Teacher change in central artistic subject (ZKF) in KUGonline for upcoming semesters*

## Short description

The electronic form "Teacher change in central artistic subject" gives the possibility to …
…students to apply for a teacher change in KUGonline,
…the new teacher to overtake or decline the teaching,
…the vice rector for academic affairs to accept or decline the requested teacher change.
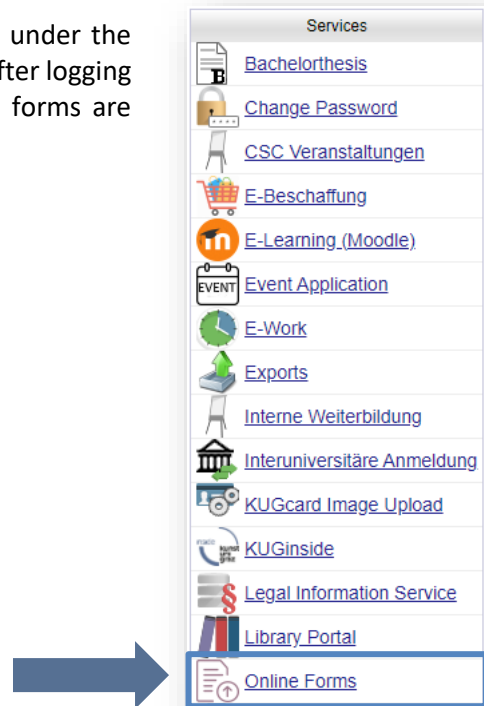
Instruction

Access to the form for students

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

---
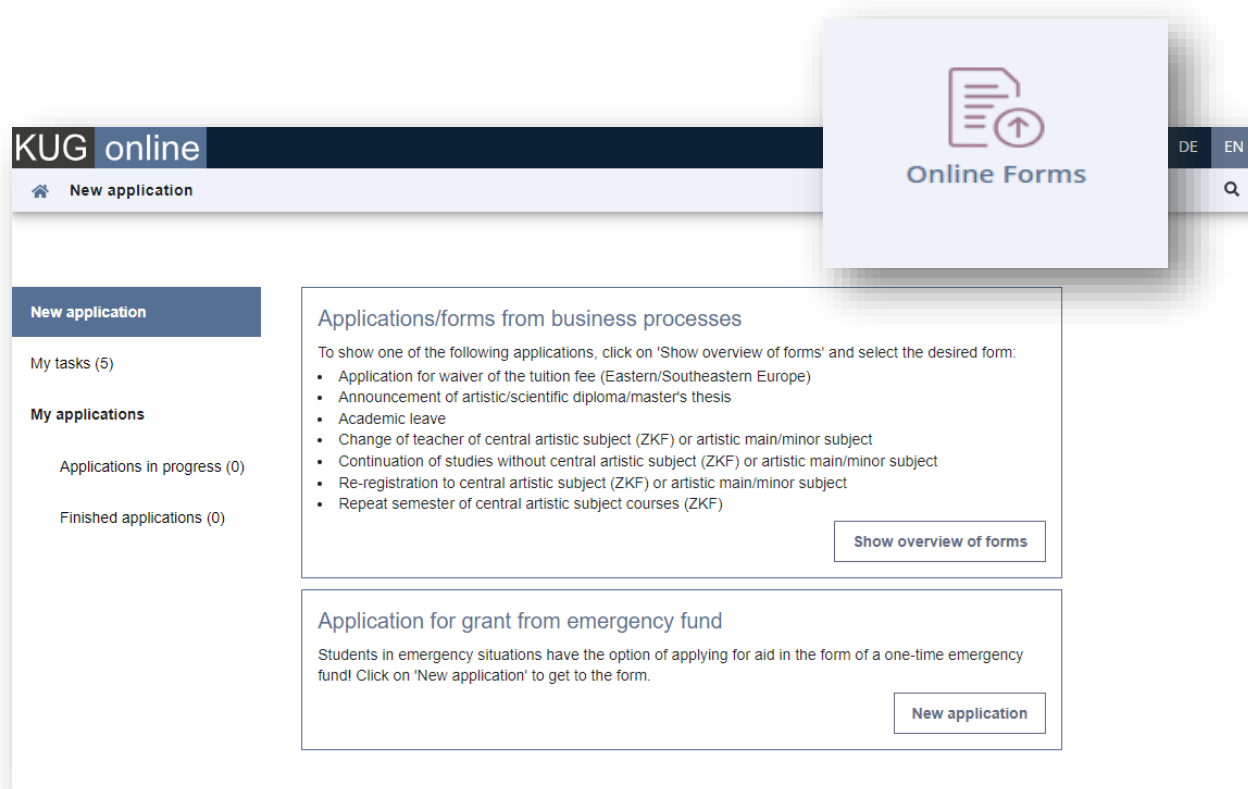
* According to §57 (2) of KUG-Satzung, a teacher change in the central artistic subject requires the acceptance from the new teacher and the vice rector for academic affairs. It can only be done within the general admission period. As a consequence, the application of a teacher change cannot be done during a semester for the ongoing semester, but only for the upcoming semester or the following semester in advance.

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

## Please consider the following parts of the introduction:

✓ As a **student**: Step 1 (page 3-4) and monitoring (page 7)
✓ As a **new teacher**: Step 2 (page 5-6) and monitoring (page 7)

In case of questions, please contact: vr-lehre@kuc.ac.at or harald.lothaller@kug.ac.at
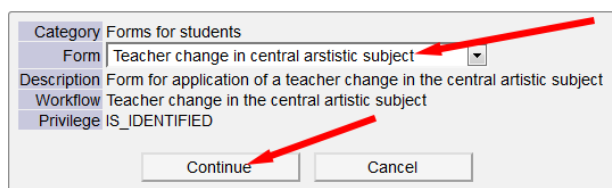
Step 1: Application by students

a) Fill out application

To apply for a teacher change in your central artistic subject, click on the button "Show overview of forms" in the application "Online Forms".
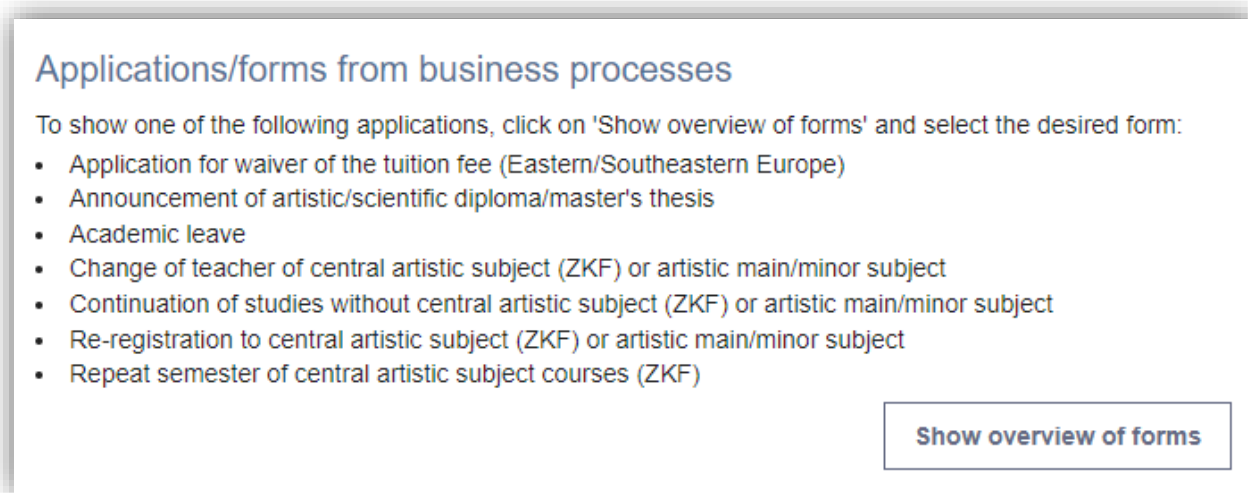
In the new window, select the form "Teacher change in central artistic subject" (out of the category "forms for students") and click "Continue".

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 „**Contacts**", please state a valid telephone number for the case of short-term questions concerning your application. Additionally, you have the possibility to add information concerning your desired teacher change as optional notes.

In the section **"Information concerning the teacher change"**, please state:
- ✓ the study program in whose context you want to change the teacher,
- ✓ your previous teacher in the central artistic subject,
- ✓ the semester in which the teacher change should come into effect, and
- ✓ your desired teacher in the central artistic subject.

The selection of the previous and the desired teacher is done by means of a drop-down list. Search for the respective person and select this person from the list.

If the desired semester or the previous or desired teacher does not appear in the list, please contact the registrar's office. You can send an automated notification by email via the form.

b) Submit application

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

Delete	Continue	Save	Save (no checks performed)	Cancel

Instead, you can also click on
- ✓ "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 application for a teacher change 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 application for a teacher change yet.
- ✓ "Cancel": Thereby, the editing will be finished, but the empty form will be saved and would be editable later.

After forwarding the form by clicking "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 clicking "Continue", the new teacher will automatically receive 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 (see page 4) 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 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 2: Decision by the desired teacher

When a new application for a teacher change is submitted and you are chosen as the desired new teacher, you automatically receive an email. Then please log in to KUGonline and go to the "Online Forms" area via your personal business card.
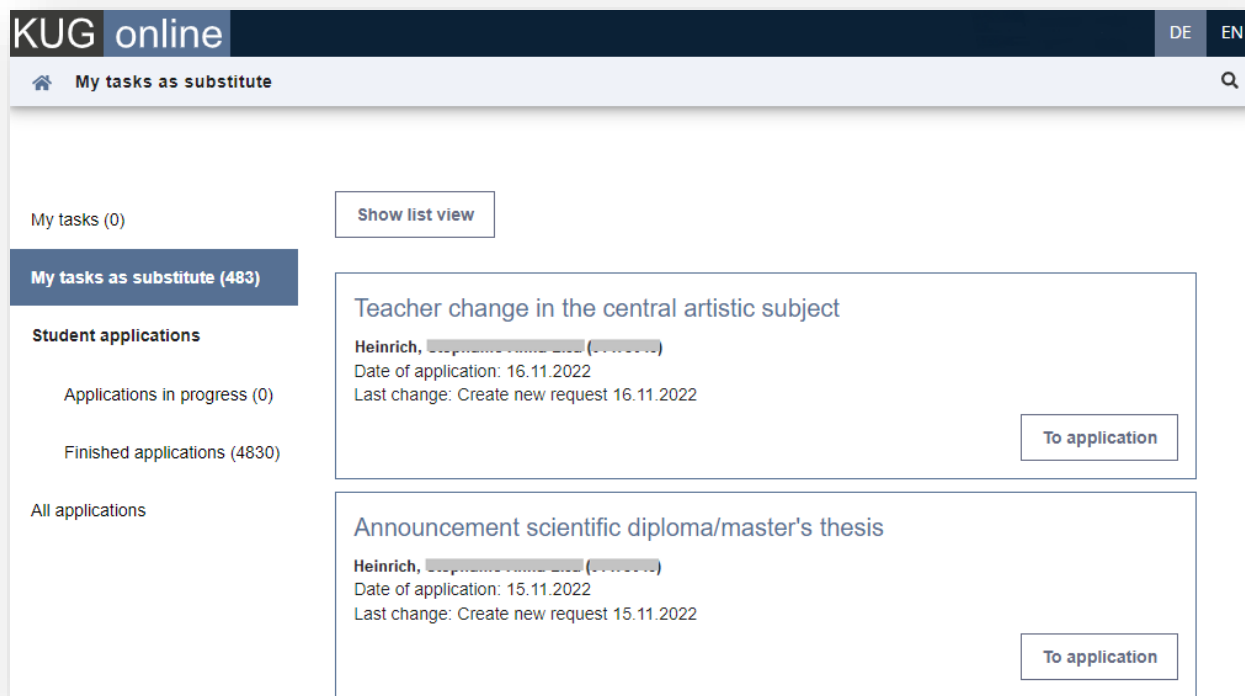
In the menu tab *"My tasks"* you will find all applications that are waiting to be processed. To be able to process the application, click on the button *"To application"*.

If you have to edit a form, you will see all information that has been entered before and can decide about overtaking the teaching 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 or the vice rector for academic affairs as optional notes.

> *!!! To forward the form in a binding manner, click on **"Continue"** at the bottom of the form !!!*
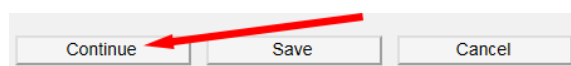
Instead, you can also click on
- ✓ "Save": Thereby, the form with all the entered information is saved for you and can be re-edited later again. During saving, the entries are checked for completeness. The form will not be forwarded, i.e. you have not done an decision yet.
- ✓ "Cancel": Thereby, the editing will be finished, but the empty form will be saved as it was sent to you and is editable later.

After forwarding the form by clicking "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 clicking „Continue", the vice rector for academic affairs will automatically receive 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 vice rector for academic affairs and closing information

The vice rector for academic affairs automatically receives an email after the positive decision by the desired teacher. Now, she/he will accept or decline the teacher change in the proposed specification.

After the decision by the vice rector, the student as well as the previous and the new teacher will receive an email about the decision. The secretaries of affected institutes (i.e. those institutes to which the two teachers are assigned to) and 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 teachers.

In case of a negative decision in step 2 (desired teacher does not overtake the teaching), the student, the previous and the new teacher, the secretaries of affected institutes (i.e. those institutes to which the two teachers are assigned to) as well as the responsible administrators in the study center and the registrar's office will automatically receive an email that the teacher change 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.

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, ~~Stephanie Anna Lina (01406xx)~~
Date of application: 16.11.2022
Last change: Request approved 17.11.2022

                                              To application

Application for tuition waiver (Eastern/Southeastern Europe)
Heinrich, ~~Stephanie Anna Lina (01406xx)~~
Date of application: 16.11.2022
Last change: Request approved 17.11.2022

                                              To application