INTRODUCTION

Other Experiences and Achievements in Competitions or Activities, in short: OEA, is one of the factors in addition to the achievements at the HKDSE Examination which the 9 JUPAS participating-institutions and the SSSDP institutions will consider.

To facilitate the 9 JUPAS participating-institutions and the SSSDP institutions in considering your performance in activities in addition to your academic results, you are advised to submit your OEA information via your JUPAS account.

Such information will serve as important additional reference for admission selection and can also be used as a framework for discussions during selection interviews.

Submission, further amendment or uploading of required supporting documents after the deadline will NOT be accepted.

1. **GO TO** “OEA” User Interface

Procedure (2 steps in total)

Step 1:  Log on your JUPAS account and click “Application Information”

Step 2:  Click “Other Experiences and Achievements in Competitions / Activities (OEA)”
2. **ENTER OEA Awards or Activities**

You can enter a maximum of 10 OEA awards or activities. Please note that the qualifications stated in the lists of Other Academic Results (Language Subjects) and Music Qualifications **SHOULD NOT** be entered in your OEA portfolio.

2.1 **ADD New Award or Activity**

Procedure (2 steps in total)

Step 1: Click “Edit”

Step 2: Click the “Add” button

2.2 **FIND Appropriate Award or Activity**

Procedure (3 steps in total)

Step 1: Enter the full name of the OEA award or activity in either English or Chinese in the search box provided and click “Search”

**DO NOT** enter the year in the search box

Step 2: Click the appropriate “Add” button to add the award or activity

Step 3: The selected award or activity will be shown in the field “Award / Activity Name”

If you cannot find the appropriate award or activity from the search results after completing the above steps, tick the box appeared at the bottom of the page. Then you can enter the name and the organisation of the award or activity in either English or Chinese in the “Award / Activity Name” and “Organisation” boxes respectively and tick the relevant “Further Information on this Award / Activity” boxes.
2.3 **ENTER Required Information**

**Procedure (1 step only)**

**Step 1:** Enter the following:
1. Category
2. Year of Participation
3. Participation Mode
4. Activity Nature
5. Role
6. Award-bearing or Non-award-bearing Activity
7. Award Type
8. Description of the Award or Activity with no more than 40 words in either English or Chinese

2.4 **SUBMIT Award or Activity**

**Procedure (2 steps in total)**

**Step 1:** Click “Submit”

**Step 2:** The award or activity has successfully been added to your OEA portfolio
2.5 **EDIT OEA Item**

**Procedure (4 steps in total)**

**Step 1:** Click the appropriate “Pencil” button

**Step 2:** Amend the information

**Step 3:** Click “Submit”

**Step 4:** The amended OEA item has successfully been submitted

2.6 **DELETE OEA Item**

**Procedure (3 steps in total)**

**Step 1:** Click the appropriate “Delete” button

**Step 2:** Click “OK”

**Step 3:** The OEA item has successfully been removed
3. **UPLOAD Supporting Documents, for Randomly Selected Items only**

Randomly selected items will be highlighted in pink immediately after entry. You are required to upload supporting documents for such items.

The uploaded supporting documents will be randomly checked and verified by the JUPAS Office. The OEA information you have entered may be amended according to the information contained in the supporting documents uploaded without further notice.

The supporting documents to be uploaded **MUST** be in PDF, JPG, JPEG or PNG format with a maximum file size of 1MB.

3.1 **UPLOAD Supporting Document**

**Procedure (5 steps in total)**

**Step 1:** Click “Browse”

**Step 2:** Click “OK”

**Step 3:** Retrieve the relevant supporting document

**Step 4:** Click “Upload”

**Step 5:** The supporting document has successfully been uploaded

You can click the file name to view the file you have uploaded
3.2 **RE-UPLOAD** Supporting Document

*Procedure (6 steps in total)*

Step 1: Click “**Edit**”

Step 2: Click “**Browse**”

Step 3: Click “**OK**”

Step 4: Retrieve the relevant supporting document

Step 5: Click “**Upload**”

Step 6: The new supporting document has successfully been uploaded

Please note that the newly uploaded file will replace the previous one.
4. **ENTER or EDIT** Additional Information, Optional

Procedure (4 steps in total)

Step 1: Click “Edit”

Step 2: Enter information in either English or Chinese with a word limit of 500 words in the “Additional Information” box

   Please note that the login session will be automatically terminated if left idle for 30 minutes

Step 3: Click “Submit”

Step 4: The Additional Information has successfully been submitted

Please note that you **SHOULD** log out from the JUPAS online application system when you have finished using it.