

Curriculum Support - The online course allocation (SPO system)

English version

Instructions for students

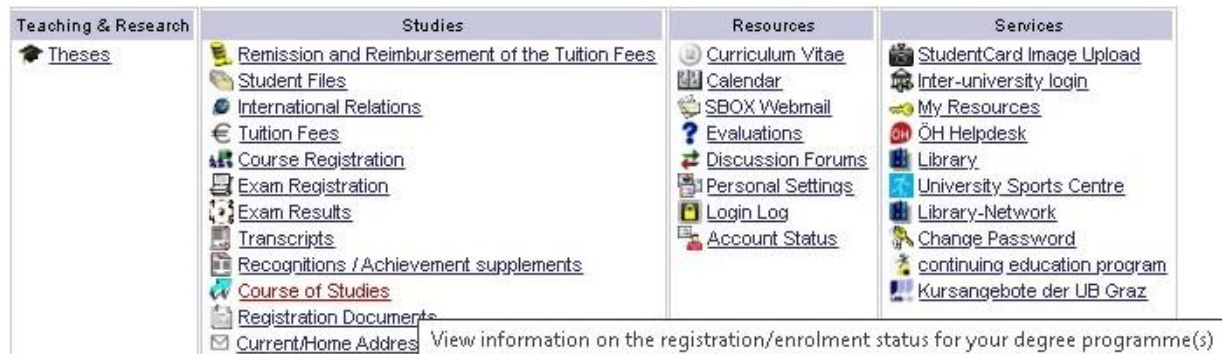
Step 1:

Log in to your UNIGRAZonline account (online.uni-graz.at)



Step 2:

Click on “Course of Studies”



Note: All the course details, including date of registration, and grades will appear on the page. However, due to data protection some personal details have been removed from these guidelines.

Step 3:

In the Curriculum" column, click on the option under the curriculum (e.g. 19W SPO)

ID of study programme	Name of study programme	Tuition fees Semesters (required/allowed)	Legal basis	Curriculum	Status (20S)	Date	Part	Semester	Time limitations	Suspensions
UB 066 844	Master's programme, European Joint Master's Programme in English and American Studies			19W_SPO	registered		1		-	-

Step 4:

After you click on your curriculum, this table will indicate the entire course of your studies, divided into the following sections:

- Compulsory subjects: Modul A (**English Linguistics**); Modul B (**Literary Studies**); Modul C (**Cultural Studies**); Modul D (**English Language Proficiency**)
- Restricted Electives: Main Focus
- Free Electives
- Master's Thesis and Master's Exam

Note: You will have to assign all your courses under these categories, except for the *Free electives* where you have to apply directly at the Dekanat to get them approved.

Curriculum Support		Academic achievements, by: 11.10.2019 06:46 STEOP									
844 European Joint Master's Programme in English and American Studies (UG2002/19W_SPO, Master programme, current), gemeldet Academic year 2019/20		rec.	sem.	Credits	SH	Results	Sel	Pass	RM	Cre	Grade
+	[19W_SPO] European Joint Master's Programme in English and American Studies 19W			120							0
+	[M844/19MK-A] Modul A: Englisch Linguistics			12							0
+	[M844/19MK-B] Modul B: Literary Studies			12							0
+	[M844/19MK-C] Modul C: Cultural Studies			12							0
+	[M844/19MK-D] Modul D: English Language Proficiency			12							0
+	[M844/19RR-LV] Main Focus			40							0
+	[M844/19MK-FW] Free Electives			12							0
+	[M844/19MK-ABS] Master's Thesis			26	0						0
+	[M844/19MK-APR] Master's Exam			4	0						0

Note: You can click on the + icon on the left side of each of the sections to find out more about the allocation and how you want to assign every course.

Step 5:

Click on “Achievements” on the right side, in the “Operations” table. Once you have clicked on that, all your courses (including ECTS and your grades) will appear.

Curriculum Support		Operations									
644 European Joint Master's Programme in English and American Studies (UG2002/19W_SPO, Master programme, current), gemeldet Academic year 2019/20		Display Refresh Show in act. nodes Achievements My degree programmes View Curriculum Semester plan Node filter: All Selected Alloc. achievement In act. result Exam date Registered examination Rea. course Download Curriculum (PDF)									
Academic achievements, by: 11.10.2019 06:46 STEOP											
Node filter-Name	rec.	sem.	Credits	SH	Results	Sel	Pass	RM	Cre	Grade	
<input type="checkbox"/> [19W_SPO] European Joint Master's Programme in English and American Studies 19W			120							0	
<input type="checkbox"/> [M644/19MK-A] Modul A: English Linguistics			12							0	
<input type="checkbox"/> [M644/19MK-B] Modul B: Literary Studies			12							0	
<input type="checkbox"/> [M644/19MK-C] Modul C: Cultural Studies			12							0	
<input type="checkbox"/> [M644/19MK-D] Modul D: English Language Proficiency			12							0	
<input type="checkbox"/> [M644/19MK-LV] Main Focus			40							0	
<input type="checkbox"/> [M644/19MK-FV] Free Electives			12							0	
<input type="checkbox"/> [M644/19MK-ABS] Master's Thesis			26	0						0	
<input type="checkbox"/> [M644/19MK-APR] Master's Exam			4	0						0	

Step 6:

Click on the “Edit” option (the pencil icon) on the right side of the page.

Achievements										Operations
Achievements from the current degree programme										
Index:										Page 1 of 2
Result	Date	Type	Grade	Credits	MP	Assign.	Node	Operation		
END.01180UB Professional Speaking Skills		Reale Prüfung		4		✘				
END.02190UB Professional Writing Skills		Reale Prüfung		4		✘				
511.740 The Teaching of English in Adult Education		Reale Prüfung		4		✘				

Note: All the course details, including date of registration, and grades will appear on the page. However, due to data protection some personal details have been removed from these guidelines.

Step 7:

After clicking on the edit icon, the following table shows up where you have to click on where you want to allocate the course and under which category. As a reminder, make sure you consult your course record as it will give you a clearer overview of which courses belong to which category.

Edit allocation of achievement

Result: 511.130 Applied Linguistics Lecture (Language and Ecology)
Degree programme: Masterstudium, EJMIP in English and American Studies
Grade:
Credits: 4

Node		rec. sem.	Credits
[19W_SPO] European Joint Master's Programme in English and American Studies 19W			120
[VK] [M844/19/MK-A] Modul A: Englisch Linguistics			12
<input type="radio"/>	[VK] [M844/19/PK-ELing-LV] English Linguistics - LV 1	WW	
<input type="radio"/>	[VK] [M844/19/PK-ELing-LV#1] English Linguistics - LV 2	WW	
<input type="radio"/>	[VK] [M844/19/PK-ELing-LV#2] English Linguistics - LV 3	WW	
<input type="radio"/>	[VK] [M844/19/PK-ELing-LV#3] English Linguistics - LV 4	WW	
[VK] [M844/19/MK-C] Modul C: Cultural Studies			12
<input type="radio"/>	[VK] [M844/19/PK-CultStud-LV] Cultural Studies - LV 1	WW	
<input type="radio"/>	[VK] [M844/19/PK-CultStud-LV#1] Cultural Studies - LV 2	WW	
<input type="radio"/>	[VK] [M844/19/PK-CultStud-LV#2] Cultural Studies - LV 3	WW	
<input type="radio"/>	[VK] [M844/19/PK-CultStud-LV#3] Cultural Studies - LV 4	WW	
[M844/19/RK-LV] Main Focus			40
[VK] [M844/19/MK-E] Modul E: Research in English Linguistics			40
<input type="radio"/>	[VK] [M844/19/PK-ResELing-LV] Research in English Linguistics - LV 1	S	
<input type="radio"/>	[VK] [M844/19/PK-ResELing-LV#1] Research in English Linguistics - LV 2	S	
<input type="radio"/>	[VK] [M844/19/PK-ResELing-LV#2] Research in English Linguistics - LV 3	S	
<input type="radio"/>	[VK] [M844/19/PK-ResELing-LV#3] Research in English Linguistics - LV 4	S	
<input type="radio"/>	[VK] [M844/19/PK-ResELing-LV#4] Research in English Linguistics - LV 5	S	
<input type="radio"/>	[VK] [M844/19/PK-ResELing-LV#5] Research in English Linguistics - LV 6	S	
<input type="radio"/>	[VK] [M844/19/PK-ResELing-LV#6] Research in English Linguistics - LV 7	S	
<input type="radio"/>	[VK] [M844/19/PK-ResELing-LV#7] Research in English Linguistics - LV 8	S	
<input type="radio"/>	[VK] [M844/19/PK-ResELing-LV#8] Research in English Linguistics - LV 9	S	
<input type="radio"/>	[VK] [M844/19/PK-ResELing-LV#9] Research in English Linguistics - LV 10	S	
[VK] [M844/19/MK-G] Modul G: Research in Cultural Studies			40

Step 8: Once you have selected the category, you click on “Save and Close”, at the end of the page.

Step 9: After the assigned course has been completed, it will automatically show on your achievements, just like the example below:

Achievements

Achievements from the current degree programme

Index: Page 1 of 2

Result	Date	Type	Grade	Credits	MP	Assign.	Node	Operation
511.130 Applied Linguistics Lecture (Language and Ecology)		Reale Prüfung		4		[VK]	[M844/19/PK-ELing-LV] English Linguistics - LV 1 (Compulsory elective subject (Exam node))	

Note: As you can notice, there is still the option to edit your selection, as this is a work in progress until you are done with all your courses.

Step 10: After assigning your courses to the correct categories, this is what your achievements will look like and you can see all of the changes made to it. The green [P] notes the course requirements have been met and the course has been successfully passed.

Curriculum Support
844 European Joint Master's Programme in English and American Studies (UG2002/19/V_SPO, Master programme, current), gemeldet
Academic year 2019/20

Operations
Display Refresh Show/Hide nodes Achievements My degree programmes
View Curriculum Semester plan
Node filter: All Selected Alloc. achievement Inact. result Exam date Registered examination Rev. course
Download Curriculum (PDF)

Academic achievements, by: 31.03.2020 14:20 (Calculation of result not completed yet, STEOP)

Node filter-Name	rec. sem.	Credits	SH	Results	Sel	Pass	RM	Cre	Grade
[19/V_SPO] European Joint Master's Programme in English and American Studies 19/W		120							16
[M844/19/SMK-A] Modul A: English Linguistics		12				P			10
[M844/19/PK-ELing-LV] English Linguistics - LV 1	1	1		L	P	P			4
[M844/19/PK-ELing-LV#1] English Linguistics - LV 2	1	1		L	P	P			6
[M844/19/PK-ELing-LV#2] English Linguistics - LV 3	1	1		L					
[M844/19/PK-ELing-LV#3] English Linguistics - LV 4	1	1		L					
[M844/19/SMK-B] Modul B: Literary Studies		12							6
[M844/19/SMK-C] Modul C: Cultural Studies		12							0
[M844/19/SMK-D] Modul D: English Language Proficiency		12							0
[M844/19/RV-LV] Main Focus		40							0
[M844/19/SMK-FV] Free Electives		12							0
[M844/19/SMK-ABS] Master's Thesis		26	0						0
[M844/19/SMK-APR] Master's Exam		4	0						0

Step 11: Just follow the same steps for the other courses as well, until you have completed everything.

NOTE: Remember that the free electives have to be approved by the Dekanat. For this reason, you have to apply (Anerkennungsantrag) directly at the Prüfungsamt / Dekanat.