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 25 section 1 and Article 3 of the Study Regulations of the Cracow University of Economics, I wish to kindly request permission to be granted a **one-semester / one-year[[1]](#footnote-1) leave from classes**[[2]](#footnote-2) for the period from: …………………………………….… to ……………………………………….

My request for the leave from classes due to special circumstances is motivated as follows: …………..………………… ……………………………………………………………………………………………………………………………………………………………………………….……………………………………………..………………………………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………

Yours sincerely

……………………………………………………….

**Appendices**

(Documents certifying the event/circumstances, which the Student refers to)

1. ……………………………………………………………
2. ……………………………………………………………

**One-semester / one-year leave from classes**

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

of: ………………………………….. (*date*)

Information filled in by the Dean’s Office employee:

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

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

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

*(date) (signature and stamp of the Dean’s Office employee)*

**DECISION OF THE DIRECTOR OF THE INSTITUTE**

According to § 16 section 1 item 1, and § 16 section 3 of the Study Regulations of the Cracow University of Economics

* **I GRANT MY APPROVAL** for a one-semester leave from classes for the period from ………….….. to …………..….….
* **I GRANT MY APPROVAL** for a one-year leave from classes for the period from ………….….. to …………..….….
* **I DO NOT GRANT MY APPROVAL** for a one-semester leave from classes **–** subject to the followingjustification:

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

…………………………………………………………………………………………………………………………………………………………………………

* **I DO NOT GRANT MY APPROVAL** for a one-year leave from classes **–** subject to the followingjustification:

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

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

*(date) (signature and stamp*

 *of the Director of the Institute)*

1. Delete as appropriate [↑](#footnote-ref-1)
2. The Student should apply for the leave immediately after the reasons constituting the basis for the leave arise. Achieving unsatisfactory academic results does not constitute a legitimate reason for the leave. The leave may not be granted retrospectively (e.g. for the period of the preceding semester). [↑](#footnote-ref-2)