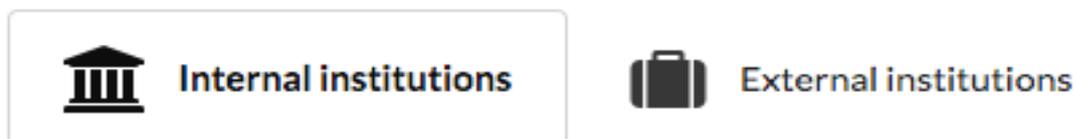


## Workflow of External Institutions

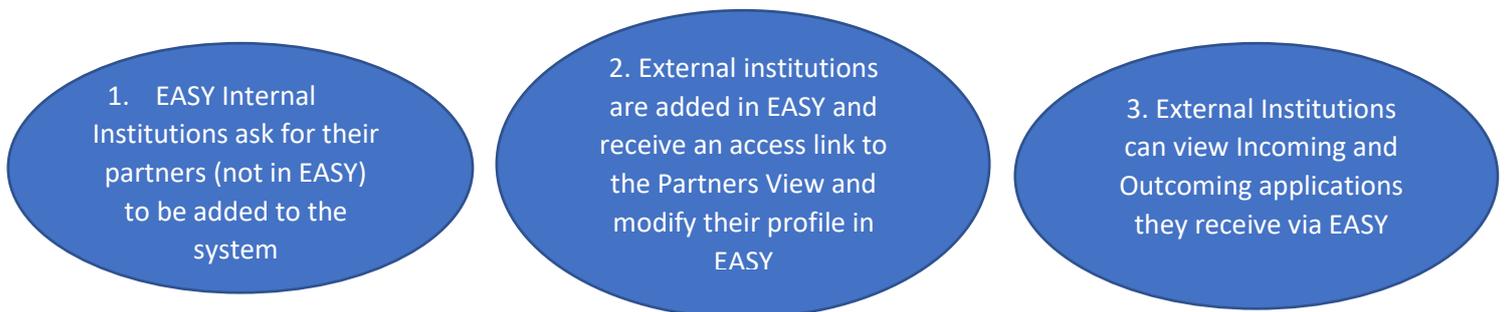
### 0 - The Basics: the difference between External and Internal Institutions

- **EASY Internal Institutions** are institutions fully using EASY for the management of their outcoming and incoming applications. They accepted to join this project and they pay an annual fee to the AEC to use this service
- **External Institutions** are partners of EASY Internal Institutions. They appear in the system but their actions are limited to viewing the applications and nominating their students. EASY sends them emails to notify when their students apply through EASY and when they receive an application from EASY

In the system, they are indicated with the following symbols:



### 1 - Access Link to the Partners View for External Institutions



External institutions are added to the system by Dreamappy or the AEC Office under the request of their partners using EASY (EASY Internal Institutions) and receive from Dreamappy an access link to the Partners View in the following email. The link lets External Institutions to view their outgoing and incoming applications sent via EASY:

Email 1:



Association Européenne des  
Conservatoires, Académies de  
Musique et Musikhochschulen

Dear incoming/outgoing,

We are happy to announce that we have started to use DreamApply to handle online our exchange applications. We hope that this will make the whole process easier for applicants but also for our partners.

For you the new system will bring a possibility to monitor which of your students are applying to our exchange programmes and how they are progressing. In order to do that we've provided you with a secure link:

[Please click this link to see your applications.](#)

If you would like to know more about the partner access or are having any difficulties, please read this help article:  
[help.dreamapply.com/knowledge-base/exchange-management-partner-access](https://help.dreamapply.com/knowledge-base/exchange-management-partner-access)

Kind regards,  
European Online Application System

*In case you suspect that the access link has become public, please ask for a new welcome email with a new (and secure) link.*

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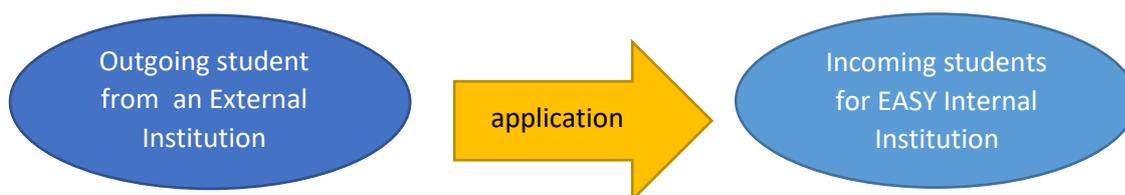
European Online Application System  
[Apply online](#)

*NB: The Partners View was disabled during a long period in 2018 but has been now restored*

**Partner Access Tutorial:**

<https://help.dreamapply.com/knowledge-base/exchange-management-partner-access>

## 2 - Applications from External Institutions to EASY Internal Institutions



When an applicant from an External Institution applies to an EASY Internal Institution, the external home (sending) coordinator receives the following email (the receiving internal coordinator is in CC) in order to nominate his/her own student. This tool lets external institutions being in control of the applications of their students towards EASY Internal Institutions

*Email 2:*

The screenshot shows an email header with the logo of the Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen. The main body of the email contains the following text:

Dear partner,

THIS EMAIL IS MEANT FOR THE EXTERNAL SENDING COORDINATOR BUT TO KEEP EVERYBODY IN LOOP IT IS ALSO CC-D TO EASY RECEIVING COORDINATOR

Please confirm your nomination for the following applicant in the EASY system:

Name: Learning Agreement  
Email: [breckdreamapplytest@gmail.com](mailto:breckdreamapplytest@gmail.com)  
Citizenship: EE  
Programme: Erasmus+ BA  
Term: Fall semester 2019/20  
ISCED: 0215 = Music and performing arts  
Sending institution: Dream Demo institution External (EE FAKE123, Tallinn, EE)  
Receiving institution: DreamApply Demo Institution (Tallinn, EE)

**Please respond to this email by clicking on one of the links below:**

[I CONFIRM the nomination](#)  
[I do NOT confirm the nomination](#)

This was sent automatically from the EASY system: [aec.dreamapply.com](http://aec.dreamapply.com)

Receiving institution contacts: [breckdreamapplytest2@gmail.com](mailto:breckdreamapplytest2@gmail.com)

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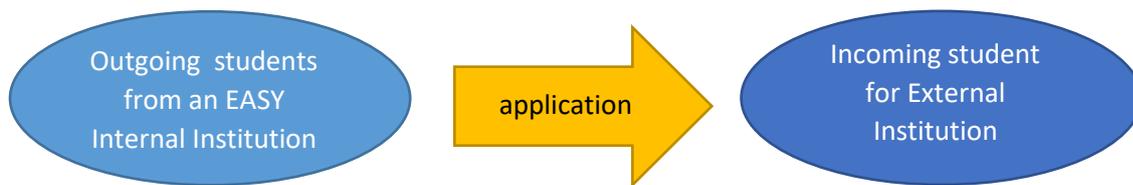
European Online Application System  
[Apply online](#)

Nomination confirmations emails are scheduled to be sent once a day in the evening so that the sending coordinator receives them all at once.

By clicking on the nomination confirmation link, the status of the student in the system is changed into “nominated”.

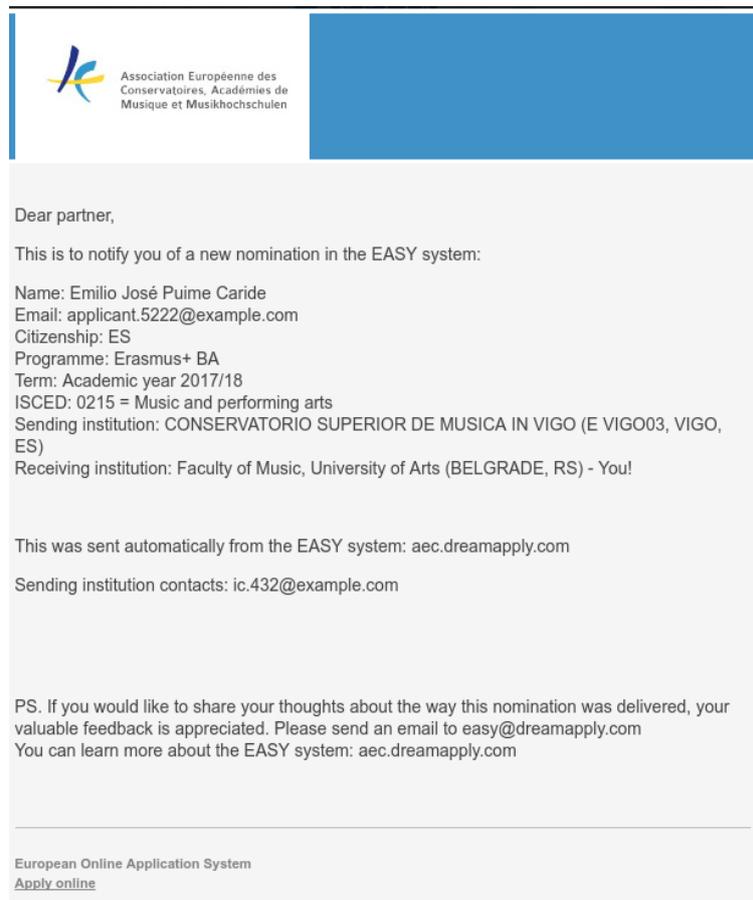
As of October 2018 there is a plan to include in the mail above a link to the application or a reminder/indication on how to find it (partners view).

### 3 - Applications from EASY Internal Institutions to External Institutions



When an External Institution is the receiving partner and a student from an EASY Internal Institution applies, the external coordinator receives the following email

*Email 3:*



As of October 2018 we are planning to include in the mail above the sentence "if you do not accept applications via EASY please email the applicant with the instruction on how to apply to your institution".

External Institutions not accepting incoming applications via EASY should send this information (together with information on how to apply to their institution and deadlines) to the AEC office at [events@aec-music.eu](mailto:events@aec-music.eu) so that this information could be included in their profile in the EASY system.

*As per the AEC EASY Code of Conduct, AEC members institutions not joining EASY as internal institutions (especially those not using any other online application system), are warmly encouraged to accept incoming students exchange applications via the EASY system.*

To sum up, there are 3 mails sent by EASY to the external coordinators:

- Email 1 is to welcome external coordinators to the system and inviting them to access their applicant's applications via the Partner view;
- Email 2 is to ask the external sending coordinator to nominate the student that has applied via EASY. Clicking on the link changes the applicant's offer status into EASY to Nominated so that the EASY Internal receiving coordinator can continue the admission process on the receiving end within the system.
- Email 3 is to notify the external receiving coordinator that the EASY internal sending coordinator has nominated the applicant and that they can continue the admission process on the receiving end outside of the system.

N.B.: external institutions do not have the ability to change the status of the student using the system. They can only view applications through the Partners View. The link in the nomination confirmation email is the only exception, as clicking on this link changes the status to Nominated without the external partner having access to that part of the system.

For any question you are welcome to mail Sara Primiterra, EASY Project Manager at [events@aec-music.eu](mailto:events@aec-music.eu).