Lublin University of Technology

International Students and Staff Guide

www.bkm.pollub.pl

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WELCOME

Dear Students and Colleagues,

If you are reading this brochure, you are probably facing the choice between several European universities where you will complete your Erasmus+ studies, placement or staff mobility. The booklet aims at helping you to make a successful decision. On the following pages you will get acquainted with the city of Lublin, our university, as well as with practical information for the newcomers. We hope it attracts you and we can welcome you soon in the academic community of Lublin University of Technology!

Office of International Education

OFFICE OF INTERNATIONAL EDUCATION

Office of International Education is the focal point for all international educational activities at Lublin University of Technology. We participate in many programmes for education and training, such as Erasmus+, Erasmus Mundus, MOSTECH and many more. We are also committed to making sure that our international guests get the most from their time spent in Lublin and we provide them with advice and information on issues such as admission, visa regulations, finance, accommodation or the University in general.

Office of International Education is involved in the following matters:

- incoming students
- practical placements
- incoming staff for training
- full-degree studies for international candidates
- preparation of international educational projects
- outgoing teachers
- outgoing students
- outgoing staff for training

Office of International Education
Nadbystrzycka 38d, 20-618 Lublin
Email: lut.international@pollub.pl
www.bkm.pollub.pl

LUT INTERNATIONAL PROFILE

Lublin University of Technology has signed over 400 agreements with international scientific and educational institutions and agents. The collaboration takes place on various levels and scopes, such as bilateral research, international lectures, internships and practices, joint conferences and scientific projects, bilateral double degree programmes, joint didactic projects and European Programmes such as Erasmus+, Erasmus Mundus Tempus, CEEPUS as well as Norway Grants projects.

Within the framework of Erasmus+ Programme, Lublin University of Technology collaborates with more than 170 universities all over Europe. Today, out of a total student community of over 9,000, there are almost 1000 non-Polish students from different countries, including over 400 studying here within Erasmus+ and Erasmus Mundus programs as well as other international educational programs. We greatly value the international nature of our university community and the significant contribution that our international students and staff make to the rich cultural diversity of life on the campus.

The internationalisation of the research and didactic process are priority aspects of the university's development. This evolution is parallel and adequate to the very current Internalization of Higher Education Program of the Polish Ministry of Science and Higher Education.

The International Cooperation and Research Office assists students and academic staff with scientific projects, whereas Office of International Education manages student and staff exchange as well as full degree studies in foreign languages.

STUDYING IN POLAND – POLISH EDUCATION SYSTEM

A large part of the Polish higher education system includes private colleges and universities. There are about 310 privately owned universities and colleges and 138 state schools of higher learning. This has resulted in a high level of competition that has given Poland lower prices for studying than in many other European countries. The higher education system is one of high quality and all leading universities offer programmes taught in English, within study areas such as medicine, engineering, humanities, business and finance.

More than 100 higher education institutions in Poland currently offer study programmes in English. Poland has taken active part in the Bologna Process. The ECTS (European Credit Transfer System) allows students to be geographically mobile and continue their education in other countries.

There is no central administration for admission. Instead, each institute is responsible for their own admission process. However, each applicant must generally hold a "maturity certificate" to qualify for admission in Poland.

There are both publicly and privately funded universities in Poland. Public higher education is free for Polish students, and for international students that apply on the same conditions as Polish students. Private institutions have the advantage of not being centrally governed, and can rapidly respond to any changing needs of educational demand and labour market needs.

Students at both types of Universities can obtain three different types of academic degrees: bachelor, master and doctor. This system applies to all fields of education except Law, Pharmacy, Psychology, Veterinary Medicine, Medicine and Dentistry, which are still based on two-stage system (Master and Doctor).

Types of higher education degrees:

- Bachelor degree (BA): 3-3,5 year-long vocational/technical college studies;
- Bachelor degree (BSc): 3,5-4 year-long college studies in technical sciences, agriculture or economy;
- Master degree (MA, MSc) and equivalent degrees: Master of Art, MSc. Eng. (Master Engineer), Master Engineer Architect, qualified physician, dental surgeon or veterinarian – 5-6 year-long university studies;
- Doctor degree (PhD, doctor) – a degree awarded to those who pass doctoral exam and successfully defend dissertation. To qualify for the academic degree of doctor must hold a master or an equivalent degree.

LUBLIN UNIVERSITY OF TECHNOLOGY KEY FACTS AND FIGURES

Lublin University of Technology was established as Evening Engineering School in May 1953 on initiative of Lublin technical societies. In 1977 it gained university status. Lublin University of Technology has been a major education centre and an advisory unit in the city of Lublin and the region for almost seven decades. As a hub of technical science, it is a leader among Polish technical universities in the category of innovation (according to the 2017 rank by Perspektywy). LUT actively participates in social and economic life, thus playing an important role in integrating and creating culture. Its scientific and educational activities significantly contribute to the development of the region.

FACULTIES AND FIELDS OF STUDIES

At present, there are six Faculties at Lublin University of Technology:

Electrical Engineering and Computer Science Faculty

There are three fields of studies:

- Electrical Engineering
- Informatics
- Biomedical Engineering

Mechanical Engineering Faculty

The oldest faculty at LUT, currently educates students in six fields. Students may excel in:

- Biomedical Engineering
- Mechatronics
- Mechanics and Machine Construction
- Production Engineering
- Materials Engineering
- Transport
- Robotisation of Manufacturing Processes
- Management and Production Engineering

Civil Engineering and Architecture Faculty

Students study there in two fields:

- Architecture
- Civil Engineering

Management Faculty

The Faculty carries out research and students' education into:

- Finances and Accounting
- Logistics Engineering
- Marketing and Market Communication
- Management
- Management and Production Engineering

Environmental Engineering Faculty

Polish students study there in two fields:

- Renewable Energy Sources Engineering
- Environmental engineering

Fundamentals of Technology Faculty

Polish students may choose one of the following educational paths:

- Safety Engineering
- Mathematics
- Technical and Computer Science Education

Research Areas

In 2018 LUT's Department of Electric Drives and Machines of Mechanical Engineering Faculty won a golden medal for **„Solutions for smart and microgrid"** at Inventions Geneva - the biggest event in the world exclusively devoted to inventions. LUT was also awarded the "HR Excellence in Research" in 2017 by the European Commission. Moreover, LUT participates in the following research programmes:

Horizon 2020 - the biggest EU Research and Innovation programme ever with nearly €80 billion of funding available over 7 years (2014 to 2020). In 2017 Mechanical Engineering Faculty won a project titled "Investigation and development of a new generation of machines for the processing of composite and nanocomposites materials."

COST – **European Cooperation in Science and Technology** - is the longest-running European framework supporting transnational cooperation among researchers, engineers and scholars across Europe.

EUREKA - is an open platform for international cooperation in innovation, transnational, market-driven innovative research and development projects.

LUT participates in many more research projects carried out by the Faculties. More information is on LUT's website http://en.pollub.pl/en/university/international-relations

UNIVERSITY FACILITIES

LUT Library

There are LUT Central Library and 4 faculty libraries located on the campus. The Central Library contains more than 160,000 books and 300 current periodical titles from Poland and abroad. The Library offers scientific literature, reference literature, course books as well as periodicals and magazines. Students can use the library catalogue to search for all forms of library material and check location and stock availability. They can also check their library account, renew and reserve items online. Further information can be found at www.biblioteka.pollub.pl

Many resources are available electronically and are accessible through the authorized connection, both on and off-campus. Students and academics can use PCs with the Internet connection in each faculty library and Help Desk. Students readers' cards are valid during the study period and allow to borrow locally stored books free of charge. All freshmen are offered an info meeting on how to use the library. Any problems or questions, please contact the staff at the **Help Desk** (room 303, "Rusty Building").

Department of Foreign Languages (DFL) is located on the 8th floor of Mechnical Engineering Faculty. Apart from organizing language courses, the Department offers many examinations in English, French and German which are recognized internationally, for example, TOEFL, TOEIC, TELC, MONDIALE Technical English, WiDaF, MONDIALE Fachsprachentest DeutschTFI, TM. For details concerning the offer please visit the website www.en.pollub.pl

Careers Services Office deals with job market, job/internships/training offers, information on employers and situation in the job market. They support students and recent graduates in selection of their job careers, they organise individual and group workshops on career planning. Every student who is considering his/her job career can visit the Office for unpaid consultation.

Career Counseling

Students can attend one or more individual meeting with career advisor to discuss the following: choosing career path, changing professional qualifications, looking for employment, adapting qualifications to the current job market and world. Consult your CV or motivation letter. The Office can prepare a candidate for a job interview – "an interview before the interview" (Typical questions. Interview autopresentation).

Contact:
biurokarier@pollub.pl

Entrepreneur Incubator of LUT supports enterprise of students, doctoral students, graduates and young university's staff within LUT and other institutions. Incubator focuses on activities which give an opportunity to implement youth ideas, to check their ability in action on real market, just before their service is ready to be sold off. It simply means that beneficiaries are able to start up business.

IT Centre provides service within the development of the information technology infrastructure and enables the Internet access to all students. Student are given a student mail address and they can use Eduroam network for Internet WiFi connection.

STUDENT ASSOCIATIONS

With a wide range of student organizations, LUT provides opportunities for students to get involved and develop their skills or discover hidden talents. Whether you are interested in performing arts and sports or intend to expand your knowledge in your free time, Lublin University of Technology has something for you.

Sports

LUT has a fully equipped Physical Education and Sport Department providing excellent facilities for indoor and outdoor sports. The department promotes an extensive program of competitive and recreational sporting activities. Courses are offered in many disciplines, among them: volleyball, football, handball, kickboxing, swimming, mountain biking, table tennis, chess, sailing etc. Sporting facilities include a sports hall, a small gym hall and rented swimming pools. Most courses are free of charge, for some of them you have to register in advance and become a member of Academic Sport Society (AZS).

Performing Arts

If you are interested in music, theatre or dance, you will find a lot of opportunities in and outside the University. The student music and drama scene is very active and there is a wide variety of students' interest groups including a choir, modern dance group, folk dance group, historical fencing group, scuba diving group, as well as student photo society. To check detailed list of the student organization please visit the website: www.en.pollub.pl/en/students

Moreover, there are around 50 students` scientific research groups, the members of which have the opportunity to follow their scientific passions by conducting research, participating in conferences and meetings or promoting science.

Media

Lublin University of Technology is also home to a media group. POLI-media consists of an online TV station, photo agency and a magazine.

Pollub.tv is a student online TV station which features mainly Student News Programme Online. However, the members film also cultural events and other entertainment shows. All the videos are available on an official YouTube channel. Pollub.tv cooperates also with TVP3 Lublin, a regional branch of Poland's public television broadcaster, which broadcasts one of the programmes produced by the team.

Plagiat is a student magazine published at LUT. It covers mainly local and university news, but is also full of interviews, reports and tips on the student life. The photos for the magazine are often provided by **SAF**, a Student Photo Agency. Their primary focus is the photo coverage of the university life.

STUDENT SERVICES

Students Affairs Office provides programs and services to support students. An array of services and information is there to support students – to assure their health and wellness, to support students with disabilities.

Students with Disabilities

LUT welcomes students with disabilities and everybody who cares about others.The Office encourages people to get involved into the integration process to help fellow students with disabilities and contact the Rector's Representative for Students with Disabilities.
The Rector's Representative for Students with Disabilities was appointed in 2011 to coordinate activities aimed at creating a university friendly to students with disabilities.
Check what LUT's Library offers for disabled students www.biblioteka.pollub.pl/informator/niepelnosprawni
For information on other institutions acting for the benefit of disabled persons please check the website of the Ministry of Family, Labour and Social Policy www.mpips.gov.pl/en/disabled-persons/

LUT also participates in the project MobiAbility: A European standard on support measures in the EHA for international students with disabilities
Project website: www.um.es/mobiability/contact.html

Main Goals:

- A European standard of measures and reasonable adjustments at academic level for mobility students with disabilities.
- An online and multilingual platform that house a catalogue of universities meeting the standard, and some communication tools between attention-to-diversity services for a more personalized monitoring.
- Promoting the international mobility of people with disabilities contributes to their academic training and social inclusion.

FULL-DEGREE STUDIES OFFER

Lublin University of Technology offers full-degree studies in English. The offer is updated regularly on LUT's website www.en.pollub.pl/en/candidates/full-degree-studies

APPLICATION STEPS

The application process is online!

1. Online registration at https://ehms.pollub.pl/rekrutacja-eng/
2. Uploading scans of the **qualification documents**
3. Paying the application fee within the deadlines.
4. Documents verification at LUT
5. Waiting for the decision and Acceptance Letter
6. Accepted - wait for contact from Office of International Education

Qualification documents:

- higher education diploma with legalization (or apostille) and annotation;
- official transcript of records/diploma supplement with scale of grades included confirmed by the University
- **official certificate confirming your command of the language of instruction**
- passport page with your photo and personal data
- signed Curriculum Vitae in English

Candidates must prove their english language knowledge by presenting the following documents:

A document proving the fact that first cycle studies have been conducted in English

OR

One of the recognized B2 certificates:

- TOEIC - at least 700 points
- IELTS - over 6 points
- TOEFL iBT - at least 87 points
- TOEFL CBT - at least 180 points with additional at least 50 points from Test of Spoken English (TSE)
- TOEFL PBT - at least 510 points with additional at least 3,5 points from Test of Written English (TWE) and at least 50 points from Test of Spoken English (TSE)
- First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage – at least Pass

To check full list of possible certificates visit
www.en.pollub.pl

Enrolment documents:

- Personal questionnaire
- First cycle diploma with legalization (or apostille) and its sworn translation into Polish
- Diploma supplement (transcript of records) together with curricula content and their sworn translation into Polish
- Grade scale (if not specified in education documents) issued by the University and its sworn translation into Polish
- Certificate of English language
- Signed Curriculum Vitae in English or in Polish
- Medical certificate stating that there are no contraindications to undertake education in a chosen field of study and form of education with its translation to Polish language;
- A disease and accident insurance policy covering the period of education in Poland, or the European Health Insurance Card
- Two photos (size 35mm x45mm)
- A copy of valid passport with visa page
- A certificate of recognition (nostrification) of higher education diploma (if applicable)
- Original Power of Attorney, authorizing a person to act on behalf of the Student (if necessary)

Qualification documents must be translated into English. Translation into Polish language may be done after arrival to Poland.

More info: www.en.pollub.pl
Email: lut.international@pollub.pl

STUDYING AT LUT

ACADEMIC CALENDAR AND OTHER IMPORTANT DATES

The academic year is divided into two semesters – the winter and the summer semester. The winter semester starts in October and ends in mid-February, with a break of about ten days for the Christmas holidays. The summer semester starts in mid-February and ends in June, with a one-week break for Easter. The examination session usually takes two or three weeks before the end of each semester.

Public holidays in Poland

New Year's Day	1st January
Epiphany	6th January
Easter	2 days in March or April (movable holiday)
Labour Day	1st May
Constitution Day	3rd May
Corpus Christi	Thursday in May or June (movable holiday)
Feast of the Assumption	15th August
All Saints Day	1st November
National Independence Day	11th November
Christmas	25th December
St. Stephens Day	26th December

Notice! During these public holidays there are no classes and the banks and other institutions are closed, as well as the shops.

Events Calendar

Inauguration of the Academic Year	October
Job Fair	November
Welcome Meeting for Exchange Students	September (for the winter semester)
February (for the summer semester)	
Erasmus Day at LUT	March
Information Day at LUT	March/April
LUT's Day	13th May
Student Festival	One week in May

APPLICATION INFORMATION

Each applicant must be a student of a partner university with which Lublin University of Technology has an Interinstitutional Agreement signed. Students applying for studies at LUT within the ERASMUS+ programme must be officially nominated by the sending institution to study at LUT.
The first step is to apply online. A candidate student should fill in the **Application Form** and **Learning Agreement**. The printed version of the online application documents with all necessary signatures (candidate and sending institution) together with other documents mentioned below should be sent via regular post to the following address:

Lublin University of Technology
Office of International Education
ul. Nadbystrzycka 38d, 20-618 Lublin, Poland

List of required documents:

- **Application Form**;
- **Learning Agreement** (ECTS catalogue contains all necessary information about the courses offered by LUT and study criteria, they are available on the Office website www.bkm.pollub.pl/en);
- **A photocopy of the Applicant's Passport** or **ID** (depending whether you are EU member state or other country citizen);
- **A photocopy of insurance document** (EHIC Card for EU citizens or insurance concluded with a private company for non-EU citizens);
- **Confirmation of English language skills** (minimum B1 according to CEFR - Common European Framework of Reference for Languages).

The required level of English language competence for Erasmus+ exchange students at Lublin University of Technology is min. **B1** according to Common European Framework of Reference for Languages. The confirmation of English language skills can be issued by a proper unit of a sending institution and confirmed by language instructor/faculty coordinator or other person in charge.

Deadlines

All the required documents must be completed to LUT no later than until 15 June (for full academic year and winter term) or until 30 November (for summer term).

Decision of LUT (acceptance or rejection)

Each accepted student will receive an official **Letter of Acceptance containing the start and the and date of the mobility period**. The Letter of Acceptance is issued after all the application documents are verified, that is no earlier than five weeks after the application deadline.

Grading System at LUT

The ECTS (European Credit Transfer System) is the standard adopted by all universities in Poland since 2007 (EHEA). LUT's grading system is based on the 5 to 2 scale, where 5 is the best mark and 2 is the worst. However some courses are not evaluated and for these a student may simply obtain a pass mark, which means that their workload was satisfactory and they have passed the course.

To complete a year successfully, a student has to collect 60 credits (30 per semester).

ECTS grade	points	mark	Polish-in words	English-in words
A	91-100%	5,0	BARDZO DOBRY	EXCELLENT
B	81-90%	4,5	DOBRY PLUS	VERY GOOD
C	71-80%	4,0	DOBRY	GOOD
D	61-70%	3,5	DOSTATECZNY PLUS	SATISFACTORY
E	51-60%	3,0	DOSTATECZNY	SUFFICIENT
F	50% - 0%	2,0	NIEDOSTATECZNY	FAILED

PARTNER COUNTRIES MOBILITY

LUT cooperates with a number of universities outside European Union in the following regions: The Balkans, Eastern Partnership, Africa, Russia, Asia and Latin America. The majority of students comes from Northern Africa i.e. Tunisia, Morocco and Algeria. Below there are more details about application procedure and finances regarding this type of mobility.

Main differences

The first stage of qualification process takes place at the sending institution according to the rules adopted at the university. When a student is selected he/she is nominated by the sending institution to study at LUT only for one semester. A **nomination email** together with the scan of the **Recruitment Protocol** are sent to the Office of International Education. In general, the rest of qualification procedure is the same as the one described on previous pages of this Guide.

Financial Support paid by LUT

Every participant will receive a mobility grant composed of individual support according to the destination country and the length of stay (counted up to one days). In the context of the Erasmus+ Programme and for the purpose of calculating the mobility grants, a month is equal to 30 days.

1. Individual support

Incoming students from PC to Poland 750/ 800 EUR per month

2. Travel costs

Every participant receives a lump sum according to the distance between the sending institution and LUT calculated on the basis of the EU Distance Calculator (http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

Distance	Financing
100 – 499 km	180 €
500 – 1999 km	275 €
2000 – 2999 km	360 €
3000 – 3999 km	530 €
4000 – 7999 km	820 €
> 8000 km	1100/1500 €

This financial support will be transferred in € in 2 instalments (70% and 30% of the total amount of scholarship) to the bank account of the student which must be opened in a Polish bank upon arrival.

Notice!!! Student's stay at LUT can be reduced up to 5 days and this will not change the amount of the grant.

WELCOME MEETING AND ENROLMENT

At the beginning of each semester (in October and mid-February), The Office of International Education organizes the Welcome Meeting. During this meeting each student is provided with the following information:

- Registration at the Office of International Education (Certificate of Arrival, access to the Eduroam Internet network)
- Halls of Residence (documents and rules)
- Non-academic matters (life in Lublin, Residence Temporary Registration)
- Faculty Coordinators and the Faculty Meetings
- Dean's Office Registration (Student's ID)
- Course of Polish and German Language
- Library and Library training
- Sport classes

FACULTY COORDINATORS

LUT's Erasmus+ structure is based on the network of Faculty Coordinators. Each Faculty is represented by an Erasmus Coordinator who is responsible for the following tasks:

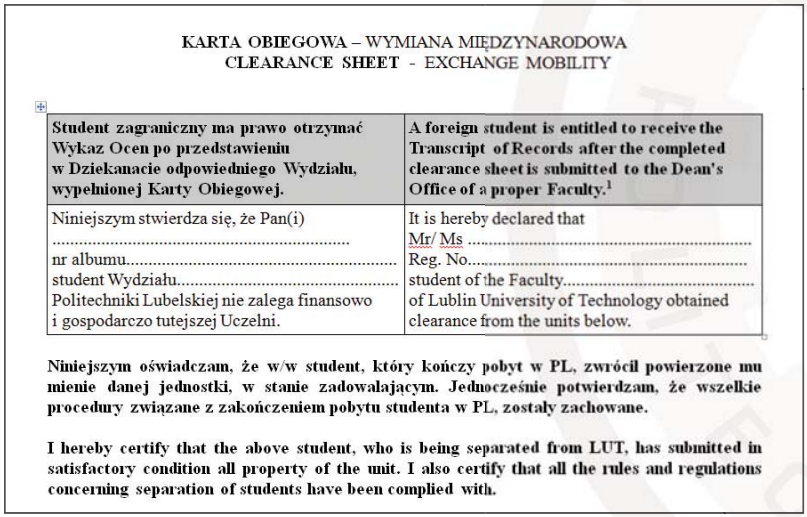
- providing general information on the ECTS catalogues, classes and accepting the choice of courses;
- accepting changes which you want to introduce to your list of courses;
- providing timetables.

Erasmus student may contact the Faculty Coordinator by email or phone. In the first days after the beginning of each semester, in October and mid-February they organise special meetings for students. During the academic year each Faculty Coordinator (also professor) has his/her „office hours", which means that you may find him/her only at a specific time in his/her room at the university! So if you have any questions or would like to talk to your coordinator, please check when and where you may meet them!

LANGUAGE COURSES

Department of Foreign Languages (DFL) at Lublin University of Technology offers a chance to learn Polish and German language. The classes are conducted by qualified and experienced academic teachers. In the beginning of each semester the international students can join our one semester courses of Polish and German for foreigners, free of charge.

Department of Foreign Languages
(STUDIUM JĘZYKÓW OBCYCH)
UL. Nadbystrzycka 36
20-618 Lublin
Tel.: +48 81 538 45 44
e-mail: studiumjo@pollub.pl



KARTA OBIEGOWA – WYMIANA MIĘDZYNARODOWA
CLEARANCE SHEET - EXCHANGE MOBILITY

Student zagraniczny ma prawo otrzymać Wykaz Ocen po przedstawieniu w Dziekanacie odpowiedniego Wydziału, wypełnionej Karty Obiegowej.	**A foreign student is entitled to receive the Transcript of Records after the completed clearance sheet is submitted to the Dean's Office of a proper Faculty.[1]**
Niniejszym stwierdza się, że Pan(i)	It is hereby declared that Mr/ Ms .....
nr albumu.....	Reg. No.....
student Wydziału.....	student of the Faculty.....
Politechniki Lubelskiej nie zalega finansowo i gospodarczo tutejszej Uczelni.	of Lublin University of Technology obtained clearance from the units below.

Niniejszym oświadczam, że w/w student, który kończy pobyt w PL, zwrócił powierzone mu mienie danej jednostki, w stanie zadowalającym. Jednocześnie potwierdzam, że wszelkie procedury związane z zakończeniem pobytu studenta w PL, zostały zachowane.

I hereby certify that the above student, who is being separated from LUT, has submitted in satisfactory condition all property of the unit. I also certify that all the rules and regulations concerning separation of students have been complied with.

DEPARTURE

Before you leave Lublin:

- ☐ visit the Office of International Education (OIE),
- ☐ visit the Faculty Coordinator,
- ☐ visit the Dorm Administrator.

Before departure you need to obtain and complete **TWO** documents:

1. Exam Card

Ask for the Exam Card at the Dean's Office and collect the grades and signatures of each teacher you had classes with. Once you receive all signatures and grades, you must submit your Exam Card to the Dean's Office at your Faculty.

2. Clearance Sheet

You have to complete the Clearance Sheet by obtaining signatures of the following units at LUT:

1. Library - after you return all the books and sources;
2. Dormitory - if all the required payments have been made and the room is clean;
3. Office of International Education - if all documents (Application Form, Learning Agreement, Changes to LA, ID/passport copy, insurance document copy, language certificate) are in your folder at OIE.
4. Dean's Office - after you return your Exam Card and if all documents are in the OIE;
5. Coordinator - according to your individual arrangements with the Coordinator.

Clearance Sheet must be completed and submitted to the Dean's Office of a particular Faculty altogether with your Exam Card. The Transcript of Records will be issued after the clearance procedure is complete.

ERASMUS STUDENT NETWORK

Erasmus Student Network (ESN) is a students' organization of Lublin University of Technology. The aim of ESN LUT is to help foreign students to feel at home in Poland and our University as well as provide leisure time activities.

Mentor programme - is one of the key projects of ESN LUT. Mentor is a Polish student who helps the international student with settling in the city and at the university.

The events organized by ESN include:

- Orientation Week – the first week at LUT when foreign students get as much information as necessary to freely move around University as well as the city.
- A trip around Lublin – students get the opportunity to find out more about the history of our city.
- Trips to other cities – students get the opportunity of discovering the historic city of Cracow – Poland's former capital - and the now important cultural centre.

ESN also organizes many different events like regional trips, meetings, culture evenings, bowling, shooting – depending on foreign students needs and expectations.
Moreover, ESN LUT members try to promote numerous initiatives undertaken by Erasmus students. The aim is to be contact people and an information office, where students can get acquainted with various activities offered by University.
ESN also helps students with everyday life problems following the maxim "Students helping students".
If you want to get some more info about ESN organization you can find it here: www.//lut.esn.pl

ESN LUT
Dormitory No. 4, room 1102
Nadbystrzycka 42A, 20-501 Lublin
e-mail: info.lut@esn.pl

ESN LUT

INTERNATIONAL EXCHANGE
ERASMUS STUDENT NETWORK

INTERNATIONAL STAFF

TEACHING MOBILITY - GENERAL INFORMATION

Each year Lublin University of Technology hosts more than 50 teachers from partner countries (non-EU countries) and nearly 30 teachers from programme countries (EU countries +Turkey, former Yugoslav Republic of Macedonia, Liechtenstein, Iceland, Norway) for teaching mobility. The biggest number of teachers from European Union are from partner Universities in Turkey, Spain, Slovak Republic, Czech Republic, Portugal and Lithuania. As regards the non-EU countries, LUT hosts teachers from Georgia, Russian Federation, Indonesia, Japan, Belarus, Cambodia, Tunisia, Morocco, Lebanon, etc.
The most popular faculties at LUT, frequently chosen by teachers for conducting lectures, are:

- Electrical Engineering and Computer Science Faculty;
- Mechanical Engineering Faculty;
- Management Faculty.

Candidates from programme countries can apply for teaching mobility at LUT by sending their application documents directly to the Office of International Education.

The information about number of mobilities for partner countries is variable and announced each academic year by National Agency of Erasmus+ programme in Warsaw as the result of project contest.

Application procedure for teachers from programme countries

Documents to be completed for Erasmus Staff mobility for Teaching at LUT:

- Application Form;
- Staff Mobility for Teaching Agreement.

The documents must be sent to Office of International Education in scan version via email by a teacher or International Office of partner University. Acceptance procedure at LUT usually takes approx. 2 weeks. The Application documents are forwarded for approval to the faculty coordinators of Erasmus+ programme. The decision on acceptance is confirmed with the Faculty Coordinator's signature on the application documents. On the basis of the application documents, the staff of Office of International Education issues the Acceptance Letter, in which the dates of mobility are confirmed. After the completion of mobility, the Faculty Coordinator of Erasmus+ programme issues the Confirmation, in which the actual dates of stay at LUT are certified.

Application procedure for teachers from partner countries

The information about number of scholarships is available at the International Offices or Erasmus Coordinators of partner universities.

1. The first stage of qualification takes place at a partner university. The qualification deadline and formal requirements differ between home universities. The necessary documents are :
    a. Application Form
    b. Staff Mobility for Teaching Agreement.

The documents of the accepted candidates are sent to LUT by the partner university.

2. The second stage of qualifi cation takes place at LUT. Application documents are verified by OIE and the faculty coordinator. International Education Officer contacts the candidate to confirm their participation. The accepted candidates receive Acceptance Letters to officially confirm their participation in the project.
3. Having received an Acceptance Letter, each teacher has to send to the Office of International Education:
    a. the copy/scan of a current passport
    b. medical and accident insurance covering the period of travel and stay at LUT.

    Every teacher qualified to participate in the mobility at LUT signs the written agreement, where the conditions for travelling abroad and its financing are specified. The project of agreement is prepared by OIE staff and sent via email to the teacher. The candidate sends two signed copies of the agreement (both Polish and English version) via regular post to OIE address.

According to the rules of the project, LUT pays the teacher a scholarship for 5 days of stay at LUT plus 2 days of travel (one day directly before and after mobility period). Additionally, LUT will pay out travel distance allowance to the teacher, counted on the basis of EU distance calculator. Scholarship is paid in euros on the first day of mobility at LUT (usually Monday), provided the fact that the participant delivers all application documents on time and accepts all the conditions specified in the financial agreement.

TRAINING MOBILITY – APPLICATION INFO

The purpose of training mobility is to improve staff's skills and qualifications related to the work performed in a foreign institution and to participate in the Lublin University of Technology (LUT) Staff Training Week. LUT carries out Erasmus international mobility with programme (UE, Iceland, Norway, Liechtenstein, Turkey, FYROM) and partner countries (around 20 countries all over the world).

Application steps in programme and partner countries mobility are similar:

1. The first stage of qualification takes place at a sending institution – the formal requirements usually include language knowledge, seniority at university, content of the suggested programme, professional development.
2. If the staff is selected at a sending institution, the application is sent to LUT.
3. The second stage of qualification takes place at LUT, where application documents are verified and accepted.
4. IEO Officer contacts the staff to confirm his/her participation - an invitation letter is issued.

Application documents

Candidates complete the following documents in English:

1. Application form
2. Individual Training Programme (Staff Mobility for Training)

The application form and the Staff Mobility for Training should be signed by a foreign institution, a foreign institution staff and LUT. Forms are available www.bkm.pollub.pl/en

In case of **partner countries mobility** scholarship is paid by LUT on the first day of mobility. The staff signs a written agreement. Additionally, they have to send the following documents:

1. a copy or scan of a current passport, so that the personal data presented in all documents can be verified and proper spelling according to passport – applied;
2. a copy or scan of medical and accident insurance covering the period of travel and stay at LUT.

All above documents should be sent to appropriate OIE Officer www. bkm.pollub.pl/en

INTERNATIONAL STAFF WEEK

Lublin University of Technology invites administrative staff from partner universities for International Staff Week which is held twice a year. The programme is prepared by Office of International Education and announced on the website (www.bkm.pollub.pl/en). Language of instruction of the International Staff Week and documents completion is **ENGLISH**! The preliminary programme and deadline of application are announced few months before the event. Every participant must follow the application procedure described in the previous section.

LUBLIN IN BRIEF

Lublin is one of the cities you might have never heard of according to ***The Telegraph***. It is not a surprise, though that the same daily encourages tourists to pay a visit to this vibrant and multicultural city.

The city is located in the east of Poland, approximately 200 km from Warsaw and 300 km from Cracow. It is easily accessible from all directions thanks to the airport and a network of modern roads.

With its rich history and a dynamic academic community, Lublin hosts young and active people within its 70.000-strong student fraternity, including over 6300 foreign students. The citizen-student ratio is 5/1 (20%) and in the scale of the whole Lublin region, 80% of all students, gain their knowledge and experience in the city of Lublin.

Among several reasons why students choose Lublin, as their academic centre, the comfort of life and high educational standards deem to be the most significant ones. Lublin's universities are constantly updating their infrastructure, educational offer, research facilities and they strongly support students' scientific and non-scientific activity.

LUBLIN IN PRACTICE

TRANSPORT

Travelling around the city

Lublin city centre can be visited on foot. Before deciding on using any kind of transportation, check if your destination is within a walking distance. There are also many taxi companies in Lublin which are not expensive. You can call a taxi or go to taxi parking lots to get a taxi.

Public Transport

Lublin has one of four trolleybus networks in Poland, which include 10 trolleybus lines and over 50 bus lines appreciated by international students for its punctuality. Tickets can be bought at some bus stops (by using the ticket machines), several kiosks and shops (usually located near the bus stops), ticket offices and by using ticket machines in buses or from the drivers. With Student's ID students have 50% ticket discount. Moreover, it is affordable to get Electronic Ticket Card and to buy monthly tickets.

Notice!
Travelling without a valid ticket may result in a fine (up to 200 PLN).

Routes and timetables

There are two zones marked as Zone 1 (most bus routes) and Zone 2 (buses which travel to the city outskirts). Regular bus services are numbered from 001 to 085 and regular trolleybus services from 151 to 161. Night bus services are marked as N1, N2 and N3. Buses and trolleybuses operate from around 4 am to 11 pm (depending on the bus route). Night bus services run from 11 pm to 4 am every 60 minutes.

More info is available on ZTM website
www.ztm.lublin.eu/?sf_culture=en

Cycling

The best means of transport for short and medium distances in Lublin is a bicycle. Lublin has a well-developed cycling infrastructure and in 2014 Lubelski Rower Miejski (City Bike) started up its network of bicycles to rent. It is an alternative form of transport, allowing its users to move around the city. The network consists of over 950 bikes and over 95 stations and it's still growing.

More information about a price list and stations map is available on the website of City Bike www.lubelskirower.pl/en/.

Driving in Poland

In order to drive a car you need to have a valid driving licence. You may get a driving licence in Poland or use a EU driving licence. If you already have a licence from outside the EU, you must contact the authorities to issue a valid licence in the territory of Poland.

When driving please remember that:

- Poland is a right-driving country
- car insurance in Poland is obligatory
- you should always have with you your car insurance policy, your driving licence and a car emergency kit
- you and your passengers should always wear seat belts
- the car lights should be on during all day
- the maximum drink driving limit is 0.2 (grams per litre)
- all vehicles are required to use headlights all year round

Trains

If you want to visit other cities it is recommended to go by train. You may ask for itinerary at the Customer Service Point or buy tickets online. You will have to give the name of your destination station and approximate time of departure. If you are a student remember to show LUT's Student ID Card to get a discount. Information on tickets, prices and connections is available at the main station and on the Internet (www.pkp.pl).

FINANCES AND BUDGET

Living Expenses

Lublin is a fairly inexpensive place for students to live, compared with many other academic cities in Poland. Depending on your lifestyle you will probably require a minimum of 475 € per month (including rent) as given in the following example:

- LUT's Hall of Residence approximate rent: 100 €
- food: 200 €
- clothing: 50 €
- books: 50 €
- telephone and Internet: 35 €
- leisure time and sports: 40 €

Total approximately **475 €**

Of course the cost may be significantly higher or lower, depending on the accommodation, living expenses and how extravagant you are.

Remember PLN - Polish Zloty is the official currency!

Bank Account

It is recommended to open Polish bank account as exchange rates in cash machines are usually unfavorable. Many Polish banks open account to foreigners, the only thing you need is an ID or passport and address of correspondence to which the bank will be able to send you, for example, a debit card. LUT cooperates with one of the Polish banks and its branch is located on the campus. At the beginning of each semester the bank presents its offer to students and helps to complete all formalities to make the process of opening a bank account easier.

Climate

Poland has a moderate but changeable climate. In summer the average temperature is about 20°C, although the thermometer often clambers over the 30°C mark. In winter we often have a lot of snow and temperatures distinctly below zero, even to -25°C! You should think about bringing enough warm clothing, as well as sunglasses and shorts! If in your country the climate is much warmer then take into account in your budget expenses connected with buying extra clothes.

Shopping

Shopping hours vary considerably, depending on the type of shop. Bakeries usually open at 6.00 in the morning, supermarkets between 8.00 and 10.00 while department stores and boutiques in the city centre are not open until 9.00 or 10.00. In the evening, most smaller shops close around 6.00, supermarkets are open until 8.00 or 9.00 and shopping malls until 9.00 or 10.00. On Sundays, most shops in the city centre are closed, except for big shopping malls. In 2018 Poland introduced shopping Sundays which schedule must be checked online! The choice of food in Poland is vast. In the last few decades, foreign residents have contributed significantly to enhancing the Polish food market and you will find all kinds of international food shops and restaurants. Food shops vary considerably in terms of price and quality. In the University's neighborhood you will find some chain shops and local groceries. Due to the fact that LUT's campus is located in the city centre, it is not a long walk to get to a supermarket which offers international but also local food. Highly recommendable are the popular daily markets where you can buy fresh regional products

Catering

LUT's campus is located close to various bars and restaurants. Mechanical Engineering Faculty and Management Faculty run their own students' cafeterias, where you can eat reasonably priced home-made meals and meet other students and staff. You can also eat in a canteen which is run in one of the central buildings on the campus. The canteen is open. Mon – Sun 10 a m – 5 pm and offers breakfasts, lunches and dinners.

FREE TIME

Cinemas and Theatres

In Lublin you can find many cinemas and few theatres so if you like watching movies or plays you will find something to entertain yourself. Of course, Student's ID Card entitles you to ticket discounts. Cinemas range from art-house programs to more mainstream features at a multiplex. Moreover, cinemas offer additional discounts on specific days of the week.

The Juliusz Osterwa Theatre was built in 1886 by Lublin citizens who did that for "themselves" by investing only social money. The raising of the Theatre was an initiative of local intelligentsia, industrialists, merchants and landowners. It has struggled many obstacles during the First and the Second World War to be finally transformed into the National Theatre in 1949. Since then it has been regularly performing different plays including books from official reading lists, organising workshops for actors and allowing the visitors to see the building.

The Musical Theatre has been famous for its musical scene since 1947. It performs opera, operetta, musical and ballet plays. The Theatre is constantly working on its repertoire so that it suits a big audience.

The Old Theatre is the second oldest theatre in Poland. It is a place of different cultural events in Poland. It organizes plays, concerts, debates and classes for children. The building is on the list of the World Monuments Watch.

Leisure and Recreation

Lublin is a „green" city with numerous parks and open spaces. The surrounding countryside provides lots of opportunities for heading out of the city and retreating to places of natural beauty and historical interest. The Roztocze Region, the towns of Kazimierz Dolny, Zwierzyniec and Zamosc are all within an hour's drive and can be reached by public transport.

https://www.lublin.eu/en/

Festivals

Different festivals make the streets of Lublin lively. The events give visitors a chance to have direct contact with artists and their music creative output, good literature and art. The spectators appreciate concerts, street vernisages, music phenomena and street performances of illusionists. Thanks to various events in the city spectators have a chance to acquire culture and art by chance. Lublin doesn't forget about tradition. During many events the traditional culture is represented by music, dance and songs. Festivals in Lublin have special atmosphere and energy during which the spectators become a part of events.

HEALTHCARE

HEALTH INSURANCE

Students from the EU/EFTA countries

Students from the EU/EFTA countries who hold valid medical insurance in the national insurance system of their country should acquire the European Health Insurance Card (EHIC) before coming to Poland. It should be valid for the entire period of stay in Poland. Detailed information about the insurance in the National Health fund is available on the website www.nfz.gov.pl

Students from outside the EU/EFTA

Students from the non-EU/EFTA countries should purchase health insurance prior to their arrival in Poland. It should be valid for the entire stay. The insurance policy may be issued by any insurance company. Otherwise, students are required to conclude an agreement for voluntary health insurance in the National Health Fund immediately after the beginning of the studies.

Voluntary health insurance in the National Health Fund

A patient covered by the voluntary health insurance is entitled to healthcare services on the same rights as a person insured by the National Health Fund (NFZ). The lack of health insurance may result in an obligation to cover the full costs of healthcare services in the case of illness or a necessity to receive immediate medical help.
In order to conclude an agreement for voluntary health insurance, you have to visit a relevant NFZ Department where you can fill an application. Necessary documents:

- identity document (ID card, passport),
- residence card or a residence permit for a fixed period of time,
- PESEL [*National Identification Number*],
- University entrance certificate.

MEDICAL CARE

State healthcare services in Poland are financed from public funds. However, there is also a well-developed network of private health services.
Students from the EU/EFTA countries who hold valid European Health Insurance Card (EHIC) are entitled to use healthcare services financed from public funds in Poland. For general information concerning access to health care during a temporary stay in Poland please visit the website www.nfz.gov.pl
Students who possess health insurance issued by an insurance company may use the healthcare services according to the regulations specified in the contract between the student and the insurance provider. The contract specifies the type and amount of health care costs that will be covered by the health insurance provider. The insured may be obliged to obtain authorization prior to medical service occurring or to pay for the service and only then have the cost reimbursed by the health insurance company.
It is also possible to use state or private healthcare services without presenting valid EHIC Card or other proof of health insurance. The students will have to cover the costs themselves. If the student decides to use private medical care services it is recommended to contact the medical unit directly.

Medical emergency situations

In case of an emergency such as an accident, a life-threatening condition, injury, childbirth, sudden disease or health deterioration, you should call an ambulance or go to a local hospital. In such an event the necessary medical rescue services will be provided. Remember that in hospital you must present valid EHIC Card or other proof of health insurance. Otherwise, the cost of treatment must be covered from your own funds.

Emergency telephone numbers:
112 - European Emergency Telephone Number
999 - Ambulance
998 - Fire brigade
997 – Police

IMMIGRATION REQUIREMENTS

All foreigners (EU and non-EU) need to legalize their stay in Poland. There are several possibilities, depending on the purpose and period of visit. A visa or Schengen visa is required to visit Poland. If you plan to immigrate to Europe and reside in Poland for a long period of time – you need a residence permit, which can be acquired on the grounds of getting an education. Third-country citizens holding long term visas may stay in the Republic of Poland for more than 90 days and they should apply for residence permit.

The Republic of Poland is a member state of the Schengen area. Countries of the Schengen Agreement have abolished passport and immigration control at their common borders and for travel between their member states. Member countries also recognize Schengen visas issued by other Schengen states. On the outer border, or upon first entry to the Schengen area, normal immigration control procedures apply, however admission to any Schengen country is considered admission to the whole Schengen area (all member countries), with no further immigration checks needed.

Foreigner's legality of stay on Polish territory may be checked and it consists of requesting the foreigner to present documents or permits authorizing him to stay in Poland, the financial means necessary to cover the costs of the stay and documents confirming the fact of having health insurance.

Institutions authorized to carry out this kind of control are:

- officers of the Customs Service;
- Border Guard Service officers;
- Police officers;
- authorised employees of the Office for Foreigners;
- authorised employees of the Voivodeship Office

It is recommended to carry your ID/passport and medical insurance with you in the event of control activities!

Visa Extension

Please remember that the final list of requirements and necessary documents may be changed by the administrative bodies and before you apply for a visa extension you should always consult a particular office for information.

The validity period of the Schengen visa for foreigners residing on the territory of the Republic of Poland issued by the Polish authority or the authority of another Schengen state, valid also on the territory of Poland, can be extended as well as the length of stay covered by this visa, if presented proof of important reasons justifying extension of the validity period or the period of stay.

A foreigner who intends to extend the period of their residence on the basis of the Schengen visa shall submit a filled application form for the extension of a visa and additional documents listed below to the voivodeship office with a jurisdiction over the foreigner's place of residence, no later than on the day of expiration of the period of legal residence on the territory of the Republic of Poland.

The extension of a visa for important personal reasons is subject to a stamp duty in the amount of the equivalent of 30 Euro.

The document is issued within one month.

Necessary documents:

1. Application form completed in accordance with provided information;
2. 1 photograph
3. Photocopy of a valid travel document (original available for inspection).
4. Document that confirms the reason of a visa extension (confirmation of your student status).

Information from www.udsc.gov.pl/en

Working in Poland

As a member of the EU, Poland gives its citizens and EEA (EU + Norway, Liechtenstein, Iceland and Switzerland) citizens a free access to the labour market. If you are not a citizen of EEA, you need to apply for a job permit to be able to work legally in Poland. It is necessary to know that you cannot do it personally, but you should make sure your future employer follows the procedure accordingly. There are several types of work permits and they depend on the type of work and the period of time it will be performed.

How to get to Lublin

Most of students reach Poland by flying to Warsaw - Warsaw Chopin Airport or Warsaw Modlin Airport. It is also possible to fly to Lublin Airport, but remember that it operates a limited number of destinations and it may be necessary to have additional transfer at one of European airports during your travel. From Warsaw airports you may travel directly to Lublin by a carrier, or get to the city centre and then travel by train, bus or a carrier.

The details concerning the travel from Warsaw to Lublin are available on the website of the Office of International Education.

To get from Lublin city centre/rail or carrier station to Lublin University of Technology it is best to take a taxi or public transport. From the station you should get to Nadbystrzycka Street and get off at „Politechnika 01" stop which is located in front of the campus. You can buy a ticket on the bus or at several sales points close to the Bus or Train Stations. For more information on public transport in Lublin visit the website www.mpk.lublin.pl

Accommodation

Erasmus+ students may be accommodated in the Students' Residence Halls at the University Campus area. The condition of acceptance for accommodation is filling an online application for accommodation. Only students who have been accepted for studies can apply for accommodation. Please remember that the number of places in the Hall of Residence is limited and the acceptance within Erasmus+ Programme does not mean the automatic acceptance of accommodation.

Rooms are equipped with beds, desks, desk lamps, wardrobes, kitchen annex, bedding, bed lining. One kitchen and shared bathroom per floor are at students` disposal. Each room has Internet connection. Residents are responsible for all the items submitted to them. Room service is not provided.

University has a right to reject an application for accommodation if students send their application documents after the deadline of application within Erasmus+ Programme or due to accommodation place limit.

Students whose applications are not successful are advised to contact estate agencies in Lublin (www.dom.gratka.pl/biura-nieruchomosci/lubelskie-lublin-1-r-m-st.html) or their buddies who will help them to find other accommodation in Lublin.

Please email ESN LUT esnlut@pollub.pl to get contact data to your buddies.

USEFUL LINKS

- **LUBLIN UNIVERSITY OF TECHNOLOGY**
  www.pollub.pl - main website of LUT

- **INFORMATION ON POLAND**
  www.polska.pl - the official promotional website of the Republic of Poland
  www.poland.travel - the official travel website of the Republic of Poland
  www.msz.gov.pl - the official website of the Ministry of Foreign Affairs

- **INFORMATION ON LUBLIN AND THE REGION**
  www.lublin.eu/en/lublin/news - the English language website of the Municipality of Lublin City
  www.lubelskie.pl - information on the region
  www.lublintravel.pl - information on sightseeing in Lublin
  www.lublin.today - an online magazine from Lublin published in three languages
  www.hf.org.pl - information on integration including ***Welcome to Lublin*** project supporting foreigners

- **INFORMATION FOR INTERNATIONAL STUDENTS**
  www.esn.pl - the website of Erasmus Student Network
  www.go-poland.pl - information about studying in Poland
  www.studyinpoland.pl - the official website of the Study in Poland programme
  www.enic-naric.net/poland.aspx - information on recognition of academic and professional qualifications
  www.udsc.gov.pl - the official website of the Office for Foreigners
  www.ec.europa.eu/programmes/erasmus-plus - the official website of the Erasmus+ programme
  www.erasmusplus.org.pl/in-poland - Erasmus+ in Poland main site
  www.careersinpoland.com - information on jobs in Poland for foreigners

STUDENTS' CHECKLIST

BEFORE YOU COME TO LUT

Check if you completed all the application steps!

- ☐ **Application documents** (application form, LA, English certificate, passport/ID, insurance);
- ☐ **Letter of acceptance;**
- ☐ **Visa arrangements;**
- ☐ **Accommodation;**

Check the exact date of WELCOME MEETING and then arrange your travel tickets!

WHEN YOU ARRIVE AT LUT

- ☐ **Go to the WELCOME MEETING;**
- ☐ **Register at Office of International Education and Dean's Office;**
- ☐ **Meet your Faculty Coordinator;**
- ☐ **Legalize your stay in Poland.**

BEFORE YOU LEAVE

- ☐ **Visit Office of International Education and check if there isn't any document missing;**
- ☐ **Get necessary signatures (Clearance Sheet);**
- ☐ **Get your Certificate of Attendance;**
- ☐ **Remember to collect your Transcript of Records from the Dean's Office.**

STUDENT LIFE AT LUT

LUT Ballroom Dance Formation GAMZA

Polish University Sports Association Academic Club

LUT Folk Dance Group

LUT Yacht Club

Publisher:
Lublin University of Technology
Office of International Education
Nadbystrzycka 42a
20-501 Lublin
Poland
phone: +48 81 538 4703
fax: +48 81 538 4792

email: lut.international@pollub.pl
website: www.bkm.pollub.pl

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Study at LUT!

Erasmus+

Office of International Education
Lublin University of Technology

POLITECHNIKA LUBELSKA