

## Glossary

**Administrative division of Poland.** Poland is divided into 16 voivodeships. Warsaw is located in *mazowieckie* voivodeship and Toruń is located in *kujawsko-pomorskie* voivodeship. Voivodeships are divided into counties (Polish: *powiat*) which are further divided into communes (Polish: *gmina*). Large cities are usually both county and commune. Warsaw is divided into 18 districts (Polish: *dzielnica*). CAMK is located in *Mokotów*.

**Annual tax declaration (PIT).** Each year, all employees and students who worked in Poland during the previous year have to submit a Personal Income Tax (PIT) declaration. Some scholarships may be tax-free, but if you have received a PIT-11 form from CAMK accountancy (or PIT-11 from another employer), you have to submit a tax declaration. The most convenient way is to submit the declaration on-line, via e-PIT service: <https://www.podatki.gov.pl/pit/twoj-e-pit/>. To login you will need a → trusted profile or you will have to provide specific data from the past tax declarations. All necessary data should already be available in the e-PIT system, based on the information provided by the employers. The pre-prepared tax declaration, which is usually PIT-37, should be ready for your inspection, approval and submission. You may want to modify the tax declaration eg. to make a joint tax declaration with your spouse or to apply some tax benefits you are eligible for (eg. child benefit). In case you have received some income abroad, most likely it should also be reported, details and rules may differ by country. The tax balance will be reported. Either you will have to pay additional tax or you will receive a tax return to a specified bank account. You can also decide to donate 1% of your tax to some NGO. The deadline for submitting a tax declaration is April 30th. If you haven't changed anything in the pre-prepared tax declaration it will be considered as submitted after April 30th. Any change however, requires explicit approval and submission of the tax declaration. The employers have to prepare PIT-11 forms by the end of February. For more detailed information in English, see:

<https://expathelp.pl/en/how-to-submit-pit/>

<https://www.podatki.gov.pl/pit/twoj-e-pit/informacje-z-jezyku-angielskim/>

**Awizo**, arrival note; a notification that a registered letter (or a parcel) could not be delivered directly as the recipient was not present at the delivery address. It contains information where the registered letter can be collected, which is usually the nearest post office. Take a photo ID to collect the letter. Registered letters are usually sent by state administration (→Foreigners Office, courts) and may contain important information related to, e.g. your legal status in Poland that may require some action.

**Never ignore an awizo.**

**Chuck**, computer cluster at CAMK. To get an account and workspace on chuck, contact [chuck@camk.edu.pl](mailto:chuck@camk.edu.pl).

**Computer equipment.** The computer equipment can be purchased from your own or your supervisor's grants. CAMK is not covering any expenses related to computer

equipment. Large and expensive computer equipment (cluster nodes, computers, notebooks) can only be purchased via computer tenders organized twice a year. Small computer equipment (mouse, pendrive, etc.) can be purchased without a tender - contact [hardware@camk.edu.pl](mailto:hardware@camk.edu.pl) for details.

**Conference travel** (the same applies to travels for observations, summer schools, etc.; for conferences in Poland, see →Domestic travel). Before arranging any conference attendance make sure that your supervisor has funds for the conference (or you have funds in your own grant). CAMK is not covering any expenses related to business trips. Fill the business travel form (available via intranet); in particular, indicate the source of funding and collect signatures from the respective grant PI (usually your supervisor). Do not buy airline tickets by yourself. The tickets can only be purchased via an external company that CAMK collaborates with. Please send the flight details (destination, travel dates) to Mrs. Kasia Morawska - she will contact the company and will send you the possible itineraries for you to review and accept. You may also indicate a preferred connection in advance. For conference registration fees, do request a “pro-forma” invoice from the organizers which then should be delivered to the secretary office for registration and payment. Typically you will have to pay for accommodation by yourself and later be reimbursed. Remember to request (from the hotel or conference organizers) an invoice listing CAMK’s full name & address and NIP number (PL 525-000-89-56). You may also request the money to cover the accommodation in advance via the business travel form. You can also request a per diem for your trip (e.g., to cover the costs of food) to the maximum amount as set in this [order](#). For travel abroad, purchase private health insurance and deliver a copy to the secretary’s office, before your travel. After the travel, go to the secretary’s office (with receipts and invoices) to make a travel settlement. During the travel, remember to collect the boarding passes and to request the invoice for your accommodation and for the registration fee. In case of any doubts do contact your supervisor or Mrs. Kasia Morawska.

**Domestic travel**, eg., to give a seminar in Toruń or Cracow. Expenses can be covered from your or your supervisor’s grant. You have to fill in a special form (Polish: *delegacja*) available in the secretary’s office, specifying eg., the purpose of your travel, means of transportation and source of funding. Purchase train or bus tickets by yourself and arrange for accommodation. Collect all tickets and invoices (with CAMK’s full name, address and NIP number, PL 525-000-89-56) for accommodation. After your travel, go to the secretary’s office (with receipts and invoices) to make a travel settlement. You will be reimbursed from the grant.

**Doctoral student ID**, a plastic photo ID card that confirms the status of a doctoral student. It is valid for one year, October-September, and can be extended by sticking a new hologram on it. Collect a new hologram at the beginning of the academic year in the CAMK secretary’s office. With a doctoral student ID, students are entitled to a 37% discount for public transportation in Poland.

**Education system in Poland** is extensively described in [this publication](#) by →NAWA. A short overview of the higher education system is available on [NAWA website](#).

**Eduroam**, WiFi network service that allows students and faculty to use their home institution's WiFi credentials to access WiFi network services, when visiting other eduroam participating institutions. See <https://eduroam.camk.edu.pl/> to learn how to get the eduroam account and how to set up your device to connect to eduroam.

**Emergency numbers.** In case of emergency use 112. In addition, one can use 999 for an ambulance, 998 for the fire brigade, and 997 for police.

**FNP** (Polish: *Fundacja na rzecz Nauki Polskiej*) The Foundation for Polish Science, a non-profit organization supporting the scientific community in Poland through many actions and grant programs. For PhD students, the [START](#) program should be of interest. These are stipends for young, talented researchers at the outset of their career, who have already achieved some success in their field. Website of FNP: <https://www.fnp.org.pl/en/>.

**Foreigners Office**, see →Office for Foreigners.

**Individual research plan**, IRP, a document including, in particular, a schedule for the preparation of the doctoral dissertation, which has to be submitted to the coordinator of the doctoral school within 12 months of the date of the commencement of education. The IRP should follow the template available on the CAMK website.

**Inpost** A company offering postal services through a large network of parcel lockers (Polish: *paczkomat*) distributed all over the country. It is a common shipment method in online shops. You can also ship your parcel via parcel locker just by paying online, printing a shipping label, and putting your parcel into the parcel locker. The parcel can be conveniently tracked with a mobile application. The website is available in English: <https://inpost.pl/en>.

**library** (in CAMK Warsaw). You can find it on the ground floor. The books are actually located in the cellar that you can access from the reading room. Browse an online catalog - <https://opac.camk.edu.pl/> to see what it offers. Before borrowing the first book, contact with our librarian, Beata Mazur. Later, you can borrow and return books by yourself. To borrow a book, you have to fill in a receipt (Polish: *rewers*) with your and book details.

**MEiN** (Polish: *Ministerstwo Edukacji i Nauki*) - Ministry of Education and Science (previously MNiSW). Administers state activities in education, higher education and science and has a budget for scientific research provided by state funds. Once a year, the Minister of Education and Science awards [scholarships for outstanding young researchers](#) (including doctoral students). The applications are due on the 31st of December each year.

**Mid-term evaluation**, the implementation of the →individual research plan shall be subject to mid-term evaluation. The mid-term evaluation ends with a positive or negative result. The result of the evaluation together with justification is public. In case of a negative mid-term evaluation doctoral student is removed from the register of doctoral students.

**MNiSW** (Polish: *Ministerstwo Nauki i Szkolnictwa Wyższego*), see →MEiN.

**mObywatel**, an official government-supported mobile application, an electronic wallet that contains digital versions of documents including personal ID, driving licence, registration certificate, e-prescriptions and more. The application can be used for authentication for several official on-line services, like a patient's internet account.

**NCN** (Polish: *Narodowe Centrum Nauki*) National Science Center. State agency providing financial support for basic science research. It offers several grant programs. Of these, of particular interest for PhD students should be [Preludium](#) and [Etiuda](#). Website of NCN: <https://www.ncn.gov.pl/?language=en>

**NAWA** (Polish: *Narodowa Agencja Wymiany Akademickiej*) National Agency for Academic Exchange. Institution established to coordinate state activities driving the process of internationalization of Polish academic and research institutions. It offers several programmes for scientists and institutions. For PhD students, the [Iwanowska](#) programme should be of interest. Website of NAWA: <https://nawa.gov.pl/en/>.

**NAWA Recognition Statement**, Non-EU Master's and Bachelor's degree diplomas need to be checked to assess the level and status of qualifications in the country of issue and to learn how a given foreign diploma or degree is recognised in Poland. The procedure is either done by →NAWA or through its automatic online application [KWALIFIKATOR](#). The outcome of the check which indicates the rights of the diploma holder and their legal basis is called a recognition statement. CAMK can apply for recognition of students' diplomas on their behalf (which simplifies the procedure and documents needed).

**NFZ** (Polish: *Narodowy Fundusz Zdrowia*), National Health Fund, a centralized state institution responsible for the health care system in Poland. It is divided into 16 branches, one in each province (in Warsaw we have *mazowiecki NFZ* and in Toruń *kujawsko-pomorski NFZ*). NFZ is financed from the compulsory and voluntary health insurance contributions of employees, students, and other individuals in Poland and then reimburses the costs of their medical treatment. Polish and EU PhD students are entitled to health insurance paid by CAMK. Non-EU students can be insured on a voluntary basis and have to pay the fees on their own (currently 55,8 PLN/month). Health insurance through NFZ is the only insurance that fully covers the costs of emergencies and hospital treatment. It is the only insurance that is accepted without any reservations while applying for →a temporary residence permit. Website of NFZ: <https://www.nfz.gov.pl/> (no English version).

**NIP** (Polish: *Numer Identyfikacji Podatkowej*) Tax Identification Number. NIP number is used to identify the taxpayer on invoices. You will need the NIP number of the Copernicus Center, e.g. for your invoices related to conference/business travels or for the purchase of small computer equipment. The NIP number of CAMK is **PL 525 000 89 56** (PL is dropped for domestic invoices).

**Office for Foreigners** (Polish: *Urząd do Spraw Cudzoziemców*). State organization competent for all matters related to the entry and stay of foreigners in Poland. The application for →temporary residence permit is submitted to and is considered by the Foreigners Office.

**PAN** (Polish: *Polska Akademia Nauk*) Polish Academy of Sciences. A state-sponsored institution that acts to develop and promote scientific research. The academy operates through a society of distinguished scientists (members of the Academy) and through a network of research institutes. 69 institutes are currently in operation and CAMK PAN is one of them.

**Patient's Internet Account** (Polish: *Ininternetowe Konto Pacjenta*) an online account that contains patient's medical records, information about past appointments and medical services, sick leaves, e-prescriptions, e-referrals, etc.:

<https://pacjent.gov.pl/>

It allows easy registration for specific medical services, like COVID-19 vaccination. To login, one needs either a → trusted profile or an electronic ID (→mObywatel).

**PESEL** (Polish: *Powszechny Elektroniczny System Ewidencji Ludności*) A unique identification number that is assigned to every Pole at birth. PESEL is also mandatory for foreigners, temporary residents living in Poland. You will get the PESEL number while registering your residence address (→residence address registration) in the commune/district office. You will have to fill the [EL/ZC/1](#) form. Take your passport and rental contract with you.

**PIT**, see →Annual tax declaration.

**Postal services** are offered by the national company Polish Post (Polish: *Poczta Polska*). It is the largest postal company in Poland, and also offers courier, bank, money transfer services. In case you want to send some documents to a government organization, remember to send it via registered mail (Polish: *list polecony*) or via registered mail with acknowledgment of receipt (Polish: *polecony z potwierdzeniem odbioru*). These two forms of mail are also used by the official administration to contact you. You have to confirm that you have received such mail. In case the postman cannot reach you, he will leave →**awizo** in your mailbox. Web site: <https://www.poczta-polska.pl/>. Another company that offers postal services, commonly used by on-line shops is →Inpost.

**PTA** (Polish: *Polskie Towarzystwo Astronomiczne*), the Polish Astronomical Society, is the major organization of professional astronomers in Poland, established in 1923. Every two years, PTA organizes a large conference, a meeting of the Society, during which Polish astronomers and invited guests present their work. PTA publishes a book series, *Proceedings of the Polish Astronomical Society*, indexed at ADS and supports astronomy outreach in Poland (eg., *Astronarium* TV series). Individuals holding a Master's degree in Astronomy, or who published at least one refereed paper in the field of astronomy can become members. A yearly membership fee is 120 PLN (90 PLN for students). Website of PTA: <https://www.pta.edu.pl/english>.

**PZU** (Polish: *Powszechny Zakład Ubezpieczeń*), the biggest and oldest insurance company in Poland. It offers a range of insurances for companies and individuals (eg., house, flat, car, travel, liability, health insurance). It also offers private health insurance of various scope for companies and institutes. CAMK has purchased health insurance via PZU and every CAMK employee and the student is entitled to a free of charge basic variant of this insurance (prior application is necessary). The insurance covers appointments with several specialists. It does not cover emergencies and hospital treatment, nor it will be accepted for a →temporary residence permit application. For these, insurance through →NFZ is necessary.

**Residence card** (Polish: *karta pobytu*), a photo ID card that confirms the identity of a foreigner during their stay in Poland. Together with passport, it provides the right for multiple crossing of the Polish border without the need to obtain a visa. A residence card is issued after the →temporary residence permit is granted.

**Residence address registration.** In Poland, there is an obligation to register the residence address for both Polish citizens and for foreigners that plan to stay in Poland for more than 30 days. EU citizens should register their residence address within the first 30 days since arriving to Poland and non-EU citizens within 4 days. Registration is done in the district/commune office. Passport, rental contract, and filled [EL/ZC/1](#) form are needed. If the → PESEL number was not issued before, it will be issued during the registration.

**Scientific Council of CAMK PAN.** (Polish: *Rada Naukowa CAMK PAN*). A body that exercises supervision over the institute's activities. In particular, it provides recommendations to the CAMK Director regarding employment, it approves reports on the institute's activities, assess the scientific activity of scientific staff of the institute, perform the procedures related to the granting of doctoral and post-doctoral degrees. Doctoral students elect one representative to the scientific council.

**Scholarship**, a doctoral student who does not hold a doctoral degree is entitled to receive a doctoral scholarship for up to 8 semesters, as set in the Law on higher education and science. The minimum monthly scholarship is set in the law and amounts to 37% of a professor's salary - up to the month in which the →mid-term evaluation was conducted, and 57% of a professor's salary - after the month in which the mid-term evaluation was conducted. The (minimum) professor's salary is set by the order of the Minister of Science and Higher Education and currently is 6410 zł, gross. A doctoral student who has a disability certificate is entitled to a scholarship that is increased by 30%. Retirement and disability pension contributions are deducted from the scholarship and paid to →ZUS. These contributions are obligatory; one cannot opt-out. Different contributions to the scholarship are illustrated in table 1 below (valid as of September 2021). The amount of scholarship you receive at CAMK is usually higher than the minimum set in the law, as most doctoral students receive a scholarship from the scientific grant of their supervisor, granted by →NCN or by →NAWA. Such scholarship is divided into two parts: one that corresponds to the minimum scholarship as set in the law (that includes contribution to the pension scheme) and a tax-free part. In Table 2 a detailed breakdown is illustrated assuming a monthly scholarship of 5000 PLN gross allocated in the grant (for older grants a

value may be lower). Note: if your studies are extended beyond 8 semesters, the scholarship can be secured only through a scientific grant of the supervisor or through the student's grant.

Table 1. The minimum monthly scholarship in the doctoral school			
		before mid-term evaluation	after mid-term evaluation
minimum <b>gross scholarship</b>	A	2371.70 zł	3653.70 zł
pension insurance contribution - student contribution	$B=11.26\% \times A$	267.05 zł	411.41 zł
pension insurance contribution and work accident insurance contribution - CAMK contribution	$C=16.93\% \times A$	401.53zł	618.57 zł
<b>net scholarship that student receives</b>	<b>A-B</b>	<b>2104.65 zł</b>	<b>3242.29 zł</b>
total cost for CAMK; <b>gross gross scholarship</b>	A+C	2773,23 zł	4272.27 zł

Table 2. Scholarship from the grant: 5000 PLN gross/month allocated in the grant			
		before mid-term evaluation	after mid-term evaluation
gross amount allocated in the grant		5000.00 zł	5000.00zł
part 1 (minimum as set in the law):	net scholarship	<b>2104.65 zł</b>	<b>3242.29 zł</b>
	total pension contribution (B+C, table above)	668.58 zł	1029.98 zł
part 2 (tax and pension contribution free)		<b>2226.77 zł</b>	<b>727.73 zł</b>
<b>total net scholarship that student receives</b>		<b>4331.42 zł</b>	<b>3970.02 zł</b>

**Temporary residence permit**, an official permission for a long-term stay in Poland issued to a foreigner by the →Office for Foreigners. As a confirmation, a →residence card is issued, which confirms the identity of a foreigner in Poland and replaces the visa when crossing the borders.

**Trusted profile** (Polish: *profil zaufany*) is a tool to prove your identity on the Internet. It is free and acts as an electronic signature. The trusted profile can be created by filling an on-line application at <https://pz.gov.pl> and then confirming your identity at a confirmation point, a place where you personally confirm the trusted profile with an identity card or passport (these may be offices, banks, etc., a list is available on-line, at the above website). You may also create a trusted profile by using your on-line bank account (look for details in your bank application). The trusted profile is valid for three years and can be extended before expiry.

**ZUS** (Polish: *Zakład Ubezpieczeń Społecznych*) Social Insurance Institution. State organization responsible for social insurance matters. Pension (retirement and disability pension) insurance contributions are deducted from doctoral →scholarship and paid to ZUS. An insurance contract with →NFZ has to be registered in ZUS which provides an account number for monthly health insurance contributions and

generates settlement declarations (ZUS DRA forms). There is an [English book on Polish social security system](#) published by ZUS. Website: <https://lang.zus.pl/en/>.

**visa, Polish visa.** An authorization granted to a foreigner (from non visa-free movement countries) that allows entering the territory of Poland. Most doctoral students enter Poland with a domestic, D-type visa, which is valid for up to one year. As the doctoral studies last longer, doctoral students must apply for a →temporary residence permit well in advance of the visa expiration date.