|  |  |  |
| --- | --- | --- |
|  |  | *Date: <dd.mm.yyyy>* |
| *Data of the student submitting the request:**<name and surname**field of studies, type and year**student identification number**e-mail address>* |  | *Addressee of the request:* |
| Vice Dean for EducationDr inż. Katarzyna Mościńska |
|  |
| **Semester** | **ECTS****Obtained** | **Missing subjects** | **Comments** |
| <1> | <30> | - |  |
| <2> | <24> | <*subject\_1>* |  |
| <3> | <28> | <*subject\_2 >* |  |
| <4> | <23> | <*subject\_3, subject\_4 >* |  |
| <5> |  |  |  |
| **REQUEST FOR A Compassionate leave**I am kindly asking you to agree to grant a compassionate leave in the *<winter / summer>* semester in the academic year *<academic year>* due to *<give a reason>.*Previously *<I did not have a leave / I was on a leave in ...>***I realize that leave can make it necessary to compensate for programme differences resulting from the changes which occurred in the educational programme during the leave duration (ie study additional subjects, also on lower semesters).***Signature* |
|  I grant a compassionate leave from ……………….. to ……………….. |