

**Example application form for repeating a semester/year**

.....  
(first name and surname)  
.....  
(faculty)  
.....  
(specialisation of studies, year, level, mode)  
.....  
(register no.)  
.....  
(contact info: telephone no., email)

Kielce ..... 20.....

The Dean  
of the faculty of .....  
.....  
(first name and surname)

**APPLICATION FORM**

for the consent to be referred to the repetition of a semester/year of studies\*

I kindly request to be referred to the repetition of the ..... semester/year of studies\* during the academic year of 20.../20... due to not having earned credit from the following courses:

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

Yours sincerely

.....  
(student's signature)

\* delete as appropriate

***The dean's decision pursuant to the study Regulations, regarding the repetition of a semester/year***

Acting in accordance with § 31 paragraph 2 subparagraph 1) and paragraph 3, and § 32 paragraphs 1 and 3 of the study Regulations of the Jan Kochanowski University in Kielce, in power under Resolution No 169/2019 of the Senate of the Jan Kochanowski University in Kielce, dated 12.09.2019 (hereinafter referred to as the Regulations), I give consent/do not give consent\* to the repetition of the semester/year\* during the academic year , upon payment of , in accordance with § 5 of Ordinance no. 39/2019 of the Rector of the Jan Kochanowski University, as amended, and appendix no. 4 to that ordinance, paid to the account of the Jan Kochanowski University before ..... . At the same time, I set the courses and the deadlines for passing them as follows:

Number of ECTS points:

*At the same time, I allow you to participate in the classes of the semester and take the credit tests and final course exams (in accordance with § 32 paragraph 4 of the Regulations).\**

In accordance with § 32 paragraph 3 of the Regulations, a student repeating a semester will have all their positive marks from courses in the last semester acknowledged, unless the effects of education implemented in a given course have changed. In case of deciding to give consent to the repetition of a semester, the dean sets a list of courses which the student is to pass, with the stipulation that if there were any modifications to the programme of studies or changes have been made to the effects of education in relation to the last semester, the student is obligated to pass all courses resulting from the programme differences.

In accordance with § 53 paragraph 1 of the Regulations, you are entitled to make an appeal against the present decision to the Rector of the Jan Kochanowski University in Kielce – through the Dean of Collegium Medicum – within 14 days of having received it.

The present decision is not an administrative decision within the meaning of the Code of Administrative Procedure.

.....  
(date and dean's signature)

\* delete as appropriate

---

I have received the above decision and have read its contents.

.....  
(date and student's signature)