



dialogue



openness



welcome
to Lublin

MIGRANT HANDBOOK

the 1990s, the number of people with a mental health problem has increased in the Netherlands. The prevalence of mental health problems in the Netherlands is estimated to be 15% (Van Tilburg *et al.* 2000). The prevalence of mental health problems is expected to increase in the future because of the increase in the number of people aged 65 and over (Van Tilburg *et al.* 2000).

People with a mental health problem often experience difficulties in their daily life. These difficulties can be caused by the mental health problem itself, but also by the social environment. People with a mental health problem often experience difficulties in their social environment. These difficulties can be caused by the mental health problem itself, but also by the social environment. These difficulties can be caused by the mental health problem itself, but also by the social environment.

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INTRODUCTION

We are a group of people who have been active in the field of protection of human rights for the past 12 years. One of our main activities is to scrutinize Lublin. We do our best to make it a good place to live in terms of respect for human rights and freedoms, even for those who are new in the city, do not speak Polish, and do not know Polish customs and culture. We wish that Lublin shows them hospitality.

This guidebook for immigrants is a set of the most important information about life in Poland and Lublin. It is dedicated to those who decided to settle in Lublin. You will find here information regarding law, employment, education, health-care, leisure time, and transportation.

It is issued in three language versions: Polish, English, and Ukrainian, because Polish isn't widely known and it is difficult to find your way around the city.

We chose English because it is an informal international language. We chose Ukrainian because people from Ukraine form the largest minority group in Lublin. But we encourage you to learn Polish. We know it is difficult. But acquiring the language even a little bit opens new possibilities and enables to join social and cultural life in Lublin.

Welcome to Lublin!



STOWARZYSZENIE HOMO FABER

WWW.HF.ORG.PL



welcome
to Lublin



A FEW WORDS ABOUT POLAND

Official name: Rzeczpospolita Polska (Republic of Poland)

Capital: Warszawa (Warsaw)

Population: 38,437,000

Area: 312,679 km²

National holiday: November 11th (Polish Independence Day)

Currency: Polish złoty (zł), 1€ ≈ 4.3 zł, 1\$ ≈ 3.9 zł

Form of government: republic, parliamentary democracy. The parliament of Poland consists of two houses: the Sejm and the Senate. The Sejm has 460 members and the Senate has 100 senators. Poland is a member of the European Union and participates in the Schengen Area but is not a member of the euro area.

ELECTIONS:

1. Parliamentary elections

Parliamentary elections are held every 4 years. Every Polish citizen aged 18 or above is allowed to vote (voting age should be attained on the day of the election at the latest).

2. Municipal elections

Municipal elections are also held every 4 years. In these elections the village and city mayors and the members of gmina (municipality), powiat (district), and city councils, as well as members of regional assemblies, are elected. Polish citizens aged 18 or above and citizens of EU member states are allowed to vote in municipal elections.

- **Religion:** Freedom of religion. Roman Catholics 86%. Other religions: Eastern Orthodox 1.3%; Protestantism 0.3%, Atheism 10%.
- **National and ethnic minorities:** Belarusian, Czech, Lithuanian, German, Armenian, Russian, Slovak, Ukrainian, and Jewish.
- **Administrative division:** Poland consists of 16 voivodeships (provinces) and 2,478 gminas (municipalities).
- **Official language: Polish.** There are also additional official languages in 21 gminas: either German, Kashubian, Lithuanian, or Belarusian.
- **Climate:** temperate. There are four seasons in Poland: spring, summer (with temperatures about 20°C), autumn, and winter (with temperatures about -3°C).
- **Country code:** +48

A FEW WORDS ABOUT LUBLIN

population about 350,000

a lot of students - 70,000

A BRIEF HISTORY OF LUBLIN

The earliest settlements on the town's area are from 6th century AD. The settlements from those times were located at the Czwartek Hill (the name comes from Polish *czwartek* - Thursday - and the fact that on this day of the week there were fairs organized). In the forthcoming centuries people were building new settlements on the surrounding hills. Until mid-14th century the town was mainly a cross-border center of national and church administration.

One of the greatest accomplishments of the Jagiellonian Dynasty was the formation of the Polish-Lithuanian union on July 1st, 1569 in Lublin. It was a very important event in the international arena. The union was sworn and signed at the Lublin Castle. It unified The Kingdom of Poland and the Grand Duchy of Lithuania into one state organism - The Polish-Lithuanian Commonwealth. The Commonwealth had one king, parliament, foreign policy, and currency, but the two countries preserved their separate administrations, treasuries, armies and courts.

From 1448 until the end of the 16th century Lublin held four large fairs a year, one for each season. They attracted merchants from Russia, Armenia, Greece, Germany, France, Netherlands, and England. The town was inhabited by Ruthenians, Jews, Germans, Turks, Armenians, as well as Frenchmen, Scotchmen, Greeks, Hollanders, and Englishmen. An important role for the culture of the city was played by Italians.

Next to Poles, the largest ethnic group were the Jews. The first mention of a Jewish community in Lublin comes from late 15th century.

In 17th century Poland disappeared from the European map and Polish territory was divided between three countries: Prussia, Austria-Hungary, and the Russian Empire. Lublin

was located on Russian territory. Poland regained independence in 1918. The Temporary People's Government of the Republic of Poland led by Ignacy Daszyński was formed in Lublin.

But the freedom did not last long. On September 1st, 1939 Hitler attacked Poland and started the II World War. Germans marched into Lublin on September 18th, 1939. The first arrests, raids, evictions, and executions started in November. The prison in the Castle and Gestapo headquarters "Pod Zegarem" were a symbol of the occupation. In 1941 the construction of a vast concentration camp at Majdanek was started. The Jews who lived in Lublin were held in a ghetto which was formed at the Jewish district. In April 1942 they were sent to camps in Treblinka, Sobibór, Bełżec, and Majdanek. The 40,000 population of Jews in Lublin was murdered and the "Jewish town" ceased to exist.

In 1944 the Soviet troops marched into Lublin. Soon after that the Polish People's Republic was formed - a communist state under the Soviet Union's influence.

Poles often railed against the communist government. Strikes and demonstrations were organized in 1956, 1968, 1970, and 1980.

In July 1980 the first workers' strikes broke out in Lublin and Świdnik. They were a prelude to the Gdańsk strikes of 1980 led by Lech Wałęsa. The Solidarity was formed - a peaceful movement which led to the fall of Communism in Poland.

In 1999 Poland joined the North Atlantic Treaty Organization. In 2004 Poland became a European Union member state.

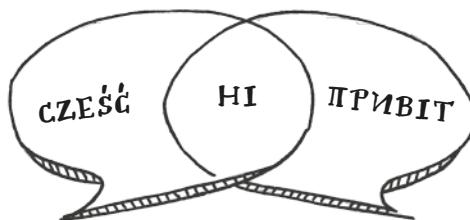
source: www.lublin.eu

Ethnic minority organizations:

- Towarzystwo Ukraińskie (Ukrainian Association): www.ukr-tov.pl
- Towarzystwo Społeczno-Kulturalne Żydów w Polsce (Jewish Social-Cultural Association in Poland): www.tskz.pl
- Fundacja Kultury Duchowej Pogranicza (Foundation for Spiritual Culture of the Borderland): www.fkdp.pl
- Centrum Kultury Islamu (Islamic Cultural Centre in Lublin): www.islam.lublin.pl
- Stowarzyszenie Ormian w Lublinie (Armenian Association in Lublin): www.armenia.pl



-  SŁAWIN
-  CZECHOW PŁN.
-  PONIKWODA
-  SZEROKIE
-  SŁAWINEK
-  CZECHOW PŁD.
-  KALINOWSZCZYŻNA
-  HAJDOW-ZADEBIE
-  WĘGLIN PŁN.
-  KONSTANTYNÓW
-  WIENIAWA
-  ŚRODMIEŚCIE
-  STARE MIASTO
-  TATARY
-  BRONOWICE
-  FELIN
-  WĘGLIN PŁD.
-  CZUBY PŁN.
-  CZUBY PŁD.
-  RURY
-  ZA CUKROWNIĄ
-  KOSMINEK
-  ZEMBORZYCE
-  WROTKÓW
-  DZIESIĄTA
-  ABRAMOWICE
-  GELUSK



PO POLSKU MOŻE SIĘ PRZYDAĆ

USEFUL PHRASES IN POLISH

ПРИДАТНІ ВИРАЗИ ПО-ПОЛЬСЬКИ

dzień dobry / good morning / доброго дня

cześć / hi / привіт

do widzenia / goodbye / до побачення

dobry wieczór / good evening / доброго вечора

dobranoc / goodnight / добраніч

przepraszam / excuse me, sorry / перепрошую, вибачте

proszę / please / прошу

dziękuję / thank you / дякую

tak / yes / так

nie / no / не

nie wiem / I don't know / не знаю

nie mówię po polsku / I don't speak Polish / я не розмовляю по-польськи

nie rozumiem / I don't understand / не розумію

potrzebuję pomocy / I need some help / мені потрібна допомога

która godzina? / what's the time? / котра година?

ile to kosztuje? / how much does it cost? / скільки це коштує?

1

TTLING
LUBLIN

WHAT IS PESEL?

PESEL is a national identification number which is 11 digits long. How do you get a PESEL number? In the following cases you will receive a PESEL automatically upon registration:

1. YOU ARE A CITIZEN OR A FAMILY MEMBER OF A CITIZEN OF: A EUROPEAN UNION MEMBER STATE, OR A EUROPEAN FREE TRADE ASSOCIATION (EFTA) MEMBER STATE, OR THE SWISS CONFEDERATION.

2. YOU WERE GRANTED:

- a refugee status,
- a long-term EU resident permit,
- a subsidiary protection,
- an asylum,
- a tolerated residence permit,
- a temporary protection,
- a residence permit due to humanitarian reasons.

In other cases (visa, temporary resident permit) you have to apply for a PESEL number. You can find the application form in every Urząd Gminy (Municipality Office). You can also e-file the application.



IMPORTANT!

It is necessary to indicate in your application what is the legal basis of your PESEL claim. You must indicate the regulations which entitle you to have a PESEL number assigned.

LOOKING FOR AN APARTMENT

1. WHERE SHOULD YOU LOOK FOR ADVERTISEMENTS?

Websites:

- www.otodom.pl
- www.olx.pl
- www.gratka.pl
- www.domiporta.pl
- www.gumtree.pl



2. WHAT TO KEEP IN MIND WHEN VIEWING APARTMENTS?

- Schedule as many apartment viewings as possible for one day - it will save you time.
- When viewing e.g. an apartment in a tenement, you should check what type of heating system is installed - in some of the old tenements you can find tile stoves.
- Check whether the windows look out onto a busy street - street noise level can get high.
- Check whether there is an elevator if the apartment is on a high floor.
- Ask the owners about their pet policy.
- Ask about available parking space if you have a car.
- Check the apartment's connection to your university, city centre, etc.

3. WHAT SHOULD THE APARTMENT LEASE INCLUDE?

- a protocol of delivery and acceptance which lists the furniture and equipment in the apartment and its technical condition;
- the amount of rent, its due date, and method of payment;
- electricity, gas, and water meters' readings on the day of moving in;
- conditions agreed upon with the landlord under which renovations and modernization can be undertaken by you;
- the terms and conditions of breaking or terminating the lease.

4. RENT AND BILLS

Before signing the lease the landlord should determine which bills will be covered by the rent. You should find out how will you be charged for other bills, e.g. whether the water, gas, and electricity bills are included in the rent or not. You can also ask to see the bills from the last couple of months.

You should also find out one more thing, namely is it required to put down a deposit, and if it is, what are the conditions of its return. Before you sign the lease it is very important to determine who will be responsible for repairing damage or doing maintenance and who will pay for it.

COMPULSORY REGISTRATION (SOURCE: [HTTP://WWW.INFO-MIGRATOR.PL/](http://www.info-migrator.pl/))

Every person living in Poland is subject to compulsory registration (obowiązek meldunkowy). Compulsory registration is used for record-keeping purposes and is a confirmation of stay at the registered place. Both Polish citizens and foreigners are subject to compulsory registration but the means of carrying out this duty is different in both cases.

The citizens of European Union member states and of the Republic of Iceland, the Principality of Liechtenstein, the Kingdom of Norway and the Swiss Confederation who are staying in Poland are obligated to register in the place of their temporary or permanent stay in Poland within 30 days from the date of their arrival. The same applies to their family members.

Other foreigners staying in Poland are obligated to register in the place of their temporary or permanent stay within 4 days from the date of their arrival. The duration of the declared temporary stay cannot be longer than the maximum duration of the authorized stay.

IN ORDER TO REGISTER PLEASE VISIT:

Biuro Obsługi Mieszkańców Urzędu Miasta Lublin (Residents' Affairs Office in Lublin City Office)

Punkt Obsługi Cudzoziemców (Foreigners Service Point)

ul. Wieniawska 14

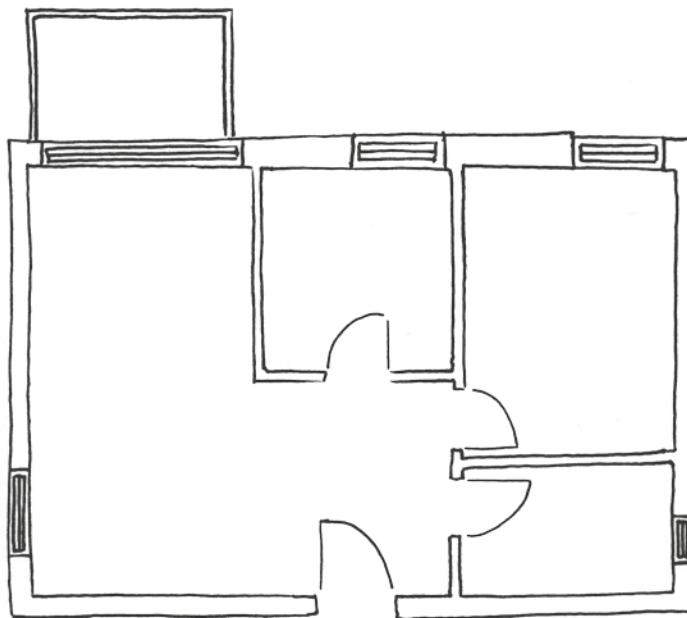
Opening hours:

Monday and Tuesday: from 7.45 until 16.45,

Wednesday, Thursday, and Friday: from 7.45 until 15.15

3 STEPS TO GET REGISTERED:

1. Fill in the registration form.
2. Prepare a document authorizing your stay in Poland and a valid travel document (EU citizens can use an identity document).
3. Don't forget to bring with you an apartment lease or a title of ownership of the place you are living in.

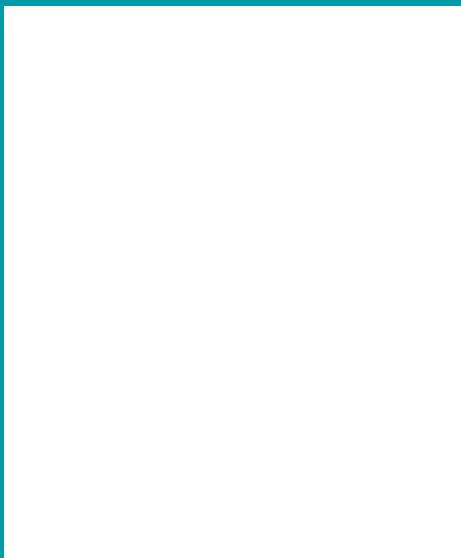


POLISH LANGUAGE CLASSES

- Stowarzyszenie Homo Faber (Homo Faber Association): www.hf.org.pl
- Stowarzyszenie Centrum Wolontariatu (Volunteer Centre): wolontariat.org.pl/lublin
- Fundacja Instytut Na Rzecz Państwa Prawa (The Rule of Law Institute Foundation): panstwoprawa.org
- Fundacja Nowy Staw (Nowy Staw Foundation): www.eda-fundacja.pl

2

HEALTH-CARE



YOU CAN ACCESS HEALTH-CARE

IN POLAND IN TWO WAYS:

1. PUBLIC HEALTH-CARE (FREE OF CHARGE)

If you want to use free public health-care services, you must be insured through Narodowy Fundusz Zdrowia (NFZ, National Health Fund). If you have an employment contract (umowa o pracę) or casual work contract (umowa zlecenia), your employer pays your monthly health insurance contributions (for Polish citizens and foreigners alike). This grants you health insurance and allows you to access public health-care in Poland free of charge.

2. PRIVATE HEALTH-CARE (FOR AN APPLICABLE FEE)

Private health-care is accessible to everyone, provided the service fees (e.g. for an examination, procedure, medical consultation) have been paid.

You can also buy health insurance from a private insurer. The cost of your medical treatment is then covered by the insurer. Many private health facilities offer subscriptions - for a monthly fee you can have access to the set of medical services of your choice. Prices vary depending on the facility and the services chosen.

WHAT IS HEALTH INSURANCE?

Health insurance is an insurance which covers medical expenses in case of illness, accident, injury, poisoning, life-threatening condition, etc. In order to get insurance coverage you have to pay your insurance contributions (as specified in your insurance policy, e.g. once a month).

If you have public health insurance, your family members are also entitled to use health-care services. Family members who can be covered by your health insurance are:

- children (your own children, your spouse's children, adopted children, grandchildren, children you are a legal guardian or a foster parent of) - until their 18th birthday, or if they continue their education after high school - until their 26th birthday, or if they have a certificate of severe disability - with no age limit;
- spouse;
- parents and grandparents - if they live with you in the same household.

- Every insured person is obligated to report their uninsured (e.g. due to unemployment) family members so they can be covered by their insurance. You can report them simply by giving their personal details to your employer. If you have a voluntary health insurance, then after signing the voluntary insurance policy with NFZ (National Health Fund) you must report your family members directly to ZUS (Social Insurance Institution).



WHO MUST PAY HEALTH INSURANCE CONTRIBUTIONS?

People undertaking business activity (e.g. business owners) pay their own contributions themselves. People with voluntary insurances also pay their contributions themselves.

Other people have their contributions paid by appropriate institutions or people:

- employers pay contributions for their legally employed employees;
- employers pay contributions for their casual workers (employees with a casual work contract - umowa zlecenia);
- public employment agencies pay contributions for the registered unemployed;
- clergymen's contributions are paid either by themselves or by their superiors or by other diocesan or monastic institutions;
- refugees and people under subsidiary protection have their contributions paid for a period of 12 months by district family support centres (powiatowe centrum pomocy rodzinie), given they have joined an integration program.

The right to use health-care services is granted the moment you are reported for health insurance.

The amount paid as your contribution is a percentage of your contribution assessment basis (which is usually your income). Every public health insurance policy holder has the right to use the same health-care services, regardless of the amount of contribution paid.

VOLUNTARY HEALTH INSURANCE

A person legally staying in Poland who does not have a compulsory health insurance can buy a voluntary health insurance. In order to do so they should file an application to NFZ (National Health Fund) in the voivodeship department of NFZ in the voivodeship they currently live in. The application form is available in the NFZ departments and on the NFZ departments' websites.



WHERE TO FILE AN APPLICATION:

ul. Koryznowej 2d, 20-137 Lublin

tel. 81 53-10-500

Opening hours: 8.00-16.00 (Monday through Friday)

Foreigners who wish to apply for the voluntary health insurance and are not European Union member states' citizens should also present their passport and one of the following documents:

- a visa with a work permit;
- a temporary residence permit;
- a permanent residence permit;
- a long-term EU resident permit;
- a residence permit due to humanitarian reasons;
- a tolerated residence permit;
- a document which confirms granting a refugee status in Poland or enjoying temporary protection in Polish territory.

LOSS OF RIGHTS TO HEALTH-CARE SERVICES

The right to use health-care is usually lost after 30 days from the day of expiration of the health-care insurance obligation, e.g.:

- after 30 days from the day of termination of the employment contract the insurance holder's rights are lost;
- after 30 days from the day of insurance policy holder's death the rights to health-care services of their family members covered by their insurance are lost.

In case of voluntary insurance the rights to health-care services are lost when the NFZ insurance policy is

terminated or when the insurance contribution has not been paid in 30 days. If a voluntary insurance contract has been signed with an insurance company other than NFZ, the contract determines when do the rights expire.

Foreigners who have a national visa and are visiting Poland are required to hold a document which confirms they have health insurance or travel medical insurance (with coverage being at least €30,000) which is valid until the end of their stay and would cover costs of medical treatment, hospitalization, and medical evacuation due to ill health or death.

Foreigners who have a Schengen visa allowing one or two entries to Poland must have an insurance which will cover medical expenses in all Schengen area member states.

Foreigners who have a Schengen visa allowing three or more entries to Poland must on their first entrance have an insurance covering at least the time of their first visit. However in this situation they must sign a declaration on their visa application that they are fully aware of the obligation of having an insurance covering medical expenses during their next visits.

In case of all Schengen visas (single, double and multiple entry) the insurance must be valid in all Schengen area member states and must cover the whole time of the visit. The minimum insurance coverage must be at least €30,000.

WHERE CAN YOU RECEIVE MEDICAL ATTENTION?

In Poland you can turn to the following health facilities to seek medical attention:

- hospitals;
- walk-in clinics, health-care centres, health-care clinics, ambulatory clinics – for those requiring help of a general practitioner or a specialist;
- emergency services – for those who have been in an accident or are injured, in labour, suddenly ill, or have experienced sudden health deterioration with a life-threatening condition;
- diagnostic laboratories – which perform diagnostic tests and analyses based on a referral from a physician or a dentist;
- dental prosthetics and orthodontics laboratories – which offer services on the basis of a referral from a dentist;
- rehabilitation centre clinics – which offer services based on a referral from a general practitioner.

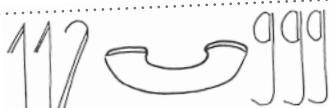
Health-care facilities are either public or non-public (privately owned).

It is important to remember that if you have public health insurance and wish to use health services free of

charge, you can only visit those doctors and health facilities that have signed a contract with NFZ. There are usually displays with „Narodowy Fundusz Zdrowia” sign in those places.

NFZ

Narodowy Fundusz Zdrowia



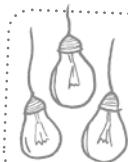
In life-threatening situations you can call 999 for an ambulance or 112 to reach the general emergency number (both phone numbers can be reached from mobile and fixed phones).

CALLING AN AMBULANCE

When you call for an ambulance you should provide the operator with the following information:

- the exact place of the event (address, reference points);
- the reason for calling;
- who needs help;
- who is calling.

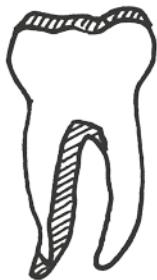
In sudden emergency the patient can also go to hospital or admission room with no referral.



Medical specialist services in public health-care are provided based on a referral from a general practitioner. There is no referral needed to go to a gynecologist, obstetrician, dentist, venerologist, oncologist, and a psychiatrist.

HOSPITAL

Only people holding a referral from a doctor are entitled to hospitalization and therapeutic rehabilitation. A referral to a hospital can also be issued by a privately practicing doctor who has no NFZ contract. If the patient cannot be admitted on the given day, they should be signed up for a wait-list. The only case when a patient can be admitted without a referral is in a sudden emergency.



DENTAL TREATMENT

There is no referral needed to visit a dentist. Patients experiencing pain are admitted on the same day.

MEDICINES

Some medicines are prescription-only; only doctors write prescriptions. Some prescription-only medicines can be partially or fully reimbursed (therefore can be bought cheaper).

Hospital patients and patients of other facilities offering round-the-clock medical care receive medication free of charge.

It is worth remembering that in case of some of the prescribed drugs you can buy a cheaper equivalent. You can get more information from your pharmacist.



REMEMBER!

Keep in mind that prescribed medicines need to be bought within 30 days from prescription date. For antibiotics the deadline is 7 days.

MEDICAL SERVICES AT NIGHTTIME AND DURING HOLIDAYS

In case of sudden illness or sudden deterioration of health or when there is a justified suspicion that waiting until a health facility is open will negatively affect a person's health, you can visit an on-duty (open 24/7) clinic between 18:00 and 8:00 and on public holidays. There is no referral needed in this case. An on-duty doctor can give medical advice in the clinic, over the phone, or in the patient's house.

Information about the location of the nearest on-duty clinic is displayed near the entrance of every walk-in clinic. Information about the location of the nearest on-duty pharmacy is displayed in every pharmacy.

YOUR RIGHTS DURING MEDICAL TREATMENT:

- Right to immediate access to health-care services in health-threatening or life-threatening situations.
- Right to choose a doctor, nurse, midwife, or specialist practitioner.
- Right to information about health condition, diagnosis, treatment, possible side effects, and prognosis. Also the right to decide to whom and what information will be discharged.
- Right to informed consent to treatment.
- Right to access own medical records.
- Right to keep valuables in a deposit.
- Right to contact family, friends, and a member of clergy.

WHAT IS L4

L4 is a sick leave - it is an official certificate issued by a doctor which justifies the employee's absence from work due to sickness or obligation to provide care for a sick family member.



REMEMBER!

If you become ill and receive a L4 from your doctor, you must deliver it to your employer within 7 days.

[SOURCE: MIGRANT.INFO.PL]



24 HOUR PHARMACIES IN LUBLIN

ul. Bramowa 2/8
tel. [81] 532-39-97

ul. Krakowskie Przedmieście 49
tel. [81] 532-24-25

ul. Fabryczna 1
tel. [81] 746-43-70

ul. Ułanów 7
tel. [81] 527-43-21

ul. Obywatelska 9
tel. [81] 747-36-22

ul. Filaretów 44
tel. [81] 528-00-85

ul. Nempla 3-5
tel. [81] 534-70-91

3

SAFETY



Your safety in Lublin is protected by the Police, City Guards (straż miejska), Fire Service, Emergency Service, and many other services.

In a situation of a sudden threat to your life, health, or belongings, e.g. a fire, car accident, larceny, burglary, violence, or bodily harm, you should call the nation-wide emergency number 112. Calling 112 is free of charge. You can use either a fixed phone or a mobile phone (even with no SIM card).

When you call 112 remember to provide this information:

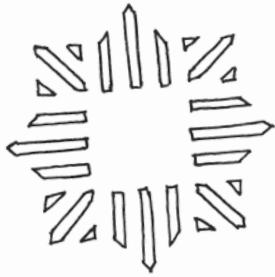
- the place of accident (town/city, street, characteristics of the place, e.g. close to a park, next to the court building, in front of a monument, etc.);
- what happened, what kind of help do you need;
- how many people are in danger, their age and possible injuries;
- your personal details – name, last name, phone number.

In all other situations, when there is no immediate threat to your life, health, or belongings, you should contact the nearest police office. There are 7 police offices in Lublin.



REMEMBER!

Remember that during your stay in Poland you are required to comply with the Polish law, not the law of your country of origin.



POLICJA

POLICE POWERS AND RESPONSIBILITIES

The police is a uniformed and armed service which serves the society, protects the citizens' safety, and maintains peace and public order.

In the course of job duties police officers have an obligation to respect human dignity and to observe and protect human rights.

POWERS

1. Checking ID's

A police officer can check your ID in order to verify your identity. When a police officer wants to see your ID you should show your identity card, passport, or other document with your photograph. It is not legally required in Poland to carry a document of identity with you at all times but it is worth to have it in case of a police check. You can save yourself a trip to the police station.

Refusing to show an ID or providing false personal information is a misdemeanor and is punished with a fine. Police officers have the right to check the legality of a foreigner's stay in Poland. In order to do so they can ask you to show:

- any documents or permits legalizing your stay in Polish territory;
- any documents confirming that you have enough financial means to cover the costs of your stay;
- a work permit.

2. Detention

Detention is a short-term deprivation of liberty. The police have the power to detain an individual if they have a reasonable suspicion that they have been involved in a crime. The maximum time of a detention is 48 hours although it can be prolonged by another 24 hours if the suspect is waiting for the court to give a disposition of temporary arrest.

According to need, the detainee should be immediately given medical attention or first aid.

The detainee has the right to inform about their detention a close person of their choice, their employer, university, school, and if necessary – to contact a lawyer.

3. Personal and baggage search

A personal search is conducted in a secluded place by an officer of the same sex as the person controlled. The company of a third party of their choice is allowed.

A police officer is allowed to search the baggage only in the presence of the owner.

4. The use of means of direct coercion

When police's order are not obeyed, they can use the following means of direct coercion:

- force (grappling holds);
- handcuffs;
- a baton or a truncheon.

Police officers are not allowed to use batons against passive resisters.

5. Room search

The police can search a room only if they have a search warrant from court or a prosecutor. The search warrant should be shown to the person inhabiting the searched room.

A search can also be conducted with no warrant, on the basis of the decision of the given police division's head. Such a search should be later approved by the court or a prosecutor. If it does not get approval, all objects retained should be immediately returned to their owner.

A room or apartment search should be conducted between 6:00 and 22:00. A search during night is only allowed in urgent cases.

The inhabitant of the searched room or apartment has the right to have the company of one close person of their choice.

6. Tickets and fines

- cash fine – is issued when the fine has been paid directly to the officer who imposed it; this fine can be imposed only on people staying in Poland temporarily or who have no permanent stay address or residence address;
- credit fine – is issued with a return receipt; it is imposed in other cases than those listed above which means it can't be imposed on foreign tourists;

HOW TO REPORT A CRIME

WHERE SHOULD YOU REPORT A CRIME?

A crime should be reported at a police station or in a prosecutor's office. You can report orally or in writing. An oral report consists in giving the police officer or prosecutor an account of the incident. After giving the report you may be interrogated as a witness straight away. Both the report and the interrogation will be recorded in a protocol by the officer or a prosecutor. After that the protocol should be signed by you.

REMEMBER! Every person in possession of information about a crime is qualified to give a report, regardless of their age, sex, race, nationality, etc. If you do not speak Polish the protocol will be prepared with the help of a translator.

If you do not know Polish, you can bring with you someone who does (in speech and in writing) and who will translate for you. A report given this way is also valid and will significantly reduce the waiting time until the acceptance of your report (because a sworn translator would have to be summoned from somewhere else). Please remember that your translator cannot be a witness of the incident described by you.

If you have a hearing deficit or a speech deficit you should prepare a document reporting the crime and either take it to the police station or the prosecutor's office or send it by mail.

THEFT OF VALUABLES

If due to a prohibited act you have lost any objects such as electronics, a bicycle, or a mobile phone, remember to provide the police officers with documents which will enable their identification (e.g. provide serial numbers). It will allow them to be entered in the lost property database and greatly increase their chances of being found. You can also provide these documents later if you don't have them with you while reporting theft. If you lost objects with no serial numbers (e.g. paintings) but you have their photographs - take them with you so they can be added to your case file.

WHAT TO DO IF YOU THINK THAT A POLICE OFFICER EXCEEDED THEIR AUTHORITY?

- you can file a complaint to the prosecutor against the police (the District Public Prosecutor's Office's address is listed below);
- you can file a complaint to the municipal chief of the police (the Municipal Police Headquarters' address is listed below);
- if the case concerns violation of human rights you can contact the Voivodeship Chief of Police Plenipotentiary for Human Rights Protection.

DISTRICT CONSTABLE (DZIELNICOWY)

A district constable is your first contact police officer. They maintain order in an assigned district of a city. It is a police officer available to everyone for help and legal advice, and you can provide them with any information regarding safety.

<http://www.lubelska.policja.gov.pl/lub/komendy-policji/kmp-w-lublinie/dzielnicowi>

If you have any trouble finding the phone number to your district's constable you should call the local police station. The officer on duty will provide you with all the information you need.

IMPORTANT ADDRESSES:

KOMENDA MIEJSKA POLICJI W LUBLINIE [MUNICIPAL POLICE HEADQUARTERS IN LUBLIN]

ul. Północna 3
tel. (81) 535-41-64, (81) 535-41-46

PEŁNOMOCCNIK LUBELSKIEGO KOMENDANTA WOJEWÓDZKIEGO POLICJI DS. OCHRONY PRAW CZŁOWIEKA [VOIVODESHIP CHIEF OF POLICE PLENIPOTENTIARY FOR HUMAN RIGHTS PROTECTION]

podinsp. Edyta Naja
tel. kom. 723-688-670
tel. 0-81 535-45-19
fax. 0-81 535-45-18
e-mail: Edyta.Naja@lu.policja.gov.pl

KOMISARIAT I POLICJI [I POLICE STATION]

tel. (81) 535 45 73
address: Lublin, ul. Okopowa 2B

KOMISARIAT II POLICJI [II POLICE STATION]

tel. (81) 535 45 72
address: Lublin, ul. Walecznych 1

KOMISARIAT III POLICJI [III POLICE STATION]

tel. (81) 535 58 00
address: Lublin, ul. Władysława Kunickiego 42

KOMISARIAT IV POLICJI [IV POLICE STATION]

tel. (81) 535 48 00
address: Lublin, ul. Tomasza Zana 45

KOMISARIAT V POLICJI [V POLICE STATION]

tel. (81) 535 47 00
address: Lublin, ul. Koncertowa 4a

KOMISARIAT VI POLICJI [VI POLICE STATION]

tel. (81) 535 46 61
address: Lublin, ul. Gospodarcza 2

KOMISARIAT VII POLICJI [VII POLICE STATION]

tel. (81) 535 49 20
address: Lublin, ul. Wyzynna 18

KOMISARIAT POLICJI W BELŻYCACH [POLICE STATION IN BELŻYCE]

tel. (81) 516 13 10
address: Belżyce, ul. Lubelska 82

KOMISARIAT POLICJI W BYCHAWIE [POLICE STATION IN BYCHAWA]

tel. (81) 820 52 10
address: Bychawa, ul. Piłsudskiego 44

KOMISARIAT POLICJI W NIEMCACH [POLICE STATION IN NIEMCE]

tel. (81) 756 17 97
address: Niemce, Różana 18

PROKURATURA REJONOWA W LUBLINIE [DISTRICT PUBLIC PROSECUTOR'S OFFICE IN LUBLIN]

ul. Chmielna 10
20-950 Lublin
tel. 81 536 23 05
fax 81 536 23 00
e-mail: rejlub@prokuratura.lublin.pl

PROKURATURA REJONOWA LUBLIN-PÓŁNOC [DISTRICT PUBLIC PROSECUTOR'S OFFICE IN LUBLIN-NORTH]

ul. Okopowa 2a
20-950 Lublin
tel. 81 528 82 51
fax 81 534 97 04
e-mail: rejlpn@prokuratura.lublin.pl

PROKURATURA REJONOWA LUBLIN-POŁUDNIE [DISTRICT PUBLIC PROSECUTOR'S OFFICE IN LUBLIN-SOUTH]

ul. Chmielna 10
20-938 Lublin
tel. 81 534 03 68
fax 81 534-03-95
e-mail: rejlpd@prokuratura.lublin.pl



DRUGS AND ALCOHOL

It is illegal in Poland to sell alcohol to intoxicated or under the age of 18.

It is a penal offence to drink alcohol in public space (on the street or the municipal ground, in a park or a square), to operate a vehicle (a car, motorcycle, or bicycle) while intoxicated, and to be involved in acts of hooliganism (disrupting night quiet time under the influence of alcohol).

It is also illegal in Poland to possess, store, and purchase drugs.

HATE CRIME

Hate crime are any criminal offences against people and their property in which the target is selected based on their actual or presumed relationship, connection, affiliation, membership, or support of a group which is distinguished by common characteristics of its members such as race, nationality, ethnicity, language, skin color, gender, age, physical or mental disability, sexual orientation, etc.;

source: <http://www.mowanienawisci.info/sekcja/slownik/>



REMEMBER!

In the Constitution of Poland we read: "Political parties and other organizations whose programmes are based upon totalitarian methods and the modes of activity of nazism, fascism and communism, as well as those whose programmes or activities sanction racial or national hatred, the application of violence for the purpose of obtaining power or to influence the State policy, or provide for the secrecy of their own structure or membership, shall be prohibited."



4

STATE
BORDER

BORDER GUARD POWERS AND RESPONSIBILITIES

Border Guard is a unified, uniformed, and armed formation dedicated to protection of national borders, border traffic control, and detection and prevention of illegal border crossing.

Border Guard tasks:

- land and maritime national border protection;
- organization and control of border traffic;
- detection and prevention of illegal migration;
- issuing visas and other permits to cross the border;
- detection, prevention, recognition, and prosecution of crime and misdemeanor in the scope of Border Guard duties;
- performing security checks;
- controlling legality of foreigners' employment and foreigners' conduction of business activities;

ENTERING POLAND

Poland is a member of Schengen area since 2007 which means that there is no border control at all land, maritime, and air borders with the Federal Republic of Germany, the Czech Republic, the Slovak Republic, and the Republic of Lithuania. This means that every person, regardless of their nationality, can cross the border between these countries at any time and place with no border control. To enable this, all obstructions to cross-border movement have been removed. Elements of border checkpoint infrastructure, which could disrupt movement fluidity, have been disassembled. There is no more border control at the borders between these countries in places where there used to be border crossings.

Citizens of the European Union, the European Economic Area, and other countries which are not members of the EU but on the grounds of an agreement with the EU can enjoy the freedom of movement, are allowed to enter the Republic of Poland given they have a valid travel document or some other document confirming their identity and nationality.

CUSTOMS DUTY AND CARRIAGE OF GOODS

People under the age of 17 are not allowed to carry alcoholic beverages and tobacco products.



REMEMBER!

Your documents and car can be checked in any place in the EU by authorized services (e.g. in search of drugs, antiques, firearms and ammunition, or smuggled excised goods).

VALUABLES

If the amount and the type of the valuables you are carrying suggests that they are not intended for commercial use, i.e. they are occasional and intended for your own or your family's use, or they are to be gifts, then you are allowed to carry without declaration:

- in overland transport - products of value of up to 300 EUR,
- in aerial and maritime transport - products of value of up to 430 EUR.

THE AMOUNT OF TOBACCO PRODUCTS YOU CAN CARRY IN AERIAL AND MARITIME TRANSPORT:

- cigarettes - 200 pieces or
- cigarillos (small cigars of mass not greater than 3g/piece) - 100 pieces or
- cigars - 50 pieces or
- loose tobacco - 250 g

THE AMOUNT OF TOBACCO PRODUCTS YOU CAN CARRY IN OVERLAND TRANSPORT:

- cigarettes - 40 pieces or
- cigarillos (small cigars of mass not greater than 3g/piece) - 20 pieces or
- cigars - 10 pieces or
- loose tobacco - 50 g,

You are allowed to carry a combination of these products on condition that the sum of the given limit usages expressed as percentage is not greater than 100%.

ALCOHOLIC BEVERAGES:

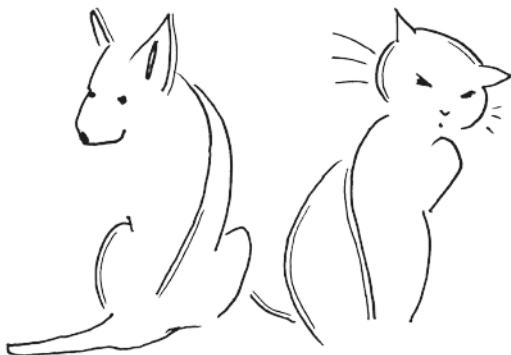
- beverages obtained by distillation and spirit products containing more than 22% alcohol by volume, undenatured ethyl alcohol containing 80% alcohol by volume or more - 1 litre or
- alcohol and alcoholic beverages containing less than 22% alcohol by volume - 2 litres or
- still wines - 4 litres or
- beer - 16 litres.

Passengers travelling into and out of the European Union are required to declare cash in customs if the amount is greater than €10,000 (not only currency but also easily negotiable assets such as stock shares, bonds, travelers cheques, etc.).

TRAVELLING WITH ANIMALS

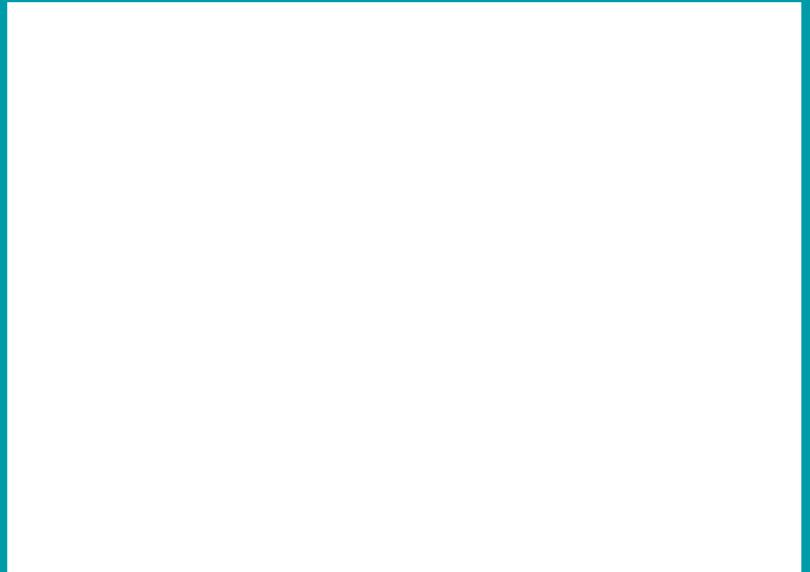
It is legal to bring in dogs, cats, and ferrets from Ukraine to Poland for non-commercial purposes under certain conditions: animals must be marked, i.e. they must have a clearly visible tattoo or a microchip; they must be vaccinated against rabies and have a health certificate required for entry to EU - an English and Polish template is available at www.wetgiw.gov.pl; and in specific cases they have to be tested with the Rabies Neutralising Antibody Titre Test which should be stated in their health certificate.

The vaccine against rabies should be inactivated and produced in conformity with OIE standards. The animal can enter Polish territory only after 21 days from the vaccination date.



5

CARS, BUSES,
LONG DISTANCE
TRANSPORTATION



DRIVING LICENSE

Driving license is a document which authorizes you to operate motor vehicles. In Poland there are several categories of a driving license in accordance with the category of vehicles it allows to operate. The most popular is the B category which allows you to drive a car (of mass up to 3,5 t), a car with a lightweight trailer, a tractor, and a motorcycle with power output not exceeding 11 kW. Other categories are: A (a motorcycle); A2 (a motorcycle with power output up to 35 kW, a three-wheel motorcycle with power output up to 15 kW, and vehicles listed in AM category); A1; B1; C (a vehicle of mass exceeding 3,5 t, except for buses); C1; D (a bus); D1 (a bus which can transport no more than 17 people - driver included - also with a lightweight trailer); BE; CE; DE (a vehicle listed in category B, C, or D, with a trailer). You can find more information about driving license categories authorizing you to operate combination vehicles on the Internet or at the Wojewódzki Ośrodek Ruchu Drogowego (Voivodeship Driving License Examination Centre, WORD, ul. Hutnicza 3, Lublin).

You can find instructions on how to exchange your driving license for a Polish license and how to pass the driving license examination.

IF YOU ALREADY HAVE A DRIVING LICENSE ISSUED IN YOUR COUNTRY OF ORIGIN.

Those whose driving license has been issued in the European Union, the Swiss Confederation, or in any member state of the European Free Trade Association, do not have to exchange their license for a Polish one unless their registration address has changed. If the registration address or the residence address has been changed, the driving license should be exchanged for a Polish license. It can be done in the Wydział Komunikacji (Department of Transportation, ul. Leszczyńskiego 20, Lublin).

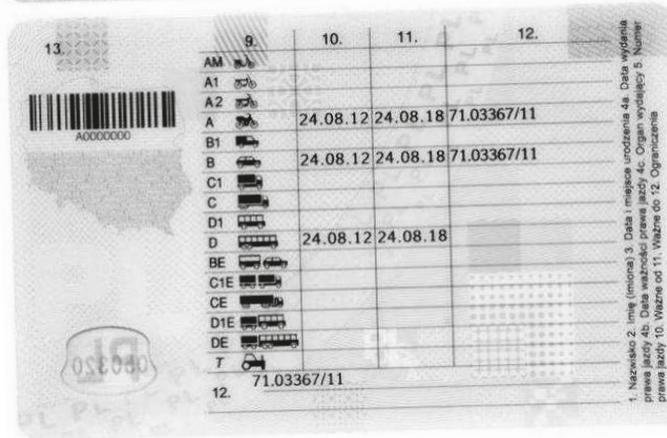
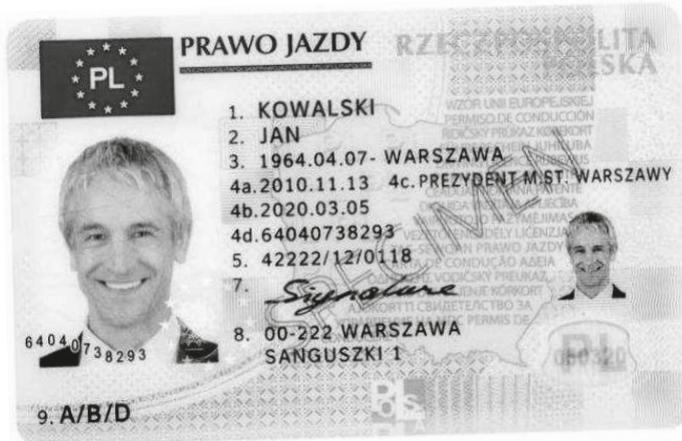
Required documents:

- an application;
- fee payment confirmation;
- a photograph appropriate for a driving license (35x45 mm).

Those whose driving license has been issued in other countries which are parties to the Vienna Convention on Road Traffic are obligated to exchange their license for a Polish license within 6 months from their entry to Poland. It can be done in the Wydział Komunikacji (Department of Transportation, ul. Leszczyńskiego 20, Lublin).

Required documents:

- an application;
- a copy of the driving license with a Polish translation certified by a sworn translator;
- fee payment confirmation;
- a photograph appropriate for a driving license (35x45 mm).



https://pl.wikipedia.org/wiki/Prawo_jazdy

Those whose driving license has been issued in countries which are not parties to the Vienna Convention on Road Traffic are required to hold not only the driving license from the country of their origin but also an international driving license. In order to exchange it for a Polish driving license they should visit Wojewódzki Ośrodek Ruchu Drogowego (Voivodeship Driving License Examination Centre, WORD, ul. Hutnicza 3). Before they get their license exchanged they are required to pass the theoretical part of the Polish driving license exam (the exam can be taken in languages other than Polish).

In all of those cases in order to have the license exchanged, a stay for at least 185 days in the territory of Poland must be documented.

IF YOU WANT TO OBTAIN A POLISH DRIVING LICENSE.

In order to obtain the right to operate motor vehicles in Poland you should:

1. Obtain a PKK number (Profil Kandydata na Kierowcę - Driver Candidate Profile number). In order to do so you must present a medical certificate stating you are capable of driving (the cost of the medical examination is 200 zł), fill in the application, attach appropriate photographs and copies of documents legalising your stay.
2. Complete a course in a driver training centre of your choice. The driver training course consists of a theoretical part (30 h) and a practical part (30 h). It is worth to remember that the theoretical part is not compulsory - you can prepare for the theoretical exam at home. The practical part must be completed in the driver training centre. The price of the B category driver training course varies between 1200-1400 zł. In order to take the course you must be 18 years old or at least be 3 months before your 18th birthday.
3. Pass the national driving license exam. The driving license exam takes place in WORD (Voivodeship Driving License Examination Centre, WORD, ul. Hutnicza 3, Lublin). You should register for the exam there. The cost of the theoretical exam is 30 zł (B category) and the price of the practical exam is 140 zł (B category).
4. You should register for your first exam in person. If you fail your first exam, you can register for the next one online or by phone. It is possible to take the exam in a language other than Polish with the help of a sworn interpreter, but keep in mind that the cost of the exam is then increased by the interpreter's fee.
5. After you have passed the exam, you should pay a fee of 100 zł 50 gr at the Wydział Komunikacji, Transportu i Drogownictwa Starostwa Powiatowego w Lublinie (Department of Communication, Transportation, and Road Maintenance of the District Starosty, ul. Spokojna 9B, Lublin) and wait up to 7 work days for your license to be issued. In order to check your license status please visit www.info-car.pl.

DRIVING LICENSE WITHDRAWAL

There is a penalty points system in Poland which penalizes road traffic offences. Since January 2016 a driving license is withdrawn when the driver accumulates 24 points during one year. At this point the driver is also sent to a reeducational programme.

The point limit for new drivers is set lower at 20 points during the first year since they acquired the driving license. What's more, during the first two years since acquiring the license it can be instantly revoked if the driver caused a threat to road safety, was driving under the influence of alcohol or other drugs, or exceeded the speed limit by more than 30 km/h.

The driving license can also be withdrawn by the police in the following cases:

- the driver is under the influence of alcohol (the acceptable limit of blood alcohol content in Poland is 0,19 ‰) or other drugs;

- the driving license is damaged and illegible;
- there is a suspicion that the license has been forged;
- the driving license is invalid.

A CAR - REGISTRATION, INSURANCE,

ESSENTIAL EQUIPMENT, ROAD TRAFFIC.

REGISTRATION

Every vehicle owner in Poland is obligated to register it within 30 days from the date of purchase. You can register your car in Lublin at the Department of Communication, Transportation, and Road Maintenance of the District Starosty (ul. Spokojna 9B, Lublin).

If you purchased a car in Poland: registration fee is 180 zł 50 gr; if you want to obtain personalized license plates the fee is 1000 zł 50 gr.

REQUIRED DOCUMENTS (ORIGINAL DOCUMENTS):

- car registration application (available online on the Department website);
- proof of ownership (e.g. a sales and purchase agreement, an invoice, or a donation contract), a vehicle card (if it has been issued);
- registration certificate and plates (from the previous owner - if they have been issued);
- proof of identity (an identity card, a passport, or a residence card).

If you purchased a car in an European Union member state: registration fee is 180 zł 50 gr + the cost of a certified sworn translation.

Required documents (original documents):

- all documents required for registration of a car purchased in Poland and;
- a document confirming the payment of excise duty (the duty is collected by the Custom Office which also issues the certificate; the duty should be paid within 30 days from the date of import);
- a certificate of technical inspection of the vehicle (in case of a valid foreign certificate it should be

translated into Polish; if the certificate is invalid the vehicle should be inspected at a Stacja Kontroli Pojazdów (Motor Vehicle Inspection Station).



REMEMBER!

All documents issued in languages other than Polish must be translated into Polish by a sworn translator!

IF YOU PURCHASED A CAR OUTSIDE OF THE EUROPEAN UNION: REGISTRATION FEE IS 180 ZŁ 50 GR + THE COST OF A CERTIFIED SWORN TRANSLATION.

Required documents (original documents):

- all documents required for registration of a car purchased in the European Union and:
- a document confirming import clearance (10% of the vehicle and its transportation cost).

IS IT ALLOWED IN POLAND TO OPERATE A VEHICLE WHICH IS REGISTERED IN ANOTHER PERSON'S NAME?

If a vehicle has been registered in a country other than Poland and the registration documents do not list you as authorized to operate it, you are obligated to carry a document authorizing it at all times and to present it to control services when requested.

VEHICLE INSURANCE

Every vehicle owner in Poland is obligated to have insurance. Having OC (Odpowiedzialność Cywilna, third-party insurance) is compulsory.

The insurance price varies depending on the insurance company. Compare offers from several companies before you buy insurance for your car.

ESSENTIAL EQUIPMENT

A fire extinguisher and a warning triangle are essential equipment in a vehicle. The fire extinguisher weight should be at least 1 kg. The fire extinguisher should also have a valid inspection tag (inspection should be performed once a year). Another important but not mandatory item is a first-aid kit. Also a tow rope, a car bulb, a safety vest, a spare tyre, a jack, and a wrench are not mandatory, but you should make sure they are in the car as they can be useful in unexpected situations.



ROAD TRAFFIC REGULATIONS

Road traffic regulations in Poland are specified in The Highway Code - Road Traffic Regulations (Polish version: <http://kodeks-drogowy.org>).

THE BASIC ROAD RULES ARE:

- traffic is on the right side;
- maximum speed limits: in built-up area 50 km/h between 5:00 and 23:00, 60 km/h between 23:00 and 5:00; in non built-up area 90 km/h; on expressways 110 km/h; on freeways 130 km/h;
- acceptable blood alcohol content limit is 0,19 ‰;
- headlights must be used all year long;
- seatbelts must be used by both frontseat and backseat passengers;
- the use of a cell phone without headphones or a speakerphone while operating the vehicle is forbidden;
- children under 12 must sit in a child safety seat;
- pedestrians are allowed to use the road in non built-up areas (but they must wear a reflective safety vest);
- a bus joining traffic has the right of way.

STRAŻ MIEJSKA [CITY GUARD]

City Guard is one of the uniformed services in Poland. City Guard emergency phone number is 986. Their tasks are: maintenance of law and order in public spaces, protection of public utility facilities, and road traffic control (but to a lesser extent than the Police). The City Guard also catches stray pets, secures crime scenes until Police arrival, escorts intoxicated individuals to the sobering chamber, etc. Since this chapter concerns transportation, only the powers concerning road traffic will be discussed.

WHAT ARE CITY GUARDS' POWERS?

- giving instructions and checking identity;
- seizing individuals posing a danger to others and escorting them to the nearest Police station;
- performing personal and baggage checks;
- stopping a vehicle and checking the driver's identity;
- giving instructions to tow away vehicles;
- clamping wheels;
- controlling traffic;

- performing public transportation control;
- performing speed control.



REMEMBER!

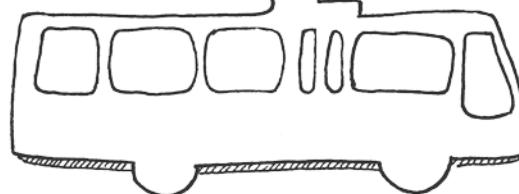
City Guards should wear a uniform and have a valid ID card

PUBLIC TRANSPORTATION

BUS AND TROLLEY BUS

Zarząd Transportu Miejskiego ZTM Lublin (Public Transport Authority) is responsible for management and organization of public transportation in Lublin

(Public Transport Authority website is available in Polish, English, and Ukrainian: <https://www.ztm.lublin.eu>), and Miejskie Przedsiębiorstwo Komunikacji MPK Lublin (Municipal Transport Company) is the carrier (Municipal Transport Company website is available in Polish and English: <http://mpk.lublin.pl>). Buses and trolley buses are the vehicles used in public transportation. You can use them to get around the city and to travel to nearby towns (Lublin's public buses go to Świdnik, Jakubowice Konińskie, Turki, Konopnica, and others).



REMEMBER!

People with disabilities can also use public transportation. In order to ask the bus driver for help with getting on the bus, you should press the button with The International Symbol of Access next to the door. Most buses have this button installed.

BASIC INFORMATION

Schedules: current bus schedules are located at the bus stops and on ZTM and MPK websites. Phone applications such as jakdojade or mobileMPK are also very useful, since they allow for easy transit planning.

Tickets price and purchase:

You may purchase tickets from a newsstand, from a ticket vending machine at the bus stop or on most of the buses and on every trolley bus. You may also purchase a ticket from the bus driver (only if the ticket machine is broken or absent). The ticket price is slightly higher when you purchase it from the driver (4 zł for 30 min full-fare) and you should have the exact change.

Ticket tariff (first zone):

- single fare tickets: (single journey on one bus line)
- 4 zł - full-fare, 2 zł - half-fare
- time tickets - exemplary fares: (multiple journeys in a specified time frame): 30 min - 3,20 zł - full-fare, 1,60 zł - half-fare, 60 min - 3,60 zł - full-fare, 1,80 zł - half-fare



E-ticket card:

You can have an e-ticket card issued. E-ticket card is a personal document with your photograph which enables you to use public transport services during a specified time frame. The card can be charged in a ticket vending machine or in Punkt Sprzedaży Biletów (PSB, Ticket Sales Point). You can also check the validity of your card there or on a bus using a card reader on the ticket puncher.

In order to obtain the E-ticket card:

1. Download and fill in the application (available on the website: <http://ztm.lublin.eu/pl/dla-pasazera/wni-oski-do-zlozenia> or in the Ticket Sales Point) and attach your photograph (2.5x3.0cm). You can have the photo taken free of charge in PSB - Ticket Sales Point no. 1 (al. Kraśnicka 25) or PSB - Ticket Sales Point no. 2 (ul. Zielona 5).
2. Deliver the application to PSB (Ticket Sales Point).
3. Pick up your card from the PSB (Ticket Sales Point) where you filed the application after 5 workdays. The first card is issued free of charge.



REMEMBER!

Be ready to present a document of identity when picking up the e-ticket card.
The application can also be filled online: <https://ewniosek.ztm.lublin.eu/kbe/> [Polish language version].
A list of Ticket Sales Points can be found here: https://www.ztm.lublin.eu/pl/punkty_sprzedazy.



REMEMBER!

Students and graduate students can have the e-ticket encoded on their student identity cards. For details see ZTM website.

E-ticket card ticket prices depend on the tariff reduction type, tariff zone, and ticket validity period.

Exemplary prices for the first zone:

- 30-day ticket for 1 bus line: regular price - 70 zł, reduced price - 35 zł,
- 30-day ticket for all bus lines: regular price - 92 zł, reduced price - 46 zł,
- 90-day ticket for 1 bus line: regular price - 160 zł, reduced price - 80 zł,
- 90-day ticket for all bus lines: regular price - 240 zł, reduced price - 120 zł.

For more information see the ZTM website.

PENALTIES FOR FARE EVASION:

While using public transportation services please remember to validate your paper ticket in the ticket puncher. Tickets purchased from the ticket machines on the bus must also be validated. The e-ticket card does not need to be validated or punched on bus entry but make sure it is valid and be ready to present it in case of ticket control. Ticket controllers are obligated to wear controller IDs in a visible place which authorizes them to control tickets.

The fines for travelling without a valid ticket or a document entitling you to a free of charge or reduced fare journey are:

- 160 zł for being stopped without a valid ticket (112 zł if you pay the controller right away or within 7 days);
- 128 zł for travelling without a proper document (89.60 zł if you pay within 7 days).

A fine for travelling without an e-card ticket or a valid document entitling you to a reduced fare can be remitted if you present it in Biuro Obsługi Klienta (Customer Service Office) within 7 days (the ticket must have been valid on the day of control). In such a case you are only charged a 10 zł handling fee.

TRAVELLING WITH PETS AND BAGGAGE:

Pets can travel with you in the public transportation system free of charge. Smaller animals can travel in a pet carrier. Larger animals (large dogs) should be kept on a short leash and wear a muzzle. Passengers are allowed to carry (free of charge) baby pushchairs and strollers, baggage, and bicycles given they do not pose any danger to other passengers and do not block the way. It is not allowed to carry objects of the length greater than 2 m on a bus.



REMEMBER!

Some buses have so-called “warm buttons” installed. In those buses in order to open the door, you must press the button first. You should also press the button if you wish to exit the bus at an “on demand” bus stop, or you can ask the driver to open the door. If you wish to enter the bus at an “on demand” bus stop, you should let the bus driver know by e.g. standing close to the curb.

BIKE-SHARING SYSTEM

Lubelski Rower Miejski (Lublin Bike-Sharing System) is a popular, non-expensive, and ecological means of getting around Lublin. Registration and use are very simple. All details can be found on the website: <https://lubelskirower.pl> (there are Polish, English, German, and Russian language versions). There are 90 bicycle stations in Lublin. You can rent and return a bike there, which makes the system very convenient.

The first 20 minutes of your bike ride is free of charge and the first hour is 1 zł. The longer your rental, the higher the fee becomes - for every hour over 2 the hourly fee is 4 zł.



REMEMBER!

In order to avoid any mistakes or additional fees always check whether your bike has been properly returned to the bike rack. The easiest way to do this is to log into your account. In order to facilitate the rental station service you can use the phone application [nextbike] or encode your data on a debit card or an e-ticket card.

INTERCITY AND INTERNATIONAL TRANSPORTATION

There are two railway stations (PKP), one bus station (PKS), and an airport in Lublin.

RAILWAY

Dworzec Główny PKP (Main Railway Station) is located at Plac Dworcowy 1. You can purchase tickets for domestic and international transit there or use the information point services. The Main Station is a few kilometers away from the city centre. You can use public transportation to get there, e.g. lines 1, 13, 45, 152, 161. To get from the Station to the city you can use those bus and trolley bus lines or a taxi. Remember to check the taxi fares on a window sticker, since some taxi companies tend to overcharge. To be on the safe side you should call for a taxi rather than take a random one waiting outside of the Station. The cost of travel from the Main Station to the city centre should be about 13 to 15 zł. The North Lublin Station is located at ul. Gospodarcza 1 but there are few connections available there and it is far away from the city centre.

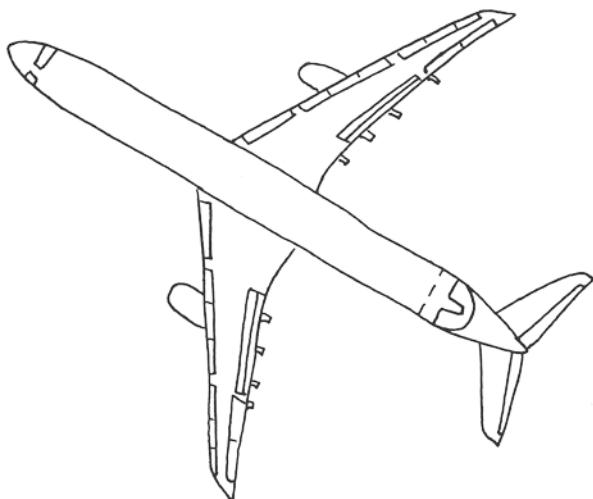
You can also purchase PKP (train) tickets online (<http://rozkład-pkp.pl> or <http://www.intercity.pl/pl/>) and in PKP ticket office at ul. Okopowa 5.

COACH AND BUS

Dworzec Główny PKS (Main Bus Station) is in the city centre, across the street from the Lublin Castle, at Aleje Tysiąclecia 6. International coaches usually depart from bays 0 and 1 (the international ticket office is located in the main hall of the station building) and the domestic coaches depart from other bays. Also minibuses depart from the Main Bus Station (PKS) - some of them depart from the bays at the Bus Station while others from ul. Ruska behind the Main Bus Station building or from a plaza behind the bays. For details please visit your carrier's website or inquire at the information point in the PKS building main hall.

AIRPORT

The airport in Lublin has been opened in 2012 (ul. Króla Jana III Sobieskiego 1, 21-040 Świdnik). In order to get there you can take a train from PKS Train Station, a bus (line 005, e.g. from Brama Krakowska, but it runs only a couple times in a day!), a taxi, or an Airport Bus (not only from Lublin but also from nearby towns).

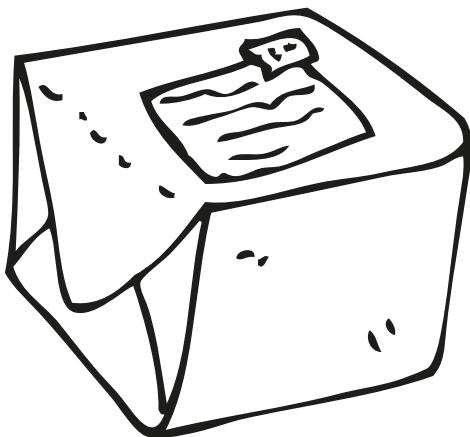


Details and schedules can be found here: <http://www.airport.lublin.pl/dla-podroznych/dojazd/>.
From Lublin you can fly directly to Great Britain, Norway, Sweden, Germany, Holland, Bulgaria, and others.
More flight destinations are to be established soon.

PARCELS AND MAIL

Poczta Polska (Polish Post) is the largest company in Poland providing postal services such as mail and parcels, courier delivery services, and cash payment and withdrawal. There are Poczta Polska locations in every residential area and in many supermarkets and shopping centres.

You can find the service prices on the website: <http://www.poczta-polska.pl/> or ask at the counter.



REMEMBER!

Poczta Polska at ul. Krakowskie Przedmieście 50 is open round the clock.

6

CHILDREN AND SCHOOL



IMPORTANT!

- Everyone has the right to education.
- Education is compulsory until the age of 18.
- Education in public schools is free for everyone.
- Parents have the right to choose for their children a school other than a public school.
- It is the government's duty to provide universal and equal access to education for all citizens.

Foreigners subject to compulsory education who do not know Polish or do not know it well enough, have the right to extracurricular Polish language classes free of charge. The lessons take place over the first 12 months, not less than 2 lesson periods a week (a lesson period in Poland is 45 minutes). The school principal, in agreement with the appropriate authorities, schedules the weekly timetable. The classes can be individual or in a group depending on the school's situation.



REMEMBER!

Foreigners can access education and childcare in all types of public preschools and schools until the age of 18 or until finishing upper secondary education on the same terms as Polish citizens.

EDUCATIONAL STAGES

PRESCHOOL

Preschool is available (but not compulsory) for children between the ages of 2.5-5. At the age of 6 it is compulsory for children to go to preschool. So if your child is 6 years old you may rest assured, that the city or municipality office will provide them a place at a preschool. The office must also provide places at preschools for all children at the age of 4 or 5 whose parents want them to attend preschool.

A child can stay in preschool free of charge for 5 hours.

All meals and extra hours are subject to additional charge.

How to enroll your child in preschool? [source: obywatel.gov.pl]

1. Choose the public preschool where you wish to enroll your child.
2. Contact the chosen preschool and find out when does the registration start and whether you can apply online.
3. Now you have two options:
if the preschool does not conduct registration online:
 - visit the chosen preschool;
 - find a preschool application;
 - fill it out;
 - hand in the application.if the preschool does conduct registration online:
 - visit the city or municipality office's website;
 - sign up for the registration platform;
 - fill in the application and select the preschools you wish to enroll your child in. You will see a list of all preschools in your city or municipality which are taking part in the online registration. You may choose up to 3 preschools. Remember to choose them in the right order: the first choice should be the most desirable preschool. If your child happens to not get accepted there, they may be accepted in the preschool of your second or third choice;
 - click the button to finish the registration. The office may ask you to print out some documents. If this happens, print them and bring them to the preschool.
4. Wait for admission results and check whether your child has been offered a place.
5. If they have - confirm your choice.
6. Wait for the publication of the list of children accepted to the preschool.
7. If your child has been accepted, sign a contract with the preschool. If your child has not been accepted, you can appeal against the decision. You have 7 days from the list publication date to do this. Remember that your municipality is obligated to provide places in preschool for all 6 year olds and all 4 or 5 year olds whose parents want them to attend school.
8. Children who take precedence in school admissions:
 - children from large families;
 - children with disabilities;
 - children whose parent or sibling have disabilities;
 - children raised by a single parent;
 - children in foster care.

PRIMARY SCHOOL (PODSTAWÓWKA) AND JUNIOR HIGH SCHOOL (GIMNAZJUM) [COMPULSORY EDUCATION]

School recruitment is based on a division of the municipality into school attendance zones, which means that each school must accept all children living in its attendance zone.

The school year lasts about 180 school days. It begins in September and ends in June. It is divided into 2 semesters. During the first educational stage (grades 1-3) teaching is conducted in an integrated form, which means all subjects are taught by the same teacher. Starting with the second educational stage (grades 4-6 of primary school and 1-3 of middle school) teaching is divided between many teachers, each conducting classes on a given subject of their specialization.

Middle school education is concluded with a national examination which consists of three parts: a humanities part, a mathematics and natural sciences part, and a linguistic part.

TRANSPORT TO SCHOOL

If the school is more than 3 km away from your home, your child can use free school transportation or you can have the costs of their public transportation tickets reimbursed.

Children with disabilities have the right to free transportation and guardianship when travelling to the nearest primary school and middle school. Children with a physical disability or with a moderate or severe mental disability have also the right to free transportation to the nearest post-secondary school but only until their 21st birthday.

School identity card - every school is obligated to issue a school identity card to every student. The school identity card is a document with a pupil's photograph, which confirms their school participation. It also entitles the pupil to many discounts - given they have it at hand ready to be presented - e.g. public transportation fare reduction, cinema tickets discounts, museum and zoological garden entry discounts, etc. It is also their main identity document during exams, contests, and many other (inter)school events.

POST-SECONDARY SCHOOLS: SECONDARY SCHOOLS/TECHNICAL VOCATIONAL SCHOOL/BASIC VOCATIONAL SCHOOL [COMPULSORY EDUCATION]

Post-secondary school admissions are based on the results of the middle school finishing exam.

A middle school leaver has three options (the choice depends on their plans for the future and interests):

- a three-year comprehensive high school concluded with a matura exam;
- a four-year technical vocational school concluded with a vocational qualifying exam and a matura exam;
- a three-year basic vocational school concluded with a diploma certifying vocational qualifications in given vocations; in order to take the matura exam education must be continued for another year in a high school, technical vocational complementary school, or in a high school for adults.

HIGHER EDUCATION

Higher education in Poland is divided into three stages:

- 1st level - bachelor's degree (admissions based on matura exam results)
- 2nd level - master's degree (admissions based on bachelor's diploma)
- 3rd level - doctoral degree (admissions based on master's diploma and holding a master's title)

Selected courses, e.g. psychology, law, canon law, pharmacy, medicine, dental medicine, veterinary medicine, and theology are a single, 5- or 6-year level concluded with a master's degree.

IMPORTANT! HIGHER EDUCATION FOR FOREIGNERS – WHO CAN STUDY FREE OF CHARGE?

- foreigners with a residence permit,
- foreigners holding a Pole's Card,
- foreigners with a refugee status granted in Poland,
- foreigner under temporary protection in Poland,
- migrant workers who are citizens of: European Union member states, the Swiss Confederation, or a European Free Trade Association (EFTA) member state - a party of the European Economic Area (EEA) agreement, i.e. the Republic of Iceland, the Principality of Liechtenstein, and the Kingdom of Norway, and also their family members, if they reside in Polish territory,
- foreigners with a long-term EU residence permit granted in Poland,
- foreigners with subsidiary protection in Poland,
- citizens of: European Union member states, the Swiss Confederation, or a European Free Trade Association (EFTA) member state - a party of the European Economic Area (EEA) agreement, i.e. the Republic of Iceland, the Principality of Liechtenstein, and the Kingdom of Norway, and also their family members, who have a residence permit.

NOSTRIFICATION OF A DIPLOMA

Nostrification is a procedure leading to recognition of a higher education diploma acquired from a foreign university. If you are considering the nostrification of your diploma you should check whether the country where you finished higher education has signed an agreement with Poland concerning recognition of education acquired abroad. If it has, you do not need to nostrificate your diploma.

In order to nostrificate your diploma, you should contact the faculty council of one of the Polish universities which are authorized to grant doctoral degrees in your diploma field. Bring with you the following documents:

- the original diploma and its copy;
- a copy of your high school diploma or a copy of any other diploma based on which you were accepted into the university;

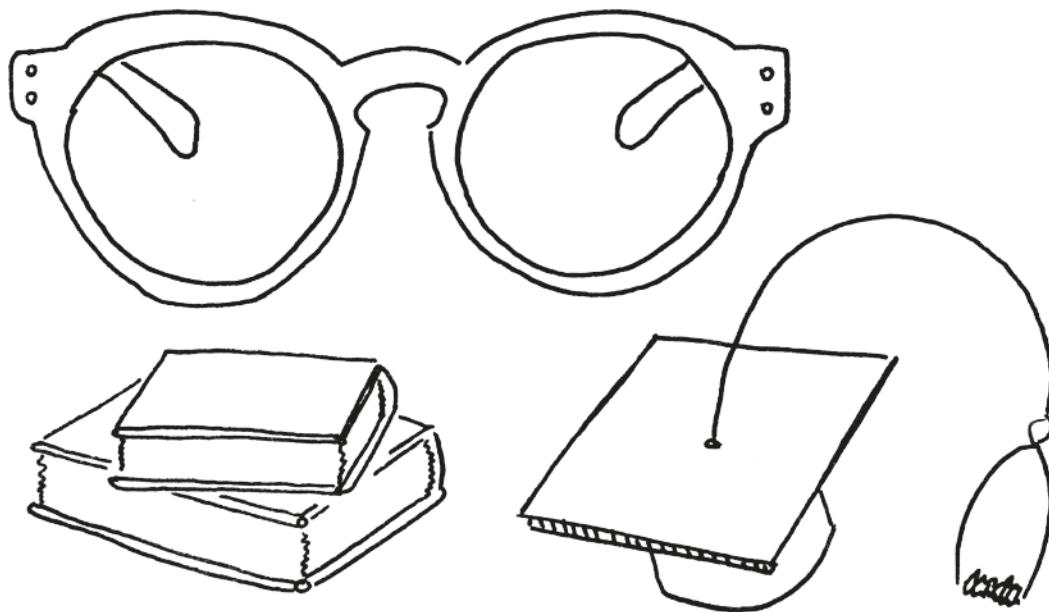
- your resume in Polish;
- a declaration that this foreign diploma has not been nostrificated at any other Polish university.

How much does it cost?

The nostrification cost depends on the university and can be anywhere between 2,000 and 6,000 zł. The amount has to be paid regardless of the nostrification process outcome.

In case of a difficult financial situation of the petitioner the head of the council may lower the fee or release the petitioner from payment.

If you are continuing your higher education, your university can release you from diploma nostrification. In order to do so you should submit a petition to the faculty council asking for release from nostrification.



DOMESTIC VIOLENCE (SOURCE: WWW.NIEBIESKALINIA.PL)

Domestic violence takes place when one of the people in a relationship attempts to control the other one and establishes their dominance. It can take the form of physical, emotional, sexual, or financial abuse. If you experience domestic violence or are a witness to it, it is vital to react.

WHAT CAN BE DONE?

1. The Police

The Police is legally binded to help domestic violence victims feel safe in their own homes again. An intervention is effective when the violence perpetrator, given they pose a threat to other people, is detained. You should require the police officers to fill in Niebieska Karta (Blue Card). The Police should inform you what help can you expect from them and provide you with details of several institutions which provide help to the victims of domestic violence.

DURING THE POLICE INTERVENTION YOU HAVE THE RIGHT TO:

- be temporarily granted safety on the part of the police officers; the violence perpetrator should be detained if they pose a threat to other people;
- use the police intervention documentation as evidence in a criminal case against the perpetrator;
- be informed who answered the call (police officers' identification numbers, their unit name and address);
- to call the police officers in witness.

2. Prosecution

Inform the prosecutor about the committed crime. Commencing prosecution is free of charge.





WHAT IS NIEBIESKA KARTA [BLUE CARD]?

„Niebieska Karta” is an official document filled in by a police officer when a case of domestic violence is recognized. „Niebieska Karta” documents the details of the case of domestic violence and estimates the probability of further violence. It also constitutes evidence in court cases.

3. Non-government organizations

A list of institutions and non-government organizations which engage in domestic violence prevention can be found here:

http://www.niebieskalinia.pl/institucje/index.php?option=com_instytucje

Non-government organizations which provide help for domestic violence victims usually have:

- information and consultation points,
- helplines,
- assistance centres,
- shelters,
- hostels,
- day care rooms.

They also offer:

- psychological help (individual and in groups),
- legal advice, e.g. help with lawsuit and petition preparation,
- social services,
- support groups,
- help with administrative matters, etc.

IMPORTANT PHONE NUMBERS:

- 0801 120 002 - NIEBIESKA LINIA (BLUE LINE) - national helpline for domestic violence victims
- 801 247 070 - Itaka foundation helpline for the missing and their families
- 22 696 55 50 - Rzecznik Praw Dziecka (Children's Rights Commissioner)

IN LUBLIN

Centrum Interwencji Kryzysowej (Crisis Intervention Centre)

ul. Probostwo 6A,

Helpline - 24-hour watch: 81 534-60-60

e-mail: pomoc@cik.lublin.eu

Monday through Friday: 7:00-19:00

7

EMPLOYMENT



Citizens of countries outside of European Union who are staying in Poland on the basis of a permanent residence permit or a long-term EU residence permit do not need any additional documents to work legally in Poland.

Foreigners for whom the basis of their stay is work should acquire a temporary residence permit and a work permit in Poland.

Other foreigners who are staying in Poland on the grounds of a visa or a temporary residence permit are allowed to start working in Poland given they have a work permit.

The citizens of the Republic of Armenia, the Republic of Belarus, Georgia, the Republic of Moldova, the Russian Federation, and Ukraine can work in Poland without a permit for 6 months. If they wish to continue work after that time they can do so based on their employer's declaration of the intention to entrust a job to a foreigner. The employer and the foreign employee may sign either an employment contract or a civil law contract (for contract work or casual work).

In most cases it is important to have the contract in a written form.

In case of foreigners who are required to have a work permit, their employment contracts must be in a written form. It is one of the requirements of legal employment for them.

In case of foreigners who are employed based on their employer's declaration of the intention to entrust a job to a foreigner, the employment contracts based on which they had a job entrusted must be in writing. It is one of the requirements of legal employment for them.

It is especially important for foreigners to have their contracts in writing - it is verified during a control of legality of work.

WHAT IS ILLEGAL EMPLOYMENT?

A foreigner is illegally employed when:

- they do not have a valid visa or any other valid document legalizing their stay;
- the document legalizing their stay does not authorize them to work;
- they work with no permit when the permit is required;
- they work under other conditions than those described in the work permit or they do a different job;
- they do not have the required employment contracts or civil law contracts signed.

WHO IS AUTHORIZED

TO PERFORM WORK LEGALITY CONTROLS?

The following institutions are authorized to perform work legality controls:

- Straż Graniczna (SG, Border Control);
- Państwowa Inspekcja Pracy (PIP, The National Labour Inspectorate).

Border Control (SG) can control companies, households, and natural persons who are employing foreigners, as well as foreigners who are conducting business activity. The National Labour Inspectorate (PIP) is authorized to control whether employment resulting from signing an employment contract or a civil law contract is legal. During those controls also the legality of a foreigner's stay in Poland is checked.

EMPLOYMENT IN POLAND – TYPES OF CONTRACTS

Regardless of the type of contract you sign you should always remember to have it in written form (for employment legality purposes) and to check whether it contains all of the important elements.

A foreigner may work in Poland either under an employment contract or under a civil law contract (i.e. umowa zlecenia - casual work, or umowa o dzieło - contract work).

EMPLOYMENT CONTRACT

Regular employment contracts are regulated by the Labour Code. You can have either an indefinite period contract or a fixed period contract, e.g. a contract for a fixed period, a contract for employee replacement, a contract for the time of completion of a specified task, or a contract for a trial period.



AN EMPLOYMENT CONTRACT SHOULD CONTAIN:

- the employer's and employee's personal data,
- the type of contract and the employment date,
- working place details,
- type of work [position, functions, work duties],
- work time,
- work starting date,
- earnings.

From the point of view of the employee's benefits and job security, an indefinite period employment contract is the most desirable.

A contract may be terminated with an agreement between parties and a date of termination agreed upon by them or it may be terminated by giving notice.

FIXED PERIOD CONTRACT

In a fixed period contract a contract termination date is designated. However the number of consecutive fixed period contracts with the same employer is limited by law. According to Polish law it is admissible to sign two fixed period contracts in a row. The third contract must be an indefinite period contract, given that the break between employment periods is not longer than a month



REMEMBER!

In case of workers who do not need a work permit it is not illegal to not have the contract in written form, but to not have the employment conditions in writing is a misdemeanor against employees rights!

CIVIL LAW CONTRACTS

In Poland you may have a job committed not only by an employment contract but also by a civil law contract. Civil law contracts are regulated by the Civil Code. Employees with a civil law contract have restricted workers' rights (e.g. no holiday entitlement, no paid sick leave) but still must have a work permit. While working with a civil law contract you have more freedom of action when it comes to fulfilling your work duties. In case of civil law contracts:

- you are not obligated to pay all Social Insurance contributions,
- the employer is not obligated to grant a leave,
- there is no work time limit, because what is essential is the work result, not place and time.

Umowa o dzieło (contract work) is a typical contract focused on results. The contractor commits themselves to finish a specified piece of work while the principal - to pay for it. The contractor receives a payment for the work result. The contract is concluded for the time necessary to finish the specified work. The contractor does not have Social Insurance contributions paid unless they also have an employment contract.

Umowa zlecenia (casual work) is a contract by which the contractor commits themselves to perform a specified task for the principal. If the umowa zlecenie is the contractor's only source of income, then it is necessary to pay all the Social Insurance contributions. If it is an additional source of income, then only certain contributions have to be paid.

LOOKING FOR A JOB

WHERE SHOULD YOU LOOK?

- advertisements in supermarkets, post office, Urząd Pracy (Public Employment Agency),
- websites (www.pracuj.pl, praca.money.pl, www.infopraca.pl, www.olx.pl),
- Urząd Pracy (Public Employment Agency; job offers from around Poland are available at oferty.praca.gov.pl),
- Agencje Pośrednictwa Pracy (job centres),
- ask friends.

WHAT SHOULD A JOB OFFER CONTAIN?

- an exact position name,
- requirements,
- work duties,
- employment benefits,
- information about the recruiting company and its location,
- the offer must be in accordance with the law - it cannot encroach on the principle of equal treatment.

What should you beware of?

Beware of job offers of the following kind:

- Addressing envelopes and twisting pens. It is already a classic scam method. If you answer the advertisement and send the 30 zł required as a “training charge”, you will only receive a bunch of worthless print-outs. Avoid all home work offers which require you to pay any materials, training, or information expenses.
- “A marketing job for young, earnings up to 6 thousand zł”. This is usually a travelling salesman job. The earnings are only a commission paid based on the amount of products sold, and the products are usually worthless.
- “A well-known company is looking for...” It is very easy to be deceived by such an offer. In the offer title there is usually a name of a large and well known company, retail chain, bank, etc. The jobs sound very attractive, the requirements are low. What is the catch? The contact e-mail address is usually a combination of the company name and a phrase like “job”, “work4”, “HR”, etc., but as a matter of fact it has nothing to do with the company itself, it is only used to collect applications and personal data, which are then sold for profit.
- “Call us to find out more...” Attractive job offer, high salary, detailed job requirements and... no contact information. Instead of an e-mail there is a phone number which you can call for details. If you call, you will most likely be redirected to a so-called premium-rate number. The charge per minute can be up to several dozen zlotys.

- Beware of interviews in private residences.
- Never start a job before a contract is signed.

WRITE YOUR CV (SOURCE: WWW.KARIERA.COM)

Curriculum Vitae, called a CV or a resume, is a summary of your educational and career paths which is intended to help your potential employer to decide whether you are the right person to fill their vacancy. It is the CV that determines whether you will be invited to an interview.

Answer these questions before you begin writing your CV:

- Did you take part in any interesting projects when you were in college? What were they? What was your part?
- Did you undergo a training program or an internship? For how long? What were your duties? Did you work individually or in a group? What were you better at?
- Have you had any short- or long-term jobs? Were they related to your profession? What did you learn?
- Did you do any voluntary work? What did you learn about yourself during that experience?
- What are you most interested about in your profession? Which field do you like the most? What do you do to develop in that direction?
- What are your extracurricular interests? How do you cultivate them?

How to write a CV?

Curriculum Vitae should be short and simple. It should ideally be one page long, the maximum is two. Do not forget about the clause with your consent for personal data processing.

Heading

Many people forget that every document should have a heading. You should put “CV” or “Curriculum Vitae” on the top of the page so the recruiter has no doubt about what they are dealing with.

Personal and contact data

- First and last name
- Residence address (not your registration address if you are looking for a job in a city other than the city you are registered in)
- E-mail address (it is important that your e-mail address sounds serious and credible; it should ideally contain you first and last name)
- Phone number

- A photograph (we encourage you to add a photograph to your CV but please do not choose a photograph from a party or a vacation or one where you are wearing a hat or glasses)

Education

You should start your education description with a mention of your high school, then move on to 1st and 2nd level higher education. You can add your diploma title here.

IMPORTANT! You should order your educational stages from the most recent one to the oldest one. Put the time interval you spent on the given stage on the left side. If you are still continuing your education, do not forget to mention your planned date of graduation - it is a very important piece of information to the recruiter. On the right side you should put your school name and class profile or your university and faculty name and your field of study and specialization. Also add the degree you have (bachelor's or master's). This information should be visible at first sight.

Work history

In this part you should keep a similar layout as in the previous one - the time interval on the left and on the right - your position and the name of the company or of the realized project. If you were on an internship in a company which is not widely known, add information about its field of operation in brackets. There are often many different work duties behind the same position names, so you should enlist your duties. You should also include the skills you made use of or your biggest successes. You can order your experience chronologically, starting with the most recent one, or thematically, starting with the one which is the most important for the position you are applying for.

Professional training/professional achievements/other experience

This part should be adapted to the rest of your resume. Decide whether there is any more information you would like the recruiter to know and which does not suit other CV sections and come up with an appropriate heading. It should contain at least two subparagraphs.

You should place here any courses which gave you knowledge and skills which your potential employer could use. Do not forget to mention the name of the institution which held the course and the outline of its programme. You should also mention here other experiences such as organizing a conference or a certificate (you can also mention it in the skills section).

Skills/additional qualifications

Read the position requirements once again before you start working on this section. Do you have the required skills? If you do, mention them first. Pay particular attention to whether the position requires any special qualifications or licences. You should also add here all hard skills (computer skills, foreign languages) and soft skills

(good job organization, team work, communication skills, etc.). Be precise.

Think it over and declare what are your computer skills (if you consider it to be important, you can enlist some programmes), how well do you know foreign languages, and present language certificates if you have any. You can separate your language skills into oral and writing skills. If language knowledge is crucial for the position you are applying for, you should prepare a separate language section.

Interests

Do not underestimate this section. You should mention here both professional and extracurricular interests which will present you as an interesting person. This can also help to get you remembered. Be precise, e.g. instead of “literature” enter “nonfictional prose, especially reportages from around the world”, instead of “music” - “70’s rock music”, etc.



REMEMBER!
What is the best CV format to send via e-mail?
It is safer to send a noneditable file format, e.g. a PDF.
Curriculum Vitae should be prepared using one font and contain no colours or pictures.

INTERVIEW

- Collect as much information as possible about the company and the recruiter
- Never call any suspicious phone numbers if it is the only way to find out more about the position
- Under no circumstances give your employer access to your bank data before you start working for them
- Plan ahead your trip to and from the place of the interview
- Inform somebody where are you going and when should you be back
- If the job involves accommodation, you should check the living conditions before you decide to take the job. You should also bring someone with you
- Make sure the interview takes place in the business office or in some other unsuspecting public place. Do not agree to an interview in a private house, especially not in your house!
- Do not talk about private matters which have no connection to the job
- Do not agree to be taken home by the recruiter

CAREER COUNSELING

Career counseling is a job market service offered by Powiatowy Urząd Pracy (District Employment Agency) and Centrum Informacji i Planowania Kariery Zawodowej at Wojewódzki Urząd Pracy (Centre of Information

and Career Planning at Voivodeship Employment Agency). Career counseling consists in providing help with solving career-related problems of the individual seeking assistance from the Agency.

Who can use career counseling services?

Career counseling services are available to those registered at the District Employment Agency as well as to the non-registered (to a lesser extent) and to employers and their employees.

You can use the career counseling services to receive help with:

- choosing or changing a profession,
- planning your career,
- raising qualifications,
- determining your abilities and interests,
- planning your career development.

LABOUR INTERMEDIATION

Labour intermediation is one of the basic job market services offered to the job seekers and employers by the District and Voivodeship Employment Agencies. If you are looking for a job, they can provide you with information on current job offers, career fairs, and career expos. If you are an employer, you can use the Agencies' help to look for employees. They will help you with preparing and spreading a job offer and choosing the right candidates, who will be sent to you for an interview.

WHO CAN USE LABOUR INTERMEDIATION SERVICES?

Everyone. Labour intermediation is offered to non-registered individuals and to the registered in the Agency as unemployed or job seekers. It is also available to citizens of the EAA member states, national employers, and employers from: EU member states, EAA member states outside of EU, and other countries which have signed a freedom of movement agreement with the EU and its member states.



REMEMBER!

Labour intermediation is free of charge in Poland – if anybody wants you to pay for a job offer or a contact to an employer, they are breaking the law.

USE YOUR UNIVERSITY'S STUDENT CAREER OFFICE SERVICES

UMCS STUDENT CAREER OFFICE

<http://www.umcs.pl/pl/kontakt-do-biura-karier-umcs,5863.htm>

UNIVERSITY OF LIFE SCIENCES IN LUBLIN STUDENT CAREER OFFICE

<http://biurokarier.up.lublin.pl/kontakt>

LUBLIN UNIVERSITY OF TECHNOLOGY STUDENT CAREER OFFICE

<http://www.pollub.pl/pl/studenci/biuro-karier/kontakt>

KUL CAREER OFFICE

<https://www.kul.pl/kontakt,11969.html>

MEDICAL UNIVERSITY OF LUBLIN STUDENT CAREER OFFICE

<https://www.umlub.pl/uczelnia/struktura-organizacyjna/szczegoly,263.html>

UNIVERSITY COLLEGE OF ENTERPRISE AND ADMINISTRATION STUDENT CAREER OFFICE

<http://www.wspa.pl/student/biurokarier/>

UNIVERSITY OF ECONOMICS AND INNOVATION CAREERS OFFICE

<http://biurokarier.wsei.lublin.pl/index.php/pl/kontakt/dane-teleadresowe>

IMPORTANT ADDRESSES

WOJEWÓDZKI URZĄD PRACY W LUBLINIE [VOIVODESHIP EMPLOYMENT AGENCY IN LUBLIN]

ul. Obywatelska 4

81 463 53 00

www.wup.lublin.pl

Opening hours: 7:30 - 15:30

MIEJSKI URZĄD PRACY W LUBLINIE [MUNICIPAL EMPLOYMENT AGENCY IN LUBLIN]

ul. Niecała 14

+ 48 81 466 52 00

www.mup.lublin.pl

Opening hours: 7:45 - 15:00

POWIATOWY URZĄD PRACY W LUBLINIE [DISTRICT EMPLOYMENT AGENCY IN LUBLIN]

ul. Mełgiewska 11c

81 745-18-15

www.puplublin.pl

Opening hours: 8:00- 14:00

BUSINESS ACTIVITY IN POLAND

(SOURCE: MIGRANT.INFO.PL)

Some foreigners may commence and conduct business activity on the same terms as Polish citizens. This means that they can commence and conduct any form of business activity which is allowed by Polish law. Between those foreigners are those who were granted in Poland:

- a permanent residence permit,
- a long-term EU residence permit,
- a temporary residence permit granted to a foreigner's family member for the purpose of family reunification,
- a temporary residence permit granted on the basis of a long-term EU residence permit obtained in a country other than Poland, if their stay in Poland is justified,
- a temporary residence permit for a family member of a foreigner who holds a long-term EU residence permit obtained in a country other than Poland and who justified their stay in Poland, if the family member had been staying with them in the EU member state other than Poland and wishes to stay in Poland with them,
- a temporary residence permit for the purpose of undertaking higher education (full-time/stationary studies, 1st, 2nd, and 3rd level),
- a temporary residence permit and are married to a Polish citizen residing in Poland (if the grounds of the stay in Poland of a Polish citizen's spouse is a temporary residence permit, the marriage grants them the right to conduct business activity in Poland),
- a refugee status,
- subsidiary protection,
- a tolerated residence permit,
- temporary protection in Poland,
- a Pole's Card.

Other foreigners not listed above (e.g. those residing in Poland with a visa, or residing abroad but whose presence in Poland is not necessary to register business activity) are allowed to commence and conduct business activity only in the form of:

- a limited partnership (spółka komandytowa),
- a limited joint-stock partnership (spółka komandytowo-akcyjna),
- a limited liability company (spółka z ograniczoną odpowiedzialnością),
- a joint-stock company (spółka akcyjna).

Important: If you are interested in establishing business activity in Poland you can contact Polska Agencja Rozwoju Przedsiębiorczości (PARP, Polish Agency for Enterprise Development). It offers training courses for business owners and organizes management postgraduate studies. Also the Urzędy Pracy (Employment Agencies) pursuant to the place of residence offer support in the process of commencing a business activity.

HUMAN TRAFFICKING

When may a job offer be a scam?

1. EARNINGS

If someone offers significantly higher earnings than other employers, you should check what the average salary for this position is before you answer the offer.

2. QUALIFICATIONS

If someone offers a well-paid job and does not require any qualifications or experience, you should check what qualifications are required for similar positions.

3. LANGUAGE SKILLS

If someone offers a job abroad and does not require even the basic knowledge of the language where the job is supposed to be done, be cautious.

HOW TO PREPARE FOR WORK ABROAD

1. Find as much information as possible

Always try to find out as much as possible about your potential employer, employment agency, and people who published the offer you are interested in or gave you an attractive job offer.

You may look up opinions on the Internet. If you know someone who knows the language of the country you are leaving for ask them to look it up for you.

If you are going to use the services of an employment intermediation agency make sure it is operating legally.

You can find a list of registered employment intermediation agencies here:

<http://www.kraz.praca.gov.pl/StronaGlowna.aspx>

Remember to always proceed with caution. Keep in mind that positive opinions and comments may be added by the perpetrators, that an attractive offer which suits you perfectly may be a scam, and very good working conditions may be changed even after your departure.

2. Keep in touch with your close ones

Arrange regular contact times with your family. Ask them to call the Police in case of prolonged lack of contact. It is also a good idea to set an emergency password in case something bad is happening and calling for help impossible.

3. Prepare for departure

Scan your passport or identity card and send over to your e-mail inbox if you can. In case of loss of documents having access to those copies can help you deal with formalities in a faster and easier way.

Localize where in the country of your destination can you receive help. On a piece of paper which you can always have on you note addresses and phone numbers of any organizations providing help and of a Polish consular office. Remember that on the EU territory you can always use the emergency number 112.

If it is possible, bring with you enough money to pay for your return.



B

OCIAL
ANCE

Depending on whether you are working, studying, or have some other status, you can receive assistance from a few different sources in Poland.

HARDSHIP ASSISTANCE

Students are entitled to hardship assistance in case of:

- a personal accident involving them or a close family member (their parents, spouse, or child),
- their or their close family member's sudden illness,
- a natural disaster, especially flood, hurricane, hailstorm, torrential rain, earthquake, land subsidence, avalanche, snow or ice pressure,
- a fortuitous event leading to their orphanhood,
- a fortuitous event such as fire, lightning strike, explosion,
- a fortuitous event such as a crash or fall of an aircraft,
- flooding with water or other liquids,
- an event such as falling of trees, poles, cranes, chimneys, or other structures, or a construction accident,
- an event such as robbery, burglary, criminal damage, acts of vandalism, grand theft.



REMEMBER!

You may apply for hardship assistance twice an academic year within six months from the event date. You may also apply in case of childbirth.

THE MINISTER OF SCIENCE AND HIGHER EDUCATION SCHOLARSHIPS

The Minister of Science and Higher Education scholarships may be awarded to students for:

- outstanding academic merits,
- outstanding artistic merits,
- outstanding sporting achievements.

You may apply not earlier than after finishing the first year of your studies.

REQUIREMENTS FOR THE SCHOLARSHIP:

- authorship or co-authorship of scholarly publications in academic journals,
- participation in a research project conducted individually by the university,
- participation in a research project conducted by the university in cooperation with other universities or research units, including foreign research units,
- authorship or co-authorship of an invention, an utility model, or an industrial design,
- presenting papers individually at research conferences,
- prizes won in international contests,
- participation in social life, training programmes, internships, voluntary work.

WHERE TO LOOK FOR INFORMATION

SCHOLARSHIPS AND SOCIAL ASSISTANCE AT YOUR UNIVERSITY:

UNIVERSITY COLLEGE OF ENTERPRISE AND ADMINISTRATION

http://www.wspa.pl/student/e_dzieknanat/stypendia/

UMCS

<http://www.umcs.pl/pl/stypendium-socjalne.htm>

UNIVERSITY OF LIFE SCIENCES

<http://www.up.lublin.pl/pomoc-materialna>

UNIVERSITY OF TECHNOLOGY

<http://www.pollub.pl/pl/studenci/pomoc-materialna>

UNIVERSITY OF ECONOMICS AND INNOVATION

<http://www.wsei.lublin.pl/student/pomoc-materialna-dla-studentow/stypendia-aktualnosci/newspomoc-materialna-dla-studentow-wsei-zasady-pryzyznawania>

MEDICAL UNIVERSITY

<http://www.umlub.pl/uczelnia/struktura-organizacyjna/szczegoly,34.html>

VINCENT POL UNIVERSITY

<http://wssp.edu.pl/student/pomoc-materialna/>

IMPORTANT ADDRESSES

MIEJSKI OŚRODEK POMOCY RODZINIE [MUNICIPAL FAMILY SUPPORT CENTRE]

ul. Grodzka 7, 20-112 Lublin

Opening hours: 7.30-15.30

Monika Budka - Department of welfare homes, support centres, and foreigners assistance

E-mail: kru@mopr.lublin.pl

BIURO OBSŁUGI MIESZKAŃCÓW URZĘDU MIASTA LUBLIN [RESIDENTS' AFFAIRS OFFICE IN LUBLIN CITY OFFICE]

ul. Wieniawska 14, tel. +48 81 466 1009

e-mail: cudzoziemcy@lublin.eu

Monday and Tuesday from 7.45 until 16.45, Wednesday, Thursday, and Friday from 7.45 until 15.15

Vadim Gerko – Punkt Obsługi Cudzoziemców (Foreigners Service Point)

E-mail: vadim.gerko@lublin.eu

FUNDACJA INSTYTUT NA RZECZ PAŃSTWA PRAWA [THE RULE OF LAW INSTITUTE FOUNDATION]

ul. Chopina 14

Julian Hofman – free legal advice for foreigners

E-mail: yhofman@panstwoprawa.org

EUROPEJSKI DOM SPOTKAŃ – FUNDACJA NOWY STAW [EUROPEAN MEETING CENTRE – NOWY STAW FOUNDATION]

ul. Przechodnia 4, II piętro

tel. 081 534 61 91

e-mail: eds@eds-fundacja.pl

CENTRUM WOLONTARIATU W LUBLINIE [LUBLIN VOLUNTEER CENTRE]

OFFICE

open Monday thru Friday between 10.00 and 18.00

ul. Jezuicka 4 (I piętro), 20-213 Lublin

Tel.+48 (081) 53426525

BOARD ROOM - ul. Głęboka 17

e-mail: lublin@wolontariat.org.pl

STOWARZYSZENIE HOMO FABER [HOMO FABER ASSOCIATION]

OFFICE

ul. Bursaki 12 (University College of Enterprise and Administration), ground floor, room no. 024

Please make an appointment first :)

E-mail: info@hf.org.pl

FUNDACJA KULTURY DUCHOWEJ POGRANICZA [FOUNDATION FOR SPIRITUAL CULTURE OF THE BORDERLAND]

Al. Warszawska 71

Tel: 81 7469399

Email: s_batruch@poczta.onet.pl

WYDZIAŁ STRATEGII I OBSŁUGI INWESTORÓW URZĘDU MIASTA LUBLIN

(Strategy and Investor Relations Department of the Lublin City Office)

(helps with higher education, scholarships, legalization of the stay for foreign students, internships)

Plac Litewski 1 p.303,

tel. +48 81 466 25 15

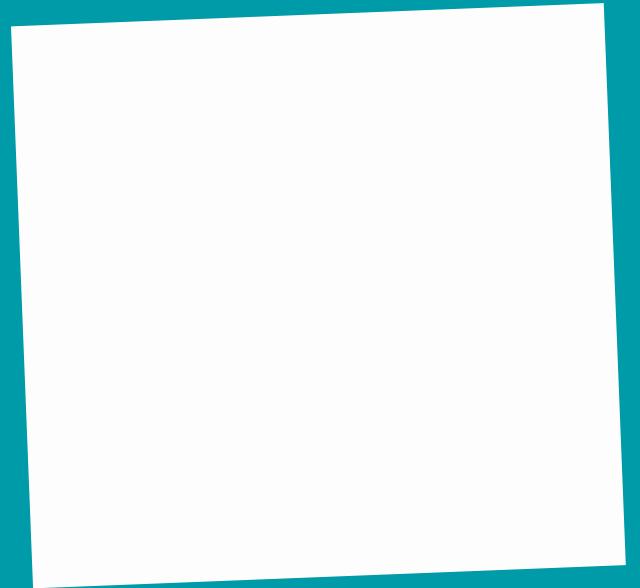
Viktoria Herun - Study in Lublin

e-mail: wiktoria.herun@lublin.eu

Monday through Friday from 8.00 until 16.00

9

LEISURE TIME



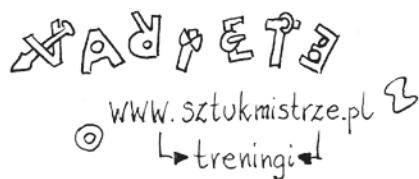
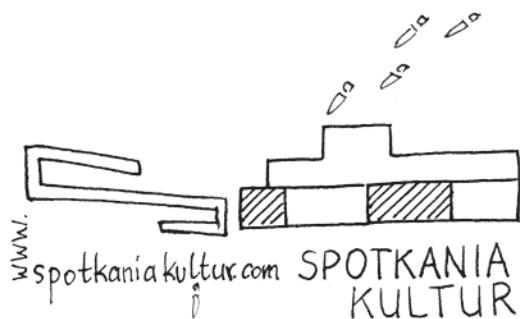
Lublin has rich cultural life - there are many theatre and music festivals hosted here.

Sports and physical activity enthusiasts will also find something of use here due to well-developed sports infrastructure. Also many non-government organizations and minority groups are active in Lublin, which allows for social engagement.

ARTS AND CULTURE

The main cultural institutions in Lublin are:

- Centrum Kultury w Lublinie (Centre for Culture in Lublin) - their wide cultural offer includes concerts, film screening, theatrical performances; sports classes, activities for children, and a wide offer of inexpensive or free events. The Centre for Culture in Lublin is home to, among others, Galeria Biała, Rewiry - Pracownia Sztuki Społecznie Zaangażowanej, Lubelski Teatr Tańca, Ośrodek Międzykulturowych Inicjatyw Twórczych "Rozdroża", Kinoteatr Projekt, Scena Prapremier "Invitro", neTTheatre, and Teatr Provisorium. There is also a branch of the H. Łopaciński Library located there and Szklarnia - a coffee shop and bookstore. During summer you can take a rest in the extraordinary Wirydarz. Address: ul. Peowiaków 12, Lublin, Website: <http://ck.lublin.pl/pl/> (there is a Polish and an English version);

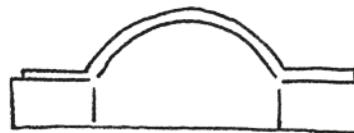


CENTRUM
KULTURY
W LUBLINIE



- Centrum Spotkania Kultur (Centre for the Meeting of Cultures) - is the latest cultural institution in Lublin; the building is large and modern; there is an opera hall, a screening room, and exhibition space. Address: Plac Teatralny 1, Lublin, Website: <http://www.spotkaniakultur.com> (there is a Polish and an English version);
- Teatr Stary (Teatr Stary in Lublin) - theatrical performances, film screenings, and debates about culture and art organized in the renovated building of the oldest theatre in Lublin. Address: Jezuicka 18, Lublin, Website: <http://teatrstary.eu> (there is a Polish, English, and Ukrainian version);
- Warsztaty Kultury (Workshops of Culture) - they organize Lublin's largest festivals (all of them free of charge!), among which are: Inne Brzmienia Art'n'Music Festival (Different Sounds Art'n'Music Festival), Carnaval Sztukmistrzów (Magicians' Carnival), Jarmark Jagielloński (Jagiellonian Fair) and many other year-round initiatives such as Lub Design and Dzielnice Kultury. Address: Grodzka 5a, Lublin, Website: <http://www.warsztatykultury.pl> (there is a Polish, English, and Ukrainian version);
- Brama Grodzka Teatr NN (The "Grodzka Gate - NN Theatre" Centre) - exhibitions, history of Jews in Lublin, theatrical performances, the Lublin Underground Trail, Dom Słów (The House of Words). Address: Grodzka 21, Website: <http://teatrnn.pl> (there is a Polish and an English version);
- Galeria Labirynt (The Labyrinth Gallery) - modern art, workshops, and activities for children. Address: ul. Popiełuszki 5, Website: <http://labirynt.com> (there is a Polish and an English version);
- Akademickie Centrum Kultury "Chatka Żaka" (Academic Cultural Centre "Chatka Żaka") - a cultural centre operated by and for students; film screenings, concerts, a cafe; the house of Radio Centrum (a students' radiostation) and Inkubator Medialno-Artystyczny (Media and Art Incubator). Address: Radziszewskiego 16, Website: <http://ack.lublin.pl> (Polish version only).

Galeria Labirynt



OBRAZ

MIEJSKI

www.labirynt.com

THE LARGEST CULTURAL EVENTS:

- Jarmark Jagielloński (Jagiellonian Fair) - a festival of traditional culture in August; music, art, craftwork; an opportunity to display own works of art/craftwork for artisans, craftsmen, and handicraftsmen. Website: <http://jarmarkjagiellonski.pl>.
- Carnaval Sztukmistrzów (Magicians' Carnival) - a festival of performing arts and new circus in July. Website: <http://sztukmistrze.eu>.
- Noc Kultury (Night of Culture) - an extraordinary and unique event in June, called an "accumulation of the city's cultural energy". On this night Lublin's citizens crowd the streets to take part in innumerable events and initiatives. Website: <http://nockultury.pl> (a Polish and English version).
- Inne Brzmienia Art'n'Music Festival (Different Sounds Art'n'Music Festival) - a music festival which presents the most original and interesting music genres from around the world, held in July. Website: <http://www.innebrzmienia.eu>.
- Konfrontacje Teatralne (The Theatre Confrontations Festival) - international theatre festival organized in October. Website: <http://konfrontacje.pl>.
- Europejski Festiwal Smaku (European Festival of Taste) - a culinary festival organized in September, presents cuisine from various parts of the world; many supporting events such as concerts. Website: <http://europejskifestiwalsmaku.pl>.

Apart from that there are also many Dzielnicowy Dom Kultury (Local Community Centre) in Lublin - the following are the largest:

- DDK Węglin, address: ul. Judyma 2a, website: <http://ddkweglin.pl> (Polish version);
- DDK Czuby Południowe, address: ul. Wyzynna 16, website: <http://ddkczubypoludniowe.pl> (Polish version);
- DDK SM "Czechów", address: ul. Kiepury 5a, website: <http://ddk-sm-czechow.blogspot.com> (Polish version);
- DDK Bronowice, address: ul. Krańcowa 106, website: <http://www.ddkbronowice.pl> (Polish version);
- Dom Kultury LSM, address: ul. Wallenroda 4a, website: <http://www.domkulturyism.pl> (Polish version).

MOVIE THEATRES

In Lublin we can find multiplexes where mainly popular cinema is screened, as well as arthouses where you can see independent films. Multiplexes are usually located in large shopping malls (Olimp, Plaza, Felicity). Kino Bajka (ul. Radziszewskiego 16) and Chatka Żaka (ul. Radziszewskiego 8) are the Lublin's arthouses. Also most of the cultural institutions mentioned above have screening rooms and organize film screenings. In the summer the outdoor cinema in Perła brewery is open and it is free of charge (Kino Perła, ul. Bernardyńska 15, June-September).

THEATRES

Apart from the Teatr Stary mentioned above theatre enthusiasts should visit Teatr im. Juliusza Osterwy (Juliusz Osterwa Theatre in Lublin, ul. Narutowicza 17) and visit Scena Plastyczna KUL Leszka Mądzika (Leszek Mądzik's Theatre, Aleje Racławickie 14). Also a visit to the Ośrodek Praktyk Teatralnych in Gardzienice is an unforgettable experience (Centre for Theatre Practices GARDZIENICE, located close to Lublin, performances are also in English, for more information visit: <http://gardzienice.org> - Polish and English versions).

LIBRARIES

Miejska Biblioteka Publiczna im. Hieronima Łopacińskiego w Lublinie (Hieronim Łopaciński Municipal Public Library in Lublin) has 39 branches. Their addresses can be found here:

http://www.mbp.lublin.pl/index.php?option=com_content&task=view&id=72&Itemid=201.

In order to use the library you need to register for a library card at your library branch. The main library is located at ul. Narutowicza 4. You can also use the academic libraries. Anyone can access the collections of the KUL Library (ul. Chopina 27), UMCS Library (ul. Radziszewskiego 11), and UP Library (ul. Akademicka 15) on the spot (in the reading room). The university's employees, students, grad students, and (in some cases) graduates can also borrow books from the library.

TU → WZGÓRZE
ZACZAŁ SIĘ LUBLIN → VIW. - OSADA
CZWARTEK

CERKIEW
PRAWOSŁAWNA ✝ XVII W.

1918 MANIFEST
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TEATR

1886

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XIX
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OSADNICTWO XVIII WIEKU
(POTEM TAKŻE IMPREZKI)

WZGÓRZE
STAROMIEJSKIE

ZAMEK
KAPLICA
ŚW. TRÓJCY
XIV W.
BIZANTYJSKO
RUSKIE FRESKI

STARY RATUSZ
TRYBUNAŁ

BROWAR
VETTERA

devil's
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Legenda





MUSEUMS

- Państwowe Muzeum na Majdanku (The State Museum at Majdanek) - has been founded in 1944 on the grounds of a former Nazi concentration camp. The Museum may be visited individually or with a guide (in Polish, English, French, German, Italian, Ukrainian, Spanish, or Russian).
Address: Droga Męczenników Majdanka 67,
Website: <http://www.majdanek.eu/pl> (a Polish and English version).
- Muzeum Lubelskie w Lublinie (Lublin Museum) - is located in the Lublin Castle. There are also branches in other parts of the city (e.g. Dworek Wincenctego Pola/Wincenc Pol Manor-House at ul. Kalinowszczyzna 13). The museum is celebrating its 110th anniversary in 2016. There is a large collection of paintings, a numismatic collection, an archaeological exposition on the Lubelskie area, and many temporary exhibitions. Upon prior reservation you can also visit the Kaplica Św. Trójcy (the Holy Trinity Chapel) with its Byzantine-Ruthenian polychromes.
Address: ul. Zamkowa 9, Website: <http://www.muzeumlubelskie.pl/>.

- Muzeum Wsi Lubelskiej (The Open Air Village Museum in Lublin) - is located in the Czechówka river valley and is one of the largest antique building museums in Poland. It offers a large collection of architecture and showpieces. It cultivates the memory of what life used to be like in former times in the country, in manor-houses, and in small towns. You may also organize occasional events there. Address: Aleja Warszawska 96, Website: <http://skansen.lublin.pl/pl/> (a Polish and English version).

SPORTS

- There is a well-developed sports infrastructure in Lublin. Football, tennis, and basketball enthusiasts may use the services of the so-called Orliki - fields and courts usually located next to schools. Orliki may be used free of charge upon prior phone reservation. Orliki's addresses may be found here: <http://www.lublin.eu/sport/orliki/boiska-orlik-w-lublinie/> (when you click the chosen facility you will see detailed information and a phone number).
- The universities in Lublin also have their own sports facilities. Using them is not restricted to students, but keep in mind that larger fees may apply if you're not enrolled in the given university. UMCS Centrum Kultury Fizycznej (Physical Culture Centre) - among the facilities are a pool, sports halls, a gym, upright exercise bikes, etc. (ul. Langiewicza 22); UP Centrum Sportowo-Rekreacyjne (Sports and Recreation Centre) - you will find there a pool, a climbing wall, a gym, and many classes. (ul. Głęboka 31).
- There are also many gyms and fitness clubs in Lublin (they are often located in large shopping malls, e.g. in Plaza Lublin, Tarasy Zamkowe, but there are also freestanding sports clubs such as Paco at ul. Zana 72 or a round-the-clock gym City Fit at ul. Społdzielczości Pracy 72).
- There is an aqua park in Lublin called Aqua Lublin (which offers many kids attractions and also saunas - al. Zygmuntofskie 4; during winter there is also an ice skating rink Icemanía next to the Aqua Lublin building) and an Arena Lublin stadium where you can watch first league games (ul. Stadionowa 1). Amateur football players can also join the amateur football league (<http://www.lublin.extraliga.pl> - Polish version).
- Outdoor activity enthusiasts might enjoy a trip to the Zalew Zemborzycki. You can get there by bike along a bike path which leads from the city centre along Bystrzyca river or by bus (e.g. line 37 and exit at the "Żeglarska" bus stop). During summer you can enjoy the Słoneczny Wrotków recreation center (it

offers pools, pool slides, an aqua playground, kayaks, pedal boats, kids attractions, etc.). There is also a ropes course, a mini-golf course, a wakeboard hoist, a sailboat, kayak, and pedal boat rental.

- There is also a 1st Floor Skate Park in Lublin (Droga Męczenników Majdanka 6a) and many workshops and classes are held at Centralny Plac Zabaw at Lech Kaczyński Square throughout summer (among them are street workout, slackline, parkour, skatepark, and others).
- In the beginning of May there is always a Maraton Lubelski (Lublin Marathon) with a distance of 42,195 m. It is organized by the Fundacja Rozwoju Sportu (Sport Development Foundation) in cooperation with Lubelskie Stowarzyszenie Biegowe (Running Association of Lublin). There are also footraces with shorter distances. The most popular series is Cztery Dychy do Maratonu (Four Tens to the Marathon) - a series of 10 km footraces.

Webpage: <http://www.maraton.lublin.eu>

- Stowarzyszenie Maraton Lubelski (Lublin Marathon Association) in Lublin organizes non-standard middle-distance races. Once a year the Bieg Szlak Trafi event is organized in ravines around Lublin - there are trail running races with the distances of: 7 km, 21 km, and 57 km.
<http://www.biegszlaktrafi.pl>

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APPENDIX



IMPORTANT DATES AND HOLIDAYS

- January 1st - New Year, public holiday
- January 6th - Epiphany/Three Kings' Day, public holiday
- February 14th - Saint Valentine's Day
- March/April - Easter, public holidays
- Last Sunday in March - time change (Spring Forward)
- May 1st - Labour Day, public holiday
- May 3rd - May 3rd Constitution Day, public holiday
- May 15th - Green Week, public holiday
- May 26th - Mother's Day
- June 23rd - Father's Day
- June 24th - end of the schoolyear, summer break begins
- August 15th - Assumption of Mary, public holiday
- September 1st - beginning of the schoolyear
- October 1st - beginning of the academic year
- October 14th - Teacher's Day
- Last Sunday of October - time change (Fall Back)
- November 1st - All Saints' Day, public holiday
- November 2nd - All Souls' Day
- November 11th - Polish Independence Day, public holiday
- December 6th - Saint Nicholas Day
- December 24th - Christmas Eve
- December 25th - Christmas Day, public holiday
- December 26th - Boxing Day, public holiday

IMPORTANT PHONE NUMBERS:

Emergency phone number 112
The Police 997
Ambulance 999
Fire Brigade 998

City Guard 986
Gas Emergency 992
Electricity Emergency 991

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dialogue



openness



welcome
to Lublin

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Rzecznik Praw Obywatelskich



Komendant Wojewódzki Policji w Lublinie



Urząd ds Cudzoziemców



Związek Ukraińców w Polsce



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