

## Frequently Asked Questions

### **How do I apply for an ESDC Course?**

Read the course information for the course of your choice carefully, especially the desired participant profile. If you fulfil the criteria, use the link to the application form, fill it and submit it before the indicated deadline. We will acknowledge receipt of your application and submit it to the Admission Board. We do not require any additional documents from you such as your full CV or diplomas.

### **How does the selection process work?**

The Admission Board is composed of senior government officials with subject matter expertise. This board selects the participants from the qualified submissions based on a balance in professional qualification, affiliation, gender, nationality and working context. We will inform you about the outcome of your application within some 2 weeks after the application deadline. The decision of the Admission Board is final and cannot be challenged.

### **Does the ASPR provide support for my visa application and immigration?**

The ASPR issues an invitation letter that you can submit along with your visa application documents at the designated embassy. Other than this, it is your personal responsibility to fulfil all necessary conditions for immigration to Austria for the course duration.

### **Does the ASPR offer scholarships for ESDC courses?**

No. The ESDC courses are designed for EU member states and the costs for the participation are to be covered by the individual course participant or the sending authority of the participant.

### **Where are we accommodated for the ESDC courses?**

The ESDC Courses are usually offered at the ASPR premises in the castle of Stadtschlaining in the South of the Burgenland province in Austria. Next to the castle, there is a newly refurbished hotel "Burg Hotel Schlaining" where participants and trainers are accommodated. The hotel also runs the conference facility which is located directly inside the medieval castle. For general details kindly refer to the information materials of the ESDC course of your choice. Detailed information will be provided once you are admitted to the course.

### **Can I organise my accommodation myself?**

The courses are usually organised to have all participants accommodated at the same place. This facilitates our course management and furthermore gives you a chance to be with your fellow course colleagues and the expert trainers to benefit from networking opportunities. We negotiate special rates for you and strongly recommend you make use of this arrangement. Detailed information will be provided once you are admitted to the course.

## What's the dress code at ASPR courses?

The dress code is informal, smart casual civilian outfit. However, during the official opening and closing ceremony, formal attire is recommended. Participants who wear uniforms are welcome to bring their ceremonial uniform for the formal occasions. Civilian participants will need suit and tie for the men, ladies a suit or formal dress. National dresses are very welcome!

## Can I arrive later / depart earlier?

No. Participants are requested to arrive timely for the beginning of the courses and be present until the official closing is completed. You are to book your travel accordingly and might not receive the course diploma if you leave before the course has been completed.

## Do I have to prepare for the ESDC courses?

Yes. The ESDC requires you to complete an e-Learning programme in the pre-residential phase of all ESDC courses. The successful completion is a precondition to receive ESDC certificate. You therefore need a stable internet connection and online presence from the moment you have applied to make sure to get included in all necessary preparation steps.

## Can I bring my partner or family?

The ESDC courses are very intense and include assignments after the classroom part, i.e. reading, group work preparations and other which will not leave a lot of time off. We therefore recommend you plan for any touristic programmes or time with partner, family and friends before or after the course. The ASPR is not in position to facilitate the visa application for your relatives or friends.

## How do I go about travel and hotel booking and when can I start with it?

We will provide you with all necessary information only when you have been accepted to the course and received the confirmation from us accordingly. This will be within two weeks after the application deadline. You will then receive a comprehensive information mailing with detailed instructions.

## How do I get assistance for special requirements outside the course?

We understand that you might wish to take advantage of your stay in Austria and take care of specific requirements such as a visit to the dentist, your embassy, medical check-ups or you would love to enjoy touristic opportunities in Austria or neighbouring European countries.

The ASPR does not have the capacity to assist you with any requirement outside the course organisation. We therefore kindly request you to address all these issues directly with the concerned structures that are in place for such additional needs and wishes and thank you for your understanding and cooperation.