Krakow, ***Select a date***

***Click to add name and surname***

*Name, surname*

***Click to add student number***

*Student number*

***Choose a field of study -*** ***Choose a degree of study and semester***

*Degree, year i semester of studies*

***Click to add e-mail***

*e-mail*

***Click to add phone number***

*phone number*

full-time studies

***Choose the vice-dean of your field of study***

Vice Dean for Education

Faculty of Electrical Engineering, Automatics,

Computer Science and Biomedical Engineering

**Request for a special leave due to the course of study**

I respectfully request a consent for a special leave due to the course of study.

* In ***select which semester*** in ***select academic year* academic year** academic year
* In ***select which semester*** in ***select academic year* academic year** academic year\*

Total deficit of ECTS credit is ....................

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Courses retaken** | | | | | | | |
| N.o | Academic courses  Full names of ALL overdue courses must be entered | Overdue semester number | Total number of ECTS credits | Total number of subject hours  L/A/L/D/SC | Hourly rate for  teaching  activities\* | Fee for a overdue subjects | Faculty/ Case study,   for which the payment is being done |
| 1. | **Each course should be written in a separate row** |  |  |  |  |  |  |
| 2. | **If there are not any overdue subjects in the semester – please delete this table** |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |

I declare, that I apply for a special leave for the first/second time\*\*.

................................................

Student’s signature

**Vice Dean’s decision:**

I do not/give\*\* my consent for a special leave due to the course of study in the ........... semester in .......... academic year

No fees /Fee for retaking a course ................... no later than 15.10.20….... \*\*

Fee for retaking a course ................... no later than 15.03.20...... \*\*

................................................

Vice Dean’s for Education signature