



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

EASY Standard Application Form 2018/19

Guide for EASY users

During EASY's second year of operation the importance of having a common standardized set of questions to be included in the Application Form and their position within the form has become evident. Given the fact that the EASY Application Form stays highly customizable, mandatory common questions and questions' positions are essential to get reliable and useful Export Tables.

Here below you can find a list of **the minimum common questions** (and their positions in the application form) that all institutions should include in their EASY Application Forms and *indications about what it should be asked in the compulsory sections*. You are therefore invited to modify your Application Forms in EASY as soon as possible following the indications give in this document. Please note that some questions that have been considered misplaced or repeated have been deleted from the system. Please check your application form and rearrange it if necessary before your application period starts.

Note: the following important information are not asked as compulsory questions as they are automatically available in the export table function

- Home Institution Name
- Home Institution Country
- Host Institution Name
- Host Institution Country

Information and Academic Offer (former Priority section)

In the text box you need to indicate:

- *Your requirements*
- *a link to your updated course catalogue*
- *indicate exact starting and ending dates of each semester*

please note that the text that you now see in the text box of this section can be deleted and customized by inserting the information mentioned above.

Profile

Please select at least the following regular fields:

- ✓ **Given Name(s)**
- ✓ **Family Name(s)**
- ✓ **Gender**
- ✓ **Citizenship**
- ✓ **Date of Birth**

Please select the following EXTRA fields:

- ✓ **Field of Study:**
 - Music
 - Dance
 - Theatre
 - Fine Arts
 - Design
 - Architecture
 - Other

Should you have other fields of study, you can select also the following EXTRA field:

- ✓ Other field of study (if none of the above corresponds to your field of study, please indicate your field of study here):

Please select the following EXTRA fields:

- ✓ **Main Instrument / Specific Field of Study**

- ✓ **What study period are you applying to?**
 - winter semester
 - spring semester
 - academic year
 - other

- ✓ **If Other, please specify your planned arrival and departure month**

✓ **Current level of education at home institution (before exchange):**

- 1st Year Bachelor (on a 3 years Bachelor)
- 1st Year Bachelor (on a 4 years Bachelor)
- 2nd Year Bachelor (on a 3 years Bachelor)
- 2nd Year Bachelor (on a 4 years Bachelor)
- 3rd Year Bachelor (on a 3 years Bachelor)
- 3rd Year Bachelor (on a 4 years Bachelor)
- 4th Year Bachelor
- 1st Year Master (on a 1 year Master)
- 1st Year Master (on a 2 years Master)
- 2nd Year Master
- Doctorate/PhD

✓ **I want to apply for exchange at (level of study during exchange)**

- 1st Year Bachelor (on a 3 years Bachelor)
- 1st Year Bachelor (on a 4 years Bachelor)
- 2nd Year Bachelor (on a 3 years Bachelor)
- 2nd Year Bachelor (on a 4 years Bachelor)
- 3rd Year Bachelor (on a 3 years Bachelor)
- 3rd Year Bachelor (on a 4 years Bachelor)
- 4th Year Bachelor
- 1st Year Master (on a 1-year Master)
- 1st Year Master (on a 2 years Master)
- 2nd Year Master
- Doctorate/PhD

✓ **Links to your audition material (online audio/video recording/artworks)**

Contact

Compulsory EXTRA fields:

- ✓ **Your Email**
- ✓ **Your Telephone: mobile**

Please note that all information regarding contacts should be in this section, you can choose from a large variety of proposed fields

Home

Compulsory EXTRA fields:

- ✓ **Name of International Relations Coordinator**
- ✓ **Email of International Relations Coordinator**

Please note that in this section you can select the question about the Professor in the main field of study at home

Mobility

Please note that in this section you can select the question about the Choice of Professor at destination

VERY IMPORTANT: no information that you want to appear in the Export Table should be in this section

- Education - Grades - Languages - Career - Activity - Residency there are no compulsory sections / questions in those sections

Please note that questions related to the headings should go in the relevant section

Documents

In the text box you need to indicate:

- *The list of documents that the applications need to submit*
- *Any specific requirement (length, format, etc) of the documents asked*
- *The necessity of providing all the documents for the application to be considered*

Media

In the text box you need to indicate:

- *Any requirement about the content of the audio/video files*
- *Any specific requirement about quantity, length, format of the audio/video files*
- *The necessity of providing audio/video material for the application to be considered*

Please note that Audio/video files must be asked twice (in the Profile section and in the Media Section). Here students can directly add files, in the Profile section they can add only links. As this is an important item of the application, the double question functions as “control field”. Moreover, to ask the link in the profile section is the only way to have the link to the audition material in the Export Table