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 15 of 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)** starting from the ………………….……… 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, and until the moment of my removal from the list, I have obtained credit for all the subjects required in the study program (curriculum) for the ……………………. semester.

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)**

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
* The Student has **completed 1 semester** of studies YES / NO
* The last completed semester was the …….. semester of the academic year ……………..
* 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 § 15 section 3 of the Study Regulations of the Cracow University of Economics

**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 § 15 of the Study Regulations of the Cracow University of Economics

* **I GRANT MY APPROVAL** for the reinstatement beginning with ………… semester of the academic year 20…./ 20….
* **I DO NOT GRANT MY APPROVAL** for the reinstatement from ……………. 20…………… –subject to the followingjustification: …………………………………………………..…………………………………………………..…………………………………………………...………………
……………………………………………………………………………………………………………………………………..……………………………………….

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

(*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)