Online portal for OeAD scholarship holders – step to step guide

1   Introduction

Dear scholarship holders,

With this tutorial we want to inform you about how to use our Online Portal.

We will explain the **necessary steps** you need to fulfill before you can receive your last scholarship rate.

Additionally, we will show you the **optional steps**, where you can enter or update information or data (including a portrait photo) in order to have your profile on our future **oead.map** or to share your personal reflection about your scholarship supported stay.

Please note that you can continuously update your data and your photo and so take care that your current study /employment are up to date.
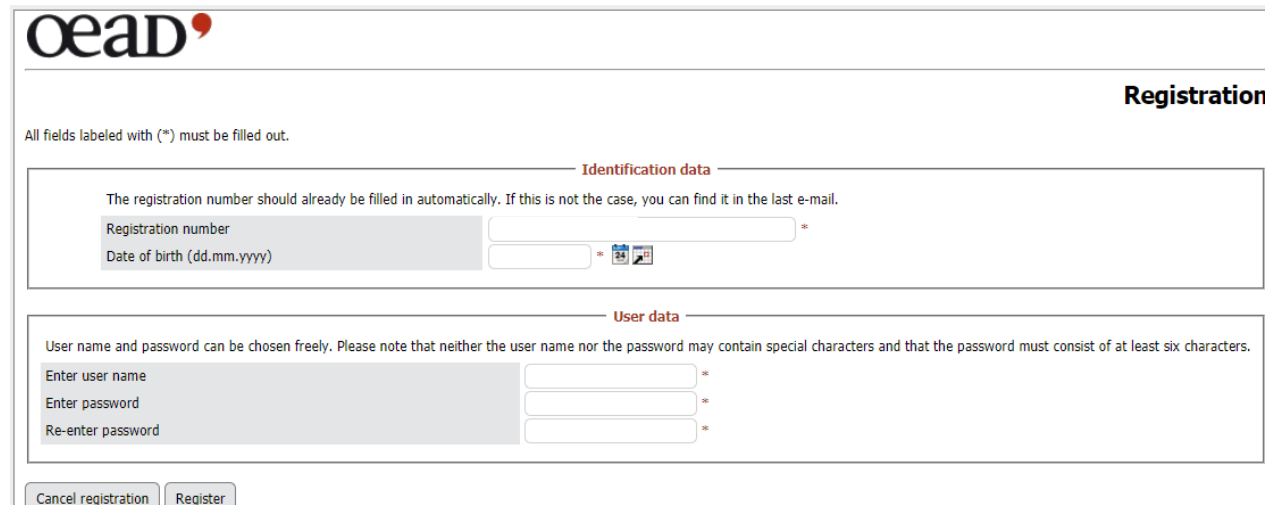
Kind regards
Your OeAD team

2 How to register and overview entry page

2.1 Registration

With your letter of award you receive the link to the online platform. The portal can be accessed at: https://asp.sop.co.at/stipendium/LoginServlet
Please click on the link and fill in your birth date and select a user name and password. Then click on the "Register" Button.
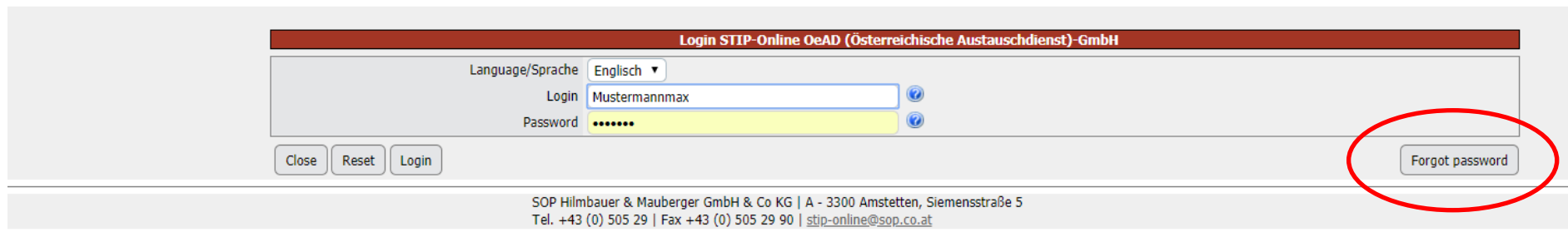
If you have forgotten your password please access the entry page at https://asp.sop.co.at/stipendium/LoginServlet and click on the "Forgot password" button on the right side of the screen.

2.2 The entry page (overview)

This is the entry page of our Online Portal:

On the **left side** of the screen you can access different menus to • check your data • print your scholarship award • and change your password	The **right side** of the screen shows the **necessary and optional** steps you can do in our Online Portal! ↓ Please note that for the **CEEPUS scholarship holders** the first chapter "necessary steps" looks a little different.

OeAD (Österreichische Austauschdienst)-GmbH

OeAD

Home | Help | Logout   Mag. Maxima MUSTERMANN (StipendiatInnen)   Englisch

▼ My Personal Data

▼ My Documents

   Change password

Welcome to the online portal of the OeAD (Austrian Agency for International Cooperation in Education and Research)
Our online database allows you access to your personal data and scholarship documents.

Before and during your scholarship stay
← **check** your **personal data**
← **download** documents

During and at the end of your scholarship stay
↓ **Confirm for Follow-up**
↓ complete, print, sign and upload your **scientific report**
↓ share your **personal experience during your scholarship stay**
↓ take **your portrait photo**
↓ add **keywords** with your scientific and study interests
↓ update your **personal data** and **your professional position after your scholarship stay**

↓ give consent that your current professional position is published within the future **OeAD Map**
↓ give or revoke **consent**

You may update your profile at any time and authorize the transmission of your data and information. In case of **questions regarding the necessary steps** please contact your OeAD Regional Office, for **questions regarding the optionally steps** please write to alumni@oead.at.
Your OeAD Team

Selection

The upper menu "**NECESSARY steps**" contains all the obligatory steps to be taken at the end of your scholarship stay:

Selection

The following steps **have to be taken** at the **end** of your scholarship stay:

Necessary steps	Done	Done on	Done by	Direct access via following link
Confirmation for Follow-Up	☑	13/09/2018	Mustermannmaxima	Fill out
Complete scientific report	☑	13/09/2018	Mustermannmaxima	Complete
Print scientific report	☑	12/09/2018	Mustermannmaxima	Print
Upload scientific report	☑	12.09.2018	Mustermannmaxima	Upload

The lower menu **"OPTIONAL steps"** can be used at any time. Here you can update your personal data (employment, home institution), add keywords, fill out a short personal reflection and take a portrait photo. But this is not obligatory.
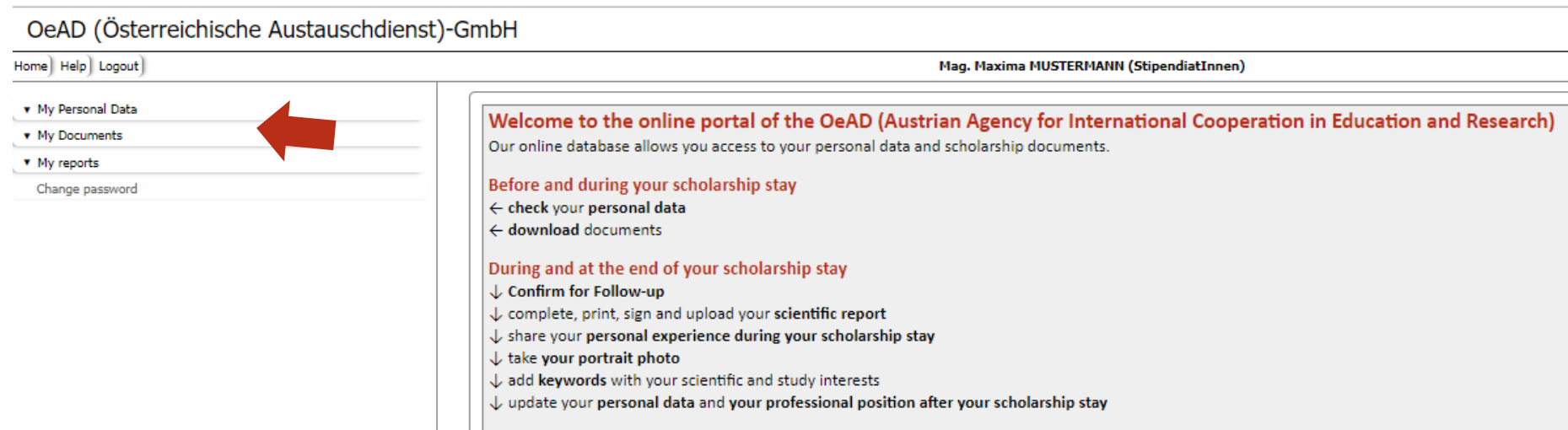
Here you can update your **data** at any time:

Optional steps	Done	Done on	Done by	Direct access via following link
Edit personal data	☐			Complete
Take portrait photo	☐			Take photo
Fill out personal reflection	☐			Fill out
Update keywords				Update

At the end of the page you can find a list of approvals for the publication on our websites and on the future **oead.map**:

Approvals	Confirmations
I understand that I can give or withdraw my consent to follow-up purposes at any time. We will then start or stop publishing and forwarding your data accordingly.	☐
I agree that the OeAD-GmbH may publish the personal data I have stated above on the OeAD Map: first and last names, name of all my OeAD administered scholarships , target institution(s), current institution or location, scientific disciplines (1, 2 and 3), keywords, motto, e-mail-address and social media contact data as well as the photo of myself I took via webcam. If I change my home institution, current workplace, scientific disciplines (1, 2 and 3), keywords, motto, e-mail-address, social media contact data or the photo of myself I took via webcam, I have to do the following steps for technical reasons:	☐
1. withdraw consent, 2. change the data accordingly, 3. consent again. Only if you follow these steps can we ensure that your current data is published. I understand that by giving consent, I agree that my personal data give above may be published by the OeAD. **Withdrawal of consent:**	☐
I understand that by clicking the button "withdraw consent" I can withdraw my consent at any time. We will then stop publishing and forwarding your data.	☐

Confirm approval

5

3 Before and during your scholarship stay (left side of the screen)

Before and during your scholarship stay you **cannot change any personal data** but only look at the data entries in our database:

3.1 My Personal Data

Here you can see your data (postal address, e-mail address, birth date) from your scholarship application.

My Personal Data/Edit personal data

Cancel

Aftercare (0)	Project (head) (0)	Project (participant) (0)	Documents (1)	Outbox-Emails (9)

Master data	Addresses (3)	Institutions (2)	Contact data (2)	Bank data (0)	Study information (1)	Residence title (1)

Academic degree (prefix) Mag. - Mag. ▼

Title (prefix) Mag.

The following personal data is shown here for your information. If you discover errors or if your data has changed please inform the respective OeAD
fax as soon as possible. (Changing of personal data on the online portal is not possible.)

Surname MUSTERMANN ⓘ

First name Maxima

Academic degree (affix) <-- No choice --> ▼

Title (affix)

Maiden name MUSTERMANN

Sex ◯ Male ⦿ Female

Type of person Stipendiat/in ▼

Date of birth 01.01.1980

Nationality KUBA ▼

Language of communication Englisch ▼

Mothertongue Spanisch ▼

Comments

Relaying of contact details ⦿ Yes ◯ No ◯ Unknown

Person is member of staff (employee) at Austrian Higher Education Institution ☐

Person active ☑

Contact data

Current valid institution Technische Universität Wien

Current valid department Catedra Humboldt

Currently valid address Susicka 37
CZ-16000 Prag
TSCHECHIEN

In case you find any mistake or if any correction is needed please contact your responsible programme officer (see your letter of award) or you OeAD Regional Office via e-mail. We will then correct the data as soon as possible. **Please note that in this section you can only check but not change any data.**

3.2 My documents

In this section you can download your scholarship awards again. Select "awards of scholarship" in the listbox "Description of Upload".

3.3 Change password

Here you can change your password if necessary.

4 Necessary steps

4.1 Follow-up Contact Data

Confirmation for Follow-Up

○

E-Mail adress

Yes, I agree that the OeAD-GmbH,
- may contact me by e-mail for networking and follow-up purposes (newsletter, grant calls, interesting activities and events) after my scholarship has ended.
- may forward my personal data (first and last names, gender, date of birth, citizenship, e-mail-address, scholarship programme, academic year, home/target institution) to the Austrian Federal Ministry for Europe, Integration and Foreign Affairs (BMEIA) including Austrian representative authorities, the Austrian Development Agency (Ada) including its cooperation offices, and the Foreign Trade Promotion Centers of the Austrian Economic Chambers (WKO) for networking and event purposes.

Withdrawal of consent
I realize that I can revoke my consent anytime by chosing the option "No". We will then stop sending you information and forwarding your data.

◉

No,
the OeAD-GmbH may not contact me by e-mail for networking and follow-up purposes (newsletter, grant calls, interesting activities and events) after my scholarship has ended. Furthermore, the OeAD-GmbH may not forward my personal data (first and last names, gender, date of birth, citizenship, e-mail-address, scholarship programme, academic year, home/target institution) to the Austrian Federal Ministry for Europe, Integration and Foreign Affairs (BMEIA) including Austrian representative authorities, the Austrian Development Agency (Ada) including its cooperation offices, and the Foreign Trade Promotion Centers of the Austrian Economic Chambers (WKO) for networking and event purposes.

[Cancel] [Store entry]

Here, you can choose whether you would like to keep getting information about networking and events from us even after your scholarship has ended.
If you agree, please enter the e-mail address under which you want to receive this information. Please note that your data might also be forwarded to the Austrian institutions listed here for networking and follow-up purposes.

Please finalize this step with clicking on the "Store entry" button.

4.2 Complete, print and upload scientific report

4.2.1 For Incoming scholars of most programs

For filling in the scientific report the following steps have to be taken:

➔ Enter the dates of your scholarship.
➔ Select the scientific disciplines of your research topic on the three different levels. You may select more than one.
➔ Please list your scientific or study activities: in case of complete studies in Austria: insert the abstract of your thesis.
➔ Keywords: you may add up to five keywords describing your research interests.

Press the "store entry" button in order to finalize this step. **Please note that later changes are not possible in this section!**

oeaD

Mag. Maxima MUSTERMANN (StipendiatInnen)

Englisch ▾

Complete scientific report

The report (minimum 300 words, maximum 2 pages) has to be completed by you and signed by you and your supervisor.
Please list your scientific or study activities. In case of complete studies in Austria: Please insert the abstract of your thesis.

Dates of scholarship in Austria	From 12/09/2018 📅 To 12/09/2018 📅
Scientific discipline-1	<-- Choose --> ▾
Scientific discipline-2	label.choose.before not found ▾
Scientific discipline-3	label.choose.before not found ▾
Scientific report	

There are still **2297** characters free

First keyword	<-- No choice --> ▾
Keyword in English (if not included in the previous listbox)	
Second keyword	<-- No choice --> ▾
Keyword in English (if not included in the previous listbox)	
Third keyword	<-- No choice --> ▾
Keyword in English (if not included in the previous listbox)	
Fourth keyword	<-- No choice --> ▾
Keyword in English (if not included in the previous listbox)	
Fifth keyword	<-- No choice --> ▾
Keyword in English (if not included in the previous listbox)	

Cancel   Store entry

Scientific report

4.2.2 For APPEAR scholarship holders

Please note that the word document which shows up when you select "print scientific report" contains additional fields, which you have to fill out.
Apart from the **scientific report/abstract of your thesis** you have to
- ➜ select to which thematic priorities of the Austrian Development Cooperation your research refers to
- ➜ describe the relevance of the project for the development of the home institution and country of origin

4.2.3 For CEEPUS incoming scholarship holders

Please login at the Ceepus website https://ceepus.info/login and fill in the CEEPUS mobility report and the letter of confirmation.
Have them signed and stamped by your supervisor and upload them both at the CEEPUS platform at **and** in the online portal.
If you still cannot fill in or access the necessary documents on the Ceepus platform please write to silvia.riegler@oead.at.
Please upload both documents and **preferably name the documents as follows: YYYYMMDD_SURNAME_Name_documentname**
- ➜ **Example for Mobility report:**   20180917_MUSTERMANN_Maxima_mob_report pdf
- ➜ **Example for Letter of confirmation:**   20180917_MUSTERMANN_Maxima_LoC.pdf

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Englisch ▼ ≡

Please login at https://ceepus.info/login/ then fill in
the CEEPUS mobility report and
the letter of confirmation.
Print both documents and let them sign and stamp by your supervisor.
Then please upload it them at https://ceepus.info/login/ and in this system under the menue "upload scientific report".
Only if you have also uploaded the file in this system OeAD Regional Office can transfer your last scholarship rate.

Necessary steps	Done	Done on	Done by	Direct access via following link
Upload1: the CEEPUS mobility report	☐			Upload
Letter of Confirmation	☐			Upload

Back

Scan the completed and signed documents and upload them under the section "upload scientific report".
After your OeAD Regional Office has been notified about the upload by the system, but at the earliest on the 16th of your last scholarship month, you will be able to pick up your last scholarship rate personally at your Regional Office.

4.3   Print and upload scientific report (for all programs)

As soon as you have completed the scientific report you return to the main page. This is how the first two lines should look now with the two checked boxes under "Done".

The following steps **have to be taken** at the **end** of your scholarship stay:				
Necessary steps	**Done**	**Done on**	**Done by**	**Direct access via following link**
Confirmation for Follow-Up	☑	13/09/2018	Mustermannmaxima	Fill out
Complete scientific report	☑	17/09/2018	Mustermannmaxima	Complete

Now please continue with the next steps and click on the word "print" on the right side.

Print scientific report	☐			Print
Upload scientific report	☐			Upload

Print and sign the report and have your academic supervisor sign the document, too. Scan the document as PDF and store it on your PC.

Preferable store it in the following formate: YYYYMMDD_SURNAME_Name. (eg: 20180917_MUSTERMANN_Maxima.pdf)
Then click on the word "Upload" and upload it in the Online portal

Now all necessary steps are completed.

5   Optional steps

All the steps described below are optional and not obligatory. You can do them at any time during and after your scholarship stay.

Optionally steps	Done	Done on	Done by	Direct access via following link
Here you can update your data at any time:				
Edit personal data	☐			Complete
Take portrait photo	☐			Take photo
Fill out personal reflection	☐			Fill out
Update keywords				Update

5.1   Edit personal data

All the data you fill in here will be linked to another system (where geodata are included), and will be published on the future **oead.map**, if you check off the approvals on the entry page.

➜   **If you are employed/attached to an institution:**
a.   Select continent and country then
b.   select the name of your home institution if available in the listbox
   If you do NOT find the name of your institution in the listbox please write the name in the line below. Take care that the name of the Institution is written in ENGLISH (as the OeAD Map will be in English only)
   if you want add the name of the department of the respective institution in the line below if required
c.   Add your job position
d.   **Complete contact details** (e-mail address, social media contact, etc.) under "Personal contact data".
   Please note that if you fill in these contact details here, they will be published on the oead.map if you check off the approvals on the entry page.

➔ **If you are not employed at the moment**

a. Fill in the country you are living in. Your profile will then appear on the countries level .

b. **Complete contact details** (e-mail address, social media contact, etc.) under "Personal contact data"
   Please note that if you fill in these contact details here, they will be published on the oead.map if you agree.

Personal contact data

Postal address (personal)

Country (personal)   <-- Choose -->   ▼

Other data (personal)

E-Mail (personal)

Website (personal)

Please note that your profile will be shown at this place after your scholarship has ended, if you have given your consent. **During your scholarship supported stay your profile will be shown at the location of your host institution.**

Kindly note that all channels of communication you fill in here (e-mail address, social media contact, etc.) will be published on the **oead.map**.

Personal data

Please update your personal data
Select your **current institution** or enter the institution you will be employed in future. If you are not attached to any institution, fill out the form below under **personal data**. Please note that your profile will then be shown on this place, if you have given your consent.
Kindly note that all channels of communication you fill in here (Social Media channels and e-mail) will be published on the OeAD Map.

Institution data

Continent	<-- Choose --> ▼
Country	<-- Choose continent first --> ▼
Institution	<-- Choose country first --> ▼
Name of institution in English (if not included in the previous listbox)	
Institute/Department	<-- Choose institution first --> ▼
Name of department in English (if not included in the previous listbox)	

Other data (Institution)

Website (Institution)	
E-Mail (Institution)	
Position/function on Homeinstitution	

If your are employed: Add **current institution** here and **social media contact data** below (in English)

Personal contact data

Postal address (personal)

Country (personal)	EGYPT ▼

Other data (personal)

E-Mail (personal)	
Website (personal)	
Facebook - ID (personal)	
Twitter - ID (personal)	
LinkedIn - ID (personal)	
YouTube - ID (personal)	
Skype - ID (personal)	
Other social media channel (eg: wechat)	
ID of further social media	
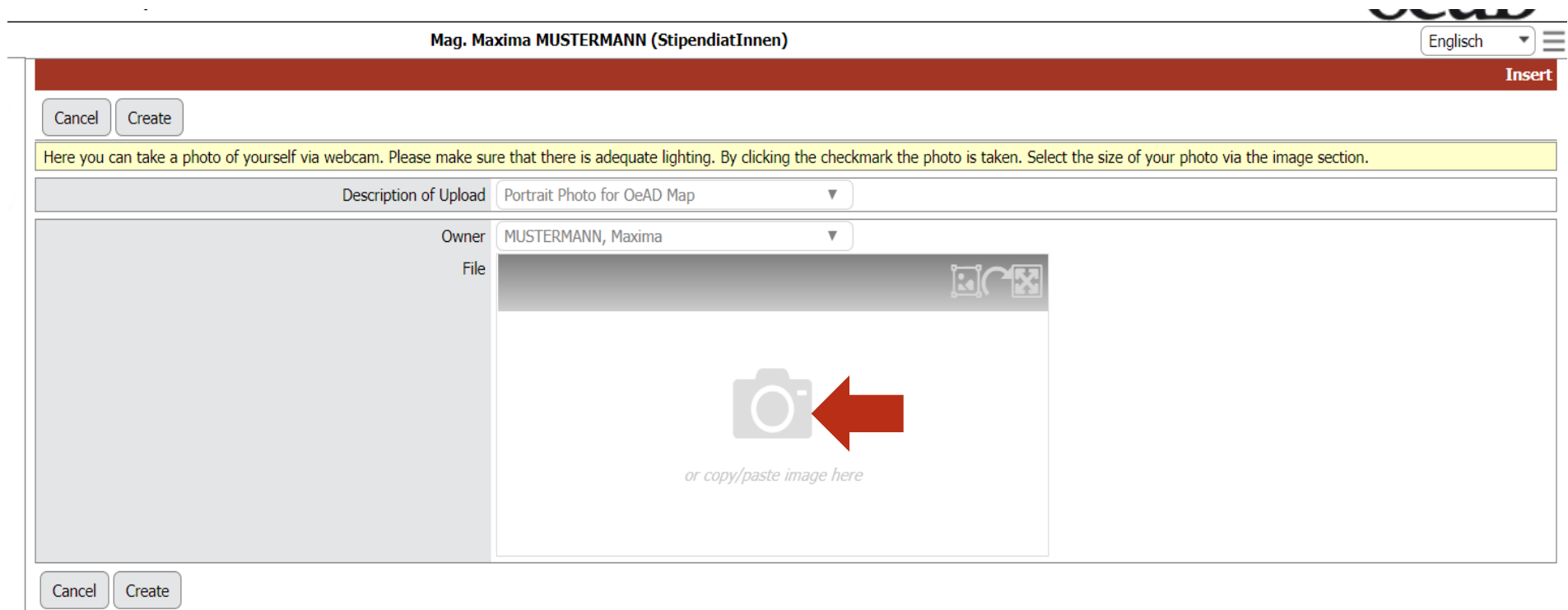
If your are NOT employed: Add **country where you live in** and **social media contact data**

Cancel Store entry

edit personal data

5.2 Take your portrait photo

You may only use this function if you have a webcam on your computer. Through clicking on the camera symbol in the center of the screen the photo function is activated and the photo is taken. You can adapt the size of the photo. Then select the ✓symbol to store the photo.

20180919_tutorial OeAD online platform scholars ENTWURF_KE_CC.docx
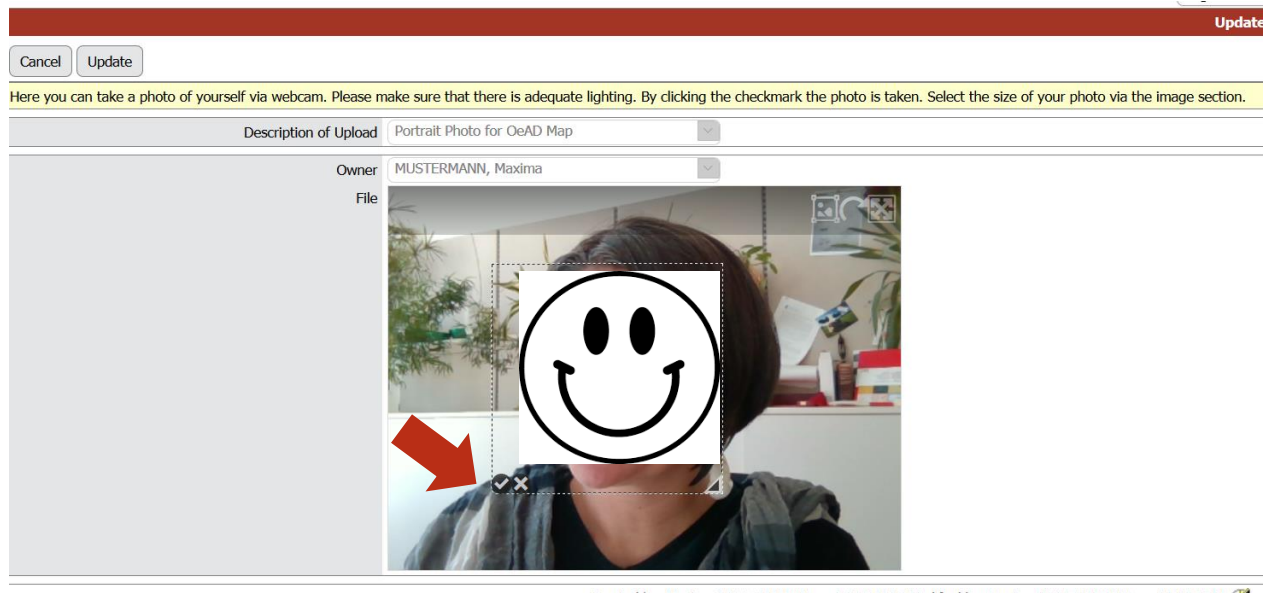
If you do not like the photo, please select the ⊠ symbol and start again.

If you want another photo to be published on the future **oead.map** or on our website (together with your personal reflection) please send it including valid photo credits to alumni@oead.at

5.3 Fill out personal reflection

In this section you have the possibility to reflect on your scholarship supported stay and give consent for publication. **Please note that you may update and change your answers at any time.**

Apart from a personal motto you can answer the following questions:

Our recommendation:
Maybe it is easier to answer some of the questions a few months after returning home. For this reason you can **update your reflection at any time.** Please be aware that it is necessary to withdraw all approvals on the entry page before you can change your answers in this section. After updating your answers please give consent again. We would be glad if you could share your experience with future scholarship holders!

5.4 Update keywords

In this section you can select your **scientific disciplines** and **update keywords specifying your research interests**. <mark>Through these elements you can be found on the **oead.map** with more specific research interests.</mark> Please note that you may select various disciplines on each level (eg. Humanities AND Natural Sciences)
If you do not find a suitable key word in the list, please write it in the line below. You may add maximum five keywords and update them at any time.

20180919_tutorial OeAD online platform scholars ENTWURF_KE_CC.docx

6 Approvals

With confirming each approval at the end of the entry page you give consent for publication on the future **oead.map** for Mobility and Projects. Please check off the confirmations and click the "Confirm approval" Button.

As soon as you have given consent the green checkmark appears on the entry page:

As soon as you click on the "withdraw consent" button you can start to change the entries of the optional steps (photo, personal reflection, keywords)

7 Contact for further questions

For questions concerning the **necessary steps** please contact your OeAD Regional Office.
For questions concerning the **optional steps** please contact alumni@oead.at.

Kind regards, Your OeAD Team

20180919_tutorial OeAD online platform scholars ENTWURF_KE_CC.docx