The form is based on Appendix No. 3 to the Ordinance No. 53/19 of the Rector of the Kielce University of Technology of 20 September 2019

Kielce………………………….

Kielce University of Technology

Faculty of Mechatronics and Mechanical Engineering

Student’s surname and first name..................................................................................

Studies: full-time / part-time \*,……………. year of study for bachelor’s/ master's\* degree

Field of study ………………………………………………………………………….

Student identification no ………………………………………………………………

**Retaking a course**

Date of receipt .................................

**dr hab inż. Paweł Zmarzły, prof. PŚk**

**Vice-Dean for Student Affairs and Education**

**Faculty of Mechatronics and Mechanical Engineering**

I apply for your permission to retake the following course/ courses\* in the academic year 20 ...... / ...... in the winter / summer semester\* for a fee.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| To be filled in by a student | | To be filled by the the Students’ Office  Form of classes and no. of hours Fee per hour Total | | | | | | |
| No Course | |
|  |  | lectures | classes | laboratory | design | seminar |  |  |
| 1. |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |

**Grand total \_\_\_\_\_\_\_**

I accept the rules on calculating and covering the above-mentioned fees as well as terms and conditions applying to the retaken courses.

In accordance with the agreement with the University concluded by me on the terms of payment for educational services and the Study Regulations, I am obliged to pay the fee for retaking the course due to unsatisfactory results no later than by October 31 for the winter semester and March 31 for the summer semester. In the case of submitting the application after the expiry of the above-mentioned deadline, the decision below shall be applicable.

I acknowledge that in the event of resignation from retaking the classes, I am obliged to immediately submit a written application to the relevant students’office and the following conditions shall apply:

1) withdrawal by 31 October for classes held in the winter semester or by 31 March for classes held in the summer semester of a given academic year is the basis for canceling the fee charged.

2) withdrawal after the above-mentioned deadlines shall result in the student being charged a fee proportional to the number of classes already completed by the University.

3) withdrawal from retaking the classes, in the absence of a written resignation, will result in charging the student a full fee.

…………………………….

date and signature of the student

Decision:

1. I give my permission / refuse my permission \* for the paid repetition of the above-mentioned courses in accordance with the application.

2. The deadline for the payment of the fee specified in field A is ................................. (in the case of applications submitted after October 31 / March 31 - for the winter / summer semester respectively).

…………………………….

date and signature

The student may appeal against the above decision to the Vice-Rector for Student Affairs, via Vice-Dean within 14 days of its receipt.

\* Delete as appropriate