

Repeat semester of central artistic subject courses (ZKF)

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Short description

§77 Paragraph 1 UG 2002: [...] a maximum of two passed course examinations in the major artistic subject may be repeated once throughout the entire duration of studies.

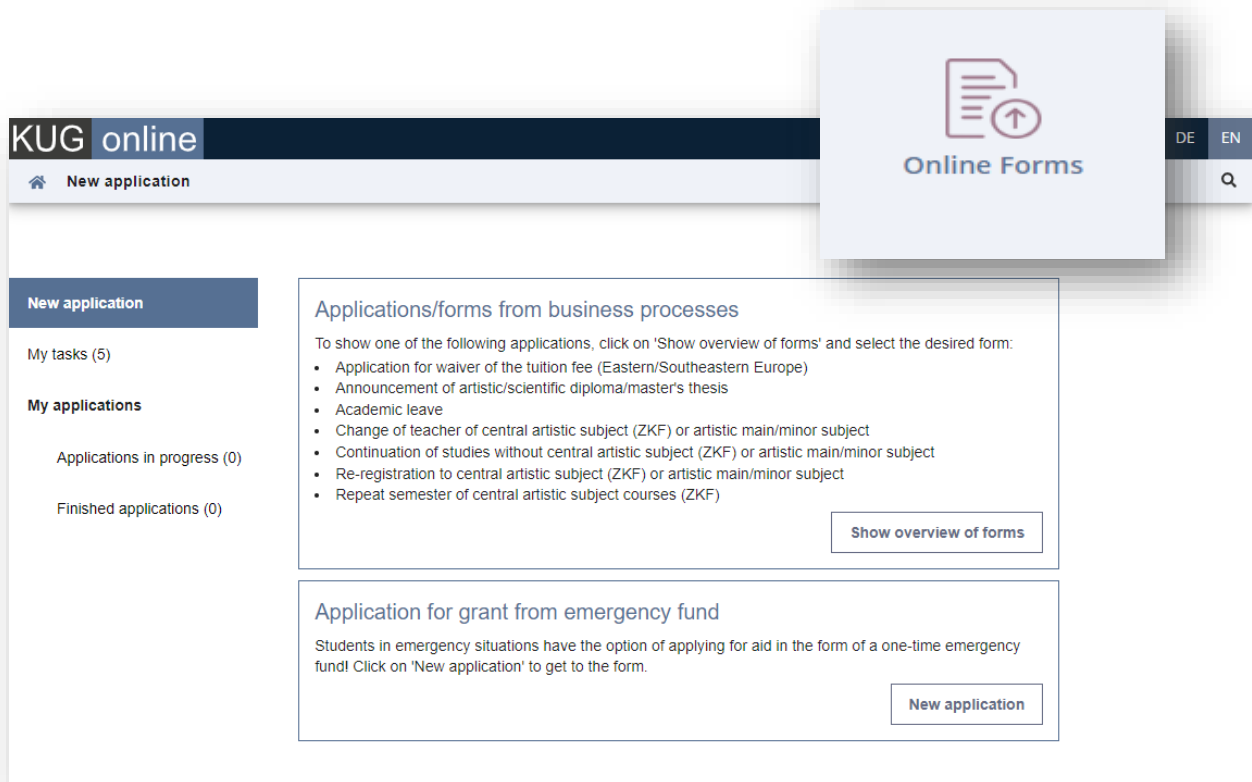
The electronic form “Repeat semester of central artistic subject courses (ZKF)” gives the possibility for...
 ...students to apply for a repeat semester in KUGonline and to be informed about the application’s process,
 ...consultants of the registrar’s office to approve the application and
 ...entitled people to access the application.

!!! The application for a repeat semester must be submitted 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

Access to the form for students

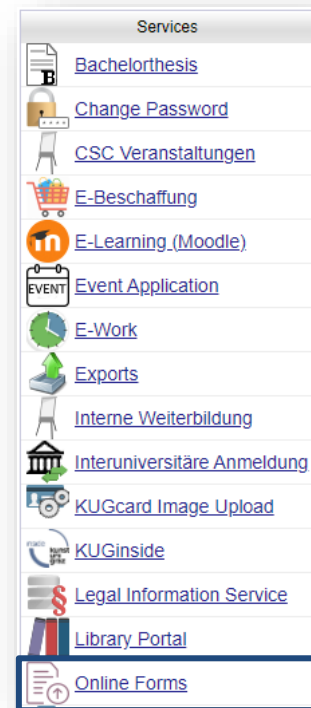
You can access the form by opening the application "Online Forms" after logging in to [KUGonline](#).



The screenshot shows the KUG online application portal. At the top, there is a navigation bar with 'KUG online' and a search icon. Below the navigation bar, there is a 'New application' button. The main content area is divided into two sections. The first section is titled 'Applications/forms from business processes' and contains a list of application types: 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, and Repeat semester of central artistic subject courses (ZKF). A 'Show overview of forms' button is located at the bottom right of this section. The second section is titled 'Application for grant from emergency fund' and contains a brief description of the grant and a 'New application' button at the bottom right.

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 student

a) Fill out application

To apply for a repeat semester of central subject courses, 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 "Repeat semester of central artistic subject courses (ZKF)" (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 repetition“** please provide the following information:

- ✓ Semester in which the repeat semester is to be used.
It can only be applied for one of the two consecutive semesters. Under certain circumstances it is possible to apply also for the current semester. These semesters are then marked with the label „Late submission“. Please be aware that an approval of late applications cannot be guaranteed.
- ✓ Central artistic subject
Select the central artistic subject in the appropriate semester level that you would like to repeat.
- ✓ Repeat semester
Indicate whether you repeat for the 1st or the 2nd time.

Confirm your repeat semester by choosing “I hereby confirm that I want to apply for a repeat semester in the stated semester for 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 repeat semester 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 repeat semester 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.

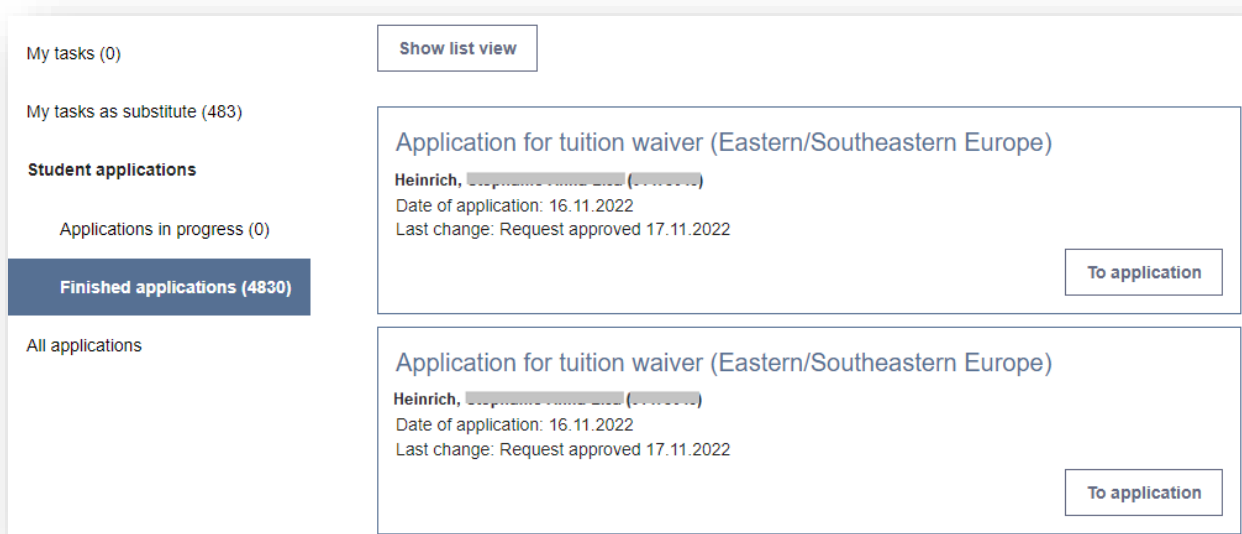
After forwarding the form by clicking “Continue”, you will see the complete form with all your given information again. You can close the window now. If necessary, you can use “Print form” on the top right corner to print the application. From now on, you cannot edit your application anymore, but you can always access it in a read-only mode: This way you can monitor the form and find out about its current status.

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".



The screenshot displays a web interface for managing applications. On the left, there is a sidebar menu with the following items: "My tasks (0)", "My tasks as substitute (483)", "Student applications", "Applications in progress (0)", "Finished applications (4830)" (highlighted in blue), and "All applications". A "Show list view" button is located at the top right of the main content area. The main content area shows two application entries, each with the following details: "Application for tuition waiver (Eastern/Southeastern Europe)", "Heinrich, [REDACTED] ([REDACTED])", "Date of application: 16.11.2022", and "Last change: Request approved 17.11.2022". A "To application" button is positioned at the bottom right of each entry.