Guidelines for the Study grants application service at Jozef Stefan Institute (Version 2)

A service has been set up at the Jozef Stefan Institute to demonstrate applications for study grants. Today, students wishing to apply for a study grant from a foreign university, ministry of education or other institution have to manually fill in an online application form in the procedure portal and provide the required supporting evidence themselves, such as identity details or university diplomas.

The DE4A project helps applicants by providing an infrastructure that enables the direct exchange of evidence between competent authorities in EU Member States. Through this infrastructure, applicants can request that their evidence (e.g. university diploma) is automatically sent to the procedure portal from a trusted authentic source in their home country. Students retain full control over which evidence is sent across borders and which is not, by explicitly agreeing to each transfer of evidence.

This application service enables students from Universitat Jaume I (Spain) and the University of Lisbon (Portugal) to automatically transfer the required evidence for call for study grants (proof of higher education diploma in the case of Portugal and proof of higher education diploma, large family evidence, and disability evidence in the case of Spain) from a trusted source in their home country.

Below you will find information on how to authenticate with the service, explicitly request the transfer of evidence, preview your evidence, and submit an application for a study grant to the Jozef Stefan Institute.

1. Home page

The service is accessible at <u>https://grants.e5.ijs.si/grants/public</u>. The landing page (Figure 1) provides information about the call for study grants, the DE4A project, and the DE4A Studying Abroad pilot.

Call for Study Grants Jozef Stefan Institute offers study grants for foreign STEM higher education institutions in Slovenia and conduct their already successfully completed their 1st Bologna degree at The information that must be provided depends on the se dinloma.pna.reademic evidence)	I students who are studying or will study at one of the r research work at the Institute. Students should have studies in the respective fields.
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Enter the grant application procedure by clicking the "Log authentication service.	in" button below, which will redirect you to the
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Figure 1: Service landing page

2. Authentication at the service provider

Applicants must have valid national eID credentials to be able to use the service. You can start the authentication procedure by selecting the **Login** button on the home page (Figure 1).

Next, you need to select **Crossborder EU authentication** as authentication method and specify your country of origin (Figure 2).

REPUBLIKA SLOVENIJA GRANTS		
	SI-PASS STORITEV ZA SPLETNO PRIJAVO IN E-PODPIS	
	Please, choose your login method	
	Crossborder EU authentication - any level	
	Confirm	
	Nothing from the list	i.

Figure 2: Country selection

When you click the **Confirm** button, you will be redirected to your national authentication service, where you can prove your identity with valid national means of identification. Spanish users can, for example, use national digital identity card (Documento Nacional de Identidad electrónico (DNIe)), while users from Portugal can obtain digital ids at https://www.autenticacao.gov.pt (Chave Móvel Digital or Cartão de Cidadão).

This document explains the authentication procedure in the case of Spain. A similar procedure exists for Portuguese students in Portugal.



Figure 3: Spanish authentication service

In the Spanish authentication service (Figure 3), you must first select **Confirmar** and then your means of identification.

If your eID is valid, the mandatory eIDAS data set (first name, family name, date of birth, national identifier) will be displayed by the authentication service (Figure 4). By clicking on the **Send** button, you agree to this data being sent to the study grants application service as proof of your identity.

If you do not allow transfer of the identity data, select the **Cancel** button and the process will stop.

	See.	eID connecting europe I English •
Europear	authentication with fo	oreign elD
Please, confirm that you want to send the follow Family Name: APELLIDOPRIMERO APELLIDO Date of Birth: 01/01/2000 National Identifier: 99999142H First Name: NOMBRE	ing information to the European service provider by clicking on t	he Send button.
	Send	
	Cancel	
		Accessibility

Figure 4: Authentication at Spanish eIDAS node

After successful authentication at the Spanish side and agreeing to the transfer of the identity data, you will be redirected back to the Slovenian eIDAS node (Figure 5).

As the e-mail information is not needed at this stage, you can simply click on the **Confirm** button and continue with the procedure.

SLOVENIJA G	RANTS			
	SI ST	-PASS ORITEV ZA SPLETNO P	RIJAVO IN E-PODPIS	
	Pr	eview of data that	will be sent	
		Email:		
			Confirm	

Figure 5: Redirection to the Slovenian eIDAS node

3. Call selection

Once your identify is confirmed, a list of available calls for study grants is displayed (Figure 6).



Action

Apply

Apply

Apply

Apply

Apply

Apply

Eligible countries

ES, PT

ES

ES

ES

FS

ES

Select call								
	#	Application deadline	Name of the call	Conditions				
	1	31. 1. 2023	Call 1	High education diploma				
	2	31. 1. 2023	Call 2	Large family				

Call 3

Call 4

Call 5

Call 6

The DE4A project (<u>https://www.de4a.eu/about-project</u>) pilots specific procedures of the Single Digital Gateway Regulation, which aims to facilitate cross border e-government services.

Disability

Large family, disability

High education diploma, large family

High education diploma, disability

Figure 6: Available calls for study grants

For each call, the evidence types that must be provided are shown as well as eligible countries. A call can be selected by the click on the Apply button.

4. Explicit request

3 31. 1. 2023

4 31.1.2023

5 31.1.2023

6

31. 1. 2023

Once the call is selected, the identity data is displayed on the Explicit request page (Figure 7). The DE4A infrastructure allows you to automatically transfer the required evidence from an authentic source (Ministry or university) in your home country to the service provider.

Before proceeding, please read carefully the text displayed. You can explicitly request the transfer by selecting the **Agree** button.

If you do not agree to the use of automatic transfer of evidence, click on the **Cancel** button. This will stop the procedure and allow you to log out of the service (see the Logout section below for further details).

DE4A

First name	Last name	Person Identifier
Nombre	ApellidoPrimero ApellidoSegundo	ES/SI/99999142H
Evidence source to be used:		
(MPTFP-SGAD) Secretaría General de Administració	n Digital	~
Date of Birth: 01 / MM 01 / DD 2000 YYYY		
Please read the following befor	e proceeding	
By using this process, we can help you transfer require aster and easier.	d evidence(s) directly from the competent at	ithority in your country. This way you can complete your application
You will be able to review the information, and decide v	whether you want to approve its transfer to th	is grant application service or not.
You are not required to use this process. If you cancel,	you will have the option to complete the proc	edure by searching for the information and submitting it manually.
Note that this service is part of a pilot project. By selec purposes of completing the procedure, and to monitor project.	ting "Agree", you agree to participate in the p that the procedure was completed successfu	ilot on a voluntary basis. Your information will only be used for the Illy. For more details, please visit <u>https://www.de4a.eu/about-</u>
	Cancel Agree	
The DE4A project (<u>https://www.de4a.eu/about-project</u> government services.) pilots specific procedures of the Single Dig	ital Gateway Regulation, which aims to facilitate cross border e-
The DE4A project (<u>https://www.de4a.eu/about-project</u> government services.) pilots specific procedures of the Single Dig	ital Gateway Regulation, which aims to facilitate cross border e-

Figure 7: Explicit request

5. Authentic source

If you agree to the use of the DE4A infrastructure for transferring evidence, you will be redirected to a national authentic source of higher education diplomas.

In Spain, you will be redirected to the **Spanish Citizen Folder** homepage (Figure 8). There you can select the evidence to be transferred from Spain to the study grants application service in Slovenia, preview the evidence, and give your consent to the transfer and use of the evidence. First, you will need to authenticate yourself again.

Logout







Figure 8: Spanish authentic source for higher education diplomas

After selecting the **Authentication** button, you will be presented with several authentication options (Figure 9). You should select an identification method that corresponds to your national means of identification (e.g., Spanish national id card). In this document, we will use a digital certificate for cross border authentication and the **EU Citizens** method.





Figure 9: Selection of an authentication method

When you click on the **Access** button for the **EU Citizens** method, a country selection page is displayed where you need to select your country of origin (Figure 10).





Authentication with European digital identity

A Spanish service provider has requested authentication using a European digital identity.

Please, choose the country where your digital identity is issued.

	Q Se	arch for country	
🖾 Austria		🔲 Belgium	Bulgaria ()
Canada		🛅 Croatia	Cyprus
Czech Republic		E Denmark	🔳 Estonia
Finland ()		France	Germany
Greece (j		E Greece	📰 Hungary
Iceland		Ireland	1 Italy
E Latvia		Liechtenstein	🔲 Lithuania
Luxembourg		Malta	Netherlands
norway		Poland	Portugal
Romania	(j	Slovakia	🔚 Slovenia
🖾 Spain		Sweden	🖼 United Kingdom 🚺

Figure 10: Country selection

Spanish students should select **Spain** and click on **Login**. In the case of the EU Citizen method the rest of the authentication procedure is the same as described in Section 2.



Figure 11: Spanish authentication service

	n. General	eiD connecting europe
Europear	authentication with fo	oreign elD
Please, confirm that you want to send the follow Family Name: APELLIDOPRIMERO APELLIDO Date of Birth: 01/01/2000 National Identifier: 99999142H First Name: NOMBRE	ving information to the European service provider by clicking on SEGUNDO	the Send button.
	Send	
	Cancel	
		Accessibility

Figure 12: Authentication at Spanish eIDAS node

6. Evidence selection

Once you have been successfully authenticated, you can select the evidence. Based on your identity, the Spanish Data Intermediation Platform will offer you a list of evidences (Figure 13).

From this list, you can select one to be sent to the study grants applications service.

You can request the evidence to be retrieved from the database by selecting the **Request Higher Education Diploma and Large Family Certificate** button.





Evidence provided by the Spanish Data Intermediation Platform of the National State Administration, issued by Universitat Jaume I Universitat Jaume I and Autonomous Regions

Application for Hig	her Education Di Certificate	iploma and Large Family
Name: Nom Surname: A Personal ide	Identified Citize bre pellidoPrimero ApellidoSe entifier: ES/SI/99999142H	n Igundo
Select	t the diploma required by y	/our procedure
	HIGHER EDUCATION D	PLOMA
Degree in 0	Computer Science Engineering	(2001 Programme of Study)
The	following information will	be retrieved
Hig	her Education Diplom	a evidence
 ○ Title ○ Main field of study ○ Academic credits 	 Degree Mode of study Date of issue 	 Institution name Period of education Place of issue
	Large Family evide	ence
📀 Personal de	etails	🛇 Valid certificate
🗢 Issuing da	ate	Expiration date
Request High	er Education Diploma and I	Large Family Certificate



7. Evidence preview

The retrieved evidence is displayed next. You can check the validity of the information in the evidence, either as text (Canonical Evidence; Figure 14) or as a pdf (Download the evidence in PDF; Figure 15).





Evidence provided by the Spanish Data Intermediation Platform of the National State Administration, issued by Universitat Jaume I

Canon	ical Evidence								
F	ligher Educatio	n Diploma							
	ecuing authority								
	laume I Universit								
	aumeroniversie	,							
T	The requested hig	ther education co	ertificate shall be submitt	ed to the following	authority:				
(.	JSI) Institut Joze	Stefan							
Y	'our personal d	etails							
	IDENTIFIER	GIVEN NAME	FAMILY NA	ME	DATE OF BIRTH				
	99999142H	NOMBRE	APELLIDOPRIMERO APE	LLIDOSEGUNDO	01/01/2000				
	Diploma details								
		т	TLE			DEGREE		INSTITUTION NAME	MAIN FIELD OF STUDY
	Degree in Comp	uter Science Engi	neering (2001 Programme o	f Study) Degree	in Computer Science	e Engineering (200	1 Programme of Study)	Jaume I University	http://data.europa.eu/snb/isced-f/0610
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	http://data.ouro		arningScheduleType/fullTi		SV	252.0	22/07/2008	Castellon	
	http://data.euro	pa.eu/europass/ii	earningScheduleType/Tutth	ine r	51	552.0	22/01/2008	Castellon	
L	arge Family Ev.	idence							
Ŀ	ssuing authority	1							
A	utonomous Regi	on - Catalunya							
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,	ne requested lar	ge family certific	ate shall be submitted to	the following autho	ority:				
(.	JSI) Institut Joze	Steran							
Y	'our personal d	etails							
	IDENTIFIER	NAME	FAMILY NAME	BI	RTH DATE				
	99999142H	NOMBRE	APELLIDOPRIMERO APELLIE	OSEGUNDO 01	/01/2000				
_									
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	arge Family be	neficiary							
	IDENTIFIER	GIVEN NAME	FAMILY NA	ME	IS RENEFICIARY				
	99999142H	NOMBRE	APELLIDOPRIMERO APE		TRUF				
		NUMBRE							
> Dom <u>es</u>	stic Evidenc <u>e in</u>	PDF							
Retrie	ve Reject								

Figure 14: Evidence preview





Evidence provided by the Spanish Data Intermediation Platform of the National State Administration, issued by Universitat

Jaume I

anonical Evidence				
ownload the evidence in PDF				
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terremitision de dettos	Justifica de estudio	nte de certificado os superiores _ UJI	GOBIERNO DE ESPANA	
팀 El DE4A Spanish Ow	ner realizó la siguente consulta a Jaum	e I University		
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Datos de consulta				_
Tipo Doc.: Consentimiento:	NIF/NIE: Documentación: 9999 Sí	99142H Nombre y ape	Ilidos: Usuario Prueba	
Datos de respuesta				
Datos titular				
Documentación:	99999142H Nombre y apellic	dos: Usuario Prueba	3	
Datos del diplor	na			
Entidad emisora:	Jaume I University	Nombre:	Degree in Computer Science Engineering (2001 Programme of Study)	
e Título:	Degree in Computer Science Engineering (20 Programme of Study)	⁰¹ País:	http://publications.europa.eu/resource/authority/ country/ESP	
Programa de estudios:	TE	Campo de estudio:	http://data.europa.eu/snb/isced-f/0610	
P Modalidad de estudio:	http://data.europa.eu/europass/	Duración:	P5Y	

Figure 15: Preview of evidence in pdf

Once you have checked the data, you need to give consent to the transfer of evidence to the service provider (**Retrieve** button) or reject it (**Reject** button).

When you click the **Retrieve** button, a **Confirmation** window appears (Figure 16). If you click the **Yes** button, the displayed data will be sent to the application service.

Datos	DE4A Digital Europe
Evidence provided by the Spanish Data Intermediation Platform of the National State Administration, issued by Universitat Jaume I	
Canonical Evidence	
Higher Education Diploma	
Issuing authority:	
Jaume I University	
The requested higher education certificate shall be submitted to the following authority:	
(JSI) Institut Jozef Steran	
Your personal details	
IDENTIFIER GIVEN NAME FAMILY NAME DATE OF BIRTH	
99999142H NOMBRE APELLIDOPRIMERO APELLIDOSEGUNDO 01/01/2000	
Diploma details	
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Large Family Evidence	
Issuing authority: Confirmation × Autonomous Region - Catalunya	
The requested large family certificate shall be submitted to the following authority:	
(JSI) Institut Jozef Stefan	
Your personal details	
IDENTIFIER NAME FAMILY NAME BIRTH DATE	
99999142H NOMBRE APELLIDOPRIMERO APELLIDOSEGUNDO 01/01/2000	
Your large family details	
TITLE IDENTIFIER VALID CERTIFICATE ISSUING DATE EXPIRING DATE NUMBER OF CHILDREN	
INTE VI/03/2013 23/03/2023 2	
Large Family beneficiary	
IDENTIFIER GIVEN NAME FAMILY NAME IS BENEFICIARY 99999142H NOMBRE APELLIDOPRIMERO APELLIDOSEGUNDO TRUE	
Domestic Evidence in PDF	
Partiese Palar	

Figure 16: Conformation of the evidence transfer

If you select the **Reject** button, a different **Confirmation** window opens (Figure 17). By click on the **Yes** button, the process of sending data is cancelled and you are redirected to the application service (**Figure 18**).

Datos	DE4A Digital Europe
Evidence provided by the Spanish Data Intermediation Platform of the National State Administration, issued by Universitat Jaume I	
' Canonical Evidence	
Higher Education Diploma	
Issuing authority:	
Jaume I University	
The requested higher education certificate shall be submitted to the following authority:	
(JS)) Institut Jozef Stefan	
Your personal details	
IDENTIFIER GIVEN NAME FAMILY NAME DATE OF BIRTH	
99999142H NOMBRE APELLIDOPRIMERO APELLIDOSEGUNDO 01/01/2000	
Diploma details	
TITLE DEGREE INSTITUTION NAME MAIN FIELD OF STUDY	
Degree in Computer Science Engineering (2001 Programme of Study) Degree in Computer Science Engineering (2001 Programme of Study) Jaume I University http://data.europa.eu/snb/jisced-f/0610	
MODE OF STUDY PERIOD OF EDUCATION ACADEMIC CREDITS DATE OF ISSUE PLACE OF ISSUE	
http://data.europa.eu/europass/learningScheduleType/fullTime P5Y 352.0 22/07/2008 Castellon	
Large Family Evidence	
Issuine authority:	
Autonomous Region - Catalunya	
The requested large family certificate shall be submitted to the following authority: bo you want to cancel the process of sending evidence to the Data Evaluator?	
(JSI) Institut Jozef Stefan	
Your personal details	
IDENTIFIER NAME FAMILY NAME BIRTH DATE	
99999142H NOMBRE APELLIDOPRIMERO APELLIDOSEGUNDO 01/01/2000	
Your large family details	
TITLE IDENTIFIER VALID CERTIFICATE ISSUING DATE EXPIRING DATE NUMBER OF CHILDREN	
FAM20146C00098 TRUE 07/03/2019 23/03/2023 2	
Large Family beneficiary	
IDENTIFIER GIVEN NAME FAMILY NAME IS BENEFICIARY	
99999142H NOMBRE APELLIDOPRIMERO APELLIDOSEGUNDO TRUE	
Domestic Evidence in PDF	
Retrieve Reject	

Figure 17: Rejection of the evidence transfer





8. Grant application form

After you agree to send the data displayed, you will be directed to the grant application form at the study grant application service. The form is already prefilled with the information from your diploma evidence (Figure 19).

You should double check the data and fill in the missing information (**Email address** and **phone number**). After successful submission of the application form (**Submit** button), you will receive a confirmation of the submission (Figure 20).

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Figure 19: Application form



Figure 20: Acknowledgment of the application form submission

9. Logout

You can log out of the service by selecting DE4A in the upper left corner. You will be redirected to the Slovenian national authentication service where you can log out of the grant application by selecting the **Confirm** button (Figure 21 and 22).

REPUBLIKA SLOVENIJA	
	SI-PASS STORITEV ZA SPLETNO PRIJAVO IN E-PODPIS
	You can logout also from following applications
	GRANTS Confirm
	Figure 21: Logout at the eIDAS node

S S	I-PASS FORITEV ZA SPLETNO PRIJAVO IN E-PODPIS
S	uccessful logout
	You have successfully logged-out from the SI-PASS system. For safety reasons we recommend that you close your browser window.

Figure 22: Confirmation of the logout at the eIDAS node

You will then be logged out and redirected to the landing page of the service.

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