

**THE UNIVERSITY PROCEDURE FOR INCOMING STUDENTS
FROM PARTNER COUNTRIES
(The Balkans, The Eastern Partnership, Africa, Russia, Asia, Latin America)
UNDER THE ERASMUS+ PROGRAMME
PROJECT NUMBER 2017-1-PL01-KA107-037348**

1. A successful applicant accepted to Lublin University of Technology (hereinafter referred to as LUT) as an incoming Erasmus+ student must be, depending on a sending institution, a 1st or 2nd cycle student during his/her entire mobility period. Student mobility does not include doctoral (PhD) studies.
2. The aim of student mobility is the participation in lectures and classes offered by LUT. The project does not cover student mobility for practical placement.
3. The student is obliged to confirm his/her arrival at LUT at the Office of International Education (hereinafter referred to as OIE). Additionally, the student shall complete the declaration of an individual bank account and sign the agreement, on the basis of which he/she shall receive the scholarship payment after signing thereof by all the parties and issuing the payment order.
4. The student is obliged to sign the attendance list at OIE once a month during the entire mobility period.
5. The student shall hold travel medical insurance covering the costs of healthcare services during the entire study period at LUT. Also, it is recommended that the student holds personal accident insurance. The student is obliged to submit the copy of his/her insurance policy to OIE on the day of the grant agreement signing.
6. In case of resignation from the scholarship awarded, the student shall notify a sending institution thereof in writing no later than 2 weeks after the announcement of the list of students accepted for the programme.
7. The process of making any changes to the *Learning Agreement* must be finished no later than one month after the commencement of the semester at LUT.
8. The application for the extension of the mobility should be submitted to a sending institution as well as to LUT no later than on the 30th November of a particular academic year. The consent to the extension of the study period is given by the faculty coordinator for international exchange and the Vice-Dean for Student Affairs of the particular faculty on the basis of the above-mentioned application, as well as the initial acceptance of both the sending and receiving institution, and the 'During the Mobility' form in which the student shall indicate changes to the original *Learning Agreement* connected with the prolonged study period. The students given both universities' consent to the extension of the study period shall immediately submit the application documents for exchange studies to OIE. The financial conditions of the extended mobility period are available on the OIE's website and uniformly applied to all the students receiving the grant.
9. The student may settle the mobility at OIE up to the last day of the study period specified in the grant agreement.
10. In order to settle the mobility, the student must submit a confirmation of study period and the *Transcript of Records* to the OIE. In addition, the student shall complete and submit an *on-line EU survey* within 10 days upon the receipt of the invitation.
11. Before the end of his/her study period at LUT, the student is obliged to complete the *Clearance Sheet*. The fully-completed *Clearance Sheet* shall be submitted to the Dean's Office of

the student's Faculty at LUT. The student shall collect the documents confirming the completion of the exchange studies at LUT no later than 15 days after the last class in which he/she participated. The Transcript of Records is issued by the Dean's Office on the condition of submitting the fully-completed *Clearance Sheet*. After the expiry of the period mentioned above, the documents are sent to the correspondence address specified by the student.

12. The other rules concerning the procedure for incoming students from Partner Countries (The Balkans, The Eastern Partnership, Africa, Russia, Asia, Latin America) under the Erasmus+ Programme are pursuant to the Regulation No. R 25/2015 of the Rector of LUT of 13 April 2015 on the conditions and procedures of accepting foreign students for a student exchange under the Erasmus+ Programme, other international programmes as well as bilateral agreements.
13. In case of receiving additional guidelines from the Foundation for the Development of the Education System, LUT reserves the right to change the regulations concerning the procedure for incoming students from Partner Countries (The Balkans, The Eastern Partnership, Africa, Russia, Asia, Latin America) under the Erasmus+ Programme.