



POLITECHNIKA
LUBELSKA
LUBLIN UNIVERSITY
OF TECHNOLOGY



WELCOME MEETING

Lublin University of Technology

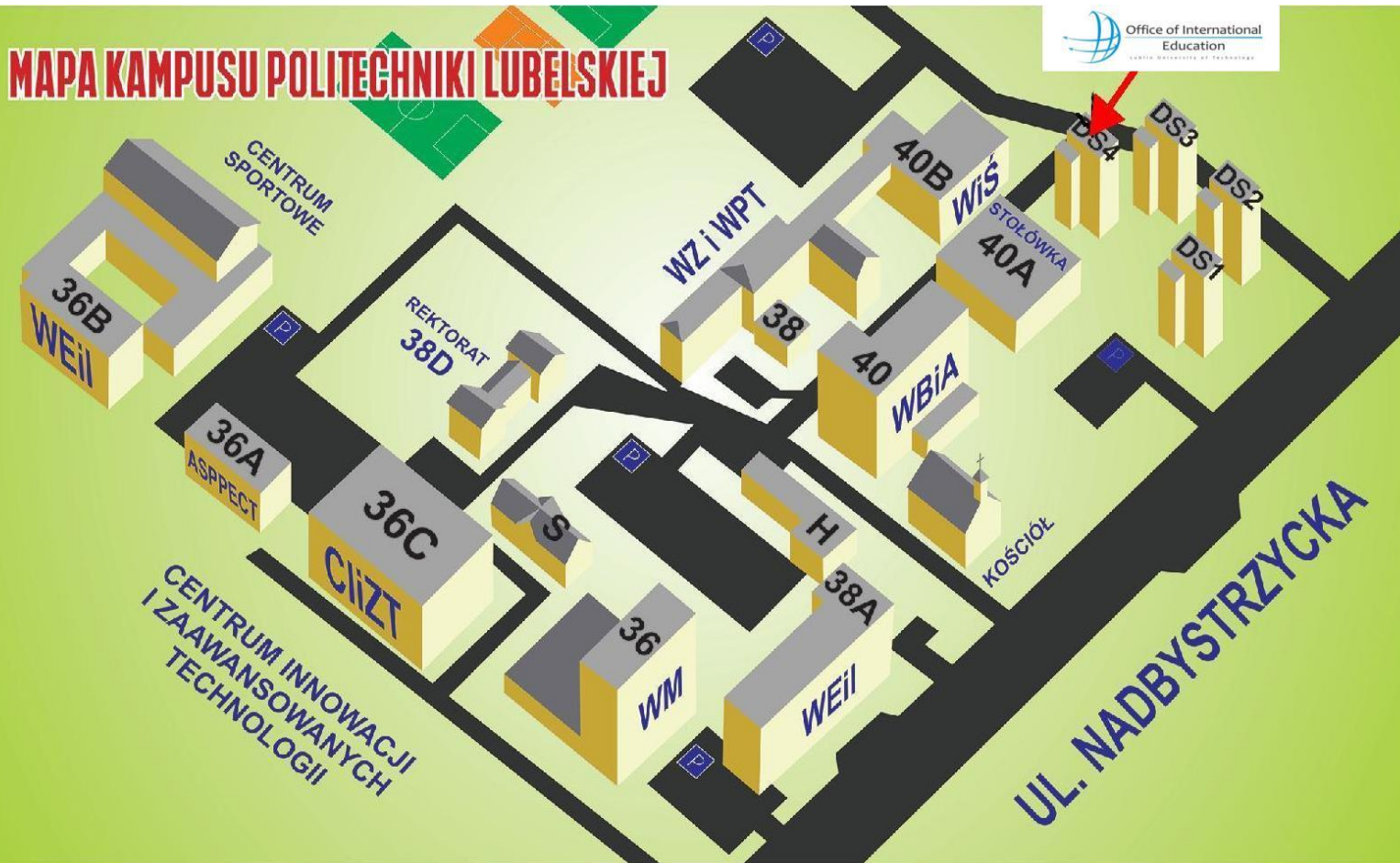
27th February 2023

Lublin is YOUth



<https://lublin.eu/en/lublin/youth-lublin/>

LUT - Campus



- WM** – Mechanical Engineering Faculty
- WEiI** – Electrical Engineering and Computer Science Faculty
- WBIA** – Civil Engineering and Architecture Faculty
- WIŚ** – Environmental Engineering Faculty
- WPT** – Fundamentals of Technology Faculty
- WZ** – Management Faculty
- CliZT** – Centre for Innovation and Advanced Technologies (Biblioteka-Library)
- H** – **CEN-TECH** – Language Lab, Multimedia Studio
- DS 1, DS 2, DS 3, DS 4** – Halls of Residence
- DS 4** – Office of International Education
- Centrum Sportowe** – Sports Centre
- S** – Office of Development and Cooperation

Interfaculty units

- ▶ Carrier's Office,
- ▶ Foreign Languages Department,
- ▶ Physical Education and Sport Department,
- ▶ LUT's Library,
- ▶ Information Technology Centre,
- ▶ Centre for Innovation and Advanced Technologies of LUT,
- ▶ Lublin Centre for Technology Transfer of LUT,
- ▶ Office for Development and Cooperation of LUT.

Life on campus

- ▶ Sports (Academic Sport Society, Yacht Club),
- ▶ Performing Arts (Modern Dance Group, Folk Dance Group, Academic Choir, historical fencing group, student photo society and many more),
- ▶ pollub.tv and student magazine „Plagiat”,
- ▶ Scientific research groups,
- ▶ Events organized by ESN,
- ▶ Cultural events (Students’ Festival, LUT Day)
- ▶ Canteen, bars, cafeterias, students’ club, etc



Czasopismo Studentów Politechniki Lubelskiej

Plagiat



pollub.tv

Academic calendar – II semester

27.02.2023

Welcome Meeting

27.02.2023 - 30.06.2023

Classes

07.04.2023 - 10.04.2023

Easter Break

11.04.2023 - 30.06.2023

Classes

29.05.2023 - 30.06.2023

Examinations

(estimated date)

Public holidays in Poland

Easter

9th - 10th April 2023

Labour Day

1st May 2023

Constitution Day

3rd May 2023

Corpus Christi

8th June 2023


OIE


Office of International Education:

- ▶ We are situated in Dormitory 4, room 3-4, ground floor, Nadbystrzycka Street 42A
- ▶ Email contact: erasmus@pollub.pl
- ▶ Office hours: 11-14 (Monday - Friday)
- ▶ Website: <http://bkm.pollub.pl/en/>
- ▶ Facebook
- ▶ Remember about collecting original documents!

Office of International Education - website

www.bkm.pollub.pl


OIE HOME LUT HOME  Search EN

LUBLIN UNIVERSITY OF TECHNOLOGY OFFICE OF INTERNATIONAL EDUCATION  POLITECHNIKA LUBELSKA LUBLIN UNIVERSITY OF TECHNOLOGY

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

International Staff Training and Teaching Week

35 years of Erasmus+ programme



01 02 < || >



NEWS NEWS

Select a category news

10.01.2023 [Students](#)

Interstudent 2023 – competition for the best foreign student in Poland

24.01.2023 [Students](#)

CLEARANCE SHEET - IMPORTANT INFO!

13.01.2023 [Students](#)

Fairwell meeting 19/01/2023 at 10:00

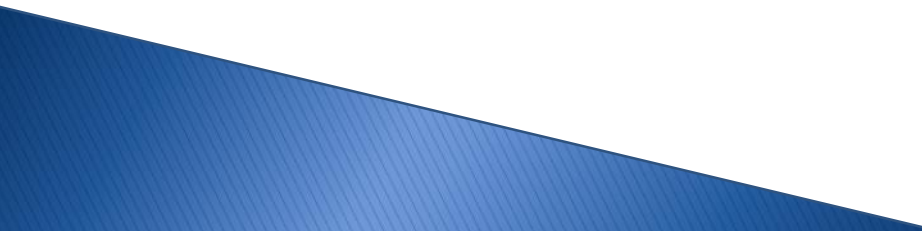
LUT Office of International Education



The image shows a screenshot of the Facebook profile for the LUT Office of International Education. The profile picture features three smiling students in front of a world map, with the text "LUT Office of International Education" and the LUT logo. The cover photo is a similar image with the text "POLITECHNIKA LUBELSKA LUBLIN UNIVERSITY OF TECHNOLOGY". The profile name is "LUT Office of International Education" with 918 likes and 1 thousand followers. The page is categorized as "Strona" (Page) and "Szkoła wyższa" (Higher Education Institution). The address is "Nadbystrzycka 42a, Lublin, Poland" and the website is "en.poliub.pl". There are no reviews yet. A pinned post from October 7, 2021, announces the start of Erasmus+ recruitment for international candidates and students, mentioning international practices for the summer semester 2021/2022 and international studies for the academic year 2022/2023. The post includes the Erasmus+ logo and has 7 likes and 2 shares.



Office of International Education - tasks

- ▶ Admission process
 - ▶ Rules, forms and documents
 - ▶ Welcome and farewell meetings
 - ▶ Accommodation
 - ▶ Additional academic activities
 - ▶ Non-academic matters
 - ▶ Every day contact and help
 - ▶ Cooperation with mentors/ESN
 - ▶ Financial matters
- 

Faculty Coordinators - tasks

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

Faculty Coordinators

FACULTY	COORDINATOR	E-MAIL	ROOM
MECHANICAL ENGINEERING	Marek Borowiec, PhD Eng.	m.borowiec@pollub.pl	819
ELECTRICAL ENGINEERING AND COMPUTER SCIENCE	Andrzej Smolarz, PhD Eng	a.smolarz@pollub.pl	313
CIVIL ENGINEERING AND ARCHITECTURE	Michał Dmitruk, MA Eng. (ARCHITECTURE)	m.dmitruk@pollub.pl	337
MANAGEMENT	Matylda Bojar, PhD (ACADEMIC ISSUES)	m.bojar@pollub.pl	222
	Michał Sordyl, MA (ADMINISTRATIVE ISSUES)	m.sordyl@pollub.pl	33
ENVIRONMENTAL ENGINEERING	Magdalena Lebiocka, PhD Eng.	m.lebiocka@pollub.pl	217
FUNDAMENTALS OF TECHNOLOGY	Izolda Gorgol, PhD	i.gorgol@pollub.pl	

Dean's Office

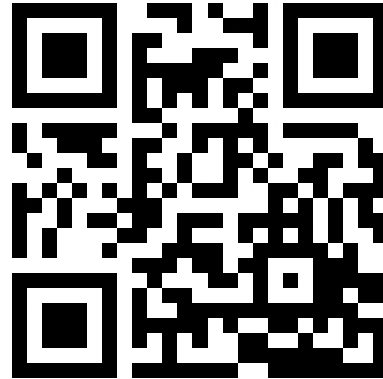
- ▶ Dziekanat
- ▶ Faculty administrative unit
- ▶ The tasks depend on the faculty
- ▶ „Middleman” between you and your Coordinator
- ▶ Registration at the faculty and Student's ID Card

Faculty Meetings

Faculty	Date	Time	Place in each faculty building	Coordinator
Civil Engineering and Architecture	27.02.2023	14:15	WBiA, room 133	Michał Dmitruk, MA Eng.
Electrical Engineering and Computer Science	28.02.2023	14:15	WEil, room E311	Andrzej Smolarz, PhD Eng
Management	28.02.2023	09:00	WZ, room 34	Matylda Bojar, PhD Michał Sordyl, MA
Mechanical Engineering	27.02.2023	14:00	WM, Aula II	Marek Borowiec, PhD Eng.
Fundamentals of Technology			i.gorgol@pollub.pl	Izolda Gorgol, Phd Eng.
Environmental Engineering			m.lebiocka@pollub.pl	Magdalena Lebiocka, PhD Eng.

Website for Electrical Engineering and Computer Science Students

- ▶ <http://en.weii.pollub.pl/>



- ▶ Schedule

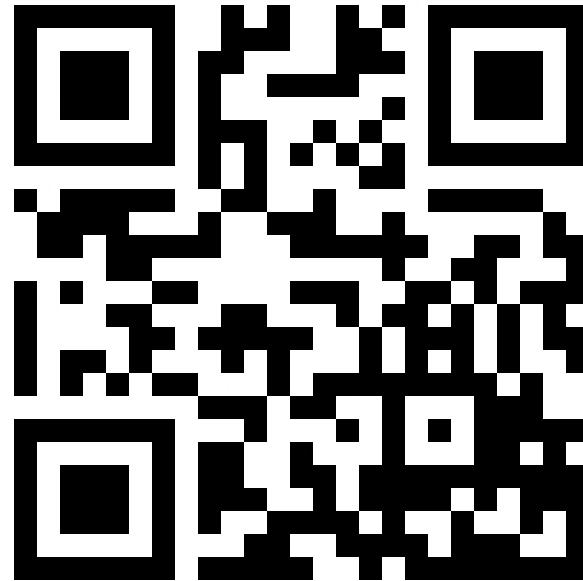
<http://erasmus.weii.pollub.pl/index.php/schedule>



- ▶ Course status
- ▶ Important for students who chose courses from the faculty offer

Website for Mechanical Engineering Students

▶ <http://en.wm.pollub.pl/>



- ▶ Schedule
- ▶ Course status
- ▶ Important for students who choose courses from the faculty offer

Website for Management Students

▶ <http://en.wz.pollub.pl/>



- ▶ Schedule
- ▶ Course status
- ▶ Important for students who choose courses from the faculty offer

If any document is missing

Submit it to OIE:

- Passport/ID Card copy
- EHIC Card/Insurance policy copy
- Certificate of Arrival

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): _____

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


- ▶ <https://bkm.pollub.pl/en/exchange-students/studies/forms>
- ▶ an obligatory document to be registered as an E+ 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
- ▶ save + complete + print + sign
- ▶ return it to the Dean's Office at the faculty you're assigned to at LUT

The image shows a screenshot of the Erasmus Personal Questionnaire form. At the top left is the logo of Politechnika Lubelska. At the top right is the title 'LUBLIN UNIVERSITY OF TECHNOLOGY ERASMUS PERSONAL QUESTIONNAIRE' and a note: '*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, Surname, Date of birth, Place of birth, Nationality, Passport series and number, Father's name, Mother's name, and Address (street and house number, postal code and town, Country). The 'ERASMUS DETAILS' section includes a dropdown for 'Host Faculty in LUT / Wydział w PL' (set to 'Electrical Engineering and Computer Science Faculty'), a list of fields of study with checkboxes (Mechanical Engineering, Material Engineering, Transport and Traffic Studies, Electrical Engineering, Computer Science, Mechatronics, Architecture and Town Planning, Civil Engineering, Management, Management and Production Engineering, Technical and Computer Science Education, Mathematics, Technological Physics, Environmental Engineering, Environmental Protection), a field for 'Major specialization (if possible) / Główna specjalność', a field for 'Year of study in 200./200. / Rok studiów', a dropdown for 'Semester / Semestr: Summer and winter / cały rok', a field for 'Course duration / Długość pobytu' with options 'one semester / jeden semestr', 'one year / jeden rok', and 'other / inne', and a field for 'Current address (in Poland) / Adres czasowego pobytu w Polsce' with sub-fields for 'street and house number / ulica, nr domu' (DS3 Nadbystrzycka 44a) and 'postal code and town / kod pocztowy, miasto' (20-501 Lublin). At the bottom, there are fields for 'date / data' and 'signature / podpis'.

All students

- ▶ 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.

Changes to Learning Agreement



Higher Education
Learning Agreement form
Student's name

DURING THE MOBILITY

EXCEPTIONAL CHANGES TO TABLE A

Table A2: During the mobility (to be approved by signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

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 ¹¹	Number of ECTS credits
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
Total:					

EXCEPTIONAL CHANGES TO TABLE B (if applicable)

Table B2: During the mobility (to be approved by signature by the student and the responsible person in the Sending Institution)

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]	Number of ECTS credits (or equivalent)
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
Total:				

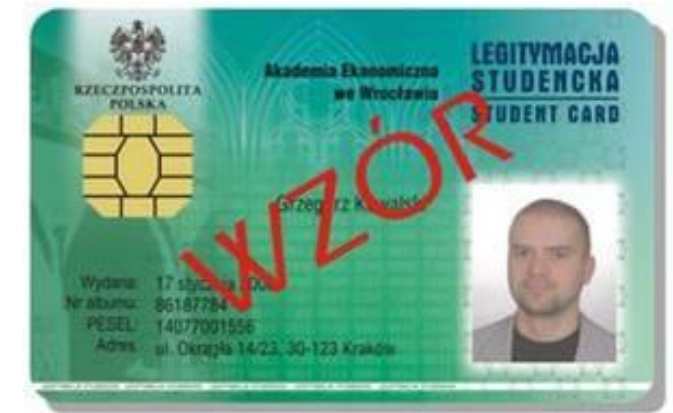
The student

Student's signature _____ Date: _____

- ▶ Available online Erasmus+ form
- ▶ Changes to Learning Agreement 2022.23 / OLA
- ▶ bkm.pollub.pl/en/
- ▶ OLA
- ▶ Get the signatures (Student, Home University, Host University)
- ▶ At LUT: **Signature of the Vice Dean!**
- ▶ Any changes to the LA must be reported – copy to OIE or OLA link
- ▶ **Deadline: 31st March 2023**

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
- ▶ is issued by the Dean's Office/Coordinator
- ▶ Account number - faculty
- ▶ Payment: 22 PLN
- ▶ Bank PeKaO SA (Canteen building)
- ▶ 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.	
i.k.	nr rachunku odbiorcy
	W P * waluta P L N kwota
kwota słownie	
nazwa zleceniodawcy	
nazwa zleceniodawcy cd.	
tytułem	
tytułem cd.	
	Opłata
	Podpis

eduroam

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



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

Visits in OIE

Office hours:

11:00 - 14:00



Polish language course

- ▶ a semester course (elementary) – 1 group – partner countries – Polish everyday language, expressions necessary to function in Polish reality, cultural elements – the lecturer **Ms Magdalena Szymańska** please, contact: m.szymanska@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

German language course

- ▶ a semester course
- ▶ 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

Sport activities



- ▶ Sports Centre (Nadbystrzycka 36B Street)
- ▶ Follow the information on fb LUT Office of International Education

Sport activities: free:

- ▶ Physical Education (PE) class once a week, on Thursdays, 15:30 – 17:00,
- ▶ the coach: Elżbieta Spólnicka, MA Eng., starts on 2nd March, 2023 (fitness and activities at sport hall)
- ▶ more info in OIE fb
- ▶ Please, always change shoes before enetering the sport hall!

Sport activities: paid:

- ▶ at LUT campus: **book:** sport hall, tennis hall, soccer field with the artificial surface/grass, usually available for groups on Sat-Sun, more info details in OIE, room 3-4, booking **via email in English.**
- ▶ outside LUT campus: indoor climbing, spa & swimming pools, fitness
- ▶ advisable: first visit with mentor 😊



LUT Halls of Residence rules and procedures

- ▶ Payment – 7 days (keep the receipt!)
- ▶ Cancellation – your money could be returned,
- ▶ Night Calm Time (10 PM to 6 AM)
- ▶ Guests (8 AM to 10 PM)
- ▶ Financial Liability for Damage [taken from the deposit]
- ▶ Clearance Sheet
- ▶ Prohibited items and actions
- ▶ Intervention of the firefighters (payment)

LUT Halls of Residence - documents

- ▶ Documents
 1. Resident's Registration Card
 2. Room Furnishing List
 3. Acceptance Protocol

RESIDENT'S REGISTRATION CARD	
First name:	
Last name:	
Date of birth:	
Country:	
Zip code, city:	
Street, House No.:	
E-mail:	
Telephone no.:	
Passport series and number:	
Name of the home institution:	
Arrival date:	
Departure date:	
Fee for entire stay:	

**RULES, REGULATIONS AND FEES OF HALLS OF RESIDENCE
OF THE LUBLIN UNIVERSITY OF TECHNOLOGY**

1. The fee for the planned period of residence in an LUT Hall of Residence (Dom Studencki - DS) should be paid within one week of signing this registration card. Payments should be made to the bank account number:

LUT Halls of Residence

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



Private Accommodation

- ▶ Private dorms in Lublin
- ▶ Private flats
- ▶ Estate Agencies in Lublin

Accidents and emergencies

- ▶ Emergency telephone number

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.
- ▶ Reporting a crime and other emergency situations
- ▶ In case of emergency in the Hall of Residence, inform the reception desk officer!

- ▶ In Poland, you are obliged to follow the regulations of the Polish penal law!
- ▶ Your rights and obligations ensue from the Polish law.
- ▶ You are obliged to follow the Polish law and 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 is forbidden to drink alcohol in public places, e.g. 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!



LEGAL STAY IN POLAND

EU citizens

- ▶ You need two documents:
- ▶ valid ID or Passport
- ▶ Temporary Residence Registration form **[fill it in and deliver it to]** Municipality of Lublin within **90 days** from your arrival

LEGAL STAY IN POLAND

NON-EU citizens

- ▶ You need two documents:
- ▶ a valid student visa
- ▶ Temporary Residence Registration form **[fill it in and deliver it to the** Municipality of Lublin within 14 days from your arrival

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 the passport.**
- ▶ No fees!
- ▶ The case is handled immediately but sometimes you need to wait.
- ▶ Ask your mentor for help!

Temporary Residence Registration - form



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)

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

DORM fee payment

- ▶ Pay for the whole semester
- ▶ Do the bank transfer under the following account number:
- ▶ 73 1240 2382 1111 0010 1396 5328
- ▶ this is the general LUT DORM number so you need to describe:
- ▶ **your name and surname, Dorm4 fee**

- ▶ after you register as a student at LUT and receive the ehms account, you can pay under the individual bank account written there!
- ▶ terminal e-payments with the card – details will be given soon

Erasmus Day 19.04.2023



Erasmus Day 19.04.2023

- ▶ Students are the ambassadors of their universities
- ▶ Traditional cuisine, customs
- ▶ Students' inventions
- ▶ We expect great ideas!
- ▶ Please, contact OIE before 14.04.2023

Lublin University
of Technology
Library



- ▶ the library web page: <http://biblioteka.pollub.pl/lang=en>
- ▶ there are **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]



THE RULE OF LAW INSTITUTE INSTYTUT NA RZECZ PAŃSTWA PRAWA



Join the community of foreigners
and international students in Lublin!

DID YOU KNOW THAT...?

✓ Lubię to! 1,8 tys.

Hello! Welcome to Lublin!

Did you know that Lublin hosts thousands of foreigners and visiting students?

Join them to meet people like you, exchange experience and contacts.

We will help you to feel home!



EU nationals – reinstatement of stay

- ✓ Necessary for a period of stay exceeding 3 months
- ✓ Purpose of stay
- ✓ Documents proving the purpose of stay (student status statement, insurance, financial means)
- ✓ Free of charge

Non EU/EEA nationals – legalization of stay

- ✓ Applying no later than on the last day of legal stay
- ✓ To have the purpose of stay
- ✓ Documents proving your purpose of stay (student status statement, health insurance, savings)
- ✓ Stamp duty: 340 zł + 25 zł for residence card





INSTYTUT NA RZECZ
PAŃSTWA PRAWA

The Rule of Law Institute Foundation

14/83 Chopin Street

20-023 Lublin, Poland

Helpline: 881 91 71 71 or 884 00 67 74

Email: migrant@panstwoprawa.org

MIGRATEAM invite you to our office!



EUROPEAN UNION
Asylum, Migration
and Integration Fund

Project Lublin MigraTeam is
co-financed by the National Program of the
Asylum, Migration and Integration Fund and the state budget.

SAFE HARBOUR

Thank you for your attention!

Office of International Education
Dormitory No. 4, Room 3-4
ul. Nadbystrzycka 42a
20-501 Lublin