



NICOLAUS COPERNICUS  
UNIVERSITY  
IN TORUŃ

[www.umk.pl/en/](http://www.umk.pl/en/)

# JOIN NCU

## a guide for prospective employees



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## Welcome from the Rector

# 1

Dear Sirs and Madams,

It is my great pleasure to present this brochure for those wishing to work at our University. It will give you basic information about our University, its research profile, the primary goals we set ourselves and the principles we consider important. You will also find detailed guidance on the recruitment process and information relevant to those already in employment. This brochure will help you during the application process and later on during your work at our University.



We are a research university, one of the best in Poland, for which quality education is of the utmost significance. We are also committed to making the University a safe and friendly place for everyone to work and study. We firmly believe that by employing researchers from abroad, we are not only adding to our scientific excellence. In this way, we are also accomplishing something much more meaningful. We are changing the world in our small way by increasing respect for diversity, a prerequisite for any progress.

I warmly invite you to join our academic community.  
Join us! Join NCU!

**Rector of the Nicolaus Copernicus University in Toruń**  
**Prof. dr hab. Andrzej Sokala**

## 2

## Nicolaus Copernicus University in Toruń – research profile

The Nicolaus Copernicus University in Toruń (NCU) was founded in 1945. It is one of the largest universities in Poland, currently comprising 16 faculties (including 3 medical faculties at Collegium Medicum NCU in Bydgoszcz). It provides graduate and postgraduate degree programmes for almost 18 500 students and offers education in over 100 fields of study and 44 postgraduate courses. The University employs 4 453 staff at its Toruń and Bydgoszcz campuses, over half of whom are academic teachers. NCU is one of Poland's most dynamically developing universities, with alumni now around 200 000.

### HR Excellence in Research at NCU

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Promoting excellence involves creating an environment for research, training, career development and mobility. By implementing the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, NCU ensures a stimulating and favourable work environment. As a holder of the HR Excellence in Research Award, NCU sets the highest standards and constantly improves its procedures to ensure transparent rules for recruitment and good and stable working conditions for researchers at every stage of their careers.

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## Research University

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NCU is also one of the 10 Polish universities that obtained the status of a research university in the "Excellence Initiative – Research University" programme. The programme's objective is to select and support the best Polish universities, which will compete with foreign institutions in the coming years successfully.

The objective of the NCU concept is internationalization, interdisciplinarity, innovation, and integrity, which are to bridge the skills and talents of all members of the academic community through a joint effort to improve the university's overall performance and its worldwide recognition.

"Excellence Initiative – Research University" programme allows collaboration and research in 5 interdisciplinary centers of excellence and 12 priority research teams in research fields of high development potential.

### CENTERS OF EXCELLENCE

- 1 Astrophysics and Astrochemistry
- 2 From Fundamental Optics to Applied Biophotonics
- 3 Dynamics, Mathematical Analysis & Artificial Intelligence
- 4 Towards personalized medicine
- 5 Interactions – mind, society, environment

▶ **READ MORE**

## YUFE

NCU is also a member of Young Universities for the Future of Europe – a prototype of an European University – open, non-elitist and integrating various communities, promoting innovation, interdisciplinarity and the highest quality in research and education. YUFE consists of ten dynamic, young, student-centered research universities (more than 190 000 students and 32 000 employees in total) and four non-academic partners in higher education, the labor market and entrepreneurship. Together we promote our educational programmes, develop mechanisms to facilitate the mobility of students and workers, and create a model of higher education without borders, yet well-grounded in the local context, responsive to changes in society and the labor market. We aim to strengthen lifelong learning, emphasize the value of multiculturalism, multilingualism and European integration.

### ► READ MORE



## Application Process

### 3

As an HR Excellence in Research Award holder, NCU guarantees the application process based on open, transparent, and merit-based recruitment principles.

What do you have to do to become an NCU employee?

#### ➤ **Step 1: Win the application process for the position of an academic teacher**

[Employment Opportunities at NCU - Nicolaus Copernicus University \(umk.pl\)](#)

#### **Documents required in the application process (always specified in the job offer):**

- Declaration of consent to the processing of personal data contained in the job offer for the needs of the recruitment process
- Personal questionnaire for persons applying for employment
- Declaration under Article 113.1 of the Law on Higher Education and Science (clean criminal record statement)
- Declaration that the Nicolaus Copernicus University in Toruń will be the primary employer
- Cover letter
- Other documents mentioned in the job offer

## ► Step 2: Recognize your qualifications

check here: [Kwalifikator - NAWA](#)



## ► Step 3: Legalise your stay in Poland

### **FOR EU citizens:**

- stay up to 3 months without formalities,
- stay over 3 months – registration at the Voivodeship Office

### **Required documents:**

- application – download: [Applications forms | Urząd do Spraw Cudzoziemców \(udsc.gov.pl\)](#)
- employment confirmation

### **Contact Point:**

Urząd Wojewódzki w Bydgoszczy, ul. Konarskiego 1-3, Budynek B  
Wydział Spraw Obywatelskich i Cudzoziemców, Pokój 33



na 3 piętrze

Tel. +48 52 349 7461, 800 170 070

[Online queue registration](#)

There is no fee for residence registration and issuance of an EU citizen registration certificate.

## ► **READ MORE**

### **FOR non-EU citizens:**

- visa-free stay – max 90 days within a 180-day period – list of countries: [Do I need a visa | Urząd do Spraw Cudzoziemców \(udsc.gov.pl\)](#)
- visa with work permit

Participants must apply individually and at their own cost for the **Polish visa** at the relevant Embassy or Consulate. To find out if you need a visa, please check the [Office for Foreign nationals](#) website. The visa cost is **80 EUR on average** and may be reimbursed by the sending university under the Organisation Support grant.

Information is available at the [Polish Ministry of Foreign Affairs](#)

An on-line visa application must be registered at <https://secure.e-konsulat.gov.pl>

Contact to Polish diplomatic missions in Partner Countries:

<https://www.gov.pl/web/diplomacy/polands-missions-abroad>

- a residence permit for a specified period must be applied for before the visa expiry date (max. 365 days) or visa-free stay (90 days after you arrive).

## ► READ MORE

- Other possibilities to legalise your stay:

[Information portal for foreign nationals – Urząd Wojewódzki w Bydgoszczy \(cudzoziemiec.bydgoszcz.pl\)](https://www.udsc.gov.pl/informacja-dla-cudzoziemcow)

[Foreign nationals | Urząd do Spraw Cudzoziemców \(udsc.gov.pl\)](https://www.udsc.gov.pl/)

## ► Step 4: Final procedures (provided by the University administration):

- complete and submit the following documents:
  - employee personal questionnaire (HR Dep.)
  - additional employee details for registration with social security system and health insurance application (HR Dep.)
  - declaration on Article 118 of the Law on Higher Education and Science (on relationship) (HR Dep.)
  - work regulations acknowledgement statement (HR Dep.)
  - anti-mobbing policy acknowledgement statement (HR Dep.)
  - Employee Capital Plans participation statement (HR Dep.)
  - scientific discipline statement (if required) (HR Dep.)
  - declaration of residence for tax purposes and tax residency (Payroll Dep.)
  - PIT-2 declaration on the applicability of tax allowance (Payroll Dep.)
  - declaration of compliance with the requirements of an international convention for the avoidance of double taxation to benefit from exemption from the payment of tax in Poland or the application of preferential tax rates if the convention for the avoidance of double taxation so provides (Payroll Dep.)
- submit the following documents:

- bank account number for monthly salary transfers (Payroll Dep.)
- tax identification: PESEL number (Payroll Dep.)
- original certificate of tax residency with its translation into Polish to evidence residence for tax purposes outside Poland (foreign tax residency) (Payroll Dep.)
- take a preventive medical examination (on-site in Poland)
- take the OHS training

## 4

## Employment at the University

Each employee in Poland working under an employment contract must be covered by social security and health insurance. You may also participate in the Employee Capital Plans system, join a private healthcare programme or a supplemental insurance plan.

### Work regulations

Each academic teacher employed at the University is allowed to:

- task-based working time system.

Academic staff are subject to the task-based working time system, which is determined by the number of tasks entrusted to the employee. These can be performed within the basic working time standard, meaning working time may not exceed 8 hours per day and on average 40 hours in any five-day working week in the settlement period.

- 36 days of annual leave

### ► READ MORE

#### **Positions and duties of academic teachers at the Nicolaus Copernicus University**

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Positions in which academic teachers may be employed are laid down in resolution No. 37 of the Senate of the Nicolaus Copernicus University in Toruń of 16 April 2019 – the Statutes of the Nicolaus Copernicus University in Toruń.

An academic teacher can be a person who:

- ① has qualifications set forth in the Act,
- ② has not been punished with a disciplinary penalty of dismissal from work at a higher education institution with a ban on working at the institutions for a period from six months to five years or of deprivation of a licence to practice a profession of an academic teacher for the period of ten years
- ③ has full legal capacity
- ④ enjoys full civil rights
- ⑤ has not been convicted of an intentional offence or intentional tax offence under a final and binding judgment.

We have 3 different staff groups:

- ① Research staff group – basic duties include scientific activities or teaching doctoral students.

▶ **READ MORE**

- ② Research and teaching staff group – basic duties include scientific activities, teaching and educating students or doctoral students.

▶ **READ MORE**

- ③ Teaching staff group – basic duties include scientific activities, teaching and educating students or doctoral students.

▶ **READ MORE**

Regardless the staff group, an academic teacher shall be employed in the position of:

- a professor,
- a university professor (associate professor)
- an assistant professor (adiunct),
- an assistant
- language teacher (only teaching staff group)
- instructor (only teaching staff group)

► **READ MORE**

## **Rules for remunerating academic teachers at the Nicolaus Copernicus University**

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Basic rules for remunerating academic teachers are laid down in order No. 2 of the Rector of the Nicolaus Copernicus University in Toruń of 23 January 2020 – Regulations for the remuneration of staff at the Nicolaus Copernicus University in Toruń.

The remuneration for work further referred to as the salary shall be determined at the amount corresponding to the type of work performed and the qualifications required for its performance.

The salary shall be paid for the work performed. An employee shall retain the right to the salary for the period of work non-performance as long as the law so provides.

An academic teacher may not waive their right to the salary or transfer it to another person.

The basic salary, the seniority allowance, special duty and

performance allowances, with the exception of performance allowances paid from external sources, shall be paid to an academic teacher in advance on the first day of the month. Other salary components shall be paid in arrears. If a Saturday or public holiday falls on a payday, the salary shall be paid on the following day, which is not a Saturday or public holiday.

If an academic teacher is employed during a calendar month, the salary shall be paid on the first working day of the following month.

The entitlement to the salary paid to an academic teacher in advance shall expire on the last day of the month in which the employment relationship ceases, but the employee shall retain the salary paid for that month.

## ► READ MORE

### **Social fund benefits at the Nicolaus Copernicus University**

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The management of the university social benefits fund is governed by the provisions of the Act of 4 March 1994 on the Company Social Benefits Fund, the Act of 20 July 2018 – Law on Higher Education and Science and the internal regulations on social benefits.

The primary objective of the fund is for the employer to support employees, pensioners and disability pensioners in need of social assistance. Benefits from the fund may be granted only when their award and amount is subject to the life, family and financial situation of persons entitled to benefit from the fund, namely employees (including academic teachers) and their families, pensioners and disabled pensioners (former employees) and their families and other

persons to whom the employer has granted in the rules the right to social benefits.

Currently, the social fund is allocated to:

- 1 co-financing the cost of holidays for employees, pensioners, disabled pensioners and their families;
- 2 co-financing the cost of holidays for children of employees, pensioners and disabled pensioners;
- 3 co-financing the cost of cultural, educational, sports and leisure activities;
- 4 co-financing the cost of child care in day nurseries, children's clubs, provided by a day carer or a nanny, in kindergartens and other forms of pre-school education;
- 5 providing financial aid in the form of non-repayable allowances;
- 6 providing financial assistance for housing purposes in the form of repayable loans.

## Health insurance

Health insurance is obligatory in Poland. The employer registers the employee with the social security system after they have completed the relevant form (You have already filled it in - Step 4 Final procedures). EU/EFTA citizens are additionally advised to obtain the European Health Insurance Card before arrival (<https://www.nfz.gov.pl/aktualnosci/aktualnosci-oddzialow/european-health-insurance-card-ehic,191.html>).



## Taxes

Every taxpayer (employee, including foreign nationals) who receives income from the contribution payer (employer - NCU) must indicate their tax ID to the payer. PESEL number is a tax identification number. If the recruited foreign national has already been given a Polish tax identification number, they are obliged to provide it when visiting the Department of Payroll Services. If the foreign national does not yet have a tax ID, they must apply for one.

### **How to obtain PESEL number?**

All the information needed to obtain PESEL number can be found at:

<https://www.gov.pl/web/gov/uzyskaj-numer-pesel--uslugadla-cudzoziemcow-en>

If the foreign national does not have a tax identification number (PESEL) on the date of visiting the Department of Payroll Services, they must forward it immediately after obtaining the number.

## Social security system

- 1 If a foreign national is employed under an employment contract performed in the territory of Poland, the same provisions regarding Polish contributions apply as for an employee with Polish citizenship. The provisions of the Social Insurance Act do not make the participation in the Polish social security system by an employee conditional upon citizenship, residence, stay, etc. The following are essential to participation in the Polish social security system:
  - a) the fact of entering into, e.g. an employment relationship with a Polish entity or any other contract which, according to the law, gives rise to the obligation to provide social insurance (contract of mandate)
  - and
  - b) performing work under these contracts in the territory of Poland.
- 2 Regulations on individuals working in two or more Member States exempt from participating in the Polish insurance system, i.e. the country in which work is performed. Before signing the employment contract, the foreign national must submit a statement to the Department of Human Resources on whether they participate in the social security system of one of the EU/EEA Member States.

 **READ MORE**

## Employee Capital Plans

Employee Capital Plans (ECP) is a voluntary long-term savings programme set up and co-financed by employees, employers and the state. All employees between 18 and 54 years of age who have worked at the Copernicus University in Toruń for three months (90 days) are automatically subscribed to the programme. To become the ECP participant, an employed person above the age of 55 but below 70 years old must apply to the employing entity to conclude an agreement for operating the ECP in their name and for their benefit.

Pursuant to Article 22 of the Act on Employee Capital Plans, the Nicolaus Copernicus University in Toruń has selected a financial institution, PZU SA (TFI PZU SA).

### OBLIGATORY PAYMENTS

payments  
financed by the  
employee  
2% of gross  
remuneration

payments  
financed by the  
employer  
1.5% of gross  
remuneration

annual  
surcharge from  
state  
PLN 240

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## Useful information

## 5

## Toruń

The history of the city began in 1233 when Toruń was first granted its municipal rights. The Old Town and the New Town, initially separated by walls and a moat, gradually developed and



merged in the fifteenth century. The Old and New Market Squares, so popular nowadays, are remnants of those two medieval centres over which towered a powerful castle of the Teutonic Knights.

In 1997, Toruń was included on the UNESCO World Heritage List, a listing of sites of significant historical interest throughout the world. Strolling along the streets, you will find the Leaning Tower, the ruins of the castle, defence walls with numerous gates, old granaries, and several museums and galleries.

Present-day Toruń, with over 182,000 inhabitants, is an important scientific and academic centre. Its old tradition and unique atmosphere, together with the Nicolaus Copernicus University, strongly influence the flourishing cultural life of the town.

Detailed information on Toruń and many exciting pictures are also available [here](#).

Nicolaus Copernicus is the patron of the University of Toruń. He was born here on February 19, 1473 and spent his childhood in this city. His greatest work is the book 'On the Revolutions of the Celestial Spheres', in which he explained the assumptions of the heliocentric theory. Nicolaus Copernicus also practised

medicine and invented the theory of the monetary system. He prepared several versions of the Treatise on Coinage, in which he included an economic law on the displacement of good money by bad coinage.

## Bydgoszcz

Present-day Bydgoszcz, with over 341 600 inhabitants, is the capital of the Kuyavian-Pomeranian Voivodeship and the eighth-largest city in Poland. Historically it occupies a part of the Kuyavia region and is picturesquely located on the Brda River, the Vistula River and the Bydgoszcz Canal.

It is here that important road, rail and water routes (international waterway E70) intersect. The Ignacy Jan Paderewski Airport is located within the city limits (the journey from the city centre takes about 15 minutes by city bus).

Bydgoszcz is a city with centuries of tradition. It delights tourists with its location on the river that runs through the city centre. Bydgoszcz has been increasingly turning its face towards water. It is in the immediate vicinity of the Brda River where the daily cultural, sport and business life of the city takes place.

Detailed information about Bydgoszcz and many exciting photos are available at: <https://visitbydgoszcz.pl/en/>.

You can get from Bydgoszcz to Toruń by bus and train.



## **How to improve Polish language skills?**

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### LANGUAGE COURSES AT NCU

The Centre of Polish Language and Culture for Foreign nationals offers many possibilities. You can find there both annual and semester courses of the Polish language. You can attend a summer school, take up individual lessons, or enrol for an exam to confirm language competences in Polish.

For more information visit <https://spnjo.umk.pl/en/courses/>

### **Language**

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Polish is the official language however, many Poles, particularly younger people, speak English.

### **Time**

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Poland is in the Central European (CET) time zone (GMT +1 hr.). Polish summertime (GMT + 2 hrs.) starts on the last Sunday of March and ends on the last Sunday of October.

### **Electricity**

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Electricity in Poland is 230V, 50HzAC. Plug sockets are round with two round-pin sockets.

### **Weather**

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Poland is located in the temperate climate zone. There are 4 seasons, including Spring (March-May), Summer (June-August), Autumn (September-November), and Winter (December-February). In winter, temperatures may reach - 20 degrees, days are very short, and the sun is down at around 4 p.m. In summer, the maximum temperature varies

from 25° to 35° Celsius. In Autumn, it rains frequently, and there are many cloudy days. Spring is warm but with highly variable daily temperature from 5° to 15° Celsius. Beautiful time, but it often rains.

## **Money**

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The złoty is the official currency and equals 100 groszy (gr).

Currency can be exchanged at banks and currency exchange bureaus (kantor). They are usually located in city centers, larger hotels, train stations and shopping centers.

Most shops, hotels and banks accept VISA, MASTER CARD and other card payments.

ATMs are called 'bankomat', and you can easily find them in the city centre. One ATM is located on campus outside the Rektorat building, at the entrance to SPNJO (Foreign Languages Centre).

## **Holidays**

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Holidays and non-working days:

1 January – New Year's Day

6 January – Epiphany

March/April (Sunday-Monday) – Easter

1 May – Labour Day

3 May – Constitution Day

May/June (Thursday) – Corpus Christi

15 August – The Assumption of the Blessed Virgin Mary

1 November – All Saints Day

11 November – Independence Day

25-26 December – Christmas

During these days, no classes are held. The banks and shops are closed as well.

### **Emergency numbers**

**EMERGENCY NUMBER 112** – available free of charge throughout the European Union

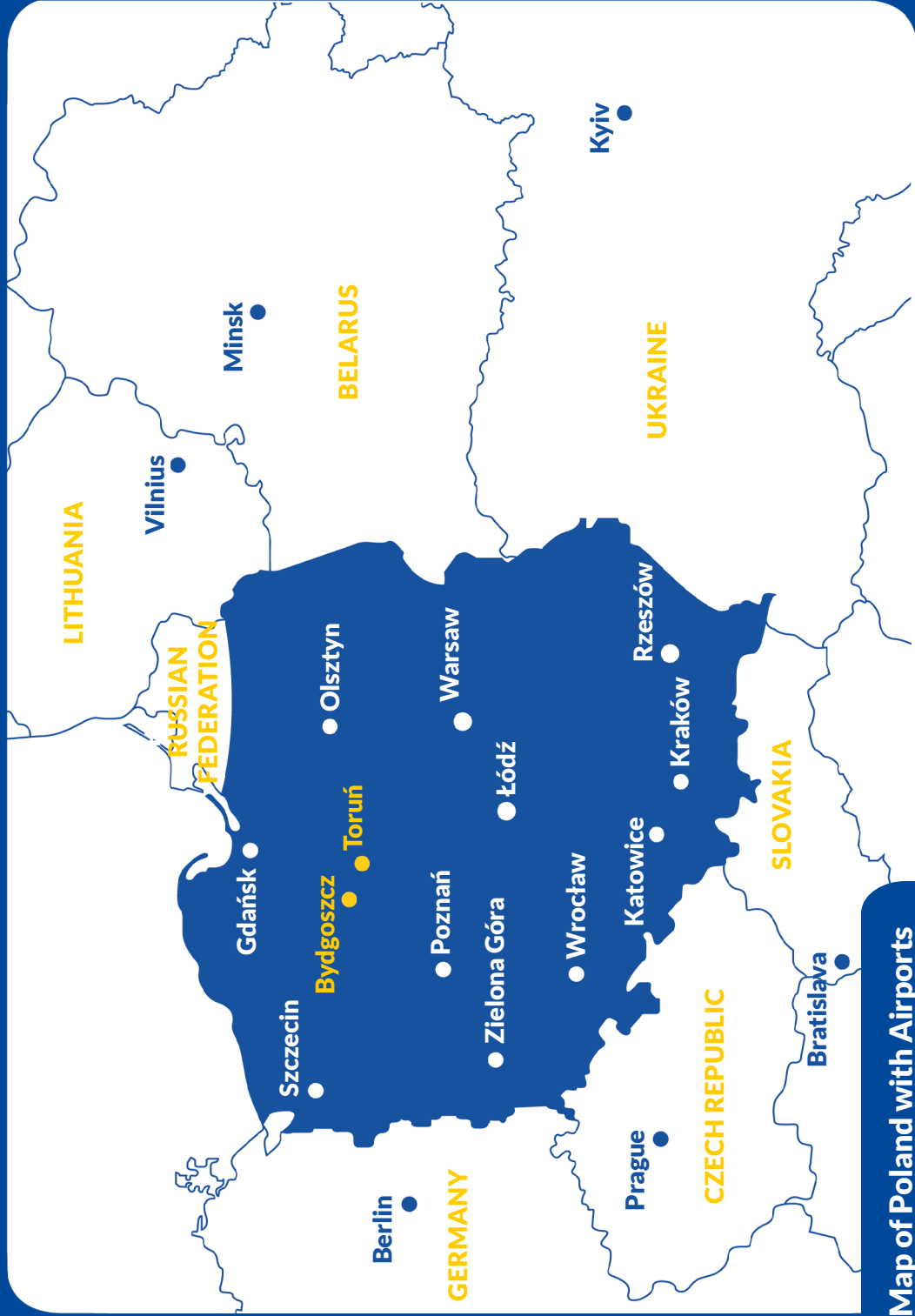
**AMBULANCE 999**

**POLICE 997**

**FIRE BRIGADE 998**

**MUNICIPAL POLICE 986**














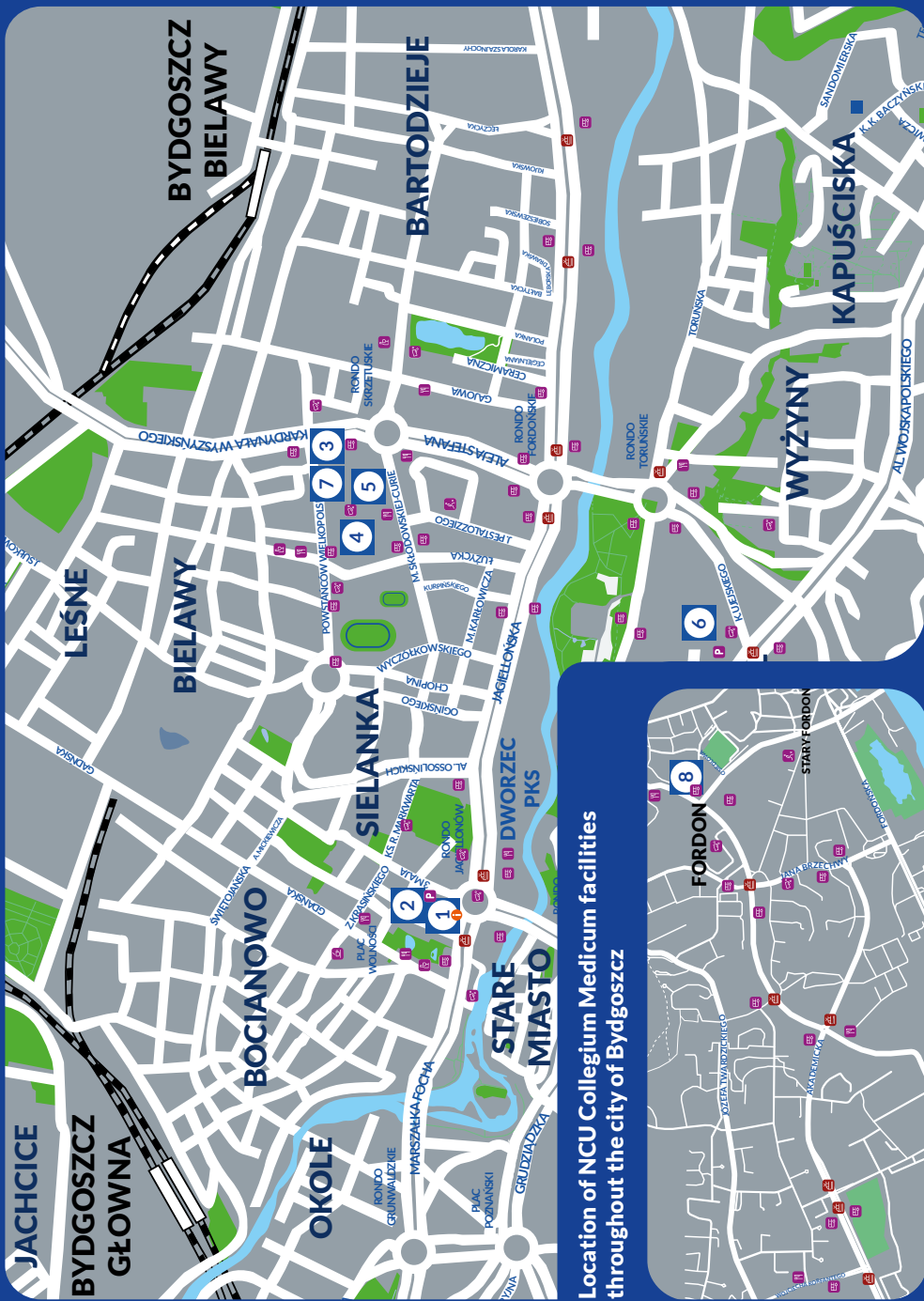


Map of Poland with Airports



- 1 WYDZIAŁ NAUK HISTORYCZNYCH  
Faculty of History
- 2 WYDZIAŁ SZTUK PIĘKNYCH  
Faculty of Fine Arts
- 3 WYDZIAŁ HUMANISTYCZNY  
Faculty of Humanities
- 4 WYDZIAŁ PRAWA I ADMINISTRACJI  
Faculty of Law and Administration
- 5 WYDZIAŁ NAUK O ZIEMI I GOSPODARKI  
PRZESTRZENNEJ  
Faculty of Earth Sciences and Spatial Management
- 6 WYDZIAŁ NAUK BIOLOGICZNYCH  
I WETERYNARYJNYCH  
Faculty of Biological and Veterinary Sciences
- 7 WYDZIAŁ NAUK EKONOMICZNYCH  
I ZARZĄDZANIA  
Faculty of Economical Sciences and Management
- 8 INTERDYSCYPLINARNE CENTRUM  
NOWOCZESNYCH TECHNOLOGII  
Centre for Modern Interdisciplinary
- 9 WYDZIAŁ CHEMII  
Faculty of Chemistry
- 10 STUDIUM PRAKTYCZNEJ NAUKI JĘZYKÓW  
OBCYCH  
Foreign Languages Centre
- 11 REKTORAT  
Rector's Office
- 12 DZIAŁ SPRAW PRACOWNICZYCH  
Department of Human Resources
- 13 DZIAŁ PŁAC  
Department of Payroll Services
- 14 AULA UMK  
NCU Aula
- 15 WYDZIAŁ TEOLOGICZNY  
Faculty of Theology
- 16 HOTEL ASYSTENCKI NR 1  
NCU Staff Dormitory N° 1
- 17 HOTEL ASYSTENCKI NR 2  
NCU Staff Dormitory N° 2

-  BUDYNKI UNIwersYTETU  
University Buildings
-  PIEŚCZE SZLAKI KOMUNIKACYJNE  
Pedestrian Way
-  MAPA  
Map
-  PRZYSTANEK AUTOBUSOWY  
Bus Stop
-  PRZYSTANEK TRAMWAJOWY  
Tram Stop
-  PARKING
-  DROGOWSKAZ  
Guidepost
-  BAR  
Café
-  PUB
-  BANKOMAT  
Cash Machine
-  BOISKO SPORTOWE  
Sports field



Location of NCU Collegium Medicum facilities throughout the city of Bydgoszcz



- 1** **BUDYNEK A**  
**BUILDING A**  
Prorektor ds. Collegium Medicum  
**Vice-Rector for Collegium Medicum**  
Pełnomocnik Rektora ds. kształcenia i spraw studenckich  
w Collegium Medicum  
**Deputy Rector for Education and Student Affairs at  
Collegium Medicum**  
Sekretariat Prorektora ds. Collegium Medicum  
**Office of the Vice-Rector for Collegium Medicum**  
Dziekan Wydziału Lekarskiego  
**Dean of the Faculty of Medicine**  
Dziekanat Wydziału Lekarskiego  
**Dean's Office of the Faculty of Medicine**  
Samodzielne Stanowisko ds. Kształcenia Podyplomowego  
CM  
**CM Independent Supervisor for Postgraduate Education**

- 2** **BUDYNEK F**  
**BUILDING F**  
Dziekan Wydziału Nauk o Zdrowiu  
**Dean of the Faculty of Health Sciences**  
Dziekanat Wydziału Nauk o Zdrowiu  
**Dean's Office of the Faculty of Health Sciences**  
Dziekan Wydziału Farmaceutycznego  
**Dean of the Faculty of Pharmacy**  
Dziekanat Wydziału Farmaceutycznego  
**Dean's Office of the Faculty of Pharmacy**  
Dział Spraw Pracowniczych CM  
**CM Department of Human Resources**  
Dział Płac CM  
**CM Department of Payroll Services**

- 3** **CENTRUM JĘZYKÓW SPECJALISTYCZNYCH  
W MEDYCYNIE**  
**Centre for Specialised Languages in Medicine**










- 4** **Studium Kształcenia Podyplomowego**  
**Centre for Postgraduate Education**

- 5** **SZPITAL UNIwersytecki NR 1**  
**UNIVERSITY HOSPITAL NO. 1**

- 6** **SZPITAL UNIwersytecki NR 2**  
**UNIVERSITY HOSPITAL NO. 2**

- 7** **DOM AKADEMICKI NR 1**  
**ACADEMIC HOUSE NO. 1**

- 8** **DOM AKADEMICKI NR 2**  
**ACADEMIC HOUSE NO. 2**

-  **BUDYNKI UNIwersYTETU**  
**University Buildings**
-  **PRZYSTANEK AUTOBUSOWY**  
**Bus Stop**
-  **PRZYSTANEK TRAMWAJOWY**  
**Tram Stop**
-  **PARKING**
-  **MAPA**  
**Map**
-  **BAR**  
**Café**
-  **PUB**
-  **BANKOMAT**  
**Cash Machine**
-  **BOISKO SPORTOWE**  
**Sports field**

## Contact list

### Department of Human Resources

Gagarina 11, 87-100 Toruń

tel. 56 611 4237

e-mail: dzsprac@umk.pl

mgr Agnieszka Ryba

room 311

tel. 56 611 4234

e-mail: agnieszka.ryba@umk.pl

### Department of Human Resources

Collegium Medicum

Jagiellońska 13-15, 85-067 Bydgoszcz

tel. 52 585 3327

e-mail: kadry@cm.umk.pl

mgr Agnieszka Mróz

room 68

### Department of Payroll Services

Gagarina 11, 87-100 Toruń

tel. 56 611 4474

e-mail: dplace@umk.pl

mgr Krzysztof Klepacz

room 504

tel. 56 611 4474

e-mail: krzysztof.klepacz@umk.pl

### Department of Payroll Services

Collegium Medicum

Jagiellońska 13-15, 85-067 Bydgoszcz

tel. 52 585 3328

e-mail: place@cm.umk.pl

mgr Agnieszka Nierzwicka-Sucholas

room 76

tel. 52 585 5993

e-mail: agnieszka.nierzwicka@cm.umk.pl