

## Frequently Asked Questions – Online Courses

### 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.

### What are the technical requirements to participate an ESDC online course?

You will need a strong and stable internet connection of min. 1,5 Mbit/s to 3 Mbit/s over HSDPA/3,5 G, a **computer or laptop with sound and video equipment and suitable headphones if you prefer**. You need a quiet and suitable workspace where you can participate the video conferencing without being disturbed. Remember that a noisy background also affects your fellow participants and the trainers.

### How will the online course work?

The course has been developed out of our successful on-site course that normally takes place at the ASPR premises or in Vienna, Austria. Under the ESDC regulations, the course must have a set number of learning hours maintained for the online course to qualify for the ESDC certification. It has been our endeavour to keep the online course to the same time frame as the on-site course, i.e. a week or five working days. Therefore, several modules are pre-recorded and expected to be completed by the participants at their own time during course dates. The course structure is set up in daily folders with instructions for preparation to each day. The live video conferencing time is thus kept at a bearable level to maintain concentration and allow optimal learning.

### What does the ASPR expect from participants for online courses?

To have a fulfilling and successful online course, we need our participants to engage. This means that motivated, self-paced preparations should be done by the participants timely and completely in advance of the residential phase of the course. This will allow you to fully engage in the short and intense time frame of virtual exchange that we have during the course. The sharing of personal experiences is a key element of this course – through asking questions and making comments you will network with our excellent trainers and your fellow course participants to build professional connections that will last and assist you in your career.