

Regulations for the Registration of Gdynia Maritime University Students for Health Insurance

I. Health insurance for students who are Polish citizens

Article 1

1. All students of Gdynia Maritime University (the "University") who are citizens of the Republic of Poland shall be subject to compulsory health insurance and, consequently, have the right to use medical care services free of charge.
2. A student shall be covered by health insurance as a family member of an insured person:
 - a) until reaching the age of 26 – the obligation to register the student for insurance rests with parents or legal guardians;
 - b) without age limitation – if the student holds a certificate of severe disability or another treated as equivalent – the obligation to register the student for insurance rests with parents or legal guardians;
 - c) without age limitation – if the student's spouse is subject to compulsory health insurance (resulting, for instance, from an employment relationship) – the obligation to register the student for insurance rests with the spouse.
3. Students who have reached the age of 26 and are not subject to compulsory insurance on any other grounds shall, upon their written application, be registered for health insurance by the University, which shall pay contributions on their behalf.
4. Students who have not reached the age of 26 and are not subject to compulsory insurance on any other grounds specified in Article 66 of the Act (e.g., they have no parents or legal guardians, or the parents, legal guardians, or spouse are not subject to compulsory health insurance) may be insured by the University following examination of the student's individual circumstances.

Article 2

1. The basis for the University to register a student and members of their family (spouse, child, etc.) for health insurance shall be the completion of the following at the Student Services Office relevant to the given degree programme:
 - a) a health insurance registration form and a declaration of not being subject to compulsory health insurance on any other grounds. The form is included as Annex 1 to these Regulations;
 - b) a health insurance registration form (ZUS form).
2. Where a person registered for health insurance by the University or any registered family member holds a disability assessment, the student shall be required to submit the confirmation document for inspection.

3. Failure to appear in person at the relevant Student Services Office within 7 days of reaching the age of 26, provided that the student is not subject to compulsory health insurance on any other grounds, shall result in a disruption of continuity of the student's health insurance and financial liability for medical services received during the period not covered by health insurance.

Article 3

1. The University shall assume the obligation to provide health insurance for a student and members of their family upon submission by the student of a declaration of not being subject to compulsory health insurance on any other grounds, according to the date on which this obligation arises as specified in the registration form.
2. The obligation of the University to provide health insurance for students shall expire on the date of completion of studies or removal from the list of students.
3. The date of completion of higher education studies shall be deemed the date of the dissertation defence, but no later than 30 September of the academic year in which the student completed the final semester of study specified in the curriculum.

Article 4

1. A student registered for health insurance by the University shall have an obligation to inform the relevant Student Services Office of the occurrence of another ground for compulsory health insurance within 7 days from the date it arises, under penalty of criminal liability.
2. If another ground for health insurance coverage arises, the University shall cease paying contributions, which entails deregistering the student together with any family members they registered.
3. Upon cessation of the other ground for registration for health insurance, the student may be registered for health insurance by the University again, subject to fulfilling the requirements set out in Article 2 of these Regulations.
4. In the event of a concurrence of grounds for compulsory health insurance coverage where the contribution under each ground is financed from the state budget, the contribution shall be paid exclusively on the ground that arose earliest. If the grounds arose simultaneously, the contribution shall be paid on the ground registered first for health insurance coverage.

Article 5

1. A student who has been registered for health insurance by the University shall be required to inform the Student Services Office of any change in the details contained in the health insurance registration form within 7 days of the date the change occurred or of obtaining the confirmation document, under penalty of criminal liability.
2. The details referred to in paragraph 1 include: identity document number, surname, insurance title code (i.e., certified degree of disability), residential address, branch of the National Health Fund (NFZ).
3. Changes to the details referred to in paragraph 1 shall be made using dedicated ZUS forms upon presentation of supporting documents.

Article 6

1. The right to healthcare services for students shall expire after 4 months from the completion of study or removal from the list of students.
2. The right to healthcare services for members of a student's family shall cease after 30 days from the date of expiry of the health insurance obligation.

Article 7

1. The document confirming the payment of contributions for a student by the University shall be a completed RMUA document (the lower coupon is sufficient), issued by the HR and Payroll Department on each occasion at the student's request. The document shall be valid together with a valid student card.
2. In an emergency, the document referred to in paragraph 1 may be submitted to the healthcare provider at another time, no later than within 30 days from the start of provision of the healthcare service, provided that the patient remains hospitalised. If observing this deadline is not possible, this document may be presented within 7 days from the date of termination of the healthcare services.
3. In the event of failure to present the document referred to in paragraph 1 within the deadlines specified in paragraph 2, the service shall be provided at the expense of the recipient of healthcare services, that is, the student.
4. If personal collection of the document confirming the payment of health insurance contributions by the University on behalf of the student is not possible, the document shall be issued to an authorised person on the basis of the authorisation form in Annex 2 to these Regulations.

II. Health insurance for students who are not Polish citizens

Article 8

1. For students who are not citizens of European Union Member States or of a Member State of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, who study in Poland and have been recognised as persons of Polish origin within the meaning of repatriation provisions and are not subject to compulsory insurance on any other grounds, health insurance contributions – regardless of age – shall be paid by the University. These persons shall be subject to voluntary health insurance.
2. The persons specified in paragraph 1 who wish to be registered for health insurance by the University shall be required to enter into a voluntary health insurance agreement at a branch of the National Health Fund (NFZ), in accordance with the procedure applicable to Polish students.
3. The persons referred to in paragraph 1 shall be obliged to submit to the Student Services Office the agreement with the National Health Fund (NFZ) and a certificate from a Polish diplomatic post (consulate or embassy) confirming Polish origin within the meaning of repatriation provisions.

Article 9

The provisions set out in Articles 4–7 of these Regulations shall apply to the persons referred to in Article 8.

Article 10

1. Students who are not citizens of European Union Member States or of a Member State of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, and who cannot produce a document certifying that they have been recognised as persons of Polish origin within the meaning of repatriation provisions, may conclude a voluntary health insurance agreement with the National Health Fund (NFZ) and pay the monthly health insurance contribution independently.
2. The document enabling the submission of an application for voluntary health insurance coverage with the National Health Fund (NFZ) shall be a certificate confirming enrolment on a course of higher education at Gdynia Maritime University obtained from the Student Services Office of the faculty in which the degree programme is taught.

Article 11

1. Students and their family members residing with them who are citizens of European Union Member States or of a Member State of the European Free Trade Association (EFTA) – a party to the Agreement on the European Economic Area, may use healthcare services in the territory of Poland on the basis of coordination provisions, provided they hold health insurance in the universal insurance system of any EU or EEA Member State.
2. The documents entitling such persons to use healthcare services free of charge under the same conditions as Polish citizens shall be: a valid passport, a valid student card, and a valid European Health Insurance Card (EHIC).

III. Final provisions

Article 12

1. The Student Services Offices shall transfer original documents relating to student health insurance to the HR and Payroll Department within 3 days from the date of issue.
2. Contributions for students and their family members registered for health insurance by the University shall be paid by the HR and Payroll Department.
3. Settlements with the relevant ministry for contributions paid shall be prepared by the HR and Payroll Department.

Article 13

Supervision over the implementation of and compliance with the provisions contained in the Regulations is assigned to the Deans of the Faculties.

Article 14

Cases not covered by these Regulations may be submitted for consideration by the Social Insurance Institution (ZUS) and the National Health Fund (NFZ).

Article 15

Amendments to individual provisions and the scope of the Regulations may be made by way of separate Orders of the Rector of Gdynia Maritime University.

Annex 1

to the Regulations for the Registration of Gdynia Maritime University Students
for Health Insurance

Gdynia,

.....

(Date)

.....

(Surname and first name)

.....

(Year and degree programme / full-time, part-time*)

Permanent registered address:

.....

(Voivodeship)

.....

(Postcode, place)

.....

(Street, house number, flat number)

I kindly request health insurance coverage for myself / and members of my family* in accordance with applicable provisions.

I. I declare that:

1. I am not subject to insurance as a family member of an insured person paying contributions or for whom contributions are paid (e.g., parent or spouse),
2. I am not in an employment relationship, in a service relationship, and I do not conduct economic activity covered by social insurance,
3. I am not employed on a contract of mandate,
4. I do not receive pension benefits under social insurance,
5. I do not receive a sports scholarship,

6. I do not receive a social pension, permanent allowance, permanent compensatory allowance, or guaranteed temporary allowance from social assistance,
7. I am not entitled to receive maintenance benefits,
8. I am not an unemployed person,
9. I am neither a farmer nor a working household member of a farmer within the meaning of provisions on farmers' social insurance,
10. I am not subject to compulsory health insurance on any other grounds specified in Article 66 of the Act of 27 August 2004 on healthcare services financed from public funds.

.....

(Legible signature of the student making the declaration)

II. I declare that the following members of my family registered by me are not subject to compulsory health insurance on any other grounds (including any of those listed in point I) and have not been registered for health insurance by other family members:

No.	Surname	First name	Relationship	Date of birth

.....

(Legible signature of the student making the declaration)

III. I declare that should any of the circumstances specified in point I arise, thereby creating another ground for health insurance for myself or members of my family registered by me, I shall notify the University within 7 days of that date, under penalty of liability.

.....

(Legible signature of the student making the declaration)

IV. I declare that in the event of a change to the details contained in the health insurance registration form, I shall notify the University within 7 days of the date the change occurred or of obtaining supporting documentation, under penalty of liability.

.....

(Legible signature of the student making the declaration)

* delete as appropriate

NOTE:

An appropriate certificate confirming the payment of health insurance contributions is issued by the Payroll and Benefits Team.

Annex 2

to the Regulations for the Registration of Gdynia Maritime University Students
for Health Insurance

.....

(Surname and first name)

.....,

(Place)

(Date)

.....

(Year of study and degree programme / full-time, part-time*)

.....

(Student ID card number)

Authorisation

I hereby authorise Ms/Mr*,

holder of identity card no.,

to collect on my behalf the certificate confirming the payment of health insurance
contributions by Gdynia Maritime University.

.....

(Legible signature of the student)

* Delete as appropriate