Kraków, on …………………………. *(date)*

……………………………………………………………

Student’s name and surname

…………………

No. of Student album/register

…………………………………………………………………………………….………

Field of study/study major; form, mode, and semester of studies

…………………………………………………………………………………………….

Address for correspondence

**To ………………………..…….………………………,**

**Director of the Institute of ………..………………**

**…………………………..…………………… College**

**Cracow University of Economics**

Pursuant to Article 38 of the Study Regulations of the Cracow University of Economics, I kindly request permission for a conditional enrolment – i.e. conditional promotion to semester ……….. of the academic year ……………….[[1]](#footnote-1) involving repeating (re-taking) the course(s)/subject(s) **[[2]](#footnote-2):**

1. …………………………………………………………………………….. in semester ………… of the academic year …………………….[[3]](#footnote-3)
2. …………………………………………………………………………….. in semester ………… of the academic year …………………….
3. …………………………………………………………………………….. in semester ………… of the academic year …………………….

My request is motivated by the failure to obtain a pass grade from the abovementioned course(s)/subject(s) as per the curriculum and program of studies.

Yours sincerely

……………………………………………………….

**Repeating (re-taking) a course/subject**

Concerning the application made by: …………………………………………….. (Student’s name and surname)

of: ………………………………….. *(date)*

**Information filled in by the Dean’s Office staff:**

* The number of subjects/courses repeated so far during the course of studies: …………………….
* Other:……………………………………………………………………………………………....………………………………………..……………

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…………………………………… ………………………………………………………..

(*date*) (*signature and stamp*

 *of the Dean’s Office employee)*

**DECISION OF THE DIRECTOR OF THE INSTITUTE**

According to Article 24 clause 1 item 1 and Article 25 of the Study Regulations of the Cracow University of Economics

* **I GRANT MY APPROVAL** for a conditional enrolment and promotion to semester ………… of the academic year …………… involving repeating (re-taking) the course(s)/subject(s) indicated in the application
* **I DO NOT GRANT MY APPROVAL** for a conditional enrolment and promotion to the next semester, involving repeating (re-taking) the course(s)/subject(s) indicated in the application **–** subject to the following justification:
…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

…………………………………… ………………………………………………………..

*(date) (signature and stamp*

 *of the Director of the Institute)*

1. Please enter the consecutive semester of studies in the relevant academic year [↑](#footnote-ref-1)
2. Any Student may repeat a maximum of 3 subjects/courses during the first-cycle studies; a maximum of 2 subjects/courses during the second-cycle studies; and a maximum of 5 subjects/courses during the uniform Master’s studies; whereas in the case of the uniform Master’s studies the Student may repeat no more than 3 subjects/courses in any one semester. [↑](#footnote-ref-2)
3. Please enter the semester (2, 3, 4, 5, or 6) and the academic year in which the course repetition is due. [↑](#footnote-ref-3)