



NICOLAUS COPERNICUS
UNIVERSITY
IN TORUŃ

www.umk.pl/en/

PRACTICAL GUIDE

For International PhD Students

NCU Toruń/Bydgoszcz



Welcome!

Thank you for considering your further education in one of Doctoral Schools at the Nicolaus Copernicus University. Founded in 1945, the University has been an international scientific institution collaborating with major academic centres from all over the world. Today the University of Nicolaus Copernicus continues to reach outwards, welcoming an ever more diverse group of researchers who have the desire and ability to broaden intellectual horizons and deepen their knowledge.

There are many things to take into account when you move abroad. This handbook is specifically designed to ensure the most successful and rewarding experience for all international PhD students. It contains important information to guide you through the practical steps of arranging your stay. Furthermore, it provides you with some advice concerning a variety of topics such as types of visas you need to apply for or how to handle the local administrative regulations.

We hope that this guide will guarantee a warm welcome to our academic community.

We encourage you to take advantage of all the opportunities that education at the NCU Doctoral Schools offers and to participate in the life of our University. We sincerely hope that right from the start you will feel at home in city of Toruń. We are convinced that the upcoming academic years will result in many opportunities to pursue your academic interests.

Good luck and welcome to the Doctoral Schools of Nicolaus Copernicus University! Enjoy your stay here!

Directors of NCU Doctoral Schools

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Important note

The Nicolaus Copernicus University comprises of two campuses – in Toruń (main) and Bydgoszcz (medical). Since most of NCU Doctoral Schools are located in Toruń, this guide represents life at the main NCU campus and is mainly focused on PhD students who come to begin their education in Toruń.



Why Nicolaus Copernicus University?

The Nicolaus Copernicus University is a public, internationally recognized research university. Consistently rated among the top higher education institutions in national rankings, the University is committed to achieving the best quality in research and education. NCU is home to some of the most eminent researchers and state-of-the-art infrastructure, including the National Laboratory of Atomic, Molecular and Optical Physics), the Center for Quantum Optics and the Interdisciplinary Center for Modern Technologies to name but a few, as well as modern teaching facilities comprising, among others, Collegium Humanisticum. NCU researchers can boast a number of spectacular successes, for instance, the design and construction of an Optical Coherence Tomograph, an ultra-modern device for medical eye examinations.



**The Centre for Astronomy in
Piwnice near Toruń houses
a unique 32-meter radio telescope**



The brand-new University Sports Centre



The Interdisciplinary Centre for Modern Technologies



This has contributed to Nicolaus Copernicus University's position as one of the five best universities in Poland and it is also the reason why QS World University Ranking has placed NCU in the top 4% of universities in the world.



HR EXCELLENCE IN RESEARCH

The leading scientific research centre – NCU was granted research university status for 2020-2026.



NCU was granted HR Excellence in Research award in recognition of progress in creating an environment for research, training, and career development of researchers.



NCU is the full member of the YUFE consortium.

The Nicolaus Copernicus University comprises of 16 faculties

- 1 Faculty of Biological and Veterinary Sciences
- 2 Faculty of Chemistry
- 3 Faculty of Earth Sciences and Spatial Management
- 4 Faculty of Economic Sciences and Management
- 5 Faculty of Fine Arts
- 6 Faculty of Health Sciences (Collegium Medicum in Bydgoszcz)
- 7 Faculty of History
- 8 Faculty of Humanities
- 9 Faculty of Law and Administration
- 10 Faculty of Mathematics and Computer Science
- 11 Faculty of Medicine (Collegium Medicum in Bydgoszcz)
- 12 Faculty of Pharmacy (Collegium Medicum in Bydgoszcz)
- 13 Faculty of Philosophy and Social Sciences
- 14 Faculty of Physics, Astronomy and Informatics
- 15 Faculty of Political Science and Security Studies
- 16 Faculty of Theology

Facts & Figures (as of 2020)

- over 100 fields of study
- 55 postgraduate courses
- 21 500 students
- 812 international students
- 23 foreign doctoral students
- over 2000 academic teachers and researchers
- 200 000 alumni





An international community

NCU is known for its hospitality and effort to create a culture where students and researchers from around the world can thrive. It is a diverse international community encouraging application from academically talented students, irrespective of their background or nationality. NCU actively supports the diversity that international students contribute to the University. Our doctoral students come from i.e., India, China, France, Germany, Italy, Spain, Iran, or Ukraine.

All academic degrees awarded by NCU are recognized worldwide. In five Doctoral Schools there are all major fields of study to choose from, for example – biology, chemistry, linguistics, archaeology, astronomy, medical sciences (in Bydgoszcz campus) as well as mathematics.



“Studying at AC can be described as incredible – there’s no other word for it. My research here is shaped by discovering new dimensions to both my fields of study and myself. Learning experience is intense, challenging and above all exciting. No two days are the same, and no two lectures alike. There are many great things about NCU Doctoral Schools: the best resources, stunning infrastructure, and emphasis on innovative research, to name but a few.”

Daniele Cecchetti, Italy

We believe that you have made a right choice!

NCU Doctoral Schools in a nutshell



The Doctoral Schools of Nicolaus Copernicus University were established to develop essential skills and equip young researchers with competences to conduct high-profile research at academic institutions, research centres, and industries. During their course of study, our doctoral students are provided with the freedom to investigate problems of great importance, either their work is curiosity-driven or challenge-led.

Studying at NCU Doctoral Schools provides you with flexible, individual and cross-disciplinary learning experience and offers the chance to engage with academics at the forefront of cutting-edge research, and the opportunity to participate in a thriving and varied student community. Here you can acquire knowledge and social skills to prepare you for the future, whichever direction you wish to take.

At Doctoral Schools you are guided by expert supervisors. Taking part in courses and classes will allow you to explore chosen research area in much greater depth, investigate new approaches, receive regular feedback, etc. Moreover, our state-of-the-art infrastructure and access to the University resources will

enable you to prepare top-quality doctoral theses. Formal, public, Thesis defense takes place outside Doctoral Schools, at appropriate Scientific Councils affiliated to faculties. Doctoral degrees are granted by appropriate Scientific Councils, not Doctoral Schools. Costs of Thesis reviews are covered by NCU.

- Interdisciplinary Doctoral School Academia Copernicana
- Doctoral School of Humanities, Theology and Arts
- Doctoral School of Social Sciences
- Doctoral School of Exact and Natural Sciences
- Doctoral School of Medical and Health Sciences

NCU Doctoral Schools at a glance:

- **Academia Copernicana Interdisciplinary Doctoral School (AC - IDS)** – doctoral school explicitly focused on INTERDISCIPLINARITY

At Academia Copernicana Interdisciplinary Doctoral School (AC - IDS) doctoral students cut across disciplinary boundaries and break with well-established research patterns by taking innovative interdisciplinary approach. As collaboration across disciplines has become a significant part of research, Academia Copernicana Interdisciplinary Doctoral School is a response to the challenges faced by young scientists today. The school offers an international program for PhD education with top-notch research and scientific activities **fully run in English**, tailored to the needs and interests of doctoral students. Classes cover **all scientific disciplines** and are enriched with summer schools, international workshops, and **supervision of projects by at least one foreign scientist**. The particular importance is given to conference attendance, seminars, and interdisciplinary courses. The primary objective of AC is to provide a supportive and stimulating environment for an autonomous design of a research project, the development of a research task and expanding the research toolkit. Furthermore, international internships and courses delivered by visiting professors broaden the scope of education of PhD students.

Academia Copernicana offers a wide variety of disciplines

- pharmaceutical sciences
- medical sciences
- health sciences
- astronomy
- mathematics
- biological sciences
- physical sciences (physics, biophysics)
- chemical sciences
- Earth and environmental sciences
- archaeology
- theological studies
- philosophy
- conservation of works of art
- history
- fine art
- linguistics
- literature studies
- studies in art
- economics and finance
- political and administration studies
- management and quality studies
- legal sciences (law)
- sociological studies
- pedagogy
- social communication and media studies



[academia.copernicana\[at\]umk.pl](mailto:academia.copernicana[at]umk.pl)

- **Academia Artium Humaniorum (AAH)**

Doctoral School of Humanities, Theology and Arts provides doctoral students with an opportunity to gain expertise and comprehensive knowledge within the following disciplines:

- archaeology
- philosophy
- history
- fine art
- linguistics
- literature studies
- theological studies
- conservation of works of art
- studies in art

The curriculum, based on three pillars: specialisation, internationalization and interdisciplinarity, consists of basic tutorials and seminars, professional skills improvement classes, and experts' lectures. Furthermore, an established individual research plan obligates students to complete at least one-month scientific internship in a foreign scientific institution.



[aah\[at\]umk.pl](mailto:aah[at]umk.pl)

● **Academia Medica Bydgosiensis, located in Bydgoszcz (AMB)**

Doctoral School of Medical and Health Sciences sets the framework for an international and innovative doctoral study programme offering education in **medical** and **health sciences**:

- pharmaceutical sciences
- medical sciences
- health sciences

The school aims to provide systematic, efficient, and high-quality doctoral training to prepare PhD candidates for professional careers in research and other positions of high expertise. In addition, the PhD programme is conducted in Polish and English whereas the curriculum includes a wide variety of practicals, seminars, and scientific symposia.



[szkola.doktorska\[at\]cm.umk.pl](mailto:szkola.doktorska[at]cm.umk.pl)

● **Academia Scientiarum Thoruniensis (AST)**

Doctoral School of Exact and Natural Sciences is an ideal choice for those who wish to earn their doctorates in **exact sciences** comprising of the following disciplines:

- astronomy
- mathematics
- biological sciences
- physical sciences (physics, biophysics)
- chemical sciences
- Earth and environmental sciences

At AST doctoral projects are run by the most prominent professors and usually are part of external research grants whereas vast majority of PhD students have the chance to participate in international collaborations. AST appropriates mini-grants allowing for short-term internships in foreign labs. Moreover, the school provides opportunities, through and outside the curriculum, for soft skills enhancement and career preparation.



[ast\[at\]umk.pl](mailto:ast[at]umk.pl)

● **Academia Rerum Socialium (ARS)**

Doctoral School of Social Sciences aims at fostering the academic development of PhD students who strive to deepen their knowledge and pursue a doctoral degree in **social sciences** within the disciplines of:

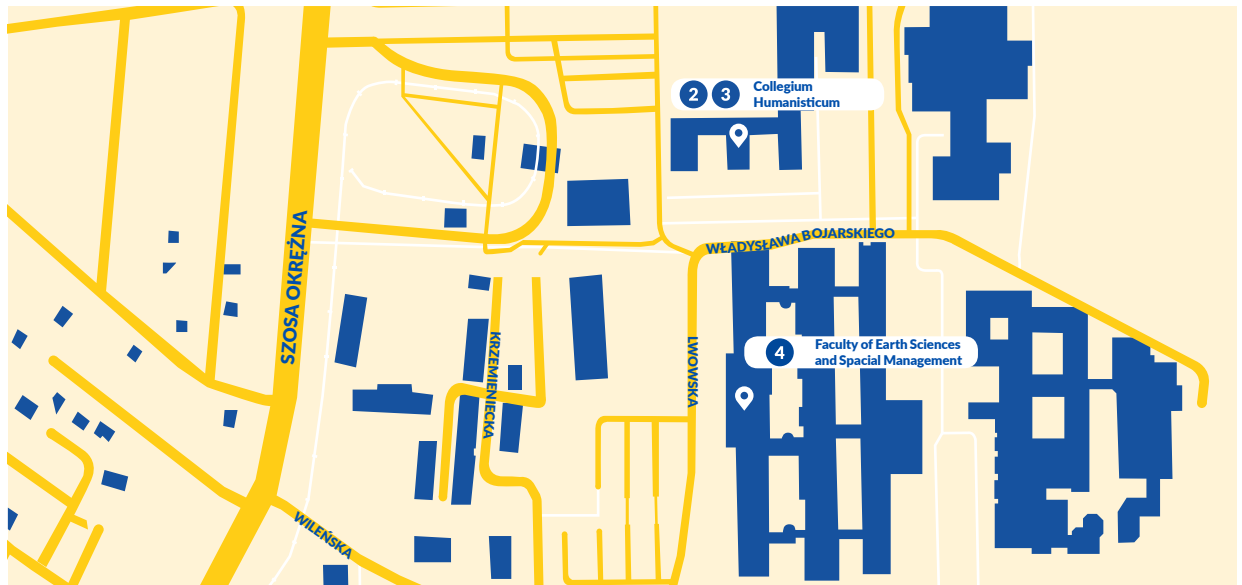
- economics and finance
- political and administration studies
- management and quality studies
- legal sciences (law)
- sociological studies
- pedagogy
- social communication and media studies

The teaching staff of ARS provides lectures, tutorials, and seminars conducted in Polish and English. What is more, the school supports individual research of doctoral students (conducts surveys and field studies), fosters data presentation (participation in conferences, translation of articles), and enhances their chances of applying for external funds for internships and study stays. Key courses, such as the course in writing scientific texts, are conducted by prominent scientists from abroad. As ARS is an interdisciplinary school, some classes for PhD students (like methodology courses) are carried out separately for each discipline.



[ars\[at\]umk.pl](mailto:ars[at]umk.pl)

(*) note that for practical reasons every Doctoral School has a short Latin name and appropriate acronym (AC, AAH, AST, AMB, ARS). One can study in only ONE Doctoral School.



- 1 Doctoral School of Medical and Health Sciences
- 2 Doctoral School of Humanities, Theology and Arts
- 3 Doctoral School of Social Sciences
- 4 Academia Copernicana Interdisciplinary Doctoral School
- 5 Doctoral School of Exact and Natural "Academia Scientiarum Thoruniensis"

Research at the NCU Doctoral Schools

Working to improve the future

At the Doctoral Schools of Nicolaus Copernicus University, we are devoted to achieving excellence in research and to ensuring that the interdisciplinary nature of our research contributes to tackling real-world problems and socially important issues.

PhD students at Doctoral Schools pursue their academic interests engaging in prominent scientific research across all disciplines and making groundbreaking contributions to their fields of interests.

Whether you assist your professor or run your own project, in NCU Doctoral Schools you will receive guidance, support, and the benefit of their expertise.

With support from a variety of funding sources, we seek to provide a creative and supportive environment in which brilliant ideas are born and can flourish.

Best of the best

„Excellence Initiative –
Research University”

The University of Nicolaus
Copernicus is among 10 best
Polish universities.



Poland is home to almost 400 Higher Education Institutions (HEIs), including forty publicly funded, academic universities and around 20 technical universities specializing in engineering and the physical science.

As a result of the competition of the Ministry of Science and Higher Education entitled “Excellence Initiative – Research University”, after much deliberation, an international team of experts selected 10 universities which were awarded the status of a research university for 2020-2026. This means not only prestige and prominence but also substantial financial support in the form of an annual increase in subsidies. The initiative is a window of opportunity for NCU to acquire local grants for research activity and drive priority areas such as comprehensive internationalization, promoting scientific potential, developing world-class research or creating interdisciplinary fields of study in English.

The excellence and diversity of our research initiatives conducted by multi-disciplinary teams of scientists across the Doctoral Schools of Academia Copernicana, Exact and Natural Sciences, Humanities, Theology & Arts, Medical & Health Sciences and Social Sciences, gives us the advantage to provide academic leadership to tackle global challenges and to develop strategic partnerships around the world to advance research in these fields.

Applying to NCU Doctoral Schools

Admissions to most of Doctoral Schools is based on a contest open to candidates from all over the world. The process aims to ensure choosing the best candidates, with the strongest predispositions and motivation to research work.

NCU Senate sets rules for admission procedure. Current document is available on NCU Doctoral Schools' webpages.

To learn more about the current admissions to the NCU Doctoral Schools, and find out how to make an application, visit the website: <https://www.phd.umk.pl/en/>

There are two admission modes:

- Regular recruitment
- Grant recruitment

The regular recruitment takes place every year usually between May and September. Important dates are announced in advance (<https://irk.umk.pl/en-gb/-NCU-admission/recruitment-website>). Every Doctoral School handles the recruitment individually in different scientific disciplines, within the given quota and time framework. More details are usually available on the chosen Doctoral School's website.

Occasionally, at irregular time intervals, doctoral stipends funded from research/sponsor grants are available. Therefore, the director of an appropriate Doctoral School may announce such additional i.e., grant recruitment. Typically, such opportunities are announced on Doctoral Schools' pages (check NEWS tab).

Applications for the selected programmes and projects are carried out via the computer system called IRK (<https://irk.umk.pl/en-gb/>). One should strictly adhere to recruitment procedures deadlines, especially those imposed by IRK.

Should you have any further queries related to the admissions, or submitting your data into IRK, please get in touch with the respective administrative office of the Doctoral School (8 am- 3 pm, Mon-Fri).

- **Academia Copernicana Interdisciplinary Doctoral School**
Michalina Górska
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e-mail: mgorska@umk.pl
- **Doctoral School of Exact and Natural Sciences**
Marta Palczewska
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e-mail: ars@umk.pl
- **Doctoral School of Medical and Health Sciences**
Anna Mattya
phone no. +48 52 585 59 10
e-mail: szkola.doktorska@cm.umk.pl

The Internet Registration System (IRK)

To successfully complete the admission process for a Doctoral School, you need to register in IRK system.

The system is open only for relatively short periods of time enabling submission of the applications.

Current recruitment schedules are available at:

- Regular (main mode) recruitment
https://irk.umk.pl/en-gb/offer/SZKDR_GL_2021/

- Grant (mode) recruitment
https://irk.umk.pl/en-gb/offer/SZKDR_GR_2021/

The screenshot shows the IRK registration system interface. At the top, there is a navigation bar with 'log in', 'create an account', and 'English' options. The main header includes the university logo and the word 'REGISTRATION'. Below this, a menu bar contains 'News', 'Studies', 'Units', and 'Registration'. The main content area is titled 'Select registration' and includes a sub-header 'Select registration' and a note: 'Please select a registration you're interested in. This will allow the system to display an offer more suiting your expectations.' The page displays eight registration options in a grid:

- Admissions for first-cycle and long-cycle studies for the academic year 2021/22**
Admissions for first-cycle and long-cycle studies for the academic year 2021/22
- Admissions for second-cycle for the academic year 2021/22**
Admissions for second-cycle for the academic year 2021/22
- Admissions for first-cycle, second-cycle and long-cycle master-level studies in English (2021/22) - foreign candidates**
Admissions for first-cycle, second-cycle and long-cycle master-level studies in English (2021/22) - foreign candidates
- Admissions for first-cycle, second-cycle and long-cycle master-level studies in Polish (2021/22) - foreign candidates**
Admissions for first-cycle, second-cycle and long-cycle master-level studies in Polish (2021/22) - foreign candidates
- Online application for short-term studies 2021/22**
Online application for short-term studies 2021/22
- Recruitment for a doctoral school in the main mode (2021/22)**
Recruitment for a doctoral school in the main mode
- Recruitment for a doctoral school in the grant mode (2021/22)**
Recruitment for a doctoral school in the grant mode
- Recruitment for a doctoral school in the grant mode (2020/21)**
Recruitment for a doctoral school in the grant mode

The footer contains contact information for Nicolaus Copernicus University in Toruń, including the address (ul. Gagarina 11, 87-100 Toruń), phone number (+48 56 611-40-10), and website (https://www.umk.pl). It also mentions the 'Uniwersytecki System Obsługi Studiów Internetowa Rekrutacja Kandydatów' and provides links for 'IRK 1.11.1 (95cae90-dirty) - 2021-06-08', 'site map', 'accessibility declaration', and 'contact'.

To start your application process to NCU Doctoral School of your choice take the following steps:

- 1 Create an account in the Internet Registration System (IRK).
- 2 Select a suitable Doctoral School from the list. Be sure that the selected school offers a programme in your discipline.
- 3 Chose an adequate PhD programme (discipline). In some schools/programmes a research project has to be selected from the list available on WWW pages of Doctoral Schools (AST, AC, ABM).
- 4 Submit required, current and valid data and/or documents to the system, in particular:
 - personal data, address and contact information (telephone number, e-mail address);
 - passport number and series;
 - upload a recent passport type photo of yourself – we will use it for your student ID card; note that certain technical standards have to be met;
 - additional personal data, if included in the requirements of a specific PhD programme.
- 5 Confirm your application.
- 6 Save a pdf with your filled out application form. Print out this document.

Recruitment procedure

After registration in The Internet Registration System – IRK and selection of a Doctoral School, candidates must check detailed requirements available on the Doctoral Schools' website under the "Recruitment" tile and submit the documents either in electronic form (to the e-mail address specified in the recruitment schedule

available on the respective Doctoral School's website) or in traditional form (original copies) by the deadlines also set in the recruitment schedule.

Main documents usually include:

- Application form from IRK (PDF or a paper copy).
- CV and a letter of motivation in English.
- Copy of the diploma of the master's degree or the second-cycle studies (or equivalent) along with the supplement (if the diploma is issued by foreign university, it should be legalized).
- Academic transcript (extract from the Student's Grade Book or equivalent).
- Information about previous doctoral studies.
- Documents confirming the command of foreign languages and a declaration about the command of English to the extent enabling the education in the Doctoral School (at least at B2 level), or a declaration that the candidate completed an MA course in English.
- 1 photograph.
- List of achievements. All achievements should be documented, for instance:
 - Scientific publications.
 - Participation in research or artistic projects.
 - Prizes and awards in competitions, exhibitions.

The remaining recruitment stages (selection of PhD students) encompass:

- Appointment of examination committees by the Chairman of the Recruitment Committee.
- Interviews with candidates (conducted in English, usually via internet). Candidate's final score is calculated on the basis of the interview.
- Recruitment Committee Meeting.
- Announcement of recruitment results on the school's website.
- Applications for appeal.
- Entry to the list of doctoral students.

Enrolment

Once your PhD application file has been successfully approved by the respective Doctoral School, you will be invited to take the necessary steps in your enrolment process. The enrolment should be made through administrative office of your Doctoral School within the required timeframe:

- 1 **In person.**
- 2 **By snail mail** – send the original documents required at the recruitment stage (pursuant to the information on the NCU Doctoral School’s website), in particular, a master’s degree diploma or its equivalent, a transcript of grades, a scan of your passport and all the remaining documents that were provided during the recruitment.
- 3 **On-line enrolment** is possible as long as all required documents were sent via e-mail in due time and will be submitted upon arrival in Poland. The doctoral oath can be signed in your USOS account (before your arrival at the University), after the registration in IRK system or in person at the administrative office of your Doctoral School. In some cases, it can also be sent to you by an e-mail. Please, contact administrative office of your school before accepting or signing this document, date is important!

Your enrolment will not be considered as complete until a full set of documents has been provided for inspection upon your arrival in Poland. For the avoidance of any problems with enrolment due to missing or incomplete documentation, we strongly advise to prepare the necessary documents in advance, in particular the ones which cannot be obtained in Poland. In most instances it refers to apostille or legislation of your Diploma of Higher Education.

Important! As a rule, apostille or legislation needs to be delivered to the respective Doctoral School within announced deadline. (Some exceptions may be considered individually).

Essential documents received after enrolling into the Doctoral School include:

- administrative decision confirming the enrolment,
- instructions for registration to the university’s USOSweb computer system,
- referral to an occupational medical examination
- a free Student ID card as eligibility for student discounts (e.g., public transport tickets).




USOSWeb computer system and USOS account

Once you have become an accepted PhD student of the NCU Doctoral School you will gain access to personal USOS account. What exactly is USOS? It is a comprehensive online platform created in order to help students, such as you, manage their education at PhD schools. Using your USOS account you can apply for accommodation, register for classes, check your timetable, and many others.

All PhD students should tailor the personal USOS account to their needs. Login and password generated at the stage of matriculation should be adjusted to following format: (your name/surname or a nickname@doktorant.umk.pl)

Your individual account is necessary, in particular, to:

- login into the USOSweb system, this internet service shows you the information entered into the main USOS system by the administrative staff, and offers many additional possibilities, such as online course registrations
- sign the oath document
- contact PhD thesis supervisors, lecturers, other fellow doctoral students and administration offices,
- register for courses, lectures& seminars,
- apply for a place (a room) in the Students' House,
- receive emails from the administration office of your Doctoral School,
- check and keep track of the number of ECTS points obtained,
- download the transcript of records



***ECTS – The European Credit Transfer System is a Europe-wide system for counting and transferring the academic credit that a student has earned. The system was first launched in 1989 by the European Commission and is now the standard system for all higher education in Poland, as well as in 45 other countries that participate in the Bologna Process. ECTS makes credit earned at a Polish university more transparent and more easily transferable to other institutions.**

The system assumes that the standard workload adds up to 60 ECTS per academic year (30 ECTS per semester). ‚Courseload’ takes into account homework, research and study time. It may be assumed that each point of ECTS is earned by a total ‘courseload’ of 25 to 30 hours of work.

Find out more at:

[https://usosweb.umk.pl/kontroler.php?_action=actionx%3Anews%2Fdefault%28%29&lang=en](https://usosweb.umk.pl/kontroler.php?action=actionx%3Anews%2Fdefault%28%29&lang=en)



Registration for courses

Once the USOS account has been created, doctoral students are obliged to register for their courses via the USOSweb system. **We strongly recommend to first consult the choice of the courses with your supervisor and administrative office of Doctor School for detailed instructions.**

The courses encompass **compulsory subjects** for specific PhD programmes as well as **optional subjects** to choose from, which can be selected after consultation with your supervisor.

The PhD student chooses courses from the list of available courses proposed by the Doctoral School.

Academia Copernicana is the only Doctoral School that offers **all courses** in English by default. However, all other Doctoral Schools provide numerous lectures in English as well, so **every international student can fulfil all formal requirements for courses to be completed at ANY speciality offered by NCU Doctoral Schools. Polish is not obligatory.**

Note. The education of PhD students at the Doctoral Schools takes place based on the curriculum and an **individual research plan** which must be presented by the doctoral student within 12 months from the day of commencing studies and, approved by the supervisor implemented under the applicable school regulations.

If you have any questions regarding your programme, please contact the respective PhD administration office or your prospective supervisor.

The individual research plan includes:

- definition of the research topic and defined goals,
- outline and schedule of research covering the full period of training in the Doctoral School with an indication of measurable achievements (milestones) to assess work progress and potential sources of funding for the activities,
- indication of the date of submitting the doctoral dissertation,
- a plan and timeline for publication of the research results.

We strongly encourage to take the opportunity and get acquainted with the content of your PhD study programme. It is important to know which activities are obligatory and which optional, how many ECTS point (and by when) you need to collect during your doctoral studies.

Additionally, each new doctoral student will be asked to undergo the compulsory occupational health& safety training for PhD Students.

Remember!

To every PhD student at least one supervisor ("promotor" in Polish) is assigned by the Director of Doctoral School. Usually, it is an author of the PhD project you have selected. Such appointment is for the whole period of preparing your PhD thesis (usually four years) and should be completed within three months after the enrollment. Your promotor will be your mentor.

AFTER YOU ARE ACCEPTED to Doctoral School but BEFORE your arrival - a road map for your visit



The following (partial) checklist can help you with your travel preparations.

- Decide when you are going to start your PhD studies and discuss the date with your prospective supervisor well in advance, before making travel plans.
- Request your supervisor to make a room reservation at the NCU Student's House.
- Prepare all important documents (originals and copies).
- Legalise documents if applicable (e.g., Diploma of Higher Education)
- Verify if your travel document (Passport) is valid long enough.
- If applicable, apply for your visa at Polish Embassy in your country, often long time is necessary to wait for an appointment with Polish consulate officers.
- Arrange travel and health insurance coverage, please cover at least one month after arrival in Poland date.
- Get any prescription medications you may need to take with you.
- Take copies of medical reports and disease history.
- Apply for an International Driver's License, if necessary.
- Secure reasonable amount of "start-up money" – the first cash you can get as a stipend will arrive approximately one month after you commence your PhD studies.

Becoming an international PhD student can be challenging and feel like stepping into the unknown, but there is no need to worry. We hope that the checklist below will help you with your travel preparations and will answer any questions or concerns you might have, making the transition less daunting and ensuring that your arrival at the University goes smoothly.

Put together the most important documents.

Below is a list of some important documentation which you will need to collect before you come to Poland. Please remember to bring originals and copies of all documents with you to Poland, along with a Polish or English translation if necessary.

- 1 **An Apostille*** on degree – certified copies of diploma certificate or any other certificates awarded for academic degrees. This is a requirement for VISA and university administration. You need apostille of your master's degree only. Transcripts are not required to be officially legalized but the original document should be made available.

* Higher education diploma and graduation certificates obtained outside of Poland must be legalized or endorsed with an apostille. This serves as the basis of acknowledging foreign documents as valid in the territory of Poland.

An **apostille** is a stamp or a printed certificate that authenticates official documents issued in one country to be legally recognized in another. **Apostille** is issued in the case of documents intended for circulation in a state that is a party to the Hague Convention

of 5 October 1961 Abolishing the Requirement of Legalization for Foreign Public Documents.

The list of countries and institutions responsible in each country for issuing apostille can be found here: <https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

Legalisation, similarly to apostille, confirms the authenticity of a document issued in a country other than Poland. Documents must be legalized if obtaining an apostille is not possible because the country that issued the document is not a party to the Hague Convention mentioned above.

Your diploma may be legalised by:

- a consul of the Republic of Poland residing in the territory of the country where (or in the education system of which) the document was issued;
- education authorities of the country where (or in the education system of which) the document was issued;
- diplomatic representation or consular office of the country where (or in the education system of which) the document was issued, accredited in any EU/EFTA/OECD member state.

Remember! If a country in which a given document was issued is a party to The Hague Convention of 5 October 1961, legalisation is replaced by an apostille.

If in doubt, contact – trawicka@umk.pl

- 2 A **passport** or any equivalent identity documents which are valid for the entire duration of your stay in Poland.
- 3 A **visa**. Apply for visa as early as possible because you do not know how long you will need to wait. Some current information may be found here:
<https://www.gov.pl/web/diplomacy/visas>
- 4 Confirmation of your **health insurance** coverage.

***Proof of health insurance: you need to have health insurance for the entire duration of your stay in Poland. If you do not arrange a long-term health insurance while still in your country of origin, be certain to take out travel health insurance which is valid until your Polish health insurance comes into effect. (Read the section on Health insurance)**

- 5 A **biometric passport photo** e.g., for your residence permit and possibly additional passport photos for the various ID cards you will need during your stay.
- 6 A **confirmation of Doctoral School attendance status** issued by the Doctoral School and signed by the Rector (it includes health insurance and stipend information).
- 7 A **letter of invitation from the university**.

VISA



Bear in mind that your stay in Poland must always be legal. Apart from the law on entering the territory of Poland, as a foreigner, you are subject to certain laws that regulate your stay in our country during your studies.

(EU countries)

If you are a European Union (EU), Lichtenstein, Switzerland, Norway or Iceland (EFTA) citizen you do not need a visa or a temporary residence card. You can visit our country freely however, in order to do that you will need a valid travel document. If your stay is to exceed a 90-day period, it should be officially registered.

(Non-EU countries)

All persons outside the European Union (EU) and The European Economic Area (EEA) must have a valid visa. You should apply to the Polish Embassy or Polish Consulate in your home country or a current country of residence for your visa at the earliest possible opportunity. Depending on the duration and purpose of your stay you will require a Schengen Visa - marked with a C symbol (granted for research visit lasting up to three months) or National Visa marked with a D symbol (granted for research visit lasting more than three months).

PhD Students receive the documents confirming admission to the Doctoral School from the administrative office of a relevant Doctoral School, to be used for their visa applications at the Polish Embassy in a given country. Please keep in mind that the embassy may require original documents(not in a form of scans) to be provided upon application. Sometimes (COVID) sending printed documents by air mail may take weeks!

Necessary documents for the issuance of a visa:

- 1 Visa application form
- 2 Passport format photos
- 3 Means of subsistence and documents validating the purpose of your visit or confirming that you have enough financial resources for travel
- 4 Health insurance
- 5 Document confirming the purpose of the stay (a confirmation of Doctoral School attendance status issued by the Doctoral School and signed by the Rector)
- 6 an invitation letter from the university
- 7 Apostille of your degree
- 8 Proof of accommodation (should be stated in the invitation letter)
- 9 Flight ticket – only confirmation of reservation
- 10 Proof of payment of the visa fee

For students who need to apply for a Student visa, the Administrative Offices of the Doctoral Schools are available to help with any queries or in the event of difficulties encountered relating to visa applications.

There are usually three documents issued by the administrative office:

- admission decision,
- invitation letter,
- confirmation of Doctoral School attendance status including the amount of the scholarship, proof of accommodation and insurance conditions.

In order to obtain the documents, send a request by email to the administration office of your Doctoral School enclosing:

- a passport scan,
- your current correspondence address.

The documents mentioned above in the form of:

Scanned documents are sent via e-mail usually within 7 business days after the application (in extraordinary circumstances the process may be extended up to 14 days).

Original documents are sent simultaneously via regular mail (if required by an embassy office).

The time of the final receipt of the packet depends on the destination address and may take approximately up to two weeks!

***Please keep in mind** that there might be administrative steps (deregistration, taxation, social security, etc.) to take in your own country before you move to Poland. More information can be found on the Polish Ministry of Foreign Affairs and Office for Foreigners website - <https://www.gov.pl/web/diplomacy/visas>



Packing

- Do pack light! Keep in mind that you will have to transport whatever you bring from the airport, on and off buses/trains, until you get to your dormitory. Packing light makes your life easier, and it may cost significantly lower amount of money to bring less suitcases on the plane.
- Pack clothes that are appropriate for Polish weather. It can feel colder than you expect in Poland. Therefore, remember to bring some warm clothes with you (sweaters, coats, socks, shoes and perhaps a lightweight sleeping bag for your bed.) Do bring some summer clothes, too – the summertime can be really hot!
- Bring adaptors or cables with Polish plugs (you can buy these in Poland, but it is wise to bring one for your phone charger in case shops are not open just after arrival).
- With regard to expenses – you need to bring some cash for the first weeks. As of 2021 **you will need approximately PLN 1500 (PLN – Polish zloty 1.00 = approx.0.20 Euros)per month**. It will cover the first rent and any other basic expenses before your first scholarship money is transferred to your account. In 2021 the scholarships approximately equivalent to 350-400 euros.
- Bring enough of medication you have been prescribed as prescriptions might not be internationally recognized.
- Dormitories provide duvets, pillows, and sheets, and since they take up so much space in the suitcase, it is best not to bring these over from home. If you do decide to bring them though, use them to line your suitcase, so they should not take up too much space.
- Most essentials can be bought in Toruń (and then stored in dorms during the holidays/travels). For example: towels, sheets (if you don't use the ones provided by dormitories), hangers, toiletries, stationery and kitchen stuff can all be bought after you arrive.
- Write down contact details of your supervisor and the administration office of your Doctoral School.
- Last but not least, bring things that make you happy! (it's not at all a waste of space). This could be pictures from home or “exotic” food you can't buy in Poland.
- Check Polish customs regulations regarding imports of goods, some restrictions may apply.
- Provide contact details of your relatives for your supervisor, just in the case of emergency.

Note! OLX is the perfect online marketplace to buy locally! No need to visit the flea market to find the best deals on pre-owned items! Here you'll find a wide selection of like new products, from vintage accessories, antique furniture, second-hand books, and value for money appliances, electronics, pre-owned cars and flats for rent!

<https://www.olx.pl/>



Practical Information and Formalities

Travelling to Poland

Toruń is well connected to Polish and European cities through numerous bus and railway routes. There are also excellent connections to the international airports in Warsaw or Gdansk.

You can access Toruń by using the following means of transport:

By air ✈️

Toruń has excellent transport connections to most of the country's major international airports, making it quite easy for our international students to travel to the city from anywhere in the world. All airports are easily accessible by train, and buses which run regularly.



If you arrive by plane, you will probably touch down in Warsaw (WAW) Frederic Chopin International Airport, which is the country's both largest and busiest airport, with flights to 146 destinations in 56 countries.

Chopin Airport is directly connected by rail with the town of Warsaw. Connections are made by three rail carriers: Szybka Kolej Miejska, Koleje Mazowieckie and Intercity. Trains operate on a route: WARSZAWA LOTNISKO CHOPINA (Warsaw Chopin Airport) – WARSZAWA CENTRALNA (Central Railway Station). At the station there are convenient transfers to many places throughout Poland.

Note! Currently (2021) due to major construction works taking place at Warszawa Zachodnia Station some trains might be taking roundabout routes. Before you embark on your train journey, find out details about how services are running and be informed on any disruption on your way – <https://portalpasazera.pl/en>

You can also take a city bus 175 or 188 running daily (tickets available from newsagents at the airport) to City Centre (Warszawa Centralna) or taxi (please, take a licensed one, e.g., with a phone number written on a cab) the cost should be around PLN 50.00–60.00.

Remember! If you decide to take a city bus you must buy a ticket – “BILET” in Polish (the same goes for trams, buses and Metro). It can be bought at 'Ruch' kiosks, from machines inside buses and trams (“automat biletów”) using contactless card payment, or the drivers. Each city has a slightly different system of ticketing and fares, so be prepared to watch what the locals do and do likewise. Paper tickets should be validated in one of the little machines installed near the doors when you enter the bus or tram.

Other major airports nearby to Toruń include:

- Bydgoszcz airport – IATA airport code (BZG).
- Gdansk airport – IATA airport code (WAW).
- Warszawa-Modlin airport – IATA airport code (GDN).

By train

Toruń is also well-connected by train and has convenient railway connections with all the biggest cities in Poland. The main station (Toruń Główny) is located on the left side of the Vistula river, about 2 km from the city center (around 20 minutes on foot, not recommended with some luggage).

If you arrive to Warsaw by train, you can change trains in Warsaw at The Central Railway Station (Warszawa Centralna) to continue your journey to Toruń. The journey by train lasts somewhat shorter than the coach journey (a direct connection lasts about 3 hours) and costs approximately PLN 70 (about 15 EURO) for the first class and PLN 50 (about 11 EURO) for the second class. There are several trains per day to Toruń, but not all of them go directly without a change.

Train timetables are available on the website of the Polish State Railways (PKP): <http://rozklad-pkp.pl/en>

In Toruń you should get off at the main station (Toruń Główny). There are bus and taxi connections to the center; the bus routes to the center are 22, 25, 27, 11, and 36, all of which will take you to PLAC RAPACKIEGO. From here, take a bus or tram to your destination, following the map. The buses number 11 and 36 go directly to our university campus (Gagarina street).

Types of trains in Poland:

- **POCIĄG Regio** – a regional and agglomeration train that stops within one province and between neighboring regions. It is the slowest and least comfortable train however it offers an attractive price alternative for other bus or rail carriers.
- **POCIĄG interREGIO** – it is faster than Regio and cheaper than TLK train. Although the carriages of a train may look different and have various standard (e.g., open space carriages, or 8 or 6 seats in a compartment), there is only one price for all seats (places).
- **POCIĄG TLK** – a fast train with a distinction between prices of tickets and standard of seats (business and tourist class – PIERWSZA and DRUGA KLASA) and reserved seats.
- **POCIĄG EKSPRESOWY (Ex)** – an express train that stops only at major cities. It is more expensive than TLK and requires booking beforehand.
- **POCIĄG INTER-CITY / EUROPE CITY/EXPRESS INTER-CITY PREMIUM (Pendolino)** – the fastest and highest quality train that needs a fix reservation (MIEJSCÓWKA) in advance (lack of the prior reservation will result in a severe fine). The most fancy and expensive one.

By inter-city bus

Bus services (e.g., from/to airports and other cities around Poland) offer frequent and fast connections.

Bus connections (Warsaw-Toruń) (Gdańsk-Toruń)

You can travel by Flixbus Bus (<https://global.flixbus.com/polskibus>) – an inter-city express coach service based in Poland, serving both national and international routes. Tickets are available on the website and at the Sales Points. Book online in advance to secure the lowest price and special fares.

*Bus connections Across Poland

If you are interested in coach connections from other cities and towns in Poland, please check the website of Arriva operator (<https://arriva.pl/en>). It is the major operator in Poland offering bus transport services across urban, regional and long-distance routes.

Airport-bus services

Good alternative to trains or inter-city buses is a door-to-door transfer by airport-bus services, especially if you're travelling with family or in a group of friends (5 or more, then you can easily split the expenses). After a weary journey it is more convenient to just hop into a minibus and be transported safely and efficiently to your desired destination.

Taxi

If you don't prefer public transportation, get in the cab! Comparing the prices from other European airports, taxis at Chopin airport are relatively cheaper. A ride to the Central Railway Station (Warszawa Centralna) will cost you approximately PLN 60-70 (13-15 EURO). However, beware of private cabs! Make sure to take a corporate taxi car so you won't get overcharged, which is sometimes an often scenario with non-corporate cars. Stick with taxis that have telephone numbers on the sides and a big light on the roof.

Note! You can exchange money at the airport to pay for your transfer. ATMs (cash points) can be found in both the Arrivals and Departures areas of the Chopin and Gdańsk Airport, nevertheless it is good to have some PLN on you before the arrival since the currency rates may be higher at the airport. While in Torun, you have many options to exchange currency in licensed places named "KANTOR" or banks. Do not use any "black-market" opportunities since nowadays in Poland we do not have any black-marked for the money exchange. Rates do vary daily and some places offer a little better rates but differences are very small.

City Transport in Toruń

To get around in Toruń you can walk, take a bike, a bus or tram.

The city transport network in Toruń consists of an extensive tram and bus services, and it is operated by MZK. This is a local company therefore, you cannot use bus or tram tickets from other Polish cities. Buses and trams run frequently – all the timetables, bus stops, tram stops, and departure times are available on the below-mentioned website. A single ticket is known in Polish as "**Bilet**". They are valid for both forms of transport and can be bought from any newsagent's booth or ticket machine in the street or bus/ tram and come in various types.

To buy a MZK ticket, you can also head to one of the MZK cash registers. The closest is at the bus terminus called "pętla UNIWERSYTET" – Szosa Okrężna 62-82 Street or in a shopping centre Plaza.

Another way of obtaining tickets is to use mobile apps such as jakdojade.pl (here you can also check the timetable of buses) or [Mobilet](http://www.mobilet.pl/) (<http://www.mobilet.pl/>).

The **jakdojade.pl** application will find you the nearest bus or tram stop and show your position on the map, so that the risk of missing a stop where you have to get off is very little. Thanks to it you may easily find out how to get from point A to point B in the **fastest** or in the most convenient way.

In the **Mobilet** application, after registering, you are given the option to make a money transfer to the application from your bank account. After your account is credited, select the city and the type of ticket you want to purchase.

For information about the local bus/tram services, see: <https://mzk-torun.pl/wersja-angielska>



Right after entering the bus, or the tram, you must validate your ticket on your own. The puncher (usually yellow box at the eye level) stamps the date and time on your ticket. Within the time limit of the ticket, you can change to any bus/tram service within the whole town. However, brace yourself for ticket controllers: they dress casually (except ID tags), appear suddenly (often on a random part of the route), and may fine you for the lack of a valid ticket.



Note: After receiving the PhD student ID card, you receive a 51% discount on public transport and trains. Be sure to always have the PhD student ID card with your valid sticker you get at the Doctoral School Office and show it before you buy a ticket and during ticket control.

*TORVELO bikes

There are many cycle paths in Toruń and with the heavy traffic, using a bike is often a faster way to get around the town.

To rent a city bike, you need to register on the website <https://www.torvelo.pl/?lang=2>, and then pay a PLN 10 deposit for the customer's personal account in the Torvelo system. After registration you will receive an email with login and PIN. The first 20 minutes are free of charge. Download Free bike app from Google app store.

Make sure that your bike has a bell, front and rear brakes and lights, and sufficient reflectors.

When parking on the street, you can find designated bike racks on the street in various locations across the city.

Some persons may prefer to buy their own bikes. Thefts happen as everywhere so try to keep your bike always fixed to solid constructions with a good bike lock.

Entry and Residence in Poland

A word of advice: During the immigration control you might be required to present the following documents: invitation letter, proof of accommodation (should be stated in the letter), sometimes the master's degree diploma, travel insurance, passport with the visa stamped.

Upon your arrival at NCU

All formalities relating to the Doctoral Studies shall be carried out in the administration office of your Doctoral School.

Here are the first steps you will need to take as soon as you arrive:

- 1 Contact your family and friends at home to let them know that you've arrived safely.
- 2 Meet with your Supervisor – remember to schedule the meeting before your arrival.
- 3 Check-in at the dorm – your room should have been already arranged for you.
- 4 Go to your Doctoral School administration office for the final part of your enrolment process to be completed. Check office hours by email or web page first.
- 5 If it was not completed by the Web (IRK/USOS) you have to sign an Oath (“Ślubowanie”) in front of the Director of your Doctoral School before you formally become a doctoral student at NCU.
- 6 Set up your official NCU email address.
- 7 Install the EDUROAM certificate on your computer to get access to the free academic Internet.

What is Eduroam?

Eduroam is a secure service that allows students, staff and researchers from participating institutions get safely access and use free WiFi network. Eduroam allows users to use their own credentials (login and password) from their home institution in every place (both in Poland and many countries) where this network is accessible (usually academic premises).

Eduroam Certificate Installation Guide for UMK students and PhD students:

https://www.uci.umk.pl/index.php/eduroam:Main_page

- 8 Obtain your PhD student ID card during registration or orientation at administration office of your Doctoral School. A student ID card confirms your PhD student status at the Nicolaus Copernicus University in Toruń. The card is essential to access university library or to benefit from discount on public transport. Meet with your Supervisor – remember to schedule the meeting before your arrival.
- 9 Claim your residence proof from the accommodation manager in your dormitory.
- 10 Should you apply for the residency card, collect the Confirmation of continuation of education in Doctoral School at NCU (a document provided by administration office of your Doctoral School).

Having problems?

If you encounter any problems, please send your query to the administration office of your Doctoral School which is available to help you either by email or in person.

Once you have the above said documents, you need to apply for:

1 Phone sim card.

All major brand cellular phones should be already adopted to frequencies used by Polish cellular networks providers. 5G is still emerging technology but accessibility will grow quickly.

Poland offers a wide variety of SIM cards to choose from, with four main cell networks: Orange, Play, Plus, and T-Mobile. There are many ways to buy SIM cards and packages: in supermarkets, street kiosks, gas (petrol) stations, and official company stores. However due to an anti-terrorism act that went into effect in 2016, it is now obligatory to register a new SIM card with your passport or national ID card. The nearest (to Bielany campus) point to have your card registered is located in Toruń Plaza Shopping centre.

2 Bank account

All the major Polish/International banks have branches in Toruń. Different banks offer different benefits and services to international students, so it is advisable to check your options before making a choice. Majority of students open a current account which provides a visa debit card, which can be used to make payments in shops and online, as well as to take money from cash points (ATMs, "bankomat" in Polish) up to a daily maximum limit and is usually combined with an online banking service. We suggest visiting one of their branches to discuss opening an account. You may need to book an appointment to make your application depending on how busy the bank is at the time you visit.

Remember! In order to open an account, you will need to take your passport, PhD student ID card (or a document confirming that you are a PhD student), and your mobile number. Majority of the

banks require a PESEL number and may also ask you for tax number from your native country!

3 PESEL number

You will need a PESEL [Polish acronym for „Universal Electronic System for Registration of the Population”] to e.g., create a bank account, apply for your residency card (Karta Pobytu), rent an apartment, or sign insurance agreement in the NFZ.

Since 2018 every foreigner in Poland is obliged to register his/her address in a proper district office (where he/she lives). Procedure of registering already includes assigning a unique PESEL number to a person. For more details see **Register your address (page 33)**.

To obtain the PESEL Number you must take the following steps:

- 1) First ask the manager of your Dormitory for an application form for registering your address and assigning of a PESEL Number.
- 2) While waiting for the application to be filled, make an online appointment in the Municipal Office located at Wały Generała Władysława Sikorskiego 8 or in the City Hall information point at a shopping mall Plaza, Broniewskiego 90 street.

Important! The office has an electronic queue system, which means that if you want to submit an application in person, you must first register for a specific day and time of your visit to the office. To set an appointment go to: <https://rezerwacja.um.torun.pl/#/>. The website is entirely in Polish therefore it might be necessary to ask for help.

- 3) Once you have booked the appointment, you have to print the booking confirmation and show it to your manager at the Dorm.



4) Finally, you will receive a stamped and filled application form which you can then submit in person with the Municipal Office.

Bring with you necessary documents which confirm your identity and other data entered in the application form.

If you cannot register your residence for some reason, you can download the application for the assigning of a PESEL Number from the Municipal Office official website or obtain it on-site. Fill it out at home and submit it in person with the Municipal Office. Bring with you necessary documents (residence proof and passport).

Health insurance


The health insurance system in Poland is based on the principles of equal treatment and access to healthcare services. The main institution responsible for the management of public funds for healthcare and the pillar of the entire health insurance system is the **National Health Fund (Narodowy Fundusz Zdrowia, NFZ)**. The national health policy falls within the responsibility of the Ministry of Health.

Valid health insurance is **obligatory** for all doctoral students for the entire duration of their stay in Poland.

If you applied for a visa prior to moving to Poland, your insurance must have already been arranged for you. All PhD students, regardless of nationality, admitted to the Doctoral School with signed doctoral contract are ex officio entitled to a basic health insurance coverage, unless they are covered by such insurance on other grounds of (e.g., employment relationship, contract of mandate, business activity or self-employment). This means that the doctoral candidates have access to the **public health care services free-of-charge**.

Health insurance monthly contributions are paid by the University. What is more, a PhD student who receives doctoral scholarship is subject to obligatory retirement, disability and accident insurance. (Note that what procedure is covered in full by NFZ and what is not depends on individual case, for example for medicines there is always some co-payment, as well as for majority of dental care services).

For more information on medical services see Health care (page 56)



Please bear in mind that a PhD student who is admitted to the Doctoral School begins education and acquires doctoral student rights upon taking the solemn oath. The Payroll Department issues registration of each doctoral student admitted to the school to compulsory health and social insurance at the commencement of education at the earliest until that time, foreign candidates shall be obliged to cover the costs of insurance for the time of travel, medical treatment, etc. on individual basis and their own expense.

Occupational medical examination

Every newly enrolled doctoral student cannot be permitted to commence work without valid medical certificates stating that there are no contraindications to working in a specific position. Occupational medical examinations and then periodic examinations are performed by health care establishments (occupational health care centres) under written contracts concluded by employers. Examinations are performed at the expense of the University.

Upon your arrival to the University, you are obliged to contact administration office of your Doctoral School to collect the medical form enabling you to attend a medical examination. For your visit at the designated occupational health center, you will need your passport and student ID card. Tests are carried free of charge.

The examination is valid for one to four years.

Students are required to provide a medical certificate to the given Doctoral School administration office within a set deadline.

The Occupational Health Centre with which the Nicolaus Copernicus University concluded a contract in the scope of medical examination for PhD Students is:

Wojewódzki Ośrodek Medycyny Pracy w Toruniu
Przychodnia Medycyny Pracy Nr 3
Szosa Bydgoska 46 street, 87-100 Toruń
Phone: (56) 654-25-39 (56) 651-84-58
Open Monday-Friday, 7.00-14.35

Register your address

All foreign citizens are obliged to register their stay on the territory of the Republic of Poland. EU citizens and nationals of Iceland, Liechtenstein, Norway, and Switzerland (or their family members) must register no later than in the **30th day** of their stay in Poland. Other foreigners (from non-EU countries) are asked to register their temporary address no later than in the **4th day** of their stay in Poland.

Registration of temporary address / residence of a European Union and non-European citizen (in Polish: 'zameldowanie' or 'meldunek')

(Nationals of the EU States, the European Economic Area and Switzerland)

If you are coming to Poland to study and your stay will last more than 3 months you are obliged to register your temporary residence. **You must register on 30th day after your arrival in Poland at the latest!** If you move to another city, town or district, you need to register again. It is obligatory not only for foreigners but also for Polish nationals and is handled at a municipal/district office.

(Nationals of non-EU countries)

If your stay exceeds 30 days period, you are under the obligation to register your address. **As a citizen of a non-European country, you have 4 days to register!** If you move to another city, town or district, you need to register again. It is obligatory not only for foreigners but also for Polish nationals and is handled at a municipal/district office.

How to register?

In order to complete the registration obligation, you have to receive a document (temporary residence registration form – in Polish – “zameldowanie na pobyt czasowy”) from the Student’s house, the Municipal Office or their online site (<https://www.bip.torun.pl>), fill it in (you can ask for help from the Student’s house office), and then submit the application form at the City Hall (Municipal) Office with a valid passport (the nearest information point is at a shopping mall Plaza, at Broniewskiego 90 Street, I Floor, open Tuesday – Saturday: 09.00-16.30). If you live in a private apartment, you must have a rental agreement with the owner’s permission for registration.

What documents are needed:

- passport,
- registration form (signed by the apartment owner or an authorised person from the hotel/dormitory),
- an apartment rent agreement or hotel/dormitory reservation document,
- visa or a residence permit.

If you are EU, Switzerland, Norway, Liechtenstein and Iceland national and you came to Poland on the basis of the visa-free movement, the registration will be valid for the 90 days from arriving in Poland or the period of your apartment rental agreement.

If you are a national of other countries, the registration will be valid for the same period as your legal stay in Poland stated in your visa or residence permit or for the period of apartment rental agreement if it is shorter.

Fee for the certificate of residence for temporary stay costs **PLN 17**.


Department of Social and Administrative Affairs of Municipal Office (Wydział Spraw Administracyjnych)

Address: Batorego 38/40 street 87-100 Toruń

Telephone: 56 611 83 50

e-mail: wsa@um.torun.pl

City Hall information point at Plaza mall, at Wł. Broniewskiego 90 street, (Monday to Friday: 9.00-16.30).



Important! If you register your temporary residence address you will be automatically granted your PESEL number. The number starts with your date of birth and serves for common identification purposes.

Legalization of residence

Both citizens of visa-free countries and citizens of other countries who require visa, have to apply for temporary residence card if they wish to stay in Poland. The former – before 90-day period ends, the latter – before their visas expire. The registrations process takes place in the Voivodeship Office in Bydgoszcz (Urząd Wojewódzki w Bydgoszczy).

EU citizens

Assuming that your stay lasts longer than 3 months you are obliged to register in the Voivodeship Office (Urząd Wojewódzki) of the region (voivodeship) where you are residing. The registration procedure is easy and free-of-charge.

Required documents EU nationals should include:

- A completed application form for registration of residence of an EU citizen – the application must be completed in Polish; (<https://udsc.gov.pl/en/cudzoziemcy/obywatele-ue-oraz-eogszwajcarii-i-czlonkowie-ich-rodzin/wymagane-formalnosci/obywatele-ue/zarejestrowanie-pobytu/>)
- a valid travel document or other valid document confirming his/her identity (original available for inspection),
- confirmation of a temporary stay registration,
- certificate confirming admission to the University or follow-up studies issued by University,
- a document confirming medical insurance coverage or right to healthcare services pursuant to regulations on coordination of social security systems,
- a written declaration that the person has sufficient financial resources to provide for himself/herself without the necessity to avail of social assistance services, or a certificate confirming that the person has such financial resources.

The application should be filled in and submitted in person to the appropriate Voivodeship Office, no later than one day after the expiry of the ninety-day period since the date of crossing the Polish border. In Toruń, this procedure is dealt with by the Kuyavian-Pomeranian Voivodeship Office in the City of Bydgoszcz – Kujawsko-Pomorski Urząd Wojewódzki w Bydgoszczy.

Visa Office (Wydział Spraw Obywatelskich i Cudzoziemców)

Address: ul. Konarskiego 1-3, Building B, 85-066 Bydgoszcz

3rd floor, room 33

Phone numbers: 52 349-73-49, 52 349-75-80

Detailed information (including the full list of required documents, addresses, list of exemptions from this obligation) can be found on the website at: <https://cudzoziemiec.bydgoszcz.pl/en/stay-in-poland/>

One can easily access Bydgoszcz (50 km) by a train or by bus.

Non-EU citizens

Citizens of countries who are not member states of the European Union or EEA enter the Polish territory on the basis of an obtained visa.

After arrival you are obliged to apply for a temporary residence permit. The application needs to be submitted, no later than on the last day of your legal residence on the territory of Poland, at least 1 day before visa expiration date, so that your continued stay at the university is legal. While your application is being considered you are legally entitled to stay in Poland; however, you should take the necessary steps to obtain the temporary residence permit as soon as possible. Having received a positive decision regarding the residence permit, you will be granted your Residence Card (Karta Pobytu). There is a fee for issuing a residence card. The card must be collected in person and proof of registration of stay will be needed. A residence card allows you to stay on the Polish territory and to travel abroad without the necessity to obtain another visa.

The unit dealing with the issuance of a Residence Card is the Kuyavian-Pomeranian Voivodeship Office in the city of Bydgoszcz – Kujawsko-Pomorski Urząd Wojewódzki w Bydgoszczy.

Place of application:

Department of Civil Affairs and Foreigners

Branch for Work Permits and Registration of Invitations and EU Citizens

Receiving applications:

Konarskiego 1-3 street, 85-066 Bydgoszcz, building B, III floor, room 33.

<https://cudzoziemiec.bydgoszcz.pl/en/stay-in-poland/temporary-stay/>



Temporary residence permit is issued for a maximum of 3 years. However, the period of validity of the permit may be shorter. Temporary residence permits are not automatically prolonged if you keep residing in Poland. Once your permit expires you will have to apply for a new permit before the previous one expires. If you do not apply for a new permit, you must leave the territory of Poland before the expiration date on your Residence Card.

Procedure

There are several ways to submit your application for the temporary residence permit. You can file the application together with all documents in person, via registry office or sent it by post. However, if you decide to post the documents, you will be summoned to appear in person within a period not shorter than 7 days from the delivery in the office for collection of your fingerprints. If you fail to come to the office when requested your application will not be considered and your stay will be considered as illegal.



Note: The office has an electronic queue system, which means that if you want to submit an application in person, you must first register for a specific day and time of your visit to the office. During registration you get a number.

Picking one ticket with a number entitles you to one case (filing a single application). Every downloaded number from the railway system is summoned only once. If the called-out client does not approach the appropriate room, the downloaded number will be closed.

Electronic visit reservation – <https://cudzoziemiec.bydgoszcz.pl/en/electronic-visit-reservation/>

Documents that you will have to submit (for detailed information please visit):

<https://cudzoziemiec.bydgoszcz.pl/en/stay-in-poland/temporary-stay/general-information/>

<https://cudzoziemiec.bydgoszcz.pl/en/stay-in-poland/temporary-stay/graduate-of-full-time-studies/>

- 1 2 completed temporary residence permit application forms and its annexes in accordance with the Instructions – if required, (<https://cudzoziemiec.bydgoszcz.pl/en/application-forms/>)
- 2 4 current “biometric” photographs (requirements the same as for passport photo),
- 3 Photocopy of a valid travel document (and an original for verification at the office),
- 4 Certificate confirming admission to studies or continuation of the studies (from the administration office of your Doctoral School),
- 5 Evidence or a certificate of being a scholarship holder or that you are studying on a non-payment basis,
- 6 Documents confirming valid health insurance (from the administration office of your Doctoral School),
- 7 Proof of having sufficient funds to cover the costs of living (PLN 701 per month if you are single in Poland) and return travel to the country of origin or residence (PLN 2500); proven by bank statement, credit card statement or scholarship certificate (the University confirms only the amount of the scholarship paid monthly),
- 8 Proof of place of residence (e.g., lease agreement with fees on utilities or certificate from the Dormitory),
- 9 Proof of payment of the fee (PLN 340) for residence permit.

A word of advice.

All the above-mentioned documents for any of the residence permits need to be submitted in Polish so at times it might be necessary to provide official translations of documents. They must be original documents (or certified copies).

The procedure of granting the residence permits may take up to several months, depending on the case and number of application forms submitted in general. Therefore, it is highly advisable to apply for a Residence Card immediately upon arrival.

Important! Please keep in mind that if your visa or previous residence permit has expired and you are waiting for the issuance of a new residence card, you cannot cross borders. You are only allowed to go back to your home country, but in order to come back to Poland, you will need to be granted a visa in a Polish embassy or consulate located in your country.

Fees:

Fee for granting a residence permit:

PLN 340 has to be paid to:

Urząd Miasta Bydgoszczy Wydział

Podatków i Opłat Lokalnych

Bank Account No.

52 1240 6960 3892 1000 0000 0000

Fee for issuing a residence card: PLN50 to

Kujawsko-Pomorski Urząd Wojewódzki w

Bydgoszczy Biuro Finansowo-

Inwestycyjne

Bank Account No.

56 1010 1078 0000 4222 3100 0000

*The card can only be collected in person.

In conclusion – how to apply:

- Complete the application form
- Put together and prepare all necessary documents
- Make an appointment – register your visit to submit the application along with documents via internet at: <https://cudzoziemiec.bydgoszcz.pl/en/electronic-visit-reservation/>
- Submit the application together with all the required documentation on the appointed date at the Kuyavian-Pomeranian Voivodeship Office, Department of Civil Affairs and Foreigners, Konarskiego 1-3 Street, 85-066 Bydgoszcz.

Accommodation

The Bielany Campus



NCU PhD students are guaranteed accommodation in university-owned properties – Student’s Houses – for the entire duration of their stay.

In order to be accommodated in one of the Student’s Houses, the application should be filled out and submitted in electronic form in the USOSweb system (online application is sufficient).

This action is also required to get a ‚Housing Conformation’ in case you are applying for a visa to Poland.

The monthly rent varies from **PLN270** to **PLN650**, and usually depends on the type and style of your room (size, en suite, etc), but the cost generally covers utilities (water, electricity, heating). Internet access is free of charge.

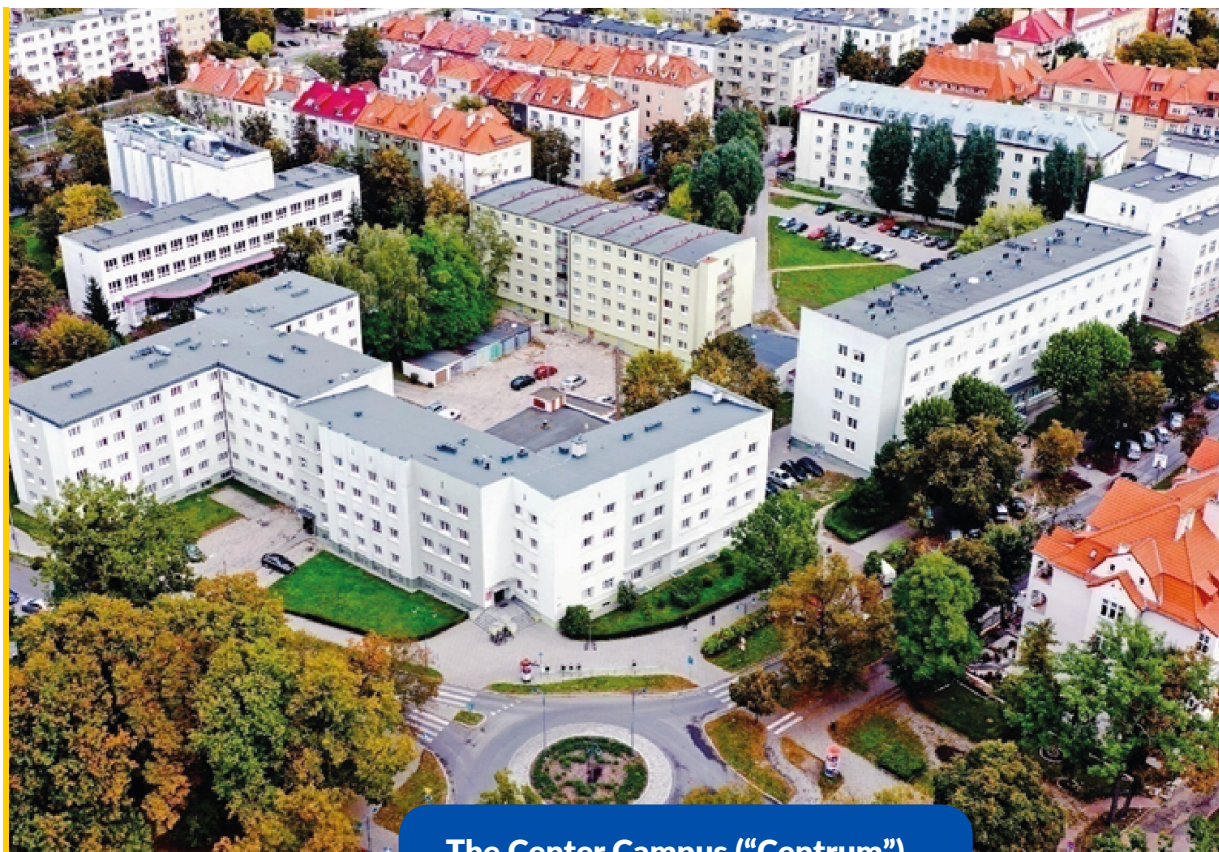


There are 2 types of room that you might be interested in renting:

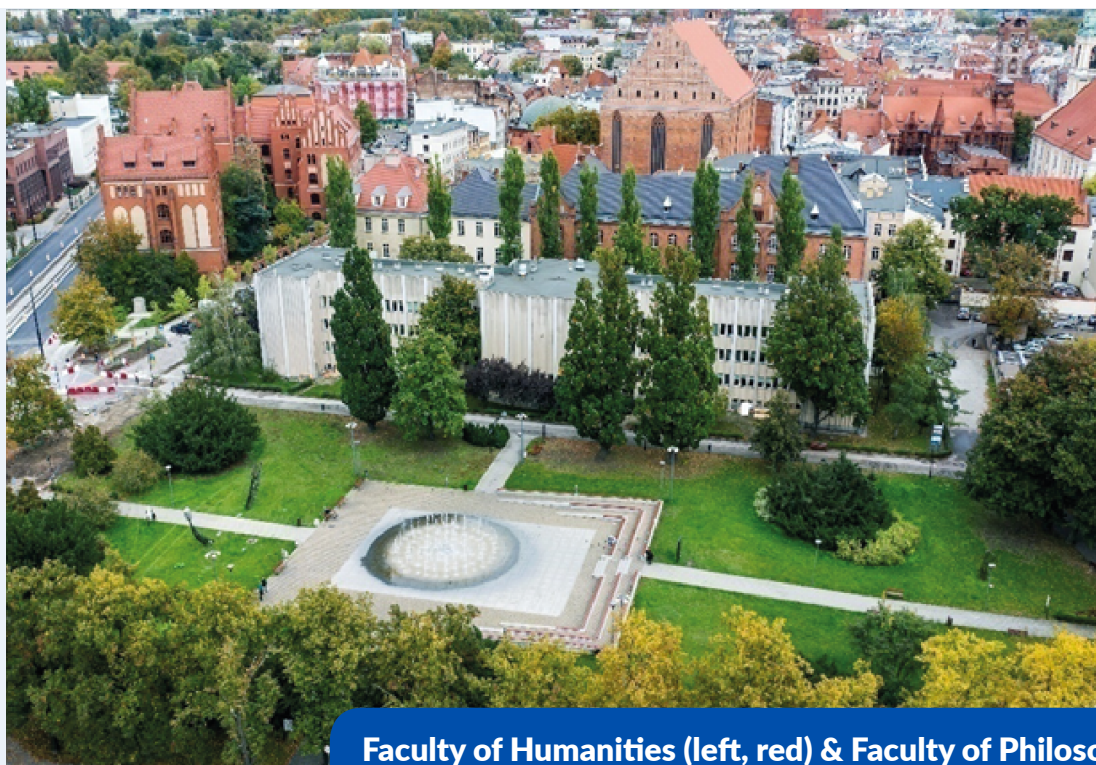
- a single room with a higher standard PLN650 / month
- double room with a higher standard PLN 430 / month

There are two main University Campuses in Toruń: **the Center Campus** (Osiedle „Centrum”) and **the Bielany Campus** (Osiedle „Bielany”). Currently the University owns 11 student dormitories (called DOM STUDENCKI or DS.) with accommodation for more than 3,300 students. For students with disabilities specially adapted apartments are available.

The Center Campus („Centrum”) is in Bydgoskie District (Polish: Bydgoskie Przedmieście) which is unique for its charming location along the Vistula escarpment, a vast and picturesque English-style municipal park and magnificent architecture. Within the walking distance, with most of its landmarks is the outstanding Old Town of Toruń. The faculties nearby include: Faculty of Physics, Astronomy and Informatics – **where the Doctoral School of Exact and Natural Sciences is situated**, Faculty of Mathematics and Computer Sciences, Faculty of Humanities and institutes of Philosophy and Sociology.



The Center Campus (“Centrum”)



Faculty of Humanities (left, red) & Faculty of Philosophy and Social Sciences (white, center) in the town centre.

The Campus consists of 5 student dormitories, including:

- Student's House no. 1, ul. Mickiewicza 2/4, tel. +48 56 6121174,
- Student's House no. 2, ul. Mickiewicza 6/8, tel. +48 56 6121180,
- Student's House no. 3, ul. Moniuszki 16/20, tel. +48 56 6121417,
- Student's House no. 5, ul. Słowackiego 5/7, tel. +48 56 6121535,
- Student's House no. 6, ul. Słowackiego 1/3, tel. +48 56 6121548

Student dormitories in the Center Campus offer single, double and triple rooms equipped with a telephone. Toilets and showers are in a corridor. Each dormitory has a room for individual study, a self-service launderette called PRALNIA and a common room with a TV set. Internet is available in all student dormitories. In student dormitories no. 2 and no. 5, there are TV slots, so if you have your own TV set, you may watch TV.



A self-service launderette

Rebuilt since 1967, **the Bielany Campus**, is located in the suburbs of Bielany district in the western part of Toruń. Here, you do not have to go far to feel like you've escaped the city. Surrounded by vast green spaces, filled with enchanted atmosphere of students walking around, chatting, reading, and relaxing – all this makes the campus blissfully isolated from the outside world.

There are 6 student dormitories located along Gagarina Street and Reja Street, including:

- Student's House no. 7, ul. Gagarina 19, tel. +48 56 6114942,
- Student's House no. 8, ul. Gagarina 17, tel. +48 56 6114943,
- Student's House no. 9, ul. Gagarina 21, tel. +48 56 6114944,
- Student's House no. 10, ul. Gagarina 27, tel. +48 56 6114945,
- Student's House no. 11, ul. Gagarina 33, tel. +48 56 6114946,
- Student's House no. 12, ul. Reja 25, tel. +48 56 6114947.



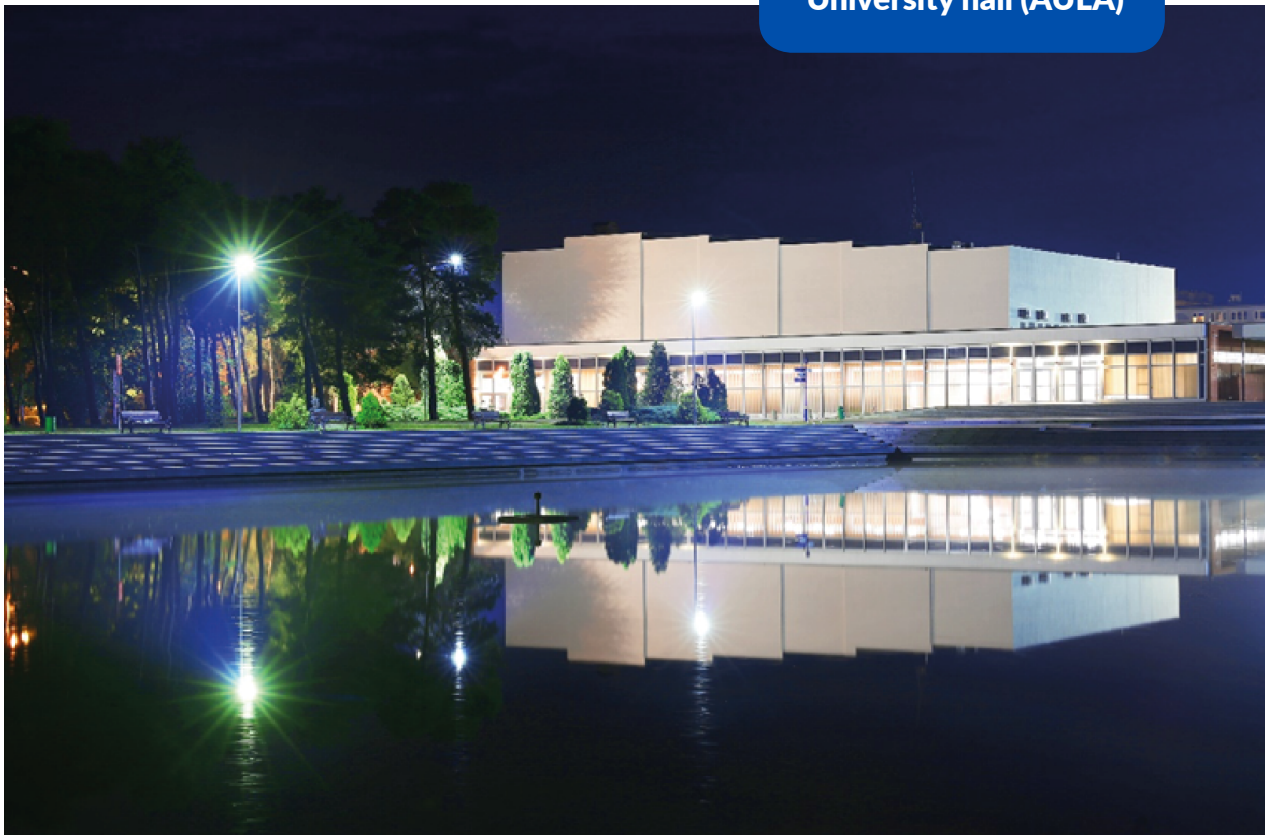
The Bielany Campus



Apart from dormitories most of the institutions of the University have their locations on campus in Bielany. The main University office (REKTORAT), the Foreign Languages Centre, a 930-seat lecture and concert hall (AULA), the University Library building, buildings for the Faculty of Biology and Environmental Protection, the Faculty of Earth Sciences, the Faculty of History, the Faculty of Educational Sciences, the Faculty of Chemistry, the Faculty of Economic Sciences and Management complex and its 400-seat lecture hall, the Faculty of Law and Administration, the Faculty of Theology, and a part of the Faculty of Languages (Modern Languages) and University Sports Centre. The Interdisciplinary Centre for Modern Technologies is situated there as well.



University hall (AULA)





Od Nowa

One of the oldest and legendary students' clubs in Poland. It was founded in 1958!

The Od Nowa Club is one of the largest and oldest student clubs in Poland. Concerts, events, festivals, welcome parties for new students are held here. In the club's headquarters there is also student cinema Niebieski Kocyk. You can buy tickets for concerts and other events organized in Od Nowa at the club's reception desk or through the club's website:

<http://odnowa.umk.pl/>



Student's houses in the Bielany Campus offer single, double and triple rooms. Each building has a room for individual study, a self-service launderette called PRALNIA and a common room with TV. Internet is available in all student dormitories. In the student dormitory no. 10, 11 and 12, there are TV slots, so if you have your own TV set, you may watch TV.

In the student dormitory no. 7, 8 and 9, there are studios consisting of 4 rooms with a shared toilet and a shower. A kitchen is located in the corridor. In the student dormitory no. 10 and 11, there are studios consisting of 2 rooms (which could be single or double) with a shared toilet, a shower and a kitchenette.



Equipment and services

Each room is equipped with desks, bookshelves, and chairs. It has a shower, a toilet, and a kitchenette fitted with some cupboards, a refrigerator, and an electric kettle shared by students. You will probably need your own cutlery, pots and pans.

There is also a shared kitchen on every floor equipped with a gas cooker and a sink (hot & cold water). Sheets and a pillowcase are provided every month. You will need your own towels.



For more information, see:

Department of Student and Employee Houses

Gagarina 41 Street, 87-100 Torun

Contact: 56 611-4380

email address: dh@umk.pl

https://www.umk.pl/en/accomodation/students_houses/



City skyline

The Amazing Toruń

Toruń is a vibrant city that embraces the old and the new. In which the past meets the future, where the Gothic and outer space are within reach, inviting you to discover its great opportunities, precious treasures, and intriguing mysteries.

Annually visited by over 1,5 million tourists from all over the world, it combines the welcoming feel of a small town with the variety and energy of a larger city. Tourists are mostly attracted by the historical Gothic Old Town, and the famous ginger-bread cookies which have been baked here since medieval times. As well as the ancient buildings, there are also retail stores of course, numerous coffee shops and restaurants, and a thriving bar and club scene.

Toruń as a university town

Today's Toruń is an academic centre known not only to the whole of Poland, but also across the world, mainly thanks to the Nicolaus Copernicus University that has been expanding since 1945. The university has created a thriving climate for innovative teaching and research. Long tradition of academic excellence influences the atmosphere of Toruń which is always filled with young and cosmopolitan people as well with scientific and cultural activities.

The photograph was taken during one of the biggest student festivals in Toruń – Juwenalia.

This event held annually in May, before the summer exams, is an inseparable element of student culture. For a few days, the city is taken over by colorfully dressed students who come together to take part in triumphant parades, open-air concerts and number of cultural and sports activities.



Juwenalia – Students' Festival



Ludwik Rydygier Collegium Medicum in Bydgoszcz (NCU medical campus in Bydgoszcz)

Collegium Medicum in Bydgoszcz (initially known under the name of Medical Academy) was established in 1984, as the youngest medical university in Poland. Twenty years later, in 2004, the school joined forces with the Nicolaus Copernicus University in Toruń and was renamed as the Ludwik Rydygier Collegium Medicum. Since then, it has been providing top quality academic education and research as part of NCU. It offers a wide variety of study programmes conducted by three faculties: Medicine, Pharmacy and Health Sciences. NCU Collegium Medicum also provides doctoral education that encourages students to engage in internationally competitive research. **The Doctoral School of Medical and Health Sciences (Academica Medica Bydgostiensis)** trains PhD students in the fields of medical and health sciences in 3 disciplines: pharmaceutical, medical and health sciences.

Faculty of Pharmacy – Collegium Medicum

The teaching facilities of NCU Collegium Medicum are spread out across the city of Bydgoszcz. Classes are held in both historical buildings of classical architecture as well as modern facilities. Most university buildings are grouped into two major campuses situated in the heart of the city:

- the main administration campus at Jagiellońska 13-15 street (comprises mainly administrative offices, a few teaching departments, as well as the administrative office of The Doctoral School for Medical and Health Sciences);
- the Jurasz Hospital campus at Curie-Skłodowskiej 9 street (includes hospital and clinical teaching facilities, as well as the Pharmacy Building at Jurasza 2 street and Student House no. 3 for international students at al. Powstańców Wielkopolskich 46).

The two teaching hospitals affiliated with Collegium Medicum play a utilitarian role as the institutional base for education, scientific research and highly specialised diagnostic. They foster a unique environment where the next generation of doctors, nurses, and other health professionals are trained and work together to bring new treatments from the research bench.





The Antoni Jurasz University Hospital No. 1 in Bydgoszcz

As far as accommodation for students is concerned, Collegium Medicum offers single, 2-, 3 - and 4-person rooms in three conveniently located and disabled-friendly student's houses. Apart from standard room equipment, the facility provides free Internet access, kitchen facilities, recreation rooms and quiet study areas. For those who choose to 'live out' and decide to look for accommodation outside the University, there is also a wide selection of rooms and apartments in Bydgoszcz offered for rent by private landlords.

For more information on the medical campus in Bydgoszcz visit the following website: <https://en.cm.umk.pl/>



Student's House in Bydgoszcz

The city of Bydgoszcz in brief – the capital of the kujawsko-pomorskie voivodeship, with its population of nearly 400 000 people (10% of whom are students) is a thriving, cosmopolitan, cultural, educational and sports centre. There are three state universities and sixteen other colleges in Bydgoszcz, thus much of the city is geared around university life. Pubs and clubs, cafés and restaurants, galleries and museums, parks, stadiums, cinemas and theatres, an opera and a philharmonic – Bydgoszcz offers a wide variety of social and cultural activities and events that students can enjoy whilst studying at the University.

What is more, Bydgoszcz holds excellent transport links to the rest of Poland and beyond, mainly thanks to an airport with a modern passenger terminal located just 3.5 km from the city centre. By train you can travel to central Warsaw in over two hours. The distance between Toruń (NCU main campus) and Bydgoszcz (NCU medical campus) is about 30 km. The train journey between the cities takes around 40 minutes. Operated by PKP Intercity and Polregio, the Toruń to Bydgoszcz train service departs from Torun Główny and arrives in Bydgoszcz Główna. Buses run daily, although weekend and holiday schedules can vary so make sure to check in advance.



One of the most unusual and enchanting places in Bydgoszcz, famous for its wharves, cascades and weirs rustling water is Wyspa Młyńska (Mill Island). Because of the unique location on the bank of the Brda River and picturesque blocks of renovated industrial buildings, this area was named Little Venice. It hosts numerous festivals, concerts and fairs, which makes it a centre of leisure activity.

To learn more about the city of Bydgoszcz visit: <https://visitbydgoszcz.pl/en/>



Library



There is no studying without libraries! NCU meets the needs of its students, academics and the international research community with a wide range of library recourses.

The NCU Library is the largest scientific and public library in northern Poland. You will encounter an imposing collection of scientific books, research materials, periodicals and journals in Poland – over 3 million volumes! Moreover, the NCU Library is the only academic library that has within its structure a University Museum. This institution collects paintings, sculptures and other objects of Polish and world culture.

Its main part is conveniently located in the NCU Main Campus. In addition to the main library, every faculty has its own book collection that is focused on a specific field of expertise.



How do I borrow a book?

Log in to the Central Authentication Service (<https://login.umk.pl/login>). After logging in, locate the library. There, look for the selected book by typing the author or title into the search bar. Once you've found what you're interested in, check availability "sprawdź dostępność" and order. When the green bar appears, the book awaits you and you can go to the right library. If the book you need is currently unavailable, you can click "podłącz się". This means that you are queued waiting for the book.

Remember! If you forget to hand over the book within the deadline, the system will charge 20 grosze (0.20 zł) per day of delay. So don't forget to use the loan extension option by logging in to your own account. If someone is waiting in a queue for the book you have loaned, you'll need to return it.

You will pay the fee on the first floor of the main library where you usually borrow a book, by the designated window. The fees for borrowed books from the Faculty libraries must be paid in these libraries.

Destroying a book – if you happen to destroy or lose a rented book, you'll need to buy back the same or newer edition of

the book. If this is not possible, you must pay the amount charged by the library.

Important! You must settle the matters with the library before completing your Education in a Doctoral School. Otherwise, it may end up with withholding the diploma until the debts are settled.

Learn more at our website: <https://www.bu.umk.pl/web/eng/>

Scholarship opportunities



Pursuant to the law of the Republic of Poland every PhD student who does not hold a doctoral degree is granted a doctoral scholarship.

The scholarship is paid after commencement of education (matriculation and signing the oath) at the Doctoral School. The total period of receiving a doctoral scholarship at Doctoral Schools should not exceed 4 years.

In order to be considered for the payment of the scholarship it is necessary to submit an appropriate declaration for scholarship purposes in the USOSweb system in advance and by the relevant deadline.

Before the mid-term evaluation (conducted halfway through your studies) all PhD students accepted to the Doctoral School will receive a scholarship in a minimum of 37% of a professor's salary. After passing the evaluation, the scholarship will increase to 57%.

- approximately*PLN 2,371 gross (**PLN2,104 net**) per month in the first period of studying (before the mid-term evaluation (up to 24th month).
- approximately*PLN 3,653 gross (**PLN 3,242 net**) per month in the second period of studying (3rd and 4th year) after obtaining a positive mid-term evaluation after 2 years of studying.

These doctoral scholarships are exempt from tax but are subject to pension and retirement contribution (social insurance contribution-ZUS). The doctoral scholarship is transferred to your personal account in Polish bank at the end of every month.

***The scholarship amounts may be later changed (increased).**

As far as the amount of doctoral scholarship paid from the research grants is concerned, it may differ depending on the type of the agreement, however it cannot be lower than the scholarship stipulated by the Polish law specified above.

Some PhD students involved in research projects may obtain extra money for extra work, for some period of time, it depends on particular circumstances and it is not very common.

Fellowship for disabled doctoral students

At NCU Doctoral Schools we are committed to making reasonable adjustments and addressing individual support. This is to promote a positive experience and allow doctoral students to participate fully and enjoy a rewarding academic experience.

Every doctoral student with legal disability (a special formal medical statement is required) is entitled to receive a scholarship increased by 30% in relation to the statutory one.

- approximately* PLN 3,083 gross (PLN 2,736 net) per month in the first period of studying (before the mid-term evaluation (up to 24th month)).
- approximately* PLN 4,749 gross (PLN 4,214 net) per month in the second period of studying (3rd and 4th year) after obtaining a positive mid-term evaluation after 4 semesters of studying.

These doctoral scholarships are exempt from tax but are subject to pension and retirement contribution (social insurance contribution).


***The scholarship amounts may be later changed (increased).**

Getting your PhD degree



The education of PhD students ends with the submission of their dissertation to the appropriate director of the Doctoral School. The submission of the doctoral thesis takes place by the deadline specified in the individual research plan. Then the doctoral candidate continues procedure of getting the PhD degree in another body – Scientific Discipline Council (separate for each discipline, for example biological sciences, mathematics, etc.). Each Council has its formal path how to proceed after finishing education in a doctoral school. Note that it may take some 2-3 months before your PhD degree will be granted. Once you submit the thesis to director of your school, formally you lose your status of a doctoral student.

The Scientific Council will appoint reviewers (3 professors) and may require the opinion of the supervisor(s) on the course of study and the quality of the dissertation. The reviewers have approximately 8 weeks for assessment of the thesis. Once your thesis has been favourably evaluated, the scientific council or the doctoral committee issues a decision on the admission of the doctoral dissertation and allows for its defence. The defence takes place at an open meeting of the council for the discipline of science or a doctoral committee. The supervisor(s) and at least two reviewers also participate in the meeting (1-2 hours). After successful defence of your dissertation, you are entitled to the PhD-diploma. The diploma is issued by the scientific council in the name of NCU university.



Important! The costs related to the procedure for conferring the doctoral degree is covered entirely by the University. There might be however a small fee for compiling and issuing your diploma file.

Specific terms and conditions regarding the award of the doctoral degree are laid out in: RESOLUTION No. 162 of the Senate of the Nicolaus Copernicus University in Toruń of 17 December 2019 on the proceeding for the award of the degree of doctor at the Nicolaus Copernicus University in Toruń.

Before you leave Poland



Before you leave you should take in consideration a few formalities.

The following checklist may help you remember what you should do before you depart.

CHECKLIST

- De-register with Citizens' Registration Office.
- Cancel your tenancy agreement in good time.
- Cancel all the contracts you made in Poland (e.g., electricity, phone, internet).
- Pay all your liabilities.
- Terminate your bank account.
- Get all necessary certifications and signatures on your important documents at the NCU.
- Inform your supervisor about your departure.
- Return Student ID Card.
- Return books to the main and faculty libraries.
- Tell your dorm manager about your departure date (preferably one month before departure).

Don't forget to pack:

- Important Documents
- Debit and credit cards
- Airline, bus, or train tickets (if applicable)

Important numbers



Important telephone numbers:

112 European Emergency Number

999 Medical Aid

DO NOT call an ambulance because of a condition such as a cold or flu. Instead, go to a doctor or request a home visit.

998 Fire brigade

997 Police

Police station in Toruń – Downtown, Polskiego Czerwonego Krzyża 2 street.
phonenumber: 56 641 24 52

986 Municipal Police

If you are a witness of a devastation, assault, brawl, theft or vandalism, call 986 or 997!

Safety



In general, Poland is a safe country for foreigners and most visitors and tourists experience no difficulties. Terrorism threat is low.

In Toruń you should stay alert to the possibility of street crime and petty thefts including pick pocketing, especially during tourist season. It is better to avoid moving around in unfamiliar areas alone. Be careful at events, do not enter into discussion with aggressive strangers or those who are under the influence of alcohol. Most public transport vehicles such as trams and buses have CCTV coverage and drivers are trained to react appropriately in case of difficult situations. However, be careful when using public transport, keep your bags or backpack close, in sight. It is easy to get robbed in a crowd.

Remember!

- In Poland it is forbidden to consume alcoholic beverage in public places.
- Smoking is forbidden in public places and at bus/tram stations.
- Driving or cycling on public roads under the influence of alcohol or drugs can result in prosecution.
- Jaywalking is an offence. You should cross only at recognized pedestrian crossing and never. If caught by the police you will be fined.

Health care



All PhD students receiving a doctoral scholarship are subject to health insurance and can access comprehensive primary health care and have the right to free benefits from all doctor's surgeries and institutions which have a signed contract with the National Health Fund, regardless of their private insurance coverage. Students are assigned to health care insurance upon matriculation.

We recommend that you establish a relationship with a healthcare clinic prior to any urgent medical needs. In order to visit your family doctor, you first need to register, you can select any clinic operating in Toruń, however preferably the one near the place of your residence. You should present your identity card or passport and a proof of insurance.

What you are entitled to:

- **General practitioners** - routine care includes physical exams, diagnosis and treatment of illness, routine health screenings, preventive care.
- **Specialist doctors** - after a consultation with a general practitioner you can be given a referral for a more specialized medical services e.g., neurologists, eye specialists, hospital treatment or medical rehabilitation. The referral is not required in the event of emergency or for services provided by the following medical doctors: oncologist, gynaecologist, psychiatrist, venereologist and dentist, which means that you can register for the visit whenever necessary.
- **Hospitals**, GP surgeries, clinics, health centres. In the event of hospitalisation, all treatments, examinations and medicines are free.
- **Private surgeries** which have signed contracts with the National Health Fund. Before your visit, you should check whether the services which you want to use in the surgery are provided under the agreement with the health fund.
- **Dentists** – basic dental care is free of charge, however, it should be emphasized that dentistry treatment under the insurance is extremely limited.

Toruń has several excellent hospitals. One of them is located near the Bielany campus (Provincial poly clinic hospital). You can see almost any specialist at these hospitals with an appointment, but to avoid any additional costs or long waiting period you need a referral letter from your general practitioner. Sometimes the administrative procedure and payment in hospitals takes longer than at a private doctor's practice, so calculate extra time for this visit.

Hospitals in Toruń	Website	Address
Wojewódzki Szpital Zespolony im. Ludwika Rydygiera (Provincial polyclinic hospital)	https://www.wszcz.torun.pl/index.php	Toruń, Świętego Józefa 53/59 Street
Specjalistyczny Szpital Miejski im. Mikołaja Kopernika (Specialist city hospital)	www.med.torun.pl	Toruń, Batorego 17/19 Street
Szpital Obserwacyjno-Zakaźny (a hospital for infectious diseases)	https://www.wszcz.torun.pl/index.php	Toruń, Krasieńskiego 4/4A Street

In case of a sudden illness or deterioration of the state of health:

Specialist Medical Clinic – Miejska przychodnia specjalistyczna

Uniwersytecka 17 Street, building A (from the parking lot)
 contact: 56 611 99 42,
 on weekdays open since 18:00 to 7:00 the following day
 and round-the-clock on Saturdays, Sundays and public holidays.
<http://www.mps.torun.pl/>

To arrange a private visit:

Lecznice CITOMED Toruń
 Marie Skłodowska-Curie 73 Street (GP, pediatrician),
 contact: 56 658 44 44,
 on weekdays open since 7:00-18:00.
<https://www.citomed.pl/en>

Pharmacies

You can find many pharmacies in Toruń. Pharmacies are usually open on weekdays during office hours (until 18:00 in the evening).

- Academic Pharmacy NOWA FARMACJA – Gagarina 87 street – not far from Od Nowa club.
- Super-Pharm- Czerwona Droga 1 Street – next to Cinema City.

If you urgently need medication after office hours, you can head to one of two pharmacies offering 24-hour service:

- Pharmacy Dbam o Zdrowie (DOZ), Lelewela 29/43 Street (Bus stop: Kościuszki) – Open 24/7.
- Pharmacy Św. Faustyny, Św. Faustyny 14 4a Street, Toruń - Open 24/7.

Stores

If it's shopping you are after Toruń has it all, from small local stores, a seven day a week market and large shopping malls, you won't be disappointed.

There are two major shopping malls in Toruń.

A short stroll across from the Bielany Campus will take you to the **Plaza Shopping and Entertainment Centre** – a shopping centre boasting over 120 stores, a multiscreen cinema, a variety of cafes and restaurants, a supermarket and a gym.

Address: 90 Broniewskiego street(Bydgoskie Przedmieście district).

Galeria Copernicus is a modern and the largest shopping centre just outside of the city centre. The ground floor boasts an array of clothing stores plus chic and unique independent stores giving shoppers lots of variety to satisfy their needs. The biggest part is covered by Media Markt (electronics shop) and Real hypermarket. For all those who appreciate good entertainment and fun there is one of the most modern bowling alleys in Toruń.

Address: Toruń, 15 Żółkiewskiego street (Mokre district).

Żabka

A grocery store where you can also buy coffee or something hot to eat. Some of these shops

are also open on Sundays. The shop located close to the Student Houses no. 7-11 is at Gagarina 212-216 street.

PEPCO


A shop where you can buy household goods, i.e., lamps, towels, clothes at very affordable prices. You can find this shop in the Plaza and Copernicus shopping centre.

Kiosk (newsagents)

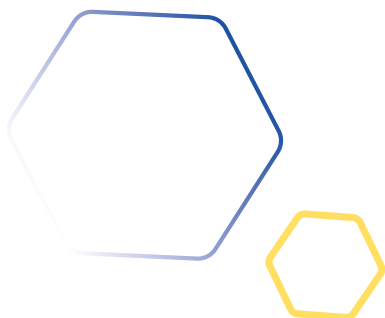
Kiosks are most often located near bus stops. You can buy not only tickets for public transport, but also newspapers, soft drinks, snacks, and add credit to your phone.

Open-air marketplace, set in a delightful corner of historic town centre, hosts a wide variety of local produce featuring several fruit and vegetable stalls, meats and cheeses, as well as delicious seasonal treats.

Local and corner shops are usually open from 6:00 a.m. to 9:00 p.m. on weekdays (however, it is better to check with a particular shop). You may expect shortened opening hours at weekends. Please note that in Poland, most stores are closed on Sunday. You will only find a small number of corner shops that are open: e.g., the small “Żabka”.

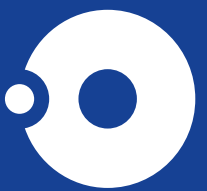


A word of advice. We recommend purchasing food and basic household goods in large supermarkets (e.g., Lidl, Polo market, Biedronka, Tesco, Auchan or Carrefour) which are located throughout Toruń. They are open daily from 8:00 a.m. till 10:00 p.m. (approximately) and offer very reasonable prices. Be wary of and make enough food supplies before public holidays, when all supermarkets and malls close. Most major gas stations (e.g., Orlen, BP) are open 24/7, however they typically allow for limited shopping.





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Nicolaus Copernicus University Campus



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- 27** STUDIUM PRAKTYCZNEJ NAUKI JĘZYKÓW OBCYCH
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Department of International Partnerships and Educational Mobility
- 30** REKTORAT
Rector's Office
- 31** AULA UMK
NCU Aula
- 32** DOM STUDENCKI NR 7
Student's House N° 7
- 33** DOM STUDENCKI NR 8
Student's House N° 8
- 34** DZIAŁ PROMOCJI I INFORMACJI UMK - SEKCJA KREATYWNA, SEKCJA REDAKCYJNA
NCU Department of Promotion and Information – Creative Office, Editorial Office
- 35** BOISKO „ORLIK”
„Orlik” sports field
- 36** SAMORZĄD STUDENCKI
Student Self-Government
- 37** DOM STUDENCKI NR 9
Student's House N° 9
- 38** DOM STUDENCKI NR 10
Student's House N° 10
- 39** BIURO KARIER
Careers and Appointments Service
- 40** DOM STUDENCKI NR 11
Student's House N° 11
- 41** HALE SPORTOWE UCS
NCU Sports Centre
- 42** WYDZIAŁ TEOLOGICZNY
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- 47** HOTEL ASYSTENCKI NR 1
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- 48** HOTEL ASYSTENCKI NR 2
NCU Staff Dormitory N° 2
- 49** UNIwersYTECKIE CENTRUM SPORTOWE
NCU Sports Centre
- 50** DOM STUDENCKI NR 12
Student's House N° 12
- 51** REDAKCJA „GŁOSU UCZELNI”
Editorial Office of “Głos Uczelni”

Useful contacts

You can contact the administration office of your Doctoral School to find out more about administrative procedures, courses and facilities or put forward any further queries you might have.

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