



# Handbook **FOR MENTORS**



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# Hello and welcome!

If you are reading this, it is a sure sign that you have decided to volunteer as a mentor for an international student. I hope that our handbook will bring your knowledge up to date and highlight any issues which, although seemingly self-explanatory, may prove challenging or troublesome for your buddy.

The handbook will address various aspects of staying in Poland and studying at PUEB, and we hope that these tips will make your adventure as a mentor straightforward and rewarding. We also hope that your buddy will be happy with the support provided.

# MENTOR, MEANING WHO?

For starters, who exactly is a mentor? A **mentor** is someone who assists an international student during their first steps in Poznań and often gets in touch with them before their arrival. He or she is a student (or occasionally a graduate) of our university. It doesn't matter whether you are pursuing a Bachelor's or Master's degree, what language you're studying in and whether you're doing it full-time or part-time. Anyone can apply to be part of the programme.

## WHO DO THEY HELP?

Mentors are there to help first-year full-time students in English and those arriving at PUEB as foreign exchange students who have expressed an interest in participating. Around 200-300 students await your support each year, so there is plenty of opportunity to make a difference!



**Around 200-300 students await your support each year!**

## WHAT IS THE PROGRAMME ABOUT?

The Mentor Programme is delivered at PUEB by the **PUEB Erasmus Student Network**. It is one of their largest and most important projects, aligning perfectly with the organisation's motto which reads **Students helping students**. Mentors are there to help international students get settled in their new country, environment and university.

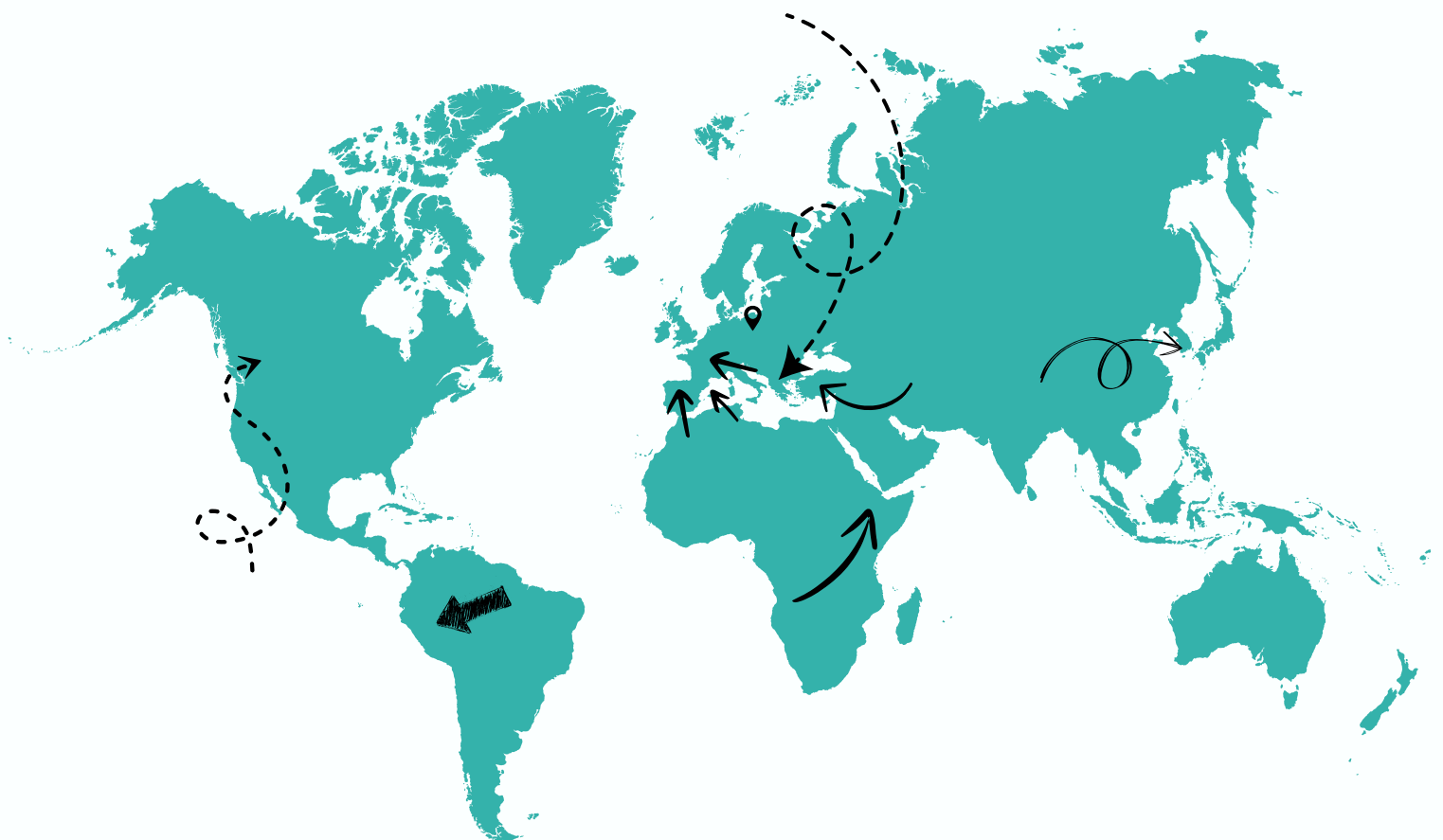
Remember that your participation in the programme is voluntary and all the information you can find in this handbook is only meant as guidance. You are under no obligation to perform all the actions described or to get involved in all areas. The advice provided here is only intended to help you and clarify any possible concerns.

## How did your buddy end up at PUEB?

There are two options:

**1** You can mentor a student who has come to Poznan to pursue an **English-language programme** - either Bachelor's or Master's. In this case, it will be a first-year student who plans to spend at least two to three years in Poland. Most students arrive from non-EU countries, e.g. Vietnam, Algeria, Bangladesh, Kyrgyzstan, India, Egypt, Turkey or Ethiopia, although there are certainly some international students representing other nations. All in all, there are representatives from as many as 60 countries among the several hundred international students at our university!

**2** You can also mentor a **foreign exchange student**. In a nutshell, we can say that these include mostly (approx. 80%) individuals studying in European Union member states (i.e. receiving Erasmus+ scholarships) - predominantly from Spain, France, Germany and Portugal. The remainder come to PUEB under inter-university agreements (they do not receive financial support) - these include mostly Koreans, Ukrainians, Mexicans or Kazakhs. The vast majority of them spend a single semester with us, but there are also some who immediately opt for a one-year stay. All students coming for the winter semester have the option of applying to extend their exchange stay to the summer semester and spend the entire academic year at PUEB. However, if they wish to do so, they need to make a decision relatively quickly, as the deadline for submitting the relevant documents falls in mid-November.



## So, what path did they have to take and what are their studies like?

Well, as far as the students of the English-language programme are concerned, it's quite straightforward; once they had decided to come to Poland, they were required to take part in our internal admissions procedure, submit a set of relevant documents and pay a registration fee. The process is very similar to the one you went through when applying for your studies. If they have fulfilled all the requirements, they have been admitted to the selected course and are pursuing the relevant subjects in accordance with the study programme. The English-language programme is subject to a **tuition fee**.

The picture is slightly different when it comes to exchange students.

To begin with, they had to go through the application process at their home university (our partner institution), then had to enrol at PUEB by completing the necessary administrative steps. They get to choose their own study path. They can take any of the roughly 80-100 subjects offered each semester in English. Among those are ca. 15-20 subjects intended specifically for exchange students (and only available to them), most courses offered at our English-language (first- and second-cycle) studies - by choosing them, they join the group of full-time students, as well as subjects in English offered in the third year of Polish-language first-cycle studies (yes, it may happen that your class will be attended by an international student and it's no mistake!). The selected subjects must be recorded in the Learning Agreement upon enrolment, but students still have the opportunity to make changes once they arrive in Poznań. Foreign exchange studies are offered **free of charge**.

At the admissions stage, students from both groups have the option of applying for a room in the university student halls of residence and signing up for the mentor programme. The vast majority choose to do both.

## I have become a mentor, what happens next?

The mentor's duties can be divided into those to be performed even before the buddy arrives in Poland, i.e. remotely, and those to be completed once on site. When you have applied for the programme and a buddy has been assigned to you, there is no reason to wait. It is a good idea **to get to know each other as soon as possible**, you will certainly be given contact details (an e-mail address to start with), you can use this to introduce yourself and strike up a conversation. Exchanging links to each other's social media profiles will allow you to get to know one another a little better, and owing to you making contact in advance, you will be able to bring to your buddy's attention some important points to think about **before they leave** for Poland.





**BEFORE  
ARRIVAL**



Most international students arriving in Poland from **non-EU countries** are required to hold a **visa**. They are provided with the relevant documents from the university with a confirmation of enrolment and a visa invitation. However, they still have to handle the whole procedure on their own, and any costs are also their responsibility. If your buddy needs to apply for a visa, it is worth reminding them to do so **at the earliest opportunity**. Sometimes it takes several weeks to get an appointment at the consulate, so it is better to take care of this well in advance and save themselves the added stress later on. They need to have their visa issued before arriving in Poland.

National visas are issued by a Polish consul outside the territory of Poland, which is why **full information on the visa procedure can be obtained from the relevant consulate**. A national visa application should be submitted on a dedicated form. It is necessary to produce a valid travel document that meets the following criteria:

- its expiry date is no earlier than 3 months after the expiry date of the visa applied for;
- it contains at least two blank pages;
- it has been issued within the past 10 years.

In addition, when applying for a national visa, applicants are required to submit documents confirming:

- the purpose and conditions of the intended stay (such proof is provided by the university),
- possession of sufficient financial means to cover the costs of living for the entire period of the planned stay in Poland and for the return journey to the country of origin or residence or for the transit to a third country which will grant the entry permit, or the possibility to obtain such means in accordance with the law,
- possession of health insurance or travel medical insurance,
- reliability of the declaration of the intent to leave the territory of Poland before the expiry of the visa,
- any other circumstances stated in the application.

Non-EU students who have been studying at a European university and have a so-called **temporary residence permit** valid in one of the EU countries may travel to Poland on the basis of this document. However, if the expiry date of the TRP (temporary residence permit) is shorter than the intended period of mobility, they still have to apply for a new document (visa to Poland or extension of the TRP).

# ACCOMMODATION

Accommodation is another massively important issue. It is crucial to start your search **as early as possible**. There are several options available to international students:

- Accommodation in the university student halls of residence
- Accommodation in a private halls of residence
- Accommodation in a privately rented flat/room

## PUEB STUDENT HALLS OF RESIDENCE

During the admissions process, students may apply to live in the university's halls of residence. We offer them places in all three student halls - Atol, Feniks and Dewizka; these are mostly **twin rooms**, although there are instances where we may be able to offer a single room in the event of one becoming available (this is the exception rather than the rule).

Dewizka and Feniks are both located in the Winogrady district, at ul. Dożynkowa next to the sports hall. The available rooms are arranged in segments with one bathroom per two twin rooms.

Atol is located in the Górczyn district at ul. Andrzejewskiego, with easy tram access to the university. What sets this residence hall apart is that the bathrooms are private for each room.

All rooms in the student residences have a **(cable) internet connection**; basic furnishings (cabinets, beds, shelves, fridge, bedding and blankets) are provided, but **no towels or crockery**. There are kitchens and laundry facilities on each floor. On the ground floor there are common rooms where students are welcome to hang out in their free time.

Check-in is open **daily from 6 a.m. to 9.30 p.m.** On the next working day upon arrival, the student should contact the residence administration to conclude the **rental contract**.

Advantages of staying in a student hall of residence include affordability (in the 2023/2024 academic year, the monthly rent amounts to **PLN 575 - 650** per person, depending on the location), the opportunity to socialise with other students and the lack of risk involved in securing a place. **The university acts as an intermediary in the application process**, so students do not have to worry about being scammed or losing money. There is no denying that this option is also very convenient, as the student does not have to spend time searching for and verifying offers or filling in additional paperwork. The only thing the International Relations Office needs is to be informed of the student's interest in the student residence in order to reserve a room. There is no need to pay a deposit, and with the confirmation of the allocation of a place, the student is given the date as of when they can check in.

Accommodation in halls of residence is the most popular option chosen by exchange students. Unfortunately, the demand exceeds the capacity, and we are not able to guarantee a place for everyone. When allocating places, priority is given to single-term (exchange) students, as they find it the hardest to rent something privately for just a few months, and to those English-language programme students who have the most trouble obtaining a visa without confirmation of accommodation.

It is very important that students apply for a place in a student residence **in time**, i.e. during the university admissions process. Even if they do not secure a place right away, they will be added to the waiting list and may be able to get accommodation as a result of someone else's cancellation. It is equally important for those who have been allocated a hall of residence but have found alternative accommodation on their own, to inform the International Relations Office as soon as possible that they are **giving up their place**. This is of no financial consequence and allows someone else to live in the student residence.

However, if your buddy has not expressed interest in booking a room in a students' hall and it turns out that they have not been able to find private accommodation, they should contact their PUEB coordinator as soon as possible. Such a student will be added to the waiting list and will thus have a chance of getting a room. While it always seems that there is still plenty of time left before arrival, searching for accommodation remotely may not always be easy, so it is good to have such a back-up option in an emergency.



## Private halls of residence

Luckily, there are several private student halls of residence in Poznań which also offer plenty of rooms for rent. The prices are considerably higher than in the case of university accommodation, but if money is no object, you may be tempted to get a better standard of housing. However, if this is the case, students will need to arrange to book a place on their own. The availability of rooms decreases quickly, so it is worth looking into this well in advance. Broadly speaking, prices start at around **PLN 950/month** for a two-person room and go up to over **PLN 4,000/month** for more high-end studio apartments. A private student residence offers both the opportunity to socialise with other students (mainly international students from various Poznań universities) and the comfort of having your own space. As in the case of PUEB halls of residence, **it is a safe choice** to opt for this form of accommodation.

The options available in Poznań include:

- Polonez Student Depot <https://studentdepot.pl/>
- Magic Real Estate <https://magisrealestate.com/>
- Sofa <http://sofa.poznan.pl/>
- Loft of space <http://loftof.space/>
- Leo <https://www.leoakademik.pl/>
- Mini house <https://minihouse-akademik.pl/>



To check booking conditions, amenities and room availability, please visit the halls of residence websites or contact their respective administrators.

## Flat or room in a private home

The final option, though chosen least often, is to rent accommodation on the private market. If your buddy is interested in this alternative, **your help will prove invaluable** for at least two reasons. Firstly, the vast majority of listings are only published in Polish, which presents challenges during the search itself. Perhaps you have experience (your own or that of your friends) and can point out which portals are the best to look for ads (olx.pl, otodom.pl, Facebook groups, nieruchomosci-online.pl, gratka.pl,...). Your assistance in picking out reliable listings with a reasonable price will be of great value.

When looking for a flat in another country, remotely, **any advice is appreciated**. Maybe you can suggest which Poznań district is the best choice? Or maybe one of your friends is looking for a roommate for a flat they already live in? The extent of your commitment depends on your willingness and resources, including time. As stated above, the number of beds in the university's halls of residence is not sufficient to accommodate all applicants, and even a private hall of residence cannot always be booked, so it appears that renting on the private market is set to become increasingly popular.

## INSURANCE

There's probably no need to point out to anyone that health insurance is extremely important, especially if you're planning a trip abroad that's expected to last several months. You may want to remind your buddy to see to it, just in case.

If your buddy is a person who needs a visa to come to Poland, then they will definitely have a health insurance policy, as it is compulsory. What about citizens of the European Union? For them, there is no requirement to take out insurance; moreover, the university is not allowed to verify whether they have it. The least they should do is get a **European Health Insurance Card**, which is free and is valid in all EU Member States. However, it is worth considering taking out additional private insurance prior to arriving in Poland. If you are here for several months in autumn or spring, there is a good chance that you will catch a cold or the flu. Should this happen, it would be better not to have to worry further about the availability and cost of medical care.

For its part, PUEB merely advises that having insurance is recommended, but we do not cooperate with any companies and do not recommend any particular providers.

## HOW TO GET HERE

The last issue is purely practical. Ask **how the student intends to get to Poznań**. Suggest the most convenient options, e.g. which airport is the best to fly into (it might be easier and faster to fly from Berlin to Poznań than from Warsaw-Modlin airport), how to get from the airport to Poznań (if you do not fly directly into the city) - whether it is better to take the train or a bus (e.g. Flixbus). It should also be noted that the mere status of a student documented by a foreign student ID card **does not entitle** the holder to purchase discounted tickets in Poland; attempting to travel on such a ticket may result in a fine.

## OTHER TIPS

Finally, mention the finer points that your buddy should pay attention to. For example, what to pack for their stay. For some students arriving in the winter term, **a warm outfit** for the cold months may mean something different to us. Make sure to alert them to the expected weather conditions, but also to other aspects of everyday life, e.g. what kind of electrical sockets we have in Poland (maybe an adapter will be needed?). They are unlikely to bring everything along, but at least they will be financially prepared for the additional expenses they might incur when they arrive.



# DURING THE STAY



# ARRIVAL IN POZNAŃ

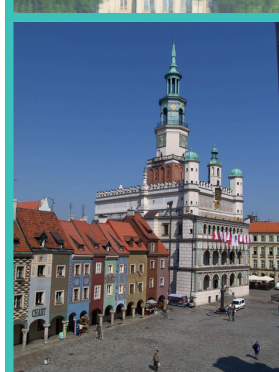
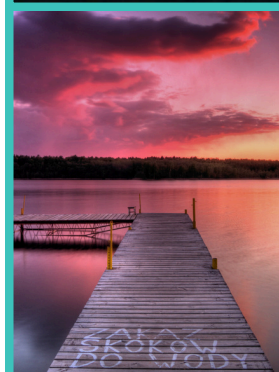
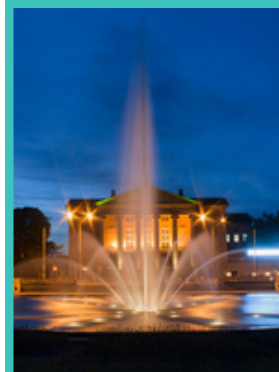
## Pick up from the airport or a train station

Assuming everything has gone well, you have made contact with your buddy prior to their arrival, the moment of meeting them face-to-face is slowly approaching. Do not forget to **ask when your buddy is arriving in Poznań!** If you do not have other commitments or work conflicts, it would be a nice gesture to turn up at the airport or train/bus station and **give your buddy a warm welcome.** Be sure to agree the arrival point and city (so that it doesn't turn out that you're waving a banner at Ławica in Poznań, while your buddy is collecting their luggage at the airport in Wrocław).

Pick-up from the train station or airport doesn't necessarily imply that you have to turn up there by car and drop your buddy off at their final destination. Helping them buy a public transport (ZTM) ticket — and showing them the way to their student residence/apartment will totally do the trick. If, for whatever reason, you are unable to meet your buddy on arrival, at least **send them instructions** on how they can get to their accommodation, how they can purchase a ticket (almost all vehicles now accept contactless payments), where they can look up public transport timetables, or how much a taxi or Uber ride should cost. Ask if **another mentor might be picking up their buddy at a similar time**, they may be able to assist yours too. Any help and advice is much appreciated!

## Checking in at the hall of residence/flat

Checking in is another stage where your help can come in handy. Whether your buddy is staying in a university hall of residence, in a private dormitory or in a rented flat, the presence of **a Polish-speaking person** (or someone who is already familiar with the realities of life in Poland) will be of great help. You can assist with the initial arrangements, perhaps with formalities, or with translation if necessary. Remember to **respect the check-in hours**, not all places offer a 24-hour reception. It may be necessary to spend the first night in a hostel/hotel and this is also worth pointing out to the incoming student.



## DAY-TO-DAY SURVIVAL SKILLS

Once the suitcases have made their way to the room, it's time to take an interest in what's around and sort out any further practicalities necessary for staying in a new place. Show your buddy around or send them a few tips:



Grocery stores - introduce the most popular and affordable supermarkets (no need to stretch the student budget) and the closest locations, mention Żabka convenience stores, where you can stock up on staple products in case of an emergency, explain the opening hours and don't forget to mention the Polish system of **Sunday trading**.



Banking - if the student wishes to open an account in a Polish bank, you can help them choose a branch or even accompany them to provide **language support** if necessary.



Post office - they may want to make rental payments there or just send a postcard from Poznań to their family.



Shopping malls - we have quite a few of these in Poznań, suggest where they might go to stock up on missing items (winter jacket, kitchen utensils, towels, etc.).



Mobile phone provider - some students, primarily those from outside Europe, may wish to purchase a Polish SIM card, if only to access the internet. As with the bank, you may want to go with your buddy to one of the service providers and help them with the formalities. Don't forget that the number needs to be officially registered, so an **ID card or passport** will come in handy.



Exchange office - if your buddy needs to exchange cash for PLN, tell them where to find exchange offices.



ZTM (Public Transport Authority) desk - before being issued with an ID card from PUEB, they need to travel using regular full fare tickets, explain how and where to buy them. Offer to help them purchase a semester ticket (it's the most cost-effective) once they have their Polish student ID card, or show them where to buy it (near where they live or, for example, at a ZTM service desk under Rondo Kaponiera).



Pharmacy - in case they need any medication.



Copy shop - if someone doesn't like to study using a computer they may need somewhere to print/copy notes, some people also need to print out documents relating to participation in the Erasmus+ programme. Direct them to a place nearest the university.



Useful smartphone apps - surely you have apps you can't imagine living without - ones that offer you discounts (e.g. to clothing shops, restaurants), access to the information you need (e.g. checking your bus/tram timetable), services (e.g. Uber), or shopping (e.g. Allegro). You can even bring up the most obvious options (e.g. WhatsApp, Facebook, Bolt, UberEats, etc.) - some countries might have equivalents of the apps we use and not everyone may be familiar with "our" variants.



Restaurants, cafés, pubs, clubs - tell them where you like to go out, recommend some places, and preferably **visit them together!**

There are likely to be other places or things that come to mind that they might find useful. Go ahead and share them with your buddy!



# LEGALISATION OF STAY

Initially, there is a bit of paperwork to contend with. When it comes to the legalisation of stay, two things need to be distinguished - meldunek (registration of address) in Poland (at Poznań Municipal Office) and the application for a temporary residence permit/registration of stay for EU citizens (registration at the Office of Wielkopolska Province).

Below you will find details of the two paths your buddy should take and a list of the required documents/certificates. You can also look for further information on the **websites of the offices** or **contact their staff**.

## The Office of Wielkopolska Province (Urząd Wojewódzki w Poznaniu) - Temporary residence permit on account of full-time studies in Poland - residents of non-EU countries

Applications can be filed in Poznań or at the branch office in Kalisz, Konin, Leszno or Piła, no later than on the last day of legal residence.

The application must be submitted in person, after booking an appointment online at <https://www.poznan.uw.gov.pl/rejestracja/>. In exceptional instances, the application may be sent by postal service, but no later than on the last day of legal residence in Poland (by registered mail, Poczta Polska). A subsequent appearance in the office to have one's fingerprints taken is necessary.

Sending the application by post does not imply legal residence in Poland. Original documents (passport etc.) and fingerprints (appearance in person) must be submitted.

### Required documents

- Temporary residence application form <https://migrant.poznan.uw.gov.pl/pl/do-pobrania/wniosek-zezwolenie-na-pobyt-czasowy-formularz-obowiazujacy-od-27-kwietnia-2019-roku>
- Photocopy of passport and original to be presented
- Proof of stamp duty – PLN 340
- 4 biometric photos (no older than 6 months)
- Valid proof of health insurance coverage
- Valid proof of sufficient means of subsistence in Poland
- Valid certificate from a university in Poland on the appropriate form and proof of payment for studies (if applicable)
- Completed and signed statement of accommodation costs

### Health insurance - private policy or contract with the National Health Fund (NFZ)

- Insurance must cover full costs of treatment in Poland
- Insurance must be valid on the date the residence permit is issued
- The insurance contract and proof of payment need to be submitted
- The original copy of the contract (for inspection or for the file a copy certified by a notary public)
- Proof of payment of insurance premiums from the date the contract is concluded and valid on the date the permit is issued

**Subsistence allowance of PLN 776 per month (PLN 600 if the family members are in Poland and reside together), after deduction of housing costs (not applicable for Belarusian citizens), taking into account the period of study.**

In order to document this, the following need to be presented:

- Official scholarship (from the host university, government scholarship, etc.).
- A current bank statement from a bank in Poland or the EU - signed and stamped by a bank employee
- Certificate of employment and earnings
- Traveller's cheques
- Bank statement of credit card limit

Documents may not be issued more than **30 days** prior to the date the application is made

In addition, the following is required:

- PLN 200 for a return ticket (for countries neighbouring Poland)
- 2500 PLN for a return ticket (for other countries)

How to calculate sufficient funds for living in Poland?

<https://migrant.poznan.uw.gov.pl/pl/faq/ile-srodkow-finansowych-powinienem-wykazac-uzyskac-zezwozenie-na-pobyt-czasowy-ze-wzgledu-na>

### **Accommodation costs**

Accommodation costs comprise:

- Rental payments
- Utility charges, including electricity, gas, water, sewage, waste and liquid waste collection

How to document the above:

- In a written declaration, link to the form: <https://migrant.poznan.uw.gov.pl/pl/do-pobrania/oswiadczenie-dot-kosztow-zamieszkania-studenta>
- By providing a certificate from the student hall of residence stating the amount of accommodation costs per month

**PLEASE NOTE! In case of a change of residence, the office must be informed and a new statement of accommodation costs must be submitted.**

### **Procedures for the legalisation of stay - EU residents + Switzerland and Norway**

#### **Documents required for the registration of residence:**

- Application for registering the residence for EU citizens <https://migrant.poznan.uw.gov.pl/pl/do-pobrania/wniosek-o-zarejestrowanie-pobytu-obywatela-ue>
- Health insurance (European Health Insurance Card)
- Certificate issued by the university
- Proof of identity (passport/ID card)
- Certificate of financial means
- 4 recent photographs

The application needs to be submitted in person

For more information see [www.migrant.poznan.uw.gov.pl](http://www.migrant.poznan.uw.gov.pl)

#### **Contact:**

The Office of Wielkopolska Province in Poznań – Department of Foreigners (Wielkopolski Urząd Wojewódzki w Poznaniu – Wydział Spraw Cudzoziemców).

Plac Wolności 17, 61-739 Poznań

Information: +48 61 850 87 77

e-mail: [sc@poznan.uw.gov.pl](mailto:sc@poznan.uw.gov.pl)

## Municipal Office (Urząd Miasta)

Foreign nationals who are citizens of another EU member state remaining in Poland for more than 3 months are required to register their stay. Other foreign nationals are obliged to register if their stay exceeds 30 days.

If your buddy is a citizen of a European Union Member State, they have 30 days to declare their new address (calculated from the date of their arrival). If they are a citizen of another country, they have 4 days to report.

The Municipal Office provides direct service ONLY by appointment, so it is necessary to book a visit beforehand. Otherwise, applicants may be denied service.

### You can book

- online ([calendar with choice of dates](#))
- by telephone at 61 646 33 44

### Required documents:

- Application form: application for registering the residence or temporary residence registration form – this must be completed and then printed out double-sided on a single sheet of paper. The form must be legibly signed and dated by the owner of the dwelling/house or the person who holds other rights to the dwelling (e.g. a tenant).
- Passport or residence card, or, in the case of a citizen of an EU Member State, an EFTA state or Switzerland, another valid document proving identity and citizenship.
- Residence card, a visa, a residence permit for a fixed period, a permit to settle, a residence permit for a long-term EU resident or a decision on granting the refugee status in the Republic of Poland, granting supplementary protection or a permit for tolerated stay in the Republic of Poland, another document confirming that the person is a family member of a European Union citizen (if applicable)
- Document confirming the right to the property - to be presented (in original). In the case of the owner of the property, a document that confirms ownership, e.g. an extract (copy) from the land and mortgage register or a notarial deed. Other documents can include, for example, a tenancy agreement, an administrative decision or a court ruling. If a person is not the owner and does not hold any other right to the flat where they intend to register - they should have the person who holds such a right sign the form, thus confirming the foreigner's residence. A document confirming the right to the property held by this person must be presented at the office.

### Where to submit documents

The application can be submitted to the Department of Civil Affairs and Transport Rights,

- ul. Libelta 16/20, 61-706 Poznań, ground floor hall
- ul. 28 czerwca 1956r. nr 404, ground floor hall;

### Fees

Registration is free of charge. The issue of a certificate of permanent residence is free of charge, while the stamp duty for the issue of a certificate of temporary residence amounts to PLN 17 (such a certificate is issued upon request, it is not obligatory).

### Deadline and procedure

Upon receipt of the registration application form, registration takes place immediately. If a person is registered for permanent residence, they will be issued with a certificate; if a person is registered for temporary residence; such a certificate is only available on request.

For more information, please visit <https://bip.poznan.pl/bip/sprawy/zameldowanie-na-pobyty-staly-i-czasowy-trwajacy-ponad-3-miesiace-w-urzedzie-i-przez-internet,240646/>

# MEDICAL CARE

The importance of having health insurance has already been stressed. It will come in handy if, during a stay in Poland, it turns out that a visit to the doctor is necessary.

For students holding the EHIC card, a visit to a National Health Fund (NFZ) facility is **free of charge**. Foreign nationals may also use private medical care, for which they have to pay. However, if they happen to have private health insurance that covers any such treatment, they can apply to their insurance company for reimbursement.

It is always best to make sure that there is an English-speaking doctor at the facility (especially when it comes to NFZ). If a student decides to go private, then using, for example, the [znanylekarsz.pl](http://znanylekarsz.pl) portal, allows you to easily filter doctors by language.

Here is a list of some of the health care centres where it is possible to **communicate in English**:

UNIMEDYK - ul. Grunwaldzka 6

tel. +48 690 442 722

e-mail: [przychodnia@unimedyk.pl](mailto:przychodnia@unimedyk.pl)

SCANMED - ul. Przemysłowa 46A

tel. +48 12 629 88 00

Private clinics:

ENEL-MED (Kupiec Poznański) - pl. Wiosny Ludów 2

tel. +48 22 23 07 007; +48 660 307 007

LUX-MED - ul. Roosevelta 18.

tel. +48 22 33 22 888

Renovatio-Med - Milczańska 50A/3

tel. +48 722 226 636

e-mail: [gabinety.renovatio@gmail.com](mailto:gabinety.renovatio@gmail.com)

House calls - +48 607 788 444

Foreign nationals arriving in Poland for full-time studies may be interested in concluding a **contract with the NFZ** in order to have access to free health care.

### What are the benefits of voluntary insurance?

Being covered by voluntary health insurance entitles the holder to:

- receive healthcare services under the same terms and conditions as any other person subject to compulsory insurance with the National Health Fund
- be issued with an EHIC card



### Who can take out voluntary insurance?

- Non-nationals - students and doctoral students pursuing their education in the Republic of Poland, as well as graduates completing their compulsory internship in the Republic of Poland, who are not EU or EFTA member state citizens, or citizens of the United Kingdom (who are not persons referred to in sections 1.3 and 1.3a of the Benefits Act)

### How to take out voluntary insurance?

1. The following documents must be prepared:

- identity card or other proof of identity
- two copies of an application for voluntary health insurance coverage, together with a supporting declaration
- proof of payment of an additional fee, if applicable.

2. The complete set of documents should be delivered to the regional branch of NFZ:

- in person
- by traditional post
- via the ePUAP platform.

Contact details of NFZ branches: <https://www.nfz.gov.pl/kontakt/oddzialy-nfz/>

3. Once the required documents have been submitted, there is a contract to be signed.

4. Once the contract has been signed, the relevant documents must be filed with the Social Insurance Institution (ZUS):

- for each month of health insurance coverage, it is mandatory to file a ZUS DRA settlement return and pay contributions to the ZUS account.

**PLEASE NOTE:** the prerequisite for being covered by voluntary health insurance may be the payment of an additional fee. The amount of the fee depends on the length of the break in health insurance and payment of contributions.

### Payment of ZUS contributions

Contributions are to be paid into an individual ZUS account (an account number is issued by ZUS) for each calendar month by the 20th of the following month. If the contribution is not paid on time, the contract will expire.

Contributions for voluntary insurance are:

- monthly (i.e. may not be paid e.g. quarterly)
- indivisible (must be paid in full irrespective of the date on which the contract becomes effective).

The health insurance contribution amounts to 9% of the assessment basis. The voluntary health insurance contributions for the months of April, May and June 2024 amount to no less than PLN 726,93 per month.

For foreign nationals who are non-EU students, the amount of the contribution is **PLN 55.80** per month. Information on contributions can also be obtained from the NFZ's toll-free helpline at 800 190 590 - Telefoniczna Informacja Pacjenta.

# STUDYING AT PUEB

For international students, studying at PUEB begins with **Orientation Day**. This is the first time they meet us at the university, take part in an introductory meeting, which explains the rules of studying at our university, get to know all the facilities and find out more about what they can find there, receive their class schedules, as well as their **student ID cards**. As you are aware, a student card entitles you to a **number of discounts** in a wide variety of places. Mention this to your buddy so that they too can get the most out of it.

For English-language programme students, apart from the issue of legalising their stay in Poland and paying tuition fees, studies and university life do not differ much from yours. However, things look a bit different when it comes to foreign exchange students.

Firstly, if you have become a mentor for a student coming for the winter semester, be aware that they may arrive in Poland sooner than just a few days before the start of the academic year. This is because in mid-September, the International Relations Office holds a two-week **intensive English language course** for students who are keen to attend. It offers them an opportunity to practice Business English before taking classes and, at the same time, to socialise and discover Polish culture. So don't be surprised if you find that your buddy turns up in early September, there's no mistake!

Secondly, as previously mentioned, their class schedules may include subjects from different courses.

Courses are pre-selected several months before arrival, so eventually it may turn out that the subjects overlap. The study regulations do not allow for this situation, so if that happens the student must make changes to their study path (Learning Agreement). Doing so is **perfectly normal and allowed** not only when subjects overlap. Every exchange student has two weeks to revise their courses (drop them or add new ones), regardless of the reason behind this decision. Compliance with this deadline is extremely important. As class attendance is compulsory, we cannot accept students exceeding the deadline.

Another issue, which is often somewhat unclear to them, is the fact that at PUEB teaching is divided into **lectures and classes**, and in order to pass a course it is necessary to successfully complete both parts. Despite our reminders, it is not uncommon for students to skip classes, which then results in them failing the entire course. Remind your buddy to double-check what the requirements are for the subjects they have chosen, so that they can avoid any unpleasant surprises towards the end of the semester.

Most exchange students visit us under the Erasmus+ programme. In order to receive a scholarship from their university, they need a certificate of their start date at PUEB (they get the model form from their home university). They can submit it to us during Orientation Day. Should your buddy have difficulty printing the document, please help them find a copy shop.



# A FUN FACT!

The subjects offered exclusively to exchange students (those which are not included in a specific study programme) include the **Polish Language Course for Beginners and History and Culture of Poland**. These are interesting options to consider when putting together your Learning Agreement. Basic Polish phrases will help you get along in everyday life, and taking part in classes on the history and culture of our country will allow you not only to learn new things, but also visit various attractions in Poznań (yes, visiting museums or the opera house, among other things, is part of the curriculum!).





# WHAT ELSE?

Naturally, just how much you are willing to get involved in assisting your buddy and how much time you dedicate to them is entirely up to you. Your support before their arrival and throughout their first days in Poznań is invaluable, but we would urge you not to put an end to your adventure at this stage, but to give yourself a chance to strike up a new and interesting friendship. As we all know, there is more to life than studying.

Perhaps you remember your first moments as a student at PUEB? Or in Poznań? Or maybe you are also an international student and have been through most of the things mentioned here? Surely you have your own insights and advice, don't hesitate to share them with your buddy!

You can give your buddy a crash course in Polish culture, show them around the best parts of Poznań and simply have a good time - in restaurants, pubs, clubs, museums or aquapark (thermal baths). On top of that, ESN also holds lots of events for you to **enjoy together**.

The first two weeks are full of various social and networking events (Orientation Week), which include parties, games, sports activities, a cultural evening with the sampling of delicacies brought by students from all over the world. The outings are coordinated by ESN and you, as a mentor, have the opportunity to attend some of them. Check out the time and venue and **drop in to make some more interesting contacts**.

# UPON DEPARTURE



Well, all good things must come to an end, and if you have mentored an exchange student, time is inexorable - these 4 or 5 months will pass in the blink of an eye. You may have made a friend from another part of Europe, or even the world. If so, great, that's what this programme is all about! We hope you can keep this friendship alive for as long as possible, we are confident that the memories of the last few months will stay with you **forever**.

You might be able to arrange a follow-up visit and go see your new friend in their country. Or perhaps you will decide to do an exchange programme abroad yourself. Or you will join the ESN. **The good news is that you'll have another shot at becoming a mentor the following semester!**



## THE BENEFITS OF BEING A MENTOR

Are there any benefits of being a mentor? Absolutely! You may not even be aware of them all.

1. The most obvious ones include the opportunity to **brush up on a foreign language** (not just English) and to discover more about other cultures. This gives you the chance to grow more tolerant, open-minded and understanding. Taking part in this project can also boost your confidence and make you want to travel more, including getting involved in student exchanges.
2. Opportunities to attend **events organised by ESN**. Mentors are invited to some Orientation Week sessions (a reception week for international students, filled with social and team-building activities). This way you get the chance to meet a larger group of people from abroad and make new friends. This will give you an idea of what it would be like to take part in a foreign exchange yourself and add a bit of variety to your student life.
3. Eligibility to receive an **ESN card** - mentors are entitled to obtain an ESN card, which is normally only available to members of the association (and to exchange students). The card gives you access to many **attractive discounts**. You will surely appreciate those concerning Ryanair flights, Flixbus trips or access to selected clubs (in Poznań and beyond).

# ERASMUS STUDENT NETWORK

As you already know, the mentor programme is coordinated by a student organisation called ESN UE Poznań. However, this is not the only project they are involved in. ESN supports our international students throughout the academic year by hosting numerous social, cultural, linguistic, charitable or environmental events. If you are looking to get further involved in international student life at our university and beyond, consider **joining this organisation**.

ESN gives you the opportunity to work in different teams that are responsible for coordinating events for international students. At present these include Travel, Event, Social Impact, Party, Culture, Polish Folklore and Sport. The themes and types of events depend largely on the individual member's interests and creativity, so you will certainly find something to suit your tastes.

For more information, check out our social media:

<https://www.facebook.com/ue.poznan.esn>

[https://www.instagram.com/esn\\_uepoznan/](https://www.instagram.com/esn_uepoznan/)



# INTERCULTURAL COMMUNICATION



If you find intercultural communication interesting and would like to explore some of the theoretical issues in addition to the more hands-on experience of being a mentor, I encourage you do so. The previous edition of PUEB's NAWA Welcome to Poland Go Global! project has produced a **course** which is now available on Moodle. I hope these resources will help you to better understand your buddy and expand your knowledge.

## **Access to the course:**

[Go global! Effective intercultural cooperation](#)

hasło: GoGlobal

# CONTACT INFORMATION

If, despite reading this handbook, you have any questions or concerns, please contact the **International Relations Office or your local ESN section!**

For issues directly related to the mentor programme (e.g. recruitment, assignment of buddies, events for mentors) please contact [mentor.uepoznan@esn.pl](mailto:mentor.uepoznan@esn.pl).

For issues relating to full-time studies in English please contact:

- first cycle studies  
[bachelor@ue.poznan.pl](mailto:bachelor@ue.poznan.pl)
- second-cycle studies  
[master@ue.poznan.pl](mailto:master@ue.poznan.pl)
- foreign exchange  
[incoming.exchange@fnc.ue.poznan.pl](mailto:incoming.exchange@fnc.ue.poznan.pl)

# YOU TOO CAN GO ABROAD!

We hope that your involvement in the Mentor Programme will encourage you to further immerse yourself in an international environment. If this is the case, remember that as a PUEB student you also have the opportunity to go abroad!

And the options available to you include:

- the most popular type of student exchange, namely a study trip to a partner university abroad under **the Erasmus+ programme**. What awaits you? A choice of nearly 200 universities from almost all European countries, the prospect of spending a semester (sometimes even a year) studying abroad in English (but also in Spanish, French or Italian, if you are well-versed in these languages) and, of course, a monthly scholarship as a form of financial support for each exchange student;
- the opportunity to travel to a **non-European country** under a bilateral agreement (including Canada, South Korea, Japan, Kyrgyzstan or Mexico). If the prospect of spending a few months on another continent sounds tempting and the lack of financial support poses no problem for you (the vast majority of trips need to be financed in full from the student's own resources), then you should definitely explore these options.
- a short-term (2-3 months) **work placement abroad** as part of the Erasmus+ programme. That's right - a lot of students don't realise it, but you have the opportunity to embark on an internship abroad, during the summer break, as well as right after graduation (graduate internships). Everyone going on such work placement receives a **monthly allowance** from the project (the rates are actually slightly higher than in the case of study trips), which is separate from the salary paid by the employer. This means that even if you manage to find a paid internship, you are guaranteed to receive a few hundred euros extra from the project.

If you find any of the listed options tempting, don't hesitate to contact the International Relations Office to find out more!



# GOOD LUCK!

That is all! We hope that from now on, armed with this wealth of information, you will begin your adventure with the Mentor Programme and will be able to connect with your buddy without any hesitation. May your new acquaintance be very rewarding and further inspire you, and who knows, **it might just be the beginning of a beautiful friendship for years to come!**

Remember that you can apply for the programme before each semester, so if you have enjoyed the role of mentor, you have every chance of applying again.

On behalf of the international students, thank you for your commitment, and for our part, we wish you a great semester and **the best of luck!**