



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF POSTSECONDARY EDUCATION

February 4, 2010

Dr. Ewa Kopacz  
Minister of Health  
ul. Miodowa 15  
00-952 Warsaw  
Republic of Poland  
[kancelaria@mz.gov.pl](mailto:kancelaria@mz.gov.pl), [kancelaria-mz@mz.gov.pl](mailto:kancelaria-mz@mz.gov.pl)

Dear Dr. Kopacz:

Your country is scheduled to appear before the next meeting of the National Committee on Foreign Medical Education and Accreditation (NCFMEA), to continue their review of your country's medical education standards and determine if your country's standards are comparable to those used to accredit medical schools in the United States (U.S.), as well as, consideration of your report, addressing several issues of concern identified by the NCFMEA. The NCFMEA requested this report at their meeting in September 2009. If the NCFMEA determines that your standards continue to be comparable, U.S. students who attend medical school in your country may continue to apply for U.S. Department of Education loans to finance their medical education.

The September 2009 NCFMEA official decision letter is pending. However, enclosed for your convenience, is a copy of the NCFMEA meeting transcript regarding Poland. It provides guidance on what issues your report should address. In preparing your report to the NCFMEA, please use the following list as a guide to the issues of concern.

- Since the interactions between the statutes (issued by the Ministry of Science and Higher Education) and the related health matters (covered by the Ministry of Health and Social Welfare) likely entail overlapping responsibilities, the NCFMEA inquires further as to how the two distinct Ministries cooperate in practice.
- Evidence that the Accreditation Committee for Polish Universities of Medical Sciences' (ACPUMS) process consistently evaluates the adequacy and efficiency of each medical school's administration.
- The medical school faculty, the minister concerned with health matters, and ACPUMS appear to have no input regarding the admission process for medical students.

- It is unclear whether complaint procedures relating to the areas covered by the accreditation standards must be published, and whether contact information is provided for processing complaints that cannot be resolved at the school level.
- It is unclear who has responsibility for examining and ensuring that the physical facilities continue to be adequate throughout the accreditation period.
- It appears that ACPUMS makes no judgment regarding the adequacy and effectiveness of medical school faculty. With regard to faculty conflicts of interest, ACPUMS does not require medical schools to address these matters.
- It appears that ACPUMS does not specifically visit previously un-examined core clinical clerkship sites within 12 months of the accreditation review. As well, ACPUMS does not specifically re-visit (within the current period of accreditation) those sites that were visited under a previous accreditation cycle.
- As previously noted, ACPUMS does not specifically consider student complaints.
- It remains unclear why ACPUMS' written policies cannot clearly indicate ACPUMS' requirements regarding substantive change notifications.

On September 30, 2009, the terms of membership of the NCFMEA expired. The Department anticipates the new membership of the NCFMEA will be appointed shortly. Accordingly, the Department has tentatively scheduled a NCFMEA meeting for mid-October 2010, and included Poland on the proposed agenda. Variables affecting this date include full membership appointment, training of the members, and selection of the chair of the committee.

The deadline for submission of your country's report, written in English, is June 1, 2010. You may submit it earlier if you choose. Countries submitting applications are to submit their materials using the Department's new electronic submission system. The system can be accessed at <http://opeweb.ed.gov/aslweb/>. To assist you with the use of the system, we have enclosed a document entitled the *National Committee on Foreign Medical Education and Accreditation (NCFMEA) On-line Submission Process*.

Please contact Ms. Cathy Sheffield to get your User ID and initial password. She can be reached at (202) 219-7011 or by email at [ASLrecordsmanager@ed.gov](mailto:ASLrecordsmanager@ed.gov). When initially accessing the system, you will be prompted to change your password. When logged on, you will have access to the Electronic Submission Process User Guide and will find information for accessing technical (helpdesk) support.

Material that cannot be submitted electronically may be forwarded in hard copy. We ask that you submit four copies of any hard copy material, with the exception of any self-study that an institution or program has submitted to you that you in turn submit as documentation to us. One copy of the self-study is sufficient. As well, it need not contain all the exhibits submitted to you by the institution or program. Please send these materials to the following address by the June 1, 2010, deadline:

Records Management Analyst  
Accreditation and State Liaison  
U.S. Department of Education  
1990 K Street, NW, Room 7126  
Washington, D.C. 20006-8509

The NCFMEA made changes to its guidelines since your country's standards were last reviewed. A copy of the new guidelines, revised in September 2009, is enclosed for your information.

The tentatively scheduled mid-October 2010 NCFMEA meeting will be held at the U.S. Department of Education's office located at 1990 K Street, NW, Washington, DC, in the eighth floor conference center. We will provide additional information concerning the meeting, including a meeting agenda and registration form for your country's presenters closer to the meeting date. This information will also be posted to the Committee's Web site at

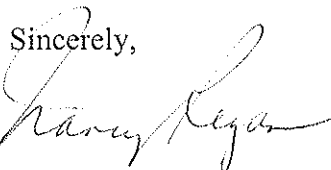
<http://www.ed.gov/about/bdscomm/list/ncfmea.html>.

Representatives of your country are encouraged to attend the NCFMEA meeting to provide information on your country's accreditation activities and to answer any questions that the Committee members may have. The Committee requests that each country's party include at least one English-speaking presenter or interpreter to ensure that the Committee members can communicate effectively with them.

If you have any questions about what should be included in the content of your country's determination, please contact Joyce Jones, Analyst, Accrediting Agency Evaluation Unit, by phone at (202) 219-7039, by fax at (202) 219-7005, or by email at [Joyce.F.Jones@ed.gov](mailto:Joyce.F.Jones@ed.gov).

If you have any questions about the meeting, please contact the Executive Director at (202) 219-7009 (phone), by fax at (202) 219-7005, or by email at [Melissa.Lewis@ed.gov](mailto:Melissa.Lewis@ed.gov).

We look forward to receiving your country's materials. The Committee welcomes this opportunity to learn more about medical education in your country.

Sincerely,  


Nancy C. Regan, Ph.D., Director  
Accreditation and State Liaison

Enclosures (3)

cc: Professor Leszek Paćzek, [leszek.paczek@wum.edu.pl](mailto:leszek.paczek@wum.edu.pl) and [leszekpaczek@onet.pl](mailto:leszekpaczek@onet.pl)