

Powitajki

welcome guide



Find me in the text!

Powitajki - Welcome Guide that contains useful information for students and employees from abroad, who came to the city of Copernicus for a few months as part of an international exchange, full-cycle studies, internship or work. They can also be helpful to Polish students starting their education at the University.

The Welcome Guide's purpose is to facilitate moving to a new city and studying at the Nicolaus Copernicus University of Toruń. The guide has been translated into several languages such as English, Chinese, Spanish, Russian, Turkish and Ukrainian, and is supplemented by infographics presenting issues related to everyday life in Poland, published on the project website "Welcome to Poland, welcome among us" ("Witamy w Polsce, witamy wśród nas") 1.





Find my QR code!

Coverage and editing: Katarzyna Strehlke Graphic design and composition: Andrzej Doligalski Illustrations and cover design: Agnieszka Rembowska Photography Andrzej Romański Print and bind: Wydawnictwo Naukowe Uniwersytetu Mikołaja Kopernika

The project is co-financed by the European Funds Portal under the Operational Program 'Knowledge Education Development', a non-competitive project titled 'Improving the competences of academic staff and the potential of the institution in welcoming people from abroad - Welcome to Poland', implemented as part of the operation specified in the application for co-financing of the project no. POWR.03.03.00-00-PN14/18.













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NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ





Nicolaus Copernicus University in Toruń ul. Gagarina 11, 87-100 Toruń ph. 56 611 40 10 e-mail: kontakt@umk.pl www.umk.pl •1

Department of International Partnerships and Educational Mobility

ul. Gagarina 11, 87-100 Toruń (Rector's Office, 5th floor, rooms 507-508) ph. 56 611 47 88 e-mail: staff@erasmus.umk.pl •2



Department of Admissions and Student Affairs ul. Gagarina 11, 87-100 Toruń (Rector's Office, 4th floor, room 405) ph. 56 611 22 30 e-mail: dzstud@umk.pl ●3

Nicolaus Copernicus University in Toruń – Your new university

he history of the university dates back to 1945. Its patron is the Toruń-born astronomer Nicolaus Copernicus. Initially, the University had two faculties (faculty of humanities and faculty of mathematics and natural science) and was located in Collegium Maius in the Old Town. Professor Ludwik Kolankowski became the first rector, and the lecturers were professors who came from Vilnius and Lviv. The opening ceremony of the first academic year was held on 5 January 1946. On that day 1,600 students began their studies.

Today, there are over 18,000 students at NCU, including nearly 1,000 foreigners. More than 2,300 academics at 16 faculties – 13 in Toruń, 3 in Bydgoszcz – are in charge of their education. The University offers over 100 fields of study, a variety of postgraduate programmes and five doctoral schools.

Nicolaus Copernicus University is also one of ten members of YUFE – Young Universities for the Future of Europe – which, as one of dozens of consortia, has been selected by the European Commission to provide and test the model of a European university – open, non-elitist and inclusive, and promoting innovation, interdisciplinarity and the highest quality of research and education.

The University buildings are located in different parts of the city – in the Bielany campus and in the centre. It takes 15 minutes by public transport to cover the distance between them.

Important facilities





The staff of the dean's office attend to students' affairs related to regulations, leaves of absence, internships, grants and placements. They supervise the process of teaching and evaluation of classes. This is where you can collect your student ID card and make an appointment with the dean $\bullet 1$.

Department of Admissions and Student Affairs

The department is responsible for admissions, and coordinates the service of foreign students. It oversees cooperation with other universities in Poland and abroad and with student and doctoral organisations. It arranges meetings for students from different countries \bullet 2.



Team for Students with Disabilities

It supports students with health problems during the process of admission and education. It offers assistance to individuals with disability certificates in such matters as education, transport, mental health, as well as living and housing issues: www.bon.umk.pl •3.





University Centre for Foreign Languages

It offers courses in English, French, German and Russian. It provides consultations on Latin. Additionally, the Centre offers courses in specialist languages – legal and business. It conducts certification examinations: LCII, TELC, TOLES. www.ucjo.umk.pl •4

Centre of Polish Language and Culture for Foreigners

It organises semester and year-long intensive Polish language courses for foreigners. It runs courses to prepare foreigners for studies in Poland, as well as summer and winter schools, during which students learn about the arcana of the Polish language, but also get to know culture, customs and tourist attractions of the region and the country \bullet 5.









University Sports Centre

It aims to maintain the physical fitness of NCU students and employees. It houses sports halls, a martial arts room, swimming pool, gym, fitness room, climbing wall, and tennis courts, which students can use during classes and in their free time: www.ucs.umk.pl $\bullet 6$.





Welcome Center

It helps foreign students, doctoral students and staff with administrative matters and issues concerning daily life in Poland, Toruń and at NCU. It is committed to integrating the international academic community \bullet 7.



Library

It holds an extensive collection of books, including collections available online. The University Library has several branches – the Main Library on campus and faculty libraries in Toruń and Bydgoszcz. It also includes the University Museum which collects objects of Polish cultural heritage, including those created abroad: www.bu.umk.pl •8.



Student's Houses



The University has eleven student's houses (domy studenckie, DS) also known as dormitories (akademiki). Five of them (DS no. 1, 2, 3, 5, 6) are located in the centre of Toruń, a few minutes' walk from the Old Town, while the others (DS no. 7, 8, 9, 10, 11, 12) are in the Bielany campus \bullet 9.

In dormitories no. 1, 2, 3, 5, 6 students can live in single, double or triple rooms. Students can use shared kitchens (on each floor), launderettes and drying rooms, as well as a gym and equipment for foosball, table tennis and billiards. The dormitories also have rooms for individual study and TV rooms.

In dormitories no. 7, 8, 9 in Bielany, students live in four-room studios with their own bathroom, and in dormitories no. 10 and 11 in two-room studios with their own kitchen and bathroom.

Information about dormitories in Toruń can be found here •10.









- The ABCs of dormitories 1. If you want to live in a student's house, fill out and submit an application •11 .
 - 2. Once you have been approved to live in the dormitory, read its regulations •12.
 - 3. Agree on the move-in date with the student's house manager. You can do it by email or phone. Find out if your dormitory provides a duvet, pillow, blanket and sheets. You definitely need to have your own pots, pans, plates and cutlery.
 - 4. The dormitory fee must be paid by the 15th of each month. At the beginning of your studies you will be given your individual bank account number.
 - 5. When entering a dormitory, always greet the receptionist and show your resident card (karta mieszkańca). When you go out, you need to leave the key at the reception.





Communication with the University

If you want to become a NCU student, you must register through the website: https://irk.umk.pl/pl •1.

IRK – Online Admission System - Internetowa Rekrutacja Kandydatów



- As a foreigner, you have the following options:
- → first-cycle and second cycle studies,
- → long-cycle studies in Polish or English,
- → student exchange programme.

You can register for the winter or summer semester (in this case, select the Mid-Year Admission option).



Once you have selected your desired studies, fill out the form and attach the relevant documents. To do so, create an account in IRK and log in \bullet 2. Remember your login and password!

After submitting your documents, wait to hear from the Department of Admissions. You can contact the Department through the IRK website, directly at 56 611 22 30 or by email: dzstud@umk.pl.



If you are already a student, you need to create an Account on the NCU server

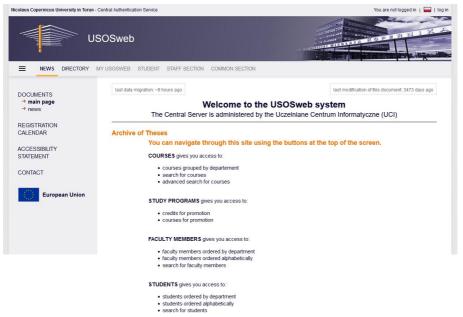
account on the NCU server. To do so, go to https://konto.uci.umk.pl •3 and follow the instructions:

- 1.Select the type of studies (e.g., first-cycle and second-cycle).
- 2. Provide personal information: first name, last name, student ID card number and PESEL number. If you do not have one, enter your date of birth and click the **Continue** button.
- 3. Generate an ID. It will consist of a series of digits (corresponding to the student ID card number) and the extension @stud.umk.pl. Set a password for your account (it must consist of upper and lower case letters, numbers and special characters). Remember your login and password.
- 4.Once logged into the system, you have access to services offered by the university, such as university mail, the library catalogue through which you can borrow books (also online), the USOS system, Moodle, and an Office 365 account.
- 5.To log back into the system, type "NCU central authentication service" ("centralny punkt logowania UMK") into the search engine, enter your login and password, and then click log in $\bullet 4$.





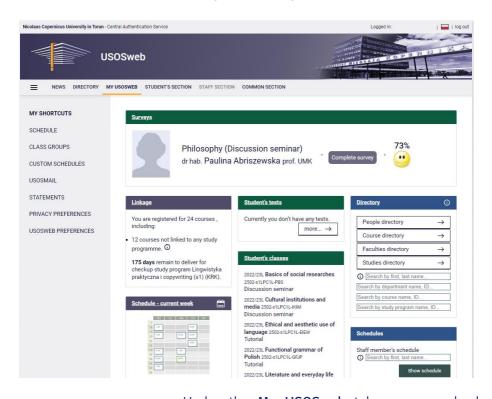




USOS – University Uniwersytecki System Obsługi Studiów

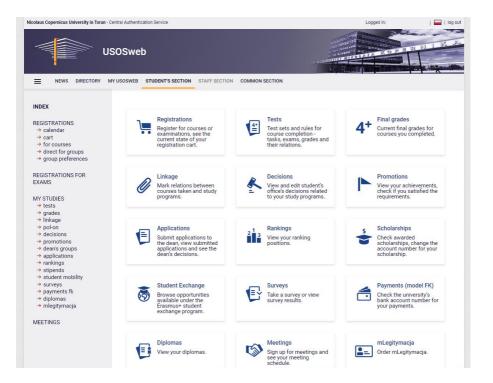
The USOS system is used by students, academic and Study-Oriented System administrative staff. It is a central database that collects information on students and university employees. Every student starting a programme becomes a USOS user.

> To enter the system, log in through the central authentication service and select the University Study-Oriented System - USOS ..





Under the My USOSweb tab, you can check the current course timetable and your class groups. Under the **Student** tab, you can, among other things, register for classes, check your final evaluation, view your student ranking positions, check whether you have been awarded a scholarship or grant. Through the system you can order your student ID card, file an application to the dean and receive his decision, but also fill out questionnaires about the classes you have attended.







You can use two e-mail boxes on the university server: Usosmail and NCU mail.

USOSMAIL is typically used for quick communication between lecturers and the entire class group or students within a group.

NCU mail – you can use it to contact administrative staff, lecturers and other students. You can upload attachments, such as credit papers.

For communication within the university, NCU students should **only** use university mail or USOSMAIL. Lecturers and administrative staff will not respond to messages sent from a private email box.

Remember to include the subject line in your email, use courteous forms of address in your message (Dear Professor, never: Mr. Kowalski) and always sign it with your full name.

Studies

For certain courses and exams you need to register Registration for courses via USOS: Student/Registration tab. Clicking the tab will redirect you to the registration calendar. If you then select the News tab, you will see a list of faculties that offer courses for registration. Select the right faculty. You will find a list of courses and registration status, as well as information on the deadline and type of registration.



If you have found the right course, locate the shopping cart icon. Green colour means that you can start registration. Click the shopping cart - you will be automatically enrolled in the selected group. After saving and refreshing the page, the shopping cart will turn orange. This confirms that the registration was successful.

111.

PE – Physical education

Registration for physical education - sports activities WF - wychowanie fizyczne - is slightly different than for other subjects. Registration deadlines are published before the start of each semester. Even if you attended classes in the first semester and would like to continue in the second semester, you must re-register. You can find all the details about the dates, venues, limits, levels in each discipline, and regulations on the University Sports Centre website: www.ucs.umk.pl •1.



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Note!

Applications are processed in the order they are received, so try to register as soon as possible to select your favourite discipline..



There is a token registration system for sports classes, which in practice means that you have to think carefully before choosing a discipline, because once enrolled in a class you cannot change it. Physical education class is completed with a nongraded credit. Absence from class (more than one) will result in no credit. So before the end of the semester, make up for all absences (you need to make an appointment with the instructor).

If you have a doctor's note, you also need to register for sports classes. In this case, select the tab Students with doctor's note. If you are exempt from PE classes on the basis of a doctor's note, report to the office of the University Sports Centre in Toruń at ul. Świętego Józefa 17 where you will receive a referral for a medical examination. Send a scan of your referral along with your phone number to medycynapracy@mps.torun.pl. You will be invited to a meeting with a medical board which will decide whether you can be exempted from classes. Any doubts? Talk to Ms. Iwona Willma, ph. no. 56 611 43 74.





(lektoraty)

Foreign language classes Token registration is also required for foreign language classes taught as part of the study programme: •2. Selected foreign language classes are offered for each field of study: •3.

If you are a first-year student, you are required to take a placement test before registering. In the following semesters you can also take the test which is available on the Moodle platform •4.



Unlike physical education classes, registration for the next semester of foreign language classes renews automatically.



If you are interested in learning Polish, contact the Centre of Polish Language and Culture for Foreigners: •5. With the approval of the dean, foreign language students may take a semester course in Polish as part of their study programme. Ask about this option at the dean's office or the Centre, you can also do it by e-mail (skjpo@umk.pl) or by phone (56 611 35 77).

Polish



Trainings

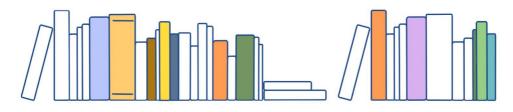
All students at the Nicolaus Copernicus University in Toruń must undergo online health and safety training (BHP).

Depending on the field of study, it may be basic or advanced training •1. The training is available on the Moodle platform. After logging in, select the training: Introduction to health, safety and ergonomics – training for students •2. The training must be competed between the beginning of the academic year and the beginning of December. If you find it difficult, you can have a consultation with the staff of the Health and Safety Training Department on Tuesdays from 12:00 p.m. to 2:00 p.m. at ul. Mikołaja Reja 25. BHP





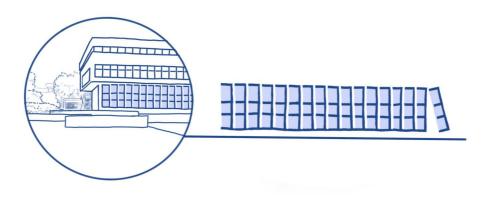




Additionally, library training is mandatory for some students. It will familiarise you with the library and information system and help you easily find the materials you need for your studies in the NCU resources. Library training



In Toruń, it is mandatory for the first-cycle students at the Faculty of Humanities (except for students of ethnology and cultural anthropology). To receive the training, go to the link provided, read the information, and then take the test by logging into the Moodle platform: \bullet ³.





Additional academic, professional and personal training and workshops are offered on the Careers Service website: $\bullet 4$.



How to spend your free time at the university?

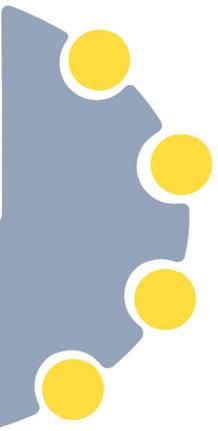
Develop passions in NCU student scientific associations (koła naukowe) \bullet 5.



Be active. Be a member of the Student Self-Government (Samorząd Studencki): www.samorzad.umk.pl •6.



Get involved in volunteering. Acquire skills you will need in the job market: www.biurokarier.umk.pl •7.





Benefit from sports. Get away from your desk and practice sports: https://sport.ucs.umk.pl/sekcjestudenckie-amp/harmonogram-sekcji/ •8.



Do you have a musical talent? Join the Academic Choir: www.chor.umk.pl \bullet 9.



Participate in cultural and social events at the Od Nowa club, the Student Activity Centre Kotłownia and the ESNT profile in Toruń: www.facebook.com/odnowa •10, www.facebook.com/OASKotlownia •11, www.facebook.com/ESNTorun •12.







Public holidays



Calendar of Polish public holidays In Poland, national and religious holidays are days off from school and work, during which, for example, public transport schedules change. Large stores, such as supermarkets and shopping malls, are closed. Only a few small convenience stores are open.

1 January – New Year 6 January – Epiphany 1 May – Labour Day 3 May – Constitution Day 15 August – Polish Army Day / Assumption of the Blessed Virgin Mary 1 November – All Saints' Day 11 November – National Independence Day 25-26 December – Christmas

1-3 May are the days known as May Day Picnic (majówka or weekend majowy). This is usually a vacation time for many Poles and an opportunity to travel. 2 May is the Flag Day, so red and white flags fly in many places, just like on the national holiday of 11 November. If this holiday falls just before or just after the weekend, Poles usually enjoy the so-called long weekend.

end.



Kalendarz polskich świąt ruchomych

2023

9-10 April – Easter (Sunday and Monday) 8 June – Corpus Christi (Thursday)

2024

31 March - 1 April – Easter (Sunday and Monday)30 May – Corpus Christi (Thursday)

2025

20-21 April – Easter (Sunday and Monday) 19 June – Corpus Christi (Thursday)





As a general rule, stores are closed on Sundays, although there are a few times a year you can also shop on Sundays referred to as shopping Sundays: before Christmas and Easter, and before and at the end of the vacations. In 2023, they fall on 29 January, 2 and 30 April, 25 June, 27 August as well as 17 and 24 December. Here you will find information on public holidays – they are marked in red and shopping Sundays in blue \bullet 1.

The academic year calendar has been approved by His Magnificence Rector and it is advisable to familiarise yourself with it before classes begin. Additional days off at NCU include the day of the academic year opening ceremony, University Day, and the Students' Festival (Juwenalia). The calendar can be found on the website \bullet_2 - academic year calendar.



Every student could use an extra penny. So it is worth applying for a scholarship or grant (stypendium). They are awarded by the University, as well as the Polish government, city mayors or foundations.

If you have the right to study for free at NCU, this means you are also entitled to apply for a **maintenance grant** (stypendium socjalne). Instructions for filling out the application can be found here: www.stypendia.umk.pl \bullet 1, and you can fill out the document here: \bullet 2. If you are unsure whether you are entitled to a maintenance grant, ask your faculty staff \bullet 3.

A Facebook group can also be helpful • 4.



Remember!

The application with all attachments and account number details should be submitted at your dean's office. Check the deadlines!



A high grade point average is a chance for a **scholarship** (stypendium naukowe). Find out at your faculty if you are eligible to get it and by when you need to apply. If you have outstanding achievements or very good academic results, you are eligible for the NCU Rector's scholarship. Foreigners from countries outside the EU, EEA (and Switzerland) can apply. You must submit your application at the Rector's Office. For information on how to fill out the application, see •5.

Be sure to visit the Polish National Agency for Academic Exchange (Narodowa Agencja Wymiany Akademickiej, NAWA) website •6, where you will find information about the scholarships and grants offered by the Polish government. Scholarships and grants are provided for foreign students and university candidates. Additionally, NAWA offers free Polish language courses to prepare for studies in Poland.











Find out what financial support you can receive: www.mojestypendium.pl \bullet 7. Information on awarding scholarships and grants to foreigners \bullet 8.





ficial matters



When you arrive in Poland, you will devote most of your time to your studies, but at the beginning you will also have to deal with some official matters, such as registration for residence, insurance and approval of your stay.

You will have to visit the following offices:

Toruń City Hall (Urząd Miasta Torunia, UM) – ul. Batorego 38/40 or the UM information desk at the Plaza Shopping Centre at ul. Broniewskiego 90. You should go there if you want to register for residence and receive a PESEL number.

 National Health Fund (Narodowy Fundusz Zdrowia, NFZ) in Toruń – ul. Szosa Chełmińska 30. This is the place where you can take out voluntary health insurance.

 Social Insurance Institution (Zakład Ubezpieczeń Społecznych, ZUS) in Toruń – ul. Mickiewicza 33. This is where you pay health insurance contributions.

Province Office (Urząd Wojewódzki) in Bydgoszcz – ul. Konarskiego 3. This is where you can obtain your residence permit (karta pobytu).

More information can be found here: •1.

Zameldowanie i PESEL



f you plan to stay in Toruń for more than 30 days, you can register for a temporary residence and a PESEL number. To do this, you should fill out an application: www.obywatel.gov.pl $\bullet 2 \mathscr{I}$.

If you live in a dormitory, ask the dormitory manager to confirm the information you provided in the application. The manager should affix a stamp and a signature.

If you do not live in a dormitory, prepare a lease agreement for your apartment. Make sure it includes the landlord's consent to your residence registration. This document will be required at the office.



Then make an appointment to visit the Toruń City Hall. You can do this by phone (56 611 83 58) or online (www.um.torun.pl/pl/rezerwacja-wizyty) •3. You can choose the City Hall at ul. Batorego 38/40 (Monday to Friday 7:30 a.m. to 3:30 p.m.) or the information desk at Plaza Shopping Centre at ul. Broniewskiego 90 (Monday to Friday 9 a.m. to 5 p.m.). On the appointed day, go to the office, bring your passport and a certificate confirming your student status. At the office you will receive a residence certificate (zaświadczenie o zameldowaniu), the issuance of which costs PLN 17.

Remember!

This is an important document, keep it. It is also advisable to keep or even copy your PESEL number document, as you will have to show it in many places..

Approval of stay legalizacja pobytu

Students from the EU and EFTA countries

You came to Poland on the basis of a valid identity document. You can stay here legally. After three months you should register for residence..



Necessary documents: \square application form • 4 \square ,

- ☑ a certificate from the university confirming your student status,
- document confirming that you live in Poland (residence certificate),
- document confirming health insurance coverage,
- ✓ a statement confirming that you have sufficient funds to live in Poland (a certificate of legal tender in the bank issued at least a month before the application for residence registration or a credit card).



The documents should be submitted to the Division of Work Permits and Registration of Invitations and EU Citizens (Oddział Zezwoleń na Pracę oraz Rejestracji Zaproszeń i Obywateli UE) at the Department of Citizen Affairs and Migration (Wydział Spraw Obywatelskich i Cudzoziemców) in Bydgoszcz, at ul. Konarskiego 1-3, building B, 3rd floor, room 32 (Monday, Thursday, Friday 08.00 a.m.-3.00 p.m.; Tuesday 08.00 a.m.-5.45 p.m.; Wednesday 08.00 a.m.-12.00 p.m.). The document is issued free of charge.



Holders of Pole's Card

If you have a Pole's Card (Karta Polaka), you can legally stay in Poland. You can also travel within the Schengen area. You do not need to submit any documents.

Non-EU and EFTA students

If you came to Poland on a type C Schengen visa, you have the right to stay in Poland for up to 90 days within a 180-day period. You can also travel freely within the Schengen area.

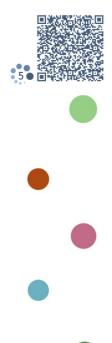
If you have a type D Schengen visa, you are entitled to stay in Poland continuously for one year and travel freely within the Schengen area for up to 90 days in a 180-day period.





You should apply for a residence permit before your visa expires. Once your application is submitted, your stay in Poland is legal, even if your visa expires and you are still waiting for your permit. If you leave for your home country during this time, you will need to apply for a new visa before returning to Poland.

Residence permit Karta pobytu



Documents necessary for the residence permit:

- ✓ Application form: 5 ,
- ✓ 4 photographs (45 × 35 mm, taken within the last 6 months),
- ☑ a photocopy of your passport,
- ☑ a certificate confirming your student status,
- ☑ a certificate confirming that you live in Poland,
- ☑ a document confirming that you have paid tuition fees or a scholarship or grant certificate,
- ☑ a document confirming that you have sufficient funds to live in Poland,
- ✓ evidence of health insurance,
- proof of payment for and issuance of a residence permit

PLN 340 to the account: 52 1240 6960 3892 1000 0000 0000 Urząd Miasta Bydgoszczy Wydział Podatków i Opłat Lokalnych

PLN 50 to the account: 56 1010 1078 0000 4222 3100 0000 Kujawsko-Pomorski Urząd Wojewódzki w Bydgoszczy Biuro Finansowo-Inwestycyjne (for issuing the permit/ za wydanie karty).



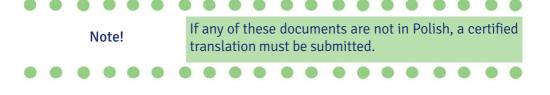














Your fingerprints will be taken during the office visit. The application should be submitted to the Division of Work Permits and Registration of Invitations and EU Citizens (Oddział Zezwoleń na Pracę oraz Rejestracji Zaproszeń i Obywateli UE) at the Department of Citizen Affairs and Migration (Wydział Spraw Obywatelskich i Cudzoziemców) of the Province Office in Bydgoszcz – ul. Konarskiego 1-3, building B, 3rd floor, room 33. You can also send photocopied documents by registered mail with acknowledgment of receipt to the above address. You can also submit documents to the delegation in Torun – ul. Moniuszki 15-21.



Online registration is the most convenient: $\bullet 6$. However, since many people have recently applied for a residence permit, it is not always possible to register through the reservation system. The application and required documents should be submitted to the Province Office in Bydgoszcz (see information above). The stamp duty is PLN 406, payable to the account: Urząd Miasta Bydgoszczy Wydział Podatków i Opłat Lokalnych 52 1240 6960 3892 1000 0000 0000. Applications are available here:

www.bip.bydgoszcz.uw.gov.pl •7 \mathscr{P} , •8 \mathscr{P} .

Extension of stay under a national or Schengen visa



Other documents:

- ☑ a recent photograph (35 x 45 mm);
- ☑ a photocopy of a valid travel document,
- ✓ documents confirming the circumstances regarding the reasons for extending the visa stated in the application,
- ☑ documents confirming the purpose and conditions of the planned stay,
- ✓ documents confirming that you have sufficient funds to cover the cost of living for the entire period of the planned stay in the territory of the Republic of Poland and of the return trip to the country of origin or residence or for transit to a third country that will grant entry, or the possibility of obtaining such funds in accordance with the law,
- documents confirming health insurance,
- ✓ documents confirming the credibility of the foreigner's declaration of intention to leave the territory of the Republic of Poland before the expiration of the extended visa.



Phone card registration

Staying in touch with loved ones is important when leaving your home country. It is advisable to buy a phone card from one of the Polish mobile operators. The most popular networks include: Orange, Play, Plus, T-Mobile. You can buy a card at operators' stores, most kiosks and newsstands, supermarkets, Żabka stores and gas stations.



Remember!

It is necessary to register the card you bought. You can do this at the place where you bought it. You will need a passport, and sometimes you may be asked for your PESEL number.



Regulations in Poland

You came to Toruń, you live in Poland, so you must follow Polish regulations. It is worth knowing them to avoid unpleasant situations. Unlawful behaviour can be punished with a fine or a caution.



If you do not use public transport because, for example, you prefer to walk, you need to be aware of what is prohibited:

- → using a phone or other electronic devices while entering or crossing a roadway,
- → using the bike path instead of the sidewalk,
- → jaywalking,
- → running across the roadway,
- → walking on the tracks,
- crossing the railway tracks when the barriers are lowered.

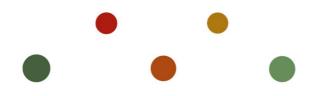
If you use the bus and tram, you are a public transport passenger. As a student, you are entitled to reduced-fare tickets, but you must have a valid student ID card.



Passengers are
required to:✓ have the correct ticket;
✓ validate the ticket immediately after boarding the
bus or tram;
✓ show a valid student ID card during ticket inspection.

On public transport, it is forbidden to:

- → smoke cigarettes and e-cigarettes,
- → eat food that can dirty fellow passengers,
- → misuse the emergency brake,
- → get on or off after the door closing signal.





Similar rules apply to Polish trains. On trains, however, there is no need to validate a ticket. There are heavy fines for travelling without a ticket, though. On Intercity trains, for example, you will have to pay the equivalent of the fare, plus an additional fee for not having a valid ticket \bullet 1. You will not avoid the fine on Regio trains either \bullet 2.



The amount of the fine may be reduced if you make the payment right away.

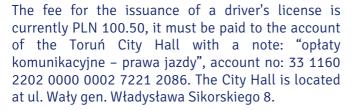
If you have a driver's license that was issued in an EU member state, you can drive freely, as this document is valid throughout the European Union. You must exchange the document if your stay in Poland is longer than 185 days.

Driving license



To do so, submit:

- \square an application www.bip.powiattorunski.pl 3 \square , \square a 35 x 45 mm colour photograph, frontal view,
- ✓ proof of payment of the driver's license fee and registration fee,
- ☑ a photocopy of your driver's license and its certified translation,
- ☑ ID card and its photocopy,
- ☑ a document confirming the right of residence in Poland and its photocopy,
- ☑ a residence registration certificate.









If you have a driver's license issued outside the EU, you must exchange it to drive legally on Polish roads. First, you will have to take a theory test.



Enter your home country to check if you need to exchange your driver's license: $\bullet 4$.





Check out the procedure for exchanging a driver's license in Toruń: https://jakiwniosek.pl • 5.



In public places, both indoor and outdoor, you should have the good manners and obey the rules.

It is unacceptable to:

drink a

parks

- → drink alcohol in public places it is not allowed in parks, at bus stops, on platforms, in transportation. Sometimes it is allowed to consume alcohol at mass events, if the organisers obtain the appropriate permit. This applies only to adults. In Poland, it is forbidden for people under the age of 18 to consume or buy alcohol,
 - smoke in restaurants and at public transport stops owners of restaurants sometimes designate a place where you can smoke (smoking room),
 - → buy, sell or take drugs,
 - → litter,
 - damage property for example, draw graffiti outside specially designated areas,
 - → put up posters without permission,
 - → camp and barbecue outside the designated places,
 - → behave indecently, for example walk topless on the beach, make obscene gestures,
 - → cause noise nuisance at night.



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Capacity to perform acts in law (zdolność do czynności prawnych) is acquired in Poland at the age of 18. If you have come to Poland and intend to study, and you are a minor, you need the consent of your parents or legal guardians: $\bullet 6 \checkmark$.

Also, entering into a contract with the National Health Fund (NFZ), visiting a doctor, renting an apartment require the consent of parents or legal guardians, and opening an account in a Polish bank is not possible without their presence.



Medical care

For students from the European Union and European Economic Area





Emergency medical care in Poland is free of charge, and includes primary health care, outpatient specialist care, dental care, medical rescue and ambulance services. You need to have a European Health Insurance Card - EHIC (Europejska Karta Ubezpieczenia Zdrowotnego, EKUZ) issued in your home country before arriving in Poland. If you would like to receive long-term, multi-stage treatment in Poland, you need to either take out an appropriate policy in your home country or enter into a voluntary health insurance contract with a branch of the National Health Fund (NFZ) in Poland. Before that, however, you must discontinue insurance coverage in your home country. You can also transfer your insurance rights from your home country to Poland by completing the S1 form in your home country $\bullet 1 \mathscr{P}$.



For students with a Pole's Card or recognised Polish origin



Poland is obliged to pay insurance for a person holding a Pole's Card (Karta Polaka). At NCU, you have to visit the Payroll Department at ul. Gagarina 11, room 501. You will be asked to present your documents: residence permit, passport, student ID card, and to complete the form $\bullet 2 \ \mathscr{P}$.

Once you complete the formalities, you will be covered by mandatory health insurance and will be entitled to receive medical care in Poland.

For students from outside the European Union and European Economic Area



Every person studying in Poland is subject to compulsory insurance. When you applied for the visa, you had to take out health insurance and personal accident insurance. This way, when an emergency situation arises that requires assistance of a doctor, you will easily get it. You will incur costs that will later be reimbursed by your insurer.



Voluntary insurance in Poland step by step:









44

Fill out an application: • 3 M.

Prepare your passport, student ID card or certificate from the university confirming your student status, and a Polish residence registration certificate.

If you live in a dormitory, you will receive this document from the manager.

From Monday to Friday, between 8:00 a.m. and 4:00 p.m., go to the NFZ institution – ul. Szosa Chełmińska 30 – and sign the contract.

With the signed document, visit the ZUS institution – ul. Mickiewicza 33/39 (Monday 8 a.m.-5 p.m., Tuesday-Friday 8 a.m.-3 p.m.) – and submit the completed ZUS ZZA form \bullet 4. You have to do this within 7 days from the date of signing the contract with the National Health Fund.

Pay your contribution the following month (that is not a mistake, you do not have to pay the first contribution until a month after signing the contract). Its current amount is PLN 55.80, and it must be paid regularly by the 15th of each month.

File a DRA declaration with the Social Insurance Institution (Zakład Ubezpieczeń Społecznych, ZUS) until the 20th of each month $\bullet_5 \mathscr{I}$.

You can create a trusted profile (profil zaufany) to conveniently file this declaration online: https://pz.gov.pl/pz ●6 *≫*.

The contract with NFZ is for an indefinite period, after graduation you can terminate it: • 7 or wait for it to expire. The contract expires after one month of arrears in contribution payments.

Information about NFZ can be found here: •8.



- www.womp.torun.pl •11,
- www.mps.torun.pl •12.

At the outpatient clinic, you will be asked to show your: you passport,

- ☑ a certificate confirming your student status,
- 🗹 fill out a form 🛛 🖬 🥒 .

Once you have completed all the formalities, you can register for an appointment with the doctor of your choice.



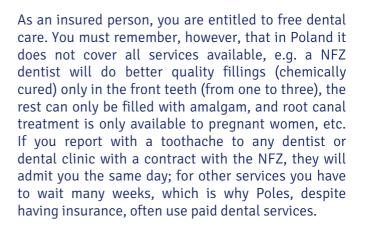






A visit to the dentist





You can use the services of various private dental offices or dental centres. One of the places you can go to is a dental centre www.dentus.com.pl • 14.





Private medical care



There are many outpatient clinics and doctor's offices that provide medical assistance without insurance, but for a fee. One of the most popular outpatient clinics in Toruń is Citomed •15. You can also make a private appointment using the website ZnanyLekarz •16. On the website you will find various specialists, choose an appointment date and find out the price of a medical consultation.

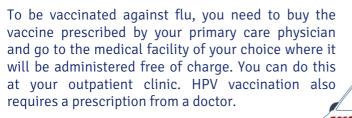
After hours medical service

If you happen to get sick over the weekend or feel very unwell after the outpatient clinic closes, you can use the after hour medical service provided by:

- → Miejska Przychodnia Specjalistyczna, building A, ul. Uniwersytecka 17 (56 611 99 42),
- → Specjalistyczna Przychodnia Medycyny Rodzinnej Rudak-Med, ul. Podgórska 24a (56 654 78 20),
- → Wojewódzki Szpital Zespolony in Toruń (next to Admission Room), ul. Konstytucji 3 Maja 42 (56 679 40 40).

Medical assistance is provided on weekdays from 6:00 p.m. to 7:00 a.m. and on Sundays and public holidays around the clock.

If you have a toothache, you can use the emergency dental service located at ul. Srebrnego 1 in Pomorskie Centrum Medyczne ORMED (56 621 08 11).



Vaccination

0

PCR test



If you are planning to travel and need to show a negative COVID-19 test result to enter a country, you can take the test and get an entry permit at the airport or in Toruń at ul. Sułeckiego $2E \bullet 16$. The testing point is open Monday through Friday from 7:30 a.m. to 10:30 a.m.

Shopping and money



Toruń is a city full of small stores, but there are also large shopping centres, the largest of which are Plaza and Copernicus.

The **Plaza** shopping center at ul. Broniewskiego 90 features more than 120 stores, a supermarket, a movie theater, restaurants, cafés, a bowling alley and a 24-hour gym. There is also the City Hall Citizen Service Desk (Punkt Obsługi Mieszkańców). It is just a few minutes' walk from the Bielany campus •1.



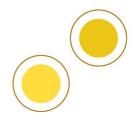


Copernicus at ul. Żółkiewskiego 15 is the largest shopping mall in Toruń with more than 150 stores and service outlets \bullet 2.

If you prefer to shop with local vendors, head to a marketplace. In Toruń at ul. Szosa Chełmińska 31/35 you can buy everything from organic foodstuffs through clothes to handicrafts. Other, smaller markets are located at ul. Mickiewicza 75 and Okólna $1 \circ 3$.



To buy a small lamp, a cosy blanket or a decorative pillow for your room, you can go to a Jysk or Pepco store. The latter, which offers many "treasures" at very affordable prices, can be found in the Plaza and Copernicus shopping centres.





You study in Toruń – the city of Nicolaus Copernicus, famous for its delicious gingerbread. Stores selling souvenirs and gingerbread delicacies are located in the centre of the city, for example at Rynek Staromiejski 6.



If you forgot to buy something, are hungry or left home without a cup of coffee you badly need right now, a Żabka store can come to the rescue. Stores with the distinctive logo are usually open late, even on non-shopping Sundays. The store at ul. Gagarina 212-216/4 is closest to the Bielany campus.



You can buy small items, such as tickets, drinks, snacks or mobile top-ups, at kiosks. These are small retail points usually located near bus stops.



What if you do not enjoy wandering around the shops? You can do shopping online, without leaving your home. The most popular shopping platform in Poland is Allegro. To use it, you must register: www.allegro.pl •4.



The place you will go to as soon as you arrive in Toruń is certainly the exchange office. This is where you can exchange your currency into Polish zlotys (PLN). If you want to exchange a larger amount, you can negotiate the rate. The prices of currencies in Toruń exchange offices are similar, and no additional service fee is charged. The currency applicable in Poland is złoty, 1 z = 100 groszy.



If you intend to live in Poland for more than 3 months, it is a good idea to open a bank account so that you can make transactions without additional fees, for example pay tuition fees, rent, or receive a scholarship.

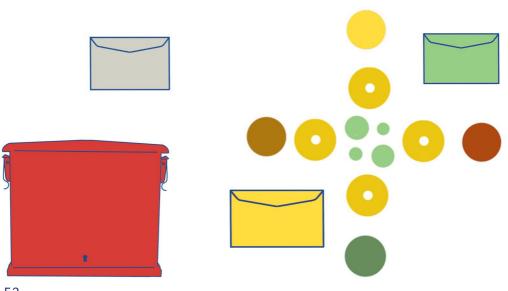
To open an account, you need to fill out an application. You must also present your passport, a document proving your student status, and your PESEL number.



Postal services



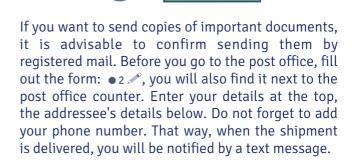
You certainly use a phone and email to stay in touch with loved ones and handle official matters. Sometimes, however, a visit to the post office may be necessary. At the post office (Poczta Polska), you can send a parcel, and, if necessary, exchange money. Its distinctive logo – a golden trumpet on a red background – makes it easy to locate. Find the post office closest to your location: •1. The 24-hour post office is located at Rynek Staromiejski 15.







If you want to send an unregistered letter or postcard with greetings from Toruń, buy a stamp for PLN 3.90 and stick it on the envelope.



You can also send a parcel at the post office. To do this, prepare a label to stick on the parcel, complete your and the addressee's data, add information on the size and weight of the parcel: •3. Then go to the post office to pay for the parcel and post it. If you have not prepared the label at home, you will receive a printout at the post office and there you can fill it out.

You can send a parcel using one of the available options: www.envelo.pl •4 or www.pocztex.pl •5. Pocztex also offers shipping abroad. Parcels are accepted only by selected post offices in Toruń.

User-friendly parcel service is also offered by Inpost, which is very popular in Poland. Walking around Toruń, you have probably noticed its yellow parcel stations (paczkomaty). How to send a parcel? The instructions are provided on the company's website: www.inpost.pl $\bullet 6$.











Bus and tram

You can get around the city by public transport. In Toruń, you can choose between day and night tram and bus lines. With Jakdojade app $\bullet 1$ you will find the best connection.



If you are a student, under the age of 26 and have a valid student ID card, you are entitled to a half-price ticket (-50%). In Toruń, you can buy:

- → single-ride and limited time tickets (60 or 90 minutes),
 → multi-ride tickets,
- → short-term tickets (e.g., for one day or weekend),
- personal season tickets (e.g., for 15 days, a month, 3 months or a semester).

If you opt for a season ticket, you can have the necessary ID (card) issued at dedicated points: \bullet_2 . It is a good solution because you do not have to remember to buy and validate your ticket. You can find ticket prices here: \bullet_3 .







You can buy tickets in ticket machines located at some stops, for example at plac Rapackiego, at kiosks and online using one of the apps: $moBiLET \bullet 4$.

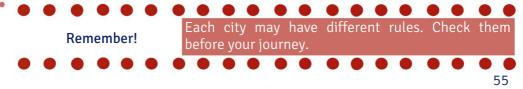
e-bilet Toruń ●5.

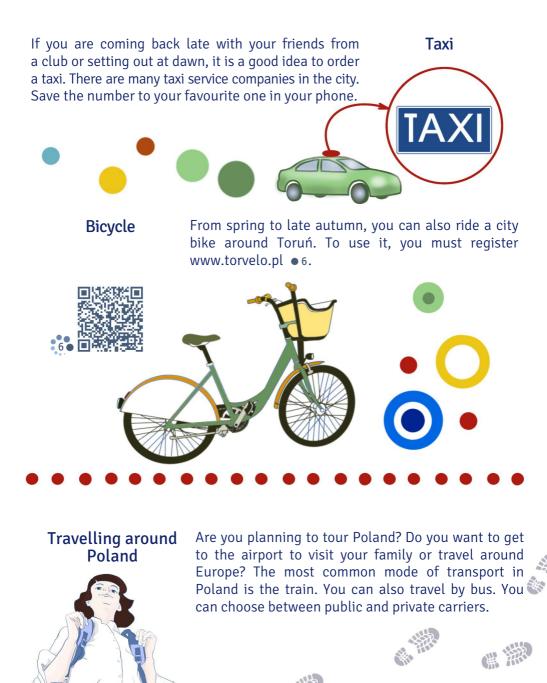
It is also possible to purchase a ticket from ticket machines on the bus or tram.

The failure or absence of a ticket machine does not exempt you from having a ticket; in case of an inspection you will pay a fine for not having a ticket.

Once you get on a tram or bus, you must validate

once you get on a tram or bus, you must validate your ticket right away. There are fines for not having a valid ticket. On public transport, ticket inspectors (who do not wear special uniforms and do not stand out among ordinary passengers) and the driver can inspect tickets. If you have validated a reduced-fare ticket, you must carry a valid Polish university card or ISIC card. Without a student ID card, you are not entitled to a reduced-fare ticket.









There is a coach station in Toruń at ul. Dąbrowskiego 8-24 – Dworzec PKS. From there you can travel to Polish and foreign cities. The station is located close to the centre, you can get there by trams no. 1 or 4, for example.

You can buy long-distance coach tickets at ticket offices or from the driver. If you plan to travel by Flixbus, buy your ticket online. You are typically entitled to a reduced-fare tickets for intercity coach transport if you show a valid student ID card when buying a ticket. However, not all coach operators offer reduced fares, and the amount can vary from carrier to carrier.

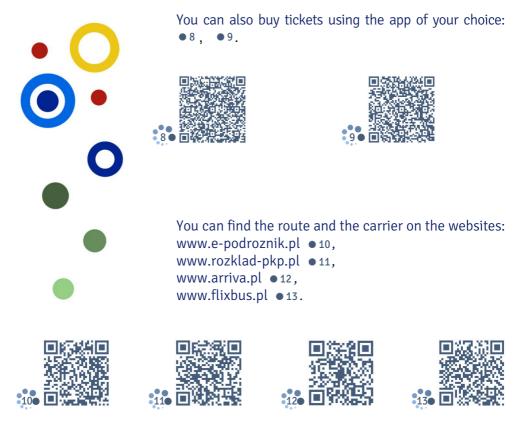
Coach

Train





The largest train station in the city is Toruń Główny. There are also Toruń Miasto, Toruń Wschód and Toruń Kluczyki stations, but not every train stops there. You can get directly from the campus to the station by bus no. 131 or tram no. 4 and then bus no. 11 or tram no. 1 and then a bus of your choice. Ticket offices are open from 5:45 a.m. to 8:05 p.m. on weekdays, and from 7 a.m. to 7:40 p.m. on weekends. If the ticket offices are closed, you can buy a ticket for some trains at the 24-hour ticket machine located in the underground passage. If you fail to do so, you can buy a ticket from the train conductor. As soon as you board the train, go to the first carriage to get a ticket. Be sure to carry a valid student ID card, which entitles you to a reduced fare. The price is reduced by 51%. If you are looking for special offers, use search engines: •7.



City transport in Poland

If you are planning to visit other cities, be sure to check in advance how their public transport is organised. Each city has its own rules, for example, not all cities offer limited time tickets, some cities are zoned with different ticket prices. Below you will find information on ticket prices in cities frequently visited by students: Warsaw •14, Kraków •15, Gdańsk •16 and Wrocław •17.









Useful words and phrases in Polish

ticket machine - biletomat full-fare ticket - bilet normalny single-ride ticket - bilet jednoprzejazdowy one-, two-, three-day ticket - bilet jedno-, dwu-, trzydniowy weekend ticket - bilet weekendowy reduced-fare ticket - bilet ulgowy student discount - ulga studencka student discount - zniżka studencka city card - karta miejska validate a ticket - skasować bilet compartment coach - wagon przedziałowy open coach - wagon bezprzedziałowy seat - miejsce train is delayed - pociąg jest opóźniony fast train - pociag pospieszny stopping/slow train - pociag osobowy reservation of seats - rezerwacja miejsc

> How do I get to...? - Jak dojadę do...? Where is the stop towards...? - Gdzie jest przystanek w kierunku...? What time is the next train/bus to...?

- O której jest najbliższy pociąg/ autobus do...? What time will I be there? - O której będę na miejscu? From which platform does the train leave for...?

- Z którego peronu odjeżdża pociąg do...? From which station does the coach leave for...?

-Z którego stanowiska odjeżdża autobus do...? Reduced-fare ticket to..., please - Poproszę bilet ulgowy do... I would like to request a cab to the address...

Poproszę taksówkę na adres...

I want to order a cab to the ... street

- Chcę zamówić taksówkę na ulicę...



You will probably want to visit interesting places in the region and in Poland.

It is worth starting with Toruń itself, which uses the slogan Gotyk na dotyk (literally, Touch the Gothic). If you go to the tourist information centre at ul. Szeroka 43, you will get more information about the town of Copernicus. With the brochures, you will go on a walking tour of the city and learn its secrets.

Toruń offers many cultural events, do not miss them and follow the calendar: www.torun.pl \bullet 18.

A day trip to nearby Bydgoszcz is also worthwhile. You will find Art Nouveau and Modernist buildings, the remarkable Mill Island (Wyspa Młyńska) and visit the one-of-a-kind Museum of Soap and the History of Dirt (Muzeum Mydła i Historii Brudu) or the historic Exploseum.

Toruń and Bydgoszcz are located in the Kujawsko-Pomorskie Province which inspires awe with its historical monuments and scenic beauty. What does our region have to offer? Check out the map: • 19 and read on for details: • 20.







Tourism









A brochure will help you choose a place of interest \bullet 21. When living in Poland, it is also worth exploring its most important historical landmarks. Gdańsk, Kraków, Lublin, Malbork, Poznań, Warsaw, Wrocław, akopane should be must-see points in your itinerary... If you would like to explore some lower-profile places, visit the website www.mapa.polskaniezwykla.pl \bullet 22 – you are sure to find something to your liking.

