

THE QUALIFICATION PROCEDURE FOR INCOMING STUDENTS

PROJECT NUMBER 2016-1-PL01-KA107-025959

PARTNER COUNTRIES MOBILITY

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

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, 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 International Exchange Office of LUT <http://bwm.pollub.pl/erasmusplus-kp-umowy.pl>. The qualification procedure takes place according to the 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 1st or 2nd degree status depending on the sending institution.
4. 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.
5. Qualifying Committee will prepare a reserve list of candidates. In case of the resignation of pre-qualified candidates, the Committee nominates another person from the standby list.

6. The protocols of the qualification procedure containing a list of pre-qualified candidates along with the Application Forms are forwarded to the International Exchange Office of LUT.
7. 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 International Exchange Office. 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.
8. Learning Agreement terms enable student to complete one or two semesters consistent with the student's field of study.
9. Student should complete 30 ECTS per semester
10. It is agreed that the student's mobility at LUT under Erasmus + Programme is 5 months.
11. The deadline for submitting the documents is 15 June for winter semester and whole academic year and 30 November for summer semester.
12. 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 International Exchange Office 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.
13. 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.
14. Qualified students must report themselves directly to the International Exchange Office 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).

15. 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.
16. 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.