INSTYTUT SZTUKI
POLSKIEJ AKADEMII NAUK

Erasmus+

Welcome to the Institute of Art of the Polish Academy of Sciences (IS PAN)

Practical Guide & Information for Erasmus+ Guests & Visiting Researchers

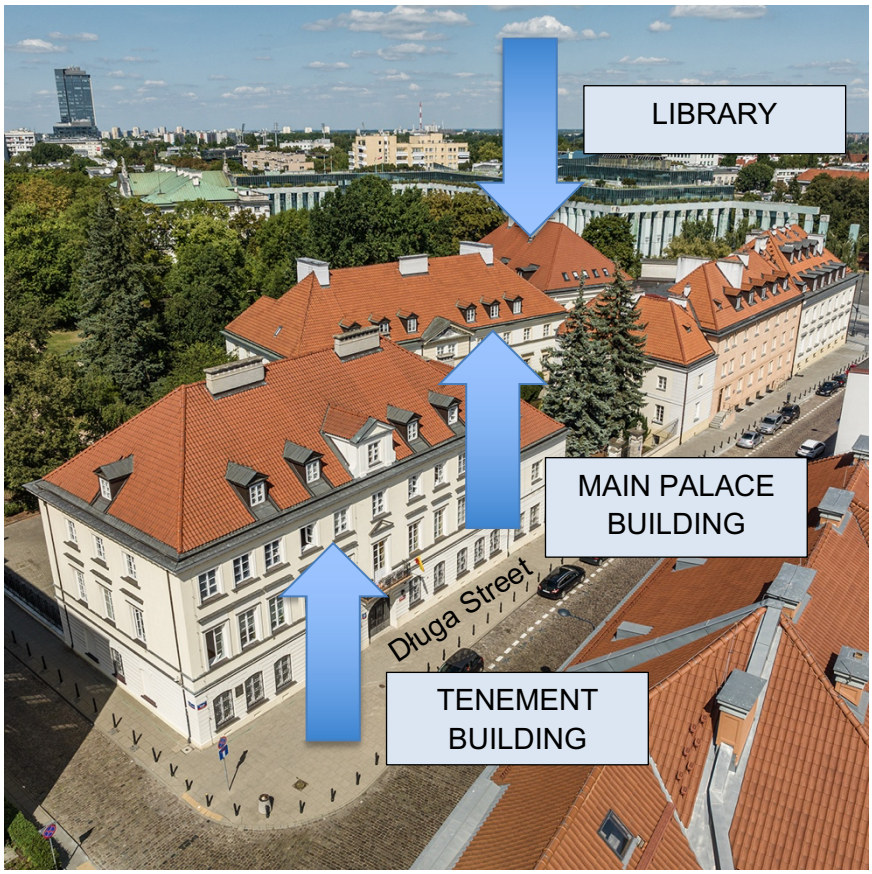
Erasmus+ contacts and information

For questions about your mobility, arrival arrangements, accommodation information or support needs, please contact the Erasmus+ Coordinator: erasmus@ispan.pl

If you need accessibility-related adjustments or individual support, please contact us before your arrival. Your request will be discussed with the Inclusion Coordinator where appropriate.

Information for incoming participants: www.ispan.pl/en/erasmus

ECTS course catalogue for incoming doctoral candidates: www.ispan.pl/en/erasmus



The Institute: Key Details & Arrival

- **Address:** Instytut Sztuki Polskiej Akademii Nauk, ul. Długa 26/28, 00-950 Warsaw
- **Opening Hours:** Monday – Friday, 08:00 – 17:00.
- **Reception & Access:** Please register at the tenement building, room no 6, ground floor. Bring photographic ID (passport or national ID card) to receive your confirmation of stay.
- **Library & Archives:** The IS PAN Library and Art Documentation collections are accessible to visiting scholars. Registration requires your institutional ID or Erasmus agreement confirmation.
- **Wi-Fi:** Temporary guest network available.

Library & Research Collections

- **Library Address**: Plac Krasińskich 1a, Warsaw (located just around the corner from the main building at ul. Długa)
- **Reader Opening Hours**: Tuesday, Wednesday, and Thursday: 09:30 – 15:30. Monday and Friday: Closed to readers (internal work)
- **Access & Registration:** Visiting scholars are welcome to consult the holdings on-site. Please bring your ID and Erasmus agreement confirmation use the resources.
- **Enquiries:** biblioteka@ispan.pl

Getting Around Warsaw

- **Public Transport (ZTM):** Warsaw operates an integrated network of buses, trams, metro (lines M1 and M2), and urban trains (SKM).
    - Nearest transit stops to IS PAN: **Plac Krasińskich** (bus) and **Ratusz Arsenał** (Metro M1 & trams).
- **Tickets:** Tickets must be purchased before or immediately upon boarding and validated straight away:
    - Single-fare transfer tickets (75 or 90 minutes) or short-term passes (24-hour, 3-day, or weekend) are recommended.
    - You can purchase tickets via contact-free card payment inside vehicles, ticket machines at stops/stations, or mobile apps (**Jakdojade**, **moBiLET**, **mPay**).
    - *Tip:* **Jakdojade** is the most reliable app for real-time journey planning and timetable navigation.

Emergency Numbers & Health Services

In an emergency, dial:

- **112** – General European Emergency Number (multilingual operators)
- **999** – Ambulance (*Pogotowie ratunkowe*)
- **998** – Fire Service (*Straż pożarna*)
- **997** – Police (*Policja*)

- **986** – Municipal Police (*Straż Miejska* – non-life-threatening local issues, lost property in public transit)

Institutional Coordinator for IS PAN

Anna Wiśnicka, PhD
email: erasmus@ispan.pl
phone number +48 22 50 48 294
ul. Długa 26/28, 00-950 Warsaw
Room 28 [by appointment via email]

Healthcare & Medical Assistance

- Please make sure that you have valid health insurance covering your stay in Poland.
- If you are entitled to a European Health Insurance Card – EHIC - bring a valid card and an identity document. The EHIC provides access to medically necessary treatment during a temporary stay within the publicly funded healthcare system, under the conditions applicable to insured persons in Poland. It does not mean that all treatment is free of charge.
- Eligibility for the EHIC depends on your healthcare coverage and applicable rules, not simply on your citizenship. If you are not entitled to use an EHIC in Poland, make sure that you have another valid basis for healthcare coverage or an appropriate insurance policy.
- Check the scope, exclusions and limits of your insurance before travelling. Additional cover may be needed for services or risks not covered by your existing arrangements, including private healthcare or medical transport to your home country.
- For traineeships, accident insurance covering the workplace and liability insurance covering damage caused during the traineeship must be arranged before the mobility. Responsibility for providing this insurance is recorded in the Learning Agreement for Traineeships.
- If you are unsure about the insurance requirements for your mobility, contact the Erasmus+ Coordinator before your arrival
- **24/7 Medical Information Hotline (NFZ):** Dial **800 190 590** (free of charge, support available in English and Ukrainian).
- **Pharmacies (*Apteka*):** Look for green cross signs. Warsaw has several 24/7 pharmacies (*apteka całodobowa*), including one at the central railway station (Warszawa Centralna).

Entry and residence formalities

- Entry and residence requirements depend on your nationality, travel and residence documents, and the purpose and duration of your stay.
- If you are not an EU citizen, do not assume that a visa or residence permit issued by another country automatically covers your planned mobility in Poland. A student or researcher mobility procedure may apply in certain cases and may require action by the receiving institution.
- Please check the official requirements and contact erasmus@ispan.pl well before your planned arrival if you need documents confirming your acceptance or assistance in identifying the relevant procedure.
- IS PAN provides information and organisational assistance. Decisions on entry and residence rights are made by the competent authorities.
- Further information: https://www.gov.pl/web/mswia-en/entry-and-residence-conditions-for-foreign-nationals-in-poland

Everyday Essentials & Practical Tips

- **Currency & Payments:** Poland uses the Polish Złoty (PLN, symbol: zł). Cashless card and contactless smartphone/smartwatch payments (Visa, Mastercard, Apple Pay, Google Pay) are accepted almost everywhere, including small kiosks and market stalls.
- **Electricity:** 230V, 50Hz, Type C and E round European plugs.
- **Supermarkets & Sundries:** Standard opening hours are 06:00/07:00 to 22:00/23:00 Monday through Saturday. By law, most retail shops are closed on Sundays, with the exception of small convenience stores (e.g. *Żabka*), petrol stations, and pharmacies.
- **Tap Water:** Tap water in Warsaw is safe to drink (*warszawska kranówka*).
- **Tipping:** Discretionary; 10% in sit-down cafes and restaurants is customary for good service.

Accommodation

- IS PAN provides information and guidance to help incoming participants look for accommodation. Please contact erasmus@ispan.pl before your arrival if you would like assistance with identifying available options.
- This support does not constitute a guarantee of accommodation or financial support for accommodation costs.
- Before making a reservation or payment, check the provider's identity, the full price, deposit and cancellation conditions, and the location in relation to the Institute.

Language and accessibility

- The working or teaching language and any required language competence are agreed before the mobility and recorded in the relevant Learning Agreement or Mobility Agreement. Please contact the Erasmus+ Coordinator for information about available language preparation and support opportunities.
- If you require adjustments related to a disability, health condition or other individual needs, please contact us before your arrival. Possible arrangements will be

discussed individually in relation to your mobility programme and the Institute's facilities.

- In your initial message, please describe the support you need. If further information is required, we will agree with you how it should be provided.
- For information about access to the Institute's buildings, library and facilities, or to discuss adjustments you may need during your mobility, please contact erasmus@ispan.pl before your arrival.
- Please describe the support you need so that we can check the available arrangements with the relevant staff and discuss possible options with you before you finalise your travel plans.

Support and reporting concerns

- For questions or difficulties concerning your mobility programme, contact your academic supervisor or host contact person.
- For organisational issues, accessibility needs, difficulties accessing agreed resources or concerns about unequal treatment, contact the Erasmus+ Coordinator: erasmus@ispan.pl
- If your concern involves the person you would normally contact, or if the matter remains unresolved, you may contact the Director of IS PAN: https://www.ispan.pl/en/institute/board-of-directors.
- In an immediate emergency, call 112.
- Incoming doctoral candidates can find information about their Erasmus+ rights and responsibilities in the Erasmus Student Charter: https://erasmus-plus.ec.europa.eu/resources-and-tools/erasmus-student-charter-0.

Before you leave

- Please contact your host supervisor and the Erasmus+ Coordinator to confirm that all required mobility documents will be completed.
- Depending on the type of mobility, these may include:
    - a Transcript of Records or an appropriate record of learning achievements for study mobility;
    - a Traineeship Certificate for traineeships;
    - confirmation of the dates and completion of the agreed teaching or training programme for staff mobility.
- Please inform us in advance of any specific documentation requirements of your sending institution.