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 43 section 3 of the Study Regulations of the Cracow University of Economics, I wish to kindly request permission for **changing my academic supervisor**. I am currently enrolled in seminar group conducted by …..................................................., and I would like to apply to be admitted to another seminar group, conducted by …..................................... instead.

The reason for the need of seminar group change is as follows: …..................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

I declare that I have obtained approvals from the teachers conducting both seminar groups, the confirmation of which is included in the attachments to the present application.

I declare that upon receiving approval in the matter, I will make sure to inform the teachers responsible for both seminar groups about the change.

Yours sincerely

……………………………………………………….

Attachments:

1. Approval of the current academic supervisor for the Student to leave the seminar group
2. Approval of the potential academic supervisor for the Student to be admitted the seminar group

**Change of the academic supervisor**

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

of: ……………………….. (*date*)

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

Number of persons in the seminar group of the current academic supervisor: …............................................

Number of persons in in the seminar group of the potential academic supervisor: ….....................................

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

(*date*) (*signature and stamp*

 *of the Dean’s Office employee)*

**DECISION OF THE DIRECTOR OF THE INSTITUTE**

According to Article 28 section 7 of the Study Regulations of the Cracow University of Economics

* **I GRANT MY APPROVAL** for changing the academic supervisor
* **I DO NOT GRANT MY APPROVAL** for changing the academic supervisor **–** subject to the following justification:

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

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

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

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