General information / Academic Calendar  KUG-students WS 2018/19

Important Dates for Pre-Study Programme Applicants

- **Registration** VGUH courses: July 09 – September 12, 2018
  - Before registration, you have to do the mandatory electronic pre-registration: public.vguh.at
  - After your online-pre-registration you have to come in person to the VGUH-office with your record of studies, your confirmation of registration for winter semester 18/19 and your passport to get your payment slip for the course fee and the login details for your student’s account. Then please pay the study fee and bring your deposit slip to the VGUH-office 3-5 days after payment so that you can be assigned to a course. For a regular course allocation your deposit must be on our VGUH-account not later than September 24, 2018.
  - Separate registration procedures apply to students who receive their letters of acceptance/residence permit later. You will be given further information when registering at the VGUH-office.
  - Note: The semester counts even if course allocation takes place after October 15!

- **Mandatory Placement** Tests for German: start from September 13, 2018
  The tests will be held at Neubaugasse 10.
  Important: You must register electronically before taking the test! This test is a mandatory requirement for admission to the VGUH. After registering in the VGUH-office you will find the date for this test in your student’s account!

- **Course allocation:**
  After course allocation you will receive your timetable on your student’s account. Course allocation is fixed, a change of course is not possible.
  - Study fee winter semester 2018/19 for regular students: € 330,- (to be paid not later than Sept. 12, 2018)

Required rate of attendance in courses: 80%. Please observe the requirements for the issue of a course certificate which you can find on the VGUH-homepage.

- **Registration for exams:** see public.vguh.at, the info-board at VGUH or VGUH-homepage
- **Certificates:** issued not before three days after oral exam, at VGUH-office
- **First examination week:** Sept. 17 – Sept. 24, 2018
- **First German language assessment exam (=Ergänzungsprüfung Deutsch: EPD):** Examination fee: € 30.-
  The exam consists of a written and an oral part:
  - **Written exam:** Sept. 17, 2018
  - **Oral exam:** Sept. 24, 2018 (on the premises of a positive written exam)
- **Beginning of courses:** Oct. 01, 2018
  For further individual information check your student’s account/public.vguh.at (after course allocation)!
- **End of courses:** Feb. 08, 2019
- **End of semester:** Feb. 15, 2019
- **Further examination week:** end of January 2019
  For more details ask at VGUH-office or in the courses or have a look at the info-board and our homepage!

- **VGUH – contact details:** Office:
  Neubaugasse 10, A-8020 Graz/Austria
  Telefon: [43] (316) 83-14-96 10
  Fax: [43] (316) 83-14-96 11
  e-mail: office@vguh.at
  homepage: http://www.vguh.at
Registration for beginners of studies at KUG:
General admission period WS 18/19: July 09 to September 12, 2018
Grace period WS 18/19: September 13 to November 30, 2018

Steps 1 – 6 have to be done by students to be assigned to a course at VGUH:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1)</td>
<td>Enrollment at KUG after passing admission test</td>
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<tr>
<td></td>
<td>a) go to KUG-admission-department with your passport</td>
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<td>2)</td>
<td>Payment KUG</td>
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<td>a) approx. 3-5 days until receipt of payment</td>
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<td>3)</td>
<td>Online registration VGUH</td>
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<td>public.vguh.at</td>
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<td>4)</td>
<td>VGUH-office</td>
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<td></td>
<td>a) personal registration with record of studies (including confirmation of registration), passport</td>
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<td>5)</td>
<td>Payment VGUH</td>
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<td></td>
<td>approx. 3-5 days until receipt of payment</td>
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<td>6)</td>
<td>VGUH-office</td>
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<td>Hand in deposit slip at VGUH</td>
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Course allocation (done by staff)

Information on course schedules see VGUH-student’s account

Mandatory placement tests: after registration (see step 4b above); start from Sept. 13, 2018