

How can I find courses offered at the KUG?

You can find all courses offered at the KUG in the university's online management system, the KUGonline. In order to find your courses go to the KUGonline main page http://online.kug.ac.at/.

There are three ways to look up the KUG's course offerings, as explained below:

1:

Go to http://online.kug.ac.at.



In the upper right corner you can change the language to English.



¹ This guide is also for exchange students and offers support in finding the courses you want to fill in in the Learning Agreement (LA).

Scroll to the bottom of the column on the left side of the page and click the menu option Studies. Then click Fields of Study. In the Fields of Study menu click on the appropriate Study programme.



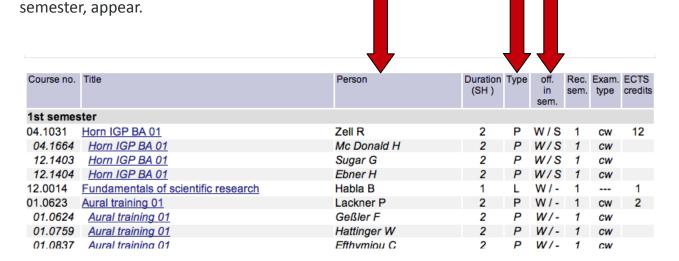
The Semester plan appears.



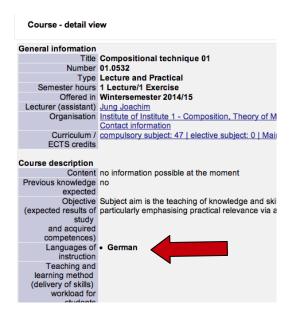
In the upper right corner of each Study programme page, you may click on Curriculum View.



If you choose one semester, the courses, which are recommended to attend in this

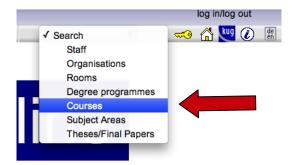


Clicking on an individual course will open a new window, the Course - detail view, with information on the type of course, the instructor, and during which semester the course will be offered.

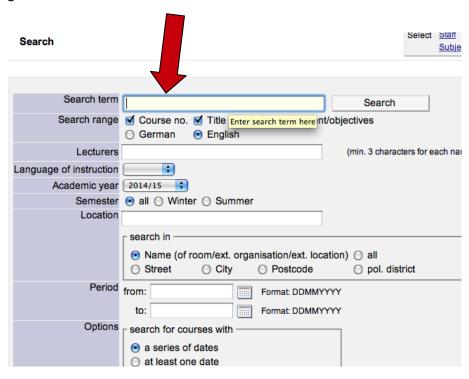


2:

If you are looking for a specific course that does not appear in the Curriculum View, try returning to the page http://online.kug.ac.at. Click on the drop-down Search menu, and then scroll down to Courses.



You can use different options for your search.



3:

If you want to take a course with a specific professor, you can also search on the KUGonline webpage by clicking on the drop-down Search menu, and scrolling down to Staff.



Type in the professor's last name and hit enter. When the desired professor's name is found, clicking on his/her name will cause a new window to open with the professor's virtual business card. Finally click on courses to see a list of that professor's course offerings.



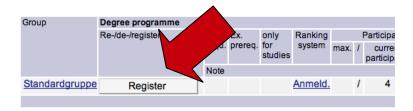
How can I enroll for a course?

If you want to enroll for a course, you have to be a registered student at the KUG and you have to be logged in in the KUGonline system.

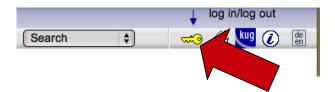
In the Course - detail view there is a Course registration button in the upper right corner.



Now you can log in to the KUGonline system with your User name and your Password. If a registration for the course is possible, you can easily do this by clicking on Register.

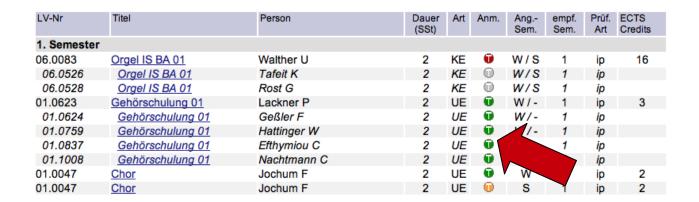


You can also log in at the KUGonline main page http://online.kug.ac.at/. There is a key-symbol in the upper right corner for your log in. When you are logged in, you can search for your courses as described above.



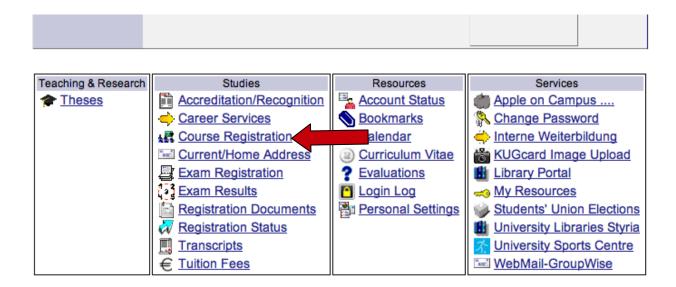
If you go to the Semester plan view or the list of courses offered by one professor you can easily see if a registration for the course is possible.

Green means a registration is possible, yellow means a registration will be possible soon, red means a registration isn't possible.



For which courses I have registered?

If you're already logged in in the KUGonline system, you can easily get an overview about the courses you're already registered by clicking on Course Registration in your Workspace.



You can reach your Workspace either by logging in from the KUGonline main page or by clicking on your name in the upper right corner.



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Important Information:

In several Study Fields (i.e. Instrumental Studies, Voice, Conducting, and Composition), foreign

exchange students receive one-on-one instruction (KE) in their primary artistic field only. In

addition, exchange students generally may enroll in lecture courses ("Vorlesungen"/VO). Because

the number of student places in seminars ("Seminaren"/SE) and professional study courses (UE,

VU, PR) is limited, you should contact the instructors directly to ask about any available spaces.

If you have more questions regarding your application, please read the information available on

the website of the Department of International Relations (for Exchange Students):

http://www.kug.ac.at/studium-weiterbildung/studium/internationales.html?S=A.

For further information please visit the Registrar's Office webpage:

http://www.kug.ac.at/en/studies-further-education.html and

http://studieren.kug.ac.at/index.php.

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