

# Announcement of artistic diploma thesis/master's thesis in KUGonline before starting the work\*

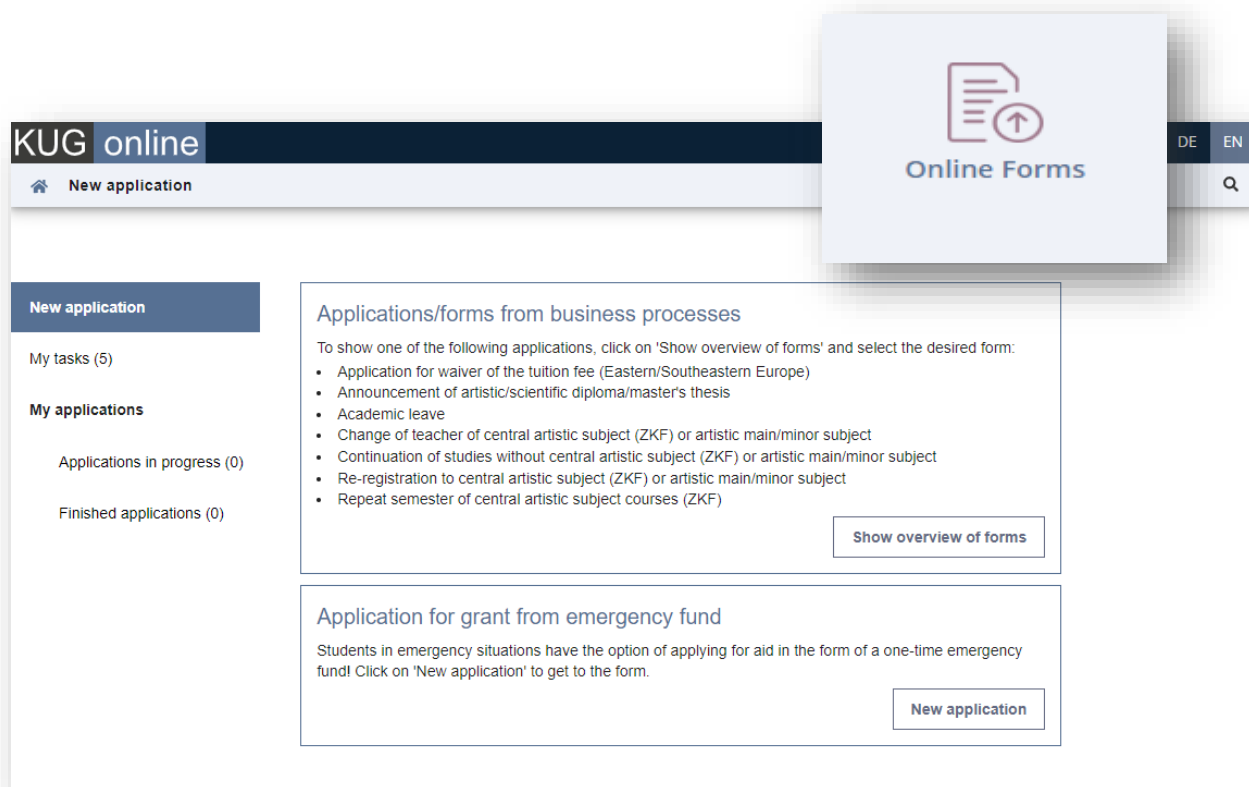
## Short description

The electronic form "Announcement artistic diploma/master's thesis" gives the possibility to ...  
 ...students to announce an artistic diploma/master's thesis in KUGonline,  
 ...the artistic supervisor to overtake or decline the supervision,  
 ...the scientific supervisor to overtake or decline the supervision,  
 ...the vice rector for academic affairs to accept or decline the proposed thesis and the supervisors.

## Instruction

### Access to the form for students

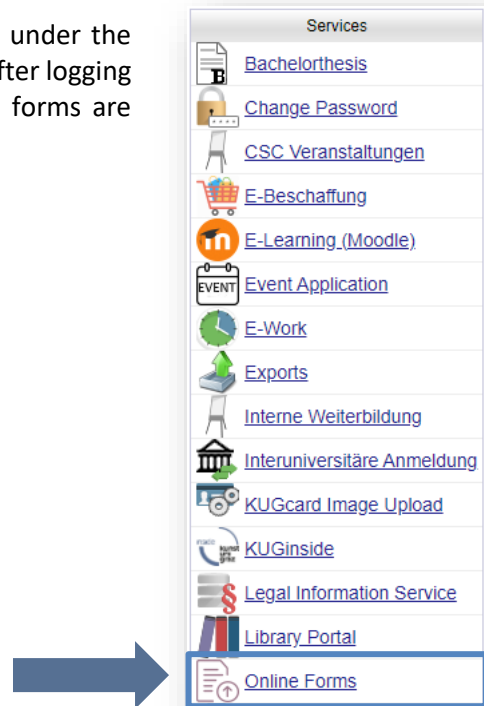
You can access the form by opening the application "Online Forms" after logging in to [KUGonline](#).



\* According to §73 (5) of KUG-Satzung, the students have to announce the topic/title and the supervisor(s) before(!) they start working at the thesis. The announcement is not valid before it is accepted by the vice rector.

### Access to the form for supervisors / teachers

You can access the form by clicking on "Online Forms" under the "Services" tab (far right) on your personal business card after logging in to [KUGonline](#). If you do not see this menu item, no forms are assigned to you or none can be edited by you.



### Please consider the following parts of the introduction:

- ✓ As a **student**: Step 1 (page 3-5) and monitoring (page 8)
- ✓ As an **artistic supervisor**: Step 2 (page 6-7) and monitoring (page 8)
- ✓ As a **scientific supervisor**: Step 3 (page 7) and monitoring (page 8)

In case of questions, please contact: [birgit.purkarthofer@kug.ac.at](mailto:birgit.purkarthofer@kug.ac.at) or [harald.lothaller@kug.ac.at](mailto:harald.lothaller@kug.ac.at)

## Step 1: Application by students

### a) Fill out application

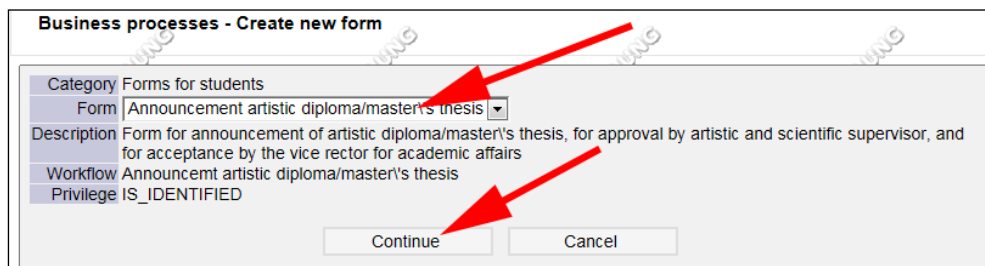
To announce an artistic diploma/master's thesis, click on the button "Show overview of forms" in the application "Online Forms".

### Applications/forms from business processes

To show one of the following applications, click on 'Show overview of forms' and select the desired form:

- Application for waiver of the tuition fee (Eastern/Southeastern Europe)
- Announcement of artistic/scientific diploma/master's thesis
- Academic leave
- Change of teacher of central artistic subject (ZKF) or artistic main/minor subject
- Continuation of studies without central artistic subject (ZKF) or artistic main/minor subject
- Re-registration to central artistic subject (ZKF) or artistic main/minor subject
- Repeat semester of central artistic subject courses (ZKF)

In the new window, select the form "Announcement of artistic diploma/master's thesis" (out of the category "forms for students") and click "Continue".



**!!! Please consider: Pre-condition for creating (and consequently for announcing) a diploma/master's thesis is that you are studying a contemplable study at KUG. If the form "Announcement of artistic diploma/master's thesis" is not available in the section "Applications/Forms from business processes", then you are not validly enrolled in a diploma or master's programme at KUG !!!**

Afterwards, you 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.

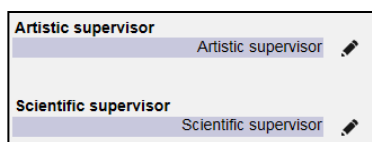
**!!! Please keep in mind: All further information during the process will be sent exclusively to your KUG-email address !!!**

In the section „**Contacts**“, please state a valid telephone number for the case of short-term questions concerning your diploma/master's thesis.

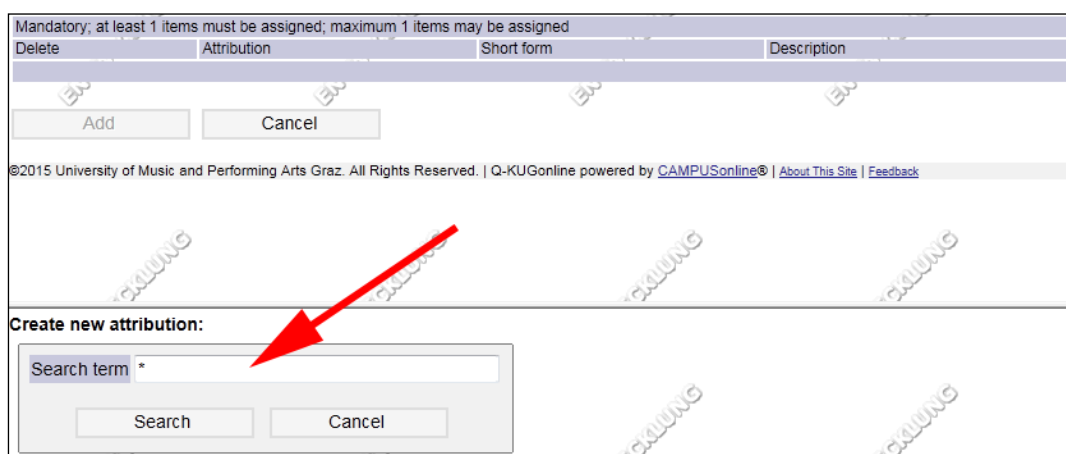
In the section **“Information concerning the diploma thesis/master's thesis“**, please state:

- ✓ the intended title of your thesis as text entry,
- ✓ the language you want to create your thesis in by means of a single-choice list and
- ✓ the diploma/master's program in whose context you want to create your thesis.

Additionally, you confirm here that you will comply with the [„Leitfaden für schriftliche Arbeiten an der KUG“](#) (i.e., the guide to preparation of papers and theses at KUG), and you have the possibility to add information for your supervisors and concerning your thesis, respectively, as optional notes.



In the sections **“Artistic supervisor“** and **“Scientific supervisors“**, respectively, you see a pencil icon. Click this icon to open a new window where you can choose the particular supervisor.



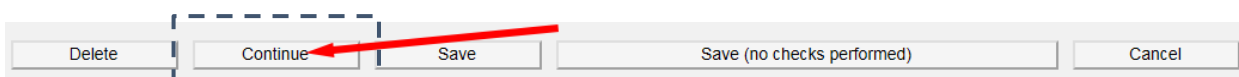
Enter the supervisor's name in the search field (or a part of the name) and click **“Search“**. Below the search function, you will see those persons that fit your search criteria and who are entitled to supervise diploma/master's theses. Left to the name, you find a small selection box to choose this person. The chosen person will be shown as supervisor in the upper frame of the window. Click **“Add“** to confirm the selection. If you have chosen a wrong person by mistake, you can use the trashcan icon on the very left to undo the selection and execute a new search below.

*!!! Please consider: Diploma/master's theses can be supervised by teachers out of the group of professors and associate professors exclusively. If your search does not give a result (and the spelling was correct), the requested person is not entitled to supervise a diploma/master's thesis. Please take notice of the [list of possible scientific supervisors](#) !!!*

After confirming the choice of the supervisor, you get back to the main entry mask automatically.

### **b) Submit application**

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



Instead of, you can also do here

- ✓ “Delete“: Thereby, all data is removed and the form deleted.
- ✓ “Save“: Thereby, the form with all the entered information is saved for you and can be re-edited later again. During saving, the entries are checked for completeness. The form will not be forwarded, i.e. you have not done an announcement yet.
- ✓ “Save (no checks performed)“: Thereby, the form with all the entered information is saved for you and can be re-edited later again. 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 done an announcement yet.
- ✓ “Cancel“: Thereby, the editing will be finished, by the empty form will be saved and would be editable later.

After forwarding the form by “Continue“, you will see the complete form with all your stated information again. You can close the window now. If necessary, you can use “Print form“ on the top right to print the form.

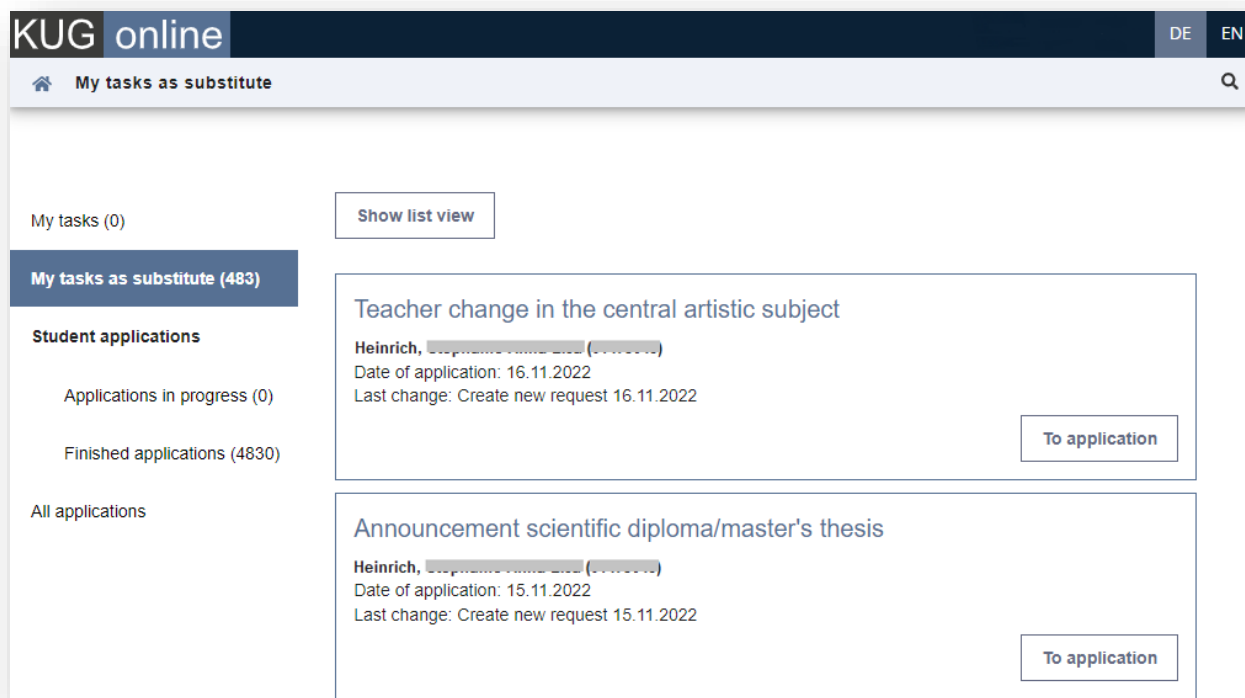
After forwarding the form by “Continue“, the artistic supervisor will automatically get an email with the information that a form has to be edited. It is not necessary that you additionally contact her/her and point your announcement out to her/him right now. But if you are monitoring the form after some days and find out that it has not been edited yet, you could point to the person to remind her/him.

### **c) View application**

From now on, you can no longer edit the form, but you have read access to the application at any time: you can view the form and also see which further step it is currently in. (see *Editing and viewing*).

## Step 2: Decision by artistic supervisor

When a new artistic diploma/master's thesis is announced and you are chosen as artistic supervisor, you automatically get an email. Then please log in to [KUGonline](#) and go to the "Online Forms" area via your personal business card.



In the menu tab *"My tasks"* you will find all applications that are waiting to be processed. To be able to process the application, click on the button *"To application"*.

If you have to edit a form, you will see all information that has been entered before and can decide about overtaking the supervision based on this information. Your decision is binding and can be fixed by means of the single-choice list "Approval". Additionally, you have the possibility to add information for the student, the second supervisors or the vice rector for academic affairs as optional notes. You could propose a modified working title for the thesis or name certain persons that should be informed supplementary after the decision by the vice rector about acceptance or denial of the proposed thesis.

**!!! To forward the form in a binding manner, click on *"Continue"* at the bottom of the form !!!**

Instead of, you can also do here

- ✓ "Save": Thereby, the form with all the entered information is saved for you and can be re-edited later again. During saving, the entries are checked for completeness. The form will not be forwarded, i.e. you have not done an announcement yet.
- ✓ "Cancel": Thereby, the editing will be finished, by the empty form will be saved as it was sent to you and is editable later.

After forwarding the form by "Continue", you will see the complete form with all information again. You can close the window now. If necessary, you can use "Print form" on the top right to print the form.

After forwarding the form by "Continue", the scientific supervisor will automatically get an email with the information that a form has to be edited.

From now on, you cannot edit the form anymore, but you can always access the form in a read-only mode: You can monitor the form and find out about the current step in the process.

### **Step 3: Decision by scientific supervisor**

When a new artistic diploma/master's thesis is announced and you are chosen as scientific supervisor, you automatically get an email after the artistic supervisor agreed to overtaking the supervision.

Please follow step 2 of this instruction (Decision by artistic supervisor) for editing the form.

After forwarding the form by „Continue“, the vice rector for academic affairs will automatically get an email with the information that a form has to be edited.

From now on, you cannot edit the form anymore, but you can always access the form in a read-only mode: You can monitor the form and find out about the current step in the process.

### **Step 4: Decision by vice rector for academic affairs and closing information**

The vice rector for academic affairs automatically gets an email after the positive decision by both supervisors. Now, she/he will accept or decline the thesis in the proposed specification.

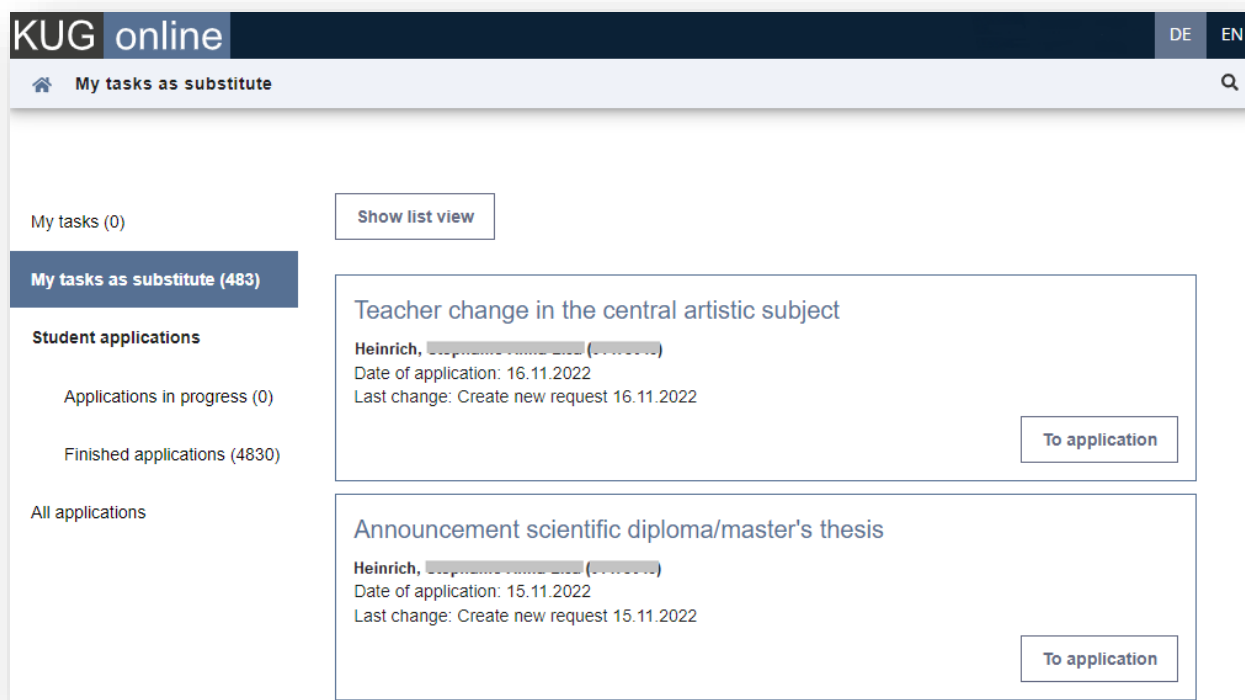
After the decision by the vice rector, the student and both supervisors will get an email about the decision. The responsible administrators in the study center and the registrar's office will be informed automatically. There is no need for further action in this concern by the student or the supervisors.

In case of a negative decision in step 2 (artistic supervisor does not overtake the supervision of the proposed diploma/master's thesis), the student as well as the responsible administrators in the study center and the registrar's office will automatically get an email that the supervision is declined.

In case of a negative decision in step 3 (scientific supervisor does not overtake the supervision of the proposed diploma/master's thesis), the student and the artistic supervisor as well as the responsible administrators in the study center and the registrar's office will automatically get an email that the supervision is declined.

## Editing and monitoring of ongoing and completed forms

You can view all forms that concern you at any time. To do so, please log into [KUGonline](#) and go to the "Online Forms" area via your personal business card.



The screenshot shows the KUG online interface. At the top, there is a navigation bar with 'KUG online' and language options 'DE' and 'EN'. Below this is a search bar and a breadcrumb trail 'My tasks as substitute'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a menu with 'My tasks (0)', 'My tasks as substitute (483)', 'Student applications', 'Applications in progress (0)', 'Finished applications (4830)', and 'All applications'. The main panel displays two application cards. The first card is titled 'Teacher change in the central artistic subject' and shows details for Heinrich, [redacted] (1000000000), with a date of application of 16.11.2022 and a last change of 'Create new request 16.11.2022'. A 'To application' button is located at the bottom right of this card. The second card is titled 'Announcement scientific diploma/master's thesis' and shows details for Heinrich, [redacted] (1000000000), with a date of application of 15.11.2022 and a last change of 'Create new request 15.11.2022'. A 'To application' button is also present at the bottom right of this card.

In the menu tab "My tasks" you will find all applications that are waiting to be processed. To be able to process the application, click on the button "To application".

In the opened application, you will then see the entries made up to this point, e.g. by the student, and can confirm your entries with "Forward application" and thus forward the application to the next process step.

If you are entered as a substitute in a step, you will see the tasks under "My tasks as substitute".

As soon as the application has been processed by you and it has not been completed - final process step has been completed or form has been cancelled/terminated early - it can be tracked under "Applications in progress". Completed applications are then listed under "Finished applications". A complete list of all applications, regardless of which process step they are in, can be viewed under the menu item "All applications".

By clicking on "To application" the respective application can be opened and the entries made up to this point or the decision can be viewed. You can see which step the application is currently in in the overview under "Last change" and "Next step".



My tasks (0) Show list view

My tasks as substitute (483)

**Student applications**

Applications in progress (0)

**Finished applications (4830)**

All applications

**Application for tuition waiver (Eastern/Southeastern Europe)**  
Heinrich, [REDACTED] ([REDACTED])  
Date of application: 16.11.2022  
Last change: Request approved 17.11.2022

To application

**Application for tuition waiver (Eastern/Southeastern Europe)**  
Heinrich, [REDACTED] ([REDACTED])  
Date of application: 16.11.2022  
Last change: Request approved 17.11.2022

To application