



## FAQs for Bertelsmann employees

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### Information on the special program

The course is designed for all employees who are interested in making optimal use of the time made available by the Coronavirus crisis and would like to learn new skills digitally.

#### **Which Nanodegrees are available as part of the special program?**

- [Become a Digital Marketer](#)
- [Product Manager](#)

The course contents can be found by clicking on to the Nanodegree title.

#### **How many Nanodegrees are available?**

Up to 350 Nanodegrees overall are provided for the two Nanodegrees named above. The Nanodegrees are issued on a first-come first-serve basis.

If the interest is exceeding the initial offer, Bertelsmann will respond accordingly.

#### **When do the Nanodegrees start and what is the last possible registration date?**

There are a total of three start dates that can be registered for through peoplenet.

Start 1: April 3, 2020

Start 2: April 17, 2020

Start 3: April 30, 2020

Registration is possible until April 30, 2020.

#### **Why are there start dates for the Nanodegrees?**

Through defined start dates all participants will participate in a virtual kick-off meeting and will learn about the course structure and platform. In addition, you will meet the other employees who are participating in the program and thus have the chance to contact colleagues individually during the course and exchange information concerning course contents more intensively.

#### **How long is the Nanodegree available?**

The registered course is available to you until July 31<sup>st</sup> 2020.



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### How can I register for a Nanodegree?

Registration takes place via peoplenet, as usual. Due to differing local working our regulations, approval of your direct supervisor is required.

If you do not have access to peoplenet, please contact [university@bertelsmann.com](mailto:university@bertelsmann.com) and include the following information:

- First name
- Last name
- Company
- Solution Group / Division
- Email address

We will consider sending this email as consent allowing us to forward the provided data to Udacity. The supervisor (and optionally also the HR department) needs to be CC-ed.

### Can I register for more than one Nanodegree?

It is only possible to register for a Nanodegree.

### How much time should be allowed for completion of the Nanodegree?

Both Nanodegrees are designed to be completed within 3 months assuming an investment of approx. 20 hours per week. Within the course, you can allocate your time flexibly depending on the specifics of your current home office situation or workplace.

### What happens with the Nanodegree when the current situation has calmed or the "normal" work day returns and I'm not finished, and I, therefore, can no longer invest an additional amount of time?

If this is the case, the Bertelsmann University will contact you in good time about a possible extension of the Nanodegrees licenses.

### Who pays for the Nanodegrees?

The costs are paid by Bertelsmann. No costs are billed to you or your cost center.

### What is the program language?

The Nanodegrees are offered in English and have English subtitles.



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### What are the technical requirements for using the Nanodegrees?

The learning content of the Nanodegrees is extensive and therefore requires a desktop device. However, individual videos can be downloaded and watched mobile.

### Which certificates can be gained?

Participants will be awarded an Udacity Nanodegree upon completion of all the courses and projects.

## Learning with Udacity

### What is Udacity?

Udacity is a private online education provider. The Udacity online education platform provides practical tech-focused online courses in collaboration with leading tech companies. Udacity's Nanodegree programs are co-created with industry leaders and are designed for lifelong learners. Udacity Nanodegree programs focus on jobs related to Software Development, Data Science, Cloud Computing, Artificial Intelligence and more.

### What is a Nanodegree respectively a Nanodegree program?

A Nanodegree program is an innovative online curriculum path. Every program provides a clear end goal, and the ideal path to get the students there. Courses are built with industry leaders, like Google, AT&T, and Facebook, and are taught by leading experts on the respective subjects. While progressing through a Nanodegree, students benefit from personalized mentoring for technical support, as well as detailed project reviews and feedback. Graduates earn an industry-recognized certificate.

### What is an Udacity course like?

Udacity courses are highly interactive with activities, such as quizzes and exercises, interspersed between short videos and interviews with instructors and industry experts. The quizzes are a tool to help you learn, and an ongoing resource, so you can watch the videos and try the quizzes as many times as you like.

After a lesson, there will usually be a problem set with exercises for you to reaffirm that you have learned the material. Just as with the quizzes, you can try them as many times as you like.

Udacity courses also include project(s) which you can add to your portfolio such as a blog, search engine, game or app.





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### Organizational Information

#### Legal

##### **Is the time spent learning the lesson content seen as working time?**

Participation in the Nanodegree is voluntary. Regulations governing working hours are agreed locally with the respective supervisor on an individual basis. In this respect, the arrangement shall be made individually in consultation with the supervisor and the local personnel department.

#### Data Protection

##### **What rights do employees have in connection with data protection?**

As data subjects, participants have a right of access, rectification, deletion, restriction of processing, data transferability and a right of objection. Participants also have the right to lodge a complaint with the applicable data protection authority.

The contact partners for data protection can be found here:

- Udacity: <https://eu.udacity.com/legal/gdpr-compliance>
- The contact partner for data protection at Bertelsmann can be reached at the following address: [datenschutz@bertelsmann.de](mailto:datenschutz@bertelsmann.de)

##### **Which personal data are transmitted by Bertelsmann and vice-versa?**

The first and last name, postal address and peoplenet-ID are automatically transmitted from Bertelsmann to Udacity. The data transfer between Bertelsmann and Udacity exceeds the European regulations on data security, as the provider is localized in the USA. In order to make the transfer of personal data secure and legal, Bertelsmann has signed a data protection agreement with Udacity.



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### How secure is the data?

The data protection corresponds to the European data protection regulations and the strict German standards. As with all the other training offers, supervisors and managers can see which courses are on the respective employee's training plan and have been completed. However, they are not given any information about the courses or the progress in those courses which have not been completed.

### peoplenet & Reporting

#### Will the participation be recorded in my learning history?

After completion of the Nanodegree, Bertelsmann University will record the courses to the learning history of all the employees who have registered via peoplenet or provided their peoplenet-ID. With registration on peoplenet, the course automatically enters on the employees learning plan.

### Contact

#### Who can I turn to if I have any questions?

- For **Bertelsmann-specific questions** (e.g. working time, peoplenet), please contact your local Human Resources department.
- For **general questions** on the course program, and for user support, please contact: [university@bertelsmann.com](mailto:university@bertelsmann.com)