



PRIVATE PÄDAGOGISCHE
HOCHSCHULE
DER DIÖZESE LINZ

International Student Mobility Manual

For Incoming (Erasmus) Exchange Students

Mag. Gerda-Hildeborg Reiter

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Dear student,

Welcome!

Thank you for choosing the Private University of Education, Diocese of Linz (hereafter referred to as PHDL) for your (Erasmus) student mobility. 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 List of Contacts and Area of Expertise

1.1 PHDL-Campus

1.1.1 Rectorate

Rector Prof. Dr. Johannes Reitinger, johannes.reitinger@ph-linz.at

Vice rector Mag. Johanna Fischer, international affairs, j.fischer@ph-linz.at,

1.1.2 Head of International Office (Centre for International Relations/ZIB)

Dr. Sabine Reindl, sabine.reindl@ph-linz.at

International Office (“Zentrum f. Internationale Bildungsk Kooperationen”), Building B, entrance via roof top terrace

1.1.3 Coordination Incoming Students

Mag. Gerda Reiter, erasmus4incomings@ph-linz.at , gerda.reiter@ph-linz.at

1.1.4 Bilateral Agreements

Ivan Petkov, ivan.petkov@ph-linz.at

1.1.5 Coordination Moodle-Platform

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

1.1.6 Online Application

Dr. Thomas Schöftner, (technical aspects), elearn@ph-linz.at

Mag. Gerda Reiter, (contents), erasmus4incomings@ph-linz.at

1.1.7 German PHDL-Language Courses

Mag. Ildiko Mayr, ildiko.mayr@ph-linz.at

1.1.8 Buddies

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

1.1.9 Students' Union (HPHDL)

For the current representatives of the students' union (“Österreichische Hochschülerschaft” - in short: HPHDL) see:

<https://www.phdl.at/service/studienbetrieb/studierendenvertretung>

Office located in foyer, opposite main entrance above sitting area

1.2. External Coordination

1.2.1 LiLeS – administration offices for QTS Secondary Education

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

1.2.2 Salesianum Students Dormitory

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

1.2.3. Hochschuleseelsorge/Pastoral Care

Mag. Stefanie Brandstetter, phone: +43 676 877 63 504, st.brandstetter@ph-linz.at

2 General Information about Studying at the PHDL

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

However, like all other Austrian students, you must pay a €25,80 student union fee when you arrive. This is not a study fee, it is a membership fee, that also partly pays for accident insurance coverage during classes. **There are no study fees 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

Academic calendar:

https://www.phdl.at/fileadmin/user_upload/3_Service/2_Studienbetrieb/Studientermine/Terminplan-SoSe2025-26.pdf

2.2 Study programs at the PHDL

The PHDL offers the following study programs (QTS =Qualified Teacher Status):

Bachelor studies for

- Elementary Pedagogy (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)

Incoming students must choose a **main study program** for administrative purposes. However, they are allowed to take courses from **other study programs**, as long as:

- They meet the required language level.
- There are available places in the selected courses.

In addition, Secondary Education Courses may be chosen by students of other study programs, as long as the courses are offered at the PHDL.

For language requirements please see chapter 3.2 (p.15 cont.)

2.2.1 Elementary Teacher Education Bachelor

Basic general education across the curriculum (age group of 2-6 yrs).

2.2.2 Primary Teacher Education Bachelor

Basic general education across the curriculum (age group of 6-10 yrs).

2.2.3 Secondary Teacher Education Bachelor

Specialist training in **2 subjects** (the age group of 10-18 yrs).

To apply: Incoming exchange students must chose 2 subjects, for list of possible subjects see:

https://www.phdl.at/en/study/initial_teacher_training/qts_secondary_level/subjects_and_combinations

2.3 ECTS - European Credit Transfer System

ECTS credits show how much work a student needs to do to reach the learning goals of a course. The workload includes learning activities like attending lectures and seminars, writing essays and papers, doing projects, practical work, self-study or sitting for examinations.

Each course is given a certain number of ECTS credits based on how much time and effort it usually takes to complete.

2.3.1 Understanding ECTS Credits

- 60 ECTS credits = full-time workload for one academic year
- Each semester lasts 15 weeks
- 1 ECTS credit = about 30 hours of work

2.3.2 ECTS Rounding for Incoming Students

Some courses in the PHDL curriculum are listed with 0.5 or 0.75 ECTS/1,5/2,5.

To match the Erasmus standard, these are rounded up for incoming students:

Example: 0.75 ECTS → 1 ECTS for incoming students

2.4 Austrian Grading System

1 = excellent (outstanding performance)

2 = good (generally good, but with some errors)

3 = satisfactory (generally sound work with some substantial errors)

4 = sufficient (performance meets the minimum criteria)

5 = fail (< 50%; substantial improvement necessary; requirement of further work)

If your university is using a different grading system, it is your home university's responsibility to provide you with a conversion table.

2.5 Austrian Course Formats

Austrian course formats are important because they affect your attendance requirements for your various classes. You will get the 'Guidelines for Incoming Students' during the Orientation Sessions, which will deal with this issue at length.

2.6 University Centres, Facilities and Services

2.6.1 Centre for International Relations - Areas of Responsibility

German: “Zentrum für Internationale Bildungskooperationen“ (ZIB)

We help you with general and administrative issues regarding your stay in Linz. Your host coordinator is responsible for all administrative processes:

- Nominations
- Communication and passing on key data before, during and after during your mobility
- PHDL-application survey
- ELAs/OLAs (Learning Agreements)
- Registering you for courses / setting together your timetable
- Signing documents/Certificates required by home institutions

Please note:

For all matters concerning your dormitory: Please contact your dorm managers. (s. chapter 3.7.)

The PHDL coordinator supports you as your personal contact partner on site for individual concerns as well as in emergencies. If you wish to arrange a zoom meeting before your mobility, please contact me under erasmus4incomings@ph-linz.at

Office hours:

NEW: no specific times, please arrange personal appointments.

2.6.2 Student Union HPHDL – „Österreichische Hochschülerschaft“

Every student at an Austrian university must become a member of the Austrian Students' Union (HPHDL) by paying a €25.20 membership fee.

This is not a tuition fee - there are no tuition fees in Austria!

This membership fee covers additional insurance at all PHDL and course-related locations.

HPHDL representatives offer:

- Free office supplies for creating teaching materials (in the library)
- Access to a kitchen unit (microwave)
- Sports activities
- Parties and events
- Get-togethers
- Opportunities to meet fellow students

<https://www.phdl.at/service/studienbetrieb/studierendenvertretung>

2.6.3 Buddy System

The PHDL buddy coordinator organizes a group of volunteer buddies for each semester, who will support you from the very beginning of your stay on a peer-2-peer basis. Your buddy will be your contact for all matters concerning everyday life in Austria and at the PHDL. See also chapter 4.1.1. cont.

2.6.4 Other Facilities and Services

- **Library and Media Centre**

- PHDL-library
- free access to the libraries of the Anton Bruckner Private University of Music and 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 school-lessons.

See also: <https://www.phdl.at/service/medien/medienwerkstatt>

- **Advice and Counselling**

free professional, confidential counselling and psychotherapeutic advice available

English: 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/>

Deutsch: https://www.phdl.at/service/studienbetrieb/supervisionberatung_fuer_studierende

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

Menus at reduced prices available. For further information please contact the HPHDL.

- **HPHDL - cooking facilities**

Open access microwaves and kitchen-unit available for you to heat up your lunch

NEW: Cooperation with Foodsharing.at: The fridge in the kitchen unit and a countertop nearby will be regularly filled with leftover food from supermarkets which is still good can be taken and shared for free!

- **Practice rooms and musical instruments:**

Open access music rooms equipped various instruments (see also chapter 7 FAQs)

- **PHDL - gym, outdoor sports grounds**

Open access free of charge outside classes and at certain times reserved for students.

- **University Sports Institute – USI**

Over 150 USI-sports courses at very reasonable rates. See also,

<https://www.iku.at/en/campus/recreation/usi-sport-classes-programs/>

2.7 Erasmus Information for Studies in Austria

2.7.1 Online Erasmus+ Portal

The Online Erasmus+ Portal provides valuable information about your exchange. There are many documents and forms 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://erasmus-plus.ec.europa.eu/about-erasmus/what-is-erasmus>

2.7.2 Erasmus+ Student Rights

Check out the Erasmus+ Charta and read up on your rights in the Erasmus+ Students' Charta on the PHDL website: <https://www.phdl.at/international>

2.7.3 Erasmus Student Network (ESN)

Under the motto **“Students Helping Students,”** the international organization **ESN** supports visiting students. Their local offices offer opportunities to **meet other international students** as well as activities for **personal growth and exchange**. The local section of ESN can be found here: <https://accounts.esn.org/section/at-linz-esn>

- 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

3 What to Do Before Mobility

3.1 Possible Durations of Mobility

- 1 semester
- 1 academic year
- Blended or short term mobilities: e.g. teaching placements, or BIPs (average 5 days).

Students can apply for **up to 12 months of mobility** during each study cycle (e.g., Bachelor, Master).

Please note:

*If you go on Erasmus **after graduation**, it counts as part of your **previous study cycle**. You must apply for your mobility before you graduate!*

Important:

Classes must be attended in person until the semester ends (unless explicitly defined as “E-Learning”).

If you must go home before the end of the PHDL-semester **for academic reasons, you must apply for this in your application survey before the start of your mobility (under “duration of mobility”)**.

3.2 Language Requirements

For a preliminary self-assessment, please use:

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

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

- **Elementary Teacher Education:** German-speakers only, B2-German
- **Primary Teacher Education:** non-German speakers welcome, B2-English
- **Secondary Teacher Education:** non-German speakers welcome, C1-English

Every student must prove at least B2 language proficiency level in either English or German. (Native speakers are of course exempt from this regulation.)

For this, please submit a recognized official language certificate, that includes all 4 competences: reading, writing, listening, and speaking.

3.2.1 Accepted Language certificates

- OLS-Test: Online Linguistic support, based on CEFRL, link provided by your home university after nomination (free)
- Cambridge
- TOEFL
- TOEIC
- Aptis Esol

Please contact us, to find out about the acceptance of other language certificates.

! Important:

Simply ticking the box for B2 in the Learning Agreement does not constitute proof of your language competence. Thank you for your understanding, that we cannot accept confirmations by international coordinators.

- **Language of instruction at the PHDL: mostly German.**
- **Native speakers and students with B2 German have access to the complete course lists:**
https://www.phdl.at/international/incomings/incoming_students

3.2.2 How Does Studying at the PHDL Work for Non-German Speaking Students?

Ideally, the language certificate is uploaded along with all other documents in their PHDL-application. If you do not have a recent test result ready for uploading, please continue the application survey and contact erasmus4incomings@ph-linz.at for more information.

Students who do not speak any German, please choose your courses from the **lists of “Course Suggestions for non-German Speaking Students”**. Kindly make sure to open the file corresponding with the semester of your mobility:

https://www.phdl.at/international/incomings/incoming_students

For more information, s. chapter 3.5.3.

✦ Please note:

Studying in a German speaking country without any German naturally limits your academic options. The Course suggestions are designed to make exchange mobility to Linz possible for students who do not speak German.

To ensure your academic success, the Course Suggestions contain mainly practical courses, as scientific content should match the language skills of incoming students.

Language of instruction of the courses from the Course Suggestions are either taught in

- **English or**
- **a mix of English and German or**
- **in German with English learning material and/or offer alternative assignments or exam methods.**
These are usually practical teaching sessions, where language is less critical

3.3 Nomination

International Erasmus code for PHDL: A Linz04

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

- **Nomination Deadlines**
WS/academic year: 15. April
SoSe: 31. October
- **Home coordinator nominates you by email to** erasmus4incomings@ph-linz.at

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, the PHDL will send you and your home coordinator a **nomination-acknowledgment** by email, which you may forward to student dormitory managements.

📌 Need Special Assistance During Your Mobility?

If you require **special support** during your stay (e.g. due to health, accessibility, or personal needs), please **contact us directly** — we're here to help!

3.4 Application and Registration Procedure

Students basically need to apply twice:

1. at the home university (in the pipeline of your university's mobility tool)
2. and at the PHDL (survey)

For the PHDL-application we will send you key data and a link to the PHDL-online application-survey.

- **PHDL Application Deadlines:**
WS/full academic year: 15. May
SoSe: 15. November
- **By link to survey**

3.4.1 What to Prepare before Starting the Online-Application?

- a digital copy of your identity document (ID: both data pages!), jpeg. format
- a digital *headshot*, jpeg. format
- your language test results (s. 3.2)
- 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
- the diagram of PPS-types emailed to you

In case of technical difficulties regarding the survey, please contact ellearn@ph-linz.at .

We will process all survey data **after** the application deadline and will then send you and a **confirmation of acceptance** (e.g. for visa purposes).

If you requires an original stamped letter of acceptance by post, please tell us in advance.

3.4.2 Additional Preparation for QTS Secondary Level 'Movement and Sports' and 'Arts'

Proof of physical ability required:

Please prepare digital proof of having passed aptitude tests or entrance examinations for your sports study program at home.

*(If you wish to do the **primary level** sports courses, you **do not need an aptitude test!**)*

3.4.3 Additional Preparation for QTS Secondary Level ‘Music Education’

Proof of musical ability required:

Please submit by mail/wetransfer/or cloud:

- a video featuring you on your **major instrument** (only one!), which can also be the singing voice. The video must contain three stylistically different pieces of music/songs/arias with a total duration of approx. 30 minutes.
- To be submitted **within the application deadline**.

*(If you wish to do the **primary level** music courses, you **do not need an aptitude test!**)*

3.5 Learning Agreement (LA/ELA/OLA)

The **LA is a legal document** that defines the expected learning outcomes for the study period abroad. It also provides a **guarantee of academic recognition** from your home university.

The LA is a binding contract between the student and both partner institutions. It contains tables for:

- before the mobility
- during the mobility
- after the mobility (paper versions only)

➤ **PHDL Deadline for Learning Agreement:**
 WS/full academic year: 15. August
 SoSe: 15. December

3.5.1 Electronic Learning Agreement - ELA (OLA)

The PHDL deals with the ELAs through EWP (“Erasmus Without Papers”).

Erasmus+ mobility students should find the ELA in the pipeline of their mobility tool used by their home university.

In case of technical issues with the ELA, please contact your home coordinator.

How to Fill in the ELA?

- Please choose your courses from the **PHDL course lists** (see chapter 3.5.3 cont.) and follow your university’s validation processes.
- Fill in the **Before-Mobility section (Table A)** in coordination with your **home university and sign the ELA**.
- *After you upload all your information into the **ELA system**, it may take some time for your **home university coordinators** to sign it.*
- Your **home university** will complete **Table B** and approve the Learning Agreement.
- Please notify the PHDL coordinator that the OLA is ready for signature, as we don’t always receive an automatic request for signature.
*It can also take a few days before it appears on the **PHDL side of the Erasmus Without Paper (EWP) system**.*
- The PHDL will sign through EWP.

3.5.2 LA – “paper version”

The PHDL accepts the “paper versions”, only if ...

- your home university has insurmountable technical issues.
- your university is not connected to EWP.
- you are from a country outside the EU.

Erasmus-students: Please use the word.doc. provided by your home coordinator.

Students from outside the EU: The PHDL coordinator will send you an editable LA-form to fill in.

How to Fill in the “Paper LA”?

- *Fill in the tables marked with a red X*
- *Fill in the header of the document.*
- *Sign your LA.*
- *Get your home coordinator’s signature (EU). - This is optional for students from outside the EU.*
- *Scan the copy.*
- *Email the scan (EU: containing 2 signatures) to gerda.reiter@ph-linz.at.*
- *We will then add our signature and return the scan by email.*

Scanned copies of signatures, electronic signatures or the electronic approval on the EWP-platform are accepted.

3.5.3 Choice of Courses

The PHDL is offering a mandatory course package specifically for Incomings students, which will provide approximately half your credits. To give you the freedom of choice, the other half can be elected according to your wishes and according to your university’s requirements for validation.

3.5.3.1 Mandatory Courses for Incoming Students

For the list of mandatory courses for incoming students please see the beginning section in the Course Suggestions of the semester of your mobility:

https://www.phdl.at/international/incomings/incoming_students

3.5.3.2 Elective Courses for Incoming Students

Your **International Office at home** will advise you on which courses are **creditable** and on how many **ECTS credits** you need.

Please note:

We can guarantee 30 manageable credits to non-German-speakers. You may do more courses, as long as you meet the language requirements and provided there are enough study places.

Please be aware, that in a German speaking country like Austria, **the language barrier may limit course options.**

Non-German speaking Incoming Students - Course Lists:

- The PHDL can only guarantee a maximum of 30 credits per semester.
- Please choose from the "Course Suggestions for Non-German Speaking Students":
https://www.phdl.at/international/incomings/incoming_students

German speaking Incoming Students (B2-German/native speakers) – Course Lists:

- May choose from our complete course list:
https://www.phdl.at/international/incomings/incoming_students

You may also choose courses from other study programmes, no matter which study programme you chose, as long as

- you meet the necessary language requirements
- there are study places available

✦ Please note:

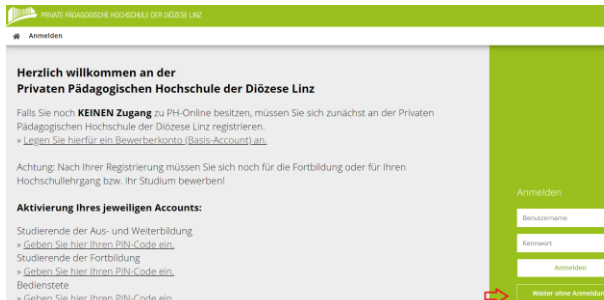
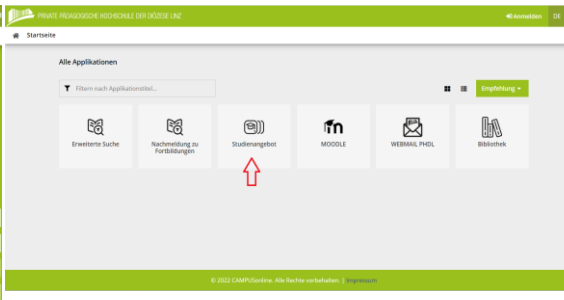
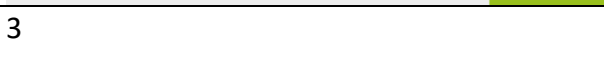
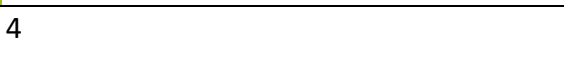
The academic level in QTS Secondary Education courses is generally higher and may require prior knowledge.

Students from the study programs Elementary and Primary Education may only choose Secondary Education Courses that are offered at the PHDL.

3.5.3.3 How to Find Course Lists for QTS Primary Education in the PHDL Online System

To view your current semester's course list in the **ph-online** system, follow the steps shown in the screenshots below. These will guide you through the process step-by-step.

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

<p>1</p> 	<p>2</p> 
<p>3</p> 	<p>4</p> 

- **After Log-in, make sure to enter the current academic year in step 3.**
- **Then navigate through the menu by clicking on any item that shows a plus sign (+) at the beginning.**
- **Keep clicking through each + until you reach an item with a minus sign (-). This is the actual course title.**
- **The course title will appear underlined in blue.**
- **Click on the title to open the course details.**

You'll now see,

- the **course description**
- the **course number**
- the **number of ECTS credits**
- the **language of instruction**

To change the language, click the button in the top, right hand corner:

If the course description isn't available in English, please use an online translation tool.

3.5.3.4 How to Find Course Lists for QTS Secondary Level in the PHDL Online System

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/

Students of QTS Secondary Level can choose courses offered by all partner universities in the 'Cluster Mitte'.

The following excel-files contain the course lists for all Secondary Level-subjects at the PHDL and also show you the location of the courses (e.g. PHDL/PHOÖ/APBU/PLUS/JKU). Scroll down to the relevant course list of your subjects:

WS:

Bachelor: https://www.liles.at/fileadmin/user_upload/pdf/Lehrplanung/Gesamtdokument_BEd_2025WS.pdf

Master: https://www.liles.at/fileadmin/user_upload/pdf/Lehrplanung/Gesamtdokument_MEd_2025WS.pdf

SoSe:

Bachelor: https://www.liles.at/fileadmin/user_upload/pdf/Lehrplanung/Gesamtdokument_BEd_2025S.pdf

Master: https://www.liles.at/fileadmin/user_upload/pdf/Lehrplanung/Gesamtdokument_MEd_2025S.pdf

Important:

*Look out for labels like “PLUS” or “JKU” in the course lists below — these indicate the locations of the courses. Please be aware, that these may be **far from PHDL** (e.g. PLUS is located in Salzburg).*

*You can avoid long and costly commute - there are **plenty of secondary level courses available at the PHDL**.*

Your course selection may need to be adjusted after arrival. Timetable clashes can happen. Teachers may become unavailable due to illness or leave. Curriculum changes may affect course availability, especially during transition phases.

To handle those changes, the Erasmus Commission has included a section called “**During Mobility**” in your **Learning Agreement**.

There is also a 2-week trial period in Linz, giving you the opportunity to change courses.

3.6 Grants, Insurance and Visa

These matters 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 – just let us know!

Here are some additional tips.

3.6.1 Grants

If you need a **confirmation of accommodation** for your grant application or your visa, please contact the **student housing provider** of your choice directly.

3.6.2 Insurance

Please make sure your **mandatory health insurance** covers your **entire mobility period**, including **travel time**, and also covers **all possible situations** that may arise during your stay.

Citizens from EU countries

All EU citizens must bring their **electronic health card** to Austria. With this, you can use the services of the public health service, which is generally very good in Austria.

Please note that the general EU insurance does not cover the costs of return transport to your home country in the event of an emergency. If you want to cover this, you will need to take

an **additional travel insurance**. Check your credit card - it may include travel insurance that covers such costs and also reconfirm with your bank about its specific regulations.

Citizens from non-EU countries

Citizens from outside the EU are **responsible for their own insurance cover**. Please check with your insurance company at home to see if there is an agreement between your country and Austria. You may need **additional travel insurance**.

Part of your **PHDL membership fee** goes toward **student accident and liability insurance** (see Chapter 4.2). This covers all university-related activities, including USI sports courses and university excursions. Please note, however, that this is not health insurance.

Austrian Health insurance:

For approximately € 70 you can get a students' general health insurance, e.g. with the Austrian Social Security System "Österreichische Gesundheitskasse" (short: ÖGK), amongst others.

See: <https://www.gesundheitskasse.at/cdscontent/?contentid=10007.868713&portal=oegkportal>

Please bear in mind, that it is the student's responsibility to make adequate insurance arrangements for the duration of the entire mobility including travel times. Without adequate insurance, costs for medical treatment may be very high indeed!

3.6.3 Visa Regulations

Please note:

*Some countries require a **confirmation of accommodation** for your visa application. Please make sure to book your room as soon as you're nominated and request a confirmation by your chosen student dormitory.*

Citizens of EU/EFTA countries: no visa required to enter Austria.

All EU citizens must bring their passport or identity card with them to Austria. Kindly make sure your ID does not expire during your mobility.

Citizens of non-EU/EFTA countries: Please enquire about visa requirements at the Austrian embassy in your country of residence.

<https://www.bmeia.gv.at/reise-services/einreise-und-aufenthalt-in-oesterreich/visum>

<https://www.bmeia.gv.at/en/travel-stay/entrance-and-residence-in-austria/visa>

On the embassy's website you will usually find a list of the documents required at your visa appointment. Plan visa appointments well in advance!

British citizens only need a passport and a confirmation of study (which you will receive with your application to PHDL), if you are planning a stay of less than 6 months. Make sure that your passport is valid for 6 months longer than your planned stay!

3.7 Accommodation

Students are kindly asked to organize their own accommodation. We will gladly provide information here.

3.7.1 Salesianum Students Residence

The Salesianum Students Residence is located directly on campus and 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

The PHDL reserves a certain number of rooms for incoming students at the Salesianum.

Reservation deadlines:

- before August (WS)
- before Christmas (SoSe).

After those deadlines, the rooms are passed on to other applicants. Thank you for your understanding, that we cannot guarantee accommodation at the Salesianum.

3.7.2 Other Students Accommodations in Linz

Other student dormitories:

- Dr. Ernst-Koref-Haus: <https://www.studium.at/studentenheim/dr-ernst-koref-haus>
- Haus Domgasse/Akademikerhilfe: <https://www.akademikerhilfe.at/de/haus-domgasse-3#1>
- Kolping „Wohnen auf Zeit“: <https://www.kolpinghaus.at/de/>
- Froschbergheim/Europahaus: <https://www.oe-heimbauverein.at/>
- More student dorms in Linz: <https://www.studium.at/studentenheime/oberoesterreich/linz>

You prefer to share a flat?

- <http://www.wg-gesucht.de/en/wg-zimmer-in-Linz.330.0.1.0.html>
- <https://oeh.iku.at/oeh-services/boersen/wohnboerse>

- You can also search on platforms like **Airbnb** and others.

Once the first group email is sent to all incoming students, you'll have the chance to **connect with each other**. - Sometimes it's **cheaper to share a flat** with other students than to book individual accommodation.

! Important:

Mind the distances to the PHDL!

3.7.3 General Information on Students Accommodation in Linz

For all matters of housing and for a confirmation of accommodation, please only contact the dorm-managements directly.

! Important:

Please **apply** as soon as you've been nominated and remember to forward your email acknowledgement of nomination.

Even if you still wish to explore more options, we recommend making a reservation anyway! Reservations can usually be **cancelled with a refund of your deposit up to one month before your mobility starts.**

Most student residences are **self-catering** (you prepare your own meals).

Dormitory websites usually offer **English information**, including online application forms or registration systems.

Average Costs:

- **Single room:** €500–€600/month
- **Double room:** Around €460/month (per person)

✦ **Please note:**

- *Some student residences charge rent for a **fixed 10-month period**.*

These are only suitable if you:

- *Plan to stay for the **entire academic year**, or*
- *Can find a **replacement tenant** for the second half of your stay.*

- *Many student accommodations offer **monthly rental contracts** or even **½ months**.*

*Please **contact the dormitory directly** and **ask in advance** about rental terms and cancellation policies.*

⚠ **Important:**

*Before arrival, please **ask your dormitory** whether they provide bedding, kitchen equipment, LAN cables or other essentials.*

In some, you may need to organize your own, while other dorms offer equipment (for a deposit). In either case, your buddies can help!

3.7.4 Short Term Accommodation in Linz

You cannot find a room at your student-dorm during the Orientation Week/for your short term mobility/your visiting family?

- Check out apartment hotels or flats on platforms like Airbnb or booking.com.
- Youth hostel within walking distance: <https://www.oejhv.at/en/youth-hostels/upper-austria/linz/>
- Ask your buddy – sometimes they let you stay in their rooms/flats for a couple of days.

3.8 Withdrawal from the Approved Mobility

Once your application is approved, you are committed to the mobility abroad. A withdrawal is only possible for serious reasons.

If you need to withdraw, please contact both your home and host institutions as soon as possible.

4 During Mobility

4.1 Arrival

Recommended time of arrival

- **WS: mid-September**, a few days BEFORE the first mandatory Orientation Session (September week 4).
- **SoSe: mid-February**, a few days BEFORE the first mandatory Orientation Session (February week 4).

This gives you time to settle in and get familiar with everything. If you arrive later, you'll have too many tasks to handle in too little time.

4.1.1 Pick-up-Service

You can arrange a pickup from Linz Blue Danube Airport or Linz Train Station.

This service is provided by our buddy volunteers. We recommend contacting our Buddy Coordinators in advance at buddy@ph-linz.at.

Please note:

Some buddies might still be on vacation when you arrive. The coordinators will do their best to find someone to pick you up and help you settle in.

4.1.2 Accommodation Key Pick-Up and Arrival Tips

Please make sure to arrange the handover of your keys with your dorm management, especially if you arrive at night or on a weekend. If necessary, ask your buddy to pick up the key to your dorm/flat for you during working hours.

- **You arrive on a weekend and your dorm has no bedding?** The International Office has 3 sleeping bags you can borrow until you have managed to organize some. Please ask your buddy to pick up the sleeping bag during office hours.
- **Your dorm doesn't provide any kitchen utensils?** There is a supply that you can borrow from for your stay at the International Office.

4.1.3 Registration in Linz

Once you have arrived in Austria, all students must register with the registration office. The obligation to register does not depend on your nationality.

You must also notify the registration office of any change of residential address within three working days and any change of other registration data within one month (e.g. extensions of Mobility).

When you arrive, you will receive the "Guidelines for Incoming Students" to help you get started in Linz. These include detailed information on the registration process.

Keep the confirmation of registration ('Meldezettel') in a safe place as it is required for various official channels as well as your deregistration before leaving Austria.

4.1.4 Tuberculosis Check for Non-EU Students

If you're from outside the EU, you must prove you don't have tuberculosis. After registering your address in Austria, you will get a letter (in German) **telling you when and where to go for a health check**. If you had a lung x-ray in the last 2 months, you can send this instead. If not, just go to the appointment.

⚠ Important:

Don't ignore the letter—even if it's in German! If you miss the check, the police might pick you up at your accommodation and take you there.

4.2 Registration at the PHDL

4.2.1 Enrolment at the University

PHDL will take care of your enrolment before your arrival.

In July (WS) / January (SoSe), you'll get a **link with a PIN** to access our online system (PH-Online/pho).

- The PIN is valid for **2 weeks**.
- Don't worry, if it has expired or if you have technical issues! We will help you log in and set up your account in **pho** on your **first day of Orientation Sessions**.
- **QTS Secondary Education Students** will receive links to the online systems of each of our partners from "Cluster Mitte". If you have chosen courses offered by some of our partners, you must open accounts there, too. Don't worry, if some of our partners send their PIN later. **We will support you in this, and it's ok to wait and deal with it during the Orientation Sessions!**

Like all students in Austria, you'll need to pay the **student union fee of €25.80** when you arrive at PHDL. This payment will complete your registration, whereupon you will receive your **student ID card**.

4.2.2 Course Registration / Timetable

Please do not register for courses yourself, we will take care of this for you!

The PHDL-team will create the timetables for you and will introduce you to them during the Orientation Sessions.

4.3 Certificate of Arrival

Arrival Documents for Your Grant

Most universities need proof that you've arrived in Austria. This is usually done with **one of the following forms**, which are provided by your home university. **Before you leave for Austria**, check your university's website or mobility tool for the correct form. If you can't find it, contact your home coordinator.

- **Certificate of Arrival:** Upload this to your mobility tool to activate your grant. If your university doesn't use a digital tool, **email a scan** to your home coordinator.

- **Certificate of Attendance:** Fill in the **arrival table**. Upload this to your mobility tool to activate your grant. If your university doesn't use a digital tool, **email a scan** to your home coordinator.
(Keep this form safe—it must be signed again at the **end of your stay**.)

 **Please note:**

Forms must be filled in completely by the student - all dates/university information/names of coordinators etc.

Please remember to bring the forms on your first day at the PHDL.

4.4 Orientation Sessions

Attendance at all orientation sessions is mandatory.

These sessions are organized as courses and include:

- Workshops
- Introductions
- Activities for exchange students, some of them together with buddies

You'll learn about the PHDL, studies at PHDL, student life and the city. In addition, it's a great chance to meet your buddies and get support as you settle in.

Orientation Sessions (OS) – Dates:

WS: September week 4

SoSe: February week 4

 **Please note:**

A detailed program will be sent to you before you arrive. Please read it carefully to avoid asking questions that will already be answered during the Orientation Sessions.

4.5 Learning Agreement - Changes

4.5.1 Changing Courses After Arrival

In exceptional cases, you may **add or drop courses** within the **first 2 weeks** after arriving at PHDL.

However, any changes must be:

- Confirmed with Gerda Reiter before contacting your home university: Please email your requests to gerda.reiter@ph-linz.at and make sure to add all the necessary items of information (course no./course title/no. of credits)
- Approved by both coordinators (your home university and PHDL)

4.5.2 Implementing Changes in your ELA

Changes must be updated in your **ELA/OLA (Table A2)** within **5 weeks**.

Some universities ask students to create a **new ELA** to replace the original one.

 **Please note:**

For help with updating your ELA, please contact your **home coordinator**.

4.6 During Mobility

On day 1 of your Orientation Sessions, you will receive a document called “**Guidelines for Incoming Exchange Students.**”

This guide includes semester-specific information, such as PHDL procedures, study and course-related matters as well as practical tips for life in Linz and Austria.

It’s designed to help you settle in and navigate your exchange semester smoothly.

4.7 Extension of Mobility

Erasmus+ students have a **12-month limit per study cycle**.

This includes all time abroad, even if you didn’t receive an EU grant (e.g. zero-grant or short-term mobility).

Extensions are possible, if:

- You have not used up the 12 months of your study cycle.
- The **additional period follows immediately** after the current one.
- There is **no time-gap** between the two periods. (**Holidays and university closures** do not count as gaps.)

4.7.1 How to apply for an extension?

Please first contact Gerda to find out about available vacancies before applying at home. Your university might have their own procedures in place.

If your extension is **within the same academic year**, you usually simply need to submit a new ELA with the courses for the extension semester.

Some universities treat extensions as two separate mobilities and may ask you

- to complete the current mobility.
- apply for a new one during your mobility. Your 2nd mobility will start immediately after the first one, or after the summer break.

Extension Deadlines:

- *Some universities have their own deadlines – please make sure to find out!*
- *According to Erasmus-regulations, the LA form must be submitted at least **4 weeks before the intended start of the extension***

5 How to End Mobility

In the “Guidelines” given to you when you arrive, you will find detailed information on what-2-do at the end of your mobility. (This Manual mainly focuses on information, that you might wish to know before the start of your mobility.)

5.1 Confirmation of Attendance

Most universities **require a Certificate of Attendance to mark the end of mobility**. This form is usually provided by the home university. It might be the same one you used when you arrived, or a different one — **please check at home** to be sure.

What-2-Do:

- Deregister your residence at the Magistrat (if applicable: within 4 months of your registration, s. Guidelines)
Failing to deregister is against the law can cause serious problems if you try to re-enter Austria in the future, so please do remember!
- **Visit the PHDL International Office in person** to deregister at the PHDL.
- **Bring the form** from your home university ready for PHDL to sign only.
- **Timing:** The certificate **cannot be signed any earlier than 5 days before** the departure date listed in your grant agreement. A difference of more than 5 days could mean you’ll have to repay part of your Erasmus+ grant, or that your university might hold back some money.

Please note:

Forms must be filled in completely by the student - all dates/university information/names of coordinators etc.

5.2 Transcript of Records (ToR)

Your **Transcript of Records** includes all the courses, grades, and ECTS credits that you completed during your exchange.

The PHDL coordinator will send your signed and stamped ToR to the email address you provided in your application.

ToR – Deadlines:

Teachers may take up to 5 weeks after the end of the term to enter grades.

Please Note:

To avoid delays:

- **Submit all assignments before classes end** (WS: end of January / SoSe: end of June).
- *Late submissions of assignments may delay your ToR, and the **PHDL is not responsible** for such delays.*
- *Remember to inform the PHDL coordinator about courses that you may have dropped during your stay.*

5.3 Recognition of Learning Outcomes

The PHDL may refuse to recognize your academic achievements if certain requirements are not met. This can happen if:

- You take courses that are not approved in your Learning Agreement.
- You don't complete the courses listed in the Agreement.
- You have irregular attendance.
- You don't meet the required workload.

To ensure your learning outcomes are recognized, always follow your Learning Agreement and meet all course requirements.

What Happens If You Fail a Course?

Most universities do not award credits for failed courses, and for many students, it's not beneficial to include failed courses in their Transcript of Records (ToR). That's why failed courses are usually not included in your ToR.

If you want a failed course to appear in your ToR, please contact the PHDL coordinator, and we'll make sure it's added.

What If My Home University Refuses to Recognize My Courses?

If a course is listed in your Erasmus+ Learning Agreement ELA, you have a legally binding guarantee of recognition. This means:

- Your home university must recognize the course and its credits.
- Even if staff or coordinators change, they cannot "change their mind" about credit transfer.

Important:

Always keep a hard copy of your signed Learning Agreement as proof.

5.4 Return Equipment

Please remember to return any kitchen utensils, sleeping bags, or (cleaned 😊) hiking boots to the International Office.

If you want to pass on equipment to your successor:

- For large items (like bedding), please contact your dorm management.
- Small items can be dropped off at the International Office and will be appreciated by your successors.

6 Living in Linz

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

6.1 Useful Information and Links Before your Mobility

6.1.1 Reduced Rail Tickets (Vorteilscard)

The Vorteilscard is a pass for students under 26 that gets you much cheaper fares.

- costs: € 21,- for an entire year
- up to 50% reduced rates, also on other rail companies like Westbahn, LILO (Linzer Lokalbahn)
- buy it online or use the ÖBB-app: <https://www.oebb.at/en/tickets-kundenkarten/kundenkarten/vorteilscard> (or at counter at Linz Main Station -> take along an ID) and travel with a QR-code for the journey.

TIP:

A single one-way ticket Vienna airport – Linz: € 50,80

Vorteilscard: €24,50 + €21,00 = €45,50

-> buying the Vorteilscard Jugend is worth buying even for a single ticket like this!

Students over 27, who stay for an entire academic year, may find the Vorteilscard Classic worth getting.

6.1.2 Cost of Living

https://www.numbeo.com/cost-of-living/country_result.jsp?country=Austria

6.1.3 Want More German Practice?

PHDL offers **mandatory German courses** for incoming students. These are available for all language levels and are designed to give you a taste for the language.

If you wish more intense additional German courses, we recommend

- classes at the Volkshochschule. (50% off course fees for Aktivpass-holders).
<https://vhskurs.linz.at/index.php?kathaupt=1&katid=63&katvaterid=57&katname=Deutsch+als+FremdspracheZweitsprache>
- free language cafés organized by the KHG (“Katholische Hochschulgemeinschaft”) once a month. *Dates for the SoSe2026:*
Thu. | 3 - 5 pm | KHG-Centre, Gallery on
20th March
3rd April
15th May
12th June
- language courses offered by Come2UpperAustria
<https://www.come2upperaustria.com/event/german-made-simple-saturday-course-for-internationals-29-11-2025>

6.1.4 More links

- Sports/recreation (USI sports courses): <https://www.jku.at/en/campus/recreation/usi-sport-classes-programs/>
- Culture: <https://www.linztourismus.at/en/leisure>
- What's on in Linz: <https://www.linztourismus.at/en/leisure/discover-linz/events/highlights/>

6.2 Useful Information and Links During your Mobility

While this Manual mainly deals with information that you might wish to know before your mobility, we will provide you with more detailed, semester-specific information in the shape of the “Guidelines für Incomings Exchange Students” once you arrive.

7 FAQs

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

There are some standardized forms issued by the European Commission. However, in the process of digitisation each sending institution may have come up with additional forms for their administrative procedures that they wish to continue with.

When can I create my timetable?

Timeslots for courses are susceptible to last-minute changes. Which is why we gladly create the schedules for you. You will receive your timetables during the Orientations 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 (pillow/duvet and sheets). S. chapter 4.1.2.

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. Communication may save you effort and money 😊 .

Can I borrow musical instruments at the PHDL?

All PHDL-music rooms are equipped with *pianos and guitars*.
*In addition, there is 1 organ, an accordion, percussion, and Orff-instruments. **These must however remain in the music rooms and are for use within the PHDL only.***

If you are interested in getting tuition on any other instruments as the ones mentioned above, it is your own responsibility to organize your instrument for the duration of your stay in Linz.

Instruments for hire at very reasonable rates here: <https://www.danner.at/de/index.html> .

You must have a **standard-EU credit card** (mastercard, visa, ...) for hiring instruments.

What kind of clothing will I need in the winter semester?

Austria has a moderate climate, but in winter, temperatures can drop below freezing point (sometimes as low as -10°C). So, make sure to bring adequate winter clothing!

You'll need:

- a warm winter coat/jacket
- winter boots with thick soles
- warm jumpers
- woolly hat and gloves
- insulating clothing for snowy days

Avoid thin fabrics like viscose (unless padded) – they won't protect you from the cold!

Best prepare to wear multiple layers to stay warm and adjust easily to indoor/outdoor temperatures.

What Equipment Do You Need for Hiking in Austria?

Austria offers beautiful hiking trails, but safety and preparation are key. Good hiking boots are essential, (preferably ankle-high for support) with a rough sole for grip on uneven terrain.

If you can't bring hiking boots due to luggage limits, contact the PHDL International Office when you arrive. The **International Office has a few pairs on loan**. We can also **advise you on local shops or rental options** for affordable gear.

Looking forward to welcoming you - see you soon!



Coordinator Incoming students