



Chapters 4/5: Reiter, G. "International mobility Manual – Incoming Students"

## 4 During Mobility

### 4.1 Arrival

➤ **recommended time of arrival**

- **WS:**  
**mid-September** (Orientation Sessions: September week 4,  
semester starts: 1 October)
- **SoSe:**  
**mid-February** (Orientation Sessions: February week 4,  
semester starts: 1 March)

This will give you enough time to settle in and find your way around. Arrival at a later point will mean that you will have to complete almost too many tasks too short a time.

The PHDL coordinator will send you the exact dates of the orientation session well in advance, so that you can book your flights and arrange accommodation accordingly.

#### 4.1.1 Late Arrivals

*Please note:*

*If you arrive after the beginning of the semester, you might miss important orientation sessions (see 4.4), as well as introductory classes where the instructors provide key information on the course, such as assessment criteria or learning matter for exams.*

Should you miss the first session of courses you are registered for, you must inform the respective course instructors *in advance* about your absence, otherwise, you risk losing your place on the course.

#### 4.1.2 Pick-up-Service

You can arrange to be picked up from Linz Blue Danube Airport and Linz Train station. This is a service offered by volunteers. Please contact our Chief-Buddy well in advance: [buddy@ph-linz.at](mailto:buddy@ph-linz.at)

To organize your own transfer from airport an station, see:

<http://www.linz-airport.com/en/approach-and-parking>

### 4.1.3 Registration of Residence

At the very beginning of your stay in Linz you must register your residence at the Service Centre of the Municipal District Office near the station. This is a legal requirement in Austria and must be done *within three days of your arrival* at the registry offices located at:

- **Service-Center im Wissensturm**, Kärntnerstraße 26, 4020 Linz
- **BürgerInnen-Service**, Neues Rathaus, Hauptstraße 1 - 5, 4041 Linz

Download form called „Meldezettel“, at:

[https://www.linz.at/serviceguide/viewchapter.php?chapter\\_id=122251#formulare](https://www.linz.at/serviceguide/viewchapter.php?chapter_id=122251#formulare)

You will get more information and some help in filling out the form upon your arrival.

### 4.1.4 Health check for students of Non-EU-countries

All students of non-EU-countries must prove that they do not carry any tuberculosis-bacteria. A month after registering your residence in Austria, you will receive a German government-letter that gives you dates/times and place for a routine tuberculosis check-up with a public medical officer.

This check-up is only a formality, really. If you have had an x-ray of your lungs done recently, you may simply forward this: This x-ray must not be any older than 2 months at the time of your health check – so make sure you time it well, just before you leave your home country.

Otherwise, just follow up the appointment for the health check.

*Tip:*

*You must not ignore this letter, simply “because it’s German and you don’t understand it anyway”. If you do ignore it, you may be picked up forcefully by the police and accompanied to the check-up. So to avoid this, just make sure you keep the appointment with the medical officer!*

## 4.2 Registration at the PHDL

*Please note:*

*Please do not register yourself, we will do this for you!*

The ÖH-membership fee of € 20 is payable upon arrival in order to finalize the registration process and to get your student ID card.

### 4.3 Certificate of Arrival/Certificate of Attendance Start

Some sending institutions require a Certificate of Attendance or a Certificate of Arrival Form, signed and stamped by the PHDL immediately at the start of your stay, to confirm your registration. *Please contact your sending institution and make sure.*

### 4.4 Orientation Sessions

Prior to the start of each semester, we organise a number of activities for exchange students, which provide valuable opportunity to become acquainted with student life at the PHDL, the city and its surroundings. We help you get started, and you get the chance to socialize with your Austrian buddies.

➤ **orientation sessions – dates:**

WS: September week 4

SoSe: February week 4

Attendance at all orientation sessions is obligatory.

Contents of the Orientation Sessions:

- finding your way around the campus
- finalizing your enrolment by payment of the € 20 ÖH-membership fee
- issuing your student ID card  
*Please note: We cannot hand out student IDs before the orientations.*
- information on the “Aktivpass der Stadt Linz” and on public transport in Linz
- introduction to the administrative systems of ph-online and moodle
- information on PPS, German courses, Austrian Studies, including dates for excursions
- welcoming activities by the Rector, the International Office, the buddies and the ÖH...

### 4.5 Learning Agreement - Changes

Changes to your choice of courses in the LA are standard procedure. When you get here, you will have individual appointments with faculty staff, where we will advise you on the choice of suitable courses in accordance with the given time-slots.

The changes to your LA need approval by the coordinators of both institutions involved **within 4 weeks after arrival**. We will deal with those changes together at the PHDL Int. Office, where you will take the following steps:

1. *Carefully note all changes in Table A2 of the LA (“during mobility”), please make sure you use the correct course-titles and numbers.*
2. *Sign it and email it to the PHDL-coordinator.*

3. *The PHDL-coordinator will sign and stamp the document and email the scanned version to your home university.*
4. *As described in 3.4.1, the home coordinator adds his signature.*

Make sure to keep a copy of the approval-email.

## 4.6 Extension of Mobility

Extension of an on-going study mobility is possible. The additional mobility period must follow immediately, there can be no time-gap! Holidays and university closing times are not considered as time-gaps.

For students within the Erasmus+ programme, there is a 12-month-limit per study cycle. This limit includes any time spent abroad, even if you did not receive a grant from EU funds.

In order to apply for a prolongation of your mobility, please contact both institutions involved and submit a new LA, stating the courses for the extension period (as before, including 3 signatures).

- **deadline for extension:**  
LA form must be submitted to home co-ordinator at least  
**4 weeks before the intended start of the extension**

## 5 How to Finish Mobility

### 5.1 Confirmation of Attendance

Sending universities usually require a Certificate of Attendance (sometimes also called Certificate of Departure or Certificate of Mobility), that marks the end of your period abroad. Please make sure with your home university *well in advance*, whether you need such a certificate, and if so, whether a particular form is required.

For these, students must come to the PHDL-International Office to de-register in person and bring the form provided by their home institution. The certificates cannot be signed any earlier than five days before the end of your study-related activities in Linz.

Should you need to stay on after the end of the semester, it is possible to confirm your attendance even outside the semester dates. However, please note:

The International Office may confirm dates after the end of term *on study-related grounds only*, such as exams, writing papers, library research, etc.

*Tip for Erasmus+ students:*

*The dates of your mobility must correspond to those listed in the financial agreement (and its amendments in case of prolongation) with a maximum of 5 days tolerance, otherwise part of the Erasmus+ grant might have to be re-imbursed!*

### 5.2 Transcript of Records (ToR)

The Transcript of Records lists all the grades and courses that you have completed during your exchange period. The PHDL-coordinator will send your signed and stamped ToR using the email address given in the application process.

Sometimes the process may take a while, as teachers at the PHDL may take a month to enter all the grades into the system. So please allow us a months' time after the end of term to go process all the data for your ToR. However, please do not hesitate to contact us in case of too big a delay.

### 5.3 Recognition of Learning Outcomes

Recognition of learning outcomes may be refused on the part of the PHDL, if the student fails to meet the requirements: e.g. the student did other courses than those approved in the Learning Agreement, did not complete courses of Learning Agreement at the PHDL, attendance was too irregular, required workload was not forwarded etc.

## 5.4 De-registration of Residence

At the end of mobility, you must de-register your residence again at the registry offices (s. p.29). This is a legal requirement and must be done *no sooner than three days before departure!*

There are no fees charged for de-registration. The receptionists at your students residence or your buddies will help in this matter. See also

<https://portal.linz.gv.at/Serviceguide/viewChapter.html?chapterid=122251#Formulare>

*Please note:*

*Failure to do so, amounts to breaking the law, which could lead to serious problems when attempting to re-enter Austria at a later point – so make sure you do not forget!*