

Re-registration to courses in the central artistic subject (ZKF)

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Short description

Students are allowed to withdraw from their central artistic subject (ZFK) for a total of three semesters during their entire study term. Using this form students are able to apply for their re-registration to the central artistic subject after such a withdrawal.

The electronic form "Re-registration to the central artistic subject (ZKF)" gives the possibility for...

- ...students to apply for a re-registration to the central artistic subject in KUGonline and will be informed about the application's process,
- ...the teacher to overtake or decline the teaching,
- ...consultants of the registrar's office to process,
- ...the vice rector for academic affairs to approve and
- ...entitled people to access the application.

**!!! The notification of the re-registration to the central artistic subject (ZKF)
must be submitted by the end of the admission period !!!**
(You can find the current deadlines on the KUG-Homepage)

Please consider the following parts of the instruction

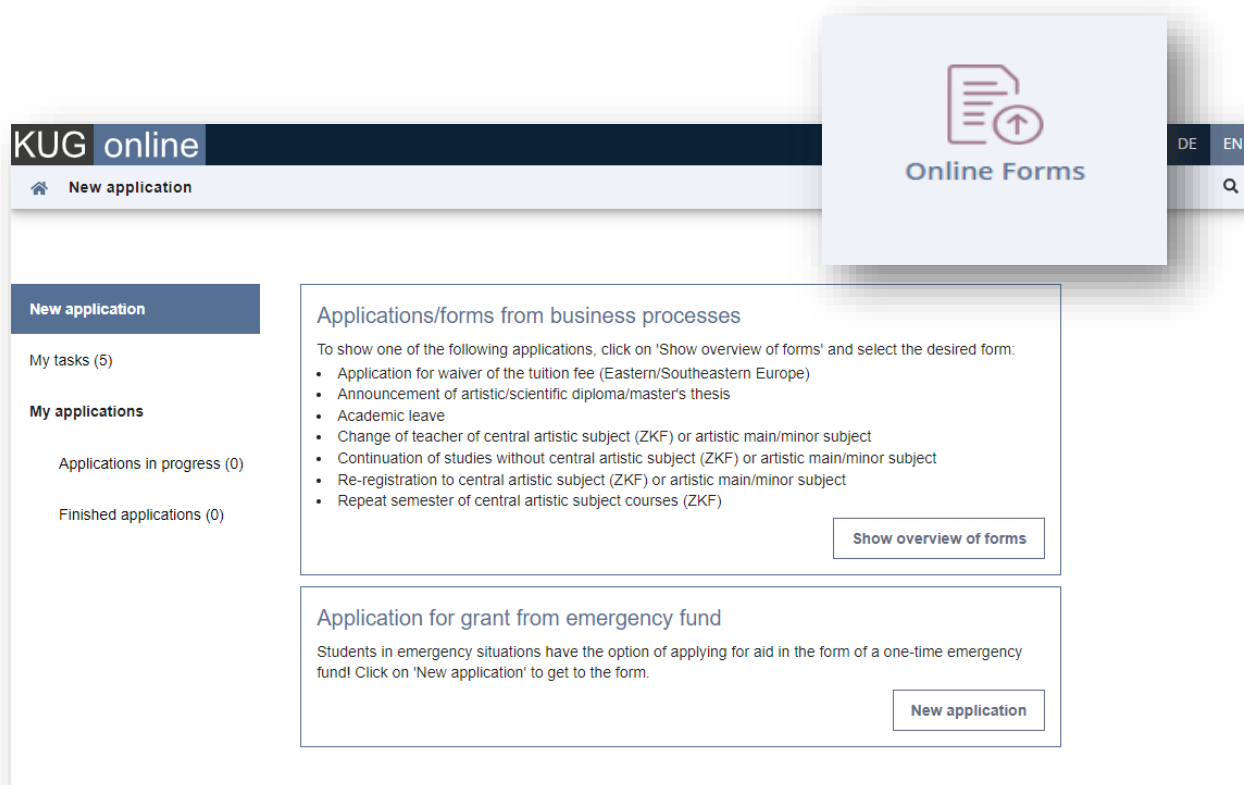
- ✓ As a **student**: Step 1 (page 3-5) and monitoring (page 7)
- ✓ As a **teacher**: Step 2 (page 5-6) and monitoring (page 7)

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

Instruction

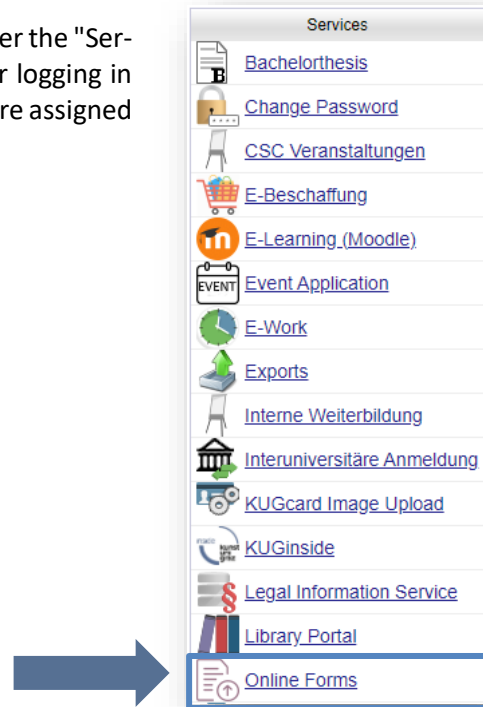
Access to the form for students

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



Access to the form for 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 re-registration to 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 "Re-registration to the central artistic subject" (out of the category "forms for students") and click "Continue". In case you missed the deadline you can only submit an application for one of the two consecutive semesters or a "late application". Please note that "late applications" maybe not be able to be taken into consideration. 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.

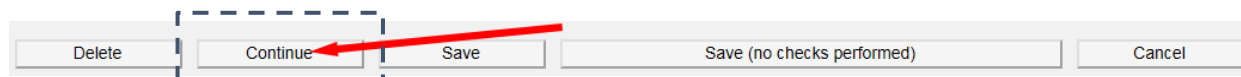
In the section **"Information on the re-registration to the central artistic subject (ZKF)"** please state the following information:

- ✓ Semester for which you want to re-register your central artistic subject
It can only be applied for the two consecutive semesters. Under certain circumstances it is still possible to re-register for 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
- ✓ If you want to leave notes for your teacher or the consultant in charge of your application use the commentary box below.

!!! Per form only one ZKF of one of your studies can be applied for. If you want to re-register for more than one central artistic subject in the same semester, please fill out another form !!!

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 re-registration to ZKF.
- ✓ „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 re-registration to ZKF.

!!! 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 (*see editing and monitoring*).

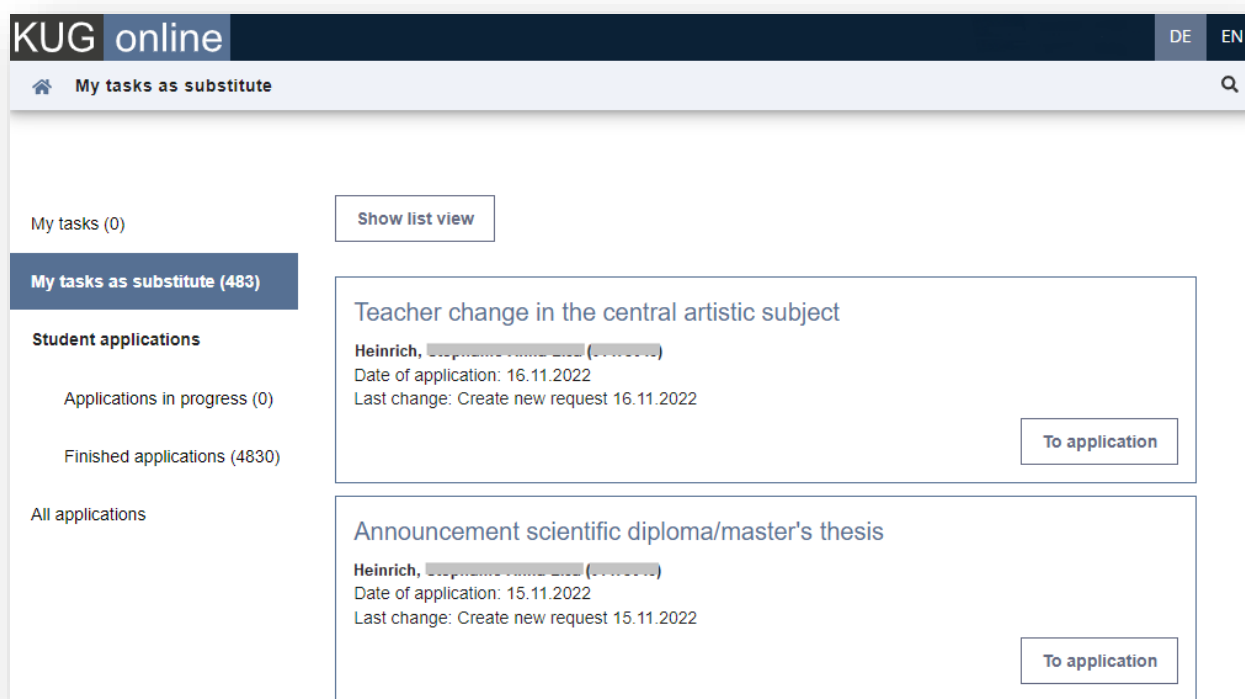
c) View application

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.

Once you have submitted the form, the desired teacher automatically receives an e-mail notification that a new application needs to be edited by her/him. Therefore, it is not necessary to contact your teacher to inform him/her about your application. However, if you are looking into the application after some time (*see editing and monitoring*) and recognize that the form has not been edited, you may want to remind the person.

Step 2: Decision by the teacher

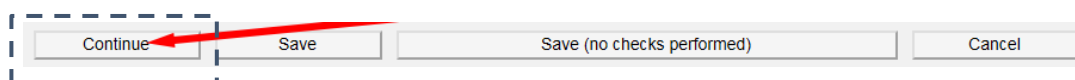
When a new application for a re-registration is submitted and you are chosen as the desired teacher, you automatically receive an email. Then please log in to [KUGonline](#) and go to the "Online Forms" area via your personal business card.



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".

All information that you need in order to decide whether to accept the application and to take over the teaching or not will be given in the form. Use the dropdown menu „Acceptance/Rejection” in the section “Acceptance by teacher in the central artistic subject” to state your decision. Please note that your decision is binding. If necessary, you can leave notes to the student or the administrative staff involved in the process (e.g. registrar’s office) in the commentary box below.

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



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: Review by the registrar’s office

Once the application has been approved by the selected teacher it will be forwarded to the registrar’s office for its final review. In case an approval by the vice rector for academic affairs is necessary (e.g. applying for a different ZKF-teacher, submission of a late application), the registrar’s office will forward the application with the according selection to the appropriate body (selection field “Approval” in the section “Approval by the registrar’s office”).

Step 4: Approval by the vice rector for academic affairs

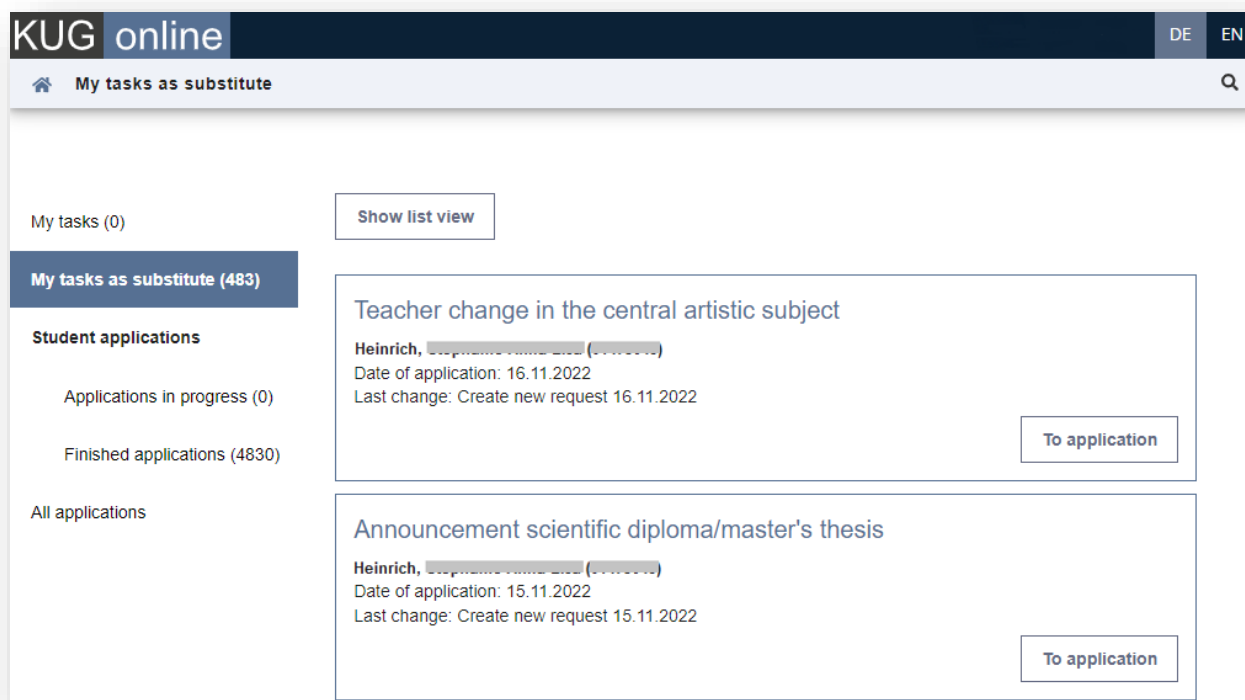
In case an approval is necessary (decision made by the registrar’s office) the vice rector for academic affairs will receive a notification via e-mail. With the selection field “Approval/Rejection” in the section “Approval by the vice rector for academic affairs” it will be set whether the requested re-registration can be approved or not.

Notifications

The information about the acceptance/non-acceptance of the re-registration to ZKF is automatically sent to the student, the teacher, the institute’s secretary and the administrative staff. 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) [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](#)