POLITECHNIKA
LUBELSKA
LUBLIN UNIVERSITY
OF TECHNOLOGY

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THE IMPLEMENTATION PROCEDURE FOR THE LONG TERM MOBILITY - INCOMING STUDENTS FROM THE THIRD COUNTRIES NOT ASSOCIATED TO THE ERASMUS+ PROGRAMME (KOSOVO, MONTENEGRO, MOROCCO, ALGERIA, TUNISIA, GEORGIA, ARMENIA, UKRAINE, HONDURAS, CAMBODIA, INDONESIA, MEXICO PANAMA, KIRGISTAN, UZBEKISTAN) WITHIN THE FRAME OF THE ERASMUS+ PROGRAMME
PROJECT NO. 2025-1-PL01-KA171-HED-000320290

1. Student's mobility can be implemented with the Universities from the third countries not associated to the Erasmus+ programme (Kosovo, Montenegro, Morocco, Algeria, Tunisia, Georgia, Armenia, Ukraine, Honduras, Cambodia, Indonesia, Mexico, Panama, Kirgistan, Uzbekistan) which have a valid inter-institutional agreement with Lublin University of Technology (LUT). The list of signed agreements is available on the website of Office of International Education of LUT (OIE).
2. A successful applicant accepted to Lublin University of Technology as an incoming Erasmus+ student must be, depending on a sending institution, a 1st or 2nd cycle student during their entire mobility period.
3. The aim of student mobility is the participation in lectures and classes offered by LUT. Participation in lectures and classes is a necessary condition for a student to complete the courses at LUT.
4. The participant can follow OLS (Online Linguistic Support) language courses, starting as soon as they receive access and making the most out of the service.
5. The student is obliged to confirm their arrival to LUT at OIE. Additionally, the student shall complete the declaration of an individual bank account and sign the agreement, on the basis of which they shall receive the scholarship payment after signing thereof by all the parties and issuing the payment order.
6. The student is obliged to sign the attendance list at OIE once a month during the entire mobility period.
7. The student shall hold travel medical insurance covering the costs of healthcare services during the entire study period at LUT. The student is obliged to submit the copy of their insurance policy to OIE no later than on the day of the grant agreement signing.
8. The participant accepted to LUT as an incoming Erasmus+ student may attend the semester Polish course at the Department of Foreign Languages at LUT.
9. In case of resignation from the scholarship awarded, the student shall notify the sending institution thereof in writing no later than 2 weeks after the announcement of the list of students accepted for the programme.
10. The process of making any changes to the Learning Agreement must be finished no later than one month after the commencement of the semester at LUT.

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11. The application for the extension of the mobility should be submitted to the sending institution as well as to LUT no later than on the 30th November of a particular academic year. It is possible to extend the mobility only from the winter to the summer semester. The consent to the extension of the study period is given by the faculty coordinator for international exchange on the basis of the above-mentioned application, as well as the initial acceptance of both the sending and receiving institution, and the 'During the Mobility' form in which the student shall indicate changes to the original Learning Agreement connected with the prolonged study period. The students given both universities' consent to the extension of the study period shall immediately submit the application documents for exchange studies to OIE. The financial conditions of the extended mobility period are available on the OIE's website and uniformly applied to all the students receiving the grant.
12. The student shall settle the mobility at OIE up to the last day of the study period specified in the grant agreement.
13. In order to settle the mobility, the student must submit a confirmation of study period and the Transcript of Records to the OIE. In addition, the student shall complete and submit an *on- line EU survey* within 10 days upon the receipt of the invitation.
14. A prerequisite for the issuance of the Transcript of Records by the Dean's Office is obtaining confirmation of clearance with the respective units of PL. The student shall collect the documents confirming the completion of the exchange studies at LUT no later than 15 days after the last class in which they participated. After the expiry of the period mentioned above, the documents are sent to the correspondence address specified by the student.
15. The other rules concerning the procedure for incoming students from the third countries not associated to the Erasmus+ programme (Kosovo, Montenegro, Morocco, Algeria, Tunisia, Georgia, Armenia, Ukraine, Honduras, Cambodia, Indonesia, Mexico, Panama, Kirgistan, Uzbekistan) under the Erasmus+ Programme are pursuant to the Regulation No. R-37/2025 of 27 March 2025 on the conditions and procedures of accepting foreign students under Erasmus+ programme, international programmes and bilateral agreements.
16. In case of receiving additional guidelines from the Foundation for the Development of the Education System, LUT reserves the right to change the regulations concerning the procedure for incoming students from the third countries not associated to the Erasmus+ programme (Kosovo, Montenegro, Morocco, Algeria, Tunisia, Georgia, Armenia, Ukraine, Honduras, Cambodia, Indonesia, Mexico, Panama, Kirgistan, Uzbekistan) under the Erasmus+ Programme.