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 the Vice-Rector for Education and Student Affairs**

**Cracow University of Economics**

Pursuant to Article 24 section 16of the Study Regulations of the Cracow University of Economics, I wish to kindly request permission **be reinstated as a student (re-enrolled in the study programme)[[1]](#footnote-1) in order to repeat (re-take) semester** ………..of the academic year ………………………………. . I was struck off the list of students on ……………………. *(date)* due to ………………………………………………………………………………...........................................…………… ………………………………………………………………………………………………………………………………………………………………………………… .

I declare that before being struck off the list of students, I was enrolled in the ……………………….. semester ………… , which I have not completed.

At the same time, I would like to request crediting all the courses/subjects that I have previously completed. I declare that I undertake to complete any prerequisites (outstanding due to curricular differences), arising from the curriculum currently in force.

My request to be reinstated is motivated as follows: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Previous academic supervisor:…………………………………………………………………………... (where applicable)

Yours sincerely

……………………………………………………….

**Reinstatement (re-enrolment in the study program) involving repeating (re-taking) the semester**

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

of: ……………………….. (*date*)

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

* To date, the Student **did not make use of the option of reinstatement** / **used the option of reinstatement** *(state how many)* ………………… times
* To date, the Student **did not make use of the option of repeating the semester** *(state how many)* ………………… times
* **The Student has** **completed 1 semester** of studies YES / NO
* Before being stricken off the list of student, the Student was enrolled in semester …….. of the academic year …………….., which he/she has not completed
* The Student **has settled financial** **back payments owed** to the University YES / NO, if not – the amount due to be settled is …...................złoty (as per the date of submitting the application)
* Other……………………………………………………………………………………………………………………………….......................................……

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

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

**DECISION OF THE DIRECTOR OF THE INSTITUTE**

According to Article 15 section 3, Article 26 section 2, and Article 26 section 3 of the Study Regulations of the Cracow University of Economics

* **I CONFIRM CREDITS FOR ALL THE PREVIOUSLY COMPLETED COURSES/SUBJECTS**

**I hereby designate the following prerequisites (due to curricular differences):** ……………………………………………………… ………………………………………………………………………………………………………………………………………………………………………..……

**Conditions and deadlines for the completion of the prerequisites**: ……………………………………………………………………… …………………………………………………………………………………………………………………………………………………………………………………….

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

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

**DECISION OF THE VICE-RECTOR FOR EDUCATION AND STUDENT AFFAIRS**

According to Article 15 section 1, Article 15 section 2, and Article 15 section 4 of the Study Regulations of the Cracow University of Economics

* **I GRANT MY APPROVAL** for the reinstatement and repeating semester …… in the academic year 20……./20……….
* **I DO NOT GRANT MY APPROVAL** for the reinstatement and repeating semester – subject to the following justification: ……………..…………………………………………………..………………………………………………………………………………………………….…
………………………………………………………………………………………………………………………………..……………………………………….

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

(*date*) (*signature and stamp of the Vice-Rector*

 *for Education and Student Affairs)*

1. Reinstatement (and re-enrolment in the programme) may be concluded only before the given semester commences. The application for reinstatement must be submitted to the Dean’s Office no later than one week before the beginning of the semester. [↑](#footnote-ref-1)