

Student's name

Mode of study: full-time/part-time*; year of study: Level of qualification: undergraduate/postgraduate

Programme of study:

Student ID number

Request for: **Leave of Absence**

Received on

dr hab. inż. Paweł Zmarzły, prof. PŚk
Vice-Dean for Education and Students
Faculty of Mechatronics and Mechanical Engineering

Dear Prof. Zmarzły

I am requesting a short-term/long-term * leave of absence** from my programme of study for the period from..... to

Reasons for taking a leave of absence *:**

.....

.....

.....

PLEASE NOTE: A student returning from a long-term leave of absence is required to re-enrol at the Faculty's Student Administration Office for the new semester of their programme of study within 14 days of the start of the new semester. Failure to re-enrol by the due date is equivalent to a drop and gives us statutory and regulatory reasons for the removal of the student from the University's Register of Students.

Yours sincerely

.....
Student's signature

Information provided by the Faculty's Student Administration Office:

.....
date and signature

Vice-Dean's Decision:

.....
date and signature

* Please delete as appropriate.

** Pursuant to the Academic Regulations of the Kielce University of Technology, a leave of absence can be short-term (for a period of up to 14 days) or long-term (for a period of up to 2 semesters).

*** Please provide an explanation why you are requesting a leave of absence. Should the leave of absence be for medical reasons, please provide the necessary medical documentation.