



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 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](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

## 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](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](mailto: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](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](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](https://www.phdl.at/fileadmin/user_upload/4_International/2_Outgoings/student-guidebook-2015.pdf)

## 3 What to Do Before Mobility

### 3.1 Possible duration of your mobility

Available at the PHDL are mobility durations of:

- 1 semester
- 1 academic year
- Blended Mobilities: e.g. 3-week's teaching placements, or BIPs

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

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

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](mailto:gerda.reiter@ph-linz.at)).

- **nomination deadlines\***  
15th April (WS/whole academic year)  
31st October (SoSe)
- **nomination via email**

Email nominations should contain:

- student's first name and surname (= family name)
- intended study program at the PHDL (s. 2.2)
- semester of arrival
- duration of stay
- student's email address

After nomination, your home coordinator and each nominee will receive a **nomination-acknowledgment** by 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 you to study with us all the same.

On the one hand, this gives you more freedom (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](mailto: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 vacancies 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 you 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](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 whether or not you are accepted for a mobility!

#### Non-EU-Citizens

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

English: <https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb52>

German: <https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb59>

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 many courses in English and plenty of practical courses, artistic and musical subjects. In these, language competence is less important.

- **Exchange students may study at the PHDL without any knowledge of German.**
- **For this, a minimum language proficiency level of B2 English is required.**
- **Students who speak neither German nor English cannot be accepted.**

### 3.3 Application and Registration Procedure

For students, whose home universities are already connected to EWP, the procedure is self-explanatory.

Those of you not yet connected to EWP, please note the following procedure:

Students receive key data from the International Office in Linz and a link to the PHDL-online application-tool.

Please make your applications directly via the secure online tool, once you have received the link.

- **application deadlines:**  
15th May (WS/whole academic year)  
15th November (SoSe)

#### 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 programme.

*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 from the Online Application Tool 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:

- 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)

When you have submitted these documents, you will receive a confirmation of approval together with the link to the online application tool.

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)

### 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.

Erasmus+ mobility students should find the LA (ELA) form in the mobility tool used by their home university (EWP), the procedure is self-explanatory.

If your university is not connected to EWP yet, please use the word.doc. provided by your home coordinator.

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

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

Please make your choice of courses in accordance with your coordinators at home from the PHDL-preliminary course lists (see: 3.4.2) and fill in the pre-mobility sections (Table A + B) of the LA. These must include the approval of every party involved:

- the student
- the home coordinator
- the host coordinator

Students from universities without EWP-connection should take the following steps, using photo-scans:

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, electronic signatures or the electronic approval on the EWP-platform 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: [https://www.ung.si/public/doc/mednarodni/ISCED\\_Code.pdf](https://www.ung.si/public/doc/mednarodni/ISCED_Code.pdf)

➤ **deadline for Learning Agreement:**  
 15th August (WS/whole academic year)  
 15th December (SoSe)

### 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 shortly before the start of the semester.*

*Changes to your LA are therefore almost inevitable. This is standard procedure, and 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.

Sometimes, however, especially if students find it hard to meet the necessary language requirements, a certain flexibility on behalf of the institutions would be helpful.

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.

**Non-German speaking Incoming Students may acquire a maximum of 30 credits per semester.**

Incomings students must decide on the study programme (see chapter 2.2). No matter which programme you chose, **you may access our complete course-list.**

In addition, we offer a number of courses specially designed for incoming students.

#### 3.4.2.1 Special Courses for Incoming Students

**For a list of mandatory courses laid on specifically for Incoming Students please see:**

Winter semester (WS): [https://www.phdl.at/fileadmin/user\\_upload/Course\\_suggestions\\_WS\\_2022\\_23.pdf](https://www.phdl.at/fileadmin/user_upload/Course_suggestions_WS_2022_23.pdf)

Summer semester (SoSe): [https://www.phdl.at/fileadmin/user\\_upload/Course\\_suggestions\\_SoSe\\_2023.pdf](https://www.phdl.at/fileadmin/user_upload/Course_suggestions_SoSe_2023.pdf)

Depending on your choice of PPS, the mandatory courses will get you 16-20 ECTS credits.

#### 3.4.2.2 How to find the preliminary course lists for QTS Primary Education

To access the 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 3, make sure to enter the current academic year!

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

**1** Login page with a welcome message and a login form. A red arrow points to the 'Anmelden' button.

**2** Home page with application icons. A red arrow points to the 'Studienangebot' icon.

**3** Course selection page showing a list of courses. A red arrow points to the course 'Bachelor LA Primarstufe (HG/BP2019)'. Another red arrow points to the course number '098'.

**4** Course details page for 'Studienplan / 098 Bachelor LA Primarstufe (HG/BP2019, Bachelorstudium, laufend)'. A red arrow points to the course title.

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.

Many PHDL-courses also provide English course descriptions, to change the language click the button in the top, right hand corner:

The screenshot shows the course details page with a language selector in the top right corner (DE, EN) and a red arrow pointing to the 'EN' button. The course information is as follows:

Überblick	
Titel	Austrian Studies for Incoming Students - natural sciences 2
Typ	Erstausbildung/Weiterbildung
Nummer	AWF2ER1ASE
Beteiligte Personen	Vortragende*(Mitarbeitende*) Reiter, Gerda-Hildeborg
Art	Seminar (SE)
Semesterstunden	3
ECTS-Credits	4
Unterrichtssprache/n	Englisch (primär), Deutsch
Angeboten im Semester	Sommersemester 2023
Organisation	Institut Auszubildung

**A list of course suggestions for non-German speaking Incoming Students may be found here:**

**Winter semester (WS):** [https://www.phdl.at/fileadmin/user\\_upload/Course\\_suggestions\\_WS\\_2022\\_23.pdf](https://www.phdl.at/fileadmin/user_upload/Course_suggestions_WS_2022_23.pdf)

**Summer semester (SoSe):** [https://www.phdl.at/fileadmin/user\\_upload/Course\\_suggestions\\_SoSe\\_2023.pdf](https://www.phdl.at/fileadmin/user_upload/Course_suggestions_SoSe_2023.pdf)

### 3.4.2.3 How to find the preliminary 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 close 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/](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'.

By using the following link you can access an excel-file. This contains a list of courses for all Secondary Level-subjects at the PHDL and also shows you the location of the courses. Scroll down to the relevant course list of your subjects:

Winter semester (WS):

Bachelor: [https://www.liles.at/fileadmin/user\\_upload/pdf/Lehrplanung/Gesamtdokument\\_BEEd\\_2022WS.pdf](https://www.liles.at/fileadmin/user_upload/pdf/Lehrplanung/Gesamtdokument_BEEd_2022WS.pdf)

Master: [https://www.liles.at/fileadmin/user\\_upload/pdf/Lehrplanung/Gesamtdokument\\_MEd\\_2022WS.pdf](https://www.liles.at/fileadmin/user_upload/pdf/Lehrplanung/Gesamtdokument_MEd_2022WS.pdf)

Summer semester (SoSe):

Bachelor: [https://www.liles.at/fileadmin/user\\_upload/pdf/Lehrplanung/Gesamtdokument\\_BAC\\_SS22.pdf](https://www.liles.at/fileadmin/user_upload/pdf/Lehrplanung/Gesamtdokument_BAC_SS22.pdf)

Master: [https://www.liles.at/fileadmin/user\\_upload/pdf/Lehrplanung/Gesamtdokument\\_MAS\\_SS22.pdf](https://www.liles.at/fileadmin/user_upload/pdf/Lehrplanung/Gesamtdokument_MAS_SS22.pdf)

*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

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 require 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.

For further information see: <https://www.chipkarte.at/cdscontent/?contentid=10007.678587&portal=ecardportal>

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

*Beware:*

*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 HPHDL-membership rate is used for a students' accident and liability insurance (see chapter 4.2). This covers all activities that have to do with the university programme, including the USI sports courses 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 "Oberösterreichische Gesundheitskasse" (short: OÖ GK), amongst others.

See: <https://www.gesundheitskasse.at/cdscontent/?contentid=10007.882946&portal=oegkportal>

**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!**

### **3.5.3 Visa Regulations**

You need to apply for your visa from your home country. So 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/embassies-consulates/search-for-foreign-representations-in-austria/>

## **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**

For accommodation, we recommend the Salesianum Students Residence as the campus dormitory, which is managed by:

Katholische Hochschulgemeinde Linz (KHG), <http://www.khg-linz.at>  
 Mag. Monika Matzinger, T.: 0732 772666 4680, Mobile: +43 676 8776 4680  
 Verwaltung, [khg-betrieb@dioezese-linz.at](mailto:khg-betrieb@dioezese-linz.at)

A contingent of rooms is reserved for incoming students at the Salesianum (WS: until August, SoSe: until Christmas). After those deadlines, the rooms are passed on to other applicants.

The PHDL does not guarantee accommodation at the Salesianum.

*Tip:*

*Please make sure to apply **well in advance** directly with the KHG-Management. Financial support for underprivileged students may be granted - for further information, please contact the KHG directly.*

### 3.6.2 Other Students Accommodations in Linz

Junges Wohnen – Caritas: <https://www.junges-wohnen.at/>

Froschbergheim/Europahaus: <https://www.ooe-heimbauverein.at/>

Other students accommodations in 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!*

### 3.6.3 General Information on Students Accommodation in Linz

Student 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 € 400 to € 500. A double room costs about € 350 on average.

*Please note:*

*Some student 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 student 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.

*Tip:*

*Please enquire in advance, whether or not the dorm provides bedding, kitchen equipment and other stuff like LAN-cables. In some cases you will need to organise your own, some dorms offer equipment for a deposit.*

### **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.

#### 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**

## 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!*

## 6 Living in Linz

Your buddies are your first port of call in all matters of living in Linz.

### 6.1 Useful Links

- Travelling in Austria/reduced rail tickets: ÖBB Vorteils card link: <https://www.oebb.at/en/tickets-kundenkarten/kundenkarten/vorteils card>
- Cost of living: [https://www.numbeo.com/cost-of-living/country\\_result.jsp?country=Austria](https://www.numbeo.com/cost-of-living/country_result.jsp?country=Austria)
- Additional, intensive German courses: <https://vhskurs.linz.at/index.php?kathaupt=1&katid=63&katvaterid=57&katname=Deutsch+als+FremdspracheZweitsprache>
- Sports/recreation (USI sports courses): <https://www.jku.at/en/campus/recreation/sports-exercise/>
- Culture: <https://www.linztourismus.at/en/leisure>
- What's on in Linz: <https://www.linztourismus.at/en/leisure/discover-linz/events/highlights/>

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.

### When can I create my timetable?

As time-slots for courses are susceptible to last-minute changes, it is advisable to create your timetable when you get here. 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, percussion, and Orff-instruments.* These must however remain in the music rooms and are for use within the PHDL only.

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. The availability of a standard-**EU** credit card (mastercard, visa, ...) is however a pre-requisite. 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). Therefore, 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” 😊, using several layers.

**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 in the summer, swimming in a mountain lake is a great experience!