



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

4 During Mobility

4.1 Arrival

- **recommended time of arrival**
 - **WS: mid-September**
(Orientation Sessions: September week 4, semester starts: 1 October)
 - **SoSe: mid-February**
(Orientation Sessions: February week 4, semester starts: 1 March)

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.

The PHDL coordinator will send you the exact dates of the orientation sessions well in advance, so that you can book your flights and arrange accommodation accordingly.

4.1.1 Late Arrivals

Please note:

If you arrive after the beginning of the semester, you might miss important orientation sessions (see 4.4), as well as introductory classes where the instructors provide key information on the course, such as assessment criteria or learning matter for exams.

Should you miss the first session of courses you are registered for, you must inform the respective course instructors *in advance* about your absence, otherwise, you risk losing your place on the course.

4.1.2 Pick-up-Service

This is a service offered by our buddy volunteers. To arrange a pick-up-service from Linz Blue Danube Airport and Linz Train station, please contact our buddy coordinator well in advance: buddy@ph-linz.at .

For your private transfer from Linz airport, see: <http://www.linz-airport.com/en/approach-and-parking>

4.1.3 Registration of Residence

At the very beginning of your stay in Linz you must register your residence at the Service Centre of the Municipal District Office near the station. This is a legal requirement in Austria and must be done *within three days of your arrival* at the registry offices. These are 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

You will get more information upon your arrival. Your buddy will help you fill out the form.

4.1.4 Health check for students of Non-EU-countries

All students of non-EU-countries must prove that they do not carry any tuberculosis-bacteria. Shortly after registering your residence in Austria, you will receive a German government-letter that gives you dates/times and place for a routine tuberculosis check-up with a public medical officer.

This check-up is only a formality, really. If you have had an x-ray of your lungs done recently, you may simply forward this: This **x-ray must not be any older than 2 months** at the time of your health check – so make sure you time it well.

Otherwise, just follow up the appointment for the health check.

Tip:

You must not ignore this letter, simply “because it’s German and I don’t understand it anyway”. If you do ignore it, you may be picked up forcefully by the police and accompanied to the check-up. So to avoid this, just make sure you keep the appointment with the medical officer!

4.2 Registration at the PHDL

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

The ÖH-membership fee of € 20,30 is payable upon arrival in order to finalize the registration process and to get your student ID card.

4.3 Certificate of Arrival/Certificate of Attendance Start

Some sending institutions require a Certificate of Attendance or a Certificate of Arrival Form, signed and stamped by the PHDL immediately at the start of your stay, to confirm your registration. *Please contact your sending institution for their specific form and make sure! Only this form sends the transfer of your grant in motion!*

4.4 Orientation Sessions

Prior to the start of each semester, we lay on a number of activities for exchange students, which provide valuable opportunity to become acquainted with student life at the PHDL, the city and its surroundings. We help you get started, and you get the chance to socialize with your Austrian buddies as well as the group of incoming students.

➤ **orientation sessions – dates:**

WS: September week 4

SoSe: February week 4

Attendance at all orientation sessions is obligatory - it gains you 2 ECTS!

Contents of the Orientation Sessions:

- finding your way around the campus
- finalizing your enrolment by payment of the € 20,30 ÖH-membership fee
- issuing your student ID card
Please note: We cannot hand out student IDs before the orientations.
- information on the “Aktivpass der Stadt Linz” and on public transport in Linz
- Guided tour through Linz
- introduction to the administrative systems of ph-online and moodle
- Introductory workshops to your PPS, German courses and Austrian Studies
- welcoming activities laid on by the rectorate, the International Office, the buddies and the ÖH...

4.5 Learning Agreement - Changes

Changes to your choice of courses in the LA are standard procedure. When you get here, individual advisory interviews with faculty staff will help you set together your time-table and find suitable alternatives for courses that do not match the time-slots.

The changes to your LA need approval by the coordinators of both institutions involved, **within 4 weeks after arrival**. We will deal with those changes together at the PHDL Int. Office, where you will take the following steps:

1. *Carefully note all changes in Table A2 of the LA (“during mobility”), please make sure you use the correct course-titles and numbers.*
2. *Sign it and email it to the PHDL-coordinator.*
3. *The PHDL-coordinator will sign and stamp the document and email the scanned version to your home university.*
4. *As described in 3.4.1, the home coordinator adds his signature.*

More or less the same procedure will deal with the changes in the Online Learning Agreement in Mobility Online.

Make sure to keep a copy of the approval-email.

4.6 Extension of Mobility

Extension of an on-going study mobility is 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+ program, 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 a prolongation of your mobility, please contact both institutions involved and 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