



# **My Degree Programme NEW**

Guide for Students

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# “My Degree Programme NEW”

The application “My Degree Programme NEW” is the central application for students in UNIGRA-Zonline to give you an overview of your studies and to keep you informed about the progress of your degree programme. It is intuitive to use and accompanies you through your entire degree programme. There are different views to help you plan future activities. It is also the starting point for a range of actions that you carry out as part of your studies (including course and exam registration). “My Degree Programme” has a responsive design and can therefore also be used on **mobile devices**.

You can view your personal study progress in the application at any time:

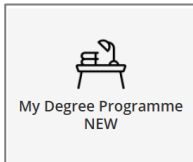
- which examinations (technical term: nodes) you have already passed or which examinations are still open
- which courses or examinations you are already registered for
- whether you have already successfully completed the requirements defined in the curriculum for registering for courses and examinations
- view the current STEOP status

In order for UNIGRAZonline to be able to calculate your study progress or your completed registration requirements, your positive and already released achievements (examinations, recognitions) must be correctly assigned to the examination nodes of your curriculum. This is how the programme recognises how you (would like to) use your completed examinations and credits in your studies.

In your own interest, please check the assignment of your achievements regularly when you have new examination results in UNIGRAZonline! If the credits are not fully allocated, it is possible, for example, that you do not fulfil the registration requirements in the registration phases and your registration will be rejected by the system.

# Dashboard of “My Degree Programme”

Log in to UNIGRAZonline and open the “My Degree Programme NEW” application and select your degree programme.



The “My Degree Programme” application is divided into a total of five areas, whereby a distinction can be made between the four elements of the main menu and the sidebar area. The contents of the main menu change to some extent depending on the level you are at in the application, but the visual layout remains the same.

The screenshot displays the 'My Degree Programme' dashboard for the 'Bachelor's programme: English and American Studies 17W'. The interface is divided into five main areas, each highlighted with a red box and a number:

- (1) Top Navigation Bar:** Contains tabs for 'My progress' (72 ECTS), 'My planning' (6 element(s)), 'My activities' (6 element(s)), 'My documents' (Curriculum\_Bachelorstudium\_Anglistik und ...), and 'Information for Students' (Anleitung Mein Studium).
- (2) Left Sidebar:** A search bar and a list of elements under the heading 'Bachelor's programme: English and American Studies 17W'. Elements include 'Ergänzungsprüfung Latein', 'Modul FB: Fakultätsweites Basismodul der Geisteswissenschaftlichen Fakultät', 'Modul A: Introduction to English Studies I', 'Modul B: Introduction to English Studies II (in progress since 2024 W)', 'Modul C: Language Studies I (in progress since 2024 W)', 'Modul D: Language Studies II', 'Modul E: Linguistics I (in progress since 2024 W)', 'Modul F: Linguistics II', 'Modul G: Literary Studies I (in progress since 2024 W)', 'Modul H: Literary Studies II', 'Modul I: Cultural Studies I', 'Modul J: Cultural Studies II', 'Modul K: Cultural Studies III (in progress since 2024 W)', 'Modul L: Focus', 'Gebundene Wahlfächer aus dem Studienfach oder Ergänzungsfach', 'Bachelorarbeit', and 'Freie Wahlfächer'.
- (3) Filter and Sorting Bar:** Located below the top navigation bar, it includes a 'Filter' button and a 'Sorting (ascending)' dropdown menu.
- (4) Main Content Area:** A grid of 12 element cards. Each card shows the element name, a progress indicator (a circle with a number and ECTS), and a status (e.g., 'POSITIVE', 'IN PROGRESS SINCE 2024 W', 'No grade'). The elements are: 'Ergänzungsprüfung Latein' (0/0 ECTS, POSITIVE), 'Modul FB: Fakultätsweites Basismodul der Geisteswissenschaftlichen Fakultät' (6/6 ECTS, Grade 1,5, POSITIVE), 'Modul A: Introduction to English Studies I' (9/9 ECTS, Grade 1,353, POSITIVE), 'Modul B: Introduction to English Studies II' (12/15 ECTS, Grade 1,5, IN PROGRESS SINCE 2024 W), 'Modul C: Language Studies I' (3/6 ECTS, Grade 1,0, IN PROGRESS SINCE 2024 W), 'Modul D: Language Studies II' (0/6 ECTS, No grade), 'Modul E: Linguistics I' (6/9 ECTS, Grade 2,0, IN PROGRESS SINCE 2024 W), 'Modul F: Linguistics II' (0/7 ECTS, No grade), 'Modul G: Literary Studies I' (6/9 ECTS, Grade 1,0, IN PROGRESS SINCE 2024 W), 'Modul H: Literary Studies II' (0/7 ECTS, No grade), 'Modul I: Cultural Studies I' (6/6 ECTS, Grade 1,0, POSITIVE), and 'Modul J: Cultural Studies II' (0/6 ECTS, No grade). There is also a 'Freie Wahlfächer' card (0/44 ECTS).
- (5) Footer Bar:** A bar at the bottom of the main content area containing a note: 'The following elements can be shown via the Einstellungen settings: Inactive or not selected elements X Elements currently not valid X Elements from the extended curriculum X'.


Note: The term “Element” is used in the instructions. Element = Node

### (1) “My study progress” area

Indicates the study programme you have just selected or accessed in “My Degree Programme”. This gives you an overview of the selected degree programme. The various Widgets are displayed in this area. These are explained in detail in the chapter 1

### (2) “Navigation” area

In this area, you can navigate through the study programme (displayed in a tree structure). The currently selected element is highlighted in bold. You also have the option of hiding the sidebar.

You can use the Switch Button  to **switch between** your (active and closed) **studies**. The app also always “remembers” the last study you selected for the next time you use “My Degree Programme”.

You can use the search function to search for specific elements in the selected degree programme.

You will find additional setting options in the lower area:

- Sorting Button: Sorting the elements
- Info Icon: Legend for the elements is displayed
- Gear Icon: Certain elements can be shown/hidden

### (3) “Filter and sorting options” area

Here you can sort and filter the elements that are displayed in the detailed view. The available options adapt to the currently open level.

### (4) “Detailed view” area

The elements of the curriculum (modules, examination nodes, etc.) are displayed here. Click on a tile to open the underlying level of the study structure of the selected curriculum, for example modules, courses or examinations.

### (5) “Display settings” area

Filters available for displaying the study structure are shown in the footer. The various display options can be shown/hidden using the gear icon.

# My study progress

The “My study progress” section provides you with an overview of your studies. Four widgets are displayed here by default, which are now described in detail.

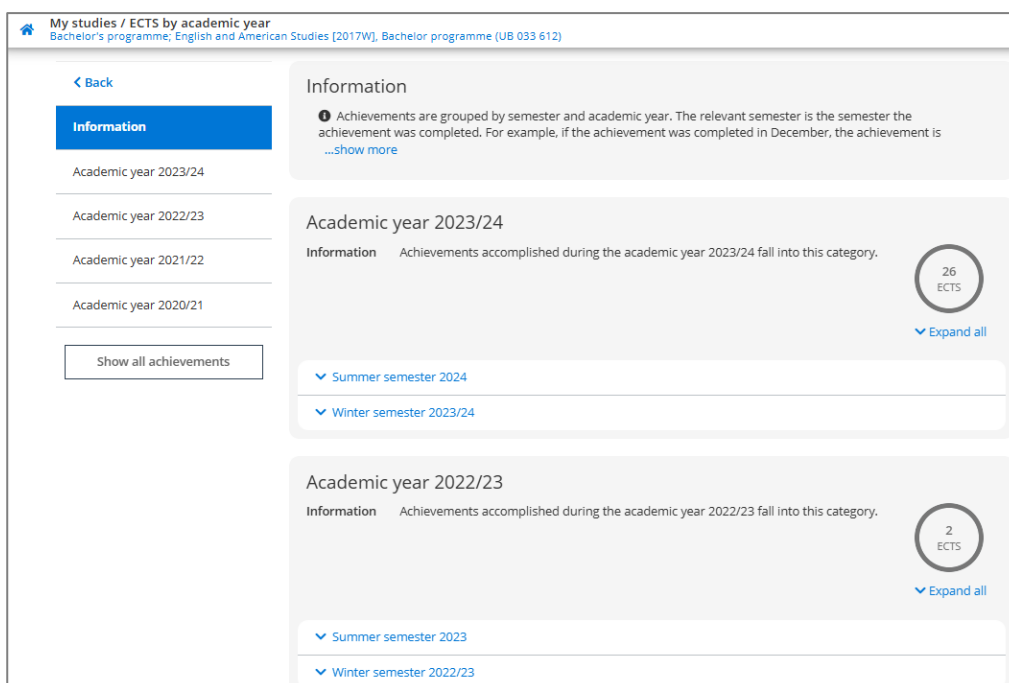


## 1. My progress

The total ECTS already achieved are displayed on the main page under “My progress”.

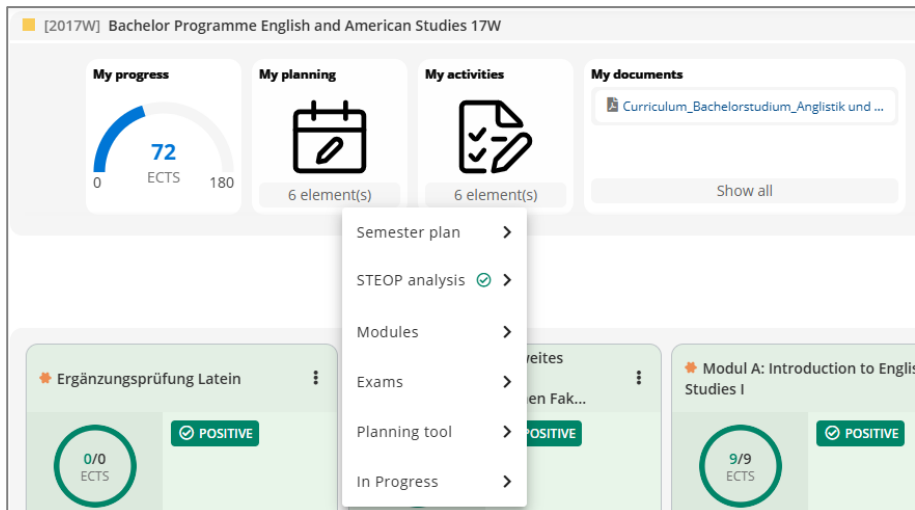
If you click on the “My progress” widget, you will receive detailed information on the achievements you have already successfully completed. Here you can see how many ECTS (latest valid achievement) you have earned in a particular semester or academic year.

The ECTS credits achieved are totalled in each section. When calculating the credits, all achievements are taken into account, including the allocated free electives and recognitions.



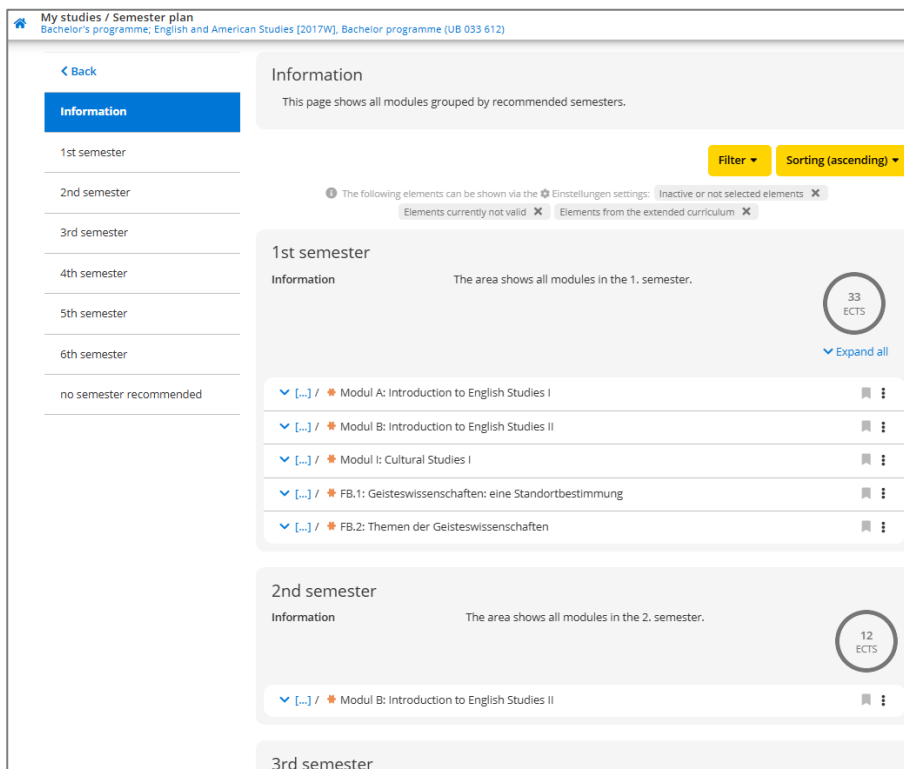
## 2. My planning

The “My planning” widget offers you various planning views. Here you can get an overview of your progress in the areas of modules and examinations as well as information on outstanding achievements.



### 2.1. Semester plan

On this page, all modules of the selected degree programme are displayed grouped by semester to make it easier for you to plan your study progress.





If you click on the icon next to a module, you will be shown further details. For example, you can see which examinations you have already passed and for which courses or examinations you fulfil or do not yet fulfil the requirements [(1) and (2)].

The screenshot shows the 'My studies / Semester plan' page for the Bachelor's programme in English and American Studies (2017W). The left sidebar lists semesters from 1st to 6th, with the 4th semester selected. The main content area is titled '4th semester' and shows a list of modules. The first module is 'C.2: Language Awareness 2, KS' with a grade of '-' and 0 ECTS credits. Below it, a detailed view for 'C.2: Language Awareness 2, KS' shows a grade of 2.0 and 6 ECTS credits, with a status of 'POSITIVE' and 'Requirements met'. The second module is 'Modul E: Linguistics I' with a grade of 2.0 and 6 ECTS credits, also with a status of 'POSITIVE' and 'Requirements met'. The third module is 'Modul F: Linguistics II' with a grade of '-' and 0 ECTS credits. Below it, a detailed view for 'F.1: Fachprüfung English Linguistics, FA' shows a status of 'Requirements' and a warning icon. A circular badge in the top right corner indicates '6 ECTS'.

The link “Requirements” (2) takes you to the page “Requirements Overview”. There you can see which requirements you are still missing for the respective course or examination and which you have already fulfilled.

The screenshot shows the 'My studies / Requirements Overview' page. The left sidebar has a 'Status' button selected. The main content area is titled 'Requirements Overview' and shows a status of 'The requirements are not met.' A note indicates that the requirements overview is limited to curriculum requirements. The 'Requirements' section shows a list of requirements. Requirement 1 is highlighted in pink and states 'Not enough nodes have been passed: 1 of 2.' The requirements are listed as follows: [T612/17/MK-A] Modul A: Introduction to English Studies I / [T612/17/PK-A.4] A.4: Introduction to Literary Studies I, PS (3 ECTS credits) and [T612/17/MK-B] Modul B: Introduction to English Studies II / [T612/17/PK-B.5] B.5 Introduction to Literary Studies II, PS.

## 2.2. STEOP analysis

You can access the STEOP enrolment check via this link.

- Display: STEOP still open (not yet fulfilled):

The screenshot shows the 'My studies / STEOP Registration Check' page for the 'Bachelor's programme; English and American Studies [2017W], Bachelor programme (UB 033 612)'. The left sidebar has a 'STEOP' button and two links: 'Taken in Advance' and 'No STEOP Relevance'. The main content area is titled 'Degree programme' and 'UB 033 612 Bachelor's programme; English and American Studies'. It features three sections: 'STEOP' with a red circle indicating '6/9 ECTS' and a warning 'STEOP has not been completed'; 'Taken in Advance' with a green circle indicating '19/22 ECTS'; and 'No STEOP Relevance' with '0 ECTS'. Each section includes a description of ECTS values and a link to expand the list of elements.

- Display: STEOP successfully completed:

The screenshot shows the same 'My studies / STEOP Registration Check' page, but now the 'STEOP' section has a green circle indicating '9/9 ECTS' and a success message 'STEOP has been completed'. The 'Taken in Advance' section remains at '19/22 ECTS' and 'No STEOP Relevance' remains at '0 ECTS'. The 'All STEOP Elements' section is expanded, showing a list of three modules: 'FB.1: Geisteswissenschaften: eine Standortbestimmung, VO' (3 ECTS), 'I.1: British Culture - History and Society, VO' (3 ECTS), and 'I.2: American Culture: History and Society, VO' (3 ECTS). Each module is marked as 'Valid achievement'.

## 2.3. Modules

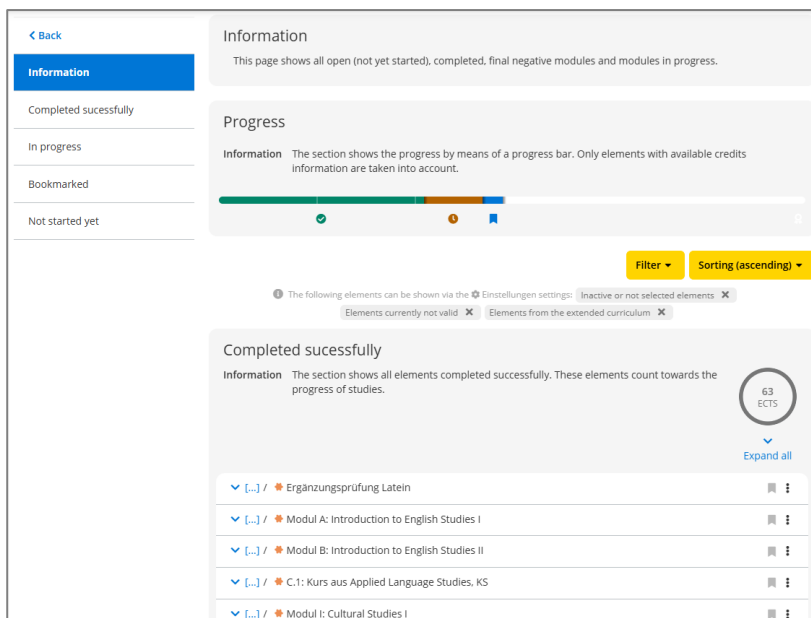
This page displays all open modules (not yet started), completed modules and modules in progress. This gives you an overview of the courses you still need to complete in order to successfully complete your degree programme.

The **progress bar** provides you with a graphical representation of your progress:

- Green Tick Icon: All positively completed elements
- Orange Clock Icon: All items that are in progress
- Blue Bookmark Icon: All elements that have been bookmarked for planning (see also chapter 2.5)

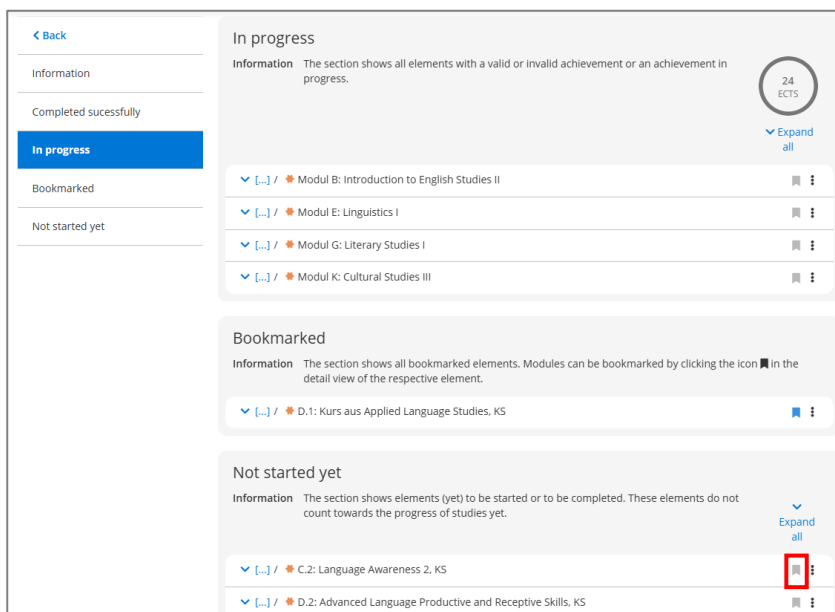
**Note:** Please note that the categories “In progress” and “Completed successfully” are only displayed as soon as registrations or results are available.

You can expand the individual elements in the respective sections to view the corresponding course or examination offer.



There are two ways to add an element of the programme structure to the “Bookmarked” area:

1. Click directly in the planning overview on the bookmark symbol on the right in the line of the corresponding element. The planning view is updated. If necessary, use the “Reload” function of your browser.
2. Navigate to the desired element via the tile menu of the “My Degree Programme” application and click on the bookmark symbol in the dashboard of the element. When you open the planning view, you will now find the element in the corresponding section.



## 2.4. Exams

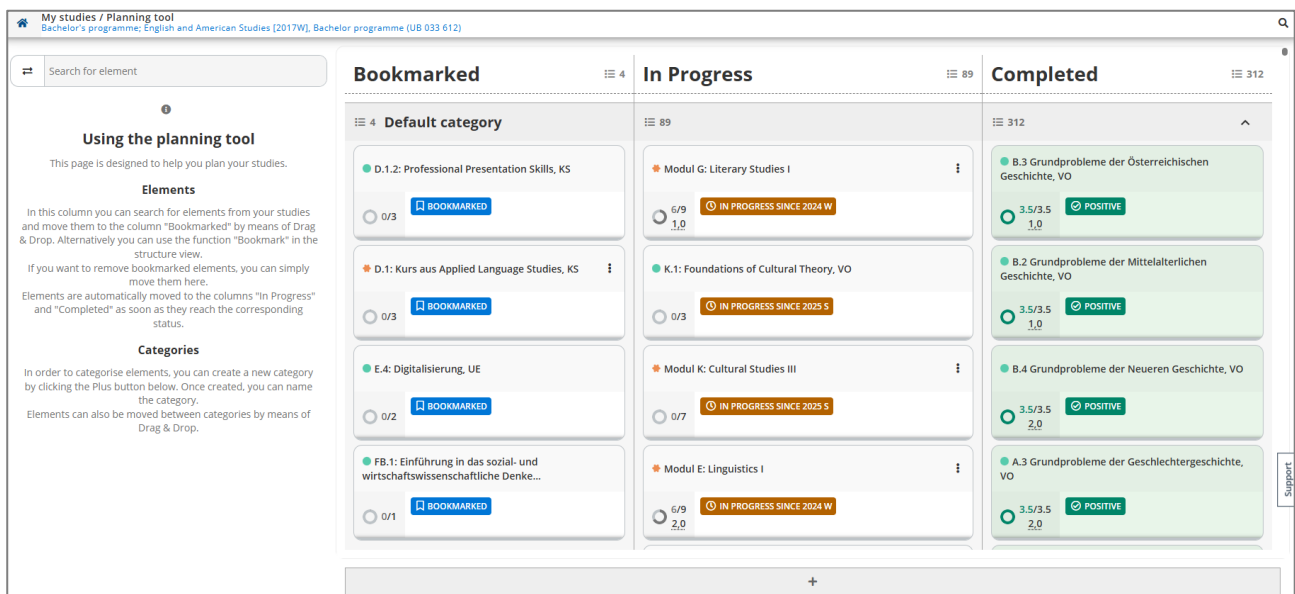
This page displays all open (not yet started), completed examinations and examinations in progress. This gives you an overview of the courses and examinations that you still have to complete in order to successfully finish your degree programme.

There is also a progress bar in this area, which provides you with a graphical representation of your progress (see also the chapter 2.3 Modules).

## 2.5. Planning tool

On this page, all elements of one or more studies are displayed in their respective progress status. You have the option of searching for elements, marking them, arranging them individually and categorising them into groups. The columns "Bookmarked", "In Progress" and "Completed" are displayed by default and the elements are automatically assigned to these categories. If an exam that was in progress has been successfully completed, it is automatically moved to the "Completed" category.

If you have enrolled in several studies, the elements of the different studies are colour-coded (same colour = same study).



Elements can be moved vertically as required, even across groups, in order to adjust the order of the elements. However, changes to the order within the three predefined groups are not saved. Only adjustments in the individual groups are saved. Elements can only be moved horizontally between the “Search” and “Bookmarked” columns.

You can also create your own categories by clicking on the + Icon.

The assignment of the elements to the columns and groups as well as the names of the groups are saved across all devices. In the mobile view, the page can only be displayed; it is not possible to move or search for elements here.

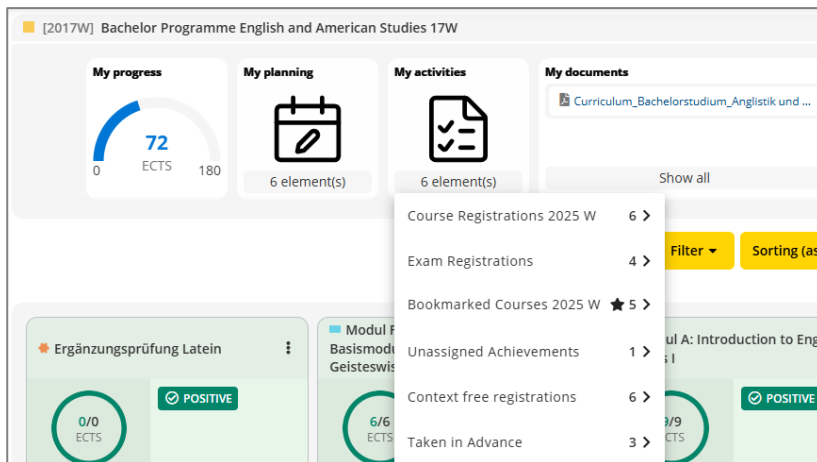
## 2.6. In progress

This page lists all elements (work in progress) that are in progress, grouped by semester. You will also find exam registrations here.



### 3. My activities

The widget shows your study activities and offers you various options. The number next to the links indicates the number of elements in the respective view.



- **Course Registrations (current semester):** Link to the app “My Courses”  
The number shows the number of registrations for courses, regardless of whether the registration was for a fixed place or on the waiting list.
- **Exam Registrations:** Link to the app “Exam Registration – Exam Dates”
- **Bookmarked Courses (current semester):** Link to the app “My bookmarked courses”
- **Unassigned Achievements** (if available): This takes you to a list in which you can allocate the achievements. Further information can be found in the chapter 12.
- **Context free registrations** (if available): This takes you to a list of elements that have the curriculum context “Free registration”.
- **Taken in Advance** (if available): This takes you to a list of elements that have the curriculum context “Master subject in advance”.

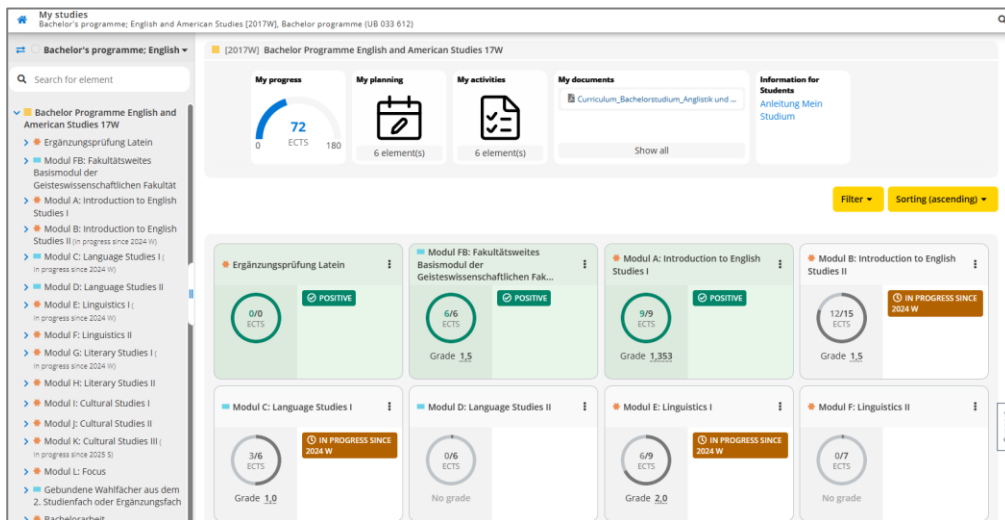
### 4. My documents

Here you will find the curriculum of your degree programme and any other relevant documents and information (e.g., links to websites).

# Detailed view

## 5. Tile menu

The tile navigation in “My Degree Programme” follows a hierarchical principle. Each click on a tile in the main menu takes you one level deeper in the study structure until you reach the courses or examinations.



Various information is displayed in the individual tiles.

### 5.1. ECTS circle

The circular display shows how many ECTS credits have already been achieved (ACTUAL) and how many must be achieved in total for the element (TARGET).

- Grey circle: Not all ECTS credits for this element have been completed yet.
- Green circle: The element has been successfully completed.
- Red circle: The element has been completed negatively.
- "-": No ECTS credits have been defined.

### 5.2. Grade

The average grades are calculated and displayed for (almost) all elements. Please consider the grades given as provisional results only, as they may change when the final degree certificate is issued.

### 5.3. Tags

Various additional information (tags) is displayed for each element.

- Positive / Negative
- STEOP / Can be completed without STEOP
- Temporal validity (Invalid since xxx, Valid from xxx) (see also chapter 10)
- Inactive (due to selection procedure) (see also chapter 10)
- Not part of the curriculum (expanded curriculum; these are elements that are not part of the degree programme but fulfil an important purpose for the administration, for example). (see also chapter 10)
- In progress since xxx
- Bookmarked (for planning)

### 5.4. Selection checkbox

The checkbox is displayed for elements for which a selection rule is stored. An information text indicates how many elements must be selected and by whom the selection may be made (students and/or administrators).

[2017W] Bachelor Programme Sociology 17W / [T505/17/RK-GWF] Module K bis W: Gebundene Wahlfächer

Module K bis W: Gebundene Wahlfächer

Aus dem Modulen K bis W sind ein bis zwei Module zu wählen, aus denen Lehrveranstaltungen im Umfang von insgesamt 20 ECTS abgeschlossen werden müssen ...show more

Grade :

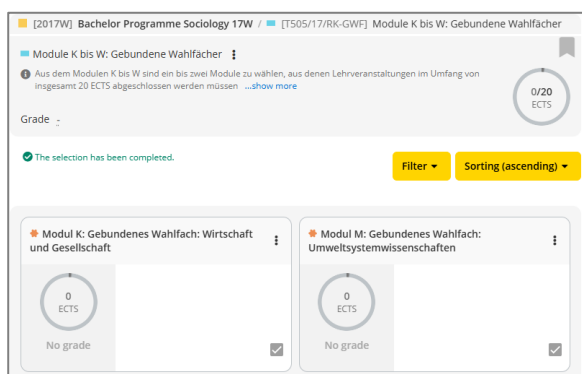
Please select at least 1 elective subject. A maximum of 2 can be selected.

Filter Sorting (ascending)

Modul K: Gebundenes Wahlfach: Wirtschaft und Gesellschaft	Modul L: Gebundenes Wahlfach: Volkswirtschaftslehre	Modul M: Gebundenes Wahlfach: Umweltsystemwissenschaften	Modul N: Gebundenes Wahlfach: Geschichte unter besonderer Berücksichtigung...
0 ECTS	0 ECTS	0 ECTS	0 ECTS
Select <input type="checkbox"/>	Select <input type="checkbox"/>	Select <input type="checkbox"/>	Select <input type="checkbox"/>

Modul O: Gebundenes Wahlfach: Rechtswissenschaften	Modul P: Gebundenes Wahlfach: Politikwissenschaften unter besonderer Berücksichtigung...	Modul Q: Gebundenes Wahlfach: Psychologie	Modul R: Gebundenes Wahlfach: Philosophie (Wissenschaftsgeschichte und...)
0 ECTS	0 ECTS	0 ECTS	0 ECTS
Select <input type="checkbox"/>	Select <input type="checkbox"/>	Select <input type="checkbox"/>	Select <input type="checkbox"/>





If, for example, two elements have to be selected and these have been selected by the student, the elements that have not been selected are inactive, greyed out and no longer displayed.

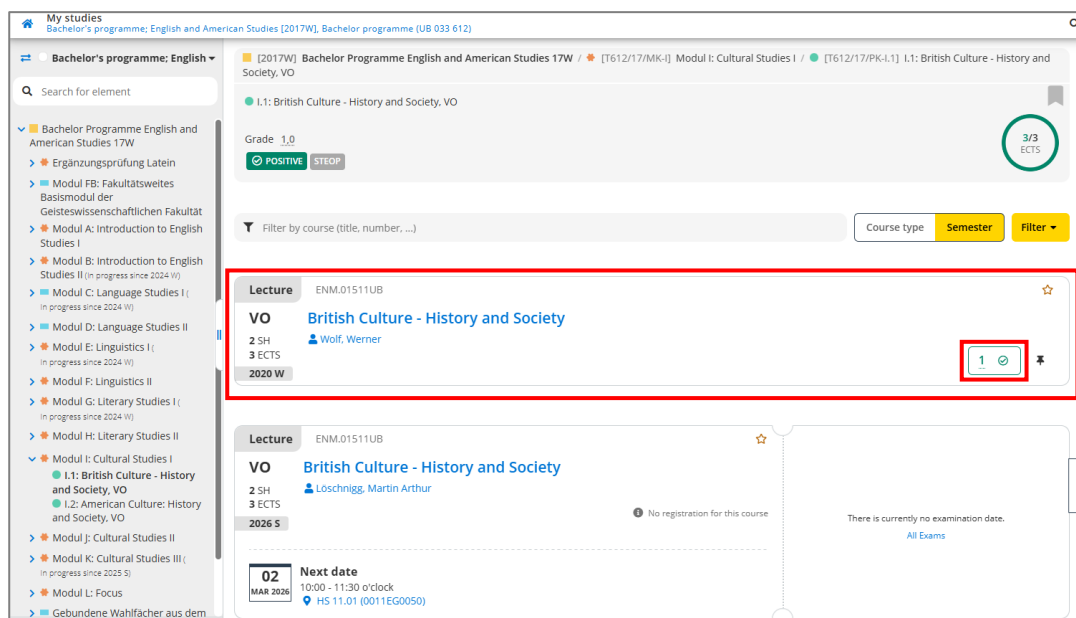
## 6. Courses and examinations

The courses and examinations of the current or future semester are displayed at the examination node level.

You can use the “Show all courses” link to show or hide other past courses.

### 6.1. Positively completed achievements

Achievements that have already been successfully completed are displayed at the top of the list. If you click on the grade, the details of the achievement are displayed.



My achievements / British Culture - History and Society

[Back](#)

**Status**

Grade

Exam

Degree programme

Course Details

Exam Statistics

Print

Status

Latest valid achievement

Grade

Date: 28.01.2021

Oral supplementary examination: -

Grade: excellent (1)

Grade comment (DE): -

Persons involved: Examiner: Wolf, Werner

ECTS Credits: 3

Semester hours: 2

Examination mode: Written (presence or online)

Type of Exam: course examination

Exam

Number: ENM.01511UB

Title: British Culture - History and Society

Topic: -

Topic (English): -

Semester: Winter semester 2020/21

Type: Lecture (VO)

## 6.2. Courses offered by other educational institutions

If a course is offered by another educational institution, you can switch to the detailed description of the course at the other educational institution by clicking on “To university”.

My studies

Bachelor's programme: English and American Studies (2017W), Bachelor programme (UB 033 612)

Search for element

Bachelor Programme English and American Studies 17W

Ergänzungsprüfung Latein

Modul FB: Fakultätsweites Basismodul der Geisteswissenschaftlichen Fakultät

Modul A: Introduction to English Studies I

Modul B: Introduction to English Studies II (in progress since 2024 W)

Modul C: Language Studies I (in progress since 2024 W)

Modul D: Language Studies II

D.1: Kurs aus Applied Language Studies, KS (bookmarked)

D.1.1: The Teaching of English in Adult Education, KS

D.1.2: Professional Presentation Skills, KS (bookmarked)

D.1.3: Socio-Cultural Competence, KS

D.1.4: Mass Media – Analysis and Production, KS

D.1.5: Translation, KS

D.1.6: Business English, KS

D.1: Kurs aus Applied Language Studies (AE), KS

D.2: Advanced Language Productive and Receptive Skills, KS

Requirements met

Grade: -

0/3 ECTS

Filter by course (title, number, ...)

Course type Semester Filter

Course ENC.02001PA

KS Advanced Language Productive and Receptive Skills

2 SH 3 ECTS

2026 S

This course takes place at: Private Pädagogische Hochschule Burgenland

To university

There is currently no examination date. All Exams

Course ENC.02170UB

KS Advanced Language Productive and Receptive Skills

2 SH 3 ECTS

2026 S

Haveron, Amy Phillips, Michael Schweighofer, Mia Scott, Nicholas Philip

05 Next date

MAR 2026 10:00 - 11:30 o'clock

SR 34.K2 (0034U10010)

Support

## 6.3. Course and examination registration

If it is possible to register for a course or examination, this is indicated by a note. By clicking on “Go to course registration” (1), you will be redirected to the “Courses” application. Clicking on “Go to exam registration” (2) takes you to the “Exam Registration – Exam Dates” application.

If several examination dates are available, you can navigate between them using the arrow buttons (< />) (3).

**My studies**  
Bachelor's programme: Business Administration [2023W], Bachelor programme (UB 033 515)

**Bachelor's programme: Business**

Search for element

- Bachelor Programme Business Administration 23W
  - Modul FB: Fakultätsweites Basismodul der Sozial- und Wirtschaftswissenschaftlichen Fakultät
  - Modul A: Einführung in die Betriebswirtschaftslehre und Volkswirtschaftslehre
  - Modul B: Grundzüge der Betriebswirtschaftslehre
  - Modul C: Wirtschaftsmathematik und Statistik
  - Modul D: Rechnungswesen
  - Modul E: Wirtschaftsinformatik und Digitalisierung (In progress since 2024 W)
    - E.1: Grundlagen Wirtschaftsinformatik, VO
    - E.2: Wirtschaftsinformatik, UE
    - E.3: Grundlagen Digitalisierung, VO
    - E.4: Digitalisierung, UE (Bookmarked)
  - Modul F: Betriebswirtschaftslehre - Vertiefung (In progress since 2024 W)
  - Modul G: Betriebswirtschaftslehre - Praxisdialog (In progress since 2024 W)
  - Modul H: Spezielle Betriebswirtschaftslehre
  - Modul I: Volkswirtschaftslehre
  - Modul J: Recht (In progress since 2025 S)
  - Modul K: Ergänzungsfach (In progress since 2024 W)
  - Modul L: Wissenschaftliches Arbeiten und Verfassen der Bachelorarbeit
  - Bachelorarbeit
  - Freie Wahlfächer (In progress since 2024 W)

**[2023W] Bachelor Programme Business Administration 23W / [T515/23/MK-E] Modul E: Wirtschaftsinformatik und Digitalisierung / [T515/23/PK-E.3] E.3: Grundlagen Digitalisierung, VO**

E.3: Grundlagen Digitalisierung, VO

Requirements met

Grade

0/4 ECTS

Filter by course (title, number, ...)

Course type Semester Filter

**Lecture** 355.510

**VO Foundations of Digitalization**

Registration possible from 06.02.2026 16:00

2 SH  
4 ECTS  
2026 S

Fleiß, Jürgen Kowald, Dominik  
Thalmann, Stefan

View course registration details

**25 JUN 2026** Exam 15:00 - 15:45 o'clock  
UR1 (015GU10016)  
Examiner: Fleiß, Jürgen

Not Registered  
Registering and deregistering not possible.

**05 MAR 2026** Next date 17:15 - 18:45 o'clock  
SOWI-Online

**Lecture** 355.510

**VO Foundations of Digitalization**

Course open for registration

2 SH  
4 ECTS  
2025 W

Fleiß, Jürgen Kowald, Dominik  
Thalmann, Stefan

**09 OCT 2025** Next date 17:30 - 19:30 o'clock  
HS 15.05 (015EEG0054)

**02 FEB 2026** Exam 13:45 - 14:30 o'clock  
UR1 (015GU10016)  
Examiner: Fleiß, Jürgen

Not Registered  
Registering and deregistering not possible.

**Lecture** 355.510

**VO Foundations of Digitalization**

2 SH  
4 ECTS  
2025 S

Fleiß, Jürgen Kowald, Dominik  
Thalmann, Stefan

**29 SEP 2025** Exam 09:00 - 09:45 o'clock  
Perception Virtueller Prüfungsraum 3 (100 Plätze) (V001EGV003)  
Examiner: Fleiß, Jürgen

Not Registered

Go to exam registration

Support

## 6.4. Requirements

If there are **requirements** for registering for courses and examinations in the curriculum, the note "Requirements" is displayed next to the respective tile and the tile is coloured yellow.

**My studies**  
Bachelor's programme: English and American Studies [2017W], Bachelor programme (UB 033 612)

**Bachelor's programme: English**

Search for element

- Bachelor Programme English and American Studies 17W
  - Ergänzungsprüfung Latein
  - Modul FB: Fakultätsweites Basismodul der Geisteswissenschaftlichen Fakultät
  - Modul A: Introduction to English Studies I
  - Modul B: Introduction to English Studies II (In progress since 2024 W)
  - Modul C: Language Studies I (In progress since 2024 W)
  - Modul D: Language Studies II
  - Modul E: Linguistics I (In progress since 2024 W)
  - Modul F: Linguistics II
    - F.1: Fachprüfung English Linguistics, FA
    - F.2: Specialized Topics in Linguistics, SE

**[2017W] Bachelor Programme English and American Studies 17W / [T612/17/MK-F] Modul F: Linguistics II**

Modul F: Linguistics II

Grade

0/7 ECTS

Filter Sorting (ascending)

**F.1: Fachprüfung English Linguistics, FA**

0/3 ECTS

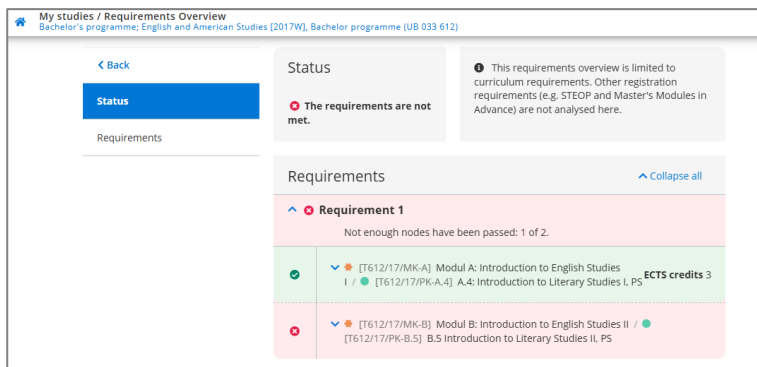
Requirements

**F.2: Specialized Topics in Linguistics, SE**

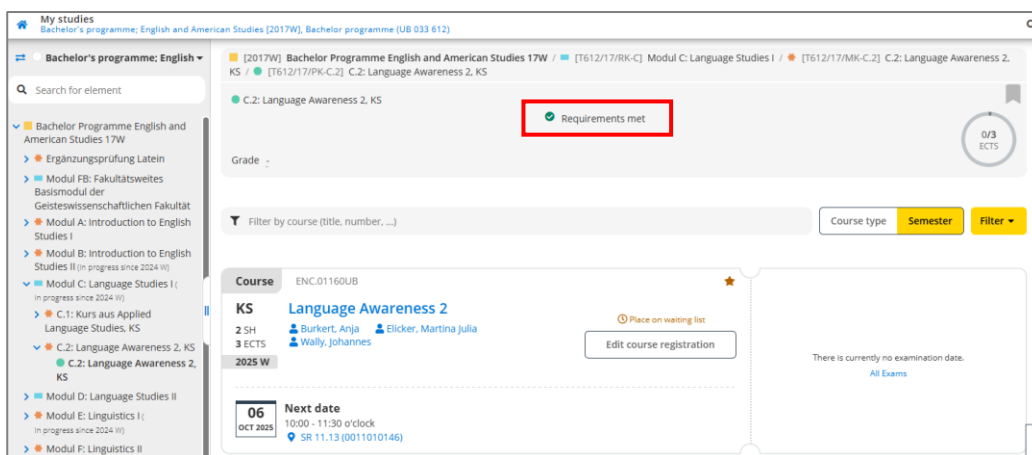
0/4 ECTS

Requirements

The link “Requirements” (2) takes you to the page “Requirement Status”, where you can see which requirements you still need to fulfil and which you have already fulfilled.



If all requirements are met, only the text “Requirements met” is displayed instead of a link.



## 6.5. Notes

In some cases, you will also find explanatory notes in the elements, which indicate, for example, how individual modules must be completed according to the curriculum.

This often helpful information can only be found in UNIGRAZonline and in “My Degree Programme”.

**My studies**  
Bachelor's programme: English and American Studies [2017W], Bachelor programme (UB 033 612)

**Bachelor's programme: English**

Search for element

**[2017W] Bachelor Programme English and American Studies 17W** / [T612/17/MK-L] Modul L: Focus

**Modul L: Focus**

Anmerkung: Für L4 Schwerpunkt-Lehrveranstaltung aus benachbartem Studium ist immer ein Antrag auf Anerkennung zu stellen.

Grade: -

Filter Sorting (ascending)

**L1: Specialized Topics in Linguistics, SE**  
0/4 ECTS  
Requirements

**L2: Specialized Topics in Anglophone Literary Studies, SE**  
0/4 ECTS  
Requirements

**L3: Specialized Topics in Cultural Studies, SE**  
0/4 ECTS  
Requirements

**L4: Schwerpunkt-Lehrveranstaltung aus benachbartem Studium**  
0/3 ECTS  
No grade

The following elements can be shown via the Einstellungen settings: Inactive or not selected elements Elements currently not valid Elements from the extended curriculum

## 6.6. Course and examination attempts

If you want to see the number of attempts for a course or examination, open the relevant examination node and click on the valid achievement.

**My studies**  
Bachelor's programme: Business Administration [2023W], Bachelor programme (UB 033 515)

**Bachelor's programme: Business**

Search for element

**[2023W] Bachelor Programme Business Administration 23W** / [T515/23/MK-A] Modul A: Einführung in die Betriebswirtschaftslehre und Volkswirtschaftslehre / [T515/23/PK-A.2] A.2: Einführung in die Betriebswirtschaftslehre, VO

**A.2: Einführung in die Betriebswirtschaftslehre, VO**

Grade: 3,0  
POSITIVE STEOP

Filter by course (title, number, ...)

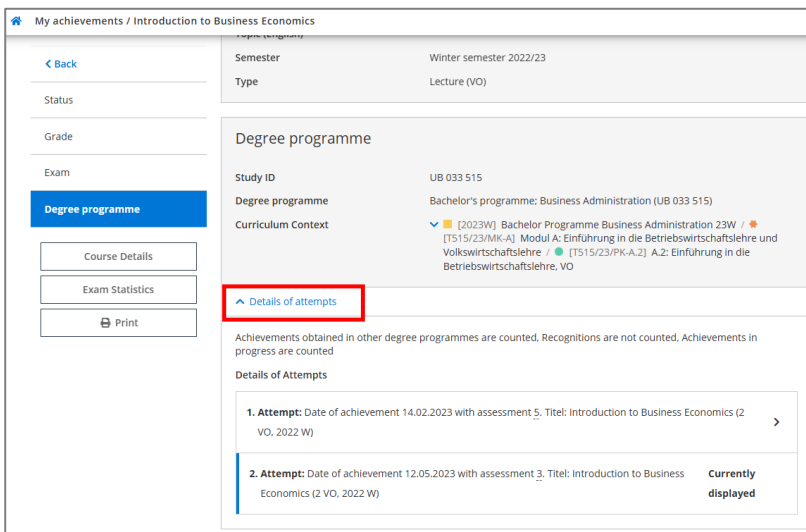
Course type Semester Filter

**Lecture** 337.000

Lecture	Semester	Attempts
VO Introduction to Business Economics	2 SH 4 ECTS	3

2022 W

Scroll to the bottom of the overview window and click on "Details of attempts".

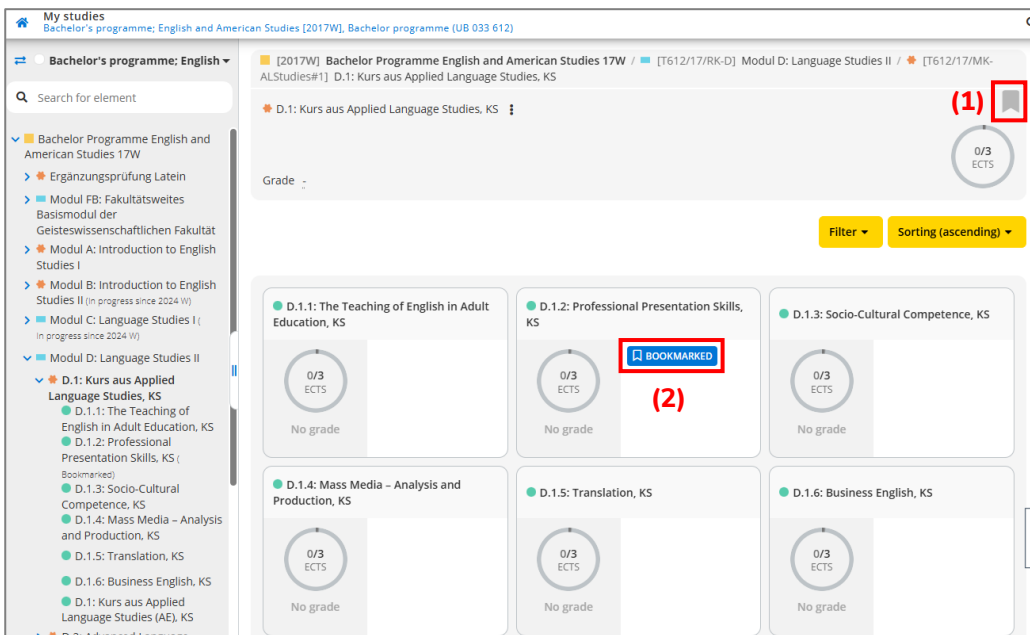


Alternatively, you can also access the course and examination attempts via the “My achievements” application.

## 6.7. Bookmarking options

You can use the **bookmark icon** (1) to **mark** elements (modules, examination nodes, etc.) for **planning**. The element is then given the tag “Bookmarked” (2) (see also chapter 2.5).

You can use the **favourites icon** (3) to **bookmark courses**, which are then displayed in the “My bookmarked courses” application.



My studies

Bachelor's programme: English and American Studies [2017W], Bachelor programme (UB 033 612)

Bachelor's programme: English

Search for element

Bachelor Programme English and American Studies 17W

Ergänzungsprüfung Latein

Modul FB: Fakultätsweites Basismodul der Geisteswissenschaftlichen Fakultät

Modul A: Introduction to English Studies I

Modul B: Introduction to English Studies II (in progress since 2024 W)

Modul C: Language Studies I (in progress since 2024 W)

Modul D: Language Studies II

Modul E: Linguistics I (in progress since 2024 W)

Modul F: Linguistics II

Modul G: Literary Studies I (in progress since 2024 W)

Modul H: Literary Studies II

Modul I: Cultural Studies I

[2017W] Bachelor Programme English and American Studies 17W

[T612/17/MK-J] Modul J: Cultural Studies II

[T612/17/PK-J.1] J.1: Topics in British Cultural Studies, PS

J.1: Topics in British Cultural Studies, PS

Requirements met

0/3 ECTS

Grade :

Filter by course (title, number, ...)

Course type Semester Filter

Proseminar

ENM.02529UB

(3) \*

PS

2 SH

3 ECTS

2025 W

Topics in British Cultural Studies (Media, Propaganda, and Fake News)

Scherling, Johannes Alfred

Place on waiting list

Edit course registration

There is currently no examination date.

All Exams

06 OCT 2025

Next date

13:30 - 15:00 o'clock

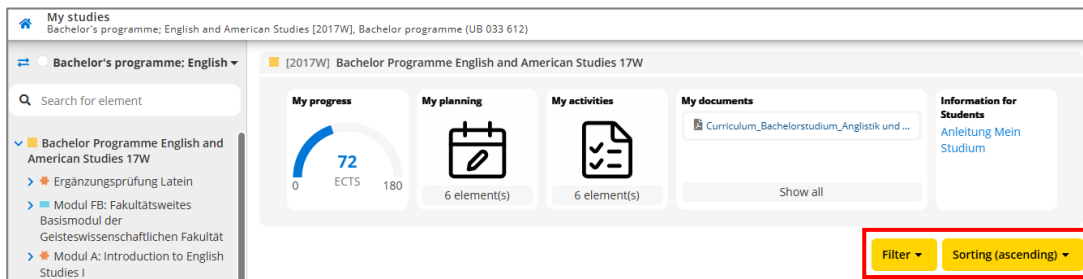
SR 11.13 (0011010146)

CURRICULAonline

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# Filter, sorting and search options

Various filter, sorting and search options are available in “My Degree Programme”. The filter and sorting buttons below are located below the study progress display.



## 7. Filter

You can use the filter button to customise the display in the courses and examinations area according to various criteria.

### Courses:

- Registered for the course
- Course open for registration

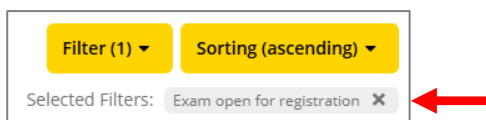
### Examinations:

- Registered for the exam
- Exam open for registration
- Exam registration possible in future

Only the elements that match your filter criteria will be displayed in the tile and page navigation.

**Note:** The filter has an effect across the levels. For example, if you select “Registered for the course”, only the courses for which you have registered will be displayed at the lowest level.

Activated filters appear below the filter and sorting button and can be deleted again by clicking on the “x” without having to open the filter menu again.





## 8. Sorting

You can customise the sorting of the display in the tile menu or in the sidebar:

- Sorting (ascending / descending) = Sorting according to the order of the elements specified in the curriculum
- Name (ascending / descending) = Alphabetical sorting

**Note:** Changes to the sorting affect both the tile menu and the navigation in the sidebar.

The sorting can also be adjusted using the arrow button at the bottom of the sidebar. It works in the same way as the sort button.

## 9. Filter courses by course type or semester

At the level of examination elements (courses and examinations), you have the option of filtering by various terms (title, course number, year, etc.) and sorting by course type and semester.



## 10. Show and hide options

In some cases, individual module or examination nodes may not be displayed. There may be various reasons for this.

- **Inactive elements:** Active nodes in the study structure become inactive nodes if, for example, the required number of elective modules have been selected in an elective area or modules in the required ECTS credit scope have been selected (unselected elements).
- **Positive elements:** positively completed elements
- **Elements not currently valid:** If modules can only be completed up to a certain semester, a time validity is entered (e.g. valid until 24W). Once this validity has expired, these modules are hidden and highlighted in grey.
- **Expanded curriculum:** This includes elements that are hidden (e.g. free elective 1, etc.). These only become visible when a positive achievement is assigned.

These elements are then not (or no longer) visible in the standard view in “My Degree Programme”, but can be shown. You can use the **gear icon** at the bottom of the sidebar to customise the display of your degree programme. Click on the icon to open the corresponding selection menu and customise the display of the study structure by clicking on the desired option.

The screenshot shows the 'My studies' interface for a Bachelor's programme in English and American Studies. On the left, a sidebar lists various modules. On the right, a grid displays progress cards for several modules, including 'Ergänzungsprüfung Latein', 'Modul FB: Fakultätsweites Basismodul der Geisteswissenschaftlichen Fakultät', 'Modul A: Introduction to English Studies I', 'Modul C: Language Studies I', and 'Modul D: Language Studies II'. A red box highlights the settings menu in the footer, which includes options like 'Show inactive elements', 'Hide positive elements', 'Show elements not currently valid', and 'Show expanded curriculum'. A red arrow points to the gear icon in the footer.

The selected options are displayed in the footer. You can deactivate the relevant options again by clicking on the “x”.

The footer shows the selected settings: 'Inactive or not selected elements', 'Elements currently not valid', and 'Elements from the extended curriculum'. Each setting is followed by an 'x' icon to deactivate it.

# Use of achievements

In principle, all credits earned for your degree programme must be allocated to the nodes of your study plan so that UNIGRAZonline can correctly recognise and calculate your academic success.

Compulsory subjects for which you have no choice regarding the use of the course or examination are automatically allocated by the system as soon as the examination result or recognition has been approved by the department or institute.

## 11. Display of already allocated achievements

If a positive achievement has been allocated, this is displayed in the tile of the respective examination node. The tile is highlighted in green and the tag “positive” is displayed.

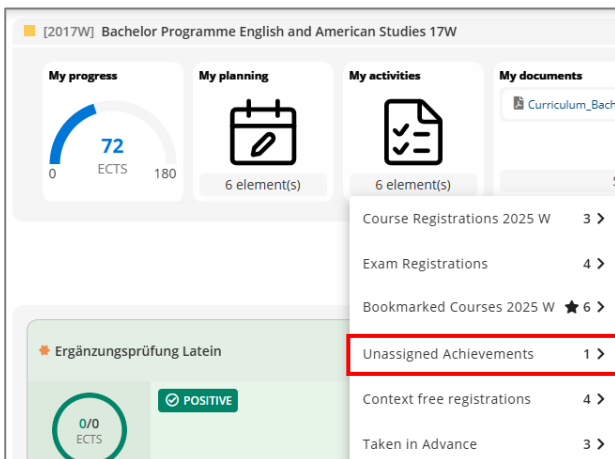
The image consists of two screenshots of the UNIGRAZonline interface. The top screenshot shows the 'My studies' page for the 'Bachelor's programme: English and American Studies 17W'. It displays a list of modules. The module 'A.2: English for Academic Purposes, KS' is highlighted with a green background and a 'POSITIVE' tag. A red box is drawn around this module. The bottom screenshot shows the detailed view of the 'A.2: English for Academic Purposes, KS' module. It also displays a 'POSITIVE' tag and a red box around the course details. A red arrow points from the red box in the top screenshot to the red box in the bottom screenshot.

## 12. Reallocating unallocated achievements

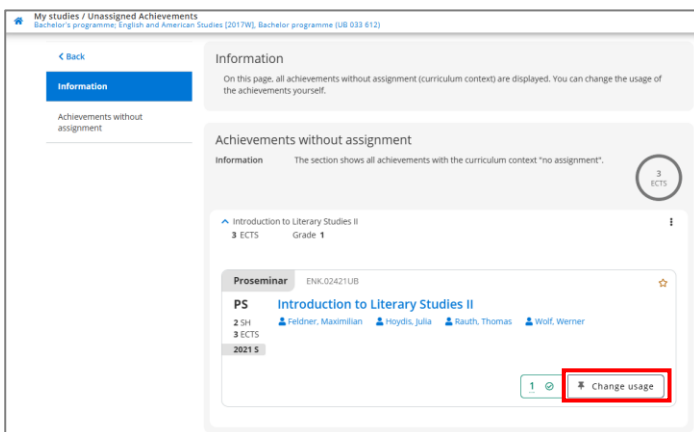
**Note:** For modules with a selection rule (selection checkbox), the module must first be selected (see chapter 5.4). Only then is it possible to allocate unallocated achievements yourself. Otherwise, an error message will be displayed (“Transfer failed (reference id: xxx)”).

## 12.1. Option 1: Allocation via the “My activities” widget (recommended)

In the “My activities” widget, the achievements that you can assign yourself are displayed under “Unassigned Achievements”. The page is only displayed if there are achievements with the curriculum context “no assignment”.

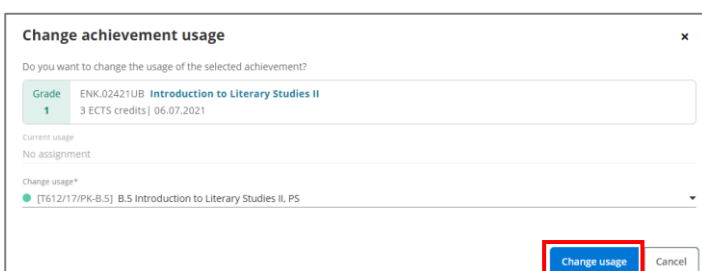


Select the relevant achievement (expand with the arrow icon) and click on the “Change usage” pin button.



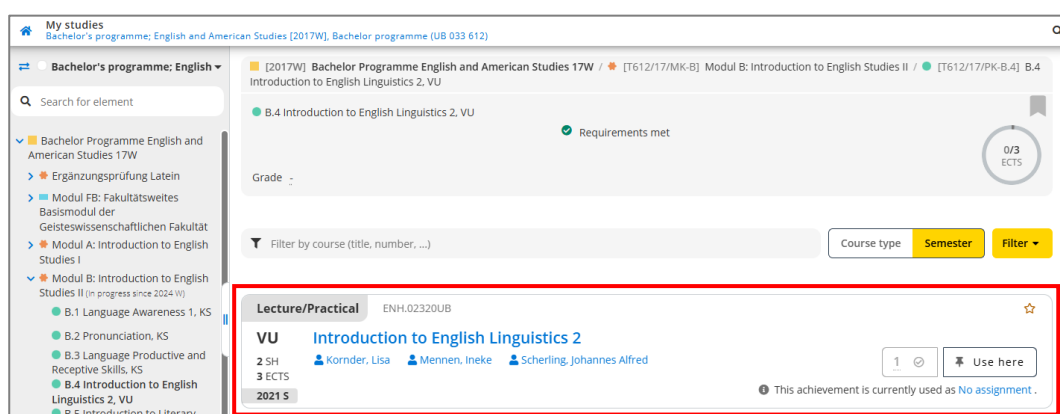
In the dialogue window, you can select the curriculum context to which the achievement should be allocated. If there is a clear assignment in your degree programme, the context is already preselected. For achievements that can be allocated to several modules (optional), you can select the respective curriculum context in the drop-down menu.

To reallocate the achievement, click on the “Change usage” button.



## 12.2. Option 2: Allocation via the tiles

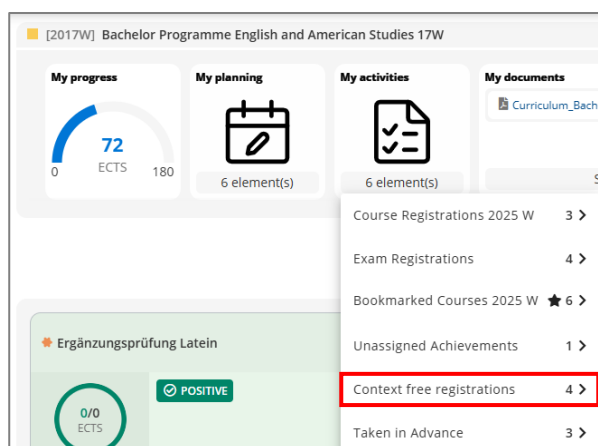
Achievements can also be allocated directly in the **target context**, i.e. at the examination node. Navigate to the examination node in the tile menu. The list of courses and examinations allocated to this examination node opens. If an achievement is currently allocated to another examination element in different module, but could also be allocated to this examination element, it will be displayed at the top of the list. You can recognise an inactive, positive achievement by the greyed-out button containing the grade and the positive tick icon. The **"Use here"** pin button to the right indicates that the achievement can be allocated to the currently selected context. If you click on "Use here", the "Change achievement usage" dialogue window opens. You can now allocate the achievement (see chapter 12.1).

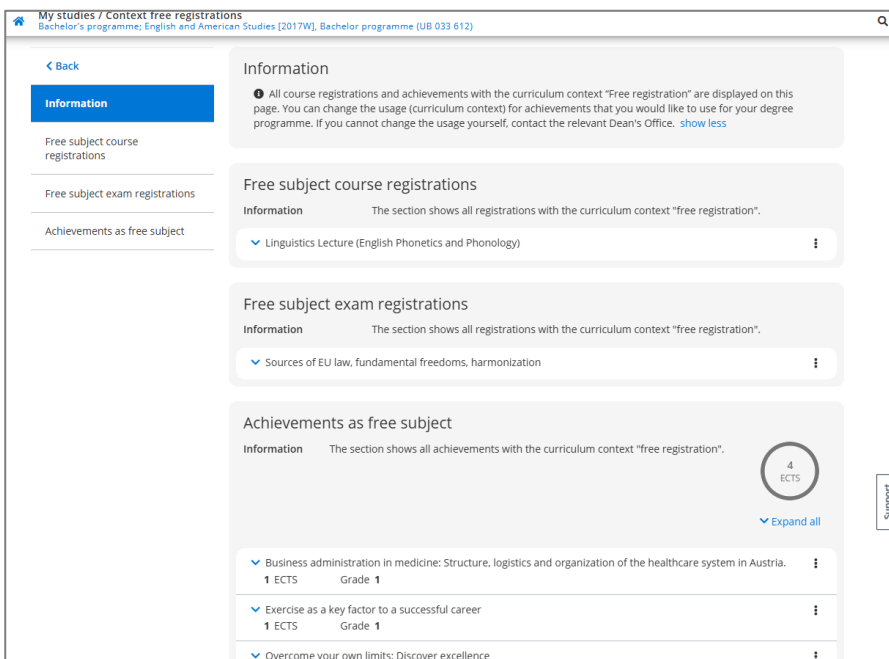


If a course is assigned to several modules in a degree programme (options), you can change the allocation yourself. To do this, click on the desired target node (as described above) and change the allocation.

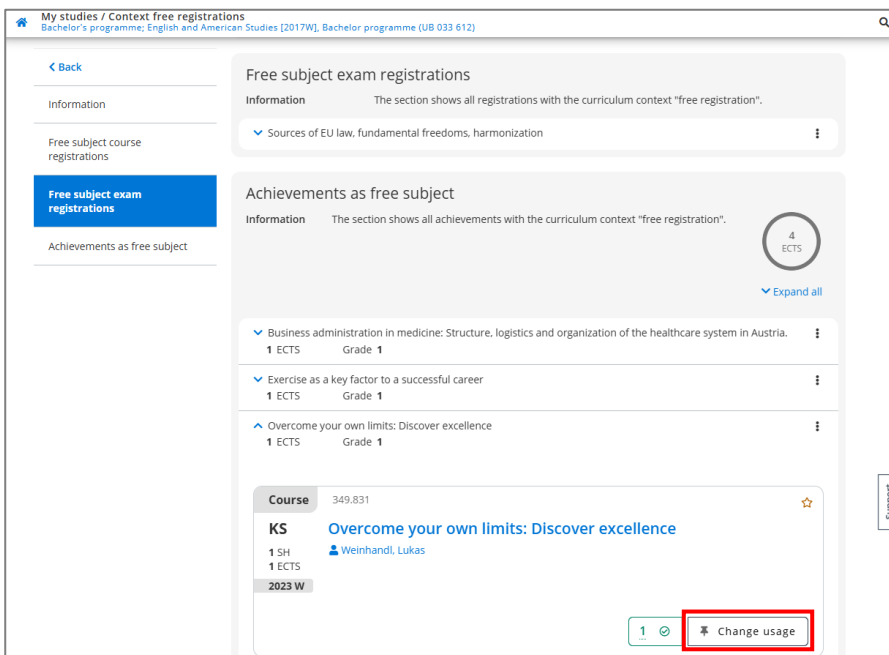
## 13. Free registrations

In the "My activities" widget, the elements that have the curriculum context "Free registration" (course registrations, exam registrations, positive achievements) are displayed under "Context free registrations".





Select the respective achievement under “Achievements as free subject” (expand with the arrow icon) and click on the “Change usage” pin button.



If you **cannot allocate** the achievement **yourself** (e.g. allocation as a free elective), the “Share information” and “Copy information” buttons are displayed in the dialogue window. In this case, you must contact the relevant dean’s office.

**Change achievement usage**

Do you want to change the usage of the selected achievement?  
Please choose a usage (curriculum context) and change the usage. If you cannot change the usage yourself, contact the relevant Dean's Office.  
You can copy the required information.

Grade 1 349.831 **Overcome your own limits: Discover excellence**  
1 ECTS credits | 17.01.2024

Current usage

Free subject

Change usage\*

Free registration

Share information Copy information Cancel

By clicking on the “Copy information” button, a text is copied to the clipboard, which can be pasted directly into an email, for example. If the share function is available (depending on the device settings), the information can also be shared directly.

**Change achievement usage**

Do you want to change the usage of the selected achievement?  
Please choose a usage (curriculum context) and change the usage. If you cannot change the usage yourself, contact the relevant Dean's Office.  
You can copy the required information.

Grade 1 349.831 **Overcome your own limits: Discover excellence**  
1 ECTS credits | 17.01.2024

Current usage

Free subject

Change usage\*

Free registration

Dear sir/madam

kindly ask you to shift the achievement Overcome your own limits: Discover excellence from the current position  
Free subject  
to the following position: Free registration.

Thank you very much in advance.

Best regards

Share information Copy information Cancel

In the following cases, you **cannot** allocate achievements **yourself** in “My Degree Programme”:

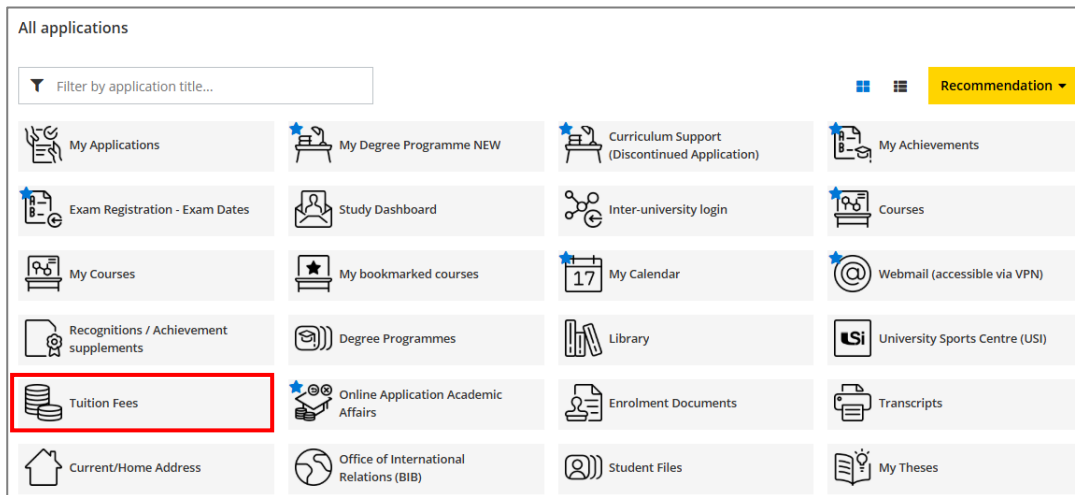
- Achievements that are not part of the selected curriculum. These can only be allocated via recognition. This may also apply to equivalent courses if, for example, you have switched to a newer curriculum.
- Courses that are part of the curriculum but were completed in another degree programme must also be recognised. Otherwise, no allocation is possible.
- You may not reallocate achievements that have already been recognised for a specific node in the curriculum.
- Free electives (except for recommended courses in the curriculum)
- Achievements,
  - whose requirements are not met
  - that have fewer ECTS credits than required in the curriculum
  - or an option is no longer available because you have already made other selections.
- In general, you cannot allocate achievements if the “data” of “My Degree Programme” is currently being recalculated. The recalculation is triggered by changes to your achievements (e.g., new grade), your use of achievements (e.g., recognition) or changes to your curriculum by the administration (e.g., new courses are added to the curriculum). A corresponding

system message will inform you that you must wait for the recalculation, which in rare exceptional cases may even take several hours.

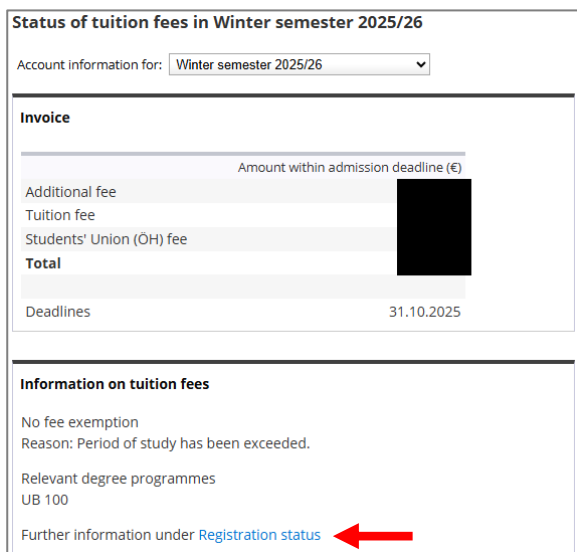


# Information on tuition fees

Information on tuition fees and fee-paying semesters can be found in the “Tuition Fees” application.



Click on “Registration status” in the window to get an overview of how many fee-free semesters are still available in each of your enrolled degree programmes.



# Contact and support

## Content-related questions or problems

If you have any questions or problems regarding content, please contact your relevant examination office/dean's office or look for the relevant instructions on the website.

## Technical problems

If you have technical problems, please contact uniIT:

Website: <https://it.uni-graz.at/de/>

E-mail: [servicedesk@uni-graz.at](mailto:servicedesk@uni-graz.at)