



PRIVATE PÄDAGOGISCHE HOCHSCHULE DER DIÖZESE LINZ

International Student Mobility Manual

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

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, 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

5 How to Finish Mobility

5.1 Confirmation of Attendance

Sending universities usually require a Certificate of Attendance (sometimes known as Certificate of Departure/Certificate of Mobility), that marks the end of your period abroad. Please make sure *well in advance* with your home university, whether you need such a certificate, and if so, whether a particular form is required.

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

Tip for Erasmus+ students:

*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.

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 (see: 4.1.3). This is a legal requirement and must be done *no sooner than three days before departure!* Your buddies will help you with the de-registration of your Linz-address.

Please note:

Failure to de-register, 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!