Joint University Programmes Admissions System
Online Application System User Guide for Applicants

Application Information

Enter Other Experiences and Achievements in Competitions / Activities (OEA)
INTRODUCTION

Other Experiences and Achievements in Competitions / Activities (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 / uploading of required supporting documents after the deadline will NOT be accepted.

If you want to know more details about OEA, please visit the sections of “Other Experiences and Achievements in Competitions / Activities (OEA)” and “FAQ” at the JUPAS website.
CONTENTS

1. **GO TO** “OEA” User Interface
   
2. **ENTER** OEA Awards / Activities
   
   2.1 **ADD** New Award / Activity
   
   2.2 **FIND** Appropriate Award / Activity
   
   2.3 **ENTER** Required Information
   
   2.4 **SUBMIT** Award / Activity
   
   2.5 **EDIT** OEA Item
   
   2.6 **DELETE** OEA Item
   
3. **UPLOAD** Supporting Documents (for Randomly Selected Items only)
   
   3.1 **UPLOAD** Supporting Document
   
   3.2 **RE-UPLOAD** Supporting Document
   
4. **ENTER** / **EDIT** Additional Information (Optional)
1. **GO TO “OEA” User Interface**

1.1 Log on your [JUPAS account](#) and **click “Application Information”**

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

You can enter a maximum of 10 OEA awards / activities.

2.1 **ADD New Award / Activity**

2.1.1 ⚫ Click “Edit”

2.1.2 🌐 Click the “…” button

---

**Note**

The qualifications stated in the lists of Other Academic Results (Language Subjects) and Music Qualifications SHOULD NOT be entered in your OEA portfolio.
2.2 **FIND Appropriate Award / Activity**

2.2.1 **Enter** the full name of the OEA award / activity in either English or Chinese and **click “Search”**

! **Note**

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

2.2.2 **Click** the appropriate “**add**” button to add the award / activity

2.2.3 The selected award / activity will be shown in the field “Award / Activity Name”

2.2.4 If you cannot find the appropriate award / activity from the search results after completing the above steps:

- **This box** will appear at the bottom of the page. “**✓**” it
2.2.4 If you cannot find the appropriate award / activity from the search results: (con’t)

- **Enter** the name and the organisation of the award / activity in either English or Chinese in the “Award / Activity Name” and “Organisation” boxes respectively

- “✔” the relevant “Further Information on this Award / Activity” box(es)
2.3 **ENTER Required Information**

2.3.1 **Enter** the following:

1. Category
2. Year of Participation
3. Participation Mode
4. Activity Nature
5. Role
6. Award-bearing / Non-award-bearing Activity
7. Award Type
8. Description of the Award / Activity (No more than 40 words in either English or Chinese)

2.4 **SUBMIT Award / Activity**

2.4.1 **Click “Submit”**

2.4.2 The award / activity has successfully been added to your OEA portfolio
2.5 **EDIT** OEA Item

2.5.1 **Click** the appropriate “🖌” button

2.5.2 **Amend** the information

2.5.3 **Click “Submit”**

2.5.4 The amended OEA item has successfully been submitted

2.6 **DELETE** OEA Item

2.6.1 **Click** the appropriate “🗑️” button

2.6.2 **Click “OK”**

2.6.3 The OEA item has successfully been removed
3. **UPLOAD Supporting Documents (for Randomly Selected Items only)**

Randomly selected item(s) 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 document(s) to be uploaded **MUST** be in PDF, JPG / JPEG or PNG format with a maximum file size of 1MB.

3.1 **UPLOAD Supporting Document**

3.1.1 **Click** “Browse”

3.1.2 **Click** “OK”

3.1.3 **Retrieve** the relevant supporting document

**Tips**

- **Requirements on supporting documents**
3.1.4  **Click “Upload”**

3.1.5  The supporting document has successfully been uploaded

You can **click** the file name to view the file you have uploaded.

### RE-UPLOAD Supporting Document

3.2.1  **Click “Edit”**

3.2.2  **Repeat 3.1**

**Note**

The newly uploaded file will replace the previous one.
4. **ENTER / EDIT** Additional Information (Optional)

4.1 👍 **Click “Edit”**

4.2 💻 **Enter** information in either English or Chinese with a word limit of 500 words in the “Additional Information” box

⚠️ **Note**

Beware of **30-minute Time-out Session**

4.3 👍 **Click “Submit”**

4.4 The Additional Information has successfully been submitted

⚠️ **Note**

You **SHOULD** log out from the JUPAS online application system when you have finished using it