



HASA Protocol and Timeline

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Date Prepared: 8 January 2021





HASA PROTOCOL

Please take note that there are footnotes located throughout the protocol. Additional details regarding these points may be referenced in the protocol appendix, accordingly. Please review the protocol in its entirety before reaching out with questions to ensure that they are not already addressed within this document.

This protocol is initiated once HASA receives an email reporting a new case.

1. Once a case is reported via harassment@ump.edu.pl, case details are provided to the HASA team. Please note that the HASA email is monitored during PUMS office hours only, but that an auto-reply message is always generated and includes all relevant emergency and non-emergency contacts in case of necessity.
2. The student reporting the claim is notified by the HASA Supervisor/HASA member⁽¹⁾ assigned by the Supervisor and a preliminary meeting to discuss the incident is arranged. Two HASA team members will reach out to the alleged victim within 48-hours following report receipt; if the victim would like to proceed, two separate HASA team members will reach out to the alleged perpetrator. All evidence relating to the case must be collected and retained so that it may be supplied during these interviews.⁽²⁾ **During the COVID-19 pandemic, meetings may be conducted via electronic means. If the victim does not want to proceed, they will be provided with applicable resources, but the case will be terminated.*
3. Any involved party who is contacted by HASA⁽³⁾ (alleged victim(s), perpetrator(s), witness(es)) will be provided with a template and asked to complete it within 24 hours of being contacted. HASA team members will utilize the HASA Gmail address when making contact with those involved with the case at all times—no personal emails or social media accounts will be used for HASA purposes.
4. In response to presented case reports, the HASA team will inform the reporting student of all options and resources available to them⁽⁴⁾ (including CAPS—free legal and psychological help outside of PUMS—and methods of contacting the police when necessary, as well as basic information regarding how the disciplinary procedure works at PUMS). HASA will provide “next steps” to be taken by the alleged victim, offering support as necessary. HASA strongly recommends that any individuals involved in the case keep case-related communication with HASA and the Dean's council/Proxy⁽⁵⁾ confidential in an effort to respect students' privacy and well-being, while allowing the case to be handled as efficiently as possible.
5. Once all interviews have taken place and supporting documents/evidence has been compiled, HASA will draft a report—not later than the Monday following the completion of the final interview—for supplication to the Proxy and Dean's Office⁽⁶⁾ one working day before the next Dean's Council session (Each Tuesday). HASA provides the complete report as well as their final recommendation (based on all evidence and interviews collected) to the Dean's Council at the Center for Medical Education in English. This body decides whether to proceed with the case and investigate it by the Disciplinary Committee at PUMS.
6. Once the case is presented to the Dean's Council, HASA's role is complete. The class coordinator in the Dean's Office in charge of the student who reported the case and/or the Rector's Proxy is required to notify all involved parties of the Dean's Council's decision and proceed with the paperwork to the Disciplinary Committee⁽⁷⁾ if that is the case. Disciplinary committee has four months to implement discipline and provide an update to the victim—no other students will be updated on the case outcome.



APPENDIX A - POLICY FOOTNOTES

(1) All correspondence between HASA and the students involved in the case is confidential and cannot be disclosed to anyone. All HASA members sign a Non-Disclosure Agreement (NDA), and they are obliged to keep all the details regarding all cases confidential.

(2) If anyone involved from either party possesses recordings, messages, images, or other forms of evidence of the incident, students must gather it and save it. For the sake of the investigation, it is crucial to provide the University body with any substantial evidence and testimonies of witnesses. This would assist the University body by making the decisions and taking further action with the case. With that being said, it is up to the alleged victim and the alleged perpetrator to gather the evidence that is required to advance the case forward.

(3) When PUMS is reviewing a case, the approach adopted is that the alleged perpetrator(s) is/are innocent until proven guilty. This is to ensure that the investigation can proceed as objectively as possible.

(4) HASA members are not qualified to offer psychological support in cases where it is especially necessary. As such, HASA recommends that all students reach out to CAPS for professional help, since this can be an essential avenue for healing. More information regarding CAPS services for students at PUMS can be found on the University website, here: <https://pums.ump.edu.pl/student-zone/medical-psychological-assistance.html#harassment-assault-student-advocacy>

(5) Starting in February 2020, a new position was established at the University to assist in handling discrimination cases more effectively and appropriately: **Rector's Proxy for Anti-Discrimination**. This body makes the final decision on whether to proceed with the case and have it investigated by the Disciplinary Committee at PUMS. More information re the Proxy's role is available at <https://pums.ump.edu.pl/student-zone/school-regulations.html#prevention-of-discrimination>

The Proxy should be contacted in all cases involving **PUMS employees**, and **graduates** as the Dean's Office at the Center for Medical Education in English has authority only over English-Programs' students at PUMS. Cases received directly by the Proxy may take up to one month to investigate before a report is prepared.

The parties involved in **student** harassment cases are free to contact the Proxy on their own if they desire, though any cases reported to HASA will be investigated and compiled according to the protocol, and the Proxy will be provided with a copy of the report at the Dean's Council meeting. If the Proxy is contacted regarding student cases, she/ he reaches out to the Dean's Office to learn if they are aware of the issue in question and provide more information. At Poznan University of Medical Sciences, Professor **Monika Urbaniak** has been named the official Rector's Proxy for Anti-Discrimination and can be reached via email at monikaba@ump.edu.pl.

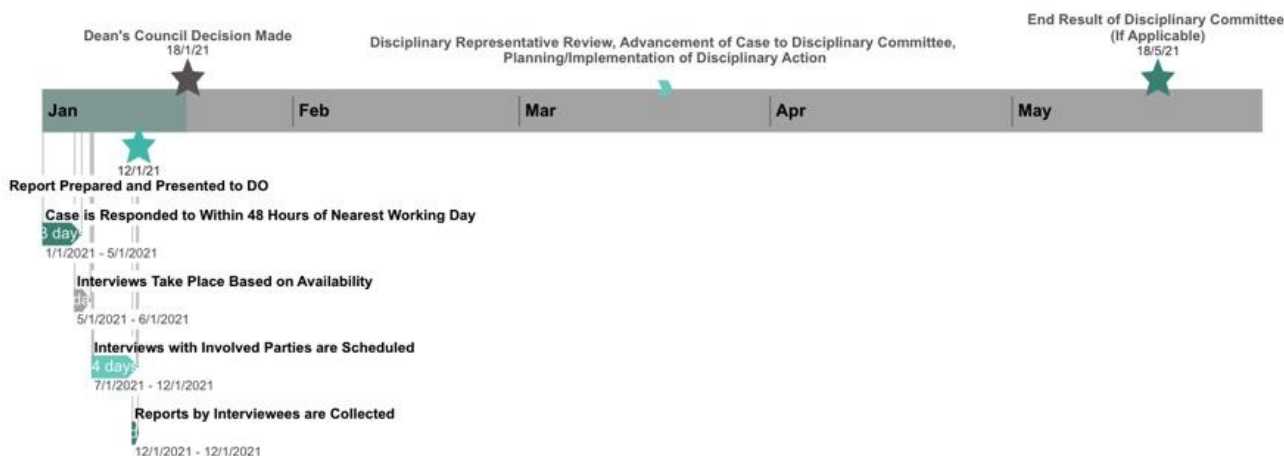
(6) HASA is making the preliminary investigation for the Dean's Office at the Center for Medical Education in English. All documents collected by HASA are only available for the Dean's Office. If the police would like to access them, they need to contact the Rector who would refer the request to the Dean's Office. Also, the Dean's Office needs to be notified of all cases reported to harassment@ump.edu.pl as often students, either the parties involved or their classmates, notify the Dean's Office staff and/ or the student advisor of the case.

(7) **The disciplinary protocol** is posted at <https://pums.ump.edu.pl/student-zone/medical-psychological-assistance.html#harassment-assault-student-advocacy>; disciplinary regulations concerning students in Polish HEIs are available at <https://pums.ump.edu.pl/student-zone/school-regulations.html#disciplinary-regulations>



APPENDIX B - ADDITIONAL INFORMATION

VISUAL REPORT FILING TIMELINE



**Example timeline based on a maximal initiation timeline (due to non-business day submission); actual case resolution will vary from case-to-case in report preparation and disciplinary action committee plan execution.*

*Victim (only) will be informed of milestone decisions (top stars) made by Dean's Council (18/1 on ex) by class coordinator/Rector's Proxy and actions post-disciplinary committee if applicable one month later (18/2 on ex).

*Interview scheduling timeline (task 3) dependent on participant response and availability.

EMERGENCY REPORTING RESOURCES/CONTACTS

In case of emergency, please contact the police -> Police 24 h: Tel 112

The police station at 2 Szylinga St. is the HQ of Municipal Police in Poznan (Komenda Miejska Policji w Poznaniu), and it's possible to set up a meeting with them to report a crime/offense and have them arrange a sworn translation for this appointment too. They also have a unit directly handling discrimination-related cases: <http://www.poznan.policja.gov.pl/w21/kontakt/dgfh/180897,Dane-teleadresowe-KMP-Poznan.html>

e-mail: dyzurny.poznan@po.policja.gov.pl

secretary office: 61 841 56 00 (Mon-Fri 7:30am-3:30pm)

reception: 61 841 56 92

If you require **psychological counseling** -> contact CAPS at <https://pums.ump.edu.pl/student-zone/medical-psychological-assistance.html#counseling-and-psychological-services-caps>

If you want to learn about forms of harassment -> <https://nietonie.com/en/home/>

Poznan's 24-hour Crisis Intervention Center: [61 835 48 65](tel:618354865)/66

Free OB/GYN services provided by the city at Al. Solidarności 36 in Poznań

Registration: <http://posum.pl/punkt-profilaktyki-intymnej-24h/>

Phone registration: +48 61 647 77 25

