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 30 section 1 and 2 of the Study Regulations of the Cracow University of Economics, I kindly request approval for **credit transfer** (grade transfer)[[1]](#footnote-1) towards semester …............. 20......./20........... in the first-cycle / second-cycle / uniform Master degree studies,[[2]](#footnote-2) for the following **subject(s)/courses(s)**, completed in the study major of …........................................................................................ at …........................................................................**[[3]](#footnote-3):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name of the course (subject) completed in the original (“home”) study major along with the number of ECTS credits | Name of the course (subject) completed in another study major | Grade obtained in the given course (subject)  | Number of hours completed  | Academic year in which the given course (subject) was completed  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

The completed subject(s)/course(s) listed above ensure the obtainment of study results envisioned in the curriculum of relevant subject(s)/courses(s) in the original (“home”) study major.

Yours sincerely

……………………………………………………….

Appendices:

1. Confirmation of completion (obtaining course credit) of subject(s)/course(s) in another study major (academic transcript, the list of completed/credited courses)
2. Syllabus / Course description

**Credit transfer for specific subject(s)/course(s) (transfer of course grades)**

Regarding the application by: …………………………………………….. (*Student’s name and surname*)

of: ………………………………….. (*date*)

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

* 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 18 section 3 of the Study Regulations of the Cracow University of Economics

* **I GRANT MY APPROVAL** to transfer credit for all subject(s)/course(s) / for specific subject(s)/course(s) indicated in the application:

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

* **I DO NOT GRANT MY APPROVAL** to transfer credit for all subject(s)/course(s) / for specific subject(s)/course(s) indicated in the application **–** subject to the followingjustification:

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

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

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

*(date) (signature and stamp of the Director of the Institute)*

1. Subjects/courses from different cycles and profiles of studies may not be transferred. [↑](#footnote-ref-1)
2. Delete as appropriate. Subjects/courses from different cycles and profiles of studies may not be transferred. [↑](#footnote-ref-2)
3. Please enter the name of the University where the given subject(s)courses(s) were completed. [↑](#footnote-ref-3)