



PRIVATE PÄDAGOGISCHE HOCHSCHULE DER DIÖZESE LINZ

International Student Mobility Manual

Incoming Students

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Linz, April 2021

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Dear student,

Welcome!

Thank you for choosing for your student mobility the Private University of Education, Diocese of Linz (hereafter referred to as PHDL). We are looking forward to having you here!

To help you on your way we have compiled this manual, as a detailed work of reference about all aspects of your mobility.

Please do not hesitate to contact us for further assistance!

Yours sincerely,

Mag. Gerda-Hildeborg Reiter,
PHDL coordinator for incoming students

1 Contacts and Area of Expertise

1.1 PHDL-Campus

1.1.1 Head of University

Rector Mag. Dr. Franz Keplinger, f.keplinger@ph-linz.at

1.1.2 Head of International Office

Vice-Rector Mag. Berta Leeb, b.leeb@ph-linz.at
Christine Mitterweissacher, christine.mitterweissacher@ph-linz.at

1.1.3 Coordination Incoming Students

Mag. Gerda Reiter, gerda.reiter@ph-linz.at
International Office (“Zentrum f. Internationale Bildungskooperationen”),
located in building B, entrance via roof top terrace

1.1.4 Student Administration

Isabella Sandmeier, BEd, (course registration, timetable), isabella.sandmeier@ph-linz.at
Office located in building A, level -1
(down one flight of stairs from foyer, turn left, behind columns)

Department for studies and examinations “Studien- und Prüfungsabteilung” (SPA),
Gertrude Knollmayr, gertrude.knollmayr@ph-linz.at

Office located in building A, mezzanine floor, same level as the rector’s office

1.1.5 Bilateral Agreements and Homepage Management

Iris Wahlmüller, BA , iris.wahlmueller@ph-linz.at

1.1.6 Coordination Moodle-Platform

Dr. Thomas Schöftner, elearn@ph-linz.at

1.1.7 Online Application

Dr. Thomas Schöftner, (technical aspects), elearn@ph-linz.at
Mag. Gerda Reiter, (contents), gerda.reiter@ph-linz.at

1.1.8 Buddy-System

For the current buddy coordinator please contact: buddy@ph-linz.at

1.1.9 Students' Union (ÖH)

For the current representatives of the students' union ("Österreichische Hochschülerschaft"- in short: ÖH, also HPHDL) see

https://www.phdl.at/ueber_uns/organisation/interessensvertretungen/studierendenvertretung/

Office located in foyer, opposite main entrance above sitting area

1.2. External Coordination

1.2.1 LiLeS – administration offices for QTS Secondary Education

Office premises: Hauptplatz 6, Tel.: [+43 732 7898 2502](tel:+4373278982502), E-Mail: office@liles.at

1.2.2 German Language Courses

Mag. Buchberger Bettina, bettina@brunobuchberger.com

1.2.3 Erasmus-Office Linz

Andreas Szelegowitz (head of office), andreas.szelegowitz@oead.at,
phone: 0043 732 2468 3267

Petra Zimmerhansl (regional advisor), petra.zimmerhansl@oead.at,
phone: 0043 732 2468 3168

1.2.4 Salesianum Students Dormitory

Mag. Monika Matzinger (administration), khg-betrieb@dioezese-linz.at
Katholische Hochschulgemeinde Linz (KHG), phone: 0043 732 244011

2 General Information about Studying at the PHDL

Studying at the PHDL is free of charge, there are no tuition fees whatsoever.

However, € 20,30 ÖH-membership fee must be payed, when you arrive. This is a compulsory fee for every student studying in Austria.

2.1 Academic Year

- **winter semester (WS):**
Orientation Sessions for Incomings: last week of September
Classes: 1 October – 31 January
exam weeks: February week 1

- **summer semester (SoSe):**
classes: 1 March – 31 June
Orientation Sessions for Incomings: last week of February
exam week: July week 1

Please note:

Some exams may take place before the exam weeks.

2.2 Study programs at the PHDL

At the PHDL, the following study programs are on offer (QTS =Qualified Teacher Status):

Bachelor studies for

- QTS Elementary Level,
sometimes also referred to as: Elementary Teacher Education Bachelor
- QTS Primary Level.
sometimes also referred to as: Primary Teacher Education Bachelor
- QTS Secondary Level,
sometimes also referred to as: Secondary Teacher Education Bachelor

Master Studies for

- QTS Primary Level, Primary Teacher Education Master

Incoming students need to decide on their study program for administrative reasons, but may choose courses from *all* study programs (as long as there are enough study places).

2.2.1 Elementary Teacher Education Bachelor

Basic general education across the curriculum specifically designed for the age group of 2-6 yrs.

2.2.2 Primary Teacher Education Bachelor

Basic general education across the curriculum, specifically designed for the age group of 6-10 yrs.

Students may choose from a wide range of offers for a study focus (German: "Studienschwerpunkt"):

2.2.2.1 Major Study Focus

- Early Childhood Education ("Schwerpunkt Elementarpädagogik")
- Inclusive Education/Focus on disabilities ("Schwerpunkt Inklusive Pädagogik/Fokus Behinderung")
- Mathematics-Science-Technics („Schwerpunkt Mathematik-Naturwissenschaft-Technik“)
- Religious and Spiritual Education („Schwerpunkt Religions- und Spiritualitätsbildung“)
- Social Diversity („Schwerpunkt Soziale Vielfalt: Sozial- und kulturwissenschaftliche Vertiefungen“)
- Linguistic Development („Schwerpunkt Sprachliche Bildung“)

2.2.2.2 Minor Study Focus

- Nutritional and Health Education („Schwerpunkt Ernährungs- und Gesundheitsbildung“)
- Movement and Sport/P. E. („Schwerpunkt Bewegung und Sport“)
- Leisure and Education („Schwerpunkt Freizeitpädagogik“)
- Arts („Schwerpunkt Künstlerische Bildung“)
- Activity-orientated Media Pedagogy („Schwerpunkt Handlungsorientierte Medienpädagogik“)
- Music Education („Schwerpunkt Musikalische Bildung“)
- Social Work within the Educational System („Schwerpunkt Schulsozialpädagogik“)
- Theatre Pedagogy („Schwerpunkt Theaterpädagogik“)

2.2.3 Secondary Teacher Education Bachelor

Specialist training in **2 subjects** specifically designed for the age group of 10-18 yrs.

Students of QTS Secondary Level at the PHDL must enrol 2 of the following subjects:

- Basic Educational Science and Practical Pedagogical Studies (BWG - "Bildungswissenschaftliche Grundlagen und Pädagogisch Praktische Studien")
- Creative Arts (BE – „Bildnerische Erziehung“)
- Movement and Sports (BS – “Bewegung und Sport“)
- Biology and Environmental Studies (BU – “Biologie und Umweltkunde“)
- Chemistry (CH – “Chemie“)
- German (DE – “Deutsch“)
- Nutrition and Household (EH – “Ernährung und Haushalt“)
- English (EN – “Englisch“)
- Geography (GW – “Geographie“)
- History, Social Studies and Citizenship Education (GS – “Geschichte und Sozialkunde”)
- Design: Textile-Technology (GTT – “Gestaltung Technik.Textil”)
- IT/ Media Design (INF – “Informatik und Informatikmanagement”)
- Catholic Religious Education (KR – “Katholische Religion”)
- Maths (MA – “Mathematik”)
- Music Education (ME – “Musikerziehung”)
- Physics (PH - “Physik”)
- Psychology and Philosophy (PP – “Psychologie und Philosophie”)
- Textile Design (TG – “Textiles Gestalten”)

2.3 ECTS - European Credit Transfer System

ECTS is a learner-centred system that enables students to create their own study plan by credit accumulation. It allows a compatibility of studies and enhances mobility on an international level.

ECTS credits are based on the workload students need to invest in order to achieve expected learning outcomes. Workload indicates the time students usually need to complete all the required learning activities, like attending lectures, seminars, writing essays and papers, doing projects, practical work, self-study or sitting for examinations. Therefore, each course is attributed a certain number of ECTS credits, depending on the expected workload.

- 60 ECTS credits equal the workload of a full-time academic year and the expected learning outcomes.
- 15 weeks/semester
- One credit amounts to approx. 30 hours of work.
- Full ECTS/half ECTS:
At the PHDL there are many courses with half credits. 0,5/0,75 ECTS given in the PHDL-curriculum, are always rounded up to the next full number for incomings students to match the Erasmus-standard of full ECTS: e.g. 0,75 ECTS = 1 ECTS for Incomings Students.

After all, incomings have the additional challenge of having to do all classes in a foreign language, which increases the workload.

2.4 Austrian Grading System

- 1 = excellent (outstanding performance)
- 2 = good (generally good, but with some errors)
- 3 = satisfactory (generally sound work with a number of substantial errors)
- 4 = sufficient (performance meets the minimum criteria)
- 5 = fail (< 50%; substantial improvement necessary; requirement of further work)

2.5 Austrian Course Types

There are several different course types:

- **Lecture** (German: "Vorlesung", VO)
 - regular attendance recommended, may take place as distance learning
 - assessment criteria: usually written or oral end of term exam
- **Training course*** (German: "Übung", UE), **Pro-seminar*** (German: "Proseminar", PS), **Seminar*** (German: "Seminar", SE)
 - regular, compulsory attendance: Teachers may require physical presence in 75-90% of their classes. Please make sure to ask each teacher!
Tip: be careful with blocks of 4-5 hrs, you may already be over the limit by missing just once!
 - assessment criteria: These vary and may take the form of active participation in class, digital and online tasks, video-conferences, presentations, midterm-tests, essays, papers, written and oral end of term tests. You will receive specific instructions at the beginning of each course.
- **Optional course*** (German: "Wahlfach", WF)
 - regular attendance between 75-90%, *Tip: see above*
 - frequently taught in small groups (e.g. in music), often involving practical work
 - especially suitable if you feel uneasy about your level of German/English
 - assessment criteria: active participation in class and self-study, see "Training Course"
- **Conversatorium** (German: "Konversatorium", KO)
 - courses without regular attendance: in the form of discussions where instructors answer the students' questions upon request
 - please consult with professors about expected attendance

- assessment criteria: see “Training Course”, Instructions will be given at the beginning of each course.

*In these course types you are expected to inform the professors in advance of absences.

2.6 Coordinator for Incoming Students - Areas of Responsibility

The International Office at the PHDL (German: “Zentrum für internationale Bildungs-kooperationen”, short: ZiB) is your main port of call in most matters.

We help you with general and administrative issues regarding your stay in Linz.

Your host coordinator ...

- receives the nominations from the partner university
- sends out emails and key data during the process of application with info on
 - application
 - your access to the complete PHDL-course-list
 - Learning Agreement, choice of courses and optional subjects
 - accommodation
 - insurance
 - visa-modalities
- provides assistance regarding ...
 - Certificate of Arrival/Certificate of Attendance Start
 - orientation sessions, registration
 - ÖH-membership
 - student ID cards
 - living in Linz (e.g. public transport, ...)
 - confirmation of attendance
 - German courses
 - Practical Pedagogical Studies (PPS)
 - Austrian Studies
 - Extensions
 - Certificates of departure

Ms. Gerda Reiter supports you as your personal contact partner on site for individual concerns as well as in emergencies.

2.7 Students' Union – „Österreichische Hochschülerschaft“

Every student at an Austrian university is obliged to become a member of the Austrian Students' Union (hereafter: ÖH, short for 'Österreichische

Hochschülerschaft'). The ÖH's representatives at the PHDL provide opportunity for you to get to know your fellow-students. They organize regular sports activities as well as parties, events and get-togethers. For more information see

https://www.phdl.at/ueber_uns/organisation/interessensvertretungen/studierendenvertretung/

2.8 Buddy System

Each academic year, the Vice-Rector appoints a student buddy coordinator for our incomings. Your buddies will support you from the very beginning of your stay and will be your contact persons for all matters concerning everyday life in Austria and at the PHDL. See also chapter 4.1.2.

2.9 University Facilities and Services

- **Library and Media Centre**
 - PHDL-Library: includes an open access library with many English books
 - You get free access to the libraries of the Anton Bruckner Private University of Music, the Private Catholic University
 - discount on the library-card of the Johannes Kepler University Linz and the Upper Austrian State Library
- **Media Workshop**
In this open workspace you can ...
 - use all the hardware for free
 - consult our media-experts free of charge
 - create digital learning scenarios for your primary school-lessons
 See also <https://www.phdl.at/service/medien/medienwerkstatt>
- **It-Services**
e.g. email Service, E-Learning, computer rooms, WI-FI in most parts of the university
- **Advice and Counselling**
Possibility to take free, professional and confidential counselling and psychotherapeutic advice.
 Psychologische Studierendenberatung
 Phone: 0043 - 0732 - 2468 - 7930
psychol.studber@jku.at
 Hochschulfondsgebäude, 1. Stock,
 Altenbergerstraße 69, 4040 Linz
 See also: <https://www.studierendenberatung.at/en/coming-to-a-new-country/>
- **PHDL - Canteen** (German: "Mensa")
There are menus at reduced prices available to you. For further information please contact the ÖH.
- **ÖH-cooking facilities**
Near the ÖH-office there are microwaves for you to heat up your lunch.

- **ÖH - office supply service** (German: “Mensa”)

You can help yourself to paper and other office requisites for free at the ÖH-office.
- **Practice rooms and musical instruments:**

You have access to several music rooms which are equipped with the following instruments

 - pianos
 - guitars
 - an organ
 - accordeons
 - percussion instruments
 - Orff-instruments

You may use all these instruments when no classes take place, as long as the instruments remain in the music rooms.

- **PHDL - gym, sports grounds and indoor pool**

can be accessed free of charge at certain times within the weekly schedule
Parts of the outdoor sports grounds will be renovated during the WS 2021/22.
- **Sport and games** organised by the ÖH
- **University Sports Institute – USI**

You have access to over 150 USI-courses at very reasonable rates. See also <https://www.jku.at/en/campus/recreation/sports-exercise>

2.10 Online Erasmus+ Portal

The Online Erasmus+ Portal provides valuable information about your exchange. There are many documents and forms as well as the Erasmus Students’ Charta available for downloading. Here you can also find out about the European Student Card and the Erasmus+App for your phone, which the EU are currently implementing into their administrative processes to facilitate your mobility

See https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants_en

2.11 Erasmus Student Network (ESN)

Under the principle of “Students Helping Students” the international organisation “Erasmus Student Network” (ESN) with its regional offices offers opportunities for an exchange among visiting students and for self-development:

- Valuable tips and information (excursions, skiing trips, parties, ...):
<https://esn.org/students>
- ESN-student guide book for your mobility
https://www.phdl.at/fileadmin/user_upload/4_International/2_Outgoings/student-guidebook-2015.pdf
- ESN-facebook for more services like tandem language learning free of charge
- ESN- app for your mobile phone

3 What to Do Before Mobility

3.1 Possible duration of your mobility

Available at the PHDL are mobility durations of

- 3 months
- 6 months
- 12 months
- BIPs (“Blended Intensive Programmes”): 3-week’s teaching placements

6- and 12-month-mobilities correspond best with the PHDL-academic calendar and are therefore, ideally suited.

The teaching-practice-BIPs are intensive programmes outside the PHDL-curriculum. They are organised and mentored by the PHDL, but take place in various schools in Linz.

Students may apply for up to 12 months’ mobility within each study period.

Post-grad mobilities are counted as part of the study period previous to graduation.

3.2 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.

In 2021/22 nomination processes for the PHDL will change, in order to connect the our processes with the ErasmusWithoutPapers-Network.

Nomination for the WS 2021/22:

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).

Email nominations should contain:

- student’s first name and surname (= family name)
- intended study program 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, BIP)
- student’s email address

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

Nominations for the SoSe 2022:

Hopefully, you should be able to submit your nominations directly into the system of “Mobility Online”. Via a link provided by our International Office, you will set up an account in this tool and submit your nominations directly in Mobility Online.

- **nomination deadlines***
15th April (WS/whole academic year)
1st November (SoSe)
- **nomination via email**

3.2.1. Free Movers‘ Nomination

Your university does not have a bilateral agreement with the PHDL?
You did not obtain a placement for an exchange among the nominees of your university?

The Free mover-programme enables to study with us all the same.

On the one hand, this gives you more freedom (especially number and choice of courses). On the other, you need to organise everything yourself without the support of your uni, and you need to finance your mobility yourself (travel/accommodation/insurance costs/costs for everyday life). See also chapter 3.3. Application.

To get nominated as a free mover, please contact the coordinator for incoming students at the PHDL: gerda.reiter@ph-linz.at

The PHDL- International Office generally accepts up to 2 free movers per semester from each country. The coordinator will inform you, whether there are any study places available for your planned period of mobility. You will then receive **nomination-acknowledgment** by email.

If the 2 places are already taken, we can put you on a waiting list. In case of cancellations, it is our prerogative to raise the quota.

3.2 OLS (Online Linguistic Support) and Language Requirement

3.2.1 Language Self-Assessment and Online Language Course

Step 2

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

Erasmus+ students

Your home institution will provide your with access-data for the OLS assessment and an online language course. See also:

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 and whether or not you are accepted for a mobility!

Tip:

We strongly advise to actually 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

Please do a language self-assessment using the CEFRL (Common European Framework of References for Languages) – Grid

www.ut.ee/sites/default/files/ut_files/da5a424f8e5f32f1d2b3239b55df9293.pdf

Your language self-assessment is essential for your application, 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 less important, so that:

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

3.3 Application and Registration Procedure

Step 3

In 2021/22 our application processes will change, in order to connect the PHDL processes with the ErasmusWithoutPapers-Network.

Applications for the WS / the entire academic year 2021/22:

We will send you a link to a secure PHDL application-tool.

Applications for the SoSe:

You will set up an account in “Mobility Online”. Please make your applications directly via this secure online tool, once you have received the link.

- **application deadlines:**
15th May (WS/whole academic year)
15th December (SoSe)
- **online application tool**

3.3.1 What to prepare before starting the Online-Application?

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

- a digital copy in jpeg. format of your identity document
- an additional digital photo in jpeg. format (*portrait photo of head and shoulders only!*) for your PHDL student-ID
- 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’

Proof of physical ability: please prepare digital proof of having passed aptitude tests or entrance examinations for your study program.

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!*

3.3.3 Additional Preparation for QTS Secondary Level ‘Music Education’

Proof of musical ability: please submit by mail or wetransfer,

- 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 be handed in **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!*

We will process all data after the application deadline. Afterwards you and your home coordinator will receive an **email-confirmation of acceptance** for visa purposes.

Please note:

If you should require a stamped letter of acceptance by post, please tell us in advance.

3.3.3 Additional Preparation for Free Movers

Free movers need to hand in the following documents before they can apply:

- a copy of your university registration
- written declaration on mobility costs:
You must confirm that the entire mobility will be financed privately by you or your relatives (costs for travels, insurance, visa, accommodation, everyday life)

You will receive a confirmation of approval together you may apply as described above.

After your application has been acknowledged, please send the following documents:

- proof about your health insurance for the duration of the entire mobility
- confirmation about accommodation
- copy of your permit of residence / visa

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. The LA 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

In 2021/22 our handling of the LA will change, in order to connect the PHDL processes with the ErasmusWithoutPapers-Network.

Learning Agreement for the WS 2021/22:

Erasmus+ mobility students receive the LA form by their home institution. Should your Home university use an online version of the LA, please forward the respective links.

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. In the end, 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:

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

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

Learning Agreement for the SoSe 2022:

You will hopefully be able to process the entire Learning Agreement through your Mobility Online account. All 3 signatures will be entered directly into the Online Learning Agreement (OLA).

- **deadline for Learning Agreement:**
15th August (WS/whole academic year)
15th 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 standard procedure. We will deal with this together, once you get here, so that last minute changes 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.

A certain flexibility on behalf of the institutions would of course help, especially if students find it hard to meet the necessary language requirements. (After all, if everything were exactly the same as at home, what would be the point of going abroad ;-)

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 program (see chapter 2.2) largely for reasons of administration. No matter which program you chose, **you may access our complete course-list**. For some courses, however, there are only a limited no. Of study places available.

In addition, we offer a number of courses specially designed for incoming students, which get you an amount of 13-17 ECTS credits, depending on your choices:

3.4.2.1 Special Courses for Incoming Students

- Every exchange student **must** enrol the following **course**
 - **Orientation Sessions for Incoming Students** (2 ECTS credits)
 - Winter semester (WS):
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206879&pSpracheNr=2&pMUISuche=FALSE>
 - Summer semester (SoSe):
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=207155&pSpracheNr=2&pMUISuche=FALSE>
- 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=206704&pSpracheNr=2&pMUISuche=FALSE>

Summer semester (SoSe):

<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206746&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=207230&pSpracheNr=2&pMUISuche=FALSE>

SoSe:

<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206993&pSpracheNr=2&pMUISuche=FALSE>

- **Austrian Studies – arts and culture (3 ECTS credits)**

WS:

<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=207231&pSpracheNr=2&pMUISuche=FALSE>

SoSe:

<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206515&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=206717&pSpracheNr=2&pMUISuche=FALSE>

SoSe:

<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206724&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=206745&pSpracheNr=2&pMUISuche=FALSE>

SoSe:

<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206723&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=206718&pSpracheNr=2&pMUISuche=FALSE>

SoSe <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206725&pSpracheNr=2&pMUISuche=FALSE>

- **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=206719&pSpracheNr=2&pMUISuche=FALSE>

SoSe <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206726&pSpracheNr=2&pMUISuche=FALSE>

- **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=206720&pSpracheNr=2&pMUISuche=FALSE>

SoSe <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206727&pSpracheNr=2&pMUISuche=FALSE>

- **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=206721&pSpracheNr=2&pMUISuche=FALSE>

SoSe <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206778&pSpracheNr=2&pMUISuche=FALSE>

- **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=206722&pSpracheNr=2&pMUISuche=FALSE>

SoSe <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206779&pSpracheNr=2&pMUISuche=FALSE>

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

3.4.2.2 Course suggestions for non-German -speaking Incomings

Under the following link, you will find a compilation of English courses, courses where teachers/students will translate for you and activity oriented courses, where language plays a minor part:

https://www.phdl.at/en/international/incomings/studying_at_ph_linz/

All these have proved best-practice-courses and are particularly suitable for students without any German language knowledge.

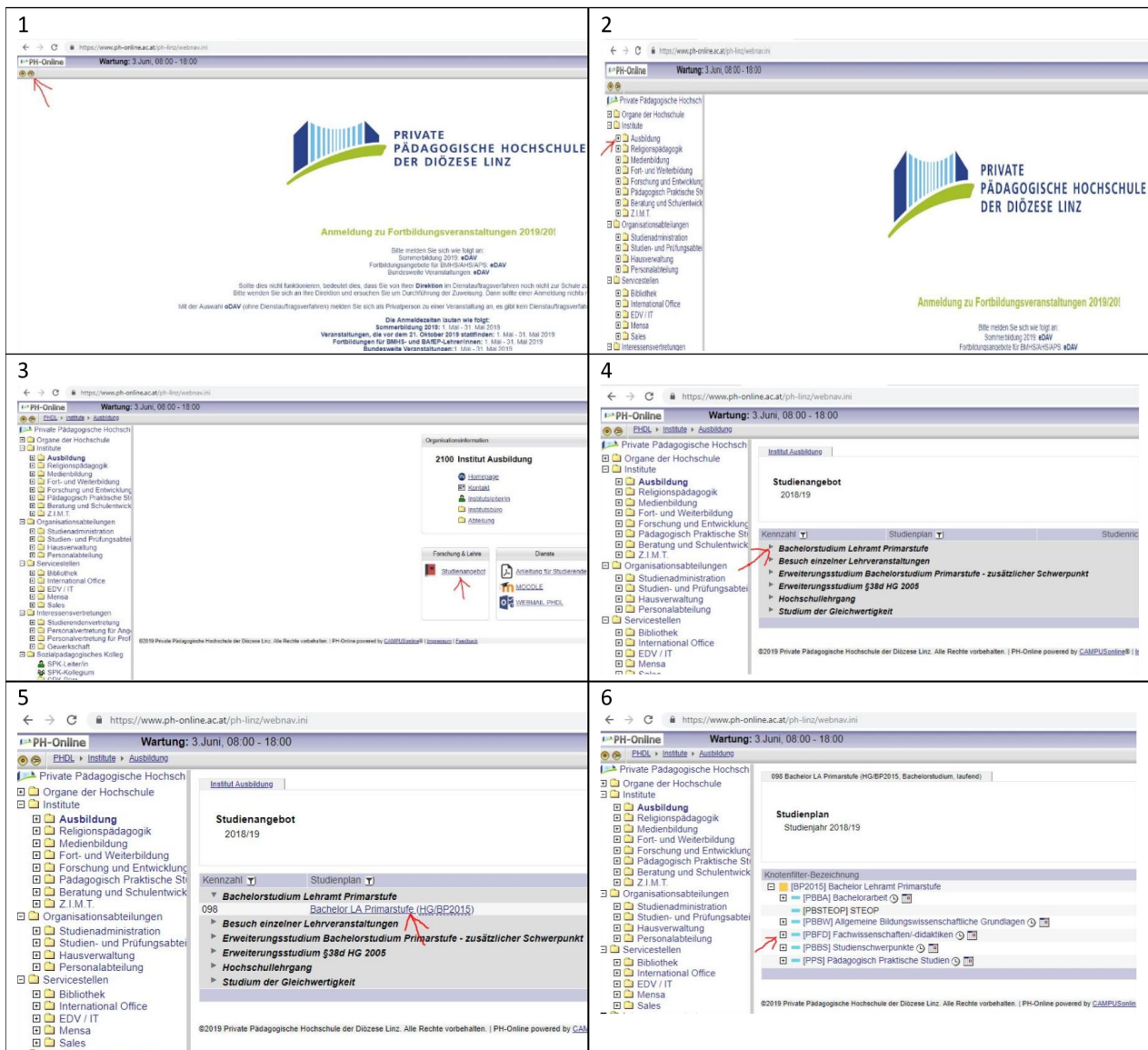
3.4.2.3 How to find the complete course lists for QTS Primary Education

To access the complete 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!

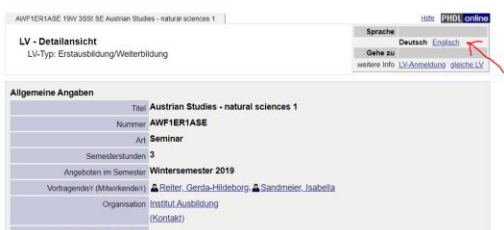
The screenshot shows the PH-Online interface. The top bar indicates 'Wartung: 28. Oktober, 14:00 - 20:00'. The left sidebar contains a navigation menu with categories like 'Organe der Hochschule', 'Institute', 'Ausbildung', 'Forschung und Entwicklung', 'Organisationsabteilungen', 'Servicestellen', and 'Bibliothek'. The main content area is titled 'Studienangebot 2019/20' and displays a table of courses. The table has columns for 'Kennzahl', 'Studiengang', 'Studienrichtung', 'ECTS-Credits', 'Semester', 'akad. Grad', and 'Evaluierung'. The first row is 'Bachelorstudium Lehramt Primarstufe', which is highlighted with a red arrow. Below it are 'Besuch einzelner Lehrveranstaltungen', 'Erweiterungsstudium Bachelorstudium Primarstufe - zusätzlicher Schwerpunkt', 'Hochschullehrgang', 'Masterstudium Lehramt Primarstufe', and 'Studium der Gleichwertigkeit'. The bottom of the page shows a footer with copyright information: '©2019 Private Pädagogische Hochschule der Diözese Linz. Alle Rechte vorbehalten. | PH-Online powered by CAMPUSOnline® | Impressum | Feedback'.

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



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. If you click on the title, you should be able to access the course descriptions, the course number and the number of ECTS.

To change the language for English course descriptions click the button in the top, right hand corner:



3.4.2.4 How to find the complete course lists for QTS Secondary Level

Courses for QTS Secondary Level are jointly offered by several universities in Upper Austria and Salzburg, which have formed a 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/

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

Using the following link you can access an excel-file with the course-lists of all Secondary Level-subjects at the PHDL. Here you can find out more about the exact location of the courses within the Cluster-Mitte-Group. 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

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 need 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, 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.

Attention:

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 program, 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 "Österreichische Gesundheitskasse" (ÖGK), 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>

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!

For the duration of the still on-going pandemic: Please make sure with your insurance company that all COV-health aspects are covered sufficiently.

3.5.3 Visa Regulations

Usually, it is necessary to need to apply for your visa from your home country. During the pandemic, some countries offer the chance to obtain your visa while already in Austria.

Please make sure to organize your visa well in advance. Your home coordinator will help you with this.

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/entrance-and-residence/visa/>
- <https://www.bmeia.gv.at/en/embassies-consulates/>

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

Campus dormitory is the Salesianum Students Residence (short: "Sales"), located directly on the PHDL campus in the green belt of Linz. It has recently been renovated and not only features super facilities, but also a magnificent view onto the city. Easily accessible by public transport it lies only 15 min. footwalk away from the city centre. For more information check out:

<https://www.dioezese-linz.at/institution/807510/wohnen/studierendenheimsalesianu/article/127235.html>

For all information concerning the Sales, please contact the Sales manager directly:

Mag. Monika Matzinger, Phone: 0043 732 244011, monika.matzinger@dioezese-linz.at
Katholische Hochschulgemeinde Linz (KHG), <http://www.khg-linz.at>

For the duration of the still on-going pandemic we strongly recommend ALL Incoming Students to apply for a room at the Salesianum.

Please make sure to secure a room in advance directly with the Ms. Matzinger. The PHDL cannot guarantee accommodation at the Salesianum.

3.6.2 Other Students Accommodations in Linz

Should the pandemic be over when you book your room, you may also check out the following list of other possible students accommodation:

- https://www.phdl.at/service/wohnen_essen/studentenheime_in_linz/
- <https://www.oeadstudenthousing.at/en/accommodation/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! Some of the dorms in the list are really far away from the PHDL ...

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 € 320 to € 400.

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.