

Student Guide

V 1.5

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Foreword and general information

In the course of a Student Life Cycle, there are numerous deadlines that need to be met and many tasks that need to be completed. It cannot be emphasised enough that it is the responsibility of the students to maintain their course of study on a successful path, be this through registering for courses (LV) in good time, regularly checking their own grades or 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 as a single point of reference.

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 bodies concerned publish differing information, the information they provide obviously holds true.



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 retrieve emails, register for courses, print out confirmations, contact lecturers and staff at the university and much more besides.

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 admission 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 a little lower down on the screen 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.

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, when this does happen, it is usually an emergency. It is therefore advisable to also keep your mobile phone number up to date:

Business card → Degree programme → Study/home address

Confirmations

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

Business card → Degree programme → 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 → Degree programme → Transcript of records

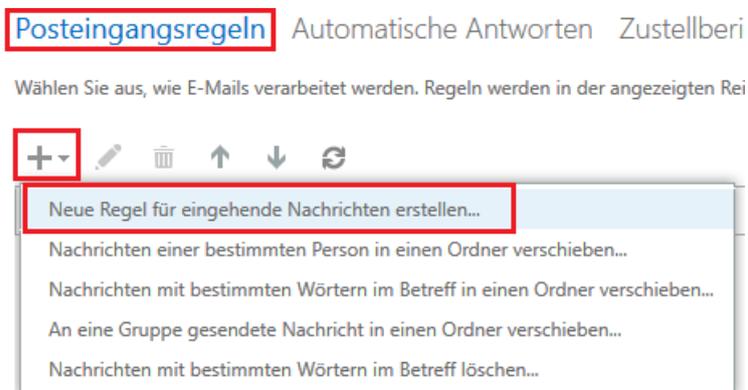


Webmail

At the latest on the day after 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.last-name@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 ...”.



5. In the field “Name”, assign a corresponding name to the inbox rule for forwarding. E.g.: “Forwarding”

In the field “When the message arrives and the following applies:” select “Apply to all messages”.

Next, in the field “Proceed as follows:”, select the value “Redirect messages to ...”.

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:

6. 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

Curriculum / timetable

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 guide as to how long the class lasts each week, namely approx. 50 minutes / weekly contact hour (SWS). But what is significantly more important for completing your degree are the ECTS points, which describe the amount of time and, above all, the workload involved in a course in comparison to other courses overall, i.e. including outside of the classrooms. 1 ECTS point = approx. 25 - 30 hours workload.

The rows list the modules and the courses. Most of the subjects are compulsory subjects, meaning they must always be completed. One such example is the “Major Artistic Subject” (ZkF), i.e. the main subject that students attend for the entire regular period of study as a minimum. This is not the case for the modules and subjects “**Artistic Ensemble Practice**” (KEP), “**Advanced Theory**” (VT) and “**Elective Subject**” (WF). Not every module or subject is included in every degree.

KEP or KP - Various KEP courses offer a varying number of ECTS points. By the end of your studies, you need to have achieved a certain number of ECTS points, although the courses on which these points must be earned is 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 Course in 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 in “Advanced Theory” are also not required in all study courses. It is also the case here that a certain number of ECTS points are required by the end of your studies, but that 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 the VT courses is by using the course search function (top right) by searching for “VT*” in the respective semester, or using the **Curriculum Support (CS) Tool**.

WF - (Compulsory) Elective subjects often cause the most 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 simplest explanation for WF is that these include all subjects that are not stipulated as being a compulsory part of the curriculum. The entire range of studies at MUK is available to choose from, except the main subjects (ZkFs). For example, Jazz Choir for BA Piano students. However, this also includes KEP and VT courses, if you have completed more of these than necessary to complete your degree.

The “**Orientation Period 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. In addition, all BA students must sign up for the “**Mentoring**” course in their respective degree programme in the second semester. If the expected academic progress is not achieved in the orientation period, MUK may terminate the contract of admission with immediate effect!

Examinations / qualification

Board examinations

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

All information regarding the board examinations is available at:

online.muk.ac.at → Select degree programme (e.g. String Instruments) → Degree information

Degree examination

On BA degree courses, the degree examination must be completed in the 4th semester and concludes the first phase of the degree.

In order to register, students must show that they have at least 60 ECTS points and have concluded the “Introduction to Scientific Work” course. As evidence of this, a copy of the first page of the docket and a printed copy of the ToR 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) lecturer or the Examination Management as to whether it is necessary to extend your study period.

Major Artistic Subject (ZkF) examination & Bachelor examination

The **Major Artistic Subject (ZkF) board examination** only exists in this form in the following degree programmes:

- Music Management and Composition
- Keyboard Instruments
- String Instruments
- Voice and Opera

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, and steps 1, 2 and 3 must be approved on the BA docket. As evidence of this, a copy of the first page of the docket and a printed copy of the ToR must be handed in to the Examination Management during the 7th semester.

Master examination

The MA examination consists of two separate board examinations, both of which take place in the 4th semester.

In order to register, students must show that they have at least 60 ECTS points, and the topic of the MA thesis must be approved. As evidence of this, a copy of the first page of the docket and a printed copy of the ToR must be handed in to the Examination Management during the 3rd semester.

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 docketts. The docketts can be found on our website or in the Student Affairs Office.

Bachelor thesis

The BA thesis is written as part of the “Scientific Colloquium” course.

Step 1: Completion of the “Introduction to Scientific Work” 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 Colloquium”

Step 4: Assessment of the Bachelor thesis

Signature: Subject Supervisor
Course Director “Scientific 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.

Master thesis

The Master thesis is created as part of the “Scientific Colloquium” 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 Colloquium”

Step 3: Assessment of the Master thesis

Signature: Subject Supervisor
Course Director “Scientific Colloquium”
Defensio Chairman of the Board

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.

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

By when do I need to ...? (Forms / applications)

Application for recognition of courses

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

First you fill in the general section. Under “Original certificate”, enter the subjects you have completed and under “Music and Arts University of the City of Vienna”, 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 with the application.

If you wish to have subjects 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 for the application for recognition of courses. The submission takes place in person at the Student Affairs Office.

Antrag auf Anrechnung von Lehrveranstaltungen
(gemäß § 23 Abs. 1 Anhang 1 der Satzung der Musik und Kunst Privatuniversität der Stadt Wien)

Name der/des Studierenden: Matrikelnummer:

Studienrichtung (z.B.: BA-Viola): ZfL-Lehrer/in:

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

Datum der Einreichung: Unterschrift des Studierenden:

ORIGINALZEUGNIS (laut Beilage)				Musik und Kunst Privatuniversität der Stadt Wien			Von dem Studiendirektor auszufüllen	
Titel der Lehrveranstaltungen laut beiliegenden Zeugnissen ⁽²⁾	Datum der Prüfung	SWS (3)	ECTS (4)	Titel der Lehrveranstaltungen an der MUK-Url	SWS (3)	ECTS (4)	Anrechnung JA/NEIN	Anmerkung
				→				
				→				
				→				
				→				
				→				
				→				
				→				
				→				
				→				
				→				

(1) Für jede Universität / postsekundäre Bildungseinrichtung muss ein eigenes Formular verwendet werden.
(2) Jeden einzelnen Semester der Lehrveranstaltung in eine eigene Zeile schreiben. Achtung: Wahlprüfungen müssen mit WF (Lehrveranstaltungsname) gekennzeichnet werden!
(3) SWS = Semesterwochenstunden; Anzahl der Wochenstunden der Lehrveranstaltung in einem Semester.
(4) European Credit Transfer System (ECTS): europaweit eingerichtetes Punktesystem zur Anrechnung von Studienleistungen.
(5) Zeugnisse aus nicht-EU/EWR-Ländern müssen von einem / mehreren Übersetzern / Übersetzer (deutsch oder englisch) werden.

Datum Unterschrift des Studiendirektors

Application for leave of absence

eingelangt am

Antrag auf Studienurlaub

Name Studierende/r
Matrikelnummer / Geburtsdatum /
Studium (z.B.: BA-Viola)
ZfL-Lehrer/r

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: Ableitung eines Präsenz- oder Zivildienstes
 Schwangerschaft oder Betreuung eigener Kinder
 lang andauernde Krankheit
 fach einschlägige außeruniversitäre Tätigkeit
 Sonstiges

Auf Antrag der/s Studierenden 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-Kind-Pass, Arbeitsbestätigung, ...). Der ÖH-Beitrag ist auch für beurlaubte Semester zu entrichten!

Ich habe meine/n ZfL-Lehrer/e/n und meine Studiengangsleitung über meinen Urlaubsantrag informiert.

Datum Unterschrift der/des Studierenden
(bzw. der/des Erziehungsberechtigten)

Rechtsgrundlage: § 13, Anhang 1 der Satzung der Musik und Kunst Privatuniversität der Stadt Wien

Dem Studienurlaub wird stattgegeben nicht stattgegeben.

Datum Unterschrift des Studiendirektors

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. **However, the student union fee (ÖH-Beitrag) must continue to be paid in the semesters during which leave is taken!**

Official confirmation of the reason for taking leave must be enclosed with the application, such as a medical note. It is not possible to hand the confirmation in later!

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

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 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 study department / 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 lecturer resources are available.

In this case, the submission deadline is also the previous semester according to the standard period of study.

If your main teacher can confirm that you have a high artistic level, you can apply for a shortening of your study period. The respective form is available at the Student Affairs Office and should be completed together with your main teacher.

eingelangt am: _____



Antrag auf Prüfungsaufschub

gemäß § 15 Abs. 1 Anhang 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 _____ / _____
 Studium (z.B. BA-Viola) _____
 ZkF Lehrkraft: _____

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

Studienprüfung
 Bachelorprüfung
 Masterprüfung
 Abschlussprüfung des Universitätslehrgangs
 Studienprüfung aus dem Vorbereitungslehrgang

Schritt 2: Ich beantrage den oben ausgewiesenen 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. Solokorrepetition) gemäß Satzung nur im Rahmen der Regelstudienzeit garantiert werden. Über allfällige Ausnahmen entscheidet auf begründeten Antrag die Universitätsleitung. Die Antragsstellung erfolgt mit dem Formular „Antrag auf ZkF-Unterricht nach der Regelstudienzeit“.

Unterschrift Studierende(n) _____
 (Bzw. Erziehungsberechtigten)
 Datum _____

Seite 1/2 Stand: Dezember 2018

eingelangt am: _____



Antrag auf ZkF-Unterricht nach der Regelstudienzeit

(gemäß § 15 Abs. 2 Anhang 1 der Satzung der Musik und Kunst Privatuniversität der Stadt Wien)

Name Studierende/r _____ Datum _____
 Matrikelnummer _____ Geburtsdatum _____
 Studium (z.B.: BA-Viola) _____
 ZkF-Lehrende/r _____
 ZkF Einstufung derzeit _____ (Bsp.: ZkF BA 07)

Ich beantrage ZkF-Unterricht für folgende Überziehungsemester
 (gilt nicht automatisch für ZkF-begleitende Lehrveranstaltungen, z.B.: Solokorrepetition)

Wintersemester (Jahr) = ZkF-Stufe

Sommersemester (Jahr) = ZkF-Stufe

Begründung
 Bitte beachten Sie, dass schcrivrievende Gründe für eine Antragsstellung vorliegen müssen und legen Sie falls vorhanden Nachweise bei (z.B. Arztbestätigung)!

 Unterschrift der/des Studierenden

Dem Antrag wird
 stattgegeben nicht stattgegeben

Datum / Unterschrift Universitätsleitung _____

Konservatorium Wera Gabell
 Johannastraße 4a, 1010 Wien, Österreich, Telefon: +43 (0) 1 5121 77 47, Fax: +43 (0) 1 5121 77 47 99 0900, office@muk.ac.at, www.muk.ac.at
 Bank: Austria Creditanstalt AG, BIC: 32090, SWI: NO 7075 144 401, IBAN: AT33 2309 0700 0000 0000 0000 0000, BIC: MUKAAT33XXX, Firmenname Wien, FN: 384512 b, ATU 5076013

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.



Abmeldung Wien,

Name der/des Studierenden

Lehrende/r im zentral künstlerischen Fach

Ich melde mich mein Kind

vom Studium ab.

von der Musik und Kunst Privatuniversität der Stadt Wien ab.

Begründung:

.....
Unterschrift der/des Studierenden bzw. der/des Erziehungsberechtigten

Konservatorium Wien GmbH
Inbauringgasse 4a, 1010 Wien, Österreich, Telefon +43 (0) 1 51312 77 47, Fax +43 (0) 1 51312 77 47 99 99 000, office@konservatorium.wien.at, www.muk.ac.at
Bank Austria Creditanstalt AG, BIC: BAWA3309, SWIFT: BAWA3309, IBAN: AT12 1200 0007 204 4841, BIC: BKALAT33XXX, Filiale Wien, FN 244013 b, ATU 3700073

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.

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

Administrative contact persons

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. Eva Smekal
Mag. Katharina Weissmann
T: +43 1 512 77 47 - 288
E: bibliothek@muk.ac.at

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

Mag. Nicolas Fries
+43 1 512 77 47 - 213
n.fries@muk.ac.at

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

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.

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).

Raum 3.05
Bernhard Mayer-Rohonczy Esther Kremslehner, MSc
T: +43 1 512 77 47 - 220 +43 1 512 77 47 - 221
E: b.mayer-rohonczy@muk.ac.at e.kremslehner@muk.ac.at

Mag. (FH) Magdalena Denk Marie-Christin Berger-Hat
+43 1 512 77 47 - 222 +43 1 512 77 47 - 223
m.denk@muk.ac.at m.berger-hat@muk.ac.at

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 Mag. Stephanie Pick-Eisenburger
T: +43 1 512 77 47 - 401 +43 1 512 77 47 - 402
E: orchester@muk.ac.at orchester@muk.ac.at

Porter

The porters at MUK are probably the building staff 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 practice?

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!

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
exams@muk.ac.at

Daniel Kastner, BA
T: +43 1 512 77 47 - 211
E: d.kastner@muk.ac.at

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
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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
- and all this can be provided in German, English, Spanish and Chinese - in person, over the 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 lecturers 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

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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.

Raum 3.09

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Mag. Sascha Siddiq (Orchestral Equipment)

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