

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.

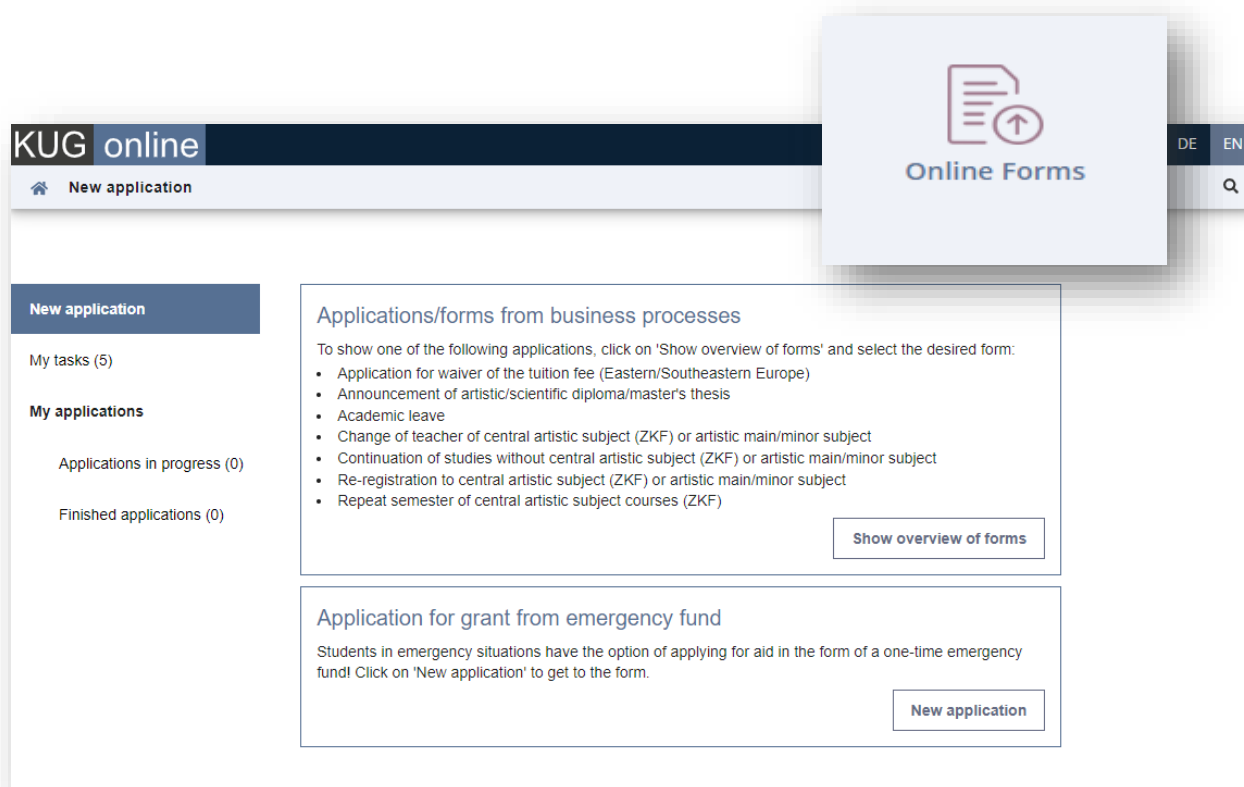
**!!! The notification of the withdrawal from the central artistic subject
 must be made by the end of the admission period !!!
 (You can find the current deadlines on the KUG-Homepage.)**

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 "Online Forms" after logging in to KUGonline.



The screenshot shows the 'KUG online' interface. At the top, there is a navigation bar with 'KUG online', a home icon, 'New application', and language options 'DE' and 'EN'. A search icon is also present. A callout box titled 'Online Forms' with a document icon and an upward arrow is overlaid on the right side of the page.

The main content area is titled 'New application' and contains the following sections:

- New application** (header)
- My tasks (5)**
- My applications**
 - Applications in progress (0)
 - Finished applications (0)

The main content area is divided into two sections:

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)

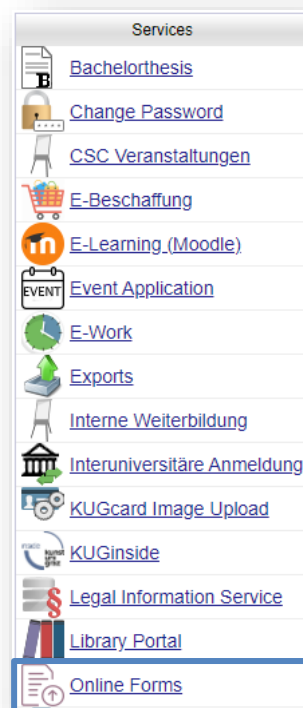
[Show overview of forms](#)

Application for grant from emergency fund
 Students in emergency situations have the option of applying for aid in the form of a one-time emergency fund! Click on 'New application' to get to the form.

[New application](#)

Access to the form for staff

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 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 "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.”

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 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.

c) View 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.

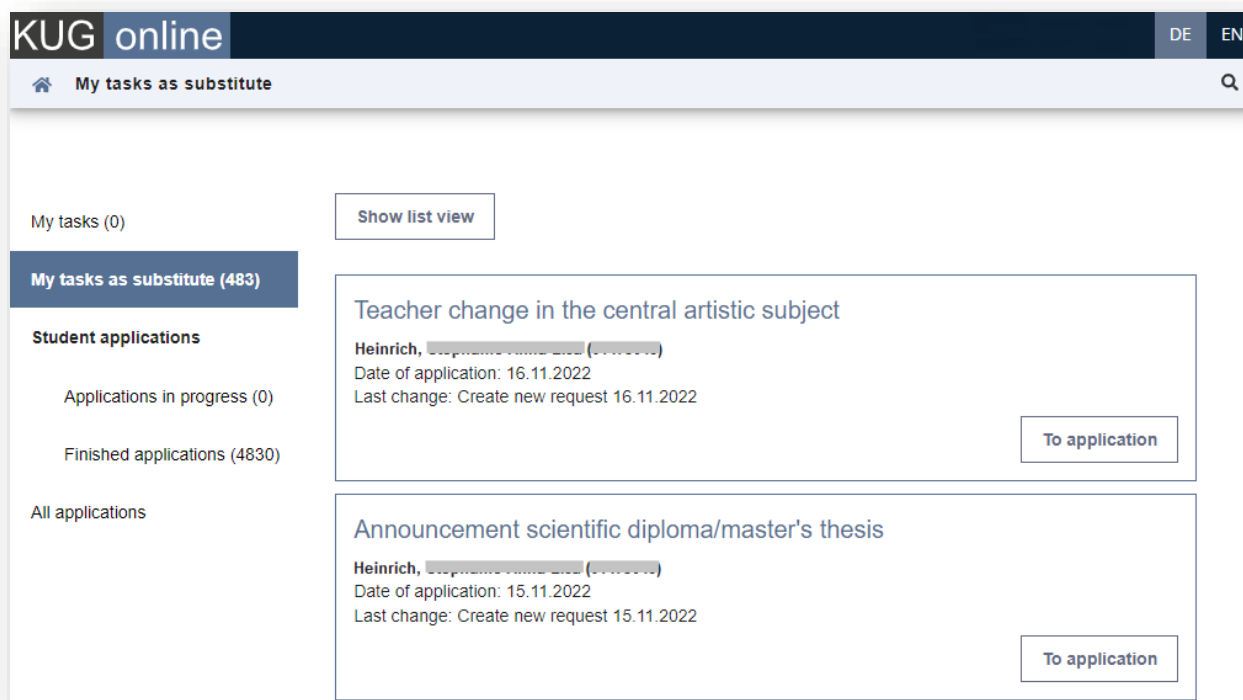
For consultants of the registrar's office:

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 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) [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, [\[REDACTED\]](#)

Date of application: 16.11.2022
Last change: Request approved 17.11.2022

[To application](#)

Application for tuition waiver (Eastern/Southeastern Europe)

Heinrich, [\[REDACTED\]](#)

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[To application](#)