

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	Center for Medical Education in English
Area Information is located	PUMS website www.pums.ump.pl
Date Document was last updated	February 14, 2020
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 2019-2020

The expenses (Cost of Attendance) for the entering academic year 2019-2020 are estimated as follows:

Advanced M.D. Program Tuition (approx)	\$17,625
6-Year M.D. Program Tuition (approx)	\$16,016
5-Year D.D.S. Program Tuition (approx)	\$17,109
6-Year Pharm. D. Program Tuition (approx)	\$10,177
5-Year M.Sc. Physiotherapy Program Tuition (approx)	\$11,918

Others expenses (applies for all Programs) per year:

Room (1st year students)
vary by dormitory and range from approximately \$1,221 to \$3,535

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	\$161
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 (PLN) and will be translated into US Dollars (USD) on June 30th of each year. Tuition is split into 2 installments each year and payable September 30th and February 15th of a given year.

The amounts below will be an approximate total of costs for each year of study at a dollar to zloty rate of 1:3,7336 (accordingly to the National Bank of Poland USD-PLN exchange rate dated on 06/28/2019).

The cost to apply for a Temporary Stay Card (U.S. Citizens/non-visa holders) is approximately \$98 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.

Financial Need

Student's financial need is determined using estimated cost of attendance (COA) and Expected Family Contribution (EFC). The EFC is the result of a formula developed by the U.S. Congress that calculates the information that a student submitted to the FAFSA.

EFC and financial need does not represent the dollar amount that student and his/her parents (if dependent) must come up with to pay the university.

Formula for calculating financial need:

Cost of Attendance (COA) - EFC = Financial Need

Student must have financial need in order to be eligible for need based financial aid such as Federal Direct Subsidized Loan.

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 the Agreement between the University and the Student 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”.

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). 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. Students moving into dormitories during an academic year are required to pay dormitory fees and security deposits by the 14th day of the month in which they started residing in dormitories..

The student is required to inform the dormitory administration in writing if the student leaves the room for the summer period (June, July, August and September), and give the date of leaving and returning before leaving for holidays but by the end of June of a given academic year at the latest, 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.

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 the art. 4 of General School Regulations:

1. All students enrolled at Poznan University of Medical Sciences (PUMS) answer to the Rector.
2. The immediate superior of the students of a given Faculty is the Dean.
3. The immediate superior of the English language program students is the Director of the Center for Medical Education in English (CMEE).

4. The provisions relating to the Dean shall also apply to the CMEE Director.

According to art. 31 of General School Regulations:

1. The grading period for classes shall be determined by the Rector. Grading periods shall be semesters and academic year.
2. The condition for passing a year is to obtain credit for all classes and practical trainings provided for in the framework curriculum for a given year of studies. Students who carry out Individual Organization of Studies in the form of IOC or IPS, are required to obtain all the credits included in the program.
3. The minimal score for completing a specific course should not be lower than 60% and not higher than 75%.

According to art. 33 of General School Regulations:

1. A student who failed to complete the courses/learning modules of a given year of studies is required to complete them in the next academic year, having paid the fee in the amount specified by the relevant order of the Rector.
2. This provision shall not apply to first-year students of Master's degree studies and first-year students of first degree studies who, in the case of a failure to complete the courses in a given year, shall be expelled.
3. A student as referred to in Para. 1 may:
 - 1) repeat the failed courses without proceeding to the next year of studies;
 - 2) repeat the failed courses while continuing his or her studies, taking some courses from the next year of studies;
 - 3) conditionally continue his or her studies in the next year of studies on conditions specified in Art. 29 of these Regulations.
4. In the cases referred to in Para. 3.1 and 3.2, a failure to gain credit for the repeated courses results in expelling the student.

According to art. 34 of General School Regulations:

Students studying in English may be granted the "HALF-TIME" status.

- 1) a student who has not completed the courses from a given academic year has (in justified cases) the opportunity to complete the missing courses in the next academic year (having obtained the consent of the CMEE Director);
- 2) if the repeated courses interfere with the schedule for the next academic year, the student's status shall be changed to "half-time". This means that the student repeats the courses from the previous academic year and, at the same time, continues his or her studies attending (approximately) half of the courses from the following year;
- 3) in the next year of studies, the student shall still have the "half-time" status and complete only the missing courses from the previous year of studies, without the possibility of attending courses from the following year;
- 4) in exceptional cases, the CMEE Director may authorize the student to attend courses from the following year;
- 5) The University reserves the right to change the student's status to "half-time" if s/he starts studying two or more weeks after the date of the beginning of the academic year;
- 6) the tuition fee for a "half-time" student is calculated proportionally to the number of course hours that the student attends in a given academic year;
- 7) the "half-time" status shall be granted only once during the course of studies.

According to art. 56 of General School Regulations:

1. The Dean, acting under the authority of the Rector, shall expel a student if:
 - 1) the student does not begin the studies which is understood as failure to meet formal conditions for the commencement of studies, including failure to sign the agreement, if required, failure to take the oath within 3 months from the date of the commencement of studies, or unjustified failure to enroll in classes provided for in the curriculum within 14 days from the date of taking the oath, ending the leave of absence or break from studies;
 - 2) the students submits his or her resignation in writing; the date of resignation shall be the date of the receipt of the student's letter;
 - 3) the students fails to submit his or her thesis or pass the final exam within the prescribed deadline;
 - 4) a disciplinary penalty of expulsion from PUMS is imposed upon the student.
2. The Dean, acting under the authority of the Rector, may expel a student if:
 - 1) the student shows no progress in his or her studies which is determined when the degree of the completion of the curriculum excludes the possibility of obtaining credit for the year of studies, unless the student is entitled to repeat the year of studies or the course;
 - 2) the student does not attend compulsory classes;
 - 3) the student fails to complete the year or the period of continuous session within the prescribed period;
 - 4) the student fails to pay the applicable study fees.
3. Student expulsion is done by way of an administrative decision.
4. The documents shall be issued to an expelled person after returning his or her student ID card and clearance form to the appropriate Dean's Office, and after settling all financial obligations towards PUMS.

According to the art. 5 of General School Regulations:

1. Subject to the provisions of Section 2, matters related to the course of study shall be settled by the Dean.
2. In matters related to the course of studies in which, in accordance with the provisions of the Polish Law on Higher Education and Science, it is required to issue an administrative decision, such decisions will be issued by the Dean, acting under the authority of the Rector.
3. Applications submitted to the Dean/Rector should include a documented justification.
4. The decision should contain an indication of the available legal remedies.
5. Students may appeal against the decisions of the Dean specified in Section 1 to the Rector. Students may appeal against the decisions of the Dean specified in Section 2 by submitting a request for reconsideration of the case to the Rector.
6. The appeal and the request for reconsideration of the case shall be filed within 14 days of the date of delivery of the decision, through the intermediary of the Dean, who shall attach his/her opinion on the subject of the appeal

in writing.

7. To matters covered by Section 2, the Code of Administrative Procedure shall apply.

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 Poznań.

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, medical biology center. and Medical Simulation Center – first fully equipped 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 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 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 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 University website <http://sprawystudenckie.ump.edu.pl/stypendium-specjalne> (please note that currently this website is available only in the Polish language version).

- A Student Plenipotentiary for Disabled Persons has duty hours every Tuesday (except for the holidays) from 9:30am till 1:30 pm at the Library-Congress Center (37a Przybyszewskiego St., room 1037), students may also contact Student Plenipotentiary for Disabled Persons at halina.bogusz@ump.edu.pl

According to art. 28 of General School Regulations:

1. PUMS shall ensure the organization and proper implementation of the teaching process, taking into account special needs of students with disabilities, including the adaptation of the conditions of study to the type of disability.
2. With the consent of the teacher conducting classes, with the exception of clinical classes, such classes may be attended by assistants for students with disabilities, including sign language interpreters.
3. A student with a disability, in justified cases and depending on the type and degree of disability, may use sound or image recording equipment in the classroom, in the manner and form agreed with the teacher.
4. At the request of the competent Dean, as approved by the Faculty Board, the Rector may determine conditions of studies different from those adopted in these Regulations, tailored to the individual special needs of a student with disability.

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.

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. Accordingly to art. 23 of Student's Ethics Codes of PUMS (presented to students during the recruitment process and are also posted on the University web site), the following amendment has been added:

The students are not allowed to record audio and video media on the University premises and distribute materials obtained from teachers outside the University without the consent of the teacher. This prohibition applies strictly during clinical classes with the participation of patients treated in the unit in which the classes are held.

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 art. 17 of General School Regulations:

1. A student of an English language program has the right to transfer and have courses completed at PUMS or other universities, including foreign ones, recognized.
2. The request for recognizing the completed courses should be submitted by the student to the CMEE Director by the end of December of a given academic year, but not later than 2 weeks before the start of a specific course/learning module.
3. In the event of exemption from a course, the student is required to pass the final exam (NBME exam - if the course ends with such an exam) or to obtain a positive grade from the final test in order to complete the course/learning module which the student is to be exempt from.
4. The University shall make no refunds for the courses the student is exempt from.
5. In the case of applying for recognizing a credit for a course, until the moment of obtaining the decision, the student is required to attend full-time classes.
6. Any student activities completed before the start of studies shall not be credited towards practical summer training that the student is required to complete during the course of studies.
7. In relation to Erasmus students, 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:

All first year students are required to be vaccinated against hepatitis B for their own protection.

Students who have not already been vaccinated can do so at the doctor's office in Clinical Hospital at 49 Przybyszewskiego St. (building R - behind drugstore, ground floor, on the right side).

Students who have already been vaccinated are asked to present the certification directly to the doctor (Outpatient Clinic of PUMS, 39 Przybyszewskiego St., next to Eskulap dormitory).

University also suggests following vaccinations:

- 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

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 art. 9 of Student's Ethics Code of PUMS:

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 Poznań 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