



PRIVATE PÄDAGOGISCHE HOCHSCHULE DER DIÖZESE LINZ

International Student Mobility Manual

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 President of University

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

1.1.2 Head of International Office

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

1.1.3 Coordination Incoming Students

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

International Office (“Zentrum f. Internationale Bildungsk Kooperationen”), located in building B, entrance via roof top terrace

1.1.4 Student Administration

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

Ivan Petkov, ivan.petkov@ph-linz.at

1.1.6 Coordination Moodle-Platform

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

1.1.7 Online Application until further notice

Dr. Thomas Schöftner, (technical aspects), ellearn@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 (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 German PHDL-Language Courses

Mag. Buchberger Bettina (formerly Bettina Preßlauer), tinapresslauer@gmail.com

1.2.3 Salesianum Students Dormitory

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

3 What to Do Before Mobility

3.1 Possible duration of your mobility

Available at the PHDL are mobility durations of:

- 1 semester
- 1 academic year
- Blended Mobilities: e.g. 3-week's 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***
15th April (WS/whole academic year)
31st October (SoSe)
- **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.

On the one hand, this gives you more freedom (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 vacancies 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

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

Erasmus+ students

Your home institution will provide you 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!

Non-EU-Citizens

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

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

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

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 many courses in English and plenty of practical courses, artistic and musical subjects. In these, language competence is less important.

- **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.**

3.3 Application and Registration Procedure

For students, whose home universities are already connected to EWP, the procedure is self-explanatory.

Those of you not yet connected to EWP, please note the following procedure:

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 the secure online tool, once you have received the link.

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

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 programme.

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 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.

3.3.3 Additional Preparation for Free Movers

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

- 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)

When you have submitted these documents, you will receive a confirmation of approval together with the link to the online application tool.

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 the official EU form** that defines the expected learning outcomes for the study period abroad.

Erasmus+ mobility students should find the LA (ELA) form in the mobility tool used by their home university (EWP), the procedure is self-explanatory.

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 three parts:

- before the mobility
- during the mobility
- after the mobility

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 pre-mobility sections (Table A + B) of the LA. These 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, 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, 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:**
 15th August (WS/whole academic year)
 15th December (SoSe)

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 shortly before the start of the semester.

Changes to your LA are therefore almost inevitable. This is standard procedure, and 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.

Sometimes, however, especially if students find it hard to meet the necessary language requirements, a certain flexibility on behalf of the institutions would be helpful.

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.

Non-German speaking Incoming Students may acquire 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.**

In addition, we offer a number of courses specially designed for incoming students.

3.4.2.1 Special Courses for Incoming Students

For a list of mandatory courses laid on specifically 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> :

1

2

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

Many PHDL-courses also provide English course descriptions, to change the language click the button in the top, right hand corner:

Überblick

Titel	Austrian Studies for Incoming Students - natural sciences 2
Typ	Erstausbildung/Weiterbildung
Nummer	AWF2ER1ASE
Beteiligte Personen	Vortragende*(Mitarbeitende*) Reiter, Gerda-Hildeborg
Art	Seminar (SE)
Semesterstunden	3
ECTS-Credits	4
Unterrichtssprache(n)	Englisch (primär), Deutsch
Angeboten im Semester	Sommersemester 2023
Organisation	Institut Auszubildung

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_BEEd_2022WS.pdf

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

3.5 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

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.

For further information see: <https://www.chipkarte.at/cdscontent/?contentid=10007.678587&portal=ecardportal>

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!

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 "Oberösterreichische Gesundheitskasse" (short: OÖ GK), amongst others.

See: <https://www.gesundheitskasse.at/cdscontent/?contentid=10007.882946&portal=oegkportal>

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!

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

For accommodation, 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 contingent of rooms is reserved for incoming students at the Salesianum (WS: until August, SoSe: until Christmas). After those deadlines, the rooms are passed on to other applicants.

The PHDL does not guarantee accommodation at the Salesianum.

Tip:

*Please make sure to apply **well in advance** directly with the KHG-Management. Financial support for underprivileged students may be granted - for further information, please contact the KHG directly.*

3.6.2 Other Students Accommodations in Linz

Junges Wohnen – Caritas: <https://www.junges-wohnen.at/>

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

Other students accommodations 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>

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 hostels directly.

Tip:

Please enquire in advance, whether or not 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.