



PRIVATE PÄDAGOGISCHE HOCHSCHULE DER DIÖZESE LINZ

# ***International Student Mobility Manual***

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## **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 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

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

Ivan Petkov, [ivan.petkov@ph-linz.at](mailto:ivan.petkov@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 until further notice

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 (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](mailto:office@liles.at)

### **1.2.2 German PHDL-Language Courses**

Mag. Buchberger Bettina (formerly Bettina Preßlauer), [tinapresslauer@gmail.com](mailto:tinapresslauer@gmail.com)

### **1.2.3 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

## 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.

#### 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 courses, such as assessment criteria or learning matter for exams.*

Should you miss the first session of your courses, 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

You can arrange to be picked up from Linz Blue Danube Airport and Linz Train station. This is a service offered by volunteers. Please contact our Buddy-Coordiators well in advance: [buddy@ph-linz.at](mailto:buddy@ph-linz.at).

#### 4.1.3 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](https://www.linz.at/serviceguide/viewchapter.php?chapter_id=122251#formulare)

*Tip:*

*Your buddies will help you with the registration process.*

#### 4.1.4 Health check for students of Non-EU-countries

All non-EU-students 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 date, time 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 yourself, we will do this for you!*

The HPHDL-membership fee of € 21,40 is payable upon arrival in order to finalize the registration process and to get your student ID card.

#### 4.3 Certificate of Arrival

Some sending institutions require a Certificate of Arrival, signed and stamped by the PHDL immediately at the start of your stay. *Please contact your home university to make sure.*

#### 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.

➤ **orientation sessions – dates:**

WS: September week 4

SoSe: February week 4

**Attendance at all orientation sessions is mandatory.**

## Contents of the Orientation Sessions:

- campus-tour
- finalize enrolment by payment of the € 21,40 HPHDL-membership fee
- receive student ID card  
*Please note: We cannot hand out student IDs before the orientations.*
- “Aktivpass der Stadt Linz” and public transport in Linz
- introduction to the administrative systems of ph-online and moodle
- information on PPS, German courses, Austrian Studies, including dates for excursions
- welcoming activities by the Rector, the International Office, the buddies and the student union ...

## 4.5 Learning Agreement - Changes

The PHDL staff will set together your time-table based on your LAs. However, you may still change your LA should this prove necessary.

The changes to your LA need approval by the coordinators of both institutions involved, **within 4 weeks after arrival** (either in your ELA, or by mail).

Students with connection to EWP: Please reconfirm your courses with Gerda Reiter before entering the changes yourselves into your ELA.

Students without EWP: During the OS, you will be given an appointment for dealing with the changes together with Gerda Reiter at the Int. Office.

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+ 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 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**