

Example application form for the granting of an individual timetable

.....
(first name and surname)

Kielce 20.....

.....
(faculty)

.....
(year and specialisation of studies.....)

.....
full-time* / part-time* cycle* / long-cycle Master's degree* programme)

.....
(register no.)

.....
(contact info: telephone no., email)

The Dean
of the faculty of

.....
(first name and surname)

APPLICATION FORM
for the consent to an individual timetable

I kindly request your consent to an individual timetable:

- during the semester of the 20.../20... academic year*
- during the 20.../20... academic year *.

I motivate my request by the following:

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

Yours sincerely

.....
(student's signature)

* delete as appropriate

The dean's decision pursuant to the study Regulations, regarding the consent to an individual timetable

Acting in accordance with § 18 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 an individual timetable:

- *during the semester of the 20.../20... academic year**
- *during the 20.../20... academic year**

At the same time, You are required to participate in the classes/consultations and earn credits within the deadline for the course/courses* determined in accordance with appendix no 1 to the present decision.

In case of not giving consent to an IT:

The statement of reasons should be formulated in such a way as to make it impossible to claim arbitrariness of the University authorities' actions; it is to be a source of information for the petitioner on the reasoning of the decision-making authority and their assumptions, which serve as the basis for the decision. The statement of reasons should include the following: a factual justification of the decision – indicating the facts which the authority determined as proven, the evidence on which they relied, and the reasons due to which they have rejected the credibility of other evidence; a legal justification – an explanation of the legal basis for the decision, quoting the content of the regulations.

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 the Faculty of – 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)

* select as appropriate

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

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