

WELCOME at the Nencki Institute

Nencki Institute of Experimental Biology PAS
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email: dyrekcja@nencki.edu.pl



About us



History

The Nencki Institute is one of the oldest non-university research institutions in Poland. It was established in 1918 by the Warsaw Scientific Society to pay tribute to Professor Marceili Nencki - an outstanding Polish chemist, doctor and physiologist, considered to be one of the founders of modern biochemistry.



Mission

We concentrate on three main fields: scientific research, innovation, and education. Our scientific team combines biology, chemistry, computation, and technology to apply novel approaches to understand the fundamental nature of biological processes and solve complex research problems.



Warsaw-4-PhD

The Nencki Institute is part of the Warsaw Doctoral School of Natural and BioMedical Sciences. The school is made up of nine scientific institutes and offers interdisciplinary education in 4 scientific disciplines: biology, chemistry, physics and medicine.



Before you arrive

Visa information
Housing arrangements

Visa information

EU/EFTA country citizens

Visa is not needed

Other countries (with some exceptions)

Visa is needed before arrival to Poland
- contact the Polish Consulate or
Embassy in your country.

More information:

www.gov.pl/web/diplomacy/visas

Schengen Visa (visa type C)

It is issued when the planned
stay on the territory of the
Schengen area does not exceed
90 days within each 180-day.

National visa (visa type D)

Allows to enter and achieve
continuous stay, or several
consecutive stays, which jointly
last longer than 90 days.



Housing arrangements

Guest rooms University of Warsaw



Hera Guest House

26/30 Belwederska Street, 00-594 Warsaw
Reception: (+48) 22 55 31 000 / 001
herarezew@adm.uw.edu.pl



Sokrates Guest House

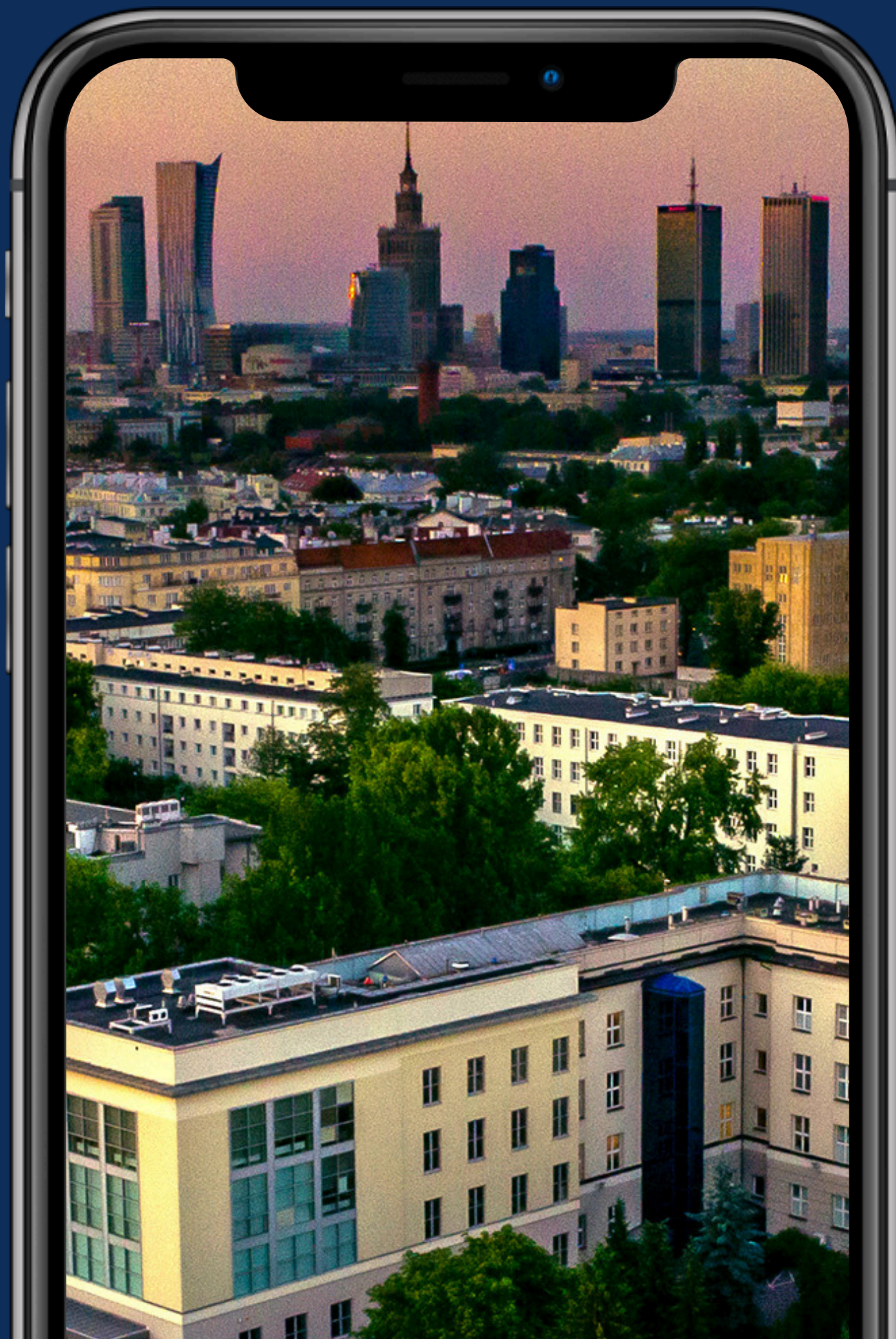
9 Smyczkova Street, 02-678 Warsaw
Reception: (+48) 22 55 33 500
rezerwacja@adm.uw.edu.pl

Short-term apartments:



booking.com
studentdepot.pl - private academic hostel in Warsaw
rentflatpoland.com
rentberry.com/pl

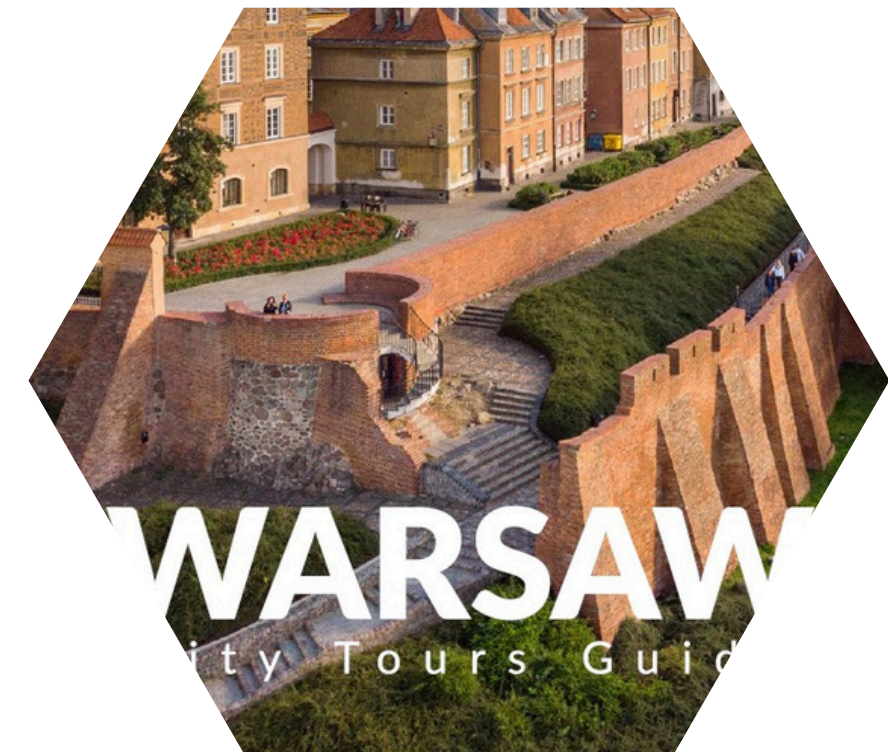




Living in Warsaw, living in Poland

Brochures
Public transport
National days
Emergency contacts

Brochures, guide books, recommended links



And also:

[Warsaw Tourist Information](#), [Warsaw to Go](#), [Warsaw Top Museums](#),
[Map of Warsaw for tourists](#), [City of Warsaw](#), [Monthly Magazine "Warsaw Insider"](#)

Transport in Warsaw



Public transport

The Warsaw city has a well-developed network of public transport. You can use buses, trams, underground, and night buses. To plan your travel, you can use the application jakdojade.pl or Google Maps.

More detailed information about types of tickets, costs and transport: [Warsaw Public Transport](#), [Warsaw City Card](#).



City bikes

You can also use city bikes provided by the Warsaw Public Bike system called Veturilo. You can find a map of bike stations, and learn how to rent bikes on the website www.veturilo.waw.pl



National days in Poland

1st January – New Year

6th January – Epiphany

Easter – Sunday: between 22nd of March and 25th of April

Easter (Wet) Monday: between 23rd of March and 26th of April

1st May – Labour Day

3rd May – Feast of the Constitution

Pentecost/Whit (Exile of the Holy Spirit) – 49 days after Easter

Celebration of the Saint Body and Blood of Jesus Christ – Thursday in May/June

15th August – Assumption of the Blessed Virgin Mary

1st November – All Saints Day

11th November – Independence Day

25th December – 1st day of Christmas

26th December – 2nd day of Christmas



Emergency contacts

112

emergency number which is available free of charge throughout the European Union

997

Police

998

Fire Brigade

999

Ambulance



Durrying your stay

Welcome Center
HR Excellence for Researchers
EVO system
Health insurance
Benefits, social support, sport and culture

Welcome Center



Obtaining PESEL no



Legal consultations in English



Registration of address



Psychological support for foreigners



Legalization of stay



HR Excellence for Researchers



The European Charter for Researchers

The "HR Excellence in Research" award gives public recognition to research institutions that have made progress in aligning their human resource policies with the principles set out in the "Charter & Code". Institutions that have been awarded the right to use the icon can use it to highlight their commitment to implement fair and transparent recruitment and appraisal procedures for researchers.

More information: <https://tinyurl.com/hrnencki>



EVO system

All employees have access to the EVO portal, where they can apply for holidays, on-demand leave, remote work or business trip. Holidays applications cannot be submitted retrospectively. If the employee agreed with his supervisor, but did not write out the application in time, he is obliged to submit a leave application in paper form, signed by the supervisor.

Through the EVO system, employees also have access to their personal data, salary and benefits, they can print payroll and PIT-11 necessary for annual tax settlement.



Holidays



Remote work



Business trip

Health insurance



Private medical care

Enel-med offers full medical services, including consultations, diagnosis, outpatient procedures and rehabilitation.

Through the website you can make an appointment, view the results of laboratory tests, and order a prescription. In addition, booking visits and checking results can be done via the mobile application.

ZUS health insurance

ZUS (The Social Insurance Institution) is a state institution that carries out tasks related to social insurance in Poland. All employees, regardless of their country of origin, employed under an employment contract, are required to be insured with ZUS by their employer.

PhD students from Poland and other EU countries are also covered by insurance through their employer. PhD students from non-EU countries must insure themselves with ZUS and pay monthly contributions.



Benefits, social support, sport and culture



Benefits

- co-financing for glasses for working with a computer
- private medical health insurance
- trainings
- PZU group life insurance



Social support

- social fund
- co-financing of employees' and children's holidays,
- housing renovation loans,
- emergency benefits



Sport and culture

- Multisport card
- Reimbursement of expenses for tickets to cultural events
- Polish / English language classes

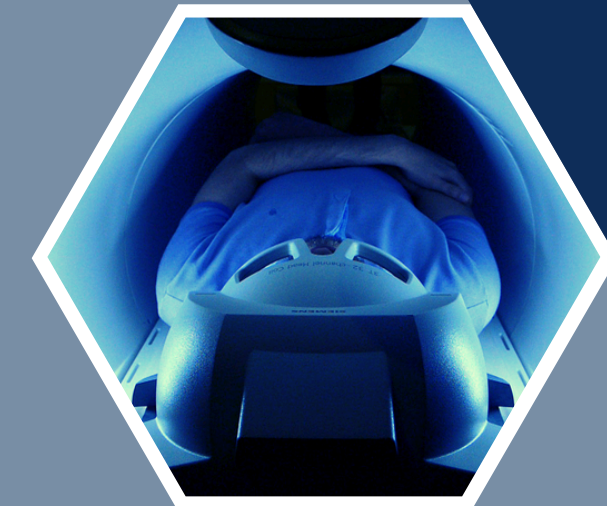
Useful information

www.nencki.edu.pl
<https://intra.nencki.gov.pl/>

Internal procedures

- Gender Equality Plan
- Anti-mobbing procedure
- Anti-corruption policy
- Person of trust
- Code of ethics
- Procedure for internal notifications

More information:
<https://intra.nencki.gov.pl/category/english-documents/>





HR Department

Room A Office building by the animal house, staircase no. 2,
ground floor (entrance from the side of the Physics Department).

Employment matters

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PhD students matters

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phdoffice@warsaw4phd.eu

Administration Department

Administration Department Manager

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