

STUDENT GUIDE

MUSIC AND ARTS UNIVERSITY OF THE CITY OF VIENNA

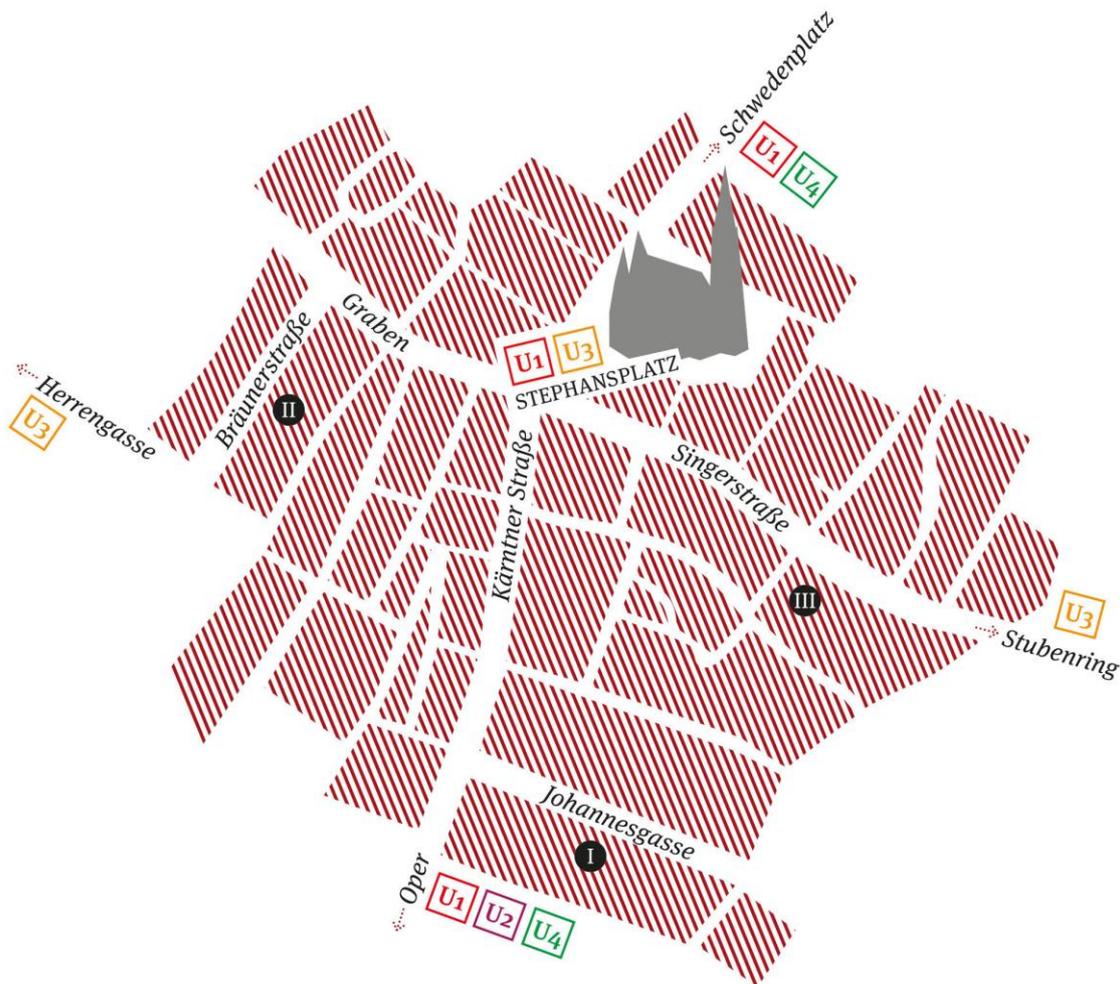
June 2020

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1 Foreword and general information

In the course of a Student Life Cycle, there are deadlines that need to be met and many tasks that need to be completed. It is the responsibility of the students to maintain their course of study on a successful path by registering for courses (LV) in time, regularly checking their own grades and handing in complete sets of documents. In order to provide some relief for students when it comes to the administrative part of their artistic degree programme and to answer the many little questions that inevitably pop up, we have created this guide.

Please note that this “guide” is to be seen as a tool for providing guidance and assistance. The information it contains corresponds to the official status at the time of publication. Should the parties concerned publish differing/new information, the information they provide obviously holds true.



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 enrol, 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 obtain a new PIN code at 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. This is of particular importance, since the payment slips for tuition fees are always sent to the address entered there. 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 MUKmail

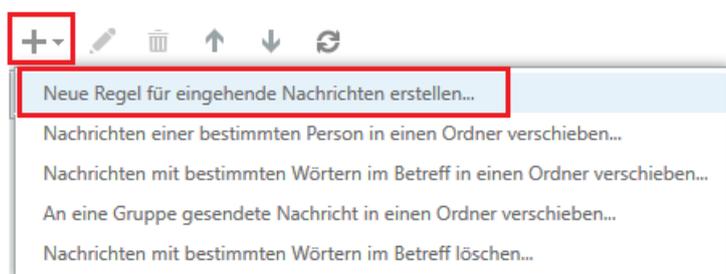
After the enrolment, students will receive instructions for activating their MUKmail sent to their private email address. All official written communication between the university and students takes place exclusively via MUKmail. The addresses always have the format f.lastname@students.muk.ac.at or matriculationnumber@students.muk.ac.at

You can also forward your emails to your private email address. To do so, follow these steps:

1. Use <http://mail.muk.ac.at> to log in to your email account.
2. Click on the cogwheel symbol at top right and then on “Options”.
3. On the new page, click on “Organise email” on the left of the option menu.
4. For the inbox rules, click on the “plus” symbol. Select “Create new rules for incoming messages ...”.

Posteingangsregeln Automatische Antworten Zustellberi

Wählen Sie aus, wie E-Mails verarbeitet werden. Regeln werden in der angezeigten Rei



5. In the field “Name”, assign a corresponding name to the inbox rule for forwarding. E.g.: “Forwarding”
6. In the field “When the message arrives and the following applies:” select “Apply to all messages”.
7. Next, in the field “Proceed as follows:” select the value “Redirect messages to ...”.
8. Another window will now open. In this window, please enter your personal email address in the field “To” and confirm by clicking on “OK”. Your selected recipient address will now be displayed alongside the previous settings. Now click on “Save”.

Diese Regel anwenden...

Name:

* Wenn die Nachricht eintrifft und Folgendes zutrifft:

Gehen Sie wie folgt vor:

9. A warning will now appear asking whether this rule should be applied to all future messages. Confirm this by clicking on “Yes”.

If you have any questions about or problems with MUKmail, please contact support@muk.ac.at

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!

4.2 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

4.3 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	
IM17_spo MA-Akkordeon 2017/18		120		1			P			37	
IM17_MA-Akkrdn_ZkF I Zentrales künstlerisches Fach (ZkF) I		30		1			P			30	
IM17_MA-Akkrdn_ZkF II Zentrales künstlerisches Fach (ZkF) II		30		1			P			0	
ZkF Akkordeon MA 03 / Vertiefung	3.			1			P				
ZkF Akkordeon MA 04 / Vertiefung	4.			1			P				
IM17_MA-Akkrdn_KP I künstlerische (Ensemble-)Praxis (KP) I		4		1			P			0	
IM17_MA-Akkrdn_KP II künstlerische (Ensemble-)Praxis (KP) II		2		1			P			0	
IM17_MA-Akkrdn_KPaj künstlerische (Ensemble-)Praxis (KPa)		10		1			P			1	
IM17_MA_WuF I Wissenschaft und Forschung (WuF) I				1			P			6	
IM17_MA_WuF II Wissenschaft und Forschung (WuF) II				1			P			0	
IM17_MA_SG2_PR Prüfungen (PR)		10		1			P			0	
IM17_MA-Akkrdn_WF Wahlpflichtmodule (WF)		16		1			P			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.



5 Examinations / Graduation

5.1 Board examinations (Kommissionelle Prüfung)

... are all examinations held before a board. All registrations to this examinations take place by the end of the previous semester in person at the Examination Management.

All information regarding the board examinations is available at:

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 handed in to the Examination Management during the 3rd semester.

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 handed in to the Examination Management during the 7th semester.

5.1.3 Master examination

The Master examination 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 handed in. 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 (Johannesgasse 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 slip 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.*

6.6 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.

The application to postpone an examination must be made by the end of the semester prior to the original semester of the board examination!

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.

The submission deadline is also the previous semester according to the standard period of study.

die MUK MUSIK UND KUNST PRIVATUNIVERSITÄT DER STADT WIEN

Antrag auf Prüfungsaufschub
gemäß § 15 Abs. 1 Zshang 3 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 /
Studium (Z., B., SA-Vielja)
ZkF-Lehrkraft

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

Studienprüfung
 Rechercheprüfung
 Masterprüfung
 Kommissionelle Prüfung im ZkF
 Studienprüfung aus dem Vorbereitungslehrgang

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

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

Schritt 3: Begründung (obligatorisch)

.....
.....
.....

Ich habe meine ZkF-Lehrkraft und die Studiengleitung über meinen Antrag informiert.
Ich nehme zur Kenntnis, dass ZkF-Unterricht sowie ZkF-bezogene Lehrveranstaltungen (z.B. Solokompetition) gemäß Satzung nur im Rahmen der Regelstudienzeit garantiert werden. Über allfällige Ausnahmen entscheidet auf begründete Antrag die Unversitätsleitung. Die Antragstellung erfolgt mit dem Formular „Antrag auf ZkF-Unterricht nach der Regelstudienzeit“.

Unterschrift Studierende*r
Datum (Zuv. E-datum-giberechtigt)

Seite 1/2

die MUK MUSIK UND KUNST PRIVATUNIVERSITÄT DER STADT WIEN

Antrag auf Prüfungsaufschub
gemäß § 15 Abs. 1 Zshang 3 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: November 2018

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 enrol 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 – 19.00
Tuesday	10.00 – 17.00
Wednesday	10.00 – 17.00
Thursday	10.00 – 19.00
Friday	10.00 – 17.00
Holidays	10.00 – 16.00

Mag. Doris Pinzger, MA
Valentina Wölken, BA
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. Nicolas Fries (for students)

+43 1 512 77 47-213

n.fries@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 a payment slip. 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-Rohonczy

T: +43 1 512 77 47-220

E: b.mayer-rohoczky@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

Marie-Christin Berger-Hat

+43 1 512 77 47-223

E: m.berger-hat@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. Stephanie Pick-Eisenburger

+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. This means 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

T: +43 1 512 77 47-211

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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

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