

# Checklist

## Steps towards your study exchange at the Private University of Education, Diocese Linz

### Abbreviations:

PHDL = Private University of Education, Diocese Linz

WS = Winter Semester

IO = International Office

OLS = Online Linguistic Support

CEFR = Common European Framework of References for Languages

SoSe = Summer Semester

LA = Learning Agreement

ASAP = as soon as possible

The timespans listed below are in accordance with the dates of the PHDL academic year. Evidently, you will need to adjust them according to your own academic dates at home. We will continue our efforts to accommodate students with differing academic dates. However, please do mind our deadlines. Thank you, and all the very best – looking forward to welcoming you in Linz!

What to do	Timespan		Details
	Intended Stay WS or full academic year	Intended Stay SoSe	
<b>Nomination Step I</b>	March	October	Contact your home IO and apply for exchange.
<b>Nomination Step II</b>	March– 15 April  <b>Deadline: 15 April</b>	October – 15 November  <b>Deadline: 15 November</b>	Your home IO sends list of all selected participants to PHDL IO.
<b>Nomination Step III</b>	After 15 April	After 15 November	Receive by PHDL IO: <ul style="list-style-type: none"> <li>• nomination-acknowledgement</li> <li>• link to online application tool</li> <li>• mail-address for direct contact with PHDL IO</li> <li>• digital copy of Manual for Incoming Students</li> <li>• <b>CEFR – Grid</b> for your self-assessment</li> </ul> EU-countries: receive by home IO: <ul style="list-style-type: none"> <li>• access-data for OLS</li> </ul>

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<b>Application Step I</b>	15 April – 15 May	15 November – 15 December	<ul style="list-style-type: none"> <li>- <b>Do OLS self-assessment and language courses</b></li> <li>- <b>Non-EU-countries:</b> do self-assessment according to <b>CEFRL – Grid</b></li> </ul>
<b>Application Step II</b>	15 April - 15 May  <b>Deadline: 15 May</b>	15 November – 15 December  <b>Deadline: 15 December</b>	<ul style="list-style-type: none"> <li>- Check Manual for what to prepare before online application</li> <li>- Application via secure online tool (link)</li> </ul>
<b>Application Step III</b>	After 15 May	After 15 December	Receive: <b>confirmation of acceptance</b>

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<b>LA Step I</b>	15 May – beginning of June	15 December - beginning of January	<ul style="list-style-type: none"> <li>- Check Manual about compulsory courses</li> <li>- Receive preliminary list of courses by PHDL IO</li> <li>- Enquire at home IO about: <ul style="list-style-type: none"> <li>• suitable courses for your LA</li> <li>• creditability of courses</li> <li>• how many ECTS required</li> </ul> </li> <li>- Send signed digital copy <b>of LA to home IO (1 signature)</b></li> </ul>
<b>LA Step II</b>	15 May – 15 August  <b>Deadline: 15 August</b>	15 December - 15 January  <b>Deadline: 15 January</b>	<b>Home IO sends digital copy of LA (2 signatures) to PHDL IO</b>
<b>LA Step III</b>	Shortly after 15 August	Shortly after 15 January	Receive signed digital copy of <b>LA (3 signatures) from PHDL IO</b>

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<b>Grants &amp; finances, Insurance, ID &amp; visa, Accommodation Flights</b>	15 May – End of August	15 December – End of January	<ul style="list-style-type: none"> <li>- Check Manual for information</li> <li>- make sure your passport and/or ID is valid for a least 6 weeks longer than your stay will last</li> <li>- Organizing these matters is your responsibility, do not hesitate to contact the IOs for help!</li> </ul>
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<b>Have a good flight!</b>	End of September at the latest	End of February at the latest	<ul style="list-style-type: none"> <li>- Contact previous exchange students for advice about what to pack.</li> <li>- Check Manual for FAQ</li> </ul>
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			<b>Looking forward to meeting you!</b>
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<b>Arrival Step I</b>	ASAP after arrival	ASAP after arrival	Have <b>Certificate of Arrival</b> signed and stamped at PHDL IO, to pass on to your home IO
<b>Arrival Step II</b>	September week 4	February week 4	<ul style="list-style-type: none"> <li>- <b>Start your studies at PHDL with Orientation Sessions</b></li> <li>- Check Manual for further details about what to do</li> <li>- Pay students' contribution</li> <li>- Receive students' ID to complete registration at PHDL and for reduced public transport</li> <li>- Check Orientation handouts and Information brochures</li> </ul>
<b>Arrival Step III</b>	<i>Within 3 days after arrival</i>	<i>Within 3 days after arrival</i>	<b>Registration of residence</b> , s. Manual (buddies will help)



<b>LA Step III</b>	ASAP but within the first 4 weeks at the latest	ASAP but within the first 4 weeks at the latest	<ul style="list-style-type: none"> <li>- <b>For individual advice</b> in matters of LA enter your name in list at Orientation Sessions</li> <li>- Note <b>changes in Table A2 of the LA</b></li> <li>- <b>Get approval by PHDL IO</b></li> <li>- <b>Send approved LA to home IO</b></li> <li>- <b>Get approval by home IO</b> (3 signatures)</li> </ul>
<b>Timetable</b>	ASAP but within the first 4 weeks at the latest	ASAP but within the first 4 weeks at the latest	Create final timetable – we will help you in individual sessions as part of the orientations.



<b>Finishing your mobility Step I</b>	Before you leave	Before you leave	Have <b>Confirmation of attendance/Certificate of Departure/Certificate of Mobility</b> signed at PHDL IO.
<b>Finishing your mobility Step II</b>	<i>No sooner than 3 days before departure</i>	<i>No sooner than 3 days before departure</i>	De-registration of residence
<b>Finishing your mobility Step III</b>	Before departure/ Within 4 weeks after arrival back home	Before departure/ Within 4 weeks after arrival back home	<ul style="list-style-type: none"> <li>- Check ph-online whether you can print out <b>Transcript of Records</b></li> <li>- In case of undue delay please contact the PDHL IO</li> </ul>

<b>Finishing your mobility Step III</b>	Within 4 weeks after arrival back home	Within 4 weeks after arrival back home	- Write a report about your Mobility - Re-do the <b>OLS self-assessment</b> to note our progress
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For all additional procedures (e.g. withdrawal, extension etc.) see Manual.