

Regulations of on-line admission to Powiślański College in Kwidzyn

§ 1

On-line admission is an electronic registration of applicants to studies at the Powiślańska Szkoła Wyższa (the Powiślański College). Its purpose is to assist the applicants in obtaining the status of student and the status of post-graduate student in the case of postgraduate studies.

§ 2

The Powiślański College introduced electronic registration of applicant to full-time and part-time first degree studies as well as post-graduate studies.

§ 3

On-line admission is carried out in periods defined by admission schedules for full-time and part-time studies under respective resolutions of the Senate of the Powiślański College regarding admission to the first year of studies, available at the university website psw.kwidzyn.edu.pl

§ 4

On-line admission covers all the current fields of study offered by the Powiślański College.

§ 5

On-line admission can be used by all applicants to first-cycle studies and post-graduate studies who meet the legal requirements for admission to studies and postgraduate studies.

§ 6

On-line admission is the first stage of the admission process. The applicant will be informed by e-mail about its subsequent stages and other activities necessary to successfully complete the admission process.

§ 7

A system of recording submitted applications is used for the purposes of on-line admission. The system is posted on the website: e-dziekanat.psw.kwidzyn.edu.pl:8080.

§ 8

An individual account shall be assigned to the applicant using on-line admission. The applicant shall perform activities in accordance with the guidelines posted on the website www.psw.kwidzyn.edu.pl

To set up an individual account, the applicant must register by providing personal data necessary for the registration process. A password shall be sent to the e-mail address provided by the applicant which should be used during the first login. The applicant should then log in using the data sent to the provided e-mail address. If the admission process is not completed and the required documents are not submitted until the commencement of the first classes, all personal data of the applicant will be deleted.

§ 9

The applicant will receive information about successful completion of registration steps by e-mail. The applicant is required to check the personal e-mail account indicated in the registration application.

§ 10

Please note that the controller of personal data in accordance with the Act on the protection of personal data of 29 August 1997 is Powiślańska Szkoła Wyższa, ul. 11 Listopada 29, 82-500 Kwidzyn. Personal data are collected and processed for the purposes of the admission process, the course of studies, the requirements of tracking alumni careers and activities related to the monitoring and enforcement of fees, as well as for archival purposes. Any person providing their personal data has the right to access and correct their data. Providing the data is mandatory and is in pursuance of the provisions of the Higher Education Law of 27 July 2005 in conjunction with the mode and terms of admission defined by the Powiślański College.

The applicant using on-line admission submits the following statements:

1. I declare that I have read the Regulations for the electronic registration of applicants to studies at Powiślańska Szkoła Wyższa. I declare that I know the information on the internet page of the system e-dziekanat@psw.kwidzyn.edu.pl:8080
2. I understand that in all matters related to the admission process I can contact the entity administering the studies.
3. I understand that information on the admission process will be provided to me through my individual account or e-mail. I undertake to read them in a timely manner and at the same time I declare that I am aware of any negative consequences resulting from my failure to meet this obligation.
4. I undertake to notify immediately any irregularities in the operation of the system of electronic registration of applicants for which I am not culpable, in particular if I do not receive data regarding the course of the admission process or if such data are not correct or I do not have access to my personal data on the system website for in my individual account. I will submit the information referred to above to the following e-mail address: rekrutacja@psw.kwidzyn.edu.pl.
5. I acknowledge that Powiślańska Szkoła Wyższa reserves the right to periodic breaks in the operation of the electronic registration system of applicants.
6. I agree to the processing of my personal data by the Powiślańska Szkoła Wyższa in accordance with the Act on Protection of Personal Data of 29 August 1997 (Journal of Laws of 2016, item 922) in the admission procedure, documentation of study courses and performance by the school of others tasks and rights indicated in the applicable laws and the statute of the school. The controller of personal

data included in the application for admission to studies is Powiślańska Szkoła Wyższa with its registered office in Kwidzyn, ul. 11 Listopada 29. The Controller shall collect and process personal data in accordance with applicable law, including the Higher Education Law of 27 July 2005 (Journal of Laws of 2017, item 2183) and the Regulation of the Minister of Science and Higher Education of September 27 2016 on the documentation of the course of studies (Journal of Laws 2016, item 1554), in order to perform admission to higher education studies and to properly document the course of studies. The applicant and the student are entitled to view the submitted personal data at the offices of Powiślańska Szkoła Wyższa, to request their correction or completion, and to remove them (in case they are collected and processed in violation of applicable law or the purpose of their submission).

7. I agree to receiving commercial information, including promotional materials by electronic means and by text messages (Short Message Service) from Powiślańska Szkoła Wyższa to the e-mail address indicated in the application for admission to studies (in accordance with the act on the provision of electronic services of 18 July 2002 (Journal of Laws of 2017, item 1219). I am aware that my consent may be revoked at any time, resulting in the deletion of my data and e-mail address from the distribution list.

8. I agree for the publication of my forename and surname, image (photos), interviews and recordings with my person free of charge in the information and promotional materials of Powiślańska Szkoła Wyższa and I will not make any claims related thereto. The consent is not limited in time or to a territory and pertains to all types of publication.

§ 11

Powiślańska Szkoła Wyższa reserves the right to periodic breaks in the operation of the system (temporary shutdown) in order to carry out service and maintenance of the system.

§ 12

Powiślańska Szkoła Wyższa is not liable for the lack of possibility to register caused by Internet network failures, server overloads and failures and other similar cases.

§ 13

The applicant has access to his/her account using any recommended web browser from the e-dziekanat@psw.kwidzyn.edu.pl:8080 website by logging in (starting a work session) after providing his/her identifier and access password.

In order to secure the account against unauthorized access by third parties, the candidate is required to comply with all possible security rules, in particular:

- not to allow saving the login and password in the browser after logging into the on-line admission system,
- after finishing the work he/she should log out of the system and then close the browser window used,
- keep the access password to the personal registration account secret, including not sharing the password with third parties.

Powiślańska Szkoła Wyższa is not liable for the consequences of using the account in authorised or unauthorized way by third parties due to failure to comply with the basic security rules.

§ 14

Personal data collected during on-line admission shall be used only for the purposes specified in the statement referred to in §10 item 2, and shall not be made available to third parties with the exception of law enforcement authorities and other authorized institutions acting on the basis and in accordance with the relevant provisions. Pursuant to the act on the protection of personal data of 29 August 1997, all personal data of the applicant, who for whatever reasons has not completed the admission process and forwarded his/her personal data via the on-line admission system, will be deleted.

§ 15

The on-line admission system server records all events related to the system's operation and records all events related to activities undertaken by the registering applicants.

Any attempts to access the server or the on-line admission system which operates on it, blocking its functionalities, breaching the security, theft, unauthorized destruction and modification of personal data will be reported to the law enforcement authorities and prosecuted with all severity of law.

§ 16

In matters not regulated by these regulations, applicable legal regulations in force at Powiślańska Szkoła Wyższa are applied accordingly.

§ 17

The Regulations come into force on the day of their adoption.

Rector



Prof. dr hab. Stefan Angielski