



PRIVATE UNIVERSITY OF EDUCATION, DIOCESE OF LINZ

International Student Mobility Manual

Incoming Students

Mag. Gerda-Hildeborg Reiter

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Contents

1	Contacts and Area of Expertise	4
1.1	PHDL-Campus	4
1.1.1	Head of University	4
1.1.2	Head of International Office	4
1.1.3	Coordination Incoming Students	4
1.1.4	Student Administration	4
1.1.5	Bilateral Agreements and Homepage Management	4
1.1.6	Coordination Moodle-Platform	4
1.1.7	Online Application	4
1.1.8	Buddy-System	4
1.1.9	Students' Union (ÖH)	5
1.2.	External Coordination	5
1.2.2	German Language Courses	5
1.2.3	Erasmus-Office Linz	5
1.2.4	Salesianum Students Dormitory	5
2	General Information about Studying at the PHDL	6
2.1	Academic Year	6
2.2	Study programs at the PHDL	6
2.2.1	Elementary Teacher Education Bachelor (elem.)	6
2.2.2	Primary Teacher Education Bachelor (prim.)	7
2.2.2.1	Major Study Focuses	7
2.2.2.2	Minor Study Focuses	7
2.2.3	Secondary Teacher Education Bachelor (sec.)	7
2.2.4	Teacher Education Master Programs	8
2.3	ECTS - European Credit Transfer System	8
2.4	Austrian Grading System	9
2.5	Austrian Course Types	9
2.6	Coordinator for Incoming Students - Areas of Responsibility	10
2.7	Students' Union – „HPHDL“	10
2.8	Buddy System	11
2.9	University Facilities and Services	11
2.10	Online Erasmus+ Portal	12
2.11	Erasmus Student Network (ESN)	12

Dear student,

Welcome!

Thank you for your interest in the Private University of Education, Diocese of Linz (hereafter referred to as PHDL). We are looking forward to welcoming you here!

To help you on your way we have compiled this “Manual for Incoming Students”, as a detailed work of reference about all aspects of your mobility. For easier handling, we have split it up into four sections: “Before Mobility”, “During Mobility”, “After Mobility”, and “FAQs”, each containing an index of the complete Manual for a general overview.

Please do not hesitate to contact us for further assistance!

Yours sincerely,

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

1 Contacts and Area of Expertise

1.1 PHDL-Campus

1.1.1 Head of University

Rector Mag. Dr. Franz Keplinger, f.keplinger@ph-linz.at

1.1.2 Head of International Office

Vice-Rector Mag. Berta Leeb, b.leebe@ph-linz.at

1.1.3 Coordination Incoming Students

Mag. Gerda Reiter, gerda.reiter@ph-linz.at
International Office ("Zentrum f. Internationale Bildungsk Kooperationen"),
located in building B, entrance via roof top terrace

1.1.4 Student Administration

Isabella Sandmeier, BEd, (course registration, timetable), isabella.sandmeier@ph-linz.at
Office located in building A, ground level, entrance staff room

Department for studies and examinations "Studien- und Prüfungsabteilung" (SPA),
Gertrude Knollmayr, gertrude.knollmayr@ph-linz.at

Office located in building A, mezzanine floor, same level as the rector's office

1.1.5 Bilateral Agreements and Homepage Management

Iris Wahlmüller, BA , iris.wahlmueller@ph-linz.at

1.1.6 Coordination Moodle-Platform

Dr. Thomas Schöftner, ellearn@ph-linz.at

1.1.7 Online Application

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

1.1.8 Buddy-System

For the current buddy coordinator please contact: buddy@ph-linz.at

1.1.9 Students' Union (ÖH)

For the current representatives of the students' union ("Österreichische Hochschülerschaft"- in short: ÖH, also HPHDL) see

https://www.phdl.at/ueber_uns/organisation/interessensvertretungen/studierendenvertretung/

Office located in foyer, opposite main entrance above sitting area

1.2. External Coordination

1.2.1 LiLeS – administration offices for QTS Secondary Education

Office premises: Hauptplatz 6, Tel.: [+43 732 7898 2502](tel:+4373278982502), E-Mail: office@liles.at

1.2.2 German Language Courses

Mag. Buchberger Bettina, bettina@brunobuchberger.com

1.2.3 Erasmus-Office Linz

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

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

1.2.4 Salesianum Students Dormitory

Mag. Monika Matzinger (administration), khg-betrieb@dioezese-linz.at
Katholische Hochschulgemeinde Linz (KHG), phone: 0043 732 244011

2 General Information about Studying at the PHDL

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

However, € 20,70 ÖH-membership fee must be payed, when you arrive.
This is a compulsory fee for every student studying in Austria.

2.1 Academic Year

- **winter semester (WS):**
Orientation Sessions for Incomings: last week of September
Classes: 1 October – 31 January
exam weeks: February week 1

- **summer semester (SoSe):**
classes: 1 March – 31 June
Orientation Sessions for Incomings: last week of February
exam week: July week 1

Please note:

Some exams may take place before the exam weeks.

2.2 Study programs at the PHDL

At the PHDL, the following study programs are on offer:

First Cycle:

- Elementary Teacher Education Bachelor (Abr.: elem.)
- Primary Teacher Education Bachelor (Abr.: prim.)
- Secondary Teacher Education Bachelor (Abr.: sec.)

Second Cycle:

- Primary Teacher Education Master (Abr.: prim.MA)
- Secondary Teacher Education Master (Abr.: sec.MA)

Incoming students need to decide on their study program mainly for administrative reasons. Independent of your elected study program, you may choose courses from *all* PHDL-study programs, as long as there are enough study places and provided you meet the necessary requirements (special requirements for specific study programs, s. chapter 3.3.).

2.2.1 Elementary Teacher Education Bachelor (elem.)

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

2.2.2 Primary Teacher Education Bachelor (prim.)

Basic general education across the curriculum, specifically designed for the age group of 6-10 yrs.

This program offers additional courses for incoming students, which are organised as “study focuses” (German: “Studienschwerpunkte”):

2.2.2.1 Major Study Focuses

- 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 Focuses

- Nutritional and Health Education („Schwerpunkt Ernährungs- und Gesundheitsbildung“)
- Movement and Sport/P. E. („Schwerpunkt Bewegung und Sport“)
- Leisure and Education („Schwerpunkt Freizeitpädagogik“)
- Arts („Schwerpunkt Künstlerische Bildung“)
- Activity-orientated Media Pedagogy („Schwerpunkt Handlungsorientierte Medienpädagogik“)
- Music Education („Schwerpunkt Musikalische Bildung“)
- Social Work within the Educational System („Schwerpunkt Schulsozialpädagogik“)
- Theatre Pedagogy („Schwerpunkt Theaterpädagogik“)

2.2.3 Secondary Teacher Education Bachelor (sec.)

Specialist training in **2 subjects** specifically designed for the age group of 10-18 yrs. Sec. students 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“)

2.2.4 Teacher Education Master Programs

Students may choose courses from *all* study programs, as long as there are enough study places and provided they meet the necessary requirements.

2.3 ECTS - European Credit Transfer System

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

ECTS credits are based on the workload students need to invest in order to achieve expected learning outcomes.

Workload indicates the time students usually need to complete all the required learning activities, like attending lectures, seminars, writing essays and papers, doing projects, practical work, self-study or sitting for examinations. Therefore, each course is attributed a certain number of ECTS credits, depending on the expected workload.

- 60 ECTS credits equal the workload of a full-time academic year and the expected learning outcomes.
- 15 weeks/semester
- one credit amounts to approx. 30 hours of work.
- full ECTS/half ECTS:
0,5 / 0,75 ECTS as given in the PHDL-curriculum, are always rounded up to the next full number for incomings students to match the Erasmus-standard of full ECTS:
e.g. 0,5 or 0,75 ECTS => 1 ECTS for Incomings
1,5 => 2 ECTS, etc.
This can be argued, as 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
 - Language of instruction mostly German
- **Training course*** (German: "Übung", UE)
Pro-seminar* (German: "Proseminar", PS)
Seminar* (German: "Seminar", SE)
 - regular, compulsory attendance: Teachers may require physical presence in 75-90% of their classes. Please make sure to ask each teacher!
Tip: be careful with blocks of 4-5 hrs, you may already be over the limit by missing just once!
 - assessment criteria: These vary and may take the form of active participation in class, digital and online tasks, video-conferences, presentations, midterm-tests, essays, papers, written and oral end of term tests. You will receive specific instructions at the beginning of each course.
 - Training courses (UE) are particularly suitable for non-German-speaking incomings, as they are mostly very practical and activity-oriented
- **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"
 - Optional courses (WF) are particularly suitable for non-German-speaking incomings, as they are mostly very practical and activity-oriented.
- **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.
- Incomings may be given individual work assignments

2.6 Coordinator for Incoming Students - Areas of Responsibility

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

We will help you with general and administrative issues regarding your stay in Linz.

Your host coordinator deals with

- nominations
- Pre-mobility assistance regarding ...
 - application
 - access to the complete PHDL-course-list
 - course-suggestions for non-German-speaking incomings
 - Learning Agreement
 - accommodation
 - insurance
 - visa-modalities
- During-mobility assistance regarding ...
 - Certificate of Arrival
 - orientation sessions
 - registration/ÖH-membership
 - student ID cards
 - living in Linz (e.g. public transport, ...)
 - confirmation of attendance
 - German courses
 - Practical Pedagogical Studies (PPS)
 - Austrian Studies
 - Extensions
 - Certificates of departure
- After-mobility assistance regarding ...
 - Transcript of records

Ms. Gerda Reiter supports you as your personal contact partner on site for individual concerns as well as in emergencies.

2.7 Students' Union – „HPHDL“

Every student at an Austrian university is obliged to become a member of the Austrian Students' Union (hereafter: HPHDL). The HPHDL's 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/ueber_uns/organisation/interessensvertretungen/studierendenvertretung/

2.8 Buddy System

Each academic year, the PHDL appoints a student buddy coordinator for our incomings, who will make sure that you will be supported by your personal buddy from the very beginning of your stay. Your personal buddy will be your contact person for all matters of 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>

○ **It-Services**

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

○ **Advice and Counselling**

free professional and confidential counselling as well as free psychotherapeutic advice available

Psychologische Studierendenberatung

Phone: 0043 - 0732 - 2468 - 7930

psychol.studber@jku.at

Hochschulfondsgebäude, 1. Stock,

Altenbergerstraße 69, 4040 Linz

See also: <https://www.studierendenberatung.at/en/coming-to-a-new-country/>

○ **PHDL - Canteen** (German: "Mensa")

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

○ **HPHDL-cooking facilities**

microwaves available for heating up food

○ **HPHDL - office supply service** (German: "Materialbibliothek")

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International Office, Mag. Gerda-Hildeborg Reiter

You can help yourself to paper and other office requisites for free at the HPHDL-office. The HPHDL-representatives also help with printing machines.

- **Practice rooms and musical instruments:**
several music/practice rooms equipped with the following instruments
 - pianos
 - guitars
 - an organ
 - accordeons
 - percussion instruments
 - Orff-instruments

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

- **PHDL - gym, sports grounds and indoor pool**
free of charge, accessible at certain times within the weekly schedule
Parts of the outdoor sports grounds will be renovated during 2021/22.
- **Sport and games** organised by the HPHDL
- **University Sports Institute – USI**
over 150 USI-sports-courses available at very reasonable rates for all students.
See also
<https://www.jku.at/en/campus/recreation/sports-exercise>

2.10 Online Erasmus+ Portal

The Online Erasmus+ Portal provides valuable information about your exchange. There are many documents and forms as well as the Erasmus Students' Charta available for downloading. Here you can also find out about the European Student Card and the Erasmus+App for your phone, which the EU are currently implementing into their administrative processes to facilitate your mobility

See https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants_en

2.11 Erasmus Student Network (ESN)

Under the principle of “Students Helping Students” the international organisation “Erasmus Student Network” (ESN) with its regional offices offers opportunities for an exchange among visiting students and for self-development:

- Valuable tips and information (excursions, skiing trips, parties, ...):
<https://esn.org/students>
- ESN-student guide book for your mobility
https://www.phdl.at/fileadmin/user_upload/4_International/2_Outgoings/student-guidebook-2015.pdf
- ESN-facebook for more services like tandem language learning free of charge
- ESN- app for your mobile phone