**MISSING STUDENT NOTIFICATION**

It is the policy of Medical University of Bialystok (MUB) to actively investigate any report of a missing student who is enrolled at the University. The following procedures have been established for the MUB community regarding the reporting, investigation and required emergency notification when a student residing in campus housing is determined to be missing. This policy applies to residential students. For purposes of this policy, a residential student is a currently enrolled student who resides in campus housing under a housing contract.

**Identifying a Contact Person**

All MUB students applying for on-campus housing will have the option (at the time the student completes the housing agreement) of identifying an individual to be contacted by MUB within 24 hours of a determination being made that the student is missing in accordance with this policy. This information will not be disclosed with the exception of staff designated to respond to missing person reports and law enforcement personnel in furtherance of a missing person investigation.

**Procedure for Identifying a Missing Student**

Members of the University community should immediately report missing persons to the Manager of the students’ housing **Ms Bożena Raczyło** or other MUB administration / Campus staff by calling 48 85 748 57 98. .

There is no waiting period for reporting a missing person.

MUB will immediately initiate a missing person investigation. Initial staff investigations will include a thorough review of the student’s recent activity on campus which may include, but not limited to questioning the student’s roommates/suitemates and friends, calling the student’s cell phone, emailing the student, visiting the student’s room reviewing records of the student’s recent lecture, lab, or small group attendance. A student will be presumed to be missing when his/her absence of 24 hours or more is inconsistent with his/her established patterns of behavior.

**Actions Upon Determination of Missing Person Status**

If MUB determines that a student is missing , school will take the following actions:

* If the student has designated a contact person, MUB administration will notify that contact person within 24 hours of the determination that the student is missing.
* If the student is under 18 years of age and is not an emancipated minor, MUB administration will notify the student’s custodial parent or guardian and any other designated contact person within 24 hours of the determination that the student is missing.
* Regardless of whether the student has identified a contact person, if he/she is above the age of 18 or is an emancipated minor, MUB administration will inform local law enforcement within 24 hours of the determination that the student is missing.
* MUB administration may request the assistance of other law enforcement agencies as deemed necessary in the investigation.