



Regulations for Conducting Entrance Examinations for Foreign Candidates Applying for Undergraduate Studies at Polish-Japanese Academy of Information Technology

§1. General Provisions

1. These Regulations define the rules and procedures for conducting entrance examinations for foreign candidates applying for admission to undergraduate study programmes at the Polish-Japanese Academy of Information Technology, based on the Act of April 4, 2025, amending certain acts in order to eliminate irregularities in the visa system of the Republic of Poland (Dz. U. z 2025 r. poz. 622), and the Act of July 20, 2018 - *Prawo o szkolnictwie wyższym i nauce* (Dz.U. z 2018 r., poz. 1668).
2. These Regulations apply exclusively to candidates from countries specified in the above mentioned Acts.
3. The entrance examination is intended to verify the candidate's knowledge and skills at Level 4 of the Polish Qualifications Framework (<https://prk.men.gov.pl/polska-rama-kwalifikacji-prk/>), within the scope appropriate to the chosen field of study.
4. Entrance examinations are organized for candidates applying to the programs in Computer Science, Cognitive Science, Information Management, and Cultural Studies at the Faculty of Culture of Japan.
5. No fee is charged for the entrance examination.
6. The candidate may take the examination only if they meet the following conditions:
 - a. they have created an account in the PJATK recruitment system: <https://rekrutacja.pjwstk.edu.pl/>;
 - b. they have uploaded all the required documents. In justified cases, certain documents may be missing if the candidate is in the process of obtaining them.
7. In the case of resuming studies (by persons who already hold a student ID number), an application must be submitted. Once it has been approved, the Dean's Office forwards the case to the Recruitment Office in order to arrange the examination.

§2. Examination procedures

1. Entrance examinations for candidates referred to in §1 are conducted remotely (online) using IT tools that ensure proper supervision.
2. In justified cases, at the candidate's request, the examination may be conducted in person at the Academy.

3. The examination schedule (date and time adjusted to the candidate's time zone) is published on the candidate's individual account in the PJATK recruitment system no later than 3 days before the exam.
4. A candidate taking the online exam must ensure:
 - a. a stable internet connection;
 - b. a computer equipped with a working camera and microphone;
 - c. a quiet and well-lit room.
5. During the exam, the candidate's camera and microphone must remain switched on at all times.
6. No other persons may be present in the room where the candidate is taking the exam.
7. If a candidate is more than 10 minutes late, they must arrange a new examination date.
8. Candidates are required to follow the instructions of the members of the Examination Committee.
9. During the exam, it is prohibited to leave the workstation, use unauthorized materials or electronic devices, or communicate with other persons.
10. Participation in the online examination implies consent to the processing of personal data to the extent necessary for conducting the exam.

§3. The Online Examination Process

1. The examination takes the form of an oral assessment before the Examination Committee.
2. The duration of the exam is from 15 to 30 minutes.
3. The examination is carried out in the language of the programme applied for, i.e. Polish or English.
4. The candidate is required to present to the camera the original identity document (foreign passport) used during registration.
5. The scope of the entrance examination is published for each programme on the PJATK website in the "For Candidates" → "Admission Rules" section.
6. In the event of an unexpected disconnection due to reasons beyond the candidate's control, the Committee may set a new examination date.
7. If the candidate is found to be acting dishonestly (e.g. using unauthorized materials, receiving help from third parties, or using AI software), the Committee will terminate the exam.
8. Violation of the above rules may result in the invalidation of the examination.

§4. Assessment of the Examination

1. Examinations are assessed by the Examination Committee.
2. The result is expressed as either "pass" or "fail".

3. The candidate is informed of the result within 2 business days. Results are published on the candidate's individual account or sent to their email address.
4. The result of the entrance examination remains valid within the recruitment cycles, which take place each semester. The result can be used for the two consecutive recruitment semesters following the semester in which the exam was passed. After this period, the candidate is required to retake the entrance examination.
5. The Examination Committee may recognize previously completed courses relevant to the field of study (e.g., mathematical analysis or linear algebra for Computer Science) as equivalent to the entrance examination, provided that the candidate documents their completion at a Polish higher education institution.

§5. Appeals

1. A candidate has the right to appeal the decision of the Examination Committee to the Rector, through the University Recruitment Committee, within 7 days from the date of publication of the results.
2. An appeal may only be based on a violation of the rules and procedures for conducting the examination specified in these Regulations.

§6. Final Provisions

1. In matters not covered by these Regulations, final decisions shall be taken by the Rector or the Vice-Rector for Student Affairs.
2. These Regulations enter into force on the date of their announcement.