

Teacher change in central artistic subject (ZKF) in KUGonline for upcoming semesters*

Short description

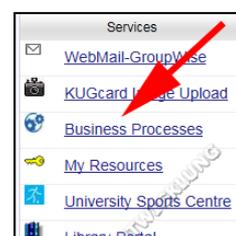
The electronic form “Teacher change in central artistic subject” gives the possibility to ...
 ...students to apply for a teacher change in KUGonline,
 ...the new teacher to overtake or decline the teaching,
 ...the vice rector for academic affairs to accept or decline the requested teacher change.

Instruction

Access to the form

To attain to the form, you have to log-in into [KUGonline](#) and click “Business processes” on your personal business card in the menu “Services” (on the very right side).

If you do not see this menu item, there are no forms that are assigned to you and can be edited by you, respectively.



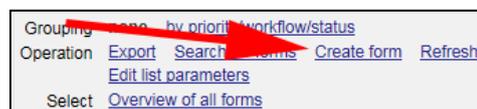
Please consider the following parts of the introduction:

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

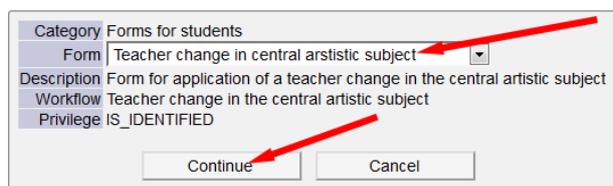
In case of questions, please contact: birgit.purkarthofer@kug.ac.at or harald.lothaller@kug.ac.at

Step 1: Announcement by students

To apply for a teacher change in your central artistic subject, please click “create form” on the top right inside the “Business processes “ frame.



In the new window, select the form “Teacher change in 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 consider:

All further information during the process will be sent to your KUG-email address exclusively !!!

* According to §57 (2) of KUG-Satzung, a teacher change in the central artistic subject requires the acceptance from the new teacher and the vice rector for academic affairs. It can only be done within the general admission period. As a consequence, the application of a teacher change cannot be done during a semester for the ongoing semester, but only for the upcoming semester or the following semester in advance.

In the section „Contacts“, please state a valid telephone number for the case of short-term questions concerning your application. Additionally, you have the possibility to add information concerning your desired teacher change as optional notes.

In the section “Information concerning the teacher change“, please state:

- ✓ the study program in whose context you want to change the teacher,
- ✓ your previous teacher in the central artistic subject,
- ✓ the semester in which the teacher change should come into effect, and
- ✓ your desired teacher in the central artistic subject.

The selection of the previous and the desired teacher is done by means of a drop-down list. Search for the respective person and select this person from the list.

If the desired semester or the previous or desired teacher does not appear in the list, please contact the registrar’s office. You can send an automated notification by email via the form.

*!!! To finish the application and forward the form bindingly,
please click “Continue” at the very end !!!*



Instead, you can also click on

- ✓ “Delete“: Thereby, all data is removed and the form deleted.
- ✓ “Save“: Thereby, the form with all the entered information is saved for you and can be re-edited later again. During saving, the entries are checked for completeness. The form will not be forwarded, i.e. you have not done an application for a teacher change yet.
- ✓ “Save (no checks performed)“: Thereby, the form with all the entered information is saved for you and can be re-edited later again. 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 done an application for a teacher change yet.
- ✓ “Cancel“: Thereby, the editing will be finished, but the empty form will be saved and would be editable later.

After forwarding the form by clicking “Continue“, you will see the complete form with all your stated information again. You can close the window now. If necessary, you can use “Print form“ on the top right to print the form.

After forwarding the form by clicking “Continue“, the new teacher will automatically receive an email with the information that a form has to be edited. It is not necessary that you additionally contact her/her and point your announcement out to her/him right now. But if you are monitoring the form after some days (see page 4) and find out that it has not been edited yet, you could point to the person to remind her/him.

From now on, you cannot edit the form anymore, but you can always access the form in a read-only mode: You can monitor the form and find out about the current step in the process.

Step 2: Decision by the desired teacher

When a new application for a teacher change is submitted and you are chosen as the desired new teacher, you automatically receive an email. Please log-in into KUGonline and go to “Business processes” via your personal business card.

You will see an overview of all forms that are related to you.

Business processes - My forms

List of form types with forms you may currently access

process	Number	Form	Descrip
muss bearbeitet werden	darf gelesen werden	total	
Forms for students			
Announcement artistic diploma/master's thesis			
6	16	22	Annou

In the column “muss bearbeitet werden” (i.e., editing required), you can see the number of forms that are to be edited at present. In the column “darf gelesen werden” (i.e., reading possible), you can see the number of forms that are related to you and that you can read, but editing is not possible and necessary at present (e.g. an application for a teacher change or an announcement of a thesis for that you have already confirmed the teaching/supervision).

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

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Statusfilter keine Statusfilterung

Liste von Formularen, die Sie derzeit einsehen bzw. bearbeiten dürfen

Datum der Bekanntgabe	Name	Priorität
11.03.2016	N	darf gelesen werden
16.03.2016	N	darf gelesen werden

If you have to edit a form, you will see all information that has been entered before and can decide about overtaking the teaching based on this information. Your decision is binding and can be fixed by means of the single-choice list “Approval”. Additionally, you have the possibility to add information for the student or the vice rector for academic affairs as optional notes.

!!! To forward the form including your decision bindingly, please click “Continue” at the very end !!!

Continue Save Cancel

Instead, you can also click on

- ✓ “Save”: Thereby, the form with all the entered information is saved for you and can be re-edited later again. During saving, the entries are checked for completeness. The form will not be forwarded, i.e. you have not done an decision yet.
- ✓ “Cancel”: Thereby, the editing will be finished, but the empty form will be saved as it was sent to you and is editable later.

After forwarding the form by clicking “Continue”, you will see the complete form with all information again. You can close the window now. If necessary, you can use “Print form” on the top right to print the form.

After forwarding the form by clicking „Continue“, the vice rector for academic affairs will automatically receive an email with the information that a form has to be edited.

From now on, you cannot edit the form anymore, but you can always access the form in a read-only mode: You can monitor the form and find out about the current step in the process.

Step 3: Decision by vice rector for academic affairs and closing information

The vice rector for academic affairs automatically receives an email after the positive decision by the desired teacher. Now, she/he will accept or decline the teacher change in the proposed specification.

After the decision by the vice rector, the student as well as the previous and the new teacher will receive an email about the decision. The secretaries of affected institutes (i.e. those institutes to which the two teachers are assigned to) and the responsible administrators in the study center and the registrar's office will be informed automatically. There is no need for further action in this concern by the student or the teachers.

In case of a negative decision in step 2 (desired teacher does not overtake the teaching), the student, the previous and the new teacher, the secretaries of affected institutes (i.e. those institutes to which the two teachers are assigned to) as well as the responsible administrators in the study center and the registrar's office will automatically receive an email that the teacher change is declined.

Monitoring of ongoing and completed forms

You have access to all forms that are related to you whenever you want. Please log-in into KUGonline and go to the "Business processes" area via your personal business card.

Therein, you see an overview of all forms that are related to you. In the column "muss bearbeitet werden" (i.e., editing required), you can see the number of forms that are to be edited at present. In the column "darf gelesen werden" (i.e., reading possible), you can see the number of forms that are related to you and that you can read, but editing is not possible and necessary at present or in general if the process is already completed.

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

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LehrerInnenwechsel im zentralen künstlerischen Fach

Statusfilter keine Statusfilterung

Liste von Formularen, die Sie derzeit einsehen bzw. bearbeiten dürfen			
	Datum der Bekanntgabe	Name	Priorität
✎	11.03.2016	N	darf gelesen werden
✎	16.03.2016	N	darf gelesen werden