



PRIVATE PÄDAGOGISCHE HOCHSCHULE DER DIÖZESE LINZ

# *International Student Mobility Manual*

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## Incoming Students

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**Dear student,**

Welcome!

Thank you for choosing for your student mobility the Private University of Education, Diocese of Linz (hereafter referred to as PHDL). We are looking forward to having you here!

To help you on your way we have compiled this manual, as a detailed work of reference about all aspects of your mobility.

Please do not hesitate to contact us for further assistance!

Yours sincerely,

Mag. Gerda-Hildeborg Reiter,  
PHDL coordinator for incoming students

# 1 Contacts and Area of Expertise

## 1.1 PHDL-Campus

### 1.1.1 Head of University

Rector Mag. Dr. Franz Keplinger, [f.keplinger@ph-linz.at](mailto:f.keplinger@ph-linz.at)

### 1.1.2 Head of International Office

Vice-Rector Mag. Berta Leeb, [b.leebe@ph-linz.at](mailto:b.leebe@ph-linz.at)  
 Anna Stummer, (Assistant), [anna.stummer@ph-linz.at](mailto:anna.stummer@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

Isabella Sandmeier, BEd, (choice of courses and course registration, timetable),  
[isabella.sandmeier@ph-linz.at](mailto:isabella.sandmeier@ph-linz.at)  
 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](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

Iris Wahlmüller, BA , [iris.wahlmueller@ph-linz.at](mailto:iris.wahlmueller@ph-linz.at)

### 1.1.6 Coordination Moodle-Platform

Dr. Thomas Schöftner, [ellearn@ph-linz.at](mailto:ellearn@ph-linz.at)

### 1.1.7 Online Application

Dr. Thomas Schöftner, (technical aspects), [ellearn@ph-linz.at](mailto:ellearn@ph-linz.at)  
 Mag. Gerda Reiter, (contents), [gerda.reiter@ph-linz.at](mailto:gerda.reiter@ph-linz.at)

### 1.1.8 Buddy-System

Sarah Pflügler, [buddy@ph-linz.at](mailto: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/](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](tel:+4373278982502), E-Mail: [office@liles.at](mailto:office@liles.at)

### 1.2.2 German Language Courses

Mag. Buchberger Bettina (formerly Presslauer), [bettina@brunobuchberger.com](mailto:bettina@brunobuchberger.com)

Office premises: International Graduates Club, Offenes Kulturhaus OÖ, OK-Platz 1

### 1.2.3 Erasmus-Office Linz

Andreas Szelegowitz (head of office), [andreas.szelegowitz@oead.at](mailto:andreas.szelegowitz@oead.at),  
phone: 0043 732 2468 3267

Petra Zimmerhansl (regional advisor), [petra.zimmerhansl@oead.at](mailto:petra.zimmerhansl@oead.at),  
phone: 0043 732 2468 3168

### 1.2.4 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, a € 20 ÖH-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): 1 October – 31 January**  
 exam weeks: February week 1  
 Orientation Sessions for Incomings: last week of September
- **summer semester (SoSe): 1 March – 31 June 3**  
 exam week: July week 1  
 Orientation Sessions for Incomings: last week of February

*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
- QTS Primary Level
- QTS Secondary Level

Master Studies for

- QTS Primary Level

Incoming students need to decide on their study programme for administrative reasons, but have access to most courses from all study programs, provided there are enough study places.

#### 2.2.1 QTS Elementary Level

basic general education across the curriculum specifically designed for the age group of 2-6 yrs



## 2.2.2 QTS Primary Level

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")
- Inclusive Education/Focus on disabilities ("Schwerpunkt Inklusive Pädagogik/Fokus Behinderung")
- Mathematics-Science-Technics („Schwerpunkt Mathematik-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 Gesundheitsbildung“)
- Movement and Sport/Physical Education („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 QTS Secondary Level

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 Pädagogisch 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.
- 0,5/0,75 ECTS, as given in the PHDL-curriculum, are always rounded up to the next full number (e.g. 0,75 ECTS = 1 ECTS for Incomings Students (Erasmus-Standard: full ECTS))

## 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
  - 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 (no more than 0,25% absences allowed  
*Tip: careful with blocks of 4-5 hrs, missing just once and you may already be over the limit!*)
  - assessment criteria: These vary and may take the form of active participation in class, presentations, midterm-tests, essays, papers, written and oral end of term tests. Specific instructions will be given at the beginning of each course.
- **Optional course\*** (German: “Wahlfach“, WF)
  - regular attendance (no more than 0,25% absences allowed *Tip: careful with blocks of 4-5 hrs, missing just once and you may already be over the limit!*)
  - 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
- **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: These vary and may take the form of active participation in class, presentations, midterm-tests, essays, papers, and written and oral end-term tests. 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

International Office at the PHDL (German: “Zentrum für internationale Bildungsk Kooperationen”, short: ZiB)

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
- provides assistance regarding ...
  - application, registration and ÖH-membership
  - Learning Agreement, choice of courses and optional subjects
  - Certificate of Arrival/Certificate of Attendance Start
  - orientation sessions
  - student ID cards
  - German courses
  - Practical Pedagogical Studies (PPS)
  - living in Linz (e.g. public transport, accommodation)
  - confirmation of attendance
  - extensions
  - visa-issues

Your coordinator at the PHDL supports you as your personal contact partner on site for individual concerns as well as in emergencies.

## 2.7 Students' Union – the „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/](https://www.phdl.at/ueber_uns/organisation/interessensvertretungen/studierendenvertretung/)

## 2.8 Buddy System

Each academic year, the Vice-Rector appoints a student as "Chief-Buddy" who coordinates a buddy system for our incoming students. 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 installed 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**

free professional counselling and psychotherapeutic advice - of course strictly confidential.

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/>

- **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.

- **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 equipped with the following instruments

pianos

guitars

an organ

zither

accordions

percussion instruments

Orff-instruments

You may use all these instruments when no classes take place. However, the instruments must remain in the music rooms!

- **PHDL - Gym, Sports Grounds and Indoor Pool**

can be accessed free of charge at certain times within the weekly schedule

- **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>

○ **Cooperation with the International Graduates Club in Linz**

The International Graduates Club offers opportunities for international students to get together at a central place in Linz and organizes joint events. Incoming students with an advanced level of German will take their German Language classes there:

Int. Graduates Club - Int. Cultural Lounge  
OÖ Kulturquartier  
OK-Platz 1, 1<sup>st</sup> floor  
<http://www.international-graduates-club.at>

## 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. 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) 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)
- 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 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:

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**  
15 April (WS/whole academic year)  
15 November (SoSe)
- **nomination via email**

Email nominations should contain:

- student´s first name and surname (=family name)
- intended study programme 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)
- student´s email address

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

### 3.2 OLS (Online Linguistic Support) and Language Requirements

#### 3.2.1 Language Self-Assessment and Online Language Course

#### Step 2

A language self-assessment is compulsory for all incomings students.

Erasmus+ students will receive access-data for the OLS assessment and an online language course from their home institution. 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.

*Tip:*

*We strongly advise to 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 are also asked for a language self-assessment. Please use the CEFRL (Common European Framework of References for Languages) – Grid [www.ut.ee/sites/default/files/ut\\_files/da5a424f8e5f32f1d2b3239b55df9293.pdf](http://www.ut.ee/sites/default/files/ut_files/da5a424f8e5f32f1d2b3239b55df9293.pdf)

*Tip:*

*Your language self-assessment is essential for the application process at the PHDL, 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 of less importance, so that:

- **Exchange students may study at the PHDL without knowledge of German. In this case, knowledge of English at minimum language B1 is required.**
- **Students who speak neither German nor English cannot be accepted.**

### 3.3 Application and Registration Procedure

#### Step 3

All nominated students receive key data from the International Office in Linz and a link for accessing the online application procedure.

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

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



### 3.3.1 What to prepare before the start of the Online-Application?

The procedure itself is self-explanatory. You can save a lot of time and effort, if you prepare diligently before opening the link:

- a digital copy in jpeg. format of your identity document
- a digital photo in jpeg. format (*portrait photo of head and shoulders only!*)
- 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'

- Please prepare digital proof of having passed aptitude tests or entrance examinations for your study programme.
- To be handed in separately via mail within the application deadline!

*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!*

### 3.3.2 Additional Preparation for QTS Secondary Level 'Music Education'

Please submit by mail or post:

- 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 also be handed in via mail 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!*

All incoming data from the Online Application Tool will be processed after the application deadline. We will then send you and your home coordinator an **email-confirmation of acceptance** for visa purposes.

*Please note:*

*As all international mobility-processes aim at a reduction in the use of paper and postal services, the email confirmation suffices in general. Circulating papers by post with*

*original signatures and stamps is mostly unnecessary. Scanned copies of signatures or electronic signatures are usually accepted.*

*However, please tell us in advance, if you do require a stamped letter of acceptance by post.*

## 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. Erasmus+ mobility students receive the LA form by their home institution.

It 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

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. 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.*

Circulating papers with original signatures by post is not necessary. 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](http://www.uca.es/recursos/doc/Unidades/Oficina_RRII/Erasmus/Erasmus_KA107/671196821_642017113617.pdf)

- **deadline for Learning Agreement:**  
 15 August (WS/whole academic year)  
 15 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 almost inevitable. This is standard procedure, and we will deal with this together, once you get here, so that last minute changes of the 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.

**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 programme (see chapter 2.2). No matter which programme you chose, you have access to most courses on offer at the PHDL, provided there are enough study places and the necessary language requirements are met.

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

#### 3.4.2.1 Special Courses for Incoming Students

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=183163&pSpracheNr=2&pMUISuche=FALSE>  
 Summer semester (SoSe):  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=173869&pSpracheNr=2&pMUISuche=FALSE>
- **Austrian Studies – society past and present** (3 ECTS credits)  
 WS:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=186445&pSpracheNr=2&pMUISuche=FALSE>  
 SoSe:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=177531&pSpracheNr=2&pMUISuche=FALSE>
- **Austrian Studies – arts and culture** (3 ECTS credits)  
 WS:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=186446&pSpracheNr=2&pMUISuche=FALSE>  
 SoSe:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=177532&pSpracheNr=2&pMUISuche=FALSE>

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)  
 WS:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183170&pSpracheNr=2&pMUISuche=FALSE>  
 SoSe:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=173852&pSpracheNr=2&pMUISuche=FALSE>
- **Deutsch für Incoming Students II: Fortgeschrittenen Level Advanced** (3 ECTS credits)  
 WS:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183198&pSpracheNr=2&pMUISuche=FALSE>  
 SoSe:  
<https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=173851&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=183171&pSpracheNr=1>  
 SoSe <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183178&pSpracheNr=1>
- **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=183172&pSpracheNr=1>  
 SoSe <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183179&pSpracheNr=1>
- **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=183173&pSpracheNr=1>  
 SoSe <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183180&pSpracheNr=1>
- **PPS IIb - Teaching Practice** (4 ECTS credits)  
 minimal language skill German B2, English: B2  
 WS <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183174&pSpracheNr=1>  
 SoSe <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183217&pSpracheNr=1>
- **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=183175&pSpracheNr=1>

SoSe <https://www.ph-online.ac.at/ph-linz/wbLv.wbShowLVDetail?pStpSpNr=183218&pSpracheNr=1>

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

Depending on your choices, the compulsory courses will get you up to 15 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 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> :

1. Screenshot 1: PH-Online homepage. URL: https://www.ph-online.ac.at/ph-linz/webnav.mi. Menu: PH-Online. Wartung: 3. Juni, 08:00 - 18:00. Logo: PRIVATE PÄDAGOGISCHE HOCHSCHULE DER DIÖZESE LINZ. Text: Anmeldung zu Fortbildungsveranstaltungen 2019/20! Bitte melden Sie sich wie folgt an: Sommerbildung 2019: eDAV Fortbildungsprogramm für BAHS-BAEP-Lehramts: eDAV Besondere Veranstaltungen: eDAV. Die Anmeldefristen lauten wie folgt: Sommerbildung 2019: 1. Mai - 31. Mai 2019 Veranstaltungen, die vor dem 31. Oktober 2019 stattfinden: 1. Mai - 31. Mai 2019 Fortbildungen für BAHS- und BAEP-Lehramts: 1. Mai - 31. Mai 2019 Bundesweite Veranstaltungen: 1. Mai - 31. Mai 2019.

2. Screenshot 2: PH-Online menu. URL: https://www.ph-online.ac.at/ph-linz/webnav.mi. Menu: PH-Online. Wartung: 3. Juni, 08:00 - 18:00. Logo: PRIVATE PÄDAGOGISCHE HOCHSCHULE DER DIÖZESE LINZ. Text: Anmeldung zu Fortbildungsveranstaltungen 2019/20! Bitte melden Sie sich wie folgt an: Sommerbildung 2019: eDAV Fortbildungsprogramm für BAHS-BAEP-Lehramts: eDAV Besondere Veranstaltungen: eDAV.

3. Screenshot 3: PH-Online menu. URL: https://www.ph-online.ac.at/ph-linz/webnav.mi. Menu: PH-Online. Wartung: 3. Juni, 08:00 - 18:00. Logo: PRIVATE PÄDAGOGISCHE HOCHSCHULE DER DIÖZESE LINZ. Text: Anmeldung zu Fortbildungsveranstaltungen 2019/20! Bitte melden Sie sich wie folgt an: Sommerbildung 2019: eDAV Fortbildungsprogramm für BAHS-BAEP-Lehramts: eDAV Besondere Veranstaltungen: eDAV.

4. Screenshot 4: PH-Online menu. URL: https://www.ph-online.ac.at/ph-linz/webnav.mi. Menu: PH-Online. Wartung: 3. Juni, 08:00 - 18:00. Logo: PRIVATE PÄDAGOGISCHE HOCHSCHULE DER DIÖZESE LINZ. Text: Anmeldung zu Fortbildungsveranstaltungen 2019/20! Bitte melden Sie sich wie folgt an: Sommerbildung 2019: eDAV Fortbildungsprogramm für BAHS-BAEP-Lehramts: eDAV Besondere Veranstaltungen: eDAV.

5. Screenshot 5: PH-Online menu. URL: https://www.ph-online.ac.at/ph-linz/webnav.mi. Menu: PH-Online. Wartung: 3. Juni, 08:00 - 18:00. Logo: PRIVATE PÄDAGOGISCHE HOCHSCHULE DER DIÖZESE LINZ. Text: Anmeldung zu Fortbildungsveranstaltungen 2019/20! Bitte melden Sie sich wie folgt an: Sommerbildung 2019: eDAV Fortbildungsprogramm für BAHS-BAEP-Lehramts: eDAV Besondere Veranstaltungen: eDAV.

6. Screenshot 6: PH-Online menu. URL: https://www.ph-online.ac.at/ph-linz/webnav.mi. Menu: PH-Online. Wartung: 3. Juni, 08:00 - 18:00. Logo: PRIVATE PÄDAGOGISCHE HOCHSCHULE DER DIÖZESE LINZ. Text: Anmeldung zu Fortbildungsveranstaltungen 2019/20! Bitte melden Sie sich wie folgt an: Sommerbildung 2019: eDAV Fortbildungsprogramm für BAHS-BAEP-Lehramts: eDAV Besondere Veranstaltungen: eDAV.

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., that includes a. If you click on the title, you should also be able to access the course descriptions, the course number and the number of ECTS.

In the following screenshots, the red arrows mark courses particularly suitable for incomings without German.



The left screenshot displays the 'Knotenfilter-Bezeichnung' section, listing various courses and their prerequisites. The right screenshot displays the 'Studienplan' section, detailing the courses for the 2018/19 academic year, including 'Allgemeine Bildungswissenschaftliche Grundlagen' and 'Fachwissenschaftliche Grundlagen'.

There are more best-practice courses under “Studienschwerpunkte” (= study focus). For these, go back to step 6, then use the following path:

The left screenshot displays the 'Knotenfilter-Bezeichnung' section, listing various courses and their prerequisites. The right screenshot displays the 'Studienplan' section, detailing the courses for the 2018/19 academic year, including 'Allgemeine Bildungswissenschaftliche Grundlagen' and 'Fachwissenschaftliche Grundlagen'.

Here are some examples showing courses that previous incomings have found both attractive and manageable as regards language requirements.

The left screenshot displays the 'Knotenfilter-Bezeichnung' section, listing various courses and their prerequisites. The right screenshot displays the 'Studienplan' section, detailing the courses for the 2018/19 academic year, including 'Allgemeine Bildungswissenschaftliche Grundlagen' and 'Fachwissenschaftliche Grundlagen'.

### 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 university colleges 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 (for abbreviations see chapter 2.2.1.):

[https://www.phdl.at/fileadmin/user\\_upload/1\\_Studium/1\\_Ausbildung/Lehramt\\_Sekundarstufe/Lehrveranstaltungen/Lehrplanung\\_WS19.pdf](https://www.phdl.at/fileadmin/user_upload/1_Studium/1_Ausbildung/Lehramt_Sekundarstufe/Lehrveranstaltungen/Lehrplanung_WS19.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

### 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 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.

Be aware, however, 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.

*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 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 programme, 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 "Oberösterreichische Gebietskrankenkasse" (ÖÖ GKK), amongst others. See

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

*Please note:*

*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. Do feel free to ask us should any questions arise!

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/entry-and-visa/students/>
- <https://www.bmeia.gv.at/en/embassies-consulates/search-for-foreign-representations-in-austria/>

## **3.6 Accommodation**

 Step 6:

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, Phone: 0043 732 244011,  
 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.

*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 also contact the KHG directly.*

The PHDL does not guarantee accommodation at the Salesianum.

### 3.6.2 Other Students Accommodations in Linz

For a list of possible students accommodation and more information, see:

- [https://www.phdl.at/service/wohnen\\_essen/studentenheime\\_in\\_linz/](https://www.phdl.at/service/wohnen_essen/studentenheime_in_linz/)
- <https://housing.oead.at/de/unterkuenfte/linz-de/haeuser-de?view=application&city=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!*

*We ask for your understanding that we do not feel capable of recommending any particular students dormitory, as these are largely a matter of taste and financial means. Correspondence with fellow-students of your home university, who have had previous experience with hostels in Linz might prove useful.*

### 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 € 300 to € 400. A double room costs about € 250 on average.

*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 too short a time.

The PHDL coordinator will send you the exact dates of the orientation session 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

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 Chief-Buddy well in advance: [buddy@ph-linz.at](mailto:buddy@ph-linz.at)

To organize your own transfer from airport an station, 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 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)

You will get more information and some help in filling out the form upon your arrival.

#### 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. A month 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, just before you leave your home country.

Otherwise, just follow up the appointment for the health check.

*Tip:*

*You must not ignore this letter, simply “because it’s German and you 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 note:*

*Please do not register yourself, we will do this for you!*

The ÖH-membership fee of € 20 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 and make sure.*

## 4.4 Orientation Sessions

Prior to the start of each semester, we organise 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 obligatory.

Contents of the Orientation Sessions:

- finding your way around the campus
- finalizing your enrolment by payment of the € 20 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
- 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 ÖH...

## 4.5 Learning Agreement - Changes

Changes to your choice of courses in the LA are standard procedure. When you get here, you will have individual appointments with faculty staff, where we will advise you on the choice of suitable courses in accordance with the given 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.*

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 also called Certificate of Departure or Certificate of Mobility), that marks the end of your period abroad. Please make sure with your home university *well in advance*, 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.

Should you need to stay on after the end of the semester, it is possible to confirm your attendance even outside the semester dates. However, please note:

The International Office may confirm dates after the end of term *on study-related grounds only*, such as exams, writing papers, library research, etc.

*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 may take a month to enter all the grades into the system. So please allow us a months' time after the end of term to go process all the data for your ToR. 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 (s. p.29). This is a legal requirement and must be done *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 250.000 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

- Austrian Agency for International Cooperation in Education and Research (OeAD-GmbH): <https://oead.at/en/to-austria/oead4refugees/studying-and-living/>
- Map of Linz: <https://maps.doris.at/?x=70755&y=352400&zoom=7>
- 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)
- Sports/recreation: <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. There is some *limited* space at the PHDL International Office, which you could use to store things until the next exchange students arrive. Please contact the PHDL-coordinator for this.

### 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).

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. 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. 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!

### **For further FAQs, see:**

[http://ec.europa.eu/dgs/education\\_culture/repository/education/opportunities/higher-education/doc/students-questions-answers\\_en.pdf](http://ec.europa.eu/dgs/education_culture/repository/education/opportunities/higher-education/doc/students-questions-answers_en.pdf)