EASY

The AEC’s European Online Application System for Exchanges in Higher Music Education

by Lucia Di Cecca
Erasmus 10 years ago

Bilateral Agreements
Applications
Financial Agreements
Learning/Teaching Agreements
Certificates

Everything on paper
In the following years:

- Informatization progressed
- Exchange of scanned documents by email
- Introduction first online application systems

Single procedures for each Conservatoire became much more different from each other!
One single system for the management of students’ mobility applications

Shared procedures

Exchange of documents in digital format

All the necessary information in one single place
EASY was born!

[Image: aec.dreamapply.com]
EASY: a unique project

The only multinational and subject-specific application system in Europe

Custom designed for our needs
Why EASY is special 😊

• One single system for the management of students’ mobility applications, both incoming and outgoing

• Shared procedures

• Exchange of documents in digital format

• All the necessary information in one single place
• Decide deadlines for the submission of applications
• Customize its own application form for incoming
• Customize the letters which are automatically sent to students

Optimal balance between standardization of procedures and freedom of institutions
Highlights of the system

• catchy graphic design - user friendly
• controlled autonomy of the student
• automatic emails to the students
• email notifications from the system to the IRCs
• automatic nominations email to external institutions
• automatic confirmation of nominations from external institutions
• export of application data in Excel
Internal and External Institutions in EASY

- Joined the project
- Pay an annual fee
- Full use of the system

- Did not join the project
- Do not pay an annual fee
- Actions limited to:
  - View and download applications
  - Nominate outgoing students

BOTH ARE LISTED IN THE SYSTEM
Internal and external Institutions
Facilitate mobility

European University Foundation (Erasmus Without Papers)

DASHBOARD

AEC

EASY
DASHBOARD versus EASY

DASHBOARD
Basic system
Basic graphics
Basic functionalities
Interface with your Campus Management System or Type manually all data
FREE

EASY
Sophisticated system
Catchy graphics and user-friendly
Specific functionalities for Conservatories of Music (and Art Academies)
ANNUAL FEE
AEC and EWP

MEMORANDUM OF UNDERSTANDING

AEC
Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen
and
EWP
Erasmus Without Papers
(European University Foundation)
Who uses the system

1. Student
2. IRC of sending and receiving institution
3. Teacher / selection committee
Student workflow

1. Apply for exchange
2. Fill in the application form including the study plan
3. Upload documents and media files
4. Submit the application
5. (Receive updates about the status of the application)
6. Confirm the final decision
Become an applicant

AEC ONLINE APPLICATION SYSTEM - EASY
for mobility among higher music education institutions

Get started now!

Starting your application for exchange studies is easier than ever!

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

FULL LIST of Institutions taking part in EASY in Year 2 and Deadlines
6 Dec 2017
Please find below the list of Institutions who joined EASY in the academic year 2017-18
Read more...

Pilot Project of a European Online Application System (EASY) for mobility among higher music education institutions
6 Dec 2017
The International Relations Coordinators of AEC member institutions have been suggesting for some years that...
Create your account

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):

Your mobile phone (optional):

Your citizenship *

I have a reference code:
Write down your applicant code

This is your unique applicant access code:

VMFQC3DW5

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!
Edit the application

Academic year 2018/19

Estonian Academy of Music and Theatre

The application is being prepared

Deadline: Apr 30, 2018

Erasmus+ student mobility (BA)

1

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

Conservatoire of Music Licinio Refice - Frosinone

The application is not yet filled

Deadline: May 15, 2018
Choose your home institution

If you cannot 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.

Type your home institution name or location

Or choose from a list of countries: choose

<table>
<thead>
<tr>
<th>Institution</th>
<th>Location</th>
<th>Code</th>
<th>Button</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;George Enescu&quot; National University of Arts from Iasi</td>
<td>Romania, Iasi</td>
<td>RO IASI01</td>
<td><img src="button" alt="This is my home institution" /></td>
</tr>
<tr>
<td>Braunschweig University of Art</td>
<td>Germany, Braunschweig</td>
<td>D BRAUNSC02</td>
<td><img src="button" alt="This is my home institution" /></td>
</tr>
<tr>
<td>Aalborg University</td>
<td>Denmark, Aalborg</td>
<td>DK ALBORG01</td>
<td><img src="button" alt="This is my home institution" /></td>
</tr>
<tr>
<td>Aalto University</td>
<td>Finland, Espoo</td>
<td>SF ESPOO12</td>
<td><img src="button" alt="This is my home institution" /></td>
</tr>
<tr>
<td>Académie Royale des Beaux-Arts</td>
<td>Belgium, Brussels</td>
<td>B BRUXEL05</td>
<td><img src="button" alt="This is my home institution" /></td>
</tr>
</tbody>
</table>
Choose your destination institution

If you cannot 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.

Type your destination institution name or location

Or choose from a list of countries: choose

Choose your destination institution

“George Enescu” National University of Arts from Iasi
Romania, Iasi

Braunschweig University of Art
Germany, Braunschweig

Aalborg University
Denmark, Aalborg

Academy of Arts In Banska Bystrica
Slovakia, Banska Bystrica

Academy of Arts, Architecture and Design (UMPRUM)
Czech Republic, Prague
Apply for the mobility

Choose the type and level during your mobility:

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

Conservatoire of 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 13, 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

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.


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

**Erasmus+ student mobility (MA)**

- I FROSINO02 - Fall semester
- Erasmus+ MA, exchange
  - combined English/Italian
  - Conservatoire of Music Lucio Refice - Frosinone + Estonian Academy of Music and Theatre

[My studyplan](#)

[Add more choices](#)

Don't forget to complete your studyplan!
Upload documents and media files

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

You can only upload files up to 4 MiB in size each from the following types: JPEG, GIF, PNG, PDF. Please make sure that the image is not blurry or distorted and has plenty of contrast. Remember that they should be legible when
Compile your study plan

You can find information on our application procedure at 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.


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

Erasmus+ student mobility (MA)

- I FROSINO02 - Fall Semester
- Erasmus+, MA, exchange
- Combined English/Italian
- Conservatoire of Music Licio Raffia - Frosinone, Estonian Academy of Music and Theatre

[Add more choices]

Don't forget to complete your study plan!
Add the subjects

You can choose up to 70.0 ECTS credits

You have currently chosen 0 ECTS credits

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject name</th>
<th>Term</th>
<th>ECTS</th>
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</tbody>
</table>

[button] Add a new subject
And finally - submit!
Check inbox/email for notifications

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**Your final decision**  
Jun 1, 2018

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.

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**Please review your offers**  
Jun 1, 2018

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.

Above all, your feedback will help us reduce the risk of delays or issues with your admission process.

NB! Please pay close attention to the offer decision deadlines. The closest decision you have to make is only 10 day(s) as of this moment. If you miss a decision deadline, the offer may not remain valid!

Please go to the link below and follow the instructions carefully:
AEC.dreamapply.com/applicant/offers-review
Confirm your final decision!

Step 1
Review your replies

Step 2
Make your decision or update your status

Step 3
Finish

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.

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

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

Decline all offers that I have received so far

Some other situation
1. Sign up for EASY
2. Set up institutional profile
3. Manage applications
4. Learning Agreement
Please navigate using the menu on the left. Do not forget to log out after you have finished your work :)

- Institutions
- Agreements
- Intakes
- Appforms
- Import
- Import subjects
- System
- Administrators
- Letterheads

Users Manuals and Support Material for IRCs using EASY

Internal IRCs’ email addresses - academic year 2018-19

Privacy Policy (GDPR)

Deadlines EASY Internal Institutions
**Applicant progress**
Applicants prepare and submit their applications.

**Offers and replies**
Your turn to send offers and replies.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting for nomination</td>
<td>Applicants are awaiting further action.</td>
</tr>
<tr>
<td>External notified</td>
<td>Applications have been sent to the institution.</td>
</tr>
<tr>
<td>OUT: Feedback</td>
<td>Institutions have provided feedback on the application.</td>
</tr>
<tr>
<td>OUT: Sent to committee</td>
<td>Applications have been sent for further consideration.</td>
</tr>
<tr>
<td>OUT: Rejected</td>
<td>Applications have been rejected by the institution.</td>
</tr>
<tr>
<td>Nominated</td>
<td>Applications have been nominated for further consideration.</td>
</tr>
<tr>
<td>IN: Feedback</td>
<td>Institutions have received feedback on the candidate.</td>
</tr>
<tr>
<td>IN: Sent to committee</td>
<td>Candidates have been sent for further consideration.</td>
</tr>
<tr>
<td>IN: Waitlisted</td>
<td>Candidates have been waitlisted for further consideration.</td>
</tr>
<tr>
<td>IN: Accepted</td>
<td>Candidates have been accepted for the program.</td>
</tr>
<tr>
<td>IN: Rejected</td>
<td>Candidates have been rejected for the program.</td>
</tr>
<tr>
<td>IN: Not considered</td>
<td>Candidates have not been considered for the program.</td>
</tr>
</tbody>
</table>

**Applicant decision**
Applicant accepts or declines the offer.
Dear Lucia Di Gioia,

Congratulations! Your application has been Accepted for Erasmus+ student mobility (BA) in Conservatorio Musicale Reale - Frosinone.

Kind regards,
Lucia Di Gioia
Conservatorio Musicale Reale - Frosinone

Please do not reply to this message.
Exportable Excel tables
Learning Agreement
Learning Agreement Tool
dream-agreement.eu

• it is a "working tool", not an official document
• it is not an on-line document: it needs to be printed and stored offline
• optional
• if you prefer you can use OLA or you can do it on paper

• Main Features:
  - Automatic integration in EASY
  - Pre-filled with data from the Student’s application
  - Student, receiving IRCs and sending IRCs can work on it
  - Electronic signatures
  - Mobile device friendly
Belgium
Conservatoire royal de Bruxelles
AP University College - Royal Conservatoire Antwerp
ARTS² - Academy of Arts, Mons

Czech Republic
Music and Dance Faculty, Academy of Performing Arts in Prague

Denmark
Royal Academy of Music Aarhus/Aalborg
The Royal Danish Academy of Music, Copenhagen
Syddansk Musikonservatorium (SDMK) - Danish National Academy of Music Odense/Esbjerg
Rhythmic Music Conservatory, Copenhagen

Estonia
Estonian Academy of Music and Theatre, Tallinn

Finland
Sibelius Academy, Helsinki
Metropoly University of Applied Sciences, Helsinki
Novia University of Applied Sciences, Jakobstad (Vaasa)
Oulu University of Applied Sciences, Oulu
Savonia University of Applied Sciences, Kuopio School of Music and Dance, Kuopio

France
Conservatoire national supérieur de musique et de danse de Lyon
Conservatoire national supérieur de musique et de danse de Paris
Pole Ailleron, Poitiers
PSPBB, Paris
ESMD, école supérieure musique et danse, Lille
ESM Bourgogne-Franche-Comte, Dijon

Germany
Staatliche Hochschule für Musik Trossingen
Musikhochschule Lübeck
Staatliche Hochschule für Musik und Darstellende Kunst Stuttgart
Hochschule für Musik Carl Maria von Weber Dresden
Hochschule für Musik und Theater München
Hochschule für Musik und Tanz Köln
Hochschule für Musik Freiburg
Hochschule für Musik Würzburg
Folkwang University of the Arts Essen
Hochschule für Musik und Theater Hamburg

Hungary
Liszt Ferenc Academy of Music, Budapest

Iceland
Iceland University of the Arts, Reykjavik

Ireland
Royal Irish Academy of Music, Dublin
TU Dublin Conservatory of Music and Drama (formerly DIT), Dublin

Italy
Saint Louis Music Center Srl, Rome
Conservatorio di Musica "S. Giacomantonio", Cosenza
Conservatorio di Musica "L. Refice", Frosinone
Conservatorio di Musica "A. Pedrollo", Vicenza
Conservatorio di Musica "N. Piccinni", Bari
Conservatorio di Musica "G. Tartini", Trieste
Conservatorio di Musica "T. Schipa", Lecce
ISSM "G. Cantelli", Novara

Latvia
Latvian Academy of Music, Riga

Lithuania
Lithuanian Academy of Music and Theatre, Vilnius

The Netherlands
Conservatorium van Amsterdam
Prince Claus Conservatorium, Groningen
Royal Conservatoire The Hague
Codarts University of the Arts, Rotterdam

Norway
Norwegian Academy of Music, Oslo
University of Bergen, The Grieg Academy, Bergen
NTNU Department of Music, Trondheim
UIT - The Arctic University of Norway, Tromsø
Faculty of Performing Arts, University of Stavanger

Portugal
ESMAE Porto

Slovenia
University of Ljubljana Academy of Music, Ljubljana

Spain
Conservatorio Superior de Música "Eduardo Martínez Torner", Oviedo
Escola Superior de Música de Catalunya, Barcelona
Conservatorio Superior de Música de Vigo
Conservatorio Superior de Música de Castilla y León
Salamanca
Conservatorio Superior de Música "Joaquín Rodrigo" de Valencia
Conservatorio Superior de Música de Navarra, Pamplona

Sweden
Royal College of Music in Stockholm
Stockholm University of the Arts, Stockholm
Malmö Academy of Music, Malmö
Ingesund School of Music, Karlstad University, Arvika

United Kingdom
Royal College of Music, London
Royal Conservatoire of Scotland, Glasgow
Royal Birmingham Conservatoire, Birmingham
Trinity Laban Conservatoire of Music and Dance, London
Royal Welsh College of Music and Drama, Cardiff
The EASY task force

• Sara Primiterra - AEC Office (EASY project manager)
• Lucia Di Cecca - Conservatorio di Musica L. Refice in Frosinone, Italy
• Jose Luis Fernandez - Conservatorio Superior de Musica de Vigo, Spain
• Salvatore Gioveni - Conservatoire Royale de Bruxelles, Belgium
• Chiara Pellegrino - CNSMD Lyon
• Regine Brosius - UdK Berlin

Do not hesitate to ask us any question!
If you want to join please send a request to events@aec-music.eu
Subscribe to the EASY Discussion Group on FACEBOOK
The more we are the more useful EASY will be

Join EASY!