

STUDENT GUIDE

MUSIC AND ARTS UNIVERSITY OF THE CITY OF VIENNA

September 2022

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1 Foreword and general information

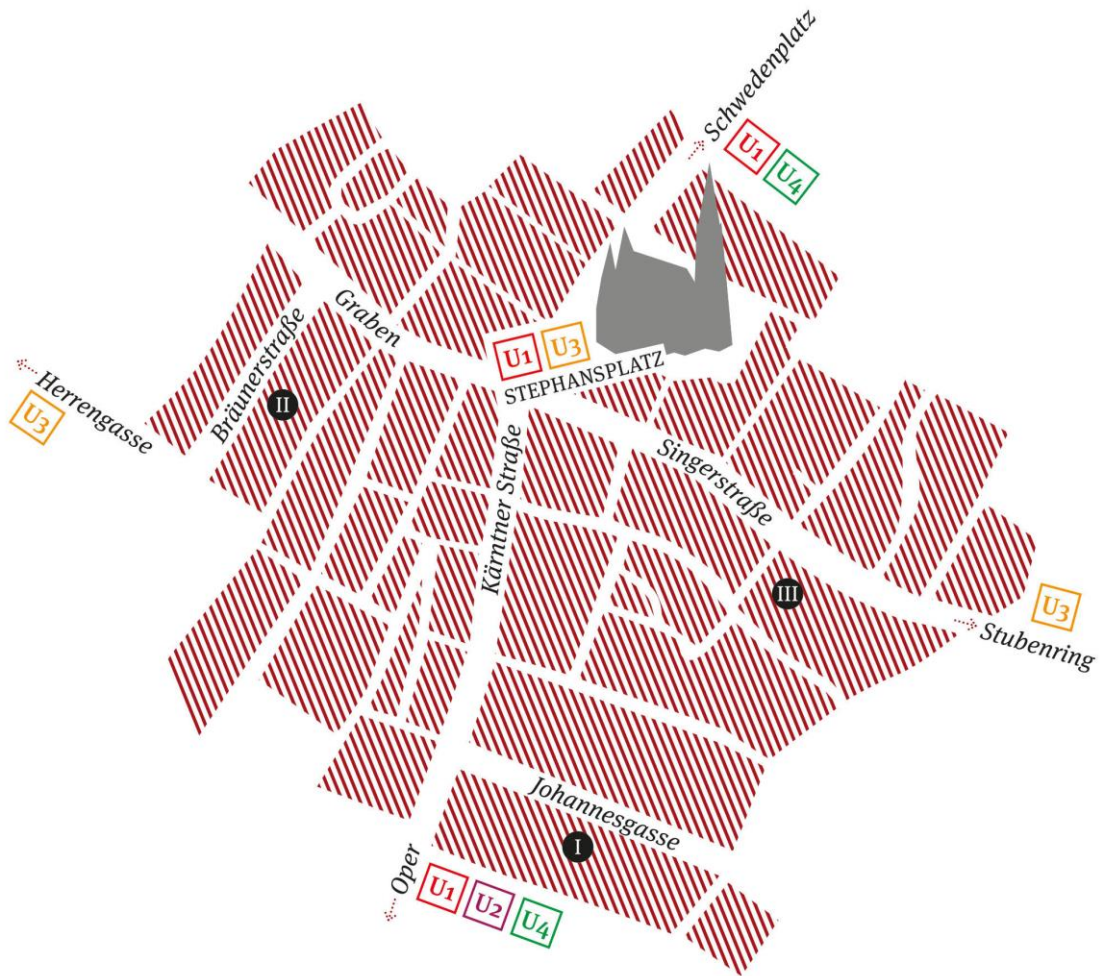
Dear students!

Welcome to MUK! With the beginning of your studies, some questions may arise, which we would like to try to answer as best as possible with this guide.

During the course of a study cycle, there are also numerous deadlines that need to be met and many errands that need to be taken care of. Since it is the students' responsibility to maintain the successful progress of their studies (timely registration for courses (LVs), regular checks of their own grades, complete submission of documents) we hereby also provide assistance for these obligations.

Please note that this guide is intended as a guide and support. The information in it reflects the official status at the time of its preparation. Should other/up-to-date information be published by concerned authorities, the new information will of course apply. We wish you a successful start of your studies!

MUK locations



2 MUKonline

MUKonline is our university management system, developed by Graz University of Technology (TU Graz). MUKonline is where the majority of university procedures are managed, which also simplifies a great deal for the students. Students can use MUKonline to register for courses and exams, print out confirmations, contact lecturers and staff at the university and much more.

2.1 First steps in MUKonline

When they enroll, all new students receive a PIN code that lets them activate their account in MUKonline. This is the account that was created during the online application for the entrance examination and that was checked again during enrolment. With this PIN code, the matriculation number and your own date of birth, you can select your own user name and password. To do so, log in to MUKonline (<https://online.muk.ac.at/>), click on the key symbol at top right, and then click on "Enter your PIN code here".

Q: I have forgotten my password. What should I do?

A: You can reset your password on your own, or request a new PIN code from the Student Affairs Office. The process of resetting your password is the same as when you activate your account.

2.2 Account maintenance

Although a residence registration form is required during admission, in the event of later changes of residency, students may update their addresses themselves in MUKonline. Although the university only contacts students via telephone in extremely rare cases, it is usually an emergency when this happens. It is therefore advisable to also keep your mobile phone number up to date:

Business card → *Studies* → *Current/Home Address*

2.3 Confirmations

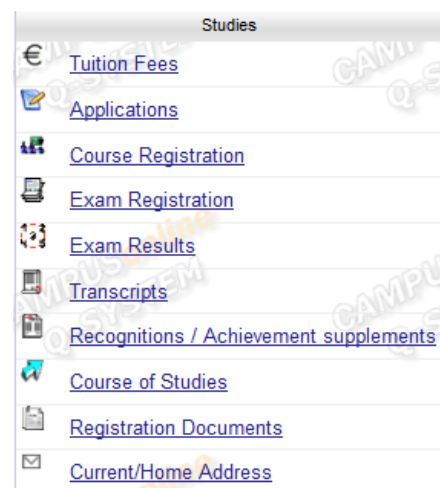
Students can print out their records of study, confirmation of registration and study period confirmation themselves:

Business card → *Studies* → *Registration Documents*

These are valid even without a signature or stamp. However, in rare cases, this will not be accepted - usually by foreign authorities. You can obtain a signed and stamped copy at the Student Affairs Office.

Students can only create a preview of their transcript of records. These documents are only valid with a signature from the Student Affairs Office:

Business card → *Studies* → *Transcripts*



3 MUKaccount

All members of the MUK are provided with a MUK account for authenticated access (user name, password) to some IT services.

You must activate your MUK account yourself via MUKonline using a PIN code (one-time code). You get the PIN code at the beginning of your studies.

MUKaccount examples

Students*r: 12345678@students.muk.ac.at

Password: *****

With your MUK account you can use the following IT services:

- MUKclient
- MUKonline
- MUKmail
- MUK-eLearning
- MUKoffice

Password policy

The password of your MUK account is valid for 180 days. Before the password expires, you will be informed by email to renew your password.

The new password must meet the following criteria:

- at least 10 characters long
- at least 1 capital letter
- at least 1 digit
- at least 1 special character
- cannot contain first name, last name, user name and student number
- must be different from already chosen passwords

MUKaccount password forgotten/expired/change

You can reset the password of your MUK account yourself if you have forgotten it or it has already expired.

To do this, go to the **MUKonline** login screen and click **Forgot your password**. Identify yourself by entering your personal e-mail address, social security number or student number. After you click the **Next** button, a new PIN code will be sent to you, which you can use to choose a new password.

Attention: The PIN code will be sent to your private e-mail address that you entered at the beginning of your studies. Therefore, please check the correctness of the address regularly with the help of the **Student Affairs Office**.

You can also change your password at any time if it is still valid. To do so, click on **Change Password** in your personal business card of MUKonline.

3.1 MUKmail

To activate your MUKmail, please log into your MUKonline account. There you will find the item MUKmail. After you have selected it, you can log in with your username and password. (see *MUKaccount examples*)

Activate your MUKmail immediately! Official written communication between the university and students takes place exclusively via MUKmail.

3.2 MUK-eLearning

The Music and Art Private University of Vienna provides the tool MUK-eLearning to support distance learning.

MUK-eLearning is a Moodle platform. Moodle provides virtual lecture rooms. In these rooms, working materials and learning activities are provided by teachers for students.

Of course, students can also use MUK-eLearning to communicate documents, audio or video files, etc. to teachers, but also to make them available to other students of the same MUK-eLearning course.

Log in to MUK-eLearning with your active MUK account (MUKmail address) at <https://elearning.muk.ac.at>.

For example, students: 12345678@students.muk.ac.at

You can find instructions on how to use MUK-eLearning on our website under IT Services (in the download area).

The instructions are also available in our MUK-eLearning tutorial course, in which you can enroll yourself, at <https://elearning.muk.ac.at/course/view.php?id=36>.

In the tutorial course, you will also find a forum maintained by MUK-IT where you can ask questions about MUK-eLearning.

Technical Information

For the use of MUK-eLearning we recommend using Microsoft Edge, Mozilla Firefox or Google Chrome as browser.

4 Curriculum/timetable

4.1 How do I read the curriculum?

The columns of the table are divided into semesters, which in turn are divided into weekly contact hours (SWS - Semesterwochenstunden) and ECTS (European Credit Transfer and Accumulation System). The weekly contact hours (SWS) provide a guidance as to how long the class lasts each week, which is approx. 50 minutes / weekly contact hour (SWS). More important for completing your degree are the ECTS points. These describe the amount of time and above all the workload involved in a course in comparison to other courses, also including the time spent on it outside of the classrooms. 1 ECTS point = approx. 25 - 30 hours workload.

In the lines of the curriculum the modules and the courses are listed. There are compulsory modules, bound compulsory modules and compulsory optional modules. In the case of compulsory modules, all assigned courses must be completed. In the case of bound compulsory modules (e.g. KEP), the ECTS points from the assigned courses have to be taken. For the compulsory optional modules see below.

KEP or K(E)P - Various KEP courses offer a varying number of ECTS points. By the end of your studies, a certain number of ECTS points is required, although the courses in which these points must be earned are not stipulated. If, for example, you study BA Piano, you need 14 ECTS points in order to complete the module KEP. To obtain these, you can attend “Practical Training Contemporary Music” (2 ECTS/sem) 7 times, or the “Chamber Music Seminar” (1 ECTS/sem) 14 times, or a combination of various other courses. KEP is only included in instrumental studies and solo singing.

VT - Courses of the module Deepening Theory are also not required in all study courses. Again, a certain number of ECTS points must be earned by the end of the course, but different courses are worth different amounts of ECTS points. Since the titles of the VT courses may change from semester to semester, no examples are mentioned in the curricula. The quickest way to find VT courses is by using the course search function in MUKonline (top right) and search for “VT*” in the respective semester, or by using the **Curriculum Support (CS) Tool**.

WF - (Compulsory Optional Module) Elective subjects often cause the biggest confusion. Although examples are mentioned in the curricula, these are intended for elective modules with an emphasis and definitely do not have to be completed in this manner. The WF module includes all subjects which are not stipulated as a compulsory part of the curriculum. The entire range of studies at MUK is available to choose from, except the main subjects (ZkFs), e.g. Jazz Choir for BA Piano students. However, this also includes KEP and VT courses, if you have completed more of these than necessary according to your curriculum.

The **“Orientation Phase inc. Mentoring”** covers the entire phase of the first two semesters of every BA degree programme. As at every university, students may structure their own curricula. However, it is recommended that you stick to the plan, particularly in the orientation period. Introductory and theoretical courses are suggested here that are designed to make the rest of your studies easier. Additionally, all BA students must sign up for the **“Mentoring”** course in the second semester of their respective degree programme. If the expected academic progress cannot be achieved in the orientation period, MUK may terminate the contract of admission, effective immediately!

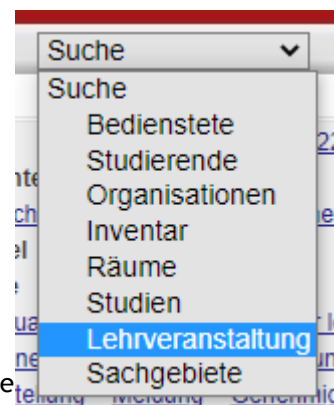
To make classes easier to find, classes of certain topics have been assigned their own abbreviations:

KEP *course title*: Courses of artistic ensemble practice (especially in the music faculty), e.g. KEP Orchestra Production

GSH *course title*: Courses with a focus on health, e.g. GSH Body Work

ESK course title: Courses with a focus on entrepreneurial skills, e.g. ESK Self-Management/Legal Basis 01

VT course title: Courses on specifically theoretical topics, e.g. VT Music, Rhythm and Everyday Life

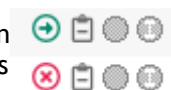


4.2 How do I find a class and sign up for it?

There are multiple ways to find classes:

- **Search function:** If the name of the class is known, it can be found directly using the search function.
- **Curriculum Support:** In this application students can check for their progress in fulfilling their curriculum, as well as sign up for classes. Compulsory optional classes (WF) however are an exemption, as they are not listed in the curriculum.
- **Browse:** All departments can be found on the left bar in MUKonline. By clicking those, one can browse through all classes a department has to offer.

To register for a class, you click on the green arrow and follow the instructions on the next pages. If you find a red cross instead of the green arrow, a registration is not possible (anymore).



4.3 How do I organise a weekly timetable?

When it comes to the Major Artistic Subjects (ZkF), students are signed up by the Student Affairs Office (and to piano lessons if necessary). The rest of the courses can be found via your business card in MUKonline:

Study Programme (e.g. String Instruments) → Courses

To find out at which time the course is held, click on the green T (→ Participant management [Teilnehmerverwaltung] - group list) and then on the clock symbol in the new window. If you wish to register for the course, click on the register button.

Q: Why do some courses not have specific days and times?

A: Lecturers have time until the end of the (enrolment) period of grace to enter the specific days and times. In case of doubt, you can ask the course administration directly for the days and times.

MUKonline offers several options for finding and registering for courses. If you wish to attend courses which are not included in the curriculum, you can click through the study programmes on the left in MUKonline and simply take a look at what courses are offered. If you already know the title or the name of the lecturer of a specific course, you can use the search function at top right.

Once you have registered for courses, you will find all specific days and times that have already been entered in the calendar:

Business card → Resources → Calendar

4.4 Degree / curriculum check

Each semester students should check which subjects they still need to take in order to complete their studies and which grades are still missing. It is for this purpose that MUKonline offers the automatic Curriculum Support.

To check your status click on "Course of Studies" in your business card. You will find a list of your study programmes. Click on the SPO number of the study programme to be examined (to be found in the column "Curriculum", eg.: M19_spo).

Q: Why are grades missing for courses I have already attended?

A: The grades are entered by the lecturers. If grades are missing, please get in touch with the teacher to obtain them.

The curriculum support opens up. All modules and individual courses are displayed there:

Studienergebnisse, Stand: 27.08.2018 16:47										
Knotenfilter-Bezeichnung	empf. Sem.	ECTS Cr.	Dauer	GF	Leist	Gew	Pos	EN	VE	Cre
☐ [M17_spo] MA-Akkordeon 2017/18		120		1						37
☐ [M17_MA-Akkrdn_ZKF I] Zentrales künstlerisches Fach (ZKF) I		30		1			P			30
☐ [M17_MA-Akkrdn_ZKF II] Zentrales künstlerisches Fach (ZKF) II		30		1						0
☐ ZkF Akkordeon MA 03 / Vertiefung	3.			1						
☐ ZkF Akkordeon MA 04 / Vertiefung	4.			1						
☐ [M17_MA-Akkrdn_KP I] künstlerische (Ensemble-)Praxis (KP) I		4		1						0
☐ [M17_MA-Akkrdn_KP II] künstlerische (Ensemble-)Praxis (KP) II		2		1						0
☐ [M17_MA-Akkrdn_KP a] künstlerische (Ensemble-)Praxis (KPa)		10		1						1
☐ [M17_MA_WuF I] Wissenschaft und Forschung (WuF) I				1						6
☐ [M17_MA_WuF II] Wissenschaft und Forschung (WuF) II				1						0
☐ [M17_MA_SG2_PR] Prüfungen (PR)		10		1						0
☐ [M17_MA-Akkrdn_WF] Wahlpflichtmodule (WF)		16		1						0

You can now view the status of the individual courses as well as the modules in the "Pos" column. A gray "P" means that an assessment has not yet taken place. A green "P" indicates that the course or module is successfully completed. In order to complete your entire study-programme every "P" has to be green.

Pos
P
P
P
P

5 Examinations / Graduation

5.1 Board examinations (Kommissionelle Prüfung)

... are all examinations held before a board. All registrations to this examinations take place on the MUK-eLearning platform moodle.

All information regarding the board examinations is available at:

<https://online.muk.ac.at> → Select your study programme (e.g. String Instruments) → Bulletins

5.1.1 Mid-Course Artistic Exam (Studienprüfung)

On a BA programme, the mid-course artistic exam must be completed in the 4th semester and concludes the first phase of the programme.

In order to register, students must show that they have at least 60 ECTS points and have concluded the "Introduction to Scientific Methodology" course. As evidence of this, a copy of the first page of the docket (Laufzettel) and a printed copy of the Transcript of Records must be uploaded to moodle.

Q: What should I do if I do not have enough ECTS points?

A: Seek advice from your Major Artistic Subject (ZkF) teacher or the Examination Management as to whether it is necessary to extend your study period.

5.1.2 *Major Artistic Subject (ZkF) examination & Bachelor examination*

The **Major Artistic Subject (ZkF) board examination** does not exist in this form in all study programmes, but it works like an additional mid-course exam.

The **BA examination** and the Major Artistic Subject (ZkF) board examination take place in the 8th semester. In order to register, students need to show that they have at least 180 ECTS points (120 ECTS for composition), and steps 1, 2 and 3 must be approved on the BA docket. A copy of the first page of the docket and a printed copy of the Transcript of Records must be uploaded to moodle during the 7th semester.

5.1.3 *Master examination*

The Master examination usually takes place in the 4th semester. To register, a minimum of 60 ECTS points must be presented and the topic of the Master's thesis must be approved. In the 3rd semester, a copy of the first page of the MA docket and the Transcript of Records must be uploaded to moodle. In the Master's programmes of the Faculty of Music, a specialisation topic must also be selected within the context of the ZkF lessons. This specialisation topic must be presented in the Master's examination and/or the Master's thesis.

The examinations are coordinated by the examination management (Johannessgasse 4a, 3rd floor, room 3.19). You can clarify all questions regarding the board examinations directly with the examination management (e-mail: exams@muk.ac.at; phone: +43 1 512 77 47 - 211).

5.2 Degree Theses

... are technical, scientific, written papers. Alternatively, students may also write artistic-based scientific papers, for which the approval of the specific Programme Director must be obtained. Details of the theses can be found in the guidelines on the docket. The docket can be found on our website or at the Student Affairs Office.

5.2.1 Bachelor's Thesis

The BA thesis is written as part of the "Scientific/Research Colloquium" course.

- Step 1:** Completion of the "Introduction to Scientific Methodology" course before the degree examination
Signature: Course Director / in case of accreditation, Director of Studies
- Step 2:** Working title of the Bachelor thesis
- Step 3:** Approval of the working title of the Bachelor thesis (at the latest in the 6th semester; composition: 4th semester)
Signature: Subject Supervisor
 Course Director "Scientific/Research Colloquium"
- Step 4:** Assessment of the Bachelor thesis
Signature: Subject Supervisor
 Course Director "Scientific/Research Colloquium"
- Step 5:** Submission of the PDF file in the IWF (Institute of Science and Research)
Signature: Institute staff member

Q: When is the deadline for handing in my thesis?

A: There is no submission deadline per se for the final thesis. However, if you wish to finish in a specific semester, the deadlines on the docket must be observed so that completion of the degree can be processed by the end of the additional enrolment period.

5.2.2 Master's Thesis

The Master thesis is created as part of the "Scientific/Research Colloquium MA" course.

- Step 1:** Working title of the Master thesis
- Step 2:** Approval of the working title of the Master thesis
Signature: Subject Supervisor
 Course Director "Scientific/Research Colloquium MA"
- Step 3:** Assessment of the Master thesis
Signature: Subject Supervisor
 Course Director "Scientific Colloquium"
 Defensio Chairman of the Board
- Step 4:** Submission of a bound copy in the library and a PDF file in the IWF (Institute of Science and Research)
Signature: Institute staff member
 Library

Q: I have received a payment request for the upcoming semester, but all I have left to finish is the thesis. Do I need to pay the fee?

A: If the degree programme will be completed by the end of the additional period of the next semester, there is no need to pay the tuition fee. Payment of the fee extends the course of studies by a further semester.

6 By when shall I...? (Forms / applications)

6.1 Application for recognition of courses

The application for recognition of courses serves to credit courses from external institut courses completed at MUK but in a different course of studies to the current course of However, only equivalent subjects may be accredited!

Antrag auf Anrechnung von Lehrveranstaltungen
(gemäß § 25 Abs. 1 Anhang 1 der Satzung der Musik und Kunst Privatuniversität der Stadt Wien)

MUSIK UND KUNST
PRIVATUNIVERSITÄT
DER STADT WIEN

Name, Vorname: Matrikelnummer:

Studienrichtung (z. B. BA-Viola): ZkF-Lehrkraft:

Name der/s Universität/Hochschule/Konservatoriums, an der die Prüfung(en) abgelegt wurde(n)⁽¹⁾:

Datum der Einreichung: Unterschrift Studierende*r:

ORIGINALZEUGNIS <small>(laut Beilage)</small>					Musik und Kunst Privatuniversität der Stadt Wien			Von Studiendirektor*in auszufüllen	
Titel der Lehrveranstaltungen laut beiliegenden Zeugnissen ⁽²⁾	Datum der Prüfung	SWS ⁽³⁾	ECTS ⁽⁴⁾		Titel der Lehrveranstaltungen an der MUK	SWS ⁽³⁾	ECTS ⁽⁴⁾	Anrechnung JA/NEIN	Anmerkung
				→					
				→					
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				→					
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(1) Für jede Universität / postsekundäre Bildungseinrichtung muss ein eigenes Formular verwendet werden.
(2) Jedes einzelne Semester der Lehrveranstaltung in eine eigene Zeile schreiben. Achtung: Wahlpflichtfächer müssen mit WF-[Lehrveranstaltungsname] gekennzeichnet werden!
(3) SWS = Semesterwochenstunden: Anzahl der Wochenstunden der Lehrveranstaltung in einem Semester.
(4) European Credit Transfer System (ECTS): europaweit einigetes Punktesystem zur Anrechnung von Studienleistungen.
(5) Zeugnisse aus nicht EU/EWR Ländern müssen von einem*r beidseitigen Übersetzer*in übersetzt (Deutsch oder Englisch) werden.

..... Datum
..... Unterschrift Studiendirektor*in

First you fill in the general section. Under “Originalzeugnis” enter the courses you have completed and under “Musik und Kunst Privatuniversität der Stadt Wien” enter the titles of the courses at MUK. For example, at a different university, the course might be called “History of Ancient Music”, which at MUK would be equivalent to “History of Music 01”.

If the course was completed at an external institution, the certificate on which the successfully completed grade is confirmed should be enclosed with the application. If the certificate was not issued in German or English, a translation into German or English must be included in the application.

If you wish to have courses credited as elective subjects, you do not need to seek out the equivalent subjects at MUK. The designation “WF” (elective subject) is sufficient.

There is no submission deadline to apply for the recognition of courses. The submission takes place in person at the Student Affairs Office.

6.2 Application for leave of absence

The application for leave of absence allows you to take leave from your studies for one to two semesters. During this time, you remain enrolled at MUK, but you do not attend any classes, cannot use the practice rooms and do not pay any tuition fees. **Please note, that the student union fee (ÖH-Beitrag) must be paid in any case, otherwise your admission to study will expire!**

Official confirmation of the reason for taking leave must be enclosed with the application, i.e. a medical note. **A later submission of the confirmation is not possible!**

The application must be submitted by the end of the general admission period of the respective semester or as early as possible.

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Antrag auf Studienurlaub

Name, Vorname:
 Matrikelnummer / Geburtsdatum: /
 Studium (z. B. BA-Viola):
 ZKf-Lehrkraft:

Ich beantrage einen Studienurlaub für das
 Wintersemester 20... / ... Sommersemester 20... / ...

ACHTUNG: Studienurlaub kann nur bis Ende der allg. Zulassungsfrist des jeweiligen Semesters bewilligt werden!

Begründung: Ableistung eines Praktikums oder Zivildienstes
 Schwangerschaft oder Betreuung eigener Kinder
 Lang andauernde Krankheit
 Fachwissenschaftliche außeruniversitäre Tätigkeit
 Sonstiges:

Auf Antrag ist eine Beurlaubung auf höchstens 2 Semester möglich.
 Während der Beurlaubung bleibt die Zulassung zum Studium aufrecht, die Teilnahme an Lehrveranstaltungen, die Ablegung von Prüfungen sowie die Einreichung und Beurteilung wissenschaftlicher oder künstlerischer Arbeiten ist nicht möglich.
 Bitte beachten Sie, dass der Beurlaubungsgrund durch entsprechende Unterlagen belegt werden muss (z. B. Einberufungsbescheid, Mutter-Kinder-Pass, ärztliche Befestigung, ...).
 Der ÖH-Beitrag ist auch für beurlaubte Semester zu entrichten.

Ich habe meine ZKf-Lehrkraft und meine Studiengangsleitung über meinen Urlaubsantrag informiert.

Unterschrift Studierende*r
 Datum:

Vertragsgemäß §12, Abs. 1 der Satzung der Musik- und Kunst Privatuniversität der Stadt Wien

Dem Studienurlaub wird stattgegeben nicht stattgegeben.
 Datum: Unterschrift Studiengangsleitung:

6.3 Art in Theory and Practice

A successful participation includes 2 parts. **Theory:** You need to visit a total of 10 hours from Deepening Theories (VT), symposia of the IWF, Entrepreneurial Skills, etc.; The observation of one VT lecture series is obligatory! **Practice:** You need to visit a total of 15 hours of practical courses offered at MUK: Workshops and master classes (at least 10 hours), courses of your choice (max. 5 hours). No examination or active participation in the LVs is required.

The form for “Kunst in Theorie und Praxis” does not have a submission deadline, but it is accredited to the semester in which it is processed.

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Kunst in Theorie und Praxis

zur Nachweiseintragung als Pflichtfach Wahlfach

Name, Vorname: Matrikelnummer:
 Studienjahr:
 Studienart (z. B. BA, MA, MEd):

THEORIE:
 Zu besuchen sind insgesamt 10 Stunden aus dem Angebot der MUK an Vertiefenden Theorien (VT), Symposien des IWF, Entrepreneurial Skills, etc.; Die Hospitation eines VT-Seminars ist verpflichtend!

Name der LV	LV-Bezeichnung	Stundenzahl	Datum	Unterschrift LV-Leitung

Summe der Unterrichtsleistungen:

Hier sind vertiefende Theorien (VT) zu registrieren. Bei jeder Teilnahme an insgesamt 25 Stunden des ÖH-BI-Feldes muss ein VT besucht werden. Einmalige Teilnahme an einer Theorie und Praxis ist möglich. Das jeweilige Semester ist angegeben. Die Teilnahme an einer Vertiefenden Theorie (VT) ist verpflichtend. Es ist ein Seminar zu besuchen. Die Teilnahme an einer Vertiefenden Theorie (VT) ist verpflichtend. Die Teilnahme an einer Vertiefenden Theorie (VT) ist verpflichtend. Die Teilnahme an einer Vertiefenden Theorie (VT) ist verpflichtend.

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MUSIK UND KUNST
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Praxis:

Zu besuchen sind insgesamt 15 Stunden aus dem Angebot der praktischen Lehrveranstaltungen der MUK: Workshops und Meisterkassen (min. 10 Stunden), Lehrveranstaltungen / Vorkurse (max. 5 Stunden)

Name der LV	LV-Bezeichnung	Stundenzahl	Datum	Unterschrift LV-Leitung

Summe der Unterrichtsleistungen:

Von der Studiengangsleitung auszufüllen:
 Erfolgreiche Teilnahme: ja nein
 Datum: Unterschrift Studiengangsleitung:

2 von 2

6.4 Sitting in (on teaching and research)

You can participate in courses in the form of sitting in without having to complete the course in its entirety. For 25 hours of sitting in, you receive 1 ECTS point for your studies. A distinction must be made between “Sitting in” and “Sitting in on teaching and research”. For the latter, a minimum of 10 courses must be completed in master classes, workshops or symposia of the MUK. For “Sitting in”, a minimum of just 8 courses must be completed in master classes or workshops. The curriculum determines which of the two forms is required.

The form for “Hospitation” does not have a submission deadline, but it is accredited to the semester in which it is processed.

Hospitation in Lehre und Forschung			
Name der Lehrveranstaltung	Lehrveranstaltungsleitung	Datum	Anzahl der Unterrichtseinheiten
Name der Studierendeninstituten		Summe der Unterrichtseinheiten	
Matrikelnummer		Datum	
Unterschrift der Studierendeninstituten		Unterschrift der Dienststelle	

1. Lehrveranstaltung des Bachelors oder des Masters, die 25 Unterrichtseinheiten (UE) umfasst.
 2. Nachweis der Teilnahme an der Hospitation in der entsprechenden Form.
 3. Die Hospitation ist nur für Studierende der MUK zulässig. In anderen Fällen ist eine Hospitation in der MUK möglich.
 4. Die Hospitation ist nur für Studierende der MUK zulässig. In anderen Fällen ist eine Hospitation in der MUK möglich.
 5. Die Hospitation ist nur für Studierende der MUK zulässig. In anderen Fällen ist eine Hospitation in der MUK möglich.
 6. Die Hospitation ist nur für Studierende der MUK zulässig. In anderen Fällen ist eine Hospitation in der MUK möglich.
 7. Die Hospitation ist nur für Studierende der MUK zulässig. In anderen Fällen ist eine Hospitation in der MUK möglich.
 8. Die Hospitation ist nur für Studierende der MUK zulässig. In anderen Fällen ist eine Hospitation in der MUK möglich.

6.5 Change of teachers in a Major Artistic Subject (ZkF)

This form only applies to the Faculty of Music and the Voice and Opera department and should be filled in if students wish to change teachers in a Major Artistic Subject (ZkF). A change of teachers in the other subjects does not require a form. The students personally obtain the signatures of the two ZkF teachers concerned and the signature of the Head of Programme, before the form is handed in at the Student Affairs Office.

This form must be handed in even if all those involved have already been informed of the change of teachers and even if the class is already taking place!

In exceptional cases, such as if difficulties arise during the change, the advice of the Head of Programme should be sought.

The application to change teachers in a Major Artistic Subject (ZkF) does not have a submission deadline.

eintrag: 000

die MUK MUSIK UND KUNST UNIVERSITÄT DER STADT WIEN

Antrag auf Lehrendenwechsel im Zentralen künstlerischen Fach

Name, Vorname:
 Matrikelnummer / Geburtsdatum: /
 Studium (z. B. BA-Viola):

Ich beantrage einen Lehrendenwechsel im Zentralen künstlerischen Fach ab:
 Wintersemester 20... / ... Sommersemester 20... / ...

Datum: Unterschrift Studierende*r (bzw. Erziehungsberechtigte*r):

Name bisherige Lehrkraft Unterschrift:

Name künftige Lehrkraft Unterschrift:

Datum: Unterschrift der Studiengangleitung:

Dem Lehrendenwechsel wird stattgegeben nicht stattgegeben.

Datum: Unterschrift Studierende*r:

6.6 Postponement of examination / shortening of study period

Both the postponement of an examination as well as the shortening of the study period ultimately represent the rescheduling board examinations. This includes both final BA and MA examinations as well as academic diploma examinations.

You can apply for a postponement if you wish to postpone your final exam by one or two semesters. Reasons for this are e.g. absence during the originally scheduled appointment (semester abroad, non-university engagements, etc.) or inadequate preparation for the exam. The completed form must be handed in at the Student Affairs Office / examination management.

If you have already played your exam but cannot submit your Bachelor's / Master's thesis on time, you do not need to hand in the postponement form. In this case, you simply pay the semester fee and then be re-registered for the next semester.

This means in the 7th semester for the BA examination, and in the 3rd semester for the MA or academic examination (exception: BA Composition). Anyone handing in the application late risks being turned down and also decreases their chances of additional Major Artistic Subject (ZkF) classes, if these are desired.

The application to shorten the study period does not have a submission deadline.

A postponement of an examination does NOT automatically entitle the student to additional Major Artistic Subject (ZkF) classes!

If additional classes are required after the standard period of study, an application must be submitted for this. Major Artistic Subject (ZkF) classes after the standard period of study can only be approved if sufficient teacher resources are available.

MUSIK UND KUNST
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eingefügt am:

Antrag auf Prüfungsaufschub

gemäß § 15 Abs. 1 Art. 1 der Satzung der Musik- und Kunst-Privatuniversität der Stadt Wien
Der Antrag ist bis spätestens zum Vorlesungsende des laufenden Semesters für einen Prüfungsaufschub im nächsten Semester abzugeben!

Name, Vorname:

Matrikelnummer / Geburtsdatum: /

Studiern (z. B. BA-Vielja):

ZkF-Lehrkraft:

Schritt 1: Ich beantrage einen Prüfungsaufschub hinsichtlich der...

Studienprüfung
 Bachelorprüfung
 Masterprüfung
 Kommissionelle Prüfung im ZkF
 Studienprüfung aus dem Vorbereitungslehrgang

Schritt 2: Ich beantrage den oben ausgewählten Prüfungsaufschub ...

bis Ende WS 20... / ...
 bis Ende SS 20... / ...

Schritt 3: Begründung (obligatorisch)

.....

Ich habe meine ZkF-Lehrkraft und die Studiengangsleitung über meinen Antrag informiert.
 Ich nehme zur Kenntnis, dass ZkF-Unterricht sowie ZkF-begleitende Lehrveranstaltungen (z.B. Solokonzertpraktika) gemäß Satzung nur im Rahmen der Regelstudienzeit garantiert werden. Über mögliche Ausnahmen entscheidet auf begründeten Antrag die Universitätsleitung. Die Antragstellung erfolgt mit dem Formular „Antrag auf ZkF-Unterricht nach der Regelstudienzeit“.

Datum:
Unterschrift Studierend*in
 (Bitte eingetragene Schrift)

Seite 1/2 Stand: Dezember 2018

MUSIK UND KUNST
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Antrag auf Prüfungsaufschub

gemäß § 15 Abs. 1 Art. 1 der Satzung der Musik- und Kunst-Privatuniversität der Stadt Wien

Schritt 4: Entscheidung Studiendirektor*in

Stellungnahme Studiendirektor*in (obligatorisch im Falle einer ablehnenden Entscheidung):

.....

stattgegeben nicht stattgegeben

Datum:
Unterschrift Studiendirektor*in

Seite 2/2 Stand: Dezember 2018

Studienzeitverkürzung / ZkF nach Regelstudienzeit

If your main subject teacher thinks that you already meet all the requirements for your particular study period, you can fill out an application for a shortened study period with him/her. This will enable you to complete your studies under the standard period of study. The prerequisite is a high artistic level confirmed by the main subject teacher. Please note that a shortening of the duration of study is only possible by a maximum of half the standard period of study.

If you (or your main subject teacher) are of the opinion that you need additional ZkF lessons after the end of the standard period of study, you can submit an appropriate application. This application must be approved by the university management. The approval depends on the available capacities at the house.

eingeliefert am:

die MUK MUSIK UND KUNST
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Antrag auf ZkF-Unterricht nach der Regelstudienzeit
gemäß § 13 Abs. 2 Anhang 1 der Satzung der Musik und Kunst Privatuniversität der Stadt Wien

Name, Vorname: Datum:
 Matrikelnummer: Geburtsdatum:
 Studium (z. B. BA-Viola)
 ZkF-Lehrkraft:
 ZkF-Einstufung derzeit: (Bsp. ZkF BA 01)

Ich beantrage ZkF-Unterricht für folgende Überziehungsemester:
 (gilt nicht automatisch für ZkF-Begleitende Lehrveranstaltungen, z.B.: Solokomposition)
 Wintersemester (Jahr) = ZkF-Stufe
 Sommersemester (Jahr) = ZkF-Stufe

Begründung:
 Bitte beachten Sie, dass schwerwiegende Gründe für eine Antragstellung vorliegen müssen und legen Sie falls vorhanden Nachweise bei (z. B. ärztliche Bestätigung)

Anträge müssen VOR Beginn des letzten Semesters lt. Regelstudienzeit im Studierendenservice abgegeben werden (also im ZkF BA 07 bzw. ZkF MA 03; in Komposition ZkF BA 05). Antrag auf zusätzlichen ZkF-Unterricht ist nur möglich, wenn die künstlerische Bachelor- bzw. Masterprüfung noch nicht absolviert wurde und bereits eine genehmigte Studienzeitverlängerung (Prüfungsausschuss) vorliegt.

.....
 Unterschrift Studierende*r

Dem Antrag wird
 stattgegeben nicht stattgegeben

.....
 Datum / Unterschrift Universitätsleitung

Form: Semester 20 2

6.7 Deregistration

Students are entitled to discontinue their studies at any time without providing reasons. The contract of admission signed in the course of the admission process is a binding contract between MUK and the student. Therefore the proper dissolution of the contract requires a written deregistration on the part of the student. **Deregistering with the Major Artistic Subject (ZkF) lecturer or Programme Director is not sufficient!** If the application is submitted at the Student Affairs Office in person, you can receive a confirmation of deregistration immediately. Otherwise, the confirmation will be sent by post to the study address provided in the system.

die MUK MUSIK UND KUNST
PRIVATUNIVERSITÄT
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Abmeldung Wirt,

Name, Vorname:
 Lehrkraft im Zentralen künstlerischen Fach:

Ich melde mich mein Kind

vom Studium ab.
 von der Musik und Kunst Privatuniversität der Stadt Wien ab.

Begründung:

.....
 Unterschrift Studierende*r bzw. Erziehungsberechtigter

Musik und Kunst Privatuniversität der Stadt Wien GmbH
 E-mail: mku@mkusw.at, Tel: +43 (0)1 479 01 21 22, Fax: +43 (0) 1 479 01 22 70, 01 479 01 22 71
 In-charge: Barbara Gasser, Tel: +43 (0)1 479 01 22 30, Fax: +43 (0)1 479 01 22 31, 01 479 01 22 32, 01 479 01 22 33, 01 479 01 22 34, 01 479 01 22 35, 01 479 01 22 36, 01 479 01 22 37, 01 479 01 22 38, 01 479 01 22 39, 01 479 01 22 40, 01 479 01 22 41, 01 479 01 22 42, 01 479 01 22 43, 01 479 01 22 44, 01 479 01 22 45, 01 479 01 22 46, 01 479 01 22 47, 01 479 01 22 48, 01 479 01 22 49, 01 479 01 22 50, 01 479 01 22 51, 01 479 01 22 52, 01 479 01 22 53, 01 479 01 22 54, 01 479 01 22 55, 01 479 01 22 56, 01 479 01 22 57, 01 479 01 22 58, 01 479 01 22 59, 01 479 01 22 60, 01 479 01 22 61, 01 479 01 22 62, 01 479 01 22 63, 01 479 01 22 64, 01 479 01 22 65, 01 479 01 22 66, 01 479 01 22 67, 01 479 01 22 68, 01 479 01 22 69, 01 479 01 22 70, 01 479 01 22 71, 01 479 01 22 72, 01 479 01 22 73, 01 479 01 22 74, 01 479 01 22 75, 01 479 01 22 76, 01 479 01 22 77, 01 479 01 22 78, 01 479 01 22 79, 01 479 01 22 80, 01 479 01 22 81, 01 479 01 22 82, 01 479 01 22 83, 01 479 01 22 84, 01 479 01 22 85, 01 479 01 22 86, 01 479 01 22 87, 01 479 01 22 88, 01 479 01 22 89, 01 479 01 22 90, 01 479 01 22 91, 01 479 01 22 92, 01 479 01 22 93, 01 479 01 22 94, 01 479 01 22 95, 01 479 01 22 96, 01 479 01 22 97, 01 479 01 22 98, 01 479 01 22 99, 01 479 01 23 00

7 Rehearsal rooms at MUK

To obtain a rehearsal room at MUK, please contact the porters at the entrance. Upon presentation of your student ID, you will be given a room subject to availability. Since demand is very high - and classes come first - please expect some waiting time.

8 Studying at the University of Applied Arts Vienna

Officially enrolled students (BA or MA) at MUK can enroll as recognised (non-degree) students at the University of Applied Arts Vienna (“Angewandte”) during the admission period and can thus complete courses there that can be accredited to their MUK study course. In case of questions, those interested should inquire at the University of Applied Arts Vienna.

9 University Sports Institute Vienna (USI Wien)

MUK students may also take very affordable courses at USI Wien. The USI Wien offers a broad range of courses. All further information as well as the conditions of registration can be found at: www.usi.at

10 Administrative Ansprechpersonen

10.1 Library

Over 50,000 different media and countless digital offers are available to students and lecturers at MUK.

Monday	10.00 – 17.00
Tuesday	10.00 – 17.00
Wednesday	10.00 – 17.00
Thursday	10.00 – 19.00
Friday	10.00 – 14.00
Holidays	10.00 – 16.00

Mag. Doris Pinzger, MA
 Mag. Katharina Weissmann
 Petra Machacek
 T: +43 1 512 77 47-288
 E: bibliothek@muk.ac.at

10.2 International Study Programmes (Erasmus+)

- Planning and preparation of the cooperation agreement with partner institutions
- Information about the exchange programmes for students and lecturers
- Administration of exchanges (incoming and outgoing) of students and lecturers
- Support of exchange students

Room 3.19
Mag. Peter Königseder (for teachers)
T: +43 1 512 77 47-210
E: p.koenigseder@muk.ac.at

Room 3.20
Mag. Elisabeth Zelch (for students)
+43 1 512 77 47-213
e.zelch@muk.ac.at

10.3 IT-Management

In most cases, students experiencing problems with MUKonline can turn to the Student Affairs Office. In the event of technical problems with the system, the case must be passed on to IT Management.

Room 3.06
Mario Löchler
T: +43 1 512 77 47-270
E: support@muk.ac.at

10.4 Cash Desk

The cash desk is where the fees for the entrance examination procedure and the tuition fees can be paid. In addition, tickets for events can also be reserved and collected during cash desk opening times.

Monday	9.00 – 12.00 and 13.30 – 15.30
Tuesday	9.00 – 12.00
Wednesday	13.30 – 17.30 (Holidays: 13.30 – 15.30)
Thursday	13.30 – 15.30
Friday	9.00 – 12.00

Room 3.17
Elisabeth Konlechner
T: +43 1 512 77 47-255
E: kassa@muk.ac.at

Q: I haven't received any payment information. How can I pay the tuition fee?

A: You can also pay the tuition fee directly at the cash desk. Alternatively, you can request the banking details at the cash desk, which will enable you to make a transfer via online banking.

10.5 Marketing

Amongst other things, the Marketing and Communication department is responsible for updating the website, designing and producing various print forms and creating programmes. Students are welcome to report any competition results or other kinds of achievements to the Marketing team in order to have them published on the MUK website. Furthermore, it is also possible to have programmes produced for in-house events (e.g. final concerts).

Room 3.05

Bernhard Mayer-Rohoczy

T: +43 1 512 77 47-220

E: b.mayer-rohoczy@muk.ac.at

Esther Kremslehner, MSc

+43 1 512 77 47-221

E: e.kremslehner@muk.ac.at

Mag. (FH) Magdalena Denk

+43 1 512 77 47-222

E: m.denk@muk.ac.at

10.6 Orchestra Management

The Orchestra Management coordinates the intra-degree organisation of orchestra projects in the field of teaching and research for students of the Faculty of Music. The Orchestra Management is the most important point of contact for all questions regarding the topic of orchestra. Since this office coordinates a large number of students, students are expected to report to the office immediately in the event of any problems

Q: How do I register for the course "Ensemble Practice"?

A: For this, please report to the Orchestra Management office.

Room 3.10

Mag. Antonia Schmidt-Chiari

T: +43 1 512 77 47-401

E: orchester@muk.ac.at

Mag. Angharad Gabriel-Zamastil

+43 1 512 77 47-402

E: orchester@muk.ac.at

10.7 Porter

The porters at MUK are probably the ones who have the most contact with the students. The men and women who work in the porter's office know who is in the building on which day and provide the keys to the **practice rooms** according to availability.

Q: How late may I stay to practise?

A: Throughout the academic year, the Johannesgasse and Bräunerstrasse locations are open until 22.00 during the week. Please note that you must leave the practice rooms half an hour before closing time!

10.8 Examination management

The Examination Management is in charge of organising all aspects of all board examinations. All registrations, deregistrations and changes to registrations must be made here.

Room 3.19

Mag. Gabriele Fieder
T: +43 1 512 77 47-211
E: exams@muk.ac.at

10.9 Director of Studies

According to the articles of association, the Director of Studies makes rulings about study matters (applications by students) in the first instance, including:

- Rulings about the recognition of academic achievements (credits)
- Rulings about applications for leave of absence by students
- Rulings about applications to vary the intended length of study by students (extension / shortening of study period)
- Comparison of degree programmes
- Rulings about objections to examinations in the first instance

Room 3.19

Mag. Peter Königseder
T: +43 1 512 77 47-210
E: p.koenigseder@muk.ac.at

10.10 Student Affairs Office

The staff at the Student Affairs Office can provide information and advice about:

- The range of courses on offer, the forms of study available and possible qualifications
- Admission requirements, content of the entrance examinations and the necessary formalities

All this can be provided in German, English, Spanish and Chinese - in person, via phone or by email.

The Student Affairs Office can provide administrative help and support for students throughout their studies. The Office can provide students with information and complete the formalities for:

- Initial enrolment, registration for continued studies
- Issuing confirmations, references and transcripts of records
- Leave of absence, changing teachers for your Major Artistic Subject (ZkF)
- Recognition of courses completed at other universities

Monday	9.00 – 12.00 and 13.30 – 15.30
Tuesday	9.00 – 12.00
Wednesday	13.30 – 17.30 (Holidays: 13.30 – 15.30)
Thursday	closed
Friday	9.00 – 12.00

Room 3.20

E: studieninfo@muk.ac.at

T: +43 1 512 77 47-200

Daniel Kastner, BA

T: +43 1 512 77 47-211

E: d.kastner@muk.ac.at

Sabine Sutterlüti, MA

+43 1 512 77 47-212

s.sutterlueti@muk.ac.at

Kristina Todtova, MSc

+43 1 512 77 47-213

k.todtova@muk.ac.at

Mag.a Elisabeth Zelch

+43 1 512 77 47-214

e.zelch@muk.ac.at

10.11 Event Management

The Event Management department is responsible for the entire annual scheduling of events, the organisation of the Fidelio competition and other projects within the Music and Arts University of the City of Vienna as well as the technical organisation of artistic requirements within teaching and research. This department is also responsible for the acquisition of external venues, the reservation of halls and larger premises at MUK and their leasing (only to external parties between semesters) as well as the event calendar on this website. In addition, the Event Management department also deals with the loan of instruments to students and with the administration of the Instrument Archive.

Q: I would like to make a sound recording. Is this possible at MUK?

A: Yes. For details, please inquire at Event Management.

Room 3.09

Mag. Wolfgang Lerner (Supervision)

T: +43 1 512 77 47-230

E: w.lerner@muk.ac.at

Mag. Sascha Siddiq

M: +43 664 606 47 232

s.siddiq@muk.ac.at

Sebastian Luger, BSc

M: +43 664 60647 236

s.luger@muk.ac.at

11 Working Group for Equal Rights Issues

The role of the Working Group for equal treatment issues is to counteract discrimination based on gender, disability and ethnic affiliation, religion or ideology, age or sexual orientation, and to provide advice and support in these matters to students of the private university.

The members of the Working Group are bound by a duty of confidentiality and oversee the problems brought to them with full reserve of discretion and confidentiality (consultation, information, and support).

contact: gleichbehandlung@muk.ac.at

Q: *When and why can I contact the AGG?*

A: When you feel you are being treated unfairly or being discriminated against (we are subject to the obligation of secrecy); but also if you want to contribute to the AGG in any way.

Elisabeth Konlechner (Vorsitzende)

T: +43 1 512 77 47-255

E: e.konlechner@muk.ac.at

Manfred Equiluz (Stellvertretender Vorsitzender)

E: m.equiluz@muk.ac.at

Audrey Van Herck (Frauenbeauftragte)

E: a.vanherck@muk.ac.at

Johanna Trimmel (Gruppe Studierende)

E: j.trimmel@students.muk.ac.at

Emilia Franziska Reiter (Gruppe Studierende)

E: e.reiter@students.muk.ac.at

12 Psychosocial Student Counseling

Students have the possibility to turn to the psychological student counseling in difficult times. The link to this and further informative articles, assistance and contact details of contact persons for emergency situations or for psychological support can be found on our website at:

HOME > SERVICE > PSYCHOSOCIAL STUDENT COUNSELING