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 Students**

**Cracow University of Economics**

Pursuant to Article 23 section 2 of the Study Regulations of the Cracow University of Economics, I wish to kindly request permission for **changing the mode of studies from part-time to full-time** in the same study major, beginning in semester ………… of the academic year 20..….. / 20…..….

At the same time I declare that I have completed the first year of my studies, that I am currently enrolled in semester …….. of my studies, and my grade point average from the courses completed so far was …………………… (minimum 4.5).

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

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

Yours sincerely

……………………………………………………….

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

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

of: ……………………….. (*date*)

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

* **Date of receipt** of the application by the Dean’s Office: …………………….. **WITHIN DEADLINE / PAST DEADLINE**
* **Grade point average** from studies so far ……………………………….
* Other:…………………………………………………………………………………………………………………………………..……………………………….

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

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

(*date*) (*signature and stamp*

 *of the Dean’s Office employee)*

**DECISION OF THE DIRECTOR OF THE RELEVANT INSTITUTE:**
**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 STUDENTS**

According to Article 14 section 2 of the Study Regulations of the Cracow University of Economics

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

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

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

 *for Education and Students)*