



PRIVATE PÄDAGOGISCHE HOCHSCHULE DER DIÖZESE LINZ

International Student Mobility Manual

Incoming Students

Mag. Gerda-Hildeborg Reiter

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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 Rectorate

Rector HProf. Dr. Johannes Reitingner, johannes.reitingner@ph-linz.at
 Vicerector Mag. Johanna Fischer, international affairs, j.fischer@ph-linz.at,

1.1.2 Head of International Office (Centre for International Relations/ZIB)

Berta Leeb, b.leebe@ph-linz.at
 International Office (“Zentrum f. Internationale Bildungsk Kooperationen”), located in building B, entrance via roof top terrace

1.1.3 Coordination Incoming Students

Mag. Gerda Reiter, gerda.reiter@ph-linz.at

1.1.4 Bilateral Agreements

Ivan Petkov, ivan.petkov@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 German PHDL-Language Courses

Mag. Ildiko Mayr, ildiko.mayr@ph-linz.at

1.1.9 Buddy-System

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

1.1.9 Students' Union (HPHDL)

For the current representatives of the students' union (“Österreichische Hochschülerschaft” - in short: HPHDL) see:

<https://www.phdl.at/service/studienbetrieb/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 Salesianum Students Dormitory

Mag. Monika Matzinger (administration), khg-betrieb@dioezese-linz.at

Katholische Hochschulgemeinde Linz (KHG), phone: 0043 732 244011

1.2.3. Hochschulseelsorge/pastoral care

Mag. Stefanie Brandstetter, phone: +43 676 877 63 504, st.brandstetter@ph-linz.at

2 General Information about Studying at the PHDL

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

However, € 22,70 student union-membership fee must be paid, 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

Academic calendar:

https://www.phdl.at/fileadmin/user_upload/3_Service/2_Studienbetrieb/Studientermine/Terminplan_SoSe2024.pdf

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, Primary Teacher Education Bachelor
- QTS Secondary Level, Secondary Teacher Education Bachelor

Master Studies for

- QTS Primary Level, Primary Teacher Education Master
- QTS Secondary Level, Secondary 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 they meet the necessary language requirements and provided 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.

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 subjects, a list of which can be found here:

https://www.phdl.at/en/study/initial_teacher_training/qts_secondary_level/subjects_and_combinations

2.3 ECTS - European Credit Transfer System

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:
0,5/0,75 ECTS as stated 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 some substantial errors)
- 4 = sufficient (performance meets the minimum criteria)
- 5 = fail (< 50%; substantial improvement necessary; requirement of further work)

If your university is using a different grading system, it is your home university's responsibility to provide you with a conversion table.

2.5 Austrian Course Types

Training course = German “Übung”, (UE)

Pro-seminar = German “Proseminar”, (PS)

Seminar = German “Seminar”, (SE)

Attendance:	Assessment criteria:
<i>mandatory attendance</i> Please contact the professors about the required minimum presence. It is the professors' decision, can range between 75%-90%.	vary and may take the form of active participation in class, presentations, midterm-tests, essays, papers, written and oral end of term tests. Specific instructions will be given <i>at the beginning of each course</i> .

Elective course = German “Wahlfach” (WF)

Frequently taught in small groups (e.g. in music), often involving practical, activity based work; especially suitable, if you feel uneasy about your command of German/English.

Attendance:	Assessment criteria:
<i>mandatory attendance</i> Please contact the professors about the required minimum presence. It is the professors' decision, can range between 75%-90%.	Specific instructions will be given <i>at the beginning of each course</i> .

Conversatorium = German “Konversatorium” (KO)

Mostly self-organised work assignments, at arranged dates the instructors answer the students' questions. *Sometimes individual meetings with profs, sometimes flexible times despite fixed dates in PHO.*

Attendance:	Assessment criteria:
Please consult with professors about expected attendance.	Specific instructions will be given <i>at the beginning of each course</i> .

Lecture = German “Vorlesung” (VO)

Attendance:	Assessment criteria:
physical attendance not necessary but recommended	usually written or oral end of term exam, mostly during exam week in July!

2.6 Coordinator for Incoming Students - Areas of Responsibility

German: “Zentrum für Internationale Bildungsk Kooperationen” (ZIB)

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
 - the complete PHDL-course-list
 - Learning Agreement, choice of courses and optional subjects
- signs your LA on behalf of the PHDL.
- provides information/assistance regarding ...
 - accommodation
 - insurance
 - visa-modalities
 - Certificate of Arrival
 - orientation sessions, registration
 - ÖH-membership
 - student ID cards
 - confirmation of attendance
 - 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.

Office hours as of 1.10.2023:

Wed. 13.45-14.30

Thurs. 11.00-12.40

and by personal appointment.

- ***For all matters concerning your dormitory: Please contact your dorm manager.***

2.7 Students' Union – „Österreichische Hochschülerschaft“

Every student at an Austrian university must become a member of the Austrian Students' Union called HPHDL, by paying the €24,70 membership fee. **This is NO study fee**, but it pays for an additional insurance at all PHDL- and course-related locations.

The representatives of the HPHDL provide certain services as well as opportunities 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/service/studienbetrieb/studierendenvertretung>

2.8 Buddy System

The PHDL buddy coordinators will attribute an Austrian buddy to each incoming student, who will support you from the very beginning of your stay. Your “personal buddy” 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
 - 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>
- **Advice and Counselling**
Possibility to take free, professional and confidential counselling and psychotherapeutic advice.
English: 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/>
Deutsch: https://www.phdl.at/service/studienbetrieb/supervisionberatung_fuer_studierende
- **PHDL - Canteen** (German: “Mensa”)
There are menus at reduced prices available to you. For further information please contact the HPHDL.
- **HPHDL - cooking facilities**
Near the main entrance there are microwaves for you to heat up your lunch.
- **Practice rooms and musical instruments:**
You have access to several music rooms which are equipped various instruments (see also chapter 7 FAQs)
- **PHDL - gym, outdoor sports grounds**
can be accessed free of charge at certain times within the weekly schedule
- **University Sports Institute – USI**

You have access to over 150 USI-courses at very reasonable rates. See also <https://www.iku.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

3 What to Do Before Mobility

3.1 Possible durations of your mobility

Available at the PHDL are mobility durations of:

- 1 semester
- 1 academic year
- Blended or short term mobilities: e.g. teaching placements, or BIPs.

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

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).

- **nomination deadlines***
winter semester/entire academic year: 15 April
summer semester: 31 October
- **nomination via email**

Email nominations should contain:

- student's first name and surname (= family name)
- intended study program at the PHDL (s. 2.2)
- semester of arrival
- duration of stay
- student's email address

After nomination, your home coordinator and each nominee will receive a **nomination-acknowledgment** by 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 you to study with us all the same, if ...

- ... you are willing to organise everything yourself without the support of your uni
- ... you can 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 accepts up to a maximum of 2 free movers per semester from each country. This number may vary, however, depending on the number of other applicants. The coordinator will inform you, whether there are any vacancies available for your planned period of mobility. You will then receive **nomination-acknowledgment** by email.

If all 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 Language Requirements and OLS (Online Linguistic Support)

3.2.1 Language Self-Assessment and Accepted Language Tests

English: <https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb52>

German: <https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb59>

- **Exchange students may study at the PHDL without any knowledge of German.**
- For this, a minimum language proficiency level of B2+ English is required.
- **Students who speak neither German nor English cannot be accepted.**

Language of instruction at the PHDL: mostly German.

For access to the complete course lists, German B2 is generally required.

Elementary Teacher Education: German-speakers only, minimum B2 (as of 2025/26)

Primary Teacher Education: non-German speakers welcome

Secondary Teacher Education: non-German speakers welcome

Non-German speaking students must prove their English Language proficiency level by submitting an official language certificate, the total of all 4 competencies must be B2 (reading, writing, listening, speaking).

Accepted certificates: OLS-Test (based on CEFR), TOEFL, TOEIC, Aptis Esol

Please note, that we cannot accept confirmations by int. coordinators or merely clicking B2 in the Learning Agreement.

3.2.2 How does studying at the PHDL work for non-German speaking students?

Students who do not speak any German are, therefore, required to upload along with their PHDL-application,

- either a copy of the Online Linguistic Support (OLS) Test (provided by the home university)
- or the test results of other language test taken with the last year (s. frame above)

If you do not have a recent test result ready for uploading, please continue the application survey and contact gerda.reiter@ph-linz.at.

For students who do not speak any German, we have compiled a list of Course Suggestions: https://www.phdl.at/en/international/incomings/studying_at_ph_linz

Please be aware, that ...

- ... these Course Suggestions are in place to accept students even if they do not meet the German language proficiency requirements.
- ... naturally the list primarily consists of either English language courses or of practical teaching sessions, where language is less important.
- ... scientific content may be somewhat limited here, to accommodate the somewhat limited language proficiency.

Please note: Students following courses delivered by the Department of English for Secondary Education will be required to have a C1 level.

3.3 Application and Registration Procedure

Students basically need to apply twice: once at their home university and once at the PHDL.

The PHDL-application currently takes place in the shape of an online survey. Students receive key data from the International Office in Linz and a link to the PHDL-online application-tool. Please make your applications directly via this secure online tool once you have received the link.

- **application deadlines:**
 winter semester/entire academic year: 15 May
 summer semester: 15 November

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 (ID: both data pages!)
- an additional digital photo in jpeg. format (*headshot*)
- your language-test results (OLS, Cambridge Cert., TOEFL, TOEIC)
- 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!

We will process all data from the Online Application Tool 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.

3.3.2 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 sports study program at home.

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 video 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!*

3.3.4 Additional Preparation for Free Movers

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)

3.4.1 LA – Form, International Codes and Deadlines

The **LA is a legal document** that defines the expected learning outcomes for the study period abroad.

Please note: Incorrect information (e.g. Language Level) may result in the cancellation of a mobility by the PHDL

Erasmus+ mobility students should find the LA (ELA) in the pipeline of their mobility tool used by their home university (EWP). The procedure should be self-explanatory.

Please note:

After you have uploaded all the information into your ELA, it may take a while for your coordinators at home to sign your ELA. And it may take a couple more days to show up on the PHDL end of EWP.

We kindly ask you to NOT send any emails asking if we have received your ELA. The system tells us when it arrives, so there's no need for extra emails.

If your university is not connected to EWP yet, please use the word.doc. provided by your home coordinator.

The LA is a binding contract between the student and both partner institutions. It consists of:

- before the mobility
- during the mobility
- after the mobility (paper versions only)

Please make your choice of courses in accordance with your coordinators at home from the PHDL-preliminary course lists (see: 3.4.2) and fill in the before-mobility section (table A). Your university will fill in table B and approve the LA.

In the end, your ELA must include the approval of every party involved:

- the student
- the home coordinator
- the host coordinator

Students from universities without EWP-connection should take the following steps, using photo-scans:

1. *Sign your LA, get your home coordinator's signature and scan the copy.*
2. *Email the PDF version containing 2 signatures to Gerda Reiter at the PHDL.*
3. *Gerda Reiter adds signature no. 3 and stamps the document.*
4. *She then scans the document once more and returns it with all 3 signatures by email to all participants.*

Scanned copies of signatures, electronic signatures or the electronic approval on the EWP-platform 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:
https://www.ung.si/public/doc/mednarodni/ISCED_Code.pdf

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

3.4.2 Choice of Courses

As an incoming student to the PHDL your courses will consist of a mix of mandatory courses laid on specifically for you and elective courses.

Ideally, your chosen courses should be an integral part of your regular study at home. And should be in content to courses that you have in your study plan at your home institution.

Sometimes, however, students find it hard to meet the necessary language requirements, which obviously limits their options. A certain flexibility on behalf of the sending institutions would be helpful in such cases.

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

➤ **Non-German speaking Incoming Students:
The PHDL can only guarantee a maximum of 30 credits per semester.**

Incomings students must decide on the study programme (see chapter 2.2).

No matter which programme you chose, **you may access our complete course-list.**

3.4.2.1 Mandatory Courses for Incoming Students

For the list of mandatory courses for incoming students please see:

Winter semester (WS): https://www.phdl.at/fileadmin/user_upload/Course_suggestions_WS_2022_23.pdf

Summer semester (SoSe): https://www.phdl.at/fileadmin/user_upload/Course_suggestions_SoSe_2023.pdf

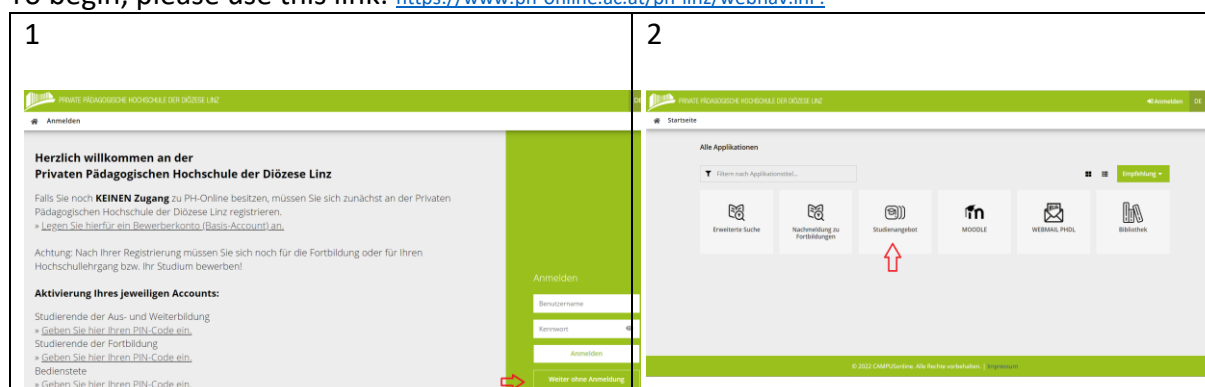
Depending on your choice of PPS, the mandatory courses will get you 16-20 ECTS credits.

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 3, make sure to enter the current academic year!

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



3

4

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. Click on the title and you reach the course descriptions, the course number, and the number of ECTS.

To change the language, click the button in the top, right hand corner:

If there is no English translation of the course descriptions, we kindly ask you to use an online translator.

- **A list of course suggestions for non-German speaking Incoming Students may be found here:**
Winter semester (WS): https://www.phdl.at/fileadmin/user_upload/Course_suggestions_WS_2022_23.pdf
Summer semester (SoSe): https://www.phdl.at/fileadmin/user_upload/Course_suggestions_SoSe_2023.pdf

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 universities 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/

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:

Winter semester (WS):

Bachelor: https://www.liles.at/fileadmin/user_upload/pdf/Lehrplanung/Gesamtdokument_BEd_2022WS.pdf

Master: https://www.liles.at/fileadmin/user_upload/pdf/Lehrplanung/Gesamtdokument_MEd_2022WS.pdf

Summer semester (SoSe):

Bachelor: https://www.liles.at/fileadmin/user_upload/pdf/Lehrplanung/Gesamtdokument_BAC_SS22.pdf

Master: https://www.liles.at/fileadmin/user_upload/pdf/Lehrplanung/Gesamtdokument_MAS_SS22.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.

3.4.3 Changes to your Learning Agreement

Your choice of courses will most likely need to be adapted when you get here: Definite timeslots of the courses are only available shortly before the start of the semester, some teachers may fall ill or go on leave at short notice ...

Changes to your LA are therefore almost inevitable. This is standard procedure, which the Erasmus commission has provided for by adding the section "DuringMobility" to the Learning Agreement.

After a 2 week's trial period here in Linz, you will be asked to enter all the changes table A2 of your ELA.

3.5 Grants, Insurance and Visa

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

We recommend taking out a health insurance that covers the entire duration of your mobility including travel times. Please make sure it also covers all eventualities that could come up.

Part of the HPHDL-membership rate is used for a students' accident and liability insurance (see chapter 4.2). This covers all activities that have to do with the university programme, including the USI sports courses 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" (short: ÖGK), amongst others.

See: <https://www.gesundheitskasse.at/cdscontent/?contentid=10007.868713&portal=oegkportal>

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

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 transfer-costs 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!

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.

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/embassies-consulates/search-for-foreign-representations-in-austria/>

3.6 Accommodation

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

3.6.1 Salesianum Students Residence

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, T.: 0732 772666 4680, Mobile: +43 676 8776 4680
 Verwaltung, khg-betrieb@dioezese-linz.at

A certain number of rooms are reserved for incoming students at the Salesianum, in the winter semester until August, in the summer semester until Christmas. After those deadlines, the rooms are passed on to other applicants.

The PHDL cannot guarantee accommodation at the Salesianum.

Tip:

*Please make sure to apply **well in advance** directly with the KHG-Management. The dorm is highly popular and quickly full!*

Financial support for underprivileged students may be granted. For further information, please contact the KHG directly.

3.6.2 Other Students Accommodations in Linz

Our alumni have recommended “Junges Wohnen – Caritas” as no.2 in their list of preferences: <https://www.junges-wohnen.at/>

Also available:

Froschbergheim/Europahaus: <https://www.ooe-heimbauverein.at/>

Other student dorms in 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>

And of course via AirB&B etc.

Tip:

Mind the distances to the PHDL!

3.6.3 General Information on Students Accommodation in Linz

Student 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 € 400 to € 500. A double room costs about € 350 on average.

Please note:

Some student 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 student 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 dorms/hostels directly.

Tip:

Please enquire in advance, whether the dorm provides bedding, kitchen equipment and other stuff like LAN-cables. In some cases, you will need to organise your own, some dorms offer equipment for a deposit.

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.

4 During Mobility

4.1 Arrival

➤ **Recommended time of arrival**

- **WS: mid-September**, in time for the mandatory Orientation Sessions that take place in week 4 of September.
- **SoSe: mid-February**, in time for the mandatory Orientation Sessions that take place in week 4 of February.

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 in too short a time.

4.1.1 Pick-up-Service

You can arrange to be picked up from Linz Blue Danube Airport and Linz Train station. This service is offered by volunteers. We recommend that you contact our Buddy-coordinators well in advance: buddy@ph-linz.at.

Please be aware that some buddies may still be on vacation at the time of arrival. The buddy-coordinators will try to make sure, that someone can pick you up and help you get settled in at your accommodation.

4.1.2 Registration of Residence

At the very beginning of your stay in Linz you must register your address as your **primary residence** at the Service Centre of the Municipal District Office. 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

Tip:

Your buddies will help you with the registration process.

4.1.3 Health check for students from non-EU-countries

All students from outside the EU need to prove they don't have tuberculosis bacteria. Once you've registered your residence in Austria, you'll get a letter from the German government. This letter will tell you when and where to go for a routine tuberculosis check with a public medical officer.

This check is just a formality. If you've had a recent lung x-ray, you can send that instead. But remember, the x-ray must not be older than 2 months. So, plan it carefully. If you have no recent x-ray, just go to the health check appointment.

Remember: Don't ignore the letter just because it's in German and you don't understand it. If you ignore it, the police might take you to the check-up. So, it's better to keep the appointment with the medical officer to avoid any trouble.

4.2 Registration at the PHDL

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

Like all students in Austria, you will also need to pay the HPHDL (student union) membership fee of €24,70 when you arrive. This is to complete your registration and receive your student ID card.

4.3 Certificate of Arrival

Sending institutions usually require some proof of your arrival as standard EU-practice. Most sending universities use a specific form for this "Certificate of Arrival", that must be signed and stamped by the PHDL at the very start of your stay.

Please check your website or the pipelines of your mobility tool at home for the correct form, before you leave for Austria! If you cannot find the form, please contact your home coordinators.

➤ **Please note:**

The coordinator for Incoming Students will only sign forms that have been filled in completely by the student!

4.4 Orientation Sessions

Attendance at all orientation sessions is mandatory.

The orientations are organised as courses at the PHDL and include workshops, introductions and various other activities for exchange students. These activities are a great opportunity for you to get to know student life at PHDL, as well as the city and its surroundings. We'll assist you in getting started, and you'll have the chance to socialize with Austrian students.

➤ **orientation sessions – dates:**

WS: September week 4

SoSe: February week 4

Contents of the Orientation Sessions:

- campus-tour
 - finalize enrolment by payment of the €24,70 HPHDL-membership fee to receive student ID card
- Please note: We cannot hand out student IDs before the orientations.*
- "Aktivpass der Stadt Linz", „Megaticket Linz“ and public transport in Linz
 - introduction to the administrative systems of ph-online
 - introduction to our teaching platform moodle

- introduction to PPS, Austrian Studies and other courses
- city tour
- welcoming activities by International Office, the buddies and the student union ...

4.5 Learning Agreement - Changes

The PHDL staff will set together your timetable based on your LAs.

Changes to your LA are possible within the first 2 weeks after your arrival. They do, however, need approval by the coordinators of both institutions involved (*either in your ELA, or by mail*).

Please reconfirm your courses with Gerda Reiter before entering the changes yourselves into your ELA.

4.6 Extension of Mobility

Extensions of on-going study mobilities are 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 an extension, please ...

- first contact Gerda to find out whether there is a vacancy available.
- then contact your home coordination.

If your extension is within the same academic year, it is usually enough to 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

Extensions into the winter semester of the next academic year may require you to go through the entire process (nomination/application at home/LA).

5 How to Finish Mobility

5.1 Confirmation of Attendance

Sending universities need a Certificate of Attendance when your time abroad ends. This may also be called a Certificate of Departure or Certificate of Mobility. Beforehand, check with your home university if you need this certificate and if they have any specific form requirements.

Some universities use the same form for both the Certificate of Arrival and Certificate of Departure. So, it's important to keep the original document of your Certificate of Arrival. You might need it again at the end of your stay.

For this confirmation, students must come to the PHDL-International Office to deregister 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.

Erasmus+ students, here's an important tip: Make sure the dates of your mobility match those listed in the financial agreement. There's a maximum tolerance of 5 days. If your mobility dates don't align, you might have to reimburse part of the Erasmus+ grant.

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.

➤ **Please note:**
Sometimes the process may take a while, as teachers at the PHDL may take 4 weeks after the end of term to enter all the grades into the system.

However, please do not hesitate to contact us if you still have not received your ToR after 4 weeks.

5.3 Recognition of Learning Outcomes

The PHDL may refuse to recognize learning outcomes if the student doesn't meet certain requirements. For example, if the student takes courses that weren't approved in the Learning Agreement, doesn't complete courses listed in the Agreement, has irregular attendance, or fails to meet the required workload.

5.4 Deregistration of Residence

When your mobility period ends, you must deregister your residence at the registry offices again (as explained in section 4.1.3). This is a legal requirement and should be done no earlier than three days before you leave.

It's important to note that failing to deregister is against the law. This could cause serious issues if you try to re-enter Austria later on. So, make sure you don't forget to do this!

6 Living in Linz

Your buddies are your first port of call in all matters of living in Linz.

6.1 Useful Links

- Travelling in Austria/reduced rail tickets: ÖBB Vorteils card link: <https://www.oebb.at/en/tickets-kundenkarten/kundenkarten/vorteils card>
- Cost of living: https://www.numbeo.com/cost-of-living/country_result.jsp?country=Austria
- Additional, intensive German courses: <https://vhskurs.linz.at/index.php?kathaupt=1&katid=63&katvaterid=57&katname=Deutsch+als+FremdspracheZweitsprache>
- Sports/recreation (USI sports courses): <https://www.jku.at/en/campus/recreation/sports-exercise/>
- Culture: <https://www.linztourismus.at/en/leisure>
- What's on in Linz: <https://www.linztourismus.at/en/leisure/discover-linz/events/highlights/>

In the Orientations Sessions you will receive “Guidelines” for studying in Linz, which contain a lot more practical information on public transport, shopping, public health services, etc.

7 FAQs

Why do other exchange students use different forms than I do?

There are some standardized forms issued by the European Commission. However, each sending institution may have additional forms for their administrative procedures. Make sure to fill in every form diligently and to mind the given deadlines.

When can I create my timetable?

Timeslots for courses are susceptible to last-minute changes. Which is why, we will gladly create the schedules for you. You will receive your timetables during the Orientations Sessions.

Will I need to bring bedding for my room at the students' hostel?

Please ask directly at the reception of your accommodation - not all hostels provide bedding (pillow/duvet and sheets).

It might prove useful to contact former exchange students from your home university. Maybe you can even take over/pass on some stuff from/to the next exchange students from your university.

Can I borrow musical instruments at the PHDL?

At the PHDL you have access to a number of music rooms that are equipped with the following instruments:

An organ, pianos, guitars, an accordion, percussion, and Orff-instruments. These must however remain in the music rooms and are for use within the PHDL only.

We regret the PHDL does not offer musical instruments for hire. If you are interested in getting tuition on any other instruments as the ones mentioned above, it is your own responsibility to organize one for the duration of your stay in Linz.

You can hire all kinds of instruments at very reasonable rates from a local instrument maker. The availability of a standard-**EU** credit card (mastercard, visa, ...) is however a pre-requisite. For further information please contact: <https://www.danner.at/de/index.html>

What kind of clothing will I need in the winter semester?

The climate in Austria is moderate. However, in winter temperatures do sometimes fall well below freezing point (-10° C). Therefore, for the winter semester, adequate winter clothing is essential: proper winter boots with thick soles, a warm winter coat, woollen jumpers, a woolly hat and gloves are advisable. Especially if you go out into the snow, you need to protect yourself with insulated clothing (no viscose pants in winter – you might end up with frost bites!). Generally, it is advisable to “dress like an onion” 😊, using several layers.

What kind of equipment will I need, if I want to go hiking in Austria?

Please bear in mind, however, that proper **outdoor** hiking boots, preferably ankle-high **with a rough profile**, are necessary to ensure safety in the mountains. In case of flight-restrictions on luggage, please contact the International Office when you get here for advice in this matter.