Continuation of studies without courses in the artistic main/minor subject (teacher training programme)

Contents

Short description

Using this form students in the teacher training programme are able to apply for a continuation of studies without artistic main/minor subject.

> *!!! Please note that for the next study continuation WITH lessons from the artistic main/minor subject the form "Re-registration to artistic main/minor subject (teacher training programme)" must be filled in !!!*

The electronic form "Continuation of studies without artistic main/minor subject (teacher training programme)" gives the possibility for…

…students to apply for a continuation of their studies without courses in their artistic main/minor subject in KUGonline and will be informed about the application's process,
…consultants of the registrar's office to approve the application and
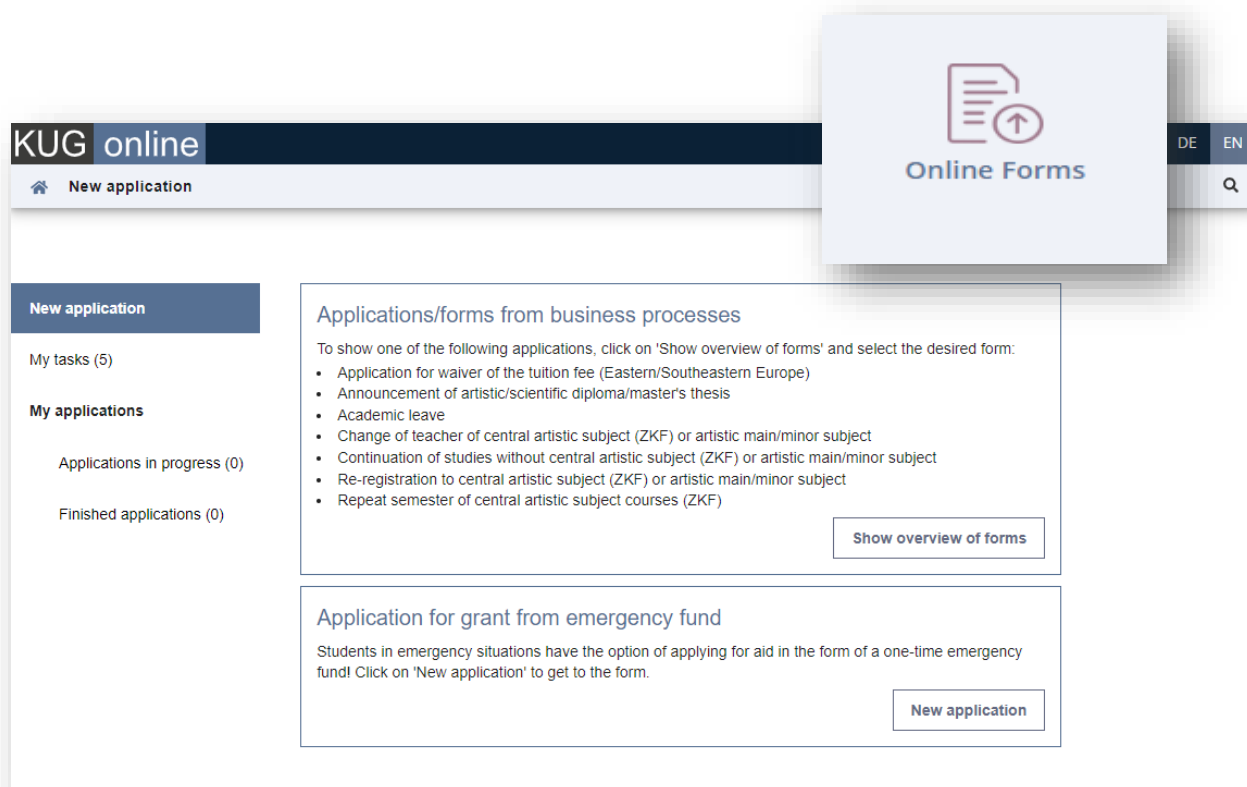…entitled people to access them.

***!!! The notification of the withdrawal from the artistic main/minor 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
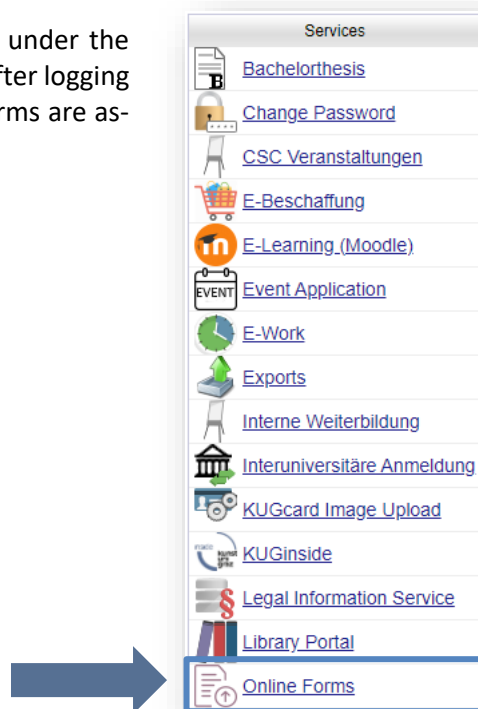
Instruction

Access to the form for students

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

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.

Step 1: Application by students

a) Fill out application

To apply for a teacher change in your artistic main/minor 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 "Continuation of studies without artistic main/minor subject (teacher training programme)" (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 artistic main/minor subject"** please state the following information:
- ✓ Semester in which the courses of the artistic main/minor 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
- ✓ Respective subject of instruction
- ✓ Respective artistic main/minor subject
- ✓ Teacher in the artistic subject
  If the respective person does not appear in the list, please enter the full name in the field below.

> *!!! Per form only one subject can be applied for. If you want to withdraw from more than one 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 artistic main/minor subject."

b) Submit application

> *!!! 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 <u>have not submitted an application</u> for a continuation of studies without artistic main/minor subject 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 submitted an application</u> for a continuation of studies without artistic main/minor subject 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 <u>cannot edit your application anymore</u>, 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

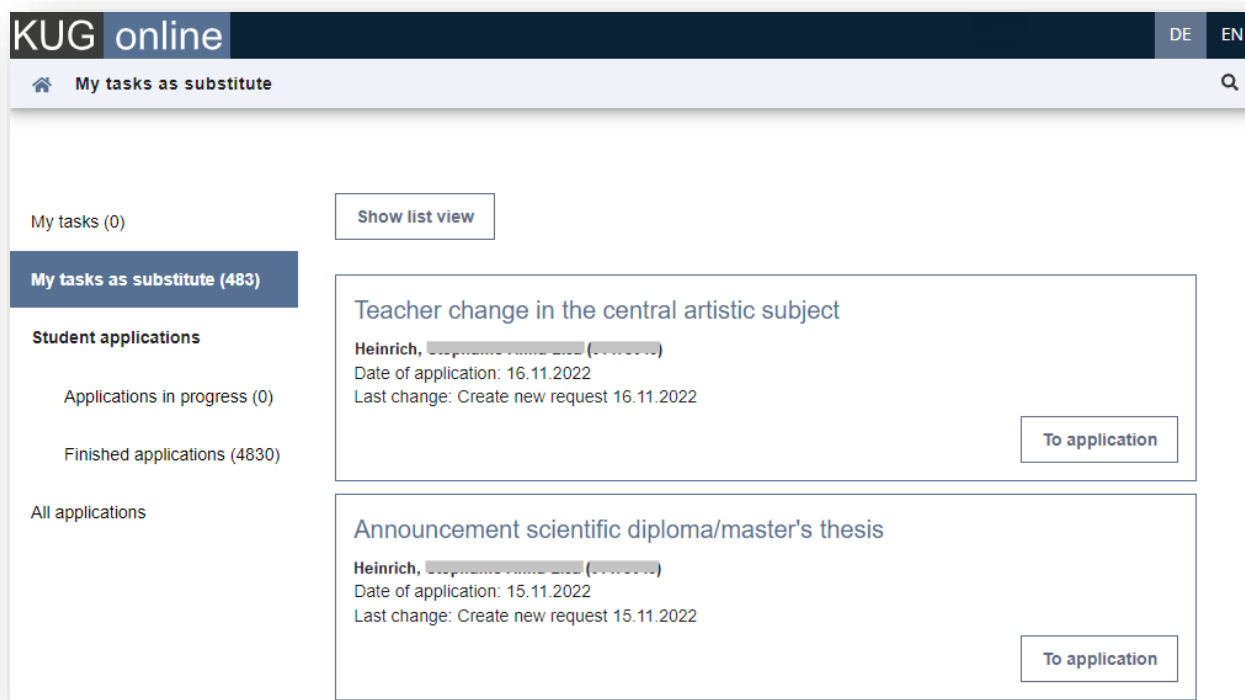After the application had been submitted it will be forwarded to the registrar's office for its approval.

> <u>*For consultants of the registrar's office:*</u>
> With the selection box "Approval" in the section "Details on the withdrawal from the artistic main/minor subject" you can decide whether a withdrawal in the stated semester and 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 teacher in the artistic subject.

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)
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