



# A SHORT GUIDE FOR FOREIGN VISITING STAFF

**ERASMUS+ PROGRAMME**

THE JOHN PAUL II  
CATHOLIC  
UNIVERSITY  
OF LUBLIN

**KUL** 1918





# Welcome to KUL!

The John Paul II Catholic University of Lublin (KUL) welcomes you and hopes your stay in Lublin will be enjoyable and fruitful.

This brochure is addressed to academic and administrative staff who visit KUL within the framework of the Erasmus+ programme.

This guide is to help you with practical matters concerning your visit including travel arrangements, accommodation, organizing your academic programme, etc.

Should you have any questions or need additional information, please do not hesitate to contact us at any time!

We are looking forward to meeting you in Lublin.

International Exchange Section

The John Paul II Catholic University of Lublin

Al. Raławickie 14

20-950 Lublin, Poland

# Before coming to KUL

We hope that our assistance will help you deal with all the matters related to your visit as smoothly as possible. We would like to draw your attention to the fact that at our university responsibilities concerning incoming academic staff are divided between the Erasmus+ Office and Erasmus+ departmental coordinators in the Institutes/Departments.

**Below you will find who is responsible for which aspect of your stay:**

## Erasmus+ Office

- ➔ Travel arrangements (information about connections, local public transport, etc.);
- ➔ Assistance with accommodation (information about hotels, booking a room, etc.);
- ➔ Issuing necessary documents (e.g. Letter of invitation, Letter of confirmation);
- ➔ Providing information about practical aspects of your visit (health insurance, procedures at KUL, etc.).

**In all the above mentioned issues, please contact:**

### KATARZYNA WOŹNIAK

(visiting staff from EU countries + Turkey)

incoming@kul.pl

katstep@kul.pl

+48 81 445 42 05

Room GG-203, 2nd floor (main building)

### MAGDALENA KICZUK

(visiting staff from non-EU countries)

incoming@kul.pl

mkiczuk@kul.pl

+48 81 445 40 24

Room GG-201, 2nd floor (main building)

## Erasmus+ departmental coordinator

- ➔ Approving academic programme (dates of your visit, topics and number of lectures/classes, meetings with faculty members/students);
- ➔ Organizing practical aspects of your lectures/classes (advertising your visit in the Department/Institute, booking a suitable room for your lectures, preparing necessary IT devices etc.).

In all these aspects, please contact an Erasmus+ departmental coordinator in the respective field. The list of coordinators is available at:

[http://www.kul.pl/erasmus-coordinators-at-kul,art\\_830.html](http://www.kul.pl/erasmus-coordinators-at-kul,art_830.html)

# PRACTICAL INFORMATION

## Before arrival – non-EU citizens

Non-EU citizens from Albania, Bosnia and Herzegovina, Georgia, Moldova and Ukraine who possess biometric passports and citizens from Israel and the USA are allowed to enter Poland without a visa and to stay in our country up to 90 days.

Citizens of Albania (without biometric passports), Armenia, Bosnia and Herzegovina (without biometric passports), Georgia (without biometric passports), Kenya, Lebanon, Moldova (without biometric passports), Turkey and Ukraine (without biometric passports) will need a visa to enter Poland.

### You will find relevant information on the website of a Polish embassy:

**Albania** – Polish embassy in Tirana: <http://www.tirana.msz.gov.pl/pl/>

**Armenia** – Polish embassy in Yerevan: [https://erywan.msz.gov.pl/p/erywan\\_am\\_a\\_pl/](https://erywan.msz.gov.pl/p/erywan_am_a_pl/)

**Bosnia and Herzegovina** – Polish embassy in Sarajevo: <http://www.sarajewo.msz.gov.pl/pl/>

**Georgia** – Polish embassy in Tbilisi: <http://www.tbilisi.msz.gov.pl/pl/>

**Israel** – Polish embassy in Tel Aviv: <http://www.telawiw.msz.gov.pl/pl/>

**Kenya** – Polish embassy in Nairobi: <http://www.nairobi.msz.gov.pl/pl/>

**Lebanon** – Polish embassy in Beirut: <https://beirut.msz.gov.pl/pl/>

**Moldova** – Polish embassy in Kishinev: <http://kiszyniow.msz.gov.pl/pl/>

**Turkey** – Polish embassy in Ankara: <http://www.ankara.msz.gov.pl/pl/>

**Ukraine** – Polish embassy in Kiev: <http://www.kijow.msz.gov.pl/pl/>

**USA** – Polish embassy in Washington, D.C. [http://www.waszyngton.msz.gov.pl/en/waszyngton\\_us\\_a\\_en\\_root](http://www.waszyngton.msz.gov.pl/en/waszyngton_us_a_en_root)

You will need a letter of invitation in order to apply for a visa. It will be sent to your university address as soon as you are accepted to carry out the mobility.

Early visa application is very important. Please bear in mind that the wait time to receive a visa differs depending on an embassy. It is recommended that you apply for a visa well in advance.



### General information about visa requirements:

<https://www.gov.pl/web/diplomacy>





## Arrival

There are several options of coming to Lublin.

## BY PLANE

- ➔ to Lublin <http://www.airport.lublin.pl/en/>
- ➔ to Warsaw Chopin Airport [www.lotnisko-chopina.pl/?lang=en](http://www.lotnisko-chopina.pl/?lang=en)
- ➔ (most frequently chosen)
- ➔ to Warsaw-Modlin <https://en.modlinairport.pl/>
- ➔ to Rzeszów [www.rzeszowairport.pl/en](http://www.rzeszowairport.pl/en)
- ➔ to Kraków [www.krakowairport.pl/en](http://www.krakowairport.pl/en)
- ➔ to Wrocław [www.airport.wroclaw.pl/en/index.php](http://www.airport.wroclaw.pl/en/index.php)

## BY TRAIN

Please consult the following website to check connections and buy tickets: <http://rozklad-pkp.pl/en>

- ➔ from Warsaw (WARSZAWA CHOPIN AIRPORT) to Lublin

To look for connections from Warsaw Chopin Airport to Lublin, type in from: **Warszawa Lotnisko Chopina**, to: **Lublin (Lublin Główny)**. There is a change at Central Railway Station in Warsaw (Warszawa Centralna).

The Central Railway Station is situated in the very heart of Warsaw. In order to get there from the airport you can either take **a taxi or a bus no 175** (bus stop and taxi rank are in front of the airport entrance/exit) or **a city train (S3 or Koleje Mazowieckie train)**. **Tickets for buses and city trains are available at ticket machines.**

The trip from Central Railway Station in Warsaw to Lublin takes approximately 3 hours. **Tickets are available at the station and online.**

## BY BUS

- ➔ There is also a good network of buses from Warsaw, Rzeszów, Kraków and Wrocław to Lublin. Please consult the website: <https://en.e-podroznik.pl/>.
- ➔ There are direct buses from Warsaw Chopin Airport and Warsaw-Modlin Airport to Lublin. Connections are operated by **Contbus**.

**Warsaw Chopin Airport** – buses depart from bus terminal at the airport, bay no 6 located 200 m from the terminal (when you exit the terminal, please go to the right)

**Warsaw Modlin Airport** – the bus stop is located right next to the airport terminal

timetables: <http://www.contbus.pl/rozkład-jazdy/>

Should you need our assistance in planning your itinerary, please contact us.



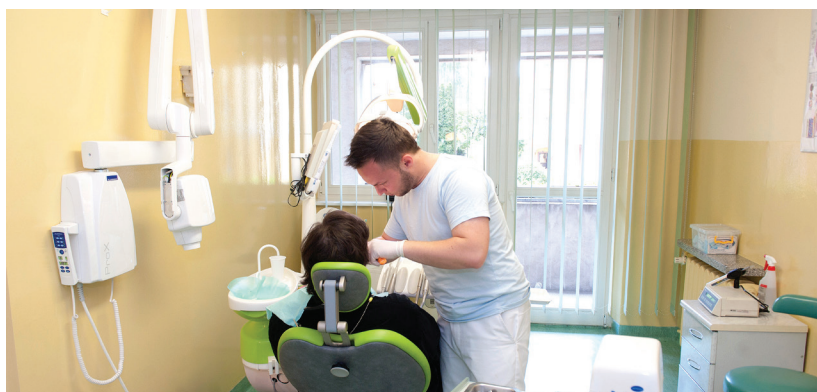


# Insurance and health services

We strongly advise you to bring the health insurance policy. Please make sure that it covers possible medical expenses in Poland. We also recommend you to have a valid accident insurance policy for the period of your stay. Accident insurance policy should cover death and permanent disability.

If you need to go to a general practitioner due to a sudden illness, you can go to the clinic at KUL (**Monday – Friday, 8:00 – 18:00, Main Building KUL – Przychodnia KUL**) or to any other clinic. Remember to take a valid health insurance and your ID or passport with you.

In case of emergency call 112.



# Accommodation

As far as the accommodation is concerned, we recommend one of the following hotels:

➔ **Unia Mercure Hotel**

<http://www.mercure.com/gb/hotel-3404-mercure-lublin-unia/index.shtml>

➔ **Hotel Victoria**

<http://www.hotel.victoria.lublin.pl/>

➔ **Campanile Hotel**

<http://www.campanile-lublin.pl/en>

➔ **Wieniawski Hotel**

<http://www.hotelwieniawski.pl/en/>

➔ **Hampton by Hilton**

[https://www.hiltonhotels.com/pl\\_PL/polska/hampton-by-hilton-lublin/](https://www.hiltonhotels.com/pl_PL/polska/hampton-by-hilton-lublin/)

➔ **Vanilla Hotel**

<http://www.vanilla-hotel.pl/index.php/en/home-2/>

➔ **IBB Grand Hotel Lublinianka**

<http://www.lublinianka.com/en/>

Should you need our assistance in booking a room, please contact us.







## Local transport

Lublin has a good network of buses and trolleybuses, which connects the city centre (where the campus is actually situated) with all parts of the city. **Tickets** are available at newsagents ("kiosk"), ticket machines or from drivers. Tickets must be validated as soon as you get on a bus or a trolleybus. The single ticket costs PLN 3.20 (at newsagents and ticket machines) or PLN 4.00 when you buy it from the driver.

If you plan to travel **by night**, it is advisable to take a taxi (available throughout the night).

As in other big cities, beware of pickpockets who are most active on means of public transport as well as places such as cafés, restaurants, etc.

You may use this website: <http://lublin.jakdojade.pl/?locale=en> to check the timetable and plan your travel. It is also available as an app for your smartphone.

## TAXIS

You can pick up a taxi either from a taxi rank or by calling a taxi service (e.g. (+48)81 444 44 44, 81 511 11 11, 81 524 00 00, 81 744 16 66, 81 744 22 22). Of course, tariffs vary but it may amount up to approx. PLN 20 ~ 30 (5 ~ 7 Euro) within the city.

## Weather

Average annual temperature in Lublin is 8°C. July is the warmest month often reaching even 30°C. During the winter the average temperature descends to -5°C. You should be aware of the fact that winter in Poland can be really freezing, with temperatures dropping to -20°C and a lot of snow.

# The John Paul II Catholic University of Lublin (KUL)

The John Paul II Catholic University of Lublin (KUL) – formerly the Catholic University of Lublin – founded in 1918, one of the oldest universities in Poland and the only one possessing full state and Church rights.

At present, KUL enrolls over 11 000 students in total, including approximately 765 foreign students in its various programmes.

The university has a reputation for high standards of education and research, the profile of which is determined by humanistic tradition of the university as well as being open to the needs of a contemporary man. The university offers a very wide range of Bachelor's, Master's and doctoral programmes in the following faculties: the Faculty of Humanities, the Faculty of Social Sciences, the Faculty of Law, Canon Law and Administration, the Faculty of Theology, the Faculty of Philosophy, the Faculty of Biotechnology and Environment Sciences, the Faculty of Mathematics, IT and Landscape Architecture and the Off-Campus Faculty of Law and Social Sciences in Stalowa Wola.

KUL boasts a School of Polish Language and Culture, which runs highly popular summer and one-year courses for foreigners from all over the world.

The university has been in an ongoing cooperation with over 180 foreign research and academic institutions. KUL has been participating in such European programmes as Erasmus+. KUL is also a member of many international academic associations and organizations, including International Federation of Catholic Universities (IFCU) and European Federation of Catholic Universities (FUCE). Due to Lublin's geographical location and its history, KUL has strong ties both with the East and the West. The graduates and the faculty of KUL hold many important positions in social, cultural, ecclesiastical and political life. Among them is Pope John Paul II, who held the Chair of Ethics in KUL's Faculty of Philosophy for many years.





## University Buildings

The number of KUL's buildings is increasing. While looking at your class schedule, you'll see several abbreviations:

### GG

The main building, Aleje Racławickie 14 – the oldest building



### C

The John Paul II Collegium  
– next to the main building  
These two are connected by:



### CN

Collegium Norvidianum



### CTW

Centre for the Transfer  
of Knowledge



Within walking distance there are:

**CI**

Collegium Iuridicum, Spokojna Street  
(approx.10 minutes on foot)



And beyond the city centre:

**HS**

Sports Centre, Konstaktyńów 1 building G



**B**

the Faculty of Biotechnology and  
Environment Sciences, Konstaktyńów 1  
building I



**WMP**

the Faculty of Mathematics, IT and  
Landscape Architecture, Konstaktyńów 1  
building H





# Useful links and addresses

## Lublin official website

<https://lublin.eu/en/lublin/news/>

## Cultural events in Lublin

<http://lublin.eu/en/culture/>

## The Municipality of Lublin City, Information Desk for Foreigners

<http://lublin.eu/en/urząd-miasta/>

## Lublin Tourist Information Centre

<http://www.lublintravel.pl/index.php?lang=en>

## Multimedia - virtual trips, movies, photos, brochures

<http://lublin.eu/turystyka/foldery-trystyczne/>

## Lublin TripAdvisor

[http://www.tripadvisor.co.uk/Tourism-g274818-Lublin\\_Lublin\\_Province\\_Eastern\\_Poland-Vacations.html](http://www.tripadvisor.co.uk/Tourism-g274818-Lublin_Lublin_Province_Eastern_Poland-Vacations.html)

## Emergency telephones

112 – Emergency

997 – Police

998 – Fire Brigade

999 – Ambulance





# English – Polish dictionary

The basic vocabulary and phrases:

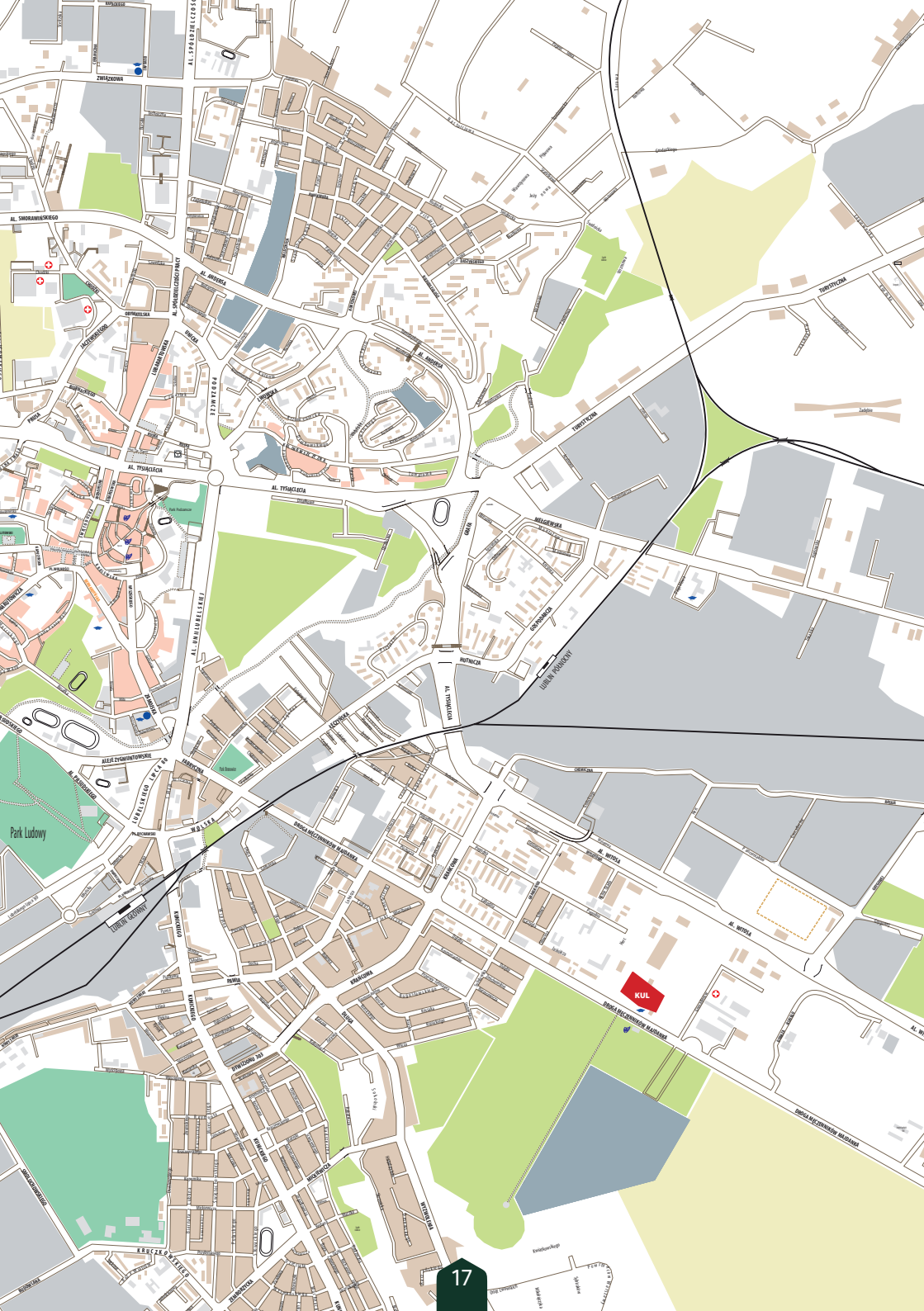
Hello	Cześć/ Hej
Good morning/afternoon	Dzień dobry
Good evening	Dobry wieczór
Good night	Dobranoc
Goodbye/Bye	Do widzenia
Thank you	Dziękuję
Please/you're welcome	Proszę
Not at all	Nie ma za co
Yes	Tak
No	Nie
I do not know	Nie wiem
Maybe	Może
I am sorry/Pardon?	Przepraszam
I do not understand	Nie rozumiem
I need help	Potrzebuję pomocy



What is your name?	Jak się nazywasz?
My name is...	Nazywam się...
Nice to meet you	Miło cię poznać
I am from../I come from..	Jestem z...
I like...	Lubię...
I don't like	Nie lubię
I study...	Studiuję...
How do I get to...	Jak dostanę się do/ jak dojść do...
Where is.../Where do I find...	Gdzie jest..
How much does ... cost?	Ile kosztuje ... ?
Railway station	Dworzec PKP/ Dworzec Kolejowy
Train	Pociąg
Trolleybus	Trolejbus
Bus station	Dworzec PKS/ Dworzec autobusowy
Bus	Autobus
Chemist's/Pharmacy	Apteka
Hospital	Szpital







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[www.kul.pl/erasmus.eng](http://www.kul.pl/erasmus.eng)