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 23 section 1 of the Study Regulations of the Cracow University of Economics, I wish to kindly request permission for **changing the mode of studies from full-time to part-time** in the same study major, beginning in semester ………… of the academic year 20..….. / 20…..….. At the same time I declare that I am currently enrolled in semester …….. of my studies.

Justification: ……………………………………………………………………………………………………...........................................................

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

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

Yours sincerely

……………………………………………………….

**Changing the mode of studies from full-time to part-time**

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

of: ……………………….. (*date*)

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

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

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

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

(*date*) (*signature and stamp*

 *of the Dean’s Office employee)*

**DECISION OF THE VICE-RECTOR FOR EDUCATION AND STUDENTS**

According to Article 14 section 1 of the Study Regulations of the Cracow University of Economics

* **I GRANT MY APPROVAL** for changing the mode of studies from full-time to part-time
* **I DO NOT GRANT MY APPROVAL** for changing the mode of studies from full-time to part-time **–** subject to the following justification: …………………………………………………..…………………………………………………..…………………………………………………………………..………………………………………………………………………………………………………………………………………..……………………………………….……………………………………………………………………………………………………………………………………………………………………………

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

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

 *for Education and Students)*

**DECISION OF THE DIRECTOR OF THE RELEVANT INSTITUTE**

According to Article 14 section 1 of the Study Regulations of the Cracow University of Economics

* **I GRANT MY APPROVAL** for changing the mode of studies from full-time to part-time
* **I DO NOT GRANT MY APPROVAL** for changing the mode of studies from full-time to part-time **–** subject to the following justification: ……………………………………………………………………………………………………...................………………………………………….………..

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

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

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