



“EASYer Than You Think”

***Tips and Tricks
to do what you thought
you could not do***

Sara Primiterra, EASY Project Manager



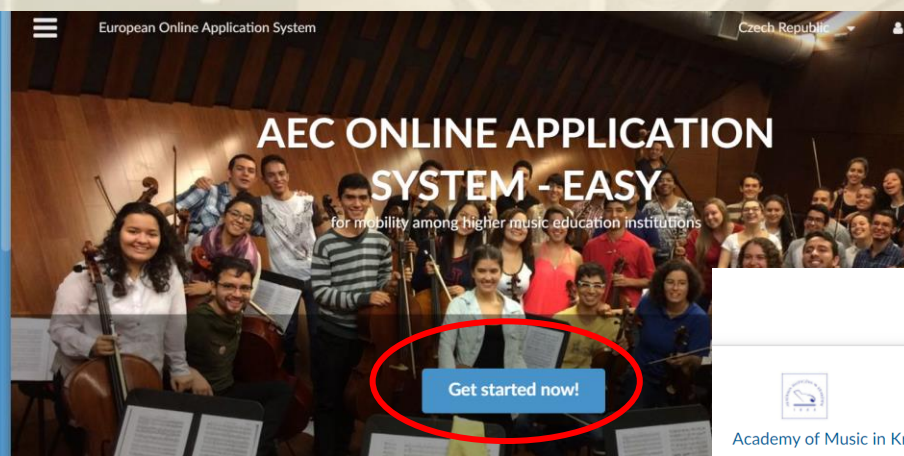
Finding Info about an institution

Internal
Institutions

- 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 info about



Reports
Incoming
Journal
Browse
Rankings
Search
Tables
Outgoing
Browse
Search



Academy of Music in Kraków
Poland, Kraków

Available for applicants from:



Conservatoire of Music Licinio
Refice - Frosinone
Italy, Frosinone

Erasmus+ student mobility (MA)
Music and performing arts

Erasmus+ MA, exchange

Apply now! Academic year 2020/21

This is a rolling intake - applications are accepted all year round.

Apply now! Fall semester 2020/21

This is a rolling intake - applications are accepted all year round.

Apply now! Spring semester 2019/20

This is a rolling intake - applications are accepted all year round.

More information



Finding Info about an institution

Internal
Institutions

All names and email of IRCs of Internal Institutions
and all deadlines of Internal Institutions are in the
LEFT MENU

Home > Deadlines EASY Internal Institutions

Belgium

Conservatoire royal de Bruxelles: <http://www.conservatoire.be/>; Salvatore Gioveni, salvatore.gioveni@conservatoire.be ; Application period academic year: Feb 15, 2020 – Mar 24, 2020

AP University College - Royal Conservatoire Antwerp: <https://www.ap.be/royal-conservatoire-antwerp/1135> ; Charlotte Saelemakers charlotte.saelemakers@ap.be ; Applications from January 1 to May 1 2020

ARTS² - Academy of Arts, Mons: erasmus@artsaucarre.be; Application period academic year: Jan 10, 2020 – May 15, 2020, Fall semester and Spring semester: Feb 15 2020 – May 15, 2020

Bulgaria

National Academy Of Music "Pancho Vladigerov", Sofia, Petya Kissimova sagitta@nma.bg ; Academic year: Jan 10 - Mar 24 2020, Fall and Spring semesters: Feb 15 - Mar 24,2020

Academy Of Music, Dance And Fine Arts "Asen Diamandiev", Plovdiv, Elka Nedeva irc@artacademyplovdiv.com; Academic year: Jan 10 - Mar 24 2020, Fall and Spring semesters: Feb 15 - Mar 24,2020

Czech Republic

Music and Dance Faculty, Academy of Performing Arts in Prague: <https://www.amu.cz/en/> ; Anna Poppova, anna.poppova@hamu.cz; Application period academic year: Jan 1, 2020 – March 31, 2020

Denmark

Royal Academy of Music Aarhus/Aalborg: <https://www.musikkons.dk/index.php?id=13> ; Line Berg line@musikkons.dk Application period academic year: Jan 15, 2020 – Mar 5, 2020

The Royal Danish Academy of Music, Copenhagen: <https://english.dkdm.dk/> ; Nynne Gianni international@dkdm.dk ; Application period academic year: Jan 6, 2020 – Mar 1, 2020



Finding Info about an institution

Internal
Institutions

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

mapply.com/admin/administrators/

European Online Application System

Find applicants

Search

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 30, 2020 Audit logins
sara.primiterra.admissions	Sara Primiterra events@aec-music.eu	EASY Admissions administrator	! Unlimited	Apr 24, 2018 Audit logins
Royal Conservatoire The Hague				
a.dutta.and.f.de.haan	Aparajita Dutta and Femke de Haan international@kabk.nl	EASY Admissions administrator	! Unlimited	Nov 13, 2018 Audit logins
erasmus.koncon	Erasmus KonCon erasmus@koncon.nl	EASY Admissions administrator	! Unlimited	Sep 29, 2020 Audit logins
Sibelius Academy, University of the Arts Helsinki				
aino.jalkanen	Aino Jalkanen aino.jalkanen@uniarts.fi	EASY Admissions administrator	✓ Is valid from: 19 Mar 2018	Sep 30, 2020 Audit logins
leena.veijonsuo	Leena Veijonsuo leena.veijonsuo@uniarts.fi	EASY Admissions administrator	! Unlimited	Sep 29, 2020 Audit logins

Finding Info about an institution

For EXTERNAL Institutions you simply click on the name of the institution

Musique et Musikhochschulen

Reports

Incoming

Outgoing

Institutions

Institutions

Agreements

Intakes

Terms

Appforms

Fees

Import

Import leads

Import subjects

Content

News

Main menu

Calendar

Data protection

Internal institutions

External institutions

Search

Quickly find an institution

vienna

Search

Academy of Fine Arts Vienna
Austria, Vienna

International Academy of Music and Performing Arts, Vienna
Austria, Vienna

JAM MUSIC LAB - Vienna
Austria, Vienna

Music and Arts University of the City of Vienna
Austria, Vienna

JAM MUSIC LAB - Vienna

Austria, Vienna
Gasometer B, Guglgasse 8, 1110 Wien, Austria
jammusiclab.com

Departments

List faculties, schools, departments

This institution doesn't have any departments yet.

+ Add a department

Contact persons

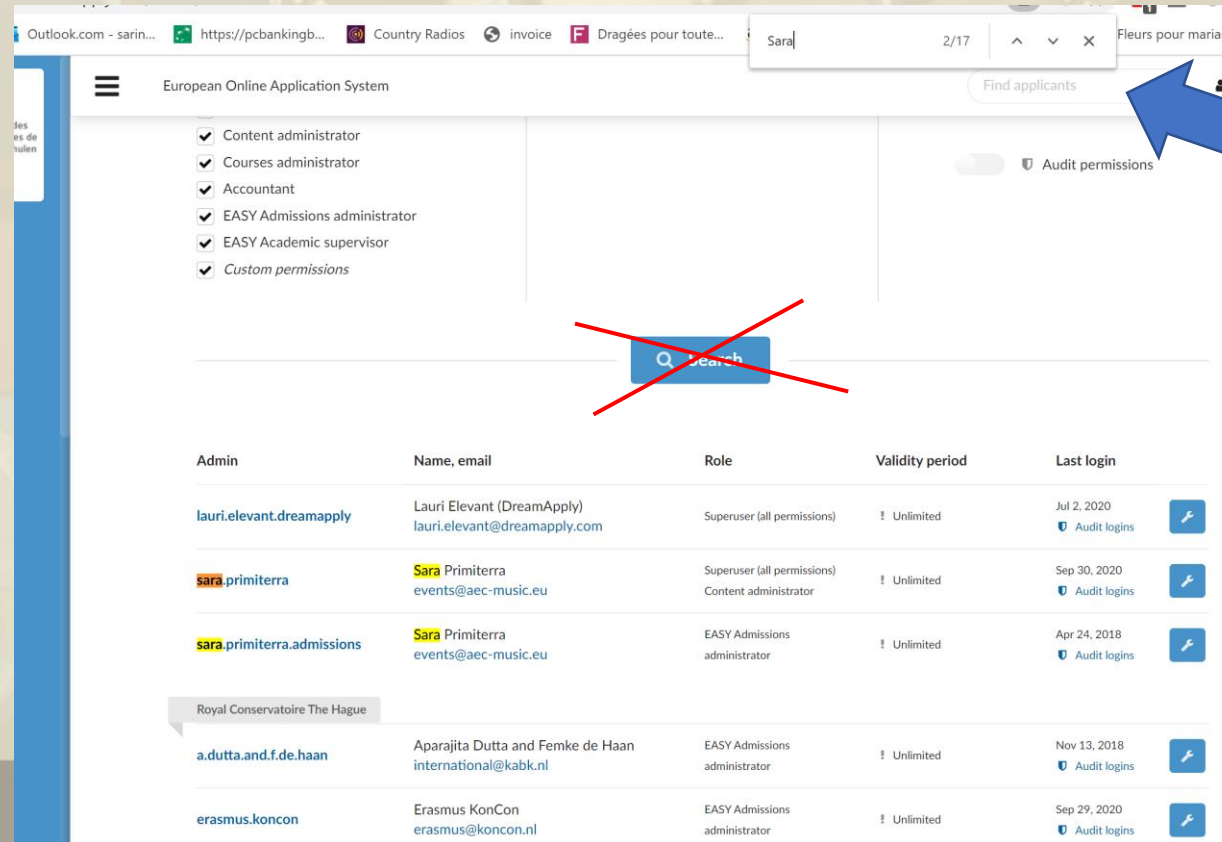
Persons and contact details

Angelo Tatone	tatone@jammusiclab.com	+43 1 9466846	Teacher/Academic staff	
Irene Malizia	malizia@jammusiclab.com	+43 1 9466846	Teacher/Academic staff	
Regina Himmelbauer	himmelbauer@jammusiclab.com		Head of International Office	

+ Add a contact

SEARCHING things in EASY

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.



The screenshot shows the EASY interface with a search bar at the top right. A blue arrow points to the 'Find applicants' button, which is crossed out with a red X. Below the search bar, there is a table of users with columns: Admin, Name, email, Role, Validity period, and Last login.

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 30, 2020 Audit logins
sara.primiterra.admissions	Sara Primiterra events@aec-music.eu	EASY Admissions administrator	! Unlimited	Apr 24, 2018 Audit logins
Royal Conservatoire The Hague				
a.dutta.and.f.de.haan	Aparajita Dutta and Femke de Haan international@kabk.nl	EASY Admissions administrator	! Unlimited	Nov 13, 2018 Audit logins
erasmus.koncon	Erasmus KonCon erasmus@koncon.nl	EASY Admissions administrator	! Unlimited	Sep 29, 2020 Audit logins



View as an applicant

To view things as an applicant you need to create a **fake applicant profile** and act in the system as an applicant



Subscribe to the Journal to be up-to-date (receive notifications via email)

Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

Reports

Incoming

Journal

Browse

Rankings

Search

Tables

Outgoing

Institutions

01. New submissions

Events followed: 1

You are subscribed

02. Checklist task was commented

Events followed: 3

03. Offer: Nominated + SAVED

Events followed: 1

04. Resubmissions

Events followed: 1

05. Offer: Nominated + CONFIRMED

☒ Subscribe to a daily email

Subscribers: 33

Edit events to follow

Today



Elodie Cruz Laufer Application was submitted 14 minutes ago
Germany

Erasmus+ student mobility (BA)

Erasmus+ BA, exchange English
Iceland University of the Arts < Stu



Applicants	Subscribe
Application changes	Subscribe
<input type="checkbox"/> Application was created	
<input type="checkbox"/> Application was edited	
<input type="checkbox"/> Application was completed	
<input type="checkbox"/> Course was added to application	
<input type="checkbox"/> Course was removed from application	
Application submissions	Subscribe
<input checked="" type="checkbox"/> Application was submitted	
<input type="checkbox"/> Application was re-submitted	
Application flags	Subscribe
Applicant management	Subscribe
Application sharing	Subscribe



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

Documents Study plans x

Share this application

 or [get a shareable link](#) 

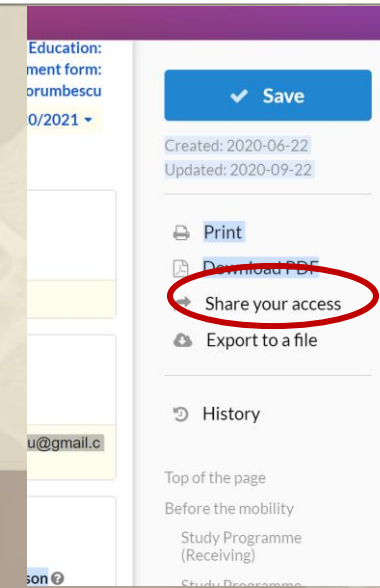
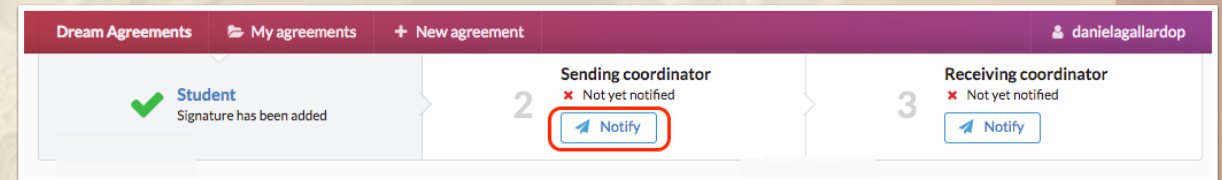
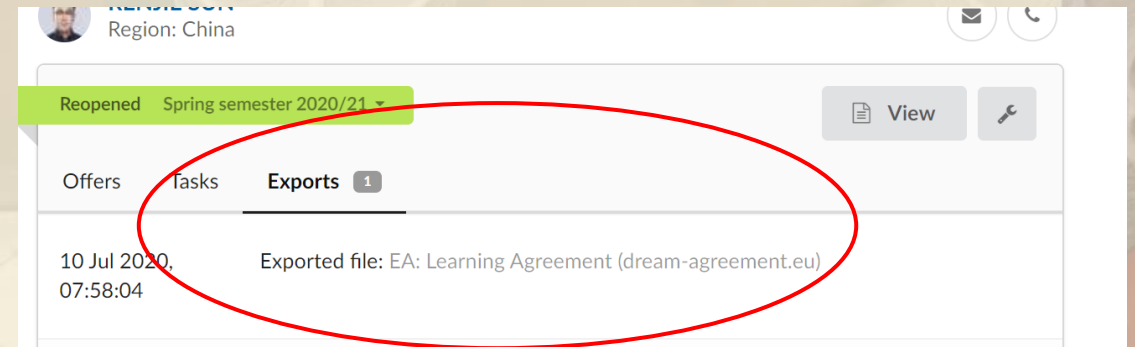
If you want to share a read-only view of this application with someone, just type the email addresses. You may also add a note to the recipient. By default a share will expire in 3 months. You may choose a shorter expiry, as appropriate.

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

PDF Personal information

Quick Tips on the Learning Agreement

- Internals should access the LA from EASY, not signing in with Google
- Export it in the last possible moment (make sure study planned is filled in!) and sign it when you think the document is final
- When you make a change and parties need to sign again, click on NOTIFY to let the student and the other coordinator know
- If you need another person (i.e. Head of Department) so sign the LA click on SHARE YOUR ACCESS





Making Things EASyEr for you and your outgoing students

Advice: prepare a document with the list of requirements and procedures of your partners to be given to your students, they will:





Upload your subjects in an excel file – the cheatsheet can help you!

	Allowed values	Example
Subject code	Mandatory, up to 64 characters.	ACC123
Subject name	Mandatory, up to 256 characters.	Accounting
Type	Mandatory, one of the following abbreviations: <ul style="list-style-type: none"> > UG Undergraduate > PG Postgraduate > PD Doctoral 	PD
Department	Optional, one of the following abbreviations: <ul style="list-style-type: none"> > 196 The Royal Academy of Music Aalborg > 192 The Royal Academy of Music Aarhus 	192
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: <ul style="list-style-type: none"> > 1 Fall semester > 2 Spring semester > 1000 Commence year legacy > 1002 Academic year > 1006 Trimester 1 > 1010 Trimester 2 > 1014 Trimester 3 	1014
Prospect URI	Web address, starting with http:// or https://	https://example.uni.edu/accounting
Language	ISO 639-1 2-letter code	en

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	https://example.uni.edu/accounting	en	



Making Things EASyer for you and your outgoing students

- Give them the new EASY Manual for Students
- Tell them that applications can be cloned (copied)

[< 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:

[View](#)

Fall semester 2021/22

Last revised on Jul 3, 2020 Closed



clone this application

[View](#)

Fall semester 2021/22

Last revised on Jul 3, 2020 Closed



clone this application

[View](#)

Academic year 2018/19

Last revised on Feb 28, 2018 Closed



clone this application

☒ Yes, clone my previous application (recommended)

☐ No, start fresh



Fantastic Materials and Where to Find Them



[Grades](#)
[Templates](#)
[Tasks](#)
[Letterheads](#)
[Classificators](#)
[Offer types](#)
[Export profiles](#)
[API](#)

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

[Deadlines EASY Internal Institutions](#)

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

[Privacy Policy \(GDPR\)](#)

© High contrast mode

[Home](#) > [Users Manuals and Support Material for IRCs using EASY](#)

For any questions, please write to the EASY Project Manager Sara Primiterra at the AEC office events@aec-music.eu

[EASY MANUAL 2020 - a complete guide to EASY for Coordinators](#)
[EASY STUDENT MANUAL 2020 - with instructions for students only](#)

[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](#)
[EASY Code of 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 Code of Conduct

2020 update

shared practices
to make it EASYer

Sara Primiterra, AEC EASY Project Manager

Keep your profile (both in Contact Persons and Administrators) up to date (and do the same with your external partners)

1

Get used to make and yearly review of the data at the beginning of the academic year!

News

Main menu

Calendar

Data protection

System

Settings

Regions

Translations

Administrators

Grades

Templates

Tasks

Letterheads

Classificators

Offer types

Export profiles

API

User Support: who to contact

Users Manuals and Support
Material for IRCs using EASY

Internal IRCs' email addresses -
academic year 2019-20



Conservatoire of Music Licinio Refice - Frosinone

Italy, Frosinone
Viale Michelangelo, 03100, Frosinone, Italy
conservatorio-frosinone.it

Manage subjects

Departments

Contact persons

Media files

Profile



Departments

List faculties, schools, departments



This institution doesn't have any departments yet.

+ Add a department



Contact persons

Persons and contact details

Lucia Di Cecca

international@conservatorio-frosinone.it

+393403486034

Head of International
Office



Riccardo
Santoboni

erasmus@conservatorio-frosinone.it

+39
3475491838

Head of International
Office





Ask Permission to Activate Agreements

2

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

The screenshot shows the EASY system interface. The left sidebar contains a menu with the following items: Institutions, Agreements (highlighted with a red circle), Appforms, Import, System, Users Manuals for IRCs using EASY, Internal IRCs' email addresses, Privacy Policy (GDPR), and High contrast mode. The main content area is titled 'European Online Application System' and shows the 'Agreements' section for the 'CONSERVATORIO SUPERIOR DE MUSICA IN VIGO'. The 'Incoming' section shows a list of checkboxes for 'Bilateral student exchange', 'Erasmus+ student mobility (BA)', 'Erasmus+ student mobility (MA)', 'Erasmus+ student mobility (PhD)', and 'Nordplus student exchange'. The 'Outgoing' section shows a similar list of checkboxes. A 'Save changes' button is visible at the top left of the main content area.

← → ↻ | <https://aec.dreamapply.com/admin/aec/country?country=ES> 🔍 ☆

Institutions
Agreements
Appforms
Import
System
Users Manuals for IRCs using EASY
Internal IRCs' email addresses
Privacy Policy (GDPR)
High contrast mode
DreamApply student admission software

European Online Application System

Find applicants 🔍 Lucia Di

✓ Save changes

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

CONSERVATORIO SUPERIOR DE MUSICA IN VIGO

Incoming
 CONSERVATORIO SUPERIOR DE MUSICA IN VIGO → My institution

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

Outgoing
My institution → CONSERVATORIO SUPERIOR DE MUSICA IN VIGO

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

Conservatorio Superior De Música Manuel Castillo



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

3

The screenshot displays the 'European Online Application System' interface. On the left is a blue sidebar with navigation links: Incoming (Journal, Browse, Rankings, Search, Tables), Outgoing (Browse, Search, Tables), Institutions (Institutions, Agreements, Intakes, Terms, Appforms, Fees), and Import. The 'Appforms' link is circled in red. The main content area has a top bar with a hamburger menu, the system name, a search bar, and a user profile. Below this is a 'Save changes' button. A central menu lists various application sections: Information and Academic Offer, Profile, Contact, Home university, Mobility, Education, Grades, Languages, Career, Activities, and Residences. The 'Information and Academic Offer' section is selected, showing a form with a 'Name' field containing 'E VIGO03 - Erasmus+'. Below the field is a text prompt: 'Please type a descriptive name for this appform. For example "Appform for BA programmes".' Further down, there is instructional text about fieldsets and a section titled 'Information and Academic Offer' containing language requirements: '*Language Requirements:* It is compulsory to upload a Language Certificate of a B1 level or higher as indicated below. Applications without a Language certificate wont be considered.' and '*- SPANISH B1 or ENGLISH B1* for any applicant aiming to course instrument specializations'.

European Online Application System

Find applicants

Sara Primer

Save changes

Information and Academic Offer

Profile

Contact

Home university

Mobility

Education

Grades

Languages

Career

Activities

Residences

Name

E VIGO03 - 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 wont be considered.

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



Information 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 students should upload and how they should name them

Study Plan:

Insert subjects there so that the student can choose from a dropdown menu



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, except for your email address

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

▸ World

+ Add another territory



Profile

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

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

▾ World

☒ Given name(s)

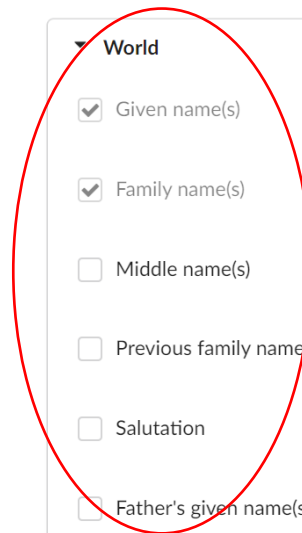
☒ Family name(s)

☐ Middle name(s)

☐ Previous family name

☐ Salutation

☐ Father's given name(s)



Incoming

Journal
Browse
Rankings
Search
Tables

Outgoing

Browse
Search



European Online Application System

Early application

✓ Save changes

Information and Academic Offer

Profile

Contact



Customize your application form

Do you need a specific question in the Application form that is not listed in the system? Please mail your request to events@aec-music.eu

☐ Checkboxes Accommodation requirements



☐ mandatory

☐ Text Medical Needs



☐ mandatory

☐ Paragraph Other requests



☐ mandatory

If you need to add an extra field to your form, please contact events@aec-music.eu

[+ Add another territory](#)



Use the Official Name of the Instruments when attaching Flags to applications

4

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



Official Names of Instruments for Flags

? 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/Orchestral)

? 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 Education

? Music Management

? 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 (lived)

? Pianoforte (also called Fortepiano – Early Music)

? Pre-Polyphonic Music

? Recorder

? Recording and Production

? Sackbut

? Saxophone (Classical)

? Saxophone (Jazz)

? Songwriting and Arranging

? Sonology

? Sound Design

? 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

? Trombone (Classical)

? Trombone (Baroque)

? Trombone (Jazz)

? Trombone (Bass)

? Trumpet (Classical)

? Trumpet (Baroque)

? Trumpet (Jazz)

? Trumpet (Natural)

? Tuba

? Ud

? Vibraphone

? Viola (Classical)

? Viola (Baroque)

? Viola (Jazz)

? Viola da Gamba

? Violin (Classical)

? Violin (Baroque)

? Violin (Jazz)

? Violone

? Voice (Classical/Opera)

? Voice (Baroque)

? Voice (Jazz)

? Voice (Pop)


? OTHER



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

5



DreamApply Demo Institution

Estonia, Tallinn
Tatari 64, 10134 , Tallinn, Estonia
<https://www.dreamapply.com>

Manage subjects

Departments



Contact persons

Media files

Profile

Departments

List faculties, schools, departments

Test 1	Estonia, tallinn	test.com	
Test 2	Estonia, tallinn	test.com	

[+ Add a department](#)

Contact persons


Persons and contact details

Breck
Internal1

shuylerb+contactInternal1@gmail.com

12121212

Teacher/Academic staff





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

6





All external institutions are invited to accept incoming applications via EASY

7

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 in copy telling them that this is an indication give by the AEC to all its members



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.

7.1

The student should be notified about your decision via the system. Do not communicate your decisions “privately” to the IRC outside the system!



8



facebook



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





Questions?