



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

AEC EASY Code of Conduct 2018/19

Guide for EASY users (Coordinators)

During the course of EASY's second year of operation the AEC became aware that manuals, instructions and support are not enough to make such a system working. Coordinators need to agree on some fundamental rules and shared practices so that everything is understood in the same way by the users.

Therefore, as of a.y. 2018-19 the AEC asks the Coordinators using EASY to follow the following rules:

1) Keep your Profile in EASY up to date

Contact names, emails, study offer, semester dates and deadlines should be always up to date. Reliable data are essential for a good running of the system

2) Agreements: if you do not have an IIA with an institution but you want to allow applications please ask them the permission to activate the mobility

In EASY mobilities are activated by simple clicks in the Agreements section. The system is made in such a way that mobilities are activated even when only one of the two ends clicks on the corresponding mobility in the agreement section. There is no way for your partners to confirm your click and there is no formal check that a real agreement is in place. Therefore, if you do not have a formal IIA with an institution you should ask them for the permission to activate mobilities in EASY so that applications can be submitted. This is important to avoid future surprises and misunderstandings.

3) Always put the home coordinator in CC in important communication

When you communicate something to a (potential) incoming student, always put the home coordinator in cc so that he/she can be up to date and follow up what happens to his/her student.

4) Administration Roles: please stick to the AEC Administration Roles when granting rights to other administrators

When creating a new administrator in the system, please choose from the list AEC administration roles, as they are the only one working in EASY. The system will anyway prevent you from choosing any other administration role when you try to save your choice.

5) Application Form: (re)shape your application form according to the EASY Standard Application Form - Guide for EASY users 2018-19

The shape of the application form in EASY is very important because it influences the export tables and therefore the whole management of the applications. Export tables are a great tool to manage applications, but they only work if there is agreement on which and where basic information is asked to the applicant in the application form, so that they can be easily found back in the export table. Please note that these indications concern only the main basic and common information that need to be asked to the applicants. The EASY application form stays highly customizable to the needs of single institutions.

6) Extra Fields in the Application Form: ask the AEC!

Should you need a specific question to be asked in your application form, please mail Sara Primiterra, EASY Project Manager at events@aec-music.eu. She will add the question for you in the system and you will be able to include it in your application form.

7) Institutions Search: use CTRL+F

Filters and searching tools you see in the system will not let you find things from the EASY pages. Institutions (or anything on a specific page) can be searched for by using the find feature of the web browser by pressing CTRL+F (or CMD+F for Mac).

8) AEC Members should accept EASY application

AEC member institutions not joining EASY (External Institutions) are warmly encouraged by the AEC to accept incoming applications via EASY, especially when there are no other systems in place.

9) Try EASY for all art disciplines

EASY internal institutions offering studies in other art disciplines (dance, theatre, fine arts, design, architecture) are encouraged to try out EASY for exchanges in those disciplines as well. The EASY Project Manager and Dreamapply are at your disposal to help you in shaping your EASY profile for this.

10) Customer Support

For any question, remark and request of help, EASY internal and external users are encouraged to contact the EASY Project Manager Sara Primiterra at events@aec-music.eu as well as the members of the EASY task force. Users are also invited to post questions in the [EASY Facebook Group](#) and to address the AEC office staff during AEC Events. Users are encouraged to consult the [support material produced by the EASY task force and Dreamapply published on the main menu of the EASY website](#) and to attend the live and online training opportunities offered during the year (i.e. EASY workshop at the AEC Annual Meeting for International Relations Coordinators, and ad hoc webinars).