

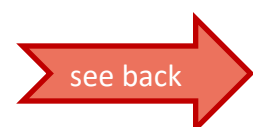
General information for beginners/Academic Calendar KUG-students WS 2019/20

Important Dates for Pre-Study Programme Applicants

- **Registration** VGUH courses: July 8th – September 11th, 2019
- Before registration, you have to do the **mandatory electronic pre-registration**: public.vguh.at
 - After your online-pre-registration you have to come in person to the VGUH-office with your **record of studies, your confirmation of registration for winter semester 2019/20** and your **passport** to get your payment slip for the course fee and the login details for your student's account. Then please pay the study fee and bring your deposit slip to the VGUH-office or send it to office@vguh.at 3-5 days after payment. Once your deposit is on our VGUH-account and after having taken the placement test course selection is possible.
 - Separate registration procedures apply to students who receive their letters of acceptance/residence permits after the regular registration deadline. You will be given further information when registering at the VGUH-office.
- Note: The semester counts even if course allocation takes place after October 15th!
- **Mandatory Placement** Tests for German: start from September 12th, 2019
The tests will be held at **Neubaugasse 10**.
Important: You must register electronically before taking the test! This test is a mandatory requirement for admission to the VGUH. After registering in the VGUH-office you will find the date for this test in your VGUH-student's account!
- Course selection:**
You choose your course yourself in your VGUH-student's account. The exact time period for the course selection can be found on our homepage from September!
- **Study fee winter semester 2019/20** for regular students: to be paid not later than Sept. 11th, 2019. Details can be found on our homepage!
 - Required rate of attendance in courses: 80%. Please observe the requirements for the issue of a course certificate which you can find on the VGUH-homepage.
- **Registration for exams:** see public.vguh.at, the info-board at VGUH or VGUH-homepage
- **Certificates:** issued not before three days after oral exam, at VGUH-office
- **First examination week:** September 16th – September 23rd, 2019
- First German language assessment exam (=Ergänzungsprüfung Deutsch: EPD): Examination fee: € 30.-
The exam consists of a written and an oral part:
- Written exam:** September 16th, 2019
- Oral exam:** September 23rd, 2019 (on the premises of a positive written exam)
- **Beginning of courses:** September 30th, 2019
- **End of courses:** February 7th, 2020
- **End of semester:** February 14th, 2020
- **Further examination week:** beginning of February 2020
- For more details ask at VGUH-office or in the courses or have a look at the info-board and our homepage!

→ **VGUH – contact details:** Office:

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 e-mail: office@vguh.at
 homepage: <http://www.vguh.at>
 learning platform: tc.tugraz.at/vguh

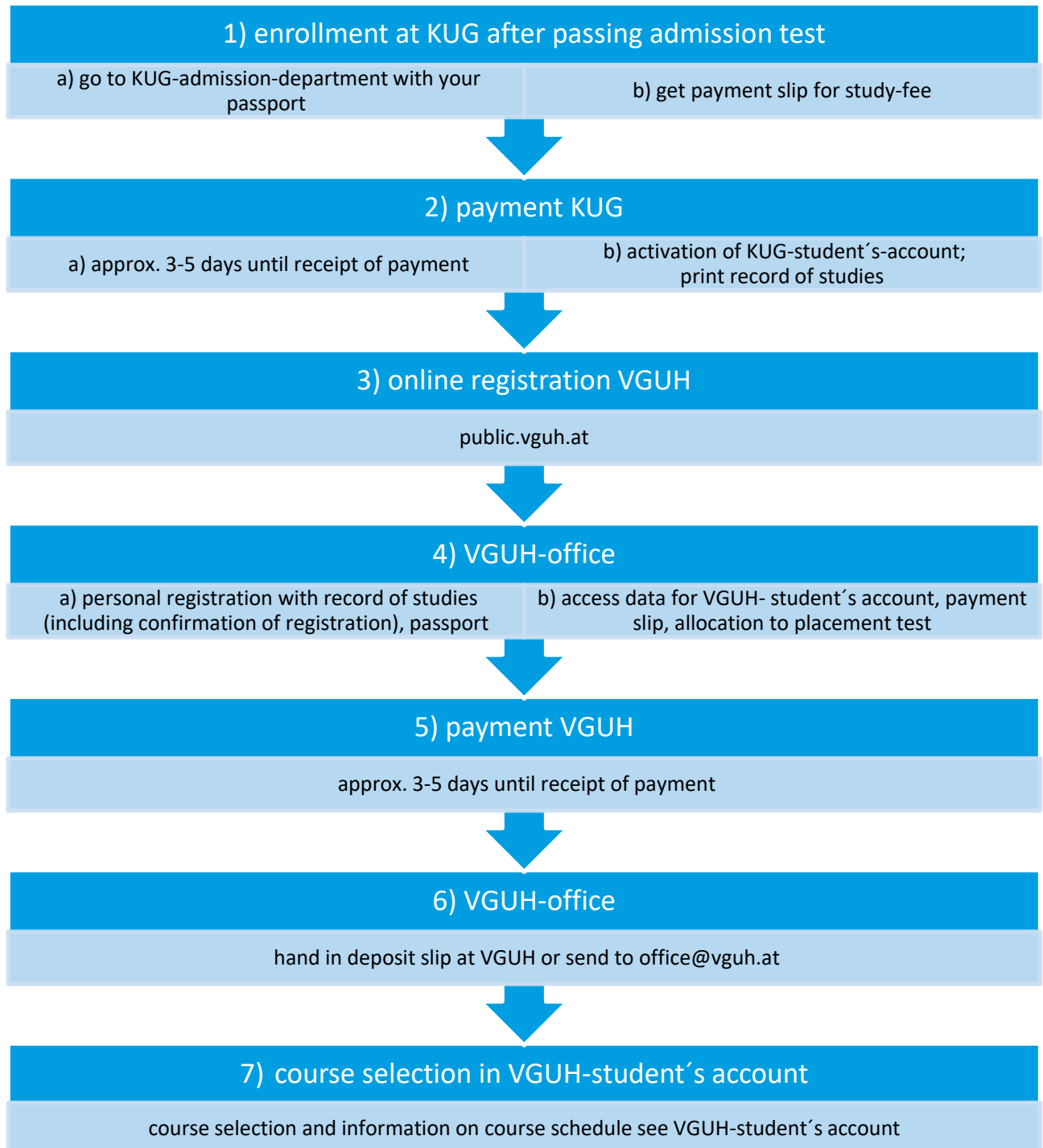


Registration for beginners of studies at KUG:

General admission period WS 19/20: July 8th – September 11th, 2019

Grace period WS 19/20: September 12th – November 30th, 2019

Steps 1 – 7 have to be done by students to be assigned to a course at VGUH:



Mandatory placement tests: after registration (see step 4b above); start from Sept. 12th, 2019