



HOCHSCHÜLERINNENSCHAFT  
KUNSTUNIVERSITÄT GRAZ  
oehkug.at



[www.kug.ac.at](http://www.kug.ac.at)  
[study.kug.ac.at](http://study.kug.ac.at)

# WELCOME

## TO THE UNIVERSITY OF MUSIC AND PERFORMING ARTS GRAZ (KUG)

Information sheet for newly admitted students

Summer term 2024

**CONGRATULATIONS** on passing the entrance exam!

How does it go from here?

For a successful start of your studies at the KUG, you will need some important information which we have compiled for you here – **please read the information carefully!**

# ADMISSION PROCEDURE | ENROLMENT

## I. Admission WITH an entrance exam

### HOW?

#### Admission via e-mail

If you want to enrol after passing the entrance exam successfully, please contact our Registrar's Office **within the regular admission period** (see below) via e-mail: [studienabteilung@kug.ac.at](mailto:studienabteilung@kug.ac.at)

Enrolment in person can be carried out **ONLY** if necessary and **ONLY** upon prior appointment in [Registrar's Office](#) (Palais Meran, Leonhardstraße 15, 8010 Graz, ground floor, room 16). In this case, please write an e-mail to: [studienabteilung@kug.ac.at](mailto:studienabteilung@kug.ac.at)

**PLEASE NOTE:** Your documents have to be submitted only when they are complete! Incomplete or missing documents cannot be processed.

### WHEN?

**Regular admission period: 5 February 2024 – 29 February 2024**

## II. Admission WITHOUT an entrance exam

(Musicology, Incoming-Students or Concurrently Enrolled Students)

### HOW?

#### Step 1: Online application

First of all, you have to **register online on your own** on: [online.kug.ac.at](https://online.kug.ac.at) (for help see [video instruction](#)).

#### Step 2: Admission via e-mail

Only after the completed online application, you can carry out the actual enrolment via e-mail:

[studienabteilung@kug.ac.at](mailto:studienabteilung@kug.ac.at)

#### Short instruction for the online application

1. Go to KUGonline: [online.kug.ac.at](https://online.kug.ac.at)
2. Click on the link "Create applicant account", fill in the form and click on the button "Confirm data"
3. Log in with your user data
4. Please click the button „Applications“ on the main page
5. Fill out the forms and send the online application

Enrolment in person can be carried out **ONLY** if necessary and **ONLY** upon prior appointment in [Registrar's Office](#) (Palais Meran, Leonhardstrasse 15, 8010 Graz, ground floor, room 16). In this case, please write an e-mail to: [studienabteilung@kug.ac.at](mailto:studienabteilung@kug.ac.at)

### WHEN?

**Admission period for Musicology: 8 January 2024 – 31 March 2024**

**Regular admission period: 5 February 2024 – 29 February 2024**

# REQUIRED DOCUMENTS

The following copies of documents are required for the admission:

- ☐ **Valid Identity Card (photo ID, e.g. passport)**
- ☐ **High School Graduation Certificate**
  - only applicable for the following study programmes: Electrical Engineering and Audio Engineering, Teacher Training Programme, Musicology
  - PLEASE MIND: foreign certificates have to be officially translated into German/English language and if applicable, you will also need a diplomatic [legalization](#) for the foreign documents!
- ☐ **German Language Certificate**
  - if [applicable](#)
- ☐ **Social Security Number**
  - only Austrian citizens must provide their social security number
- ☐ **Student's Registration Number („Matrikelnummer“)**
  - if you have already studied at a public Austrian university, university college of Teacher Education or university of applied sciences you must also provide your student's registration number
- ☐ **Enrolment Log („Studienblatt“)**
  - concurrently enrolled students from other universities have to bring their current enrolment log („Studienblatt“) from their university
- ☐ **Confirmation of Withdrawal**
  - students, who have already been accepted at another Austrian university for the same study programme as at the KUG, have to submit a written confirmation of their withdrawal

In the course of the admission, you will receive a **payment form**, in order to pay the [ÖH student union fee and/or tuition fee](#). As soon as you have paid these fees (be aware, that it may take 3 to 10 days before the sum is transferred from your bank to the KUG) you will automatically receive an email to your private e-mail address and afterwards you can [register](#) for your courses via KUGonline.<sup>1</sup>

**PLEASE MIND: Registration for courses via KUGonline is only possible until 3 March 2024!**

The list of courses (incl. the exact requirements about the prerequisites for being admitted to them) can be viewed at [online.kug.ac.at](https://online.kug.ac.at)

**PLEASE NOTE:** Even if you have made the initial approval, you will have to report the continuation of your studies for each further semester by paying the ÖH student union fee and, if applicable, the tuition fee (via KUGonline)!

## STUDENT ID / KUGcard

On the occasion of the initial approval at KUG, the KUGcard will be issued by the Registrar's Office (or by the Institute Oberschützen) during the admission procedure. In order to receive your [KUGcard](#) (only possible, if you have already [uploaded](#) a photo via KUGonline in the course of your online application), please contact the Registrar's Office via e-mail: [studienabteilung@kug.ac.at](mailto:studienabteilung@kug.ac.at)

## FURTHER IMPORTANT INFORMATION

**Further general information on starting your studies will be provided here:**

- **Consultation for freshmen:** for further information please contact the [Welcome Center](#)
- **First steps to becoming a student at the KUG:** [www.kug.ac.at/admission](https://www.kug.ac.at/admission)
- **Consultation for enrolled students of the KUG:** please consult the Students' Union [ÖH-KUG](#)

**International Students from EU/EEA countries and Switzerland** have to apply for an [EU-registration certificate](#) ("Anmeldebescheinigung") within 4 months after their entry to Austria, in addition to their registration of residence ("Meldezettel"). Information and [application forms](#) are also available on our [website](#).

---

<sup>1</sup> KUGonline was implemented to serve course registration and the whole examination system at the KUG. **This means that registering for courses, in addition to the personal discussion with your teachers, must be carried out also via this programme without exception! Without registering via KUGonline, you will not be able to receive a transcript!**

**International Students from Non-EU/EEA Countries** will receive a confirmation that they have passed the entrance exam via email from the Registrar's Office (on request only: [admission@kug.ac.at](mailto:admission@kug.ac.at)). This confirmation will be required for the residence permit!

## **Social Health Insurance for Students ("ÖGK" etc.)**

For information about **social health insurance** see below → <https://www.kug.ac.at/en/insurance>

- If you are insured e.g. under your parents' plan, you do not have to worry about insurance. This applies to students from Austria and students from other EU-countries with a European insurance card, if this is also valid in Austria.
  - Otherwise, please contact the ÖGK by phone or email. You can also make an appointment in advance by phone or online, if you think you should discuss this in person:
    - o Graz: ÖGK, Josef-Pongratz-Platz 1, 8010 Graz  
<https://bit.ly/3s8hfDn>
    - o Oberschützen: ÖGK, Steinamangerer Straße 30, 7400 Oberwart  
<https://bit.ly/3OMUmPv>
  - The current (status 2023) **monthly fee** is **€ 66.79** ("[Self-insurance for students](#)")
  - This fee **must be paid regularly, otherwise the insurance will be cancelled!** Continuing the insurance later comes at a very high cost (about € 200 monthly)!
  - **Students from Non-EU/EEA countries please mind:** Without insurance, you will not be able to receive a residence permit for Austria!
  - Self-insurance for students is possible for all degree programme students as well as for non-degree programme students taking preparatory courses at KUG (regardless of nationality).
  - **Students who are taking a university course** (e.g. Elementary Music Education, postgraduate university courses) are **not entitled** to the self-insurance for students at the ÖGK! Furthermore, **for students from non-EU/EEA countries, who are taking university courses** and who have no prior insurance periods within the EU/EEA, the available insurance will therefore cost a lot in the first 6 months. You must register for private health insurance immediately after arriving in Austria and, in addition, pay into the official insurance company (incl. waiting period)!!
  - Possible pre-insurance periods in an EU member state must be demonstrated with the respective form. This proof is issued by health insurers in the respective EU/EEA member state (pre-insurance periods: 6 weeks before the application or in the last 12 months through 26 weeks – then no waiting period, where applicable).
- Please mind:** Basically, it is not ensured, whether you can receive a residence permit student for university courses!!!
- If you have questions concerning alternative insurance options for Non-EU/EEA students (which are also recognized for the residence permit), please contact the Welcome Center **in time!**  
  
>>> **HINT:** An alternative option e.g. is provided by [FeelSafe](#).

## Public Transport

If you want to order a [student pass](#) for **traveling by public transport between the place of residence and the institution of studying** your application form have to be confirmed on request at the Registrar's Office (prerequisite: degree programme student; please also mind the age limit). For those particularly keen to travel there are another two options: a nationwide [KlimaTicket Österreich](#) and [KlimaTicket Steiermark](#) (whole State of Styria)

You will get your student pass (e.g. "Top Ticket for students") or KlimaTicket at the Mobility and Sales Center ("Mobilitäts- und Vertriebscenter"), Jakoministraße 1, 8010 Graz or online in the Graz Linien [ticket shop](#).

## INFORMATION FOR STUDENTS WHOSE MOTHER TONGUE IS NOT GERMAN

In order to be able to study at the KUG, a **specific level of German<sup>2</sup> language competency**, depending on the chosen degree programme **is expected** from applicants whose mother tongue is not the language of instruction of the chosen degree programme. Therefore, you will have to submit a **proof of your German language competency** on the one hand already **at the time of application/admission** to the study programme, and on the other hand **at the latest until a determinate deadline, which is specified in the respective curriculum**.<sup>\*</sup> [Here](#) you can find further information about the required German language competency at the KUG.

**\* Please mind:** If you do not submit a proof of the required German language competency **in time**, you will not be able to be admitted or to continue your regular studies!!!

## German course / German test

For students of KUG a German course has been offered by the **University Preparation Programme** ([Vorstudienlehrgang](#) / „VGUH“) ein eigener Deutschkurs eingerichtet.

- **PLEASE MIND:** Please register online on [public.vguh.at](#)
- You have to take a **mandatory placement test** for the winter term. For further information please consult the website of the VGUH: <https://vorstudienlehrgang.at/en/graz/course-registration/>
- The **German language course fee** for the summer term for regular students [can be found on the website of the VGUH!](#)


**ATTENTION:** To students, who attend the VGUH course in advance in preparation for their regular studies (applies to: Musicology, Electrical Engineering - Audio Engineering), apply other tariffs and semester hours (see homepage of the VGUH)!

---

<sup>2</sup> If curriculum of a study programme specifies English as the language of instruction or if the knowledge of English language is defined as a prerequisite for admission, the following regulations refer to the English language (see decree of the Rectorate of KUG as at 9 January 2019 – German only!).

The fee for the test is **€ 50** and must be paid until the respective date mentioned on the website.

## VORSTUDIENLEHRGANG (VGUH)

 **HINT:** In case you have to learn German and submit a proof of your German language competency for continuing your studies or just for further information, please contact the responsible student employee via this e-mail address: [deutschtutorium@kug.ac.at](mailto:deutschtutorium@kug.ac.at)

**NOTE:** Further information can be found in an information sheet [here](#).

Neubaugasse 10/1. floor, 8020 Graz  
T: +43 316 83 14 96  
E: [office@vguh.at](mailto:office@vguh.at)  
W: <https://vorstudienlehrgang.at/graz/>  
MON - FRI: 9 – 11 a.m. and  
additionally WED 12.30 – 14.30 p.m.

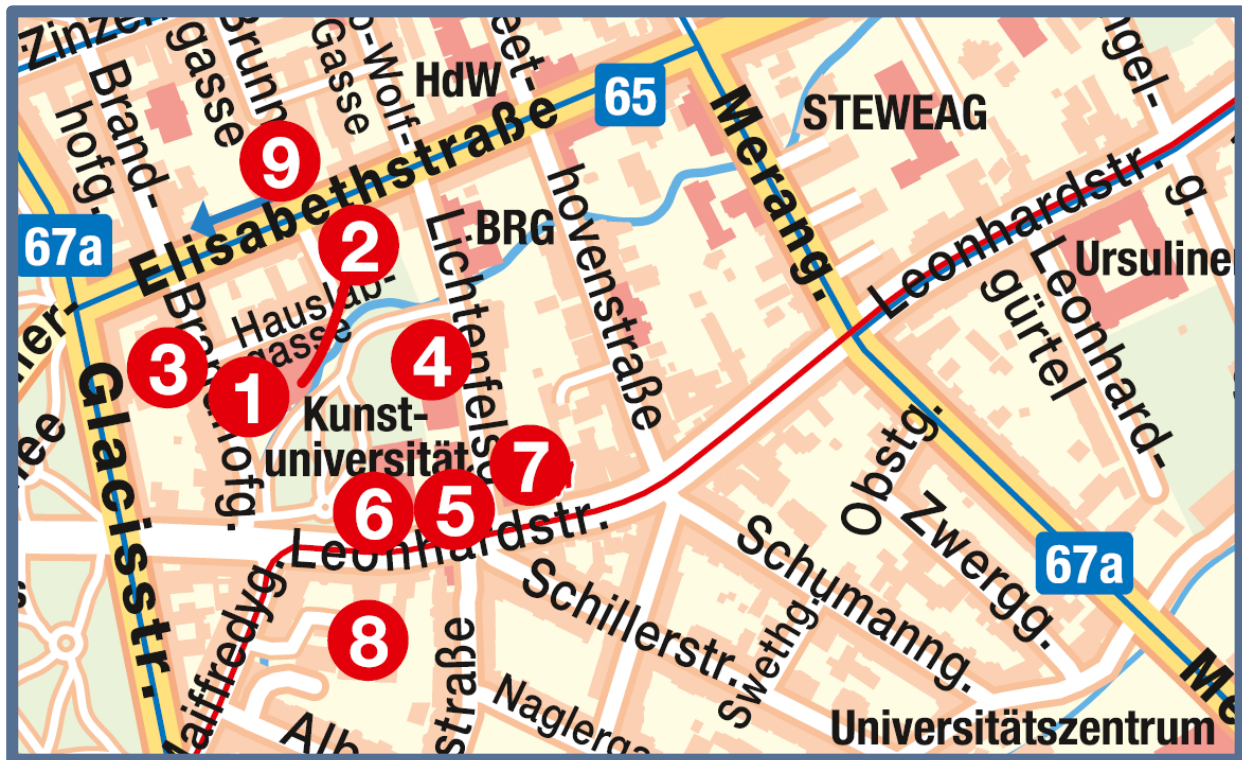
## WELCOME INFORMATION DAY

On **17 September 2024** the "[Welcome Information Day](#)" for the academic year 2024/25 will take place. Here you will receive important information - in both, German and English language - concerning the successful start of your studies and your orientation at KUG. Participating on the Welcome Information Day is **for free** for all new students!

**It is highly recommended to all, who start their studies at KUG, to join the Welcome Information Day!**



## CAMPUS MAP



- |   |  |
|---|--|
| <p><b>1</b> <b>Brandhofgasse 17-19</b><br/>University Library, University Archive and Music Instrument Collection<br/>Stop: Maiffredygasse (Line 1, 7)</p> <p><b>2</b> <b>"Neubau": Brandhofgasse 21</b><br/>Institute 1 Composition, Theory of Music, History of Music and Conducting<br/>Institute 2 Piano / Institute 3 Strings / Institute 4 Wind and Percussion Instruments<br/>Stop: Maiffredygasse (Line 1, 7)</p> <p><b>3</b> <b>Brandhofgasse 18</b><br/>Zentrum für Genderforschung ("ZfG")<br/>Stop: Maiffredygasse (Line 1, 7)</p> <p><b>4</b> <b>MUMUTH: Lichtenfelsgasse 14</b><br/>Institute 10 Opera<br/>Stop: Lichtenfelsgasse/Kunstuniversität (Line 1, 7)</p> <p><b>5</b> <b>Theater im Palais ("TIP"): Leonhardstrasse 19</b><br/>Institute 9 Drama<br/>Stop: Lichtenfelsgasse/Kunstuniversität (Line 1, 7)</p> <p><b>6</b> <b>Palais Meran: Leonhardstrasse 15</b><br/>Institute 14 Aesthetics of Music<br/>Institute 15 Early Music and Performance Practice<br/>Institute 16 Jazz Research<br/>Stop: Lichtenfelsgasse/Kunstuniversität (Line 1, 7)</p> | <p><b>7</b> <b>Lichtenfelsgasse 21   Leonhardstrasse 21</b><br/>Welcome Center   ÖH-KUG<br/>Stop: Lichtenfelsgasse/Kunstuniversität (Line 1, 7)</p> <p><b>8</b> <b>Maiffredygasse 12</b><br/>Artistic Doctoral School<br/>Stop: Maiffredygasse (Line 1, 7)</p> <p><b>9</b> <b>Elisabethstraße 11</b></p> |
|---|--|

**① If you have any further questions concerning starting your studies at the KUG, please consult the [Welcome Center](#)!**

**① After your enrolment, please do not hesitate to contact the employees of the [Students' Union \(ÖH-KUG\)](#), if you have any further questions!**



**Status: November 2023**

WELCOME CENTER  
University of Music and Performing Arts Graz  
Lichtenfelsgasse 21, 8010 Graz, Austria  
T +43 316 389-1234  
F +43 316 389-1231  
E [welcome@kug.ac.at](mailto:welcome@kug.ac.at)  
[www.kug.ac.at/welcomecenter](http://www.kug.ac.at/welcomecenter)  
[study.kug.ac.at](http://study.kug.ac.at)  
[facebook.com/KUGWelcomeCenter](https://facebook.com/KUGWelcomeCenter)  
[instagram.com/welcomecenterkug](https://instagram.com/welcomecenterkug)  
Skype: KUG-WelcomeCenter