



POZNAN UNIVERSITY OF MEDICAL SCIENCES

2023/24

ORIENTATION QUICK GUIDE



A quick guide to get you started for your journey in PUMS



scan QR

Administration Contact

Contacts of class coordinators; Dean's and Admission Office Managers, and Bursary Office staff (Please mention Student ID in email, allow up to 7 days of response time).



School Authorities

Please contact your class coordinator before contacting higher authorities.



Faculty Search

Find contacts of your teachers here. Please be respectful to Faculty at all times. Matters related to whole class should be communicated by Class Reps only.



Student Leaders

Scan this to access resources and contact information for our School's international student organizations' network.



I need a PESEL number

- 1 Call for appointment +48 61 646 33 44
- 2 Fill out application form (Link in QR Code)
- 3 Show up for appointment (ul. Libelta 16/20)



Detailed Instructions



Watch a 2 min video

Note: Process requires no fees

I need a NFZ Health Insurance

- 1 Get a school enrolment letter from DO
- 2 Visit NFZ Head-office for student contract
- 3 Visit ZUS Office to activate your contract
- 4 Ensure to pay every month (55.8 PLN) in your NFZ sub-account



NFZ Office GoogleMaps



ZUS Office GoogleMaps

I want to apply for a Temporary Stay in Poland

● EU Citizens

EU Citizens, or Students with dual citizenship (with one being Polish) just need to register their address with the city office, as mentioned in the video under the PESEL section. That's all :)

● EU Citizens

Students holding citizenships with visa-free entry to Poland have 90 days from the day of arrival to apply for a Temporary Stay Card (Karta Pobytu)



All details here
(Dept of Foreigners)



Immigration consulting point



Use this service if you need help with the application

Note:

The process takes min. 4-5 months (and up to many more months sometimes), consider applying as soon as possible

● Non-EU Citizens with 1 year visa

Same process as above. Ensure to apply for the stay card multiple months before the expiry of your current visa, to ensure you receive it before you leave home for summer vacations

? Burning Questions

How do I book Dr.'s appointment?

If you have private health insurance, contact them to book an appointment. If you have NFZ insurance, email Ms. Anna Tomczak at atomczak@ump.edu.pl to get an appointment with the school GP



How do I pay my Dorm/Tuition fee?

- 1) Go to Visus > System > Asia > Fee
- 2) Check the due amount and code
- 3) Transfer money to your fee sub-account with the code as the transaction reference

Where is my academic calendar?

It's available on the school website. Scan the code to download a copy. The day-to-day class schedule will be shared by the Class Coordinator close to the start of the class.



Where are my course syllabi and grades?

Syllabi and Grades are available in Visus > System > Akson. If not available, contact your Course Coordinator via Class Representative to request it.

I need help / have complaints in Dorms

- 1) Noise complaint / General conflicts - Contact the RAs
- 2) Administrative complaints (repairs, rooms related, etc.) go to the Dormitory Admin directly

I am getting bullied / harassed

- 1) Please reach out to HASA (Scan QR code)
- 2) If you are in immediate threat - Campus Security - 61 658 44 88; Emergency number from mobile phones - 112; Police - 997; Fire - 998; Ambulance - 999



I need mental health support

PUMS offers counseling and psychological services to students in the English division with up to 20 sessions free of charge for each student. (Scan code for more info)



Orientation Resources on the University Website

I want to get involved in research



Contact English Students Research Association (ESRA)



Contact Studenckie Towarzystwo Naukowe (STN) for Polish Div. Research groups

I want to make a complaint with the DO, what's the right way?

Please contact your class coordinator at the Dean's Office - scan the QR code for contact details.



Please communicate in a clear, respectful, and professional tone at all times. Mention your student ID clearly in emails

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Poznan University of Medical Sciences

41 Jackowskiego St. 60-512 Poznan, Poland
(Mon-Fri / 10:30am - 3:30pm CET)

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