



PRIVATE PÄDAGOGISCHE HOCHSCHULE DER DIÖZESE LINZ

# *International Student Mobility Manual*

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## Incoming Students

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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](mailto:f.keplinger@ph-linz.at)

### 1.1.2 Head of International Office

Vice-Rector Mag. Berta Leeb, [b.leeb@ph-linz.at](mailto:b.leeb@ph-linz.at)  
Christine Mitterweissacher, [christine.mitterweissacher@ph-linz.at](mailto:christine.mitterweissacher@ph-linz.at)

### 1.1.3 Coordination Incoming Students

Mag. Gerda Reiter, [gerda.reiter@ph-linz.at](mailto: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](mailto: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](mailto: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](mailto:iris.wahlmueller@ph-linz.at)

### 1.1.6 Coordination Moodle-Platform

Dr. Thomas Schöftner, [elearn@ph-linz.at](mailto:elearn@ph-linz.at)

### 1.1.7 Online Application

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

### 1.1.8 Buddy-System

For the current buddy coordinator please contact: [buddy@ph-linz.at](mailto: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/](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](mailto:office@liles.at)

### 1.2.2 German Language Courses

Mag. Buchberger Bettina, [bettina@brunobuchberger.com](mailto:bettina@brunobuchberger.com)

### 1.2.3 Erasmus-Office Linz

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

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

### 1.2.4 Salesianum Students Dormitory

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

## 5 How to Finish Mobility

### 5.1 Confirmation of Attendance

To end your mobility EU-students must fill in a Certificate of Attendance (sometimes also called Certificate of Departure/Certificate of Mobility).

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

*Tip:*

*Please contact your home university well in advance to obtain the correct form! Currently, each university has a their own special form for this, so we cannot help you there.*

This may change during 2021/22, so that hopefully by the SoSe there will be a form common to all EU-nations and available through your account in Mobility Online.

#### **Staying on after the end of the semester during the PHDL-holidays:**

We may confirm your attendance outside the semester dates *on study-related grounds only*, such as exams, writing papers, library research, etc.

*Tip:*

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

### 5.2 Transcript of Records (ToR)

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

Sometimes the process may take a while, as teachers at the PHDL are permitted a month's time after the end of term to enter all the grades into the system. However, please do not hesitate to contact us in case of too big a delay.

Please also contact us, should your university require the original transcript. In that case, we would forward it by post.

### 5.3 Recognition of Learning Outcomes

Recognition of learning outcomes may be refused on the part of the PHDL, if the student fails to meet the requirements: e.g. the student did other courses than those approved in the Learning Agreement, did not complete courses of Learning



Agreement at the PHDL, attendance was too irregular, required workload was not forwarded etc.

## 5.4 De-registration of Residence

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

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

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

*Please note:*

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