Kraków, ***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

**Letter of application for a special leave**

I hereby request your permission for special leave due to random important circumstances

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

No backlog/ without making up for the backlog/ with a possibility to make up for the backlog\*.

REASON ………………………………………………………………………………………………………………………………….

Backlog:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Courses retaken** | | | | | | | |
|  | Name of the course | Number of semester from which the backlog is | ECTS points | Total number of hours of the course  Lc/Ac/Lb/Pj/S | The pay rate for 1 h of classes \*\* | Payment for overdue course | Faculty/department where the fee is paid |
| 1. | **Please write each name of the course in a separate row** |  |  |  |  |  |  |
| 2. | In case there are no outstanding courses please remove this table |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |

I declare it is the first/another\* request for a special leave.

……………………………………………………

Student’s signature

**Vice – Dean decision:**

I grant/ I do not grant\* the request for a special leave in ………………… semester in …………… academic year.

No fees / Paid fees for retaking courses ………………… within 15.10.20….….\*

Paid fees for retaking courses ………………… within 15.03.20…….\*

………………………………………………………….

Vice-dean for Education’s signature