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

Vice-Rector Mag. Berta Leeb, <u>b.leeb@ph-linz.at</u>
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), <u>isabella.sandmeier@ph-linz.at</u>
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, 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

2 General Information about Studying at the PHDL

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

However, € 20,30 ÖH-membership fee must be payed, 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.
 sometimes also referred to as: Primary Teacher Education Bachelor
- QTS Secondary Level, sometimes also referred to as: Secondary Teacher Education Bachelor

Master Studies for

QTS Primary Level, Primary 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.

Students may choose from a wide range of offers for a study focus (German: "Studienschwerpunkt"):

2.2.2.1 Major Study Focus

•	Early Childhood Education	("Schwerpunkt Elementarpädagogik")
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Inclusive Education/Focus on disabilities ("Schwerpunkt Inklusive

Pädagogik/Fokus Behinderung")

Naturwissenschaft-Technik")

• Religious and Spiritual Education ("Schwerpunkt Religions- und

Spiritualitätsbildung")

Social Diversity ("Schwerpunkt Soziale Vielfalt: Sozial-

und kulturwissenschaftliche

Vertiefungen")

• Linguistic Development ("Schwerpunkt Sprachliche Bildung")

2.2.2.2 Minor Study Focus

•	Nutritional and Health Education	("Schwerpunkt Ernährungs- und
		O · · · :

Gesundheitsbildung")

Movement and Sport/P. E. ("Schwerpunkt Bewegung und Sport")

Leisure and Education ("Schwerpunkt Freizeitpädagogik")

• Arts ("Schwerpunkt Künstlerische Bildung")

• Activity-orientated Media Pedagogy ("Schwerpunkt Handlungsorientierte

Medienpädagogik")

Music Education ("Schwerpunkt Musikalische Bildung")

• Social Work within the Educational System ("Schwerpunkt

Schulsozialpädagogik")

• Theatre Pedagogy ("Schwerpunkt Theaterpädagogik")

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 of the following subjects:

 Basic Educational Science and Practical Pedagogical Studies (BWG -"Bildungswissenschaftliche Grundlagen und P\u00e4dagogisch Praktische Studien")

Creative Arts (BE – "Bildnerische Erziehung")
 Movement and Sports (BS – "Bewegung und Sport")
 Biology and Environmental Studies (BU – "Biologie und Umweltkunde")

Chemistry (CH – "Chemie")German (DE – "Deutsch")

Nutrition and Household (EH – "Ernährung und Haushalt")

English (EN – "Englisch")Geography (GW – "Geographie")

 History, Social Studies and Citizenship Education (GS – "Geschichte und Sozialkunde")

Design: Textile-Technology (GTT – "Gestaltung Technik.Textil")

• IT/ Media Design (INF – "Informatik und

Informatikmanagement")

Catholic Religious Education (KR – "Katholische Religion")

Maths (MA – "Mathematik")

Music Education (ME – "Musikerziehung")

Physics (PH - "Physik")

Psychology and Philosophy (PP – "Psychologie und Philosophie")

• Textile Design (TG – "Textiles Gestalten")

2.3 ECTS - European Credit Transfer System

ECTS is a learner-centred system that enables students to create their own study plan by credit accumulation. It allows a compatibility of studies and enhances mobility on an international level.

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:

At the PHDL there are many courses with half credits. 0,5/0,75 ECTS given 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: These 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 Bildungskooperationen", 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 ...

- o receives the nominations from the partner university
- o sends out emails and key data during the process of application with info on
 - application
 - your access to the complete PHDL-course-list
 - Learning Agreement, choice of courses and optional subjects
 - accommodation
 - insurance
 - visa-modalities
- provides assistance regarding ...
 - Certificate of Arrival/Certificate of Attendance Start
 - orientation sessions, registration
 - ÖH-membership
 - student ID cards
 - living in Linz (e.g. public transport, ...)
 - confirmation of attendance
 - German courses
 - 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 (hereafter: ÖH, short for 'Österreichische

Hochschülerschaft'). The ÖH's representatives at the PHDL 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/ueber_uns/organisation/interessensvertretungen/studierendenvertretung/

2.8 Buddy System

Each academic year, the Vice-Rector appoints a student buddy coordinator for 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
- You get 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

It-Services

e.g. email Service, E-Learning, computer rooms, WI-FI in most parts of the university

Advice and Counselling

Possibility to take free, professional and confidential counselling and psychotherapeutic advice.

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/

PHDL - Canteen (German: "Mensa")

There are menus at reduced prices available to you. For further information please contact the ÖH.

ÖH-cooking facilities

Near the ÖH-office there are microwaves for you to heat up your lunch.

o ÖH - office supply service (German: "Mensa")

You can help yourself to paper and other office requisites for free at the ÖH-office.

Practice rooms and musical instruments:

You have access to several music rooms which are equipped with the following instruments

- pianos
- guitars
- an organ
- accordeons
- percussion instruments
- Orff-instruments

You may use all these instruments when no classes take place, as long as the instruments remain in the music rooms.

o PHDL - gym, sports grounds and indoor pool

can be accessed free of charge at certain times within the weekly schedule Parts of the outdoor sports grounds will be renovated during the WS 2021/22.

- Sport and games organised by the ÖH
- 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
- ESN-facebook for more services like tandem language learning free of charge
- ESN- app for your mobile phone

3 What to Do Before Mobility

3.1 Possible duration of your mobility

Available at the PHDL are mobility durations of

- 3 months
- 6 months
- 12 months
- BIPs ("Blended Intensive Programmes"): 3-week's teaching placements

6- and 12-month-mobilities correspond best with the PHDL-academic calendar and are therefore, ideally suited.

The teaching-practice-BIPs are intensive programmes outside the PHDL-curriculum. They are organised and mentored by the PHDL, but take place in various schools in Linz.

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



📥 Step 1

Please contact the responsible person for outgoing students of your international office (="home coordinator") to find out about selection processes at your uni.

In 2021/22 nomination processes for the PHDL will change, in order to connect the our processes with the ErasmusWithoutPapers-Network.

Nomination for the WS 2021/22:

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).

Email nominations should contain:

- student's first name and surname (= family name)
- intended study program at the PHDL: e.g. Bachelor for QTS Elementary Level, QTS Primary Level, QTS Secondary Level or Master for QTS Primary Level (s. 2.2)
- semester of arrival
- duration of stay (e.g. 3 months, one semester, whole academic year, BIP)
- student's email address

After nomination, your home coordinator and each nominee will receive a nomination-acknowledgment by email.

Nominations for the SoSe 2022:

Hopefully, you should be able to submit your nominations directly into the system of "Mobility Online". Via a link provided by our International Office, you will set up an account in this tool and submit your nominations directly in Mobility Online.

- nomination deadlines*
 15th April (WS/whole academic year)
 1st November (SoSe)
- nomination via 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 to study with us all the same.

On the one hand, this gives you more freedom (especially 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 study places 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 your 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 wheather or not you are accepted for a mobility!

Tip:

We strongly advise to actually do the Online German Language course - language barriers are by far the most frequent cause for stress and anxiety in an exchange, so let's minimize them as best we can!

Non-EU-Citizens

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

www.ut.ee/sites/default/files/ut_files/da5a424f8e5f32f1d2b3239b55df9293.pdf

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 some courses in English and plenty of practical courses, artistic and musical subjects. In these, language competence is less important, so that:

- Exchange students may study at the PHDL without any knowledge of German.
- > For this, a minimum language proficiency level of B1 English is required.
- Students who speak neither German nor English cannot be accepted.

3.3 Application and Registration Procedure



📥 Step 3

In 2021/22 our application processes will change, in order to connect the PHDL processes with the ErasmusWithoutPapers-Network.

Applications for the WS / the entire academic year 2021/22:

We will send you a link to a secure PHDL application-tool.

Applications for the SoSe:

You will set up an account in "Mobility Online". Please make your applications directly via this secure online tool, once you have received the link.

- application deadlines:
 - 15th May (WS/whole academic year)
 - 15th December (SoSe)
- > online application tool

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 program.

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 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:

- a 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)

Your will receive a confirmation of approval together you may apply as described above.

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)

♣ Step 4: For EU-citizens only

Non-EU citizens do not need to send a Learning Agreement before arrival.

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. The LA is a binding contract between the student and both partner institutions, and consists of three parts:

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

In 2021/22 our handeling of the LA will change, in order to connect the PHDL processes with the ErasmusWithoutPapers-Network.

Learning Agreement for the WS 2021/22:

Erasmus+ mobility students receive the LA form by their home institution. Should your Home university use an online version of the LA, please forward the respective links.

Please make your choice of courses in accordance with your coordinator at home from the PHDL-preliminary course lists (see 3.4.2) and fill in the pre-mobility section (Table A + B) of the LA. In the end, this must include 3 signatures: the signature of the ...

- student
- home coordinator
- host coordinator

Please use the free app Cam Scanner for photo-scans and take the following steps:

- 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 or electronic signatures on LA sent via email 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:

http://www.uca.es/recursos/doc/Unidades/Oficina RRII/Erasmus/Erasmus KA107/671196821 642017113617.pdf

Learning Agreement for the SoSe 2022:

You will hopefully be able to process the entire Learning Agreement through your Mobility Online account. All 3 signatures will be entered directly into the Online Learning Agreemen (OLA).

- deadline for Learning Agreement:
 15th August (WS/whole academic year)
 15th January (SoSe)
- > form

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 about a month before the start of the semester.

Changes to your LA are therefore standard procedure. 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.

A certain flexibility on behalf of the institutions would of course help, especially if students find it hard to meet the necessary language requirements. (After all, if everything were exactly the same as at home, what would be the point of going abroad;-)

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.

At the PHDL, you can gain a maximum of 30 credits per semester.

In case of a 3-month-mobility, you may find it difficult to manage the workload of an entire semester in some courses, unless your home institution requires fewer than the usual 30 ECTS credits per semester. If in doubt, please contact the coordinators of both institutions.

Incomings students must decide on the study program (see chapter 2.2) largely for reasons of administration. No matter which program you chose, **you may access our complete course-list**. For some courses, however, there are only a limited no. Of study places available.

In addition, we offer a number of courses specially designed for incoming students, which get you an amount of 13-17 ECTS credits, depending on your choices:

3.4.2.1 Special Courses for Incoming Students

- Every exchange student must enrol the following course
 - Orientation Sessions for Incoming Students (2 ECTS credits)
 Winter semester (WS):
 https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206879&pSpracheNr=2&pMUISuche=FALSE
 Summer semester (SoSe):

https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=207155&pSpracheNr=2&pMUISuche=FALSE

- Every exchange student must enrol the following 3 courses
 - Austrian Studies natural sciences (3 ECTS credits)
 Winter semester (WS):

https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206704&pSpracheNr=2&pMUISuche=FALSE Summer semester (SoSe):

https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206746&pSpracheNr=2&pMUISuche=FALSE

Austrian Studies – society past and present (3 ECTS credits)

 $\frac{\text{https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=207230\&pSpracheNr=2\&pMUISuche=FALSE}{SoSe:}$

 $\underline{https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206993\&pSpracheNr=2\&pMUlSuche=FALSE_pMUlS$

Austrian Studies – arts and culture (3 ECTS credits)

 $\label{lem:https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=207231&pSpracheNr=2&pMUISuche=FALSE SoSe:$

Depending on your language skills,

you **must choose 1 of the following courses** (German native speakers are exempt.):

Deutsch für Incoming Students I: Anfänger Level Beginners (3 ECTS credits)

 $\label{line:https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206717&pSpracheNr=2&pMUISuche=FALSE SoSe:$

 $\underline{https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206724\&pSpracheNr=2\&pMUlSuche=FALSE_pMUlS$

• **Deutsch für Incoming Students II**: Fortgeschrittenen Level Advanced (3 ECTS credits)

WS:

 $\frac{https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206745\&pSpracheNr=2\&pMUISuche=FALSESoSe:$

https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206723&pSpracheNr=2&pMUISuche=FALSE

- Depending on your language skills and on the ECTS required, you must choose
 1 of the following courses (please use the 'Diagramme PPS-Types" that was sent to you after nomination as part of the info-package).
 - PPS Ia Getting to Know the Austrian Educational System (1 ECTS credit) classroom-observation only, minimal language skill German A1/A2, English A1/A2 WS https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206725&pSpracheNr=2&pMUISuche=FALSE
 - PPS Ib Getting to Know the Austrian Educational System (2 ECTS credits)

classroom-observation only, minimal language skill German A1/A2, English A1/A2 WS https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206726&pSpracheNr=2&pMUISuche=FALSE SoSe https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206726&pSpracheNr=2&pMUISuche=FALSE

• **PPS IIa - Teaching Practice** (3 ECTS credits) minimal language skill German B2, English: B2

WS https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206720&pSpracheNr=2&pMUISuche=FALSE

SoSe https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206727&pSpracheNr=2&pMUISuche=FALSE

PPS IIb - Teaching Practice (4 ECTS credits)
minimal language skill German B2, English: B2

 PPS III - Teaching Practice and/or Language Assistance as a native speaker (5 ECTS credits)

minimal language skill German B2, or native speaker of either English, Spanish, Italian, French, Russian (provided practice places are available)

WS https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206722&pSpracheNr=2&pMUISuche=FALSE

 $SoSe\ {\underline{https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=206779\&pSpracheNr=2\&pMUISuche=FALSE}$

We ask for your understanding that you can only enrol PPS III, when you meet the specific language requirements.

3.4.2.2 Course suggestions for non-German -speaking Incomings

Under the following link, you will find a compilation of English courses, courses where teachers/students will translate for you and activity oriented courses, where language plays a minor part:

https://www.phdl.at/en/international/incomings/studying_at_ph_linz/

All these have proved best-practice-courses and are particularly suitable for students without any German language knowledge.

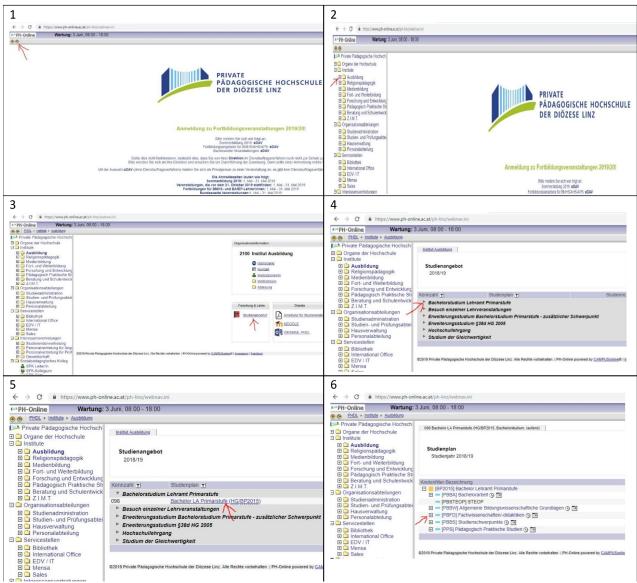
3.4.2.3 How to find the complete course lists for QTS Primary Education

To access the complete 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 4, make sure to enter the current academic year!



To begin, please use this link: https://www.ph-online.ac.at/ph-linz/webnav.ini:



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.

To change the language for English course descriptions click the button in the top, right hand corner:



3.4.2.4 How to find the complete 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 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'.

Using the following link you can access an excel-file with the course-lists of all Secondary Level-subjects at the PHDL. Here you can find out more about the exact location of the courses within the Cluster-Mitte-Group. Scroll down to the relevant course list of your subjects (for abbreviations see chapter 2.2.1.):

https://www.phdl.at/fileadmin/user_upload/1 Studium/1 Ausbildung/Lehramt Sekundarstufe/Lehrveranstaltungen/Lehrplanung WS19.

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



📥 Step 5

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 need 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.

Be aware, that *EU-insurance normally does not cover any costs of transfer 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.

Attention:

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 ÖH-membership rate is used for a students' accident and liability insurance (see 4.2). This covers for all activities that have to do with the university program, including the USI sports courses (see 2.7) 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 "Österreichische Gesundheitskasse" (ÖGK), amongst others. See

- https://oead.at/en/to-austria/scholars/before-arrival/insurance/gebietskrankenkassen/
- https://www.ooegkk.at/portal27/ooegkkportal/content?contentid=10007.771346&viewmode=content

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!

For the duration of the still on-going pandemic: Please make sure with your insurance company that all COV-health aspects are covered sufficiently.

3.5.3 Visa Regulations

Usually, it is necessary to need to apply for your visa from your home country. During the pandemic, some countries offer the chance to obtain your visa while already in Austria.

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/travel-stay/entry-and-residence-in-austria/entrance-and-residence/visa/
- https://www.bmeia.gv.at/en/embassies-consulates/

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

Campus dormitory is the Salesianum Students Residence (short: "Sales"), located directly on the PHDL campus in the green belt of Linz. It has recently been rennovated and not only features super facilities, but also a magnificent view onto the city. Easily accessible by public transport it lies only 15 min. footwalk away from the city centre. For more information check out:

https://www.dioezese-linz.at/institution/807510/wohnen/studierendenheimsalesianu/article/127235.html

For all information concerning the Sales, please contact the Sales manager directly:

Mag. Monika Matzinger, Phone: 0043 732 244011, monika.matzinger@dioezese-linz.at Katholische Hochschulgemeinde Linz (KHG), http://www.khg-linz.at

For the duration of the still on-going pandemic we strongly recommend ALL Incoming Students to apply for a room at the Salesianum.

Please make sure to secure a room in advance directly with the Ms. Matzinger. The PHDL cannot guarantee accommodation at the Salesianum.

3.6.2 Other Students Accommodations in Linz

Should the pandemic be over when you book your room, you may also check out the following list of other possible students accommodation:

- https://www.phdl.at/service/wohnen_essen/studentenheime_in_linz/
- https://www.oeadstudenthousing.at/en/accommodation/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! Some of the dorms in the list are really far away from the PHDL ...

3.6.3 General Information on Students Accommodation in Linz

Students 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 € 320 to € 400.

Please note:

Some students 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 students 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.

Step 7: book your travel tickets

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.

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 obligational - 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

5 How to Finish Mobility

5.1 Confirmation of Attendance

To end your mobility EU-students must fill in a Certificate of Attendance (sometimes also called Certificate of Departure/Certificate of Mobility).

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

Tip:

Please contact your home university well in advance to obtain the correct form! Currently, each university has a their own special form for this, so we cannot help you there.

This may change during 2021/22, so that hopefully by the SoSe there will be a form common to all EU-nations and available through your account in Mobility Online.

Staying on after the end of the semester during the PHDL-holidays:

We may confirm your attendance outside the semester dates *on study-related grounds only*, such as exams, writing papers, library research, etc.

Tip:

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.

Please also contact us, should your university require the original transcript. In that case, we would forward it by post.

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 (s. p.29). This is a legal requirement, must be done in person and *no sooner than three days before departure*!

There are no fees charged for de-registration. The receptionists at your students residence or your buddies will help in this matter. See also

https://portal.linz.gv.at/Serviceguide/viewChapter.html?chapterid=122251#Formulare

Please note:

Failure to do so, 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!

6 Living in Linz

The capital of Upper Austria has approximately 230.000 inhabitants. Despite being the third largest city in Austria and the country's industrial powerhouse, it is infinitely liveable with lots of green space within the city bounds and beyond.

Linz is ideally situated along the river Danube: To the north lie the gentle hills of the Mühlviertel, to the south the Alps are within easy reach. You will find breath-taking scenery in the renowned Salzkammergut (the Lake District region) with its National Heritage Site of Hallstatt, amongst other spectacularly scenic spots.

Linz offers excellent medical care facilities, easy access to road and rail links and a good urban public transport system. Looking down from the hill where the PHDL is situated, you will observe a modern city with historical roots that go back as far as the Romans. This mixture of the old and new is evident throughout the city, both in its architecture and its wide range of cultural and leisure facilities.

As the European Capital of Culture 2009, the city is famous for its festivals: It is home to the "Linzer Klangwolke" (a music event on the shores of the Danube) and the "Bruckner Festival", renowned for its classical music. The entire city comes alive during the "Pflasterspektakel" (a colourful street theatre festival) and the "Ars Electronic Festival" (for technically-minded artists). Film enthusiasts can enjoy the "Crossing Europe Film Festival" and the "International Children's Film Festival" - to name but a few

6.1 Useful Links

- Discover Linz: https://www.linztourismus.at/en/leisure/discover-linz/
- Leasure: https://www.linztourismus.at/en/leisure
- What's on in Linz: https://www.linztourismus.at/en/lleisure/discover-linz/events/highlights/
- Cost of living: https://www.numbeo.com/cost-of-living/country_result.jsp?country=Austria

In the Orientations Sessions you will receive "Guidelines" for studying in Linz, which contain a lot more practical information on public transport, shopping, public health services, etc.

7 FAQs

Why do other exchange students use different forms than I do?

There are some standardized forms issued by the European Commission. However, each sending institution may have additional forms for their administrative procedures. Make sure to fill in every form diligently and to mind the given deadlines.

However, the academic year of 2021/22 will be a year of change in Erasmus+ processes, which is supposed to further a standardization of forms.

When can I create my timetable?

It is advisable to create your timetable when you get here, as time-slots for courses are susceptible to last-minute changes. We will gladly help you individually during the orientation sessions.

Will I need to bring bedding for my room at the students' hostel?

Please ask directly at the reception of your accommodation - not all hostels provide bedding.

It might prove useful to contact former exchange students from your home university. Maybe you can even take over/pass on some stuff from/to the next exchange students from your university.

Can I borrow musical instruments at the PHDL?

At the PHDL you have access to a number of music rooms that are equipped with the following instruments:

An organ, pianos, guitars, an accordion, zither, percussion and Orff-instruments. These must however remain in the music rooms and are for use within the PHDL only (s. also chapter 2.9, p. 13).

For all other instruments:

We regret the PHDL does not offer musical instruments for hire. If you are interested in getting tuition on any other instruments as the ones mentioned above, it is your own responsibility to organize one for the duration of your stay in Linz.

You can hire all kinds of instruments at very reasonable rates from a local instrument maker using a standard-**EU** credit card (mastercard, visa, ...). For further information please contact: https://www.danner.at/de/index.html

What kind of clothing will I need, if I come to Linz in the winter semester?

The climate in Austria is moderate. However, in winter temperatures do sometimes fall well below freezing point (-10° C).

For the winter semester, adequate winter clothing is essential: proper winter boots with thick soles, a warm winter coat, woollen jumpers, a woolly hat and gloves are advisable. Especially if you go out into the snow, you need to protect yourself with insulated clothing (no viscose pants in winter – you might end up with frost bites!). Generally, it is advisable to "dress like an onion" (3), using several layers.

The SoSe may also start with very low temperatures, sometimes even below cero. So please make sure to bring at least some warm clothing and a pair of warmer shoes/boots with thick soles.

What kind of equipment will I need, if I want to go hiking in Austria?

Hiking in the Alps is indeed a fantastic experience. Please bear in mind, however, that proper **outdoor** hiking boots, preferably ankle-high **with a rough profile**, are necessary to ensure safety in the mountains. In case of flight-restrictions on luggage, please contact the International Office when you get here for advice in this matter.

Will I need to pack a swimming costume for my stay?

You do have free access to the indoor pool at the PHDL throughout the academic year, and there are some really nice lakes in Linz or close by. In the summer, swimming in a mountain lake is a must-do!