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 Director of Institute ………………………**

**…………………………………………… College**

**of the Krakow University of Economics**

Pursuant to Article 31 of the Study Regulations of the Krakow University of Economics, I kindly request permission for a **re-sit examination to be held before the examination board in** **…………………………………………………………………………..** *(course subject)*.I disagree with the final grade obtained from the course in question, and I hereby lodge legitimate reservations as to[[1]](#footnote-1):

[ ] impartiality of the teacher responsible for the grading

[ ] the manner of determining the final grade from the course.

Justification of the above: …………………………………………………………………………...

The aforementioned course is taught by: …………………………………………………………………………...

I request / I do not request[[2]](#footnote-2) that the following persons take part in the re-sit examination held before the examination board[[3]](#footnote-3):

[ ] representative of the student self-government body …................................................

[ ] year’s tutor …...........................................................................................

[ ]  another observer …..........................…………………………………………………….

Yours sincerely,

……………………………………………………….

**RE-SIT EXAMINATION BEFORE THE EXAMINATION BOARD**

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

of: ………………………………….. *(date)*

**Information filled in by the employee of the Office for (First-cycle/Second-cycle and Long-cycle) Programs:**

* Other………………………………………………………………………………………………………………………………………………..

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

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

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

(*date*) (*signature and stamp*

 *of the employee of the Office for [First-cycle/Second-cycle and Long- cycle] Programs)*

**DECISION OF THE DIRECTOR OF INSTITUTE**

According to Article 31 of the Study Regulations of the Krakow University of Economics

* **I GRANT MY APPROVAL** for a re-sit examination to be held before the examination board, in …........................................................... *(subject)*
* **I DO NOT GRANT MY APPROVAL** for a re-sit examination to be held before the examination board **–** subject to the followingjustification: …………………………………………………..…………………………………………………..………………………
……………………………………………………………………………………………………………………………………..………………

………………………………………………………………………………………………………………………………………………………

**I designate the following date for the re-sit examination to be held before the examination board:** ……………………………………………………………………………..……

**I designate the following composition of the examination board for the re-sit examination:**

The chair of the examination board: ……………………………………………………………………………………………….

The member of the examination board conducting the re-sit exam: …….………………………………………

The member of the examination board as to whom the reservations were expressed, or the teacher responsible for the given course: ...……………….……………………………..…………………………………………………

........................ ………………………………

*(date) (signature and stamp*

 *of the Director of Institute)*

**Format of holding the re-sit examination before the examination board (determined by the chair of the examination board):**

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

1. Mark as appropriate [↑](#footnote-ref-1)
2. Delete as appropriate [↑](#footnote-ref-2)
3. Mark as appropriate [↑](#footnote-ref-3)