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 17 of the Study Regulations of the Cracow University of Economics, I wish to kindly request permission to study according to an **individual study plan (IPS)[[1]](#footnote-1)**in the …………. semester of the academic year ………………..……..

At the same time, I declare that I have completed my first year of studies, and that I have obtained a grade point average of at least 4.5 in my previous course of study, and also that[[2]](#footnote-2):

* I demonstrate other significant achievements
* Simultaneously, I am following a parallel course of studies in another study field/ major: …………………………………………………….………………………….…………………………… (*name of the study major*) at ……………………………………………….…………………………………………………………………………………………….……. (*name of university/institution of higher education*)

I declare that, despite the changes in the currently applicable study plan, the correct order of obtaining detailed learning outcomes will be maintained, all directional (field-specific) learning outcomes specified in the study curriculum will be achieved, and there is a possibility of earlier completion of specific courses, depending on course schedule.

Yours sincerely,

……………………………………..……………………….

**Appendices**:

1. Proposed changes to the study plan
2. Confirmation of significant achievements
3. Official document confirming parallel studies in another study field/major

**Appendix 1**

**Proposed changes to the study plan (\*) for …………………………………………………………,** semester: …………… academic year: …………………….

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name of the subject/course** | **The semester, in which the given subject/course is completed within the regular study curriculum**  | **Proposed semester for the completion of the subject/course** | **Number of hours of practical classes**  | **Number of hours of lectures** | **ECTS points** | **Course lecturer** |
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**………………………….……………………...**

(Student’s signature)

Studying according to an **individual study plan** **(IPS)**

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**
* **Grade point average** from previous course of study: …………..…………….
* 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 8 of the Study Regulations of the Cracow University of Economics

* **I GRANT MY APPROVAL** for studying according to an individual study plan (IPS)
* **I DO NOT GRANT MY APPROVAL** forstudying according to an individual study plan (IPS) **–** subject to the following justification: …………………………………………………..…………………………………………..………………………………………………………………..

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

*(date) (signature and stamp*

 *of the Director of the Institute)*

1. The application, along with the supporting documents, must be submitted no later than two weeks before the start of the semester in which the individual study plan is due to commence. [↑](#footnote-ref-1)
2. Choose as applicable. [↑](#footnote-ref-2)