**REQUEST FOR GRANTING AN ACTIVE DEAN'S LEAVE**

Wrocław, on

Student's name and surname:

Student’s identification number:

Place of residence:

Contact (e-mail address, phone number):

Field of study:

Year of study:

Studies: first-cycle/second-cycle full-time/part-time

**Mr/Ms**

**vice-dean of the Faculty of Social Communication and Media of the University of Wrocław**

I am writing to request an active dean's leave for the semester of ………………… of the academic year …………………………… . During this leave, I plan to take the following courses:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Lp. | Course name | Lecturers's name | Form of classes | ECTS  credits |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

Please note: The total ECTS credits obtained for courses taken during the leave cannot exceed half of the ECTS credits planned in the study program for the given semester/year.

I justify my request as follows:

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

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

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

I also declare that I have successfully completed the previous semester, i.e., ………… of my studies.

I am attaching the following documents:

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

Yours sincerely,

(handwritten signature)

Opinion and signature of the vice-head of the institute for teaching: