



**Pädagogische Hochschule Tirol**  
**Zukunft mit Bildung**

# Information for external lecturers

## **Dear external lecturer**

We are delighted that you have agreed to contribute your personal and professional expertise in holding an in-service seminar at PH Tirol. We are looking forward to working with you and would like to take this opportunity to thank you in advance.

In this letter you will find useful information regarding the terms and conditions under which such seminars at PH Tirol are held. As the biggest Tyrolean provider in the field of further education and training for teachers and support staff as well as principals of educational institutions, we are committed to a high standard of quality in our seminars and services and to ensuring that these have a sustainable impact on learning for children and young people. As a federal institution, we have developed guidelines for this purpose based on the requirements of the Federal Ministry of Education, Science and Research.

## **Travel expenses**

The cost of travel between your place of residence or place of work and the venue for the class will be reimbursed up to the amount of the cheapest fare for public transport. The journey is to be entered on the fee claim form.

Taxi fares and car parking charges will not be reimbursed.

Link: [Regulations on Travel Expenses](#)

In justified cases, the following agreements can be made in advance:

- Approval of the use of a private car on the basis of the official km allowance
- Reimbursement of the cost of air tickets
- Reimbursement of the cost of accommodation up to a maximum of € 153.00 per night

In this case, the original invoice and proof of payment must be enclosed with the fee claim form. The hotel bill must be made out in the name of the lecturer. Reimbursement of travel expenses is made together with payment of the lecturer's fee.

## **Settlement of accounts and payment**

Your invoicing documents are processed in several stages within our organisation before they are forwarded to the Federal Ministry of Education, Science and Research in the framework of a standardised monthly process. This means that lecturers' fees (including any travel expenses) are paid on average three months after receipt of the complete invoicing documents.

In the case of Austrian federal employees, payment is made by the respective federal authority and is entered as a separate item on the regular salary statement.

In order to ensure prompt settlement, it is essential that the PHT has access to the lecturer's relevant personal data. Data capture is via a web form in compliance with the GDPR. On completion of the course, you are asked to immediately check the fee claim form provided, complete it as required and sign it. The PHT in service contact person will be pleased to help. The invoicing documents must be



submitted to PH Tirol for payment no later than six months after the end of the course, failing which entitlement to reimbursement of travel expenses lapses.

### **Course assessment**

In order to maintain a high standard of quality, all seminars are regularly assessed. You are requested to perform the assessment on a digital basis at the end of the course. You will receive a letter with the relevant information on the subject, and the PHT in-service contact person will be happy to assist with the process.

### **Lecturers from abroad**

For lecturers from abroad (i. e. if you are not an Austrian citizen, or your main place of residence as an Austrian is not in Austria), there are two options for the settlement of fees.

For information on invoicing and the necessary forms, got to our website at:

[FORT-/WEITERBILDUNG → ANLEITUNGEN/FORMULARE → Informationen für Lehrbeauftragte](#)

### **Cancellations**

Classes are only held if the required number of students have registered for the course. When numbers are too low, the classes are cancelled. Your contact person at PH Tirol will inform you about the number of students registered for your course and any cancellations that may be necessary. When courses are cancelled, lecturers have no claim to remuneration for services or expenses.

### **Legal status**

As an external lecturer at PH Tirol you are subject to the provisions of the Lehrbeauftragten-Gesetz (BGBl no. 656/1987). You do not have the status of an employee of the Austrian federal authority.

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We would be happy to personally answer any questions you may have and would like to thank you once again for agreeing to teach at our institution.

Pädagogische Hochschule Tirol

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