

1. WELCOME to AMU!

Adam Mickiewicz University, Poznań is one of the best academic centres in Poland and a research university. The reputation of the University draws upon its tradition, outstanding academic achievements, an attractive curriculum, and excellent facilities. AMU has over 5 thousand employees and educates nearly 30 thousand students.

The mission of the University is to carry out high-quality research, educate students in cooperation with actors from its socio-economic environment, and to continuously strengthen social responsibility.

Adam Mickiewicz University, Poznań is one of ten research universities in Poland. This means that AMU performs additional tasks that are strongly oriented towards the development and internationalisation of scientific research.

We invite you to visit our Internet website:

<https://amu.edu.pl/en>

We invite you to consult the section: QUESTIONS & ANSWERS

<https://amu.edu.pl/en/main-page/welcome-center/questions-and-answers>

2. LIVING CONDITIONS IN POLAND

Poland is a country located in Central Europe, having about 38 million citizens of whom about 3 million live in large cities.

Located by the Baltic Sea, Poland offers a wealth of natural diversity, including such treasures as the Białowieża Forest, the Great Masurian Lake Land, and mountain ranges in its southern regions. Picturesque and wild nature is protected in 23 national parks.

The origins of the Polish state date back to 966 AD when its first ruler accepted Christianity. The country's history and cultural heritage are manifested in valuable and highly popular historical sites: the Wawel Royal Castle, the Royal Castle in Warsaw, the Castle of the Teutonic Order in Malbork, the St. Mary's Church in Gdańsk, or Ostrów Tumski in Wrocław. The UNESCO World Heritage List features 17 sites in Poland.

<https://whc.unesco.org/en/statesparties/pl>

Poland has been a member of the **European Union** since 1 May 2004 and a member of the **Schengen** area since 21 December 2007. With its national economy being founded on the sector of services, followed by the industry and agriculture, the country has managed to triple the value of its economy since the early 90s, recording one of the highest economic growth in Europe. This leap forward has made Poland the eighth largest economy among the EU-27 countries. At the same time, Poles have experienced a significant improvement in their standard of living, which has moved closer to the European average.

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Polish citizens are also increasingly satisfied with their quality of life and more and more of them are reporting a high level of happiness (according to the surveys by the Statistics Poland since 1991; the surveys by CBOS since 1994; and the 'Social Diagnosis' since 2000). Poland's membership in **NATO** (since 12 March 1999) is a guarantee for our country's security.

Practical information about living in Poland:

<https://www.expattarrivals.com/europe/poland/pros-and-cons-moving-poland>

<https://www.internations.org/poland-expats/guide/living-short>

<https://www.travelsafe-abroad.com/cost-of-living/poland/poznan/>

<https://wellcome-home.com/guide/monthly-costs-of-living-in-poland/>

Living in Europe

<https://ec.europa.eu/eurostat/cache/countryfacts/>

https://european-union.europa.eu/live-work-study_en

https://eures.ec.europa.eu/index_en

<https://ec.europa.eu/eurostat/cache/countryfacts/>

The standard of living involves comparing prices of selected products and services with incomes in a given country. Purchasing Power Standard (PPS), the single national currency, is a unit of measurement used for these calculations. Comparing the value of gross domestic product (GDP) per capita in PPS gives an idea of the living standards across the EU.

Source: Eurostat, https://european-union.europa.eu/principles-countries-history/key-facts-and-figures/life-eu_pl



GDP per capita in PPS

Bulgaria Greece Slovakia Croatia Latvia Romania Portugal Hungary Poland Spain
Lithuania Estonia Slovenia Cyprus Czechia Italy Malta France Finland Germany
Belgium Sweden Austria The Netherlands Denmark Ireland Luxembourg
gross domestic product

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In 2021, the financial situation of Polish households slightly improved despite the persisting COVID-19 pandemic, which had a significant impact in particular on the level and structure of expenditure. Households recorded both higher incomes and spending. The average monthly disposable income per capita amounted to PLN 2,062 in 2021 (rounded off to PLN 1) and was higher by 2.2% in real terms (by 7.4% in nominal terms), if compared to 2020. The average monthly spending of households per capita reached PLN 1,316 in 2021 and was higher by 3.5% in real terms (by 8.8% in nominal terms) than the spending recorded in 2020. The spending for consumer goods and services amounted to PLN 1,269 and was higher by 3.6% in real terms (by 8.9% in nominal terms), if compared to 2020. The largest increase in spending was recorded for education, restaurants, hotels, transport, clothing and shoes, and health. These developments were determined by the evolving pandemic and the loosening of restrictions, accompanied by a gradual return to pre-pandemic spending, which significantly dropped down in 2020 (source: Statistics Poland, <https://stat.gov.pl/obszary-tematyczne/warunki-zycia/dochody-wydatki-i-warunki-zycia-ludnosci/sytuacja-gospodarstw-domowych-w-2021-r-w-swietle-badania-budzetow-gospodarstw-domowych,3,21.html>).

Minimum monthly wage in Poland from 1 January 2023
– PLN 3,490

Minimum monthly wage in Poland from 1 July 2023
– PLN 3,600

3. **LEGALIZING YOUR RESIDENCE AND WORK**

Before you arrive in Poland, take care of legalizing your entry and stay. Under the Polish legal system, there are several categories of foreigners with separate rules. It is worth learning the rules on entry visas to Poland; the consul or diplomatic post is the competent authority.

A separate matter is to legalize your residence; the competent institution to contact is **the Office of Wielkopolska Province in Poznań, Department for Foreigners**.

The Office for Foreigners launched an Internet platform – Case Handling Module (<https://www.mos.cudzoziemcy.gov.pl/en> <https://www.mos.cudzoziemcy.gov.pl/>), which provides foreigners with assistance in completing and filing online residence applications, and gives the low-down on migration procedures. The portal is run in several languages.

Important addresses:

<https://migrant.poznan.uw.gov.pl/en>

<https://migrant.poznan.uw.gov.pl/en/procedury/residence>

<https://www.mos.cudzoziemcy.gov.pl/en>

Office of Wielkopolska Province in Poznań, Department for
Foreigners, pl. Wolności 17, 61-739 Poznań

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Do you need a **WORK PERMIT**?

If a work permit is required to hire a foreigner, the employer carries out the so-called labour market test in due time, and files an application with the competent voivode, together with a confirmation of the head of a poviát that the staffing needs of the employer cannot be satisfied.

The following groups are not required to obtain a work permit: Ukrainian citizens staying legally in Poland, students and graduates of full-time studies at a Polish university, graduates of secondary schools in the Republic of Poland, holders of valid [Pole's Cards](#), holders of the refugee status, etc.

Further examples:

<https://migrant.poznan.uw.gov.pl/pl/procedury/zezwozenie-na-prace>

A special rule applies to foreigners from non-EU countries, being employed as academic teachers (e.g. professor, assistant professor, post-doc assistant), who are also exempt from the obligation to obtain a work permit.

According to Article 325(1) of the Higher Education and Science Law, **foreigners may be employed by a university** (Article 8(1) of this Law) **to perform tasks in relation to education and research without the necessity to obtain a permit and a consent of the employment authority**, that is without the necessity to obtain a work permit, including the related *information of the head of a poviát* concerning the local labour market.

Do you need a **TEMPORARY RESIDENCE AND WORK PERMIT**?

Such a permit can be applied for by those foreigners who are already staying legally in Poland; the voivode is the competent authority. For more details you can contact the Office of Wielkopolska Province in Poznań, **Department for Foreigners**. If an employee of AMU needs a temporary residence permit, they can consult the following Internet website:

<https://migrant.poznan.uw.gov.pl/pl/procedury/zezwozenie-na-pobyt-czasowy>

Although AMU employees who are members of a research group carry out scientific research, they should indicate 'Work' rather than 'Scientific research/Researcher's mobility' when specifying the objective of their residence.

<https://migrant.poznan.uw.gov.pl/pl/procedury/praca>

The application form is filled out by AMU employees independently or with the assistance of the Office's staff. The AMU's Personnel Section provides assistance in preparing an annex to the application, along with a health insurance certificate, if required.

https://migrant.poznan.uw.gov.pl/pl/system/files/pliki/zalacznik_nr_1_do_wniosku_o_udzielenie_zezwozenia_na_pobyt_czasowy_i_prace.pdf

REGISTRATION AND PESEL

What will make your life in Poland easier? Registration and obtaining a PESEL number are both formalities which are not a prerequisite to live in Poland but will make your life much easier. Registration means registering your place of residence in Poland at a specific address.

The PESEL number is a unique, eleven-digit identification number coding its holder's date of birth and sex, among other things. The PESEL number is granted to Polish citizens and foreigners residing in Poland. The PESEL number can also be granted to those foreigners who do not live in Poland; however, they are required to specify a legal basis for holding such a number.

In practice, the PESEL number will make it much easier to handle multiple matters. **The PESEL number application may be submitted along with the registration application.** To receive a PESEL number, you must register your place of residence. The application should be filed with the municipal office competent for your place of registration.

Important addresses:

<https://migrant.poznan.uw.gov.pl/en/slownik-pojec/pesel>

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

Poznań Contact Office, Department for Civil Affairs, Transport Permits, ul. Libelta 16/20, ground floor

4. WORK

The legal status of a foreigner is decisive for determining their access to the labour market. Foreigners may have unlimited or limited access to the labour market depending on their legal status. To start a paid job in Poland, foreigners must fulfil the following cumulative conditions:

- » they reside legally in Poland;
- » they hold a work permit (which is not required in specific situations);
- » they are allowed to perform a paid job under the legal basis for their stay in Poland (such a basis is not, for example, a tourist visa or any other document that excludes work).

If you intend to start a paid job in Poland, do not forget to conclude a contract with your employer.

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The main types of contracts are as follows:

CONTRACT OF EMPLOYMENT:

- the most advantageous type of contract for an employee
» when work is carried out within fixed hours, at a fixed place and under the supervision of an employer;
- an employer is obliged to pay contributions for social and health insurance;
- you are entitled to annual leave, sickness benefits, health services and other services provided under the social security system.

CONTRACT OF MANDATE:

- a civil law contract;
- a contract concluded with a person who will be able to work independently, without being controlled by their employer;
- an employer is obliged to pay insurance contributions to the Social Insurance Institution (ZUS) on behalf of an employee;
- an employee is not entitled to annual leave;
- upon the completion of the contract, an employer is not obliged to hire an employee for a further period.

CONTRACT FOR A SPECIFIC WORK:

- a civil law contract;
- a contractor undertakes to deliver as set out in the contractual provisions (the essence of this contract is to deliver a specific work, achieve a specific outcome);
- an employee is not entitled to any social benefits and should take care of their own insurance.

5. HEALTH

In Poland, you may use public healthcare (free) or private healthcare (paid).

FREE HEALTHCARE:

Those covered by health insurance with the National Health Fund are entitled to use free healthcare in Poland. The National Health Fund (NFZ) is a state unit that finances medical treatment and refunds medicines to the insured from public funds.

Who is covered by health insurance?

- employees employed under a contract of employment and/or contract of mandate; AMU automatically sends an insurance registration form for all those having such a contract;
- employees' spouses. They are not registered for insurance automatically. Your spouse should be registered for insurance by your employer. If your spouse starts a paid job, you must report this fact to your employer immediately to avoid doubled insurance;
- employees' children and relatives; they also must be registered for insurance by your employer.

How to confirm your entitlement to health insurance in a medical centre?

If you have a PESEL number, the data on your entitlement to health insurance are stored in the EWUŚ information system of the National Health Fund.

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If you are covered by health insurance, you are entitled to:

- seek assistance of the general practitioner (internist). Before the first appointment, you should report to the medical centre of your choice, fill out and submit a declaration for selecting your general practitioner, community nurse, and, in case of women, a community midwife;
- night and holiday care, inpatient care, hospital emergency care;
- subsidies for medicines, that is prescriptions for refunded medicines;
- medical rehabilitation;
- all diagnostic tests for which a referral is given by your doctor (provided that they have a 'Contract with NFZ'). The doctor is obliged to state the address of the centre where the tests are carried out;
- appointments with medical experts you are referred to by your general practitioner. The medical expert delivering medical treatment must provide a notice in their facility that they have a 'Contract with NFZ'. You will not need a referral to undergo medical treatment by the following experts: psychiatrists, oncologists, dentists, or gynaecologists.

Free medical treatment without a referral may be used by:

- persons suffering from tuberculosis;
- persons infected with HIV;

- persons addicted to alcohol, narcotic substances, psychotropic substances during the addiction treatment and therapy.

You may also obtain health insurance along with the entitlement to free healthcare by paying health insurance contributions on your own. This procedure is called 'voluntary health insurance contribution'.

NOTE! If you urgently need a medical advice in a foreign language, use the First Contact Teleplatform!

Call 800 137 200. The Teleplatform operates outside of the office hours of primary healthcare facilities – from Monday until Friday: 6.00 p.m. – 8.00 a.m., and on Sundays and bank holidays: 8.00 a.m. – 8.00 a.m. the following day.

If your health or another person's health is at risk, call the emergency number: 112, 999.

PAID HEALTHCARE:

Private medical centres and hospitals may be used by all those who decide to pay for a service (e.g. a medical consultation, a test). There are many private doctors and clinics operating on the market. Just enter an appropriate expression in the Internet search engine. One of the portals where you can find a medical expert more easily is: <https://www.znanylekarz.pl/>.

Important information:

<https://www.gov.pl/web/zdrowie/tpk>

<https://nfz-poznan.pl/page.php/1/0/start/>

NFZ Patients Infoline: 800 190 590

Emergency numbers: 112, 999

6. TAXES AND SOCIAL SECURITY

Polish tax rules do not differ significantly from the standards being in force in other Western countries.

If you work in Poland on the basis of a contract of employment, a contract of mandate or a contract for a specific work, your employer will pay taxes on the gross amount of your remuneration to the bank account of the Tax Office. If you have a contract of employment, they will also pay contributions for old-age pension, disability pension, health and accident insurance.

PIT rates for natural persons depend on the taxable amount in a year. Polish tax thresholds may change.

Further information on the Polish tax system:

<https://www.podatki.gov.pl/>

Tax rates effective from 2022:

Tax rates 2022	
Taxable amount	Tax rate
1. threshold: up to PLN 120,000	12%* (of taxable amount) minus tax-free amount of PLN 3,600
1. threshold: over PLN 120,000	32%* of the surplus over PLN 120,000 + PLN 10,800

WHAT IS PIT?

PIT involves an annual tax settlement that must be submitted to the competent tax office. PIT stands for Personal Income Tax and means the globally used tax on incomes earned by natural persons, that is on the remuneration under an employment relationship, old-age and disability pensions, all social benefits, as well as the tax on independent economic activity, among other things. Those working in Poland (irrespective of the type of contract and the amount of income) are obliged to perform an annual tax settlement. The settlement always covers the preceding year, thus the settlement to be completed until 30.04.2023 will cover the revenue earned in 2022. These rules are also applicable to foreigners.

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HOW AND WHEN DO YOU NEED TO SUBMIT A PIT RETURN?

To prepare the tax settlement, you need to receive PIT-11 from your employer. PIT-11 contains information about your revenue and tax that was paid. The employer is obliged to provide you with this form by the end of February each year. It always covers the preceding year. Even if you have earned PLN 1, you should receive PIT-11 from your employer. The PIT settlement must be done, using a correct form. You may do that independently, refer to an accounting firm, or use the Your e-PIT service on the Internet tax portal podatki.gov.pl, where you can find a pre-completed ePIT form. It must be checked, completed and sent electronically, or printed and submitted in a traditional manner.

<https://taxsummaries.pwc.com/poland/individual/taxes-on-personal-income>

7. REMUNERATION UNDER RESEARCH PROJECTS

Foreign scientists often decide to join research projects at AMU. Please be aware that the project budgets include remuneration costs that are expressed in 'gross-gross amounts'. This implies that they will be decreased by the contributions that are paid both by the employer and the employee. Before you make a decision to start a paid job and join a project, please make sure **what remuneration will be agreed in your contract of employment.**

If an advertisement of an intermediary institution states a 'gross-gross' remuneration of PLN 10,000.00, the contract between an employee and AMU will state an approximate gross amount of PLN 7,700.00.

To explain:

- the 'gross-gross' amount includes the total cost of remuneration, including the employee's social insurance contributions, taxes, accrual for the 13th payment and the employer's social insurance contributions; this amount is planned in the project budget;
- the gross amount includes the employee's social insurance contributions, taxes and net remuneration; this amount is agreed in the contract of employment;
- the net amount includes the remuneration due to the employee after all social insurance contributions and taxes are deducted; the amount is transferred to the bank account; the net amount is equivalent to approx. 50% of the gross-gross amount.

Contracts of employment under research projects are concluded for a fixed period only.

8. HOUSING

A flat may be rented directly from the owner, their representative, or through a real estate agency. Please pay attention to the full rental costs. The basic price stated in the advertisements is usually the amount charged by the owner. It is often increased by: the rental fee + utilities (e.g. gas, water, electricity). The owner may also charge a repayable deposit.

9. EDUCATION

The Polish education system for children under the age of 18 is divided into:

- nurseries and kindergartens (for children from 6 weeks to 6 years of age),
- primary schools (8 years/for children from 6/7 years of age),
- secondary schools (4 or 5 years for teenagers from 16 years of age), e.g. general secondary schools, technical secondary schools, vocational schools.

The school principal may qualify a pupil coming from abroad to join a year or start a semester, considering, among other things, their age, the parent's opinion, or the pupil's opinion if they are over 18.

In Poland, nurseries, kindergartens and schools may be run by public or non-public entities. Public establishments are mainly run by units of the local self-government (charging lower or no fees, however, they may not accept new pupils). Non-public establishments are run by private or social entities (charging higher fees). Each local self-government provides for care by following its

own policy, both in terms of the number of establishments and the fees parents are charged with.

10. OLD-AGE AND DISABILITY PENSION

The conditions for obtaining a pension are equal for Poles and foreigners. The conditions for receiving an old-age pension include:

- » being covered social insurance;
- » paying social insurance contributions,
- » reaching the retirement age (women – 60 years of age, men – 65 years of age),
- » completing the minimum period of insurance.

Detailed information on the conditions for acquiring the right to old-age and disability pensions from the Social Insurance Institution (ZUS) may be found on the ZUT website, section 'Benefits'

<https://lang.zus.pl/en/>

Social Insurance Institution, ul. Dąbrowskiego 12,
61-908 Poznań,

11. SUPPORT

Websites that provide a lot of information and support.

<https://migrant.poznan.pl/en/kategorie/information-and-support/>

<https://www.internations.org/poland-expats/guide/living-short>

<https://www.expatarrivals.com/europe/poland/pros-and-cons-moving-poland>

<https://www.facebook.com/CICpoznan>

<https://www.pitax.pl/wiedza/poradnik-rozliczenia/informacje-praktyczne-dotyczace-obcokrajowcow-mieszkajacych-w-polsce/>

<https://www.gov.pl/web/udsc-en>

12. INTERNET

AMU provides its employees with a Wi-Fi network free of charge.

To use the network, you have to hold an active e-mail account under amu.edu.pl domain.

13. GUIDES

https://migrant.poznan.pl/wp-content/uploads/2017/02/broszura_PL_2-edycja-1.pdf

<https://www.popolskupolsce.edu.pl/kurs-jezyka-polskiego>

<https://ocalenie.org.pl/wp-content/uploads/2022/03/Ogolnodostepne-materialy-do-nauki-polskiego-jako-obcego.pdf>