|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | |  | *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 Education  Dr 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 LEAVE for making up the backlog**  I am kindly asking you to agree to grant a leave for making up the backlog in the *<winter / summer>* semester in the academic year *<academic year>* due to *<failure to pass the following subjects in the semester .... / planned interruption in studies caused .../ other 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 leave for making up the backlog from ……………….. to ……………….. | | | | | |