

POZNAN UNIVERSITY OF MEDICAL SCIENCES

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 15, 2019
Date Policy and Procedure was last updated	October 1, 2017

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 2018-2019

The expenses (Cost of Attendance) for the entering academic year 2018-19 are estimated as follows:

Advanced M.D. Program Tuition (approx)	\$17,150
6-Year M.D. Program Tuition (approx)	\$15,530
5-Year D.D.S. Program Tuition (approx)	\$15,530
Due to extra costs of instruments and supplies there will be an additional charge of approximately \$5,100 added to tuition during the 3rd, 4th, and 5th years of study in the DDS Program	
6-Year Pharm. D. Program Tuition (approx)	\$11,440
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	
5-Year M.Sc. Physiotherapy Program Tuition (approx)	\$11,440

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	\$402
*Mandatory Pre-Study Course (1st year)	\$1,125
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 the Agreement between the University and the Student:

if the Student resigns from the studies, the tuition fee is reimbursed in the amount reduced by 1/10 or 1/9 (depending on the number of months of studies scheduled for classes in the academic year in question) for every month of studies that has already begun in the period covered by the payment and after deduction of the handling charges in the amount of 5% of tuition fee paid. The date of resignation shall be the date on which the University receives a written statement of resignation from the Student. The decision regarding the reimbursement of a part of the tuition fee is made by the President at the Student's request, after the approval of the withdrawal by the Director of the Center for Medical Education in English.

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 the Agreement between the University and the Students and 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):

The University guarantees accommodation in its dormitories to 1st year Students who express their wish for such accommodation by the end of July of a given year. University Students of higher years will be accommodated in case of vacancies, according to the waiting list order.

In case the Student who moves into the dormitory is required to pay three monthly payments even if the Student does not physically stay in the dormitory for that period of time. The first sentence does not concern students who resign from staying in the assigned room in the dormitory within 14 days from moving into the dormitory the latest. In such a case the dormitory fee is calculated daily based on actual number of days spend in the room by a student which means from the day of receiving the key to the room until the day of resignation and returning the key.

The Student can be accommodated in one of the 4 Student dormitories: „Aspiryńska”, „Medyk”, „Karolek”, „Eskulap”, or in any other similar place. If a 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 dormitory deposit is payable by the deadline given in the e-mail correspondence sent to the Student. In case the Student does not pay the dormitory deposit by the deadline, the University will not be able to guarantee a room in the dormitory for the Student. 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 is required to inform the dormitory administration by e-mail (to the e-mail address of the particular dormitory) if the Student leaves the room for the summer period (June, July, August and September), and give the date of leaving and returning by the end of June of a given academic year but no later than prior to leaving for holiday break, under pain of being charged full dormitory fee for the summer period, should the Student fail to do so. If the Student stays in the room for the summer period, the Student is required to pay regular dormitory fee for every summer month, and if the Student only leaves his/her belongings in the room, but does not reside in it, the fee is equal to half of the dormitory fee.

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.

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.

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

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. 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.

According to § 34 of General School Regulations:

1. The period for earning credits for courses is set by the President of the University. Semesters and an academic year constitute the period for earning credits.
2. Earning credits for all of the courses and practical training included in the curriculum for the given year prerequisites receiving credit for the completion of that given academic year. Students pursuing their studies according to an individual program of study as part of the individual organization of classes or individual course of study are required to earn credits for all courses and practical training designated by the program.
3. The threshold for receiving credit for a given course should not be lower than 60% and not higher than 75%.

According to § 36 of General School Regulations:

A student who has not received credits for courses included in a given year of study must obtain credits for those courses during the next academic year, after having paid a fee in the amount specified in the relevant order of the President of the University. The aforementioned provision does not apply to first-year students of long-cycle programs and first-year students of first cycle programs, who are removed from the student register if they fail to obtain credits during the particular year of study.

According to § 37 of General School Regulations:
Students studying in English can obtain:
"HALF-TIME" status

- 1) A student who has not completed courses from a given academic year can (in justified cases) complete the missing courses during the next academic year (upon obtaining the consent of the Dean).
- 2) If the repeated courses collide with the study plan of the following academic year, the student's status is changed to "half-time". This means that the student repeats the courses from the previous academic year, and at the same time continues their studies attending (about) a half of the courses from the following year.
- 3) During the following year of studies, the student still has the "half-time" status and only completes the missing courses from the previous year without the possibility of attending the courses from the next year.
- 4) In exceptional situations, the Dean may give consent to the student to attend the classes from the following academic year.
- 5) The University reserves the right to change the status of the student to "half-time", if they begin the studies with a two-week or longer delay in relation to the date of beginning of the academic year.
- 6) The tuition fee of the student with the "half-time" status is calculated proportionately to the number of hours which the student completes during a given academic year.
- 7) The "half-time" status can only be granted once during the course of study.

The "ACTIVE LEAVE OF ABSENCE" status

- 1) A student who has not received credits for maximum 3 courses from a given academic year (of which only one course may include class work load longer than 100 hours) can obtain the credits for these courses in the following academic year (upon consent given by the Dean).
- 2) In this situation, the student's status is changed to "active leave of absence". This means that the student has the right to repeat the missing courses from the previous academic year without the possibility of attending the courses from the following year.
- 3) In exceptional circumstances, the Dean may give consent to the student to attend the classes from the following academic year.
- 4) A student, who was granted the "active leave of absence" status is required to pay additional fees for the courses which they have to repeat.
- 5) The "active leave of absence" status can only be granted once during the course of study

According to § 60 of General School Regulations:

The Dean dismisses a student from the Medical University in the following cases:

- 1) a student has not undertaken their studies, that is, they have not met formal requirements to start a program, including failure to sign the official agreement with the Medical University or to attend classes with no justified excuse, or absence without a valid excuse from curricular classes within 14 days following the day of taking the student oath, ending the leave of absence or resuming studies after their interruption.
- 2) a student resigns from studies, and the date of the resignation is the day on which the written resignation has been received by the Medical University,
- 3) a student has not submitted a Master's or Bachelor's thesis or taken diploma examination,
- 4) a student has received a disciplinary penalty of expulsion from the Medical University.

The Dean may dismiss a student from the University in the following cases:

- 1) lack of academic progress, as demonstrated by level of completion of the program insufficient to pass the academic period, unless the student has the right to repeat the year or specific course,
- 2) failure to receive credit for the completion of the whole year of study or by the required deadline in the continuous examination session system,
- 3) failure to pay the tuition fee.

The circumstances stated in sec. 1 and 2 are defined in separate internal University proceedings initiated by the Dean. The student is notified of the proceedings in writing. The notification should include instructions on the right to offer explanation within 14 days of the written notice.

A student has the right to appeal against the decisions on issues described in sec. 1 and 2 to the President of the University. The President's decision is final

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

Dental Council of Thailand

Ministry of Higher Education & Scientific Research the Hashemite Kingdom of Jordan

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 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 § 18 of General School Regulations:

1. An English-language program student has the right to transfer and to have recognized their credits obtained in an organizational unit of the Medical University or another university, including foreign universities.
2. Request for the recognition of credits must be filed to the Dean by the end of December of the given academic year, but no later than 2 weeks before the beginning of the classes related to the given course.
3. The Dean makes the decision regarding recognition of credits for the given course upon consultation with the coordinator of the course and the Director of the Center for Medical Education in English.
4. In the case of exemption from classes, the student is required to pass the final examination (NBME examination – if the course ends with this form of examination) or obtain a positive grade in the final test in order to obtain credit for course from which the Student is to be exempt.
5. The Medical University will not reimburse tuition for classes from which the student is exempt.
6. If the students wishes to get a credit for a course in which they have participated before at the Medical University, the decision on awarding the credit for the course is made by the Dean, upon consultation with the coordinator of the given course and the Director of the Centre for Medical Education in English.
7. In the case of an examination that the student has passed before at the Poznan University of Medical Sciences, he/she may be exempt from taking the examination again, if the grade awarded to them previously was 4.0 or higher.
8. In the event of application for transfer of credit for a course, the student is required to attend the course in question until the receipt of exemption decision.
9. None of student's activities carried out before the beginning of the studies will be credited towards summer practical training, for which the student is required to obtain credits in the course of study.
10. In reference to visiting students from the Erasmus exchange program, separate regulations shall apply.

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 Student's Ethics Code of Poznan University of Medical Sciences:

Throughout the whole period of education, the student should thoroughly, conscientiously and persistently acquire knowledge and skills, as well as professional qualifications. The student should strive for self-improvement, using the knowledge and experience of academic teachers and assistance provided by the University.

The Student should always be responsible for his or her actions and face the negative consequences of his or her own behavior.

Moreover, according to Polish Higher Education Act (unit 2, item 307 and 308):

The student is subject to disciplinary responsibility for violation of the regulations binding at the university and for the act that offends the dignity of the student.

Disciplinary penalties are:

- 1) warning;
- 2) reprimand;
- 3) reprimand with a warning;
- 4) suspension of certain student rights for up to one year;
- 5) expulsion from the university.

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