





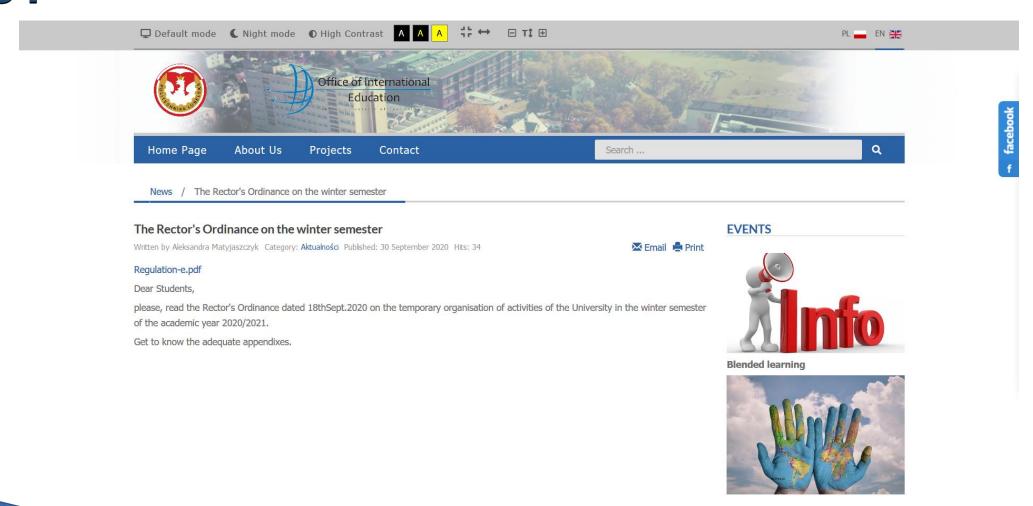
WELCOME MEETING Lublin University of Technology

1st October 2020

Agenda

- Prof. Paweł Droździel, Deputy Rector for Student Affairs Welcome Speech
- General Information about LUT and OIE
- Documents
- Registration at the Dean's Office and MS Teams
- Language courses
- Legal stay and temporary residence registration
- Accommodation
- ▶ The Rule of Law Institute Foundation
- Omnes Gentes
- Library
- Career's Office
- Erasmus Student Network ESN

Rector's Ordinance on the winter semester at LUT



Welcome to LUT

WELCOME SPEECH

Prof. Paweł Droździel, Deputy Rector for Student Affairs

WELCOME MEETING – PART 1



Lublin University of Technology

- ▶ 8 000 students
- ▶ 6 faculties
- ▶ 23 study areas



LUT - Campus



WM – Mechancal Engineering Faculty

WEII – Electrical Engineering and Computer Science Faculty

WBiA – Civil Engineering and Architecture Faculty

WIŚ – Environmental Egineering Faculty

WPT – Fundamentals of Technology Faculty

WZ – Management Faculty

CliZT – Centre for Innovation and Advanced Technologies

(Library)

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

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 Management
Faculty of Fundamentals of Technology

Centre for Innovation and Advanced Technologies (Library)

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),
- Lanteen, bars, cafeterias, students' club, etc.







Academic calendar – I semester

01.10.2020 - 02.10.2020	Welcome Meeting
05.10.2020 - 09.10.2020	Registration at the Dean's Office (e-mail)
15.10.2020 - 23.12.2020	Classes
24.12.2020 - 06.01.2021	Christmas Break
07.01.2021 - 28.01.2021	Classes
29.01.2021 – 12.02.2021	Examinations

Public holidays in Poland

All Saints Day	1 st November 2018
National Independence Day	11 th November 2018
Christmas	25 th December 2018
St. Stephens Day	26 th December 2018
New Year`s Day	1 st January 2019
Epiphany	6 th January 2019

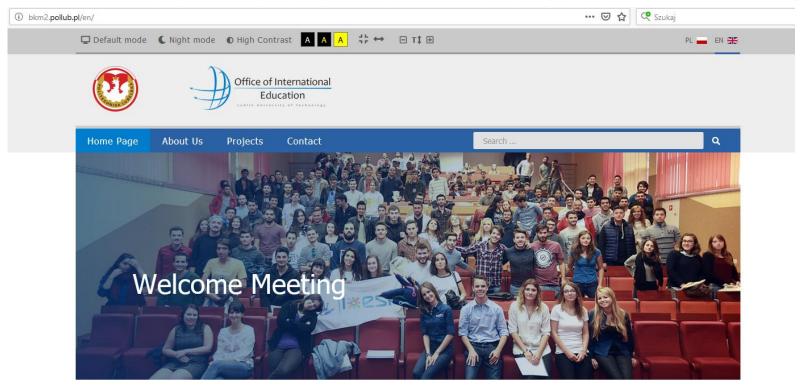
OIE

Office of International Education:

- ► Email contact <u>erasmus@pollub.pl</u>
- ▶ Office hours 11-14 (Monday Friday)
- Meetings
- Website http://bkm2.pollub.pl/en/
- Students' guide
- ▶ Remember about collecting original documents! (only students who arrive to Poland)



Office of International Education - website









Outgoing Students



International Staff Training Week

LUT Office of International Education





Students' Guide



- General information
 - City
 - University
- Practical information
- Available on-line https://bkm2.pollub.pl/en/pra ctical-information

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	318
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
CIVIL ENGINEERING AND ARCHITECTORE	Bartosz Szostak, MA Eng. (CIVIL ENGINEERING)	b.szostak@pollub.pl	527
MANAGEMENT	Michał Sordyl, MA	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	18

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	Coordinator
Management	TBA	TBA	TBA	Michał Sordyl, MA
Environmental Engineering	N/A	N/A	N/A	Magdalena Lebiocka, PhD Eng.
Fundamentals of Technology	N/A	N/A	N/A	Izolda Gorgol, Phd Eng.

If you chose courses from the Faculty of Fundamentals of Technology, contact the Faculty Coordinator via e-mail.

Electrical Engineering and Computer Science

WEDNESDAY (7th October) at 10 AM (Polish time)

- ► JOIN WEBEX MEETING

 https://meetingsemea.webex.com/meetingsemea/j.php?MTID=m3140a322f
 d85b9aec953e5d8f4ecf577
- Meeting number (access code): 163 715 6427
- Meeting password: qDPDasxJ243
- JOIN BY PHONE Use VoIP only
 - also
- Room E301

Mechanical Engineering

FRIDAY (9th October) at 10 AM (Polish time)

- ► JOIN WEBEX MEETING

 https://meetingsemea4.webex.com/meetingsemea4/j.php?MTID=me4a8c42

 13251511e5d51326eaca83dfd
- Meeting number (access code): 163 025 0597
- Meeting password: 9XgUV7KPsZ5 (99488757 from video systems)
- JOIN BY PHONE Use VoIP only

Civil Engineering and Architecture

TUESDAY (6th October) at 10 AM (Polish time)

- https://teams.microsoft.com/l/team/19%3af0ee16256e1f4f46b93775df8467 da4b%40thread.tacv2/conversations?groupId=271a38c1-ab49-4bcd-9ec0-7796cd081347&tenantId=dbb41d7a-0043-4ee2-9843-6e4ff66cc9c8
- You need to set up Microsoft account to join the meeting

Website for Electrical Engineering and Computer Science Students

erasmus.weii.pollub.pl



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

Website for Mechanical Engineering Students

http://en.wm.pollub.pl/pl/students/erasmus-coordinator-at-the-fme



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

Documents

- 1. Submit missing documents to OIE:
 - Passport/ID Card copy
 - EHIC Card/Insurance policy copy
 - Certificate of Arrival
- 2. Register at the Dean's Office
- write an email to the Dean's Office at your Faculty and
- attach your photograph.

(You can find the name of the Faculty that you were assigned to at Lublin University of Technology on your Letter of Acceptance).

Registration at the Dean's Office

Write an e-mail to your Dean's Office:

Faculty	Name and surname	E-mail address	
Civil Engineering and Architecture	Beata Gołębiowska	b.golebiowska@pollub.pl	
Electrical Engineering and Computer Science	Piotr Pazowski	p.pazowski@pollub.pl	
Environmental Engineering			
Management	Michał Sordyl	m.sordyl@pollub.pl	
Mechanical Engineering	Anna Raiter	a.raiter@pollub.pl	
Fundamentals of Technology			

Registration at the Dean's Office

▶ What you should write in the e-mail:

My name is	(write your full name and surname) I am
from (name of you	ur home University, country) and I want to
register at the Dean's Office.	
I have already come to Lublin/I will o	come to Lublin on/I will study
online from my country (choose only	ONE option).
I enclose my photography.	
Best regards	
(name and surna	ame)

Registration at the Dean's Office

Deadline: 9th October 2020

If you don't register at the Dean's Office, you will not be registered as an Erasmus+ Student at LUT

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- you will not get your pollub.edu.pl account
- you will not be able to attend on-line classes (MS Teams)
- you will not get your Examination Card at the end of the semester.

On-line classes - MS Teams

- You need to have pollub.edu.pl e-mail account to attend the on-line classes
- ► Go to https://bkm2.pollub.pl/en/news/265-eduroam-setup
- ▶ Follow first 9 steps of the instruction.
- On your pollub.edu.pl e-mail account you will have an invitation to MS
 Teams
- Instructions on how to use MS Teams will be published on bkm2.pollub.pl/en/ next week

Certificate of Arrival

- Only for students who arrive to LUT!
- Visit OIE and register your arrival



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
					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)
		0		
		0	0	
			Total:	

The student

Student's signature

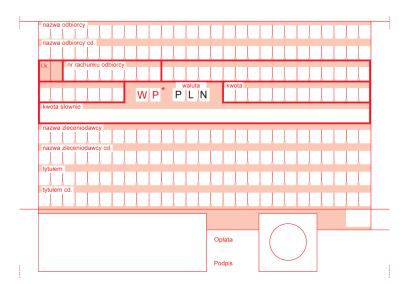
Date:

- Available online Erasmus+ form
- ▶ Changes to Learning Agreement 2020/21
- bkm2.pollub.pl/en/
- Get the signatures (Student, Home University, Host University)
- ▶ At LUT: Signature of the Vice Dean!
- Any changes to the LA must be reported copy/scan to OIE
- Deadline: 23rd November

Student's ID Card

- Student's ID Card is issued by the Dean's Office/Coordinator
- Account number faculty
- Payment: 22 PLN
- Bank PeKaO SA (Canteen building)
- Write an e-mail to the Dean's Office, attach your photo (electronic version) and a payment confirmation
- Transport discount may be obtained only with a Polish University Student's ID Card





All students are obliged to attend the classes!

Visits in OIE

Office hours
Monday – Friday
11 AM – 2 PM

Polish language course

- \triangleright a semester course (beginners) 2 groups
- no fees
- ▶ 2 ECTS points for active participants certificates
- Polish everyday language, expressions necessary to function in Polish reality, cultural elements.
- enrollment: 05.10.-07.10.2020 'First come first served' basis
- ▶ E-mail to: studiumjo@pollub.pl
- Classes held on-line

German 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: 05.10.-07.10.2020
- ▶ E-mail to Mrs Dominika Brodzka d.brodzka@pollub.pl
- No course of English

Sport activities

- Physical Education (PE)
- Classes on Thursdays, 10 PM (first dasses
- Sports Centre (Nadbystrzycka 36B Steep)
- Mr. Michał Janczarek

LEGAL STAY IN POLAND

IS BASED ON 2 ELEMENTS:

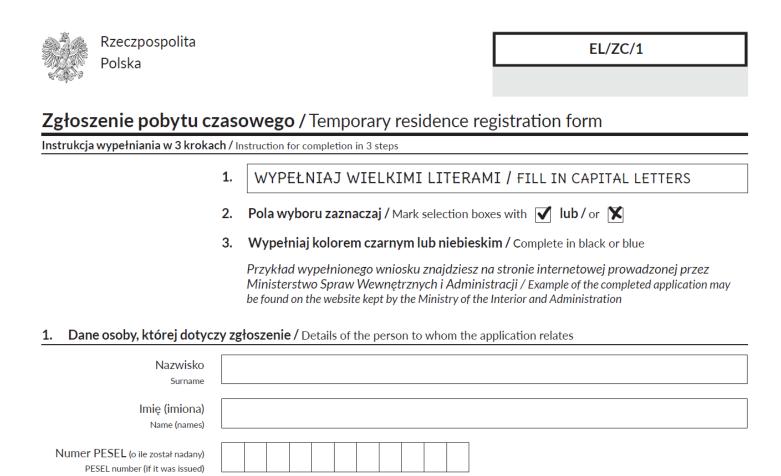
- 1. THE DOCUMENT
- 2 THE ADDRESS OF THE ACCOMMODATION

Temporary Residence Registration - form

MNGPALTY: https://tiny.pl/7lgpm

https://bip.lublin.eu/gfx/bip/userfiles/_public/import/urzad-miasta-lublin/opisy-uslug-do-importu/wydzial-spraw-administracyjny/zameldowania-i-wymeldowania/zameldowanie-cudzoziemca-na-po/2020-05-27/sa-069-01.pdf

Temporary Residence Registration - form



EU Citizens

CONSISTS OF 2 BLEMENTS:

- 1. EUGtizens have own ID
- 2 THE ADDRESS OF THE ACCOMMODATION need to register their temporary address while in Lublin, have
 - 90 days to do so ©

EU Citizens - have 90 days to register

How to register the temporary address:

- 1. Pay for the accommodation
- 2 Downlad and print the document: from the Municipality: https://tiny.pl/7lgpm
- 3. Go to the Municipality at 44, Filaretów Street, Lublin
- 4. If you are renting the place take the document signed by the landlord, take the agreement of the rent the text needs to be in Polish!
- 5. If you stay in a Dormitory -take the document signed by th Dorm Manager
- 6. Take the ID Card

Non - EU Citizens - 14 days to do so!

How to register the temporary address:

- 1. Pay for the accommodation
- 2 Downlad and print the document: from the Municipality: https://tiny.pl/7lgpm
- 3. Go to the Municipality at 44, Filaretów Street, Lublin
- 4. If you are renting the place take the document signed by the landlord, take the agreement of the rent the text needs to be in Polish!
- 5. If you stay in a Dormitory take the document signed by the Dorm Manager
- 6. Take the Passport with the valid visa

Non-EU Citizens

- when the student visa is going to expire apply for.
- the Temporary Resident Card contact OE for details



THE RULE OF LAW INSTITUTE INSTYTUT NA RZECZ PAŃSTWA PRAWA







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 – registartion of stay

Non EU/EEA nationals legalization of stay

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



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!



LUT Halls of Residence rules and procedure

- Obligatory Covid-19 test after 7 days from arrival to Poland
- Payment up to 7 days (keep the receipt!)
- Nght CalmTime (10 PM to 6 AM)
- Prohibited items and actions
- Intervention of the firefighters (payment)

LUT Halls of Residence

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



LUT Halls of Residence - documents

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

First name:		
Last name:		
Date of birth:		
Country:		
Zip code, city:		
Street, House No.:		
E-mail:		
Telephone no.:		
Passport series and number	r:	
Name of the home institut	ion:	
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:

RESIDENT'S REGISTRATION CARD

Private Accommodation

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

Accidents and emergencies

Emergency telephone number

112 - European Emergency Telephone Number

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

bkm2.pollub.pl/en/ → Practical Information

Useful information

bkm2.pollub.pl/en/ → Practical Information



Career's Office

LUT's Careers Office offer

- Full job
- Part-time, holiday job
- Trainee, practice
- Volunteering

We support students and recent graduates in selection of their job careers, we organise individual and group workshops on career planning.



IF YOU HAVE ANY DOUBTS CONSIDERING YOUR JOB CAREER, YOU SHOULD VISIT US!

You can consult your CV or motivation letter.

We can prepare you for a job interview.

CONTACT US:

phone: +48 81 538 46 63

e-mail: biurokarier@pollub.pl

facebook: /Biurokarierpolitechnikilubelskiej/



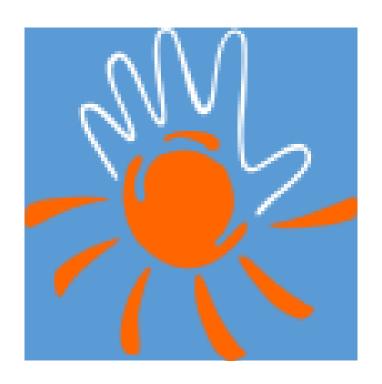


http://biblioteka.pollub.pl/en/node/

Rule of Law Institute Foundation



OMNES GENTES







bezpłatna infolinia 0-800 300 594

Aktualności

Dla wolontariuszy Dla organizacji i instytucji

Strefa wiedzy Sieć Centrów Wolontariatu Prawo dotyczące wolontariatu Internetowe pośrednictwo wolontariatu

Regionalne Centrum Wolontariatu w Lublinie

Aktualności

"Bajki zza krat"

Our programmes in English

Pakiet metodyczny "Barwy integracji"

Pomoc osobom pokrzywdzonym przestępstwem

Projekt POWRÓT

Sprawozdania

Statut Stowarzyszenia Centrum Wolontariatu w Lublinie

Nasze Programy

O nas/ About us

Ludzie Centrum

Our programmes in English

A guide to volunteer programmes lead by Volunteer Centre in Lublin

What are you reading?

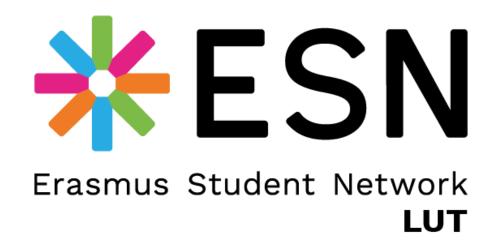
An express description of the initiatives undertaken by the Volunteer Centre in Lublin.

Who are we?

The Volunteer Centre Association was established in 1999. For more than 14 years the organization has connected those who needed help and those who could and wanted to provide it to others, in Lublin region as well as far behind the borders of our region and country. Each of the initiatives described below was started in the face of a concrete human need and a situation posing a threat to human dignity, when sensitive people wanted to help selflessly.

What inspires us?

In short: the idea of the Civilisation of Love, promoted by John Paul II. In his message on the occasion of the International Year of Volunteer Work he wrote 'It is not enough to help whoever is in material difficulty; it is necessary at the same time to respond to his thirst for values and personal, spiritual solutions. The kind of help we offer is important, but more important



FB: @esn.lut.Lublin

http://www.lut.esn.pl/

pr.lut@esn.pl

- Buddy/Mentor programme
- ESN Card
- Events for international students
- Join our Facebook group: https://www.facebook.com/groups/38

 4094019629433

We wish you a good semester at LUT!





Office of International Education Dormitory No. 4, Room 6 ul. Nadbystrzycka 42a 20-501 Lublin

Police Presentation

- Please, pay attention and find answers tα
- How to recognise the policemen on duty?
- How could you contact the Police when you feel insecure?
- What actions are prohibited in Poland?

Thank you for your attention!