



## 3 What to Do Before Mobility

### 3.1 Nomination

#### Step 1

Please contact the responsible person for outgoing students of your international office (=“**home** coordinator”) to find out about selection processes at your Uni:

Each international exchange student must be nominated by the home institution via email to the **host** coordinator at the PHDL ([gerda.reiter@ph-linz.at](mailto:gerda.reiter@ph-linz.at)).

- **nomination deadlines**
  - 15 April (WS/whole academic year)
  - 15 November (SoSe)
- **nomination via email**

Email nominations should contain:

- student´s first name and surname (=family name)
- intended study programme at the PHDL: e.g. Bachelor for QTS Elementary Level, QTS Primary Level, QTS Secondary Level or Master for QTS Primary Level (s. 2.2)
- semester of arrival
- duration of stay (e.g. 3 months, one semester, whole academic year)
- student´s email address

After nomination, your home coordinator and each nominee will receive a **nomination-acknowledgment** by email.

### 3.2 OLS (Online Linguistic Support) and Language Requirements

#### 3.2.1 Language Self-Assessment and Online Language Course

#### Step 2

A language self-assessment is compulsory for all incomings students.

Erasmus+ students will receive access-data for the OLS assessment and an online language course from their home institution. See also:

[https://ec.europa.eu/programmes/erasmus-plus/resources/online-linguistic-support\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/online-linguistic-support_en)

Results are accessible only by you, the partner institutions of your exchange and the Erasmus commission. They have no effect whatsoever on the Erasmus+ grant.

*Tip:*

*We strongly advise to do the Online German Language course - language barriers are by far the most frequent cause for stress and anxiety in an exchange, so let's minimize them as best we can!*

Non-EU-Citizens are also asked for a language self-assessment. Please use the CEFRL (Common European Framework of References for Languages) – Grid

[www.ut.ee/sites/default/files/ut\\_files/da5a424f8e5f32f1d2b3239b55df9293.pdf](http://www.ut.ee/sites/default/files/ut_files/da5a424f8e5f32f1d2b3239b55df9293.pdf)

*Tip:*

*Your language self-assessment is essential for the application process at the PHDL, but also for your choice of courses and the allocation to the German classes. Please read the grid carefully!*

### 3.2.2 Language Requirements for Studying at the PHDL

Please be aware that in Austria most courses, especially scientific lectures and seminars are in German. For these you should be able to understand, speak and write **German at minimum language level C1!**

The PHDL offers some courses in English and plenty of practical courses, artistic and musical subjects. In these, language competence is of less importance, so that:

- **Exchange students may study at the PHDL without knowledge of German. In this case, knowledge of English at minimum language B1 is required.**
- **Students who speak neither German nor English cannot be accepted.**

### 3.3 Application and Registration Procedure

#### Step 3

All nominated students receive key data from the International Office in Linz and a link for accessing the online application procedure.

Please make your applications directly via the secure online tool once you have received the link.

- **application deadlines:**

15 May (WS/whole academic year)  
 15 December (SoSe)  
 ➤ **online application tool**

### 3.3.1 What to prepare before the start of the Online-Application?

The procedure itself is self-explanatory. You can save a lot of time and effort, if you prepare diligently before opening the link:

- a digital copy in jpeg. format of your identity document
- a digital photo in jpeg. format (*portrait photo of head and shoulders only!*)
- the outcome of your language-test / the CEFRL - Self-Assessment Grid for reference purposes (see 3.2.1)
- the email-address that should be used for forwarding the Transcript of Records

Please make sure the jpeg.files aren't too large!

### 3.3.2 Additional Preparation for QTS Secondary Level 'Movement and Sports' and 'Arts'

- Please prepare digital proof of having passed aptitude tests or entrance examinations for your study programme.
- To be handed in separately via mail within the application deadline!

*Please note:*

*If you wish to do the primary level study focus 'Movement and Sport/Physical Education' and 'Arts' you do not need an aptitude test!*

### 3.3.2 Additional Preparation for QTS Secondary Level 'Music Education'

Please submit by mail or post:

- an mp3, mp4-file or a link to a file that contains three stylistically different pieces of music/songs/arias with a total duration of approx. 30 minutes. The recording should feature your **major instrument** (only one!), which can also be the singing voice.
- This must also be handed in via mail within the application deadline!

*Please note:*

*If you wish to do the primary level study focus 'Music Education' you do not need to submit documentation of your performances!*

All incoming data from the Online Application Tool will be processed after the application deadline. We will then send you and your home coordinator an **email-confirmation of acceptance** for visa purposes.

*Please note:*

*As all international mobility-processes aim at a reduction in the use of paper and postal services, the email confirmation suffices in general. Circulating papers by post with original signatures and stamps is mostly unnecessary. Scanned copies of signatures or electronic signatures are usually accepted.*

*However, please tell us in advance, if you do require a stamped letter of acceptance by post.*

### 3.4 Learning Agreement (LA)

 Step 4: For EU-citizens only

Non-EU citizens do not need to send a Learning Agreement before arrival.

#### 3.4.1 LA – Form, International Codes and Deadlines

The **LA is the official EU form** that defines the expected learning outcomes for the study period abroad. Erasmus+ mobility students receive the LA form by their home institution.

It is a binding contract between the student and both partner institutions, and consists of three parts:

- before the mobility
- during the mobility
- after the mobility

Please make your choice of courses in accordance with your coordinator at home from the PHDL-preliminary course lists (see 3.4.2) and fill in the pre-mobility section (Table A + B) of the LA. This must include 3 signatures: the signature of the ...

- student
- home coordinator
- host coordinator

Please use the free app Cam Scanner for photo-scans and take the following steps:

- *Sign your LA, obtain your home coordinator's signature and scan the copy*
- *Email the PDF version containing 2 signatures to the host coordinator for incoming students at the PHDL.*
- *The host co-ordinator at the PHDL adds signature no. 3 and stamps the document*
- *The host co-ordinator at the PHDL then returns the once more digitalised copy with 3 signatures by email to all participants.*

Circulating papers with original signatures by post is not necessary. Scanned copies of signatures or electronic signatures on LA sent via email are accepted.

To fill in the LA certain **international codes** are necessary:

- **Code for PHDL: A Linz04**
- ISCED (International Standard Classification of Education)-codes for study programme:

[http://www.uca.es/recursos/doc/Unidades/Oficina\\_RRII/Erasmus/Erasmus\\_KA107/671196821\\_642017113617.pdf](http://www.uca.es/recursos/doc/Unidades/Oficina_RRII/Erasmus/Erasmus_KA107/671196821_642017113617.pdf)

- **deadline for Learning Agreement:**  
15 August (WS/whole academic year)  
15 January (SoSe)
- **form**

### 3.4.2 Choice of Courses

*Please note:*

*Your choice of courses will most likely need to be adapted and up-dated when you get here. Especially since the definite time-slots of the courses are only available about a month before the start of the semester.*

*Changes to your LA are therefore almost inevitable. This is standard procedure, and we will deal with this together, once you get here, so that last minute changes of the can be taken into consideration.*

Ideally, your exchange study should be an integral part of your regular study at home. Therefore, courses that you list in your LA, should be similar in content to courses that you have in your study plan at your home institution.

Sometimes, however, especially if students find it hard to meet the necessary language requirements, a certain flexibility on behalf of the institutions would be helpful.

The International Office at your sending institution will advise you about the creditability of courses. **Please enquire also about the amount of ECTS credits you need to obtain during your exchange.**

**At the PHDL, you can gain a maximum of 30 credits per semester.**

In case of a 3-month-mobility, you may find it difficult to manage the workload of an entire semester in some courses, unless your home institution requires fewer than the usual 30 ECTS credits per semester. If in doubt, please contact the coordinators of both institutions.

Incomings students must decide on the study programme (see chapter 2.2). No matter which programme you chose, you have access to most courses on offer at the PHDL,

provided there are enough study places and the necessary language requirements are met.

In addition, we offer a number of courses specially designed for incoming students.

### 3.4.2.1 Special Courses for Incoming Students

Every exchange student **must** enrol the following **3 courses**

- **Austrian Studies – natural sciences** (3 ECTS credits)  
Winter semester (WS):  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183163&pSpracheNr=2&pMUISuche=FALSE>  
Summer semester (SoSe):  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=173869&pSpracheNr=2&pMUISuche=FALSE>
- **Austrian Studies – society past and present** (3 ECTS credits)  
WS:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=186445&pSpracheNr=2&pMUISuche=FALSE>  
SoSe:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=177531&pSpracheNr=2&pMUISuche=FALSE>
- **Austrian Studies – arts and culture** (3 ECTS credits)  
WS:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=186446&pSpracheNr=2&pMUISuche=FALSE>  
SoSe:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=177532&pSpracheNr=2&pMUISuche=FALSE>

Depending on your language skills, you **must choose 1 of the following courses** (German native speakers are exempt.):

- **Deutsch für Incoming Students I: Anfänger Level Beginners** (3 ECTS credits)  
WS:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183170&pSpracheNr=2&pMUISuche=FALSE>  
SoSe:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=173852&pSpracheNr=2&pMUISuche=FALSE>
- **Deutsch für Incoming Students II: Fortgeschrittenen Level Advanced** (3 ECTS credits)  
WS:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183198&pSpracheNr=2&pMUISuche=FALSE>  
SoSe:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=173851&pSpracheNr=2&pMUISuche=FALSE>

Depending on your language skills and on the ECTS required, you **must choose 1 of the following courses** (*please use the ‘Diagramme PPS-Types’ that was sent to you after nomination as part of the info-package*).

- **PPS Ia - Getting to Know the Austrian Educational System** (1 ECTS credit)  
classroom-observation only, minimal language skill German A1/A2, English A1/A2  
WS <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183171&pSpracheNr=1>  
SoSe <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183178&pSpracheNr=1>
- **PPS Ib - Getting to Know the Austrian Educational System** (2 ECTS credits)  
classroom-observation only, minimal language skill German A1/A2, English A1/A2  
WS <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183172&pSpracheNr=1>  
SoSe <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183179&pSpracheNr=1>
- **PPS IIa - Teaching Practice** (3 ECTS credits)  
minimal language skill German B2, English: B2

WS <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183173&pSpracheNr=1>

SoSe <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183180&pSpracheNr=1>

- **PPS IIb - Teaching Practice (4 ECTS credits)**

minimal language skill German B2, English: B2

WS <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183174&pSpracheNr=1>

SoSe <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183217&pSpracheNr=1>

- **PPS III - Teaching Practice and/or Language Assistance as a native speaker (5 ECTS credits)**

minimal language skill German B2, or native speaker of either English, Spanish, Italian, French, Russian (provided practice places are available)

WS <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183175&pSpracheNr=1>

SoSe <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183218&pSpracheNr=1>

*We ask for your understanding that you can only enrol PPS III, when you meet the specific language requirements.*

Depending on your choices, the compulsory courses will get you up to 15 ECTS credits.

### 3.4.2.2 How to find the preliminary course lists for QTS Primary Education

To access the list of courses of the current semester through our online administrative system ph-online we will take you along a screen-shot path.

Attention: in step 4, make sure to enter the current academic year!

The screenshot shows the PH-Online interface. The top navigation bar includes 'PH-Online', 'Wartung: 28. Oktober, 14:00 - 20:00', and 'Hier anmelden'. The left sidebar contains a tree view of the university's structure, including 'Private Pädagogische Hochschule', 'Institute', 'Ausbildung', 'Religionspädagogik', 'Medienbildung', 'Fort- und Weiterbildung', 'Forschung und Entwicklung', 'Pädagogisch Praktische', 'Beratung und Schulentw.', 'Z.I.M.T.', 'Organisationsabteilungen', 'Studienadministration', 'Studien- und Prüfungsab.', 'Hausverwaltung', 'Personalabteilung', 'Servicestellen', 'Bibliothek', 'International Office', 'EDV / IT', 'Mensa', and 'Sales'. The main content area is titled 'Studienangebot 2019/20' and displays a table with columns: 'Kernzahl', 'Studiengang', 'Studienrichtung', 'ECTS-Credits', 'Semester', 'akad. Grad', and 'Evaluierung'. The table lists several courses, including 'Bachelorstudium Lehramt Primarstufe', 'Besuch einzelner Lehrveranstaltungen', 'Erweiterungsstudium Bachelorstudium Primarstufe - zusätzlicher Schwerpunkt', 'Hochschullehrgang', 'Masterstudium Lehramt Primarstufe', and 'Studium der Gleichwertigkeit'. A red arrow points to the 'Studienjahr' dropdown menu, which is set to '2019/20'. Another red arrow points to the 'Status' dropdown menu, which is set to 'laufend'.

To begin, please use this link: <https://www.ph-online.ac.at/ph-linz/webnav.ini> :

1

2

3

4

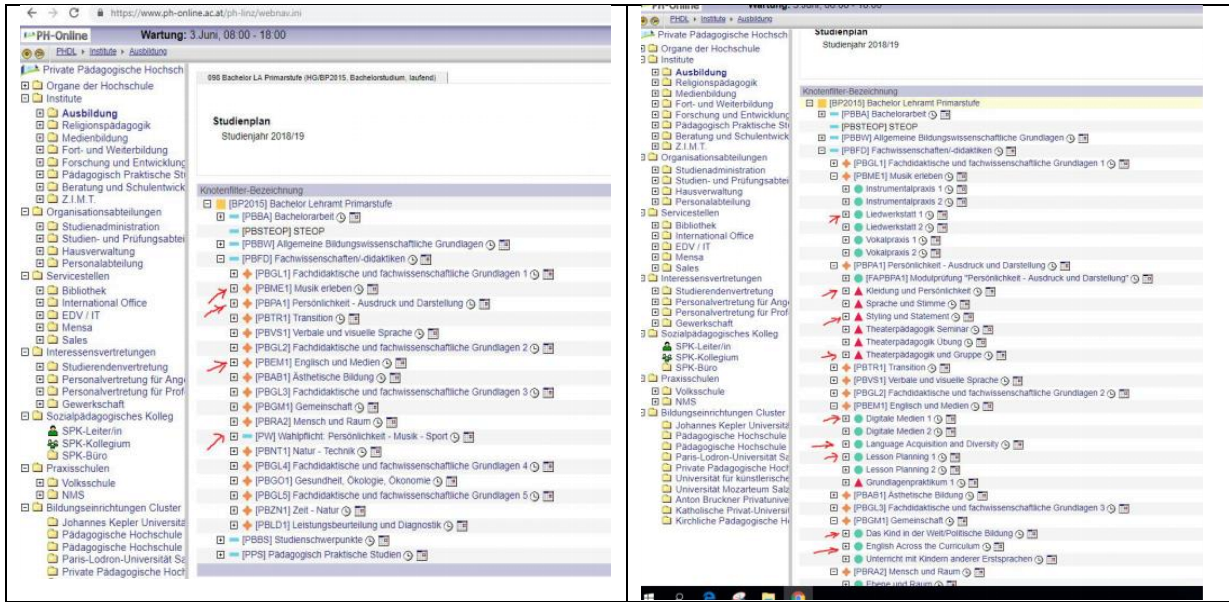
5

6

From here you can click your way through everything that shows a plus (+) in initial position, until you reach a minus (-): this is the actual course title, underlined and in blue letters., that includes a. If you click on the title, you should also be able to access the course descriptions, the course number and the number of ECTS.

In the following screenshots, the red arrows mark courses particularly suitable for incomings without German.

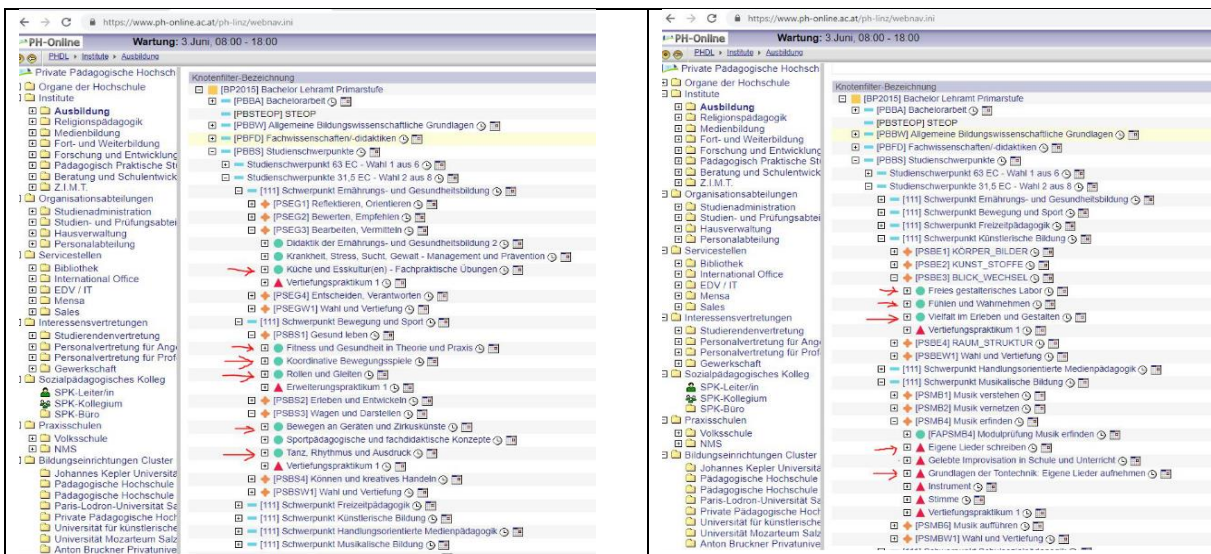




There are more best-practice courses under “Studienschwerpunkte” (= study focus). For these, go back to step 6, then use the following path:



Here are some examples showing courses that previous incomings have found both attractive and manageable as regards language requirements.



### 3.4.2.3 How to find the preliminary course lists for QTS Secondary Level

Courses for QTS Secondary Level are jointly offered by several university colleges in Upper Austria and Salzburg, which have formed a close cooperative network on a regional level, the 'Cluster Mitte'-Group.

For a list of all our cluster partners see

[https://www.phdl.at/en/study/initial\\_teacher\\_training/qts\\_secondary\\_level/partner\\_institutions/](https://www.phdl.at/en/study/initial_teacher_training/qts_secondary_level/partner_institutions/)

Students of QTS Secondary Level can choose courses of all partner universities in the 'Cluster Mitte'.

By using the following link you can access an excel-file. This contains a list of courses for all Secondary Level-subjects at the PHDL and also shows you the location of the courses. Scroll down to the relevant course list of your subjects (for abbreviations see chapter 2.2.1.):

[https://www.phdl.at/fileadmin/user\\_upload/1\\_Studium/1\\_Ausbildung/Lehramt\\_Sekundarstufe/Lehrveranstaltungen/Lehrplanung\\_WS19.pdf](https://www.phdl.at/fileadmin/user_upload/1_Studium/1_Ausbildung/Lehramt_Sekundarstufe/Lehrveranstaltungen/Lehrplanung_WS19.pdf)

*Please note:*

*Some secondary level courses may take place outside Linz (e.g. Salzburg). For these, students will incur additional travel costs. However, this can be avoided, as there are plenty of secondary level courses on offer at the PHDL itself or within the city of Linz.*

## 3.5 Grants, Insurance and Visa

### Step 5

These issues are within the area of responsibility of your home institution. *We are always happy to provide assistance in all matters of insurance and visa if required!*

Here are some additional tips.

### 3.5.1 Grants

If you require a confirmation of accommodation for your grant, please contact the students' accommodation of your choice.

### 3.5.2 Insurance

#### **EU-Citizens:**

For Austria, you need your Electronic Health Insurance Card in order to benefit from the Austrian Public Health Service, which is generally very good.

Be aware, however, that *EU-insurance normally does not cover any costs of transfer to your home country!* For this, we recommend an additional travel insurance.

*Tip: It might be worth checking your credit card agreements - maybe they include a travel insurance.*

### **Non-EU-Citizens:**

Please check with your insurance at home for possible agreements between your country and Austria. You will probably need an additional travel insurance.

*Beware:*

*Credit card insurances usually do not cover the necessary general health insurance, they mostly include travel insurances only. Please check with your bank!*

Part of the ÖH-membership rate is used for a students' accident and liability insurance (see 4.2). This covers for all activities that have to do with the university programme, including the USI sports courses (see 2.7) and excursions. Be aware, however: *this is not a health insurance!*

For approximately € 60 you can get a students' general health insurance, e.g. with the Austrian Social Security System "Oberösterreichische Gebietskrankenkasse" (OÖ GKK), amongst others. See

- <https://oead.at/en/to-austria/scholars/before-arrival/insurance/gebietskrankenkassen/>
- <https://www.oegkk.at/portal27/oegkkportal/content?contentid=10007.771346&viewmode=content>

*Please note:*

*It is the student's responsibility to make adequate insurance arrangements for the duration of the mobility. Without adequate insurance, costs for medical treatment may be very high indeed!*

### **3.5.3 Visa Regulations**

You need to apply for your visa from your home country. So please make sure to organize your visa well in advance. Your home coordinator will help you with this. Do feel free to ask us should any questions arise!

Non-EU-Citizens please check the following websites concerning visa regulations for different countries, addresses of embassies and consulates, visa procedures etc.

- <https://www.bmeia.gv.at/en/travel-stay/entry-and-residence-in-austria/entry-and-visa/students/>
- <https://www.bmeia.gv.at/en/embassies-consulates/search-for-foreign-representations-in-austria/>

## **3.6 Accommodation**

 Step 6:

Students are kindly asked to organize their own accommodation. We will gladly provide assistance and information, if required.

### **3.6.1 Salesianum Students Residence**

For accommodation, we recommend the Salesianum Students Residence as the campus dormitory, which is managed by:

Katholische Hochschulgemeinde Linz (KHG), <http://www.khg-linz.at>  
Mag. Monika Matzinger, Phone: 0043 732 244011,  
Verwaltung, [khg-betrieb@dioezese-linz.at](mailto:khg-betrieb@dioezese-linz.at)

A contingent of rooms is reserved for incoming students at the Salesianum (WS: until August, SoSe: until Christmas). After those deadlines, the rooms are passed on to other applicants.

*Tip:*

*Please make sure to apply **well in advance** directly with the KHG-Management. Financial support for underprivileged students may be granted - for further information, please also contact the KHG directly.*

The PHDL does not guarantee accommodation at the Salesianum.

### 3.6.2 Other Students Accommodations in Linz

For a list of possible students accommodation and more information, see:

- [https://www.phdl.at/service/wohnen\\_essen/studentenheime\\_in\\_linz/](https://www.phdl.at/service/wohnen_essen/studentenheime_in_linz/)
- <https://housing.oead.at/de/unterkuenfte/linz-de/haeuser-de?view=application&city=linz>
- <https://www.studium.at/studentenheime/oberoesterreich/linz>

Those who prefer to share a flat, see: <http://www.wg-gesucht.de/en/wg-zimmer-in-Linz.330.0.1.0.html>

*Tip:*

*Mind the distances to the PHDL!*

*We ask for your understanding that we do not feel capable of recommending any particular students dormitory, as these are largely a matter of taste and financial means. Correspondence with fellow-students of your home university, who have had previous experience with hostels in Linz might prove useful.*


### 3.6.3 General Information on Students Accommodation in Linz

Students residences are usually on a self-catering basis. The hostels' homepages mostly offer information, application forms or online registration systems in English. Prices for a single room range from € 300 to € 400. A double room costs about € 250 on average.

*Please note:*

*Some students residences charge rent for a period of 10 months only. These are only suitable, if you plan to stay for an entire academic year, or are able to name a successor tenant for the second half of your stay. There is, however, plenty of students accommodation where rent is charged on a monthly basis. Please be sure to enquire directly at the accommodation well in advance.*

For all matters of housing and for a confirmation of accommodation, please also contact the reception clerks of the hostels directly.

 Step 7: book your travel tickets

### **3.7 Withdrawal from the Approved Mobility**

After the application procedure, each student approved for an exchange is committed to mobility abroad. In this case, a withdrawal is only possible in case of serious reasons. If necessary, please contact both institutions as soon as possible.