



Office of International
Education
Lublin University of Technology

WELCOME MEETING

Lublin University of Technology

28th February 2022

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
- CIiZT** – 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

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.

Student 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

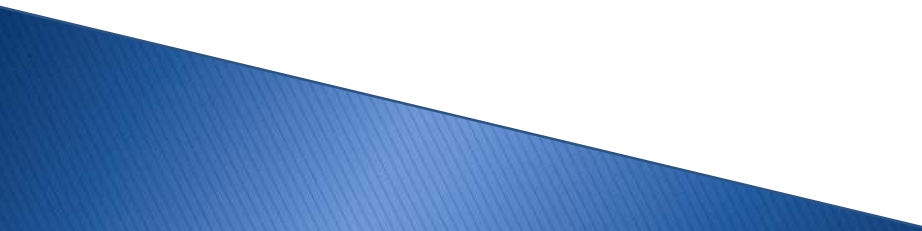
Plagiat



pollub.tv

Academic calendar – II semester

28.02.2022	Welcome Meeting
28.02.2022 - 12.04.2022	Classes
13.04.2022 - 20.04.2022	Easter Recess
21.04.2022 - 23.06.2022	Classes
24.06.2022 – 30.06.2022	Examinations



Public holidays in Poland

Easter

17th-18th April 2022

Labour Day

1st May

Constitution Day

3rd May

Corpus Christi

16th June 2022

OIE

Office of International Education:

- ▶ Email contact – erasmus@pollub.pl
- ▶ Office hours – 11-14 (Monday - Friday)
- ▶ Website – bkm2.pollub.pl/en
- ▶ Remember about collecting original documents!



Office of International
Education

Lublin University of Technology

Office of International Education - website

www.bkm2.pollub.pl

The screenshot shows the homepage of the Office of International Education at Lublin University of Technology. The browser address bar displays bkm2.pollub.pl/en/. The page features a navigation menu with links for Home Page, About Us, Projects, and Contact, along with a search bar. The main content area is dominated by a large photograph of a diverse group of students sitting in a lecture hall, with the text "Welcome Meeting" overlaid. Below this main image are three smaller featured images: "International Students" showing a group of students in a classroom, "Outgoing Students" showing the word "STUDY" on wooden blocks, and "Events" showing a group of staff members at a training session.

Office of International Education
Lublin University of Technology

Home Page About Us Projects Contact Search ...

Welcome Meeting

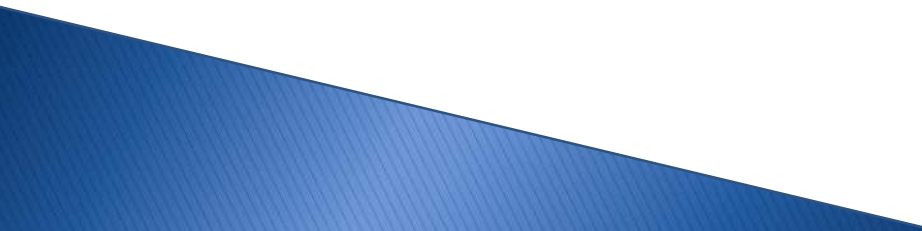
International Students

Outgoing Students

Events

International Staff Training Week

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

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 Coordinators

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

Faculty Meetings

Faculty	Date	Time	Place	Coordinator
Civil Engineering and Architecture	28.02.2022	3 PM	Room 235	Michał Dmitruk, MA Eng.
Electrical Engineering and Computer Science	02.03.2022	8:45 AM	Room E211	Andrzej Smolarz, PhD Eng
Environmental Engineering	01.03.2022	09:15 AM	Room 101	Magdalena Lebiocka, PhD Eng.
Management	01.03.2022	08:30 AM	Room ox10	Matylda Bojar, PhD Michał Sordyl, MA
Mechanical Engineering	02.03.2022	10:00 AM	Aula A1	Marek Borowiec, PhD Eng.
Fundamentals of Technology			i.gorgol@pollub.pl	Izolda Gorgol, Phd Eng.

Website for Electrical Engineering and Computer Science Students

- ▶ erasmus.wei.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

Website for Management Students

- ▶ <http://en.wz.pollub.pl/pl/erasmus/academic-calendar-and-timetable>



Documents

Certificate of Arrival

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



Office of International
Education
Lublin University of Technology

CERTIFICATE OF ARRIVAL
* COMPLETE WITH CAPITAL LETTERS

STUDENT'S DATA:

NAME: _____

SURNAME: _____

HOME UNIVERSITY: _____

FACULTY AT LUT: _____

DATE OF ARRIVAL TO LUT: _____/_____/_____

CONTACT E-MAIL: _____

ADDRESS OF RESIDENCE (mark with a cross):

DORMITORY 1

DORMITORY 2

DORMITORY 3

DORMITORY 4

Submit missing documents to OIE: erasmus@pollub.pl

- Visa/ID Card copy
- EHIC Card/Insurance policy copy
- Certificate of 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
		<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 - bkm2.pollub.pl/en/
- 1. make changes
- 2. get the signatures (Student, Home University, Host University)
- ▶ At LUT: **Signature of the Faculty Coordinator and Vice Dean**
- ▶ **Deadline: 31 March**
- 3. bring it to our Office or send it by email to: erasmus@pollub.pl

Registration at the Dean's Office

Dean's Office Questionnaire

all accept for Mechanical Engineering students

- ▶ bkm2.pollub.pl/en/international-students/
- ▶ an obligatory document to get:
 - a Student's ID Card
 - have your Eduroam Internet account set
- ▶ save + complete + print + sign
- ▶ return it to the Dean's Office to get Eduroam login and password

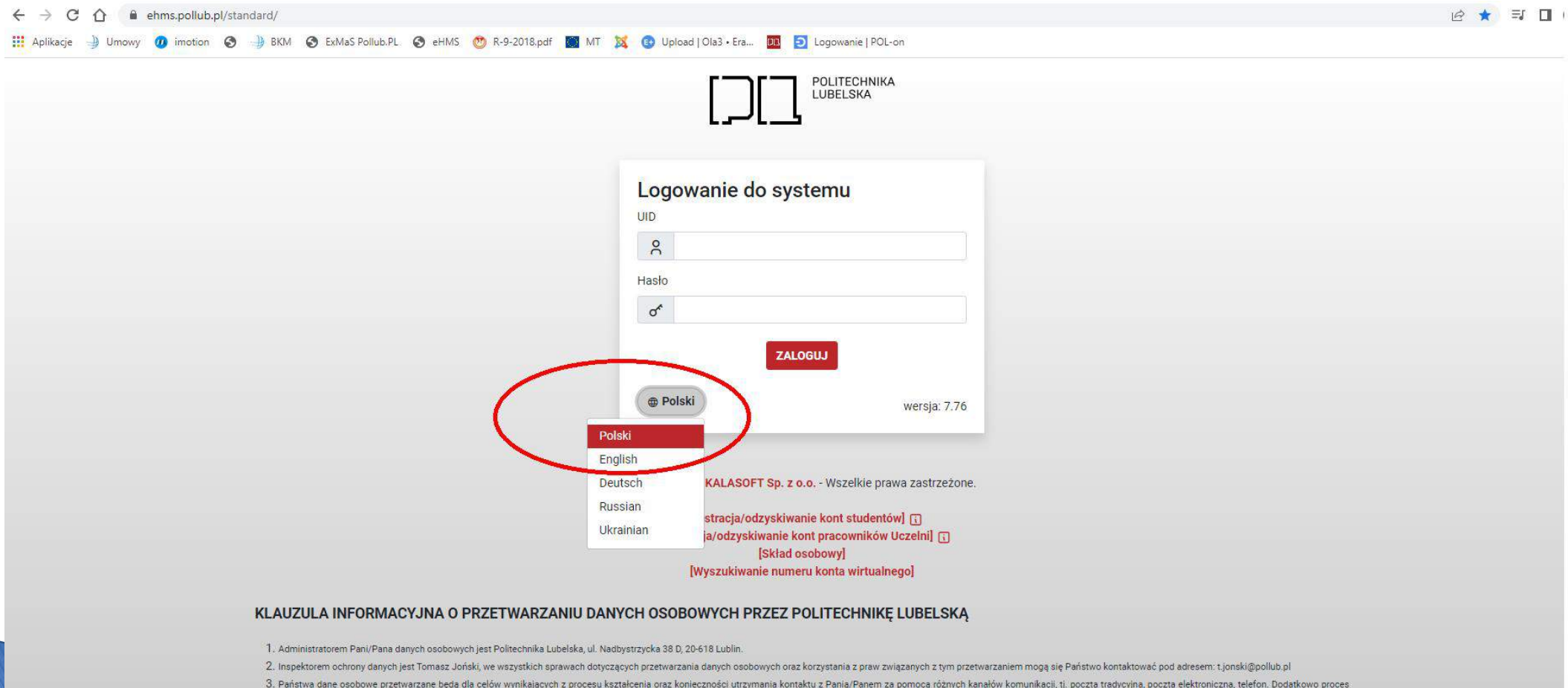


The image shows a questionnaire form from the International Exchange Office at Lublin University of Technology. The form is titled 'International Exchange Office' and 'LUBLIN UNIVERSITY OF TECHNOLOGY ERASMUS PERSONAL QUESTIONNAIRE'. It includes a logo of a globe and a note stating: '*The document must 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, and Address / Adres zamieszkania (street and house number / ulica, nr domu, postal code and town / kod pocztowy, miasto, Country / Kraj). The 'ERASMUS DETAILS' section includes: Host Faculty in LUT / Wydział w PL: Civil Engineering and Architecture Faculty, Field of study: (choose from the list below) / Kierunek, with options: Mechanics and Machinery Construction / Mechanika i budowa maszyn , Material Engineering / Inżynieria materiałowa , and Transport and Traffic Studies / Transport .

Register at the Dean's Office to be our Erasmus student and to get your @pollub.edu.pl account with ID and password to eduroam

Eduroam – free Internet access

▶ **Registration:** ehms.pollub.pl → switch to English



The screenshot shows the login page of the ehms.pollub.pl system. The page title is "Logowanie do systemu". It features two input fields: "UID" and "Hasło". A red "ZALOGUJ" button is positioned below the password field. A language selection dropdown menu is open, showing "Polski" as the current selection, with "English" highlighted in red. The page also includes a version number "wersja: 7.76" and a footer with a privacy policy notice and three numbered points.

ehms.pollub.pl/standard/

Politechnika Lubelska

Logowanie do systemu

UID

Hasło

ZALOGUJ

Polski

wersja: 7.76

Polski
English
Deutsch
Russian
Ukrainian

KALASOFT Sp. z o.o. - Wszelkie prawa zastrzeżone.

[\[Stratę/odzyskiwanie kont studentów\]](#)

[\[Stratę/odzyskiwanie kont pracowników Uczelni\]](#)

[\[Skład osobowy\]](#)

[\[Wyszukiwanie numeru konta wirtualnego\]](#)

KLAUZULA INFORMACYJNA O PRZETWARZANIU DANYCH OSOBOWYCH PRZEZ POLITECHNIKĘ LUBELSKĄ

1. Administratorem Pani/Pana danych osobowych jest Politechnika Lubelska, ul. Nadbystrzycka 38 D, 20-618 Lublin.
2. Inspektorem ochrony danych jest Tomasz Joński, we wszystkich sprawach dotyczących przetwarzania danych osobowych oraz korzystania z praw związanych z tym przetwarzaniem mogą się Państwo kontaktować pod adresem: t.jonski@pollub.pl
3. Państwa dane osobowe przetwarzane będą dla celów wynikających z procesu kształcenia oraz konieczności utrzymania kontaktu z Panią/Panem za pomocą różnych kanałów komunikacji, tj. poczta tradycyjna, poczta elektroniczna, telefon. Dodatkowo proces

Eduroam – free Internet access

- ▶ Instruction with the old layout:
- ▶ bkm2.pollub.pl/images/IncomingStudents/Forms/Eduroam_Instruction.pdf



Student's ID Card

- ▶ Account number – in EHMS system

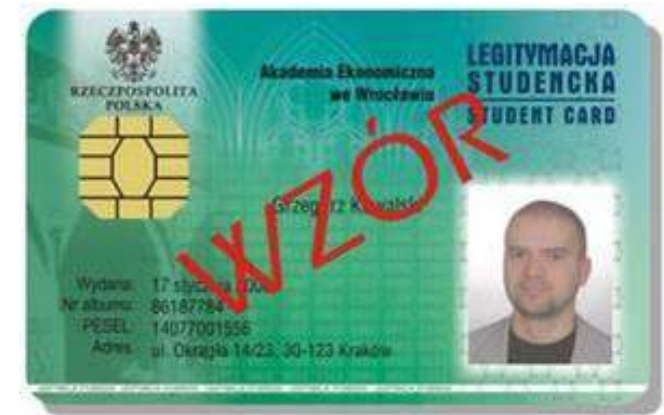
Transport discount may be obtained only with a Polish University Student's ID Card



Student's ID Card

▶ In order to receive the Student's ID Card, you need to follow the steps:

1. complete the **Dean's Office Questionnaire**
2. take **one photo** (electronic version) and a **payment confirmation**
3. submit it to the Dean's Office



All students are obliged to attend the classes!