Welcome Book

Agreement of Doctoral Candidates
of the Institutes of the Polish Academy of Sciences

PDIPAN

Porozumienie
Doktorantów Instytutów PAN



A practical guide to starting your doctorate.

From admission to your first research activities

This guide explains doctoral school and institute formalities, research organisation, and available support. It includes a list of documents to complete, instructions for ZUS registration, and a dedicated section for people arriving in Poland from abroad.

If you are coming from another country, start with pages 5–10. They cover foreign documents, address registration, the PESEL number, registration or legalisation of residence, health insurance, and everyday administrative matters.

Always check that you are using the current version of each form. Documents used by your school or institute may have different names or require additional attachments. If you attend a joint doctoral school, confirm which institution is responsible for your payments, insurance and confirmation of enrolment.

Edition information

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1. How to use this guide

First, organise your documents and deadlines. Then go to the section that applies to your residence status.

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What is universal and what is local

The law defines the general framework for doctoral education. The school regulations describe deadlines and procedures. Institute documents cover matters such as access to equipment, purchasing, occupational health and safety, and data. The list on page 3 contains typical documents; the school office will confirm which ones apply to you.

Address registration, a PESEL number and a residence title are handled through separate procedures. Social insurance with ZUS and entitlement to healthcare through NFZ must also be checked separately. Record the expiry date of your passport, visa or residence card and the deadline for your next application.



2. Documents required when starting a doctorate

Obtain the complete set of forms from the school office. Enter your details, sign the required documents and keep a copy of everything you submit.

Document	What to do and where to submit it
Personal questionnaire	Enter your contact details, citizenship, PESEL number, or passport details, and submit them to the school office.
Agreement with the school or institute	Sign it if your institution uses such an agreement and retain your copy.
Oath and declarations	Sign the doctoral oath and local declarations, for example concerning enrolment at another doctoral school or a previous doctoral scholarship.
Diploma and recruitment documents	Present the required originals and provide any missing documents. For a foreign diploma, see page 5.
Scholarship payment instruction	Provide the account number and account holder details, including IBAN and BIC if required.
ZUS ZUA and insurance information	Complete the form following the HR instructions and submit it with a declaration concerning any other insurance titles.
Voluntary sickness insurance	Submit an application if you wish to be covered and agree the start date with HR.
Doctoral candidate ID card	Submit the application, photograph and proof of payment if required.
Regulations safety training and authorisations	Confirm that you have read the regulations, complete all training and obtain the necessary access rights and authorisations.

An agreement does not replace ZUS registration. A ZUS form does not provide health insurance in every situation. Foreign nationals must also provide an identity document, a valid residence document and their PESEL number once it has been issued. See further pages for details.

3. Doctoral councils PDIPAN and support

Identify your local doctoral representative and the person responsible for international support.

The local doctoral council collects concerns, comments on proposed solutions and organises cooperation. PDIPAN connects representatives of doctoral councils at PAN institutes, supports the exchange of experience and represents common interests of the community.

Issue	First contact
Documents courses and deadlines	Doctoral school office
ZUS data and scholarship	HR / school office / finance
Foreign diploma and residence	School office / international support officer / competent authority
Research plan and schedule	Supervisor / head of doctoral school
Safety equipment and data	Infrastructure officer / competent unit
Issue affecting several doctoral candidates	Local doctoral council / PDIPAN
Misconduct or discrimination	Designated ombudsperson / institute procedure

In your message, explain what happened, when it happened, what you need, and by what date. Attach the document relevant to the case. If the issue concerns the first contact person, proceed to the next appropriate level.

Contacts to be added: doctoral school office; HR and ZUS; international support; local doctoral council; official PDIPAN contact.

More details: https://pdipan.org/o-porozumieniu/



4. National Association of Doctoral Candidates and Sectoral and Local Associations

National Association of Doctoral Candidates (KRD)

In addition to the Agreement of Doctoral Candidates of the Institutes of the Polish Academy of Sciences (PDIPAN), the National Association of Doctoral Candidates (KRD) also operates in Poland. It is the only statutory representative body of all doctoral candidates in Poland. Its activities are defined in Article 339 of the Act of 20 July 2018 – Law on Higher Education and Science.

The KRD represents the interests of all doctoral candidates pursuing their education in Poland, both at higher education institutions and research institutes, regardless of their academic discipline or citizenship. Its mission is to protect the rights of doctoral candidates, strengthen their position within the higher education and science system and support the development of doctoral self-governance.

The main areas of the KRD's activity include representing the doctoral community in contacts with public administration bodies, providing opinions on draft legislation concerning doctoral candidates, taking measures to improve the conditions of doctoral education and supporting academic, educational and integration initiatives.

The KRD also **cooperates with sectoral and local associations**, which bring together representatives of doctoral candidate councils from various higher education institutions and research institutions. These associations provide platforms for cooperation within the doctoral community, enabling the exchange of experience, the identification of common problems and the implementation of initiatives addressing the needs of specific groups of doctoral candidates.

Sectoral Associations

Sectoral associations integrate doctoral candidate councils representing specific types of higher education institutions or research institutions. Their activities take into account the specific characteristics of doctoral education within individual academic communities.

Doctoral Forum of Polish Universities (DFUP)

The DFUP brings together representatives of doctoral candidate councils from Polish universities. Its activities cover a broad range of academic disciplines, from the humanities and social sciences to the exact and natural sciences. The Forum focuses on integrating the university community, exchanging experience related to doctoral education, and organising joint academic, educational, and professional development initiatives.
Email: dfup@krd.edu.pl
Website: https://dfup.pl/

Association of Doctoral Candidates of Technical Universities (PDUT)

The PDUT brings together representatives of doctoral candidate councils from universities of technology and other technical higher education institutions. The Association supports the academic and professional development of doctoral candidates, inter-university cooperation, and the exchange of experience in conducting technical and engineering research. Innovation, technology transfer and cooperation between the academic community

and industry are also important areas of its interest.

Email: pdut@krd.edu.pl
Website: https://pdut.krd.edu.pl/

Association of Doctoral Candidates of Universities of Life Sciences (PDUP)

The PDUP brings together doctoral candidates from universities of life sciences and agricultural universities, representing, among others, biological, agricultural, veterinary and environmental sciences. Its activities aim to develop cooperation between research centres, facilitate the exchange of research experience and undertake initiatives related to the academic and professional development of doctoral candidates.
Email: pdup@krd.edu.pl

Doctoral Forum of Medical Universities (DFUM)

The DFUM brings together representatives of doctoral candidate councils from medical universities. The Forum focuses on issues related to doctoral education in medical and health sciences, with particular emphasis on combining academic activity with clinical practice. It supports the exchange of experience between medical centres, the development of research cooperation and initiatives related to research and professional careers.
Email: dfumed@gmail.com
Website: https://dfum.edu.pl/

Association of Doctoral Candidates of the Institutes of the Polish Academy of Sciences (PDIPAN)

The PDIPAN brings together representatives of the doctoral community from the institutes of the Polish Academy of Sciences. Its activities include representing the interests of PAS doctoral candidates, developing cooperation between institutes and undertaking initiatives concerning the quality of education, research conditions, academic career development and internationalisation. Detailed information about the activities of the PDIPAN and the support it offers can be found in the previous chapter of the Welcome Book.
Email: sd@pan.pl
Website: www.pdipan.org

Association of Doctoral Candidates of Universities of Physical Education (PDUKF)

The PDUKF brings together representatives of doctoral candidate councils from universities of physical education and other institutions associated with physical culture sciences. The Association supports academic and organisational cooperation between doctoral candidates conducting research in areas including sport, physical activity, exercise physiology and health. Its activities also include the exchange of experience and initiatives supporting the development of early-career researchers.
Email: pdukf@krd.edu.pl

Local Associations

In addition to sectoral associations, an important role is played by local associations, which bring together representatives of doctoral candidate councils from higher education institutions and research institutions operating in a particular city or region.

Their primary objective is to integrate the local doctoral community, develop cooperation between institutions, and undertake activities addressing the needs of doctoral candidates in a particular academic centre.

Examples of such organisations include:

1. **Warsaw Doctoral Candidates' Forum (WFD)**

The Forum brings together representatives of doctoral candidate councils from Warsaw's higher education institutions and research institutions. It focuses on integrating the capital's academic community, developing cooperation between institutions and organising joint academic, training and social initiatives.
Contact: wfd@krd.edu.pl

2. **Poznań Association of Doctoral Candidates (PPD)**

The Association integrates the doctoral community of Poznań's higher education institutions and research institutes. It supports the exchange of experience between doctoral candidate councils, interdisciplinary cooperation and the organisation of events supporting the academic and professional development of doctoral candidates.
Contact: ppd.poznan@gmail.com

3. **Lublin Association of Doctoral Candidates (LPD)**

The Association brings together representatives of doctoral candidate councils from Lublin's higher education institutions. Its activities focus on integrating the doctoral community, exchanging good practices and developing joint educational, academic and organisational initiatives.
Contact: lubelskieporozumieniedoktorant@gmail.com

4. **West Pomeranian Association of Doctoral Candidates (ZPD)**

The Association brings together representatives of the doctoral community from the West Pomeranian Voivodeship, particularly from academic centres in Szczecin. It supports regional cooperation, the integration of doctoral candidates and the organisation of events and initiatives addressing the needs of early-career researchers.
Contact: doktoranci@zpd.edu.pl

5. **Wrocław–Opole Association of Doctoral Candidates (WrOPD)**

The Association integrates doctoral candidate councils from higher education institutions and research institutions in Wrocław, Opole and the surrounding region. Its objective is to develop cooperation between academic centres, exchange experience and support joint activities for the benefit of doctoral candidates.
Contact: wropd@krd.edu.pl

6. Kraków Association of Doctoral Candidates (PDK)

The Association brings together representatives of doctoral candidate councils from Kraków's higher education institutions and research institutions. It works to integrate the local academic community, promote interdisciplinary cooperation and undertake initiatives supporting the development of doctoral candidates.
Contact: pordoktkrk@gmail.com

7. Białystok Association of Doctoral Candidates (BPD)

The Association integrates the doctoral community of Białystok's higher education institutions, including the university, university of technology and medical university. It supports cooperation between doctoral candidate councils, the organisation of joint initiatives and the exchange of experience related to doctoral education.
Contact: bpd@krd.edu.pl

The activities of local associations are particularly important for people beginning their doctoral education in a new city. They provide an opportunity to become familiar with the academic community beyond one's home institution, establish contacts and participate in events organised by various higher education institutions and research institutes.

Participation of International Doctoral Candidates in the Activities of the Associations

Both sectoral and local associations provide opportunities for international doctoral candidates to participate actively in the life of the Polish academic community.
As part of their activities, these organisations may undertake initiatives supporting internationalisation and intercultural integration, such as integration meetings, academic events conducted in English, training sessions, workshops and information activities concerning the rights and obligations of doctoral candidates.
Initiatives that help people arriving from abroad become familiar with the Polish higher education system, establish contacts with other doctoral candidates and adapt to a new academic environment are particularly important.
Participation in the activities of these associations may also provide an opportunity to raise issues and present needs specific to international doctoral candidates, including matters related to the availability of information in English, administrative procedures, social integration and the development of international research cooperation.
We encourage international doctoral candidates to become actively involved in the activities of sectoral and local associations. No previous experience in doctoral self-governance is required to participate in open events, propose ideas or support the organisation of initiatives. The formal rules of representation and membership are specified in the regulations of each organisation.
A good place to start is by contacting the doctoral candidate council at your higher education institution or research institute and then becoming familiar with the activities of the sectoral association corresponding to the profile of your institution and the local organisations operating in your region.
Such involvement not only helps develop organisational and interpersonal skills but also makes it possible to build a network of academic contacts, gain experience in an international environment and influence initiatives undertaken for the benefit of the doctoral community.

More information: www.krd.edu.pl

5. First 90 days checklist

Mark completed tasks and add your deadlines. Complete official procedures by their statutory deadlines, regardless of your research schedule.

Everyone starting a doctorate

- [ ] Oath, personal questionnaire and agreement, if required.
- [ ] Bank account details and scholarship package.
- [ ] ZUS ZUA, insurance declaration and decision on voluntary sickness insurance.
- [ ] Confirmed basis of health insurance.
- [ ] Doctoral ID card, email, building access, safety training and authorisations.
- [ ] Regulations, calendar, meeting schedule and plan for preparing the individual research plan.

Additional tasks after arriving from abroad

- [ ] Original diploma and required translations or authentication.
- [ ] Accommodation and documents for address registration.
- [ ] Address registration and PESEL number; number updated at the institute.
- [ ] EU EEA Switzerland: residence registered if required.
- [ ] Non EU: residence title, application deadline and MOS checked.
- [ ] Trusted Profile, signature, institutional attachment, official submission confirmation and correspondence.
- [ ] NFZ or other appropriate coverage; ZUS ZZA and declarations if required.
- [ ] Bank account, telephone, tax details and family documents if applicable.

By the end of the first month, confirm resources and the methods plan. In the second month, prepare the draft research plan and pilot work. In the third month, review the results and update the schedule. Official deadlines may fall much earlier.





6. Documents to prepare before arriving in Poland

Contact the school office before travelling. Ask for a document checklist in a language you understand and the contact details of the person who will assist you after arrival.

Prepare a document folder:

- A valid passport or identity document appropriate to your citizenship and, if required, a document authorising entry into Poland.
- Confirmation of admission to the doctoral school, institute details, the planned starting date and information about the scholarship or other funding.
- The original foreign diploma, diploma supplement or transcript, and any additional documents required during recruitment.
- Any required translations and authentication of the diploma. Apostille or legalisation requirements depend on the country and the institution, so confirm them before ordering the service.
- Proof of insurance for the journey and the beginning of your stay, appropriate to the entry rules and your entitlement to healthcare.
- A tenancy agreement or confirmation of accommodation, document photographs and copies of all required documents.

Foreign diploma

Not every foreign diploma requires formal recognition through nostrification. NAWA explains when a diploma gives access to a doctoral school. Confirm eligibility and recruitment requirements with the school office. If in doubt, use the KWALIFIKATOR database or contact NAWA.

After arrival

Confirm that you have started your doctoral education, sign the documents listed on page 3 and arrange insurance and scholarship payments. At the same time, complete address registration, obtain a PESEL number and follow the correct residence procedure. Do not assume that the doctoral council or school office will submit a residence application on your behalf.

More details: https://nawa.gov.pl/en/recognition/recognition-for-academic-purposes/applying-for-admission-to-doctoral-studies

https://nawa.gov.pl/en/recognition/recognition-for-academic-purposes



7. Address registration and PESEL

If you do not have a PESEL number, obtain one at the beginning of your stay. It is needed for many procedures, including the Trusted Profile used for electronic residence applications.

Registering your address

Register your stay at the municipal or city office responsible for your address. For citizens of the EU, EEA and Switzerland staying longer, the deadline is generally 30 days after moving to the address. For other foreign nationals, it is generally the fourth day; stays of up to 30 days are exempt. Family members and people with a special status should check the procedure that applies to them.

- A completed temporary or permanent residence address registration form.
- An identity document and a document confirming legal residence, if required.
- A document relating to the property, such as a tenancy agreement, and any required confirmation of residence from the owner or another authorised person.

Two routes to a PESEL number

When you register your address for a stay of more than 30 days, a PESEL number is assigned automatically. If you cannot register your address, submit a signed PESEL application to a municipal office with your identity document and the actual legal basis for requiring the number. The authority or institution requesting it should indicate that legal basis. The service is free of charge.

Once your PESEL number has been issued, provide it to the school office and HR and update every record that previously used your passport number. A PESEL number and address registration do not replace a visa, residence permit or registration of residence for an EU citizen.

More details: https://www.gov.pl/web/gov/uzyskaj-numer-pesel--usluga-dla-cudzoziemcow-en

https://warszawa19115.pl/-/permanent-residence-registration-of-foreigners-and-citizens-of-european-union-eu-member-states-and-their-family-members

8. Residence of EU, EEA, and Swiss citizens

For a doctorate lasting several years, check both the address registration requirement and registration of residence with the Voivodeship Office.

If your stay exceeds three months, you must generally register your residence with the voivode responsible for your place of residence. Submit the application in person no later than the day after the three month period from entry expires. Registration is free of charge. Address registration with the municipality is a separate procedure.

Documents for the Voivodeship Office

- The current application form for registration of residence of an EU citizen.
- A travel document or another document confirming identity and citizenship, with the original and a copy.
- Photographs meeting the office's current requirements.
- Documents confirming the basis of residence. For doctoral education, these may include a certificate from the school or institute, proof of health insurance and a declaration or evidence of sufficient financial resources.

Confirm the correct basis of residence

If you are also employed, the office may require employment documents. Doctoral candidates at PAN institutes should confirm which certificate documents their education. Use the checklist for your voivodeship and do not copy appointment or address information from another city.

A family member who is not an EU citizen may require a separate residence card for family members. UK citizens should check whether they are covered by the Withdrawal Agreement rather than automatically following the same route.

More details: https://www.gov.pl/web/mswia-en/registration-of-residence



9. Non EU residence and the MOS system

Check your residence title and its expiry date before starting your doctorate. Admission to a doctoral school does not by itself legalise your stay in Poland.

If you require a temporary residence permit connected with doctoral education, use the procedure appropriate to doctoral schools. Submit the application no later than the final day of your legal stay and start preparing well in advance.

From 27 April 2026, new applications for temporary residence, permanent residence and EU long term resident status are submitted electronically through MOS (Moduł Obsługi Spraw - eng.: Module Operating System).

Before submitting the application:

1. Obtain a PESEL number, prepare a Trusted Profile or another accepted electronic signature, and create an account in the new MOS system. Confirm the configuration of your eDelivery address with the office.

2. Ask the school office for the correct attachment confirming doctoral education, information about your scholarship and the institution's contact address for handling the application. The institutional attachment may require an electronic signature from an authorised representative.

3. Prepare scans of your passport and residence documents, a photograph, proof of insurance, evidence of financial resources and accommodation costs, and proof of the required fees. Select the complete list according to your basis of residence.

4. Complete, sign and submit the application. Keep the official submission confirmation and monitor correspondence. Saving a form or booking an appointment does not mean that the application has been submitted.

5. Attend when summoned, for example to present your passport and provide fingerprints. After a decision has been issued, complete the formalities for production and collection of the residence card.

A different valid residence title, temporary protection or a special status may require another route. Before travelling abroad, check your right to re-enter Poland. Confirmation of a pending residence procedure is not itself a travel document.

More details:https://www.gov.pl/web/udsc-en/information-on-the-launch-of-the-mos-system--a-portal-for-electronic-submission-of-applications-for-residence-permits-in-poland

https://mos.cudzoziemcy.gov.pl/en/categories-information/possibilities-legalization/non-eu-continued-stay/permit-temporary/study/permit-studies/

10. ZUS registration for doctoral candidates

The doctoral candidate completes their personal details and signs the form indicated by the school. The contribution payer, meaning the relevant school or institute, submits the registration to ZUS.

Doctoral candidates receiving a doctoral scholarship are generally subject to mandatory pension, disability and accident insurance. Sickness insurance is voluntary and requires an application. Check your entitlement to healthcare separately, particularly if you are a foreign national.

What you need to complete:

1. Download the ZUS ZUA form from the ZUS website or use the form provided by the school office. ZUS also provides a fill-in-and-print version.

2. Enter your identification details: PESEL number, full name, date of birth, citizenship and addresses, as requested on the form. If you do not yet have a PESEL number, agree with HR on how to use your passport details. Do not delay the entire registration until your PESEL number is issued.

3. Complete the payer details, insurance title code, coverage date, and scope of insurance according to HR instructions. Do not guess the code, and do not enter yourself as the contribution payer for insurance arising from your scholarship.

4. Sign the section for the insured person and submit the form to the designated school office or HR department. Attach the declaration concerning other insurance titles and the sickness insurance application if applicable.

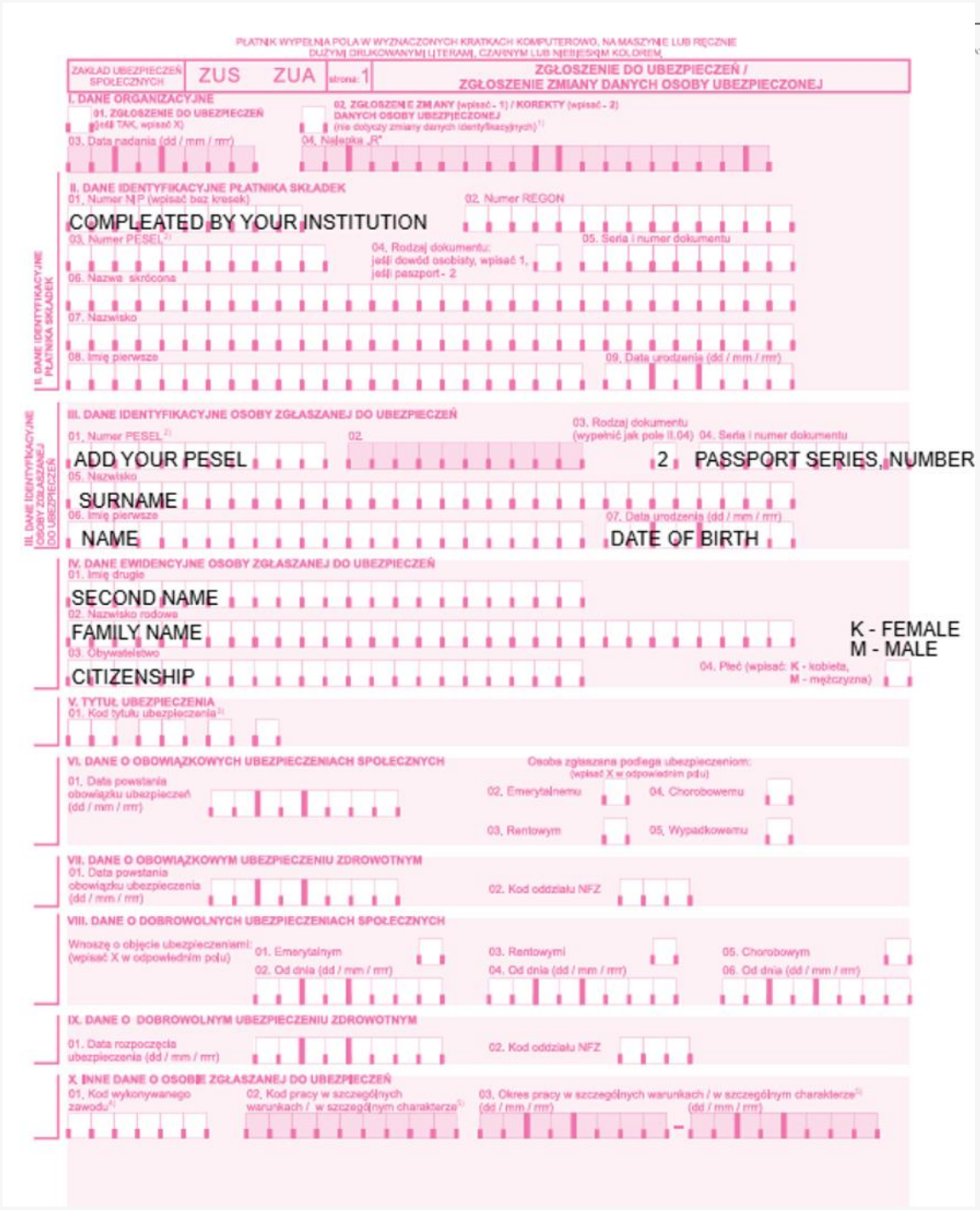
5. Ask for confirmation of registration. The payer generally has seven days from the date on which the insurance obligation arises, so provide the documents immediately after starting your doctoral education.

Form link:

ZUS ZUA registration form download

https://www.zus.pl/-/zgloszenie-zua

ZUS ZZA is used for registration for health insurance only. ZUS ZCNA is used to register eligible family members. See page 9 for voluntary NFZ insurance. After receiving a PESEL number or changing your details, notify HR so that the registration can be updated.



PŁATNIK WYPEŁNIA POLA W WYZNACZONYCH KRATKACH KOMPUTEROWO, NA MASZYNIE LUB RĘCZNIE DUŻYMI DRUKOWANYMI LITERAMI, CZARNYM LUB NIEBIESKIM KOLOREM.

ZAKŁAD UBEZPIECZEŃ SPOŁECZNYCH | ZUS ZUA | strona: 1 | ZGŁOSZENIE DO UBEZPIECZEŃ / ZGŁOSZENIE ZMIANY DANYCH OSOBY UBEZPIECZONEJ

I. DANE ORGANIZACYJNE
01. ZGŁOSZENIE DO UBEZPIECZEŃ (jeśli TAK, wpisać X)
02. ZGŁOSZENIE ZMIANY (wpisać - 1) / KOREKTY (wpisać - 2) DANYCH OSOBY UBEZPIECZONEJ (nie dotyczy zmiany danych identyfikacyjnych)[1]
03. Data nadania (dd / mm / rrrr)
04. Nalepka „R"

II. DANE IDENTYFIKACYJNE PŁATNIKA SKŁADEK
01. Numer NIP (wpisać bez kresek)
COMPLEATED BY YOUR INSTITUTION
02. Numer REGON
03. Numer PESEL[2]
04. Rodzaj dokumentu: jeśli dowód osobisty, wpisać 1, jeśli paszport - 2
05. Seria i numer dokumentu
06. Nazwa skrócona
07. Nazwisko
08. Imię pierwsze
09. Data urodzenia (dd / mm / rrrr)

III. DANE IDENTYFIKACYJNE OSOBY ZGŁASZANEJ DO UBEZPIECZEŃ
01. Numer PESEL[2]
ADD YOUR PESEL
02.
03. Rodzaj dokumentu (wypełnić jak pole II.04)
2
04. Seria i numer dokumentu
PASSPORT SERIES, NUMBER
05. Nazwisko
SURNAME
06. Imię pierwsze
NAME
07. Data urodzenia (dd / mm / rrrr)
DATE OF BIRTH

IV. DANE EWIDENCYJNE OSOBY ZGŁASZANEJ DO UBEZPIECZEŃ
01. Imię drugie
SECOND NAME
02. Nazwisko rodowe
FAMILY NAME
03. Obywatelstwo
CITIZENSHIP
04. Płeć (wpisać: K - kobieta, M - mężczyzna)
K - FEMALE
M - MALE

V. TYTUŁ UBEZPIECZENIA
01. Kod tytułu ubezpieczenia[3]

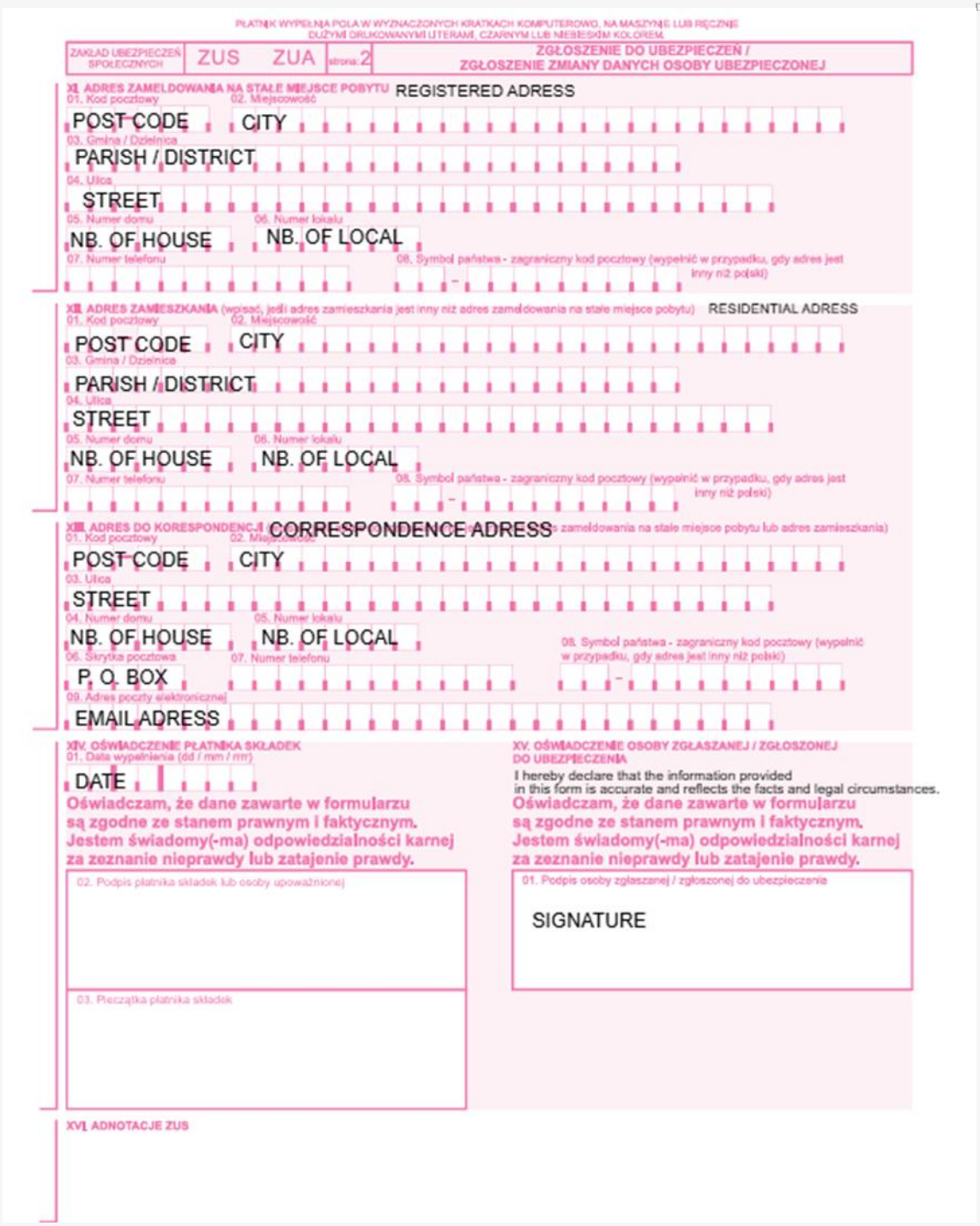
VI. DANE O OBOWIĄZKOWYCH UBEZPIECZENIACH SPOŁECZNYCH
01. Data powstania obowiązku ubezpieczeń (dd / mm / rrrr)
Osoba zgłaszana podlega ubezpieczeniom: (wpisać X w odpowiednim polu)
02. Emerytalnemu
03. Rentowym
04. Chorobowemu
05. Wypadkowemu

VII. DANE O OBOWIĄZKOWYM UBEZPIECZENIU ZDROWOTNYM
01. Data powstania obowiązku ubezpieczenia (dd / mm / rrrr)
02. Kod oddziału NFZ

VIII. DANE O DOBROWOLNYCH UBEZPIECZENIACH SPOŁECZNYCH
Wnoszę o objęcie ubezpieczeniami: (wpisać X w odpowiednim polu)
01. Emerytalnym
02. Od dnia (dd / mm / rrrr)
03. Rentowymi
04. Od dnia (dd / mm / rrrr)
05. Chorobowym
06. Od dnia (dd / mm / rrrr)

IX. DANE O DOBROWOLNYM UBEZPIECZENIU ZDROWOTNYM
01. Data rozpoczęcia ubezpieczenia (dd / mm / rrrr)
02. Kod oddziału NFZ

X. INNE DANE O OSOBIE ZGŁASZANEJ DO UBEZPIECZEŃ
01. Kod wykonywanego zawodu[4]
02. Kod pracy w szczególnych warunkach / w szczególnym charakterze[5]
03. Okres pracy w szczególnych warunkach / w szczególnym charakterze[5] (dd / mm / rrrr) – (dd / mm / rrrr)



PŁATNIK WYPEŁNIA POLA W WYZNACZONYCH KRATKACH KOMPUTEROWO, NA MASZYNIE LUB RĘCZNIE DUŻYMI DRUKOWANYMI LITERAMI, CZARNYM LUB NIEBIESKIM KOLOREM.

ZAKŁAD UBEZPIECZEŃ SPOŁECZNYCH | ZUS ZUA | strona 2 | ZGŁOSZENIE DO UBEZPIECZEŃ / ZGŁOSZENIE ZMIANY DANYCH OSOBY UBEZPIECZONEJ

XI. ADRES ZAMELDOWANIA NA STAŁE MIEJSCE POBYTU REGISTERED ADRESS

01. Kod pocztowy: POST CODE
02. Miejscowość: CITY
03. Gmina / Dzielnica: PARISH / DISTRICT
04. Ulica: STREET
05. Numer domu: NB. OF HOUSE
06. Numer lokalu: NB. OF LOCAL
07. Numer telefonu
08. Symbol państwa - zagraniczny kod pocztowy (wypełnić w przypadku, gdy adres jest inny niż polski)

XII. ADRES ZAMIESZKANIA (wpisać, jeśli adres zamieszkania jest inny niż adres zameldowania na stałe miejsce pobytu) RESIDENTIAL ADRESS

01. Kod pocztowy: POST CODE
02. Miejscowość: CITY
03. Gmina / Dzielnica: PARISH / DISTRICT
04. Ulica: STREET
05. Numer domu: NB. OF HOUSE
06. Numer lokalu: NB. OF LOCAL
07. Numer telefonu
08. Symbol państwa - zagraniczny kod pocztowy (wypełnić w przypadku, gdy adres jest inny niż polski)

XIII. ADRES DO KORESPONDENCJI CORRESPONDENCE ADRESS (wypełnić, jeśli adres do korespondencji jest inny niż adres zameldowania na stałe miejsce pobytu lub adres zamieszkania)

01. Kod pocztowy: POST CODE
02. Miejscowość: CITY
03. Ulica: STREET
04. Numer domu: NB. OF HOUSE
05. Numer lokalu: NB. OF LOCAL
06. Skrytka pocztowa: P. O. BOX
07. Numer telefonu
08. Symbol państwa - zagraniczny kod pocztowy (wypełnić w przypadku, gdy adres jest inny niż polski)
09. Adres poczty elektronicznej: EMAIL ADRESS

XIV. OŚWIADCZENIE PŁATNIKA SKŁADEK

01. Data wypełnienia (dd / mm / rrrr): DATE

Oświadczam, że dane zawarte w formularzu są zgodne ze stanem prawnym i faktycznym. Jestem świadomy(-ma) odpowiedzialności karnej za zeznanie nieprawdy lub zatajenie prawdy.

02. Podpis płatnika składek lub osoby upoważnionej

03. Pieczątka płatnika składek

XV. OŚWIADCZENIE OSOBY ZGŁASZANEJ / ZGŁOSZONEJ DO UBEZPIECZENIA

I hereby declare that the information provided in this form is accurate and reflects the facts and legal circumstances.

Oświadczam, że dane zawarte w formularzu są zgodne ze stanem prawnym i faktycznym. Jestem świadomy(-ma) odpowiedzialności karnej za zeznanie nieprawdy lub zatajenie prawdy.

01. Podpis osoby zgłaszanej / zgłoszonej do ubezpieczenia: SIGNATURE

XVI. ADNOTACJE ZUS

11. Health insurance and NFZ

Registration for social insurance does not always mean registration for health insurance. Obtain confirmation of the basis on which you are entitled to healthcare in Poland.

First check your entitlement to healthcare

Tell HR if you are insured through employment, as a family member or abroad. Citizens of the EU, EEA and Switzerland should confirm with NFZ the appropriate scope of foreign insurance, the European Health Insurance Card or an S1 document. An EHIC should not be treated as an automatic solution for every move to Poland.

Non-EU nationals who have no entitlement to mandatory insurance or another basis for healthcare may need a voluntary insurance agreement with NFZ. Citizenship alone does not determine the answer; residence status, employment, Polish origin or a Polish Card may also be relevant.

Voluntary NFZ insurance step by step:

1. Submit an application and the required declaration to the NFZ branch responsible for your place of residence. Prepare your passport, residence document, confirmation of doctoral education, evidence of previous insurance and other attachments listed by the branch.

2. Sign the agreement. Confirm the start date, the correct contribution category and who will finance it. Do not automatically apply the general contribution rate for all voluntarily insured persons.

3. Complete the ZUS ZZA registration and any required ZUS DRA declarations and payments. If you settle the contributions yourself, pay them to your individual contribution account; contributions are generally due by the 20th day of the following month.

4. Keep the agreement and payment confirmations. The rules for adding family members depend on the insurance category; some routes for foreign nationals do not permit family members to be registered.

Private insurance provides separate coverage. Check its scope and whether it is accepted for your residence procedure. Once entitled to NFZ healthcare, you may select a primary care clinic. Call 112 in an emergency.

More details: https://www.nfz.gov.pl/dla-pacjenta/medical-treatment-abroad/
https://www.biznes.gov.pl/en/portal/004114
https://lang.zus.pl/en/



12. Everyday matters after arrival

In addition to official procedures, arrange access to payments, correspondence and institute services.

Bank account and payment details

Ask the finance department whether it accepts your existing account. If you need an account in Poland, check the bank's document requirements, which normally include an identity document and information about your address and residence status. Submit the correct account number for scholarship payments. Do not enter a payment card number instead of a bank account number.

Examples of banks where you can open a bank account include mBank, Bank Pekao S.A., PKO Bank Polski, Santander, ING, and Millennium Bank.

If you encounter any difficulties opening a bank account in Poland, please contact your institution to ask whether a Revolut account can be accepted as an alternative.

Telephone and electronic services

Provide a telephone number and email address that you can access continuously. Create a Trusted Profile if it is required for MOS or other services and confirm how your identity will be verified. Monitor your official electronic inbox and response deadlines. Never share passwords or signature codes.

Taxes and additional employment

If you are employed or receive other income, ask HR which tax identifier and documents are required. Tax residence depends, among other things, on the centre of personal and economic interests or the duration of stay, as well as treaties between countries; it does not follow from citizenship alone. Before accepting additional work, also check whether it is permitted under your residence title.

Keep details and documents up to date

Notify the relevant institutions after changing your address, passport, PESEL number, bank account, or insurance status. Plan residence renewals. If your family joins you, check their residence documents, insurance, and children's school formalities separately.

More details: https://www.podatki.gov.pl/en/tax-residence

13. Doctoral school and cooperation with your supervisor

The curriculum defines courses and assessment. The individual research plan organises research. Arrangements with your supervisor help connect both areas.

At the beginning, check compulsory courses, seminars, teaching practice and the rules for recognising external training. Record reporting deadlines and the people authorised to sign documents. A joint doctoral school may use resources from several institutes, but responsibility for formalities must be clear.

First meeting

- Agree on a meeting schedule, how feedback will be provided and expected response times.
- Discuss access to equipment, materials, databases, technical support and funding.
- Agree on a plan for developing skills, publications and mobility, and how decisions will be documented.
- Clarify the division of work within the team and the rules of authorship.

Ongoing work

After each meeting, record decisions, deadlines and responsibilities. Report difficulties before they prevent completion of a stage. A negative result or the need to change a method is information about the project and should be documented.

If the cooperation is not working, describe the problem and its effect on the schedule. Use the school procedure, for example, a meeting with the head of the school, support from the doctoral council, or the relevant ombudsperson. Report serious misconduct through the channel designated by the institute.

More details: https://www.gov.pl/web/science/doctoral-education

14. Individual research plan

Your individual research plan should show the intended outcome and how progress will be assessed.

Agree with your supervisor on the research question, methods, milestones and the dissertation submission date. Also plan analysis, repetitions, writing and access to resources. Confirm the submission deadline and required signatures with the school office.

A plan that supports your work

- Define verifiable outputs, such as a validated protocol, a complete dataset or a dissertation chapter.
- Include ethical approvals, equipment access, participant recruitment and cooperation with partners.
- Identify risks and alternative actions in case of delay.
- Separate curriculum obligations from research tasks so that neither is overlooked.

When the project changes

Discuss the change with your supervisor and prepare a justification and an updated schedule. Establish whether the school requires a formal application, opinion or approval. Keep all approved versions because the later evaluation should refer to the plan currently in force.

Documents for your own records

Keep the research plan, reports, submission confirmations and important correspondence. Store research data separately in accordance with institute policy. A monthly progress review helps you assess whether the deadlines remain realistic.



15. Mid-term evaluation

Collect evidence for the evaluation from the beginning of your doctorate. Do not try to reconstruct the entire project history immediately before the deadline.

The evaluation concerns implementation of the individual research plan and takes place halfway through the education period. Its outcome affects continuation of the doctorate. Check the current school regulations for the detailed procedure, criteria and required documents.

What to prepare

- The current individual research plan and all approved changes.
- A progress report, research results, publications, presentations and any other required achievements.
- An explanation of deviations from the plan, reasons for delays and corrective measures.
- A realistic schedule for completing the project.
- Confirmation of courses and training if required by the school for the evaluation.

Preparing the presentation

Begin with the research objective and what has already been established. Present results in relation to the research plan and then explain the next stage. Clearly distinguish confirmed conclusions from those requiring further work. Arrange a practice presentation with your supervisor.

Before submission, check the page limit, language, deadline and delivery method. Keep confirmation of submission. After the evaluation, obtain the result and justification, and check any appeal measures described in the instructions and regulations.



16. Scholarship and research funding

A maintenance scholarship, remuneration for employment and a research budget are separate sources of funding.

The minimum doctoral scholarship is set at 37% of a professor's remuneration until the month of the mid term evaluation and 57% after that month. Confirm the current gross amount and expected payment with your school. A school may provide a higher amount.

A statutory increase is available with an appropriate disability certificate. The law also limits the scholarship payment period and provides specific exceptions. Declare previous periods of receiving a doctoral scholarship and any other circumstances requested on the school form.

Before the first payment

- Submit your bank account details and the complete ZUS information package.
- Confirm the payment date, deductions and the effect of choosing voluntary sickness insurance.
- Request a scholarship certificate if it is needed for a residence procedure or accommodation.

Project costs

Confirm how materials, services, equipment, conferences and publications will be funded. Ask who places orders and how long the procedure takes. Obtain the required approval before spending money because a private purchase cannot always be reimbursed.

For NCN, NAWA or foundation calls, check the current terms, eligibility, required signatures and whether funding sources may be combined. Ask the projects office and your supervisor for assistance.

More details: https://nawa.gov.pl/en/

https://www.gov.pl/web/science/doctoral-education

17. Rights parenthood and accessibility

Knowing the correct procedure helps you access support at the right time.

Follow the curriculum and individual research plan in accordance with the regulations. Make use of academic supervision, information about the rules of education and participation in the doctoral council. In an individual case, request the legal basis for a decision and information about the method and deadline for challenging it.

Parenthood and interruptions

The doctoral school system allows education to be suspended for a period corresponding to statutory parental leave, with the scholarship paid under the statutory rules. Extension of the dissertation submission deadline must be checked separately and should not automatically be equated with further scholarship payments.

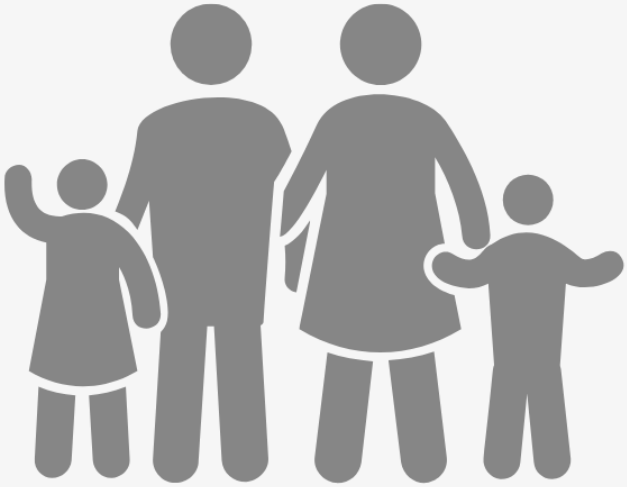
Accessibility needs

If you need adjustments because of a disability or health condition, ask which office or person is responsible. Confirm the required documents, confidentiality rules and the effect on courses and the schedule.

Before submitting an application

- Check the deadline, form, signatures and required attachments.
- Confirm the effect on the research plan, evaluation, scholarship and insurance.
- As a foreign national, also check the effect of a change in circumstances on your basis of residence.
- Keep the submission confirmation and the response.

Provide medical data and other sensitive information only to the appropriate person and only to the extent required by the procedure.



18. Mobility internships and conferences

Plan each trip from its academic purpose through approvals and documents to final settlement.

- Agree on the objective, work programme and supervisor at the host institution.
- Check the source of funding, business travel or another travel procedure, and obtain approval from the school or institute.
- Confirm ticket purchasing rules, insurance, visa requirements and border crossing conditions.
- For an internship, agree on the required agreement and the document confirming the stay.
- Record the deadlines for the report, certificate and settlement of costs.

Erasmus and other funding

The procedure depends on the agreements and calls managed by your school or institute. The coordinator confirms the documents required before departure, during the stay and after return. Do not assume that another PAN institute follows the same rules.

Additional checks for foreign nationals

Check the validity of your passport and residence title and your right to re-enter Poland. If you are awaiting a residence decision, consult the travel plan with the competent office. Confirmation that an application has been submitted is not itself a travel document.

After returning, submit the documents on time and describe the skills acquired or results achieved. Keep copies of all mobility documents in your doctoral education records.



19. Publications data and research safety

Document your work so that results can be verified and reproduced.

Before beginning research, confirm occupational health and safety training, equipment authorisations, ethical approvals and data processing rules. This also applies to research outside the laboratory, including interviews, surveys and archival materials.

Daily documentation

- Keep raw data separate from analytical files and record versions.
- Record deviations from the protocol and negative results.
- Use approved storage locations and backup procedures.
- Check permissions for third party data, code, photographs and materials.

Before publication

Confirm contributions, authors, order, affiliations and approval to submit the final version. Establish publication costs and funder requirements for open access. If a result may be patentable, contact the technology transfer unit before public disclosure.

In an authorship dispute, discuss specific contributions and the institute policy. If there is pressure to alter a result, research misconduct or a safety risk, preserve the documentation and use the appropriate reporting channel.