

Appendix 1 to the Rector's Order No. 1/2024 dated 8 January 2024

Detailed rules of the enrolment procedure at Collegium Da Vinci In the academic year 2024/2025

§ 1 General provisions

Detailed rules of the enrolment procedure at Collegium Da Vinci (hereinafter referred to as: the "University" or "CDV"), in the academic year 2024/2025 (hereinafter referred to as: "Detailed Rules"), contain a list of detailed requirements in the enrolment procedure for respective majors of first-cycle studies and second-cycle studies, a list of majors for which there is a limit of vacancies, a list of majors for which admission is free, rules for confirming the command of a foreign language at the required level, the minimum number of qualifying points being a condition for enrolment if the enrolment procedure provides for a point threshold, rules for conducting qualifying examinations if the enrolment procedure provides for them, as well as dates for conducting internal language examinations in accordance with § 3(6) in conjunction with § 6(8), § 7(4) and § 8(20) of the terms and conditions, procedure and date of commencement and completion of enrolment for degree programmes at Collegium Da Vinci in the academic year 2024/2025, constituting an appendix to Resolution No. 2/2023 of the Senate of Collegium Da Vinci of 26 June 2023 on establishing the terms and conditions, procedure and date of commencement and completion of enrolment for degree programmes at Collegium Da Vinci in the academic year 2024/2025, and also in accordance with 3(6) in conjunction with § 6(8), § 7(19) of the terms, procedure and date of commencement and completion of enrolment in the following fields: Ecommerce - first-cycle studies and Computer Science - second-cycle studies in the academic year 2024/2025 constituting an appendix to Resolution No. 2 of the Senate of Collegium Da Vinci of 2 October 2023, on the adoption of the terms, procedure and date of commencement and completion of enrolment in the fields of E-commerce - first-cycle studies and Computer Science - second-cycle studies at Collegium Da Vinci for the academic year 2024/2025 (hereinafter referred to as the "Enrolment Resolution").

§ 2 Detailed rules of admission to the studies

- 1. Appendix No. 1 to the Detailed Rules contains a list of requirements and detailed rules on enrolment for particular first-cycle degree programmes at Collegium Da Vinci in the academic year 2024/2025.
- Appendix No. 2 to the Detailed Rules contains a list of requirements and detailed rules on enrolment for particular second-cycle degree programmes at Collegium Da Vinci in the academic year 2024/2025.





- 3. In the event that the enrolment procedure provides for the conduct of examinations, including qualifying examinations, the composition and procedure of the Admission Boards shall be determined by the Rector by way of an order. The relevant order of the Rector shall be published on the website of the University and on the BIP website of Collegium da Vinci no later than 14 days before the day on which the boards are to work.
- 4. In the event the enrolment procedure provides for admission of candidates on the basis of a ranking list, candidates with the highest scores above the minimum point threshold in the enrolment procedure within the limit of vacancies for a given major are admitted to the studies, subject to para.

 5.
- 5. In the event that a candidate resigns or fails to complete the enrolment procedure within the specified time limit, the next person on the ranking list obtains the right to be admitted and to take up studies, provided that he/she has passed the enrolment process.

§ 3 Submission of documents

- 1. Documents in the enrolment procedure shall be submitted in accordance with the provisions of the Enrolment Resolution.
- 2. If original documents are submitted by mail (including courier service), they can only be collected in person at the University after the enrolment procedure has been completed, subject to the provisions of para. 4 § 2.
- 3. In the event of non-admission to study at Collegium Da Vinci or discontinuation of the enrolment procedure, a candidate may apply for the original documents to be sent to the address given.

§ 4 Final provisions

1. The Order shall come into force as of the date of its issuance.





Appendix 1 to the Detailed rules of enrolment procedure at Collegium Da Vinci in the academic year 2024-2025

List of requirements and detailed rules on enrolment for particular first-cycle degree programmes at Collegium Da Vinci in the academic year 2024/2025.

1. There is a limit of vacancies for all first-cycle study programmes at Collegium Da Vinci in the academic year 2024/2025, and for some study programmes there is a ranking list created on the basis of the qualifying examination according to the rules indicated in the table.

	Faculty of Applied Sciences								
Major	Level	Form of	Limit of vacancies	Duration	Detailed enrolment rules				
Online marketing (Mediaworking)	first-cycle studies - Bachelor's degree	full-time extramural	100	6 semesters	Free entrance Additionally for candidates - foreigners confirmation of command of the Polish language at B1 level through participation in the verifying examination referred to in § 6(6 a) of the Enrolment Resolution No. 2/2023 of 26 June 2023. Dates of examinations March: 12.03.2024 April: 09.04.2024, 25.04.2024 May: 09.05.2024, 23.05.2024 June: 04.06.2024, 13.06.2024, 25.06.2024 July: 04.07.2024, 11.07.2024, 18.07.2024, 25.07.2024 August: 06.08.2024, 13.08.2024, 29.08.2024 September: 12.09.2024, 26.09.2024				



					or fulfilment of one of the requirements proving command of the Polish language in accordance with § 6(6 b - g) of the Enrolment Resolution No. 2 of 26 June 2023.
Creative film production	first-cycle studies - Bachelor's degree	full-time	50	6 semesters	Free entrance Additionally for candidates - foreigners: confirmation of command of the Polish language at B1 level through participation in the verifying examination referred to in § 6(6 a) of the Enrolment Resolution No. 2/2023 of 26 June 2023. Dates of examinations March: 12.03.2024 April: 09.04.2024, 25.04.2024 May: 09.05.2024, 23.05.2024 June: 04.06.2024, 13.06.2024, 25.06.2024 July: 04.07.2024, 11.07.2024, 18.07.2024, 25.07.2024 August: 06.08.2024, 13.08.2024, 29.08.2024 September: 12.09.2024, 26.09.2024 or fulfilment of one of the requirements proving command of the Polish language in accordance with § 6(6 b - g) of the Enrolment Resolution No. 2 of 26 June 2023.
		extramural	50		



studi Bach	first-cycle studies - Bachelor's degree		6 semesters	Additionally for candidates - foreigners: confirmation of command of the Polish language at B1 level through participation in the verifying examination referred to in § 6(6 a) of the Enrolment Resolution No. 2/2023 of 02 October 2023. Dates of examinations	
		extramural	50		 March: 12.03.2024 April: 09.04.2024, 25.04.2024 May: 09.05.2024, 23.05.2024 June: 04.06.2024, 13.06.2024, 25.06.2024 July: 04.07.2024, 11.07.2024, 18.07.2024, 25.07.2024 August: 06.08.2024, 13.08.2024, 29.08.2024 September: 12.09.2024, 26.09.2024 or fulfilment of one of the requirements proving command of the Polish language in accordance with § 6(6 b - g) of the Enrolment Resolution No. 2 of 02 October 2023.
Analytics and economic research (Business analytics and data science)	first-cycle studies - Bachelor's degree	extramural	50	6 semesters	Free entrance Additionally for candidates - foreigners confirmation of command of the Polish language at B1 level through participation in the verifying examination referred to in § 6(6 a) of the Enrolment Resolution No. 2/2023 of 26 June 2023. Dates of examinations: • March: 12.03.2024



		full-time	25		 April: 09.04.2024, 25.04.2024 May: 09.05.2024, 23.05.2024 June: 04.06.2024, 13.06.2024, 25.06.2024 July: 04.07.2024, 11.07.2024, 18.07.2024, 25.07.2024 August: 06.08.2024, 13.08.2024, 29.08.2024 September: 12.09.2024, 26.09.2024 or fulfilment of one of the requirements proving command of the Polish language in accordance with § 6(6 b - g) of the Enrolment Resolution No. 2 of 26 June 2023.
Creative management	first-cycle studies - Bachelor's degree	full-time	50	6 semesters	Free entrance Additionally for candidates - foreigners confirmation of command of the Polish language at B1 level through participation in the verifying examination referred to in § 6(6 a) of the Enrolment Resolution No. 2/2023 of 26 June 2023.
		extramural	50		Dates of examinations • March: 12.03.2024 • April: 09.04.2024, 25.04.2024 • May: 09.05.2024, 23.05.2024 • June: 04.06.2024, 13.06.2024, 25.06.2024 • July: 04.07.2024, 11.07.2024, 18.07.2024, 25.07.2024 • August: 06.08.2024, 13.08.2024, 29.08.2024 • September: 12.09.2024, 26.09.2024 or fulfilment of one of the requirements proving command of the Polish language in accordance with § 6(6 b - g) of the Enrolment Resolution No. 2 of 26 June 2023.



IT management techniques (Management in IT)	first-cycle studies - Bachelor's degree	full-time extramural	50	6 semesters	Free entrance Additionally for candidates - foreigners confirmation of the command of the Polish language at B1 level through participation in the verifying examination referred to in § 6(6 a) of the Enrolment Resolution No. 2/2023 of 26 June 2023. Dates of examinations • March: 12.03.2024 • April: 09.04.2024, 25.04.2024 • May: 09.05.2024, 23.05.2024 • June: 04.06.2024, 13.06.2024, 25.06.2024 • July: 04.07.2024, 11.07.2024, 18.07.2024, 25.07.2024 • August: 06.08.2024, 13.08.2024, 29.08.2024 • September: 12.09.2024, 26.09.2024 or fulfilment of one of the requirements proving command of the Polish language in accordance with § 6(6 b - g) of the Enrolment Resolution No. 2 of 26 June 2023.
Business Manager	first-cycle studies - Bachelor's degree	full-time	50	6 semesters	Free entrance Additionally for candidates - foreigners confirmation of command of the Polish language at B1 level through participation in the verifying examination referred to in § 6(6 a) of the Enrolment Resolution No. 2/2023 of 26 June 2023.



		extramural	50		Dates of examinations • March: 12.03.2024 • April: 09.04.2024, 25.04.2024 • May: 09.05.2024, 23.05.2024 • June: 04.06.2024, 13.06.2024, 25.06.2024 • July: 04.07.2024, 11.07.2024, 18.07.2024, 25.07.2024 • August: 06.08.2024, 13.08.2024, 29.08.2024 • September: 12.09.2024, 26.09.2024 or fulfilment of one of the requirements proving command of the Polish language in accordance with § 6(6 b - g) of the Enrolment Resolution No. 2 of 26 June 2023.
Creative Management – studies in English	first-cycle studies - Bachelor's degree	full-time	50	6 semesters	confirmation of command of the English language at B1 level through participation in the verifying examination referred to in § 7(2 a) of the Enrolment Resolution No. 2/2023 of 26 June 2023. Dates of examinations March: 14.03.2024 April: 11.04.2024, 23.04.2024 May: 07.05.2024, 21.05.2024 June: 06.06.2024, 18.06.2024, 27.06.2024 July: 09.07.2024, 16.07.2024, 23.07.2024, 30.07.2024 August: 08.08.2024, 13.08.2024, 27.08.2024 September: 10.09.2024, 24.09.2024 or fulfilment of one of the requirements proving command of the English language in accordance with § 7(2 b - i) of the Enrolment Resolution No. 2 of 26 June 2023.



Graphics first-cycle studies - Bachelor's degree full-time 75 6 semesters	Examination in the form of an interview, conducted by a admission board in Polish, based on a portfolio prepared by the candidate, containing a minimum of 10 works. The portfolio should include the following works: • workshop works: drawings and paintings; • design works: digital projects prepared in the vector technique using graphic software (e.g. 3D graphics, logotypes, branding, posters) and other digital formats (animations, photographs, digital painting, etc.). Works can be presented digitally or printed; • sketchbook (as a form of a graphic recording). The interview consists of the presentation, discussion and evaluation of works and is also aimed at understanding the reasons and inspirations of the candidate. The following criteria will be taken into consideration during the assessment: • the artistic level of the workshop work, including the ability to observe and create a graphic record in the format of a sketchbook; • the level of graphic design work; • self-presentation (communicativeness, creative awareness, ability to engage in discussion based on own work, general major-related knowledge (graphic arts)). The point scale for the above criteria is as follows: • 0-4 points for graphic (design) work; • 0-2 points for graphic (design) work; • 0-2 points for presentation (didactic discussion skills based on the student's own work, creative awareness). Rules for awarding points: • portfolio level; • artistic and design awareness; • general major-related knowledge; • motivation to study in the field of graphic design;
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		or fulfilment of one of the requirements proving command of the Polish language in accordance with § 6(6 b - g) of the Enrolment Resolution No. 2 of 26 June 2023. The University shall reserve the right to organise supplementary rounds in the event that the limit of vacancies after the first round is not exhausted. The announcement of the supplementary round shall be made by an appropriate order of the Rector published on the University's website and bip.cdv.pl



Computer Science	first-cycle studies - engineer	full-time extramural	150	7 semesters 8 semesters	Free entrance Additionally for candidates - foreigners Confirmation of command of the Polish language at B1 level through participation in the verifying examination referred to in § 6(6 a) of the Enrolment Resolution No. 2/2023 of 26 June 2023. Dates of examinations March: 12.03.2024 April: 09.04.2024, 25.04.2024 May: 09.05.2024, 23.05.2024 June: 04.06.2024, 13.06.2024, 25.06.2024 July: 04.07.2024, 11.07.2024, 18.07.2024, 25.07.2024 August: 06.08.2024, 13.08.2024, 29.08.2024 September: 12.09.2024, 26.09.2024 or fulfilment of one of the requirements proving command of the Polish language in accordance with § 6(6 b - g) of the Enrolment Resolution No. 2
Information Technology – studies in English	first-cycle studies - engineer	full-time	50	7 semesters	of 26 June 2023. Confirmation of command of the English language at B1 level through participation in the verifying examination referred to in § 7(2 a) of the Enrolment Resolution No. 2/2023 of 26 June 2023. Dates of examinations March: 14.03.2024 April: 11.04.2024, 23.04.2024 May: 07.05.2024, 21.05.2024 June: 06.06.2024, 18.06.2024, 27.06.2024 July: 09.07.2024, 16.07.2024, 23.07.2024, 30.07.2024 August: 08.08.2024, 13.08.2024, 27.08.2024 September: 10.09.2024, 24.09.2024



					or fulfilment of one of the requirements proving command of the English language in accordance with § 7(2 b - i) of the Enrolment Resolution No. 2 of 26 June 2023.
Game Development first-cycle studies - Bachelor's degree extramural 75	studies - Bachelor's	full-time	100	6 semesters	Examination in the form of an interview, conducted by a admission board in Polish, based on the digital presentation prepared by the candidate, containing answers to the following questions. • What experience do you have with games? • Why do you want to make games?
	75		 Why do you want to study at CDV, what do you want to achieve? Why are you choosing the Game Development as your major, who aspect of game dev is of greatest interest to you (e.g. game desig graphics, programming etc.)? Are you creative and creatively active - if so, how? At this stage of the self-presentation, you are also welcome to present your own creative work, but this is not compulsory. What is your preferred working style? Do you prefer to wo individually or as part of a team? 		
					 The interview consists of the self-presentation of the candidate and the interview aimed at understanding the reasons and inspirations of the candidate. The following criteria will be taken into consideration during the assessment: passion for games (including openness in exploring the mechanics and rules governing digital games, demonstration of willingness to learn game design); creative interests and activities (the candidate may present his/her creative work, but this is not obligatory); basic knowledge of games (including knowledge of currently most popular titles, leading genres or leading gaming platforms); demonstration of an active and positive attitude (e.g. culture of expression);



		 demonstration of knowledge of the specifics of the major (based on information provided by the university and your own reflections).
		Each of the above criteria will be assessed on a scale from 0 to 2 points. The maximum score that can be obtained is 10 points. The minimum score enabling the qualification of the candidate to be admitted to the studies is 3 points. Admission to the studies takes place in accordance with the provisions of § 9 of the Enrolment Resolution, i.e. on the basis of a ranking list based on the result of an interview.
		Deadline for Stage I (16 January - 13 July 2024): • registration in the enrolment system and submission of enrolment
		documents
		 attachment of a file bearing the candidate's surname and first name in the enrolment system, including a link to the presentation. The presentation can be made in any tool (e.g. Canva, PowerPoint). uploading a scan of a signed declaration of authorship of the work in the enrolment system.
		Deadline for stage II - interview with self-presentation:
		19 - 20 - 23 - 24 -25 July 2024 from 9:00 a.m. till 7:00 p.m. (each candidate who met the requirements of stage I, will receive an invitation to the interview by e-mail with an individual date and time)
		Additionally for candidates - foreigners Confirmation of command of the Polish language at B1 level through participation in the verifying examination referred to in § 6(6 a) of the Enrolment Resolution No. 2/2023 of 26 June 2023.
		Dates of examinations • March: 12.03.2024 • April: 09.04.2024, 25.04.2024



	 May: 09.05.2024, 23.05.2024 June: 04.06.2024, 13.06.2024, 25.06.2024 July: 04.07.2024, 11.07.2024, 18.07.2024, 25.07.2024 August: 06.08.2024, 13.08.2024, 29.08.2024 September: 12.09.2024, 26.09.2024 or fulfilment of one of the requirements proving command of the Polish language in accordance with § 6(6 b - g) of the Enrolment Resolution No. 2 of 26 June 2023.
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Appendix 2 to the Detailed rules of enrolment procedure at Collegium Da Vinci in the academic year 2024-2025

List of requirements and detailed rules on enrolment for particular first-cycle degree programmes at Collegium Da Vinci in the academic year 2024/2025.

1. There is a limit of vacancies for all second-cycle degree programmes at Collegium Da Vinci in the academic year 2024/2025.

Faculty of Applied Sciences					
Major	Level	Form of	Limit of vacanci es	Duration	Detailed enrolment rules
Internet marketing	second-cycle studies - master's degree	full-time	50	Free entrance Additionally for candidates - foreigners Confirmation of command of the Polish language at B1 level through participation in the verifying examination referred to in § 6(6 a) of the Enrolmen Resolution No. 2/2023 of 26 June 2023.	
		extramural	50		Confirmation of command of the Polish language at B1 level through participation in the verifying examination referred to in § 6(6 a) of the Enrolment
					Dates of examinations



					or fulfilment of one of the requirements proving command of the Polish language in accordance with § 6(6 b - g) of the Enrolment Resolution No. 2 of 26 June 2023.
Creative management	second-cycle studies - master's degree	full-time extramural	25	4 semesters	
				 May: 09.05.2024 June: 04.06.202 July: 04.07.2024 August: 06.08.20 September: 12.0 or fulfilment of one of the 	 May: 09.05.2024, 23.05.2024 June: 04.06.2024, 13.06.2024, 25.06.2024 July: 04.07.2024, 11.07.2024, 18.07.2024, 25.07.2024 August: 06.08.2024, 13.08.2024, 29.08.2024 September: 12.09.2024, 26.09.2024 or fulfilment of one of the requirements proving command of the Polish language in accordance with § 6(6 b - g) of the Enrolment Resolution No. 2 of 26 June
Computer Science	second-cycle studies - master's degree	full-time	50		 Examination in the form of an interview, conducted by a admission board in Polish, based on the following thematic areas: algorithms and data structures (e.g. sorting algorithms, dynamic data structures, algorithm complexity classes); programming (e.g. languages and examples of their use, programming environments, features of object-oriented programming);



extramural	50	 operating systems (e.g. functions of operating systems, memory management, task scheduling algorithms); computer networks (e.g. addressing, topologies); database management systems (e.g. database models, data warehousing, Big Data); cloud computing (e.g. SaaS, PaaS, IaaS); software engineering (e.g. functional requirements, notations in business domain modelling); Internet of Things (e.g. sensor networks, wearables); embedded systems (e.g. application, programming languages for embedded systems); computer architecture (e.g. von Neumann architecture, processor architecture); IT systems security (e.g. threats, authentication and authorisation methods); logic and set operations (e.g. logic gates, types of operations on sets); probability calculus (e.g. probability distributions, random variables);. Discrete mathematics (e.g. discuss the concept and types of graphs, examples of graph algorithms). The interview will include one general question (self-presentation, experience, motivation) and three from the above list of thematic areas Candidates may obtain 1 point for a general question and 3 points for each question based on the thematic area. The first question, for which it is possible to obtain maximum 1 point, covers issues relating to self-presentation and motivation for study. The following criteria, among



	demonstration of knowledge of the specifics of the major (based on information provided by the university and your own reflections).
	The next three questions cover content-related issues. A maximum of 3 points may be awarded for each question. The criterion for the allocation of the relevant number of points is the correctness of the content of the candidate's answer.
	The maximum number of points possible is 10, the minimum number of points to qualify a candidate for admission is 5. Admission to the studies is conducted in accordance with the provisions of the university's Senate Resolution (in particular the provisions of the document entitled " Terms, procedure and date of commencement and completion of enrolment for degree programmes at Collegium Da Vinci in a given academic year "), i.e. on the basis of a ranking list based on the results of interviews.
	ROUND I Deadline for Stage I (16 January - 09 May 2024) - registration in the enrolment system and submission of enrolment documents.
	Deadline for stage II - interview: 15 - 16 - 17 - 18 May 2024 from 9:00 a.m. till 7:00 p.m. (each candidate will receive an invitation to the interview by e-mail with an individual date and time)
	ROUND II Deadline for Stage I (10 May - 25 July 2024) - registration in the enrolment system and submission of enrolment documents.
	Deadline for stage II - interview: 31.07 - 01.08 - 02.08 - 03.08.2024 from 9:00 a.m. till 7:00 p.m. (each candidate will receive an invitation to the interview by e-mail with an individual date and time)
	ROUND III



	Deadline for Stage I (26 July - 22 August 2024) - registration in the enrolment system and submission of enrolment documents.
	Deadline for stage II - interview: 27 - 28 - 29 August 2024 from 9:00 a.m. till 7:00 p.m. (each candidate will receive an invitation to the interview by e-mail with an individual date and time)
	ROUND IV Deadline for Stage I (23 August - 20 September 2024) - registration in the enrolment system and submission of enrolment documents.
	Deadline for stage II - interview: 26 - 27 - 28 September 2024 from 9:00 a.m. till 7:00 p.m. (each candidate will receive an invitation to the interview by e-mail with an individual date and time)
	Additionally for candidates - foreigners: Confirmation of command of the Polish language at B1 level through participation in the verifying examination referred to in § 6(6 a) of the Enrolment Resolution No. 2/2023 of 2 October 2023.
	Dates of examinations March: 12.03.2024 April: 09.04.2024, 25.04.2024 May: 09.05.2024, 23.05.2024 June: 04.06.2024, 13.06.2024, 25.06.2024 July: 04.07.2024, 11.07.2024, 18.07.2024, 25.07.2024 August: 06.08.2024, 13.08.2024, 29.08.2024 September: 12.09.2024, 26.09.2024
	or fulfilment of one of the requirements proving command of the Polish language in accordance with § 6(6 b - g) of the Enrolment Resolution No. 2 of 02 October 2023.



		The University shall reserve the right to organise supplementary rounds in the event that the limit of vacancies after the first round is not exhausted. The announcement of the supplementary round shall be made by a relevant order of the Rector published on the University's website and bip.cdv.pl .
		The University shall also reserve the right not to conduct all rounds in accordance with the above schedule in the event that the limit of vacancies for a particular major is reached.