



STUDENT MOBILITY FOR STUDIES

PARTNER COUNTRIES PROJECTS

APPLICATION STEPS

- Promotional activities at the Sending University
- Qualification at the Sending University
- Sending protocol and application documents to LUT
- Qualification at LUT
- Letter of Acceptance issued by LUT and sent to the Sending University
- Student's arrival at LUT

PROMOTIONAL ACTIVITIES

- Placing promotional information on the web page, social media and on the information boards
- If possible, other promotional activities:
 - organizing information meetings
 - issuing leaflets, posters
 - Organizing individual consultations for the students

STUDENTS MOBILITY – FIELDS OF STUDY

Faculties at LUT:

1. Faculty of Environmental Engineering
2. Faculty of Management
3. Faculty of Fundamentals of Technology
4. Faculty Mechanical Engineering
5. Faculty of Electrical Engineering and Computer Science
6. Faculty of Civil Engineering and Architecture

Students should choose the courses from the faculties/fields specified in the interinstitutional agreement. The information on courses is available in the ECTS catalogues (<http://bwm.pollub.pl/indexen.php?id=780>).

CLASSES ONLY IN ENGLISH LANGUAGE

QUALIFICATION PROCEDURE AT THE SENDING UNIVERSITY

The purpose of student's mobility is to participate in the courses at LUT. The project does not provide internship mobility.

The Sending University should specify the qualification criteria and inform the candidates. The obligatory and additional criteria are specified below.

LUT will send to you very soon detailed information about qualification, implementation and financial procedure for this project.

FIRST STAGE OF QUALIFICATION AT THE SENDING INSTITUTION – CRITERIA:

- Students of **Bachelor** and **Master degrees** only (obligatory)
- **English** – spoken and written skills minimum of B1 level according to CEFR (obligatory)
- **Grade point average** (obligatory)
- ADDITIONAL CRITERIA i.e: membership in science clubs or associations, participation in conferences and other mobility programmes etc. (it is up to the sending institution to include the criteria or not)
- 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

INFORMATION ABOUT MOBILITY CAPITAL STATEMENT

A student can benefit of an exchange abroad with Erasmus+ multiple times, but the total time abroad may not exceed 12 months within one cycle of study:

- max. 12 months at 1st level – bachelor studies
- max. 12 months at 2nd level – master studies

Prior experience as Erasmus Mundus scholarship holders counts towards the 12 months per study cycle.

Example: student participated 4,5 months in Erasmus+ mobility for studies with an EU University during Bachelor Studies. His Mobility Capital is now 7,5 months ($12 - 4,5 = 7,5$). During Bachelor Studies he/she is still eligible for at least 1 semester abroad.

QUALIFYING COMMITTEE AT THE SENDING UNIVERSITY

Each university must appoint a qualifying committee. The committee will select candidates in accordance with the qualification criteria and send the information to Mrs Anna Radziszewska, MA (a.radziszewska@pollub.pl, phone: +48 81 538 47 90, fax +48 81 538 47 92):

1. THE PROTOCOL OF RECRUITMENT (minutes)
2. LIST OF PRESELECTED CANDIDATES
3. STANDBY LIST IN CASE OF UNFORSEEN CHANGES

QUALIFICATION PROCEDURE AT LUT

FORMS AD LINKS

AFTER THE QUALIFICATION AT THE SENDING INSTITUTION TO START PROCEDURE AT LUT WE REQUIRE DOCUMENTS TO BE SENT VIA EMAIL (SCANS ARE SUFFICIENT):

1. Application Form of LUT

<http://www.bwm.pollub.pl/erasmusplus-af.en>

(available from **until November 30th** for the next summer semester 2017/2018);

2. Learning Agreement 2017-2018 <http://www.bwm.pollub.pl/forms.en>

ECTS Catalogues 2017-2018 of particular faculties contain necessary information about the courses and study criteria) are available here: <http://bwm.pollub.pl/ects-1718.en.en>

The maximum number of credit points per semester is 30 ECTS.

!!! The Application Form ad Learning Agreement should be signed by both student and the coordinator at the Sending University before sending them to LUT.

3. Language confirmation (B1 according to CEFR - Common European Framework of Reference for Languages)

The confirmation can be issued by a proper unit at the sending university and confirmed by a language instructor/coordinator or other person in charge.

4. Passport copy

5. Insurance copy (The health **insurance** for the period of studies covering expenses of medical care and accident insurance.

!!! Valid health insurance is obligatory to get visa (the cost of visa and insurance is paid by the student).

QUALIFICATION PROCEDURE AT LUT - STEPS

1. ACCEPTANCE OF CANDIDATES AT LUT BY:

- FACULTY COORDIATORS
- VICE-DEANS FOR STUDENTS AFFAIRS OF EACH FACULTY

2. **LETTERS OF ACCEPTANCE** ISSUED AND SENT TO STUDENTS AND TO PARTNER UNIVERSITIES VIA EMAIL

3. ACCEPTED STUDENTS **OPEN VISA PROCEDURE** IN THEIR COUNTRIES USING LUT'S LETTERS OF ACCEPTANCE IN A POLISH EMBASSY OR CONSULATE.

- SUCH PROCEDURE USUALY TAKES UP ABOUT 2 WEEKS.
- CANDIDATES SHOULD **REQUEST FOR NATIONAL STUDENT VISA TYPE D.**



ACADEMIC CALENDAR

4th week of February 2018 (20.02.2018)

Welcome Meeting

3rd and 4th week of February

Free intensive Polish Language Course

February - June

Faculty Classes in English

Mid June – End of June

Exams

May - June

Farewell Meeting

LEGAL STAY IN POLAND OF NON-EU CITIZEN

TEMPORARY REGISTRATION RESIDENCE

- In 4 days from the date of arrival

Place: Lublin Town Hall
14 Wieniawska Street

- Form „Zgłoszenie czasowego pobytu” [Temporary Residence Registration Form] and a passport copy

No fees!

SCHOLARSHIP RATES

Country	Name of the University	Monthly individual support	Daily individual support	Lump sum -travel expences
Algeria	University of Tlemcen	750 EUR	25 EUR	360 EUR
	University of Mostaganem			
Brazil	Fundacao Universidade Do Amazonas	750 EUR	25 EUR	1100 EUR
Indonesia	University of Muhammadiyah Malang	750 EUR	25 EUR	1100 EUR
Cambodia	Royal University of Phonm Phen	750 EUR	25 EUR	1100 EUR
Kazakstan	Kazakh National Research University after K.I. Satapayev	750 EUR	25 EUR	820 EUR
Kyrgyzstan	Osh Technological University	750 EUR	25 EUR	530 EUR
Morocco	Ibn Tofail University	750 EUR	25 EUR	530 EUR
	University Moulay Ismail	750 EUR	25 EUR	360 EUR
	Abdelmalek Essaâdi University			
Panama	Universidad Technologica de Panama	750 EUR	25 EUR	1100 EUR
Russian Federation	Penza State University	750 EUR	25 EUR	275 EUR
	Peoples' Friendship University of Russia			
	Kuban State University			
Tunisia	Universitz of Sfax	750 EUR	25 EUR	360 EUR
Ukraine	National Universitz of Water managment and Nature Resources Use	750 EUR	25 EUR	275 EUR

The financial support for the mobility period is given in 2 installments.

The total amount of the scholarship will be calculated after the arrival of the student to LUT

FINANCIAL PROCEDURE

- GRANTS FOR INCOMING STUDENTS WILL BE TRANSFERRED IN € TO THEIR BANK ACCOUNTS OPEN IN A POLISH BANK UPON ARRIVAL.

The Financial Agreement (4 copies – 2 in Polish and 2 in English)

The financial support for the mobility period in 2 installments:

- 70 % - at the beginning
- 30 % - by the end of stay

(detailed terms of payment in the Financial Agreement)

- Submission of the on-line EU survey

!!! STUDENT'S STAY AT LUT CAN BE REDUCED UP TO 5 DAYS AND THIS WILL NOT CHANGE THE AMOUNT OF THE GRANT.

OFFICE OF INTERNATIONAL EDUCATION

WEBSITE: [HTTP://WWW.BWM.POLLUB.PL](http://www.bwm.pollub.pl)

The screenshot displays the website for the International Exchange Office at Lublin University of Technology. The header features the office's logo and name, along with navigation links for 'Recommend', 'Site map', 'Contact', 'Home Page of LUT', and 'Polish'. A search bar is positioned on the right side of the header.

The main content area is titled 'Campus news' and includes a large photograph of a diverse group of international students smiling. Below the photo, the 'Campus news' section lists several announcements:

- Application for the academic year 2016/17 is open now!**
The online Application Form and ECTS Catalogue are available now.
- City Walk - Lublin**
City Walk - Lublin for beginners
- Changes to Learning Agreement**
Changes to Learning Agreement
- Free walking SPECIAL tour in Lublin for ERASMUS STUDENTS**
- Erasmus Day Organisational Meeting**
ERASMUS DAY - MEETING
- Welcome Meeting - Faculty of Mechanical Engineering**
Welcome Meeting - Faculty of Mechanical Engineering

On the left side, a vertical menu provides navigation options: 'About us', 'Campus news', 'Erasmus+', 'Bilateral agreements', 'FSS Programme', 'Erasmus Mundus', 'Eastern European University', 'Full degree studies', 'Gallery', 'Practical Information', and 'Evaluation'. The 'Evaluation' section includes links for 'Evaluation form - studies' and 'Evaluation form - placement'.

On the right side, there is a 'LOGIN' section with input fields for 'Login:' and 'Password:', a 'Login' button, and links for 'Forgot your password?' and 'Not a member? Sign up now!'. Below the login section are logos for 'ESN LUT LUBLIN UNIVERSITY OF TECHNOLOGY', 'Erasmus+', 'FSS', 'eea grants' and 'norway grants', and 'fnse'.

PRACTICAL AND INTERCULTURAL INFORMATION

From getting around the city to the weather conditions and sport clubs – please explore the guide to get (almost) all the practical information you need to start your adventure in Poland and in Lublin!

<http://bwm.pollub.pl/en-practicalinfo.en>

More information on Poland and Lublin:

<http://bwm.pollub.pl/en-generalinformation-links.en>

ACCOMMODATION

LUT'S HALLS OF RESIDENCE

4 co-educational Halls of Residence

- situated in the campus area
- triple rooms, equipped with washbasins, shared bathroom and kitchen on the floor, laundry room,
- direct Internet access



APPLICATION FOR ACCOMMODATION AT LUT

- Application form:

<http://bwm.pollub.pl/app%20accom.en>

- Confirmation of accommodation by email.

Deadline: November 30th

- Documents to be signed after arrival in the Hall of Residence:
 - Resident's Registration Card
 - Acceptance Protocol

ACCOMODATION - RULES

- **Payment:** around 2000 PLN (it will be specified at a later date)
- **Fee:** for the whole semester paid in advance within 7 days of signing the Resident's Registration Card.
- **Ways of payment:**
 - wire transfer
 - in cash at the reception desk of the Hall of Residence.

Outside of period from **15.02.2018 – 28.06.2018** room charge is:

- up to 14 days 54 PLN/person/day
- above 15 days 37,80 PLN/person/day)

Early cancellation of stay: before the end of a semester: a fee is charged for a month in which the cancellation is made and for the following month. The remaining amount will be refunded to a student within two weeks from the date of cancellation.

- Any damage of equipment causes financial liability.

OTHER STUDENT ACCOMMODATION IN LUBLIN

Private Halls of Residence near LUT

- „BURZUJ”

<http://burzujlublin.pl/oferta>*

-

„TBV”

- <http://www.akademiki.tbv.pl/dom-studencki-przy-ul-nabystrzyckiej/?lang=en>*

*LUT provides the above links to Internet sites maintained by other third parties as a convenience only. LUT does not operate or control in any respect, any information, products or services available on Third Party Sites, and LUT is not responsible for any information provided at any Third Party Sites.

Estate Agencies

- <http://www.anma.com.pl/>*
- <http://www.lbn-nieruchomosci.pl/>*



GRADING SYSTEM OF LUBLIN UNIVERSITY OF TECHNOLOGY

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

RECOGNITION

- THE SENDING UNIVERSITY UNDERTAKES TO ACCEPT ALL ACTIVITIES INDICATED IN THE LEARNING AGREEMENT AS COUNTING TOWARDS THE DEGREE, PROVIDED THESE HAVE BEEN SATISFACTORILY COMPLETED BY THE STUDENT.
- The Sending University should fully recognise the total number of ECTS credits contained in Table B of Learning Agreement and count them towards the student's degree, without the need for the student to take any further courses or exams.
- Where applicable, the Sending University will convert the grades received by the student at LUT, taking into account the grading system of LUT. The Sending University will provide a Transcript of Records (Table D) to the student and LUT (Ms Anna Radziszewska), normally within five weeks after having received the transcript of LUT. Ms Radziszewska will send detailed information on how to prepare table D.

UNIVERSITY OF TURKU - Erasmus+ RE Learning Agreement for students 2016

Erasmus+ Higher Education Learning Agreement form

TRANSCRIPT OF RECORDS AND RECOGNITION AT THE SENDING INSTITUTION

THE SENDING INSTITUTION'S TRANSCRIPT OF RECORDS

STUDENT'S NAME:

FACULTY AT THE SENDING INSTITUTION:

SENDING INSTITUTION:

Start and end dates of the study period:

from till

Table D: Academic outcomes at the Sending Institution

Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent)	Grades registered at the Sending Institution (if applicable)
		Total:	

Signature of responsible person in Sending Institution and date

CAMPUS MAP

