

### 1) **SECONDMENTS:**

If you plan your secondment please observe the following procedure:

**At least 3 weeks prior to your departure (earlier if you need a visa – see pt. 2)** please send to [agnieszka.tadrzak@ichf.edu.pl](mailto:agnieszka.tadrzak@ichf.edu.pl) an e-mail stating:

- Dates of your secondment
- Name of the institution where you are going
- Name of your supervisor/ person who will be taking care of you at the place of your secondment.

After receiving such an e-mail we will contact your supervisor and prof. Kołos to make sure they agree to your secondment.

If everything is fine - our HR dept. prepares an annex to your employment contract and invites you to sign it. After that you may arrange your travel.

If you wish to finance your travel to the place of the secondment and back from your project – please submit as well an **application for business travel**. After that you may arrange your travel.

### 2) **VISAS:**

Please also keep in mind that travelling outside of the EU you may need a visa. Also if you plan to stay in Schengen countries **more than 90 days in each period of 180 consecutive days – you need to obtain a separate visa.**

Your temporary residence cards just allows to spend in the Schengen zone up to 90 days in in each period of 180 consecutive days outside of Poland. It refers to cumulative days spent in Schengen countries which means that each day spent outside of Poland in the Schengen Zone is included in the limit.

So even if you go for shorter periods for secondment or any business trip but you have already used those 90 days – you will also need to get a visa.

**Please arrange your visas some time ahead to make sure you get it before your travel.**

In some cases we may delay / cancel some trips if you don't get your visa on time or we think that you won't manage to get it on time. We may also block tickets purchase procedure until your situation is cleared.

### 3) **EKUZ card:**

If your secondment or business trip is to a member state of the EU or country belonging to the European Economic Area, **please apply as well for EKUZ card (for employees, not for tourists), which is European Health Insurance Card.** It entitles you to use national healthcare system of your country of stay.

Countries where EKUZ applies:

- |            |             |                   |
|------------|-------------|-------------------|
| • Austria  | • Greece    | • Netherlands     |
| • Belgium  | • Greenland | • North Macedonia |
| • Bulgaria | • Hungary   | • Norway          |
| • Croatia  | • Iceland   | • Poland          |
| • Cyprus   | • Ireland   | • Portugal        |

- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Montenegro
- Romania
- Serbia
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- United Kingdom

Aleksandra Kapuścińska-Berantek may instruct you how to navigate through this process. It takes some time (ca. 2 – 3 weeks) to get it.