

Lublin University of Technology



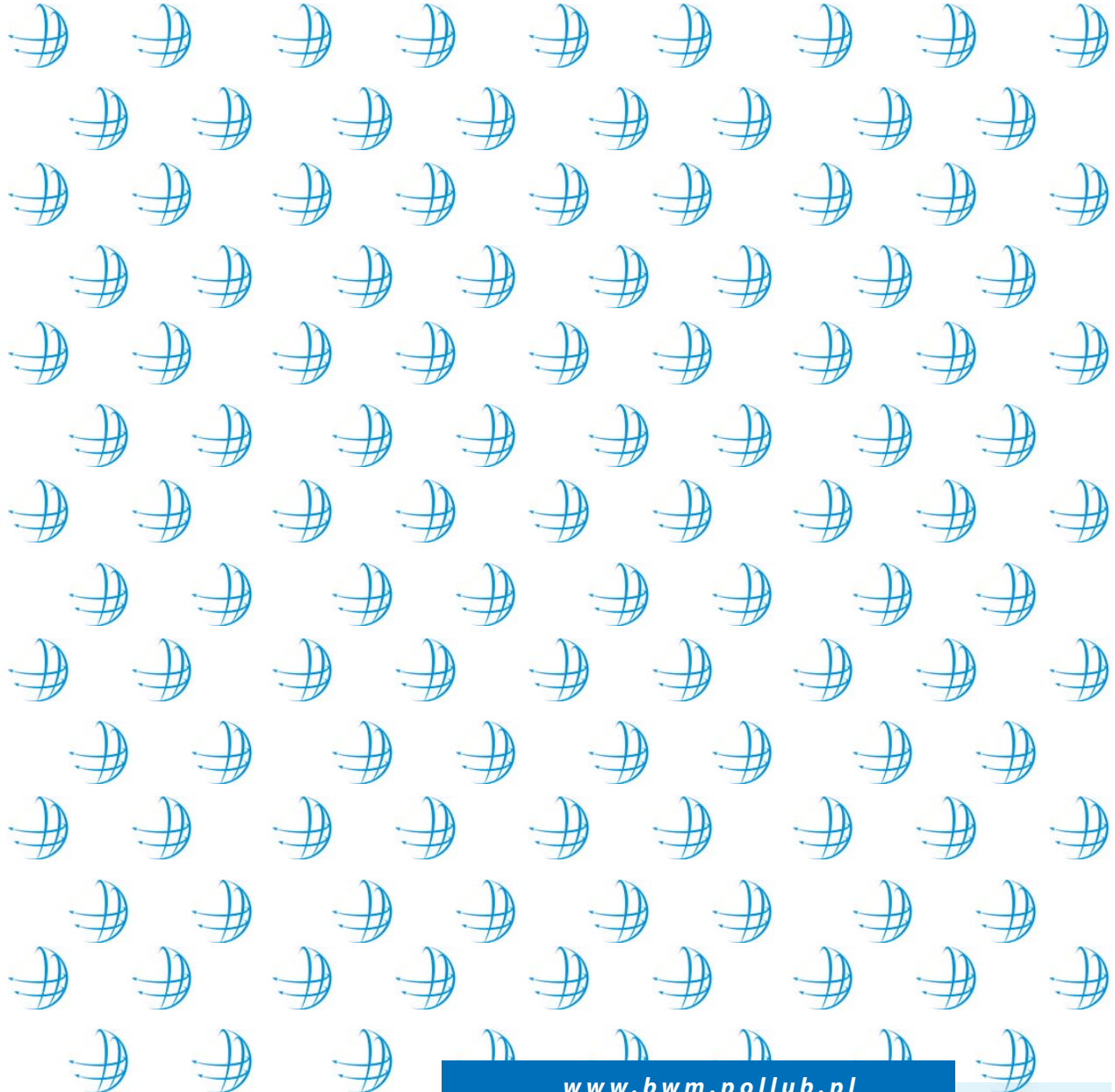
GUIDE



International
Exchange Office

Lublin University of Technology

www.bwm.pollub.pl





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We cordially invite you to come to our university and very much hope that your stay will be a rewarding and enriching experience both academically and in terms of your personal life and development.

DEAR CANDIDATES,

Studying abroad is always a challenging experience and one that will benefit you throughout your life. You will become acquainted with a different academic tradition, you will meet students and staff from all over the world and you will encounter a variety of new ideas and perspectives.

This guide is designed to give you an idea of what it is like to study at Lublin University of Technology. It also covers all you need to know in order to prepare you for your stay in Lublin. If you have further questions please contact the International Exchange Office.

We look forward to meeting you.

Your International Team



THE CITY OF LUBLIN

Being an important town since the Middle Ages, Lublin retains impressions of each passing age, from the medieval Holy Trinity Chapel and the 17th century Krakowska Gate to modern shopping streets and leisure facilities.

Lublin's history dates back to the 13th century, when it was a market settlement and a crossroad of major foreign trade routes. Not too many cities in Poland have such picturesque old towns as the one of Lublin. Lublin's historic city image has survived in its unique downtown street layout and in many of its architectural monuments. The city's landmark, the Holy Trinity Chapel, that holds a European Heritage Mark, is still a tangible symbol of two great cultures – Eastern and Western – intertwining with each other.

Today, the city of culture-crossing is a lively modern town and the capital city of the Lubelskie Voivodeship. With a population of about 350,000 inhabitants and about 100,000 students it is big enough to feel cosmopolitan and still small enough not to be overwhelming. It is a friendly place, easy to get to know, yet still capable of holding surprises even after having lived here for many years.

MUSIC AND THEATRE

Lublin's cultural life is rich and varied. The Theatre of Juliusz Osterwa and Philharmony of H. Wieniawski in Lublin offer drama, dance, music and opera. A great number of festivals and cultural events throughout the year attract well-known names in drama, film, classical and rock music. Various small theatres provide more alternative and experimental productions.





General Information

CINEMAS AND NIGHTLIFE

Cinemas range from art-house programs to more mainstream features at a multiplex. There is a great variety of bars, pubs and nightclubs. Some of them have live music and as the town is so well populated by students, you will find that many places offer student discounts.

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.

Lublin
www.lublin.eu/en





INTERNATIONAL EXPERIENCE

The cultural diversity on the campus enriches the experience of all students and staff, both those from abroad and from Poland.

Lublin University of Technology has established educational links with a great number of universities abroad. Official cooperation agreements exist with universities in Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, France, Greece, Norway, Spain, The Netherlands, Lithuania, Latvia, Germany, Portugal, Romania, Slovakia, Slovenia, Sweden, Turkey, Hungary, Great Britain and Italy. Within the framework of Erasmus+ Program we collaborate with more than 150 universities all over Europe. Today, out of a total student community of over 11,000, there are almost 300 non-Polish students from different countries studying here within the frames of Erasmus+ and Erasmus Mundus programs as well as other international educational programs. Also, there are more than 300 international students who study in Polish, mainly from Ukraine and Kazakhstan.

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.

-- INTERNATIONAL EXCHANGE OFFICE

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



**International
Exchange Office**
Lublin University of Technology



General Information

International Exchange Office, Lublin University of Technology

Nadbystrzycka 42 a
Dorm No. 4, Room No. 9
20-501 Lublin/ Poland
www.bwm.pollub.pl



Celina Handzel, PhD

- Erasmus incoming students
- academic matters;
- Bilateral agreements
- incoming students
- academic matters.

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Marcin Zuk, MPhil – Office Coordinator

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- Erasmus placements to LUT;
- Bilateral agreements (placements).

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ERASMUS STUDENT NETWORK

Erasmus Student Network is one of the biggest students' associations in Europe. The main focus of ESN is placed on exchange students who face problems in their new environment. ESN supports interchange between local and international students.

STUDENTS FOR STUDENTS

ESN LUT, as a local branch of ESN Poland, offers help in academic, social and practical integration process. It is mainly done through activities which include cultural and social events such as trips, sports tournaments, parties, buddy groups and language projects. Additionally, we have introduced a "Peer Student" Program, through which international students can find a 'peer student' who can always lend a helping hand when getting to grips with life in Lublin.

Erasmus Student Network (ESN)
Lublin University of Technology
Nadbystrzycka 42 a
20-501 Lublin/ Poland
Room No. 1103 (11th floor)
tel.: +48 81 53 84 791
fax: +48 81 53 84 792
email: info.lut@esn.pl
www.lut.esn.pl
www.facebook.com/esn.lut.lublin





FACULTIES AND FIELDS OF STUDY IN POLISH

The following list provides an overview of the faculties and fields of study offered at Lublin University of Technology in Polish:

FACULTY OF MECHANICAL ENGINEERING

- Mechanics and Machinery Construction
- Materials Engineering
- Mechatronics (altogether with Faculty of Electrical Engineering and Computer Science)
- Management and Production Engineering (altogether with Faculty of Management)
- Transport
- Biomedical Engineering
- Production Engineering

FACULTY OF ELECTRICAL ENGINEERING AND COMPUTER SCIENCE

- Electrical Engineering
- Computer Science
- Mechatronics (altogether with Faculty of Mechanical Engineering)

FACULTY OF CIVIL ENGINEERING AND ARCHITECTURE

- Civil Engineering
- Architecture

FACULTY OF MANAGEMENT

- Management
- Management and Production Engineering (altogether with Faculty of Mechanical Engineering)

FACULTY OF FUNDAMENTALS OF TECHNOLOGY

- Mathematics
- Technical and Computer Science Education

FACULTY OF ENVIRONMENTAL ENGINEERING

- Environmental Engineering
- Technical Physics
- Environmental Protection
- Renewable Energy Sources Engineering





MAIN RESEARCH AREAS

Lublin University of Technology places a high emphasis on its research activities. It is well classified within the disciplines of engineering and natural sciences.

Lublin University of Technology is situated in an academic city. All five state universities which are seated in Lublin have research institutes and contribute to the research conducted in the city. The high density of academic facilities in the region provides excellent conditions for interdisciplinary work and technology transfer. Research at LUT is defined by high standards, innovation and international perspectives. The University actively participates in many international research collaborations. Post-graduate students can benefit from a wide range of opportunities to pursue research projects leading to a doctoral degree.

Faculty of Mechanical Engineering conducts research within the scope of:

- Computer-aided optimal modeling, analysis and construction draft of machines and mechanisms
- Modeling and optimization of complex processing systems of high level of automation, their organization and quality management
- Physical properties of surface layer and geometrical accuracy of surface of machine parts achieved as a result of machine excellence processes, tools and technological processes





- Optimization of machine construction for process engineering, food engineering and environment protection tools construction, with the special focus on quality and energy consumption of processes and ecology aspects
- Construction optimization, utilization and production technology of car vehicles
- Vibration of non-linear systems, modeling of issues within materials mechanics and construction stability
- Influence of technological-organizational-utility factors on the parameters of production systems

-----Faculty of Electrical Engineering and Computer Science conducts research within the scope of:

- Plasma technology
- Superconductivity
- Optoelectronics
- Computer networks
- Renewable energy sources
- Electro-energetic safety
- Electrochemistry
- Ion implantation
- E-economy
- Rational energy consumption

-----Faculty of Civil Engineering and Architecture conducts research within the scope of:

- Influence of technology and utility factors on technical properties and persistence of constructions and building materials
- Optimization of road structure state estimation
- Static work and sketch of homogenous and joint reinforced concrete elements
- Creation of algorithm of use of historical buildings which were adopted to modern functional use, in compliance with conservatory and technical conditions
- Modeling of preservation of composite materials and engineering constructions under mechanical and thermal load



Faculty of Environmental Engineering conducts research within the scope of:

- Water and sewage treatment processes
- Methods of management of sewage and sewage sediment
- Transportation and mixing of heavy metals in the environment
- Persistent Organic Pollutants in the environment
- Heavy metal and biogene transportation in processes of sewage purification
- Limitation of methane emission from disposal grounds
- Differentiation and quantity of methanotrophic microflora in soil overlays on municipal waste disposal grounds
- Restoration of degraded soil by the use of ion-exchange resin
- Use of fibrous ion-exchange resin in environmental engineering
- Methods of deodorizing in farming production and public utilities
- Methods of parametric estimation of internal air quality
- Modeling of mass and energy flow through building partitions





General Information

Faculty of Management conducts research within the scope of:

- Multidimensional entrepreneurship
- Enterprise identity and business ethics
- Cluster and network enterprise marketing
- Analysis and modeling of consumer behavior
- Market structure and dynamics
- Marketing in innovative products processes
- Diagnosis and design of management processes
- Formation of stock partnership market value
- Regional environment management in the scope of sustainable development
- Management of local and regional development
- Maintenance of production-logistics and business processes in an enterprise

Faculty of Fundamentals of Technology conducts research within the scope of:

- Thermal processes and use of selected materials, estimation of properties of fluid materials and durability and infallibility of selected friction models
- Growth and physical properties of crystals, thin metallic layers and multi-layer structures
- Use of constant and discrete mathematical models in technology

- Geometrical theory of holomorphic functions
- Use and modern application of information technology in industry and education

ACADEMIC CALENDAR

The academic year starts on October 1 and ends in the beginning of July. It is divided into a winter and a summer semester. Each semester ends with an exam session.

Winter semester

October 1 – mid February

Summer semester

mid February – beginning of July



HOW TO GET TO LUBLIN

How to get to Lublin, shopping hours, living expenses, public transport and holiday calendar – this chapter contains a lot of useful information concerning your arrival as well as everyday life in Lublin and answers questions such as: what do I do if I fall ill or who do I call in an emergency?



FROM YOUR COUNTRY TO WARSAW

LUT's Erasmus students get to Poland via Warsaw Chopin Airport most frequently:

Warsaw Chopin Airport
(Lotnisko Chopina w Warszawie)
<http://www.lotnisko-chopina.pl/en>

FROM WARSAW CHOPIN AIRPORT TO WARSAW CITY CENTER

There is a direct bus (No. 175) from Warsaw Chopin Airport to the main train station in Warsaw. The ticket costs ca. PLN 4,40. You can buy a bus ticket at the airport, in a stationery shop, which is located on the base floor. The taxi on the same route costs approximately PLN 50,00. The main train station is located in the very heart of the city. You may also take a train which goes from the airport to the main train station. The journey lasts approximately 25 minutes.

FROM WARSAW CITY CENTER TO LUBLIN

You will need about two and a half hours to get from Warsaw to Lublin. Trains to Lublin go approximately every hour until 8 p.m. It is also possible to get to Lublin by bus.

Polish Rail
(Polskie Koleje Państwowe)
<http://rozkład-pkp.pl>



FROM LUBLIN AIRPORT TO CITY CENTER

Lublin Airport is connected with the city by means of train, bus and taxi. Depending on the time of your arrival you are suggested to choose a proper means of transfer. Check the availability and schedules on <http://www.portlotniczy.lublin.pl/lang/en/index.php>.

FROM LUBLIN MAIN TRAIN STATION TO THE INTERNATIONAL EXCHANGE OFFICE

As you reach Lublin train station, take a trolleybus and get to Lipowa Street. Cross the street and take any bus which goes to Nadbystrzycka Street - Politechnika (e.g. No. 8, 32, 40, 44). Buy a ticket in a stationery shop at the station or pay the driver when you get on the bus. After you change a bus you need to validate a new ticket. The destination bus stop is located in front of the campus. Due to Polish law, only a student's ID issued by a Polish university entitles you to get a student's discount.

FROM LUBLIN MAIN BUS STATION TO THE INTERNATIONAL EXCHANGE OFFICE

As you reach Lublin bus station (Ruska Street) take a bus No. 32 or 39 heading towards Nadbystrzycka Street – Politechnika. The destination bus stop

is located in front of the campus. International Exchange Office is located in Hall of Residence no. 4. International students are accommodated in different Halls of Residence.

THE ADDRESSES OF THE HALLS OF RESIDENCE

- Student's Hall of Residence no. 1 (Dom Studenta nr 1) Nadbystrzycka 42 20-501 Lublin
- Student's Hall of Residence no. 2 (Dom Studenta nr 2) Nadbystrzycka 44 20-501 Lublin
- Student's Hall of Residence no. 3 (Dom Studenta nr 3) Nadbystrzycka 44 a 20-501 Lublin
- Student's Hall of Residence no. 4 (Dom Studenta nr 4) Nadbystrzycka 42 a 20-501 Lublin

Halls of Residence are located close to each other and in each of them students can find exact information about their accommodation.





Faculty of Mechanical Engineering
Cafeteria – base floor
Nadbystrzycka 36

Faculty of Management
Cafeteria – base floor, new wing
Nadbystrzycka 38

CLIMATE & CLOTHING

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!

CATERING

LUT's campus is located close to various bars and restaurants. Faculty of Mechanical Engineering and Faculty of Management 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. 9 a.m. – 5 p.m. and offers breakfasts, lunches and dinners. It is possible to buy a monthly lunch card which allows you to get a discount on the menu.

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 395 € per month (including rent) as given in the following example:

- Hall of Residence approximate rent: 100 €
- food: 150 €
- clothing: 30 €
- books: 50 €
- telephone and Internet: 35 €
- leisure time and sports: 30 €
- **total approximately 395 €**



Of course the cost may be significantly higher or lower, depending on the accommodation and living expenses. A good way to know the approximate cost of living in Lublin is to ask other students, who completed their studies at LUT in previous years, for a piece of advice and information.

Information about accommodation is available online. [LINK](#)

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 and shopping malls until 9.00 or 10.00. On Sundays, most shops in the city centre are closed, except for big shopping malls.

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.

Below you can find a list of the biggest shopping malls in Lublin:

E. LECLERC, 19, Tomasza Zana St.

Mon.-Sat. 9.00-22.00, Sun. 10.00-21.00

Buses: 14, 39, 9, 19, 57, 10, 153

TESCO, 4, Orkana St.

Mon.-Sun. opened 24h,

Buses: 10, 26, 45, 57, 54, 153,

GALERIA ORKANA, 6, Orkana St.

Mon.-Sat. 9.00-21.00, Sun. 10.00-20.00

Buses: 10, 26, 45, 57, 153

ATRIUM FELICITY SHOPPING CENTRE

32, Al. Wincentego Witosa

Mon.-Sat. 9.00-21.00, Sun. 9.00-20.00

Buses: 14, 55, 7

GALERIA OLIMP, 34, Al. Spółdzielczości Pracy

Mon.-Sun 10.00-21.00,

Buses: 4, 17, 18, 31, 74

PLAZA SHOPPING CENTRE, 13, Lipowa St.

Mon.-Sun 9.00-21.00

Buses: 15, 20, 32, 40, 44, 56, 150, 151, 155, 158

MEDIA MARKT (computer equipment)

31, Tomasza Zana St.

Mon. -Sat. 9.00-21.00, Sun. 10.00-19.00

Buses: 14, 32, 28, 42

DECATHLON (sports shop),

26, Spółdzielczości Pracy

Mon.-Sun 10.00-21.00,

Buses: 4, 17, 18, 31, 74

SHOPPING LIST

Bread 0,5 EUR,

Butter 1 EUR

Milk 0,7 EUR

Eggs (a packet of 10 eggs) 1 EUR

Meat ca. 5 EUR per kilo

Potatoes 0,25 EUR

Carrots 0,15 EUR

Cabbage 0,5 EUR

Lettuce 1 EUR

Beer 1 EUR

Wine 5 EUR

Teletvise 15 EUR

Cleaning Supplies 15 EUR

Total approximately 46,1 EUR



PUBLIC TRANSPORT

In order to use public transport in Lublin and not to be fined students should always have valid tickets. In Lublin there are the following types of tickets:

- Student's 30-minute ticket (bilet 30-minutowy ulgowy) – 1.40 PLN
- Normal 30-minute ticket (bilet 30-minutowy normalny) – 2.80 PLN
- Student's 90-minute ticket (bilet 90-minutowy ulgowy) – 2.00 PLN
- Normal 90-minute ticket (bilet 90-minutowy normalny) – 4.00 PLN
- Single Paid Parking Zone ticket – 1.00 PLN

In order to use student's ticket, every person must hold a valid LUT's Student ID Card.

All the tickets can be bought in any KIOSK or in ticket machines which are located at the most bus stops in the city centre. Each ticket is valid for the specified time and within the time limit passengers can change a bus or a trolleybus.



ELECTRONIC TICKET CARD

To get the card in person:

- Print the Application for Electronic Ticket Card from the website: <http://www.ztm.lublin.eu/>
- Fill in the application available on <http://karta.ztm.lublin.eu/article/jak-uzyskac-imienna-karte-biletu-elektronicznego>. The application is available only in Polish. Completed application should be taken to the Ticket Sales Point at 25, Kraśnicka St. Open Mon.-Fri. 7.15-16.45.
- Receive the card in person after verification of data contained therein. You will receive the first Electronic Ticket Card free of charge.



Practical Information

REMEMBER!

- * Bring a valid ID.
- * Incomplete or wrongly completed application are not grounds for a card.

Timetables of buses are available on bus stops and on the website of the bus service provider:

mpk.lublin.pl/en

Ticket Inspection

Students may expect to have their tickets controlled by Ticket Inspectors. Whenever you plan to go somewhere by bus remember about your ID Card! Other regulations concerning ticket inspection are available on the website: http://mpk.lublin.pl/en/index.php?id_site=20&id=26

If you are looking for a convenient connection in the Polish cities it is recommended to visit this website: <http://lublin.jakdojade.pl/?locale=en>

----- TRAINS

In order to travel by train, you need to buy a single ticket for your route. You may ask for your itinerary at the Customer Service Point. The cash desk operator will ask you to give the name of your destination station and time of departure. If you are a student remember to show your 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.

Polish Rail
(Polskie Koleje Państwowe)
<http://rozklad-pkp.pl/>

--- TRAVELLING BY BICYCLE

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 has started up its network of bicycles to rent. It is an alternative form of transport, allowing its users to move around the city fast. The network consists of 400 bikes and 40 stations. More information about a price list and stations map is available on the website of Lubelski Rower Miejski (<https://lubelskirower.pl/en/lrm/>).

If you want to buy a second-hand bike there are several possibilities:

- Flea-markets in and around the city. Local newspapers inform about dates and places.
- Advertisements on the information boards on campus.
- Ask your Polish fellow students! Some of them may have an extra bike they no longer use and could lend it to you for the time of your stay.





MEDICAL CARE

- If you come from an EU-member state and have a European Health Insurance Card (EHIC) you can go directly to the doctor in a state medical centre. With this card you should get free of charge medical help.
- Notice! All state healthcare centres are open from Monday to Friday from 8.00 a.m. to 6 p.m. In order to get an appointment at the state medical centre, students should book an appointment early in the morning. Later, during the day there may not be any available appointments.



State Academic Medical Centre

**(Samodzielny Publiczny Akademicki Zakład Opieki Zdrowotnej)
Langiewicza 6a, 20-042 Lublin, tel.: + 48 81 524 78 20**

- If you have private health care cover or are from a non-EU member state you will be treated as a private patient and you will be billed directly.
Then you should apply for reimbursement of costs from your Insurance Company. Moreover, there are also private medical centres in Lublin, like Lux Med, Medi Cover or other. You can make there an appointment without insurance. Average cost of such appointment is 100 PLN (25 EUR).

The lack of health insurance may become a reason for high costs of medical service provided in the event of an illness or immediate treatment.

Foreigners who do not hold any title to insurance, have a possibility to sign a voluntary health insurance agreement – see section HEALTH INSURANCE.



Practical Information

ACCIDENTS & EMERGENCIES

If you fall ill outside of consulting hours, you should go to a medical centre on duty, for example, LUNA MED Medical Centre at Nałęczowska St. or, if needed, Dental Centre on duty at Hipoteczna St. In the event of sudden deterioration of health you should go to a local hospital.

Ambulance Service provides health services in the event of an accident, trauma, parturition, sudden illness or life-threatening sudden deterioration of health condition. Medical rescue services are provided without a referral.

Emergency Alarms

- Ambulance – 999
- Fire brigade – 998
- Police – 997

POLISH PUBLIC HOLIDAYS

New Year's Day:	1st January
Epiphany:	6th January
Easter:	Easter Sunday and Easter Monday in March or April
Labour Day:	1st May
Constitution Day:	3rd May
Corpus Christi:	Thursday in May or June - movable
Feast of the Assumption:	15th August
All Saints' Day:	1st November
National Independence Day:	11th November
Christmas:	25th December
St. Stephen's Day:	26th December





Founded in 1953 Lublin University of Technology looks back on more than a half century—long tradition of academic excellence. Its aim is to educate specialists within technology and sciences.



STUDYING AT LUT

Lublin University of Technology is a university with a rich tradition. For over 10,000 students it is a gateway to professional life. Six faculties offer 18 degree programs and excellent facilities for interdisciplinary study and research work within the fields of engineering, natural sciences, management, architecture and fundamentals of technology.

Teaching programs at LUT aim at an interdisciplinary approach. We offer a broad curriculum, including many of the traditional academic fields, a wide range of modular courses and courses in English for international students.

STUDY OFFER FOR EXCHANGE STUDENTS

Lublin University of Technology wishes to encourage you to participate in Erasmus+ Program as an exchange student. While studying as an Erasmus student at LUT you will not only have the opportunity to learn in an international environment, but also get to know Polish students and researchers. The number of international students who participate in Erasmus+ Program at LUT is constantly rising and the annual record is more than 300. Students are free to choose courses from all faculties and they can also participate in the free of charge semester course of Polish language.



STUDY OFFER FOR FULL-DEGREE STUDENTS

Faculties announce their offer via the website of the International Exchange Office. The offer is updated before the application procedure is announced so that the candidates are well-informed about the study programme and educational effects.

Information about the study offer is available on the website:

Full Degree Offer

<http://www.bwm.pollub.pl/full-degree-offer.en>

ACADEMIC PREPARATION

Studying abroad is not only a valuable personal experience but also an important part of your professional and academic career. In order to make the most of your study period at Lublin University of Technology you should start with the necessary academic preparation well in advance.

Courses for Exchange Students

<http://bwm.pollub.pl/ects.en>

Upon your arrival in Lublin, you can finalize your choice of classes with the respective program coordinator at LUT.

Students in exchange programs are usually guaranteed full academic recognition of their study period abroad, since the learning achievements at the partner universities are considered to be equivalent to those at the home institution. In order to obtain this recognition you will need to have your Learning Agreement approved by your home university and LUT's coordinator before your departure. Should it later become necessary to make any changes in the classes selected, please remember that you must again have these approved by your coordinator at home and at LUT.

International Exchange Office

Lublin University of Technology

(Biuro Wymiany Międzynarodowej
Politechniki Lubelskiej)

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fax: +48 81 53 84 792

e-mail: c.handzel@pollub.pl

www.bwm.pollub.pl



----- LINGUISTIC PREPARATION

Students in exchange programs have to submit a language certificate which proves the capability of a student to study in English. You should bear in mind that all programs for exchange students are taught in English and a good knowledge of the language is necessary.

Lublin University of Technology offers one semester course of Polish language. Details of the course are known before the beginning of the academic year. The aim of the course is to facilitate the students' adjustment to Polish culture and communication.

Full-degree students are obliged to prove their language skills at the stage of application to LUT.

Linguistic requirements:

<http://www.bwm.pollub.pl/full-degree-formal.en>

----- HALLS OF RESIDENCE

LUT has four Halls of Residence (Dom Studenta), all of them situated on campus area, close to the faculties and university infrastructure. Students are offered triple rooms, equipped with washbasins. On the corridors there are: a shared bathroom and a kitchen. Each floor has a separate laundry room. Most rooms have

direct Internet access. Generally, the Halls of Residence are mixed – on each floor there are male and female rooms. For students with disabilities there are some specially adapted apartments available.

For your application for accommodation please use the online application form. The application form allows for one application per student. When you apply, IEO confirms your record and then you may be accepted by the Hall of Residence Administrator. After the final acceptance you will get an automatic email with the details concerning payment, address, etc. Mind the fact that these issues are a subject for change and may differ in each academic year.

If all of our residencies have already been allocated we cannot guarantee accommodation, yet we will be helpful to contact students with estate agencies which offer private accommodation in the city.

Most of our accommodation is fully equipped. However, this does not include towels, dishes, and cutlery. Monthly rent is of the amount of ca. 100 €. Prices of private accommodation may vary, depending on the estate agency. You are advised to check the conditions of rental before the signature of the agreement.



Halls of Residence are open 24/7 so in order to be accommodated smoothly when you come to Lublin. Residents of the Halls of Residence are supposed to obey the rules of the accommodation and before the end of their stay are obliged to complete the Clearance Sheet.

Each Hall of Residence hosts students as follows:

- Hall of Residence no. 1 (Dom Studenta nr 1)
Nadbystrzycka 42
20-501 Lublin
- students of the Faculty of Mechanical Engineering;
- Hall of Residence no. 2 (Dom Studenta nr 2)
Nadbystrzycka 44
20-501 Lublin
- students of the Faculty of Management;
- students of the Faculty of Fundamentals of Technology.
- Hall of Residence no. 3 (Dom Studenta nr 3)
Nadbystrzycka 44 a
20-501 Lublin
- students of the Faculty of Electrical Engineering and Computer Science.
- Hall of Residence no. 4 (Dom Studenta nr 4)
Nadbystrzycka 42 a

20-501 Lublin

- students of the Faculty of Environmental Engineering;
- students of the Faculty of Civil Engineering and Architecture;
- students with disabilities.

Halls of Residence are located close to each other and in each of them students can find exact information about their accommodation.

After you arrive in Lublin it is highly possible that you immediately know where you are accommodated. Changes may occur only if the number of students in one of the Halls of Residence is higher than its capacity. Then, the information about your accommodation will be left at the reception desk of the Hall of Residence where you were supposed to live initially.

PRIVATE DORMITORIES

In Lublin, there is also a growing number of private dormitories where students can look for accommodation. More information about private dormitories is available in the Internet or you can contact International Exchange Office to get more details.

PRIVATE ACCOMMODATION

A high percentage of students live in privately rented accommodation, most of them in shared apartments. There is a large number of private rooms for rent in Lublin and the offers range from rooms in shared



apartments to single apartments and flats. Accommodation in the private sector is often furnished and is priced from 100 € to 250 €.

In order to find a private accommodation please contact estate agencies in Lublin, which are a middleman between the landlord and a prospective resident.

Once in Lublin, offers of accommodation can also be found in the local newspapers and on the information boards on campus. Reading through the property advertisements you will find that they have their own system of abbreviations and expressions:

wynajmę – for rent
piętro – floor
+ media – plus electricity, gas, water, heating etc.
pok. jednoosobowy – (pok. – room) single room
pok. dwuosobowy – double room
niepalący – non-smoking

HEALTH INSURANCE

According to the Regulation of the Minister of Science and Higher Education all foreign students must have health insurance for the period of studies in Poland.



Students from European Union are covered with the national healthcare scheme. They need to hold a valid European Health Insurance Card (EHIC Card). Students outside the European Union are required to have health insurance policy. Insurance policy should cover medical and dental treatment, the cost of prescribed medication and hospital care.

Please note that a travel insurance is not an adequate cover. Conditions of health insurance should also include the information if you are supposed to pay for medical service in Poland and if you are reimbursed after having been billed for medical service in Poland.

Mind that private medical service in Poland is payable and each time you use the private medical service, you are obliged to pay for it.

Foreigners not holding any title to insurance have a possibility to sign a voluntary health insurance agreement.

In order to conclude a voluntary health insurance agreement, a foreigner must visit a National Health Fund (NFZ) branch at the place of residence. At the branch one has to fill in an "Application for health insurance in the National Health Fund". Within 7 days from signing the agreement, one has to turn up at Social Security Office (ZUS) in order to apply once again for health insurance.

Detailed information about the access to health care during your temporary stay in Poland is available on the website of the National Health Fund:

<http://www.nfz.gov.pl/new/>



STUDENT VISA

Citizens of the European Union require no student visa. Students from non-EU countries are obliged to obtain a visa before their arrival to Poland. Detailed information on entry regulations specifically for your country can be obtained from the Polish consulate or embassy in your home country and can be found on the Internet pages of these institutions.

If you require a visa you should contact the appropriate consulate in good time (approximately two months before wishing to enter Poland) and apply for a visa for educational purposes.

Letters of Acceptance, which are necessary for visa application procedure, are sent to applicants' home universities after the application documents are processed by coordinators at LUT.

OPENING A BANK ACCOUNT

As soon as you are enrolled at LUT and have received your student's ID, you may open a bank account at one of the local banks. In order to set up your bank account in most of the banks you will need:

- Your ID or Passport;
- Your Scholarship Statement – the document must be translated into English and have the Apostille stamp. The bank staff will be happy to explain the details of various types of accounts and help you to decide what type of account is best for you. Most banks offer special student accounts. You will receive a customer's card which allows you to draw money from cash machines.

RESIDENCE REGISTRATION

Citizens of the European Union and European Economic Area who are planning to stay in Poland for more than three months are obliged to report their stay within 3 months from the date of their arrival. Citizens of countries other than European Union and European Economic Area are obliged to register their temporary residence at least 45 days before their visa expires. The document necessary for registration is Reporting a stay lasting more than 3 months. No payment for registration is required.

In order to report residence students need:

- **A form (completed and signed by the student and by the Administrator of the University Halls of Residence. If a room is rented student will need a Rental Agreement)**
- **A valid ID Card or passport**
- **Where to go?**
Lublin City Hall, 14, Wieniawska St.

PERMIT FOR TEMPORARY RESIDENCE FOR THE PURPOSE OF STUDYING

When the purpose of stay is to attend the first degree studies, second degree studies or master's degree or third-degree studies, which are full-time studies or PhD studies, even if these studies are a continuation of or complement of studies undertaken by the foreigner on the territory of another Member State of the European Union. Permit is also granted to a foreigner who intends to take a preparatory course for studies in Polish language.



REQUIRED DOCUMENTS FOR EU AND EEA-MEMBER COUNTRIES:

- Application for registering the residence filled out in Polish (1 original + 3 photocopies),
- Photocopy of a valid travel document (e.g. an ID card or a passport) + original document to show for verification),
- 5 current colour photographs sized 4.5 cm x 3.5 cm,
- Confirmation of registration for temporary residence from Lublin City Office,
- Certificate from LUT confirming that you are studying,
- Proof of medical insurance (e.g. European Health Insurance Card – EHIC or other),
- Proof of sufficient financial funds to live in Poland.

REQUIRED DOCUMENTS FOR NON-EU AND NON-EEA-MEMBER COUNTRIES:

- Application Form filled out in Polish (1 original + 3 photocopies),
- 3 photocopies of a valid travel document (e.g. a passport) + original document to show for verification, 4 current colour photographs sized 4.5 cm x 3.5 cm,
- Confirmation of registration for temporary residence from Lublin City Office,
- Proof of legal title to the apartment (if applicable),
- Proof has the financial resources to cover the costs of his/her stay in Poland and the cost of the return journey to the country of origin or his/her previous residence,

- Certificate confirming the admission to or continuing the studies issued by LUT,
- Proof of health insurance or confirmation of covering health treatment costs on the territory of Poland by the insurer.

Notice! Documents drafted in a foreign language attached to the application form should be submitted together with their translation into Polish, drafted by a sworn translator.

The first permit is issued for 15 months. If the academic year is shorter, the permit is issued for its duration and an additional period of three months. Afterwards, a residence permit may be issued for a period of up to three years (no longer than until the end of the studies, renewable for a period of three months). Legalisation of stay is handled by the Department of Nationals' and Foreigners' Affairs – Foreigners' Affairs Unit in order to register residence.

Contact details: <http://www.wsoic.lublin.uw.gov.pl/en/content/contact>

Application Documents – checklist for exchange students:

- **Application Form of LUT**
- **Copy of a passport (if you are a non-EU citizen, valid for the time of stay in Lublin) / Copy of an ID document (if you are an EU citizen)**
- **English language certificate**
- **Proof of insurance**



Application Documents - checklist for full-degree students:

- Application forms
- Language knowledge confirmation
- Education confirmation
- Stay permit documents

see list on:

<http://www.bwm.pollub.pl/full-degree-formal.en>

The exact time and place of the Welcome Meeting will be announced on the campus (information boards and Halls of Residence). Students are supposed to bring pens and passports/ IDs in order to be able to complete the documents.

-- COMPLETING YOUR ENROLMENT FORMS

1. Hall of Residence registration

The document which confirms your temporary stay in the Hall of Residence will be completed during

WELCOME MEETING AND ENROLMENT

When you arrive in Lublin, the International Exchange Office organizes a Welcome Meeting of all students. The meeting is held in the first days after the beginning of the academic year, prior to meetings with coordinators and before the regular classes begin. At the meeting you will receive all the necessary forms for your enrolment and the International Exchange Office staff will help you to complete them. Students of ESN will also be present, so you can meet your "buddy". The information given to students helps them to find their way around the university and make new friends.





the meeting. The registration document, passport / ID and Hall of Residence Regulations (duly completed and signed) are supposed to be submitted to the Administrator of the Hall of Residence after the Welcome Meeting. The representative of the Residents' Affairs Bureau will be there to register all students. Students who choose a private flat or do not meet the necessary requirements on time, need to complete the documents individually – staff of International Exchange Office will help them if it is necessary.

2. Dean's Office registration and Student's ID

The document and one photo must be submitted to a respective Dean's Office within the first week after your arrival to LUT. Student's ID will be issued to every student enrolled to the University, after you pay 17 PLN (ca. 4 EUR) to the account number given to you by the Dean's Office.

You will also be requested to complete a form in which you should write your working email address. International Exchange Office will send an electronic version of an Erasmus Guide in which you will read about all procedures and requirements once again and you will receive your own procedure checklist. A password to the wireless Internet will be assigned to the same email address and therefore the address must be current and working.



The process of enrolment takes approximately one week.

OPENING A BANK ACCOUNT

As soon as you are enrolled at LUT and have received your student's ID, you may open a bank account at one of the local banks. In order to set up your bank account in most of the banks you will need:

- Your ID or Passport;
- Your Scholarship Statement – the document must be translated into English and have the Apostille stamp. The bank staff will be happy to explain the details of various types of accounts and help you to decide what type of account is best for you. Most banks offer special student accounts. You will receive a customer's card which allows you to draw money from cash machines.

ERASMUS+ DEPARTMENTAL COORDINATORS

LUT's Erasmus+ structure is based on the network of coordinators, who are your tutors at the faculties. Every Erasmus student has an academic advisor responsible for the individual exchange program. During the Welcome Meeting organized by the International Exchange Office in the beginning of a semester, you will receive the name and an e-mail address of your coordinator.

Coordinators provide general information on the faculty matters, courses, teachers and study programs at a given faculty. They offer help and advice with academic or personal problems related to your studies. Another important role of coordinators is to sign your documents related to a faculty (Learning Agreement, Arrival/ Departure Certificate etc.). Other tasks of the coordinators are for example:

- to advise you on the choice of courses;
- to give consent to changes which you want to introduce to the list of courses;
- to suggest courses from other faculties of LUT;
- to encourage you to participate in conferences or presentations of projects and semester works.

Additionally, ESN office provides "student to student" help concerning your daily life in Lublin. Volunteers from ESN can answer questions concerning your student life at a given faculty.



ACADEMIC FACILITIES

UNIVERSITY LIBRARY

The Library of LUT (Biblioteka Politechniki Lubelskiej) is situated on the campus. There are five faculty libraries and offices: Information Service Point, Patents and Standards, Information Centre and Circulation Desk.

We build and maintain resources required to support the University's teaching and research programs. The collection contains over 160,000 books, 300 current periodicals and electronic resources. It offers scientific literature, reference literature, course books as well as periodicals and magazines.

You can use the library catalogue to search for all forms of library material and check location and stock availability. You can also check your library account, renew and reserve items. Further information can be found on: <http://library.pollub.pl>

Many resources are available electronically and are accessible through the authorized connection, both on and off-campus. You can start searching the library website in the folder E-Reading Room. PCs with the Internet connection are provided for the use of students and academics in each faculty library and Information Service Point.

At LUT we have modern academic facilities to support you in your studies. Our central library contains more than 160,000 books and 300 current periodical titles from Poland and abroad. The IT centre provides extensive computer facilities to all students & staff. Students are offered language classes in English, German and Russian and there is a number of laboratories to support specific areas of study.



In order to get the reader's card, please visit Circulation Desk with your Student's ID. Your reader's card is valid during your study period and allows you to borrow locally stored books free of charge. If you borrow books and other materials through interlibrary loan, you will be charged per each loan.

All freshmen are offered an info meeting on how to use the library. If you have any problems or questions, please contact the staff at the Information Service.

Library of LUT
(Biblioteka Politechniki Lubelskiej)
tel.: +48 81 538 46 86
e-mail: oin@pollub.pl
<http://library.pollub.pl>



IT CENTRE

IT Centre (Centrum Informatyczne) provides service within the development of the information technology infrastructure and enables Internet access to all students.

In order to use the free Internet network "eduroam" you should be given a login and a password. IT Centre provides this service for all Erasmus students.

At present "eduroam" is available in the following locations:

Indoor locations:

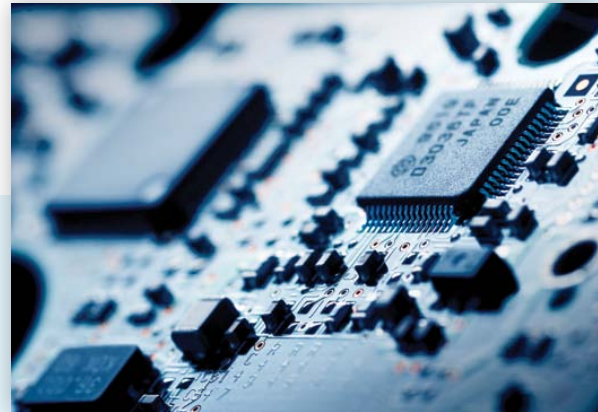
- Faculty of Mechanical Engineering, Computer Lab (room 601 - sixth floor)
- Institute of Computer Science (first floor)
- Department of Electronics (ground floor)
- Sports Center (ground floor)
- Rector's Office
- Faculty of Civil Engineering and Architecture (entire building)
- Canteen (first floor)

Outdoor locations:

- Parking lot in front of Faculty of Mechanical Engineering

- Faculty of Mechanical Engineering - patio
- Recreational area
- Parking lot in front of Faculty of Management
- Parking lot and square behind Faculty of Electrical Engineering and Computer Science
- Area near Rector's Office
- Area near Halls of Residence
- Parking lot in front of the canteen

IT Centre
(Centrum Informatyczne)
tel.: +48 81 538 4746
e-mail: ci@pollub.pl





DEPARTMENT OF FOREIGN LANGUAGES

Department of Foreign Languages (Studium Języków Obcych) is located on the 8th floor of Faculty of Mechanical Engineering. It offers classes in three foreign languages: English, German and Russian. Students not only learn a foreign language but they also acquire cultural background where a given language is used. The department holds the prestigious certificate granting the rights to organize business exams in English on five levels – LCCI (London Chamber of Commerce and Industry).

Erasmus students may seek assistance of their coordinator in the Department of Foreign Languages who will inform them about the schedule and the current matters during the whole semester. Semester courses for Erasmus students usually take place once a week and last one and a half hours. Before signing up, you need to meet the coordinator and after a placement test you will be assigned to a group.

Department of Foreign Languages

(Studium Języków Obcych)

Nadbystrzycka 36

20-618 Lublin

tel.: +48 81 538 4544

e-mail: studiumjo@pollub.pl

LIFE ON CAMPUS

Sports, music, drama, photo, dance and much more – there is a wide variety of student groups and social activity on the campus, making it easy to meet people and make friends.

SPORTS

LUT has a fully equipped Physical Education and Sport Department (Studium Wychowania Fizycznego i Sportu) providing excellent facilities for indoor and outdoor sports. The department promotes an extensive program of competitive and recreational sporting activities. Courses are offered in 17 disciplines, among them: volleyball, football, handball, kick boxing, swimming, mountain biking, table tennis, chess, sailing etc.

The University's Physical Education and Sport Department is situated on the main campus. Sporting facilities include a sports hall, a small gym hall and rented swimming pools. Besides this, students can practise on a football pitch and tennis courts which are located nearby.

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). AZS offers 28 sport sections which unite 850 members. To get detailed



information about sport facilities and membership in AZS, please contact the Physical Education and Sport Department after your arrival to LUT.

Physical Education and Sport Department
(Stadium Wychowania Fizycznego i Sportu)
Nadbystrzycka 36 B
20-618 Lublin

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. They are open to all students and staff of the University and new members are always welcome.

OTHER STUDENT GROUPS & SOCIETIES

There is a great number of other student societies and groups at other universities in Lublin, including political and academic groups, and many international and religious societies. The list varies from year to year and new groups are always emerging. Joining one is one of the best ways to meet people with a common interest!

LUT offers its students more than 40 students' scientific research groups, all of which are run under the auspices of faculties. They organize various students' conferences and meetings, promote science and its exchange on the students' level. In order to get detailed information about the offer of a given faculty, it is advised to contact your coordinator who will direct you to a person in charge at the faculty.

More information on all student groups and societies in Lublin can be found on the following websites:

<http://www.student.lublin.eu/> - website in Polish

<http://lublin.dlastudenta.pl/> - website in Polish

STUDENT SUPPORT SERVICES

At Lublin University of Technology we do not just supply you with academic support but also provide a network of social support services to help you to get the maximum benefit of your time in Lublin.

If you feel it may be helpful to discuss any special needs before coming to LUT, please contact International Exchange Office. We are willing to answer any questions you might have and can put you in contact with the appropriate persons.



STUDENTS WITH DISABILITIES

LUT welcomes applications from students with disabilities and is committed to improving the quality of services and support for students with special needs. For more detailed information about the facilities available at LUT please contact International Exchange Office. We will discuss your special needs with you to ensure you that, as far as possible, you are provided with the facilities and services you need.



YOUR DEPARTURE

Before you leave Lublin at the end of your study period, you will need to complete a few important things. Make sure you leave enough time for your departure preparations. This checklist will advise on when and what you have to consider.

TWO WEEKS BEFORE DEPARTURE PROCEDURE FOR EXCHANGE STUDENTS

Documents

- Collect all of your certificates and lists of grades in advance. You have to obtain an exam card from the Dean's Office and collect on it all your grades and signatures of teachers. Conditions of successful completion of courses depend on the course and should be clearly stated by the teacher in the beginning of semester.
- Certificate of Attendance is signed by the Coordinator.
- After you collect all signatures on the exam card, bring it altogether with your Student's ID to the Dean's Office. The Student's ID must be returned to the Dean's Office.
- Complete the Clearance Sheet by obtaining signatures of representatives of units mentioned in it. The duly completed Clearance Sheet must be submitted to the Dean's Office.
- After you submit all documents to the Dean's Office you are entitled to take your Transcript of Records. International Exchange Office can send the document to your home university if it is necessary.

Hall of Residence

- To move out from the Hall of Residence you must make an appointment with the Administrator. He has to check your room when you move and sign the Clearance Sheet. Prior to getting the signature of the Administrator, the payments must be settled, and the room must be cleaned and left in good condition. Should anything be broken, you will have to pay for the damage. Once the damage has been paid you can get the Administrator's signature on the Clearance Sheet.

Library

- Return all books to LUT's Main Library and to the faculty library. If all books are returned you will receive the signature on the Clearance Sheet.

International Exchange Office

- Make sure you submitted the final version of your Learning Agreement as well as other documents which are required at the stage of application to LUT, to International Exchange Office. Only having submitted all the documents, you will be given the signature on the Clearance Sheet.

Bank account

- Close your Polish bank account.



We sincerely hope you have had an interesting stay in Lublin, formed many friendships and ideas, which you will take home with you. We are happy to have had the pleasure of welcoming you to our University. Should you decide to return to LUT in later date, you are most welcome any time.

We wish you safe and good journey home, and wish you all the best in continuing your studies at your home university!





Name: Levent Kara

Home University: Karadeniz Technical University (Turkey)

Faculty at LUT: Faculty of Mechanical Engineering

1. Why did you decide to apply for an Erasmus grant?

In today's world, mobility is a key factor in the process of upgrading our knowledge. Mobility allows for the exchange of experiences and supports development of new technologies. Moreover, the process of internationalization helps to develop new branches in education. Erasmus student mobility program can be considered in this respect. I decided to apply for an Erasmus grant because I wanted to broaden my study area, make international friends and I wanted to discover new cultures.

2. Why did you choose LUT?

Because LUT is a technical university and Lublin is a student city.

3. What do you think of the University's facilities?

It is enough for students.

4. What do you think of the teaching at this University?

LUT is an international university and teachers in this university are very professional. I am very happy to have been to LUT. I finished two projects within my research area, made very good friends with whom I am still in contact despite living in different places, and I learned a lot from some of my professors. I also had a lot of fun.

5. How do you rate the atmosphere among students at LUT?

The time during my Erasmus stay was special. It was just great.

6. Would you recommend LUT to other students from your home university?

I would recommend it to other students.



Name: Mara Tache

Home University: Academia de Studii Economice din Bucuresti (Romania)

Faculty at LUT: Faculty of Management

1. Why did you decide to apply for an Erasmus grant?

For the experience of studying in another country.

2. Why did you choose LUT?

Because of the fact that LUT had an agreement with my faculty and the second reason was that Lublin is a student city.

3. What do you think of the University's facilities?

I had all I needed.

4. What do you think of the teaching at this University?

I found the teachers very open-minded, well-prepared. They are great professionals.

5. How do you rate the atmosphere among students at LUT?

I would say 9 out of 10!

6. Would you recommend LUT to other students from your home university?

Of course. I already did it. It was a great experience.

**Publisher:**

Lublin University of Technology

International Exchange Office

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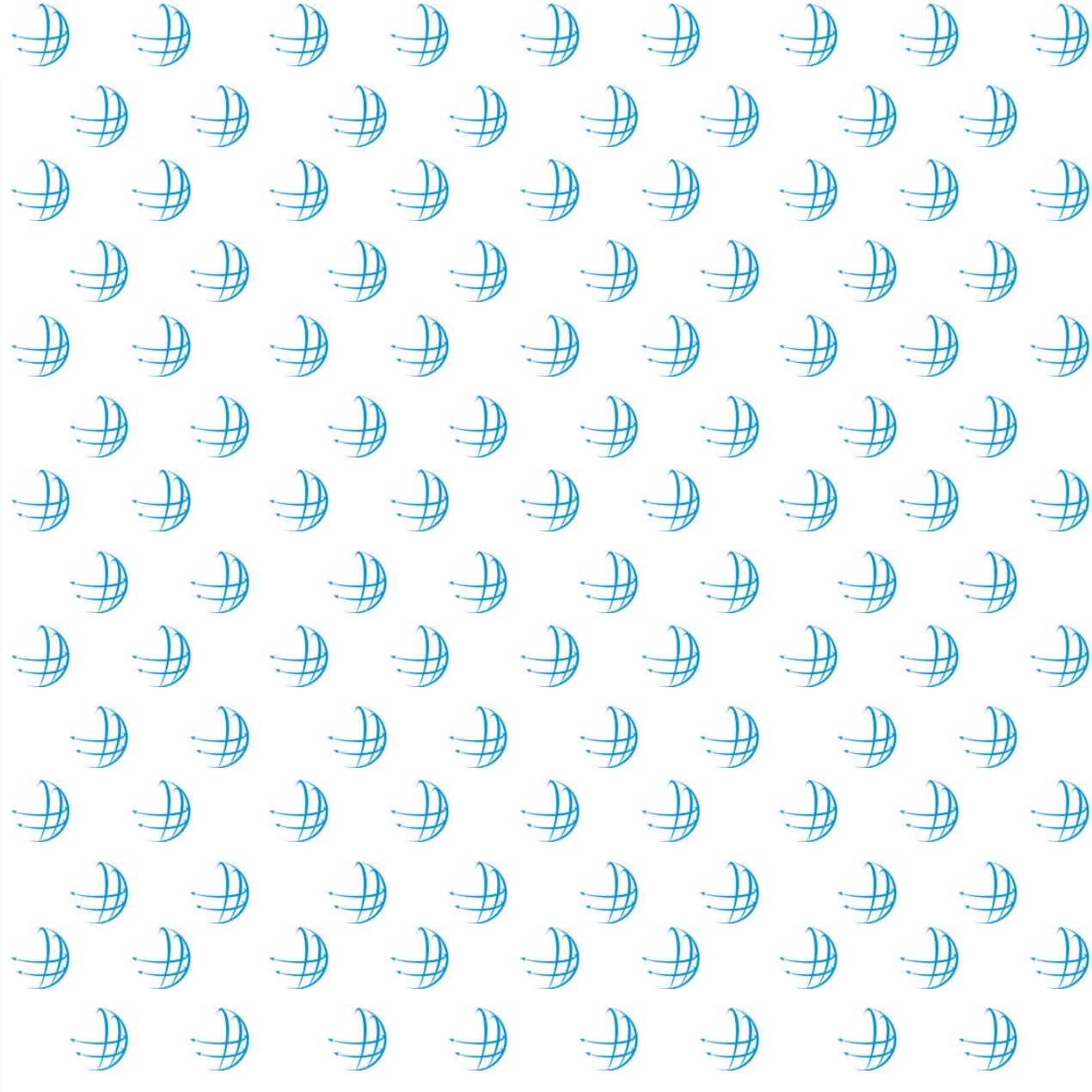
Financially supported by the European Commission within the framework of Erasmus+ Program.



A large rectangular area with a light blue background, containing 20 horizontal dotted lines for writing notes.



A series of horizontal dotted lines for writing notes, consisting of 20 rows.





LUT campus map



Legend:

36 Faculty of Mechanical Engineering

36 „Esencja” restaurant

36A CoE ASPPECT, Library

36B Institute of Computer Science

36B (H) . . Sports Center

38 Faculty of Fundamentals of Technology

38 Faculty of Management

38A Faculty of Electrical Engineering and Computer Science

38D Rector's Office

40 Faculty of Civil Engineering and Architecture

40A Library, Cafeteria

40B Faculty of Environmental Engineering

DS1 Dorm 1

DS2 Dorm 2

DS3 Dorm 3

DS4 Dorm 4 (International Exchange Office)