



**POLISH-JAPANESE
ACADEMY
OF INFORMATION TECHNOLOGY**

**02-008 Warsaw
ul. Koszykowa 86
tel. (+ 48 22) 58 44 500
Students' Office (+ 48 22) 58 44 540
(+ 48 22) 58 44,541**

UNIVERSITY – STUDENT CONTRACT

Field of study:.....
Course type:
Made on in Warsaw

**POLISH-JAPANESE ACADEMY OF INFORMATION TECHNOLOGY
STUDENT ENROLMENT SHEET
Studies commencement year: 2024**

Full name:
Address:
Tel.: e-mail address:
Personal ID No (PESEL): Emergency contact details:
Higher education*:
Year of secondary school graduation:

*Higher education (to be filled-in only by persons who have previously studied at a university other than PJAiT)

§ 1

1. The Polish-Japanese Academy of Information Technology (PJAiT) with its registered office in Warsaw at ul. Koszykowa 86, hereinafter referred to as PJAiT or the University, represented by the Rector, undertakes to provide the above-named student with:
- a place in the study programme contemplated in the contract;
 - appropriate study conditions, including the organisation of classes in full-time and/or hybrid modes.

2. All costs related to the maintenance of PJAIT, the scientific resources required for the classes, the remuneration of lecturers and laboratory class teachers shall be covered by PJAIT

§ 2

During the period of study, the Student undertakes to:

- a) make every effort to maximise the benefits of the learning process;
- b) use the university equipment made available to him/her in accordance with its intended purpose;
- c) timely pay tuition fees and other charges.

§ 3

1. This contract covers the entire period of the Student's study, unless it is terminated earlier by either Party.
2. The amount of tuition fees consists of a fixed amount for a given year of studies, expressed in Polish zlotys, which, from the second year of studies, shall be increased (in the case of inflation) or decreased (in the case of deflation) by the Consumer Price Index for the previous year, as announced by the President of Statistics Poland (GUS). Details of the variable part of tuition payments are set out in sections 9 – 13 of this Article.
3. Tuition fees for entrants starting their studies in the academic year 2024/2025, for the 1st year of studies shall be: PLN (say: zlotys), if paid in 10 equal instalments, payable in advance by the 5th day of each month, with a stipulation that the first instalment of tuition fees shall be paid by the Student on the day preceding the day of signing of the Contract, and subsequent instalments of tuitions fee shall be paid in accordance with Appendix No 2 to the Contract. In subsequent years of study, the tuition fees shall be: - for the 2nd year of studies: PLN (say:zlotys) - for the 3rd year of studies: PLN (say: zlotys), for the 7th semester of studies: PLN (say:zlotys), subject to section 2 of this Article.
4. The tuition fee payment schedule is specified in Appendix No 2 to the Contract, while other types of fees and the rules for their payment are specified in the [Regulations on Study Fees](#) at the Polish-Japanese Academy of Information Technology, annexed to the Chancellor's order, in the version binding for students commencing their programmes in the academic year indicated in the Contract (hereinafter referred to as: Fee Regulations).
5. If paid in two (semester) instalments, the tuition fees shall be reduced by 2% per semester, provided that the deadline indicated in the appendix referred to in section 3 is met.
6. The fee indicated in section 2 and 3 is an annual fee and must be paid in full. The student acknowledges that the payment of the first instalment is due on the day preceding the date of signing the contract. If the Student signs the contract after the start date of the course, he/she shall immediately settle all tuition fee instalments not paid by the date of signing the contract, in accordance with the payment schedule provided in Appendix No 2.

7. Tuition fees include a fee for the Student's third-party liability and personal accident insurance.
8. Payments shall be made to the Student's individual account generated during registration in the University's on-line system.
9. In connection with a change in the amount of tuition fees referred to in section 2 of this Article, the Student has the right to withdraw from the Contract, within 14 days from the date of publication of information about the amount of the variable part of tuition payments, in the manner described in section 10 of this Article. In order to be effective, the withdrawal must be made in writing.
10. A change in the amount of tuition fees referred to in section 2 of this Article does not require a written form. The University shall notify students of a change in tuition fees by publishing the order on fee adjustments in PJAIT's Public Information Bulletin (BIP) by 30 June.
11. The withdrawal referred to in section 9 of this Article shall be effective *ex nunc*, i.e. from the date of withdrawal.
12. With regard to indexation in subsequent years, the indexation shall apply to tuition fees and other fees in effect in the previous academic year, i.e. tuition fees and other fees that were indexed one year earlier.
13. The new indexed fees (including tuition fees) shall be effective as of the new academic year following the semester in which the indexed fees were announced, which means that all fees due on or after September 5 of the year in which the indexation clause was announced, as well as the fees related to the new academic year, shall be indexed.

§ 4

1. Tuition fees do not include fees for textbooks (regardless of their form of publication) and other study materials or the cost of duplication of materials. Tuition fees also do not include the cost of supplementary tuition resulting from extra-curricular reasons (illness, negligence, poor examination results, lack of aptitude, etc.).
2. Tuition fees do not cover costs of the Student's preventive screening or costs related to his/her cultural and sporting activities, even if the activities are organised by PJAIT or on PJAIT's premises.
3. *PJAIT shall cover up to 50% of the costs of the Student's stay at a compulsory plein-air workshop. The remaining costs, including the cost of travel to the location of the plein-air activities, shall be borne by the student on his/her own.*¹

§ 5

The Student acknowledges that tuition fees are a payment for the service provided by PJAIT, which consists in enabling the Student to complete a number of lectures and practical exercises provided for in the curriculum, as well as to get credit for these lectures and practical exercises in

¹applies to students of the Faculty of New Media Art.

the form of examinations and other forms of knowledge tests, in accordance with the rules set forth in the Study Regulations. Payment of tuition fees shall not grant the Student any control rights in relation to PJAiT.

§ 6

1. The Student hereunder grants PJAiT a royalty-free, perpetual and non-exclusive licence to any works created by him/her as part of the teaching process at PJAiT, unless the parties specify otherwise in writing. The licence referred to in the preceding sentence shall apply to the University's non-commercial use of the aforementioned works, in particular as regards informing that a given work was created in the course of the Student's education at the University, and shall cover all fields of exploitation known at the date of signing this contract, in particular with regard to display of a work, its exhibition, reproduction, posting on the Internet, recording on media and making it available to third parties free of charge.
2. The Student agrees not to use the software made available to him/her for educational purposes in a way that might violate the software licence terms; this applies in particular to the use of the software for commercial purposes. The Student declares that he/she shall be solely liable for any third-party claims related to a possible breach of this Article.
3. Should the work referred to in section 1 be disseminated, the Student undertakes to put a notice, in a visible place, if possible, informing that the work was created in the course of the Student's education at PJAiT.

§ 7

1. The Student shall be assigned by the University an e-mail account and a password. The Student shall use the account in his/her dealings with the University (in particular to read correspondence sent by the University) and shall be responsible for the security of its use. The account may continue to exist and may be used by the Student, together with the associated resources, even after the Student has completed his/her studies or has been expelled or if this contract has been terminated. The University reserves the right to deactivate the account.
2. Notwithstanding the form of communication defined in section 1, the Parties agree that the following addresses: `dziekanat@pja.edu.pl` on the part of the University, and on the part of the Student, shall constitute the official means for the Parties to communicate and make declarations of will and that correspondence sent to these addresses shall be deemed to have been effectively served. An exception to the above form of declaring one's will is § 8 section 2, section 4 of this Article and § 9 section 3.
3. A change of the e-mail address for retrieving the password for the e-mail account set up for the Student does not constitute a change of the Student's mailing address referred to in section 2.

4. The Student is required to consult a decision regarding his/her application. Consulting the decision on an application submitted via the “gakko” electronic application system implies its acceptance, unless the Student appeals against the decision within 3 calendar days of consulting it.
5. The Student shall immediately notify the University of any change of his/her residence. Correspondence sent to the Student’s last address of residence known to the University shall be deemed by the parties hereto effectively served, unless the Student has notified the University of a change of address in writing.

§ 8

1. PJAIT may expel the Student if he/she misses the tuition fee payment deadline without PJAIT’s prior consent. As soon as the decision on expulsion becomes final, the contract with the student shall be terminated.
2. The Student has the right to continue his/her studies if, before the decision referred to in section 1 becomes final, he/she pays the outstanding tuition fees and, using the University’s application system, appeals to the rector through the competent dean.
3. If the Student is in arrears with payments, PJAIT also reserves the right to block the Student’s account on the University’s server.
4. The Student’s arrears shall be increased by statutory interest and costs of debt collection.
5. **The Student may resign from studies by giving written notice of termination** of this contract. Until the date of submitting a written notice of termination, the subsequent instalments of tuition fees set out in Appendix No 2 to the Contract shall be payable.
6. If the contract is discontinued by PJAIT or as a result of its termination by the Student, the fees paid for periods falling after the date of discontinuation shall be refunded.

§ 9

1. Information on the processing of the Student’s personal data can be found in Appendix No 4 to this contract.
2. The Student undertakes to immediately notify the University in writing of any changes to his/her personal data. The consequences of failure to comply with this obligation shall be borne by the Student.
3. The Student represents that all personal data provided by him/her in the recruitment process is true and undertakes to update it in writing in the event of any change thereto. The Student assumes full legal responsibility for the accuracy and validity of the data provided to the University.
4. The Student acknowledges that his/her personal data will be provided to an external company, to the extent necessary for generating an electronic student ID card, on the basis of an appropriate personal data processing agreement (as at the date of the Contract, the company in question is Control System FMN, al. KEN 96 suite U-15, 02-777).

§ 10

1. The University reserves the right to photograph students on the University's premises and to use these photographs for promotional purposes and the Student consents to the publication of his/her image.
2. In the course of studies and after their completion/discontinuation or expulsion of the Student, the University will be sending information and promotion materials to the e-mail account set up for the Student. The University has no influence over the Student's enabling mail forwarding from the e-mail account set up by the University to his/her private account.

§ 11

1. Once the Student has graduated or has been expelled, the Student must transfer or delete all data stored in or using resources provided by the University, in particular by means of e-mail accounts, which includes int. al. data stored in public cloud services and kept on local servers. Failure to delete this data within 60 days from the date of graduation may result in its automatic deletion (in whole or in part).
2. Each Graduate of the University becomes a Member of the Alumni Club.

I, the undersigned, represent that I have read and understood this contract, the Study Regulations, the Alumni Club Regulations, the Fee Regulations and the Library Regulations and undertake to strictly adhere to them. The content of the above-mentioned regulations is available at: www.pja.edu.pl

.....
*date and signature of the
Student*

.....
*date and signature of the
Rector*

****As the Student's parent/legal guardian, I declare that I accept the terms and conditions of the contract, agree to the Student's making independent decisions regarding the course of his/her studies, and acknowledge that the University will contact the Student in all matters relating to the course of his/her studies.***

.....
date and signature of the parent or legal guardian

**applies to parents or legal guardians of students who are minors at the date of signing the contract*

I authorise my parents or legal guardians to obtain from the University information regarding the course of my studies, including information on payment for the studies, as well as documents directly related thereto**.

.....
signature of the Student

I consent to the University providing state and local governmental entities with information concerning the course of my studies in matters concerning me that are conducted by these entities. In particular, this consent applies to cases where I am applying for a visa or a temporary or permanent residence permit to stay in the Republic of Poland. This consent does not apply to situations where public authorities have a statutory right to obtain personal data.

The Student has the right to withdraw his/her consent at any time. He/she can do this:

- 1) in writing - by simply submitting a written declaration to this effect in the Students' Office; or***
- 2) by e-mail (iod@pjwstk.edu.pl, dziekanat@pja.edu.pl), indicating the subject matter of consent to the personal data processing in the body of the message.***

Withdrawal of the consent does not affect the lawfulness of processing based on consent before its withdrawal**

*****authorisation/freely given consent
Student***

.....
signature of the

Appendices to the Contract:

1. Oath
2. **Tuition fee payment dates for the academic year 2024/2025**
3. List of additional fees.
4. Information on the processing of personal data
5. Declaration of consent to the use of image

Appendix No 1 to the Contract

OATH

"As a student of the Polish-Japanese Academy of Information Technology, I solemnly swear that I will diligently fulfil my duties, persistently acquire knowledge, seek the truth and testify it with my conduct, obey the rules applicable to students, observe good academic practice and care for the good name of the University.

.....
date and signature of the Student

Appendix No 2 to the Contract

Tuition fee payment dates for the academic year 2024/2025

	2 equal (semester) instalments	10 equal instalments
1st instalment	on the day preceding the date of signing the contract	on the day preceding the date of signing the contract
2nd	2025-02-05	2024-10-05
3rd instalment		2024-11-05
4th instalment		2024-12-05
5th instalment		2025-01-05
6th instalment		2025-02-05
7th instalment		2025-03-05
8th instalment		2025-04-05
9th instalment		2025-05-05
10th instalment		2025-06-05

Tuition fee payment dates for each subsequent academic year

	2 equal (semester) instalments	10 equal instalments
1st instalment	5 September	5 September
2nd instalment	5 February	5 October
3rd instalment		5 November
4th instalment		5 December
5th instalment		5 January
6th instalment		5 February
7th instalment		5 March
8th instalment		5 April
9th instalment		5 May
10th instalment		5 June

ADDITIONAL FEES

		WARSAW	GDAŃSK
QUALIFICATION PROCEDURE - INTERIOR DESIGN AND GRAPHIC DESIGN		150	150
QUALIFICATION PROCEDURE - OTHER FIELDS OF STUDY		85	85
CHANGE OF MODE/FIELD OF STUDY		500	500
RESIGNATION FROM AN INDIVIDUAL STUDY PROGRAMME OR ADDITIONAL SPECIALISATION (in due time)	ALL MODES	1/2 OF THE CURRENT FEE	1/2 OF THE CURRENT FEE
ADDITIONAL SPECIALISATION on the Computer Science and Information Management faculty / fee per semester		1200	1000
ADDITIONAL FEE FOR DECLARING A SUBJECT AFTER THE DEADLINE SET BY THE DEAN / for each subject		300	300
A SINGLE SUBJECT TAUGHT ONLINE UNDER AN INDIVIDUAL STUDY PROGRAMME AS PART OF OPEN STUDIES	IN POLISH	1200	1200
	IN ENGLISH	1500	1500
CONSULTATIONS FOR PEOPLE WHO DO NOT HAVE STUDENTS' RIGHTS		800	800
ADMISSION FEE FOR PEOPLE WITH CLEARED COURSES, BACHELOR, ENGINEER AND MASTER EXAM		1500	1500
FEE FOR ADDITIONAL LANGUAGE COURSE	STUDENTS AND GRADUATES OF PJAIT	500	500
ISSUANCE OF A DUPLICATE DIPLOMA		20	20
ISSUANCE OF A STUDENT ID CARD		22	22
ISSUANCE OF A DUPLICATE STUDENT ID CARD		33	33
ADMISSION FEE FOR POSTGRADUATE STUDIES		1500	1500
FEE FOR SUBMITTING A REQUEST TO CONFIRM THE LEARNING OUTCOMES		500	500
FEE FOR EACH SUBJECT REQUESTED FOR VERIFICATION IN TERMS OF LEARNING OUTCOMES (IRRESPECTIVE OF THE COMMISSION'S DECISION)		300	300
ENROLMENT FEE FOR PERSONS RE-ADMITTED TO PJAIT (who have been expelled from PJAIT)		in the same semester: 50% of the enrolment fee	in the same semester: 50% of the enrolment fee
		in subsequent semesters: full enrolment fee	in subsequent semesters: full enrolment fee
COMPUTER SCIENCE, GRAPHIC DESIGN, INTERIOR DESIGN, CULTURE OF JAPAN, INFORMATION MANAGEMENT		1000	1000
LANGUAGE QUALIFICATION		100	100

FEES FOR COURSE RE-TAKES AND COURSES DONE TO ELIMINATE CURRICULUM DIFFERENCES

		full-time	part-time		
WARSAW	CULTURAL STUDIES	Bachelor' s degree	Courses delivered in lecture format only and concluded with an examination.	PLN 800	
			Courses delivered in the form of lectures and practical exercises, if practical exercises have been passed successfully.		
		Physical education	PLN 600		
		Other courses, with the exception of Japanese	PLN 1,200	PLN 1,000	
		Japanese	PLN 800	PLN 800	
			full-time	part-time	
	INTERIOR DESIGN, GRAPHIC DESIGN, COMPUTER SCIENCE, INFORMATION MANAGEMENT	Bachelor' s and Master' s degree, in Polish	Courses delivered in lecture format only and concluded with an examination.	PLN 800	
			Courses delivered in the form of lectures and practical exercises, if practical exercises have been passed successfully.		
			Physical education	PLN 600	
			Courses delivered in the form of practical exercises only or practical exercises and lectures, and concluded with a credit only or with a credit and examination	PLN 2,000	PLN 1,400
			Plein-air workshop	PLN 1,400	
			full-time	part-time	
	GDMA, COMPUTER SCIENCE, INFORMATION MANAGEMENT	Bachelor' s and Master' s degree, in English	Courses delivered in lecture format only and concluded with an examination.	PLN 800	
			Courses delivered in the form of lectures and practical exercises, if practical exercises have been passed successfully.		
			Physical education	PLN 600	
Courses delivered in the form of practical exercises only or practical exercises and lectures, and concluded with a credit only or with a credit and examination			PLN 2,300	PLN 1,800	
Plein-air workshop			PLN 1,400		

INFORMATION ON THE PROCESSING OF PERSONAL DATA

In fulfilling the legal obligation set out in Article 13 of the GDPR², the Polish-Japanese Academy of Information Technology informs as follows:

DATA CONTROLLER

Personal data is controlled by the Polish-Japanese Academy of Information Technology ul. Koszykowa 86 (02-008) Warsaw, *phone*: +48 22 58 44 500 (hereinafter referred to as: "PJAiT" or "Controller").

DATA PROTECTION OFFICER

The Controller has appointed a Data Protection Officer, who can be contacted in matters related to personal data protection at the following e-mail address: iod@pjawst.edu.pl.

PURPOSES AND GROUNDS FOR THE PROCESSING OF PERSONAL DATA

- 1) **Provision of educational and other services** (processing is necessary for the performance of a contract)
- 2) **Data sharing and archiving after the services have been provided in accordance with the law** (processing is necessary for compliance with a legal obligation)
- 3) **Remote teaching, diploma examinations, credits and verification of learning outcomes carried out remotely** (processing derives from the legitimate interests of PJAiT)
- 4) **Use of the Library** (processing is necessary for the performance of a contract)
- 5) **Assistance to people with disabilities** (processing is necessary for compliance with a legal obligation)
- 6) **Processing of personal data in a video surveillance system** (processing derives from the legitimate interests of PJAiT)
- 7) **Tracking graduates' career and the Alumni Club** (processing derives from the legitimate interests of PJAiT)
- 8) **Exercise or defence of legal claims** (processing derives from legitimate interests)
- 9) **Use of image** (on the basis of consent given in the declaration below)
- 10) **Processing of data for marketing and promotional purposes** (processing derives from the legitimate interests of PJAiT or is based on consent)
- 11) **Participation in ERASMUS+** (based on consent and a subsequent agreement)
- 12) **Academic Career Office** (subject to consent or approval of the terms and conditions of the event)

STUDENT'S RIGHTS

In accordance with the principles set out in the GDPR (depending on the purpose and grounds for the processing), you have the right to request from the Controller access to your personal data, its rectification or completion, erasure or restriction of its processing. You also have the right to object or withdraw your consent to the processing of personal data at any time (without affecting the lawfulness of processing based on consent before its withdrawal).

You also have the right to lodge a complaint with a supervisory authority – the President of the Personal data Protection Office.

Other information on the processing of personal data is contained in the full Information Clause, available on the PJAiT BIP website, at: <https://pja.edu.pl/o-uczelni/bip/>, at the very bottom of the page.

² Regulation (EU) 2016/679 of the European Parliament and of the Council 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 (O.J. EU of 04.05.2016, L 119/1)

DECLARATION OF CONSENT TO THE USE OF IMAGE

I, the undersigned, pursuant to Article 81 section 1 of the Act of 4 February 1994 on copyright and related rights, declare that I consent to the recording, as well as repeated dissemination of my image free of charge, through the publication of photographs or video footage, possibly with the inclusion of my name and surname, including on the Internet, in social media, on a YouTube channel, etc., for promotional, advertising or educational purposes pursued by PJAIT.

This consent is not limited in time or territory and, until withdrawn, it applies to any materials featuring my person made in the course of provision of the educational service by PJAIT.

The image may be used for various forms of electronic image processing, cropping and arrangement, without requiring my acceptance of the final product, except in forms that are offensive or generally considered unethical.

Student

.....
date and signature of the

SAMPLE not to print