**Using internet sources and considering the following provisions of the Code of Administrative Procedure, prepare a project of an administrative decision (for example, a university admission decision or a scholarship decision).**

**Article 28.**

A party to proceedings (“a party”) is any person whose legal interests or responsibilities are the object of the proceedings or who requires the intervention of a body in respect of their legal interests or responsibilities.

**Article 104.**

§ 1. Unless the provisions of the Code provide otherwise, a public administration body shall settle a case by the issue of a decision.

§ 2. Decisions shall settle a case in its essential aspect either totally or partially or close the case at that instance by some other means.

**Article 107.**

§ 1. A decision should contain: the name of the public administration body, the date of issue, the name(s) of the party or parties, the legal authority referred to, a ruling, a factual and legal justification, an advisory notice as to whether and how an appeal may be brought and the signature, name and position of the person authorised to issue the decision. Any decision which may be challenged by a petition to the civil court or a complaint to the administrative court should contain an advisory notice that such a petition or complaint may be brought.

§ 2. Other regulations may contain other elements which a decision should contain.

§ 3. The factual justification of the decision should contain the facts that the body regards as proven, the evidence relied upon and the reasons for which other evidence has been treated as not authentic and without probative force. The legal justification should contain the legal authority for the decision with reference to the relevant law.

§ 4. If the decision fully reflects the demands of the party, then there is no need to provide a justification for the decision, but this does not apply to decisions in contentious cases and decisions given on appeal.

§ 5. A body can also dispense with a justification of a decision in such cases if under current statutory regulations there is a possibility of dispensing with or limiting the justification because of the interests of State security or public order.

**Article 109.**

§ 1. A decision shall be served on the parties in writing.

§ 2. A decision may be communicated to the parties orally in the circumstances described in Article 14 § 2.