

EASY

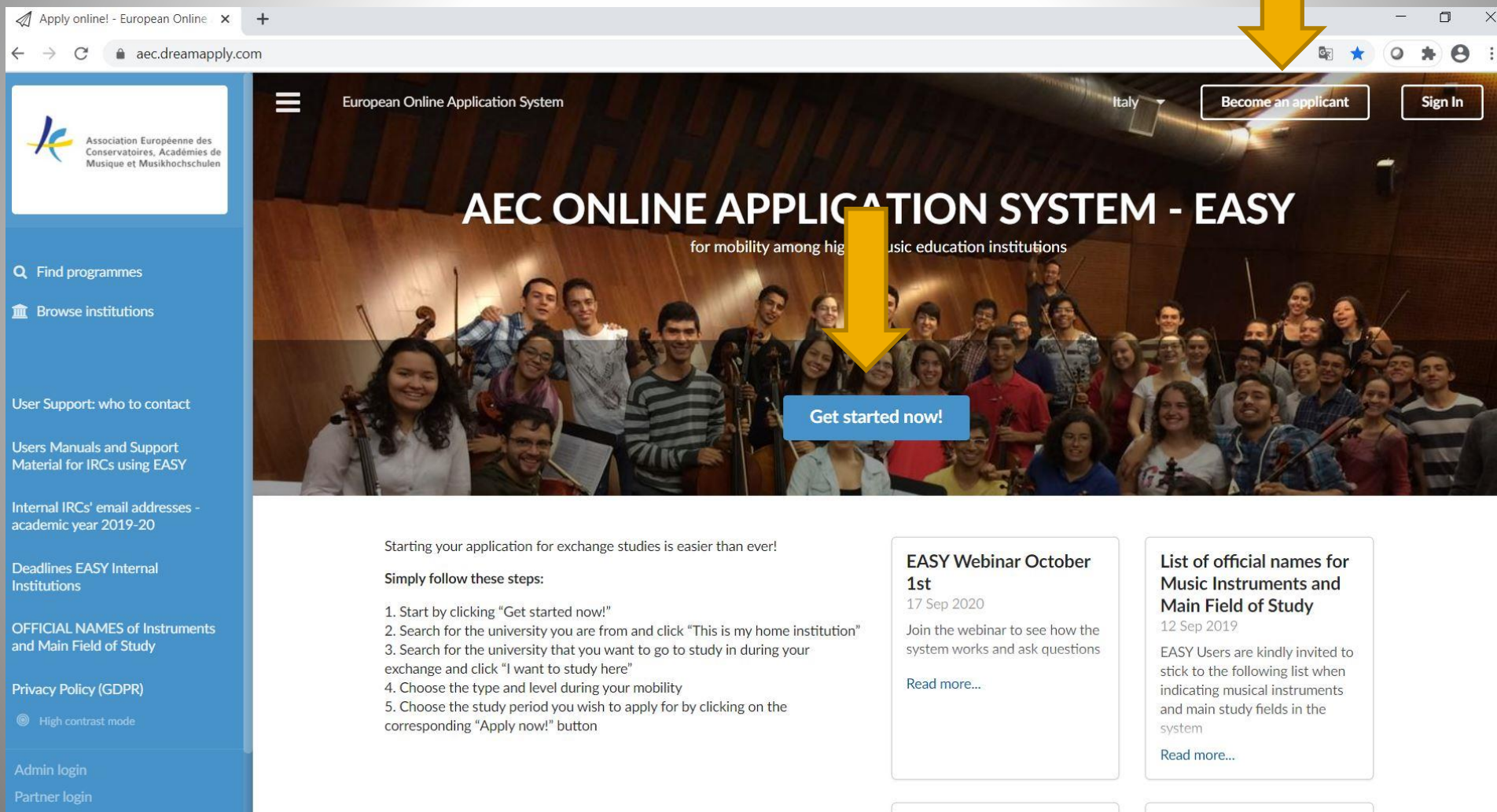
MANAGING APPLICATIONS

1 October 2020

Lucia Di Cecca

1

On the student's side: Get started now!



Apply online! - European Online x +

← → ↻ 🔒 aec.dreamapply.com

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

Find programmes

Browse institutions

User Support: who to contact

Users Manuals and Support Material for IRCs using EASY

Internal IRCs' email addresses - academic year 2019-20

Deadlines EASY Internal Institutions

OFFICIAL NAMES of Instruments and Main Field of Study

Privacy Policy (GDPR)

High contrast mode

Admin login

Partner login

European Online Application System

Italy

Become an applicant

Sign In

AEC ONLINE APPLICATION SYSTEM - EASY

for mobility among high music education institutions

Get started now!

Starting your application for exchange studies is easier than ever!

Simply follow these steps:

1. Start by clicking "Get started now!"
2. Search for the university you are from and click "This is my home institution"
3. Search for the university that you want to go to study in during your exchange and click "I want to study here"
4. Choose the type and level during your mobility
5. Choose the study period you wish to apply for by clicking on the corresponding "Apply now!" button

EASY Webinar October 1st
17 Sep 2020
Join the webinar to see how the system works and ask questions
[Read more...](#)

List of official names for Music Instruments and Main Field of Study
12 Sep 2019
EASY Users are kindly invited to stick to the following list when indicating musical instruments and main study fields in the system
[Read more...](#)

On the IRC's side: Admin login

Apply online! - European Online x +

← → ↻ aec.dreamapply.com

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

European Online Application System

Italy

Become an applicant Sign In

AEC ONLINE APPLICATION SYSTEM - EASY

for mobility among higher music education institutions

Get started now!

Starting your application for exchange studies is easier than ever!

Simply follow these steps:

1. Start by clicking "Get started now!"
2. Search for the university you are from and click "This is my home institution"
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OF NAMES of Instruments and Field of Study

Privacy Policy (GDPR)

Admin login

Partner login

3

Admin's view

The screenshot shows the Admin's view of the European Online Application System. The browser address bar indicates the URL is aec.dreamapply.com/admin. The user is logged in as Lucia Di Cecca.

The left sidebar contains the following navigation options:

- Incoming
- Outgoing
- Institutions
- Import
- System

The main content area displays the following message:

Please navigate using the menu on the left. Do not forget to log out after you have finished your work :)

Receiving



All institutions

Sending



No institution sele...

2020/21 (all terms)



All regions

Application status

Offer status

Offer decision

Flag

Save



Flag

Search based on if the application has flags assigned to it.



use these options

Status

Offer priority

Offer type

Offer decision

Recei

ion name

Submitted date

Given name(s)

Family nam

1

Blank

Chiara
Francesca

Tagliacozzi

2020/21 (all terms)



All regions

Incoming

Outgoing

Institutions

Import

System

User Support: who to contact

Users Manuals and Support
Material for RCs using EASY

Internal email addresses -
academ... 2019-20

Deadli... Internal
Institu...

OFFICIAL NAMES of Instruments
and Main Field of Study



Applicant progress

Applicants prepare and submit their applications.



Offers and replies

Your turn to send offers and replies



Applicant decision

Applicant accepts or declines the offer.



Tasks

Applications based on task status



Flags

If you flag an application, you can later find it here

Email to all



Lucia Di... Test
Region...

Submitted

Fall semester 2020/21

Offers

Tasks

Erasmus+ student mobility (BA)

E VIGO03 - Fall semester Erasmus+ BA, exchange

combined English/Spanish

CONSERVATORIO SUPERIOR DE MUSICA IN VIGO - Conservatoire of Music
Licinio Refice - Frosinone



Type to add a flag..

Waiting for
nomination

Export



5

Application

The screenshot shows the EAS interface with several navigation arrows indicating key actions:

- A large orange arrow points from the top left towards the main content area.
- A vertical orange arrow points from the top left towards the bottom of the page.
- A horizontal orange arrow points from the right side of the page towards the left sidebar.
- A horizontal orange arrow points from the right side of the page towards the bottom of the page.
- A horizontal orange arrow points from the bottom left towards the right side of the page.
- A horizontal orange arrow points from the bottom left towards the right side of the page.

Left Sidebar (Navigation Menu):

- Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen
- Incoming
- Outgoing
- Institutions
- Import
- System
- User Support: who to contact
- Users Manuals and Support Material for IRCs using EASY
- Internal IRCs' email addresses - academic year 2019-20
- Deadlines EASY Internal Institutions
- OFFICIAL NAMES of Instruments and Main Field of Study
- Privacy Policy (GDPR)

Top Bar:

- European Online Application System
- Find applicants
- Italy

Main Content Area:

- Profile**
 - Contacts
 - Home university
 - Mobility
 - Languages
 - Other
 - Media files
 - Documents
- Study plans**
 - Erasmus+ student mobility (BA)
 - 1 E VIGO03 - Fall semester Erasmus+ BA, exchange
 - combined English/Spanish
 - CONSERVATORIO SUPERIOR DE MUSICA IN VIGO + Conservatoire of Music Licinio Refice - Frosinone
 - Piano (classical) by Lucia Di Cecca about an hour ago
 - Type to add a flag..
- Erasmus+ student mobility (BA) (CONSERVATORIO SUPERIOR DE MUSICA IN VIGO + Conservatoire of Music Licinio Refice - Frosinone)**

Course	Language	Semester	ECTS
A-01-1 Análise (I) - Analysis (I)	English	Fall semester	2.0 ECTS
CLASSICAL GUITAR		Undergraduate	
Total:			2 ECTS
- Profile**
 - Personal information
 - National identification 123456

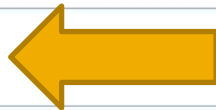
6

Share the application

Share this application



|Type an email..



or [get a shareable link](#)



If you want to share a read-only view of this application with someone, just type the email addresses. You may also add a note to the recipient. By default a share will expire in 3 months. You may choose a shorter expiry, as appropriate.

Any shares that you make, will appear here. You can revoke them at any time.

7

Admin's view

The screenshot displays the 'Admin's view' of the 'European Online Application System'. The browser address bar shows 'aec.dreamapply.com/admin'. The page features a blue sidebar on the left and a main content area on the right. The sidebar contains a top section with the logo and name of the 'Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen', followed by a menu with 'Incoming', 'Outgoing', 'Institutions', 'Import', and 'System' sections. Below the menu are links for 'User Support: who to contact', 'Users Manuals and Support Material for IRCs using EASY', 'Internal IRCs' email addresses - academic year 2019-20', 'Deadlines EASY Internal Institutions', 'OFFICIAL NAMES of Instruments and Main Field of Study', and 'Privacy Policy (GDPR)'. The main content area has a header with the logo and name, followed by a message: 'Please navigate using the menu on the left. Do not forget to...'. The sidebar menu items are expanded, showing sub-items: 'Incoming' (Journal, Browse, Rankings, Search, Tables), 'Outgoing' (Browse, Search, Tables), 'Institutions' (Institutions, Agreements, Intakes, Appforms), and 'Import' (Import subjects). Yellow arrows indicate the navigation flow: from the top left logo, down to the 'Incoming' menu item, then right to the 'Incoming' sub-menu, and finally down to the 'Outgoing' sub-menu. Another arrow points from the 'Institutions' menu item to its sub-menu.

Apply online! - European Online

aec.dreamapply.com/admin

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

European Online Application System

Please navigate using the menu on the left. Do not forget to

Incoming

- Journal
- Browse
- Rankings
- Search
- Tables

Outgoing

- Browse
- Search
- Tables

Institutions

- Institutions
- Agreements
- Intakes
- Appforms

Import

- Import subjects

System

User Support: who to contact

Users Manuals and Support Material for IRCs using EASY

Internal IRCs' email addresses - academic year 2019-20

Deadlines EASY Internal Institutions

OFFICIAL NAMES of Instruments and Main Field of Study

Privacy Policy (GDPR)

Browse: Applicant progress

Incoming

- Journal
- Browse
- Rankings
- Search
- Tables

Outgoing

- Browse
- Search
- Tables

Institutions

Import

System

User Support: who to contact



Applicant progress
Applicants prepare and submit their applications.

Offers and replies
Your turn to send offers and replies

Applicant decision
Applicant accepts or declines the offer

Tasks
Browse applications based on task sta

Flags
If you flag an application, you can later t here

Applicant progress
Applicants prepare and submit their applications.

Not applied yet

Blank 4

Prepare -

Inactive 10

Blocked -

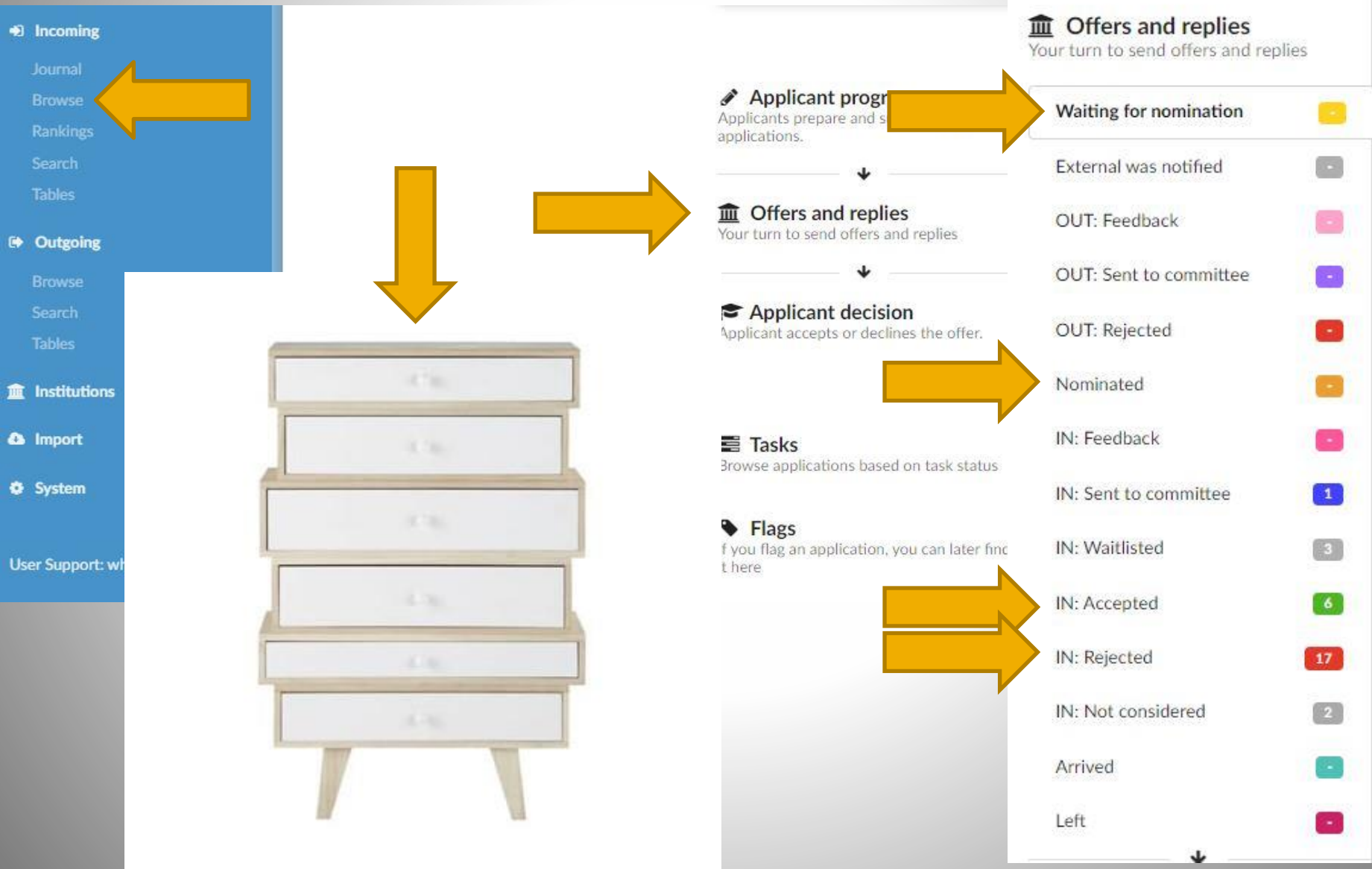
Submitted 10

Reopened -

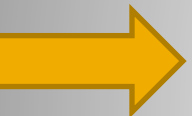
Resubmitted 17

Closed 7


Browse: Offers and replies




Statutes



	Waiting for nomination
	External was notified
	Outgoing application: feedback
	Outgoing application: sent to committee (in case the applicant should be approved by the committee)
	Outgoing application: rejected application
	Nominated (of application is approved)
	Incoming application: feedback
	Incoming application: sent to committee (in case the applicant should be approved by the committee)
	Incoming application: waitlisted
	Incoming application: accepted



How to change the status



Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

→ Incoming

→ Outgoing

🏛 Institutions

📁 Import

⚙ System

User Support: who to contact

Users Manuals and Support Material for IRCs using EASY

Internal IRCs' email addresses - academic year 2019-20

Deadlines EASY Internal Institutions

OFFICIAL NAMES of Instruments and Main Field of Study

European Online Application System

Find applicants

Lucia

🗑 2020/21 (all terms) 🌐 All regions [Reload](#)

Applicant progress
Applicants prepare and submit their applications.

Offers and replies
Your turn to send offers and replies

Applicant decision
Applicant accepts or declines the offer.

Tasks
Browse applications based on task status

Flags
If you flag an application, you can later find it here

[Email to all](#)

Lucia Di Cecca Test
Region: Italy

Submitted Fall semester 2020/21

[📄](#) [⚙](#)

Offers **Tasks**

Erasmus+ student mobility (BA)

1 E VIGO03 - Fall semester Erasmus+ BA, exchange

combined English/Spanish

CONSERVATORIO SUPERIOR DE MUSICA IN VIGO + Conservatoire of Music L'incio Refice - Frosinone

[Waiting for nomination](#)

[Export](#)

Type to add a flag.. [⚙](#)

How to change the status

The screenshot displays the Erasmus+ application interface for Lucia Di Cecca Test. A large yellow arrow on the left points to the status selection area. The interface includes a profile picture, a title, and a description. Below the title, there are tabs for 'Send out offer' and 'Journal'. The status selection area on the left lists various options, with 'Waiting for nomination' selected. The message area in the center shows a reply from Lucia Di Cecca. The notes area on the right is empty. At the bottom, there are two buttons: 'Save' and 'Confirm & send out', with yellow arrows pointing to them.

Offer for Lucia Di Cecca Test
Erasmus+ student mobility (BA)

Send out offer **Journal**

Not yet confirmed

- ☒ Waiting for nomination
- ☐ OUT: Feedback
- ☐ OUT: Sent to committee
- ☐ OUT: Rejected
- ☐ Nominated

[? Why are some statuses hidden?](#)

Ranking score:

Applicant decision:
☐ Applicant has declined

Message **Attachments** **Cc-s**

Subject Reply [Waiting for nomination] from European Online Ap

Dear Lucia Di Cecca Test,


Kind regards,
Lucia Di Cecca

Please do not reply to this message.

Notes
Not visible to applicant

Save **Confirm & send out**

How to change the status



Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

[Incoming](#)
[Outgoing](#)
[Institutions](#)
[Import](#)
[System](#)

[User Support: who to contact](#)
[Users Manuals and Support Material for IRCs using EASY](#)
[Internal IRCs' email addresses - academic year 2019-20](#)
[Deadlines EASY Internal Institutions](#)

[OFFICIAL NAMES of Instruments and Main Field of Study](#)

European Online Application System

Find applicants

Lucia

2020/21 (all terms)
All regions
Reload

Applicant progress
Applicants prepare and submit their applications.

Offers and replies
Your turn to send offers and replies.

Applicant decision
Applicant accepts or declines the offer.

Tasks
Browse applications based on task status.

Flags
If you flag an application, you can later find it here.

Submitted Fall semester 2020/21

View

Offers Tasks

Erasmus+ student mobility (BA)


1 E VIGO03 - Fall semester Erasmus+ BA, exchange
combined English/Spanish
CONSERVATORIO SUPERIOR DE MUSICA IN VIGO + Conservatoire of Music
Licínio Refice - Frosinone

Waiting for nomination

Export

Type to add a flag..

How to change the status



Offer for Lucia Di Cecca Test
Erasmus+ student mobility (BA)

[Send out offer](#) [Journal](#)

⌚ Not yet confirmed

☒ Waiting for nomination

☐ OUT: Feedback

☐ OUT: Sent to committee

☐ OUT: Rejected

☐ Nominated

[? Why are some statuses hidden?](#)

Ranking score:

Applicant decision:
☐ Applicant has declined

✉ Message

📎 Attachments

📧 Cc-s

Subject: Reply [Waiting for nomination] from European Online Ap

Dear Lucia Di Cecca Test,

Kind regards,
Lucia Di Cecca

Please do not reply to this message.

📝 Notes

Not visible to applicant

Save

✉ Confirm & send out


15

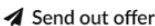

Outgoing: Applicant: Offer window: List of offers


Outgoing

Apply online! - European O x

Sicuro | <https://aec.dreamapply.com/admin/applications-browse/partner/partnership/>




 **Offer for Lucia Di Cecca**
Erasmus+ student mobility (BA)

 Not yet confirmed

- Waiting for nomination
- OUT: Feedback
- OUT: Sent to committee
- OUT: Rejected
- Nominated

[? Why are some statuses hidden?](#)

 **Message**  Attachments  Cc-s

Subject Reply [Waiting for nomination] from European O

Dear Lucia Di Cecca,


Kind regards,
Lucia Di Cecca

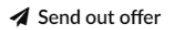

Please do not reply to this message.


Incoming

Apply online! - European O x

Sicuro | <https://aec.dreamapply.com/admin/applications-browse/>




 **Offer for Lucia Di Cecca**
Erasmus+ student mobility (BA)

 Not yet confirmed

- External was notified
- IN: Feedback
- IN: Sent to committee
- IN: Waitlisted
- IN: Accepted
- IN: Rejected
- IN: Not considered
- Waiting for nomination

[? Why are some statuses hidden?](#)

 **Message**  Attachments  Cc-s

Subject Reply [Waiting for nomination] from European O

Dear Lucia Di Cecca,

Kind regards,
Lucia Di Cecca

Please do not reply to this message.

Offers and replies outgoing - incoming

European Online Application System

Offers and replies
Your turn to send offers and replies

Waiting for nomination 1

External was notified -

OUT: Feedback -

OUT: Sent to committee -

OUT: Rejected -

Nominated -

IN: Feedback -

IN: Sent to committee 1

IN: Waitlisted 3

IN: Accepted 6

IN: Rejected 17

IN: Not considered 1

Offer for Lucia Di Cecca
Erasmus+ student mobility (BA)

Send out offer **Journal**

Message **Attachments** **Cc-s** **Notes**

Subject Reply [Waiting for nomination] from European O

Dear Lucia Di Cecca,

Kind regards,
Lucia Di Cecca

Please do not reply to this message.

Student's final decision

Apply online! - European Online Application System

Find applicants

Lucia Di Cecca

Applicant progress
Applicants prepare and submit their applications.

Offers and replies
Your turn to send offers and replies

- Waiting for nomination
- External was notified
- OUT: Feedback
- OUT: Sent to committee
- OUT: Rejected
- Nominated
- IN: Feedback
- IN: Sent to committee
- IN: Waitlisted
- IN: Accepted** (6)

☒ show all
☐ only confirmed
☐ only unconfirmed

Decision filters:
☒ Undecided

Submitted Academic year 2018/19

Lucia Di Cecca
Region: Spain

View

Offers Tasks

1 Erasmus+ student mobility (BA)
FROSINO02 - Academic year Erasmus+ BA, exchange combined English/Italian
Conservatoire of Music Licinio Refice - Frosinone • CONSERVATORIO SUPERIOR DE MUSICA IN VIGO


IN: Accepted

Export

Classical Piano by Lucia Di Cecca 13 days ago

Type to add a flag..

Offer window



Offer for Lucia Di Cecca Test
Erasmus+ student mobility (BA)

[Send out offer](#) [Journal](#)


☐ Not yet confirmed


☒ Waiting for nomination
☐ OUT: Feedback
☐ OUT: Sent to committee
☐ OUT: Rejected
☐ Nominated
[? Why are some statuses hidden?](#)


Ranking score:

Applicant decision:

☐ Applicant has declined

 Message

 Attachments


 Cc-s

Subject

Dear Lucia Di Cecca Test,


Kind regards,
Lucia Di Cecca

Please do not reply to this message.


 Notes

Not visible to applicant

Save

 Confirm & send out

Applicant



Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

➔ Incoming

➔ Outgoing

🏛 Institutions

☁ Import

⚙ System

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European Online Application System

Find applicants

Lucia

🗑 2020/21 (all terms) 🌐 All regions [Reload](#)

Applicant progress
Applicants prepare and submit their applications.

Offers and replies
Your turn to send offers and replies

Applicant decision
Applicant accepts or declines the offer.

Tasks
Browse applications based on task status

Flags
If you flag an application, you can later find it here

Email to all

Lucia Di Cecca Test
Region: Italy

Submitted Fall semester 2020/21 [View](#) [⚙](#)

Offers Tasks

Erasmus+ student mobility (BA)

1 E VIGO03 - Fall semester Erasmus+ BA, exchange

combined English/Spanish

CONSERVATORIO SUPERIOR DE MUSICA IN VIGO + Conservatoire of Music
Licinio Refice - Frosinone

[Waiting for nomination](#)

[Export](#)

Type to add a flag.. [⚙](#)

Applicant window

The screenshot displays the 'Applicant window' for 'Lucia Di Cecca Test'. The header includes the applicant's name, region (Italy), and ID (20241). Navigation tabs at the top include Applications, Journal, Consents, Referees, **Inbox**, Invoices, and Events. The 'Inbox' tab is active, showing a list of applications. The first application is 'Erasmus+ student mobility (BA)', submitted in the 'Fall semester 2020/21'. It includes details about the program (EVIGO03), language (combined English/Spanish), and the institution (CONSERVATORIO SUPERIOR DE MUSICA IN VIGO). The status is 'Waiting for nomination'. A 'View' button and a settings icon are next to the application. Below the application list, there is a section for 'Piano (classical)' with a settings icon. On the right side, there is a 'Notes' section with a placeholder for a note.

Lucia Di Cecca Test
Region: Italy
Applicant ID: 20241

easytestnew@gmail.com

Applications Journal Consents Referees **Inbox** Invoices Events

Submitted Fall semester 2020/21

Offers Tasks

Erasmus+ student mobility (BA)

1 EVIGO03 - Fall semester Erasmus+ BA, exchange
combined English/Spanish
CONSERVATORIO SUPERIOR DE MUSICA IN VIGO + Conservatoire of Music
Licinio Refice - Frosinone

Waiting for nomination

Export

Piano (classical) by Lucia Di Cecca 13 minutes ago

Type to add a flag..

Type a tracker code to add..

Notes
Not visible to applicant

Applicant window

Lucia Di Cecca Test
Region: Italy
Applicant ID: 20241

easytestnew@gmail.com

Applications | Journal | Consents | Referees | Inbox | Invoices | Events

Submitted | Fall semester 2020/21

Offers | Tasks

Erasmus+ student mobility (BA)

1

E VIGO03 - Fall semester • Erasmus+ BA, exchange
combined English/Spanish
CONSERVATORIO SUPERIOR DE MUSICA IN VIGO • Conservatoire of Music
Licinio Refice - Frosinone

View

- Reopen for editing
- Edit as an applicant
- Silence all reminders
- Close application

Type a tracker code to add..

Notes
Not visible to applicant

Lucia Di Cecca Test
Region: Italy
Applicant ID: 20241

easytestnew@gmail.com

Applications | Journal | Consents | Referees | Inbox | Invoices | Events

Submitted | Fall semester 2020/21

View

- Migrate to other region
- Send new credentials
- Download photo
- Delete applicant

Type a tracker code to add..

Learning Agreement



Lucia Di Cecca Test

Region: Italy



Submitted Fall semester 2020/21 ▾

View



Offers

Tasks

Erasmus+ student mobility (BA)

1

✈ E VIGO03 - Fall semester ● Erasmus+ BA, exchange

💬 combined English/Spanish

🏠 CONSERVATORIO SUPERIOR DE MUSICA IN VIGO ↔ Conservatoire of Music
Licinio Refice - Frosinone



Wait for
notification

Export



Type to add a flag..

🔍 Search export profile..

EA: Learning Agreement (dream-
agreement.eu)

Rankings - Journal

The screenshot displays the European Online Application System interface. The top navigation bar includes the logo of the Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen and the text "European Online Application System". The sidebar on the left contains navigation links for Incoming, Outgoing, Institutions, Import, and System. The main content area shows a list of events, including "01. New submissions", "02. Checklist task was commented", "03. Offer: Nominated + SAVED", "04. Resubmissions", "05. Offer: Nominated + CONFIRMED", and "06. Offer: Accepted + SAVED". Large yellow arrows point to the "Rankings" link in the sidebar and the "Journal" link in the main content area.

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

European Online Application System

Incoming

- Journal
- Browse
- Rankings
- Search
- Tables

Outgoing

- Browse
- Search
- Tables

Institutions

- Institutions
- Agreements
- Intakes
- Appforms

Import

- Import subjects

System

- Administrators
- Letterheads

User Support: who to contact

European Online Application System

Find applicants

Subscribe to a daily email (Subscribers: 33)

Edit events to follow

01. New submissions (Events followed: 1, You are subscribed)

02. Checklist task was commented (Events followed: 3)

03. Offer: Nominated + SAVED (Events followed: 1)

04. Resubmissions (Events followed: 1)

05. Offer: Nominated + CONFIRMED (Events followed: 1)

06. Offer: Accepted + SAVED (Events followed: 1)

No events to show in the past 2 weeks

Load next 2 weeks

IT'S EASY!

Q & A

1 October 2020

Lucia Di Cecca