



ISD
INTERDISCIPLINARY
DOCTORAL SCHOOL



PRACTICAL GUIDE:
Recruited, what next?

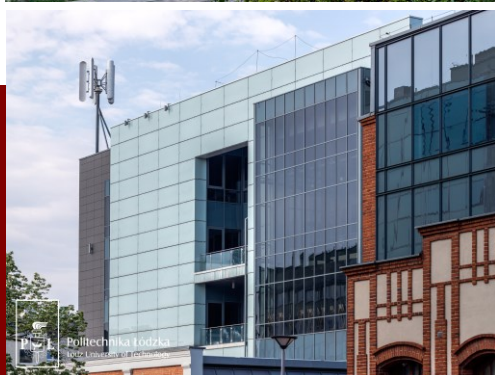
FOR INTERNATIONAL
DOCTORAL
CANDIDATE



NAWA POLISH NATIONAL AGENCY
FOR ACADEMIC EXCHANGE



ISD
INTERDISCIPLINARY
DOCTORAL SCHOOL



NAWA



5TH PLACE
AMONG TECHNICAL
UNIVERSITIES

OVER 1 600
PROFESSORS

**LODZ UNIVERSITY
OF TECHNOLOGY**

INFORMATION ABOUT TUL

1945
FOUNDATION
YEAR

**INTER-
NATIONAL
EXCHANGES**

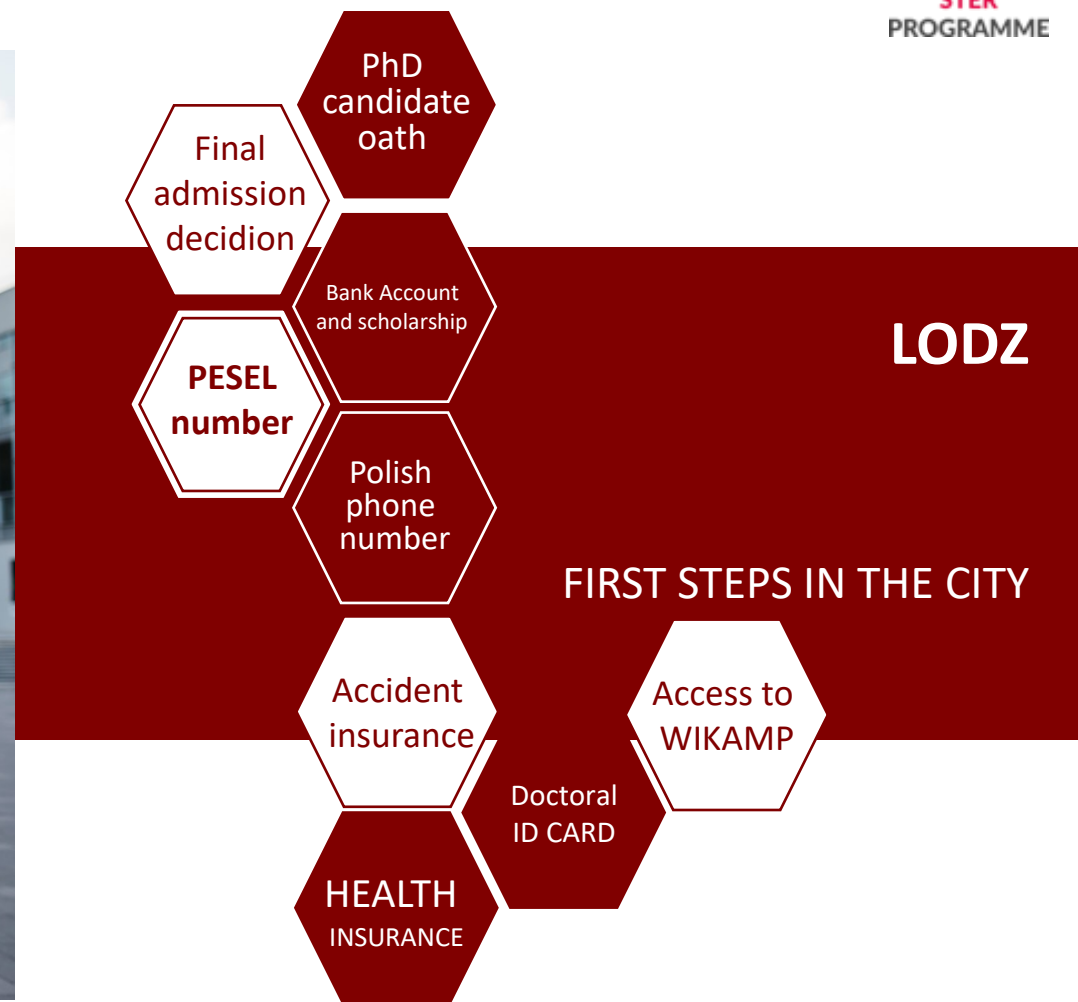
**PHD
TRAINING
IN ENGLISH**

Congratulations! Welcome on board of the Lodz University of Technology - the biggest technical university in the region and one of the biggest in Poland. It is an autonomous state higher education institution, and therefore it has the right to define and determine policy guiding its activities.

To support you in the process of completing the necessary formalities related to the doctorate at our university, and in the process of acclimatization in our beautiful city - LODZ - a guide through our academic world is in front of you.



Part I: Necessary formalities related to documents at the IDS TUL Office



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Part III

1st Visit in
IDS Office

PESEL
number

Polish bank
account

Polish
phone
numner

accident
insurance
NNW

2nd Visit in
IDS Office



Part I: 1st Visit in IDS Office

1

Firstly, after arrival, you will **sign Doctoral Candidate's oath** – thus acquiring the rights of a doctoral student.

2

Prepare and bring 2 ID photos in the format 35 mm x 45 mm (width x height) - they will be needed to prepare the doctoral student ID.

3

Then IDS will prepare for you the original necessary formal decisions.

4

You will be asked to take care of the following matters, which you will need during your next visit to the IDS office:
PESEL numer, polish bank account number, polish telephone numer.





PESEL number

PESEL (Polish: *Powszechny Elektroniczny System Ewidencji Ludności*, Universal Electronic System for Registration of the Population) is the national identification number in Poland. It consists of 11 digits that are unique for every registered person. It looks like this: **YYMMDDPPPK**

YYMMDDPPPK

YY – last two digits of a year person was born in

MM – month of the birth

DD – day of the birth

PPPP – random number, but the last digit indicates person's gender (odd number is for male, even – for female)

K – randomly generated number

Urząd Miasta Łodzi (Łódź Town Hall) is a place where you'll get your PESEL number:

www.uml.lodz.pl/en/dla-mieszkancow/assignment-of-pesel-personal-identification-number/

Citizen Affairs Division in the Department of Service and Administration,
Population Registration Department

E-mail: ewidencja@uml.lodz.pl

- ul. Zachodnia 47, 2nd floor, room 206, 220 window 1,2
- al. Politechniki 32, 1st floor, room 102
- ul. Krzemieniecka 2b, ground floor, counter 1-4
- ul. Piotrkowska 153, ground floor, room 005
- al. Piłsudskiego 100, ground floor, counters 8-10
- ul. Piotrkowska 110, ground floor, counter 1, 2



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Polish Bank account

List of potentially needed documents - after selecting the Bank, depending on your choice the following documents are necessary:

- Passport
- Visa or residence card
- Certificate of admission to Doctoral School
- Certificate of granting a PESEL number
- Certificate of accommodation
- Certificate from the university that the account will be credited with a doctoral scholarship

There are at least 12 bank branches in Lodz where you can open a Polish bank account.



The best way is to type the phrase into an internet search engine:

[„Polish bank for foreigners in Lodz”](#)

and find the bank that suits you best.

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Polish Phone number

There are minimum 4 mobile networks to choose from in Poland - it's easy to search for their names on the web.

You have a choice of either a contract (with a fixed monthly fee) or a "pay-as-you-go" SIM card.

Remember that the latter option can be purchased in many stores or supermarkets - but you will be required to show your passport or ID card.



Health and accident (NNW) insurance

Health insurance

Citizens of the EU and EFTA countries

Can use health services in Poland as long as they have health insurance in their country of origin. Documents needed: passport, doctoral student ID, European Health Insurance Card.

Citizens out of the EU and EFTA countries

They can conclude a voluntary health insurance contract with the National Health Fund and pay the monthly health insurance premium on their own.
free hotline: 800 190 590

**National Health Fund
(Narodowy Fundusz Zdrowia)**
Customer Service Room

ul. Targowa 35,
90-043 Lodz
Mon-Fri 8-16

**Attention! In the service room,
we serve the numbers taken in order.**

Accident insurance (NNW)

You can obtain it from this site:

www.fundacja.p.lodz.pl/start/ubezpieczenia/

Additional questions you can direct to:

biuro@fundacja.p.lodz.pl
+48 42 631 21 47



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insurance

2nd Visit in IDS
Office



2nd Visit in IDS Office

Documents and data to bring with you:

a declaration of having a PESEL number

issuing an ID card

Bank account number in a Polish bank

completing the declaration for tax and insurance purposes

Polish phone number

obtaining access to the virtual campus and e-mail address in the university's domain

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Part II: Important information related to organization of life in Łódź



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Libraries

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Łódź



Accommodation



IX Dormitory
277 Piotrkowska Street (entrance from 232
Wółczańska St.)
tel.: +48 42 631 24 86
e-mail: renata.dynarek@p.lodz.pl

PhD candidates can be accommodated in **IX Dormitory**, which is located in Campus near TUL and near the city center. The advantages of the Campus is its good location near the city center, close to the Piotrkowska Street. It is a compact area where you will find all TUL buildings – classrooms and laboratories, workshops or dean's offices and unique trees in the park located in the center of the campus.

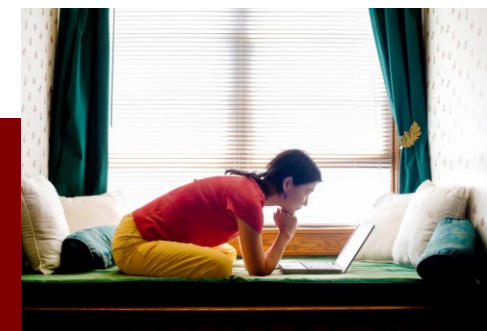
As soon as you arrive to Poland, please contact with IDS Office to get the necessary stamps and confirmation from IDS Office.

Please find the „step by step” information about accommodation at Dormitory at Academic Campus of TUL:

www.p.lodz.pl/arch/en/accommodation-interdisciplinary-doctoral-school

In order to submit your application or for questions about accommodation in the Dormitory please contact to:

zakwaterowania.dokt@info.p.lodz.pl



If you would like to, you can accommodate in private dorms:

www.studentdepot.pl

www.akademiki.org

www.basecampstudent.com

Or try to rent a flat on your own.

Public Transport

Trams, buses

Lodz can boast a well-developed network of bus and tram routes that traverse the city. The comprehensive website features full English translation of content, including timetables for all routes, general information and ticket prices. Tickets can be purchased from automated ticket machines at stop, most streetside kiosks, at some onboard machines, and must be validated on boarding the tram or bus by punching them into the metal boxes found next to the doors. Failure to do so will result in a 350 zł fine (plus the price of a normal ticket), if you're caught by one of the undercover ticket inspectors.

www.mpk.lodz.pl

If you have **Doctoral ID CARD** - you are covered by a 50% discount for MPK tickets.

Taxis

Taxis in Lodz are very common but we recommend choosing these taxis which have clearly displayed prices (normally found in the rear passenger window). As a yardstick rates should be around 6zł the moment you get in and then around 2zł per kilometer. You should expect to pay approximately 50% more at night and on Sundays and public holidays. You can order a taxi via phone call or using the app.

Lodz Public Bicycle

If you are physically active and you like to ride a bike, then a public bike is for you. The city's infrastructure provides an efficient, safe and comfortable way to move around in our city.

<https://lodzkirowerpubliczny.pl>





Sport at TUL



Centrum
Sportu
Politechniki
Łódzkiej



Sports Centre of TUL
Facebook: @centrum.sportu.11
11 Politechniki Ave.
90-924 Łódź
tel. +48 42 631 28 65
+48 42 631 28 21

Sports Bay – Zatoka Sportu
www.zatokasportu.pl
10 Politechniki Ave.
93-590 Łódź
e-mail:
zatokasportu@info.p.lodz.pl

AZS PŁ
www.azs.p.lodz.pl
3a Politechniki Ave.
(building C15)
90-924 Łódź
Tel. +48 42 631 28 23
e-mail: politechnika.lodz@azs.pl

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Libraries

The largest technical library in the region is located at the Lodz University of Technology. **With PhD student ID card, you can use all available sources.**

Library of the Lodz University of Technology

223 Wólczańska Street, 93-005 Łódź

tel. +48 42 631 20 59 (office)

+48 42 631 20 73 (user services)

e-mail: sekret@lib.p.lodz.pl (office),

ooou@lib.p.lodz.pl (user services)

www.bg.p.lodz.pl

The list of electronic sources available to university doctoral students can be found here:

<http://bg.p.lodz.pl/en/databases>

Training in the use of library resources can be found here (you need to have access to WIKAMP)

<http://bg.p.lodz.pl/en/library-training>



If you are looking for a quiet space to work on publications and work on documents or a computer, in the Library building on the campus you will find such a place:

<http://www.bg.p.lodz.pl/en/library-spaces>

Opening hours:

www.bg.p.lodz.pl/en/opening-hours

Places in City of Łódź



Information about tourism and places to visit in Łódź: www.lodz.travel/en/

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Part III: Necessary formalities related to legal stay in Poland



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permit

conditions to
be fulfilled and
documents

payment

where to
submit the
application



Necessary formalities related to legal stay in Poland

Full instruction how to handle the issue
is described the following site:

<https://uml.lodz.pl/en/dla-mieszkancow/registration-of-temporary-residence-by-foreigners/>

A foreigner who is a **citizen of an EU Member State, a citizen of a Member State of the European Free Trade Association (EFTA) – a party to the agreement on the European Economic Area or a citizen of the Swiss Confederation**, staying on the territory of the Republic of Poland, is obliged to register at the place of temporary stay **no later than the 30th day from the day of the arrival** at the place.

A foreigner **not mentioned above**, staying on the territory of the Republic of Poland, is obliged to register in the place of temporary stay **no later than the 4th day from the day of the arrival** in the place. The period of the temporary residence at a specified address declared by the foreigner may not exceed the period during which the foreigner may legally stay on the territory of the Republic of Poland, in accordance with a document confirming his/her right of residence.

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A person registering his/her temporary residence **presents a confirmation of his/her stay in premises made on a temporary registration form by the owner or any other entity holding a legal right to the premises** and, for reference, **a document confirming a legal right of the owner or entity to the premises.**

A document confirming a legal right to the premises may be in particular **a civil-law agreement, an extract from Land and Mortgage Register, an administrative decision** or a court decision.

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Stamp duty for a power of attorney – **PLN 17***

Stamp duty for issuing a certificate – **PLN 17***

The fee is paid by an attorney-in-fact acting on behalf of the applicant for a filed document confirming granting the power of attorney or a proxy or its extract or a copy. A power of attorney certified by a notary public or granted to a spouse, a descendant, ascendant, or siblings is not subject to a stamp duty.

A stamp duty for issuing a certificate of temporary residence is **PLN 17***

Stamp duties must be paid at cash desk in the office or as a non-cash payment to the bank account of the authorities.

The bank account number for stamp duty payments: **GETIN NOBLE Bank S.A. 08 1560 0013 2025 0305 5133 0016**

Payments may be made by transfer (online, as well), in person, in any Post Office, in any bank and without administration fees in all bank branches of the Getin Noble Bank S.A. as well as in all cash deposit machines of Getin Noble Bank S.A. located in the buildings of the City of Lodz Office at ul. Zachodnia 47, al. Politechniki 32, ul. Krzemieniecka 2B, ul. Piotrkowska 110, al. Piłsudskiego 100, Sienkiewicza 5.

* This amount is subject to change - you can find the amount of current fees on the official website under [FEES](#)





Necessary formalities related to legal stay in Poland

Full instruction how to handle the issue is described at the following site:

<https://uml.lodz.pl/en/dla-mieszkancow/registration-of-temporary-residence-by-foreigners/>

Citizen Affairs Division in the Department of Service and
Administration, Population Registration Department
e-mail: ewidencja@uml.lodz.pl

- ul. Zachodnia 47, 2nd floor, room 220, window 1, 2
 - al. Politechniki 32, 1st floor, room 102
- ul. Krzemieniecka 2b, ground floor, counter 1–4
 - ul. Piotrkowska 153, ground floor, room 005
- al. Piłsudskiego 100, ground floor, counters 8-10
- ul. Piotrkowska 110, ground floor, counter no. 1 and 2

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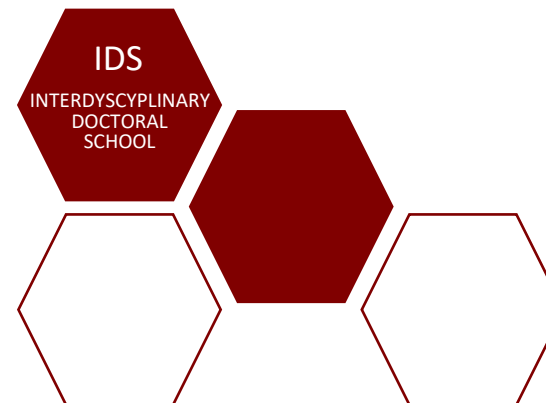
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IDS
CONTACT

Interdisciplinary Doctoral School

Address: 116 Zeromskiego Street - Building A33, Location: 2nd floor, room 210
(Faculty of Material Technologies and Textile Design)
90-924 Lodz, Poland

email:
phone number:

www.ids.p.lodz.pl
isd@adm.p.lodz.pl
+48 42 631 28 55