



HR EXCELLENCE IN RESEARCH

Nencki Institute of Experimental Biology PAS

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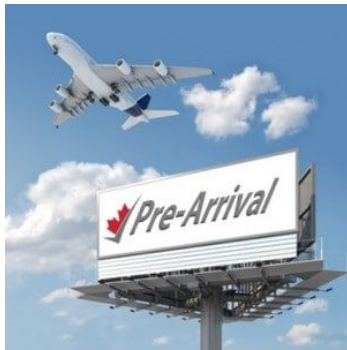
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Welcome at Nencki Institute

We are glad that you have joined our team. In this guide you will find information that will help you get started within our company.



BEFORE YOU ARRIVE

Obtaining a visa if necessary



No visa is required if you come from an EU/EFTA member country or other country listed by the The Office for Foreigners: [do I need a visa](#). A valid travel document entitles foreigners to enter Poland. Foreigners who do not need to have a visa to come to Poland should register their stay if it is longer than 90 days. Please find attached detailed information: [registration of stay for EU](#).

Citizens of other countries who wish to work or study in Poland are required to obtain a Polish visa before arrival to Poland. They need to contact the Polish Consulate or Embassy in the country of residence. Visas are granted for maximum of one year. In order to extend the stay in Poland, it is necessary to apply for a residence permit.

Citizens of non-EU/EFTA countries which are not listed as visa free countries may enter Poland and stay based on Schengen or national visa.

Schengen Visa (visa type C) – is issued when the planned stay on the territory of the Schengen area does not exceed 90 days within each 180-day period.

National visa (visa type D) – entitlement to enter and achieve continuous stay within the territory of Poland, or several consecutive stays, which jointly last longer than 90 days, the period of validity of a national visa cannot exceed 1 year.

Conditions of entry and stay in Poland for foreigners holding a national visa or a residence card issued by another Member State of Schengen area: [conditions](#) .

Visa process and the complete list of Polish diplomatic missions abroad are available at the website of the [Ministry of Foreign Affairs](#).

Housing arrangements



The Institute has several guest rooms. Check if they are available when you know the date of arrival to Poland. You can stay there until you find an apartment.

You can also check the availability of guest rooms in one of the two guest houses of the University of Warsaw offering guest rooms.

Hera Guest House	26/30 Belwederska Street, 00-594 Warsaw	Reception: (+48) 22 55 31 000, (+48) 22 55 31 001	herarezerw@adm.uw.edu.pl
Sokrates Guest House	9 Smyczkowa Street, 02-678 Warsaw	Reception: (+48) 22 55 33 500	rezerwacja@adm.uw.edu.pl

It is also possible to rent a short-term apartment, e.g. via the www.booking.com platform.

Transport in Warsaw



The Warsaw city has a well-developed network of public transport. You can use buses, trams, underground, and night buses. To plan your travel, you can use the application jakdojade.pl or google maps.

More detailed information about types of tickets, costs and transport can be found here: [Warsaw Public Transport](#).

You can also use city bikes provided by the Warsaw Public Bike system called Veturilo. You can find a map of bike stations, and learn how to rent bikes here: [Veturilo](#).

Health insurance

The Health insurance system in Poland is based on principles of equal treatment and access to healthcare services. The National Health Fund (*Narodowy Fundusz Zdrowia*; NFZ) is the institution responsible for public medical services in Poland.

Health insurance is **mandatory** for all employees and students for the whole duration of their stay in Poland. All employees employed under an employment contract are reported to the NFZ by the employer who pays contributions on their behalf.

EU citizens are also eligible for free health services in Poland providing that they present a valid [European Health Insurance Card](#).



Phd students with EU citizens without health insurance within their countries of residence and non-EU citizens can sign a health insurance agreement with the [National Health Fund](#) (NFZ – Narodowy Fundusz Zdrowia) or with one of the private clinics. It is important to remember that each student coming to the Institute for phd studies will be asked to show proof of health insurance upon arrival.

International students are strongly advised to purchase third party liability insurance and accident insurance in their home countries. They can also sign the insurance agreement with the National Health Fund and pay monthly contributions to the NFZ on their own.

The address for the Mazovian National Health Fund (Mazowiecki Oddział Wojewódzki Narodowego Funduszu Zdrowia) is Tytusa Chałubińskiego 8 street Warsaw.

[How to register at NFZ step by step](#)



DOCUMENTS REQUIRED TO APPLY FOR VOLUNTARY HEALTH INSURANCE:

- 2 application forms for National Health Fund health insurance cover,
- passport,
- Student ID Card,

- An official letter from the institute, confirming that you are a current student,
- A document confirming that you are resident in Poland - registration of your accommodation or apartment rental contract

Within 7 days of signing the contract, you need to submit the ZUS ZZA Insurance Registration Form to the Social Security Institution (ZUS) branch competent for where you live, where you will be given an individual account number to pay your health insurance contributions to the Social Security Institution (ZUS).

The voluntary health insurance rate is 55,80 zloty per month. The voluntary health insurance contract is concluded for an indefinite term. If you have completed your studies, or if you are now subject to compulsory health insurance, you must terminate your current voluntary insurance cover contract at the National Health Fund.

For more info, please, visit [Euraxess](#) website.

Medical check



Every employee, before the start of work, and every student must perform a medical work examination. Research results entitling to start work / studies must be delivered to the Institute no later than on the day of commencement of work. The HR department will prepare and provide a referral for examinations, and will help in arranging appropriate medical visits. The tests are carried out at Enel med clinics, with which the institute has signed a cooperation agreement.

Necessary documents before employment / study

The HR department will send you the necessary documents with a request for completion, by sending an email which will help in preparing your employment. Please provide original documents at the latest on the day you start work.

National Days in Poland

In Poland, like in every country, there are some non-working days in a year. It means that shopping malls, government offices, banks, and public institutions are closed. It is important to bear in mind that the public transport operates due to the weekend timetable.

- 1st January – New Year’s Day – it marks the beginning of a new year.
- 6th January – Epiphany – it commemorates the 3 wise kings’ visit to the infant Jesus.
- *Easter Sunday and Easter Monday – they are considered the most important holidays for Christians who celebrate Jesus Christ’s resurrection.
- *Whit Sunday – seven weeks after Easter Sunday, Christians celebrate the sending of the Holy Spirit to Jesus’s disciples.
- 1st May – Labour Day – people celebrate the achievements of workers. This day has its origins in the labour union movement.
- 3rd May – Constitution Day – it marks the enactment of the Polish Constitution, the first in Europe and second in the world, which came into effect on 3rd May, 1791.
- *Corpus Christi – this feast is always celebrated on the Thursday after Trinity Sunday. On that day, one can observe street processions of Christians.
- 15th August – Day of Assumption and Polish Armed Forces Day – it is both a religious and public holiday commemorating the Battle of Warsaw in 1920 against Soviet Russia. On that day, in Warsaw, there is a large military parade in the city centre.
- 1st November – All Saints’ Day – people visit cemeteries showing their respect and remembrance for their ancestors

- 11th November – Independence Day – it marks the independence of the Polish state after 123 years of rule by Austria, Russia and Prussia as a consequence of three partitions in 1772, 1793 and 1795.
- 25th and 26th December – the first and second days of Christmas commemorating the birth of Jesus Christ.

* movable dates

Recommended portals about Poland:

- www.polska.pl
- culture.pl/en
- www.poland.travel/en
- [Ready, Study, Go! POLAND](#)
- [Study in Poland](#)

DURING YOUR STAY

You are here! This section will help you during your stay in Warsaw, especially during the first weeks. It contains information useful both during your time at the Institute and outside of it. If you have some specific questions that you cannot find an answer to, you can always contact HR Dept directly, or your Lab Manager.

Registration of stay

Employees and phd students staying at the Institute are obligated to register their stay, called in Poland “zameldowanie”. Polish law introduces different requirements for EU/EFTA and non-EU/EFTA citizens with regard to the registration of stay. It is possible to do that by visiting the district office competent for the place of residence. At the office you will have to fill in and submit an [application form](#) and receive confirmation of your registration.

<u>EU/EFTA:</u>	<u>non EU/EFTA:</u>
no later than 30 days from arrival	no later than 4 days from arrival

if you have been in Poland for over 3 months	if you have been in Poland for over 30 days
rental agreement	rental agreement
home country ID or passport	passport
	visa or residence card

If you do not have a PESEL number and you are registering your stay for more than 30 days, the district office should provide you with one.

Pesel number

PESEL is the national identification number in Poland. It consists of 11 digits that are unique for every registered person. It looks like this: **YYMMDDPPPPK**

- YY – last two digits of a year person was born in
- MM – month
- DD – day
- PPPP – random number, but the last digit indicates person's gender (odd number is for male, even – for female)
- K – randomly generated number

Having a PESEL number is obligatory for employees to settle things up with the Polish tax office. Below the process is described on the [mazowia web page](#).

Legalization of stay - residence card



Persons from outside an EU/EFTA member country who enter Poland on the basis of a visa or residence card issued in another EU country and legally reside in Poland must submit an application form and relevant documents legalizing their further stay. Below there is detailed information about the process and necessary documents for employees, students, researchers and scientists.

[residence card / blue card](#)

<https://udsc.gov.pl/en/cudzoziemcy/obywatele-panstw-trzecich/>

Evo system

All employees have access to the [evo portal](#) where they can apply for vacation leave or on-demand leave or special leave. Vacation applications cannot be submitted retrospectively. If the employee agreed on leave with his supervisor, but did not write out the application in time, he is obliged to submit a leave application in paper form, signed by the Head of the HR Department.

Through the evo system, employees also have access to their personal data, they can print the payroll and PIT 11 necessary for annual tax settlement.

Social Support

As part of the Social Benefits Fund established at the Institute, employees can use various forms of financial assistance from the Company Social Benefits Fund. Social activities cover employees, pensioners, and family members dependent on them. Types of social activities include a loan for housing, a cash desk, one-off help, co-financing of the holiday of employees and their children, gift cards for employees' children. Detailed information is described in the Social Benefits Fund.

Co-financing of prescription glasses

Employees working with a computer for at least 4 hours a day are entitled to partial reimbursement of the costs of buying prescription glasses, having a medical certificate issued during occupational medicine examinations, confirming the need to use glasses.

The maximum refund amount is PLN 500, and is payable not more than once every 24 months.

The refund granted for the purchase of prescription glasses is transferred to the employee's account, upon delivery of the purchase invoice with the name of the employee for whom the glasses are made, issued at the Nencki Institute of Experimental Biology PAS, 02-093 Warsaw, NIP: 525-000-92-69

Additional life and accident insurance

The Institute's employees and doctoral students have the option of joining employee group life insurance at PZU Insurance Company.

Interested people can register by submitting a membership declaration to PZU. The cost of the monthly commitment is about 57 PLN. A table with an up-to-date list of types of benefits and rates is available at the HR Department, which provides detailed information on insurance.

Enel med medical center

As of 2015, a medical care program implemented in cooperation with the Medical Center ENEL-MED applies at the Nencki Institute.

ENEL MED offers full medical services, including consultations, diagnosis, outpatient procedures, hospitalization, operations, and rehabilitation. The current list of facilities can be found on the clinic's website: [Enel med centers](#).

Consultations and tests can be arranged via the helpline (22) 23 07 007.

Through the website you can make an appointment, view the results of laboratory tests, and order a prescription. In addition, booking visits and checking results can be done via the mobile application.

Persons authorized to medical care at the Institute:

- Individual Package: employee / co-worker / PhD student (package financed by the Institute)

- Partnership Package: child up to 26 years of age / spouse / life partner, up to the age of 67 - within one household.
- Family Package: family members of an employee / co-worker / doctoral student, i.e. spouse / life partner, up to the age of 67 and children up to 18 years of age, as well as young people studying up to 26 years of age, dependent on their parents - within one household.
- Continuation Package: children who have previously received care, who during the insurance period, no longer meet the conditions to be covered by insurance, and children above 26 years old (age obtained before using the insurance) and partners / spouses who have previously used medical care, but during the period ceased to meet the conditions for covering them (age obtained while having insurance).
- Senior Package: parents of an employee / colleague / doctoral student, parents of a spouse / life partner, regardless of age or partners / spouses p. 67 years old.

Eligible Persons are obliged to cancel booked medical appointments if they cannot be used. The amount of subsidies for packages other than Individual employees is available in the HR Department.

The package can be changed to a lower one not earlier than 12 months after the package validity date.

Sport and culture



The Nencki Institute has signed a contract with the Benefit system. Pursuant to this agreement, the Institute's employees and PhD students can use Multisport cards offering access to a wide range of sports facilities. The current scope of services available for

individual cards is specified on the website [multisport](#). Each employee holding the card has the option of reporting only one accompanying person using the same type of card as the employee.

The employee ordering the card is obliged to agree to deduct the card's payment from the remuneration, and in the absence of such a possibility, undertakes to make the payments due to the Institute's account.

Living in Warsaw



Recommended links, guide books, brochures:

- [Tourist Portal of Warsaw](#)
- [Warsaw Top 10](#)
- [Warsaw Top Museums](#)
- [Map of Warsaw for tourists](#)
- [Other official brochures for tourists](#)
- [City of Warsaw](#)
- [Monthly Magazine "Warsaw Insider"](#)

AT THE END OF YOUR STAY

Check out list

- Make sure you return all the books to the library.
- Make all outstanding payments (if applies).
- Pay the last rent for your room or apartment, and collect the deposit (if paid).

- Close your bank account.
- Plan to spend unused holiday limit days

We hope that you have spent a very fruitful time at our Institute!

USEFUL INFORMATION



How to reach our Institute

The closest international airport is Warsaw Chopin Airport, which is located 11 km from the city centre, and 6 km from the Institute. To reach the Institute, you can take a bus no 175 or 188. There are also taxis available outside the arrivals terminal.

Details on how to access the city from the airport can be found [here](#).

If you arrive at the Warsaw-Modlin Airport, you can either take a train or shuttle bus to reach the Institute. Since the airport is located 40 km from the centre of Warsaw, the journey may take up to one hour. Please visit [this website](#) to learn more about ways of getting to the city from the airport.

HR Department

If you have any questions related to legal or employment aspects please contact HR Department using email address: hr@nencki.edu.pl or phone no +48 22 589 22 72. If you have questions regarding technical aspects of the study please contact us using email address: studia.doktoranckie@nencki.edu.pl or phone no +48 22 589 25 54.

Administration Department

Chancellery of the Institute

Secretariat of the Deputy Director for Economic and Administrative Affairs:

tel. no. +48 22 5892 385 Elżbieta Stefaniuk, email address: e.stefaniuk@nencki.edu.pl

Administration Dep. Manager: Edyta Momot, tel. no. +48 22 5892 208 email: e.momot@nencki.edu.pl

Guest rooms: Monika Napierała, tel. no. +48 22 5892 452 email: mo.napierala@nencki.edu.pl

Payroll Department

Renata Szymańczak email: r.szymanczak@nencki.edu.pl

Magdalena Lewandowska email: m.lewandowska@nencki.edu.pl

Emergency contacts



- emergency number 112 - a common number for police, fire brigade and ambulance, dispatcher sends appropriate services
- 997 Police
- 998 Fire Brigade
- 999 Emergency Medical Services
- 986 Municipal Police