Application for academic leave

Contents

Short description

Under certain circumstances students have the possibility to take a time off from their studies. This so called academic leave can be requested to the vice rector for academic affairs using this application form.

The electronic form "Academic Leave" gives the possibility for…

…students to apply for a time off from their studies and will be informed about the application's process,
…teachers to give their consent to the academic leave,
…the vice rector for academic affairs to approve and
…entitled people to access the application.

Deadlines and general information

------------- **Deadlines** -------------

The application for an academic leave must be submitted by the end of the general admission period of the semester, for which the leave will be requested. Only in justified cases, a late submission until the end of the grace period (extended admission period) of the respective semester is allowed. (The current deadlines can be found on the KUG webpage.)

Study programmes with ZKF (central artistic subjects) or artistic main/minor subject (teacher training programme):
Since all teachers of your artistic subjects need to give their consent, the processing time of your application can take some time. In order to guarantee that your application is processed in time and in a positive manner, we ask you to submit <u>planned leaves</u> with sufficient lead time, but no later than **September 20th for the winter semester** and **January 15th for the summer semester**.

------------- **Please note** -------------

By applying for an academic leave **you acknowledge that**
- the leave will apply for all studies of the educational institution at which you applied for and, in the case of a joint study programme, also for all studies of the participating educational institutions.
- during your leave the admission to study remains valid and the ÖH fee needs to be paid.
- participating in courses, taking exams and submitting and assessing of scientific and artistic works or papers are not permitted.
  UG 2002 § 67 Paragraph (3)

Since you cannot acquire ECTS credits during this time, there may be problems with scholarships, family allowances, health insurance, residence permits, etc. Please get in contact with the responsible authorities early enough or contact the ÖH office at KUG!

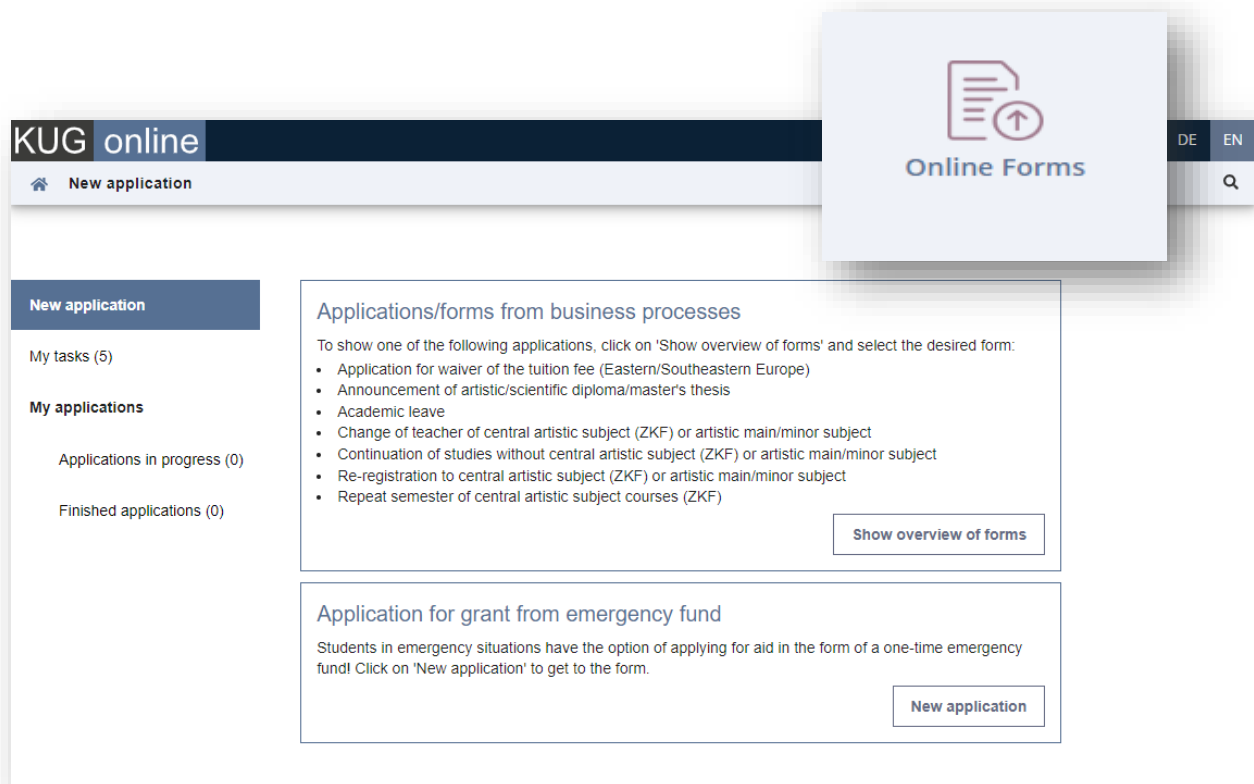## Please consider the following parts of the instruction
- ✓ As a **student**: Step 1 (page 4-6), step 4 (page 7-8) and monitoring (page 9)
- ✓ As a **teacher**: Step 2 (page 6-7) and monitoring (page 9)
- ✓ As consultant from the **vice rector for academic affairs**: Step 3 (Page 7), step 5 (page 8) and monitoring (page 9)

In case of questions, please contact: lissa.gartler@kug.ac.at

Instruction

Access to the form for students

You can access the form by opening the application "Online Forms" after logging in to KUGonline.

"Electronic Form: Academic Leave"
Study center of KUG, 22.11.2022

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.

Services
- B Bachelorthesis
- Change Password
- CSC Veranstaltungen
- E-Beschaffung
- E-Learning (Moodle)
- EVENT Event Application
- E-Work
- Exports
- Interne Weiterbildung
- Interuniversitäre Anmeldung
- KUGcard Image Upload
- KUGinside
- § Legal Information Service
- Library Portal
- Online Forms

Step 1: Application by students

a) Fill out application

To apply for a continuation of studies without courses in the central artistic subject, 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)
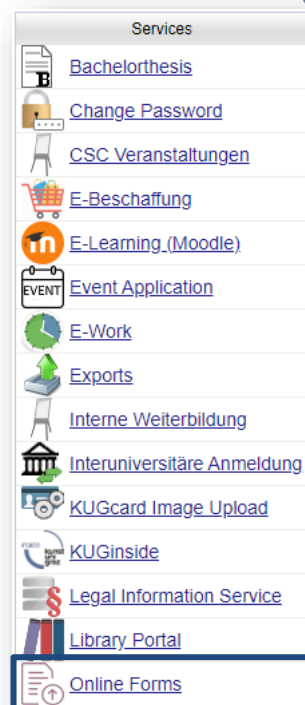
Show overview of forms

In the new window select the form "Academic Leave" (out of the category "forms for students") and click "Continue". This will open an information page. In case you missed the general deadline you will get a notification that – **in the grace period** – only applications for the **current semester** can be submitted. Regular applications can then be submitted again after the grace period, which is either from 1st December or 1st May. Click "Continue" to 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 **„Academic leave"** please provide the following information:
- ✓ **Affected study programmes**
  Only for your information: Showing which studies are affected by the academic leave.
- ✓ **Semester** with which the academic leave should start (=beginning semester).
  Only one of the two following semesters can be chosen as the beginning semester. Within the grace period only applications for the current semester can be submitted. These semesters are then marked with the label „Late submission".
- ✓ Desired **duration** of academic leave
  Academic leaves can only be submitted per semester and are limited to two semesters per occasion. Although in total - for the entire studies - the leave cannot exceed 6 semesters. Statute of KUG § 58 (ad § 67) Paragraph (4)
- ✓ **Reason for the academic leave**
  Select the appropriate reason from the drop-down list.
- ✓ When applying in the grace period an **explanation** for the late submission must be given.

In the section **„Documents"**:
- ✓ Required documents can be uploaded under "**Documents (Upload)**"
  *The information which documents are requested are indicated in the application form. All documents in a foreign language (except English) must be accompanied by a translation. In case your documents are not complete or correct and the vice rector for academic affairs has sent the application back to you for correction, you can adjust your documents or upload the missing files under "**Documents (Adjustment)**".*

In the section **„Statement teacher"**:
Only relevant for students with study programmes with central artistic subjects (ZKF) or artistic main/minor subjects (teacher training programme).

- ✓ **ZKF-teacher or artistic main/minor subject teacher**
  Select all teachers from all of your central artistic subjects or artistic main/minor subjects (Exception: You finished your ZKF-courses). Make sure all relevant teachers are listed. Enter the teacher in the fields from top to bottom and that each teacher only appears once. Normally, not all fields will be required and therefore remain empty.

b) Submit application

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

Delete	Continue	Save	Save (no checks performed)	Cancel
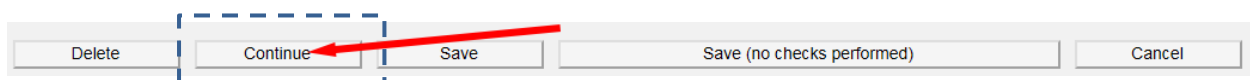
Further options:
- ✓ *„Delete"*: Thereby, all data is removed and the form will be deleted.
- ✓ *„Save"*: Thereby, the form with all the entered information will be saved and can be re-edited later. During saving, the entries are checked for completeness. The form will not be forwarded, i.e. you have not submitted an application for an academic leave 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 <u>have not sub-</u><u>mitted an application</u> for an academic leave yet.

> *!!! Please note that it is not sufficient to save the form before the end of the admission period. You must forward the form for processing by clicking **"Continue"** !!! Otherwise it is necessary to delete the saved application and to submit a new application !!!*

✓ *„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.

As soon as the application has been forwarded, **the entered teacher will get an email notification about your application**. Therefore there is no need to notify your teacher separately about your application. Although, if you open your application after some time (see *c) Process/View application* or *Editing and monitoring of ongoing and completed forms* and notice that no further action has happened, it would be good to remind the respective person.

If no teacher has been entered, the application will be forwarded **directly to the vice rector for academic affairs**.

c) Process/View application

From now on, you <u>cannot edit your application anymore</u>, unless your application has been sent back for correction (see *Step 4: Document adjustment by student*). 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 (see *Editing and monitoring of ongoing and completed forms).*

Step 2: Consent by teacher

If a new application for academic leave has been submitted and you are entered as ZKF-teacher or teacher for artistic main/minor subject you will get an email notification inviting you to give your consent to the academic leave. 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"*.

All information needed, will be given in the form. Use the dropdown menu „**Consent**" in the section "**Statement teacher**" to state your consent. In case you **do not agree** with the academic leave, please enter the reason under "**Notes (internal)**". However, please note that the academic leave can still be approved by the vice rector for academic affairs without consent.

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

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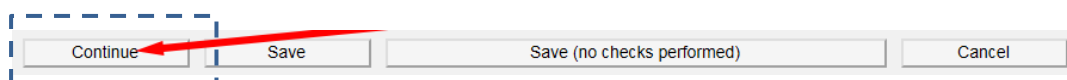
Further options:
- ✓ „*Save*": Thereby, the form with all the entered information will be saved and can be re-edited later. During saving, the entries are checked for completeness. At this stage, your decision has not been forwarded so far.
- ✓ „*Cancel*": Thereby, the editing will be finished, all entered information will be deleted and the application can 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. 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 3: Approval by the vice rector for academic affairs

After submitting the application or after the consent of the entered teacher the application will be forwarded to the vice rector for academic affairs.

For consultants of the vice rector for academic affairs:
In case the documents are not complete or correct, you can send the application back to the student for correction. To do so, set „Documents (again) incomplete" to Yes and enter a reason for incompleteness. This reason will be shown to the student when doing the adjustments. As long as the documents has been marked as incomplete, the application cannot be approved or rejected.

To approve or reject the application use the drop-down menu „**Approval/Rejection**". Comments under "**Notes (internal)**" will be saved in the application and are visible for all concerned parties and will be shown in the email notification for the registrar's office. The "**Notes**" will be shown in the approval/rejection email sent to the student.

Step 4: Document adjustment by student

In case the **documents** have been **marked as incomplete**, the application will be sent back to the student for correction.

To make the requested changes, open the application "Online Forms" again on your KUGonline business card. You will find the application under "My tasks". To edit it, click on the button "To application".

The reason for incompleteness or the details on the requested changes can be found under the section „Approval by vice rector for academic affairs" – "**Reason for incompleteness**". The updated or new documents can then be uploaded under "**Documents (Adjustment)**".

!!! Do not forget to click CONTINUE to hand in your application once more !!!

Step 5: Approval by the vice rector for academic affairs (Corr.)

After the student has made the requested changes and has forwarded the application anew, the application will be send again for approval to the vice rector for academic affairs. In case the documents are still incorrect the application can send back again to the student for further correction. This is possible until the documents are correct / complete.

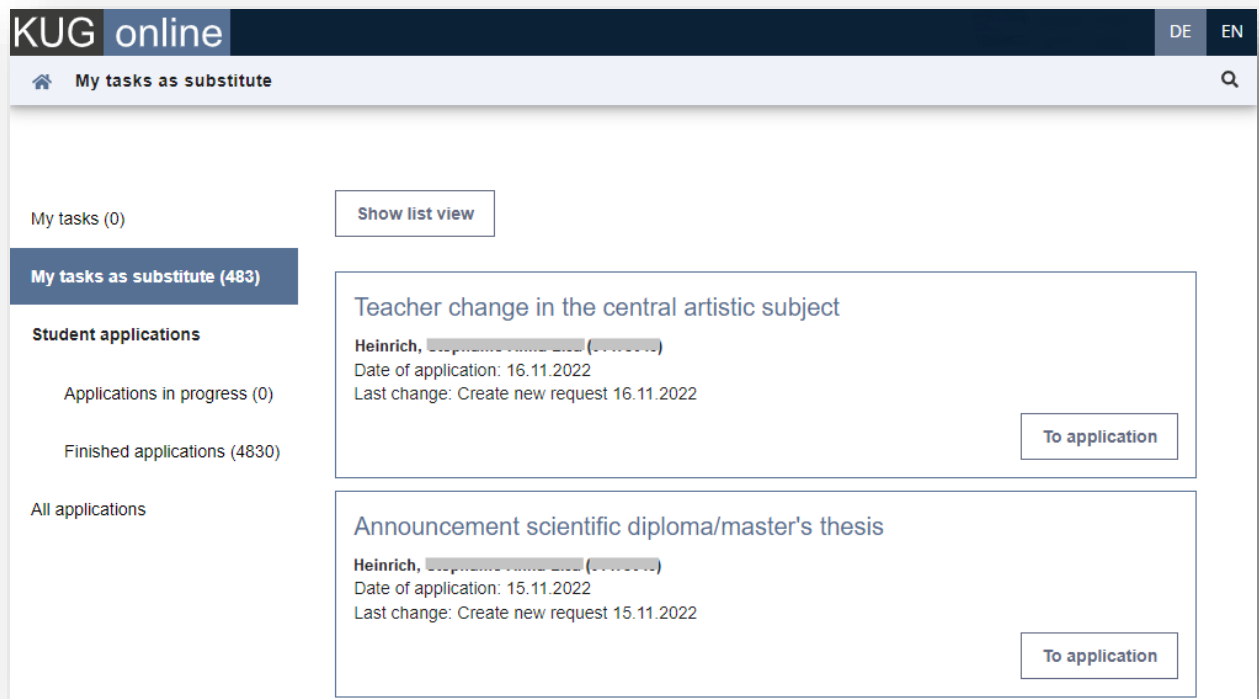***For consultants of the vice rector for academic affairs:***
As soon as the documents are marked as complete, the application can be approved or rejected as explained in step 3.

Notifications

The information about the acceptance/non-acceptance of the academic leave is automatically sent to the student, the teacher, the institute's secretary and the administrative staff of the registrar's office. At this point, on the part of the student and teacher there is no need for further action.

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.

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)

My tasks as substitute (483)

Student applications

    Applications in progress (0)

    Finished applications (4830)

All applications

Show list view

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

To application

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

To application