

Tuition waiver for students from Eastern or Southeastern Europe

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Short description

Regular full time students coming from Eastern European or Southeastern European countries are eligible for a tuition waiver, provided that they do not exceed the official duration of study (minimum duration plus tolerance time) and meet all requirements concerning their study performance. The first three semesters, tuition waiver will be granted automatically. During the third and subsequent semesters students need to apply in order to extend the tuition waiver for another semester. The electronic form “Application for tuition waiver (Eastern/Southeastern Europe)” gives the possibility for...

- ...students to apply for a tuition waiver in KUGonline,
- ...the vice rector for academic affairs to approve the application,
- ...consultants of the registrar’s office to review the application and
- ...entitled people to access them.

Instruction

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.



Please note the application deadlines:
 For winter semester: November 15 - December 15
 For summer semester: April 15 - May 15

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

Step 1: Application by students

To apply for a tuition waiver, please click “create form” on the top right corner of the “Business processes” frame.



In the new window select the form “Application for tuition waiver (Eastern/Southeastern Europe)” (out of the category “forms for students”) and click “Continue”. In case you missed the deadline, a warning message appears that applying at this stage is either not possible or only with approval by the vice rector for academic affairs. If applying is possible 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 “**Tuition waiver**” you will see the semester for which the tuition fee will be waived. It is only possible to apply for the following semester and thus cannot be changed.

This section is not relevant for applications submitted in time.

In the section “**Approval for applying after deadline**” please provide the following information:

- ✓ Reasoning for applying after deadline
- ✓ In addition to your reasoning, you can upload documents that are relevant for the decision when it comes to the approval of your application after deadline

In the section “**Requirements for tuition waiver**” the following information will be calculated and filled out automatically:

For Bachelor’s, Master’s, Diploma programmes:

- ✓ Period under consideration for student’s performance as basis for the eligibility for tuition waiver
- ✓ GPA (better/equal 2.5) of courses taken in the specified period
- ✓ ECTS-Credits (min. 30) earned in the specified period
- ✓ If the official duration of study (minimum duration plus tolerance time) has not been exceeded

For Doctoral programmes:

- ✓ Period under consideration for student’s performance as basis for the eligibility for tuition waiver
- ✓ If the official duration of study (minimum duration plus tolerance time) has not been exceeded
- ✓ If the colloquium for graduate students has been attended

A detailed description of the requirements is given in the appendix and in the electronic form itself. If needed, you have the opportunity to leave notes for the consultant of your application concerning your application and/or the calculated requirements using the annotation box below.

!!! 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 tuition waiver 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 tuition waiver yet.

!!! Please note that in order to submit the application in time you need to forward, not just save, the application in the given deadlines. Otherwise the application needs to be deleted and a new one reopened !!!

- ✓ „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.

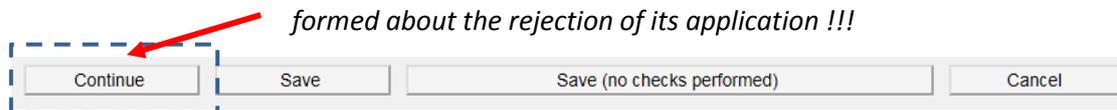
Step 2: Decision by the vice rector for academic affairs

If the application has been submitted after deadline, it needs to be approved by the vice rector for academic affairs, before it will be forwarded to the registrar’s office for its final review. Decision criteria will be the reasoning given in the section “Approval for applying after deadline” as well as the requirements for tuition waiver.

For the vice rector for academic affairs:

Please use the selection box “Approval” to reject or approve the application after deadline. Use the annotation boxes below to provide information for the consultants of the registrar’s office as well as for the applicant. In case of a negative decision, information stated in the annotation box “Notes” will also be given in the email notification sent to the applicant.

!!! By clicking “Continue” the application will be forwarded to the registrar’s office for final review or - in case of a negative decision - the applicant will be informed about the rejection of its application !!!



Step 3: Review by the registrar’s office

A regular application as well as an application submitted after deadline which had been approved by the vice rector for academic affairs, will be forwarded to the registrar’s office for a final review.

For consultants of the registrar’s office:

Please use the selection box “Acceptance” in the section “Requirements for tuition waiver” to decide if the requirements are fulfilled and the tuition waiver will be granted for the stated semester. Use the annotation box below in order to communicate information to the applicant. In case of a negative decision, information stated in the annotation box “Notes” will also be given in the email notification sent to the applicant.

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 processing. 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.

Business processes - My forms

List of form types with forms you may currently access or edit, grouped by business process category and business process

muss bearbeitet werden	Number		Form	Description
	darf gelesen werden	total		
Forms for students				
<i>Application for tuition waiver (Eastern/Southeastern Europe)</i>				
1	23	24	Application for tuition waiver (Eastern/Southeastern Europe)	

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 for which the tuition fee will be waived	Priority	Status
	19.13.01.2017			SS2017		muss bearbeitet werden 2: Approval by the vice rector for academic affairs A

Appendix

General regulations

- ✓ Students must be from eligible countries. The regulations for a partial or complete tuition waiver remain unchanged.
Eligible countries: Albania, Armenia, Belarus, Bosnia-Herzegovina, Georgia, Kosovo, Macedonia, Moldova, Montenegro, Serbia, Turkey, Ukraine
- ✓ Only regular full time students are eligible for a tuition waiver. Simultaneous additional studies are permitted, but in this case the performance is not linked to the tuition waiver.
- ✓ Only those students who study exclusively at the University of Music and Performing Arts will be granted a tuition waiver. Audio-engineering or musicology students are exempt from this regulation because the University of Music and Performing Arts and the Technical University of Graz are partner universities. However, these students need to be enrolled at the corresponding partner university and are NOT permitted to be registered for another academic programme at either of these universities.
- ✓ The tuition waiver is valid for the period of one semester.
- ✓ Eligible students are automatically granted a tuition waiver for the first three semesters. During the third and subsequent semesters, students must apply for the tuition waiver to be extended for an additional semester by the deadline. The student's performance during the two most recently completed semesters (i.e. period under consideration) will be the basis on which a determination will be made.
- ✓ The regulation does not apply to students on furlough.
- ✓ The winter semester is the period from October 1 to February 28 (or February 29 during leap years), the summer semester from March 1 to September 9. (see section 9, paragraph 3 Z5 of UniStEV 2004).

Regulations for Bachelor's, Master's and Diploma Programmes

- ✓ Students are not allowed to exceed the official duration of study (minimum duration plus “tolerance time”)
- ✓ ECTS credits will be counted only for courses taken at KUG (during the appropriate time period) which count toward the completion of a programme of the University of Music and Performing

Arts and only if a grade between 1-very good and 4-sufficient or “participated” is earned. A course with a grade of 5-insufficient will not be counted. Courses from other programmes at KUG or at other domestic or foreign universities are irrelevant, with the exception of audio-engineering and musicology students where courses taken in the context of programmes at the corresponding partner university are considered when determining the eligibility for tuition waiver.

- ✓ To determine the grade point average in those semesters that are relevant for the tuition waiver, all grades (1-very good – 5-insufficient) from lectures taken in the context of a full-time study at KUG are considered. If the student takes an exam several times, the last grade earned is used to determine the eligibility for the tuition waiver. Grades from other programmes at KUG or at other domestic or foreign universities are irrelevant, with the exception of audio-engineering and musicology students where the lectures taken in the context of programmes at the corresponding partner university are considered when determining the eligibility for a tuition waiver.
- ✓ If a student completes his/her degree during the semesters that are relevant when determining the eligibility for a tuition waiver, his/her degree will be considered equivalent to the ECTS credits necessary for the tuition waiver, as long as the final grade is at worst 3-satisfactory. If this is not the case, the degree cannot be counted towards eligibility for a tuition waiver, and the performance measured in ECTS credits and grade point average of the relevant period will again be the basis for the tuition waiver.
- ✓ Degrees completed at universities other than KUG are irrelevant in this case.

Students are granted a tuition waiver if they reach a minimum of 30 ECTS credits in the relevant period with a grade point average of 2.5 or better.

Regulations for Doctoral Programmes

- ✓ Students are not allowed to exceed the official duration of study (minimum duration plus tolerance time) in any academic programme.
- ✓ Attendance at the Colloquium for graduate students is obligatory.
- ✓ If, in addition to the graduate programme, students are also enrolled at a Bachelor’s, Master’s or Diploma programme, the before mentioned rules for tuition waiver apply as well.