ANNOUNCEMENT

of the Vice-Rector for Student Affairs of Lodz University of Technology

of XX September 2022.

concerning the forms of letters and the handling of matters occurring in proceedings and cases

conducted by the university in student affairs

The announcement has been prepared in connection with § 4(10) of the Study Regulations at Lodz University of Technology (Resolution No. 20/2022 of the Senate of Lodz University of Technology of 27 April 2022), on the basis of the Act of 20 July 2018 Law on Higher Education and Science (i.e. Journal of Laws of 2022, item 574, as amended), the Act of 14 June 1960 Code of Administrative Procedure (i.e. Journal of Laws 2021, item 735) and the Act of 18 November 2020 on electronic deliveries (i.e. Journal of Laws 2022, item 569).

Lodz University of Technology conducts proceedings and settles matters occurring in student affairs in writing recorded in paper or electronic form using the following forms, as appropriate:

1. In the case of proceedings in student matters conducted pursuant to the Code of Administrative Procedure of 14 June 1960 (i.e. Journal of Laws 2021, item 735), the University conducts and settles matters in writing recorded in paper or electronic form. Letters recorded in paper form bear a handwritten signature. Letters recorded in electronic form bear a qualified electronic signature, a trusted signature or a personal signature or a qualified electronic seal of a public administration body with the indication of the person bearing the seal in the body of the letter.
2. In the case of student affairs proceedings other than those referred to in para. 1, the University conducts and settles cases in one of the following forms:

a) a letter in a paper form bearing his or her own signature;

b) a letter fixed in an electronic form bearing a qualified electronic signature, a trusted signature or a personal signature, forwarded to the Student's electronic mail account in Lodz University of Technology Electronic Mail System, or forwarded to another electronic delivery address indicated by the Student;

c) a letter recorded in an electronic form transmitted from the personal e-mail account of an employee of the University or the relevant organisational unit of the University to the Student's account in the Lodz University of Technology Electronic Mail System;

d) a letter submitted by confirming its contents in the University's information system, which provides for the authentication of the person submitting the letter and the storage of the contents of the letter and the fact and date of the confirmation of the contents.

1. In the case of proceedings conducted pursuant to the Code of Administrative Procedure of 14 June 1960 (Journal of Laws 2021, item 735) ending in an administrative decision, in particular: proceedings conducted in relation to deletion from the list of students, as a result of a request for reconsideration of the case or as a result of the submission of a statement of resignation from studies, proceedings conducted as part of granting statutory material assistance benefits and proceedings conducted as a result of a request for determining a reduced fee for educational services, it is acceptable for the Student to submit a letter only in one of the following forms:

a) a letter submitted on paper and bearing a handwritten signature;

b) a letter fixed in an electronic form bearing a qualified electronic signature, a trusted signature or a personal signature and sent to the EPUAP address of the University.

1. In the case of proceedings other than those referred to in para.3, it is permissible for the Student to submit a letter recorded in a form that makes it possible to clearly identify the person submitting it, i.e.:

a) a letter submitted on paper and bearing a handwritten signature;

b) a letter fixed in an electronic form bearing a qualified electronic signature, a trusted signature or a personal signature, forwarded to the electronic mail account in the Lodz University of Technology Electronic Mail System of the relevant organisational unit of the University or to the EPUAP address of the University;

c) a letter submitted in electronic form transferred from the Student's personal e-mail account in the Lodz University of Technology Electronic Mail System to the e-mail account in the Lodz University of Technology Electronic Mail System of the relevant organisational unit of the University or the EPUAP address of the University;

d) a letter submitted by confirming its contents in the University's information system, which provides for the authentication of the person submitting the letter and the storage of the contents of the letter and the fact and date of the confirmation of the contents.

This Announcement enters into force on the date of publication.

*Assoc. Prof. Eng. Witold Pawłowski, TUL Prof.*

*Vice-Rector for Student Affairs of Lodz University of Technology*