



Office of International  
Education  
Lublin University of Technology

# WELCOME MEETING

## Lublin University of Technology

30th September 2019

# 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

# Academic calendar – I semester

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30.09.2019	Welcome Meeting
01.10.2019 - 23.12.2019	Classes
24.12.2019 - 07.01.2020	Christmas Break
08.01.2020 - 02.02.2020	Classes
03.02.2020 - 07.02.2020	Examinations

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# Public holidays in Poland

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**All Saints Day**

**1<sup>st</sup> November 2018**

**National Independence Day**

**11<sup>th</sup> November 2018**

**Christmas**

**25<sup>th</sup> December 2018**

**St. Stephens Day**

**26<sup>th</sup> December 2018**

**New Year`s Day**

**1<sup>st</sup> January 2019**

**Epiphany**

**6<sup>th</sup> January 2019**

# #Erasmusdays 2019 at LUT – Erasmus Run

- ▶ 10th October (Thursday)
- ▶ 4 categories:
  - Students M
  - Students F
  - Teachers M
  - Teachers F
- ▶ Sign up – deadline 8th October

# LUT Office of International Education



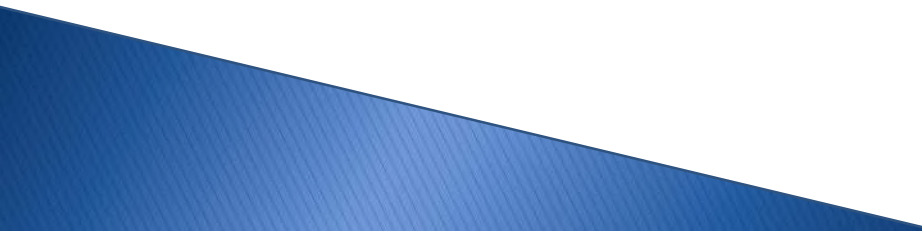
# Students' Guide



- ▶ General information
  - City
  - University
- ▶ Practical 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	Sylwester Samborski, PhD Eng.	s.samborski@pollub.pl	316
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
	Bartosz Szostak, MA Eng. (CIVIL ENGINEERING)	b.szostak@pollub.pl	527
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
	Rafał Anasiewicz, MA Eng	r.anasiewicz@pollub.pl	216
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
Civil Engineering and Architecture	27.09.2019	10 AM	Room 133	Michał Dmitruk, MA Eng. Bartosz Szostak, MA Eng.
Electrical Engineering and Computer Science	01.10.2019	11 AM	Room E211	Andrzej Smolarz, PhD Eng
Environmental Engineering	03.10.2019	12:15 PM	Room 301	Magdalena Lebiocka, PhD Eng. Rafał Anasiewicz, MA Eng.
Management	03.10.2019	9 AM	Room 305	Matylda Bojar, PhD Michał Sordyl, MA
Mechanical Engineering	30.09.2019	2 PM	Room AII	Sylwester Samborski, PhD Eng.
Fundamentals of Technology	-----	-----	i.gorgol@ pollub.pl	Izolda Gorgol, Phd Eng.

# Website for Electrical Engineering and Computer Science Students

- ▶ [erasmus.weii.pollub.pl](http://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

Submit missing documents 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



Office of International  
Education  
Lublin University of Technology

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**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

# Changes to Learning Agreement



Higher Education  
Learning Agreement form  
*Student's name*

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**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 <sup>11</sup>	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 2019/20
- ▶ [bkm2.pollub.pl/en/](http://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 to OIE
- ▶ **Deadline: 31st October**

# Dean's Office Questionnaire

- ▶ [bkm2.pollub.pl/en/international-students/](http://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



 International Exchange Office  
Lublin University of Technology

**LUBLIN UNIVERSITY OF TECHNOLOGY**  
**ERASMUS PERSONAL QUESTIONNAIRE**

\*The document must be submitted to the Dean's Office altogether with a photo

**PERSONAL DETAILS / DANE OSOBOWE:**

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: .....

Address / Adres zamieszkania:  
street and house number / ulica, nr domu: .....  
postal code and town / kod pocztowy, miasto, ..... Country / Kraj: .....

Name of Home University / Nazwa Uczelni Partnerskiej: .....

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**ERASMUS DETAILS**

Host Faculty in LUT / Wydział w PL: Civil Engineering and Architecture Faculty

Field of study: (choose from the list below) / Kierunek

Mechanics and Machinery Construction / Mechanika i budowa maszyn

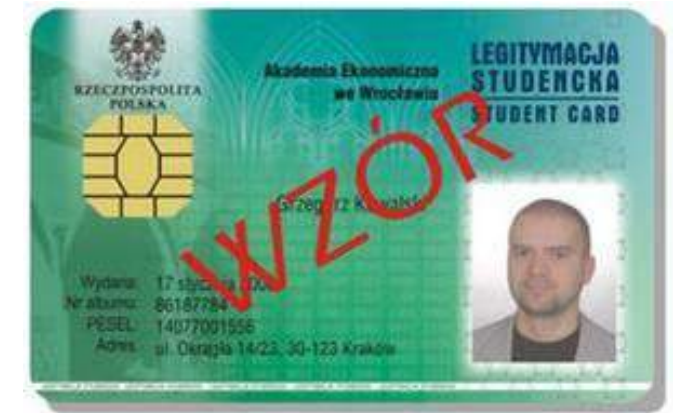
Material Engineering / Inżynieria materiałowa

Transport and Traffic Studies / Transport

- ▶ 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.

# 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)
- ▶ Complete the Dean's Office Questionnaire, take one photo (electronic version) and a payment confirmation, and submit it to the Dean's Office/Coordinator
- ▶ Transport discount may be obtained only with a Polish University Student's ID Card



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

All students are obliged to attend the classes!

# Visits in OIE

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## **01.10.2019 Tuesday**

- Management
- Civil Engineering and Architecture
- Environmental Engineering

## **02.10.2019 Wednesday**

- Electrical Engineering and Computer Science

## **03.10.2019 Thursday**

- Mechanical Engineering

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**Please visit OIE from 8AM to 2 PM**





# LEGAL STAY IN POLAND

## **EU citizens**

within 3 months

**Non EU citizens => visa holders**

within 14 days

- ▶ each stay of EU Citizen above 90 days must be registered - it is advisable to do it within three months
  - ▶ visa (please check the type and expiry date!), Temporary Resident Registration [within 14 days since your arrival]
  - ▶ with it: you can get the Temporary Residence Card, Polish PESEL
- No

# Temporary Residence Registration

- ▶ **Where?** Lublin Town Hall, 14  
Wieniawska Street, floor 1 – Foreigners' Service Point, Municipality of Lublin
- ▶ **How to?** 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
- ▶ 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)

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# Polish language course

- ▶ a semester course (beginners) – 2 groups – programme countries
- ▶ a semester course (elementary) – 1 group – partner countries
- ▶ no fees
- ▶ 2 ECTS points for active participants - certificates
- ▶ Polish everyday language, expressions necessary to function in Polish reality, cultural elements
- ▶ **enrollment: 02.10.-11.10.2019 'First come first served' basis**
- ▶ **Department of Foreign Languages, Building of Mechanical Engineering Faculty, Room 822, 8th floor, Ms Ewelina Zbrońska**

# 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: 02.10.-11.10.2019 Department of Foreign Languages, Building of Mechanical Engineering Faculty, Room 822, 8th floor, Ms Ewelina Zbrońska**
- ▶ no course of English

# Sport activities: free:

- ▶ Physical Education (PE) class on Thursdays, **9:30 PM – 11:00 PM** with **Mr Michał Janczarek**, MA start from 17th October, 2019 (fitness and activities at sport hall)
- ▶ the gym: outdoor gym, at LUT Sports Centre – 2x a week – more info from 15th October, 2019
- ▶ for professionals: 5pm-9:30pm – sections of different disciplines, need to be a member of Academic Sport Association
- ▶ more info in OIE

# Sport activities: paid:

- ▶ the gym at Dorm 4, 20 PLN per month, book the 1-hour entrance at the Reception, 4 people at once
- ▶ at LUT campus: **book:** sport hall, tennis hall, soccer field with the artificial surface/grass, usually available for groups on Sat-Sun **via email in English:** [centrum.sportowe@pollub.pl](mailto:centrum.sportowe@pollub.pl) or [s.zlomanczuk@pollub.pl](mailto:s.zlomanczuk@pollub.pl)



- ▶ outside LUT campus: indoor climbing, spa & swimming pools, fitness  
advisable: first visit with mentor 😊



# LUT Halls of Residence rules and procedure

- ▶ Payment – 7 days (keep the receipt!)
- ▶ Cancellation – you pay to current and next month
- ▶ Night Calm Time (10 PM to 6 AM)
- ▶ Guests (8 AM to 10 PM)
- ▶ Financial Liability for Damage
- ▶ 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
- ▶ [bkm2.pollub.pl/en/](http://bkm2.pollub.pl/en/)

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: \_\_\_\_\_

# 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/](http://bkm2.pollub.pl/en/) → Practical Information**

# POLICE

meeting with the **Police Officer** will take place on  
**Thursday, 3rd October, between 9:00 - 11:00**  
at AULA of Environmental Engineering Faculty

# Useful information

[bkm2.pollub.pl/en/](http://bkm2.pollub.pl/en/) → Practical Information



# eduroam

- ▶ free internet access

- ▶ more info here:

[https://bkm2.pollub.pl/images/IncomingStudents/Forms/Eduroam\\_Instruction.pdf](https://bkm2.pollub.pl/images/IncomingStudents/Forms/Eduroam_Instruction.pdf)

- ▶ QR:

