Buddies.
meeting point: Centre of Scientific and Technical
Information ('rusty building'), main entrance
seats limited, enrolment obligatory



the campus map



workshop&tours enrolment

Accidents and emergencies

112 - European Emergency Telephone Number

- **The nearest Police station: 45 Zana Street, +48815354800**
- **Medical emergency situations** – before calling the ambulance consult the situation with the Receptionist – Huge amount of money to be paid by a student.

bkm.pollub.pl/en/ → Practical Information

Police in Poland

- In Poland, you are obliged to follow the regulations of the Polish penal law!
- Your rights and obligations ensue from the Polish law.
- You can react when somebody violates the law.
- You may report a crime and help victims – but always remember about your own safety!

In Poland, it is forbidden to drive a car or ride a bike after drinking alcohol. It is punishable!



NO alcohol in public places in Poland



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

- on the benches in parks
- stairways,
- bus stops,
- playgrounds, etc.!

Be aware that alcohol in Poland is much stronger: [beer may contain up to 4,5%]
so, be careful!

Collecting your orders

**Parcels have to be delivered to the lockers
outside LUT campus**

The path to register your temporary address

Accommodation

```
graph TD; A[Accommodation] --> B[Payment]; B --> C[LUT Dormitory Manager or landlord confirmation];
```

Payment

LUT Dormitory Manager
or landlord confirmation

Private Accommodation

- ❑ private student houses in Lublin
 - ❑ private flats
- ❑ estate agencies in Lublin

Dormitories fee payment – 3 ways

1. Pay for the whole semester in advance

Make a bank transfer to the following account number:

73 1240 2382 1111 0010 1396 5328

This is the general LUT Dormitory number so you need to describe:

your name and surname, details of the fee

2. After you register as a student at LUT and receive the **ehms account**,

you can pay under the individual bank account written there!

3. Terminal at the Reception: e-payments with the card: **(keep the receipt!)**

LUT Dormitories rules and procedures

- Payment – 10 days **(keep the receipt!)**
- Cancellation – your money could be returned,
- Quiet night hours (10 PM to 6 AM)
- Guests (8 AM to 10 PM)
- Financial Liability for Damage [taken from the deposit]

Prohibited items and actions

- ▶ **Intervention of the firefighters [misused signal of the fire alarm]**

Calling the ambulance only through the Reception!

LUT Dormitories - documents

Resident's registration card

(one copy belongs to a student, one to a Dormitory administration)

- room furnishing list
- some tips on keeping the LUT Dormitory premises clean

LUT Dormitories rules and procedures

The deposit

- remains with the LUT House of residence;
- **in January or early February'2025** - fill in the deposit refund form and submit it to the OIE

LUT Dormitories

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

Temporary Residence Registration

- **Where?**

 Lublin Town Hall, 14 Wieniawska Street, floor 1 – Foreigners' Service Point, Municipality of Lublin, 8-15

- **How to? First: Pay for your accommodation.**

- complete the form „Zgłoszenie czasowego pobytu” (Temporary Residence Registration Form – remember to collect the signature of the Administrator of your Residence)

- **Need the rent proof:** agreement between you and the landlord
or the dormitory manager signature

- **Take your passport /ID.**

- **No fees!**

LEGAL STAY IN POLAND

EU citizens

- register the stay which lasts longer than **90 days**
- more info on www.bkm.pollub.pl

LEGAL STAY IN POLAND

NON-EU citizens but students arriving from UE universities


Contact OIE, LUT Dormitory no1, room6.

We wish you a successful and enjoyable semester at LUT!



Thank you for your attention!

LUBLIN UNIVERSITY
OF TECHNOLOGY
OFFICE OF INTERNATIONAL
EDUCATION

 House of Residence No.1, ground floor
ul. Nadbystrzycka 42, 20-501 Lublin

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