Appendix 1 to the Order of the General Director No. 36/2026, dated 20th August, 2026

Special Offer Regulations for candidates enrolling for graduate studies

in the academic year 2026/2027

Terms used in these Special Offer Regulations:

CDV - the Collegium Da Vinci University in Poznan.

CDV graduate - a CDV graduate is a person who has the diploma confirming graduation from the first-cycle, second-cycle or post-graduate studies issued by Collegium Da Vinci in Poznan. A CDV student in his or her final year of higher education who wishes to pursue studies in a higher degree programme in relation to the one currently pursued shall also be considered a CDV Graduate, provided that he or she passes the diploma examination.

WSNHiD graduate - a WSNHiD graduate is a person who has the diploma confirming graduation from the first-cycle, second-cycle, uniform MA studies or post-graduate studies issued by the Higher School of Humanities and Journalism [Wyższa Szkoła Nauk Humanistycznych i Dziennikarstwa - WSNHiD] in Poznan.

USWPS graduate - a USWPS graduate is a person who has the diploma confirming graduation from the first-cycle, second-cycle, uniform MA studies or post-graduate studies issued by the SWPS University of Social Sciences and Humanities [Uniwersytet Szkoła Wyższa Psychologii Społecznej] in Warsaw. A USWPS student who is in his/her final year at the SWPS university and who wishes to pursue studies in a higher degree programme in relation to the one currently pursued shall also be considered a CDV Graduate, provided that he or she passes the diploma examination.

Da Vinci Secondary School graduate - a graduate of the Da Vinci secondary school is a person who has the secondary school graduation certificate issued by the Da Vinci Secondary School in Poznan.

Candidate – a person who has not had the status of the Collegium Da Vinci student so far, and who applies for admission to the university in the academic year 2026/2027.

§1

Subject of regulations

1. The regulations specify the rules of granting and providing benefits in the form of special offers for Candidates for graduate studies conducted by CDV.
2. The special offers are organised by CDV.
3. The following special offers shall apply at Collegium Da Vinci:

a. Permanent special offers for Candidates for studies;
b. Time-limited special offers for Candidates for studies;
c. Special offers for companies;
d. Special offers for schools/educational institutions;
e. Other special offers valid at CDV:
    1. Special offer - “Family”;
    2. Special offer - “Second Major”;
    3. Special offer - “Change your university to INTERESTING one”.

§2

Permanent special offers for the first-cycle studies

1. As part of the permanent special offer CDV provides:

. CDV graduates with:
- an exemption from the registration fee;
- exemption from one the 12 instalments of the tuition fee;

b. WSNHiD graduates with:
- an exemption from the registration fee;
- exemption from one the 12 instalments of the tuition fee;

c. USWPS graduates with:
- an exemption from the registration fee;

d. Da Vinci Secondary School graduates with:
- exemption from the registration fee.

2. A candidate for studies who meets the following conditions shall have the right to take advantage of the permanent special offer:
a. he/she shall complete the enrolment form available at cdv.pl during the recruitment for the given academic year, i.e. from 15 January 2026 till 30 September 2026;
b. he/she shall deliver the required set of enrolment documents to CDV by 30 September 2026 inclusive. In the case of the postal delivery, the date of receipt is the date they are received by CDV.
3. The settlement of the tuition fee related to the special offer for CDV Graduates and WSNHiD Graduates shall be calculated on the basis of the tuition fee assigned for a given major, obligatory for the Student in the signed agreement on the terms of payment for studies. The special offer shall be settled during the first academic year, in the last instalment of the first semester, or its equivalent amount is deducted from the semester or annual fee.

§3

Permanent special offers for the second-cycle studies

1. As part of the permanent special offer CDV provides:
. CDV graduates with:
- an exemption from the registration fee;
- an exemption from one the 12 instalments of the tuition fee;

b. WSNHiD graduates with:
- an exemption from the registration fee;
- an exemption from one the 12 instalments of the tuition fee;

c. USWPS graduates with:
- an exemption from the registration fee;

d. Da Vinci Secondary School graduates with:
- An exemption from the registration fee.

2. A candidate for studies who meets the following conditions shall have the right to take advantage of the permanent special offer:
. he/she shall complete the enrolment form available at cdv.pl during the recruitment for the given academic year, i.e. from 15 January 2026 till 30 September 2026;
. he/she shall deliver the required set of enrolment documents to CDV by 30 September 2026 inclusive. In the case of the postal delivery, the date of receipt is the date they are received by CDV.
3. The settlement of the tuition fee special offer for CDV Graduates and WSNHiD Graduates shall be calculated on the basis of the tuition fee assigned for a given major, obligatory for the Student in the signed agreement on the terms of payment for studies. The special offer is settled during the first academic year, in the last instalment of the first semester, or its equivalent amount is deducted from the semester or annual fee.

§4

Time-limited special offers for first-cycle studies

1. As part of the time-limited special offer CDV provides Candidates with:
    - an exemption from the registration fee;
    - a discount on the tuition fee in accordance with the ”Regulations for fees related to the curricula at Collegium Da Vinci” for the academic year 2026/2027.
2. A candidate for studies who meets the following conditions shall have the right to take advantage of the time-limited special offer:

a. he/she shall complete the enrolment form available at cdv.pl and sign the agreement on terms of payment for the studies for the time of the special offer, i.e. from 21 August 2026 till 29 September 2026;
b. he/she shall submit to CDV the required set of enrolment documents allowing the Candidate to qualify for admission to the studies by 29 September 2026 inclusive or
c. and for Candidates participating in the process of enrolment to the studies for which interviews are conducted by way of recruitment, a set of documents allowing the Candidate to qualify for the interview. In the case of the postal delivery, the date of receipt is the date they are received by CDV.

§5

Time-limited special offers for second-cycle studies

1. As part of the time-limited special offer CDV provides Candidates with:
    - an exemption from the registration fee;
    - a discount on the tuition fee in accordance with the ”Regulations for fees related to the curricula at Collegium Da Vinci” for the academic year 2026/2027.
2. A candidate for studies who meets the following conditions shall have the right to take advantage of the time-limited special offer:

a. he/she shall complete the enrolment form available at cdv.pl for the time of the special offer, i.e. from 21 August 2026 till 29 September 2026;
b. he/she shall submit to CDV the required set of enrolment documents allowing the Candidate to qualify for admission to the studies by 29 September 2026 inclusive, and for Candidates participating in the process of enrolment to the studies for which interviews are conducted by way of recruitment, a set of documents allowing the Candidate to qualify for the interview. In the case of the postal delivery, the date of receipt is the date they are received by CDV.

§6

Special offers for partner companies

1. The rules of special offers shall be stipulated in the agreement entered into between CDV and a partner company.
2. The special offers included in the agreement between CDV and the partner company shall not be combined with other special offers.

§7

Special offers for schools/educational institutions

1. The rules of special offers shall be stipulated in the agreement entered into between CDV and a school/educational institution.
2. The special offers included in the agreement between CDV and the school/educational institution shall not be combined with other special offers.

§8

Special offer - “Family”

1. The special offer - ”Family” shall apply to Candidates enrolling for the first year of first-cycle and second-cycle studies and/or postgraduate studies, who meet one of the following conditions:
. they have a person in their closest kinship/affinity group (parents, siblings, spouse, child) who has the status of an active student at CDV;
a. they are in the closest kinship/affinity group (parents, siblings, spouse and child) and at the same time participate in enrolment for the academic year 2026/2027.
2. An ”active student” shall be understood as the person studying at CDV in the first and second-cycle studies, a student of the postgraduate studies, who has completed all semesters included in the study course schedule and is not in arrears with the payment of tuition fees under the Fee Regulations on the date of submission of the complete set of enrolment documents by the Candidate participating in the enrolment for studies in the academic year 2026/2027.
3. As part of the “Family” special offer, CDV provides:
    1. a family member of an “active student” with
    1. an exemption from the registration fee;
    2. a discount in the amount of one of 12 tuition fee instalments for the first- and/or second-cycle studies, or
    2. family members taking part in enrolment for the academic year 2026/2027
    1. an exemption from the registration fee for each of the candidates;
    2. a discount in the amount of one of 12 tuition fee instalments for the postgraduate first- and/or second-cycle studies for one of the Candidates whose tuition fee in the selected major is the cheaper form of education.
4. A candidate for studies who meets the following conditions shall have the right to take advantage of the special offer:
    1. he/she shall complete the enrolment form available at cdv.pl during the recruitment for the given academic year, i.e. from 15 January 2026 till 30 September 2026;
    2. he/she shall submit the relevant application to CDV (attachment 1) in the paper form or electronic form sent to rekrutacja@cdv.pl during the period of special offer, i.e. between 15 January 2026 and 30 September 2026 inclusive;
    3. he/she shall deliver the required set of enrolment documents to CDV within the special offer period, i.e. between 15 January 2026 and 30 September 2026 inclusive. In the case of the postal delivery, the date of receipt is the date they are received by CDV.
5. The settlement of the tuition fee special offer for Candidates taking advantage of the special offer pursuant to section 8(1a) of the Regulations shall be calculated on the basis of the tuition fee assigned for a given major, obligatory for the Student in the signed agreement on the terms of payment for studies. The deduction shall be made in the form of one of 12 tuition fee instalments when opting for the first- and/or second-cycle studies in the first academic year. The settlement of the special offer is made with the last instalment paid during the first semester or with the equivalent amount deducted from the semester or annual fee.
6. The settlement of the tuition fee special offer for Candidates taking advantage of the special offer pursuant to section 8(1b) of the Regulations shall be calculated on the basis of the tuition fee assigned for a given major, being a cheaper form of education obligatory for the Student in the signed agreement on the terms of payment for studies. The deduction shall be made in the form of one of 12 tuition fee instalments when opting for the first- and/or second-cycle studies in the first academic year. The settlement of the special offer is made with the last instalment paid during the first semester or with the equivalent amount deducted from the semester or annual fee.
7. When an “active student”, loses his/her status in the academic year preceding the academic year in the enrolment for which the Candidate takes part, by being in arrears with fees, failing

to complete the semester, resigning from education at CDV or takes a leave of absence from courses, the family member shall lose the opportunity of taking advantage of the “Family” special offer.

8. If one of the family members who takes part in the enrolment procedure for the academic year 2026/2027 withdraws from the agreement concluded with CDV, then other family members shall lose the right to special offer.

§9

Special offer - "Second Major"

1. The ”Second Major” special offer shall cover students of the first- and second-cycle studies as well as Candidates who study two majors during their graduate or postgraduate studies.
2. As part of the “Second major” special offer, CDV provides:
    1. an exemption from the registration fee;
    2. a discount in the amount of 25% of the tuition fee for the major being the cheaper form of education.
3. The settlement of the tuition fee promotion shall be calculated on the basis of the tuition fee which the Student is obliged to pay under the signed agreement on the terms and condition of payment for studies. The 25% discount shall be awarded for a period of one semester and shall be deducted from the monthly tuition fee instalment paid for the cheaper form of education. If a student continues his/her studies in the first form of education and is not in arrears with his/her fees, the discount shall automatically be applied to the next semester.
4. A CDV student who meets the following conditions shall have the right to take advantage of the special offer:

a. he/she has completed all semesters from the first major and is not in arrears with the payment of his/her fees;
b. he/she completes the enrolment form available at cdv.pl at the time of special offer, i.e. from 15 January 2026 to 30 September 2026 inclusive in the case of enrolment for the degree programme or to 15 November 2026 in the case of enrolment for postgraduate studies;
c. he/she delivers the required set of enrolment documents during the period of special offer, i.e. from 15 January 2026 to 30 September 2026 inclusive in the case of enrolment for the degree programme or to 15 November 2026 in the case of enrolment for postgraduate studies. In the case of the postal delivery, the date of receipt is the date they are received by CDV.

5. A candidate who meets the following conditions shall have the right to take advantage of the special offer:

. he/she completes the enrolment form available at cdv.pl at the time of promotion, i.e. from 15 January 2026 to 30 September 2026 inclusive in the case of enrolment for the degree programme or to 15 November 2026 in the case of enrolment for postgraduate studies;
a. he/she delivers the required sets of enrolment documents during the period of special offer, i.e. from 15 January 2026 to 30 September 2026 inclusive in the case of enrolment for the degree programme or to 15 November 2026 in the case of enrolment for postgraduate studies. In the case of the postal delivery, the date of receipt is the date they are received by CDV.

6. When a student of the first-cycle, second-cycle degree programme or post-graduate studies completes his/her education in the first study major, resigns from it, repeats a year or takes a leave of absence from courses, the 25% of the tuition fee in the case of the second form of education ceases to apply.

§10

Special offer - “Change your university to an INTERESTING one”

1. The "Change your university to an interesting one" special offer is valid for Candidates have enrolled at a higher level than the first semester of first or second cycle studies offered at CDV, who have completed a corresponding lower semester and who, at the time of joining the special offer:
   a. have active student status at another university and wish to change universities on a transfer basis;
   b. have been removed from the register of students at another university and are applying to resume their studies.
2. As part of the “Change your university to an interesting one” special offer, CDV shall grant:
   a. an exemption from the registration fee;
   b. a discount in the amount of one of 12 tuition fee instalments for the first- and/or second-cycle studies, The settlement of the discount is made with the last instalment paid during the first semester or with the equivalent amount deducted from the semester or annual fee.
3. The choice of the study major pursued at CDV, which a student wishes to join, should be assigned to to the same leading discipline as the major of study pursued at the previous university.
4. A student from another university, who wishes to take advantage of the Change your university to an interesting one” must meet the following conditions:
   a. he/she must have a semester completed at his/her original university whereby this semester should be correspondingly lower than the semester for which he/she is applying for admission;
   b. he/she must submit an application for provision of information about possible curricular differences (appendix No. 2);
   c. he/she must submit an original copy of a student's logbook from a given university and/or list of courses completed;
   d. he/she must submit syllabuses that contain the curricular content and the learning effects;
   e. he/she must provide a certificate that he/she is an active student at another university, if the change of university takes place by way of a transfer;
   f. he/she must submit the required set of documents during the period of special offer, i.e.:
      1. by 10 September of a given year if the transfer is to take place from the winter semester of that year;
      2. by 10 February of a given year if the transfer is to take place from the summer semester of that year,
5. A candidate for studies who fills in the enrolment form on the cdv.pl website and attaches a set of required documents described in para. 10 (4) during the period of the special offer is entitled to take advantage of the special offer.
6. If a candidate for studies in the enrolment process for the higher semester submits documents drawn up in a foreign language (excluding documents drawn up in English), it is necessary to provide their translation into Polish made by:
   a. a sworn translator entered on the list of the Minister of Justice or;
   b. a sworn translator registered in the EU, EFTA, OECD or;
   c. a consul of the Republic of Poland with jurisdiction over the country on whose territory or education system the foreign secondary school certificate was awarded or;
   d. an accredited diplomatic mission or consular post of the country on whose territory or education system the foreign secondary school certificate was awarded or;

e. an ordinary translator, whereby the translation must include the translator's stamp and signature.
7. The translation must be prepared in the language relevant to the major for which the Candidate is seeking admission.
8. A decision on the transfer shall be taken by the Dean with regards to:
a. the possibility of recognition of the credits obtained at another university with regards to the completion of the curriculum;
b. the semester of study from which a given person may commence studies at the University;
c. the designation of the modules to be completed, the deadline for their completion and the fee for their completion, calculated in accordance with the regulations on fees for graduate studies;
d. where the application for transfer relates to a major in relation to which an interview is mandatory, the Dean shall appoint a panel to assess the candidate's preparation to date and, depending on the major, also the candidate's achievements (portfolio).
9. Once the Dean has taken a decision, the Admission Office shall notify the Candidate of the content of the decision in writing.
10. In the case of a positive decision taken by the Dean and/or the assessment team in the case of transfer to or resumption of a major for which interviews are mandatory in order to complete the formalities related to the change of university, the Candidate should submit the required set of enrolment documents enabling the Candidate to qualify for enrolment and sign the agreement on the payment of tuition fees by the date specified during the interview with the admission office.
11. Final provisions regarding the “Change your university to an INTERESTING one” special offer:
a. possible curriculum differences are payable in accordance with the information contained in the fee regulations;
b. The Candidate enrolled in the second or higher semester of studies shall not pay fees for semesters completed as a result of the decision of the Dean;
c. The Candidate shall pay the fees for the studies in accordance with the fee regulations in force for the academic year to which the Candidate will be transferred;
d. The number of vacancies as part of the ”Change your University to an INTERESTING one” special offer is limited in time and number (the order of applications is the decisive factor); there are 30 vacancies available.

§11

Rules for combining special offers

1. Special offers stipulated in these Regulations do not combine with other each other in the given academic year (this does not apply to the special offer for Graduates and the time-limited special offer). If a Student has been granted the right to two or more special offers which cannot be combined, he/she shall be required to choose the one which he will benefit from.
2. The special offers provided for in these Regulations shall not apply to additional fees included in the Agreement on terms of payment for studies which is binding for the Student and in the Regulations on fees for graduate studies applicable for the academic year 2026/2027.

§12

Information on the personal data processing

1. Pursuant to the Regulation of the European Parliament and of the Council 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, hereinafter GDPR, the

controller of the processed data is Collegium Da Vinci with its registered office at ul.: Gen. Tadeusza Kutrzeby 10, 61-719 Poznań, Tax Identification Number [NIP]: 7831121773, Business Registry Number [REGON]: 630705827, entered into the Register of Non-Public Higher Education Institutions and Associations of Non-Public Higher Education Institutions under number 90.

2. The aforementioned candidates' taking advantage of the aforementioned special offers in the academic year 2026/2027 is tantamount with their voluntary consent to the processing of their personal data.
3. Information on the processing of personal data can be found at: *https://cdv.pl/o-nas/dane-osobowe/*.

§13

Final provisions

1. A candidate for the studies who chooses a major where English is the language of instruction (Information Technology and/or Creative Management and/or Game Development) shall pay the tuition fee in Euros according to the “Fee Regulations related to curricula at Collegium Da Vinci” for the academic year 2026/2027.
2. When a Candidate for Studies, a Student, or a Graduate chooses to avail himself/herself of any of the above mentioned special offers, they are deemed to have accepted the rules set out in these Regulations. Failure of the Candidate for studies, Graduate or Student to meet the obligations arising from the regulations of the given special offer shall result in the loss of the granted special offer.
3. If any other special offers than those included in these Regulations appear at CDV, separate provisions shall apply.
4. The duration of the special offer may be extended by the General Director of CDV.
5. These Regulations shall remain in force until revoked by a relevant Order of the CDV General Director.
6. The Regulations shall come into force as at the date of its execution.

Appendix No. 1
(Applies to the ”Family” special offer)

Poznań, dated

Name and surname

Contact phone number

e-mail

APPLICATION FOR A DISCOUNT

SPECIAL OFFER - “FAMILY”

I hereby request a discount on one of the 12 instalments of tuition fee for my first-cycle / second-cycle studies* in the academic year 2026/2027 in connection with the “Family” promotion.

Reasons (select one of the following):

- I declare that my daughter / sister / mother / wife, that my son / brother / father / husband*

  (name and surname)

……

  is a student at Collegium Da Vinci in Poznan.

- I declare that my daughter / sister / mother / wife, that my son / brother / father / husband*

  (name and surname)

……

  Takes part in the enrolment for the studies in the academic year 2026/2027.

Best regards

(applicant's signature)

*underline as appropriate

Appendix No. 2
(applies to the "Change your university to an INTERESTING one" special offer

Poznań, dated

Name and surname

Contact phone number

e-mail

To the Dean of Collegium Da Vinci in Poznan

Gen. T. Kutrzeby 10 Str.

61-719 Poznań

APPLICATION

I hereby kindly request to provide me with the information on curricular differences, taking into account my willingness to commence my studies at Collegium Da Vinci in Poznan:

studies: first-cycle □ second-cycle □

full-time mode □

major of study……...

term …….

in the academic year □ 2024/2025 □ 2025/2026 □ 2026/2027

Appendices:

- transcript of records
- syllabuses

Best regards

(applicant's signature)