

Erasmus Summer semester 2023/2024



Lublin University of Technology
Faculty of Management

Contacts and links

Coordinators:

Michał Sordyl m.sordyl@pollub.pl (room 32)

Matylda Bojar m.bojar@pollub.pl

Dean's Office:

Michał Sordyl m.sordyl@pollub.pl (room 32)

Agnieszka Furmanek a.furmanek@pollub.pl (room 33)

Faculty Website:

<https://wz.pollub.pl/en/>

How to register in Dean's Office

Registration to EHMS

Pollub email

Microsoft Office365

Student ID card

Contact dean's office m.sordyl@pollub.pl or a.furmanek@pollub.pl
in order to get UID number.

Please attach your photo (.jpg) and the Dean's Office Questionnaire
with personal details:
<https://bkm.pollub.pl/en/exchange-students/studies/forms>

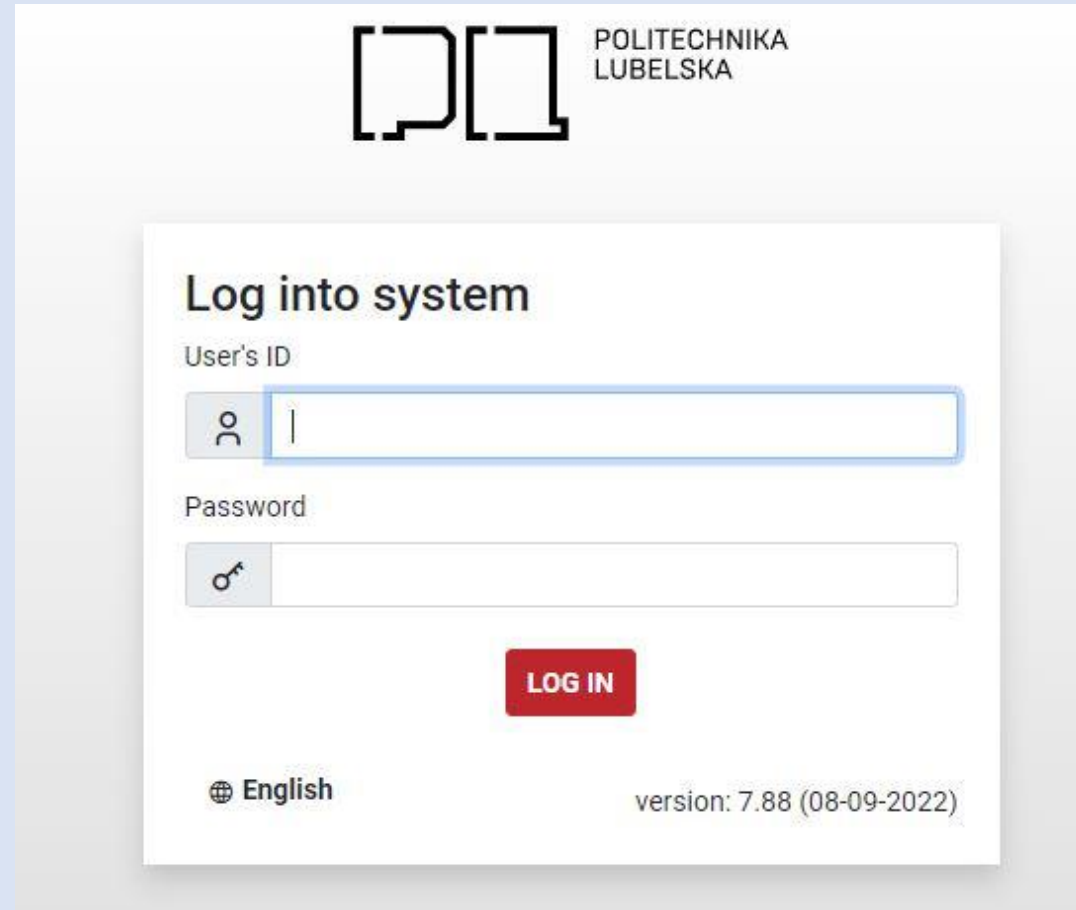
Forms to be completed during your stay at LUT


1. Dean's Office Questionnaire - for all the faculties
2. Changes to Learning Agreement

* In case of LA changes, you are requested to complete 'Changes to Learning Agreement' (**the 'During the Mobility' section of Learning Agreement**) only.

** To complete and print Dean's Office Questionnaire, you need to use Adobe Acrobat Reader. Save the form on your computer's hard drive, complete the form and print it. Remember to sign the form!

You will receive a UID number and a temporary password for ehms in reply. You can log on to the system <https://ehms.pollub.pl/standard/>




 POLITECHNIKA
LUBELSKA

Log into system

User's ID

Password

LOG IN

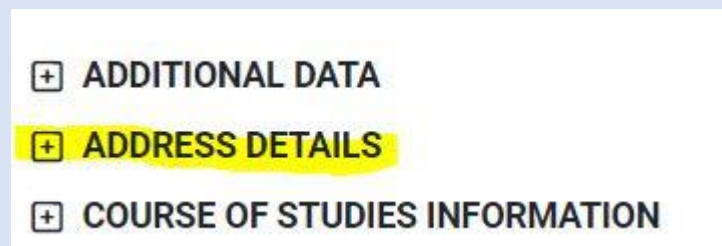
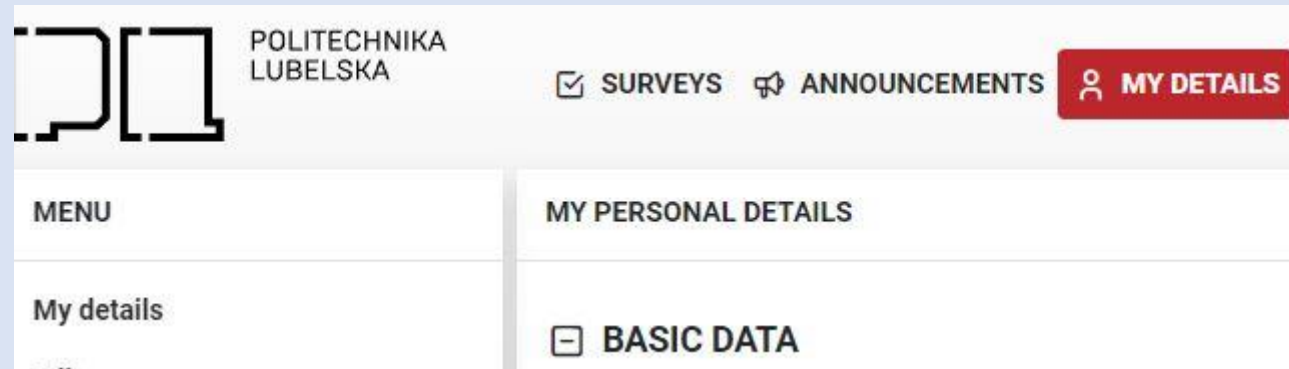
 English

version: 7.88 (08-09-2022)

Each student must have an active address in the pollub.edu.pl domain

To check your address, log in to your EHMS account

After logging in to the EHMS account in the "my details" - "address details" tab you can check your address and password.



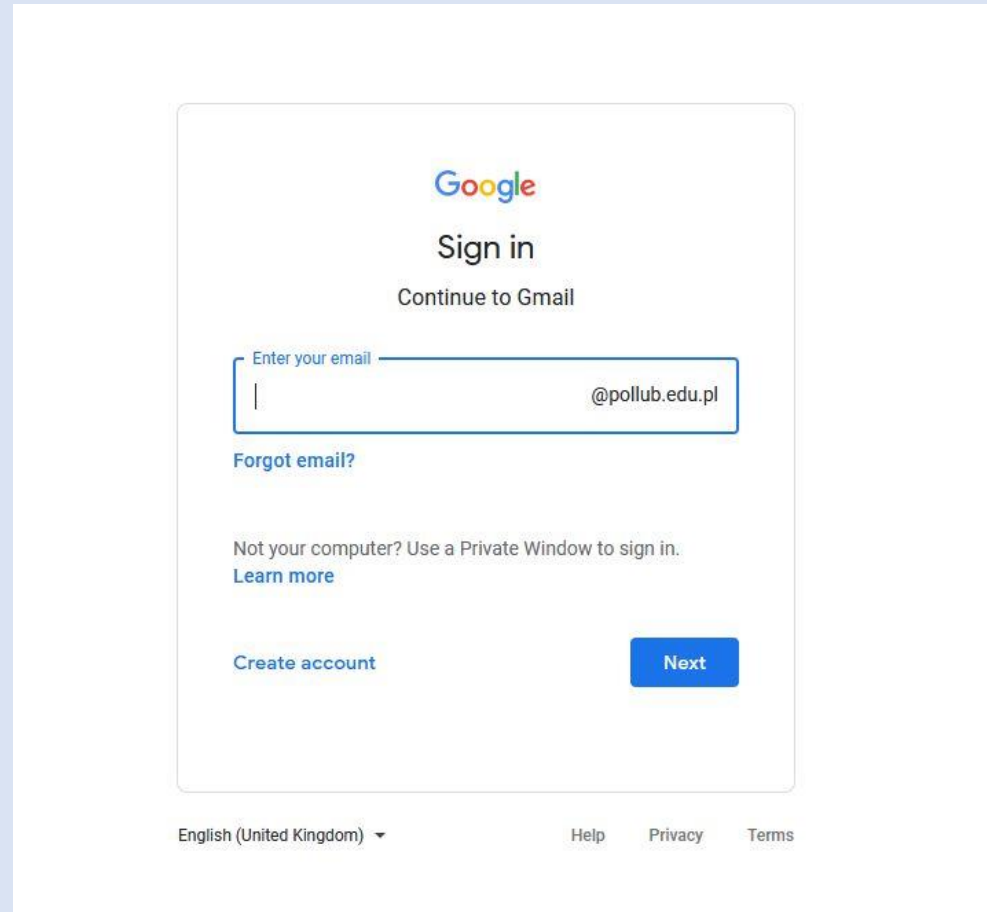
It is also necessary to pay the fee for the Student ID card (PLN 22) to the individual bank account.



Account (PLN): ⓘ

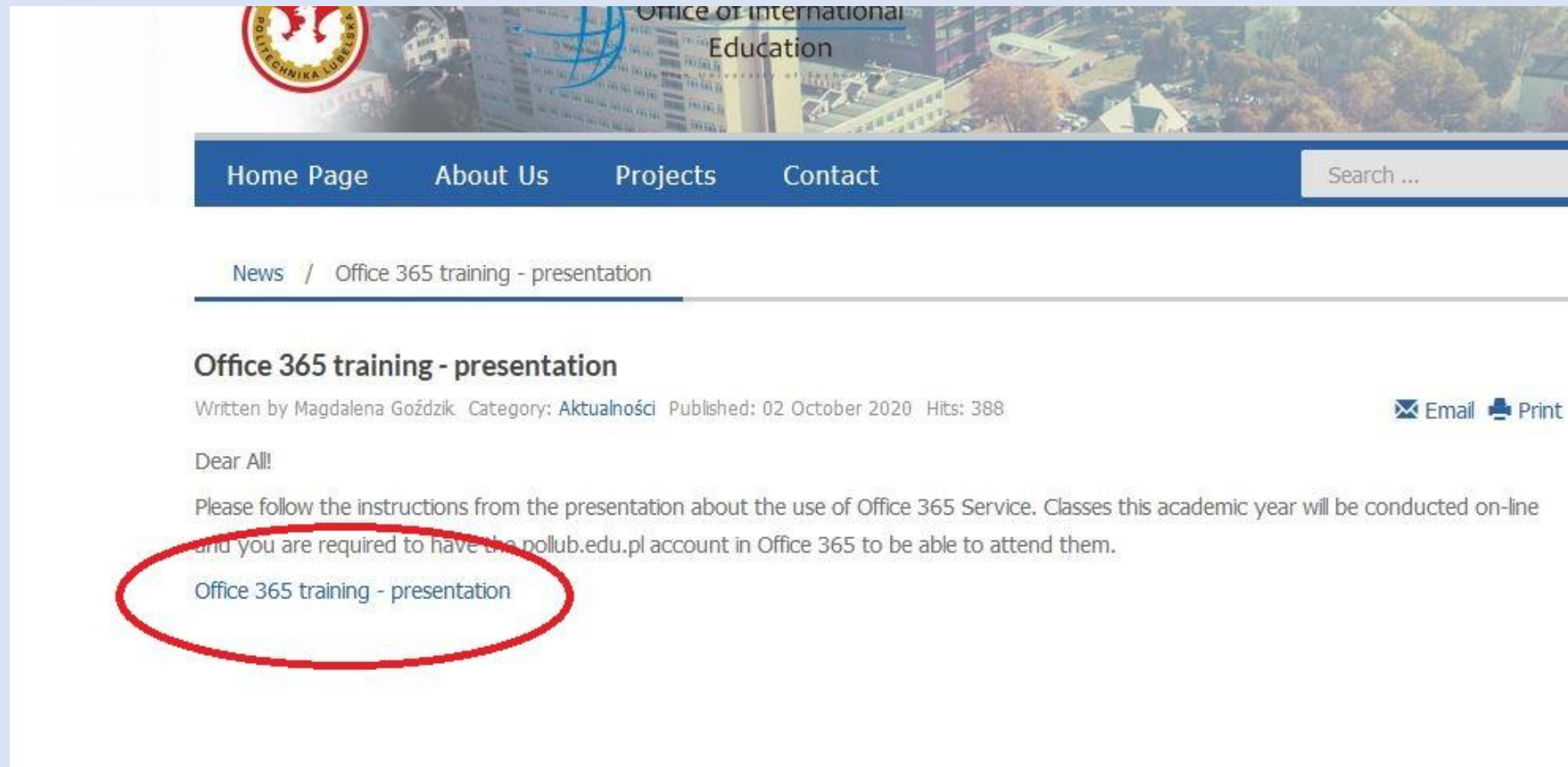
Title	Academic year	Semester no.	Semester	Amount due	Interest accrued
ID card fee	2021/22	1	Winter	22,00	0,00

To verify the address, go to mail.pollub.edu.pl and log in to your account.



From new pollub email address contact IT in order to get the access to Office365 platform, follow the instruction:

<https://bkm2.pollub.pl/en/news/356-office-365-training-presentation>



Office of International Education

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News / Office 365 training - presentation

Office 365 training - presentation

Written by Magdalena Goździk Category: Aktualności Published: 02 October 2020 Hits: 388 [Email](#) [Print](#)

Dear All!

Please follow the instructions from the presentation about the use of Office 365 Service. Classes this academic year will be conducted on-line and you are required to have the pollub.edu.pl account in Office 365 to be able to attend them.

Office 365 training - presentation

Available subjects

Erasmus subjects

Full time program subjects

Changes to Learning Agreement

There are 2 groups of the subjects: Erasmus proposal and Additional proposal.

List of available subjects and timetable will be here <https://wz.pollub.pl/en/students/erasmus-plus/erasmus-download-files>

You can also find teacher email addresses on the list - contact teachers to register for classes and for more information

FACULTY	▼	Download files
STUDENTS	▼	Class schedule for the Erasmus, summer semester 2022/2023
SUPPORT	▼	Erasmus registration
ERASMUS+	▼	Full-time second-cycle degree syllabus (Management, Master's degree)
ECTS CATALOGUE		Available subjects from Erasmus proposal
DOWNLOAD FILES		Proposal of courses for Erasmus students 2022-2023
CONTACT		Erasmus additional proposal 2022-2023
FULL TIME MASTER'S	▼	

If any of the subject chosen by you is not on the list it means it was cancelled. In this case you should do Changes to LA (<https://bkm.pollub.pl/en/exchange-students/studies/forms>) and change subjects for any other from Management or other Faculties of LUT

Changes should be delivered to m.sordyl@pollub.pl or a.furmanek@pollub.pl no later than 2 weeks after the meeting in order to get the signature of the Dean. Changes should be signed by LUT and also by home university coordinator.

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If you make any changes to LA contact the teachers: from the subjects you delete and the one you're going to add.

**Do not wait until the changes paper is signed -
you should contact the teachers earlier!**

Those of you who have subjects from full circle should contact me (m.sordyl@pollub.pl) in order to get email to the teacher.

All information will be available here:

<https://wz.pollub.pl/en/>

We will also create Teams group where you can contact me or you can contact with the group

If you have any questions, please contact

Dean's office:

m.sordyl@pollub.pl, a.furmanek@pollub.pl

You can also contact us via Teams

Good luck and enjoy your studies at the
Faculty of Management
of Lublin University of Technology