

WARSAW UNIVERSITY OF TECHNOLOGY
Regulation no. 7/2023
of the Warsaw University of Technology Rector
of 16 February 2023

on submission and delivery of documents in the course of administrative proceedings related to striking off the register of students

Pursuant to Art. 23 section 1 and 358a section 1 in connection with Art. 108 section 3 of the Act Law on Higher Education and Science (Journal of Acts of 2022 item 574, as amended) and § 52 section 3 of the PW Statute, it is decided as follows:

§ 1

1. As of 20 March 2023, at the Warsaw University of Technology, all documents issued in the course of administrative proceedings related to initiation of administrative proceedings, termination of administrative proceedings and administrative decisions issued in the first or second instance, regarding striking off the register of students, shall be delivered to students only via the IT system USOSweb – *Administrative decisions* module.
2. Documents referred to in section 1 shall be delivered in the manner laid down in § 2 of this Regulation.
3. Documents and explanations of students, in response to the initiation of administrative proceedings, may be submitted in the previously applicable manner, i.e., by email, in writing, by phone, via e-PUAP.
4. Applications of students for case reinvestigation in response to decisions on striking off the register of students in the first instance may be submitted in the previously applicable manner, i.e., in writing, via e-PUAP.

§ 2

1. Documents referred to in § 1 section 1 shall be signed with a qualified signature of the authorized person.
2. A notification on publication of the document in the USOSweb system shall be sent to the email address of the student in the domain pw.edu.pl. Sending this notification shall be equivalent to income of the document. In the notification the student shall be informed on the methods of receiving the document and on the consequences of failure to do so.
3. A student may access the contents of the document in the form of a PDF file, in the USOSweb system after entering an individual authorization code delivered to the student's email address in the domain pw.edu.pl. The system shall generate Official Acknowledgement of Receipt (UPO) and the document shall be deemed delivered (the system saves the date and time of document delivery).
4. Failure to receive the delivered document within 14 days as of the receipt of the email with notification on incoming document referred to in section 2, shall be equivalent to constructive receipt and the Official Acknowledgement of Delivery (UPD) shall be automatically generated.

§ 3

This Regulation enters into force on the day of its signing.

RECTOR

prof. dr hab. inż. Krzysztof Zaremba