

Curricula Support (CS)

Assignment of academic achievements

This document is intended for students of the University of Music and Performing Arts Graz, whose studies have been implemented in KUGonline in the new study plan model "SPO Management".

Curricula Support: Introduction

Purpose of the application

The KUGonline application *curricula support* is part of the new study plan administration “SPO management”. It represents a view of your personal curriculum, which you can open for each of your studies modelled in SPO. In this application, you can always check your personal progress:

- which subjects (technical name: nodes) have already been completed positively and which courses/exams are still missing
- to which courses you are enrolled
- for which exams you are registered
- if you have fulfilled the requirements for the registration to lectures and examinations defined in the curriculum

Your positive and approved achievements (course/examination results, recognitions) need to be assigned in the curricula support to the appropriate examination nodes of your curriculum. An examination node is the technical term in SPO for a subject required in your curriculum e.g. *A.1. Introduction to my field of study (2 semester hours/4 Credits)*. Only then the curricula support is able to recognise how you would like to use your exams and recognitions in your studies and is able to calculate your current study progress and course requirements.

Attention!

In your own interest, please check the assignment of your achievements regularly whenever you receive new course/examination results in KUGonline. In the case of missing assignments, it may be possible that you do not meet the needed course requirements and the system rejects your course registration.

Access to the Curricula Support



To access the *curricula support* of a specific degree, open the Application “My Degree Programme”, first click on “Show my degree programmes” and then click on the **title** or the **study plan version** (e.g. 19U_SPO) of the study programme you wish to open the curricula support.

ID of degree programme	Name of degree programme	Tuition fees Semesters (required/allowed)	Legal basis	Curriculum	Status (20W)	Date	Part	Semester
UV 033 636	Bachelor's programme; Musicology	(2/8)	UG2002	2017W	registered	07.09.2020	1	2
UV 033 111	Bachelor's programme; Piano	(2/10)	UG2002	19U_SPO	registered	07.09.2020	1	2
UV 198 415 422 01	Bachelor's program Teacher Training: Secondary Schools (General Education); Subject: Music Education - Instruments; Subject: Music Education	(2/10)	Lehramt AT	2019W	registered	07.09.2020	1	2
UV 066 744 730	Master's programme; Music Education - Voice and Instruments - Jazz; (Trombone - Jazz)	(1/6)	UG2002	18U	re-enrollment	09.09.2020	1	1

Curricula Support: Start window

[1] Curriculum Support / von Österreich, Sissi (12345678)
636 Musicology (UG2002/2017W, Bachelor programme, current); registered, Academic year 2020/21

Curriculum Semester plan

Display Node filter (All) Download Show my degree programmes



[2] Academic achievements, by: 10.11.2020 09:32 STEOP () [a] [b] [c] [d]

Node-Name	rec. sem.	Credits	SH	Results	Sel	Pass	RM	Cre	Grade
[16U_SPO] Mitteilungsblatt 21 vom 29.06.2016		180	110			P	R	105,5	
[105/16U/ZKF] Major artistic subjects		24	10			P	R	24	1,67
[105/16U/PF] Required subjects		80	62			P	R	48,5	
[105/16U/PF1] Music theory		24	23			P	R	14	
[105/16U/PF1.1] Harmony		10	8			P	R	5	
[105/16U/PF1.1/01] Harmony 02	2.	2,5	2	L	<input checked="" type="checkbox"/> W	P	R	2,5	1,0
Examination(s) in academic year 2016/17 Part Lecturer (assistant)									
01.0396 17S 2SH L Harmony 02									
[105/16U/PF1.1/02] Harmony 03	3.	2,5	2	L	<input checked="" type="checkbox"/> W	P	R	2,5	1,0
[105/16U/PF1.1/03] Harmony 04	4.	2,5	2		<input checked="" type="checkbox"/>	P	R		
[105/16U/PF1.1/04] Harmony 05	5.	2,5	2		<input checked="" type="checkbox"/>	P	R		
[105/16U/PF1.2] Counterpoint		5,5	4			P	R	3	
[105/16U/PF1.3] Study of musical instruments and acoustics		2	2			P	R	0	
[105/16U/PF1.4] Aural training for composition and music theory		6	8			P	R	6	1,0
[105/16U/PF1.5] Study of notation in contemporary music		,5	1			P	R	0	
[105/16U/PF2] Music history and analysis		11,5	10			P	R	6,5	
[105/16U/PF3] Musical practice		37,5	22			P	R	26	
[105/16U/PF4] Special topics		7	7			P	R	2	

[3]

Explanation:

[1] Study programme for which you opened the curricula support.

[2] Left section: Fold-out tree of your curriculum: By clicking on the plus icon , you can open the subordinate levels step-by-step and thus view your entire curriculum. At the lowest level you will see the so-called *examination nodes* (node  with green icon). These are your required subjects according to the curriculum together with the courses/exams offered in the current academic year to complete these subjects.

Note: You can also register directly for courses and exams via the curricula support.

[3] Right section: In the right section of the curricula support you can see the current status and progress of each subject. Example of an examination node: *[105/16U/PF1.1/01] Harmony 02*:

[a] If a green "P" icon is entered in the "Pass" column for a node, this node is already positively completed. Grey icon: Node is not yet completed.

[b] If a green "V" icon is entered in the "RM" column, this either means that there are no course requirements or you have already fulfilled them positively. A grey "V" icon means that there are requirements according to the curriculum that you have not fulfilled yet.

¹ All "lines" with a coloured flag icon are nodes of your curriculum. The green flag icons indicate examination nodes. You can only assign achievements to these nodes; the other nodes are merely "headings", such as a module or specific emphases of your study programme.

Note: Registration requirements are only recorded for those nodes to which courses have been allocated and you can register for (nodes with green icon ●.)

[c] In the column “Cre” you can see how many credits you have reached at this node.

[d] In the “Grade” column you can see the grades you received for the individual courses. In addition to these, grades are also calculated for whole sections/modules of your studies. However, these grades are only displayed when the corresponding section has been completed and is only a computational aid for the registrar’s office to prepare your degree completion and your final certificates.

Attention!

Your study performance (credits, requirements, and completed nodes) will be constantly changed in order to be up-to-date. Changes can be caused by e.g. new exam results, recognitions, registration or withdrawal from courses and exams, corrections of credits, curriculum changes or you assigning achievements to a certain examination node. If you assign a course or exam to a specific node the columns will be updated with a little delay. The recalculation is usually done within 24hours but usually much faster. The date and time of the last calculation will be displayed on top of the curricula support.

The screenshot shows the 'Curriculum Support' interface for a user named 'von Österreich, Sissi (12345678)'. The user is enrolled in '636 Musicology (UG2002/2017W, Bachelor programme, current); registered, Academic year 2020/21'. There are two tabs: 'Curriculum' (selected) and 'Semester plan'. Below the tabs are four buttons: 'Display' with a dropdown arrow, 'Node filter (All)' with a dropdown arrow, 'Download' with a dropdown arrow, and 'Show my degree programmes'. A red arrow points to the 'Download' button. At the bottom of the interface, a grey bar displays the text 'Academic achievements, by: 10.11.2020 09:32 STEOP' followed by a green checkmark icon.

How to assign and reassign academic achievements?

Basic functioning

As a general rule, all achievements (course/examination results) completed within your studies must be assigned to a specific node (= subject) of your curriculum in order that KUGonline can actually recognise and calculate your study performance.

Courses of compulsory subjects will be automatically assigned by the system as soon as the results or the recognitions have been approved. As opposed to this, (compulsory) elective subjects where you can chose which ones and how to use them thus need to be assigned by the students themselves in the curricula support.

Node with results assigned to it

The following example shows a blue “L” in the column “results”. This means that a suitable course/examination result has already been assigned to the node. You can see this by the displayed details in the other columns as well – “Pass” (green P) = *required node is completed*, “RM” (green V) = *requirements are fulfilled*, “Cre” (4 ECTS) = *amount of achieved credits* and “Grade” (1.0) = *grade of the assigned achievement*.

[105/16U/ZKF2/01] Chordirigieren BA 01	✓	1.	4	2	L	W	P	V	4	1.0
Prüfung(en) im Studienjahr 2016/17		Teil Vortragende/r (Mitwirkende/r)								
01.0088 16W 2SSt KG Chordirigieren BA 01		Prinz J								
01.0088 17S 2SSt KG Chordirigieren BA 01		Prinz J								

By clicking on the blue “L” you can see which course/examination is actually assigned to the called node.

Leistungen							
Leistungen für [VK] Chordirigieren BA 01 in Studium Bachelorstudium; Dirigieren							
Leistung	Datum	Typ	Note	Credits	MP	Zuord.	Knoten
01.0088 Chordirigieren BA 01 (2SSt KG, WS 2015/16)	15.01.2016	Reale Prüfung	1 / sehr gut	4		✓	[VK] [105/16U/ZKF2/01] Chordirigieren BA 01 (Pflichtfach [Prüfungsknoten])

Nodes without any results assigned to it: Indicator of existing results which may be assigned to the node

If a grey “L” is displayed in the column “results” this means that you completed a course that may be assigned to this node. However, this achievement has not been assigned to it yet OR it had already been assigned to another node. By clicking on the “L” the *achievement editing window* will be opened, giving you the details on this achievement (see above).

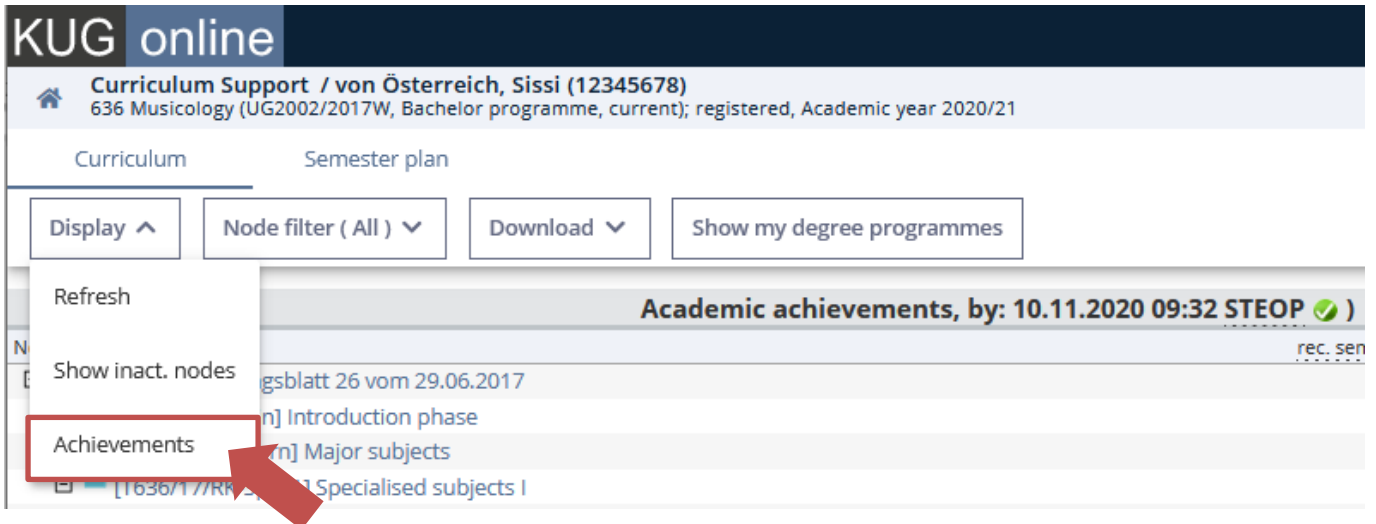
[105/16U/SPKT1+2/ZKF2] Korrepetition				16	4		P	V	0
[105/16U/SPKT1+2/ZKF2/01] Korrepetition SP Orchester-/Chordirigieren BA 03	✓	3.		4	1	L	P	V	
[105/16U/SPKT1+2/ZKF2/02] Korrepetition SP	✓	4.		4	1		P	V	

Assign non-assigned achievements

If your curriculum leaves you a choice on how to use certain achievements for your study (e.g. different study emphases) there is more than one node to which it is possible to assign the achievement, thus the system cannot automatically assign them. In this case, you have to decide how you are going to use these results. You can do so, by assigning these achievements to the wanted subjects/nodes of your curriculum in the curricula support.

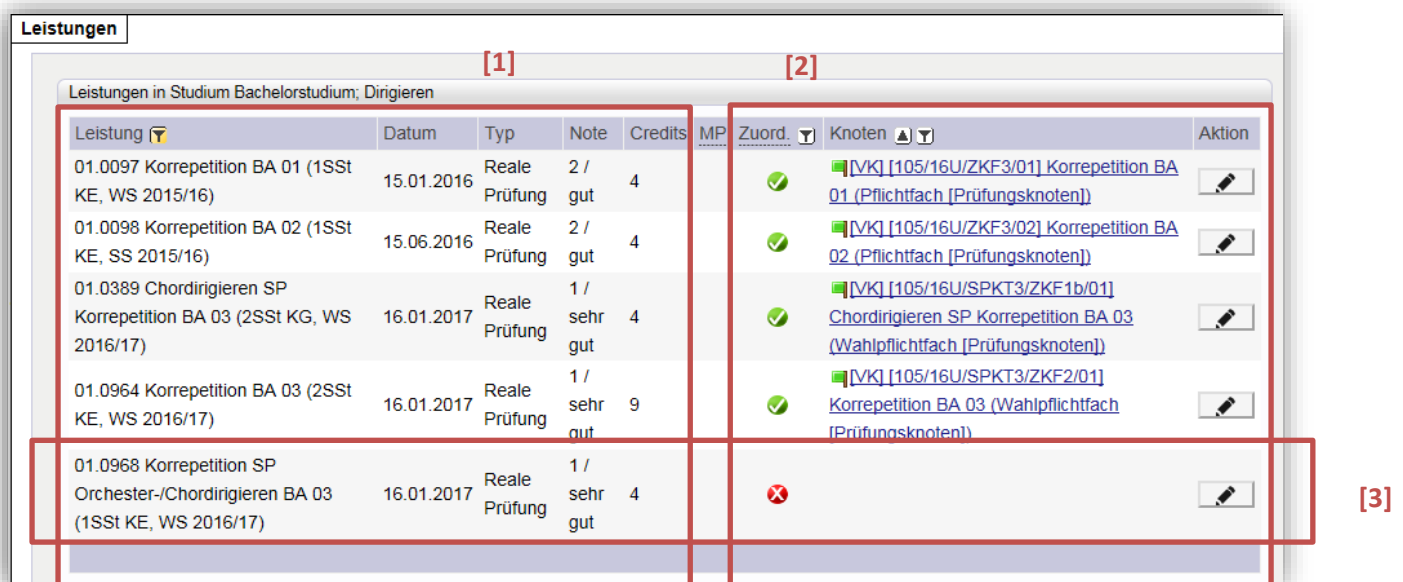
Display non-assigned achievements:

- 1) Click on “Display” in the column „Achievements“ in the navigation box in the left corner of your curricula support.



The screenshot shows the KUG online interface. At the top, it says 'Curriculum Support / von Österreich, Sissi (12345678)'. Below that, there are buttons for 'Display', 'Node filter (All)', 'Download', and 'Show my degree programmes'. A dropdown menu is open, showing 'Refresh', 'Show inact. nodes', and 'Achievements' (highlighted with a red box and an arrow). The main content area shows 'Academic achievements, by: 10.11.2020 09:32 STEOP' and a list of subjects like 'Introduction phase' and 'Major subjects'.

- 2) The new window “Achievements” gives you an overview of all achievements (assigned as well as non-assigned ones) including the individual editing options.



The screenshot shows the 'Leistungen' window. The table contains the following data:


Leistung	Datum	Typ	Note	Credits	MP	Zuord.	Knoten	Aktion
01.0097 Korrepetition BA 01 (1SSt KE, WS 2015/16)	15.01.2016	Reale Prüfung	2 / gut	4		✓	[VK] [105/16U/ZKF3/01] Korrepetition BA 01 (Pflichtfach [Prüfungsknoten])	
01.0098 Korrepetition BA 02 (1SSt KE, SS 2015/16)	15.06.2016	Reale Prüfung	2 / gut	4		✓	[VK] [105/16U/ZKF3/02] Korrepetition BA 02 (Pflichtfach [Prüfungsknoten])	
01.0389 Chordirigieren SP Korrepetition BA 03 (2SSt KG, WS 2016/17)	16.01.2017	Reale Prüfung	1 / sehr gut	4		✓	[VK] [105/16U/SPKT3/ZKF1b/01] Chordirigieren SP Korrepetition BA 03 (Wahlpflichtfach [Prüfungsknoten])	
01.0964 Korrepetition BA 03 (2SSt KE, WS 2016/17)	16.01.2017	Reale Prüfung	1 / sehr gut	9		✓	[VK] [105/16U/SPKT3/ZKF2/01] Korrepetition BA 03 (Wahlpflichtfach [Prüfungsknoten])	
01.0968 Korrepetition SP Orchester-/Chordirigieren BA 03 (1SSt KE, WS 2016/17)	16.01.2017	Reale Prüfung	1 / sehr gut	4		✗		

Explanation of the window “Achievements”

[1] In the left column you will see all courses/examinations completed or recognised within your study.

[2] In the column “...” you will see whether the achievement had already been assigned to a specific node or not. Furthermore, if assigned the column “...” will give further details on to which node it had been assigned.

[3] Subject to certain conditions you are able to complete or change these assignments by clicking on the pencil symbol at the end of each row in the column “action”.

Note: You can sort or filter your achievements by using the icons 

3) Assign non-assigned achievements

Example: The achievement “Korrepetition SP Orchester-/Chordirigieren BA 03” has not been assigned yet and should be assigned to a specific exam node. Click onto the pencil icon in the column “action” to open the editing mask, chose the wanted node and click *Save and close* to save your choice.

Leistungszuordnung bearbeiten

Leistung 01.0968 Korrepetition SP Orchester-/Chordirigieren BA 03 (1SSt KE, WS 2016/17)
 Studium Bachelorstudium; Dirigieren
 Note 1 / sehr gut
 Credits 4

Knoten

Bezeichnung	empf. Sem.	ECTS Cr.
[16U_SPO] Mitteilungsblatt 21 vom 29.06.2016		180
[105/16U/SPKT] Schwerpunkt		70
[105/16U/SPKT1] Orchesterdirigieren		70
[105/16U/SPKT1/ZKF] Zentrale künstlerische Fächer Schwerpunkt Orchesterdirigieren		52
[VK] [105/16U/SPKT1+2/ZKF2] Korrepetition		16
[VK] [105/16U/SPKT1+2/ZKF2/01] Korrepetition SP Orchester-/Chordirigieren BA 03	W	4
[105/16U/SPKT2] Chordirigieren		70
[105/16U/SPKT2/ZKF] Zentrale künstlerische Fächer Schwerpunkt Chordirigieren		50
[VK] [105/16U/SPKT1+2/ZKF2] Korrepetition		16
[VK] [105/16U/SPKT1+2/ZKF2/01] Korrepetition SP Orchester-/Chordirigieren BA 03	W	4

Speichern und Schließen Abbrechen/Schließen

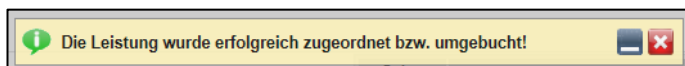
Leistungszuordnung bearbeiten

Wollen Sie diese Leistung wirklich dem unten angezeigten Knoten zuordnen?

neue Zuordnung [16U_SPO] Mitteilungsblatt 21 vom 29.06.2016

- ▶ [105/16U/SPKT] Schwerpunkt
- ▶ [105/16U/SPKT1] Orchesterdirigieren
- ▶ [105/16U/SPKT1/ZKF] Zentrale künstlerische Fächer ...
- ▶ [VK] [105/16U/SPKT1+2/ZKF2] Korrepetition
- ▶ [VK] [105/16U/SPKT1+2/ZKF2/01] Korrepetition SP O ...

Speichern und Schließen Abbrechen/Schließen



In the above mentioned editing mask – if you are entitled to – you are also able to change an already assigned assignment. In the next chapter *chap. 5.3 Changing assigned achievements* you can see another way on how to view, assign and reassign already assigned results.

Important! Please note the restrictions when it comes to assigning achievement explained in *chap. 6 FAQ – I cannot assign the wanted course/examination result.*

Reassign assigned achievements

You can reassign your course results to another node if an alternative assignment – to another subject according to your curriculum – is possible.

Studienergebnisse, Stand: 04.04.2017 10:13 STEOP ☺)										
Knoten-Bezeichnung	empf. Sem.	ECTS Cr.	sst	Leist	Gew	Pos	VE	Cre	Note	
☐ [16U_SPO] Mitteilungsblatt 21 vom 29.06.2016		180	110			P	V	105,5		
☐ [105/16U/ZKF] Zentrale künstlerische Fächer		24	10			P	V	24	1,67	
☐ [105/16U/PF] Pflichtfächer		80	62			P	V	48,5		
☐ [105/16U/SPKT] Schwerpunkt		70				P	V	33		
☐ [105/16U/SPKT1] Orchesterdirigieren		70	38			P	V	5,5		
☐ [105/16U/SPKT2] Chordirigieren		70	50			P	V	12,5		
☐ [105/16U/SPKT2/ZKF] Zentrale künstlerische Fächer Schwerpunkt Chordirigieren		50	20			P	V	9		
☐ [105/16U/SPKT2/ZKF1] Chordirigieren		34	16			P	V	9		
☐ [105/16U/SPKT1+2/ZKF2] Korrepetition		16	4			P	V	0		
☐ [105/16U/SPKT1+2/ZKF2/01] Korrepetition SP Orchester-/Chordirigieren BA 03		3	4	1	L	P	V			
☐ [105/16U/SPKT1+2/ZKF2/02] Korrepetition SP Orchester-/Chordirigieren BA 04		4	4	1		P	V			
☐ [105/16U/SPKT1+2/ZKF2/03] Korrepetition SP Orchester-/Chordirigieren BA 05		5	4	1		P	V			
☐ [105/16U/SPKT1+2/ZKF2/04] Korrepetition SP Orchester-/Chordirigieren BA 06		6	4	1		P	V			
☐ [105/16U/SPKT2/PF3] Musizierpraxis Schwerpunkt Chordirigieren		15	23			P	V	3,5		

[1] Search for the free node to which you want to assign the achievement and click onto the grey “L” in the column “result”.

Leistungen

Leistungen für [VK] Korrepetition SP Orchester-/Chordirigieren BA 03 in Studium Bachelorstudium; Dirigieren										
Leistung	Datum	Typ	Note	Credits	MP	Zuord.	Knoten	Aktion		
01.0968 Korrepetition SP Orchester-/Chordirigieren BA 03 (1SSt KE, WS 2016/17)	16.01.2017	Reale Prüfung	1 / sehr gut	4		☑	Diese Leistung ist einem anderen Knoten zugeordnet: [VK] [105/16U/SPKT1+2/ZKF2/01] Korrepetition SP Orchester-/Chordirigieren BA 03 (Wahlpflichtfach [Prüfungsknoten])			

In the opening mask „achievements“ you can see that the example achievement “...” has been assigned to a different node. Click onto the pencil icon in the column „action“ in order to reassign this achievement to the wanted node.

Note: Reassigning is not possible if the achievement is a recognition or if the new node already has an achievement assigned to it. Furthermore you need to fulfill the course requirements of the free node in order to assign an achievement to it.

1.1 Assign free elective subjects

At the moment², it is not possible to assign or state your choice of free elective subjects via the curricula support. Thus, the assignment of your free elective subjects still remains in the responsibility of the registrar’s office and should be announced there at latest upon your registration for completing your study.

² Date: May 2017

Assign recognitions

In order to assign recognitions (course results achieved in another study or institution e.g. semester abroad) to a specific node a recognition application must be carried out first. For recognising achievements you can find help on our webpage and by the Austrian National Union of Students (ÖH).

The assignment of recognitions will be done either in the course of the recognition process itself or can be done by the student in the curricula support after the achievement had been recognised as with “real” achievements.

Attention: Once the recognition had been assigned to a specific node, you can no longer change it yourself.

“Detach” assigned achievements

Achievements which have been assigned to a specific node cannot be “detached” by students. “Detaching achievements” means that the assignment of an achievement to a specific node will be removed (= to become non-assigned achievement) and will not be counted towards the completion of your study. You have non-assigned achievements e.g. when completing more free elective subjects than needed according to your curriculum. At most, you are able to reassign the achievement from node X to node Y, as explained above. If you really need to detach an achievement please contact onlinecurricula@kug.ac.at.

FAQ – I cannot assign my achievements as wanted

In some cases you will not be able to assign or reassign achievements, due to some technical restrictions.

- You are not able to assign achievements which were completed in a different degree programme.
- You can assign achievements to a specific node only if the course had been defined ('modelled') as possible achievement for the subject (= as specified in your curriculum). This also applies to recognised course results.
- You can only assign achievements to nodes which do not already have achievements assigned to it.
- You can only assign achievements to nodes when you fulfil the registration requirements for that specific node.
- You can only assign achievements if they have at least the same amount of ECTS points as required in the curriculum.
- You are not allowed to reassign recognitions to another node.
- You are not allowed to "detach" already assigned achievements from a node.
- Your study performance will be recalculated as soon as there are changes (new course registrations, new course results, etc.) You may not be able to make any changes during this period, e.g. assigning achievements. The calculation is normally done within a few minutes, but in exceptional cases it can also take considerably longer.

Please contact onlinecurricula@kug.ac.at or the registrar's office if changes need to be done which you cannot carry out yourself.

2 CONTACT AND HELPDESK

If you have questions or problems please contact onlinecurricula@kug.ac.at.

In addition, for questions regarding your curriculum content you can also contact the registrar's office.