academy of fine arts vienna

Completion Aid for Recognitions

How to enter recognitions into *AkademieOnline*

Information Communication Technologies

Status: 05 March 2020

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Introduction

General information

This information document is intended to help you enter into *AkademieOnline* recognitions of achievements you have accomplished at the Academy of Fine Arts (internal recognition) or at other educational institutions in Germany and abroad (external recognition). The purpose of a recognition is that an existing achievement is recognised/credited for a compulsory subject or as a free elective course.

In general, only fields with a yellow background are mandatory fields in *AkademieOnline* and must be filled in. When entering achievements, these must be entered using the same wording as in the respective certificate of achievement .

Should you have any technical questions or problems, please contact our IT Services (Information Communication Technologies) by e-mail at support@akbild.ac.at or by phone under+43 1 58816-1717.

You can change the system language to English in the upper right corner:

Links

AkademieOnline:

- https://campus.akbild.ac.at/akbild_online/webnav.ini

IT Services for students (here you will find more information documents on various issues):

- https://www.akbild.ac.at/portal_en/studies/studieninfos_en/it-service-for-students/it-service-for-students?set_language=en&cl=en

Accreditation regulations:

- https://www.akbild.ac.at/portal_en/studies/studieninfos_en/admission/apostille-beglaubigung-und-uebersetzung-internationaler-urkunden/apostille-beglaubigung-und-uebersetzung-internationaler-urkunden?set_language=en&cl=en

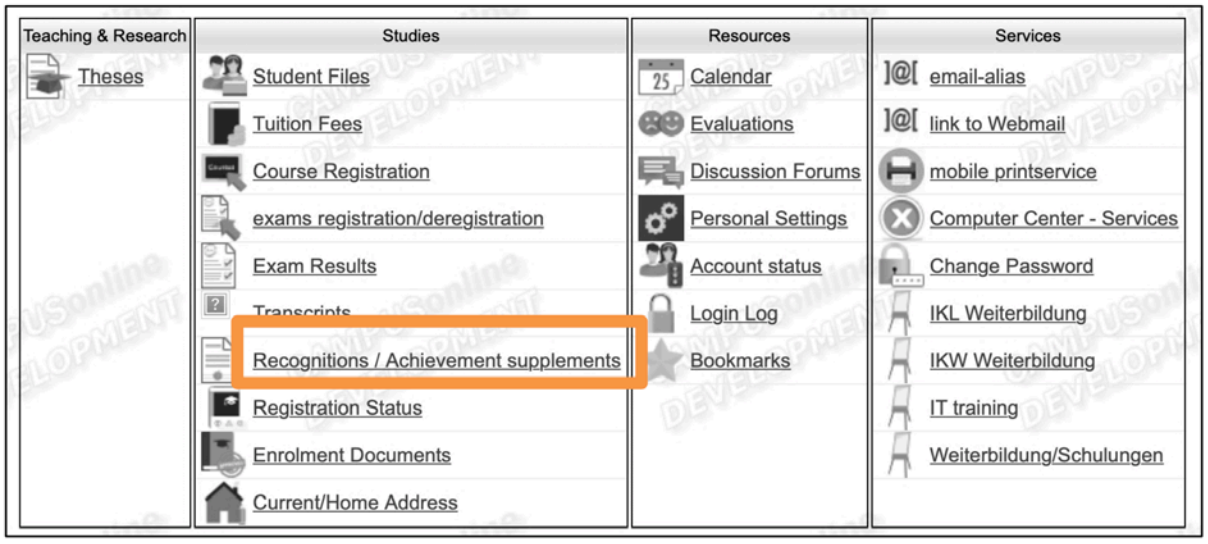
Recognitions

Internal recognitions

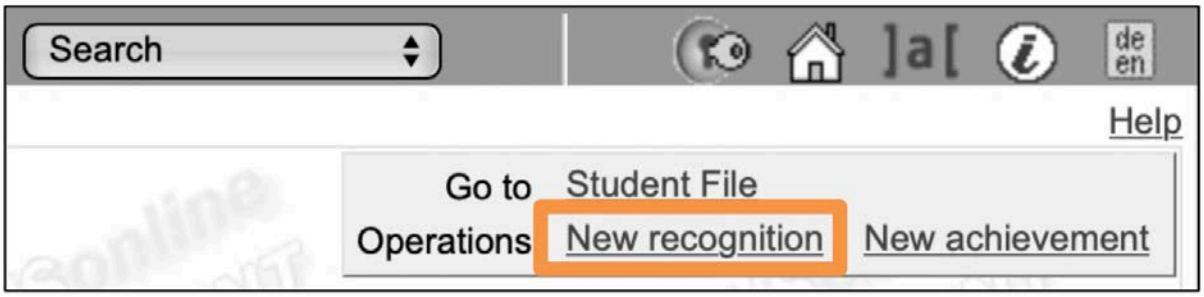
This completion aid is used to record internal recognitions. This means that the achievement to be recognised was accomplished at the Academy of Fine Arts and should now be credited to another course of studies at the Academy of Fine Arts.

1. Sign in *AkademieOnline*:

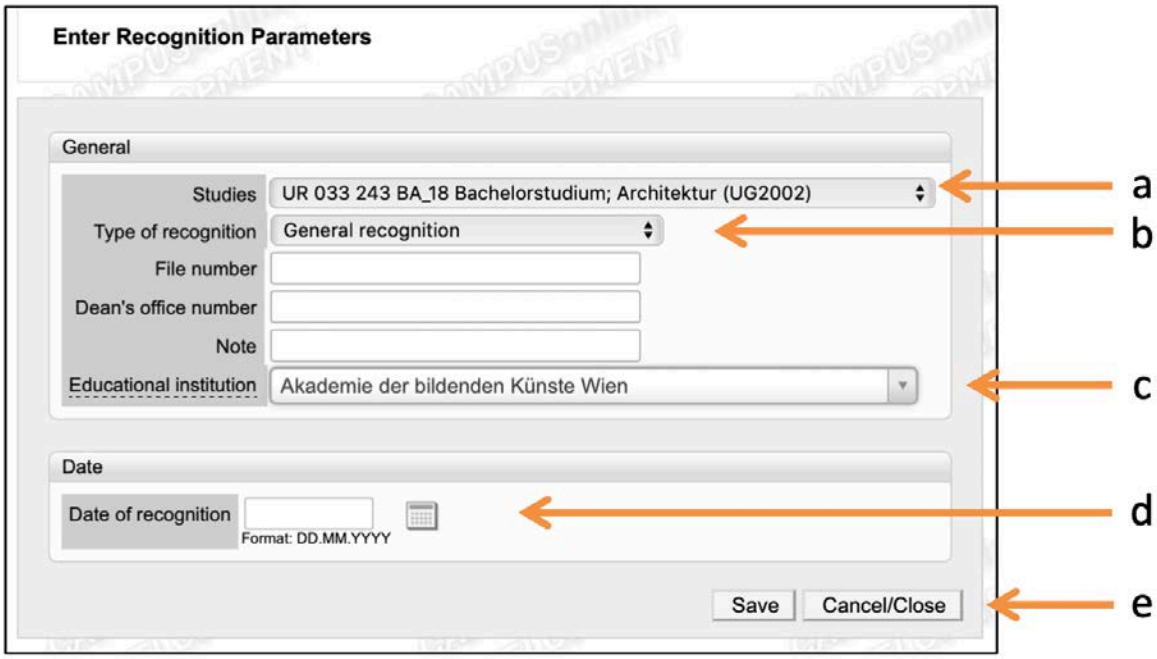
2. Click on “Recognitions / Achievement supplements”:



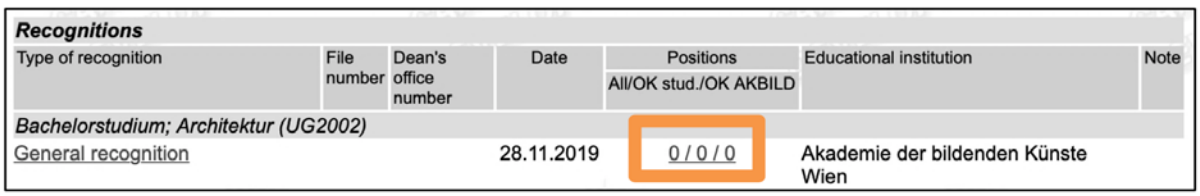
3. Click on “New recognition“ (top right):



4. Fill in the form “Enter Recognition Parameters”:
   a. Choose the studies for which you wish to have (an) exam(s) recognised.
   b. In the field “Type of recognition”, select “General recognition“.
   c. In the field “Educational institution“, select the Academy of Fine Arts.
   d. Enter the current date in the field “Date of recognition“.
   e. Click on “Save“ and then on “Cancel/Close“.

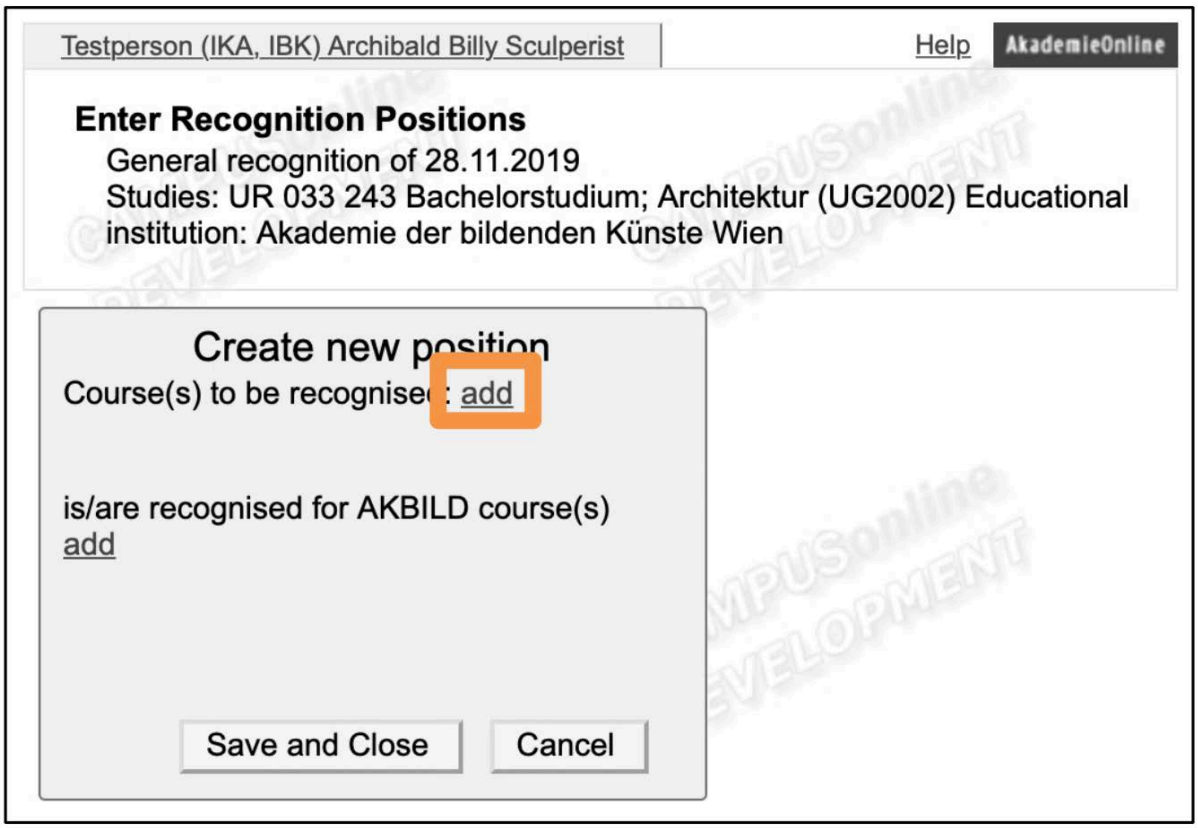


5. Now create (one or more) recognition position/s by clicking on “0 / 0 / 0” in the column “Positions”:

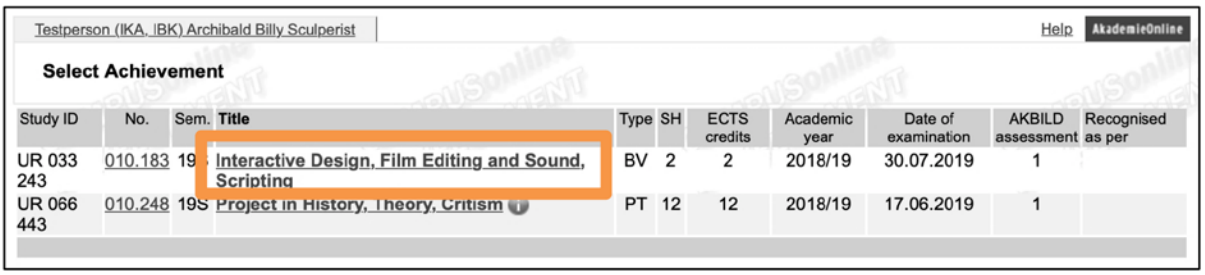


6. Click on “New position“ (top right):

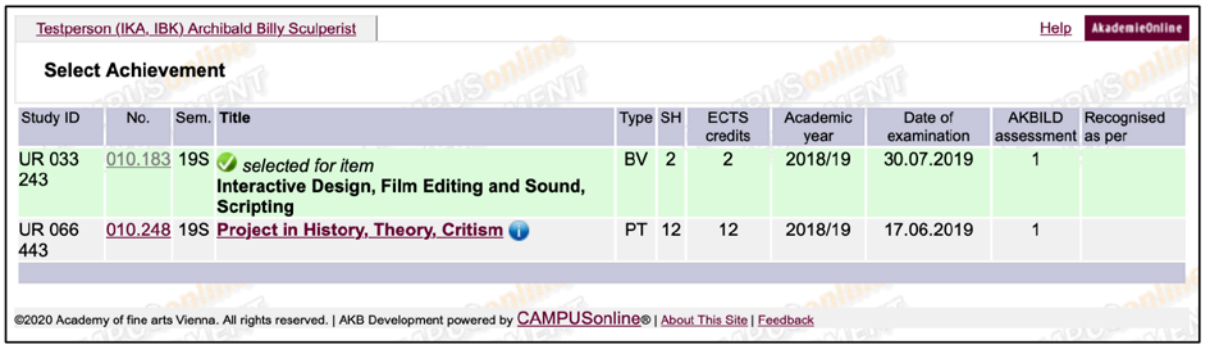
7. Next to “Course(s) to be recognised“, click on “add“:



8. Now select the course/s which you would like to have recognised by clicking on the link/s in the column “Title”:



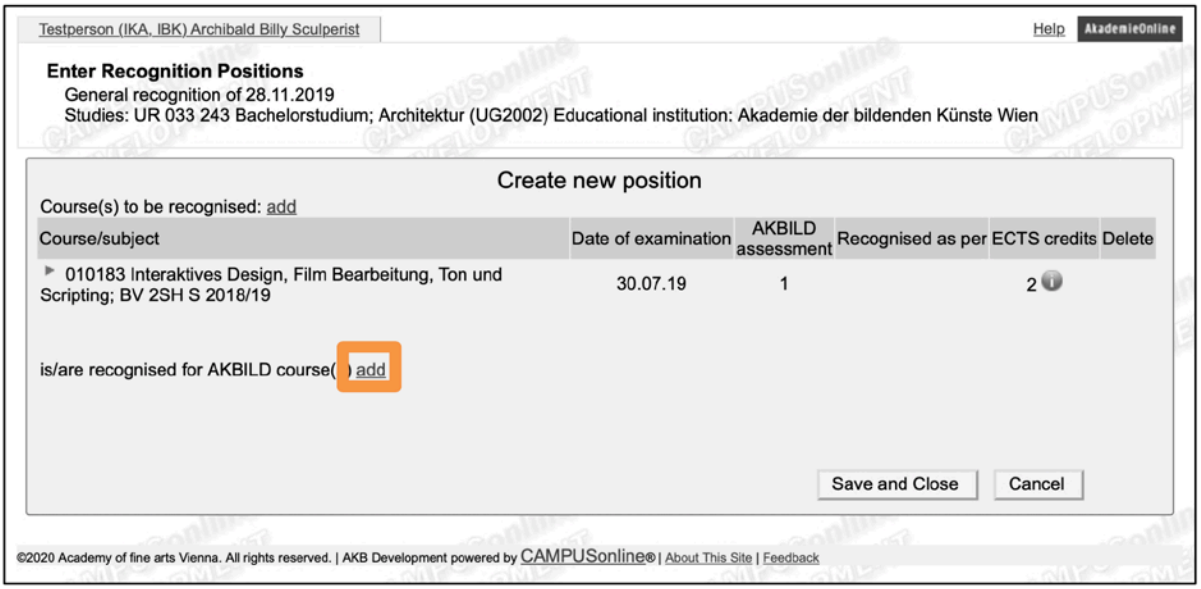
Here, for instance, the first course (“Achievement“) has been selected:



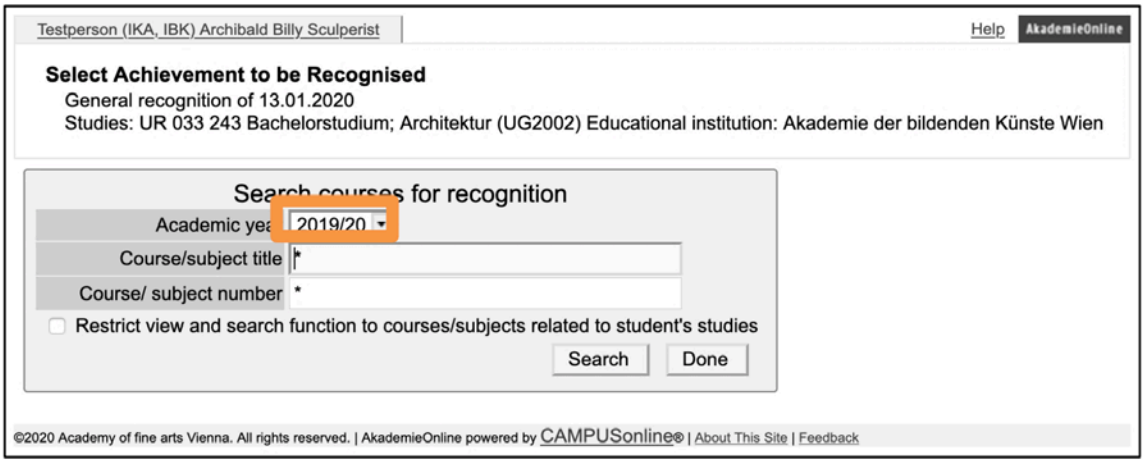
PLEASE NOTE: If the internal recognition is a "carry-over" from one section to the next – e.g. for students of the Fine Arts when transferring from the first study section (605) to the second (606 or 607) – in this step all courses that are planned or required for the second study section must be selected by clicking on them. It is not necessary to add the "target course" in this case – you can therefore skip steps 10 to 20 and immediately click on "Confirm all positions" (step 21). Then please print out the application form and hand it in (signed) to the Registrar’s Office. The same applies to recognition as free elective courses: here, too, steps 10 to 20 can be skipped.

9. Close the window.

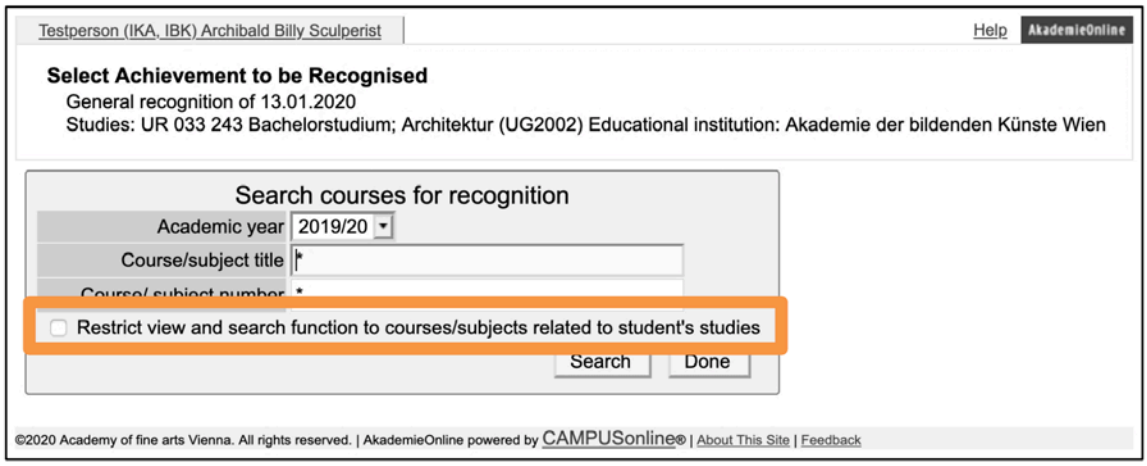
10. Now click on “add” in “is/are recognised for AKBILD course(s)”:



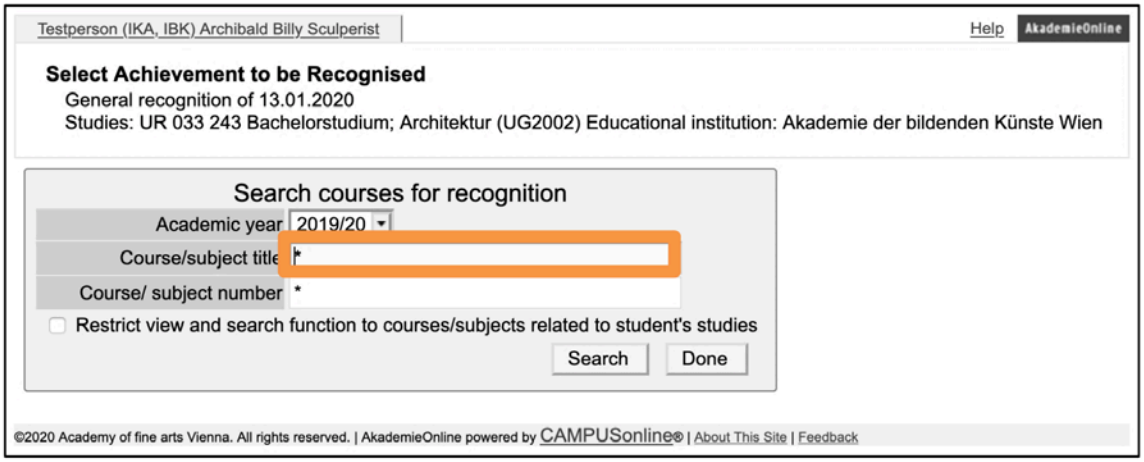
11. For “Academic year”, please select the current one:



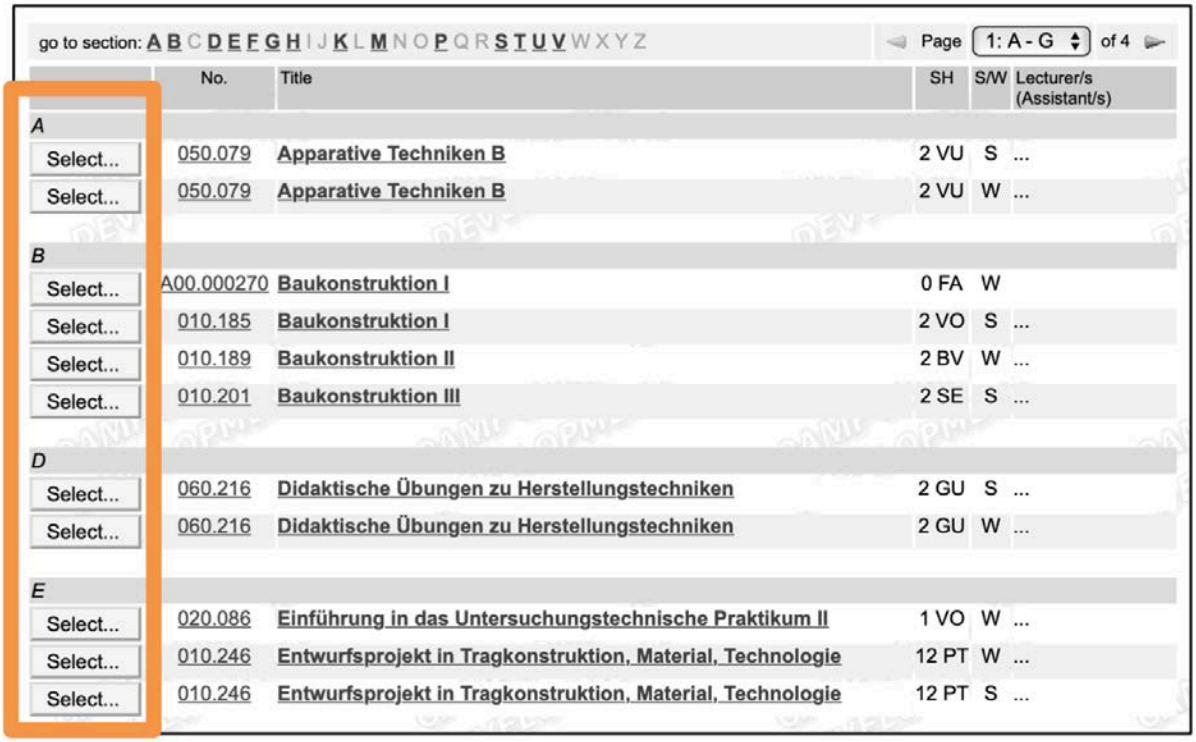
12. We recommend restricting search results to courses related to the applicant’s own studies:



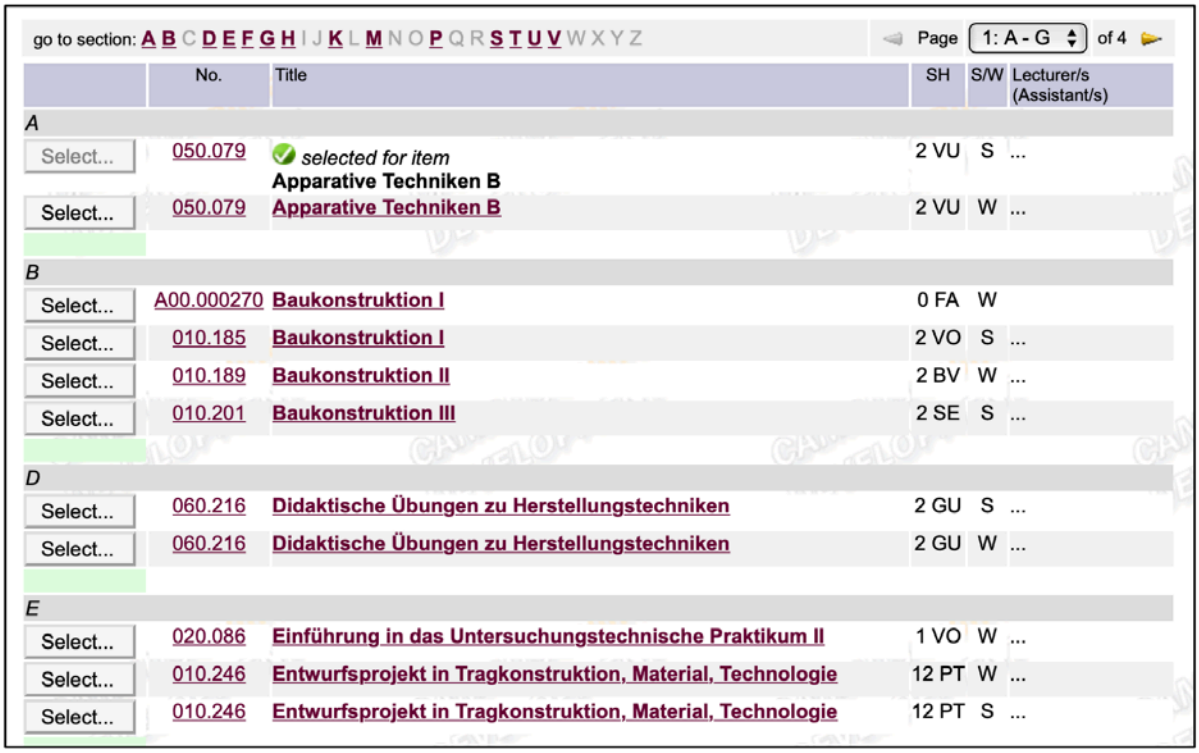
13. In “Course/subject title”, please enter the name (or part of the name between two asterisks – e.g. *techn*) of the respective course for which you would like your achievement to be recognised.
    PLEASE NOTE: If you cannot find the course you are looking for in the selected academic year, please select another academic year. In this case, all semesters must be searched in order to find the course.



14. Now select the course for which you would like to have your achievement recognised by clicking on “Select” in the first column:

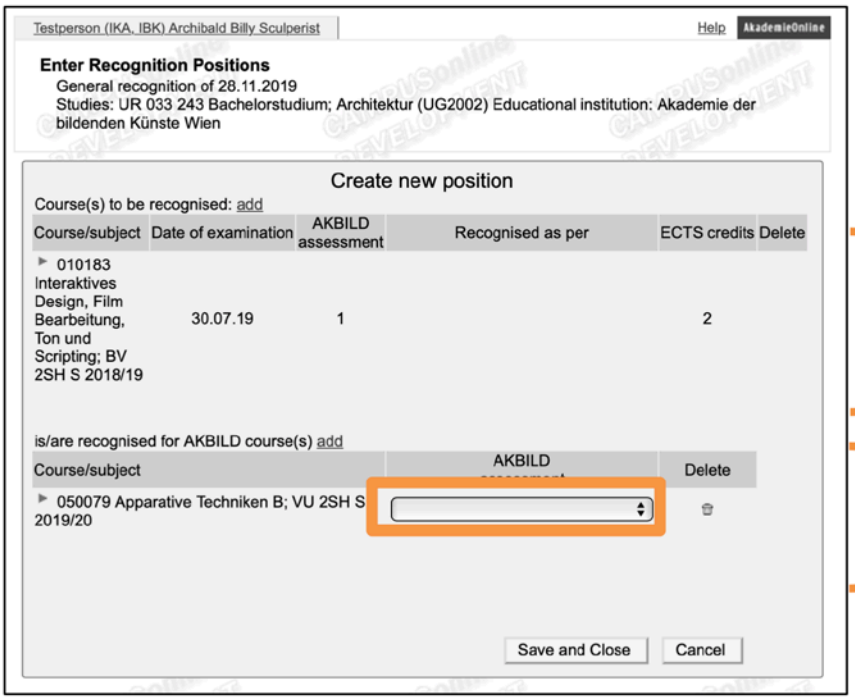


15. In the following example, “Apparative Techniken B“ was chosen:



16. Now close the window or click on “Done“.

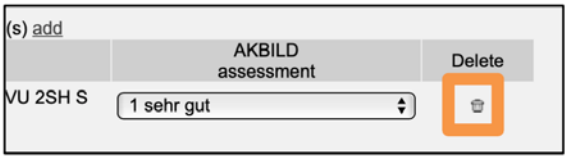
17. Please recheck your entries and select the respective grade for the target course from the dropdown menu:



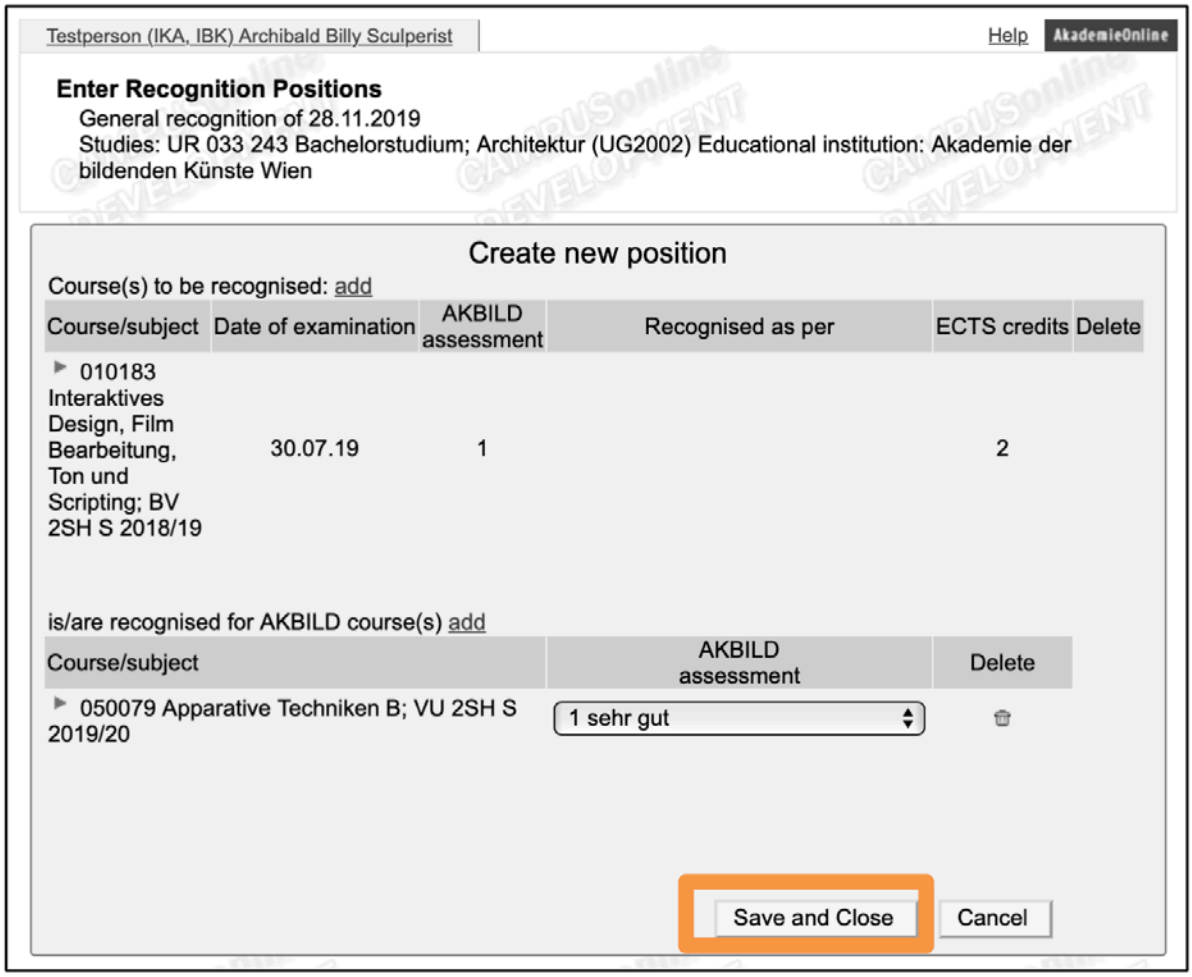
Achievement to be recognised ("Original course")

Course for which the achievement is to be recognised ("Target course")

18. If you wish to change your entry, you can delete the target course using the trashcan icon in the column “Delete”:



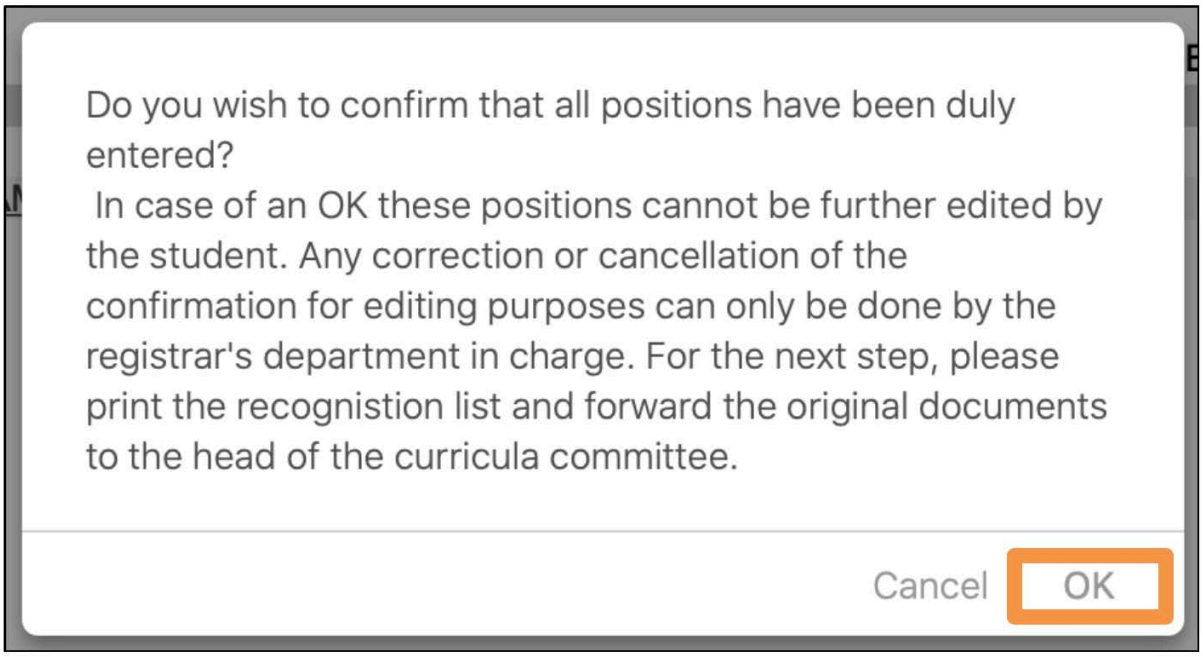
19. Click on “Save and Close”:



20. If you wish to create new positions, please click on “New position“ (top right):

21. If you do not wish to create a new position, please click on “Confirm all positions”:

22. Now click on “OK”:



PLEASE NOTE: After this, you cannot make any corrections or changes!

23. Please click on “Print request” now (top right):

24. Now, please forward the printed and signed application to the chairperson of the respective curriculum commission. You will then receive a notification to your Academy e-mail address from the Registrar’s Office as soon as you can pick up your Certificate of Recognition (Anerkennungsbescheid).

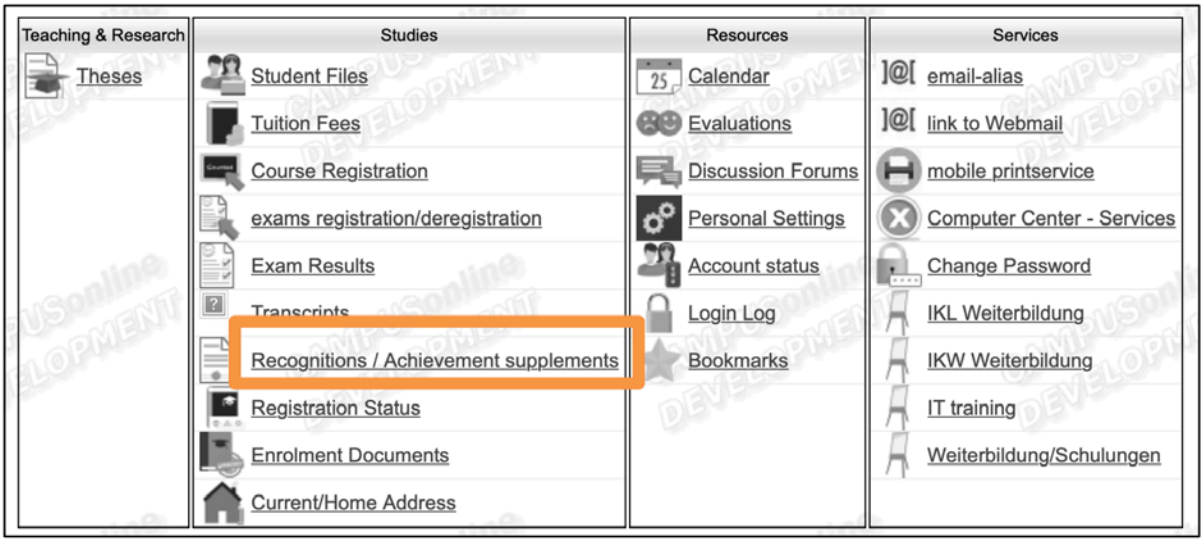
External recognitions

This completion aid is used to record external recognitions. This means that the achievement to be recognised was accomplished at an acknowledged recognised Austrian or international educational institution (not at the Academy of Fine Arts Vienna).

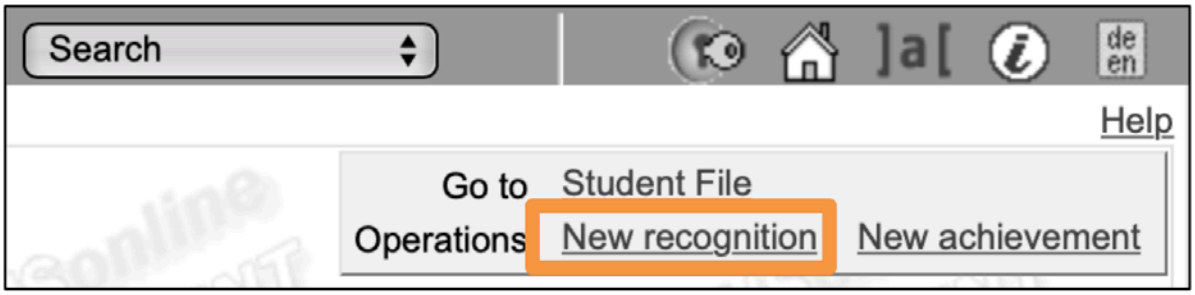
PLEASE NOTE: Certificates issued by non-Austrian educational institutions are subject to certain Accreditation Regulations.

1. Sign in *AkademieOnline*:

2. Click on “Recognitions / Achievement supplements”:



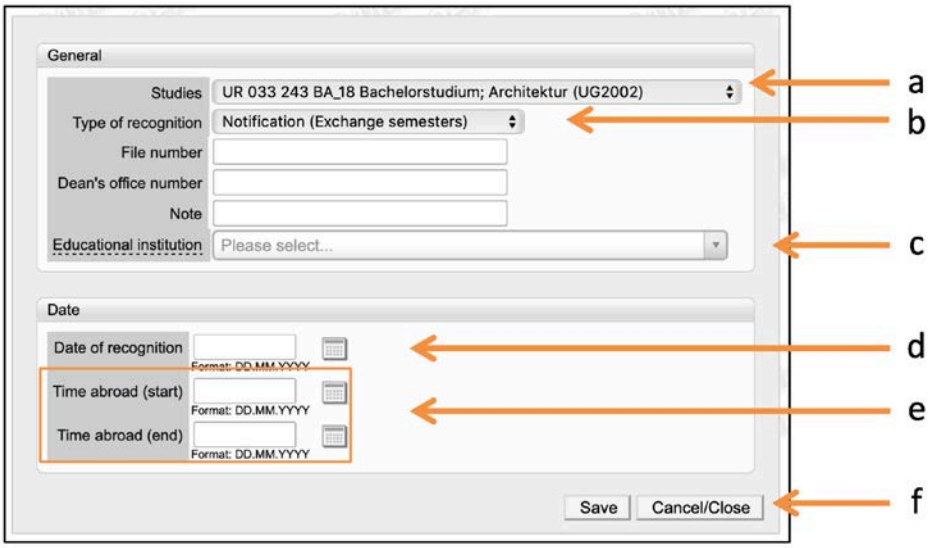
3. Click on “New recognition” (top right):



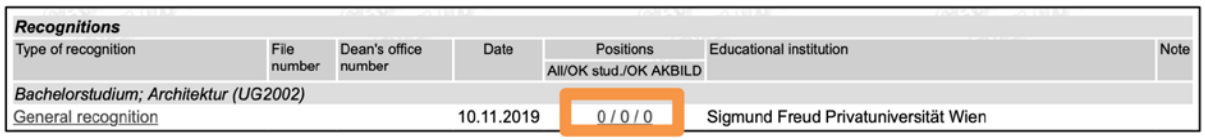
4. Fill in the form “Enter Recognition Parameters”:
    a. Choose the studies for which you wish to have (an) exam(s) recognised.
    b. Select in the field “Type of recognition”:
        i. “General recognition” if you have accomplished the achievement to be recognised at an acknowledged Austrian or foreign educational institution OR
        ii. “Notification (Exchange semesters”) if you have accomplished the achievement to be recognised within a Mobility Programme (stay abroad or Erasmus).

    PLEASE NOTE: The Fields “File number”, “Dean’s office number” and “Note” need not be filled in!
    c. In the field “Educational institution”, select the institution where you took the exam which you would like to have recognised.

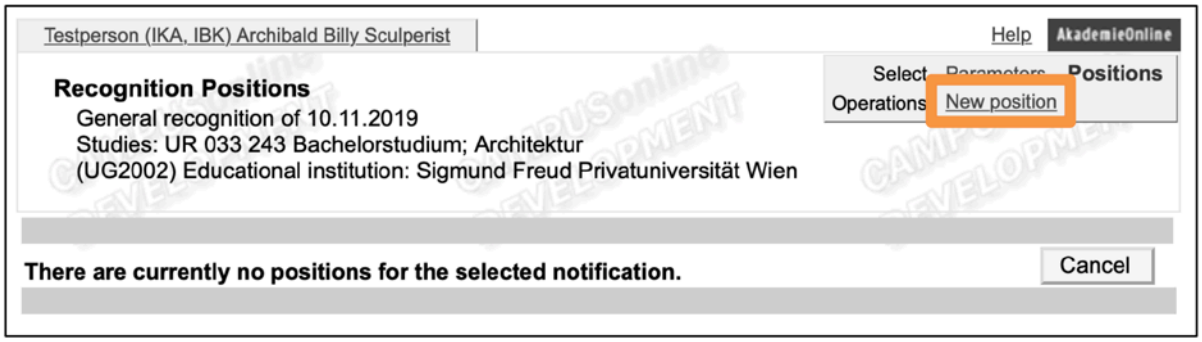
    PLEASE NOTE: Should the respective institution not be selectable, please consult the Registrar’s Office!
    d. Enter the current date in the field “Date of recognition”.
    e. *Only for Mobility Programmes:* In the fields “Time abroad (start)” and “Time abroad (end)”, please enter the beginning and end dates of your stay abroad.
    f. Click on “Save“ and then on “Cancel/Close “



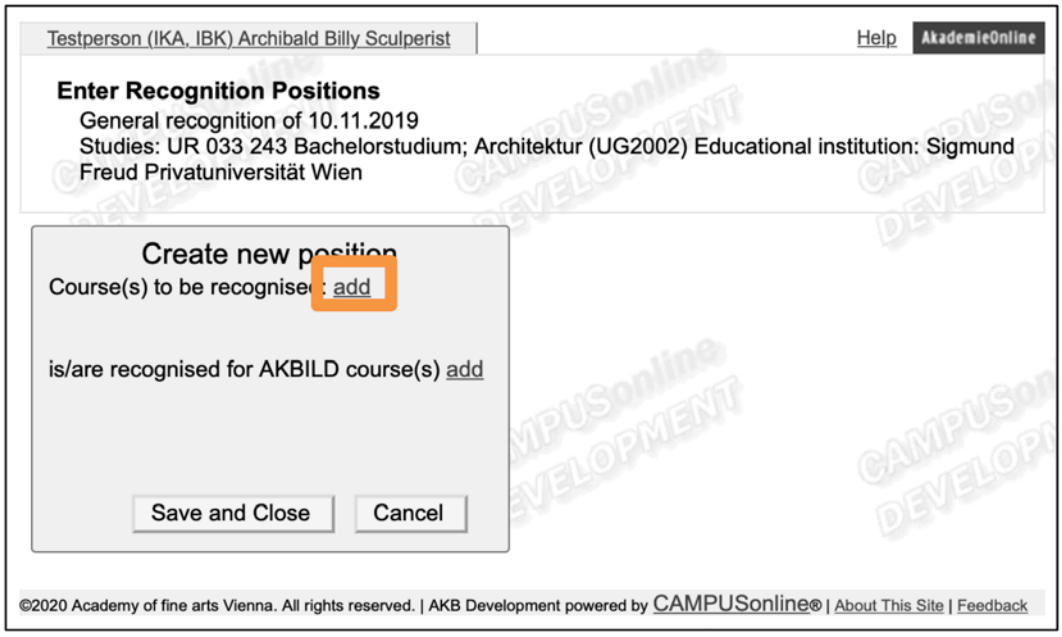
5. Now create (one or more) recognition position/s by clicking on “0 / 0 / 0” in the column “Positions”:



6. Click on “New position“ (top right):

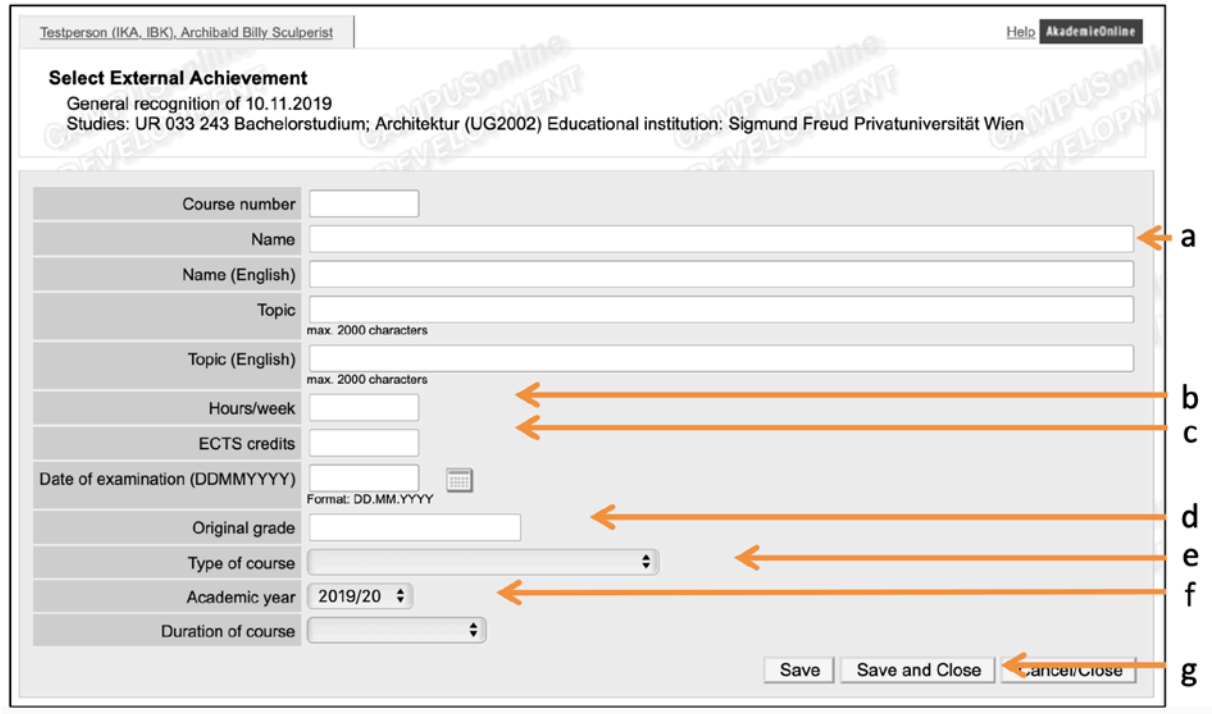


7. Next to “Course(s) to be recognised“, click on “add“:



8. Now fill in the form “External achievement“:
   a. In the field “Topic”, please enter the title/name of the course to be recognised. *PLEASE NOTE: This must be done using the same wording as in the certificate of achievement!*
   b. In the field “Hours/week”, enter the number of hours per week of the course to be recognised.
   c. In the field “ECTS credits“, enter the number of ECTS credits of the course to be recognised.
   d. In the field “Original grade“, please enter the grade that you received for the exam to be recognised.

e. In the field “Type of course“, please enter the respective type of course (such as lecture, seminar, etc.).
f. In the field “Academic year“, please enter the respective academic year in which you took the exam.
g. Click on “Save and close“.

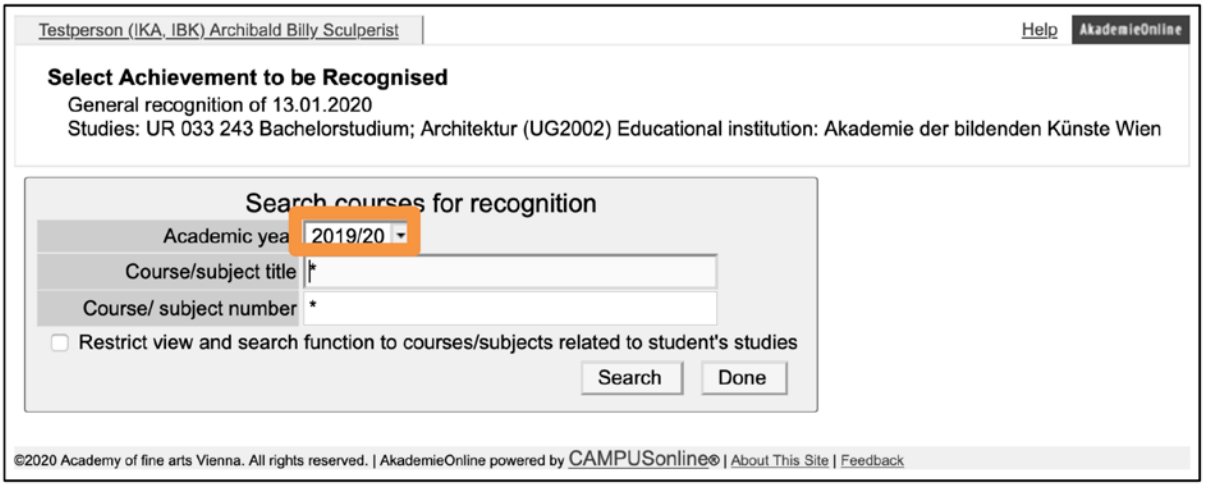


TIP: if you want to have a bundle of several external exams recognised for an exam at the Academy of Fine Arts, simply add them by repeating steps 7 and 8 for the additional exams.

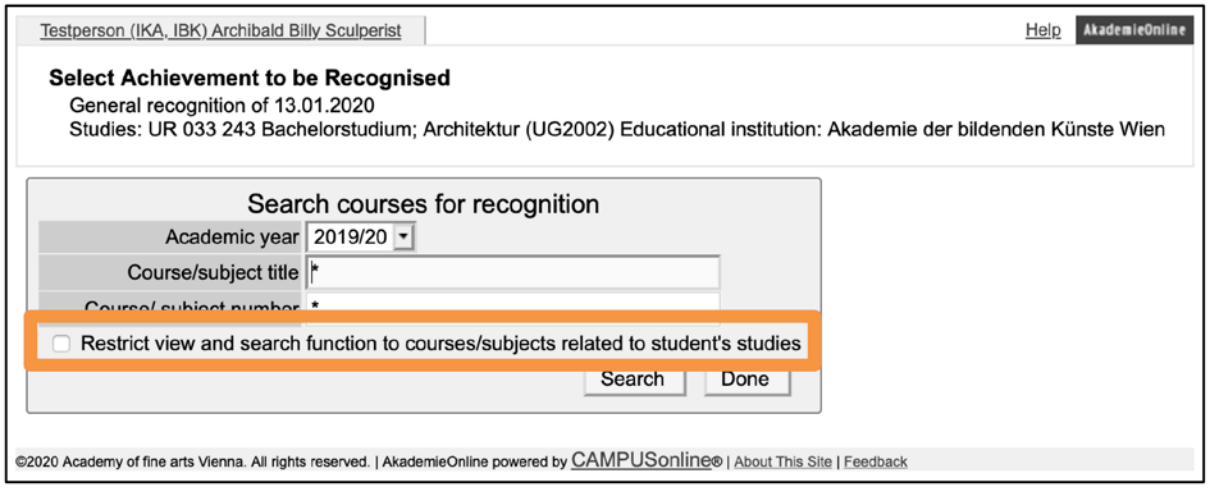
NOTE: If the recognition is a credit for a free elective course, it is not necessary to add the "target course" in this case – you can therefore skip steps 9 to 19 and click on "Confirm all positions" (step 20).

9. Now, click on “add” in “is/are recognised for AKBILD course(s)“:

10. For “Academic year”, select the current one:

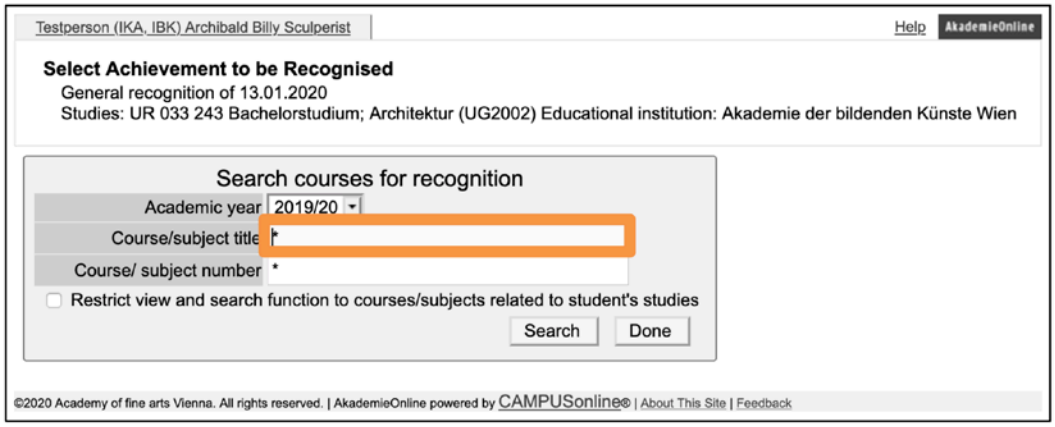


11. We recommend restricting search results to courses related to the applicant’s own studies :



12. In “Course/subject title”, please enter the name (or part of the name between two asterisks – e.g. *techn*) of the respective course for which you would like your achievement to be recognised.
    PLEASE NOTE: If you cannot find the course you are looking for in the selected academic year, please select another academic year. In this case, all semesters must be searched in order to

find the course.

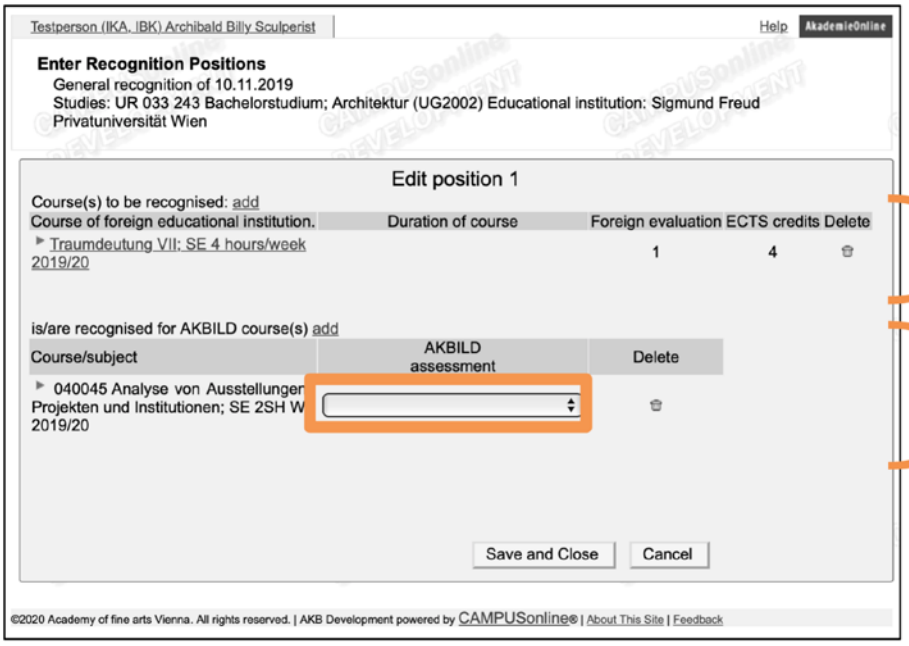


13. Now select the course for which you would like to have your achievement recognised by clicking on "Select" in the first column:

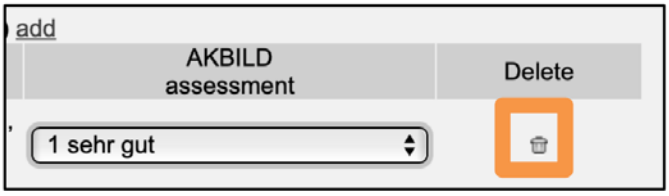
14. In the following example, the course “Analyse von Ausstellungen, Projekten und Institutionen“ was chosen:

15. Close the window or click on “Done“.

16. Please recheck your entries and select the respective grade for the target course from the dropdown menu:



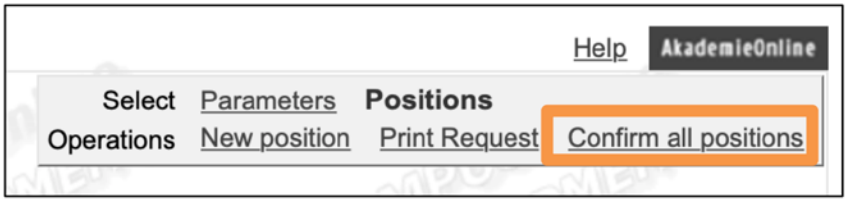
17. If you wish to change your entry, you can delete the target course using the trashcan icon in the column "Delete":



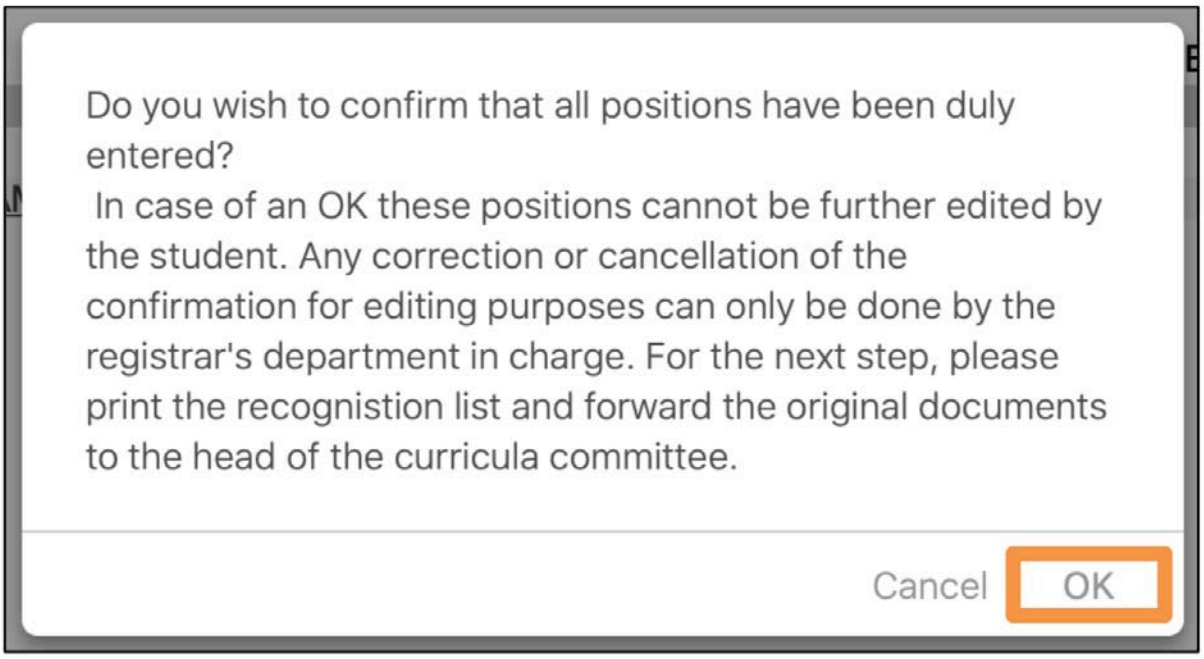
18. Click on “Save and Close“

19. If you wish to create new positions, please click on “New position” (top right):

20. If you do not wish to create a new position, please click on “Confirm all positions”:



21. Now click on “OK”:



PLEASE NOTE: After this, you cannot make any corrections or changes!

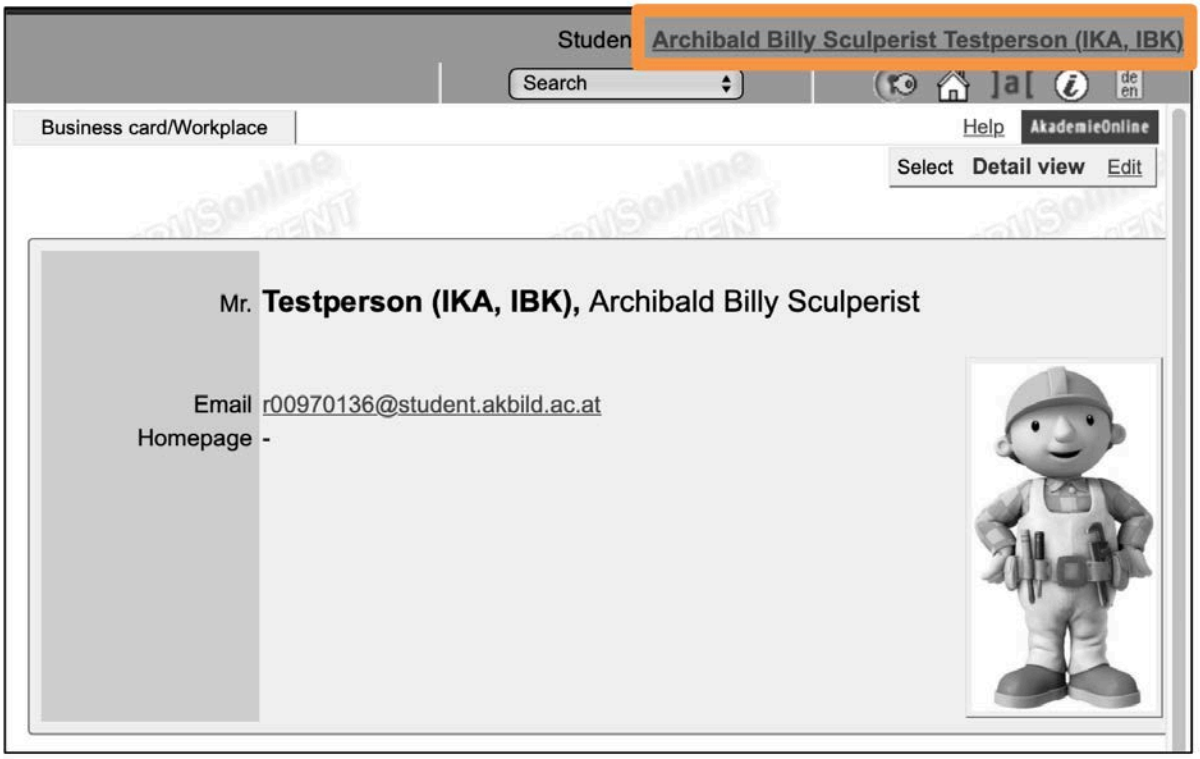
22. Please click on “Print request” now (top right):

23. Now, please forward the printed and signed application, together with the stamped original documents, to the chairperson of the respective curriculum commission. You will then receive a notification to your Academy e-mail address from the Registrar’s Office as soon as you can pick up your Certificate of Recognition.

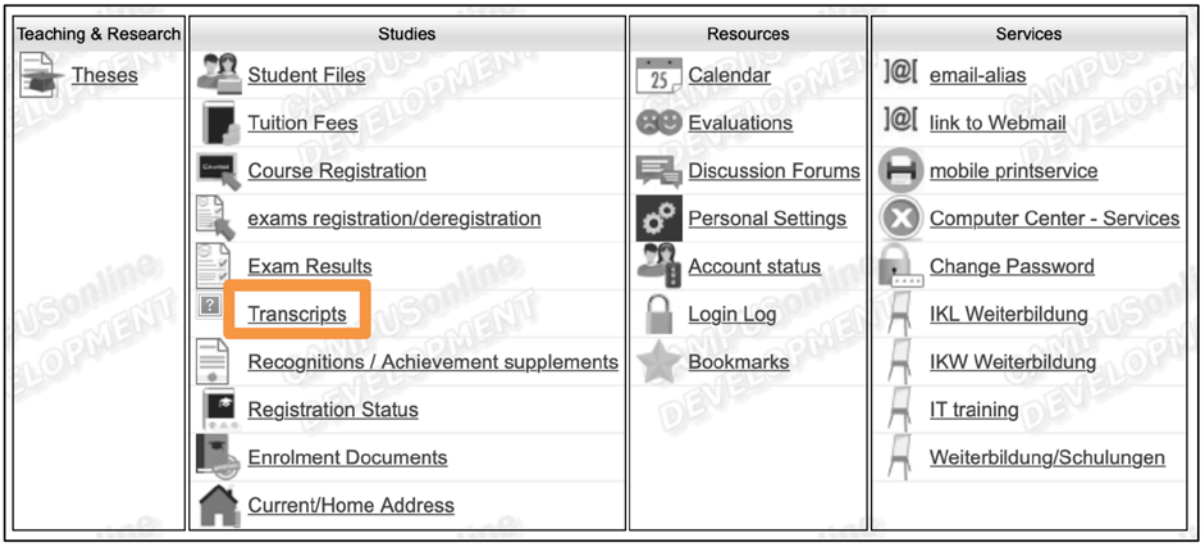
Tips

You can check all your confirmed recognitions in your Transcript of Records.

1. For this purpose, please consult your business card:



2. Click on “Transcripts“:



3. In the section “Transcript of Records”, click on “Print“:

4. This will generate a document containing all your exam results (including any recognitions):

]a[

TESTAUSDRUCK

AKADEMIE DER BILDENDEN KÜNSTE WIEN
Schillerplatz 3, 1010 Wien

ABSCHRIFT DER STUDIENDATEN

NAME der/des Studierenden: **Testperson (IKA, IBK)** **Vorname:** **Archibald Billy Sculperist**

Geburtsdatum: 17. März 1982

Datum der Zulassung zum Studium: 17. Juli 2019 **Matrikelnummer:** 00970136

Studium: Bachelorstudium; Architektur (als ordentlicher Studierender)

Nummer / Studienjahr	Titel / Typ / Semesterstunden	Dauer / Prüfungs- / Anerkennungsdatum	Note
(1)	(2)	(3)	(4)
010220 18/19	Entwurfsprojekt in Analoge Produktion, Digitale Produktion; PT; 12,00	1S / 10.09.2019	1
010183 18/19	Interaktives Design, Film Bearbeitung, Ton und Scripting; BV; 2,00	1S / 30.07.2019	1

(1) (2) (3) (4) Erklärungen befinden sich auf der letzten Seite

Ende der Zulassung zum Studium: -------

Datum — Studien- und Prüfungsabteilung — Stampiglie

19. April 2020 — Einen gültigen Ausdruck erhalten Sie in der zuständigen Fachabteilung