

Regulations of the promotional offer for candidates enrolling for studies in the academic year 2022/2023

Terms used in these Regulations of the promotional offer:

CDV - 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 who is in his/her final year of higher education and who wishes to commence his/her studies of next cycle degree studies following the currently completed ones, shall also be considered a CDV graduate, provided that he/she passes the diploma exam.

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 commence his/her studies of next cycle degree studies following the currently completed ones, shall also be considered a USWPS graduate, provided that he/she passes the diploma exam.

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 a Collegium Da Vinci student so far, and who applies for admission to the university in the academic year 2022/2023.

§1

Subject of regulations

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1. The regulations specify the rules of granting and providing benefits in the form of promotions for Candidates for studies conducted by CDV.
 2. The promotions are organised by CDV.
 3. The following promotions shall apply at Collegium Da Vinci:
 - a) Permanent promotions for Candidates for studies;
 - b) Time-limited promotions for Candidates for studies;
 - c) Promotions for companies;
 - d) Promotions for schools/educational institutions;
 - e) Other promotions valid at CDV:
 1. Promotion "Family";
 2. Promotion "Second Major";
 3. Promotion "Switch to an INTERESTING university".

§2

Permanent promotions for the first-cycle studies

1. As part of the permanent promotion CDV provides:
 - a) CDV graduates with:
 - an exemption from the registration fee.
 - an exemption from the first of the 12 instalments of the tuition fee;
 - b) WSNHiD graduates with:
 - an exemption from the registration fee.
 - an exemption from the first of 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 benefit from the permanent promotion:
 - a) he/she shall complete the enrolment form available at cdv.pl during the enrolment for the given academic year, i.e. from 15 January 2022 to 30 September 2022;
 - b) he/she shall deliver the required set of enrolment documents to CDV by 30 September 2022 inclusive. In the case of postal delivery, the date of a postmark shall be deemed the date of delivery of the complete set of documents.
3. The settlement of tuition fee promotion 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 as a result of the signed agreement on the terms and conditions of payment for studies.

The promotion shall be settled in the first academic year.

§3

Permanent promotions for the second-cycle studies

1. As part of the permanent promotion CDV provides:
 - a) CDV graduates with:
 - an exemption from the registration fee.
 - an exemption from the first of the 12 instalments of the tuition fee;
 - b) WSNHiD graduates with:
 - an exemption from the registration fee.
 - an exemption from the first of 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 benefit from the permanent promotion:
 - 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 2022 to 30 September 2022;
 - b) he/she shall deliver the required set of enrolment documents to CDV by 30 September 2022 inclusive. In the case of postal delivery, the date of a postmark shall be deemed the date of delivery of the complete set of documents.
3. The settlement of the tuition fee promotion 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 as a result of the signed agreement on the terms and conditions of payment for studies. The promotion shall be settled in the first academic year.

§4

Permanent promotions for the postgraduate studies

1. As part of the permanent promotion CDV provides:
 - a) CDV graduates with:
 - an exemption from the registration fee.
 - an exemption from the first of the 10 instalments of the tuition fee;
 - b) WSNHiD graduates with:
 - an exemption from the registration fee.
 - an exemption from the first of the 10 instalments of the tuition fee;
 - c) USWPS graduates with:
 - an exemption from the registration fee.
2. A candidate for studies who meets the following conditions shall have the right to benefit from the permanent promotion:
 - 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 2022 to 15 November 2022;
 - b) he/she shall deliver the required set of enrolment documents to CDV by 15 November 2022 inclusive. In the case of postal delivery, the date of a postmark shall be deemed the date of submission of the complete set of documents;
3. The settlement of tuition fee promotion 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 as a result of the signed agreement on the terms and conditions of payment for the postgraduate studies. The promotion shall be settled in the first academic year.

§5

Time-limited promotions for first-cycle studies

1. As part of the time-limited promotion CDV provides Candidates with:
 - an exemption from the registration fee.
 - a discount on the tuition fee in accordance with the "Fee Regulations related to the curricula at Collegium Da Vinci" for the academic year 2022/2023.
2. A candidate for studies who meets the following conditions shall have the right to benefit from the time-limited promotion:
 - a) he/she shall complete the enrolment form available at cdv.pl for the time of the promotion, i.e. from 15 January 2022 to 12 July 2022;

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- b) He/she delivers the required set of enrolment documents to CDV by 12 July 2022 inclusive, which allows for the qualification of the Candidate for the studies, and then the original secondary school-leaving certificate or a copy thereof within the set time limit. In the case of postal delivery, the date of a postmark shall be deemed the date of submission of the documents.

§6

Time-limited promotions for second-cycle studies

1. As part of the time-limited promotion 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 2022/2023.
2. A candidate for studies who meets the following conditions shall have the right to benefit from the time-limited promotion:
 - a) he/she shall complete the enrolment form available at cdv.pl for the time of the promotion, i.e. from 15 January 2022 to 12 July 2022;
 - b) He/she delivers the required set of enrolment documents to CDV by 12 July 2022 inclusive, which allows for the qualification of the Candidate for the studies, and then the original diploma or a copy thereof within the set time limit. In the case of postal delivery, the date of the postmark shall be deemed the date of submission of the documents.

§7

Time-limited promotions for the postgraduate studies

1. As part of the time-limited promotion CDV provides Candidates with:
 - an exemption from the registration fee.
2. A candidate for studies who meets the following conditions shall have the right to benefit from the time-limited promotion:
 - a) he/she shall complete the enrolment form available at cdv.pl for the time of the promotion, i.e. from 15 January 2022 to 12 July 2022;
 - b) He/she delivers the required set of enrolment documents to CDV by 12 July 2022 inclusive, which allows for the qualification of the Candidate for the studies, and then the original diploma or a copy thereof within the set time limit. In the case of postal delivery, the date of a postmark shall be deemed the date of submission of the documents.

§8

Promotions for partner companies

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

§9

Promotions for schools/educational institutions

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

§10

Promotion "Family"

1. The "Family" promotion 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 requirements:
 - a) there is a person in their closest kinship/affinity group (parents, siblings, spouse, child) who has the status of an active student at CDV;
 - b) they belong to the closest kinship/affinity group (parents, siblings, spouse and child) and at the same time participate in enrolment for the academic year 2022/2023.
2. An "active student" shall be understood as a person studying at CDV in the first and second-cycle studies, a student of 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 2022/2023.
3. As part of the "Family" promotion, CDV provides:
 - a) a family member of an "active student" with
 - an exemption from the registration fee;
 - a discount in the amount of the first of the 12 tuition fee instalments for the first- and/or second-cycle studies, or
 - a discount in the amount of the first of the 10 tuition fee instalments for postgraduate studies;
 - b) family members taking part in enrolment for the academic year 2022/2023
 - an exemption from the registration fee for each of the candidates;
 - a discount in the amount of the first of the 12 tuition fee instalments for the first- and second-cycle studies for one of the Candidates whose tuition fee in the selected study major

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- is the cheaper form of education or
- a discount in the amount of the first of the 10 tuition fee instalments for the postgraduate studies for one of the Candidates whose tuition fee in the selected study major is the cheaper form of education.
4. A candidate for studies who meets the following conditions shall have the right to benefit from the promotion:
 - 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 2022 to 30 September 2022;
 - b) he/she shall submit the relevant application to CDV (attachment 1a) in the paper form or electronic form sent to rekrutacja@cdv.pl during the period of promotion, i.e. between 15 January 2022 and 30 September 2022 inclusive;
 - c) he/she shall submit the relevant application to CDV (attachment 1b) in the paper form or electronic form sent to rekrutacja@cdv.pl during the period of promotion, i.e. between 15 January 2022 and 30 September 2022 inclusive;
 - d) he/she shall deliver the required set of enrolment documents to CDV within the promotional period, i.e. between 15 January 2022 and 30 September 2022 inclusive. In the case of postal delivery, the date of a postmark shall be deemed the date of delivery of the complete set of documents.
 5. The settlement of the tuition fee promotion for the Candidates who benefit from the promotion under provision 1a) shall take place on the basis of the tuition fee assigned for the given major, and shall be binding for the Student as a result of the signed agreement on the terms and conditions of payment for studies. A deduction shall be made in the form of the first of 12 tuition fee instalments when opting for the first- and second-cycle studies in the first academic year, or in the form of the first of 10 tuition fee instalments when opting for postgraduate studies.
 6. The settlement of the tuition fee promotion for the Candidates who benefit from the promotion under provision 1b) shall take place on the basis of the tuition fee assigned for the given major, being the cheaper form of education and binding for the Student as a result of the signed agreement on the terms and conditions of payment for studies. A deduction shall be made in the form of the first of 12 tuition fee instalments when opting for the first- and second-cycle studies in the first academic year, or in the form of the first of 10 tuition fee instalments when opting for postgraduate studies.
 7. When an "active student", loses his/her status in the academic year preceding the academic year in the enrolment for which a Candidate takes part, as a result of 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 benefitting from the "Family" promotion.
 8. If one of the family members who takes part in the enrolment procedure for the academic year 2022/2023 withdraws from the agreement concluded with CDV, then other family members shall lose the right to promotion.
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§11

Promotion "Second Major"

1. The "Second Major" promotion shall cover students of the first- or second-cycle studies as well as Candidates who undertake studies in the second major.
2. As part of the "Second major" promotion, CDV provides:
 - an exemption from the registration fee;
 - a discount in the amount of 25% of the tuition fee, being the cheaper form of education.
3. The settlement of the tuition fee promotion shall take place 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 a 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/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 benefit from the promotion:
 - a) he/she shall complete all semesters from the first major and is not in arrears with the payment of his/her fees;
 - b) he/she shall complete the enrolment form available at cdv.pl at the time of promotion, i.e. from 15 January 2022 to 30 September 2022 inclusive in the case of enrolment for the degree programme or to 15 November 2022 in the case of enrolment for postgraduate studies;
 - c) he/she shall deliver the required set of enrolment documents during the period of promotion, i.e. from 15 January 2022 to 30 September 2022 inclusive in the case of enrolment for the degree programme or to 15 November 2022 in the case of enrolment for postgraduate studies. In the case of the postal delivery, the date of a postmark shall be deemed the date of submission of the complete set of documents.
5. A candidate who meets the following conditions shall have the right to benefit from the promotion:
 - a) he/she shall complete the enrolment form available at cdv.pl at the time of promotion, i.e. from 15 January 2022 to 30 September 2022 inclusive in the case of enrolment for the degree programme or to 15 November 2022 in the case of enrolment for postgraduate studies;
 - b) he/she shall deliver the required sets of enrolment documents during the period of promotion, i.e. from 15 January 2022 to 30 September 2022 inclusive in the case of enrolment for the degree programme or to 15 November 2022 in the case of enrolment for postgraduate studies. In the case of the postal delivery, the date of a postmark shall be deemed the date of submission of the complete set of documents.

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6. When a student of the first-cycle, second-cycle studies 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 shall cease to apply.

§12

Promotion "Switch to an INTERESTING university"

1. The "Switch to an INTERESTING university" promotion shall apply to Candidates (all those who have an active status of a student of another university) enrolling in the higher semester of the first- and second-cycle studies conducted at CDV than the first semester, and who are students of another university at the time of benefitting from the promotion.
2. The student who has completed a semester that is correspondingly lower, but has been removed from the list of students of another university, may apply for resumption of education.
3. As part of the "Switch to an INTERESTING university" promotion, CDV shall grant:
 - a) an exemption from the registration fee;
 - b) a discount in the amount of the first of the 12 tuition fee instalments for the first- and/or second-cycle studies.
4. The choice of the major which can be pursued at CDV and which a student wishes to study, should be similar in educational profile to the major pursued at the previous university.
5. A student from another university, who wishes to benefit from the "Switch to an INTERESTING university" must meet the following conditions:
 - a) he/she must have a correspondingly lower semester completed at the previous university;
 - b) he/she must submit an application for provision of information about possible curricular differences (appendix No. 2);
 - c) he/she must submit a photocopy of a student's logbook from a given university/transcript of records and learning outcomes from the university, where the Candidate studied;
 - d) he/she must submit syllabuses that contain the curricular content;
 - e) he/she must submit the required set of documents during the period of promotion, i.e.:
 - by 10 September 2022 in the case of resumption or transfer in the winter semester;

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- by 10 March 2023 in the case of resumption or transfer in the summer semester;
6. The aforementioned documents may be submitted:
 - a) in person at the CDV Admission Office (room R.005, ground floor, rotunda), or
 - b) by e-mail using the following e-mail address rekrutacja@cdv.pl.
 7. A decision on the transfer shall be taken by the Dean of the Faculty with regards to:
 - a) the determination of the semester/year of study, to which a student can be transferred;
 - b) the determination of the courses, which the student should make up for and the setting of the deadline for this.
 8. Once the Dean of the Faculty has taken a decision, the Admission Office shall notify the Candidate of the aforementioned decision and of possible curriculum differences.
 9. If the decision of the Dean of the Faculty is positive, in order to fulfil the formalities related to a change in the university, the Candidate should:
 - a) fill in the enrolment form at cdv.pl, however within no more than 7 days from the date on which the Candidate was contacted by the Admission Office;
 - b) submit the required set of documents and sign the tuition fee agreement by the deadline set during an interview with the Admission Office.
 10. Final provisions regarding the "Switch to an INTERESTING university" promotion:
 - 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 of the Faculty;
 - c) The Candidate shall pay fees in accordance with the Fee Regulations valid for the given academic year;
 - d) The number of vacancies as part of the " Switch to an INTERESTING university" promotion is limited in time and number (the order of applications is the decisive factor); there are 30 vacancies available.

§13

Rules for combining promotions

1. Promotions do not combine with other promotions applicable in CDV in the given academic year (this does not apply to the promotion for Graduates and the time-limited promotion). If a Student of post-graduate studies has been granted the right to two or more promotions which cannot be combined, he/she shall be required to choose the one which he will benefit from.
2. The promotions provided for in these Regulations shall not apply to additional fees included in the Agreement on payment for studies which is binding for the Student, and in the Fee Regulations applicable for the academic year 2022/2023.

§14

Final provisions

1. A candidate for studies who chooses a major where English is the language of instruction (Information Technology and/or Creative Management), shall pay the tuition fee in Euros according to the "Fee Regulations related to curricula at Collegium Da Vinci" for the academic year 2022/2023.
2. When a Candidate for Studies, a Student, a Graduate or a Postgraduate Student chooses to avail himself/herself of any of the above mentioned promotions, they are deemed to have accepted the rules set out in these Regulations. Failure of the Candidate for Studies, Graduate, Student or Postgraduate Student to meet the obligations arising from the regulations of the given promotion shall result in the loss of the granted promotion.
3. If any other promotions than those included in these Regulations appear at CDV, separate provisions shall apply.
4. Personal data of the Candidates shall be processed by CDV for purposes related to the enrolment and granting of the promotions, i.e. pursuant to article 6(1)(b) and (f) of the GDPR, in compliance with the data processing rules applicable at CDV.
5. The duration of any promotion may be extended by the CDV Biznes Director and/or Sales and Marketing Director and/or General Director.
6. These Regulations shall remain in force until revoked by a relevant Order of the CDV General Director.
7. The Regulations shall be effective from the date of it being signed.

Appendix 1a

(Applies to the "Family" promotion)

Poznan, dated _____

Name and surname

Contact phone number

e-mail

**APPLICATION FOR A DISCOUNT
AS PART OF THE "FAMILY" PROMOTION**

I hereby request a discount on the first of the 12 instalments of the tuition fee for my first-cycle / second-cycle studies* in the academic year 2022/2023 in connection with the "Family" promotion.

Justification (select one of the following):

- I declare that my daughter / sister / mother / wife, that my son / brother / father
/ husband* (name and surname)

..... is student at
Collegium Da Vinci in Poznan.

- I declare that my daughter / sister / mother / wife, that my son / brother / father
/ husband* (name and surname)

..... also takes
part in enrolment procedure for studies in the academic year 2022/2023.

Best regards

(applicant's signature)

*underline as appropriate

Appendix 1b

(Applies to the "Family" promotion)

Poznan, dated _____

Name and surname

Contact phone number

e-mail

**APPLICATION FOR A DISCOUNT AS PART OF THE
"FAMILY" PROMOTION**

I hereby request a discount on the first of the 10 instalments of the tuition fee for my postgraduate studies* in the academic year 2022/2023 in connection with the "Family" promotion.

Justification (select one of the following):

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

/ husband* (name and surname)

..... is student at

Collegium Da Vinci in Poznan.

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

/ husband* (name and surname)

..... also takes

part in enrolment procedure for studies in the academic year 2022/2023.

Best regards

(applicant's signature)

*underline as appropriate

Appendix No. 2

(applies to the "Switch to an INTERESTING university" promotion

Poznań, dated _____

Name and surname

Contact phone number

e-mail

APPLICATION

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

studies: first-cycle second-cycle

year: _____

semester _____

major _____

specialisation (if applicable) _____

full-time mode extramural mode

in the academic year 2021/2022 2022/2023

Appendices:

- transcript of records

- syllabuses

Best regards

(applicant's signature)