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

Wrocław, on

………………………………………………………………

(Name and surname, student’s card number)

………………………………………………………………

(Major, first-/second-cycle I /II**\***, year of studies, full-time/part-time programme\*)

………………………………………………………………

(Current address)

………………………………………………………………

(e-mail, phone number)

**Mr/Ms**

**……………………………………………..**

**Vice-Dean of the Faculty of Social Communication and Media Studies of the University of Wrocław**

I am writing to request a dean's leave due to 1) health, 2) parenting, 3) research, 4) sports, 5) special**\***
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 |  ECTScredits |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

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)

 **Vice-Dean’s decision:**

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

 (handwritten signature)

**\*** underline appropriate