POLITECHNIKA
LUBELSKA
LUBLIN UNIVERSITY
OF TECHNOLOGY

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THE QUALIFICATION 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. The Qualification of incoming students from the third countries not associated to the Erasmus+ programme takes place at the Faculties of Lublin University of Technology (LUT) according to the Rector of LUT. Regulation No. R-37/2025 of 27 March 2025 on the conditions and procedures of accepting foreign students under Erasmus + programme, other international programs and bilateral agreements.
2. Student's mobility can be implemented with the Universities from the third countries not associated to the Erasmus+ programme which have a valid inter-institutional agreement with LUT. The list of signed agreements is available on the website of Office of International Education of LUT (OIE). The qualification procedure takes place according to the financial agreement between Foundation for the Development of the Education System and LUT, agreements signed by LUT (department) and sending institutions including terms defined in these agreements.
3. To participate in the programme, students must have 1st or 2nd degree status depending on the sending institution.
4. The student's mobility for studies under Erasmus+ programme during any study cycle cannot exceed 12 months in total.
5. The first stage of qualification is to be conducted by the student's home university (sending institution) according to procedures defined by the sending institution. The rules should include a provision that information concerning the grade average and the knowledge of the country's language to which student is applying for or in which classes will be conducted shall be taken into account during the qualification procedure. The rules should also include information about the 'fewer opportunities candidates' i.e. candidates receiving grants for lower income students in the semester of recruitment process for studies or holding a disability certificate or/and receiving a grant for disabled students or holding a declaration confirming the granting of the right to asylum or refugee status or holding a declaration confirming that the applicant has a child under the age of eight, supported by the child's birth certificate. In case of students who fulfil the criteria at the same level, special attention will be given to fewer opportunities students
6. The sending institution will prepare a list of students pre-qualified to the programme and a waiting list of candidates. In case of the resignation of pre-qualified candidates, the University nominates another person from the waiting list.
7. The protocols of the qualification procedure containing a list of pre-qualified candidates along with the Application Forms are forwarded to OIE.
8. The sending institution is obliged to enclose to the protocols of the qualification procedure a statement on fulfilment of fewer opportunities grant criteria for each candidate qualified to participate in a long-term mobility for studies. The form is available on the website of Office of International Education of LUT.

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9. The sending institution completes the Nomination Form for each qualified candidate.
10. In order to take part in the qualification procedure at LUT, 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) must complete the Application Form and Learning Agreement available on the website of OIE. Moreover, students must submit a confirmation of English language skills (minimum B1 according to CEFR - Common European Framework of Reference for Languages), a photocopy of Passport, and a photocopy of health insurance document.
11. The student concludes health insurance on his/her own and covers its costs. Additionally, the student covers the costs related to obtaining visa.
12. Learning Agreement terms enable student to complete one or two semesters consistent with the student's field of study.
13. Student should complete 30 ECTS per semester.
14. The deadline for submitting the documents to LUT is 15 June for winter semester and whole academic year and 30 November for summer semester.
15. Lists of incoming students to LUT under Erasmus + programme 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) are established by the coordinators of LUT and partner universities, on the basis of applications handed to OIE. The application of foreign student is accepted by: the faculty coordinator signing Learning Agreement.
16. The information about acceptance of student (letter of acceptance) will be sent via email to the student and the coordinator responsible for the qualification procedure in a partner university.
17. Qualified students must report themselves directly to OIE to confirm the arrival to LUT and the completion of other formalities described in the implementation rules for incoming students under Erasmus + 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).
18. The other rules concerning 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), are regulated by the Rector of LUT Regulation No R-37/2025 of 27 March 2025 on the conditions and procedures of accepting foreign students under Erasmus + programme, other international programs and bilateral agreements.
19. Qualification of incoming students under the Erasmus + programme can be subject to minor changes in the event of the additional guidance from the Foundation for the Development of the Education System.