



Association Européenne des  
Conservatoires, Académies de  
Musique et Musikhochschulen

# EASY

The AEC European Online  
Application System for  
mobility among Higher Music  
Education institutions.

## EASY Manual 2020

 [AEC.DREAMAPPLY.COM](https://www.aec.dreamapply.com) 

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# THE EASY SYSTEM

## INTRODUCTION

EASY is the **only multinational and subject-specific application system in Europe**, which has been developed in order to handle the incoming and outgoing applications. It is controlled by the **Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen (AEC)**, while the users, various higher music institutions, could bring their inputs into the system.

The system is used by IRCs of the sending and receiving institutions, as well as by students and professors/selection committees in the receiving institutions.

EASY system helps to manage ERASMUS SMS (Student Mobility for Study), Nordplus and other incoming and outgoing applications for mobility. For instance, it helps to:

- manage relations with partner institutions;
- nominate students to apply for exchange;
- share applications with media files with teaching committee;
- send out acceptance letters with customizable templates and attachments;
- generate exportable tables of applications;
- generate Learning Agreement.

Student can use the system in order to:

- ✓ Apply for exchange online,
- ✓ Fill in application form (including study plan);
- ✓ Upload documents and media files;
- ✓ Edit own data;
- ✓ Confirm final decision.

The EASY working group:

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- *Breck Shuyler* - Dreamapply
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- *Regine Brosius* - UdK Berlin, Germany
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Check our website:

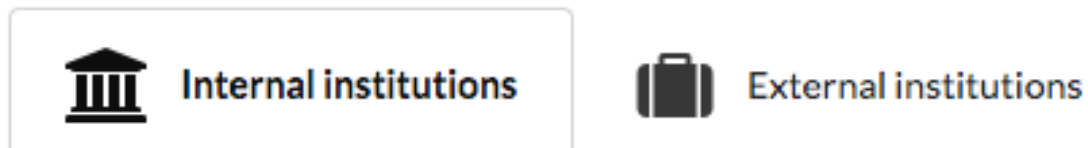
<https://aec.dreamapply.com/>



## 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:



Coordinators from both internal and external institutions can login into the system clicking on the relevant link on the left menu on EASY

Admin Login: access for Internal Administrators

Partners Login: access for External Institutions's coordinators

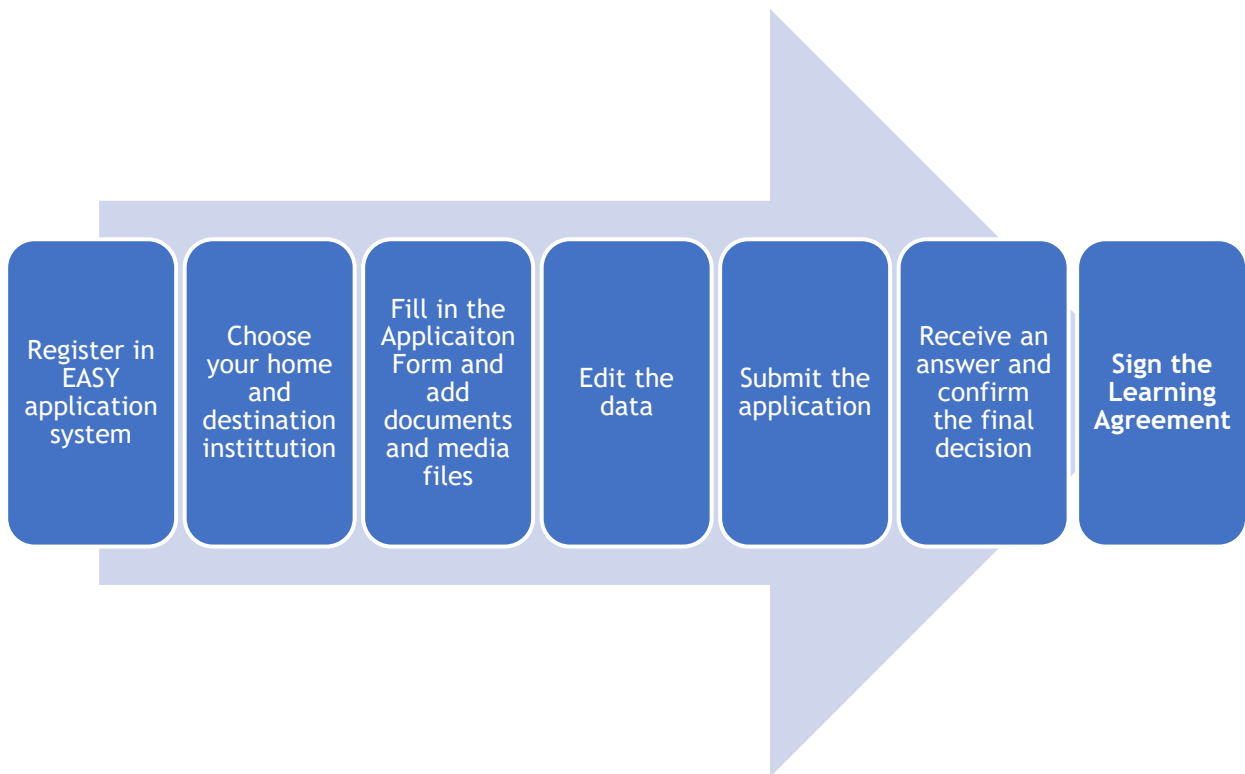
Admin login

Partner login

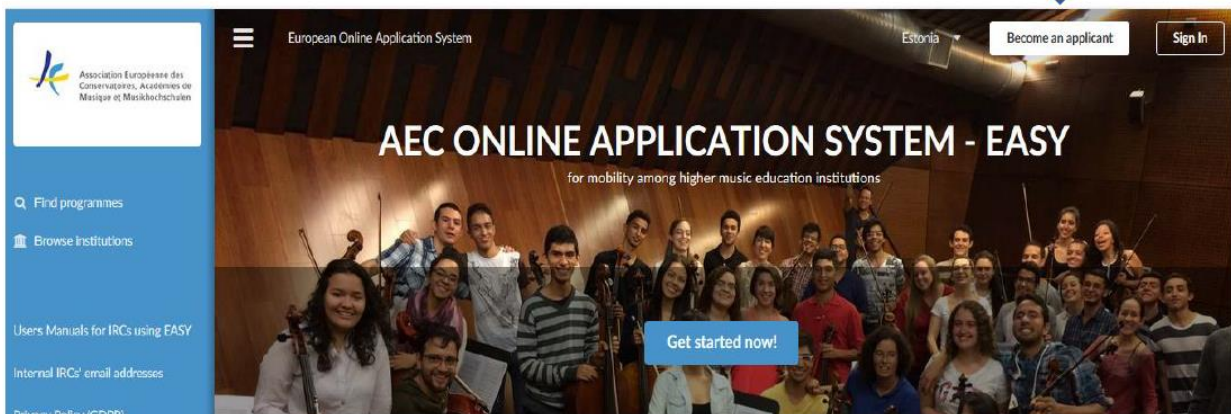


# INSTRUCTIONS FOR STUDENTS

## The Workflow



## Become an applicant




Students can apply for exchange programmes at <https://aec.dreamapply.com/>. They can apply through EASY system only if their home institution or/and their desired destination have joined EASY system as internal institutions.

Firstly, students should press the button "become an applicant".

Then students should create their accounts by filling in the form presented on the website. Once a student creates an account, a unique applicant access code is automatically generated and sent to the email address of the student.

# Create your account



Association Européenne des  
Conservatoires, Académies de  
Musique et Musikhochschulen

European Online Application System

Estonia ▾

[Home](#) > [Sign up](#)

Please fill in the following fields to create your applicant account. If you already have an account, please click [here](#)

**Your given name(s) \***

**Your family name \***

Please write your name exactly as shown in your passport.

**Your e-mail \***

Please double-check that your email is correct.

**Your Skype name (optional)**


# Write down your applicant code

This is your unique applicant access code:



Please make a note of this code and keep it secure.

This code gives you access to your account on this website and allows you to modify and submit your application(s).

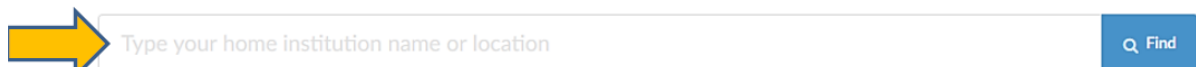
 I wrote it down, continue

## You will also receive an email with the code!

Students will be proposed to choose their home and destination institutions from the database of EASY system. If their destination institution does not appear, it means that there is no agreement set up in the system between their home institution and the desired destination institution. In this case, students should contact their international relations coordinators to explain the problem.

# Choose your home institution

If you can not find your institution in the list, please contact the international relations coordinator of your institution to clarify the correct name of the institution and existence of online mobilities.

A search input field with a yellow arrow pointing to it from the left. The placeholder text inside the field is "Type your home institution name or location". To the right of the field is a blue button with a magnifying glass icon and the text "Find".

Or choose from a list of countries:

Choose your home institution



	"George Enescu" National University of Arts from Iasi <a href="#">↗</a> Romania, Iasi	RO IASI01	 This is my home institution
	Braunschweig University of Art <a href="#">↗</a> Germany, Braunschweig	D BRAUNSC02	 This is my home institution



# Choose your destination institution

[Home](#) > Choose your destination institution

If you can not find your institution in the list, please contact the international relations coordinator of your institution to clarify the correct name of the institution and existence of online mobilities.

Or choose from a list of countries: [choose](#)

Choose your destination institution



	"George Enescu" National University of Arts from Iasi <a href="#">↗</a> Romania, Iasi	RO IASIO1	<input type="button" value="I want to study here"/>
	• Braunschweig University of Art <a href="#">↗</a> Germany, Braunschweig	D BRAUNSC02	<input type="button" value="I want to study here"/>

The student can finally apply for the desired mobility and fill in the application form. It is very important that the student indicates the right type (Erasmus, Nordplus, Bilateral) and **level of studies** (Bachelor, Master or Third Cycle) they will have **during** the mobility. This is particularly important for last year's Bachelor student: when applying for a mobility they should choose Master (MA) as their level during mobility.


## Apply for the mobility



Click on "Apply now"

Choose the type and level during your mobility:


Erasmus+ BA	Erasmus+ MA	Erasmus+ PhD	Nordplus	Bilateral
-------------	-------------	--------------	----------	-----------



**Conservatoire de Music Licinio Refice - Frosinone**  
Italy, Frosinone

---

Available for applicants from:





**Estonian Academy of Music and Theatre**  
Estonia, Tallinn

**Erasmus+ student mobility (BA)**  
Music and performing arts


Erasmus+ BA, exchange  
Study language: combined English/Italian

**Apply now!** Fall semester 2018/19


 **Application deadline**  
May 15, 2018 23:59 UTC time


 Application period has ended


**Apply now!** Spring semester 2018/19

 **Application deadline**  
Oct 15, 2018 23:59 UTC time

**Apply now!** Academic year 2018/19

 **Application deadline**  
May 15, 2018 23:59 UTC time

 Application period has ended

 More information



## Fill in your application

<
Next page >

✓ Save

➤ Submit

Check all the sections



- Priorities
- Profile
- Contacts
- Home university
- Mobility
- Languages
- Media files
- Documents
- Motivation
- Other

You can find information on our application procedure at [www.conservatorio-frosinone.it/international/incoming-students.aspx](http://www.conservatorio-frosinone.it/international/incoming-students.aspx). You can find there the list of documents you need to upload.

You can find our curricula for Bachelor programmes at [www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-trienni.aspx](http://www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-trienni.aspx).

You can find our curricula for Master programmes at [www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-bienni.aspx](http://www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-bienni.aspx).

Please refer to our curricula when filling in your Study plan.


**Erasmus+ student mobility (MA)**

📅 1 FROSINO02 - Fall semester
 🌐 Erasmus+ MA, exchange

My studyplan

🗣️ combined English/Italian  
🏛️ Conservatoire de Music Licinio Refice - Frosinone + Estonian Academy of Music and Theatre

+ Add more choices

  
 Don't forget to complete your studyplan!

## Upload documents and media files

One of the most important stages of the application process is uploading documents and compiling a study plan. Please pay special attention to the names of the documents you have to upload (name them according to the content: "CV", "Transcript of Records", etc. and indicate your name and instrument. Example Smith Violin CV)

< Next page > ✓ Save Submit


- Priorities
- Profile
- Contacts
- Home university
- Mobility
- Languages
- Media files
- Documents**
- Motivation
- Other


Please upload the required documents below:

- CV
- Transcript of Records
- Letter of motivation.

A recommendation letter is optional.

You will need to scan them into the computer and then upload them below.

 **No documents have been uploaded**  
Use the form below to upload the required documents



Click to select documents or simply drop them here

## Compile your study plan

< Next page > ✓ Save Submit

- Priorities**
- Profile
- Contacts
- Home university
- Mobility
- Languages
- Media files
- Documents



You can find information on our application procedure at [www.conservatorio-frosinone.it/international/incoming-students.aspx](http://www.conservatorio-frosinone.it/international/incoming-students.aspx). You can find there the list of documents you need to upload.


You can find our curricula for Bachelor programmes at [www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-trienni.aspx](http://www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-trienni.aspx).


You can find our curricula for Master programmes at [www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-bienni.aspx](http://www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-bienni.aspx).

Please refer to our curricula when filling in your Study plan.

**Erasmus+ student mobility (MA)**

 FROSINO02 - Fall semester  Erasmus+ MA, exchange

 combined English/Italian

 Conservatoire of Music Licinio Refice - Frosinone + Estonian Academy of Music and Theatre


My studyplan

In order to fill in the study plan the student is invited to check the Course Catalogue provided by the institution in the instructions. Please check that your instrument/specialisation is available for exchange students at destination.




# Add the subjects

Students can add the subjects by filling in the code (optional), subject name and ECTS in the form. A drop-down menu offering a list of options should appear, otherwise the student should fill in the form manually, according to the course catalogue of the destination institution.

 You can choose up to 70.0 ECTS credits

---

**You have currently chosen 0 ECTS credits**



Term ▼

0 ▲▼

ECTS✖

Term ▼

0 ▲▼

ECTS✖


Term ▼


0 ▲▼


ECTS✖

[+ Add a new subject](#)

# Edit the application

  
**Academic year 2018/19**


 Estonian Academy of Music and Theatre

**The application is being prepared**  [Edit application](#) [View](#)

← Deadline: Apr 30, 2018

**1** [Erasmus+ student mobility \(BA\)](#)

EE TALLINN03 - Academic year • Erasmus+ BA, exchange • English • Estonian Academy of Music and Theatre • SDMK - Danish National Academy of Music

 **Important!** The application is currently not submitted! Please click on the 'Edit application' button to do so.

Students have an opportunity to edit their application (meaning changing data and documents) form before they finally submit it.

# And finally - submit!

Once the application form is completed and final, students can submit it by pressing the blue button "submit".

Next page >

Save Submit

**Priorities**

- Profile
- Contacts
- Home university
- Mobility
- Languages
- Media files
- Documents

**Erasmus+ student mobility (MA)**

1 FROSINOO2 - Academic year Erasmus+ MA, exchange

combined English/Italian

Conservatoire of Music Licinio Refice - Frosinone + Estonian Academy of Music and Theatre

My studyplan

If you are submitting another application you do not need to fill in another application from scratch, you can **clone** an application

[< back](#)

## Clone your old application?

You are about to start a new application. It seems that you already have an existing application that you can clone. Would you like to start by copying data from your old application? This means less typing for you and is recommended. Alternatively, you can create an empty application and start from scratch.



It is recommended that you fill in your first application as much as possible and then apply to other institutions. This way you may be able to clone most of your existing work and will not have to type everything twice.

Application to clone:

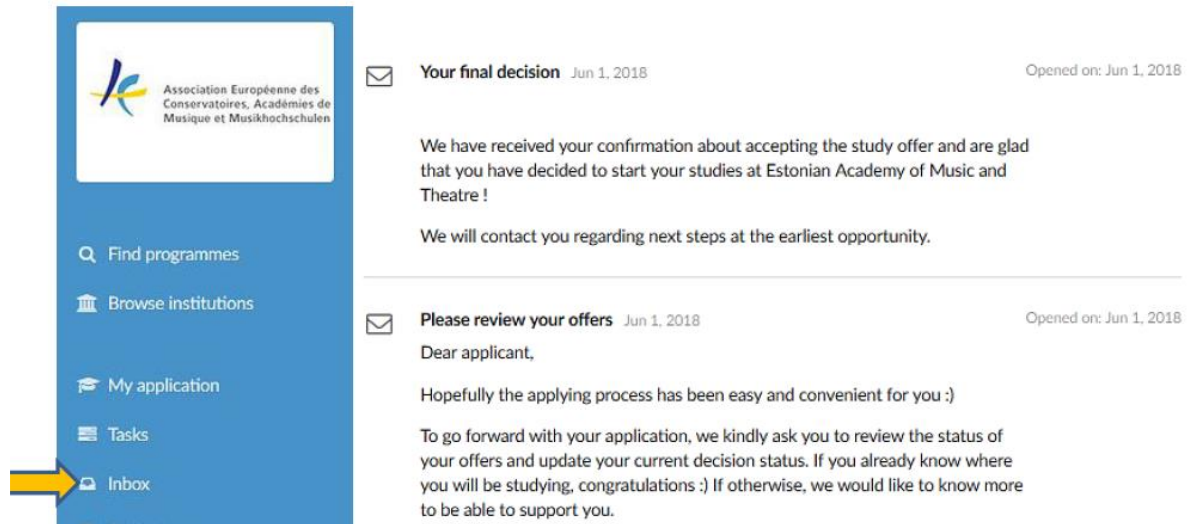
<a href="#">View</a>	<b>Fall semester 2021/22</b> Last revised on Jul 3, 2020 <a href="#">Closed</a>	<input checked="" type="checkbox"/> clone this application
<a href="#">View</a>	<b>Fall semester 2021/22</b> Last revised on Jul 3, 2020 <a href="#">Closed</a>	<input type="checkbox"/> clone this application
<a href="#">View</a>	<b>Academic year 2018/19</b> Last revised on Feb 28, 2018 <a href="#">Closed</a>	<input type="checkbox"/> clone this application

Yes, clone my previous application (recommended)

No, start fresh

# Check inbox/email for notifications

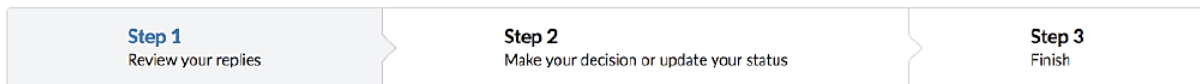
Students can find results for their applications by clicking on the button "inbox". They receive the messages also to their email address.



The screenshot shows a blue sidebar menu on the left with the following items: "Find programmes", "Browse institutions", "My application", "Tasks", and "Inbox". A yellow arrow points to the "Inbox" item. To the right, there are two email notifications. The first is titled "Your final decision" dated Jun 1, 2018, with a status of "Opened on: Jun 1, 2018". The text of the email says: "We have received your confirmation about accepting the study offer and are glad that you have decided to start your studies at Estonian Academy of Music and Theatre! We will contact you regarding next steps at the earliest opportunity." The second notification is titled "Please review your offers" dated Jun 1, 2018, with a status of "Opened on: Jun 1, 2018". The text says: "Dear applicant, Hopefully the applying process has been easy and convenient for you :) To go forward with your application, we kindly ask you to review the status of your offers and update your current decision status. If you already know where you will be studying, congratulations :) If otherwise, we would like to know more to be able to support you."

## Review your replies!

Students can finally take a decision based on the replies they have received



Please review the information below and make sure that you have fully understood the replies and the conditions.



Academic year 2019/20

Erasmus+ student mobility (BA)

Erasmus+ BA, exchange English

DreamApply Demo Institution + Dream Demo institution External



IN: Accepted  
Sep 10, 2018

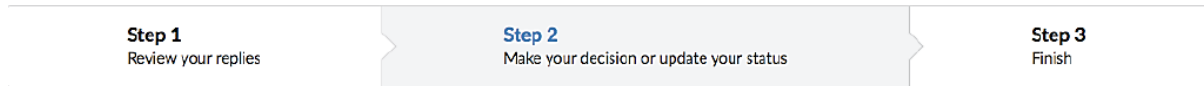


Decision deadline: 20 Sep 2018



# Confirm your final decision!

Students receiving a positive reply from an institution can accept that offer. In that case, the other offers are automatically declined by default. The **decision can anyway be reverted** in the system once the other replies reach the student, but in this case it is good practice to inform the coordinator of the accepted destination that the decision is not final and still subject to the results of other applications. The student cannot decline just one specific offer in the system without declining all of them. In order to decline just one offer, the student should contact their international relations coordinator, who could decline one specific offer for them.



Please choose the offer you want to accept as your final decision. If you are not yet ready to make this decision, please let us know by choosing another option.



< back

Save my choices and finish



I have decided where I will be going to study

Please choose the offer you want to accept as your final decision:

Erasmus+ student mobility (BA)

Erasmus+ BA, exchange English DreamApply Demo Institution \* Dream Demo institution External



I haven't decided yet. Please ask me again next week

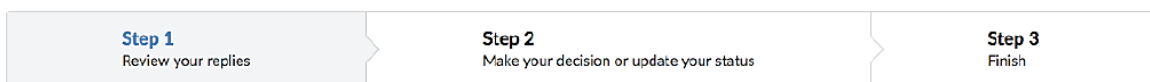


Decline all offers that I have received so far



Some other situation

## And it's done!



Please review the information below and make sure that you have fully understood the replies and the conditions.

Okay, continue to step 2 >



Academic year 2019/20

Erasmus+ student mobility (BA)

Erasmus+ BA, exchange English  
DreamApply Demo Institution \* Dream Demo institution External



INI: Accepted  
Sep 10, 2018

Your final decision

i

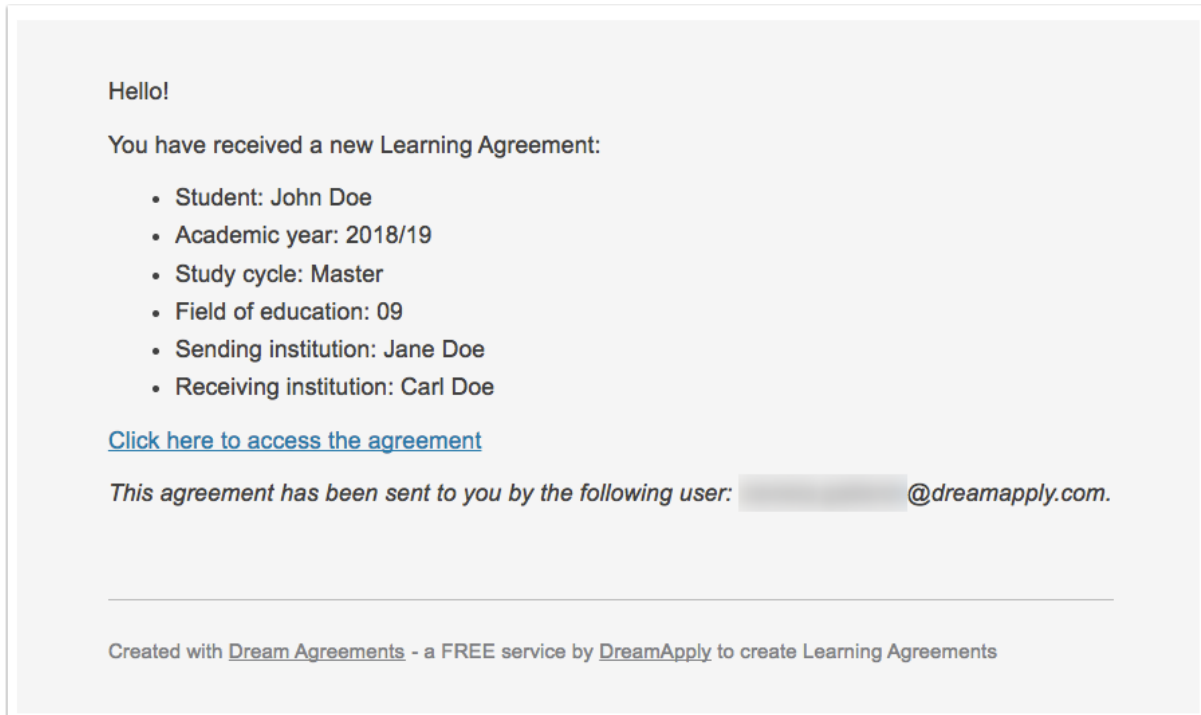
You can now follow the instructions you will receive from the coordinator of your destination. Your mobility is officially confirmed and finalised only after the signature of the **Learning Agreement**.



# Learning Agreement

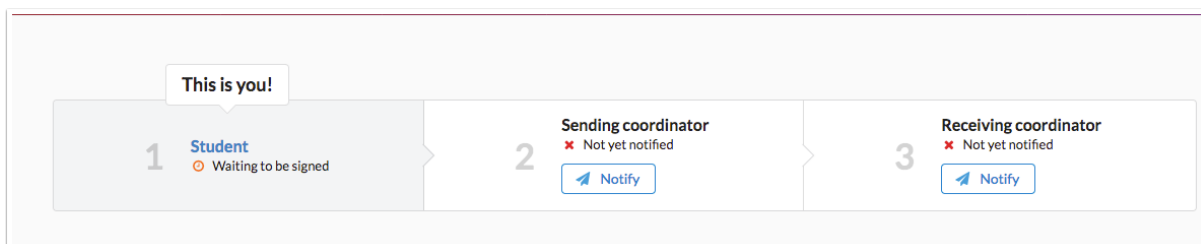
## Access an existing learning agreement

If you are accessing an existing Learning Agreement via an email received from your coordinators, click on the link *Click here to access the agreement*.



## Check your role

You will be signed in as student. if you are doing this procedure or any related changes with your coordinator, be sure to check the role and verify you are viewing the agreement from your account.



## Parts of the Agreement

On the right-hand side, you will see a menu like the one shown below. You can view when the agreement was originally created and when it was last modified and Save your changes when needed (1). From this menu you have the option of printing your agreement, downloading it as a PDF file or exporting to a .json file (2), viewing the history of modifications or deleting the agreement (3). You can also navigate through the agreement (4).

1 Save  
Created: 2018-01-03  
Updated: 2018-01-03

2 Print  
Download PDF  
Share via email  
Export to a file

3 History  
Delete

4  
Top of the page  
Before the mobility  
Study Programme (Receiving)  
Study Programme (Sending)  
Commitment  
During the mobility  
After the mobility  
Footnotes

## Top of the page

On Top of the page, the information for your Sending and Receiving institutions should be filled in. The contact person information (Coordinators) for each institution should be entered, this will allow notifications to be sent out to each of the relevant parties.

Please fill in the details of your mobility and add your signature. Then you should notify the sending and receiving coordinators, so that they can sign the agreement as well. Below is an editable preview of the document to be generated, in line with the template. See disclaimer.

**Learning Agreement  
Student Mobility for  
Studies**

Higher Education:  
Learning Agreement form:  
Academic Year 2018/2019 ▾

Programme	
Study cycle	Field of education

Student					
Last name(s)	First name(s)	Date of birth	Nationality	Sex	Email
		YYYY-MM-DD			m@gmail.co

Sending institution					
Name	Faculty/Department	Erasmus code	Address	Country	Contact person

Receiving institution					
Name	Faculty/Department	Erasmus code	Address	Country	Contact person

Save

Created: 2018-01-03  
Updated: 2018-01-03

Print  
Download PDF  
Export to a file

History  
Delete

Top of the page  
Before the mobility  
Study Programme (Receiving)  
Study Programme (Sending)  
Commitment  
During the mobility  
After the mobility  
Footnotes

## Before the mobility

In this section, you can enter your study plan by listing the courses you wish to participate in at the Receiving Institution and the courses that would be recognised at your sending institution. You can obtain these from the corresponding course catalogues.

### Before the mobility

✓ Save

Created: 2018-01-03  
Updated: 2018-01-03

**Study Programme at the Receiving Institution**

Start and end dates of the study period:  →

**Table A Before the mobility**

Component code <sup>Ⓜ</sup> (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>Ⓜ</sup> )	Semester (e.g. autumn/spring; term)	ECTS credits (or equivalent <sup>Ⓜ</sup> )
<a href="#">+ Add a new row</a>			
Total number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion:			0

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:

The level of language competence in indicate here the main language of instruction <sup>Ⓜ</sup> that the student already has or agrees to acquire by the start of the study period is: <sup>Ⓜ</sup>

A1
  A2
  B1
  B2
  C1
  C2
  Native speaker

**Recognition at the Sending Institution**

**Table B Before the mobility**

Component code <sup>Ⓜ</sup> (if any)	Component title at the Sending Institution (as indicated in the course catalogue <sup>Ⓜ</sup> )	Semester (e.g. autumn/spring; term)	ECTS credits (or equivalent <sup>Ⓜ</sup> )
<a href="#">+ Add a new row</a>			<a href="#">Copy all from Table A</a>
Total number of ECTS credits (or equivalent) to be awarded by the Sending Institution upon successful completion:			0

Provisions applying if the student does not complete successfully some educational components:

Print

Download PDF

Export to a file

---

History

Delete

---

Top of the page

Before the mobility

Study Programme (Receiving)

Study Programme (Sending)

Commitment

During the mobility

After the mobility

Footnotes

### Recognition at the Sending Institution

**Table B Before the mobility**

Component code <sup>Ⓜ</sup> (if any)	Component title at the Sending Institution (as indicated in the course catalogue <sup>Ⓜ</sup> )	Semester (e.g. autumn/spring; term)	ECTS credits (or equivalent <sup>Ⓜ</sup> )
<a href="#">+ Add a new row</a>			<a href="#">Copy all from Table A</a>
Total number of ECTS credits (or equivalent) to be awarded by the Sending Institution upon successful completion:			0

After copying the courses from table A, make sure that the courses and credits match with your home institution's study plan".

18





## Commitment

Once you have reviewed and are ready to sign the agreement, go to this section and add your signature. In this section you have three options that make it convenient to sign the agreement:


1. Sign using a touchscreen
2. Sign from your mobile device by scanning the QR code displayed when you select this option.
3. Upload your signature from a file.


### Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name, email, position	Date	Signature
Student			
Responsible person  at the Sending Institution			
Responsible person  at the Receiving Institution			


If all parties do not accept an electronic signature, you can also print out the agreement (or save as a PDF file) in order to sign it traditionally.


 **Add my signature**


 **Save**

Created: 2018-01-03  
Updated: 2018-01-03


---


 **Print**

 **Download PDF**

 **Export to a file**

---

 **History**

 **Delete**

---

Top of the page

Before the mobility

- Study Programme (Receiving)
- Study Programme (Sending)

Commitment

During the mobility

After the mobility

Footnotes

## 1. Sign using a touchscreen

### Add my signature

Student

Name	Email	Position
<input type="text" value="John Doe"/>	<input type="text" value="@gmail.com"/>	<input type="text" value="Student"/>

To sign the agreement, make sure the data above is correct and draw your signature on the pad below. This works best on a tablet like an iPad. If you are on a desktop computer, you can use your smartphone to draw the signature.

Sign on a touchscreen     Sign with your mobile phone     Use a scanned signature

✖ Clear

## 2. Sign from your mobile device by scanning the QR code displayed when you select this option.


### Add my signature

Student

Name	Email	Position
<input type="text" value="John Doe"/>	<input type="text" value="@gmail.com"/>	<input type="text" value="Student"/>

To sign the agreement, make sure the data above is correct and draw your signature on the pad below. This works best on a tablet like an iPad. If you are on a desktop computer, you can use your smartphone to draw the signature.

Sign on a touchscreen     Sign with your mobile phone     Use a scanned signature



Scan the QR code on the left with your smartphone. It will open a page in your mobile phone browser where you can draw the signature with your finger. If you do not have a QR code reader on your phone, search for "qrcode" in the appstore.

The signature will appear below for you to confirm.

Waiting for signature 04:53

### 3. Upload your signature from a file.

#### Add my signature


Student

Name	Email	Position
<input type="text" value="John Doe"/>	<input type="text" value="@gmail.com"/>	<input type="text" value="Student"/>

To sign the agreement, make sure the data above is correct and draw your signature on the pad below. This works best on a tablet like an iPad. If you are on a desktop computer, you can use your smartphone to draw the signature.

Sign on a touchscreen     Sign with your mobile phone     Use a scanned signature

You can upload your scanned signature in JPEG format and then use it for creating signatures. You may also include a stamp, if needed.



Remember to click on “Add my signature” once you are done.

#### Add my signature

Student

Name	Email	Position
<input type="text" value="John Doe"/>	<input type="text" value="@gmail.com"/>	<input type="text" value="Student"/>


To sign the agreement, make sure the data above is correct and draw your signature on the pad below. This works best on a tablet like an iPad. If you are on a desktop computer, you can use your smartphone to draw the signature.

Sign on a touchscreen     Sign with your mobile phone     Use a scanned signature

Scan the QR code on the left with your smartphone. It will open a page in your mobile phone browser where you can draw the signature with your finger. If you do not have a QR code reader on your phone, search for "qrcode" in the appstore.

The signature will appear below for you to confirm.

*hello*



## Signature and revisions

You will view your current signature on the top, the account from which the signature was made. If the signature corresponds to past revisions you will see a message on the bottom of the field and you can click on See changes since then, to review the modifications since you last signed the agreement. Save your signature.

Commitment	Name, email, position	Date	Signature
Student	John Doe @gmail.com Student	2018-01-03	 <small>! This signature is for a past revision. See changes since then</small>

## During the mobility

In this section it is possible to enter the changes made to the study plan that occurred during your mobility.

### During the mobility

**Exceptional changes to Table A**

To be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution

Table A2 During the mobility

Component code <small>(if any)</small>	Component title at the Receiving Institution <small>(as indicated in the course catalogue)</small>	Type of change	Reason for change	ECTS credits <small>(or equivalent)</small>	
				0	✖
				0	✖
+ Add a new row					

**Exceptional changes to Table B**

To be approved by e-mail or signature by the student and the responsible person in the Sending Institution

Table B2 During the mobility

Component code <small>(if any)</small>	Component title at the Sending Institution <small>(as indicated in the course catalogue)</small>	Type of change	ECTS credits <small>(or equivalent)</small>
+ Add a new row			

✓ Save

Created: 2018-01-03  
Updated: 2018-01-03

---

Print

Download PDF

Export to a file

---

History

Delete

---

Top of the page

Before the mobility

Study Programme (Receiving)

Study Programme (Sending)

Commitment

During the mobility

After the mobility

Footnotes

## After the mobility

Once you have finalised the mobility, you can enter your Learning Agreement and enter the information regarding your transcript of records from your exchange studies.

### After the mobility

**Transcript of Records at the Receiving Institution**

Start and end dates of the study period:  →

Table C After the mobility

Component code <small>(if any)</small>	Component title at the Receiving Institution <small>(as indicated in the course catalogue)</small>	Was the component successfully completed?	ECTS credits <small>(or equiv.)</small>	Grades received at the Receiving Institution
+ Add a new row				
				Copy all from Table A
Total:			0	

**Transcript of Records and Recognition at the Sending Institution**

Table D After the mobility

Component code <small>(if any)</small>	Component title at the Sending Institution <small>(as indicated in the course catalogue)</small>	ECTS credits <small>(or equiv.)</small>	Grades registered at the Sending Institution <small>(if applicable)</small>
+ Add a new row			
			Copy all from Table B
Total:			0

✓ Save

Created: 2018-01-03  
Updated: 2018-01-03

---

Print

Download PDF

Export to a file

---

History

Delete

---

Top of the page

Before the mobility

Study Programme (Receiving)

Study Programme (Sending)

Commitment

During the mobility

After the mobility

Footnotes

23



## Notify your coordinators

When you have made modifications, you have to notify your coordinators by clicking on *Notify* and they will receive an email to the address specified in the Contact person field. Please note that the Learning Agreement needs to be signed again by all parties after each change.

## Status of notifications

You can view the status of notifications and signatures and you can also send out reminders (only one per day) if there are pending signatures and approval of the modifications.

This is you!

**Student**  
Signature has been added  
Notify another

**Sending coordinator**  
Signature has been added

**Receiving coordinator**  
Signature has been added  
Notify another

Frozen copy Working copy Archived snapshots

Normally the student fills in the agreement. If you have all the details yourself, you can fill it in as well and then notify the other parties. Below is an editable preview of the document to be generated, in line with the [template](#). See [disclaimer](#).

Save  
Created: 2020-06-12  
Updated: 2020-07-02  
Print

Higher Education:  
Learning Agreement form:

Erasmus+ Learning Agreement

When all 3 parties have signed you see a green tick next to each party and the document is finalized

## Final document

Once the document is ready, you can Create the final document by selecting the “Final document” tab and later clicking on “Create the final document”. If any changes are made to the working copy, these won’t be included in the final document unless you re-create it.

Working copy Final document

When all 3 parties have added their signatures, the 'Final document' can be created. You can still propose changes under the "Working copy", but they will be ignored, unless all 3 parties sign all the proposed changes and the final document is re-created.

Save  
Created: 2018-01-03  
Updated: 2018-01-03  
Print  
Download PDF  
Export to a file

Create the final document

## Footnotes and additional help

If you have any doubts on how to fill a certain field, you can also click on the question mark sign located at the right of the field’s title or go to the footnotes to read more about it.

Programme					
Study cycle <sup>2</sup>			Field of education <sup>?</sup>		
Student					
Last name(s)	Date of birth	Nationality <sup>?</sup>	Sex	Email	
	YYYY-MM-DD			[redacted]@gmail.com	
Sending institution					
Name	Faculty/Department	Erasmus code <sup>?</sup>	Address	Country	Contact person <sup>?</sup>
Receiving institution					
Name	Faculty/Department	Erasmus code <sup>?</sup>	Address	Country	Contact person <sup>?</sup>

<sup>2</sup> Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

## Footnotes

<sup>1</sup> **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

<sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](#) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

<sup>4</sup> **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

<sup>5</sup> **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

<sup>6</sup> An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

<sup>7</sup> **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

<sup>8</sup> **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

<sup>9</sup> **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>10</sup> **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

<sup>11</sup> **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

<sup>12</sup> **Reasons for exceptional changes to study programme abroad (choose an item number from the table below)**

Reasons for deleting a component	Reasons for adding a component
1. Previously selected educational component is not available at the Receiving Institution	
2. Component is in a different language than previously specified in the course catalogue	5. Substituting a deleted component
3. Timetable conflict 7. Other (please specify)	6. Extending the mobility period
4. Other (please specify)	

## All done!

We hope this tutorial will help you clear any doubts regarding the use of dream-agreement and we wish you success in your upcoming mobility!

## WORKFLOW FOR INTERNAL INSTITUTIONS

Sign up for EASY on the website of the AEC [www.aec-music.eu/easy](http://www.aec-music.eu/easy)

1. Sign up for EASY from October to January on the AEC website

2. Set up your institutional profile

3. Manage applications

4. Learning Agreement

### 1. Sign up for EASY

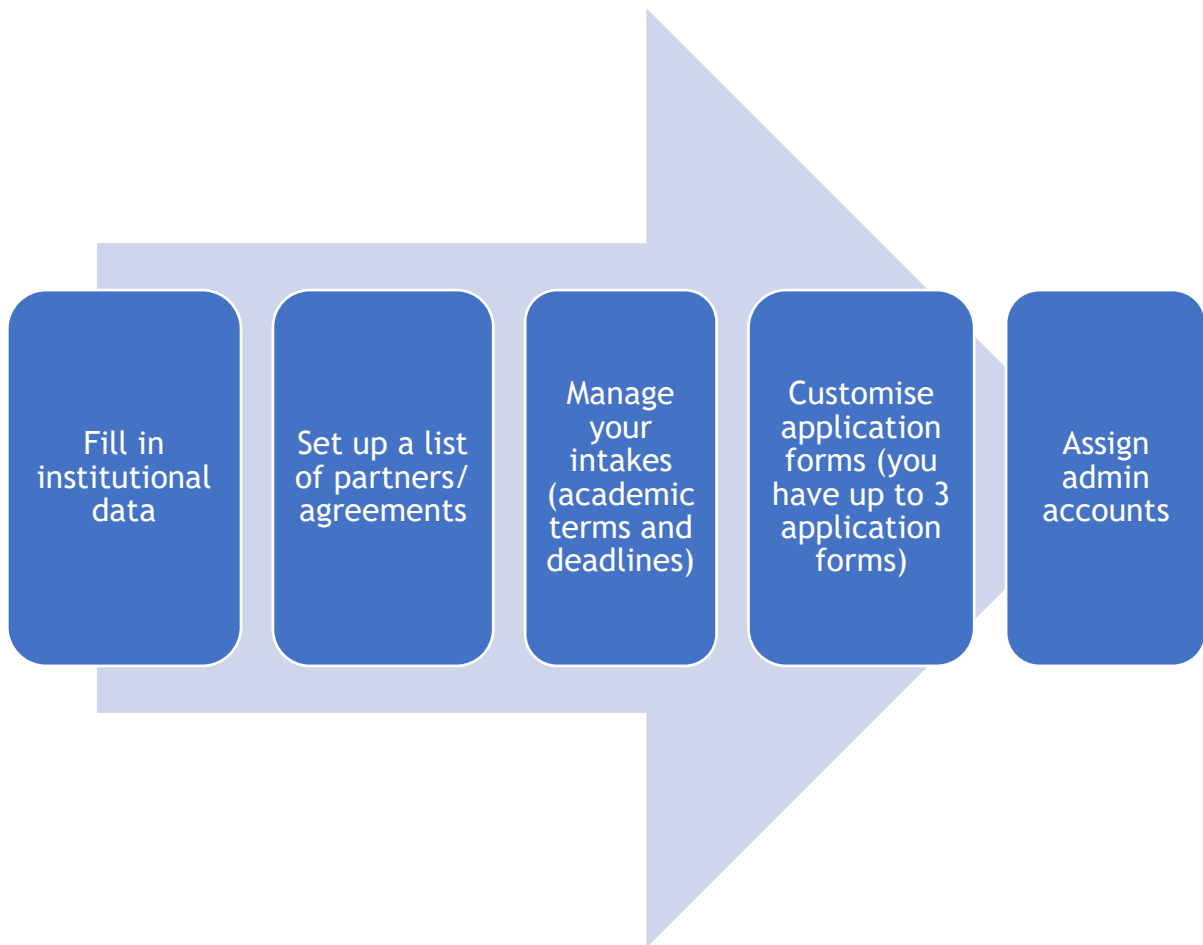
Call issued in October after the IRC meeting

Fill out the form on the AEC website

Dreamapply will insert your institution in the system and send you credentials

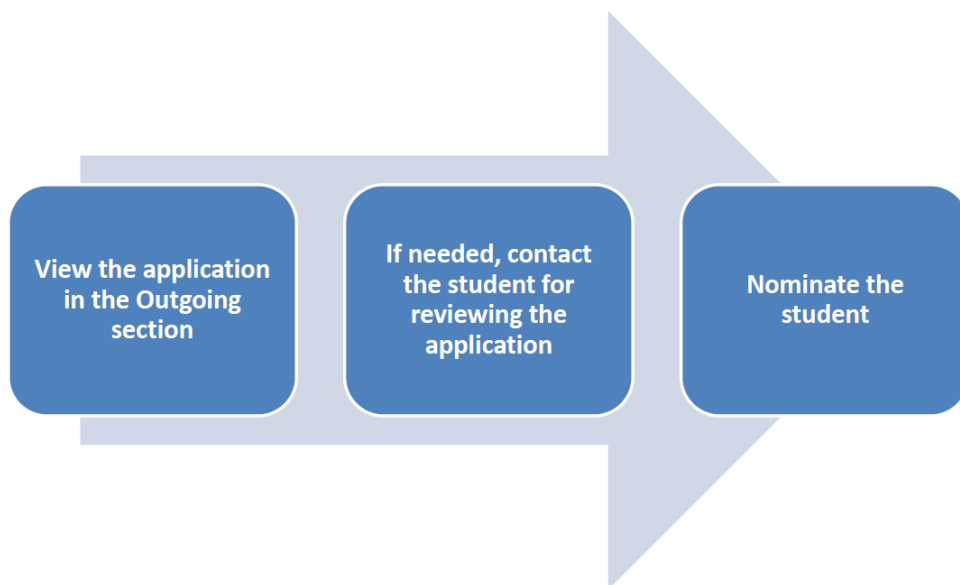


## 2. Set up an institutional profile.

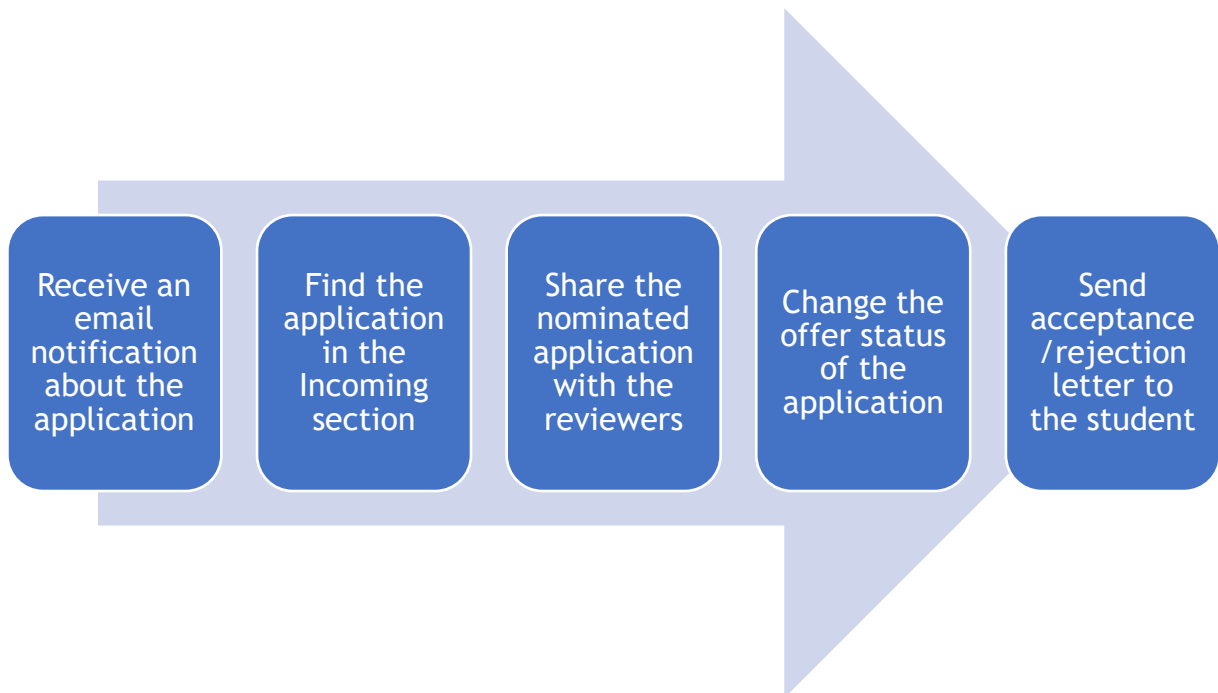


## 3. Manage applications: Outgoing and Incoming.

### OUTGOING

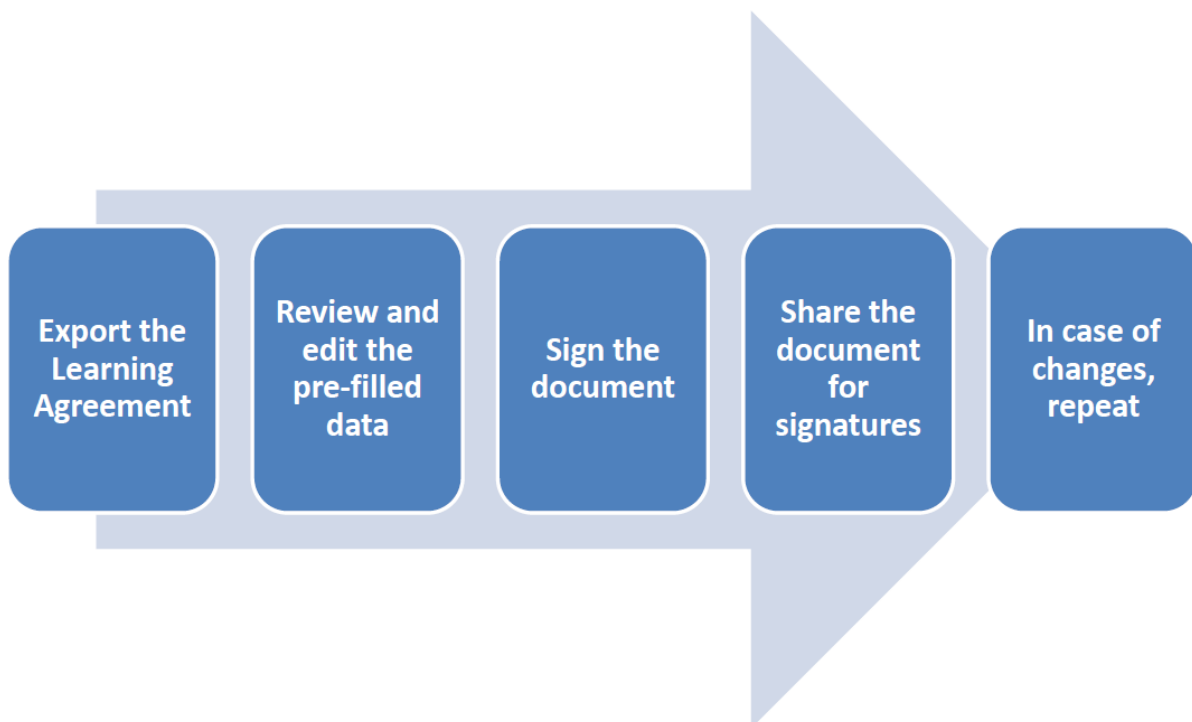


## INCOMING



It is good practice to keep the home coordinator in CC to all communication to the students.

### **4. Learning Agreement.**



## WORKFLOW FOR EXTERNAL INSTITUTIONS

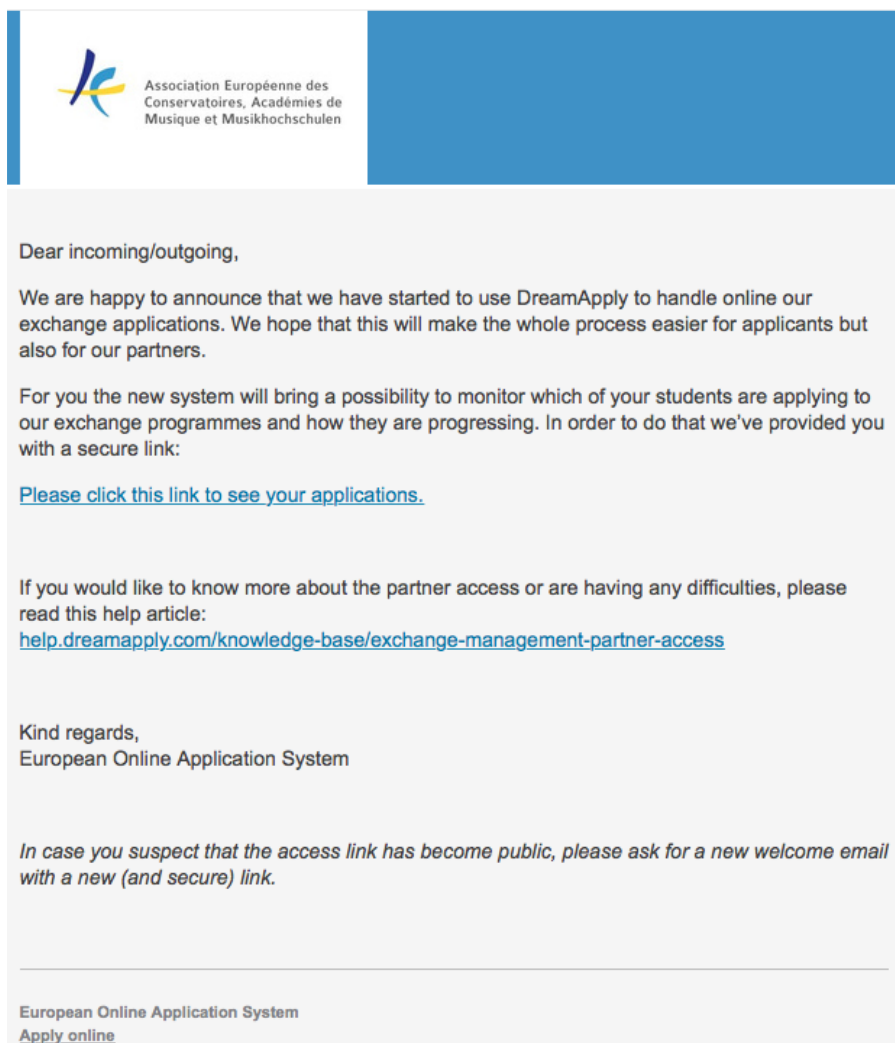
External institutions can be added to the system by the users or by the EASY customer support team ([events@aec-music.eu](mailto:events@aec-music.eu)) following the request of any internal or external institution. The data needed to add a new external institution are the following:

- name of the institution
- address of the institution
- website of the institution
- contact person
- **email of the contact person** (VERY IMPORTANT otherwise the applications will never reach the institution)

Internal institutions should check and make sure that data (in particular the contact email) of their external partners are correct and up to date.

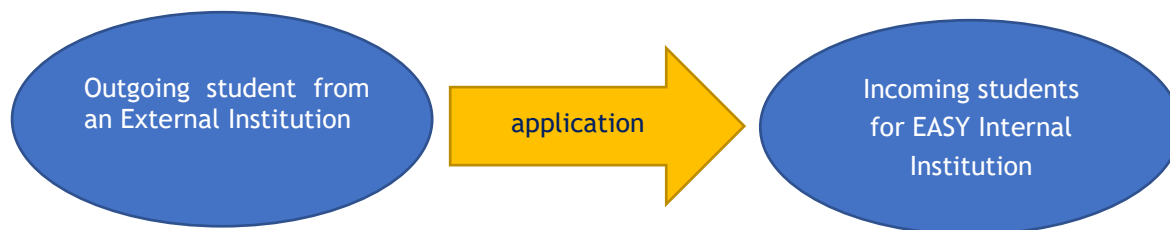
Once added, the external institution contact will receive an access link to the Partners View in the following email. The link lets External Institutions to view their outgoing and incoming applications sent via EASY:

Email 1:



## 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 is as follows:

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)

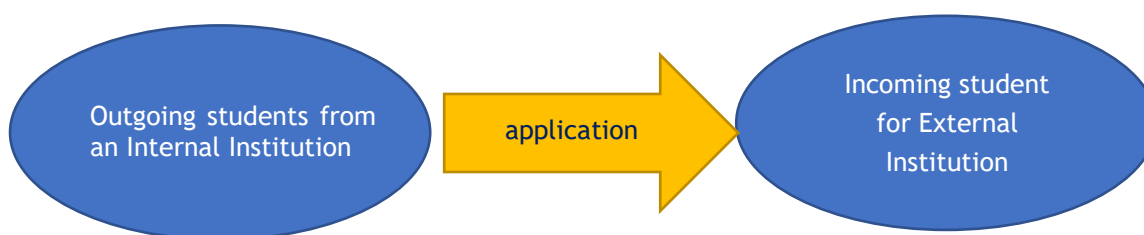
Receiving institution contacts: [breckdreamapplytest2@gmail.com](mailto:breckdreamapplytest2@gmail.com)

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".

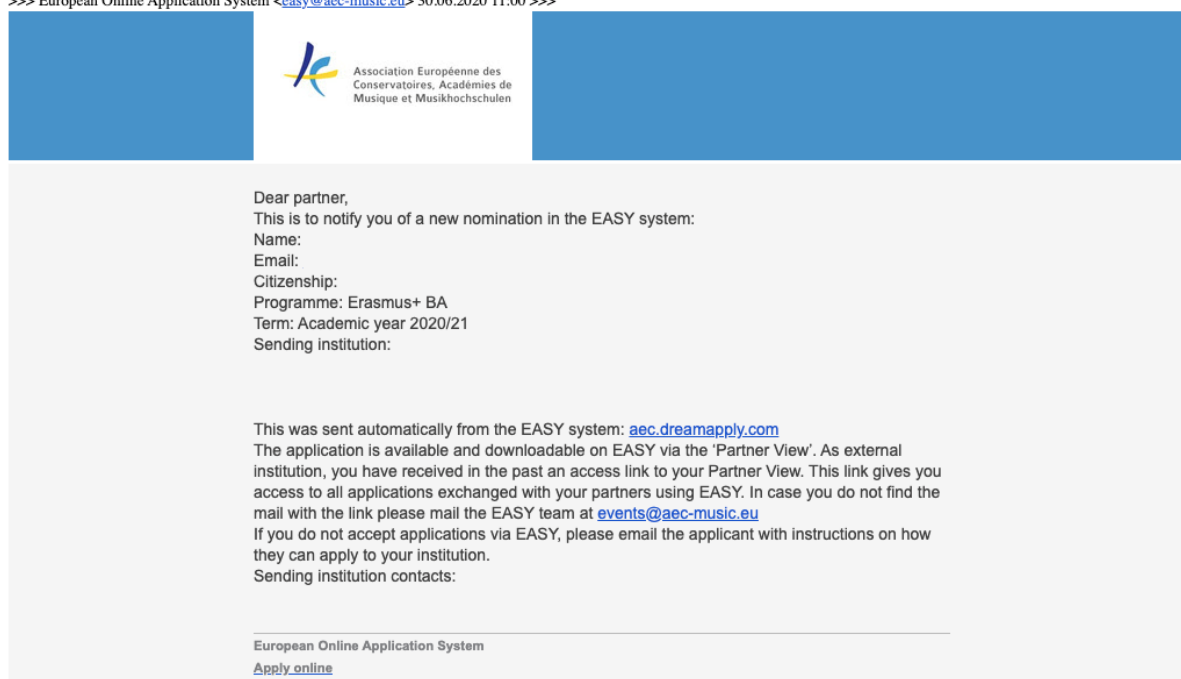
## Applications from EASY Internal Institutions to External Institutions



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:*

>>> European Online Application System <[easy@aec-music.eu](mailto:easy@aec-music.eu)> 30.06.2020 11:00 >>>



The mail includes the following 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 for 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).

# INSTRUCTIONS FOR INTERNAL INSTITUTIONS

## SETTING UP A NEW INSTITUTION

### Institution profile

This is where all the important information about your institution is located. To find it click on *Institutions* on the left menu and browse your institution among Internal Institutions.

- **Departments**

International mobility procedures are assigned to Institutions and NOT to Departments (meaning that applications cannot be sent to specific departments of the same institution), however Departments can be created to add additional information (which are not visible to the applicant though)

- **Contact person**

Information for more than one contact person is possible BUT the first contact on the list is the most important one.

The system uses this first contact person for:

- Automatically generated emails from the system;
- Export feature for Learning agreement;

List is sorted alphabetically (tricking the system with numbers or letters might be necessary).

Contact persons details are used by the system but are not visible to the applicant or to partner institutions.

- **Media files:**

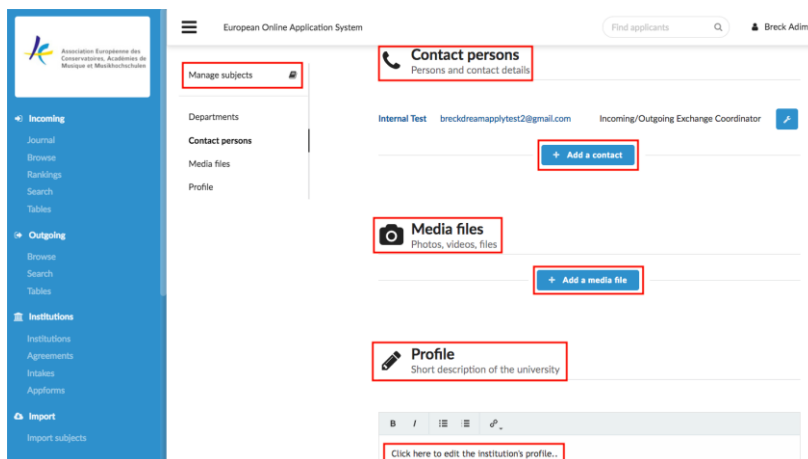
You can add Photos, videos, files about your institution. These files can be seen by the applicants

- **Institution Profile:**

You can put here any information about the institution which could be relevant for exchange students (deadlines, subjects available for exchange students, services, etc.). This information is visible to the applicant

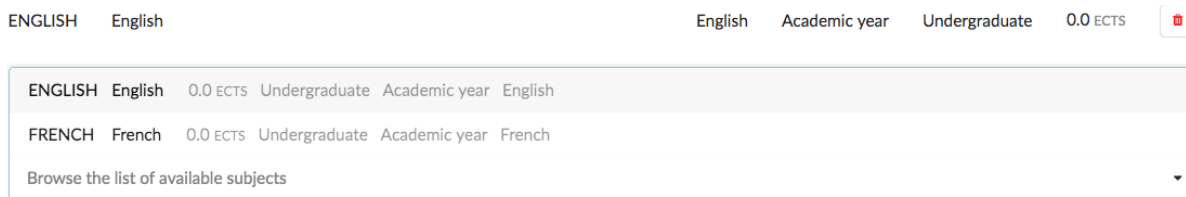
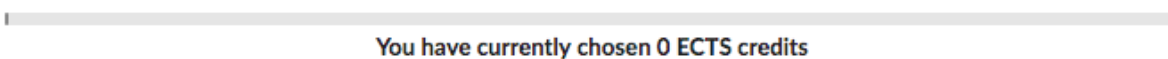
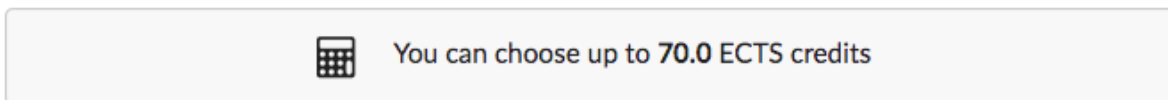
- **Manage subjects:**

It is important that applicants are provided a list of courses to choose from when creating their “Study plan” during application process.



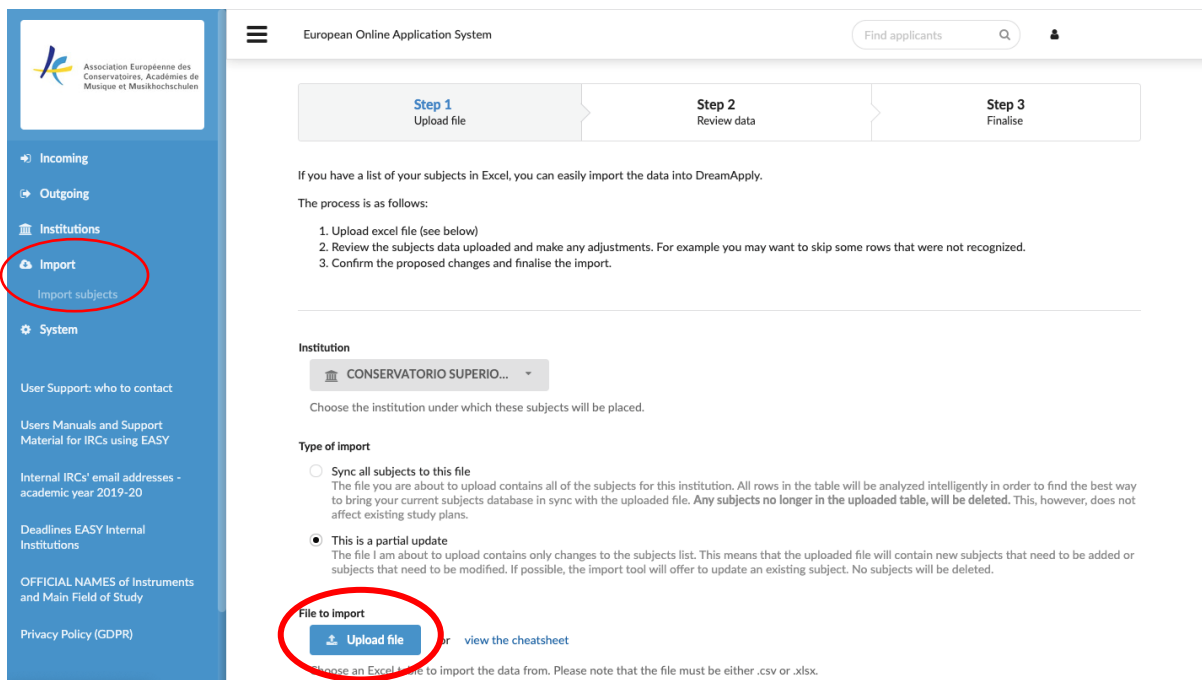
## Upload your list of courses

The student will compose their study plan by adding all the subjects/courses that they want to take. If you have added information about your courses in the section Manage Subjects, the student will have a dropdown menu to choose from, otherwise they will have to check your course catalogue and fill in the study plan manually.



[Could not find the subject?](#)

If you have a list of subjects in the form of an Excel table, you can import the data into EASY system by clicking on the left menu on **Import - Import Subject**, and then on the button "Upload file". **Please note that the file must be either .csv or .xlsx!**

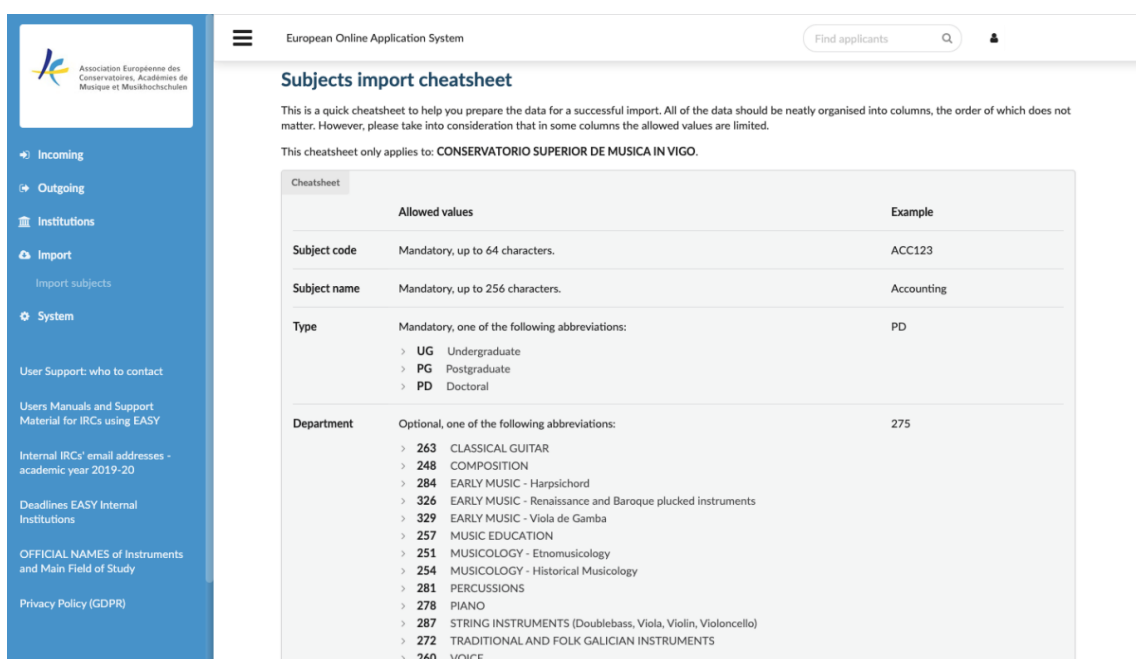


You can click on “view the cheat sheet” to see how to prepare the data in your Excel file for a successful import. Please note that all the data should be neatly organised into columns. In the cheat sheet you have the explanation of what each column should contain. You have the list of column headings (Subject Code, Subject Name, Type, Subject Category, Credits, Term, Language), the allowed values that you can enter in each cell (i.e. UG for Undergraduate, EN for English - you are provided with a link to the list of language abbreviations, etc) and a concrete example to make you better understand what it is it is meant.

Please note that:

- Departments are not necessary, so you do not have to have a column for Departments in your excel file
- If you do not have subject code for your subject, you can invent them

Please see below the example of the Conservatorio de Vigo



European Online Application System

Find applicants

- > 329 EARLY MUSIC - Viola de Gamba
- > 257 MUSIC EDUCATION
- > 251 MUSICOLOGY - Etnomusicology
- > 254 MUSICOLOGY - Historical Musicology
- > 281 PERCUSSIONS
- > 278 PIANO
- > 287 STRING INSTRUMENTS (Doublebass, Viola, Violin, Violoncello)
- > 272 TRADITIONAL AND FOLK GALICIAN INSTRUMENTS
- > 260 VOICE
- > 275 WIND INSTRUMENTS - (Woodwinds: Bassoon, Clarinet, Flute, Oboe, Saxophone - Brass: French Horn, Trombone, Trumpet, Tuba)

**Subject category** Optional, up to 256 characters. You can use this field to better categorise the subjects. For example, you can type here the subject matter (physics, mathematics, finances etc.). The subjects will appear to be sorted by category. Financials

**Credits** Mandatory, integer or decimal number to represent the number of ECTS credits awarded. 3.5

**Term type** Optional, one of the following abbreviations: 1014

- > 1 Fall semester
- > 2 Spring semester
- > 1000 Commence year legacy
- > 1002 Academic year
- > 1006 Trimester 1
- > 1010 Trimester 2
- > 1014 Trimester 3

**Prospect URI** Web address, starting with http:// or https:// https://example.uni.edu/accounting

**Language** ISO 639-1 2-letter code en

<https://aec.dreamapply.com/admin/subjects-import/>

Here an example of how your excel sheet should look like

A	B	C	D	E	F	G	H
Subject code	Subject name	Type (UG PG PHD)	Subject category	Credits	Term type	Prospect URI	Language
ACC123	Accounting	PD	Financials	3,5	1014	<a href="https://example.uni.edu/accounting">https://example.uni.edu/accounting</a>	en

## Administrators

### A. Create a new admin for your Institution (only for AEC Admissions Administrators)

Administrators are the person working in the institutions who can enter the system to view and work with the applications. Dreamapply creates one main administration role who can enter the system and create other administration roles.

New administrators for your institutional profile can be added in the section **System - Administrators of the left menu of EASY**. To create a new administrator scroll down until the bottom of the page and click on *New Administrator*

- **Only “AEC Admissions administrators” can create new admins**

Admins cannot give away permissions that they do not have

Admins are limited to their institution

- **Administrator roles that you can create**

“AEC Admissions administrators” vs. “AEC Academic supervisor”

“AEC Admissions admins” have more rights and can do everything:

Edit applicant, open/edit/accept/reject/migrate/silence/freeze/export applications, import subjects, confirm offers, access ranking view/Letterheads, trackers, subjects, application forms (not extra questions). This is the typical role you would assign to your **colleagues working in the international office**.

“AEC Academic supervisor” can:

View applicant, referees, view/find/flag applications, view/edit/score offers, view/edit courses. This is the typical role you would assign to **teachers** who have to assess the applications.

### B. Set up your administrator profile

- **Fill in personal information**
- **NB! Very useful features:**

Add signature: Signature can contain Name, Position, Institution name, and contact information - anything that would be included in an official document.

Add autograph: For use in Templates/Letterheads by using %administrator-autograph%  
Image should be roughly 300 X 75 pixels in size.

European Online Application System

Find applicants  Breck Adim

**Save changes**

Account

**Personal details**

Limitations

Permissions

**Email**

breck.admin@dreamapply.com

The email address of the administrator will be used to send reminders and other relevant notifications. If the administrator prints out any documents or sends out offers, it may also be displayed under the name, where appropriate.

**Phone number**

The phone number may be used for receiving SMS notifications (if your setup has them enabled).

**Function**

This field can be used to specify the job title of the administrator or the function he/she performs with regards to admissions.

**Signature**

Breck Test

The signature text will appear at the end of the offer text. You can also upload your hand-written signature scan ("autograph") that may be placed at the bottom of printed documents, offer letters etc.:

**Upload a file**

## Agreements

Agreements are how the system knows where students from your institution can apply to and vice versa. NB: If the agreement between two institutions is not set up, the student applying for your institution will not be able to see the destination institution!

Please note that the Agreement section in EASY is just a tool to activate mobilities between institutions. They are not connected to the new EU Interinstitutional Agreements (IIAs) Online and there is no way EASY can verify that an official IIA exists between two institutions. Therefore, as per the EASY Code of Good Practice **your partner institutions should be informed and agree** with the fact that you have set up an agreement with them in the system. This is not an issue if a formal IIA (Interinstitutional Agreement) is already in place outside the system. If not, please contact the potential partner institution before activating the mobility with them via EASY.

### SET UP AGREEMENT

- **Navigate to “Agreements”**

1) Sidebar menu > “Institutions” dropdown > “Agreements”;

2) Choose the country of the partner institution > Locate the desired institution and select which type of mobilities exist between the two institutions:

=> 5 types of mobilities:

- Erasmus+ BA : Erasmus+ Bachelor
- Erasmus+ MA : Erasmus+ Master
- PhD : mobility in third cycle studies
- Nordplus : exchange programme reserved to Nordic countries
- Bilateral : any other exchange taking place through other programmes than Erasmus and Nordplus or not in the framework of any funding programme

European Online Application System

Find applicants  Breck Adim

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

**Save changes**

Please press "Save" after you are done making changes.

Bilateral student exchange  
 Erasmus+ student mobility (BA)  
 Erasmus+ student mobility (MA)  
 Erasmus+ student mobility (PhD)  
 Nordplus student exchange

**Dream Demo institution External**

**Incoming**  
 Dream Demo institution External → My institution

Bilateral student exchange  
 Erasmus+ student mobility (BA)  
 Erasmus+ student mobility (MA)  
 Erasmus+ student mobility (PhD)  
 Nordplus student exchange

**Outgoing**  
 My institution → Dream Demo institution External

Bilateral student exchange  
 Erasmus+ student mobility (BA)  
 Erasmus+ student mobility (MA)  
 Erasmus+ student mobility (PhD)  
 Nordplus student exchange

## Intakes

Intakes define when the application period is open. It is important to keep this information up to date every academic year.

- **Intake start date:** when applicants can begin applying;
- **Intake deadline:** end of when applicants can apply;

Different deadlines can be made for different countries/groups of countries.

**Deadline policies** - Strict, flexible, rolling.

With flexible deadlines students can apply also when the deadline has passed; rolling deadlines means that student can apply anytime without a deadline.

European Online Application System

Find applicants  Breck Adim

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

**Edit intake**

**Save changes**

**Intake name**  
 Not visible to the applicant

Name  
 ERASMUS\_CODE - Academic year

**How is the intake displayed to the applicant?**  
 The intake name is only meant for your own reference - it will not be displayed to the applicant. As an example, you may choose to make different intakes for BA and MA programmes when your admission schedules differ between them.  
 As for the applicant - on the "Apply now!" button they will always see the name of the academic term that the intake is targeting. See below on how to choose the academic term.  
 So for instance, if you have several intakes (with different deadlines, perhaps) that all target the "Fall semester", the applicant will see "Apply now for fall semester" regardless of the intake employed for that particular programme.

**Start**  
 When can applicants start applying?

Specify a start date for the intake. Before this date, the applicants can not apply:  
 01 September

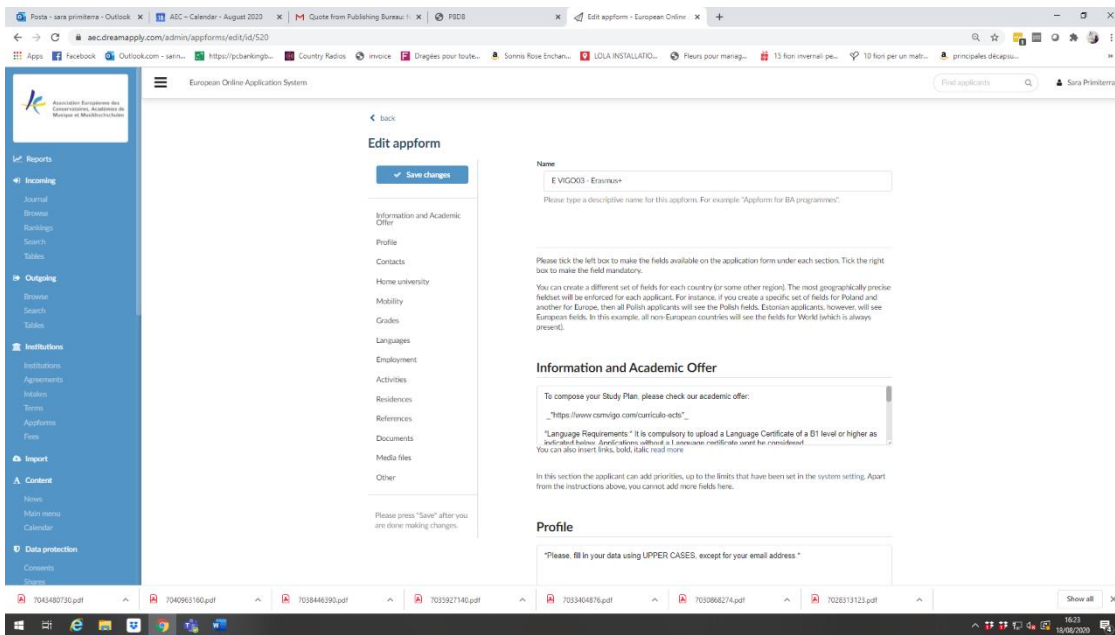


## Application forms

### How to set up your application forms:

- Selecting/deselecting question in each section (Profile, Home University, etc.) by clicking on the arrow next to *World*;
- Making questions mandatory/optional or specific according to the country of the applicant;
- You can set up 3 different application forms.

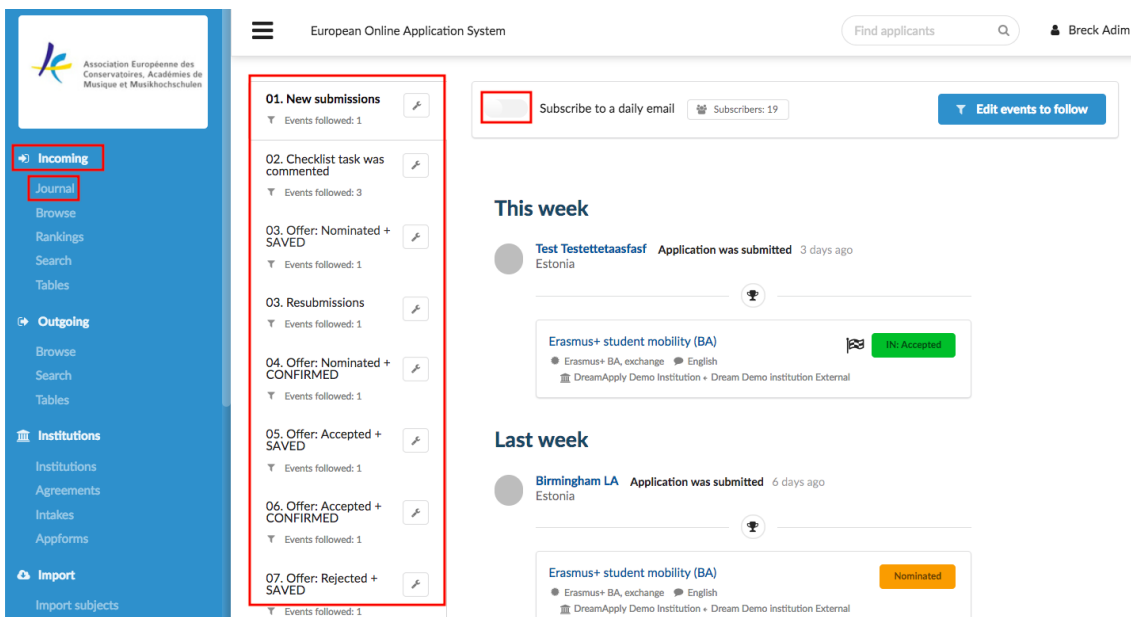
Please note that a fixed set of questions is already pre-arranged in all EASY application forms (see Appendix II). To know more about the Application Form in EASY please check the relevant chapter in this manual.



## Journals

Journals are a useful tool for seeing what has happened in the system recently

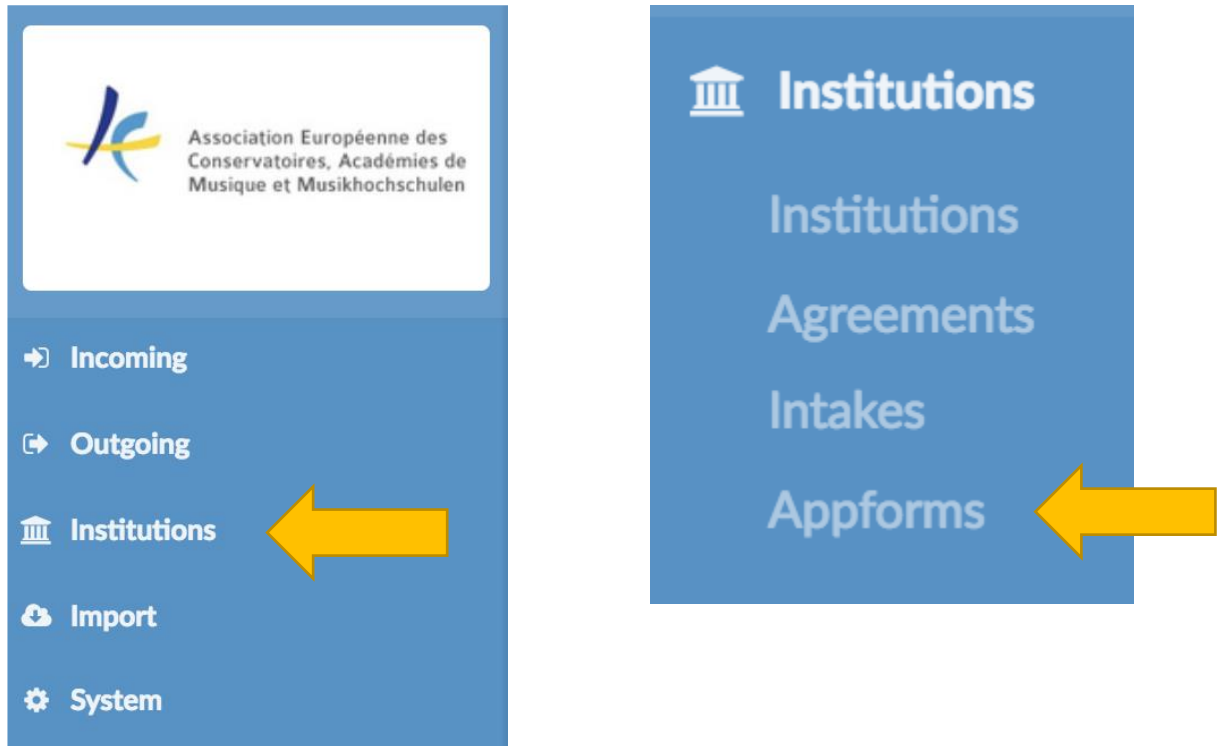
- They are categorized by different activities that occur throughout the process;
- Daily emails can be subscribed to. Please tick on the events that interest you in order to receive notifications and be up to date.
- Journal and relevant notification subscriptions exist only for Incoming applications



# APPLICATION FORMS AND TABLES





## Application Form

1. After logging in, go to the left menu and click on “institutions”.



2. Click on “Appforms”. You can set up 3 different application forms.

3. Click on the “Erasmus+” Application Form or on its wrench tool.

Name	Usage	
E VIGO03 - Bilaterals	9	
E VIGO03 - Erasmus+ 	161	 
E VIGO03 - Nordplus	1	

#### 4. Name your form and save the changes.

### Edit appform

✓ Save changes

Name

E VIGO03 - Erasmus+

Please type a descriptive name for this appform. For example "Appform for BA programmes".

#### 5. 5. Below there are several sections for setting up.

#### 5.1 "Information and Academic Offer" - Use the blank to insert a link to your course catalogue and give any instructions you want to give to the applicant.

### Edit appform

✓ Save changes

#### Information and Academic Offer

Profile

Contact

Home university

Mobility

Grades

Languages

Career

Activities

Residences

Documents

References

Media

Other

Use *\_\_* for *italic* and **\*\*** for **bold**.

#### Information and Academic Offer

To compose your Study Plan, please check our academic offer:

[\\_http://csmvigo.com/erasmus/files/2018-19-CSMV-CUADROS-ECTS.pdf\\_](http://csmvigo.com/erasmus/files/2018-19-CSMV-CUADROS-ECTS.pdf)

\*Language Requirements:\* It is compulsory to upload a Language Certificate of a B1 level or higher as indicated below. Applications without a Language certificate won't be considered.  
You can also insert links, bold, italic read more

Do not forget to save the changes.

### Edit appform

✓ Save changes

Please indicate the list of instruments available in your academic offer.

## 5.2 "Profile". Use the blank for writing instructions to the applicant.

### Profile



\*Please, fill your data using CAPITAL LETTERS, except for your email address.\*

You can also insert links, bold, italic [read more](#)

▸ World



Click on "World" to get and set up the list of questions you want in your form.

+ Add another territory

### 5.2.1 Tick the fields you need to appear in your application form

Unclickable fields are mandatory by default in all application forms in EASY! They are basic standard questions for everyone that are already included in the all application forms. If you want to add more, you have a list to choose from. In case you would like to make those questions mandatory for students, you should click on the button "mandatory" on the right. Please check Appendix II of this manual to know more about the questions included in the application form.

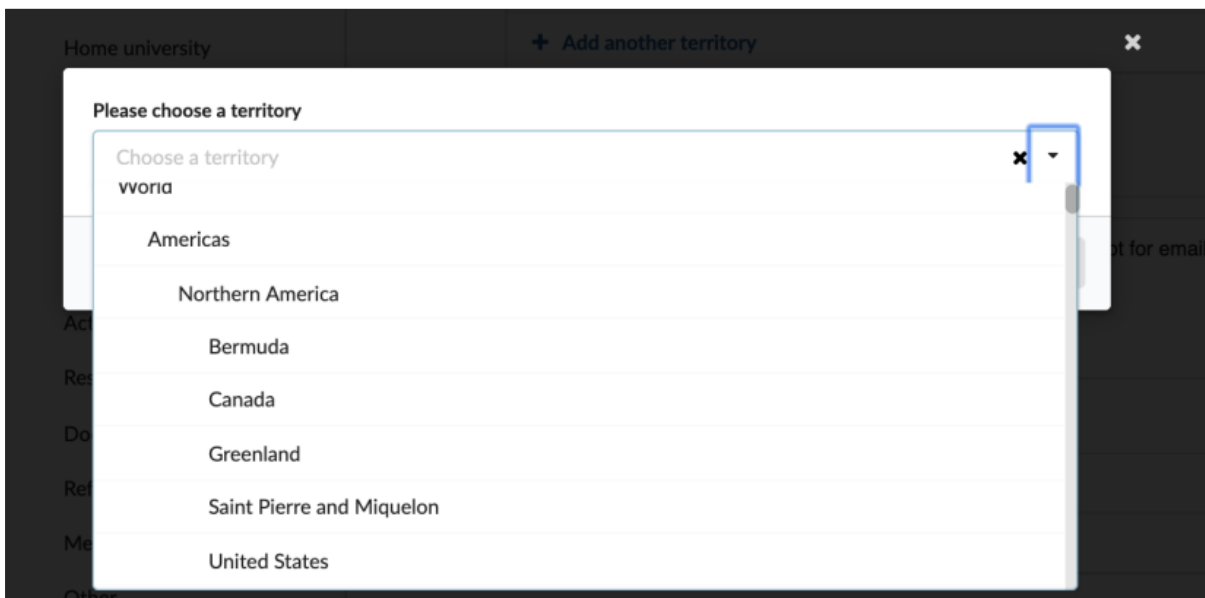
▼ World	
<input checked="" type="checkbox"/> Given name(s)	<input checked="" type="checkbox"/> mandatory
<input checked="" type="checkbox"/> Family name(s)	<input checked="" type="checkbox"/> mandatory
<input type="checkbox"/> Middle name(s)	<input type="checkbox"/> mandatory
<input type="checkbox"/> Previous family name	<input type="checkbox"/> mandatory
<input type="checkbox"/> Salutation	<input type="checkbox"/> mandatory
<input type="checkbox"/> Father's given name(s)	<input type="checkbox"/> mandatory
<input type="checkbox"/> Father's family name	<input type="checkbox"/> mandatory
<input type="checkbox"/> Mother's given name(s)	<input type="checkbox"/> mandatory
<input type="checkbox"/> Mother's family name	<input type="checkbox"/> mandatory
<input type="checkbox"/> Mother's previous family name	<input type="checkbox"/> mandatory
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> mandatory
<input type="checkbox"/> Marital status	<input type="checkbox"/> mandatory
<input checked="" type="checkbox"/> Citizenship	<input checked="" type="checkbox"/> mandatory

Always “save changes”



5.2.2 - Use “another territory” for customizing your form, if you need specific information from applicants coming from a certain geographical area.

▸ World
+ Add another territory



▸ World
▸ Guatemala 
▸ Guinea-Bissau 
+ Add another territory

## 6. Proceed similarly for next sections like contact, home university, etc.

### Contact

\*Please, fill the data using CAPITAL LETTERS, except

You can also insert links, bold, italic [read more](#)

▸ World

+ Add another territory

### Home university

\*Please, fill in the required data using CAPITAL LETTERS, exce

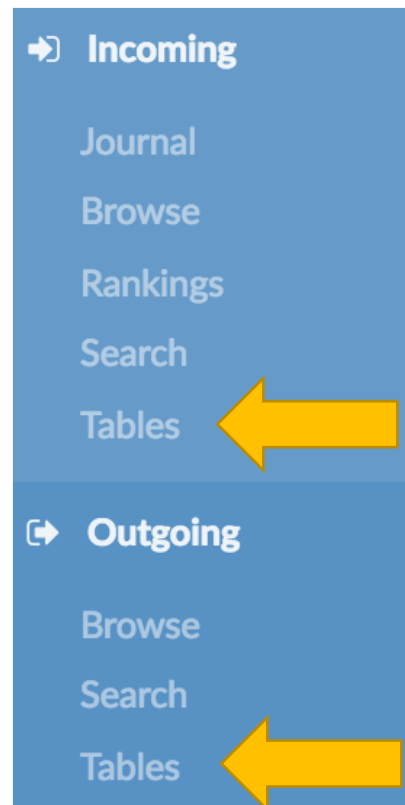
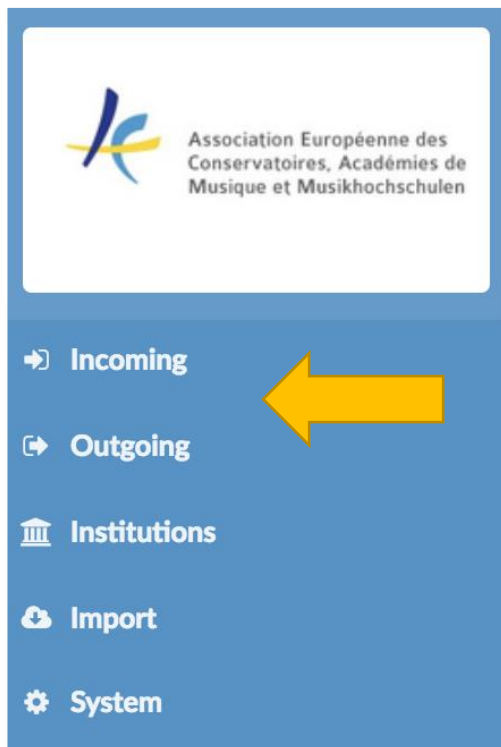
You can also insert links, bold, italic [read more](#)

▸ World

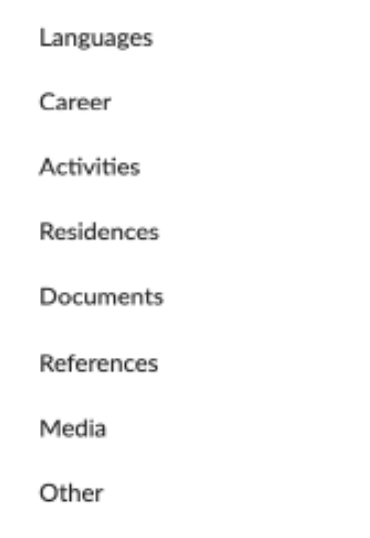
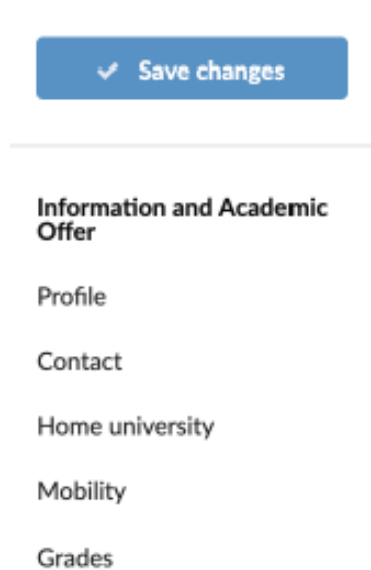
+ Add another territory

## Export Tables

1. After logging in, go to the left menu and click on “incoming” or “outgoing”.
2. Click on “Tables”.



## Edit appform





Tables provide information only from those fields that have been ticked during the setting up of the application forms **except data from Mobility section**. During the academic year 2020-21 this section will be made unclickable and later will be removed from the system.

## Mobility

\*Please mark down your preferred professor(s) or leave the fields empty if you don't have any\*

You can also insert links, bold, italic [read more](#)

▸ World

+ Add another territory

### 3. Press “New sheet”.

Start by creating a new table sheet.

+ New sheet

### 4. Give a name to your table.

Create a new sheet

Please type a name for the sheet:

Untitled

Who will be able to access this sheet?

- Only me at the moment (*you can share it later*)
- All administrators

cancel

+ Create a new sheet

## 5. Setting up filters.

Filtering data using according to different criteria

2019-20 + New sheet

---

2019/20 (all terms)  All intakes  All regions  240 mobilities

Application status  Offer status  Offer decision

---

2019-20 + New sheet

2019/20 (all terms)  All intakes  All regions  240 mobilities

2020/21
 

- Spring semester 2020/21
- Academic year 2020/21

2019/20
 

- [Select all terms in this year](#)
- Fall semester 2019/20
- Spring semester 2019/20
- Academic year 2019/20

2018/19
 

- [Select all terms in this year](#)
- Fall semester 2018/19
- Spring semester 2018/19
- Academic year 2018/19

Offer decision

on name	Sending institution country	First name(s)	Family name
DEMYEV	UA Ukraine	MAKSYM	SUKACH
MUSIC	BA Bosnia and Herzegovina	Maira	Isaković
MUSIC	BA Bosnia and Herzegovina	Amila	Ravkić
#18966	IN: Accepted	KOTLYAREVSKY NATIONAL UNIVERSITY OF ARTS	UA Ukraine
			NATALIJA
			ZHYTNYTSKA

N.B.: You need to build different tables for each term!

**By terms**

2019/20 (all terms) 3 intakes All regions

2020/21

- Spring semester 2020/21
- Academic year 2020/21

2019/20

- Select all terms in this year
- Fall semester 2019/20
- Spring semester 2019/20
- Academic year 2019/20

2018/19

- Select all terms in this year
- Fall semester 2018/19
- Spring semester 2018/19
- Academic year 2018/19

filter specific intakes

- E VIGO03 - Academic year
- E VIGO03 - Fall semester
- E VIGO03 - Spring semester

Clear all  Select all


**By intakes**

- World
- Americas
  - Northern America
    - Canada
    - United States
  - Central America
    - Costa Rica
    - Mexico
  - Caribbean
    - Cuba
    - Jamaica
    - Trinidad and Tobago

**By regions or countries**

Clear all  Select all

**By other criteria, like “home institution”**

 196 mobilities ▼

Filter the mobilities you want to see:

Search...



- ▶ All institutions
- ▶ All types
- ▶ All modes
- ▶ All languages

### By mobility types

Filter the mobilities you want to see:

Search...



- ▶ All institutions
- ▼ All types

Clear all

Select all

- Erasmus+ BA
- Erasmus+ MA
- Erasmus+ PhD
- Nordplus
- Bilateral

### By offer status









### By applicant status

Application status ▼

#### Applicant progress

Search based on how far the applicant has progressed with the application.


use these options

-  Blank
-  Prepare
-  Inactive
-  Blocked
-  Submitted
-  Reopened
-  Resubmitted
-  Closed

### By offer decision

Offer status ▾ Offer decision ▾

---


 **Offers and replies**  
Search based on what offers and replies have been sent out.

use these options

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

Offer decision ▾

---

 **Offer decision**  
Search based on if the applicant has made a decision on an offer.

use these options

- None
- Final
- Declined


## 6. Always “save changes”!

TEST BIRMINGHAM + New sheet

---

📅 2018/19 (all terms) ▾ 📄 All intakes ▾ 🌐 All regions ▾ 🏠 25526 mobilities ▾

Application status ▾ Offer status ▾ Offer decision ▾



✓ Save



### Setting up columns



←
TWO WRENCHES
BLACK AND WHITE
→



**BLACK ON THE LEFT** **WHITE ON THE RIGHT**

TEST BIRMINGHAM + New sheet

2018/19 (all terms) All intakes All regions 196 mobilities

Application status Offer status Offer decision Save

Application	Status	Offer type	Sending institution name	Submitted date	First name(s)	Family name	Citizenship	E-mail
-------------	--------	------------	--------------------------	----------------	---------------	-------------	-------------	--------



**BLACK FOR COLUMNS (fields) CHOICE**

**WHITE FOR TABLE USE**



Choose the columns that you want to see in the table.

Apply changes

You need to **select the fields that mirror the questions included in your application form** (both compulsory questions and additional questions you added to customize our application form). Sections in Tables have the same name of the Appform sections. You find basic data of the applicants under Profile but please note that many important questions that in the Application Form are located in the Profile section here are located in “**Extra Fields**”. The **basic compulsory fields** that are located in the this section are indicated with a **small hand** so that you can find them easily.

-  Profile: If Other, please specify your planned arrival and departure month
- Profile: Current level of education at your home institution
- Profile: Which study programme at Iceland University of the Arts do you want to apply for?
-  Profile: Field of Study
-  Profile: Which study period are you applying to?
-  Profile: Current Level of Education at your home

**BLACK FOR COLUMNS (fields) CHOICE**



- ▶ My columns
- ▶ Application: Metadata
- ▶ Application: Offers (3)
- ▶ Application: Profile (6)
- ▶ Application: Contact (2)
- ▶ Application: References
- ▶ Application: Documents
- ▶ Application: Other
- ▶ Application: Education
- ▶ Application: Languages
- ▶ Application: Home
- ▶ Application: Employment
- ▶ Application: Extra fields (2)

**WHITE FOR TABLE USE**

Save [wrench icon]

- ✎ Rename
- 👁 Sharing
- 🖨 Print
- 📄 Excel
- 🗑 Delete

Choose the columns that you

TES [wrench icon] Apply cl

- ▶ My columns
- ▶ Application: Metadata (2)
- ▶ Application: Offers (5)
- ▶ Application: Profile (3)
- ▶ Application: Contact (1)
- ▶ Application: References
- ▶ Application: Documents
- ▶ Application: Other
- ▶ Application: Education
- ▶ Application: Languages
- ▶ Application: Home
- ▶ Application: Employment
- ▶ Application: Extra fields

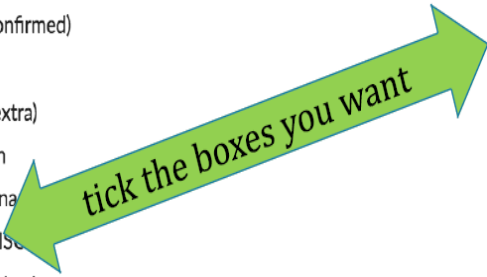
Click on the BLACK wrench to customize your columns.

Decide which columns you want to see in your tables.



▼ Application: Offers 5

- Offer priority
- Offer type
- Offer type (confirmed)
- Offer score
- Offer score (extra)
- Offer decision
- Offer course name
- Offer course level
- Receiving institution name
- Receiving institution country
- Sending institution name
- Sending institution country



▼ Application: Profile 3

- First name(s)
- Family name
- Middle name(s)
- Previous family name
- Salutation
- Father's given name(s)
- Father's family name
- Mother's given name(s)
- Mother's family name
- Mother's previous family name
- Gender

Choose the columns that you want to see in the table.

Apply changes

My columns

▼ Application: Metadata 2

- Applicant
- Application
- Status
- Created date
- Revised date
- Submitted date



Links

**NB:** tick on the “Application” box in “Application: Metadata” to get links to each application in your table.

	Application	Offer type	Sending institution name
1	<a href="#">#14313</a>	IN: Accepted	UKRAINIAN TCHAIKOVSKY NATIONAL ACADEMY OF MUSIC IN KIEV
2	<a href="#">#16698</a>	IN: Accepted	ACADEMY OF MUSIC IN SARAJEVO
3	<a href="#">#18810</a>	IN: Accepted	ACADEMY OF MUSIC IN SARAJEVO
4	<a href="#">#18966</a>	IN: Accepted	KHARKIV I.P. KOTLYAREVSKY NATIONAL UNIVERSITY OF ARTS
5	<a href="#">#19166</a>	IN: Accepted	Conservatorio Di Musica "F.Torre Franca" Vibo Valentia
6	<a href="#">#19373</a>	IN: Accepted	KHARKIV I.P. KOTLYAREVSKY NATIONAL UNIVERSITY OF ARTS



## 7. Ordering data.

Sending institution name	Submitted date	First name(s)	Family name
--------------------------	----------------	---------------	-------------

Click on column names to order data after your preferences.

**Reminder:** you will get in your tables only data of the fields previously ticked while setting up the respective sections in your application forms.

Do not forget to press the “apply changes” button!

Choose the columns that you want to see in the table.

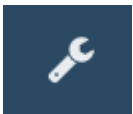
Apply changes


My columns

- ▶ Application: Metadata 3
- ▶ Application: Offers 2
- ▶ Application: Profile 3
- ▶ Application: Contact 1
- ▶ Application: References
- ▶ Application: Documents






Apply changes

## 8. Sharing tables.

 Use the white wrench

Save 

You can share the table with your administrators or reviewers in a pdf or in a excel table

-  Rename
-  Sharing
-  Print
-  Excel
-  Delete

You will get the next message:

## Sharing

Who should have access this sheet?

- All administrators can access this sheet
- Only the author and the administrators that you choose

Export the table with the “Application” links to Excel.

The reviewers can have a temporary access to the applications through the “Application” links.

Please note that if you change something in the original table, the links in the Excel version will not work anymore.

	Application	Status	Offer type	Sending institution name
1	#6455	Submitted	IN: Accepted	UKRAINIAN TCHAIKOVSKY NATIONAL ACADEMY OF MUSIC IN KIEV
2	#6458	Resubmitted	IN: Accepted	UKRAINIAN TCHAIKOVSKY NATIONAL ACADEMY OF MUSIC IN KIEV

N.B: Links will work only if you export your table in the most recent Excel format (.xlsx). if a recipient of the table uses a mac, it could be necessary to copy the table into an email.

### Conditions for the applications' links included in the exported tables to work:

- The Table must still exist (Table can be deleted)
- The application must still be on the Table within DreamApply (if filters have been changed, the applicant might no longer be included in the Table) - This can also happen if the application itself has changed in a way that it does not fall into the results of table's filter anymore (considering filters were not altered).
- The link share token of the "table" must exist (link share tokens can be destroyed)
- Application is deleted (not closed!) by data protection -> data purge option
- Applicant is deleted
- The share token of the table is expired or invalidated (the share token is deleted)
- If the administrator who issued the share link, does not have access to the table anymore

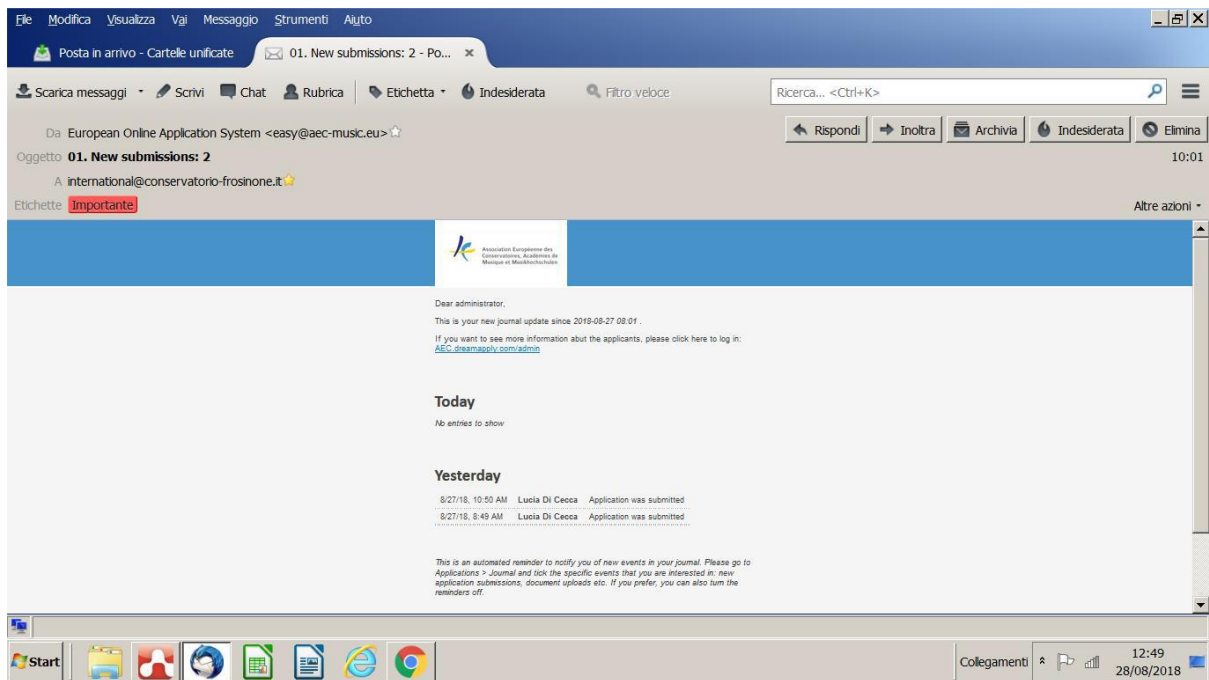
Applications' links will not work if:

- The application's term is expired
- The application is closed (status=closed)

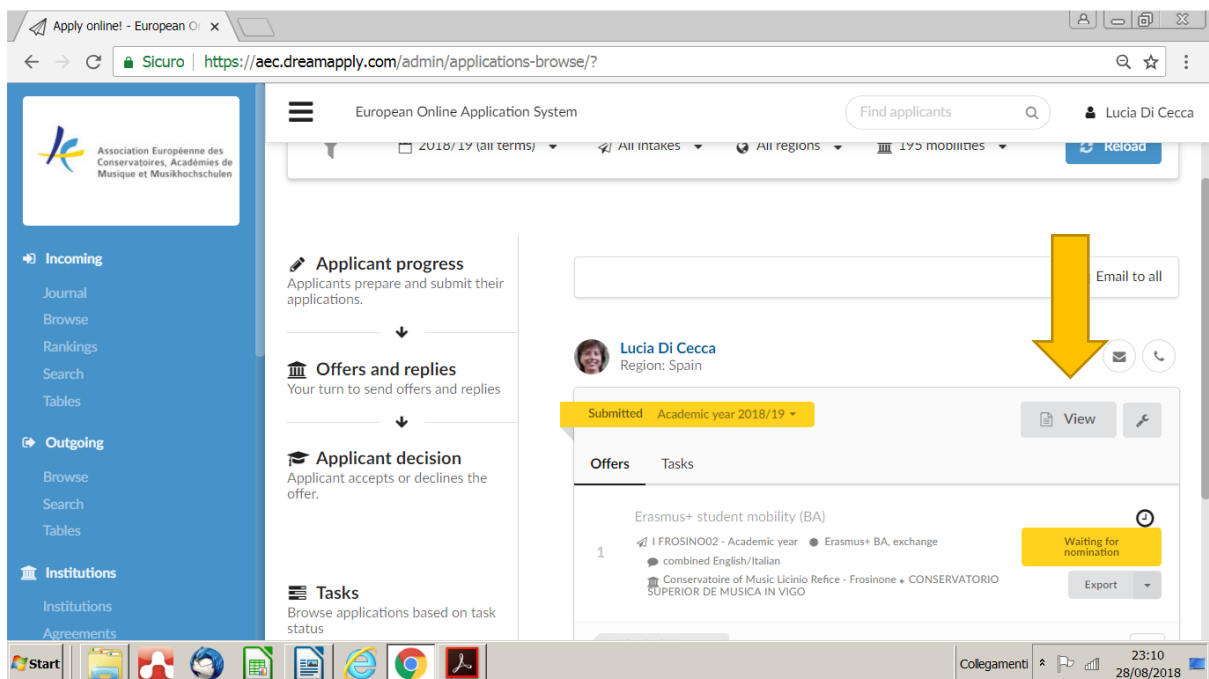
# MANAGEMENT OF APPLICATIONS

## Incoming Applications

1. Once the application is submitted, the destination institution receives a message.



On EASY platform all applications can be viewed by clicking the button “View”.



## 2. Incoming applications can be printed, transformed into a pdf file or shared.

The screenshot shows the 'European Online Application System' interface. The left sidebar contains navigation options: Incoming (Journal, Browse, Rankings, Search, Tables), Outgoing (Browse, Search, Tables), and Institutions (Institutions, Agreements). A yellow arrow points to the 'Print' option in the 'Documents' menu. The main content area displays 'Study plans' for 'Erasmus+ student mobility (BA) Conservatoire of Music Licinio Refice - Frosinone' at 'CONSERVATORIO SUPERIOR DE MUSICA IN VIGO'. The study plan includes 'piano' for 10.0 ECTS, with a total of 10 ECTS. Below this is the 'Profile' section with 'Personal information': Given name(s) Lucia, Date of birth 19 October 1958, Family name(s) Di Cecca, and Country of birth Italy. The browser address bar shows 'https://aec.dreamapply.com/application/view/id/13633' and the system clock shows 23:22 on 28/08/2018.

### Share this application


or [get a shareable link](#)

If you want to share a read-only view of the 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. You can also get a sharable link and put it in a separate email.

All intakes All regions 195 mobilities Reload

---

Email to all


**Lucia Di Cecca**  
 Region: Spain

Submitted Academic year 2018/19

lucydicecca@hotmail.com  
Send email

**Offers** **Tasks**

Erasmus+ student mobility (BA)

1 1 FROSINO02 - Academic year Erasmus+ BA, exchange

combined English/Italian

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

Waiting for nomination

Export

Classical Piano by Lucia Di Cecca 2 days ago

Type to add a flag..

It is possible to send emails or to call applicants via EASY



### 3. You can place the application under a different academic term.

European Online Application System

**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

Region: Spain

Submitted Academic year 2018/19

Place this application under a different academic term:

- 2019/20
  - Fall semester 2019/20
  - Spring semester 2019/20
  - Academic year 2019/20
- 2018/19
  - Fall semester 2018/19
  - Spring semester 2018/19
  - Academic year 2018/19

4. If you flag the application, you can later find it by clicking the button “Flags” on the left menu.

The screenshot shows the 'European Online Application System' interface. On the left, a menu contains 'Offers and replies', 'Applicant decision', 'Tasks', and 'Flags'. A blue arrow points to the 'Flags' option. The main area displays a submitted application for 'Erasmus+ student mobility (BA)' with a 'Waiting for nomination' status. A yellow arrow points to the 'Classical Piano' instrument listed under the application.

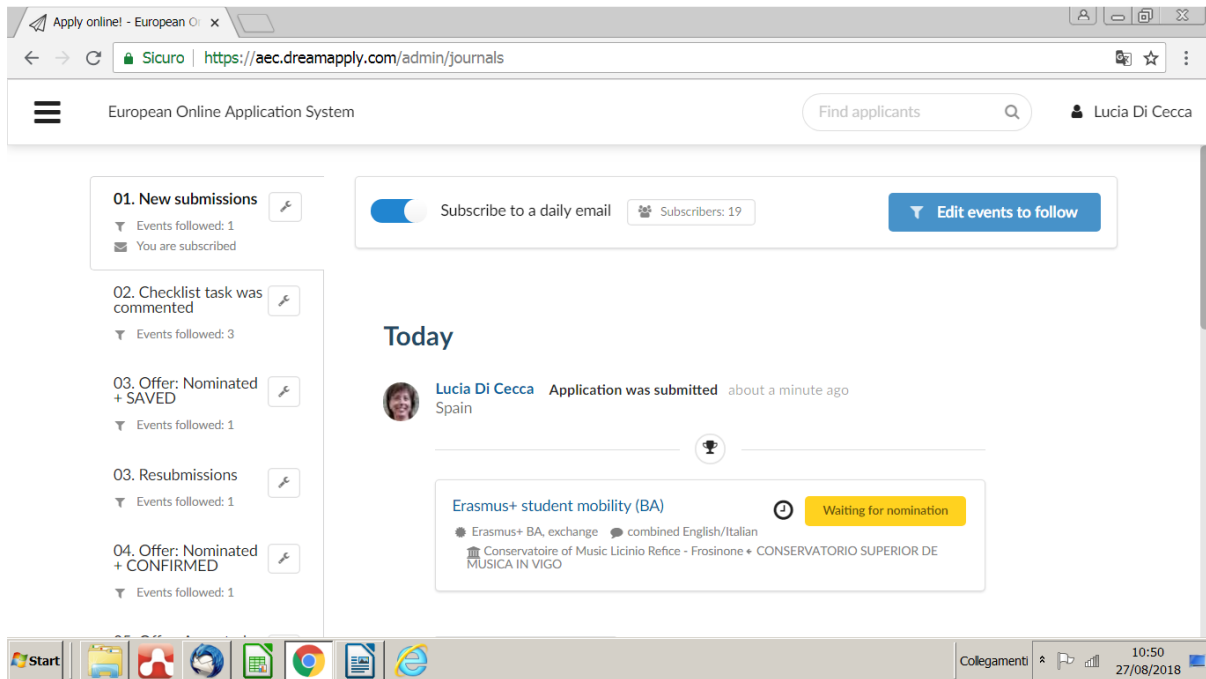
To flag your application with the instrument of the applicant, please use the official names of instruments that you will find in the left menu of EASY, it is called “OFFICIAL NAMES of Instruments and Main Field of Study”. You can find the list also in Appendix I of this manual.

The screenshot shows a blue menu with the following items: 'Deadlines EASY Internal Institutions', 'OFFICIAL NAMES of Instruments and Main Field of Study' (circled in red), and 'Privacy Policy (GDPR)'.

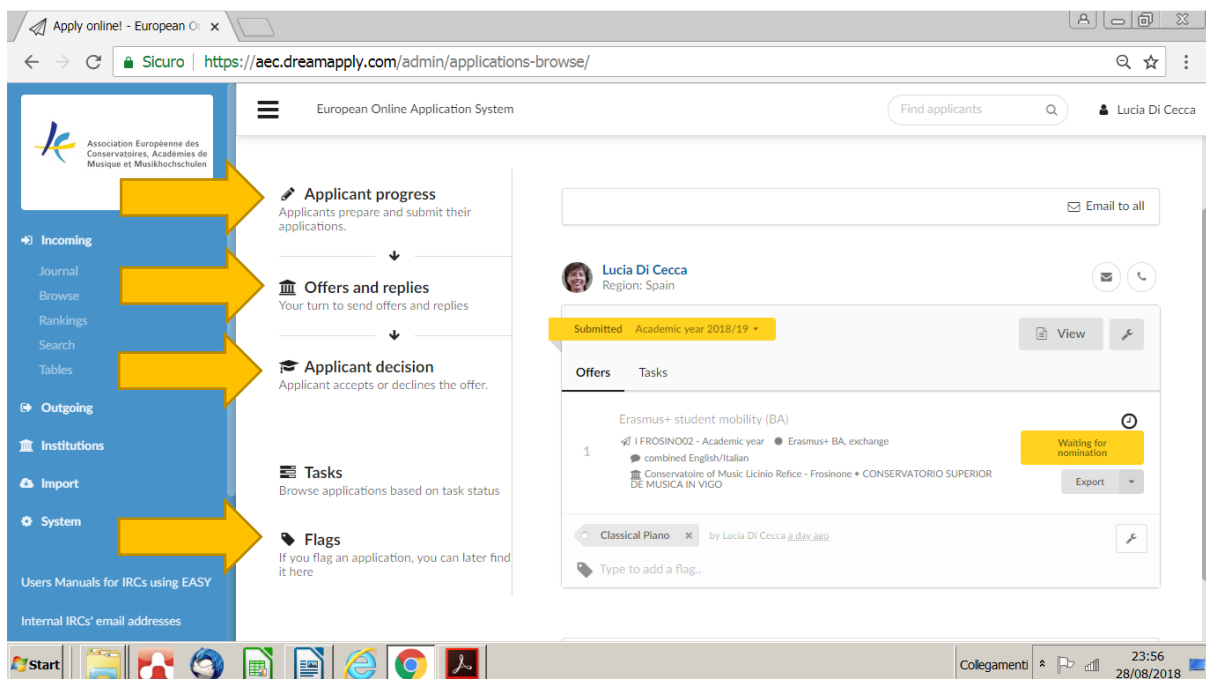
You can use different filters. Filtration options will persist across pages.

The screenshot shows the EASY system interface with filter options at the top: '2018/19 (all terms)', 'All intakes', 'All regions', and '195 mobilities'. A yellow arrow points to these filters. Below, the 'Applicant progress' section is visible, and a list of applications is shown, including one for 'Lucia Di Cecca' with a 'Submitted' status.

- In “Journal” you can find all types of applications. In order to receive a daily notification mail, it is important to click the button “Subscribe to a daily email”.



- By clicking on the button “Browse” in the category of “Incoming applications”, you will see the applicant progress, offers and replies, as well as applicant decisions and flags.



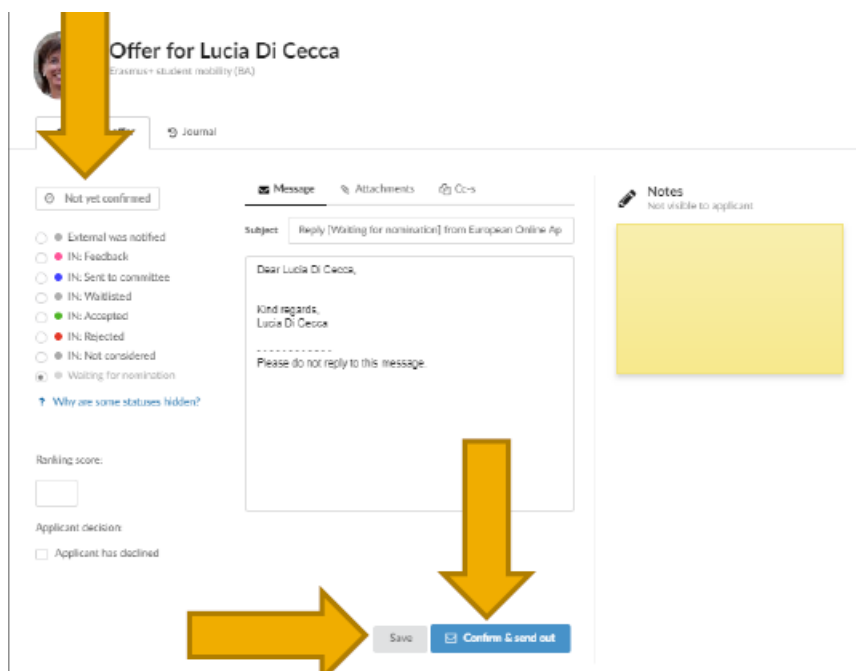
“Applicant progress” button will help you to understand how many applicants are preparing and submitting their applications at that point of time.

The screenshot shows the 'European Online Application System' interface. On the left, a sidebar titled 'Applicant progress' lists various application statuses with corresponding counts: Not applied yet (0), Blank (2), Prepare (-), Inactive (3), Blocked (-), Submitted (5), Reopened (-), Resubmitted (3), and Closed (2). A large yellow arrow points to the 'Submitted' status. The main content area shows a profile for 'Lucia Di Cecca' (Region: Spain) with a 'Submitted' status for the 'Academic year 2018/19'. Below this, there are sections for 'Offers' and 'Tasks'. An offer is listed for 'Erasmus+ student mobility (BA)' with details: '1 | FROSINO02 - Academic year | Erasmus+ BA, exchange | combined English/Italian | Conservatoire of Music Licinio Refice - Frosinone + CONSERVATORIO SUPERIOR DE MUSICA IN VIGO'. A yellow box next to the offer indicates 'Waiting for nomination'. There is also a task for 'Classical Piano' by Lucia Di Cecca.

“Offers and replies” shows applications’ status. Here, you can send your replies and offers to applicants. If you click on the yellow box on the right side of the page, you will be able to change the status of the applicant. Every time the status of the application is changed, the box changes its colour, according to the chosen status. When the applicant status is changed, the application ends up in a new “drawer”

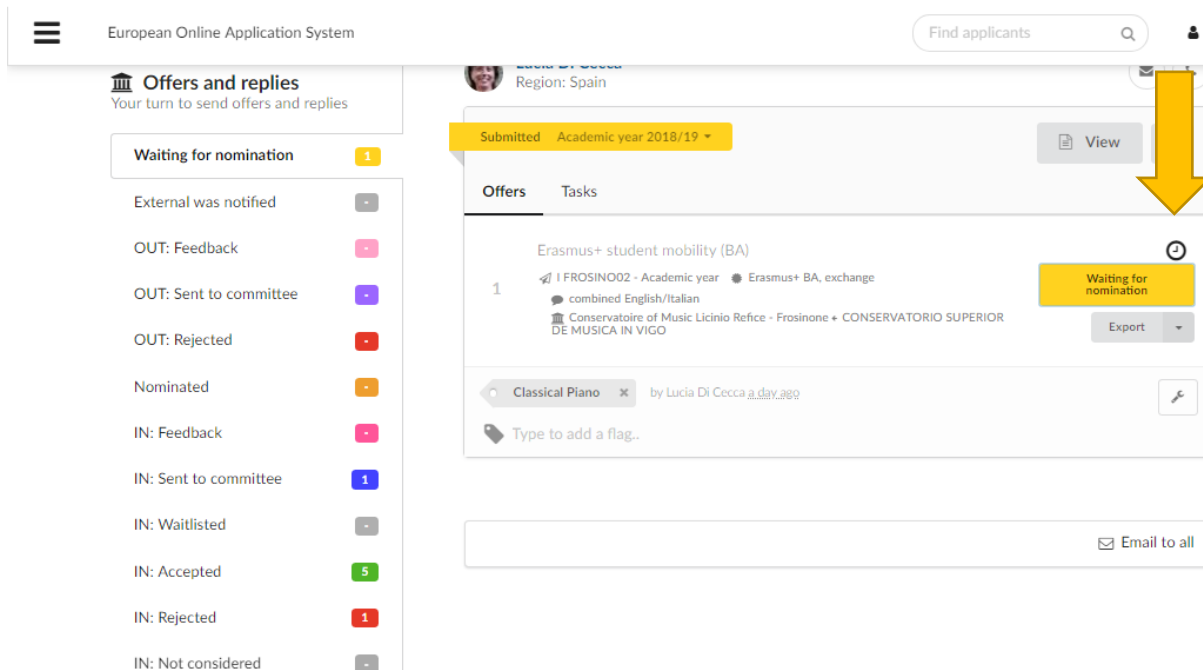
The screenshot shows the 'European Online Application System' interface. On the left, a sidebar titled 'Offers and replies' lists various application statuses with corresponding counts: Waiting for nomination (1), External was notified (-), OUT: Feedback (-), OUT: Sent to committee (-), OUT: Rejected (-), Nominated (-), IN: Feedback (-), IN: Sent to committee (1), IN: Waitlisted (-), IN: Accepted (5), IN: Rejected (1), and IN: Not considered (-). A large yellow arrow points to the 'Waiting for nomination' status. The main content area shows a profile for 'Lucia Di Cecca' (Region: Spain) with a 'Submitted' status for the 'Academic year 2018/19'. Below this, there are sections for 'Offers' and 'Tasks'. An offer is listed for 'Erasmus+ student mobility (BA)' with details: '1 | FROSINO02 - Academic year | Erasmus+ BA, exchange | combined English/Italian | Conservatoire of Music Licinio Refice - Frosinone + CONSERVATORIO SUPERIOR DE MUSICA IN VIGO'. A yellow box next to the offer indicates 'Waiting for nomination'. There is also a task for 'Classical Piano' by Lucia Di Cecca.





On this page it is possible to change the status of the applicant according to the situation. Students then can be notified about the change of his or her status.

**N. B.** If you see the symbol “clock” near the box “Waiting for nomination”, it means that you did not click on the button “Confirm and send out”, thus not notifying a student about the status change. This is why, it is very important not just to click on the button “Save”, but also the button “Confirm and send out”.



You can send the offer letter to the applicant through the EASY system, as well as adding some documents (“attachments”). You get there by clicking on the coloured status button. By clicking the button “Cc-s” and choosing the relevant email addresses, you can send a copy of the offer letter to other people.

It is recommended to put the home institution coordinator in copy to your communication to the student.

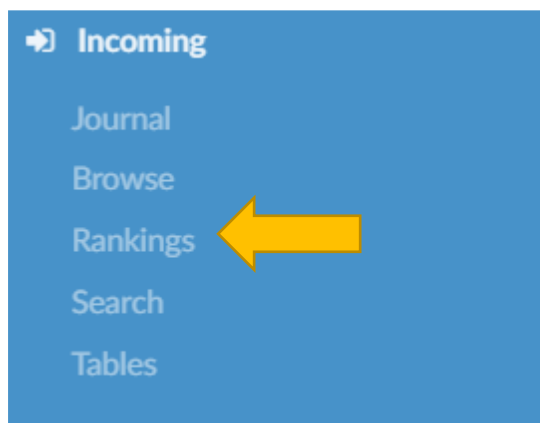
The screenshot shows an email interface for an offer titled "Offer for Lucia Di Cecca" under the category "Erasmus+ student mobility (BA)". The interface includes a profile picture of a woman, a "Send out offer" button, and a "Journal" tab. Three yellow arrows point to the "Message", "Attachments", and "Cc-s" sections. The subject line is "Reply [IN: Accepted] from European Online Applicati". The email body contains the text: "Dear Lucia Di Cecca, Congratulations! Your application has been Accepted for Erasmus+ student mobility (BA) in Conservatoire of Music Licinio Refice - Frosinone." On the left, there is a "Not yet confirmed" status and a list of radio buttons for selection: "External was notified", "IN: Feedback", "IN: Sent to committee", "IN: Waitlisted", "IN: Accepted" (which is selected), and "IN: Rejected".

## 7. EASY gives you an opportunity to open and to print the Learning Agreement.

The screenshot shows the EASY interface for Lucia Di Cecca. The top navigation bar includes the system name, a search bar, and the user's name. The left sidebar contains navigation options: "Offers and replies", "Applicant decision", "Tasks", and "Flags". The main content area displays the user's profile and a list of offers. A yellow arrow points to the "Export" button in the offer details section. A tooltip for the "Export" button shows a search bar and the option "EA: Learning Agreement (dream-agreement.eu)".

**N.B.:** The Learning Agreement export should be done by the receiving coordinator.

8. In “Rankings” of the Incoming Applications you can get a quick glance of the number of offers you have in each status.



Show graphs   
  Show as a table   
  Download to Excel

Here you can get a quick glance of the number of offers you have in each status. Left of the vertical line you can see statuses that are either still pending or have been eliminated entirely. The right side of the graph, however, represents the number of offers that are "positive" and hence count towards filling the quota. You can click on the "Ranking" button to quickly set a quota.

Name	Agreement, partner		
Erasmus+ student mobility (BA)	Conservatoire of Music Licinio Refice - Frosinone	Uludag University	Ranking
Erasmus+ student mobility (BA)	Conservatoire of Music Licinio Refice - Frosinone	Selcuk University	Ranking

You can also see, compose and download tables with applicants and their statuses, offer types, as well as course names. To know more about Tables please see the relevant section of this manual.

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

- ➔ Incoming
  - Journal
  - Browse
  - Rankings
  - Search
  - Tables
- ➔ Outgoing
  - Browse
  - Search

European Online Application System    Find applicants    Lucia Di Cecca

2018-19    2017-18new    + New sheet

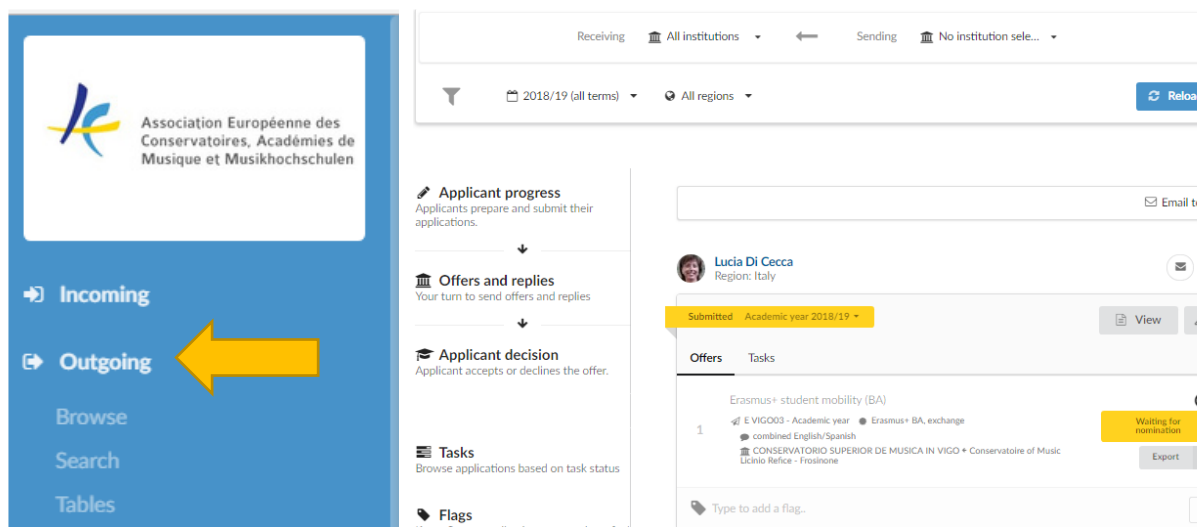
2017/18 (all terms)    All intakes    All regions    193 mobilities

Application status    Offer status    Offer decision    Save   

	Applicant	Application	Status	Offer type	Offer type (confirmed)	Offer course name	Off
1	#4813	#5449	Submitted	IN: Accepted	IN: Accepted	Erasmus+ student mobility (BA)	021
2	#4817	#5453	Submitted	IN: Rejected	IN: Rejected	Erasmus+ student mobility (BA)	021

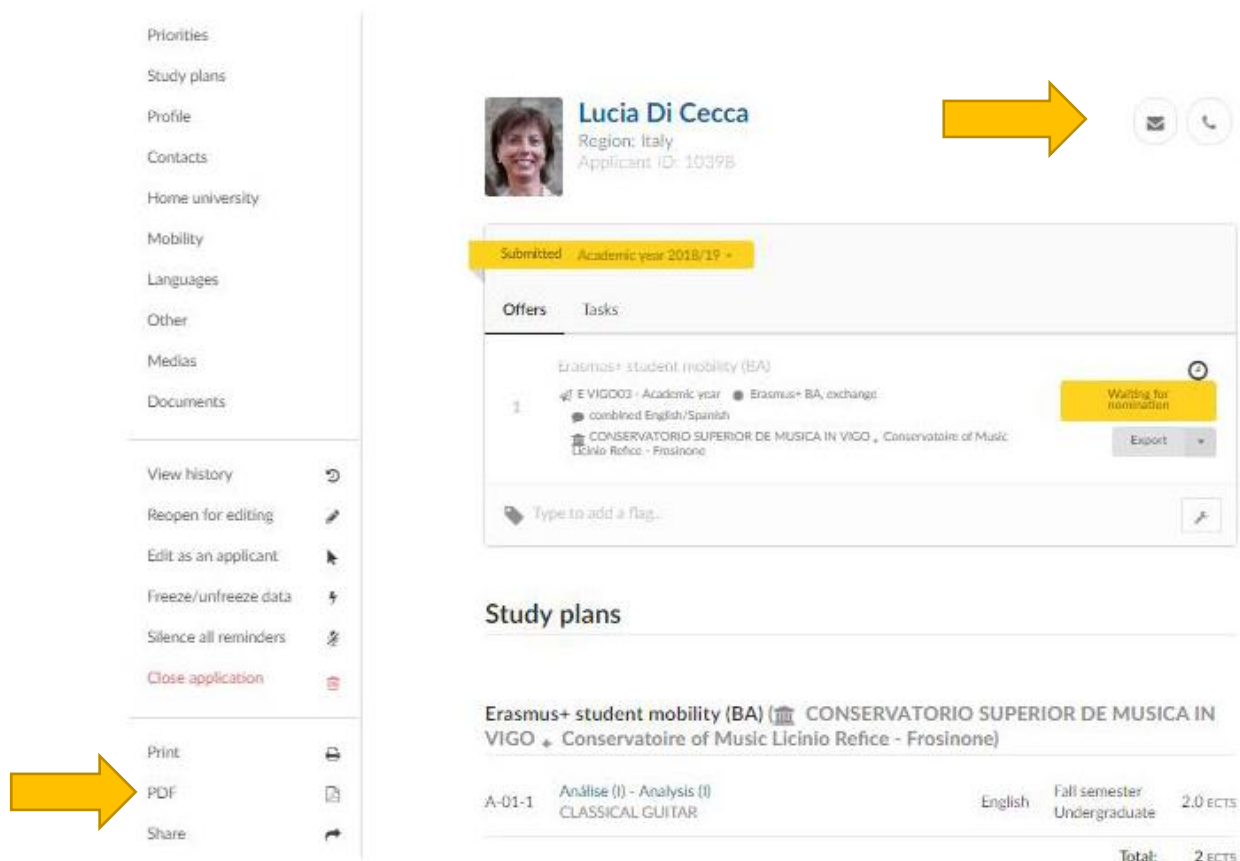
## Outgoing applications

1. All the outgoing applications of students can be found by clicking on the button “Browse” in the category “Outgoing”.



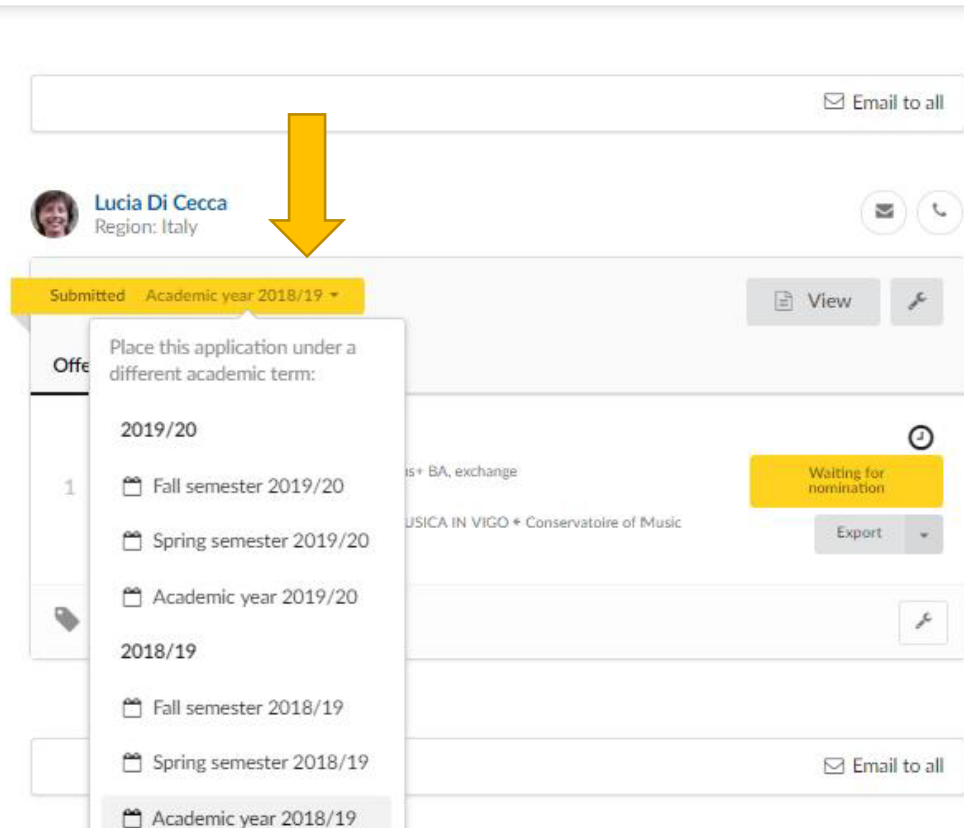
The screenshot shows the EASY system interface. On the left, a blue sidebar contains the logo of the 'Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen' and a menu with options: 'Incoming', 'Outgoing' (highlighted with a yellow arrow), 'Browse', 'Search', and 'Tables'. The main content area shows a navigation bar with 'Receiving' and 'Sending' tabs, and filters for 'All institutions' and 'No institution sele...'. Below this, there are sections for 'Applicant progress', 'Offers and replies', 'Applicant decision', 'Tasks', and 'Flags'. On the right, a profile for 'Lucia Di Cecca' (Region: Italy) is shown with a 'Submitted' status for the academic year 2018/19. A table of offers is displayed, including 'Erasmus+ student mobility (BA)' and 'E VIG003 - Academic year' with a 'Waiting for nomination' status and an 'Export' button.

2. They can be printed, transformed into a pdf file or shared. Applicants could be contacted via email or telephone number through the EASY system.

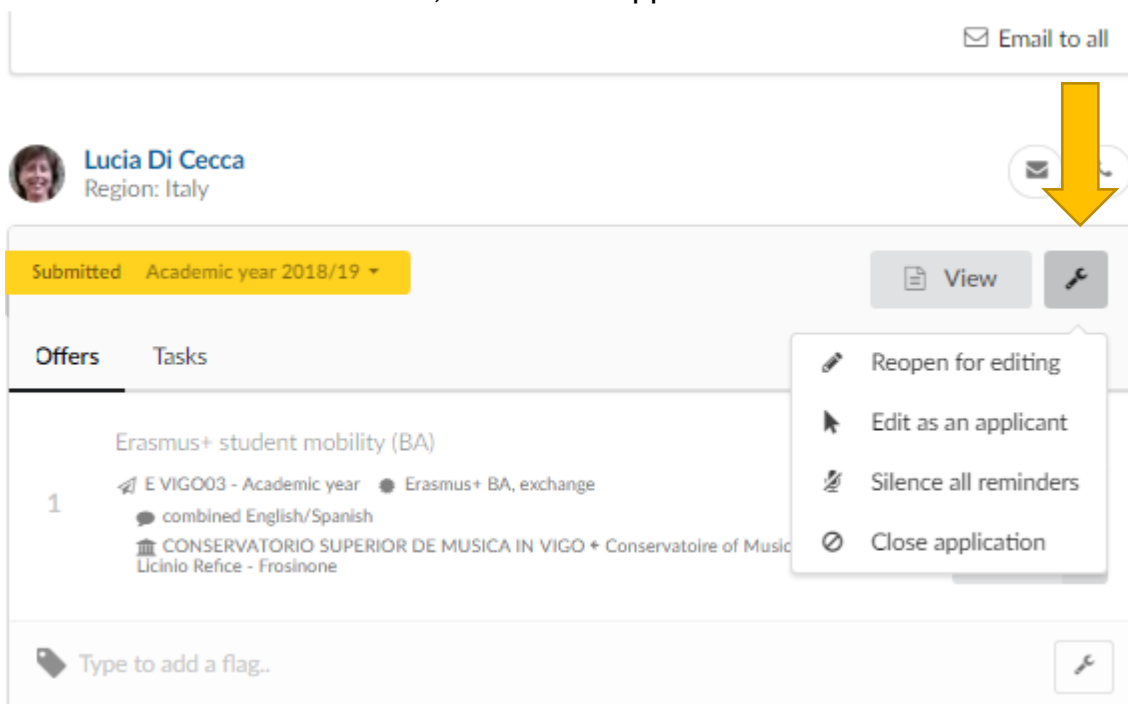


The screenshot shows the EASY system interface with a sidebar on the left containing various options: 'Priorities', 'Study plans', 'Profile', 'Contacts', 'Home university', 'Mobility', 'Languages', 'Other', 'Medias', 'Documents', 'View history', 'Reopen for editing', 'Edit as an applicant', 'Freeze/unfreeze data', 'Silence all reminders', 'Close application', 'Print', 'PDF', and 'Share'. A yellow arrow points to the 'Print' option. The main content area shows the profile of 'Lucia Di Cecca' (Region: Italy, Applicant ID: 10398) with contact icons for email and phone. Below this, a table of offers is shown, including 'Erasmus+ student mobility (BA)' and 'E VIG003 - Academic year' with a 'Waiting for nomination' status and an 'Export' button. The 'Study plans' section is visible, listing 'Erasmus+ student mobility (BA)' and 'CONSERVATORIO SUPERIOR DE MUSICA IN VIGO - Conservatoire of Music Licinio Refice - Frosinone'. A table of courses is shown below, including 'A-01-1 Análise (I) - Analysis (I) CLASSICAL GUITAR' with 'English' as the language, 'Fall semester Undergraduate' as the level, and '2.0 ECTS' as the credit value. The total credit value is 'Total: 2 ECTS'.

3. You can place the application under a different academic term.



4. By clicking on the black wrench, you can see a little menu where you will find the following categories: “reopen for editing”, “edit as an applicant”, “silence all reminders”, and “close application”.



5. You can add a flag to the application in order to later find it in the “Flags” category.

The screenshot shows a sidebar menu on the left with the following items:
 

- 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 in the “Flags” category.

 A yellow arrow points from the 'Flags' menu item to a main application card. The card is for **Lucia Di Cecca** (Region: Italy) and shows a submitted application for the academic year 2018/19. The application details include:
 

- Erasmus+ student mobility (BA)**
- 1** E VIGO03 - Academic year • Erasmus+ BA, exchange
- combined English/Spanish
- CONSERVATORIO SUPERIOR DE MUSICA IN VIGO • Conservatoire of Music Licinio Refice - Frosinone
- Status: **Waiting for nomination** (yellow box)
- Action: **Export** (dropdown)

 At the bottom of the card, there is a field labeled "Type to add a flag.." with a flag icon and a search icon.

Please use the official instrument names that you will find at the bottom of the left menu and in Appendix I of this manual.

The screenshot shows a blue sidebar menu with the following items:
 

- Deadlines EASY Internal Institutions
- OFFICIAL NAMES of Instruments and Main Field of Study** (circled in red)
- Privacy Policy (GDPR)

6. Filters related to academic terms and receiving institutions can be used for “outgoing applications”.

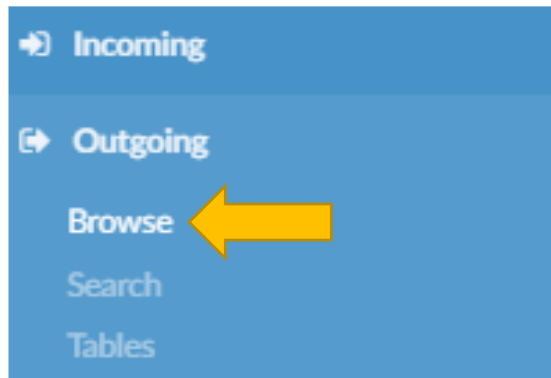
The screenshot shows the application filter interface. At the top, there are two tabs: **Receiving** (selected) and **Sending**. Under **Receiving**, there is a dropdown menu set to **All institutions**. Under **Sending**, there is a dropdown menu set to **No institution sele...**. Below these, there is a search bar labeled "Search institutions...". On the left, there is a filter for the academic year: **2018/19 (all terms)**. Below the search bar, there is a list of institutions under the heading **All institutions**:
 


- Conservatoire of Music Licinio Refice - Frosinone
- "George Enescu" National University of Arts from Iasi
- Braunschweig University of Art
- Aalborg University
- Academy of Arts In Banska Bystrica
- Academy of Arts, Architecture and Design (UMPRUM)
- Academy of Fine Arts in Prague
- Academy of Music "Charles Nizet" (Cluj-Napoca)

 On the left side of the interface, there is a sidebar menu with the following items:
 


- 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.

7. If you click on the button “Browse” in Outgoing applications, you can see applicants’ progress, offers and replies, as well as applicants’ decisions.




 **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.

 **Applicant progress**  
Applicants prepare and submit their applications.

Not applied yet

Blank 4

Prepare -

Inactive 9

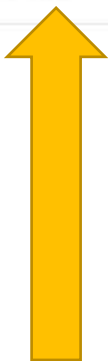
Blocked -


Submitted 11

Reopened -

Resubmitted 16

Closed 6



 **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

Send out offer

Journal

Not yet confirmed

Not yet confirmed

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

- 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?

? Why are some statuses hidden?

Outgoing offer window

Incoming offer window



## Offer for Lucia Di Cecca

Erasmus+ student mobility (BA)

Send out offer

Journal

Not yet confirmed

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

Message

Attachments

Cc-s

Subject

Reply [IN: Accepted] from European Online Applicati

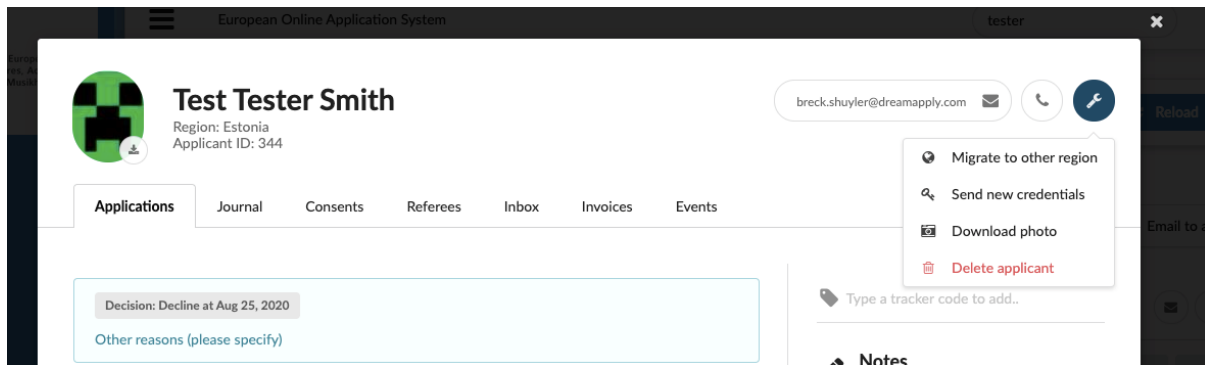
Dear Lucia Di Cecca,

Congratulations! Your application has been Accepted for Erasmus+ student mobility (BA) in Conservatoire of Music Licinio Refice - Frosinone.

- In the offer window the home institution can send messages to applicants, as well as to attach some documents and send copies of the letters to other email addresses.

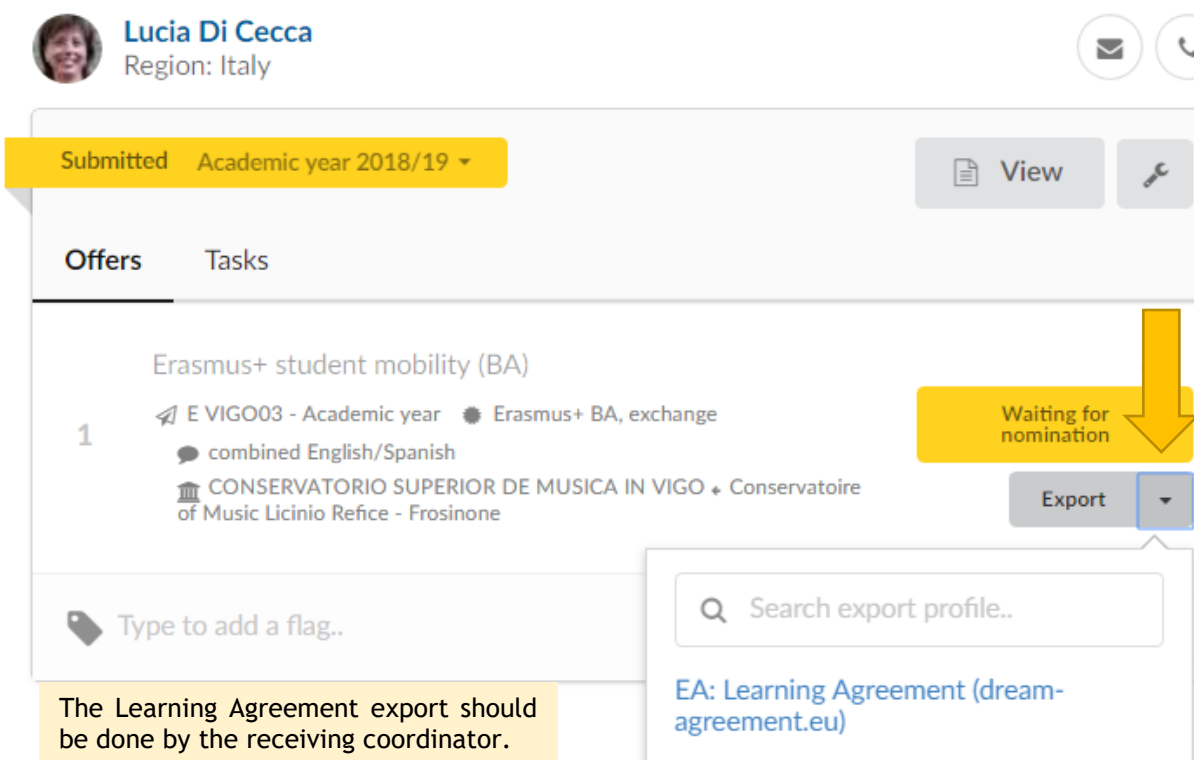


- If you click on the black wrench, you will see a little menu with the following buttons: “migrate to other region”, “send new credentials”, “download photo”, and “delete applicant”.

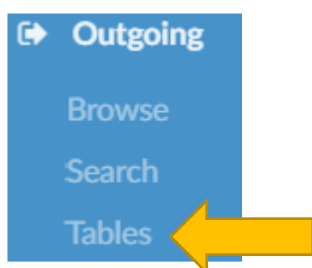
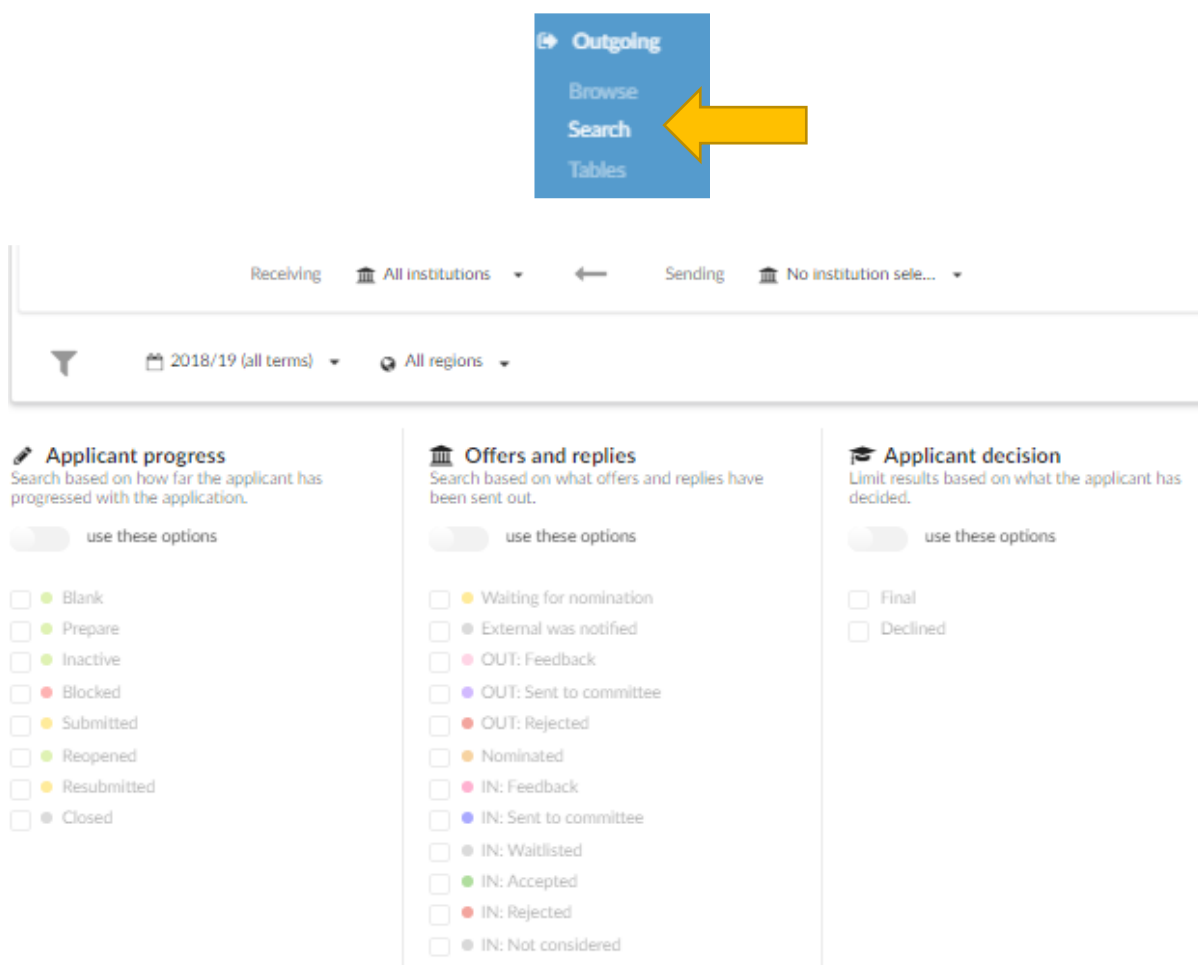


Please note that you can delete applicants but not applications! By deleting an applicant you delete all their applications

- EASY gives you an opportunity to open and to print the Learning Agreement.



11. The button “Search” allows you to find applications by choosing search options.



12. “Tables” give you an opportunity to see all the applications (their status, name of the programme, official name of the school/university, as well as submitted date and citizenship) in the form of a table that can be exported in the Excel and Pdf files and shared with others.

Receiving All institutions ← Sending Conservatoire of Music Licini...

📅 2018/19 (all terms) 🌐 All regions

Application status Offer status Offer decision ✓ Save 🔧

	Application	Status	Submitted date	Citizenship	Home: Official name of school / university	Home: Study programme name
1	#10761	Resubmitted	2018-03-07	IT Italy	Conservatorio di Musica Licinio Refice - Frosinone	bachelor in jazz music
2	#11517	Submitted	2018-04-23	IT Italy	Conservatoire of Music Licinio Refice - Frosinone	Percussion Instruments

13. In “Offers and replies” you can find different statuses of the applications, such as “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”, etc.

### 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 1
- IN: Waitlisted -
- IN: Accepted** **6**

- show all
- only confirmed
- only unconfirmed

The list of various statuses of the application in EASY System:

	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)
	Ingoing application: feedback
	Ingoing application: sent to committee (in case the applicant should be approved by the committee)
	Ingoing application: waitlisted (
	Ingoing application: accepted

## LETTERHEADS

A student has been accepted for an exchange period in your institution and you want to send out an Acceptance letter? The host institution asks for a Confirmation of Arrival or a Confirmation of Stay for their outgoing student?

In addition to managing incoming and outgoing applications, EASY allows you to generate various official documents directly in the system - and personalise them automatically as the applicant data can be taken directly from the application. This is done using the Letterheads tool found under the System menu. There you can edit or delete your existing letterheads and create new ones.

### 1. Create a Letterhead by clicking on “New Letterhead”.



This will be the name of the generated PDF file and used for organising the letterheads. It's recommended to choose a name allowing you to easily find the file when you need it (e.g. Acceptance letter and the name of your institution).

### 2. Customize your letterhead.

Besides editing the text size and spacing, you can customize the look of your documents.

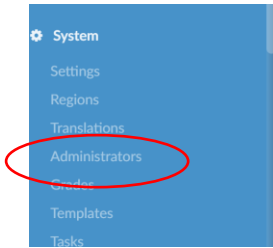
For that, tick **Custom image** under **Header/Footer style** and upload a file (e.g. your institution's logo and your signature).

Please note that If you upload directly the image of the **logo/s** of your institutions it will not work: they will appear deformed. To avoid this, you need to copy paste them in a Word file in the position you need them to be (i.e. footer), then you take a **snapshot of the whole footer** (or the header, where the logos are) so that you get the entire section as an image with the logos placed in the good place. You can then use this image in the Letterhead to put your logo/s in your letter templates

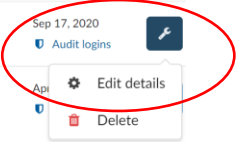
Please see the example below:



Please note that if you want to **add your signature** (with or without stamp) to a template you need to upload it as an image in your Administrator profile (section Administrators - click on your name - edit details - upload file under your signature)



Admin	Name, email	Role	Validity period	Last login
lauri.elevant.dreamapply	Lauri Elevant (DreamApply) lauri.elevant@dreamapply.com	Superuser (all permissions)	! Unlimited	Jul 2, 2020 Audit logins
sara.primiterra	Sara Primiterra events@aec-music.eu	Superuser (all permissions) Content administrator	! Unlimited	Sep 17, 2020 Audit logins
sara.primiterra.admissions	Sara Primiterra events@aec-music.eu	EASY Admissions administrator	! Unlimited	Aug 17, 2020 Audit logins



✓ Save changes

Account

Personal details

Limitations

Permissions

administrator prints out any documents or sends o appropriate.

Phone number

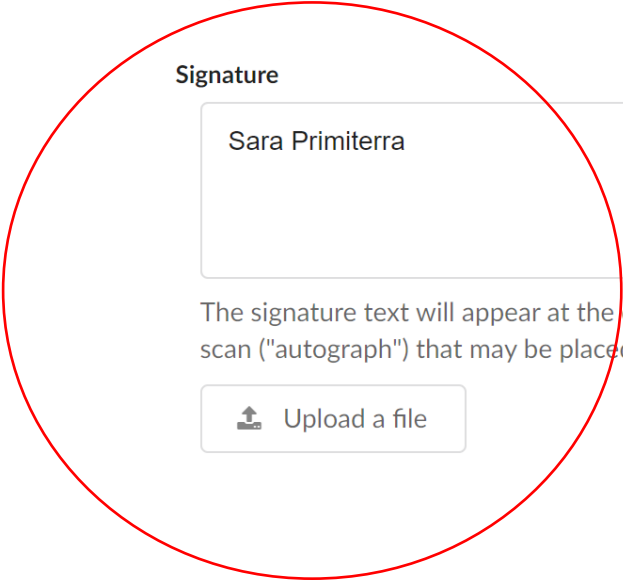
The phone number may be used for receiving SMS

Function

This field can be used to specify the job title of the regards to admissions.

Signature

The signature text will appear at the end of the off scan ("autograph") that may be placed at the botto



### 3. Edit the content of the letterhead.

Click on **Content template**

1. Insert the relevant text

2. Locate the case-specific data, e.g. applicant name, study period, dates etc.

3. You can replace the case-specific data with content markers

Content markers are elements that allow you to personalise the letters by using applicant and programme data that is already in the system.

A list of Content markers can be found [HERE](#)

Remember that a content marker works only if the resource for that marker (related question) exists **in your application form**. Make sure to use the right content markers without any typos - otherwise you will get a lot of odd text marked with “%” symbols instead of the info you wanted to bring out! Don't forget to click **Save and preview** to save the changes!

### 4. Format your letterhead.

The letterhead templates are designed using a mark-up language called Textile. Clicking on Content template, you will see examples of basic formatting, e.g. alignment, italic, bold, links, lists etc.

When you have finished editing, click on **Preview** or **Preview in PDF** to see the outcome. Remember to click **Save and preview** to save the changes!

Find out more about formatting options [HERE](#)

## 5. Generate the Letterhead.

1. Find the applicant.

2. Click on the coloured button depicting the current offer status.

3. To generate a letterhead, go to **Attachments**

4. You will see the list of potential letterheads. Choose the letterhead you wish to generate and click on **Generate**

5. A pop-up window will open with the letterhead text. You can now check if all content markers are displayed correctly. You can also make changes in the letterhead if necessary. If everything is correct, click **Save and generate**

6. If you wish to send the letterhead to the student with the offer message, make sure there is a tick in front of the letterhead

## Useful Templates

Please find in Appendix 4 some **Letterhead templates** to confirm the Arrival and the Acceptance the student, and the Visa letter.

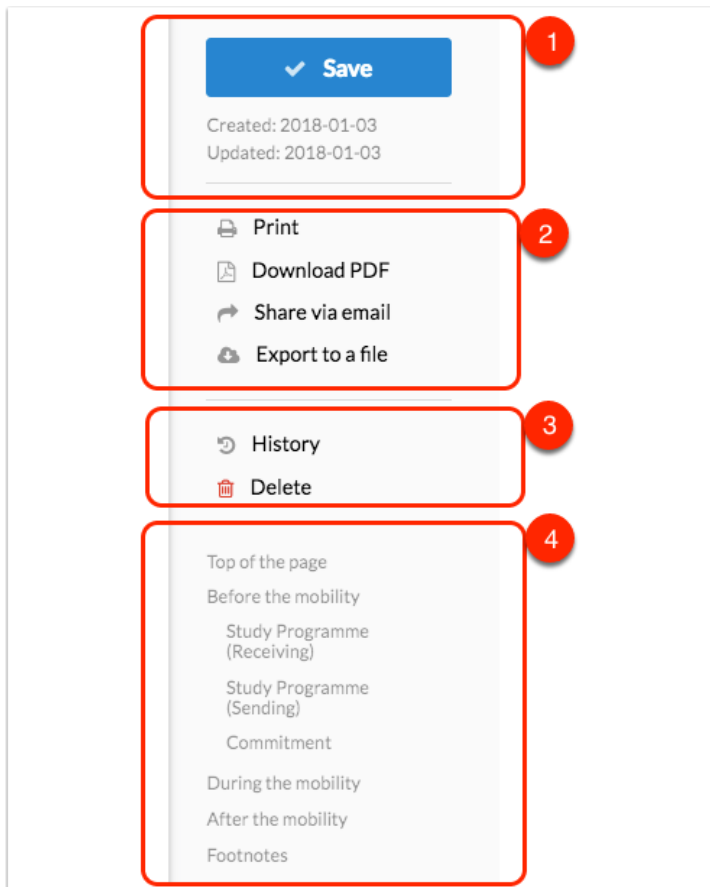
# LEARNING AGREEMENT

EASY gives you the opportunity to produce the Learning Agreement. N.B: in order to assure the good functioning of the Learning Agreement by Dreamapply in connection with EASY, please make sure you access the LA from EASY and not from a Gmail account. To find the exported Learning Agreement you should enter the application in EASY and go on Exports. There you find a link to the exported Learning Agreement (LA)

## Coordinator tutorial for dream-agreement.eu

### Parts of the system


On the right-hand side, you will see a menu like the one shown below. You can view when the agreement was originally created and when it was last modified and Save your changes when needed (1). From this menu you have the option of Printing your agreement, downloading it as a PDF file, sharing the agreement with another coordinator (this also allows for an additional signature from a second coordinator to be added to the agreement) or exporting to a .json file (2), viewing the history of modifications or deleting the agreement (3). You can also use it to navigate through the agreement (4).






## General information



In the section at top of the page, the information of the partner institutions and students should be filled in and the contact person information (Coordinators) for each institution should be entered, this will allow notifications to be sent out to each of the interested parties.


 Please fill in the details of your mobility and add your signature. Then you should notify the sending and receiving coordinators, so that they can sign the agreement as well. Below is an editable preview of the document to be generated, in line with the [template](#). See [disclaimer](#).







### Learning Agreement Student Mobility for Studies

Higher Education:  
Learning Agreement form:  
Academic Year 2018/2019 -

Programme	
Study cycle 	Field of education 

Student					
Last name(s)	First name(s)	Date of birth	Nationality 	Sex	Email
		YYYY-MM-DD			_____@gmail.co m

Sending institution					
Name	Faculty/Department	Erasmus code 	Address	Country	Contact person 

Receiving institution					
Name	Faculty/Department	Erasmus code 	Address	Country	Contact person 

## Before the mobility




In this section, you can review the courses a student wishes to participate in at the “Receiving institution” and the courses that would be recognised at the “Sending institution”.

### Before the mobility


**Study Programme at the Receiving Institution**

Start and end dates of the study period:  →

Table A Before the mobility

Component code 	Component title at the Receiving Institution <small>(as indicated in the course catalogue </small> )	Semester <small>(e.g. autumn/spring; term)</small>	ECTS credits <small>(or equivalent </small> )
<a href="#">+ Add a new row</a>			
Total number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion: <input type="text" value="0"/>			




Web link to the course catalogue at the Receiving Institution describing the learning outcomes:

The level of language competence in indicate here the main language of instruction \* that the student already has or agrees to acquire by the start of the study period is: 

A1  A2  B1  B2  C1  C2  Native speaker

**Recognition at the Sending Institution**

Table B Before the mobility

Component code 	Component title at the Sending Institution <small>(as indicated in the course catalogue </small> )	Semester <small>(e.g. autumn/spring; term)</small>	ECTS credits <small>(or equivalent </small> )
<a href="#">+ Add a new row</a> <a href="#">Copy all from Table A</a>			
Total number of ECTS credits (or equivalent) to be awarded by the Sending Institution upon successful completion: <input type="text" value="0"/>			

Provisions applying if the student does not complete successfully some educational components:



## Commitment

Once you have reviewed and are ready to sign the agreement, go to this section and add your signature. In this section you have three options that make it convenient to sign the agreement:


1. Sign using a touchscreen
2. Sign from your mobile device by scanning the QR code displayed when you select this option.
3. Upload your signature from a file.


### Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name, email, position	Date	Signature
Student			
Responsible person  at the Sending Institution			
Responsible person  at the Receiving Institution			


If all parties do not accept an electronic signature, you can also print out the agreement (or save as a PDF file) in order to sign it traditionally.


 **Add my signature**


 **Save**

Created: 2018-01-03  
Updated: 2018-01-03


---


 **Print**

 **Download PDF**

 **Export to a file**

---

 **History**

 **Delete**

---

Top of the page

Before the mobility

- Study Programme (Receiving)
- Study Programme (Sending)
- Commitment

During the mobility

After the mobility

Footnotes

## 1. Sign using a touchscreen

### Add my signature

Student

Name  Email  Position

To sign the agreement, make sure the data above is correct and draw your signature on the pad below. This works best on a tablet like an iPad. If you are on a desktop computer, you can use your smartphone to draw the signature.

Sign on a touchscreen    Sign with your mobile phone    Use a scanned signature

✖ Clear

## 2. Sign from your mobile device by scanning the QR code displayed when you select this option.


### Add my signature

Student

Name  Email  Position

To sign the agreement, make sure the data above is correct and draw your signature on the pad below. This works best on a tablet like an iPad. If you are on a desktop computer, you can use your smartphone to draw the signature.

Sign on a touchscreen    Sign with your mobile phone    Use a scanned signature



Scan the QR code on the left with your smartphone. It will open a page in your mobile phone browser where you can draw the signature with your finger. If you do not have a QR code reader on your phone, search for "qrcode" in the appstore.

The signature will appear below for you to confirm.

Waiting for signature 04:53

### 3. Upload your signature from a file.

#### Add my signature


Student

Name  Email  Position

To sign the agreement, make sure the data above is correct and draw your signature on the pad below. This works best on a tablet like an iPad. If you are on a desktop computer, you can use your smartphone to draw the signature.

Sign on a touchscreen    Sign with your mobile phone    Use a scanned signature

You can upload your scanned signature in JPEG format and then use it for creating signatures. You may also include a stamp, if needed.



Remember to click on “Add my signature” once you are satisfied with the signature.

#### Add my signature

Student

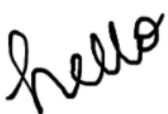
Name  Email  Position


To sign the agreement, make sure the data above is correct and draw your signature on the pad below. This works best on a tablet like an iPad. If you are on a desktop computer, you can use your smartphone to draw the signature.

Sign on a touchscreen    Sign with your mobile phone    Use a scanned signature

Scan the QR code on the left with your smartphone. It will open a page in your mobile phone browser where you can draw the signature with your finger. If you do not have a QR code reader on your phone, search for “qrcode” in the appstore.



The signature will appear below for you to confirm.





## Signature and revisions

You will view your current signature on the top, the account from which the signature was made. If the signature corresponds to past revisions you will see a message on the bottom of the field and you can click on See changes since then, to review the modifications since you last signed the agreement.

Commitment	Name, email, position	Date	Signature
Coordinator	 @gmail.com Coordinator	2018-01-03	 <small>! This signature is for a past revision. See changes since then</small>

## During the mobility







In this section it is possible to enter the changes made to the study plan that occurred during the mobility.

### During the mobility

#### Exceptional changes to Table A

To be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution




Table A2 During the mobility

Component code  (if any)	Component title at the Receiving Institution (as indicated in the course catalogue  )	Type of change	Reason for change 	ECTS credits (or equivalent  )
				0 
				0 
<a href="#">+ Add a new row</a>				

#### Exceptional changes to Table B

To be approved by e-mail or signature by the student and the responsible person in the Sending Institution

Table B2 During the mobility

Component code  (if any)	Component title at the Sending Institution (as indicated in the course catalogue  )	Type of change	ECTS credits (or equivalent  )
<a href="#">+ Add a new row</a>			

## After the mobility

Once the student has finalized the mobility, the information regarding the transcript of records from their exchange studies can be entered here.

### After the mobility

**Transcript of Records at the Receiving Institution**

Start and end dates of the study period:  →

Table C After the mobility

Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed?	ECTS credits (or equiv.)	Grades received at the Receiving Institution
<a href="#">+ Add a new row</a>				<a href="#">Copy all from Table A</a>
Total:				0

**Transcript of Records and Recognition at the Sending Institution**

Table D After the mobility

Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	ECTS credits (or equiv.)	Grades registered at the Sending Institution (if applicable)
<a href="#">+ Add a new row</a>			<a href="#">Copy all from Table B</a>
Total:			0

## Notify your coordinators

When you have made modifications, you have to notify the interested parties (students and partner coordinators) by clicking on **Notify** and they will receive an email to the address specified in the “Contact person” field about the changes made to the agreement. The Agreement needs to be signed again when all modifications are made.

Dream Agreements My agreements + New agreement danielagallardop

✓  
**Student**  
Signature has been added

2  
**Sending coordinator**  
✗ Not yet notified  
[Notify](#)

3  
**Receiving coordinator**  
✗ Not yet notified  
[Notify](#)

## Status of notifications

You can view the status of notifications and signatures and you can also send out reminders (only one per day) if there are pending signatures and approval of the modifications.

When all 3 parties have signed you see a green tick next to each party and the document is finalized

## Final document

Once the document is ready, you can Create the final document by selecting the Final document tab and later clicking on Create the final document. If any changes are made to the working copy, these won't be included in the final document unless you re-create it.

## Footnotes and additional help

If you have any doubts on how to fill a certain field, you can also click on the question mark sign located at the right of the field's title or go to the footnotes to read more about it.

**Programme**

Study cycle <sup>2</sup>		Field of education <sup>2</sup>			

**Student**

Last name(s)	Date of birth	Nationality <sup>?</sup>	Sex	Email	
	YYYY-MM-DD			[redacted]@gmail.com	

**2 Study cycle: Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).**

**Sending institution**

Name	Faculty/Department	Erasmus code <sup>?</sup>	Address	Country	Contact person <sup>?</sup>

**Receiving institution**

Name	Faculty/Department	Erasmus code <sup>?</sup>	Address	Country	Contact person <sup>?</sup>



## Footnotes

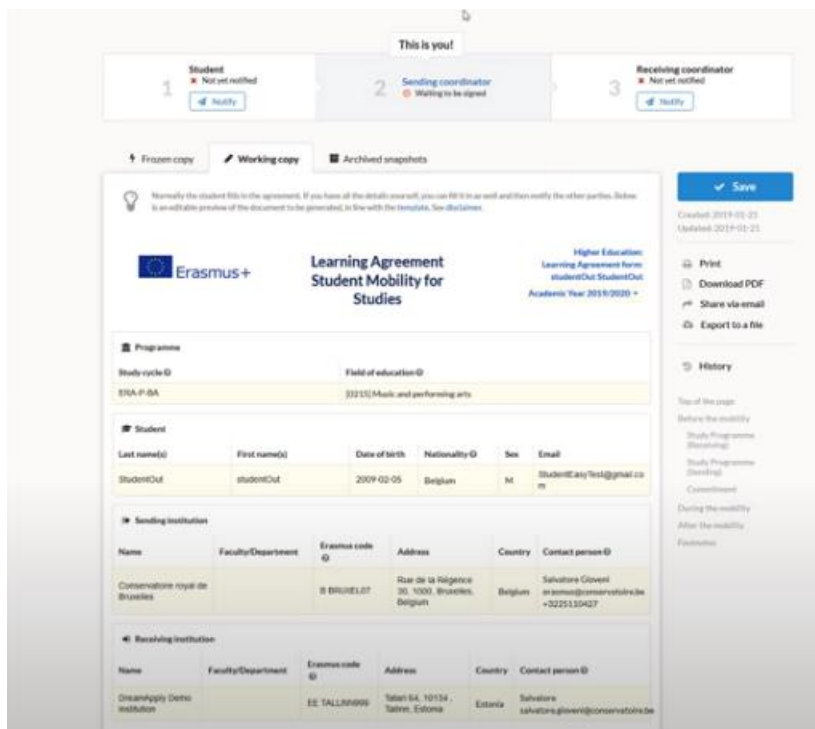
- <sup>1</sup> **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.
- <sup>2</sup> **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).
- <sup>3</sup> **Field of education:** The [ISCED-F 2013 search tool](#) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.
- <sup>4</sup> **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- <sup>5</sup> **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
- <sup>6</sup> An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- <sup>7</sup> **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- <sup>8</sup> **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- <sup>9</sup> **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- <sup>10</sup> **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- <sup>11</sup> **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- <sup>12</sup> **Reasons for exceptional changes to study programme abroad (choose an item number from the table below)**

Reasons for deleting a component	Reasons for adding a component
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict 7. Other (please specify)	
4. Other (please specify)	

## Additional remarks

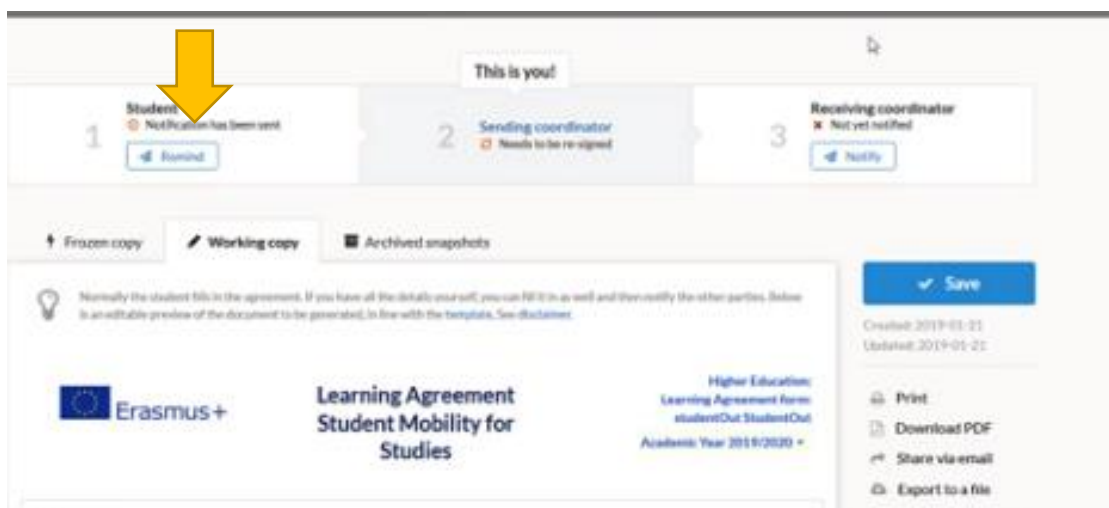
The screenshot shows the 'European Online Application System' interface. On the left, there is a navigation menu with options: 'Offers and replies', 'Applicant decision', 'Tasks', and 'Flags'. The main content area displays the profile of 'Lucia Di Cecca' (Region: Spain) and a submitted application for 'Erasmus+ student mobility (BA)'. The application details include '1 FROSINO02 - Academic year', 'Erasmus+ BA, exchange', 'combined English/Italian', and 'Conservatoire de Music Licinio Refice - Frosinone + CONSERVATORIO SUPERIOR DE MUSICA IN VIGO'. A yellow arrow points to the 'Export' button, which has a tooltip that says 'Waiting for nomination' and 'EA: Learning Agreement (dream-agreement.eu)'. The application status is 'Submitted' for the 'Academic year 2018/19'.

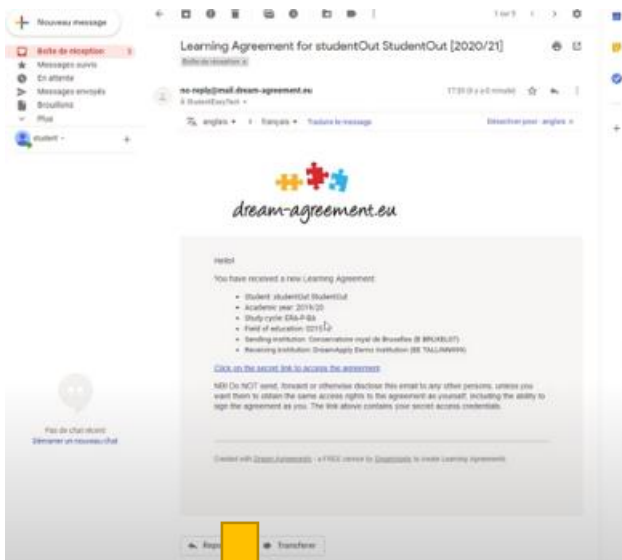
**N.B.:** The Learning Agreement export should be done by the receiving coordinator.



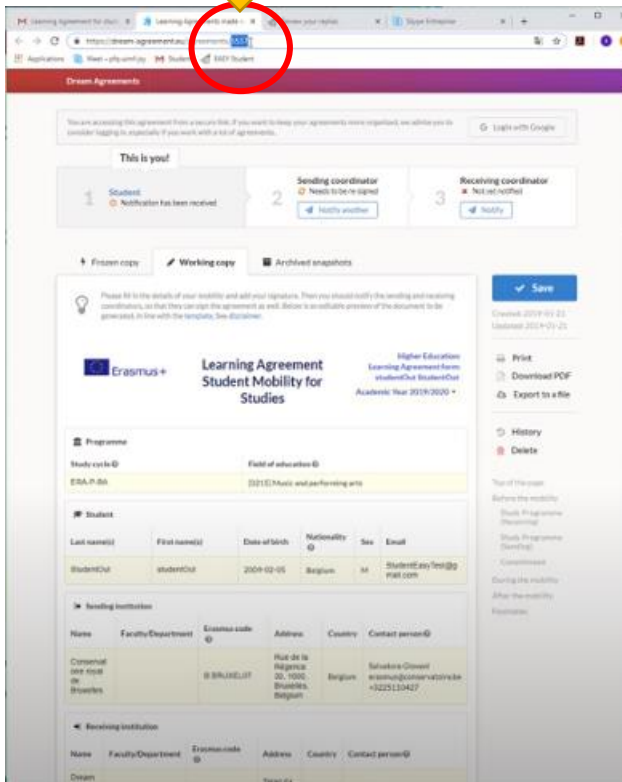
The Learning Agreement is already filled in with information provided before (in the system and in the application). However, additional information could be added on this stage, such as courses, the level of language, the number of credits for subjects, etc.

You can notify students about the Learning Agreement by clicking on the button “Notify”. Once you click, the notification will be sent automatically to the student. After clicking the first time on “Notify” the button turns into “Remind”. Always use this button and not the “share” button on the right when you want to notify something with the student/partner coordinator



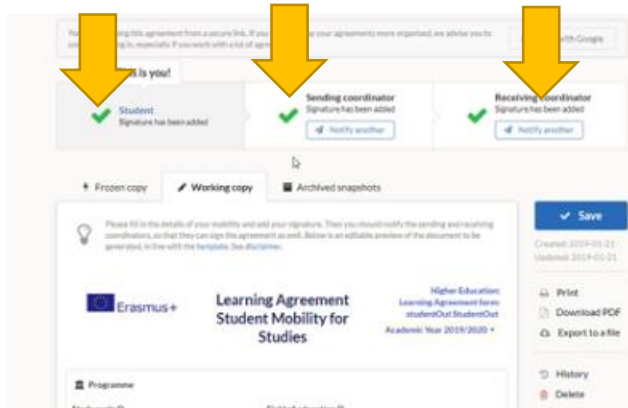


Once the student receives an email from the system, he/she can access the Learning Agreement by clicking on the link in the email.



The four numbers in the end of the website link are the ID of the Learning Agreement.

If institutions or students change something in the Learning Agreement after it was signed by one of the parties (for instance, dates or courses), it should be signed again by everyone. Everybody should be notified regarding the changes and the necessity to resign the Learning Agreement by clicking on the button “Notify” below the appropriate party, namely “Sending Coordinator”, “Student”, or “Receiving Coordinator”.

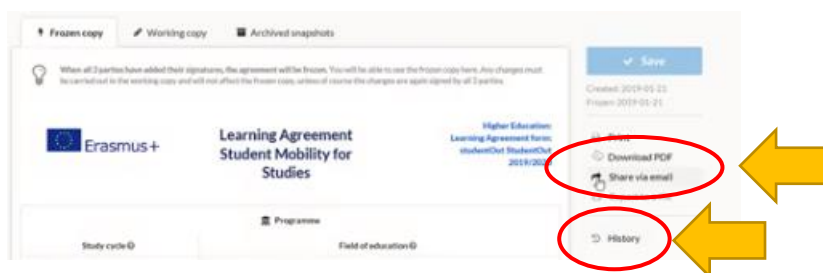


Once the Learning Agreement is signed by one of the parties, the green tick will appear near the party who has signed the agreement.

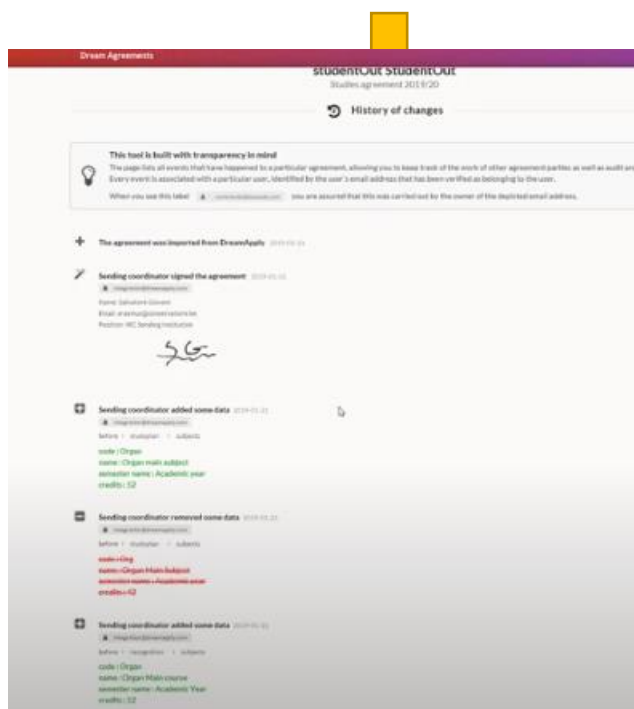
The Learning Agreement is not part of EASY, it is just connected to it, so even institutions not having EASY accounts can access and sign it.

Both the sending coordinator and the receiving one could send the Learning Agreement to others for its signing.

The Learning Agreement can be exported in a pdf file, printed, and it can be shared via email.



If you click on the button “History”, you can find the list of modifications of the Learning Agreement.



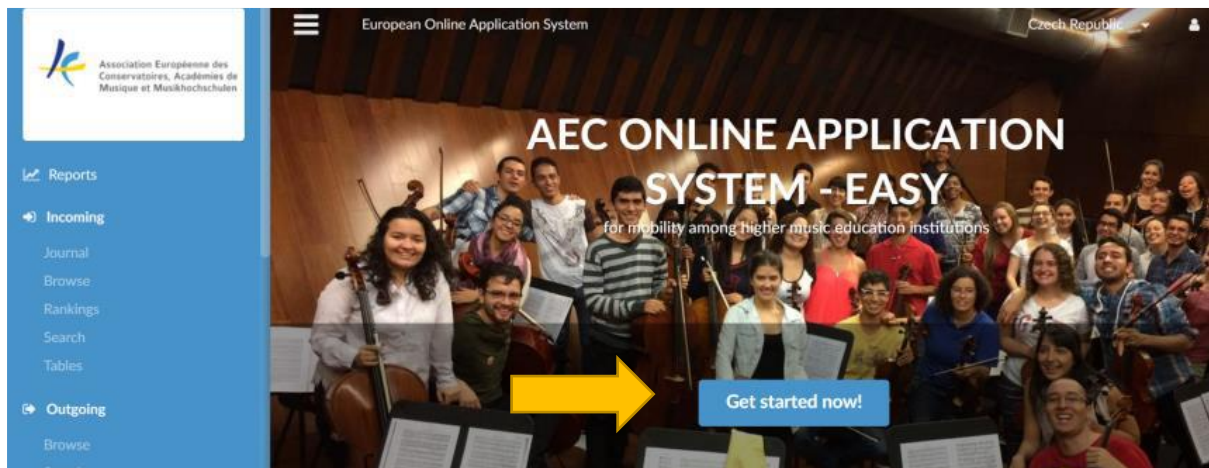
Please note that we are working on providing users with frozen snapshots of the various signed parts of the Learning Agreement in a given time

## QUICK TIPS AND TRICKS

### *Finding information about institutions and search function*

Click on the AEC logo on top left

- Click on *Get started Now*
- Choose as home your institution and as host the institution the one you need information about



All names and email of the IRCs of Internal Institutions, as well as all deadlines of Internal Institutions are in the LEFT MENU.

Internal administrators can be also found in the menu Administrator with the Search Function (Ctrl+F).

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"



For EXTERNAL Institution you simply click on the name of the institution.

The screenshot shows the 'External institutions' tab selected. A search bar contains the text 'vienna'. Below the search bar, three institutions are listed:

- Academy of Fine Arts Vienna  
Austria, Vienna
- JAM MUSIC LAB - Vienna  
Austria, Vienna
- Music and Arts University of the City of Vienna  
Austria, Vienna

In general, to search for something in EASY, do not use the search tool provided (as this would search only applicants). Always use the CTRL+F (for Microsoft) or Apple CMD (for Mac) button combination to do your search

## How to avoid the initial question on country

The dialog box asks: 'Czech Republic Does this correspond to your citizenship?'. It has two buttons: 'Yes, don't ask me again' (green) and 'No' (red). Below the buttons, it explains: 'Why do we ask this? We tried to guess your citizenship based on your current location. In case we are wrong, please correct it, so that you will see deadlines and requirements that apply specifically to you.'

Use the Direct Link <https://www.aec.dreamapply.com/admin>

## How to avoid unwanted notifications

- **To you:** set up your mailbox to get unwanted notification in a specific folder;
- **To teachers:** delete teachers from the contact page and administrators page.

## How to customize your application form

To select questions in each section, click on **World** and the list will appear. The EASY Standard Fields are already selected for you. Remember to Save Changes at the end.

### Profile

\*Please, fill in your data using CAPITAL LETTERS, ,

You can also insert links, bold, italic read more

▸ World

+ Add another territory

### Profile

\*Please, fill in your data using CAPITAL

You can also insert links, bold, italic read m

#### ▼ World

- Given name(s)
- Family name(s)
- Middle name(s)
- Previous family name
- Salutation
- Father's given name(s)

The screenshot shows the 'European Online Application System' interface. On the left is a blue navigation menu with 'Incoming' and 'Outgoing' sections. The main content area is titled 'Edit application' and features a 'Save changes' button with a checkmark icon. Below the button are links for 'Information and Academic Offer', 'Profile', and 'Contact'. A yellow arrow points to the 'Save changes' button. Another yellow arrow points to the 'World' dropdown menu in the 'Profile' section above.

Do you need a question in the Application form that is not listed in the system? Please mail your request to [events@aec-music.eu](mailto:events@aec-music.eu)

For more information see the section “Application Forms and Tables” of this manual

## Use Flags to filter applications in the browser

Attaching flags to the applications helps you filtering them in the browser

- The most used flags are related to the INSTRUMENT. As the flags are visible to both receiving and sending coordinators, we developed a Standard List of Instruments to use for the flags available on the EASY left menu and in Appendix I of this manual;
- You can attach more than one flag according to your needs;

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

European Online Application System

Find applicants

Michela Boglione  
Region: Italy

Resubmitted Fall semester 2019/20

Offers Tasks Exports 1

Erasmus+ student mobility (BA)

1 B BRUXELO7 - Fall semester Erasmus+ BA, exchange English  
Conservatoire royal de Bruxelles + Istituto Superiore Di Studi Musicali -  
Conservatorio "G.F.Ghedini" Di Cuneo

Alto 603 x Salvatore GIOVENI 6 months ago

Patryk Dominik Purzycki  
Region: Poland

Submitted Fall semester 2019/20

Offers Tasks

Flags

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

Alto 603	2
Percussions 603	1
? Pop Vocal	1
1st semester	7



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

## Official Names of Instruments: Left Menu

Home > OFFICIAL NAMES of Instruments and Main Field of Study

EASY Users are kindly asked to use this list for instruments and main study fields (i.e. for the Flag system)

- Accordion
- Applied Music
- Architecture
- Art Management



## Exporting Tables with Applications

The screenshot shows the 'European Online Application System' interface. On the left, there is a blue sidebar menu with sections for 'Incoming' and 'Outgoing'. Under 'Incoming', the 'Tables' option is highlighted with a yellow arrow. Under 'Outgoing', the 'Tables' option is also highlighted with a yellow arrow. The main content area shows a table of applications with columns for Status, Offer priority, Offer type, Offer decision, Receiving institution name, Sending institution name, Submitted date, First name(s), Family name, Citizenship, and E-mail. A 'My columns' dialog box is open, showing a list of columns to be displayed in the table, with 'Submitted date' and 'Status' checked. The table contains several rows of application data, including details for institutions like 'Conservatory of Amsterdam' and 'Conservatoire royal de Bruxelles'.

Exportable Excel Tables are for both *incoming and outgoing* applications:

- Tables let you **filter and order** your application according to the criteria you need (alphabetic order, instrument, country, submission date, status, etc.).
- You can export them in Excel (make sure you can read xlsx files) and PDF
- The fields indicated with a **hand** are the basic compulsory fields. Most of them are in “Extra fields”. You need to select them in order to have them in the table.

- Profile: If Other, please specify your planned arrival and departure month
- Profile: Current level of education at your home institution
- Profile: Which study programme at Iceland University of the Arts do you want to apply for?
- Profile: Field of Study
- Profile: Which study period are you applying to?
- Profile: Current Level of Education at your home

- It is very important that you select the item regarding the **Main Instrument** (That you can find in “Extra Fields” - *hand* Profile: Main Instrument / Specific Field of Study) in order to have the information about the instrument of the student in your table;
- Build different tables for each term;
- Exported Tables include links to the applications. Please note that if you can change something in the original table, the exported table does not work anymore

More information on this topic can be found in the Application Forms and Export Tables of this manual.

## Subscribe to the Journal to be up-to-date

Should you want to receive daily notifications about what happens in the system you need to subscribe in the journal. If you do not subscribe to the daily notifications about incoming applications, for example, you will not be notified by email!

The screenshot shows the EOAS admin interface. At the top, there is a navigation bar with the text 'European Online Application System' and a search box for 'Find applicants'. The user's name 'Lucia Di Cecca' is visible in the top right corner. On the left side, there is a sidebar with several sections: '01. New submissions' (1 event followed, 1 subscribed), '02. Checklist task was commented' (3 events followed), '03. Offer: Nominated + SAVED' (1 event followed), '03. Resubmissions' (1 event followed), and '04. Offer: Nominated + CONFIRMED' (1 event followed). The main content area is titled 'Today' and shows a notification for 'Lucia Di Cecca' from 'Spain' with the message 'Application was submitted about a minute ago'. Below this, there is a card for 'Erasmus+ student mobility (BA)' with a 'Waiting for nomination' status. A blue circle highlights the 'Subscribe to a daily email' toggle switch, which is currently turned on. The bottom of the screenshot shows the Windows taskbar with the Start button, several application icons, and the system tray showing the time as 10:50 on 27/08/2018.

## Sharing an application via email

When sharing an application via email, if you do not like the default object of the mail just click “get a sharable link” and send the link in a separate email.

### Share this application

or [get a shareable link](#)



## Doing Test Applications and Viewing as applicant

- When doing test applications please indicate the word TEST in the name of the applicant
- To view your application as a student you need to create a fake student profile and enter the system with that
- Please note that it is not possible to delete applications, you can freeze applications and delete applicants

## Use Letterhead for the official letters to the student

The Letterhead tool can be used to compose the following official letters:

- Acceptance Letter
- Arrival letter
- Certification of Stay (if necessary)
- Visa Letters
- Practical Information

You can compose any kind of letter with the Letterhead tool but please note that, in order for the content markers to work, you need to include the relevant questions in your application form

You can find templates of the above mentioned letters in a separate Word document provided as support to this manual and instructions on how to compose your letter templates in the Letterhead chapter or this manual, where you can find also some tips on how to upload your logos and signature in the letter templates.

## Tips on Learning Agreement

- You do not necessarily need to resign the agreement after each little change! Just sign it when you think you got to the (hopefully) final version. The various versions of the Learning Agreement can be saved as snapshots with the date of signature.
- Do not sign up the Learning Agreement tool with your Google Login, please make sure you enter from EASY
- When you want to share the LA with a student do not click on “Share your access” but on the **Notify** (that after the first click turns into *Remind*) button, otherwise the student would sign it as coordinator

- When you need another person other than you (i.e. Head of Department) to sign the Learning Agreement, click on “Share your access” to send the LA them. They will be able to sign on your place and also change the contact details

## Customer Support

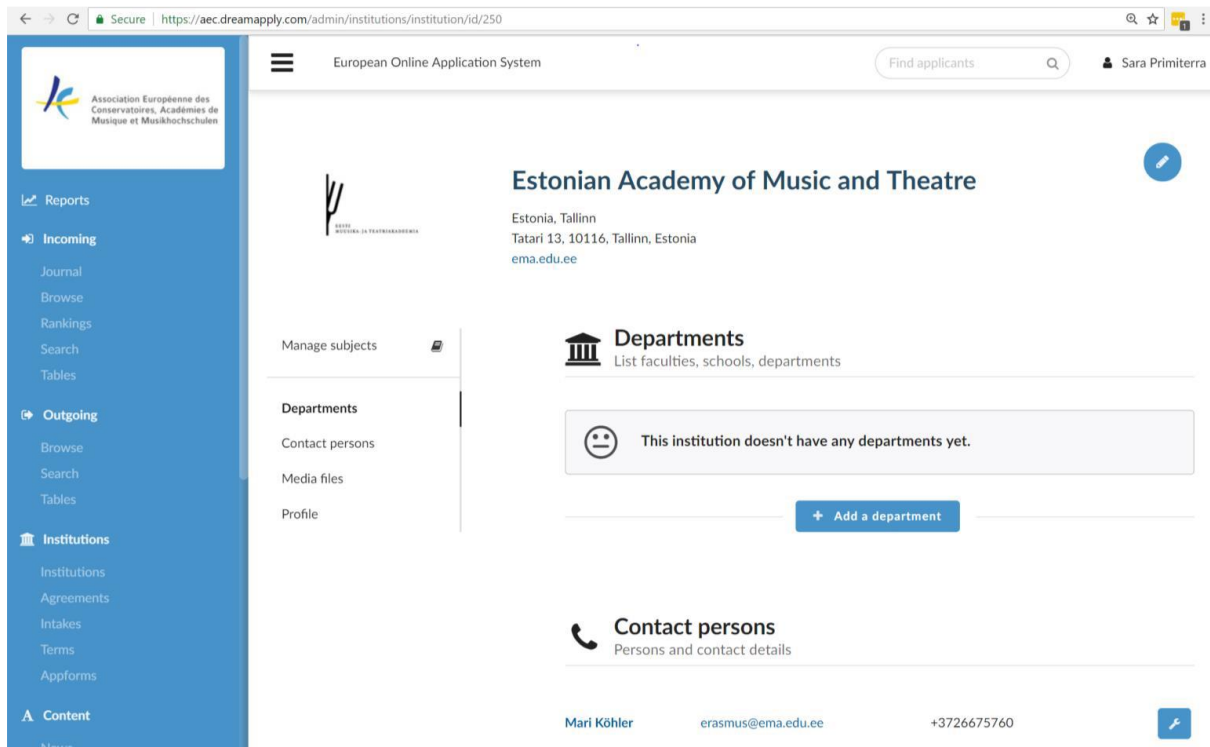
The screenshot shows the EASY website interface. The left sidebar contains a menu with the following items: Grades, Templates, Tasks, Letterheads, Classificators, Offer types, Export profiles, API, **Users Manuals and Support Material for IRCs using EASY** (circled in red), Internal IRCs email addresses - academic year 2018-19, Privacy Policy (GDPR), Deadlines EASY Internal Institutions, and NEW! Music Instruments and Main Field of Study: Official Names. The main content area displays the page title 'Home > Users Manuals and Support Material for IRCs using EASY' and a list of support materials, including 'New EASY support material published in 2018-19', 'EASY Webinar 21 January 2019 - First Part', 'EASY Webinar 21 January 2019 - Second Part', 'Workflow for Students and Coordinators in EASY', 'Workflow for External Institutions in EASY', 'Conduct 2018-19', 'EASY Standard Application Form Guide 2018-19', 'List of Deleted Extra Fields from the Application Form Section as of 30th October', 'Presentations Given at the EASY Workshop - Birmingham, 13th September 2018', 'Introduction to the EASY Project for New Institutions by Lucia Di Cecca', 'Introduction to EASY Workflow of Students and Coordinators by Hanneleen Pihlak', 'Feedback from EASY users 2017-18 and possible developments by Sara Primiterra and Breck Shuyler', 'EASY workflow for External Institutions by Sara Primiterra', 'EASY Code of Conduct including Standard Application form Fields by Sara Primiterra', 'Setting Up a New Institution - Workshop by Breck Shuyler', and 'Export Tables and Application Form - Workshop by Jose Luis Fernandez'. A yellow arrow points from the red circle in the sidebar to the main content area.

If you have difficulties or doubts while working in EASY contact Sara at [events@aec-music.eu](mailto:events@aec-music.eu) and/or post on the EASY Facebook Group to get advice from your international colleagues.

# EASY CODE OF CONDUCT FOR USERS

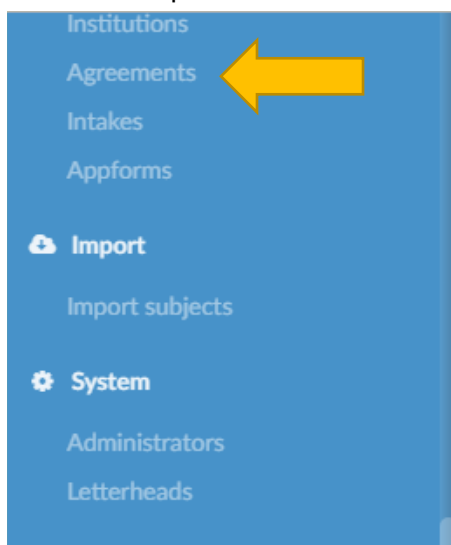
## 1. Keep your profile in EASY and details on your external partners up-to-date

Get used to make and yearly review of the data at the beginning of the academic year. Please keep the section “Administrators” up-to-date. As you can also update data of external institutions, please update the data of your partners if you know that any change occurred.



## 2. Ask Permission to Activate Agreements

**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.



### 3. Check, Update and Customise your Application Form making sure that the Information in your Application Form is complete and accurate

European Online Application System

Find applicants  Sara Primiter

**Save changes**

Information and Academic Offer

Profile

Contact

Home university

Mobility

Education

Grades

Languages

Career

Activities

Residences

Name

E VIG003 - Erasmus+

Please type a descriptive name for this appform. For example "Appform for BA programmes".

Please tick the left box to make the fields available on the application form under each section. Tick the right box to make the field mandatory.

You can create a different set of fields for each country (or some other region). The most geographically precise fieldset will be enforced for each applicant. For instance, if you create a specific set of fields for Poland and another for Europe, then all Polish applicants will see the Polish fields. Estonian applicants, however, will see European fields. In this example, all non-European countries will see the fields for World (which is always present).

**Information and Academic Offer**

\*Language Requirements.\* It is compulsory to upload a Language Certificate of a B1 level or higher as indicated below. Applications without a Language certificate won't be considered.

\*- SPANISH B1 or ENGLISH B1\* for any applicant aiming to course instrument specializations

To select questions in each section, click on **World** and the list will appear. The EASY Standard Fields are already selected for you. Remember to Save Changes at the end.

## Profile

\*Please, fill in your data using CAPITAL LETTERS,

You can also insert links, bold, italic read more

▶ World

+ Add another territory

## Profile

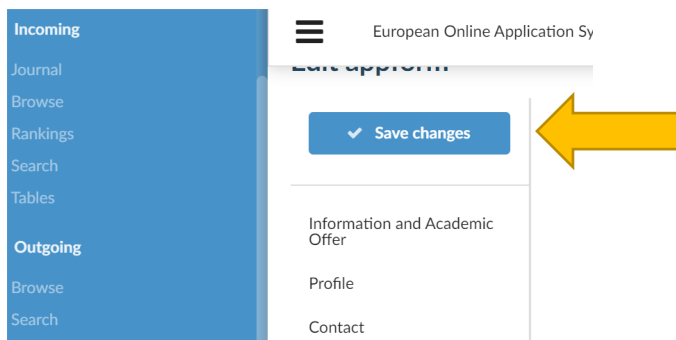
\*Please, fill in your data using CAPITAL

You can also insert links, bold, italic read m

### World

- Given name(s)
- Family name(s)
- Middle name(s)
- Previous family name
- Salutation
- Father's given name(s)





### Info and Academic Offer Section

Please put here:

- your requirements;
- a **link to your course catalogue**;
- **exact starting and ending dates of your semesters.**

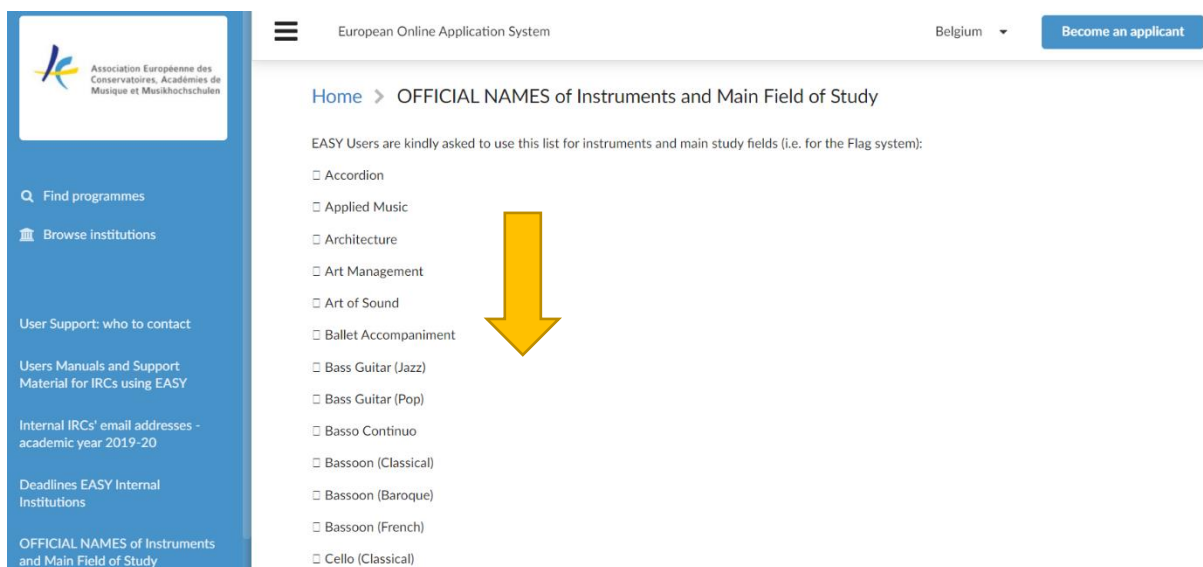
### Documents Section:

Please list here the documents the student should upload.

### Study Plan:

Insert subjects there so that the student can choose from a dropdown menu -YOU CAN UPLOAD IT as an EXCEL TABLE.

## 4. Use the Official Name of the Instruments when attaching Flags to applications



**5. Use the word “TEST” in the name of the applicant when doing test applications**

Please note that the Dreamapply Demo institution can be used as fake partner to test applications

**6. Put official starting and finishing dates in the Acceptance Letter**

**7. All external institutions are invited to accept incoming applications via EASY**

External Institutions are warmly encouraged to accept incoming applications via EASY, especially if they do not use any other system. If external institutions ask you to send an application via mail or via post (!), please send them an email with [events@aec-music.eu](mailto:events@aec-music.eu) in CC telling them that this is an indication given by the AEC to all its members.

**7.1 Complete the application flow within the system until the end**

Internal institution should follow the application flow in the system from the beginning to the end: update the status of each applications until the end of the process, including the rejected ones. The student should be notified about your decision via the system. Do not communicate your decisions “privately” to the IRC outside the system!

**8. Customer Support: all requests and questions should be submitted to [events@aec-music.eu](mailto:events@aec-music.eu) or to the EASY Facebook Group.**



# APPENDIXES

## APPENDIX 1- OFFICIAL NAMES OF INSTRUMENTS/FIELD OF STUDY

- Accordion
- Applied Music
- Architecture
- Art Management
- Art of Sound
- Ballet Accompaniment
- Bass Guitar (Jazz)
- Bass Guitar (Pop)
- Basso Continuo
- Bassoon (Classical)
- Bassoon (Baroque)
- Bassoon (French)
- Cello (Classical)
- Cello (Baroque)
- Cello (Jazz)
- Chamber Music (Classical)
- Chamber Music (Baroque)
- Choral Accompaniment
- Clarinet (Classical)
- Clarinet (Baroque)
- Clarinet (Jazz)
- Composition
- Composition/Arranging (Classical)
- Composition/Arranging (Jazz)
- Composition and Performance
- Composition (Electronic Music)
- Composition for screen
- Cor Anglais (English Horn)
- Cornetto (Early Music)
- Creative Producer
- Dance - Classical
- Dance - Contemporary
- Dance Choreography
- Design
- Digital Arts
- Clavichord
- Conducting (Classical/Orchestra)
- Conducting (Choir)
- Conducting (Jazz)
- Conducting (wind orchestra)
- Double Bass (Classical)
- Double Bass (Jazz)
- Drama
- Drums (Jazz)
- Drums (Pop)
- Electric Guitar (Pop)
- Electronic Instruments (i.e. computer, synthesizers and samples)
- Ethnomusicology
- Film
- Flute (Classical)
- Flute (Baroque)
- Flute (Jazz)
- Guitar (Classical)
- Guitar (Jazz)
- Guitar (Pop) - Acoustic Guitar
- Harp (Classical)
- Harp (pre-classical)
- Harp (Jazz)
- Harpsichord
- Horn
- Horn (natural)
- Horn (Baritone) / Euphonium
- Improvisation (Contemporary)
- Instrumental Accompaniment
- Kantele (classical)
- Keyboards (Historical/Baroque)
- Lute and/or related instruments (i.e. Theorbo)
- Mandolin
- Marimba
- Media
- Music Mediation
- Music Pedagogy
- Music Production
- Music Psychology
- Music Technology
- Music Theory
- Music Therapy
- Musical Theatre
- Musicology
- Ney
- New Music
- Oboe (Classical)
- Oboe (Baroque)
- Ophicleide
- Organ
- Organ (Early Music)
- Organ Improvisation
- Percussions (Classical)
- Percussions (Jazz)
- Percussions (Pop)
- Percussions (Early Music)
- Piano (Classical)
- Piano (Jazz)
- Piano / Keyboard / Synthesiser (Pop)
- Piano Accompaniment/collaborative piano
- Piano (Repetiteur)
- Piano Chamber Music (lied)
- Pianoforte (also called Fortepiano - Early Music)
- Pre-Polyphonic Music
- Recorder
- Recording and Production
- Sackbut
- Saxophone (Classical)
- Saxophone (Jazz)
- Songwriting and Arranging

- Sound Engineering
- Theatre and performance making
- Theatre - acting
- Theatre - scenography
- Theatre - stage management
- Timpani (Classical)
- Timpani (Baroque)
- Traditional/Folk /Global Music (please specify the instrument in the next question if you do not find it in this list)
- Traverso

- Music Education
- Music Management
- Trombone (Classical)
- Trombone (Baroque)
- Trombone (Jazz)
- Trombone (Bass)
- Trumpet (Classical)
- Trumpet (Baroque)
- Trumpet (Jazz)
- Trumpet (Natural)
- Tuba
- Ud
- Vibraphone
- Viola (Classical)
- Viola (Baroque)

- Sonology
- Sound Design
- Viola (Jazz)
- Viola da Gamba
- Violin (Classical)
- Violin (Baroque)
- Violin (Jazz)
- Violone
- Voice (Classical/Opera)
- Voice (Baroque)
- Voice (Jazz)
- Voice (Pop)
- OTHER

## APPENDIX 2 - EASY APPLICATION FORM QUESTIONS

### PROFILE

The questions below related to the personal data of the applicant are compulsory and included by default in all EASY application form

Question	Answer options
Given Name	Open
Family Name	Open
Gender	Open
Citizenship	Open
Date of Birth	Open

Other questions related to the personal data of the applicant (i.e. other gender, passport number, picture, etc.) can be selected in the Profile section by clicking on the small arrow next to *World*.

The questions below are located in the *Profile* section of the appform and are compulsory by default in all EASY application forms. However, when creating export Tables of your applications, these questions are located into *Extra Fields* and are indicated with a little hand pointing at them

Question	Answer options
Field of study	Music Dance Theatre Design Fine Arts Architecture Film Media Other
Which study period you are applying to?	Fall/Winter Semester Spring/Summer Semester Full Academic Year Other
If Other, please specify the arrival and departure months	Open
Current level of education at home institution (before exchange)	1 <sup>st</sup> Year Bachelor (on a 3 years Bachelor) 1 <sup>st</sup> Year Bachelor (on a 4 years Bachelor) 2 <sup>nd</sup> Year Bachelor (on a 3 years Bachelor) 2 <sup>nd</sup> Year Bachelor (on a 4 years Bachelor) 3 <sup>rd</sup> Year Bachelor (on a 3 years Bachelor) 3 <sup>rd</sup> Year Bachelor (on a 4 years Bachelor) 4 <sup>th</sup> Year Bachelor 1 <sup>st</sup> Year Master (on a 1-year Master) 1 <sup>st</sup> Year Master (on a 2 years Master) 2 <sup>nd</sup> Year Master Doctorate/Phd I am a Teacher applying for Teaching Mobility

I want to apply for exchange at (level of study during exchange)	1 <sup>st</sup> Year Bachelor (on a 3 years Bachelor) 1 <sup>st</sup> Year Bachelor (on a 4 years Bachelor) 2 <sup>nd</sup> Year Bachelor (on a 3 years Bachelor) 2 <sup>nd</sup> Year Bachelor (on a 4 years Bachelor) 3 <sup>rd</sup> Year Bachelor (on a 3 years Bachelor) 3 <sup>rd</sup> Year Bachelor (on a 4 years Bachelor) 4 <sup>th</sup> Year Bachelor 1 <sup>st</sup> Year Master (on a 1-year Master) 1 <sup>st</sup> Year Master (on a 2 years Master) 2 <sup>nd</sup> Year Master Doctorate/Phd I am a Teacher applying for Teaching Mobility
Links to audio and video recordings or artistic portfolio	Open
Main Instrument / Specific Field of Study (choose from the list)	<b>SEE APPENDIX 1</b>

The following questions, not compulsory by default, can also be found in the Profile section and need to be **ticked** in order to appear in your application form. Please note that this is not the full list of questions available in this section. To see the full list of available questions, please go in the Appform section - Profile of EASY (only available for Internal Institutions). You can also add **customised questions related to the specific offer of your institution** by sending a request to [events@aec-music.eu](mailto:events@aec-music.eu). For the export Tables, also the questions below can be found in *Extra Fields*.

Question	Answer options
Other field of study	Open
Second Instrument	Open
Voice Type	Soprano Mezzosoprano Contralto Tenore Baritono Basso
Specific Instrument      Global/Folk/Traditional	Open
Genre	Classical Jazz Pop Early Music New Music New Technologies Music Education Other
Preferred Professor	Open
Are you also willing to go if none of these professors are available?	Yes / No

N.B.: the questions related to the choice of professors were previously located in the Mobility section and have been now moved to the Profile section in order to have them available in the export Tables. Should you want these questions appear in your application form you need to click on them in the Profile section, while to get the answers in your export Tables you need to click on them in Extra Fields.

## CONTACTS

The questions related to the contact data of the applicant are compulsory and included by default in all EASY application form

Question	Answer options
Email	Open
Telephone: Mobile	Open

Other questions related to the contact data of the applicant (i.e. emergency contact, address, skype contact, etc.) can be selected in the Contacts section by clicking on the small arrow next to *World*

## HOME UNIVERSITY

The questions below related to the home university of the applicant are compulsory and included by default in all EASY application form

Question	Answer options
International Relations Coordinator Full Name	Open
International Relations Coordinator Email	Open

The questions above have been included in all EASY application forms so that, if the contact details of External Institutions present in the system are out of date, the receiving coordinator can get in touch with the contact provided by the applicant in this section







Other questions related to the home institution of the applicant (i.e. name of main subject professor etc.) can be selected in the section Home University section by clicking on the small arrow next to *World*.

## QUESTIONS in OTHER SECTIONS

Questions related to Grades, Languages and other areas can be selected in the relevant sections by clicking on the little arrow next to *World*.

## APPENDIX 3 - NEW EASY NOTIFICATION SYSTEM

3 different possible scenarios with 2 different perspective each (1a=2a)

SCENARIO 1	<ul style="list-style-type: none"> <li>• 1a. Internal sending </li> <li>• 1b. Internal receiving </li> </ul>
SCENARIO 2	<ul style="list-style-type: none"> <li>• 2a. Internal sending (same as 1a.) </li> <li>• 2b. External receiving </li> </ul>
SCENARIO 2	<ul style="list-style-type: none"> <li>• 3a. External sending </li> <li>• 3b. Internal receiving </li> </ul>

### SCENARIO 1: Internal sending and internal receiving

#### **1a. Internal sending to Internal (internal as Outgoing party)**

There is no outgoing Journal in the system => no ability to subscribe to a daily email telling you when your student is applying.

Therefore a Notification Email is sent automatically by the system to the internal outgoing coordinator saying: "Login to EASY: you have outgoing applicants to Nominate/Not nominate" with no link

The coordinator must login and change the status of the student to nominate/not nominate

The mail above is not carbon copied to the incoming internal coordinator, the two coordinators will receive two different emails so there is no danger that the receiving coordinator nominates a student by mistake.

#### **1b. Internal receiving from Internal (Internal as Incoming party)**

If the internal coordinator has subscribed to the Incoming Journal exists, he/she receives an automatic notification from the system

### SCENARIO 2: Internal is sending and external is receiving

#### **2a. Internal Sending to External (Internal as Outgoing party)**

Same as 1a

#### **2b. External Receiving from Internal (External is as Incoming party)**

External institutions have no access to the Incoming Journal.

An automatic Email Notification to the external incoming coordinator is sent: "You have an incoming applicant! Please consider their application".

The external coordinator needs to login in the system in Partner View to see the incoming application.

The internal home coordinator is not in CC, they can see the status of their student in the system and able to act on it.

### **SCENARIO 3: External is sending and internal is receiving**

#### **3a. External sending to Internal (External is the Outgoing party)**

Externals have no ability to make offer status change

Therefore, an automatic Email Notification is sent by the system “Please Nominate/Not nominate your student” to the external outgoing party. This email is not CC to the receiving internal coordinator. The internal receiving coordinator receives a separate notification from the subscription of their incoming journal.

The external coordinator changes the status of their incoming outgoing applicant by clicking links in the email.

#### **3b. Internal receiving from External (Internal is the Incoming Party)**

Clicking on links by the external coordinator now creates a Journal entry in the Incoming Journal of the Internal receiving institution. The internal coordinator receives an email notification from their journal subscription saying they have a new incoming applicant.

### **Main changes compared to the previous system**

- **No more CCs.**  
Fewer emails.  
No more admins Nominating/Not nominating their sending partners’ applicants.
- **No more links included in the emails to Internals.**  
Journal entries will contain the name of the admin who made the offer status change.
- **1 new email (n.1) for Internal outgoing cases to substitute for no outgoing Journal.**

## APPENDIX 4 - LETTERHEAD TEMPLATES

*Please find the letterhead templates in the separate Word document provided.*

*Please note that the provided templates are examples from the Conservatorio de Vigo*

Please note that in the acceptance letter (as well as in the case of a letter about the Confirmation of Stay) you need to change the arrival date manually because the system does not take the date from the Learning Agreement



## APPENDIX 5 - CONTENT MARKERS

Login code	%applicant-code%
ID number of the applicant	%applicant-id%
Full name of the applicant	%applicant-Name%
Full name of the applicant (uppercase)	%applicant-Name(uppercase)%
First name of the applicant	%applicant-nameFirst%
Last name of the applicant	%applicant-nameLast%
Applicant Reference Text	%applicant-reference%
Street address	%application-contact-address-street%
House number	%application-contact-address-house%
Apartment number	%application-contact-address-apartment%
Post Office	%application-contact-address-postoffice%
City, town, village	%application-contact-address-city%
Postal code	%application-contact-address-postalCode%
City, province, region	%application-contact-address-municipality%
Region, province, county	%application-contact-address-region%
State	%application-contact-address-state%
Country	%application-contact-address-country%
Correspondence Street address	%application-contact-address-correspondence-street%
Correspondence House number	%application-contact-address-correspondence-house%

Correspondence Apartment number	%application-contact-address-correspondence-apartment%
Correspondence Post Office	%application-contact-address-correspondence-postOffice%
Correspondence City, town, village	%application-contact-address-correspondence-city%
Correspondence Postal code	%application-contact-address-correspondence-postalCode%
Correspondence City, province, region	%application-contact-address-correspondence-municipality%
Correspondence Region, province, county	%application-contact-address-correspondence-region%
Correspondence State	%application-contact-address-correspondence-state%
Correspondence Country	%application-contact-address-correspondence-country%
Birth country	%application-profile-birth-country%
Date of birth	%application-profile-birth-date%
Birth place	%application-profile-birth-place%
ID-card number	%application-profile-idcard-number%
ID-card country	%application-profile-idcard-country%
Passport country of issue	%application-profile-passport-country%
Passport issue date	%application-profile-passport-issueDate%
Passport expiry date	%application-profile-passport-expiryDate%
Issuer of passport	%application-profile-passport-issuer%
Passport number	%application-profile-passport-number%
Passport Series	%application-profile-passport-series%
Applicant citizenship	%application-profile-citizenship%

Applicant nationality	%application-profile-nationality%
Year when the studies start	%application-commenceYear%
Academic year of studies	%application-academicYear%
Name of the Term	%application-academicTerm%
Set of Requirements:	%application-englishRequirementsHighest%
	%application-fingerprint%
	%application-infoReq%
	%application-infoReqEntry%
	%application-infoReqEntryAssurance%
	%application-infoReqEntryAssuranceInfo1stPriority%
	%application-infoReqEntryLanguages%
	%application-infoReqEntryLanguagesList%
	%application-infoReqLanguages%
	%application-infoReqPortfolio%
	%application-infoReqStudyplan%
	%application-printButton%
	%application-signature%
Term name	%application-academicTerm%
Term start date	%application-academicTerm-start%
Term grace period date	%application-academicTerm-grace%
Term end date	%application-academicTerm-finish%
App. fee with currency & basis	%course-fees-application%

Application fee amount	%course-fees-application-amount%
Application fee currency	%course-fees-application-currency%
Application fee basis	%course-fees-application-basis%
Tuition fee with currency & basis	%course-fees-tuition%
Tuition fee amount	%course-fees-tuition-amount%
Tuition fee currency	%course-fees-tuition-currency%
Tuition fee basis	%course-fees-tuition-basis%
Examination fee with currency & basis	%course-fees-examination%
Examination fee amount	%course-fees-examination-amount%
Examination fee currency	%course-fees-examination-currency%
Examination fee basis	%course-fees-examination-basis%
Registration fee with currency & basis	%course-fees-registration%
Registration fee amount	%course-fees-registration-amount%
Registration fee currency	%course-fees-registration-currency%
Registration fee basis	%course-fees-registration-basis%
Deposit fee with currency & basis	%course-fees-deposit%
Deposit fee amount	%course-fees-deposit-amount%
Deposit fee currency	%course-fees-deposit-currency%
Deposit fee basis	%course-fees-deposit-basis%

Title awarded after gradation (abbreviation field)	%course-awards%
Title awarded after gradation (full text field)	%course-awardsFull%
Local title awarded after gradation (full text field)	%course-awardsFullLocal%
Duration of studies	%course-duration%
Course/programme full name with Degree abbreviation	%course-fullName%
Study language	%course-language%
Mode of study (full-time/part-time)	%course-mode%
Course/programme name	%course-name%
Course/programme local name	%course-nameLocal%
Type of study (Bachelor/Masters)	%course-type%
Course/programme code	%course-code%
Course/programme location	%course-location%
Today's date (YYYY-MM-DD)	%date-iso8601%
Today's date (DD.MM.YYYY)	%date-dayMonthYear%
Name of the institution	%institution-name%
Local name of the institution	%institution-nameLocal%
Institution street address	%institution-address%
Institution location/city	%institution-location%
Institution country	%institution-country%
Expected arrival date	%intake-arrivalDate%
Expected start date of the studies	%intake-commenceDate%

Expected completion date of studies	%intake-completionDate%
Name of the intake (Fall/Spring..)	%intake-name%
Intake deadline	%intake-deadline%
Gender	%application-profile-gender%
Email	%application-contact-email%
Phone (Evening / home)	%application-contact-telephone-evening%
Phone (Day / work)	%application-contact-telephone-day%
Phone (Mobile)	%application-contact-telephone-mobile%
National ID numbers (Polish)	%application-profile-nationalIdCode-polish%
National ID numbers (Estonian)	%application-profile-nationalIdCode-estonian%
National ID numbers (Turkish)	%application-profile-nationalIdCode-turkish%
Department name	%institutionDepartment-name%
Department local name	%institutionDepartment-nameLocal%
Department country	%institutionDepartment-country%
Department location	%institutionDepartment-location%
Institution erasmus code	%institution-erasmus%
Isced code	%course-isced-code%
Isced name	%course-isced-name%
Partner inst. name	%partnerInstitution-name%
Partner inst. country	%partnerInstitution-country%
Partner inst. Location	%partnerInstitution-location%

Partner inst. address	%partnerInstitution-address%
Partner inst. erasmus code	%partnerInstitution-erasmus%
Mobility tab	
Host institution	%application-mobility-host-institution-name%
Host institution department/faculty name	%application-mobility-host-institution-department-name%
Home tab	
Home inst. name	%application-home-institution-name%
Home inst. country	%application-home-institution-country%
Home inst. department name	%application-home-institution-department-name%
Home inst. Level of education	%application-home-course-level%
Signature of administrator	%administrator-signature%
Autograph image of administrator	%administrator-autograph%
Extra question with the ID 10 (replace the ID number to the question you need)	%application-extras(10)%
Application Task status (The text between the parenthesis is the class name of the task and can be changed to any other classes. And it will return the selected status of this task for the given application.)	%application-tasks-status(checklist-scholarship)%

Emergency contact name	%application-contact-emergency-name%
Emergency contact email	%application-contact-emergency-email%
Emergency contact telephone	%application-contact-emergency-relation%
Emergency contact relation	%application-contact-emergency-telephone%
Emergency: Street address	%application-contact-emergency-address-street%
Emergency: City, province, region	%application-contact-emergency-address-municipality%
Emergency: Postal code	%application-contact-emergency-address-postalCode%
Emergency: Country	%application-contact-emergency-address-country%
Profile: Mother's given name(s)	%application-profile-parent-mother-name-given%
Profile: Mother's family name	%application-profile-parent-mother-name-family%
Profile: Mother's previous family name	%application-profile-parent-mother-name-maiden%
Profile: Father's given name(s)	%application-profile-parent-father-name-given%
Profile: Father's family name	%application-profile-parent-father-name-family%
Profile: National identification number	%application-profile-idcode%
Application -> Education tab (data from the block, whose "Education level" classifier is the latest in the classifiers list/highest priority)	
Education: Diploma number	%application-education-highest-diploma-number%
Education: Programme name	%application-education-highest-programme-name%
Education: Country	%application-education-highest-country%
Education: (Expected) graduation (year & month)	



Education: Official name of school/university/institution	%application-education-highest-graduation%
Education: Level of education	%application-education-highest-institution%
	%application-education-highest-level%
Application -> Education tab (data from the block, which has the latest graduation (month & year) value and "Education level" classifier value "SE")	
Education: Diploma number	%application-education-last-secondary-diploma-number%
Education: Programme name	%application-education-last-secondary-programme-name%
Education: Country	%application-education-last-secondary-country%
Education: (Expected) graduation (year & month)	%application-education-last-secondary-graduation%
Education: Official name of school/university/institution	%application-education-last-secondary-institution%
<b>EXTRA FIELDS QUESTIONS in EASY</b>	
Have you received student aid?	%application-extras(10)%
Have you previously participated in a LLP/ERASMUS mobility?	%application-extras(14)%
Number of months of previous mobility for studies?	%application-extras(18)%
Place of previous mobility for studies?	%application-extras(22)%
Professor in main field of studies	%application-extras(30)%
Study level of previous mobility for studies?	%application-extras(34)%
Please write the name of your contact person at the host university (if you have one)	%application-extras(48)%
Name of International Relations Coordinator (if an update is needed))	%application-extras(95)%

E-mail address of International Relations Coordinator (if an update is needed)	%application-extras(98)%
Accommodation requirements	%application-extras(104)%
Which Aarhus/Aalborg department/study line do you apply for?	%application-extras(110)%
Which Sibelius Academy department are you applying for?	%application-extras(116)%
Phone Number of International Relations Coordinator	%application-extras(188)%
Other language skills	%application-extras(191)%
If Other, please specify your planned arrival and departure month	%application-extras(200)%
Which study programme at Iceland University of the Arts do you want to apply for?	%application-extras(207)%
Field of Study	%application-extras(208)%
Which study period are you applying to?	%application-extras(212)%
Current Level of Education at your home institution (before exchange)	%application-extras(213)%
I want to apply for exchange at (level of study during exchange)	%application-extras(214)%
Other field of study (if none of the above corresponds to your field of study, please indicate your field of study here)	%application-extras(215)%
Other Gender	%application-extras(218)%
I want to apply for (RMC study programme during exchange)	%application-extras(220)%
Links to your audition or video recordings or artistic portfolio	%application-extras(222)%
Which Malm/ð Academy of Music department/study line do you apply for?	%application-extras(223)%
My information can be forwarded to The Foundation for Student Housing in the Helsinki Region (Hoas)	%application-extras(224)%
Second Instrument	%application-extras(226)%
Main Instrument / Specific Field of Study - choose from the list	%application-extras(227)%
If you do not find your instrument / specific field of study in the list, please indicate it here	%application-extras(228)%
If you choose Voice as main subject, please indicate your voice type	%application-extras(230)%

If you are applying for a Global / Traditional / Folk / New Music department, please specify your instrument here	%application-extras(231)%
If you are applying for Codarts World Music Department, which World Music main subject are you applying to?	%application-extras(232)%
Describe your study plans and requirements for the exchange period at Sibelius Academy freely	%application-extras(233)%
Which subject at the Academy of Fine Arts of Uniarts Helsinki are you applying for?	%application-extras(234)%
Which department of the Royal Conservatoire in The Hague are you applying to?	%application-extras(235)%
Please indicate the preferred professor/s at the host institution for the main subject (if any)	%application-extras(236)%
Are you also willing to go if none of these professors are available?	%application-extras(237)%
Please choose your genre/s (for music students)	%application-extras(238)%



Association Européenne des  
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Musique et Musikhochschulen

## EASY WORKING GROUP 2020

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