



LEGAL BULLETIN
OF THE NICOLAUS COPERNICUS UNIVERSITY IN
TORUŃ

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ORDINANCE No. 139

of the Rector of the Nicolaus Copernicus University in Toruń

of 1 September 2016

**on establishing principles of keeping records of students and doctoral students
at the Toruń campus who are covered by public health insurance**

Pursuant to Art. 198 Sec. 2 of the Act of July 27, 2005 Law on Higher Education (Journal of Laws of 2012, item 572 as amended) and Art. 73 item 4 of the Act of August 27, 2004 on health care services financed from public funds (Journal of Laws of 2015 item 581, as amended),

it is ordered as follows:

§ 1

1. General health insurance, hereinafter referred to as “GHI”, covers all students (full-time and part-time) and doctoral students over the age of 26 at the Toruń campus who are not the sole dependents of the person subject to the insurance and are not otherwise subject to the insurance obligation.
2. A student or doctoral student benefits from health insurance as a family member of an insured person:
 - 1) until the age of 26 – the obligation to register for insurance rests with the parents or legal guardians;
 - 2) without age limit – if she/he has a certificate of significant degree of disability or other certificate treated equally – the obligation to register for insurance rests with the parents or legal guardians;
 - 3) without age limit – if his/her spouse is subject to compulsory health insurance (resulting from e.g. employment relationship) – the obligation to register for insurance rests with the spouse.
3. The University – at the Toruń campus – is obliged to insure:
 - 1) students – from the date of taking the oath (matriculation), until the date of obtaining the status of a graduate student (or being removed from the list of students), provided that they meet the requirements laid down in Sec. 1;
 - 2) doctoral students – as of the inauguration of the academic year in which they begin their studies, until the completion of their doctoral studies (or their removal from the list of participants of doctoral studies), provided that they meet the requirements laid down in Sec. 1.

§ 2

A student or a doctoral student who meets the requirements laid down in § 1 Sec. 1 and wants to be covered by health insurance is obliged to:

- 1) report to the Department of Payroll Services at the Rector's Office of the Nicolaus Copernicus University in Toruń, fill out and sign the appropriate form (ZUS ZZA, ZUS ZCNA (for family members), ZUS ZWUA (for resignation from insurance)). Required details:
 - a) full name,
 - b) PESEL number,
 - c) passport (for foreigners),
 - d) personal ID series and number,
 - e) address of permanent residence,
 - f) affiliation with a branch of the National Health Fund (NFZ).

This also applies to a family member if they are to be covered by health insurance;

- 2) sign a declaration that he/she is not the sole dependent of the person subject to the insurance (Appendix no. 1);
- 3) sign a declaration that he/she is not otherwise subject to the insurance obligation (Appendix no. 1);
- 4) regularly check the University mailbox, which is considered the only possible form of correspondence. A mail sent to the University address is considered read after 3 days of posting (Appendix no. 1);
- 5) immediately report to the Department of Payroll Services at the Rector's Office of the Nicolaus Copernicus University in case of obtaining another title to health insurance (Appendix no. 2).

§ 3

Individuals in the Department of Payroll Services responsible for handling matters related to the "GHI" of students or doctoral students are required to:

- 1) accept and verify the correctness of the completed document;
- 2) place the collected declarations and forms ZUS ZZA, ZUS ZCNA, ZUS ZWUA in the file;
- 3) enter the documents of all persons covered by the "GHI" into the Płatnik computer program within 7 days of submitting the application;
- 4) prepare, not later than on the 14th of each month, a collective social insurance statement ZUS DRA for the preceding month together with the list of amounts and the number of insured persons broken down into individual units. They forward a copy of the ZUS DRA and the list to the Department of Accounting for verification of their correctness and making the bank transfer by the Department of Finance to the Social Insurance Institution (ZUS).
- 5) prepare an electronic file in the Płatnik program containing application and/or statement data concerning employees of the Nicolaus Copernicus University, students or doctoral students and persons performing commissioned work;
- 6) hand over the protocol of signature (Appendix no. 3) within the specified deadline (statement – by the 15th of each month, applications – deadlines indicated by the person holding a qualified key) with the indication of the set number, to a person authorized to send documents electronically to the Social Insurance Institution (ZUS).

§ 4

1. Regulation No. 40 of the Rector of the Nicolaus Copernicus University of 13 April 2010 on establishing principles of keeping records of students and doctoral students who are covered by public health insurance (Legal Bulletin of the Nicolaus Copernicus University, No. 66, item 2, as amended) expires.
2. The Ordinance shall enter into force on 1 September 2016.

R E C T O R

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