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 ………………………..…….………………………,**

**Vice-Rector for Education and Students**

**Cracow University of Economics**

 Pursuant to Article 16 section 1, section 2 item 5 of the Study Regulations of the Cracow University of Economics, I wish to kindly request permission to study according to an **individual mode of following classes (ITZ)** in the …………..……. semester of the academic year ………………..…….., **due to: activities of special merit, benefiting the University.[[1]](#footnote-1)** At the same time, I declare that I have completed the first semester of my studies[[2]](#footnote-2) and I am currently enrolled to the ………………. semester of studies.

Yours sincerely

……………………………………..……………………….

**Required appendices**:

1. Relevant documents that confirm the circumstances in relation to which the student applies for the individual mode (ITZ).

Studying according to an **individual mode of following classes (ITZ) – activities of merit, benefiting the University**

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

of: ………………………………….. (*date*)

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

* **Date of receipt** of the application at the Dean’s Office: ………………………….. **WITHIN DEADLINE / AFTER DEADLINE**
* **The Student completed the first semester of studies YES / NO**
* Other:……………………………………………………………………………………………………………………..……………………………………………………………………………………………………………………………………………………..………………………………

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

(*date*) (*signature and stamp*

 *of the Dean’s Office employee)*

**DECISION OF THE VICE-RECTOR FOR EDUCATION AND STUDENTS**

According to Article 10 sections 1, 2, 4 and 7 of the Study Regulations of the Cracow University of Economics

* **I GRANT MY APPROVAL** for an individual mode of following classes (ITZ)
* **I DO NOT GRANT MY APPROVAL** foran individual mode of following classes (ITZ) – subject to the following justification: ………………………………………………………………………………………………….……………………………..
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…………………………………… ………………………………………………………..

*(date) (signature and stamp*

 *of the Vice-Rector for Education and Students*

……………………………………………………….

*Student’s name and surname*

…………...... …..……………..………………………………….…

*Student album/register No. Form, study field/major, semester*

*Institute of …………………………………………………………………………………..*



……………………………………..……………

*Stamp of the Dean’s Office*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INDIVIDUAL MODE OF FOLLOWING CLASSES (ITZ)[[3]](#footnote-3)**

**in the summer/spring semester**

IN THE ACADEMIC YEAR 20……/20……

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **SUBJECT** | **Course lecturer** | **Dates agreed with the course lecturer** | **Signature of course lecturer** |
| **Course completion** | **Subject exam** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |
| **6.** |  |  |  |  |  |
| **7.** |  |  |  |  |  |
| **8.** |  |  |  |  |  |
| **9.** |  |  |  |  |  |

**I accept the proposed schedule of course completion**

…………………………………… …………….... , …………………………………………………..

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

1. The student must submit the application to the Director of the Institute, no later than two weeks before the start of the semester [↑](#footnote-ref-1)
2. Does not apply to students with disabilities or cases in which there exist other important reasons. [↑](#footnote-ref-2)
3. Within two weeks from having obtained approval for the individual mode of following classes (ITZ) from the Director of the Institute, the student must provide to the Director for approval the schedule for course completion agreed with course lecturers. The student completes the approvals of courses starting later than two weeks after the beginning of the given semester within two weeks from the first class in each of those subjects. [↑](#footnote-ref-3)