2. TOPIC: Institutional Information (General information about the school)

The school must make readily available to enrolled and prospective students the following information:

2.1. The cost of attending the school including tuition and fees charged to full-time and part-time students; estimates of costs for necessary books and supplies; estimates of typical charges for room and board; estimates of transportation costs for students and any additional cost of a program in which a student is enrolled or expresses a specific interest

Poznan University of Medical Sciences - Tuition & Fees 2011-2012

The expenses (Cost of Attendance) for the entering academic year 2011-12 are estimated as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition (approx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-Year M.D. Program</td>
<td>$19,000</td>
</tr>
<tr>
<td>6-Year M.D. Program</td>
<td>$17,000</td>
</tr>
<tr>
<td>5-Year D.D.S. Program</td>
<td>$17,000</td>
</tr>
<tr>
<td>6-Year Pharm. D. Program</td>
<td>$13,500</td>
</tr>
</tbody>
</table>

Due to extra costs of instruments and supplies there will be an additional charge of approximately $1,500 added to tuition during the 3rd, 4th, and 5th years of study in the DDS Program.

Due to extra costs of instruments and supplies there will be an additional charge of approximately $2,000 added to tuition during the 3rd, 4th, 5th and 6th years of study in the Pharm. D. Program.

3-Year B.Sc. Physiotherapy Program
Tuition (approx) $13,350

Others expenses (applies for all Programs) per year:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room (1st year students)</td>
<td>vary by dormitory and range from approximately $2,500 to $3,500</td>
</tr>
<tr>
<td>Room Security Deposit</td>
<td>$500</td>
</tr>
<tr>
<td>Mandatory Pre-Study Course (1st year)</td>
<td>$750</td>
</tr>
<tr>
<td>Meals (self purchase)</td>
<td>$5,000</td>
</tr>
<tr>
<td>Books and Supplies (self purchase)</td>
<td>$3,000</td>
</tr>
<tr>
<td>Non-refundable application fee</td>
<td>$200</td>
</tr>
<tr>
<td>Living Expenses (self purchase)</td>
<td>$6,500</td>
</tr>
<tr>
<td>Cost of transportation</td>
<td>$2,050</td>
</tr>
</tbody>
</table>

* Note: not applicable for 4-year MD Program
**Note: applicable for incoming students

All amounts in US Dollars. The above information is an estimated cost of 1 year of study. Prices may be subject to change. Estimates are calculated by the University and published in the Student Handbook each year. The above includes an estimate of $650 monthly for personal expenses. Tuition and Dormitory are set in Polish Zloty and will be translated into US Dollars on June 30th of each year. Tuition is split into 2 installments each year and payable September 30th and February 15th.

The amounts below will be an approximate total of costs for each year of study at a dollar to zloty rate of 1:3.

The cost to apply for a Temporary Stay Card (U.S. Citizens/non-visa holders) is approximately $150 USD.

Tuition and Liability Insurance are paid to the USA Office and amounts: approx. $120 per year (applicable for 4-year and 6-year MD Programs)

Note: All students are required to have Health Insurance, either through their parents, spouse, or on their own.

2.2. Any refund policy with which the school is required to comply for the return of unearned tuition and fees or other refundable portions of costs paid to the school.

According to § XVII (REFUND POLICY) OF THE SCHOOL REGULATIONS FOR ENGLISH LANGUAGE PROGRAMS’ STUDENTS:

Tuition fee refund
Part of tuition fee in the amount of 1000 USD which is a reservation fee for incoming students is non-refundable in case a student decides to withdraw.

The resigning student is entitled to the return of tuition fee diminished by 1/10 for each commenced month of the studies within the period covered by the payment and the handling fee amounting to 5% of the paid tuition. The date of resignation is the date of the receipt by the University of a written resignation statement from the Student. In all cases of withdrawal by students who have outstanding United States Government Guaranteed Loans, the NOTICE OF WITHDRAWAL will be sent promptly to the Lender and to the Approval Agency.

Dormitory fee refund
It is possible to receive a refund of the dormitory fee if a student moves out of the dormitory during the academic year and have already paid the full amount of dormitory fee at the beginning of the academic year. The dormitory refunds are given only for full months and only to students who do not have any unpaid fees. The refunds are given after moving out of the dormitory.

Prior to moving into the dorm a student pays the dormitory deposit in the amount of 500 USD.

2.3. The requirements and procedures for officially withdrawing from the school

According to § III (CONDITIONS FOR COMPLETING THE ACADEMIC YEAR) OF THE SCHOOL REGULATIONS FOR ENGLISH LANGUAGE PROGRAMS' STUDENTS:

At the beginning of each academic year all students are given a deadline by which they have to pass all the credits and exams from particular academic year in order to progress to the next academic year. Deadlines are set by the Director of the Center for Medical Education in English. Students are informed about the deadline at the commencement of each academic year.

All students are required to submit their index and examination card (with all the required stamps and signatures) to the Dean’s Office at the end of each academic year before the deadline. A failure to do so will result in lack of possibility to enter the classes in the next academic year. Moreover, all students are required to do periodic medical examination and epidemiological examination at the University Outpatient Clinic according to the below schedule:

- 4MD and 6MD Program – the students are required to do the first periodic medical examination along with epidemiological examination on the second year, the second periodic medical examination must be done on the fourth year
- 5DDS Program and 6PharmD (or 5Pharmacy) Program – the students are required to do the first periodic medical examination along with epidemiological examination on the second year, the second periodic medical examination must be done on the fourth year
- Physiotherapy Program – the students are required to do the periodic medical examination along with epidemiological examination at the end of the first year.

The students are required to provide the Dean’s Office with a written confirmation of performing the above mentioned examinations from the University Outpatient Clinic.

Additionally, the students of the first year are required to obtain University doctor’s stamp in their index which proves that they have taken Hepatitis B shot.

The required medical examinations confirm the eligibility to continue studies at PUMS.

If a student fails to pass all the exams and fails to acquire all the necessary credits by the deadline, the following is applicable:

1) First year students must complete all courses in order to progress into the next year. Failure to do so will result in withdrawal from the University.
2) A student may repeat the course(s)/year (with the exception of the first year student). This can be done once only during the course of study.
3) Student’s status may be changed to half-time or active leave of absence (with the exception of the first year student).
4) In extraordinary situation a student may be given additional time to make up the missing credits and examinations. If a student fails to meet extended deadline, their status could be changed into half-time or active leave of absence or they could be withdrawn from the University.

Excuses for failing to attend any compulsory classes must be presented to the course coordinator and the Dean’s Office as soon as possible but no later than 7 working days starting from the beginning of the absence period. Unless a student presents the excuse, the absence period will be treated as unexcused. Any emergency situations must be reported to the course coordinator and the Dean’s Office as soon as possible. In case a student is absent in more classes than the allowed number of missing classes specified in the regulations of each course, a student must report immediately to the Dean’s Office in order to explain the situation.

The decision regarding each student who does not complete all the courses by the deadline will be made by the Dean.

2.4. A summary of the requirements under 34 CFR 668.22 for the return of Title IV loan assistance.

Student may request the Universities policy on the Return on Title IV funding from the financial aid office in New York.

2.5. The academic program of the school, including the current degree programs and other educational and training programs; the instructional, laboratory, and other physical facilities which relate to the academic program; the school’s faculty and other instructional personnel and any plans by the school for improving the academic program of the school, upon a determination by the school that such a plan exists.

The academic program of the Poznan University of Medical Sciences, including the current degree programs – see ATTACHMENT No. 2.5.

PUMS facilities are dedicated to support the core educational and research missions of the University by maintaining a safe, beautiful, and functional University and campus environment. University's facilities provide undergraduates, graduate students, and faculty with modern classrooms and laboratories equipped with current teaching and research technology and instrumentation.

For the last 10 years there has been significant investment in new facilities. To this day PUMS has opened a new regional dentistry facility, new library & congress center. Also the University is planning to open the new biology/regional cardiovascular facility in 2012. The university also operates the only fully equipped Medical Simulation Center in Poland.

Each PUMS’s premises are equipped with modern teaching facilities including air-conditioned lecture theatres with overhead and/or data projection facilities. Depending on the course and departments, students may have
access to audio-visual equipment (television, video player), stereo sound system, multimedia projector, slide projector, overhead projector and computer laboratories.

The PUMS’s laboratories have the capacity to support basic and applied research activities. These laboratories are well equipped with adequate space to conduct practical experiments and related hospital investigations.

The hospitals (departments) host various academic and research activities, including seminars, academic club meetings, community tours and other hospital courses.

The library system of the University comprises the following units: the Main Library, two branch libraries, two faculty libraries and twenty unit libraries.

The Museum allows students and adults the opportunity to learn about the history of oral health with interactive exhibits and artifacts. The primary objective of the museum is to teach the public that people throughout history have sought ways to keep their teeth and gums healthy. From superstitious beginnings in which people theorized about cavity causing "tooth worms" to today's complex painless procedures, the Museum works to show how the dental profession has helped to improve knowledge of the importance of oral health. Students are able to view the evolution of dental treatment, historical aspects of oral health and preventive care. The Museum is situated in Dental Hospital.

The University has extensive sports facilities. There are ample opportunities for practicing sports such as: skiing, rowing, canoeing, judo, swimming, running and other. Sporting activities for students of the University are organized by the academic Sports Association. It has over 400 students - members of all faculties as well as academic teachers. All students can participate in sporting activities in the following sections: track & field for men and women, swimming, soccer for man, judo for men and women, basketball and volleyball for men and women, table tennis for men and women, free style dancing and lawn tennis. There are also University sports events such as: the University basketball league “NBA”, academic indoor soccer league, table tennis and tennis tournaments for students, university workers and their families. There are various summer and winter camps for those interested in skiing or canoeing.

2.6. The names of associations, agencies, and/or governmental bodies that accredit, approve, or license the school and its programs, and the procedures by which a student may receive a copy for review of the school’s accreditation, licensure, or approval.

Ministry of Health (Warsaw, Poland)
Ministry of Science and Higher Education (Warsaw, Poland)
National Accreditation Committee (Warsaw, Poland)
Medical Universities’ Accreditation Commission (Warsaw, Poland)
Medical Board of California (California, USA)
Ministry of Health (Warsaw, Poland)

A copy for review of the school's accreditation, licensure or approval is available upon written request of a student.

2.7. A description of the services and facilities available to students with disabilities, including students with intellectual disabilities.

Due to the University profile there is only a small number of students with disability certificate enrolled at the Poznan University of Medical Sciences. The services and facilities available for students with disabilities include:

- A position of a Student Plenipotentiary for Disabled Persons working within the University Student Self-Government in close cooperation with the University authorities. The Plenipotentiary's activities are updated on the Self-Government website www.samorzad.ump.edu.pl under the heading Social Affairs - Students with Disabilities (please note that currently this website is available only in the Polish language version).
- A Student Plenipotentiary for Disabled Persons has established cooperation with the Association for Students with Disabilities “Ad Astra” at Adam Mickiewicz University in Poznań (the biggest university in Poznań).
- Poznan University of Medical Sciences does allow extra time for examinees with disabilities and therefore students can request accommodation for extra examination time for examinations, including NBME examinations.
- For students with special needs classes in a swimming pool are offered 4 times a week in the current semester. The University is constantly working on improving the services as well as adjusting its facilities to meet the needs of students with disabilities.

2.8. The titles of persons designated to assist enrolled or prospective students in obtaining financial aid information, school information, information on completion or graduation rates and school security policies and crime statistics (and how and where those persons may be contacted).

see ATTACHMENT No. 2.8

2.9. School policies and sanctions related to copyright infringement, including a statement that explicitly informs its students that unauthorized distribution of copyrighted material including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities; a summary of the penalties for violation of the country’s copyright laws and a description of the school’s policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in illegal or unauthorized distribution of copyrighted materials using the school’s information technology system.

The Poznan University of Medical Sciences introduces a change to the copyright laws affecting the international students in the English language programs. The updated regulations are presented to students during the recruitment process and are also posted on the University web site. The following amendment has been added:

The current copyright rules now also include a ban on and sanctions for copyright violations. With particular emphasis put on the unauthorized use of materials protected by copyright laws, i.e., the peer-to-peer file exchanges of copyrighted materials. Anyone found responsible of this is infracton is subject to civil and criminal legal actions as well as subject to University’s disciplinary action.

The Center for Medical Education in English has been identified as the institution solely responsible for the enforcement of the copyright protection laws and regulations.
2.10. A description of the transfer of credit policies established by the school which must include a statement of the school’s current transfer of credit policies that includes, at a minimum, any established criteria the school uses regarding the transfer of credit used at another school; and a list of schools with which the school has established an articulation agreement.

According to § IX (TRANSFERS) OF THE SCHOOL REGULATIONS FOR ENGLISH LANGUAGE PROGRAMS’ STUDENTS:
Transfer to the 4-year MD program from the 6-year MD program
It is possible to transfer from the 6-year MD Program to the 2nd year of the 4-year MD Program after having fulfilled the following requirements:
1) a student must obtain all the credits and passed all the exams from the 1st, 2nd and 3rd year of the 6-year MD Program
2) the grade average based on all exams (from the 1st, 2nd and 3rd year of the 6-year MD Program) is not lower than 4.5
3) all 3rd year credits must be obtained and exams must be passed before July 15th of that year
4) the student must not be in arrears with University fees.

Transfer from the Polish Program into the English Program
Transfer from the Polish Program into the English Program is not allowed.

Transfer from other University
The University does not accept transfers from other Universities.

2.11. The school must make available for review to any enrolled or prospective student a copy of the documents describing the school’s accreditation, approval or licensing.
As stated in point 2.6 above.

2.12. The school must make available to current and prospective students information about its vaccinations policies.

Vaccination Policy at Poznan University of Medical Sciences
In order to adequately protect its students at risk of communicable diseases, PUMS requires a variety of immunizations for medical, dentistry, physiotherapy and pharmacy students. All incoming students must provide proof of immunization for the following:

Required:
- Hepatitis B Vaccine
- 1 tuberculosis test (PPD skin test or blood test such as T-spot or Quantiferon gold) in the past 6 months for students at high risk of tuberculosis. These can be done at PUMS, but ideally should be done 6 months or less before coming to school.

Suggested:
- Tetanus diphtheria acellular pertussis (Tdap) immunization within the past 10 years
- Meningococcal Vaccine if living in dormitory-type setting (including a booster if initial dose was given before age 16)
- Hepatitis A Vaccine
- Varicella Vaccine
- HPV vaccine for those 9-26 years old
- Routine childhood immunizations including polio
- Annual influenza vaccine in the fall

Students who have already been vaccinated are asked to present the certification directly to the doctor to have it noted in their indexes (grade books). The doctor is available at Outpatient Clinic of PUMS, 39 Przybyszewskiego str. 60-356, next to “Eskulap” dormitory.

Students who have NOT already been vaccinated can be vaccinated at the Clinical Hospital at 49, Przybyszewskiego Street (building R - behind drugstore, ground floor, on the right side).
- Students are advised to contact the Dean’s Office to book doctor’s appointment.

Other Institutional Requirements

The school should also ensure the following requirements are met:
2.13. The school must provide to each student upon enrollment, a separate, clear, and conspicuous written notice with information on the penalties associated with drug related offenses under existing section 484(r) of the HEA.

According to § VII (DISCIPLINARY PROCEDURES) OF THE SCHOOL REGULATIONS FOR ENGLISH LANGUAGE PROGRAMS’ STUDENTS:
Substance abuse
The University acknowledges that an individual’s actions are his or her personal responsibility, but emphasizes that possession, use or distribution of illegal drugs on University grounds will not be tolerated. Upon finding evidence of the unlawful possession, use or distribution of drugs on the premises by any student, the University will take appropriate disciplinary action including suspension or expulsion.

The school must also provide a timely notice to each student who has lost eligibility for any loan assistance as a result of the penalties under 484(r)(1) of the HEA. It must be a separate, clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the
ways in which to regain eligibility under section 484(r)(2) of the HEA (20 U.S.C. 1091(r)(2)) DCL GEN 08-12, pages 101 through 102

All students who lose eligibility will be sent an official letter from the financial aid office in New York to the home address on file giving a full explanation of why eligibility has been lost and what must occur for the student to regain eligibility.

2.14. To the maximum extent practicable, and in a manner of the school’s choosing, the school must disclose on the school’s internet course schedule used for preregistration and registration purposes, the International Standard Book Number (ISBN) and retail price information or required and recommended textbooks and supplemental materials for each course listed. If the ISBN is not available, the school must include the Internet course schedule, the author, title, publisher, and copyright date for the textbook or supplemental material. If the school determines that the disclosure of the information is not practicable for a textbook or supplemental material, the school shall use the designation “To Be Determined.” If applicable, the school must include on the school’s written course schedule a notice that the textbook information is available on the Internet course schedule and the Internet address for the schedule DCL GEN 08-12, page 35; 20 U.S.C. 1015b

See ATTACHMENT No. 2.14-2.15: BOOKLISTS

2.15. Upon the request of a college bookstore operated by or affiliated with the school, the school must make available as soon as practicable the most accurate information available regarding the school’s course schedule for the subsequent academic period, the information provided for students regarding the required recommended textbooks and supplemental materials for each course or class, the number of students enrolled in each course or class and the maximum student enrollment for each course or class DCL GEN 08-12, page 35; 20 U.S.C. 1015b

See ATTACHMENT No. 2.14-2.15: BOOKLISTS