

## Re-registration to courses in the artistic main/minor subject (teacher training programme)

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### Short description

Students are allowed to withdraw from their artistic main/minor subject (teacher training programme) in consultation with the respective teacher. Using this form students are able to apply for their re-registration to the relevant subject after such a withdrawal.

The electronic form “Re-registration to the artistic main/minor subject (teacher training programme)” gives the possibility for...

- ...students to apply for a re-registration to the artistic main/minor 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 chairwoman/chairman of the curricula commission to approve and
- ...entitled people to access the application.

**!!! The notification of the re-registration to the artistic main/minor subject  
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](mailto:studienabteilung@kug.ac.at)

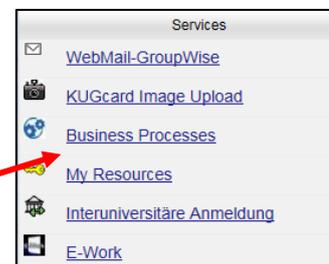
## Instruction

### Please consider the following parts of the instruction

- ✓ As a **student**: Step 1 (page 2-3) and monitoring (page 5)
- ✓ As a **teacher**: Step 2 (page 3-4) and monitoring (page 5)

### Access to the form

To access the form, you have to log-in into [KUGonline](#) and click on the “Business processes” link on your personal business card in the column “Services” (on the very right side). If you do not see this menu item, there are no forms that are assigned and neither can be edited by you.



### Step 1: Application by students

#### For students:

To apply for a continuation of studies without courses in the central artistic subject, please click “create form” on the top right corner of the “Business processes” frame.



In the new window select the form “Re-registration to the artistic main/minor 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 artistic main/minor subject**” 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, subject of instruction, artistic main/minor subject and instrument/voice
- ✓ Teacher in the artistic main/minor subject  
*If the respective person does not appear in the list, please enter the full name in the field below.*
- ✓ 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 artistic subject can be applied for. If you want to re-register for more than one artistic main/minor subject in the same semester, please fill out another form !!!*

*!!! 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 the artistic main/minor subject.
- ✓ „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 artistic main/minor subject.

**!!! 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 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

### For teacher:

When a new application for a re-registration has been submitted and you have been chosen as the desired teacher, you will automatically receive a notification via e-mail. Please log-in into KUGonline and go to “Business processes” via your personal business card. Therein, you will see an overview of all forms that you are able to access.

List of form types with forms you may currently access or edit, grouped by business process category and business process			
Number	Form	Description	
muss bearbeitet werden	darf gelesen werden	total	
Forms for students			
Re-registration to the artistic main/minor subject (teacher training programme)			
1	8	9	Re-registration to the artistic main/minor subject (teacher training programme)

The column “muss bearbeitet werden“ (i.e. editing required) shows the current number of forms which require your editing. By clicking on the number you will see to the appropriate list of applications. Use the pencil icon on the very left of each row to edit the particular form.

Current list of forms you may access or edit, filtered for priority muss bearbeitet werden									
Form No.	Date of application	Name	Students registration number	Semester	Study programme	Teacher in the artistic main/minor subject	Priority	Status	Workflow
15				17W (Wintersemester 2017)	Lehramtsstudium; UF Musikerziehung; UF Instrumentalmusikerziehung (V 190 593 594)		muss bearbeitet werden	2: Acceptance by teacher	Re-registration to the artistic main/minor subject (teacher training programme)

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 artistic main/minor 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 finish the application and forward the form bindingly, please click “Continue” !!!*



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 chairwoman/chairman of the curricula commission is necessary (e.g. applying for a different 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 chairwoman/chairman of the curricula commission**

In case an approval is necessary (decision made by the registrar’s office) the chairwoman/chairman of the curricula commission will receive a notification via e-mail. With the selection field “Approval/Rejection” in the section “Approval by the chairwoman/chairman of the curricula commission” 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 artistic main/minor subject 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 have access to all forms that concern you at any time. Please log-in into KUGonline and go to the “Business processes” area via your personal business card.

Therein, you will see an overview of all forms that you are able to access. The column “muss bearbeitet werden” (i.e. editing required) shows the current number of forms which require your editing. In the column “darf gelesen werden” (i.e. reading possible) you can see the number of forms you are allowed to access and read but not to edit (anymore). This includes applications where the process is already completed.

List of form types with forms you may currently access or edit, grouped by business process category and business process			
Number		Form	Description
muss bearbeitet werden	darf gelesen werden	total	
<b>Forms for students</b>			
<i>Re-registration to the artistic main/minor subject (teacher training programme)</i>			
1	8	9	Re-registration to the artistic main/minor subject (teacher training programme)

For editing or reading, please click the appropriate number. Then you will see a list of all available forms. Use the pencil icon on the very left of each row to edit or read the particular form.

Current list of forms you may access or edit, filtered for priority muss bearbeitet werden									
Form No.	Date of application	Name	Students registration number	Semester	Study programme	Teacher in the artistic main/minor subject	Priority	Status	Workflow
 15				17W (Wintersemester 2017)	Lehramtsstudium; UF Musikerziehung; UF Instrumentalmusikerziehung (V 190 593 594)		muss bearbeitet werden	2: Acceptance by teacher	Re-registration to the artistic main/minor subject (teacher training programme)