



WYŻSZA SZKOŁA BANKOWA  
TORUŃ BYDGOSZCZ

# STARTUP!

Guide for the Students

**NAWA** POLISH NATIONAL AGENCY  
FOR ACADEMIC EXCHANGE

Project financed by the national agency for academic exchange  
as part of the Modern Foreign Promotion program

[www.wsb.pl](http://www.wsb.pl)

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# Welcome to WSB University!

If you are thinking of studying at WSB University in Toruń or Bydgoszcz, you are one step away from making the right choice. Our University is characterized by the high quality of education, workshop forms of teaching, lecturers - specialists in their respective fields, and approachable studies' organization. All this will help you gain knowledge that you will use in your professional life. Studies at WSB University are a place to meet practitioners: our faculty have gained their experience in the best companies in our region. They include entrepreneurs, business owners, finance, management, and marketing experts. They discuss the phenomena and processes and illustrate them with examples taken from their professional work, thanks to which you will learn about modern solutions used in everyday business.

Studying is a unique time in life. You can decide what you want to learn and read about at last. At WSB University, we understand it perfectly! We create conditions conducive to learning for our students, making friends for life, meeting people who can become mentors and authorities. Our lecturers treat you as partners because it is the best way to inspire you with studies-related passion.

Welcome Center WSB



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# Extranet, wi-fi, MS Teams, MS365+, Moodle

## We support science with technology

Technology has become an integral part of the modern education process. Online meetings with your lecturer, quizzes, tests, advanced internet platforms, videos, and lecturers' presentations have become part of the canon of commonly used tools throughout college education.

### Extranet

**The Extranet is an internal online platform with which you can check:**

- your timetable
- grades
- important posts from university departments
- current information about your payments
- contacts and information about lecturers' roster
- you will also have access to the relevant documentation and application forms.

#### How to log in to Extranet?

- Go to [www.wsb.pl](http://www.wsb.pl)
- You will find the "Extranet" tab in the upper right corner.
- The login will be your personal number; the password is your PESEL.

Remember! After logging in to the Extranet for the first time, change your password.

The login to the Extranet will be sent to you to the e-mail address provided after your enrollment in studies.

### Wi-fi

We provide you with **free wi-fi** within the walls of the University.

Nazwa: **wsb**

Login and password: same as used for the Extranet.

## Moodle

**Moodle is an e-learning platform enabling contact with lecturers. You'll find:**

- syllabuses for classes
- e-learning classes
- excerpts from exercises and lectures
- sample self-study tests
- multimedia presentations
- addresses of interesting websites
- films and other multimedia materials.

Thanks to the Moodle platform, you will also be able to send your lecturers your projects and homework assignments, as well as solve the tests necessary to obtain a final pass in each course. You can access the materials via your EXTRANET account.

## Microsoft 365 - free licenses for students

WSB University students receive an A3 license, which includes popular applications - including Outlook, Teams, Word, PowerPoint, Excel, OneNote, SharePoint, Sway, and Forms, thanks to which lecturers and students can cooperate, communicate without interruption, and create real-time collaborative projects. Come to pursue classes in the remote formula or choose from our offer online studies, in real-time classes, with a lecturer and peers. You will most likely meet in the MS Teams application, one of the world's best-rated platforms for remote communication. You will get access to it under the MS 365 license. If you have online classes, all you need to do is click on the link to the lesson in your timetable.



# Who's who at the University?

WSB University is primarily people. The atmosphere they build, their energy and their commitment make you feel good here; you feel you can spread your wings and pursue your academic and professional goals. In a nutshell, they simply want to be here.

On this page, you will find information on who builds WSB University and how to contact the most important people at our University.

## The authorities of the WSB University in Toruń

**Rector** – prof. zw. dr hab. Marek Jacek Stankiewicz  
e-mail address: rektorat@wsb.torun.pl  
phone number: 56 66 09 208

**Chancellor** – dr Anna Kocikowska  
e-mail address: kancelaria@wsb.torun.pl  
phone number: 56 66 09 206

## Faculty of Finance and Management in Toruń

**Vice-Chancellor** – dr Jacek Wójcik  
e-mail address: kancelaria@wsb.torun.pl  
phone number: 56 66 09 206

**Dean** – dr Karolina Marchlewska-Patyk  
e-mail address: biurodziekana@wsb.torun.pl  
phone number: 56 660 92 17

**Associate Dean** – dr Łukasz Reszczyński  
e-mail address: biurodziekana@wsb.torun.pl  
phone number: 56 660 92 61

**Associate Dean** – dr Dagna Wleklińska  
e-mail address: biurodziekana@wsb.torun.pl  
phone number: 56 660 92 61

**Associate Dean** – dr Mirosław Zientarski  
e-mail address: biurodziekana@wsb.torun.pl  
phone number: 56 660 92 61

## Faculty of Finance and Management in Bydgoszcz




**Vice-Chancellor** – Violetta Bartoszek  
e-mail address: kancelaria@wsb.bydgoszcz.pl  
phone number: 52 58 29 103

**Dean** – dr Katarzyna Kachel

**Associate Dean** – dr Beata Małkowska  
e-mail: dziekanat@wsb.bydgoszcz.pl  
tel. 52 58 29 106

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## The authorities of WSB University in Toruń

RECTOR	RECTOR EMERITUS	CHANCELLOR
		
Prof. zw. dr hab. Marek Jacek Stankiewicz	Prof. zw. dr hab. Jan Głuchowski	Dr Anna Kocikowska

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## Faculty of Finance and Management in Toruń

VICE-CHANCELLOR	DEAN	ASSOCIATE DEAN	ASSOCIATE DEAN	ASSOCIATE DEAN
				
Dr Jacek Wójcik	Dr Karolina Marchlewska-Patyk	Dr Dagna Wleklińska	Dr Łukasz Reszczyński	Dr Mirosław Zientarski

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## Faculty of Finance and Management in Bydgoszcz

VICE-CHANCELLOR	DEAN	ASSOCIATE DEAN
		
Violetta Bartoszek	dr Katarzyna Kachel	dr Beata Małkowska



# Showing the ropes of the University life

## Registrar's Office

It is the Department where you can take care of your student affairs. The first visit to the Registrar's Office is an opportunity to collect a student ID, but that's not all.

### How can the Registrar's Office help you?

- You can submit your applications related to your course of study.
- You will receive a certificate of study (including the certificate necessary to obtain a visa and a Residence Permit).
- You will receive and extend your Student ID.
- You will submit your dissertation.
- You will get answers to all questions related to your course credits, exams, classes.

If you need to visit Registrar's Office, don't forget to check its opening hours.

The Registrar's Office is open at the weekend too!

### Contact

#### Bydgoszcz

Building A, Ground Floor, Room nr 14  
ul. Fordońska 74, 85-719 Bydgoszcz  
Phone number: 52 58 29 113/119/121/129/130/135  
E-mail address: [dziekanat@wsb.bydgoszcz.pl](mailto:dziekanat@wsb.bydgoszcz.pl)

#### Toruń

Building A, Room nr 06  
ul. Młodzieżowa 31A, 87-100 Toruń  
Phone number: 56 66 09 224-227  
E-mail address: [dziekanat@wsb.torun.pl](mailto:dziekanat@wsb.torun.pl)

## Student Financial Service Department

They will help you with any University-related payment matters.

### How can the Department help you?

- You will get answers to all your tuition-related questions.
- You will receive an invoice for your tuition or confirmation of your tuition payment.
- You will submit applications to the Dean in financial matters regarding the change of the payment date of the tuition installment, the defer al of the payment date of the tuition installment, the return of overpayment, the change of the tuition payment method, transfer of the payment between the student's accounts, payment of the debt due to tuition fees and interest in installments.

If your tuition fees are overdue, you can spread them into installments.

### Contact

#### Bydgoszcz

Building A, Ground Floor, Room 15a  
ul. Fordońska 74, 85-719 Bydgoszcz  
Phone number: 52 58 29 111/144  
E-mail address: [bofs@wsb.bydgoszcz.pl](mailto:bofs@wsb.bydgoszcz.pl)

#### Toruń

Building A, Ground Floor, Room 021  
ul. Młodzieżowa 31A, 87-100 Toruń  
Phone number: 56 66 09 263, 56 66 09 218  
E-mail address: [bofs@wsb.torun.pl](mailto:bofs@wsb.torun.pl)



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# Welcome Center

## **Welcome Center: a place developed especially for our international students.**

You will find answers to questions about your studies, as well as day-to-day matters here. We will help you adapt to the new country:

- During the recruitment process: from the first contact with us to obtaining your Student ID. We organize transport of newly arrived students from the train station; we help translate the relevant documents. We can also help obtain documents necessary to get a student visa, and we share information on accommodation.
- While preparing the documents certifying your education outside Poland.
- While supplying information about the course of your studies: exam results and re-take sessions.
- While clarifying what a PESEL number is, we will help while registration of place of residence, opening a bank account, etc.
- In starting a collaboration with other students on projects.
- While creating positive relationships with others.
- Creating positive relationships with others

### **Contact:**

#### **Bydgoszcz**

Maksym Lutsiuk

[maksym.lutsiuk@wsb.bydgoszcz.pl](mailto:maksym.lutsiuk@wsb.bydgoszcz.pl)

tel.: +48 734 134 457

#### **Toruń**

Ekaterine Lemonjava

[ekaterine.lemonjava@wsb.torun.pl](mailto:ekaterine.lemonjava@wsb.torun.pl)

tel.: +48 785 638 841



# Career Office

**The Career Office is a department that will help you choose your career path, enable internships, and help you find a job effectively.**

If you need help with:

- organization of internships
- organization of domestic and foreign job placements
- job search
- participation in workshops and free training to raise qualifications and skills
- Individual meetings with a career counsellor, contact the Career Office!

**Keep in mind that one of the conditions for obtaining a diploma is a professional and diploma internship. The Career Office will help you organize them.**

Current information is available at: [www.wsb.pl](http://www.wsb.pl) → [Bydgoszcz/ Toruń](#) → [Student Zone](#) → [Career Office](#).

Both students and graduates of WSB University can use the Career Office. More information about internships can be found in the Extranet, in the tab: [Organization of the course of studies/student internships..](#)

## Contact:

### Bydgoszcz

Building C, ground floor, room2  
ul. Fordońska 74, 85-719 Bydgoszcz  
Phone number: 52 58 29 107/118  
e-mail address: [biuro\\_karier@wsb.bydgoszcz.pl](mailto:biuro_karier@wsb.bydgoszcz.pl)

### Toruń

Building A, ground floor, room 013  
ul. Młodzieżowa 31A, 87-100 Toruń  
Phone number: 56 66 09 254  
e-mail address: [biuro\\_karier@wsb.torun.pl](mailto:biuro_karier@wsb.torun.pl)



Thanks to the Career Office, I am currently working in one of the logistics companies. They helped me find the right job suited to my preferences and skills. The employees of the Office also showed me how to professionally create a CV that would be in line with the current market trends.

**Andželika Paulina Kardas**  
WSB University student





# ERASMUS +: studies and internships abroad

**Are you dreaming about feeling the atmosphere of the University and living abroad? Can you speak foreign languages well? Or maybe you would like to pursue internships and placements abroad, thus gaining experience in an international environment? Find out how you can study abroad. Choose one of the destinations and develop your skills while learning about a different culture. The best time is ahead of you, full of unforgettable impressions and challenges.**

## Studying abroad

Did you know that our University has an extended Erasmus + Card, which entitles you to participate in the program? This means that you can study or practice in numerous countries, including Belgium, the Czech Republic, France, Spain, Germany, Portugal, Slovakia, Turkey, or Italy.

You can find additional information at:

[www.wsb.pl](http://www.wsb.pl) → [Bydgoszcz/Toruń](#) → [Student Zone](#) → [more](#) → [international opportunities](#).

Erasmus + Program Office  
Toruń  
Building A, ground floor, room 013  
Młodzieżowa 31A, 87-100 Toruń  
Email address: [erasmus@wsb.torun.pl](mailto:erasmus@wsb.torun.pl)

## Internships and work placements

An internship abroad is a step towards an international career, and future employers are informed that a candidate for a job position:

- can apply their knowledge in practice
- has already gained professional experience, not only in domestic conditions but also on the international market
- has good language skills.

### For you, it is also an opportunity to:

- expand the knowledge of a foreign language
- meet interesting people from all over the world, establish international contacts and friendships
- gain valuable experience, which will result in gaining an interesting and well-paid job in the future
- experience a unique adventure
- increase self-confidence and acquire the ability to make independent decisions.

### Do you know that....

- Travel to study at partner universities takes place for 3 to 12 months.
- internships in other countries last from 2 to 12 months.



# Library

## The library is one of the most important places at the University

Here you can prepare for the exam and collect materials for your diploma thesis. In the library, you will also find rich collections from various fields of knowledge, the most recent literature and trade magazines.

In addition to several thousand titles (in Toruń there are 35,000 copies of printed books and 76,000 journals and in Bydgoszcz 18,000 books and 40,000 journals), you will find here computer stations with access to many databases in electronic version (e-books) with resources available nationally and internationally, and devices supporting learning for people with special needs.

The library uses the comprehensive PROLIB library system, which facilitates the use of its collections at any time of the day or night.

### Installing HAN (Hidden Automatic Navigator)

Installing HAN (Hidden Automatic Navigator)

HAN allows you to use the databases outside the University, e.g., at home. The library catalogue allows you to search for materials by authors, publication titles and topics. You get access to the online catalogue 24/7; you can order and book publications.

You will learn how to use the library during the online library training.

### Library online catalogue allows you to:

- search for materials by authors, publication titles and topics
- access to the internet catalogue 24h / 7 days
- ordering and reserving books

- access to an online library account, thanks to which:
  - you will check your account balance in the library
  - you extend the deadline for returning books
  - you will check if you have any outstanding fines for books not returned on time
  - you will receive e-mail reminders: about the dates of returning materials and completed orders.

The current opening hours of the library can be found on the WSB University website.

OPAC WWW online catalogue  
<https://opac.wsb.torun.pl/integro/catalog>

### Contact

#### Bydgoszcz

Building C, Library, room 1  
ul. Fordońska 74, 85-719 Bydgoszcz  
Phone number: 52 58 29 114/132  
e-mail address: biblioteka@wsb.bydgoszcz.pl

#### Toruń

Building B  
ul. Jana Dekerta 26, 87-100 Toruń  
Phone number: 56 66 09 201/202  
E-mail address: infobibl@wsb.torun.pl



# What's good to know when it comes to studying

## Przebieg studiów

Work or other obligations turn expanding education into a challenge? We can help!

Remember about:

- **IOS** (Individual Organization of Studies), which consists in the possibility of studying at a specific field of study, level and profile designed individually for each student. IOS can form an Independent Study Plan (ISP) and an Individual Plan of Study (IPS).
- **DEAN'S LEAVE OF ABSENCE** involves a free break in studying; it is helpful if your private obligations last for a longer time. You retain your student status and keep your Student ID/Card. You did not manage to obtain all the credits on time?

## You did not manage to obtain all the credits on time?

- **CONDITIONAL PROMOTION TO NEXT SEMESTER** allows you to use additional attempts to pass the failed course. As a result, you continue your studies next semester and gain more time to study an uncredited course.
- **RE-TAKING THE SEMESTER** is a solution for the students who did not pass the "conditional promotions" or did not receive permission to pass the semester. All the positive grades you have obtained will reduce the number of courses you must pass during the re-taken semester.

## WSB University is a good choice

WSB University students were asked to assess different aspects of the University  
All aspects were given positive scores

Assessed aspects:

						
Organization of studies	Teaching and faculty	Infrastructure	Study program offer	Student life	Registrar's Office	Extranet
						
Library	Moodle platform	Financial services	Scholarship services	International Relations Office	Career Office services	Admissions Office

Source: Opinion survey conducted by Centrum Rozwoju Szkół Wyższych TEB Akademia sp. z o.o (Higher Education Development Center "TEB Akademia") for WSB Universities in the period of March-June 2018.



# NAWA – support for foreign students in Poland

NAWA is a special institution that supports mobility between universities and research centers. For this purpose, special programs for international students have been launched and scholarships that enable departure and acclimatization in another country. Scientific exchanges are crucial in developing global industry and technology; they also support the free flow of information.

The main idea behind the exchange programs and scholarships for international students is to support their personal development and international education. We invite you to familiarize yourself with the wide range of opportunities that NAWA has prepared for university students who want to gain experience, establish new contacts, and have a good start in their professional life.

We also encourage international students to participate in the Summer Polish Language and Culture Courses. The complete list of NAWA programs is available on the website [www.nawa.gov.pl](http://www.nawa.gov.pl).

You can learn more about the offer of the Agency and Polish universities during the fair, including online events that are carried out as part of the “Ready, Study, Go! Poland” campaign.



## In a friendly atmosphere



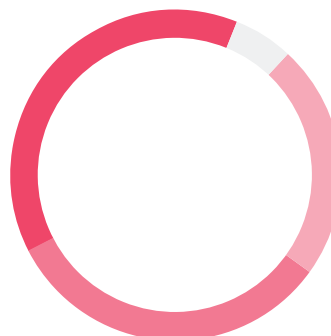
**The vast majority of students (65%) believe that the atmosphere is more welcoming than in other universities**

**37%**

definitely more friendly

**28%**

more friendly



**26%**

equally friendly

Source: Opinion survey conducted by Centrum Rozwoju Szkół Wyższych TEB Akademia sp. z o.o (Higher Education Development Center “TEB Akademia”) for WSB Universities in the period of March-June 2018



# Academic Calendar

## Semester, exam session, re-take session, days off and holidays

### Winter semester: 1 October – 15 March

Exam dates and the re-take session in the winter semester:

- Examination session: 5 – 18 February
- Re-take session: 19 – 27 February

### Summer semester: 16 March – 30 September

Exam dates and the re-take session in the summer semester:

- Examination session: 27 June - 10 July
- Re-take session: 3 – 11 September

## Public holidays in 2022:

- 11 January – New Year
- 6 January – Epiphany
- 17 April – Easter Sunday
- 18 April – Easter Monday
- 1 May – Labor Day
- 3 May – 3 May Constitution Day
- 5 June – Pentecost
- 16 June – Corpus Christi
- 15 August – Assumption of the Blessed Virgin Mary and Polish Army Day
- 1 November – All Saints' Day
- 11 November – National Independence Day
- 25 December – Christmas Day
- 26 December – Boxing Day

## Studies at WSB Universities: recommended by graduates

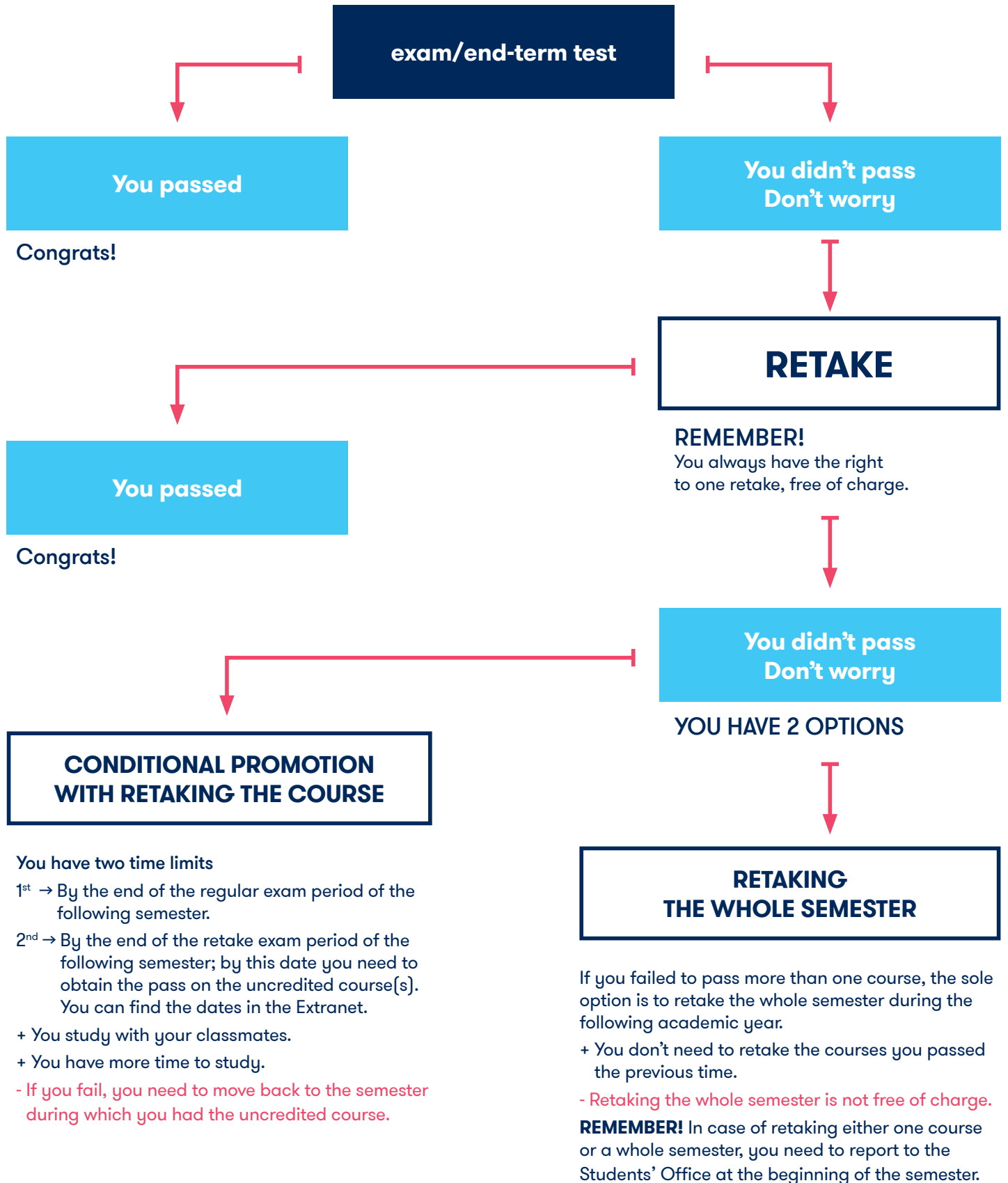
# 9 na 10



**9 out of 10 graduates would recommend studies at WSB University to their friends**

Source: Opinion survey conducted by Centrum Rozwoju Szkół Wyższych TEB Akademia sp. z o.o (Higher Education Development Center "TEB Akademia") for WSB Universities in the period of March-June 2018.

# The exam session - not as black as it's painted



You have two time limits

1<sup>st</sup> → By the end of the regular exam period of the following semester.

2<sup>nd</sup> → By the end of the retake exam period of the following semester; by this date you need to obtain the pass on the uncredited course(s).  
You can find the dates in the Extranet.

- + You study with your classmates.
- + You have more time to study.

- If you fail, you need to move back to the semester during which you had the uncredited course.

If you failed to pass more than one course, the sole option is to retake the whole semester during the following academic year.

- + You don't need to retake the courses you passed the previous time.

- Retaking the whole semester is not free of charge.

**REMEMBER!** In case of retaking either one course or a whole semester, you need to report to the Students' Office at the beginning of the semester.



# Types of classes at Polish universities: lectures, practicals, workshops, and PE

**Lecture/Wykład:** the lecturer presents the theoretical knowledge in a given field, which usually takes the form of an extensive monologue. Sometimes, however, students ask questions. The skill of quick notetaking will come in handy. Attendance at lectures is not obligatory, but it may turn out to be quite helpful during the exam session.

**Practicals/Ćwiczenia:** they expand knowledge through practical classes, often supplementing the lecture and are obligatory. By taking part in the practicals, you analyze and solve problems on your own or in groups, you develop your skills and learn practical skills relevant to your field.

**Laboratory (Lab)/ Laboratorium:** these are practical classes during which you conduct research and experiments using laboratory equipment or research equipment (e.g., IT and language classes).

**Discussion class/ Konwersatorium:** a class during which the lecturer and the students discuss the topics examined during the lectures.

**Field practice/ Ćwiczenia terenowe:** sessions carried out outside the university premises, consisting of conducting observations and collecting data in the field.

**Language course/Lektorat:** classes covering a foreign language's learning (improvement).

**Internship/Praktyki zawodowe:** involves delegating a student to work related to the field of study for a specified time. It is held in business entities (institutions, units) and aims to implement and consolidate the acquired theoretical knowledge and develop specific skills preparing to function within specific professions, teachers.

**Workshops/Warsztaty** – practical classes improving a person's selected skills.

**Seminar/Seminarium:** a type of class that appears in the higher years of study. These classes prepare the student to write a diploma dissertation independently: Bachelor's, Engineer's or Master's dissertation. A small group of students meet with their supervisor and discuss the selected dissertation topic's specific theoretical and research problems. You can also come across the term "proseminar." It is an active form of classes, introducing the student to independent work on the text, searching for materials, learning about research tools and methods, preparing for participation in the seminar.

**Tutoring:** classes based on direct, systematic (weekly/bi-weekly) meetings of the student with the teacher (tutor), which are devoted to discussing the essay prepared by the student and planning next. The meeting is either with an individual student or a group of several people. The course of a single tutoring meeting includes reading the essay, discussing it, and deciding on the next topic.



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## Other student terms

**Exam session/Sesja egzaminacyjna:** time (after the end of the semester) when classes are no longer held, but students must take the exams. It usually lasts two weeks.

**Test/Kolokwium:** oral or more often written form of checking the knowledge of the discussed part of the material (most often in exercises/seminars/laboratories). It may take a final test to verify the knowledge of the material covered during the whole semester or partial tests held several times per semester.

**Course credit/Zaliczenie:** a positive grade most often from the practicals (but also from some lectures) obtained based on an oral or written test or/and a final work prepared by the student (e.g., in the form of an essay, a review, or a project). Completing all credits, confirmed by entries in the student record book, is a condition for admitting the student to the examination session. Obtaining course credits is also necessary to take the exam in a specific module.

**Rector's hours (Rector's days) /Godziny rektorskie (dni rektorskie):** free time from classes, announced by the rector, usually due to an important event at the University Learning outcomes/Efekty uczenia describe the knowledge, skills, and social competencies acquired during studies.

**Specjalty/Specjalność:** a separate part of a given field of study, selected depending on scientific or professional interests. In the case of some fields of study, the decision should be made at the enrollment stage, but in most cases, the specialization is chosen after the 1<sup>st</sup> or 2<sup>nd</sup> semester of studies.

**Module/Moduł:** subject or group of subjects, including internship or diploma seminar. Each module is assigned learning outcomes and the number of ECTS credits.

**Study program/Program studiów:** - description of the learning outcomes and the process leading to the achievement of these outcomes for the field of study along with the given number of ECTS points assigned to specific modules of classes.

**Study plan/Plan studiów:** the hour-grid including the list of modules and the number of hours broken down by semesters/years throughout the entire education cycle, i.e., the timetable.

**Syllabus/Sylabus:** description of the module following the model adopted at the University, specifying, among other things, the learning outcomes, the scope of the content discussed during the classes, the recommended literature, and the conditions for obtaining credit.





# Important documents

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## Student ID

It is a document confirming the student's status (particularly the right to use reduced fares in public transport and other discounts). It contains basic personal data as well as your photo. However, remember that the ID card has a fixed validity period; usually, it is one semester. Therefore, each semester, when you have completed all the courses, you need your ID receiving a new hologram. You can do it in the Registrar's Office.

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## mStudent ID

i.e., student ID in your phone. This document can be activated via the QR code and the activation code received at the University.

mStudent ID works just like a traditional document. By showing it on the smartphone screen, you will confirm that you are a student, you will take advantage of discounts and exclusions. You can also confirm your data to the user of the mVerifier app. The authorized user will confirm, among others, your name and surname will see your photo from the document in low resolution. It can also check the validity of your student mStudent ID.

You can use an electronic ID if you have a trusted profile - you can create it via electronic banking or at: <https://pz.gov.pl/pz/register>

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## Validation of documents

In case of applying for admission to first-cycle or long-cycle studies, the foreign secondary school-leaving certificate should be accompanied by a recognition made by the Board of Education and a Polish translation of the certificate. The exception is the certificates exempt from recognition under international agreements.

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## What is document validation?

Document validation is a procedure of recognizing, among others, secondary school-graduation certificates/diplomas obtained abroad for the equivalent of secondary school-leaving certificates/diplomas obtained in Poland.

Validation of school-leaving certificates is made by the school superintendent competent for the place of residence of the person applying for recognition or the seat of the institution where the person intends to submit the certificate obtained abroad (if they do not have a place of residence in Poland). In the case of candidates applying for admission to the WSB University in Toruń, the proper institution for the seat is the Board of Education in Bydgoszcz.

Foreigners who are not eligible for education on the terms applicable to Polish citizens are bound by the recruitment rules for international students.



# How to get a certificate of study

There are two types of certificates that you can get at the Registrar's Office

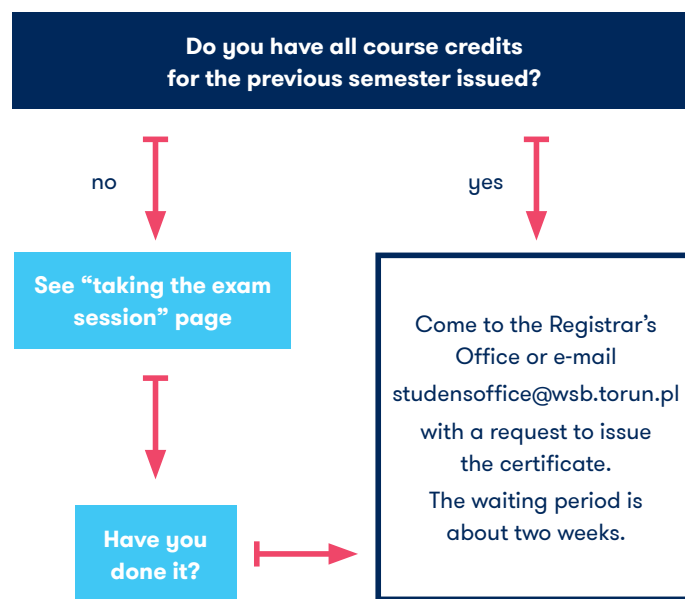
- regular certificate
- full certificate

## You need documents confirming that you are a student?

What you need is a certificate for

- for work
- for a visa or residence card

Visit the Registrar's Office  
or e-mail [studensoffice@wsb.torun.pl](mailto:studensoffice@wsb.torun.pl)  
asking for issuing a certificate for work.





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# Student Council

**The Student Council is a student-led organization. Has a representative task in front of the university authorities, reports important student projects, requests changes to the regulations and, above all, organizes interesting events, exhibitions, and interesting meetings.**

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## Is it worth working with the Student Council?

Sure, it is! This is an excellent opportunity for you to gain experience in teamwork during your studies and test your mentoring and organizational skills. After all, employers are always on the lookout for creative and enterprising people, so you have an excellent opportunity to hone these qualities. In addition, acting in the local government is an opportunity to participate in various types of seminars and conferences – simultaneously improving your qualifications at your own leisure.

Contact us!

**e-mail address: [samorzad.studencki@torun.pl](mailto:samorzad.studencki@torun.pl)**

**The events organized by the Student Government include:**

- **Initiation ceremony/Otrzęsiny:** the first integration event for first-year students of all faculties, usually held in October, right after the beginning of the academic year. This is, in a way, the inauguration of the student party season.
- **Sophomore party/Połowinki:** an event dedicated to sophomore students who celebrate the halfway point of their studies.
- **Graduation/Zakończenie studiów:** events organized for senior students and graduates right after the defense.
- **Wampiriada at WSB University:** a blood-donation event that takes place twice per academic year, on Saturdays or Sundays. So far, there have been four editions of the blood donation campaign, during which more than 200 students have donated blood. The actions were combined with first-aid demonstrations and contests with prizes
- **Charity campaigns:** are dedicated to, among others, orphanages and animal shelters in need; any help is welcome, all students can join.
- **Juwenalia:** a celebration for all students who want to relax before the upcoming summer session.
- **Become a Face of WSB University:** our students are our ambassadors (we do not use professional models); the University's promoting materials are enhanced exclusively with the faces of its students!
- **Pre-exam-session party:** organized during the hectic period of getting credits and taking exams, when everyone can use a flash of entertainment.



# Life in Bydgoszcz and Toruń

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## TORUŃ

A magical city fragrant with gingerbread, where centuries-old history intertwines with modernity. The city is an important academic center in the country and the world, with plenty of places to immerse in cultural life.

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### Things to see in Toruń:

- Toruń city center entered on the World Heritage List, consisting of the well-preserved, 13th-century Old Town, New Town, and the Teutonic Castle's ruins.
- Philadelphia Boulevard, located at the Vistula River, with a picturesque panorama of Toruń
- The Gingerbread Museum, where you can taste Toruń's delicacies
- Cosmopolis Fountain
- Toruń Planetarium, a place where you can reach the stars
- Centre of Contemporary Art
- MotoArena Toruń: a modern stadium used primarily during speedway competitions

### Calendar of events:

- Jazz Od Nowa Festival (February)
- Toruń Art and Science Festival (April)
- International Theatre Festival KONTAKT (May)
- Gingerbread Festival (August)
- Bella Skyway Festival (August)
- Toffest International Film Festival (October)

More information about cultural and artistic events in Toruń can be found on the website: [www.torun.pl](http://www.torun.pl)

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## BYDGOSZCZ

Student life in "Polish Amsterdam" is in full swing. A city that offers many exciting attractions and charming corners. The University is located near the Brda River. In the summer season, you can also reach us by a water tram, and during the classes, you can find a moment of rest on the riverbank, walking among the greenery.

Since over 48 thousand local and foreign companies located their headquarters in Bydgoszcz, these companies deal in new technologies, electronics, manufacturing rail vehicles (the largest plant in Poland), engineering, furniture production, etc. In Bydgoszcz, every student will easily find a job, paid internship, or apprenticeship. The NATO Joint Force Training Center headquarters is also located in Bydgoszcz.

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### Things to see in Bydgoszcz:

- The Old Town
- Mill Island and the restored Rother's Mills
- Granaries by the Brda River – the symbol of the city
- Museum of industrial architecture of the Third Reich in the area of DAG Fabrik Bromberg
- The Bydgoszcz Canal and its walk quays
- Myślicinek – the largest city park in Poland
- Jatki – the most foodie street in Bydgoszcz

You can find more about Bydgoszcz's tourist attractions at: [www.visitbydgoszcz.pl](http://www.visitbydgoszcz.pl)



# Registering in Poland and Identity number (PESEL)

Each foreigner who stays in Poland for more than 30 days must register.

Remember that a foreigner may stay in Poland only based on a document entitling them to stay (foreign passport, and in the case of visa-free travel, visa or residence card).

What should be done to register and receive a PESEL number (PESEL number will be given automatically during registering permanent residence ):

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## Registering for a visit to the Permanent or Temporary Residence Office of the City Hall:

### BYDGOSZCZ:

#### Permanent or Temporary Residence Office/Biuro Meldunkowe

ul. Jezuicka 14A, 85-102 Bydgoszcz T  
telephone registration: 52 585 94 50

#### Fordon Permanent or Temporary Residence Office / Biuro meldunkowe w Fordonie

ul. Popr. Emilii Gierczak 6, 85-791 Bydgoszcz  
Registration by phone: 52 585 87 35

### TORUŃ:

#### Administrative Affairs

ul. Batorego 38/40, 87-100 Toruń  
Phone number: 56 611 83 50  
e-mail address: wsa@um.torun.pl

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## Have the required documents ready:

1. application, available for download at: <https://bit.ly/temporary-residence> (Bydgoszcz, Toruń)
2. Flat lease agreement, flat lending agreement, etc.
3. If you rent only a room, you will also need the flat's owner's signature on the application.

You can obtain a PESEL number without registering if you cannot register. For this purpose, download an application for PESEL, provide the reason why you need PESEL, present the travel document and receive a PESEL number during your visit to the City Hall.



# Trusted profiles

**Trusted Profile allows you to deal with official matters online without leaving your home. Every foreigner with a PESEL number can easily create such a profile and use it the same way as Polish citizens.**

**Trusted Profile enables remote handling of many matters, including:**

- applying for 500+, 300+, newborn allowance, parental benefits and others ([empatia.mpips.gov.pl](https://empatia.mpips.gov.pl))
- logging in to PUE ZUS: Electronic Services Platform of the Social Insurance Institution ([zus.pl](https://zus.pl))
- registration at the employment office ([praca.gov.pl](https://praca.gov.pl))
- logging in to the tax portal ([podatki.gov.pl](https://podatki.gov.pl))
- logging in to the Patient's Internet Account ([pacjent.gov.pl](https://pacjent.gov.pl))
- applying for the European Health Insurance Card EHIC ([ePUAP.gov.pl](https://ePUAP.gov.pl))
- establishing a company ([prod.ceidg.gov.pl](https://prod.ceidg.gov.pl))
- and dozens of other matters.

## How to create a Trusted Profile?

**You have two options:**

- 1) Through your bank. Make sure your bank gives you this possibility. You can find a list of banks that currently offer this option here: <https://pz.gov.pl>
- 2) Create a Trusted Profile via the official website: <https://pz.gov.pl> and confirm your identity by presenting your passport at the verification point (e.g. at the City Hall, Social Insurance Institution, etc.) within 14 working days from the date of creating the Profile.



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# Authorities and institutions in Poland

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## **Provincial Office/Urząd Wojewódzki**

You can get a temporary or permanent residence permit here and a long-term EU resident's residence permit or Polish citizenship if you have grounds for it. Further, in this Office, an employer, who contracts a foreigner, applies for a work permit.

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## **Municipal Office/Urząd Miasta**

You register your residence address, get your PESEL number and register your car here.

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## **National Health Fund/Narodowy Fundusz Zdrowia (NFZ)**

In this institution, you can arrange state insurance that will cover the treatment costs in Poland. Keep in mind that international students, not employed under an employment contract or contract of mandate with contributions, may sign a contract with the National Health Fund voluntarily, thus obtaining state insurance with access to state clinics and hospitals throughout Poland.

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## **Social Insurance Institution/Zakład Ubezpieczeń Społecznych (ZUS)**

In ZUS, you will register the contract signed with the National Health Fund, and you will pay voluntary health insurance contributions to ZUS. At the time of employment, under an employment contract or contract of mandate with payment of contributions, the employer will pay the health insurance contribution for you from your taxes.



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# Bank account in a Polish bank

Whether you are planning to stay in Poland for a few years or for good, be sure to think about opening a bank account. There are hardly any places left in Poland where you will not pay by card, so it will certainly be a great help for you. Moving away from cash from your pocket also means greater security and convenience.

In Poland, as a foreigner, you can open an account at almost any bank, but each of them has its conditions. Some banks require a residence card or employment contract to open an account. Some require only a copy of your passport.

To choose the bank best for your needs, it's best to visit a bank branch you deem best for you and ask about the details of setting up an account for a natural person. The best offers on the market for foreigners have:

Millennium Bank  
**[www.bankmillennium.pl](http://www.bankmillennium.pl)**

ING Bank  
**[www.ing.pl](http://www.ing.pl)**

Bank PKO SA  
**[www.pekao.com.pl](http://www.pekao.com.pl)**

Bank PEKAO  
**[www.pkobp.pl](http://www.pkobp.pl)**

BNP Paribas  
**[www.bnpparibas.pl](http://www.bnpparibas.pl)**

mBank  
**[www.mbank.pl/indywidualny](http://www.mbank.pl/indywidualny)**

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## Rules for the safe use of a bank account

Never give third parties your login, password, BLIK codes, text codes, card number, or PIN. Do not follow suspicious links, ignore messages or calls from people who claim to be bank employees, and ask you to provide any of the above details.

Remember that the bank never asks us to enter your account password or SMS code in a place other than the transaction service.





# City transport

In Bydgoszcz and Toruń, city transport runs based on a schedule. Trams run from morning to evening, while buses, in addition to day lines, also have night lines. The convenient thing is that you can have one ticket for all lines - both day and night. You will definitely use the city tram or bus more than once as a student.

In Bydgoszcz, you can buy a monthly, 30-day, 14-day, 90-day, semester student or semester student pass. The most worthwhile student option here is a student semester pass

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## Where to buy a bus pass?

### BYDGOSZCZ

#### Option 1

Fill in the application on the website to issue the Bydgoszcz City Pass [Bydgoska Karta Miejska]: <https://bydgoskakartamiejska.com.pl/en/card-proposal>

After a few days, collect the city card at Municipal Roads and Public Transport Authority in Bydgoszcz (ZDKiMP). Now you can buy a semester pass at ZDKiMP, online, at a newsagent's or directly on a tram or bus, using an electronic reader.

Municipal Roads and Public Transport Authority in Bydgoszcz  
ul. Toruńska 174a, 85-844 Bydgoszcz  
work hours  
from Monday to Friday: 07:00 a.m. to 3:00 p.m.

#### Option 2

If you already have a bank card, you can code your pass directly on the payment card. In that case, you don't have to make a Bydgoszcz City Pass (Bydgoska Karta Miejska).

More information at:

<https://bydgoskakartamiejska.com.pl/en/>

### TORUŃ

To purchase a student semester pass, you must obtain an ID for a season pass. When the ID is ready, you can buy a ticket at one of the following points:

**Tram depot** – ul. Sienkiewicza 24/26

from Monday to Friday, work hours 6.00 a.m.- 5.30 p.m.

**Bus depot** – ul. Legionów 220

from Monday to Friday, work hours 6.00 a.m.- 5.00 p.m.

**Rubinkowo 2 Bus terminal** – ul. Dzieluskiego 38

from Monday to Friday, work hours 9.15 a.m.- 5.00 p.m.

**Rapacki Square/Plac Rapackiego** – Al. Jana Pawła

from Monday to Friday, work hours 9.15 a.m.- 5.00 p.m.

**Uniwersytet – Szosa Okrężna Terminal 62-68**

from Monday to Friday,

work hours 7.45 a.m.- 3.30 p.m.

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## Useful apps and websites:

**moBILET:** purchase of tickets over the phone in Toruń [www.jakdojade.pl](http://www.jakdojade.pl)

**jakdojade.pl:** timetable of public transport in Bydgoszcz and Toruń

**Skycash:** a mobile application that allows you to buy a ticket via a mobile phone



# Intercity and international travel

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## Trains/PKP: Intercity and REGIO

If you want to travel to Warsaw, Poznań, Wrocław or any other city in Poland you can use a train. Polish Railway Lines offer many connections every day to any point in Poland.

We have fast trains - Intercity, which run primarily between large cities, not stopping in smaller towns.

The second type of trains is POLREGIO's or Arriva's lines, to name just two train operators. These trains stop in smaller towns, so taking one may be cheaper, but reaching your destination may take longer.

Remember that students under 26 with a valid student ID are entitled to a 51% discount on all trains, both Intercity and PolRegio, Arriva, etc.

**Train timetable:** <https://rozkład-pkp.pl/>

You can buy tickets at the ticket offices of Railway Stations, online or at electronic kiosks stationed on PKP bags.

### Useful apps:

**KOLEO** – timetable and online ticket purchase

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## Coaches/PKS

Intercity bus communication also functions perfectly in Poland. There are many coach operators; you just need to choose a good connection.

You can check the schedule and prices for tickets at: [www.e-podroznik.pl](http://www.e-podroznik.pl)

In the case of buses, unfortunately, there is no student discount, as in the case of trains. However, some operators offer 10 to 20% discounts, all you need to do to use it is to say that you are a student when buying a ticket.

You can also travel within Poland by an inexpensive bus line, FlixBus. This is probably one of the cheapest companies that offer coach transport. You can find excellent price offers, especially if you buy tickets in advance.

[www.flixbus.pl](http://www.flixbus.pl)

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## Airlines

### Bydgoszcz Airport


The Bydgoszcz airport serves several dozen domestic and international air connections. Most of them are holiday charter connections that will take you to, e.g., Turkey or Greece. There are also several permanent connections to Kyiv, London, etc.

You can check the current flights and schedule on the airport's website: <https://plb.pl/>

You can also take advantage of the offer of nearby airports, e.g., airports in Poznań, Gdańsk or Warsaw.

The GDNExpress airport bus runs to Gdańsk.

Details on the website: <https://gdnexpress.pl/>



Every foreigner coming to Poland must have health insurance. It is extremely important as healthcare in Poland is very expensive for people who do not have such insurance. The insurance that students buy in their home country is travel insurance, not insurance that will cover the costs of treatment in Poland!

# Health insurance in Poland for foreigners

## State insurance of the National Health Fund (NFZ) and the Social Insurance Institution (ZUS)

This option is especially recommended for students. Having the status of a student in Poland, you can voluntarily insure yourself with the National Health Fund and pay contributions to ZUS (Social Insurance Institution). The fee for a student is significantly reduced and amounts to approximately PLN 50 per month. Thanks to this insurance, you no longer fret, since, for this small fee, you can register at a clinic, choose a doctor, nurse, midwife, and in case of emergency, you can call an ambulance free of charge or use night care or hospital emergency services. If you need to stay in the hospital, you will not be charged for hospitalization either. You can also get an EHIC, which allows you to take advantage of insurance in the European Union countries.

### Documents necessary to sign the contract:

1. A certificate that you are a student (downloaded from the Registrar's Office);
2. Student ID;
3. Completed questionnaire; to be downloaded here: [bit.ly/insurance-health](http://bit.ly/insurance-health)
4. Proof of identity (e.g., passport).
5. For a minor, also a parent's permission for independent voluntary insurance in Poland.

Go to the branch of the Provincial National Health Fund, submit the documents, and sign the contract:

85-863 Bydgoszcz, ul. Łomżyńska 33

phone number (52) 325 27 06

[www.nfz-bydgoszcz.pl](http://www.nfz-bydgoszcz.pl)

Register the contract with the Social Insurance Institution (ZUS) within seven days of signing it.

Bydgoszcz: ul. Świętej Trójcy 33,

Toruń: ul. Mickiewicza 33/39

## Private insurance

Treatment costs from insurance companies such as PZU, Wiener, and others.

If you do not take out NFZ insurance, you can take out insurance with a private insurance company. It costs from 300 to even 1000 PLN for six months. When you suddenly fall ill in urgent situations, you need to contact your insurance company first and ask for a facility where you will receive medical assistance. Unfortunately, in most cases, you will have to pay for this service, and only based on the receipt and the doctor's report, the insurance company will reimburse you in full, partially, or not at all if it turns out that there were no grounds for providing medical assistance. Remember that such insurance does not cover preventive visits. We recommend that you read the contract carefully before signing it; if you can, ask one of your Polish friends to explain all the conditions of a given insurance option.

To choose the best insurance of this type, it is best to visit an insurance company office or contact an insurance agent, and you have plenty to choose from, such as PZU, Wiener, GŚU, etc.

If you do not choose any of the above options, you can use private medical care. For example, you can sign a contract with any private multidisciplinary clinic or search for specialists on your own. The cost of one private medical visit depends on a specific specialist (it starts from PLN 150 upwards).



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# How to get medical help

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## As part of the NFZ insurance

- Register with any clinic (possibly the one closest to your home);
- Choose a primary care physician (GP) and nurse, and for women, also a midwife.
- Contact the registration office to make an appointment with a GP (in urgent situations, the doctor will even see you on the same day). Due to the SARS-Cov2 pandemic, registration may offer you phone consultation with your GP.
- If the GP considers it necessary, they will refer you to a specialist doctor (e.g., ophthalmologist, dermatologist, etc.) or a hospital.

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## Private appointments, without any health insurance plan

- Find a specialist doctor from whom you would like to obtain medical advice. e.g., visiting [www.znanglekarz.pl](http://www.znanglekarz.pl)
- Register for an appointment.
- Make the payment for the visit directly at the doctor's practice.

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## IKP – Patient's Internet account

If you have a Trusted Profile, you can also set up an online Patient account. It is a very convenient tool that allows you to store all your health data in one place. On the Internet Patient Account, you can also find all prescriptions issued by doctors and ask the doctor to re-issue them.

On IKP, you will also find the International Certificate of Vaccination against COVID-19 if you were vaccinated in Poland. After testing for the COVID-19, its result will be published on IKP.

### Useful links:

IKP: [pacjent.gov.pl/internetowe-konto-pacjenta](http://pacjent.gov.pl/internetowe-konto-pacjenta)

A website with an extensive range of physicians from Poland, with patients' opinions about them:

[www.znanglekarz.pl](http://www.znanglekarz.pl)



# Legalization of a foreigner's stay

Foreigners who plan to stay in Poland for more than three months should ensure the legality of their stay in Poland. Most students who study in Poland apply for a type D student visa before coming to the country. It is usually issued for one year (in some cases for half a year). Foreigners who plan to stay in Poland for more than three months should ensure the legality of their stay in Poland. In order not to return to their country to extend their visa, a foreigner may apply for a temporary residence permit.

The first Residence Card is issued for a maximum of 15 months, the next - until graduation. This means that the legalization process is less cumbersome. However, due to the vast number of applications, the time for considering the case in the Province Office may be up to eighteen months.

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## Where can you have your official affairs settled?

At Province Office.

Address: Bydgoszcz, ul. Konarskiego 1-3, Department for Foreigners, 3<sup>rd</sup> floor.

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## Temporary residence permit Step by step

1. Fill out an application for a Temporary Residence Card. <https://bit.ly/application-temp-residence>
2. Fill out an application for a Temporary Residence Card:
  1. A copy of a valid travel document (a hard copy available for inspection)
  2. A certificate issued by WSB University on admission to studies or continuing studies.

3. Confirmation of lack of default on tuition fees
4. A bank account statement confirming that you have sufficient funds to stay in Poland. In the case of employed persons - a certificate from the employer.
5. The lease agreement with the amount of the rent
6. Health insurance
7. Confirmation of payment of the fee for issuing the certificate, PLN340.
8. Four current colour ID photos

In some cases, you may be asked to supply additional documents.

**3. Make an appointment at the Voivodship Office or send the documents by post.** If you send documents by post, remember that all copies of the documents should be certified by a notary public.

**IMPORTANT:** The Office will contact you by post. Make sure you enter the correct postal address of being in Poland! Remember that a letter is considered delivered to you if it has been correctly sent ex officio. If you cannot pick up the correspondence (because you are not in Poland), appoint a representative.

**4. After your application has been considered, you will receive an official Decision on a temporary residence permit in the territory of the Republic of Poland and, after two weeks, a Residence Card.**

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## Extension of a visa in Poland

Unfortunately, it is not possible to extend a visa in Poland. Only if it turns out that the foreigner is in the hospital and their illness prevents them from leaving Poland the extension procedure is possible.



# Legalization of a foreigner's stay

A foreigner who undertakes full-time studies at a university in Poland may work without a work permit throughout the entire period of study. After graduation, they will never need such a permit again. It is one of the key advantages of full-time studies for a foreigner. Extramural studies do not give such a privilege because every foreigner studying extramurally should obtain a work permit to work legally.

Moreover, to be legally employed in Poland, a contract with an employer is necessary.

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## Types of forms of employment in Poland

**Employment contract/*Umowa o pracę*:** the most stable and safe contract for the employee and the employer.

It is always concluded in writing and guarantees the employee:

- Stability of employment;
- Minimum salary;
- Right to paid leave (100% paid);
- The right to sick leave and to care for a sick child (80% of regular remuneration);
- Specific obligations of the employer and employee.
- The employer bears the cost of paying partial contributions to social insurance (retirement, disability pension, accident insurance) and the Labor Fund and the Guaranteed Employee Benefits Fund. This means that the employer will pay your NFZ insurance from the moment of employment!

**Contract of mandate/*Umowa zlecenia*:** this is a type of civil law contract, the purpose of which should be the performance of a specific legal action. (e.g., the company employs a teacher to conduct an English language course).

The payment under the mandate contract may be settled based on the minimum hourly rate.

Currently, all mandate contracts are subject to compulsory social security charges: old-age, disability, accident, health, and **voluntary sickness** contributions). In this case, the employer is also obliged to pay you a health insurance contribution to ZUS.

**Contract for a specific job/*Umowa o dzieło*:** a civil law contract concluded to perform a specific work. (For example, a publishing house employs a Russian translator to translate the book. The work will be the translation of the book).

In this case, the minimum wage is not legally determined, and the employer is not obliged to pay pension, disability, accident, health, and sickness contributions.

If you have met a dishonest employer who has broken the provisions of the contract, has refused to pay your salary, or has forced you to work overtime, you can file a complaint with the National Labor Inspectorate at [www.pip.gov.pl](http://www.pip.gov.pl). Further, every employee may also complain of mobbing or unequal treatment.



# Work in Poland: opportunities for foreigners

International citizens starting their adventure with employment in Poland should understand that it will be more challenging to find a job without knowing Polish.

You can look for a job on your own or with the help of an employment agency. Without knowing the language, you can work in factories, restaurants (as a kitchen assistant or cook), courier services, and others. An agency will be a good solution before taking your first steps in Poland.

Knowledge of foreign languages will be an asset when looking for a job. If you have already learned Polish at least at B1 level, and you speak English, German, Russian, Italian, Swedish, or another language, you have a chance to get a well-paid job in line with your field of study and area of interest.

The companies in the Kuyavian-Pomeranian Voivodeship that often look for multilingual candidates without experience are ATOS, Nokia, Sunrise System, Oponeo, Ivy Technologies, and others.

## **Agencies that offer employment in Bydgoszcz and Toruń:**

- [accepted-student-praca-pl](#)
- [www.adecco.pl](#)
- [www.randstad.pl](#)
- [flamejobs.pl](#)
- [www.gppeople.pl](#)
- [flexhr.pl](#)
- [abpraca.pl](#)
- [pdsolidbud.pl](#)
- [folga.com.pl](#)
- [ewl.com.pl](#)
- [www.respektpersonal.pl](#)
- [lenexpo.pl](#)

## **You can search for work on your own through websites:**

- [www.olx.pl](#)
- [www.pracuj.pl](#)
- [www.Linkedin.com](#)
- [www.praca.pl](#)
- [www.jooble.pl](#)
- [www.pl.indeed.pl](#)
- [www.aplikuj.pl](#)

As a student, you also have the right to ask for help from the University Career Office, which will do everything possible to find the best job offers for you.

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**Over 400,000  
students have put  
their trust in us**

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WSB Universities

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[www.wsb.pl](http://www.wsb.pl)