

Consumer Information Activity 1: Institutional and Financial Assistance Information for Students

> General Disclosure Requirements:

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

Office Responsible	Admission Office in New York and Center for Medical Education in English
Area Information is located	NY Office website www.mdprogram.com and PUMS website www.pums.ump.pl
Date Document was last updated	April 5, 2017
Date Policy and Procedure was last updated	October 1, 2016

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 2016-2017

The expenses (Cost of Attendance) for the entering academic year 2016-17 are estimated as follows:

Advanced M.D. Program Tuition (approx)	\$16,200
6-Year M.D. Program Tuition (approx)	\$14,650
5-Year D.D.S. Program Tuition (approx)	\$14,650
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	
6-Year Pharm. D. Program Tuition (approx)	\$11,250
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)	\$11,250

Others expenses (applies for all Programs) per year:

Room (1st year students)
vary by dormitory and range from approximately \$2,500 to \$3,500

Room Security Deposit	\$500
*Mandatory Pre-Study Course (1st year)	\$750
Meals (self purchase)	\$5,000
Books and Supplies (self purchase)	\$3,000
**Non-refundable application fee	\$200
Living Expenses (self purchase)	\$6,500
Cost of transportation	\$2,050

* Note: not applicable for Advanced 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 Advanced 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 (TUITION FEE REFUND POLICY) OF THE SCHOOL REGULATIONS FOR ENGLISH LANGUAGE PROGRAMS' STUDENTS:

The resigning student is entitled to the return of the tuition fee – reduced by 1/9 or 1/10 (depending on the number of months of studies scheduled for classes in the academic year in question) for each commenced month of the studies within the period covered by the payment and by the handling fee amounting to 5% of the paid tuition. The resignation date is the date of receiving by the University the student's written resignation statement.

In all withdrawal cases of students who have an outstanding United States Government Guaranteed Loan, the Notice of Withdrawal will be sent promptly to the lender and to the approving agency.

According to items 36, 37 and 42 of Dormitory Regulations for students in the English Language Programs at the Poznan University of Medical Sciences (PUMS):

If a newly accepted student reserves a dormitory room (the choice of the dormitory is made by the University who has updated information regarding vacancies in particular dormitories), the student is required to pay a refundable deposit in the amount of 1500 PLN (one thousand five hundred PLN) to the University account. The amount is not the dormitory fee, but it is a safety deposit in case of potential damage done by the student or the dormitory fee arrears. The deposit is being settled after the student leaves the dormitory.

The deposit is payable in PLN by the deadline given in the letter of acceptance (applies to newly accepted students). Students of higher years of study who lived off-campus before moving into dormitories, as well as students who stayed in the University dormitories and have the deposit refunded are required to pay the dormitory deposit prior to their moving into a dormitory. Dormitory fee is paid to the designated bank account (individual sub-account) in PLN monthly and in advance by the 15th day of each month.

The student who moves out of the dormitory during the academic year, and who had already paid the full dormitory fee, is entitled to a refund. The dormitory fee refunds are issued only for the full months and only to students who do not have any unpaid fees. The refunds are given after the move-out from the dormitory is completed.

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

According to § III (CONDITIONS FOR THE COMPLETION OF 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 collect all credits and pass all examinations required for that particular academic year in order to advance to the next academic year. The deadlines are set by the Director of the Center for Medical Education in English, and students are informed about them at the beginning of each academic year.

At the end of each academic year and before the deadline, all students are required to submit to the Dean's Office their examination card (available online at the University online database). A failure to do so will result in the loss of right to advance to the next academic year. Also, all students are required to undergo periodic medical examinations and epidemiological evaluations at the University Outpatient Clinic according to the schedule provided below:

– Advanced MD and 6-year MD Program – students are required to undergo the first periodic medical examination along with epidemiological evaluation at the end of the first year, with the second periodic medical examination to be repeated at the end of the fourth year.

– 5-year DDS Program and 6-year PharmD (or 5-year Pharmacy) Program – students are required to undergo the first periodic medical examination along with epidemiological evaluation in the second year of studies, and the second round of medical examination must be repeated in the fourth year.

– 3-year Physiotherapy Program – students are required to undergo the period medical examination along with the epidemiological evaluation at the end of the first year.

Additionally, the first-year students are required to provide the Dean's Office with a document that proves that they have received Hepatitis B vaccination.

Satisfying these requirements is necessary for all students and it validates their eligibility for advancing to the next academic year of their studies.

If a student fails to collect all credits and pass all examinations by the set deadline, the following rules apply:

- 1) The first year students must complete all courses in order to advance to the next year. Failure to do so will result in a dismissal from the University.
- 2) Except for the first-year students, a student may repeat course(s)/year only once during the whole course of study.
- 3) Except for the first-year students, a student's status may be changed to half-time or to active leave of absence.
- 4) In an 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, his/her status could be changed to half-time or to an active leave of absence or he/she could be dismissed from the University.

The excuses for failing to attend any mandatory classes must be presented to the course coordinator and to the Dean's Office as soon as possible, but no later than seven working days from the beginning of the absence period. Course coordinator excuses absences on the basis of documentation presented by a student. In case a student does not present the excuse, the absence period will be treated as unexcused. Any emergency situations must be reported to the course coordinator and to the Dean's Office as soon as it is possible. In case a student is absent in more classes than the allowed number specified by the regulations for each course, that student must report immediately to the Dean's Office in order to clarify the situation.

In case of an absence period exceeding allowed number of days caused by participation in licensing examination or job interview a student is allowed to make up for the missing classes free of charge with the other student group in the current academic year. If such making up of classes will not be possible, then a student is offered to make up the classes in the following academic year or is offered to take an individual course (for an additional fee). Student is required to report such absence at the Dean's Office as soon as possible.

Student is required to take classes with a student group that he/she was assigned for by the Dean's Office. In case a student unofficially changes student group or date of classes assigned primarily by the Dean's Office, it may result in lack of crediting the classes and the necessity to make up the classes additionally and for an additional fee. In extraordinary situations (e.g. in case students do not meet the conditions for completing the course) a course coordinator has a right to change the form of credit for a course during the academic year after Dean's approval. In order to receive Dean's approval for individual course of studies, a student is required to have a min. GPA of 4.5, have no outstanding fees and have impeccable reputation.

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 15 years there has been significant investment in new facilities. To this day PUMS has opened a new regional dentistry facility, new library & congress center and medical biology center. 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, one branch library, 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 use the facility as a resource to learn about 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)
Medical Council of Thailand

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 infraction 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 from one English language program to another English language program at PUMS (does not concern transfer to the Advanced MD program)

A student who has begun studies at the 1st year of a given English language program, has the alternative to transfer to the 1st year of another English language program, provided that the student fulfills the following requirements:

- 1) The student has to undergo the admission process for the given program from the beginning.
- 2) The student is exempted from paying the interview fee, however has to pay the processing fee.
- 3) If the student is accepted to the chosen program, the student is exempted from attending and paying for the pre-study course, on condition that the student has already participated in the course (does not apply to the Advanced MD program students).

Transfer from the Polish program into the English program

The transfer from the Polish program into the English program is not permitted.

Transfer from the other University

The University does not accept transfers from the 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

Suggested:

- 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.
- 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 a person's actions are his/her responsibility, but emphasizes that the 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 school premises by any student, the University authorities 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