

**LUT's QUALIFICATION PROCEDURE FOR INCOMING STUDENTS IN THE FRAME  
OF ERASMUS+ PARTNER COUNTRIES MOBILITY**

**(The Balkans, Eastern Partnership, Africa, Russia, Asia, Latin America)**

**project no. 2018-1-PL01-KA107-049190**

1. The Qualification of incoming students from partner countries takes place at the Departments of Lublin University of Technology according to the Rector of LUT Regulation No. R 25/2015 of 13 April 2015 on the conditions and procedures of accepting foreign students under Erasmus + Programme, other international programs and bilateral agreements.
2. Student's mobility can be implemented with the Universities from the partner countries which have a valid inter-institutional agreement with Lublin University of Technology. The list of signed agreements is available on the website of the Office OF International Education at LUT. The qualification procedure takes place according to the financial agreement between Foundation for the Development of the Education System and LUT, agreements signed by LUT (department) and sending institutions including terms defined in these agreements.
3. In order to participate in the programme, students must have 1<sup>st</sup> or 2<sup>nd</sup> degree status depending on the sending institution.
4. The student's mobility for studying or for traineeship under Erasmus+ or Erasmus Mundus programme during 1<sup>st</sup> or 2<sup>nd</sup> cycle studies cannot exceed 12 months in total.
5. Student's application form is to be provided by sending institution after completing the first stage of qualification according to procedures defined by the sending institution. The rules should highlight that during the qualification procedure, information concerning the grade average and the knowledge of the country's language to which student is applying for or in which classes will be conducted, must be provided. In the case of students who fulfil the criteria at the same level, special attention will be given to disadvantaged students from poor socio-economic background.
6. The Sending University will prepare a waiting list of candidates. In case of the resignation of pre-qualified candidates, the University nominates another person from the waiting list.
7. The protocols of the qualification procedure containing a list of pre-qualified candidates along with the Application Forms are forwarded to the Office of International Education at LUT.
8. In order to take part in the qualification procedure at LUT, students from partner countries (The Balkans, Eastern Partnership, Africa, Russia, Asia, Latin America) must complete the Application Form and Learning Agreement available on the website of Office of International

Education. What is more, students must submit a confirmation of English language skills (minimum "communicative," or B1 according to CEFR - Common European Framework of Reference for Languages), a photocopy of Passport, and a photocopy of health insurance document.

9. The student concludes health insurance on his/her own and covers its costs. Additionally, the student covers the costs related to getting visa.
10. Learning Agreement terms enable student to complete one or two semesters consistent with the student's field of study.
11. Student should complete 30 ECTS per semester
12. The deadline for submitting the documents is 15 June for winter semester and whole academic year and 30 November for summer semester.
13. Lists of incoming students to LUT under Erasmus + programme mobility with partner countries (Balkans, The Eastern Partnership, Africa, Russia, Asia, Latin America) are established by coordinators of LUT and partner universities, on the basis of applications handed to Office of International Education of LUT. The application of foreign student is accepted by: department coordinator and Vice Dean for students affairs of particular department, signing Learning Agreement and application form.
14. The information about acceptance of student (letter of acceptance) will be sent via email to the coordinator responsible for the qualification procedure in partner university and to the student.
15. Qualified students must report themselves directly to the Office of International Education of LUT to confirm the arrival to LUT and the completion of other formalities described in the implementation rules for incoming students under Erasmus + - mobility with partner countries (The Balkans, Eastern Partnership, Africa, Russia, Asia, Latin America).
16. The other rules concerning incoming students from partner countries (Balkans, The Eastern Partnership, Africa, Russia, Asia, Latin America) under Erasmus + Programme, are regulated by the Rector of LUT Regulation No. R 25/2015 of 13 April 2015 on the conditions and procedures of accepting foreign students under Erasmus + Programme, other international programs and bilateral agreements.
17. Qualification of incoming students under the Erasmus + Programme can be subject to minor changes in the event of the additional guidance from the Foundation for the Development of the Education System.