



**POLISH-JAPANESE
ACADEMY OF INFORMATION TECHNOLOGY**

02-008 Warszawa
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

STUDENT ENROLMENT SHEET

Studies commencement year: 2026

Full name:

Address:

Tel.: e-mail:

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)

Student's signature:

§ 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) a place in the study programme contemplated in the contract;
 - b) 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
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 own¹*

§ 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 tuition fee consists of a fixed amount for a given year of study, expressed in Polish zloty. Starting in the second year of studies, the tuition fee may be changed only once per academic year, through indexation based on the Consumer Price Index announced by the President of the Central Statistical Office for the previous year. However, the following applies:
 - a) the indexation cannot exceed 30% of the tuition fee applicable in the previous academic year,
 - b) the indexation applies to fees due after the date of the announcement of the indexation order,
 - c) a change in the tuition fee does not require an amendment to the Contract
3. Tuition fees for entrants starting their studies in the academic year 2026/2027, 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 the proviso that the first installment of the tuition fee is payable no later than on the day of signing 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)

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

- 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 addition to a bank transfer, the student can pay tuition fees via PayU using an online transfer, payment card or Blik. All costs related to the transaction, including the payment operator's commission, are borne by the payer. If payment is made via an electronic payment operator, the transaction fee may not exceed the actual cost incurred by PJATK in paying the service provider. Making a payment via PayU means that the payer accepts the above rules.
10. In the event of a change in the tuition fee, the Student has the right to terminate this Contract within 14 days of the date of publication of the change in the PJATK Public Information Bulletin. Termination must be in writing or in a document.
11. In the event of termination of the Contract for the reasons indicated in paragraph 10, the Student is obligated to pay tuition fees proportionate to the period of actual use of the educational service. Any overpaid amounts are subject to refund within 14 days of the termination date.
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.

14. In the event of making a payment from an account held for a currency other than the Polish złoty, all transfer costs, including currency conversion to the Polish złoty, are borne by the payer. Before making the payment, the payer should check whether the amount that PJATK will receive is correct. Failure to pay the full amount will be treated as arrears in payments to PJATK.

§ 4

1. The tuition fees do not include the costs of obtaining a certificate (exam) confirming language proficiency, 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.

§ 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 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 grants PJATK a non-exclusive, royalty-free license to use works created during the course of their studies solely for teaching, archival, reporting, and educational purposes, as well as for promoting the University's educational activities. The license does not cover commercial use of the work unless the parties enter into a separate written agreement.
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@pjawst.edu.pl` on the part of the University, andon 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. In the event of a delay in payment of tuition fees exceeding 14 days, PJATK will request payment from the student, setting an additional 7-day deadline for payment. Failure to meet the additional deadline may constitute grounds for initiating administrative proceedings to remove the student from the student register.
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. In the event of outstanding payments, PJATK may temporarily restrict access to certain IT resources, with the exception of access to systems that allow for filing an appeal or settling the debt.
4. Any outstanding financial obligations of the Student shall accrue interest at the statutory rate for late payments. PJATK may seek reimbursement for documented collection costs incurred in connection with the recovery of such amounts.
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. Recording and disseminating the Student's image requires separate, voluntary consent as set forth in Annex 5 to the Contract. Failure to provide consent does not affect the Student's rights and obligations under this Contract.
2. Promotional materials are sent only with the Student's consent or to the extent permitted by law, in particular the Electronic Communications Act.

§ 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.

§ 12

1. Students have the right to file a complaint regarding the manner in which the educational service is provided.
2. Complaints may be submitted in writing or electronically.
3. PJATK will respond within 30 days of receiving the complaint.
4. If classes are conducted remotely, PJATK provides access to an application enabling the teaching process.

5. Temporary technical interruptions do not constitute improper performance of the contract unless they prevent the completion of the study programme.

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

.....
Student's date and signature

.....
Rector's date and signature

****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**

.....
signature of the Student

****upoważnienie/zgoda dobrowolne / authorisation/freely given consent**

Appendices to the Contract:

1. Oath
2. Tuition fee payment dates for the academic year 2026/2027
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

STUDENT 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.

.....
signature of the Student

**The oath takes effect on the day of the inauguration of the academic year, and in the case of students starting their studies in the summer semester, on 1 March of the given academic year*

Appendix No 2 to the Contract

Tuition fee payment dates for the academic year 2026/2027

| | 2 equal (semester) instalments | 10 equal instalments |
|-----------------|--|--|
| 1st instalment | no later than on the day of signing the Contract | no later than on the day of signing the Contract |
| 2nd | 2027-02-05 | 2026-10-05 |
| 3rd instalment | | 2026-11-05 |
| 4th instalment | | 2026-12-05 |
| 5th instalment | | 2027-01-05 |
| 6th instalment | | 2027-02-05 |
| 7th instalment | | 2027-03-05 |
| 8th instalment | | 2027-04-05 |
| 9th instalment | | 2027-05-05 |
| 10th instalment | | 2027-06-05 |

Tuition fee payment dates for each subsequent academic year

| | 2 equal (semester) instalments | 10 equal instalments |
|--------------------|--------------------------------|----------------------------|
| 1 rata/instalment | 05 września/September, 5 | 05 września/September, 5 |
| 2 rata/instalment | 05 lutego/February, 5 | 05 października/October, 5 |
| 3 rata/instalment | | 05 listopada/November, 5 |
| 4 rata/instalment | | 05 grudnia/December, 5 |
| 5 rata/instalment | | 05 stycznia/January, 5 |
| 6 rata/instalment | | 05 lutego/February, 5 |
| 7 rata/instalment | | 05 marca/March, 5 |
| 8 rata/instalment | | 05 kwietnia/April, 5 |
| 9 rata/instalment | | 05 maja/May, 5 |
| 10 rata/instalment | | 05 czerwca/June, 5 |

In the case of a distance contract, a Student who is a consumer has the right to withdraw from the contract within 14 days of the date of its conclusion, in accordance with the Consumer Rights Act, subject to the obligation to pay for services rendered up to the date of withdrawal.

Appendix No 3 to the Contract

ADDITIONAL FEES

| | | WARSAW | GDANSK |
|---|---------------------------------|--|--|
| 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, BIOINFORMATICS, GRAPHIC DESIGN, INTERIOR DESIGN, COGNITIVE SCIENCE, CULTURE OF JAPAN, GRAPHIC DESIGN AND MULTIMEDIA ART, 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 the form of lectures and practical exercises, if practical exercises have been passed successfully. | | | | | |
| Physical education | | | | | |
| Other courses, with the exception of Japanese | PLN 1,200 | PLN 1,000 | | | |
| Japanese | PLN 800 | PLN 800 | | | |
| | | | full-time | part-time | |
| WARSAW | INTERIOR DESIGN, BIOINFORMATICS, GRAPHIC DESIGN, COGNITIVE SCIENCE, COMPUTER SCIENCE, INFORMATION MANAGEMENT | Bachelor's and Master's degree, in Polish | Courses delivered in lecture format only and concluded with an examination. | | |
| | | | Courses delivered in the form of lectures and practical exercises, if practical exercises have been passed successfully. | | |
| | | | Physical education | | |
| | | | 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 | |
| WARSAW | GDMA, COMPUTER SCIENCE, COGNITIVE SCIENCE, INFORMATION MANAGEMENT | Bachelor's and Master's degree, in English | Courses delivered in lecture format only and concluded with an examination. | | |
| | | | Courses delivered in the form of lectures and practical exercises, if practical exercises have been passed successfully. | | |
| | | | Physical education | | |
| | | | Courses delivered in the form of practical exercises only or practical exercises and | PLN 2,300 | PLN 1,800 |

| | | | |
|--|--|---|-----------|
| | | lectures, and concluded with a credit only or with a credit and examination | |
| | | Plein-air workshop | PLN 1,400 |

Appendix No 4 to the Contract

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@pjwstk.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)

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)

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-uczeln/bip/>, at the very bottom of the page.

Appendix No 5 to the Contract

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.

.....
signature of the Student

Sample — not to print