Study Regulations
Stanislaw Staszic College of Public Administration in Bialystok
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Study Regulations

Stanislaw Staszic College of Public Administration in Bialystok

Pursuant to art. 160 I art. 161 of the Higher Education Act of 27th July 2005/Journal of Laws of 2005 no 164, item 1365/ it is hereby resolved as follows:

1. GENERAL PROVISIONS AND EXPLANATIONS

§ 1

1. The Study Regulations of Stanislaw Staszic College of Public Administration in Bialystok (hereinafter referred to as the College) regulate all the issues regarding the course of full-time and part-time studies. Other issues related to the functioning of the College are regulated by its statute.

§ 2

1. The studies take place in accordance with the study programmes and curricula, which define the scope, material, type and form of the didactic process as well as the passing criteria.
2. Study programmes and curricula are subject to approval by the Senate.
3. Courses are passed in the course of study as per the rules defined herein.
4. The lectures at the College are closed.
5. Classes in individual subjects can be conducted in foreign languages.
6. If classes are conducted in a foreign language, then a student may take an examination in this subject.
7. Didactic classes at the College can be conducted with the application of distant-learning methods and techniques. Detailed conditions of conducting such classes are defined by the Rector.

§ 3

1. The admission rules and criteria are defined by the Higher Education Act and the Senate.
2. A candidate is accepted as a student upon being admitted to the first semester by the admission committee and having taken the pledge whose content is defined in the statute of the College.
3. Admission to a full-time or part-time course can also take place in the case of a transfer from another university based on the decision of the Deputy Rector for Student Affairs.
4. Upon matriculation or in case of a transfer from another university and following the positive decision of the deputy rector for the student affairs, the student is granted a course record booklet and student ID.
5. If within the period of 4 weeks from the commencement of the academic year the student has not collected his/her course record booklet and student ID it is assumed that such student has not undertaken the studies.

§4
1. The Rector, acting in agreement with the student government, may appoint selected academic teachers to be year advisors for the students, defining the scope of competence of such faculty members.

2. The year advisor is appointed for the three years’ period of the studies.

3. In justified cases the Rector, acting in agreement with the student government, may dismiss the year advisor.

2. COURSE ORGANIZATION

§5

1. The academic year starts on 1st October and lasts until 30 September of the following year.

2. In justified cases the academic year may begin earlier.

3. Prior to the commencement of the academic year, the Rector sets forth the principles of academic year organization by means of a resolution, which involves the following:
   1) semester dates
   2) holiday break dates
   3) no-classes dates,
   4) deadlines for passing courses and examinations in a given year

4. A semester is the grading period for all types of studies.

5. The Rector announces a detailed academic calendar and class schedule in a week preceding the beginning of the next semester.

3. STUDENTS’ RIGHTS

§6

1. A student has the right to:
   1) develop his/her own scientific, cultural and tourist interests, to use the classrooms and technical devices at the College as well as the assistance from the academic staff and the College authorities in order to do so,
   2) participate in the research work conducted by the College,
   3) express his/her opinion on the course programme, curricula and academic staff,
   4) obtain awards and distinctions established by the rector and other bodies,
   5) study on the basis of an individualized study programme and curriculum as well as individualized study organization,
   6) study simultaneously at other schools of higher education, provided that all the obligations towards the College are fulfilled,
   7) study simultaneously a few programmes at the College under the terms defined by the Rector,
   8) receive financial assistance and use healthcare services based on the separate regulations,
   9) undertake professional work if it does not collide with student’s obligations,
   10) create and take part in the College organizations of educational, religious, social, political, recreational, or cultural character. The meetings of student organizations and other student activity cannot collide with didactic classes.
§ 7

1. A student of Stanislaw Staszic College of Public Administration in Bialystok may transfer into another university upon the consent from the competent authorities of the receiving university, provided that such student has completed all the obligations resulting from the College’s regulations.

2. A student from another university may be admitted to Stanislaw Staszic College of Public Administration in Bialystok on the conditions that there are places available. A condition to admitting such student is the compatibility of the study programmes and curricula realized by the student at a different university with those applied at the College. Upon investigating the case, the Deputy Rector for Student Affairs makes a decision, and if the decision is positive the Deputy Rector for Student Affairs indicates the semester of study to which the student can be admitted.

3. Should there be differences resulting from the study programme and curriculum, the Deputy Rector for Student Affairs shall define the conditions, deadline, and the scope of subjects to be completed by the transferring student.

4. STUDENT’S OBLIGATIONS

§ 8

1. Student’s obligations include a full use of the educational opportunities offered by the College and a manner of conduct as per the content of the academic oath and study regulations. In particular, a student is obliged to:

   1) Acquire knowledge and skills by means of self-education and obligatory participation in the classes in order to prepare for professional career,
   2) Obey the legal regulations commonly in force,
   3) Show respect to the College’s staff and follow rules of social conduct,
   4) Take care of student dignity and good name of the College,
   5) Respect the College’s property and bear the financial responsibility for its damage or loss, proportionally to the extent of the student’s involvement. Students are in obligation to behave in a manner that respects the dignity of the teachers, administrative staff, and other students.

1. A student is in obligation to inform the Deputy Rector for Student Affairs on any changes to their surname, address and other data necessary to realize the study within 7 days following the change.

2. A student shall be held responsible before a disciplinary board or peer court of the student government for any conduct offending student dignity.

3. Fees:
   1) The fee and other charges shall be paid within the payment dates indicated in the study agreement and in the Rector’s resolutions.
   2) In the event of a student’s being in arrears exceeding 2 months from the payment date, the Deputy Rector for Student Affairs shall request payment setting the final payment date. A failure to comply with the deadline may result in removing such student from the student register by the Deputy Rector for Student Affairs.
5. RULES OF PASSING COURSES AND TAKING EXAMINATIONS

§ 9

1. At the beginning of a semester/year teachers are obliged to inform the students in their class about the basic criteria for passing the class as results from the study programmes and curricula. In particular they shall give information on the system and form of passing the course. The rules of passing courses should be available at the College’s website.

2. A condition to pass a diploma seminar is submitting a diploma dissertation in the relevant Student Services Office until 15th September of the current academic year, both in the paper and electronic version.

3. In case of courses ending both in coursework assessment and examination, a positive coursework assessment is a condition to be admitted to take an examination. A student who is taking an examination is obliged to bring his/her course record booklet and student record card.

4. A coursework assessment for one semester-courses takes place at the end of the semester as per the examination schedule, and a coursework assessment for one year –courses takes place after two semesters.

5. Staff who conduct the class are obliged to pass to the examiner a list of students who have not completed this class successfully.

6. A completion of a class is entered by the teacher in a student’s course record booklet, record card and a class completion report, both in the paper and electronic form.

7. In case of courses ending both with a coursework assessment and examination, the examiner and the staff who conduct the class may agree that only one grade in this class shall be awarded. The criteria for such course completion must be clearly defined in the first class of this course.

8. In justified cases, upon a written request and with a consent from the Deputy Rector for Student Affairs a student may complete the coursework or take an examination at an earlier date than the one specified in the examination session schedule.

9. It is allowed to use the annotation “pass” only in case of a library course, internship, work safety and hygiene training and classes assessed without grades.

10. Specialty courses and tutorials in a foreign language are assessed based on the criteria set for taking examinations.
11. Examinations are taken in the oral or written form. The examiner agrees on the dates of examinations with the relevant Student Services Office. In a full-time studies there cannot be more than one examination per day.

12. If a course ends in coursework assessment, the assessment takes place in the last class in a given subject, and only in special cases it can take place in the examination session upon the consent from Deputy Rector for Student Affairs.

13. In case of written examinations, the examiner is obliged to keep the examination work, tests and other examination papers for 12 month from the date of the examination.

14. The result of an examination is entered as a grade in the student’s course record booklet, record card and an examination report no later than within one week from the end of the current examination session.

15. The following grades are used in assessments and examinations:
   1) very good /5.0/ A
   2) above good /4.5/ B
   3) good /4.0/ C
   4) fairly good /3.5/ D
   5) satisfactory /3.0/ E
   6) fail /2.0/ F

16. In justified cases, particularly if a student has not appeared for the examination without excuse, there are no grounds for assessing this student’s coursework or seminar work as well as if the examiner cannot make a record of the assessment of the coursework, the Rector and the Deputy Rector for Student Affairs have the right to enter the assessments of the coursework or assessment corrections in student course record booklets, record cards, and assessment and examination reports based on the results of the assessments or examinations passed by the examiners.

17. It is a condition of passing all the courses stipulated in the study programme and curriculum or in the scope of subjects to be completed by a transferring student to obtain the least the satisfactory grade.

18. The College applies the ECTS points. The rule of their functioning are regulated by the Rector’s resolution.

§ 10

1. Internships included in the study programme are subject to approval of the Deputy Rector for Student Affairs.
2. Completing the internship is a condition to completing the year of studies.
3. A student may appeal to the Rector against the refusal of the Deputy Rector for Student Affairs to approve of the internship within 14 days from receiving the decision.
4. Detailed organization, the course and assessment of the internships mentioned under article 1 are regulated in the Internship Regulations of Stanislaw Staszic College of Public Administration in Bialystok introduced by the Rector in the form of a resolution.

§ 11

1. A student who has justified objections regarding the impartiality, form, manner or course of an examination (coursework assessment) has the right to apply for re-assessment before a board to the Deputy Rector for Student Affairs within 7 days from the announcement of the examination or assessment results.
2. The Deputy Rector for Student Affairs may administer reassessment before a board on her own initiative.
3. If the student’s objections are found justified, the Deputy Rector for Student Affairs sets a date of the reassessment before a board, which should take place, if possible, within 14 days from the date of submitting the application.
4. Reassessments before a board take place before a board appointed by the Deputy Rector for Student Affairs consisting of the following:
   1) The Deputy Rector for Student Affairs as the chairperson or a person appointed by the Deputy Rector for Student Affairs,
   2) The examiner or course teacher who failed the student,
   3) A specialist in the course under examination (assessment) appointed by the Deputy Rector for Student Affairs,
5. Upon the student’s request the board may include a representative of the student government, who does not participate in the assessment of the examination (coursework assessment).
6. The student undergoing reassessment before a board draws a set of questions prepared by the examiner.
7. The result of the reassessment before a board is decided on by the board in the form of majority voting. The chairperson enters the grade in the student’s course record booklet and record card. A report is drawn up and signed by the chairperson and other members of the board.
8. The grade achieved in a given course during reassessment before a board is final.

§ 12

1. The programme objectives of the College require a student to attend all classes in order to receive the appropriate quality of the teaching process. Student’s attendance may be taken into account in the assessment procedure.
2. No-class days are indicated in the official academic calendar. Classes can be suspended by the Rector only.
3. Absence from a class can be excused in case of an illness or serious unpredictable events that make class attendance impossible.
4. Under special circumstances the teacher conducting the classes may excuse the student from their participation in single classes.
5. Students may apply for a short-term leave of absence in case of group trips in Poland and abroad organized by the College. In these case the leave is granted by the Deputy Rector for Student Affairs.
6. Student may apply for a long-term leave of absence in case of taking part in the international exchange programmes offered by the College. In these case the leave is granted by the Deputy Rector for Student Affairs based on the opinion of the Head of the International Relations Office.
7. Student participating in research or implementation work recognized by the Deputy Rector for Student Affairs may be excused from attending some of the classes within a course that is thematically related to the work.
8. Teachers conducting classes or seminars may assess students on the basis of their participation in research work.

§ 13

1. A student is in the obligation to take examinations as per the defined dates. In the event of failing an examination, a student is entitled to two re-sits.
2. Unexcused absence from an examination is treated as equal to a failed examination and loss of the first attempt.
3. The Deputy Rector for Student Affairs makes a record of the fail due to reasons defined under article 2.
4. In justifiable cases, particularly due to a serious illness or serious unpredictable events as duly documented, upon a written request stating the reasons submitted by the student or a person authorized by the student within a strict term of 7 days from the examination, the
Deputy Rector for Student Affairs may restore a term of the exam. Such fact should be noted in the examination report and student's record card.

5. If the deadline for obtaining coursework assessments and passing examination elapses, in individual cases the Deputy Rector for Student Affairs may extent the assessment period for a defined time.

6. A student is obliged to submit their course record booklet along with their record card to the relevant Student Services Office within seven days from the deadline for obtaining assessments and taking examinations in a given semester in order to have the state of their assessments and exam checked and adequate decisions taken.

§ 15

1. As regards a student who has not passed a semester, the Deputy Rector for Student Affairs gives the decision on:
   1) a conditional entry,
   2) a permission to repeat the semester/year of studies,
   3) removing the student from the student register.

2. A student may have no more than two conditional entries in a year. A student with a conditional entry keeps their student rights, yet the right for financial assistance is subject to the provisions of the regulations on financial assistance. There may be only one conditional entry for each course.

2. The total term of studying at the College may not exceed 6 years.

3. A student who is to repeat a semester and year of study shall have all the positive grades previously achieved recognized unless the study programme and curriculum have changed.

4. Studies may be resumed upon the completion of the first semester. The permission to resume studying a given programme may be granted to a student no more than twice, with the exception of a situation when the student has been removed from the register of students due to the penalty defined under §16 article 1 item 4 hereof.

5. In the event of resuming studies, the decision to recognize the positive grades previously achieved and indicating the differences in the study programme is made by the Deputy Rector for Student Affairs in concert with the examiners.

6. A student may resume studies after a break exceeding one semester but not longer than 5 years.

§ 16

1. The Deputy Rector for Student Affairs removes a student from the register of students in the following cases:
   1) failure to undertake studies,
   2) resignation from the studies,
   3) failure to submit the diploma dissertation in a timely manner or take a diploma examination with a positive result,
   4) disciplinary penalty of expulsion from the College.

2. The Deputy Rector for Student Affairs may remove a student from the register of students in the following cases:
   1) lack of progress in studying, i.e. a failure to pass a course in a timely manner, upon using all the possibilities to undergo assessment as stipulated herein,
   2) failure to pass a semester in a timely manner,
   3) failure to make payments related to studying,
3. A student may appeal to the Rector against the decisions mentioned under sections 1 and 2 within 14 days from receiving the decision.

6. RULES OF INDIVIDUALIZED STUDY PROGRAMME AND CURRICULUM AND INDIVIDUALIZED STUDY ORGANIZATION

§ 17

1. A student who has completed 3 semesters of study and achieved a mean grade of at least 4.5 may study on the basis of an individualized study programme and curriculum. Studying on the basis of an individualized study programme and curriculum takes place under the supervision of a tutor – an academic teacher appointed by the Deputy Rector for Student Affairs upon such student’s request.
2. In justified cases an individualized study programme and curriculum may be granted to a student after the completion of the second semester of study.
3. An individualized study programme and curriculum involve realizing a mandatory study programme but excuses the student from the participation in the classes and grants the student individual deadlines for undergoing coursework assessments and examinations. The scope of student’s being excused from the participation in the classes is defined by the teacher conducting a given class.
4. Studying on the basis of an individualized study programmes and curricula involve endorsing the study programme with additional courses that are available within other specialty or selecting individualized set of specialty courses within the framework of the number of hours required by the programme. The modification may not affect the basic curriculum content for a given programme.
5. To start studies on the basis of an individualized study programme and curriculum a student should apply for a permission to the Deputy Rector for Student Affairs, submitting a application explaining the reasons and a project of the study programme agreed with the student’s tutor.
6. An individualized study programme and curriculum is approved by the Deputy Rector for Student Affairs.
7. A student studying on the basis of an individualized study programme and curriculum obtains the right to enter the grades achieved in examinations and assessments in additional courses and information on accomplished specialties in the student’s course record booklet and record card.
8. In the event of a student failing to fulfill the obligations defined in the individualized study programme and curriculum the permission to this student’s individualized study programme and curriculum may be withdrawn by the Deputy Rector for Student Affairs acting upon the opinion of the student’s tutor.
9. If the permission to study on the basis of an individualized study programme and curriculum has been withdrawn, a student is obliged to catch up with the programme differences, if there are any, until the deadline defined by the Deputy Rector for Student Affairs.

§ 18

1. The possibility of an individualized study programme and curriculum is considered in case of the following students:
   1) disabled or suffering from a chronic disease that makes systematic participation in the classes impossible,
   2) participating in international programmes involving student exchanges and spending part of the studies outside the home institution,
   3) sportsmen doing qualified sports, achieving outstanding sport results
   4) in a difficult life situation that justifies such organization of the studies.
2. In case of the students listed under article 1 a different assessment period of the study programme is allowed, defining different dates of completing the didactic obligations and possibly excusing such students from attending some of the classes.
3. By means of a decision, the Deputy Rector for Student Affairs defines the conditions and manner of an individualized study organization for a period of time not exceeding 1 year.
4. If a student violates the agreed conditions of an individualized study organization or makes no progress in the studies, the Deputy Rector for Student Affairs may withdraw the permission to this manner of studying.

§ 19

Upon the consent from the Deputy Rector for Student Affairs a student may also study at other universities provided that he/she fulfills the obligations related to his/her course of study at the College.

7. LEAVE OF ABSENCE

§ 20

1. A student may be granted a short-term leave of absence for a period of one month or a long-term one for a period of one semester or one academic year in the following cases:
   1) an illness certified with an appropriate document issued by a medical board,
   2) delegation to study abroad
   3) childbirth, taking care of a child or another member of an immediate family,
   4) other important unpredictable events,
2. A student should apply for a leave of absence immediately once the circumstances justifying his or her application for leave of absence have occurred.
3. A student should address the application for a leave to the Deputy Rector for Student Affairs and submit their student’s record booklet, stating documented reasons for the leave along with the period of such leave. The application should contain annotations from the library and College administration stating the fulfillment of the student’s obligations towards the College.
4. The Deputy Rector for Student Affairs confirms the leave of absence and its conditions making an entry in the student’s course booklet.
5. A one-time long-term leave of absence may not be granted for a period longer than a year.
6. During his/her leave of absence the student shall retain the student rights.
7. The Deputy Rector for Student Affairs shall decide on the necessity for a student on the leave of absence to complete additional courses introduced due to a change to a study programme and curriculum and informs the student about this.
8. A student returning from a long-term leave of absence is obliged to submit a written notice on his/her readiness to continue studies to the relevant Student Services Office before the end of the leave of absence.

8. REWARDS AND PENALTIES

§ 21

1. Students who achieve outstanding results and fulfill student obligations in an excellent manner may be granted the following:
   1) Rector’s rewards and distinctions,
   2) Rewards funded by non-College institutions, scientific associations, social organizations, and private persons.
2. The rules of granting rewards and distinctions mentioned under article 1 are governed by separate regulations.
1. For any violation of the regulations in force at the College and other conduct offending student dignity a student shall be held responsible before a disciplinary board or peer court the student government, hereinafter referred to as “the peer court”.

2. A student may not be punished by the peer court and disciplinary board at the same time.

3. The rector may, at his own initiative or upon a request from the Student Government Council, assign the case to the peer court instead of the disciplinary proceedings representative.

4. For minor breaches, the Rector shall inflict the penalty of a caution, without referring to the Disciplinary Committee or the Student Disciplinary Panel, after a prior hearing with the defendant or his or her defense counsel.

5. A student who has been punished by the Rector with the penalty of a caution or by the Student Government Council may lodge an appeal with the disciplinary board for Students or the peer court within 14 days of the receipt of the penalty notice. In this case the disciplinary board or the peer court may inflict only the penalty of a caution.

§ 23

1. Detailed rules for disciplinary proceedings are laid down in the Higher Education Act and executive regulations thereof.

2. Detailed rules for the proceedings before the peer court shall be laid down in the regulations of the student government.
9. GRADUATION

§ 26

1. The diploma examination shall take place on the condition of completing all the courses stipulated in the study programme, obtaining a positive grade in the diploma dissertation, and submitting all documents required to the relevant Student Services Office, including: 2 copies of a bounded diploma dissertation, an electronic version of the diploma dissertation, a declaration that the diploma dissertation is an independent work of the student signed by the very student, student ID, student course record booklet and record card containing a set of entries of all examinations and coursework assessments, and a student exit checklist duly stamped by the Bursary and Library.

2. Graduation shall take place once a student has passed the diploma examination.

3. The graduate shall be awarded a degree of Licencjat [Bachelor].

4. The diploma examination must take place within three months’ time from the date of submitting the diploma dissertation.

5. In special cases the Deputy Rector for Student Affairs may extend the deadline defined under section 4.

§ 27

1. The assessment of the diploma dissertation is made by the dissertation supervisor and one reviewer appointed by the Deputy Rector for Student Affairs. The diploma dissertation is assessed as per the grading scale defined under §9 section 14.

2. A diploma supervisor or reviewer may be an academic teacher holding at least a PhD degree.

3. The final grade in the diploma dissertation is the mean of the grade proposed by the supervisor and reviewer.

4. The diploma examination is an oral one and takes place before an Examination Board appointed by the Deputy Rector for Student Affairs.

5. The Examination Board shall consist of: the Deputy Rector for Student Affairs or a person authorized as the chairperson, and the supervisor and reviewer as the members.

6. The subject of the diploma examination is the defense of the diploma dissertation and knowledge of the issues included in the profile of the diploma seminar.

7. The grade is given based on the grading scale defined under §9 section 15. A negative result in the diploma examination shall be included in the GPA from the entire period of study.

8. In the event of a negative result in the diploma examination, the Deputy Rector for Student Affairs shall propose the second term for taking the diploma examination.

9. In the event of a negative result in the diploma examination at the second attempt, the Deputy Rector for Student Affairs shall order to remove the student from the register of students.

§ 28

1. The final result achieved by a student is defined separately with the following base for calculation:

   1) The arithmetic mean of all grades in examinations and coursework assessments for courses not ending with an examination, including fail grades achieved within the course of studies,

   2) The grade in the diploma dissertation,

   3) The grade in the diploma examination.
2. The final grade shall make a sum of: 0.6 of the grade mentioned under item 1), and 0.2 of each of the grades mentioned under item 2) and 3).
3. In case of a study resumption, the final average grade in the studies is calculated based on both the grades achieved in the course of studies before the resumption as well as upon the resumption.
4. In case of a student’s transfer from other university, the final average grade is calculated based on the grades achieved in the following courses:
   1) Completed by the student within his/her programme previously studied,
   2) Recommended for a student to complete/due to programme differences/
   3) Other included in the study programme and curriculum.
5. The final result stated in the graduation diploma is determined in accordance with the following rules:
   1) up to 3.25 – satisfactory (3.0)
   2) from 3.26 - 3.74 – fairly good (3.5)
   3) from 3.75-4.24 - good (4.0)
   4) from 4.25 to 4.69 – above good (4.5)
   5) 4.70 and above – very good (5.0).
6. In all other documents the actual final result is stated as calculated under sections 2,3 and 4.
7. The Examination Board may grant a better grade that the one mentioned under section 2, but not more that by half of the grade, if a student has achieved a very good result both in the diploma dissertation and diploma examination.

§29

1. A diploma with honours is granted to those graduates who have met the following criteria:
   1) have graduated within the term stipulated by the study programme,
   2) have achieved the arithmetical mean of examinations and coursework assessments for courses not ending with an examination of at least 4.76,
   3) have obtained a very good result in their diploma dissertation and diploma examination,
   4) have not breached the principles stated in the academic oath.
2. A diploma with honours is issued on a special form.

10. GRADUATES

§29

1. The diploma is a document confirming the graduation from the College.
2. A graduate shall receive the diploma within 30 days from the date of passing the diploma examination.
3. A graduate has the right to keep his/her student course record booklet after a relevant entry has been made therein by the College administration.
4. Graduates have the right to establish and organize the College graduates’ associations.

11. FINAL PROVISIONS

§30
1. A student has the right to appeal against the decisions made hereunder by the Deputy Rector for Student Affairs to the Rector within fourteen days from receiving the decision.
2. The Rector makes the decision within the periods of time defined in the Code of Administrative Proceedings.
3. The parties may appeal against the final decision of the Rector to the Regional Administrative Court in Bialystok as per the regulations regarding the proceedings before administrative courts, within 30 days from the date of receiving it.

§ 31

1. The foregoing regulations become effective at the commencement of the academic year, upon the approval from the Minister of Higher Education.
2. The Study Rules of Stanislaw Staszic College of Public Administration in Bialystok are rendered invalid.
3. In all matters not regulated hereunder the relevant regulations of the common law shall apply.
4. The foregoing Regulations are binding both for the students as well as the staff of the College.
Decision


I hereby approve

the Study Regulations of Stanislaw Staszic College of Public Administration in Bialystok as amended by the College’s Senate, constituting the Annex hereto.

Justification

Pursuant to art. 107 §4 of the Act of 14th June 1960 – the Code of Administrative Proceedings (Journal of Laws of 2000 no 98, item 1071 as amended) the justification of this decision shall not be required as it fully covers the request of the party.

The decision is final.

Instructions

Pursuant to art. 127 §3 of the Act of 14th June 1960 – the Code of Administrative Proceedings (Journal of Laws of 2000 no 98, item 1071 as amended), a party that is dissatisfied with the foregoing decision may apply to the Minister of Science and Higher Education to re-examine the issue within 14 days from receiving the foregoing decision.

[stamp reading: authorized by the Minister, Deputy Secretary of State, prof. Grazyna Prawelska-Skrzypek] [signature illegible]

With a copy to:
Prof. dr hab. Jerzy Kopania
Rector of Stanislaw Staszic College of Public Administration in Bialystok