

My Degree Programme (Curriculum Support) Allocation of Achievements

Guide for Students

This document is intended for students of the University of Graz whose study programme is implemented in the new "SPO-Management" curriculum model in UNIGRAZonline.

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1 New curriculum management system in UNIGRAZonline

As of WS 2016, all study programmes at the University of Graz will be progressively switched over to a new UNIGRAZonline version of the curriculum management system (SPO-Management).

Once your study programme has been switched over to the new curriculum management system, you must allocate your study programme achievements **to your UNIGRAZonline curriculum yourself as you progress**¹. This guide describes how this works and why it is essential that you do this.

As long as your study programme has not been switched over to the new curriculum management system, you do not need to perform this allocation (nor is there any way for you to do so).

2 Has my study programme been switched over yet?

In UNIGRAZonline you can check whether your study programme has already been switched over to the new "SPO-Management" curriculum management system before the start of a new semester². If so, your SPO version of the curriculum will have either a five-digit code or the extension "_SPO" appended (e.g. 13W_SPO). Please refer to chapter 5 for details of how to check this.

Study programmes that have been switched over in the "My Degree Programme (Curriculum Support)" and "Student Files" programs (which can be accessed via the UNIGRAZonline personal business card): name of your own curriculum with the five-digit code or "_SPO" appended.

ID of Programme	Curriculum versions	Start-End	Sem	Status	last completion on	1	2	Degree programme	Sup.ex.	STEOP
UB 033 630	2017W	07.02.2020 -	1	o*		1		Bachelorstudium: Biologie		
UB 198 411 413 0	2019W	07.02.2020 -	1	o*		1	1	Bachelorstudium Lehramt Sek (AB); UF Geschichte, Sozialkunde, Polit.Bildg.; UF Ernährung, Gesundheit und Konsum		
UB 066 486	17W_SPO	07.02.2020 -	1	o*		1		Masterstudium: Technical Physics		
						1		Masterstudium: Inclusive Education		

Student File / Vader, Darth
Mr Darth Vader (09999981), Ordentlich

[Cancel/Close](#)

[Open](#)

[Personal/academic details](#) [all exams](#) [Degrees](#) [Course participation](#)

Personal/academic details

Basic information <p>Student registration no.: <input type="text" value="09999981"/></p> <p>Last name: <input type="text" value="Vader"/></p> <p>First Name: <input type="text" value="Darth"/></p> <p>Acad. degree:</p> <p>Date of birth: <input type="text" value="11.09.2000"/></p> <p>Gender: <input checked="" type="radio"/> male <input type="radio"/> female</p>	Additional information <p>Telephone/mobile phone: <input type="text"/></p> <p>Place of study: <input type="text"/></p> <p>Admission to course accord. to: higher education entrance qualification</p> <p>Secondary school leaving examination: 24.01.2019</p> <p>Incoming: No</p> <p>Nationality: Österreich</p> <p>Reasons for exmatriculation: <input type="text"/></p> <p>Email: <input type="text" value="darth.vader@edu.uni-graz.at"/></p>	Photo
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UB 033 630	2017W	07.02.2020 -	1	o*		1		Bachelorstudium: Biologie		
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UB 066 486	17W_SPO	07.02.2020 -	1	o*		1		Masterstudium: Technical Physics		

¹ The system can automatically allocate many, but not all achievements.

² A study programme is always switched over to the new curriculum management system a few weeks before registration for the new semester begins so as to give you enough time to allocate your achievements.

3 Purpose of the “My Degree Programme” (Curriculum Support) Application

The UNIGRAZonline “My Degree Programme (Curriculum Support)” application is part of the new curriculum management system. It gives you a view of your personal curriculum that you can access for each of your study programmes modelled in SPO. This program allows you to view your **personal study progress**:

- which examinations (technically: nodes) you have passed and which examinations you still have to do
- which courses you are already registered for
- which examinations you are already registered for
- whether you already meet the requirements to register for the courses and examinations defined in the curriculum

In order for UNIGRAZonline to calculate your study progress and your registration requirements, your passed, approved achievements (examinations, accreditations/recognitions) must be correctly allocated to the examination node³ of your curriculum in Curriculum Support. This tells the program how you (want to) use your passed examinations and accreditations/recognitions in your study programme.

Important!

In your own interest, please check the allocation of your achievements regularly whenever you have any new exam results in UNIGRAZonline! For example, if your achievements have not been allocated completely, you may not meet the registration requirements within the registration periods, and the system may refuse your registration.

4 Podcasts about the new curriculum management system

Regarding the course and exam registration, please follow the link below to the current podcasts:

<https://unitube.uni-graz.at/portal/aufzeichnungen.html?epFrom=868b270c-9cf1-45e4-b2da-e83aaa37ce77>

³ An examination node is the technical representation of an examination in your curriculum. An example is a prescribed course in your curriculum, e.g. A. 1. Introduction to the Study Programme, VO (2 contact hours/4 ECTS).

5 Accessing Course of Studies and "My Degree Programme" (Curriculum Support)

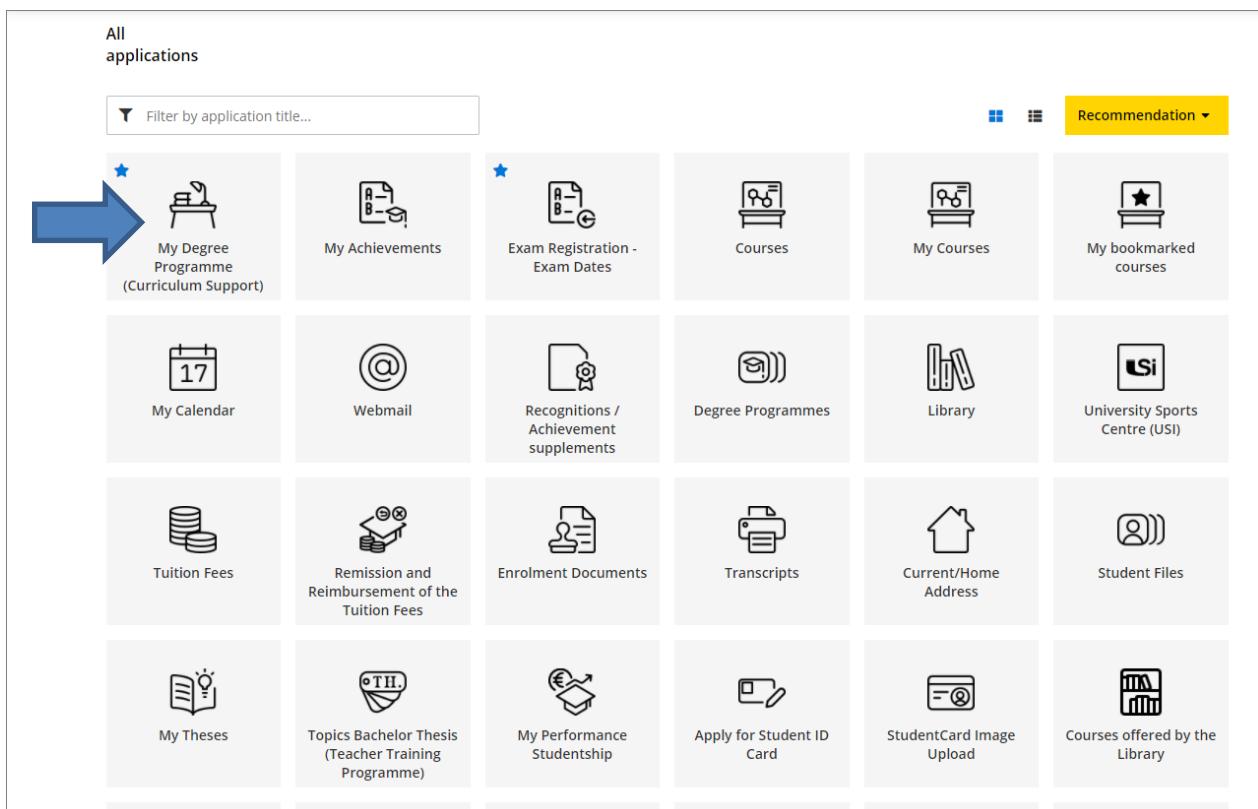
1) Login

Log in to UNIGRAZonline via online.uni-graz.at.

The image shows a login interface with two main sections: 'Local Login' and 'Shibboleth Login'. The 'Local Login' section contains fields for 'User name' and 'Password', a 'Log in' button, and a 'Continue without login' link. The 'Shibboleth Login' section contains a single 'Shibboleth' button. A large blue arrow points from the right towards the 'Local Login' section.

2) Accessing "My Degree Programme (Curriculum Support)"

In your UNIGRAZonline personal business card (accessed by clicking on your name) you can click on the "My Degree Programme (Course of Studies)" application to display a list of your study programmes. If you are only studying one SPO study, the system automatically displays it when you log in. If you are studying several studies that are shown in SPO, the system will save the last one you selected and display it to you.



3) Accessing Curriculum Support for one of your SPO study programmes

Click on your curriculum in the "Curriculum" column (only study programmes switched over to SPO!) to call up Curriculum Support for this study programme.

Study											
ID of study programme	Name of study programme	Tuition fees Semesters (required/allowed)	Legal basis	Curriculum	Status (20S)	Date	Part	Semester	Time limitations	Susensions	
UB 198 411 413 01	Bachelor's program Teacher Training: Secondary Schools (General Education); Subject: History, Social Studies and Political Education; Subject: Nutrition, Health and Consumption	(1/10)	Lehramt AT	19_SPO	re-enrollment	07.02.2020	1	1	-	-	
UB 066 486	Master's programme: Technical Physics	(1/6)	UG2002	17W_SPO	re-enrollment	07.02.2020	1	1	-	-	
UB 011	Diploma programme: Catholic Theology	(1/8)	UG2002	17W_SPO	re-enrollment	07.02.2020	1	1	-	-	
UB 066 546	Master's programme: Inclusive Education	(1/6)	UG2002	18W_SPO	re-enrollment	07.02.2020	1	1	-	-	
UB 033 548	Bachelor's programme: Environmental Systems Sciences area of concentration: Business Administration	(1/8)	UG2002	17W_SPO	re-enrollment	07.02.2020	1	1	-	-	

6 My Degree Programme: overview window

The screenshot shows the 'My Degree Programme' section of the UNI GRAZ ONLINE platform. The 'Curriculum' tab is active. A red box highlights the 'Show my degree programmes' button. Another red box encloses the list of academic achievements, which includes various modules and their details like credits, SH, and results. A red arrow points from the 'Curriculum' tab towards the 'Show my degree programmes' button. A red box labeled [3] is placed over the list of achievements.

Academic achievements, by: 07.02.2020 12:55 STEOP							
Node filter-Name	rec.sem.	Credits	SH	Results	Sel	Pass	RM
[2018W] Master Programme Inclusive Education 18W	120			P	0		
□ [M546/13W/MK-A] Modul A: Theoriebezogene Analyse von inklusionspädagogischen Modellen, Prozessen und Institutionen	12	6	P	0			
□ [M546/13W/MK-B] Modul B: Diagnostik und Intervention bei speziellem Erziehungs- und Bildungsbedarf	8	4	P	0			
□ [M546/13W/MK-C] Modul C: Handlungskompetenzen in der Inklusiven Pädagogik	20	6	P	0			
□ [M546/13W/PK-C.1] C.1 Kommunikation und Beratung in der Inklusiven Pädagogik, SE	2.	4	P	R			
□ [M546/13W/PK-C.2] C.2 Organisation und Management in inklusionspädagogischen Handlungsfeldern, SE/UX	2.	4	P	R			
□ [M546/13W/PK-C.3] C.3 Professionalität im Kontext von Theorie und Praxis, SE/UX	3.	4	P	R			
□ [M546/13W/PK-C.4PK] C.4 Praxis Inklusive Pädagogik, PK	2.	8	P				
□ [M546/13W/MK-D] Modul D: Forschungsmethoden und deren Anwendung in der Inklusiven Pädagogik	8	4	P	0			
□ [M546/13W/PK-D.1] D.1 Empirische Forschungsmethoden in der Inklusiven Pädagogik, SE	1.	4	P				
□ [M546/13W/PK-D.2] D.2 Projektseminar zur Inklusiven Pädagogik, SE	2.	4	P	R			
□ [M546/13W/MK-E] Modul E: Empirische Forschung und Evaluation in der Inklusiven Pädagogik	8	4	P	0			
□ [M546/13W/PK-E.1] E.1 Forschungsseminar zur Inklusiven Pädagogik, SE	3.	4	P	R			
□ [M546/13W/PK-E.2] E.2 Masterseminar zur Inklusiven Pädagogik, SE	4.	4	P	R			
□ [M546/18W/RK-GWF] Modul F: Allgemeine Pädagogik (F1) oder Sozialpädagogik (F1)	12	6	P	0			
□ [M546/13W/MK-FW] Freie Wahlfacher	12		P	0			
□ [M546/13W/PK-EFW1] Empfohlenes Freies Wahlfach 1	-		P				
□ [M546/18W/PK-EFW1] Empfohlenes Freies Wahlfach 2	-		P				
□ [M546/13W/PK-EFW3] Empfohlenes Freies Wahlfach 3	-		P				
□ [M546/13W/PK-FW4] Empfohlenes Freies Wahlfach 4	-		P				
□ [M546/13W/PK-FW5] Empfohlenes Freies Wahlfach 5	-		P				
□ [M546/13W/PK-FW6] Empfohlenes Freies Wahlfach 6	-		P				
□ [M546/13W/PK-FWPX1] Berufsorientierte Praxis 1 im Rahmen der freien Wahlfächer	-		P				
□ [M546/13W/PK-FWPX2] Berufsorientierte Praxis 2 im Rahmen der freien Wahlfächer	-		P				
□ [M546/13W/MK-ABS] Masterarbeit	30	0	P	0			
□ [M546/13W/MK-APR] Masterprüfung	10	0	P	0			

Explanation:

[1] Name of the study programme for which you have invoked Curriculum Support.

[2] "Show my degree programmes": switch to the list of your study programmes.

[3] Left section: expandable tree of your curriculum. Click on the plus icon to expand sub-levels and view your complete curriculum. The bottom level (node⁴ with a green icon) displays the offered courses / examinations that can be used for the examination node you are currently viewing.

Note: you can register for courses and examinations directly from this program. There are podcasts about this on the 4students website:

<https://unitube.uni-graz.at/portal/aufzeichnungen.html?epFrom=868b270c-9cf1-45e4-b2da-e83aaa37ce77>

[4] Right section: example of examination node "A.1 Theories and Concepts..., VO

The right section displays your study progress for each node of your study programme:

[a] If there is a green "P" icon in the "Pass" column, you have already passed this node. Grey icon: you have not passed this node yet.

[b] The "R" icon in the "RM" column indicates that according to the curriculum certain requirements have to be met for registration. The icon can show up either in green or grey.

Note: Registration requirements are only indicated for those nodes for which you can register for courses and examinations (examination nodes with a green icon)

P	R	4
P	R	4
P		4
P		0
P		0
P		0
P	R	4

Green "R": this means you have already met the necessary requirements and you can easily register for your course.

Grey "R": If it is still greyed-out, it means you have not met the needed requirements so far. By clicking the grey "R" icon the window "Analysis of Requirements Check" opens up and points out which requirements are still needed respectively which you have already achieved (see below).

Requirement	
<input checked="" type="checkbox"/> The requirement is not met.	[4b]

KLE: Es wurden nur 0 von 2 der für die Anmeldung erforderlichen Knoten positiv absolviert. Hinweis: Die vorausgesetzten Prüfungsleistungen müssen im Curriculum Support den entsprechenden Knoten des Curriculums zugeordnet sein.

Node name	Passed	ECTS	Duration
... > [VK] [M546/13W/MK-A] Modul A: Theoriebezogene Ana ...		0	0
... > [VK] [M546/13W/PK-D.1] D.1 Empirische Forschungsm ...			

⁴ All lines with a coloured icon are nodes of your study programme. The green icons indicate examination nodes. You can only allocate achievements to these nodes. The other nodes are merely "headings", e.g. a module or compulsory subject area.

[c] The “Cre” column indicates how many ECTS you have achieved for a particular node.

Note: If you have allocated examinations with more ECTS than prescribed in your curriculum to a node (see “ECTS Cr. column”), this is not reflected by the display in this program. However, the actual amount of ECTS still exist for your examination result. You just cannot achieve more ECTS for this node under your curriculum.

Important!

Your study progress (ECTS, requirements, nodes passed) is continuously updated to reflect changes. These changes may be due, for example, to new exam results, accreditations/recognitions, registrations/deregistrations, ECTS corrections or curriculum changes.

Therefore, whenever you allocate your achievements, there will be a delay before the appropriate columns (Pass, RM, Cre, Grade) are updated. The program usually recalculates within 1h, but generally much faster. You can see the exact status of calculation in Curriculum Support.

The screenshot shows a user interface for 'Curriculum Support'. At the top, it displays 'My Degree Programme (Curriculum Support) / Vader, Darth (09999981)' and '546 Master Programme Inclusive Education (UG2002/2018W, Master programme, current); not registered yet, progress valid, Academic year 20'. Below this, there are two tabs: 'Curriculum' (which is selected) and 'Semester plan'. Underneath the tabs are four buttons: 'Display', 'Node filter (All)', 'Download', and 'Show my degree programmes'. A large blue arrow points downwards from the 'Curriculum' tab area towards a grey bar at the bottom. This bar contains the text 'Academic achievements, by: 07.02.2020 12:55 STEOP ()'.

[d] Average grades are calculated and displayed in the “Grade” column of every node. These grades are a calculation aid for the dean’s offices when drawing up your graduation certificate. Please regard the grades displayed only as preliminary results that may change when your graduation certificate is drawn up.

7 Allocating and reallocating achievements

7.1 Basic system

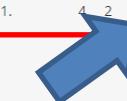
As a general rule, all achievements counting towards your study programme must be allocated to the nodes of your curriculum so that UNIGRAZonline can determine and calculate your study progress.

Compulsory subjects with no choices regarding how to use the course/examination are automatically allocated by the system as soon as the exam result and the recognition is approved by the department or institute.

Nodes with achievements already allocated to them:

The following example shows a blue linked "L" in the "Results" column. This means that a suitable achievement has already been allocated to node "A.1". Observe the effect on the "Pass" (green), "RM" (green), "Cre" (4 ECTS) and "Grade" (4,0) columns.

Node filter-Name	rec.sem.	Credits	SH	Results	Sel	Pass	RM	Cre	Grade
☐ [3019W] Master Programme Inclusive Education 12W	120					68			
☒ [M546/13W/MK-A] Modul A: Theoriebezogene Analyse von inklusionspädagogischen Modellen, Prozessen und Institutionen		12	6	P		12	2.0		
<input checked="" type="checkbox"/> [M546/13W/PK-A.1] A.1 Theorien und Konzepte der inklusiven Pädagogik, VO									
Examination(s) in academic year ☐ 2020/21									
Part Lecturer ----- (Assistant)									
☒ Paleczek L									
420.900 20W 2SH VO (A long Way to an Inclusive Society - Implications of the UN-Convention on the Rights of Persons with Disabilities)									



Click on the blue linked "L" to see which achievement is allocated to the node displayed.

Achievements	X														
Node [VK] [M546/13W/PK-A.1] A.1 Theorien und Konzepte der inklusiven Pädagogik, VO															
Achievements from the current degree programme															
Leistung(en) an diesem Knoten															
<table border="1"> <thead> <tr> <th>Result</th> <th>Date</th> <th>Type</th> <th>Grade</th> <th>Credits</th> <th>MP</th> <th>Operation</th> </tr> </thead> <tbody> <tr> <td>401.900 (A long Way to an Inclusive Society - Implications of the UN-Convention on the Rights of Persons with Disabilities) (2SH VO, WS 2013/14) [401]</td> <td>29.01.2014</td> <td>Real exam</td> <td>3 / satisfactory</td> <td>4</td> <td></td> <td></td> </tr> </tbody> </table>		Result	Date	Type	Grade	Credits	MP	Operation	401.900 (A long Way to an Inclusive Society - Implications of the UN-Convention on the Rights of Persons with Disabilities) (2SH VO, WS 2013/14) [401]	29.01.2014	Real exam	3 / satisfactory	4		
Result	Date	Type	Grade	Credits	MP	Operation									
401.900 (A long Way to an Inclusive Society - Implications of the UN-Convention on the Rights of Persons with Disabilities) (2SH VO, WS 2013/14) [401]	29.01.2014	Real exam	3 / satisfactory	4											

Node with no achievement allocated to it: displaying an allocable achievement

If a light-grey linked "L" is displayed, the system indicates that you have a passed achievement that you could allocate to this node. However, this achievement has not been allocated yet OR it has been allocated to another node. Click on the "L" to return to the information and editing window for this achievement (see above).

☒ [M546/18W/MK-FII] Modul FII: Sozialpädagogik	12	6	P	0
☒ [M546/18W/PK-FII.1] FII.1 Entwicklung und Konzeptionen der Sozialpädagogik, VO	1.	4	2	P
☒ [M546/18W/PK-FII.2] FII.2 Geschlecht in Erziehung, Bildung und Beruf, VO	1.	4	2	L



7.2 Reallocating unallocated achievements (with choices)

If you can choose how to use an achievement, the system cannot perform automatic allocation. In this case, you decide how to use the achievement and can allocate the achievement to the appropriate node in Curriculum Support.

Proceed as follows to view your unallocated achievements:

- 1) First click on the "Display-Button" and then on "Achievements"

rec.sem.	Credits	SH	Results	Sel	Pass	RM	Cre	Grade
120				P	0			
12	6			P	0			
8	4			P	0			
20	6			P	0			
8	4			P	0			
8	4			P	0			

- 2) This calls up the "Achievements" window in which you can view and edit the allocation of your achievements to the various nodes of your curriculum.

Result	Date	Type	Grade	Credits	MP	Curriculum Context	Operation
920.001 Communication Training (2SH VU, WS 2017/18) [920]	03.12.2018	Real exam	1 / excellent	3		<input checked="" type="checkbox"/> No assignment - Operation required!	
920.003 Conversation Training (2SH VU, SS 2018/19) [920]	13.07.2019	Real exam	1 / excellent	3		<input checked="" type="checkbox"/> No assignment - Operation required!	
920.008 Conflict Management (2SH VU, SS 2018/19) [920]	24.04.2019	Real exam	1 / excellent	3		<input checked="" type="checkbox"/> No assignment - Operation required!	
920.066 Gender Competence (2SH VU, WS 2018/19) [920]	31.01.2019	Real exam	1 / excellent	3		<input checked="" type="checkbox"/> No assignment - Operation required!	
920.042 The Diction of Cooperation - Non-violent Communication (NVC) (2SH VU, WS 2019/20) [920]	17.10.2019	Real exam	1 / excellent	3		<input checked="" type="checkbox"/> No assignment - Operation required!	
208.050 The legal Case as an Introduction to Law (1SH VU, WS 2019/20) [208]	11.10.2019	Real exam	3 / satisfactory	2.5		<input checked="" type="checkbox"/> No assignment - Operation required!	
920.037 Mediation Advanced (2SH VU, WS 2019/20) [920]	07.01.2020	Real exam	1 / excellent	3		<input checked="" type="checkbox"/> No assignment - Operation required!	
920.043 Mediation and Law (2SH VU, SS 2019/20) [920]	29.05.2020	Real exam	1 / excellent	3		<input checked="" type="checkbox"/> No assignment - Operation required!	
920.044 Mediation and Business (2SH VU, WS 2019/20) [920]	19.03.2020	Real exam	1 / excellent	3		<input checked="" type="checkbox"/> No assignment - Operation required!	
920.045 Mediation Professional (1SH XU, SS 2019/20) [920]	03.09.2020	Real exam	1 / excellent	1.5		<input checked="" type="checkbox"/> No assignment - Operation required!	

Explanation of the "Achievements" program window

[1] The left section shows all "achievements from the current degree programme" that you have passed and that have been recognised in your study programme.

[2] The "Curriculum Context" column shows whether an achievement has been assigned to a node or not. If you click on the blue highlighted and linked "Curriculum node", your achievement will be shown in the current curriculum context.

[3] In certain circumstances, you can update or edit this allocation yourself by clicking on the pencil icon in the "Operation" column.

Note: You can use the icons to filter or resort the list of your achievements

- 3) Reallocating an unallocated achievement

- 4)

[M546/13W/MK-A] Modul A: Theoriebezogene Analyse von inklusionspädagogischen Modellen, Prozessen und Institutionen
 [M546/13W/PK-A.1] A.1 Theorien und Konzepte der Inklusiven Pädagogik

1.	12	6	P	12	2.0
	1.	4	L	P	4 3.0

Example: You want to allocate the "General Science of Education (Gender in Education and Profession)" examination to an (examination) node. Click on the pencil icon in the "Operation" column and select and save the appropriate node in the next window.

Achievements

Node (VK) [M546/13W/PK-A.1] A.1 Theorien und Konzepte der Inklusiven Pädagogik, VO

Achievements from the current degree programme

Leistung(en) an diesem Knoten

Result	Date	Type	Grade	Credits	MP	Curriculum Context	Operation
No entries.							

Leistungen mit anderen Studienplankontexten

Result	Date	Type	Grade	Credits	MP	Curriculum Context	Operation
<input type="checkbox"/> 401.900 (A long Way to an Inclusive Society - Implications of the UN-Convention on the Rights of Persons with Disabilities) (2SH VO, WS 2013/14) [401]	29.01.2014	Real exam	3 / satisfactory	4		✖ No assignment - Operation required!	✎

Leistungen zuordnen **Cancel/Close**

You can use the "Achievements" dialog shown above – if allowed by the program – to allocate your achievements or assign them to a different node.

The next chapter *7.3 Reallocating allocated achievements* gives an example of another way to view, allocate and reallocate achievements.

Important! Please note the restrictions regarding allocation of achievements in Chapter *7.7 FAQ – I can't allocate my achievement the way I want to.*

7.3 Reallocating allocated achievements

You can reallocate an allocated achievement to another node of your curriculum if the course you visited has an alternative allocation to another node of this curriculum.

<input type="checkbox"/> [M546/13W/MK-A] Modul A: Theoriebezogene Analyse von inklusionspädagogischen Modellen, Prozessen und Institutionen	12	P	12	2,0
<input checked="" type="checkbox"/> [M546/13W/PK-A.1] A.1 Theorien und Konzepte der inklusiven Pädagogik, VO	4	L	[1]	P 4 3,0

[1] Go to the free node to which you want to allocate the achievement and click on the grey linked "L" in the "Results" column.

Edit allocation of achievement				
Result	401.600 General Science of Education (VO, WS 2014/15) [401]			
Degree programme	Masterstudium: Inclusive Education			
Grade	3 / satisfactory			
Credits	4			
Node				
Name	rec. sem.	Credits		
[2018W] Master Programme Inclusive Education 18W	120			
[M546/18W/RK-GWF] Modul F: Allgemeine Pädagogik (F1) oder Sozialpädagogik (FII)	12			
[VK] [M546/13W/MK-F1] Modul F1: Allgemeine Pädagogik	12			
[VK] [M546/13W/PK-F1.1] F1.1 Geschlecht in Erziehung, Bildung und Beruf, VO	W	4		
[VK] [M546/18W/MK-FII] Modul FII: Sozialpädagogik	12			
[VK] [M546/18W/PK-FII.2] FII.2 Geschlecht in Erziehung, Bildung und Beruf, VO	W	4		

Save and Close Cancel/Close

The next window, "Achievements", shows that the example achievement "General Science of Education (Gender in Education and Profession)" examination is already allocated to a node different to the one you selected.

Click on the pencil icon in the "Operation" column. Reallocate the achievement to the appropriate node.

Note: It is not possible to reallocate if the achievement in question is a certain type of recognition or if there is already an achievement allocated to the new node. Also, you must meet the registration requirements to allocate an achievement.

7.4 Allocating free electives

In general you can allocate free electives by applying for recognition with the examination office / dean's office of your responsible faculty in Curriculum Support. You can usually find instructions on the website of your responsible examination office / dean's office.

As a rule, it is usually advisable to wait until the end of your study programme before submitting your final selection of free electives so as to avoid multiple applications for changes and amendments. It is not necessary to allocate them in Curriculum Support to have the **ECTS taken into account for ranking** for allocation of course places. It is sufficient if you have passed the free elective or if it has been recognised in this study programme.

7.5 Allocating recognitions

Recognitions for courses are treated the same as "real" courses. Only if you can choose how to use it do you need to allocate the recognised course yourself, otherwise the system automatically allocates it to the appropriate node.

New recognitions have to be allocated by applying for recognition with the examination office / dean's office. You can usually find instructions on the website of your responsible examination office / dean's office. Then, depending on the particular case, the recognition is either allocated as part of the recognition procedure itself or as described for "Recognitions for courses" in the first paragraph.

The **allocation of recognitions** can be done by yourself, if the modelling allows it. If you want to allocate an achievement differing from the system modelling, you have to apply for recognition (see above).

7.6 Deallocation achievements

You cannot deallocate achievements yourself that have already been allocated. The only thing you can do, as described above, is reallocate your achievement from node X to node Y. Currently, only your responsible examination office/dean's office can deallocate an achievement.

7.7 FAQ – I can't allocate my achievement the way I want to

You cannot allocate or reallocate achievements any way you like as there are various technical restrictions.

- You cannot allocate an achievement if you passed it for a different study programme. You must have this achievement recognised for the study programme first.
- You can only allocate examinations to a node if the course is also allocated in the system ("Position in the curriculum"). The same goes for recognised courses.
If you want to allocate this achievement in a way that is different to how it is modelled in the system, you must apply for recognition.
- You can only allocate an achievement if you have already met the registration requirements for this node.
- You can only allocate achievements yourself if they have at least the same number of ECTS as required in the curriculum.
- You cannot reallocate certain recognitions to another node yourself.
- Currently, you cannot deallocate allocated achievements from a node.
- Your study progress is recalculated as soon as there are any changes (new registration, new exam result, etc.). It may not be possible to make any changes during this time. The calculation is usually performed in a matter of minutes, but may take much longer in exceptional cases.

Please contact your responsible examination office / dean's office if you need to change something that you cannot do yourself.

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8 Contact and help

Contact:

In case of any questions or problems please contact your responsible examination office / dean's office or check the website for guides.



Podcasts with guides for UNIGRAZonline can be found on the 4students website:

<https://unitube.uni-graz.at/portal/aufzeichnungen.html?epFrom=868b270c-9cf1-45e4-b2da-e83aaa37ce77>

In case of any technical problems please contact:

servicedesk@uni-graz.at

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