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 26 of the Study Regulations of the Cracow University of Economics, I wish to kindly request permission for **changing the dean’s group / class / conversation class / laboratory group**[[1]](#footnote-1). I am currently enrolled in group …......................................................................................., and I would like to apply to attend group …........................................................................................ instead.

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

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

Yours sincerely

……………………………………………………….

**Change of dean’s (or another) group**

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

of: ……………………….. (*date*)

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

Number of persons in group …........................ : …............................................

Number of persons in group …........................ : ….....................................

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

(*date*) (*signature and stamp*

 *of the Dean’s Office employee)*

**DECISION OF THE DIRECTOR OF THE INSTITUTE**

According to Article 17 section 1 of the Study Regulations of the Cracow University of Economics

* **I GRANT MY APPROVAL** for changing dean’s/another group …..................................
* **I DO NOT GRANT MY APPROVAL** for changing dean’s/another group …........................... **–** subject to the following justification:

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

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

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

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

1. Delete as appropriate [↑](#footnote-ref-1)