Online portal for OeAD scholarship holders – step to step guide

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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: <u>https://asp.sop.co.at/stipendium/LoginServlet</u> Please click on the link and fill in your birth date and select a user name and password. Then click on the "Register" Button.

cead [•]	
	Registratio
fields labeled with (*) must be filled out.	
	Identification data
The registration number should alrea	be filled in automatically. If this is not the case, you can find it in the last e-mail.
Registration number	*
Date of birth (dd.mm.yyyy)	* 🗃 🔽
	User data
User name and password can be chosen freely.	ease note that neither the user name nor the password may contain special characters and that the password must consist of at least six characters.
Enter user name	*
	*
Enter password	

If you have forgotten your password please access the entry page at <u>https://asp.sop.co.at/stipendium/LoginServlet</u> and click on the "Forgot password" button on the right side of the screen.

	Login STIP-Online OeAD (Österre	ichische Austauschdienst)-GmbH	
Language/Sprache	Englisch 🔻		
Login	Mustermannmax	0	
Password	•••••	0	
Close			Forgot password
SOP Hilm Tel. +43	bauer & Mauberger GmbH & Co KG A - 3300 Amstel (0) 505 29 Fax +43 (0) 505 29 90 <u>stip-online@sop</u>	ten, Siemensstraße 5 .co.at	

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

ne) Help) Logout)	Mag. Maxima MUSTERMANN (StipendiatInnen)
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
	 ↓ 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 <u>alumni@oead.at</u>.

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

Selection					
		han a ball a star of a farmer of	-h-lhtht		
	The following steps have to be ta	ken at the end of your s	cholarship stay:		
	Necessary steps	Done	Done on	Done by	Direct access via following link
	Confirmation for Follow-Up	I.	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	A	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 Update keywords				<u>Fill out</u> <u>Update</u>

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

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

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

lome) Help) Logout)	Mag. Maxima MUSTERMANN (StipendiatInnen)
 My Personal Data 	Welcome to the online portal of the OeAD (Austrian Agency for International Cooperation in Education and Research)
 My Documents 	Our online database allows you access to your personal data and scholarship documents.
 My reports 	
Change password	Before and during your scholarship stay
	← check your personal data
	\leftarrow download documents
	During and at the end of your scholarship stay
	↓ Confirm for Follow-up
	↓ complete, print, sign and upload your scientific report
	\downarrow share your personal experience during your scholarship stay
	\downarrow take your portrait photo
	\downarrow add keywords with your scientific and study interests
	Jupdate your personal data and your professional position after your scholarship stay

O AD (Östernetiskische Austernetiskische) Ostbul

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 pe	ersonal 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.	v)			
	Title (prefix)	Mag.				
		The following personal data fax as soon as possible. (Ch	a is shown here for your info nanging of personal data on	rmation. If you discover errors the online portal is not possible	or if your data has changed e.)	please inform the respective O
	Surname	MUSTERMANN		· · ·		
	First name	Maxima				
	Academic degree (affix)	< No choice>				
	Title (affix)					
	Maiden name	MUSTERMANN				
	Sex	Male 💿 Female				
	Type of person	Stipendiat/in	Ψ			
	Date of birth	01.01.1980				
	Nationality	KUBA	T			
	Language of communication	Englisch				
	Mothertongue	Spanisch	v			
	Commonte					
	Comments					/
	Relaying of contact details	Yes No Unknow	own			
Person is member of staff (employee) at Austrian Higher Education Institution					
	Person active	1				
Contact data						
	Current valid institution	Technische Universität Wie	en			
	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".

 Mag.	Maxima MUSTERMANN (Stipendiat	Innen)
My Documents/Print documents		Select (overal
Cancel Execute search		
Selection masks		Save selection mask
Here you can download your scholarship documents.		
Table	< No choice>	•
Description of Upload	< Choose> 💌	
Cancel Execute search		

3.3 Change password

(Ändern Passwort
 My Personal Data 	
Edit personal data	Anderung abbrechen Passwort andern
► My Documents	The new password has to contain at least 6 characters and you have to use upper and lower case!
Print documents	Altes Passwort Altes Passwort is empty. Input is required!
Change password	New password
	New password repetition
	Änderung abbrechen Passwort ändern

Here you can change your password if necessary.

4 Necessary steps

4.1 Follow-up Contact Data

	-		_
	Mag. Maxima MUSTERMANN (StipendiatInnen)	Englisch	•
onfirmation for Follow-Up			
0	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		
E-Mail adress	Winistry for Europe, integration and Foreign Affairs (BMELA) 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.		
۲	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 Austri 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.	an	
ancel Store entry	Foreign made Pornouon centers of the Austrian Economic Champers (WKCy) or inecroining and event purposes.		

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!

	Mag. Maxima MUSTERMANN (StipendiatInnen)	
ientific report		
t (minimum 300 words, maximum 2 pages) has to ; your scientific or study activities. In case of comp	be completed by you and signed by you and your supervisor. lete studies in Austria: Please insert the abstract of your thesis.	
Dates of scholarship in Austria Scientific discipline-1	From 12/09/2018 To 12/09/2018 🕅	
Scientific discipline-2	label.choose.before not found a	
Scientific report	label.choose.before not found a	
	Thurs and still 2007, show show from	
First keyword	< No choice>	
Keyword in English (if not included in the previous		
Second keyword Keyword in English (if not included in the previous	< No choice>	
listbox) Third keyword	< No choire>	
Keyword in English (if not included in the previous		
listhew)	< No choice> 🔻	
listbox) Fourth keyword		
listbox) Fourth keyword Keyword in English (if not included in the previous listbox) Title luwourd		
listbox) Fourth keyword Keyword in English (if not included in the previous listbox) Fifth keyword Keyword in English (if not included in the previous	< No choice>	

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

	Test Name		
Please login at <u>https://ceepus.info/login/</u> then the CEEPUS mobility report and	All in		
the letter of confirmation. Print both documents and let them sign and sta Then please upload it them at <u>https://ceepus.ir</u> Only if you have also uploaded the file in this s	mp by your supervisor. <u>ifo/login/</u> and in this system under the menue "up ystem OeAD Regional Office can transfer your la:	oad scientific report". : scholarship rate.	
the letter of confirmation. Print both documents and let them sign and sta Then please upload it them at <u>https://ceepus.ir</u> Only if you have also uploaded the file in this so Necessary steps	mp by your supervisor. <u>fo/login/</u> and in this system under the menue "up ystem OeAD Regional Office can transfer your last Done Done	n Done by	Direct access via following link
the letter of confirmation. Print both documents and let them sign and sta Then please upload it them at <u>https://ceepus.ir</u> Only if you have also uploaded the file in this st Necessary steps Upload1: the CEEPUS mobility report	mp by your supervisor. <u>ifo/login/</u> and in this system under the menue "up ystem OeAD Regional Office can transfer your las Done Done	oad scientific report". : scholarship rate. n Done by	Direct access via following link 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	\square

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.

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

Pers	onal contact data	al 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**.

rsonal data

Please up	date	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.

Institu				
	Continent	< Choose> 💌		
	Country	< Choose continent first> 🔹		
	Institution	< Choose country first> 💌		
	Name of institution in English (if not included in the previous listbox)		1	
	Institute/Department	< Choose institution first>		If your are employed: Add current
	Name of department in English (if not included in the previous listbox)			institution here and social media
	Other data (Institution)			contact data below
	Website (Institution)			(in English)
	E-Mail (Institution)			
	Position/function on Homeinstitution			
Person	Position/function on Homeinstitution al contact data			
Person	Position/function on Homeinstitution al contact data Postal address (personal)			
Person	Position/function on Homeinstitution al contact data Postal address (personal) Country (personal)	EGYPT		
Person	Position/function on Homeinstitution al contact data Postal address (personal) Country (personal) Other data (personal)	EGYPT		If your are NOT employed: Add
erson	Position/function on Homeinstitution al contact data Postal address (personal) Country (personal) Other data (personal) E-Mail (personal)	EGYPT	<u> </u>	If your are NOT employed: Add
Person	Position/function on Homeinstitution al contact data Postal address (personal) Country (personal) Other data (personal) E-Mail (personal) Website (personal)	EGYPT •	<u>_</u>	If your are NOT employed: Add country where you live in and
Person	Position/function on Homeinstitution al contact data Postal address (personal) Country (personal) Other data (personal) E-Mail (personal) Website (personal) Facebook - ID (personal)	EGYPT •		If your are NOT employed: Add country where you live in and social media contact data
Person	Position/function on Homeinstitution al contact data Postal address (personal) Country (personal) Other data (personal) E-Mail (personal) Website (personal) Facebook - ID (personal) Twitter - ID (personal)	EGYPT •		If your are NOT employed: Add country where you live in and social media contact data
Person	Position/function on Homeinstitution al contact data Postal address (personal) Country (personal) Other data (personal) E-Mail (personal) Website (personal) Facebook - ID (personal) Twitter - ID (personal) LinkedIn - ID (personal)	EGYPT •		If your are NOT employed: Add country where you live in and social media contact data
Person	Position/function on Homeinstitution al contact data Postal address (personal) Country (personal) Other data (personal) E-Mail (personal) Website (personal) Website (personal) Facebook - ID (personal) Twitter - ID (personal) LinkedIn - ID (personal) YouTube - ID (personal)	EGYPT •		If your are NOT employed: Add country where you live in and social media contact data
Person	Position/function on Homeinstitution al contact data Postal address (personal) Country (personal) Other data (personal) E-Mail (personal) Website (personal) Website (personal) Facebook - ID (personal) Twitter - ID (personal) LinkedIn - ID (personal) YouTube - ID (personal) Skype - ID (personal)	EGYPT *		If your are NOT employed: Add country where you live in and social media contact data
Person:	Position/function on Homeinstitution al contact data Postal address (personal) Country (personal) Other data (personal) E-Mail (personal) Website (personal) Website (personal) Facebook - ID (personal) Twitter - ID (personal) LinkedIn - ID (personal) YouTube - ID (personal) Skype - ID (personal) Other social media channel (eg: wechat)	EGYPT •		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 \checkmark symbol to store the photo.

•			
Mag. Maxima MUSTERMANN (StipendiatInnen)			
ancel			
e you can take a photo of yourself via webcam. Please make sur	e that there is adequate lighting. By clicking the checkr	nark the photo is taken. Select the size of your photo	via the image section.
Description of Upload	Portrait Photo for OeAD Map		
Owner	MUSTERMANN, Maxima		
File			
	or copy/paste image here		



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 <u>alumni@oead.at</u>

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:

	Mag. Maxima MUSTERMANN (StipendiatInnen)		
Fill out personal reflection		U Logout	
Motto (a motto that is important to you)			
Which impact did your scholarship in Austria have on your personal and professional development?	There are still 250 characters free		1
Which intercultural experiences were particulary important? What has helped you to integrate?	There are still 1000 characters free		
Which of your former ideas and wishes during your stay in Austria could you realise and put into practice later?	There are still 1000 characters free		
What is important for a successful study or research stay? What recommendations would you have for future scholarship holders?	There are still 1000 characters free		
	There are still 1000 characters free		
 I agree that the OeAD-GmbH may use and I hereby explicitly agree that the OeAD-Gm OeAD-GmbH, as well as print publications i revise my personal reflections in the follow 	publish my personal reflection free of charge on the internet and in publications by the (hbH may publish my personal reflection and the photo of myself I took via webcam in cor (such as the OeAD News magazine, the annual report, programme specific reports and in ing ways: the text may be proofread, shortened and, if it contains extremist or purely co	DeAD GmbH. nbination with my other personal data or vitations to future events) for the purpos mmercial statements, these may be delet	n websites and social media channels (Tw se of making scholarship holders more vis ted.
No, I do not want to fill my personal reflect Cancel Store entry	tion at the moment and give consent for publication.		

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**. Through these elements you can be found on the **oead.map** with more specific research interests. 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.

Mag. Maxima MUSTERMANN (StipendiatInnen)		Englisch	-)≡	
Update keywords				
Scientific discipline-1	HUMANITIES .			
Scientific discipline-2	History, Archaeology .			
Scientific discipline-3	< No choice> +			
First keyword	development cooperation			
Keyword in English (if not included in the previous listbox)				
Second keyword	ethics in education			
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 Update				

6 Approvals

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

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:

	\checkmark
In case of any changes (current institution, social media profile, keywords) please note that you have to cancel your approval. Then please click on the approve button again so that your current data is transferred to the OeAD Map.	Withdraw consent

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