

Continuation of studies without courses in the central artistic subject (ZKF)

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Short description

§60 Articles of Association of the KUG (ad §68 paragraph 2 UG 2002): In artistic study programmes it is obligatory to attend the courses in the central artistic subject (ZKF) defined in the curriculum every semester. Students are only allowed to withdraw from their central artistic subject for a total of three semesters during their entire study term. If ZKF has not been attended for more than three semesters admission will expire.

These restrictions do not come into effect if all needed courses in the central artistic subject had been successfully completed.

!!! Please note that for the next study continuation WITH lessons from the ZKF the form "Re-registration to the central artistic subject" must be filled in !!!

The electronic form “Continuation of studies without central artistic subject” gives the possibility for...
 ...students to apply for a continuation of their studies without specific courses in their central artistic subject in KUGonline and will be informed about the application’s process,
 ...consultants of the registrar’s office to approve the application and
 ...entitled people to access them.

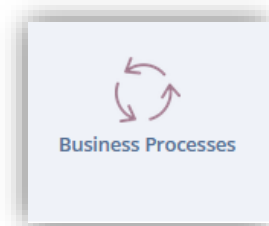
***!!! The notification of the withdrawal from the central artistic subject must be made by the end of the admission period !!!
 (You can find the current deadlines on the KUG-Homepage.)***

In case of questions, please contact: studienabteilung@kug.ac.at or harald.lothaller@kug.ac.at

Instruction

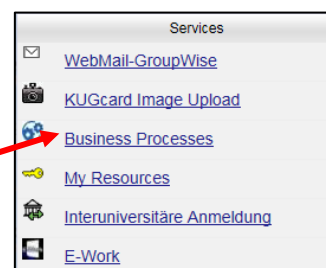
Access to the form for students

You can access the form by opening the application "Business Processes" after logging in to KUGonline.



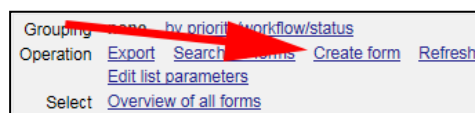
Access to the form for staff

To access the form, you have to log-in into [KUGonline](#) and click on the "Business processes" link on your personal business card in the column "Services" (on the very right side). If you do not see this menu item, there are no forms that are assigned and neither can be edited by you.



Step 1: Application by students

To apply for a continuation of studies without courses in the central artistic subject, please click "create form" on the top right corner of the "Business processes" frame.



In the new window select the form "Continuation of studies without central artistic subject" (out of the category "forms for students") and click "Continue". Next, you will see an information page in this window, click "Continue" again and you will get to the entry mask of the form.

In the entry mask, some required information is already pre-entered: Your name, your student's registration number, and your email address.

!!! Please keep in mind:

All further information during the process will be sent exclusively to your KUG-email address !!!

In the section "**Contact details**" please provide a valid phone number in case of short-term queries concerning your application.

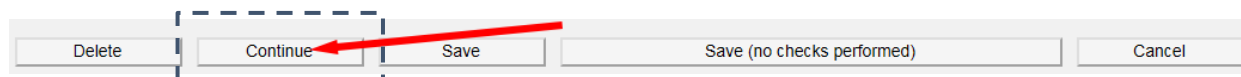
In the section "**Details on the withdrawal from the ZKF**" please state the following information:

- ✓ Semester in which the courses of the central artistic subject are not going to be attended.
It can only be applied for one of the two consecutive semesters. Under certain circumstances it is possible to withdraw also from the current semester. In order to submit such an application please select "Late Submission".
- ✓ Respective study programme with requested central artistic subject
- ✓ Teacher in the central artistic subject
- ✓

!!! Per form only one ZKF of one of your studies can be applied for. If you want to withdraw from more than one central artistic subject in the same semester, please fill out another form !!!

Confirm your withdrawal by choosing “I hereby confirm that I want to continue my studies in the stated semester without courses of the chosen central artistic subject.”

*!!! To finish the application and forward the form bindingly,
please click “Continue” !!!*



Further options:

- ✓ „Delete“: Thereby, all data is removed and the form will be deleted.
- ✓ „Save“: Thereby, the form with all the entered information will be saved and can be re-edited later. During saving, the entries are checked for completeness. The form will not be forwarded, i.e. you have not submitted an application for a continuation of studies without ZKF yet.
- ✓ „Save (no checks performed)“: Thereby, the form with all the entered information will be saved and can be re-edited later. During saving, the entries are not checked for completeness in this case, i.e. forms with missing data can be saved too. The form will not be forwarded, i.e. you have not submitted an application for a continuation of studies without ZKF yet.

*!!! Please note that in order to submit the application in time you need to forward, not just save,
the application before the end of the admission period !!!*

- ✓ „Cancel“: Thereby, the editing will be finished, but the empty form will be saved and may be edited later.

After forwarding the form by clicking “Continue“, you will see the complete form with all your given information again. You can close the window now. If necessary, you can use “Print form” on the top right corner to print the application. From now on, you cannot edit your application anymore, but you can always access it in a read-only mode: This way you can monitor the form and find out about its current status.

Step 2: Review by the registrar’s office

After the application had been submitted it will be forwarded to the registrar’s office for its approval.

For consultants of the registrar’s office:

With the selection box “Approval” in the section “Details on the withdrawal from the ZKF” you can decide whether a withdrawal in the stated semester and central artistic subject is possible. The annotation box below can be used to communicate information to the applicant. Information stated in this box will also be given in the email notifications sent to the applicant and in cases of approved applications also to the stated teacher.

The notification about an approved and processed application will also be forwarded to the stated ZKF teacher.


Editing and monitoring of ongoing and completed forms

You have access to all forms that concern you at any time. Please log-in into KUGonline and go to the “Business processes” area via your personal business card.

Therein, you will see an overview of all forms that you are able to access. The column “muss bearbeitet werden” (i.e. editing required) shows the current number of forms which require your processing. In the column “darf gelesen werden” (i.e. reading possible) you can see the number of forms you are allowed to access and read but not to edit (anymore). This includes applications where the process is already completed.

| Business processes - My forms | | | |
|---|---------------------|-------|--|
| List of form types with forms you may currently access or edit, grouped by business process category and business process | | | |
| muss bearbeitet werden | Number | | Description |
| | darf gelesen werden | total | |
| Forms for students | | | |
| <i>Continuation of studies without central artistic subject +</i> | | | |
| | 1 | 1 | Continuation of studies without central artistic subject |
| <i>Teacher change in central artistic subject +</i> | | | |
| | 1 | 1 | Teacher change in central artistic subject |

For editing or reading, please click the appropriate number. Then you will see a list of all available forms. Use the pencil icon on the very left of each row to edit or read the particular form.

| Continuation of studies without ZKF - My forms | | | | | | | | | |
|---|---------------------|------|------------------------------|---------------------------|-------------------------------------|---|---------------------|-----------------------------------|-------------------------------------|
| Continuation of studies without ZKF | | | | | | | | | |
| Current list of forms you may access or edit, filtered for priority darf gelesen werden | | | | | | | | | |
| Form No. | Date of application | Name | Students registration number | Semester | Study programme | Teacher in the central artistic subject | Priority | Status | Workflow |
|  | 12.04.2017 | | | 18S (Sommersemester 2018) | Bachelorstudium; Gesang (V 033 135) | | darf gelesen werden | 3: Request approved and processed | Continuation of studies without ZKF |