



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 Head 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 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

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, elearn@ph-linz.at

1.1.7 Online Application until further notice

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 (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

2 General Information about Studying at the PHDL

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

However, € 21,40 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

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
- QTS Elementary Level, Elementary 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 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 a number of substantial errors)
- 4 = sufficient (performance meets the minimum criteria)
- 5 = fail (< 50%; substantial improvement necessary; requirement of further work)

2.5 Austrian Course Types

There are several different course types:

- **Lecture** (German: “Vorlesung”, VO)
 - regular attendance recommended, may take place as distance learning
 - assessment criteria: usually written or oral end of term exam
- **Training course*** (German: “Übung“, UE),
Pro-seminar* (German: “Proseminar“, PS),
Seminar* (German: “Seminar“, SE)
 - regular, compulsory attendance: Teachers may require physical presence in 75-90% of their classes. Please make sure to ask each teacher!
Tip: be careful with blocks of 4-5 hrs, you may already be over the limit by missing just once!
 - assessment criteria: vary and may take the form of active participation in class, digital and online tasks, video-conferences, presentations, midterm-tests, essays, papers, written and oral end of term tests. You will receive specific instructions at the beginning of each course.
- **Optional course*** (German: “Wahlfach“, WF)
 - regular attendance between 75-90%, *Tip: see above*
 - frequently taught in small groups (e.g. in music), often involving practical work
 - especially suitable if you feel uneasy about your level of German/English
 - assessment criteria: active participation in class and self-study, see “Training Course”
- **Conversatorium** (German: “Konversatorium“, KO)
 - courses without regular attendance: in the form of discussions, where instructors answer the students' questions upon request
 - please consult with professors about expected attendance
 - assessment criteria: see “Training Course”, instructions will be given at the beginning of each course.

*In these course types you are expected to inform the professors in advance of absences.

2.6 Coordinator for Incoming Students - Areas of Responsibility

The International Office at the PHDL (German: “Zentrum für internationale Bildungs-koooperationen”, short: ZiB) is your main port of call in most matters.

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.

2.7 Students' Union – „Österreichische Hochschülerschaft“

Every student at an Austrian university is obliged to become a member of the Austrian Students' Union called HPHDL. Its representatives provide opportunity 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

At the PHDL, there are 2 student buddy coordinators, who will attribute an Austrian buddy to each of our incomings. Your buddies will support you from the very beginning of your stay and 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 and indoor pool**
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.jku.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