

Study at the University College of Teacher Education Vienna

Information for Exchange Students

provided by the International Office of the University College of
Teacher Education



Welcome

The University College of Teacher Education Vienna (PH Wien) provides pre- and in-service training for compulsory and vocational school teachers in Vienna. It is a centre of excellence for educational research and offers degree programmes and courses at the highest level.

PH Wien offers hands-on teaching practice for prospective teachers as well as continuing education and professional training.

Our aim is to constantly improve the quality of teacher education and ensure good results by applying the latest knowledge and research to practice.

PH Wien has exchange agreements with more than 100 partner universities and colleges from both EU and non-EU countries.

Students from these partner institutions can come to study at PH Wien for either one term or a full academic year.

Student Exchange Programmes

- ERASMUS+
- bilateral agreements for EHEA-countries

Are you interested in being nominated for a student exchange programme at PH Wien?

This booklet provides useful information for your exchange studies in Vienna.



Exchange Period

PH Wien will consider applications and accept students for one semester or a full academic year, divided into a winter term and a summer term.

There are no fees for ERASMUS+ or bilateral exchange students.

Application Period*

- ▶ 1 September until 15 November (summer term)
- ▶ 1 März until 15 Mai (winter term or the whole academic year)

On our website **<http://www.phwien.ac.at/international-office/incomings-english-version>** you will find detailed information.



*Please note that applications received after the above dates cannot be considered.

Selection of Courses

For international students we recommend our International Programme (bilingual in German or English), but you are also welcome to select courses from the entire course programme of PH Wien.

Language Requirements

All courses at PH Wien are generally held in German, with the exception of the International Programme and the courses from the English department.

Therefore, please make sure your level of German or English is sufficient before you consider applying for an exchange programme.

According to the EU language guidelines exchange students must have at least level B2 (or higher) of German or English to be able to follow courses at PH Wien.

Consider attending a refresher course in German before you start packing!

Application Process

1 NOMINATION

Your coordinator has to send your nomination to **incoming@phwien.ac.at** containing the following information:

- ▶ name and code of your institution
- ▶ full name, date of birth and contact details (email-address) of the student
- ▶ field of studies
- ▶ period of stay

Once you have been nominated to study at PH Wien, please take a look at the rules and regulations of ERASMUS+ https://ec.europa.eu/programmes/erasmus-plus/opportunities/individuals/students/studying-abroad_en

2 REGISTRATION / APPLICATION

Register at **<https://www.service4mobility.com>** and complete the application process.

Find the link **Information Package** on our website and follow the instructions of all automatically generated emails.

Write the **Statement of Purpose** in English or German. It should not exceed 200 words and include following points:

- ▶ Your reasons for studying at **University College of Teacher Education**
- ▶ How your exchange period will complement your studies at your home university
- ▶ How your studies at **University College of Teacher Education** are related to your career goals

Make sure to choose courses that correspond with your field of study!

Application Process

Pre-select your courses at PH-Online

<https://www.ph-online.ac.at/ph-wien/webnav.ini>.

If you don't speak German you can choose from a list of English and Sports courses which you can find on our website under the link **Information Package**.

Enter each course separately in the online Learning Agreement on **<https://www.service4mobility.com>**.

You will sign up for your courses during the Orientation Week.

3 LEARNING AGREEMENT

Print the Learning Agreement and have it signed and stamped by the Coordinator of your home university.

Send it by email to **incoming@phwien.ac.at**.

Please note that the Learning Agreement signed by your Home University Coordinator is provisional.

The team of the **International Office** at **University College of Teacher Education** will help you to find your courses. You can still make changes after your arrival.



Arrival / Orientation Week

Arrival

Exchange students are expected to arrive at least **one day before Orientation Week**. For this reason, please check the updated information online under the link **Information Package**.

Arrival Service

University College of Teacher Education offers an **arrival service**. If you want to be picked up from the airport or train station please send your arrival information.

- Download the Arrival Form on our website under the link **Information Package**.
- Fill it in and email it to us.
- Please send your travel details at least three weeks before the date of your arrival for both winter and summer term.

Orientation Week

University College of Teacher Education runs a **free Orientation Week** for exchange students. It is held in English and German. During the Orientation Week you will:

- meet all the other Erasmus+ and exchange students
- get a tour on **University College of Teacher Education**
- get a student ID
- open a bank account
- get a crash course of PH online
- sign up for your courses

The Orientation Week takes place one week before the beginning of the term. There will be various events Monday through Friday to help you settle in in Vienna.

- Winter term:** last week of September
- Summer term:** 3rd week of February

Please note that the Orientation Week is an important part of your exchange programme and we therefore advise you not to miss it! **There will be no fees attached.**

For the latest updates, please check our website under the link **Information Package**.

Accommodation

University College of Teacher Education has a cooperation with WIHAST, an organisation which manages student dormitories in Vienna. If you register on time WIHAST guarantees a room.

Winter term contracts normally start on 1 September, summer term contracts start on 1 February. Feel free to make your own accommodation arrangements or to register with another organisation.



How to register with WIHAST

During the application procedure, please make sure to register for accommodation for your exchange period:

1. Register at **<http://www.wihast.at/en/home>**.
2. Choose a single or double room.
3. In some cases an account statement from your parents is required.
4. Write **University College of Teacher Education/Dr. Bauer** in the box „Notes“. Only then WIHAST can guarantee a room.
5. Don't forget to submit the form and also inform us by email: **incoming@phwien.ac.at**.
6. Please register at WIHAST before 30 June for the winter term and before 1 December for the following summer term.

Prices

- ▶ Single room: about EUR 304 – 391
+ EUR 25 from 01/10/2022 on because of higher energy costs
- ▶ Double room: about EUR 251 – 283
+ EUR 18 from 01/10/2022 on because of higher energy costs

Fees due when signing your contract:

- ▶ rent for the 1st month
- ▶ a cleaning fee (about EUR 70)
- ▶ key deposit (about EUR 100)
- ▶ room deposit (about EUR 400)

Deposits will be refunded at the end of the exchange period.

Cost of Living

Living expenses in Vienna for one person range between 550 - 750 EUR a month including accommodation.

Residence Permit

EU citizens do not need a visa to stay in Austria. If you are from a country outside the EU, find more information at

<https://www.oead.at/en/to-austria/entry-and-residence/visa-c-or-visa-d/>.

Insurance

We advise you to organise adequate insurance in your home country for the whole period of your stay in Vienna. Find more information on **<https://www.oead.at>**.

Welcome Package

Before your departure you will receive a package containing useful information and your confirmed documents.

Additional information is available at **<http://www.phwien.ac.at/en>** under the link Incoming Students.

Important Websites

University College of Teacher Education: **www.phwien.ac.at/en**
Course list: **www.ph-online.ac.at/ph-wien/webnavi.ini**

Austrian Exchange Service:
<https://www.oead.at>

WIHAST - Student Dormitories:
<http://wihast.at/en/home>

Erasmus Buddy Network:
www.ebnwu.com

City of Vienna: **<http://www.wien.info/en>**
Wiener Linien: **<http://www.wienerlinien.at>**

Contact

Contact Information

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Office

House 4 / Entrance Daumegasse, to the right
ground floor, rooms 4.0.084 to 4.0.087

How to get to us

Take subway U1 (red line) to „Troststraße“ or

Take subway U6 (brown line) to „Philadelphiabrücke“/S-Bahn to „Meidling“, then take bus 15A to „Daumegasse“

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