

EASY - introduction and basic clarifications

EASY Webinar 2021, 24th September

by

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With the EASY task force

Breck Shuyler – Dreamapply

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What is EASY

An Application Management System

Erasmus, Nordplus and Bilateral exchanges

Student Mobility for Studies

Not only Music!

It plays a role for you in the Erasmus Without Paper but it's main scope is to manage the application process



In this webinar

We will:

- Give you an updated Code of Conduct –how to behave in the systems
- Clarify some doubts you expressed in the user's questionnaire
- Show some specific functions in the system
- Update you on the planned developments
- Updated you on the connection with EWP

In this webinar

We will **NOT**:

- show in detail all the functioning of the system (watch last year webinar)
- solve all your doubts regarding EWP and the functioning of the LA connection → still going on!

A little exam

Let's see if you came prepared!

Reply to the Zoom Polls

EASY Code of Conduct Update 2021

Common rules for a shared system



Sara Primiterra

EASY Project Manager



Why do we need a Code of Conduct?

- Shared Process
- Flexibility comes with rules

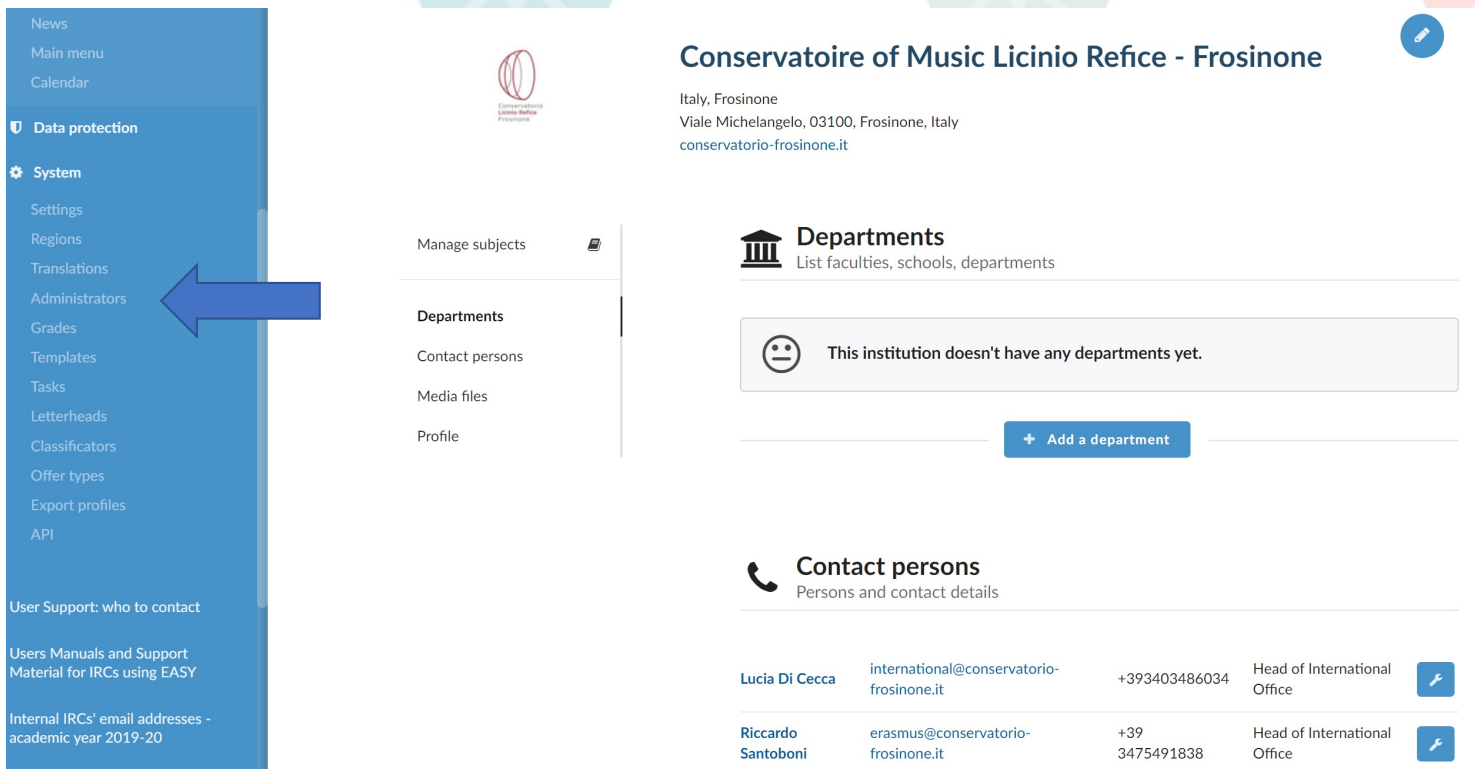
General Rule: Keep yourself informed and up to date

Download the Users Manuals, attend the presentations, watch the recorded webinars

Read emails coming from the AEC regarding EASY! It is always about important and fundamental information deserving attention!

This is a complicated time: An effort and extra work is necessary to understand what is going on!

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



The screenshot shows the website of the Conservatoire of Music Licinio Refice - Frosinone. The left sidebar contains a menu with the following items: News, Main menu, Calendar, Data protection, System, Settings, Regions, Translations, Administrators (highlighted with a blue arrow), Grades, Templates, Tasks, Letterheads, Classificators, Offer types, Export profiles, and API. Below the menu are links for User Support, Users Manuals and Support Material, and Internal IRCs' email addresses.

The main content area displays the conservatoire's name, location (Italy, Frosinone), and address (Viale Michelangelo, 03100, Frosinone, Italy). It also features a 'Departments' section with a message stating 'This institution doesn't have any departments yet.' and a '+ Add a department' button. Below this is a 'Contact persons' section listing two individuals: Lucia Di Cecca and Riccardo Santoboni, both with their email addresses, phone numbers, and roles as 'Head of International Office'.

Name	Email	Phone	Role
Lucia Di Cecca	international@conservatorio-frosinone.it	+393403486034	Head of International Office
Riccardo Santoboni	erasmus@conservatorio-frosinone.it	+39 3475491838	Head of International Office

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

Inform the AEC by email when there is a change in contacts, deadlines and semesters because the relevant page on the left menu needs to be changed manually by the us

European Online Application System

Belgium ▼

Home > Contacts, Deadlines, Semesters of EASY Internal Institutions

Austria

Universität Mozarteum Salzburg: www.uni-mozarteum.at
Elisabeth Skärbäck Schlegel, elisabeth.skaerbaeck@moz.ac.at and Janine.LAATSCH@moz.ac.at. Application period: Academic year, Fall and Spring Semesters: Feb 1, 2021 – Mar 15, 2021

- Semester 1: 1 Oct - 31 January
- Semester 2: 1 March - 30 June

Vorarlberger Landeskonservatorium, Feldkirch: <https://vlk.ac.at/>
Katharina Lunardon, katharina.lunardon@vlk.ac.at
Application period: Academic year (Jan 15, 2022 – Mar 31, 2022), Fall semester (Feb 15, 2022 – Mar 31, 2022) and Spring semester (Oct 15, 2021 – Nov 30, 2021).

- Semester 1 : 28 September 2020 - 14 February 2021
- Semester 2: 15 February 2021 - 9 July 2021

Gustav Mahler Private University of Music, Klagenfurt am Wörthersee: www.gmpu.ac.at
Katharina Podrečnik, international@gmpu.ac.at
Application period: Academic year (Jan 10, 2021 – Mar 24, 2021), Fall semester (Feb 15, 2021 – Mar 24, 2021), Spring semester (Feb 15, 2020 – Mar 24, 2020)

- Semester 1: 1st of October - 31st of January
- Semester 2: 1st of March - 30th of June

Anton Bruckner Private University, Linz: <https://www.bruckneruni.at>
Anita de Jong, anita.dejong@bruckneruni.at, international@bruckneruni.at
Application period: Academic year, Fall and Spring Semesters: Feb 1, 2021 – Apr 9, 2021

- Semester 1: Oct. 1 - January 31
- Semester 2: March 1 - June 30

Examinations at the Institute of Dance Arts (IDA) usually take place one or two weeks after the end of the teaching period in February and July.

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

The screenshot displays the 'European Online Application System' interface. On the left, a blue sidebar menu contains the following sections: 'Incoming' (with sub-items: Journal, Browse, Rankings, Search, Tables), 'Outgoing' (with sub-items: Browse, Search, Tables), 'Institutions' (with sub-items: Institutions, Agreements, Intakes, Terms, Appforms, Fees), and 'Import'. The 'Appforms' item is circled in red. The main content area is titled 'European Online Application System' and includes a search bar with the text 'Find applicants' and a user profile for 'Sara Primiter'. Below the search bar, there is a 'Save changes' button. The main content area is divided into two columns. The left column lists various sections: 'Information and Academic Offer', 'Profile', 'Contact', 'Home university', 'Mobility', 'Education', 'Grades', 'Languages', 'Career', 'Activities', and 'Residences'. The right column contains a form for editing an application form. The form has a 'Name' field with the value 'E VIGO03 - Erasmus+'. Below the name field, there is a text area with the placeholder text 'Please type a descriptive name for this appform. For example "Appform for BA programmes"'. Below the text area, there is a paragraph of instructions: '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.' Below this paragraph, there is a paragraph of information: '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).' Below the information paragraph, there is a section titled 'Information and Academic Offer' which contains a text area with the text '*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 a footnote: '*- SPANISH B1 or ENGLISH B1* for anv applicant aiming to course instrument specializations'.

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 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 anv applicant aiming to course instrument specializations

Information and Academic Offer Section

Please put here

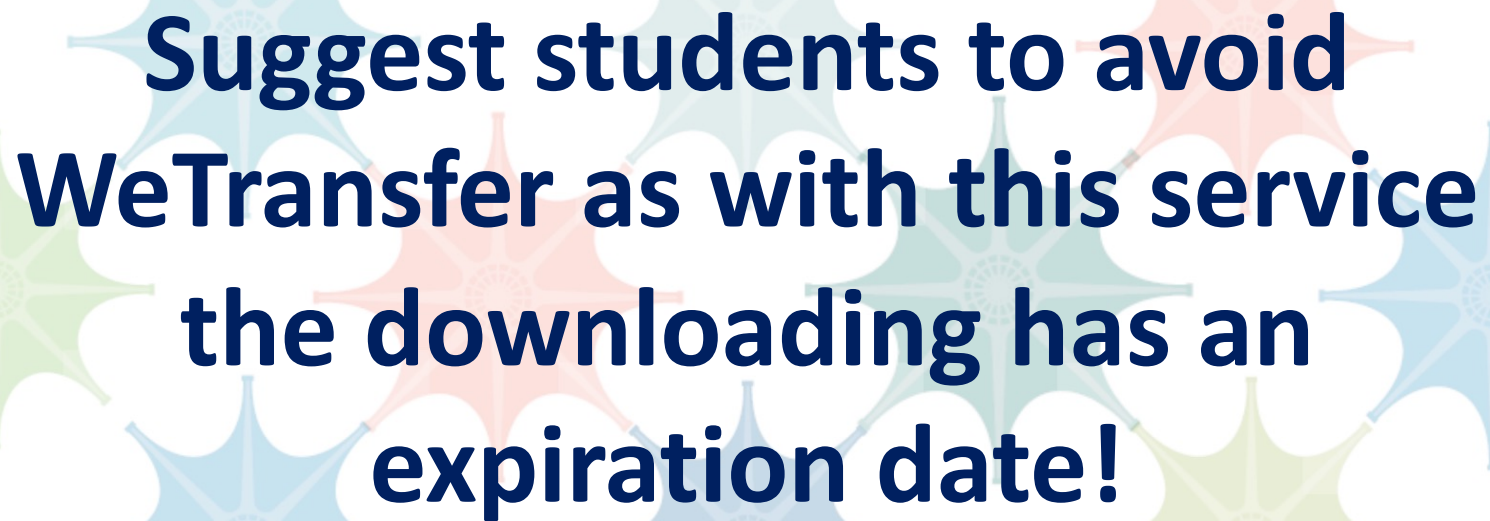
- your requirements
- a link to your course catalogue IN ENGLISH!!
- exact starting and ending dates of your semesters

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



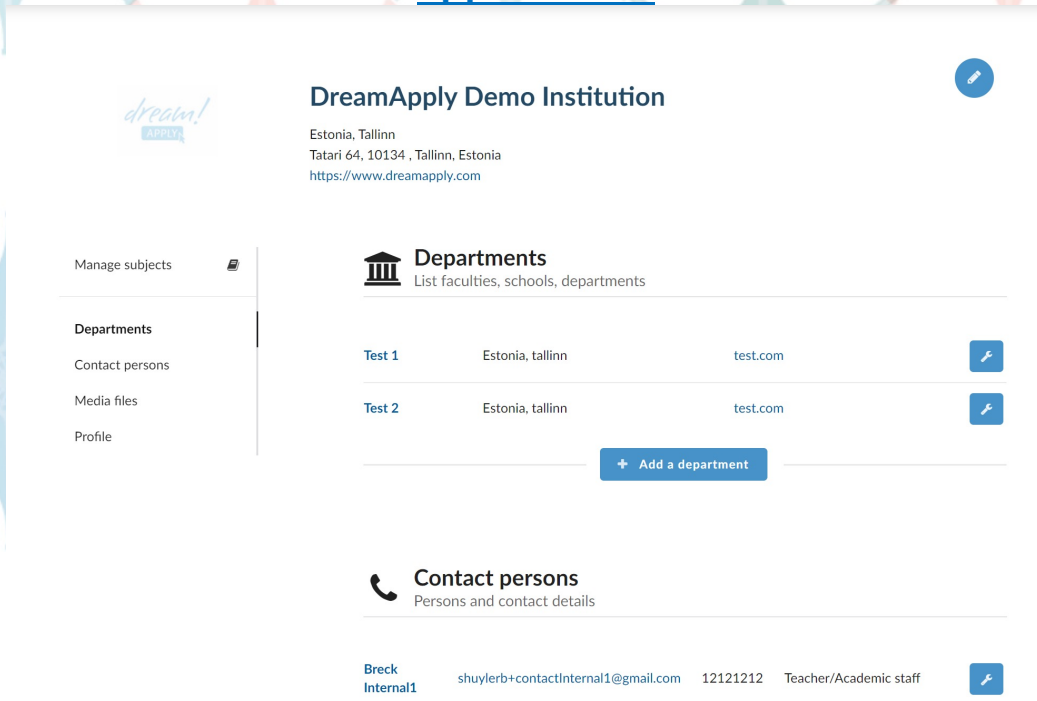
**Suggest students to avoid
WeTransfer as with this service
the downloading has an
expiration date!**



**Do not ask applicants to upload a
Learning Agreement in their
application! Use the study plan**

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



The screenshot shows the DreamApply Demo Institution interface. At the top, the logo 'dream! APPLY' is visible. The main header displays the institution's name 'DreamApply Demo Institution' along with its address 'Estonia, Tallinn', 'Tatari 64, 10134, Tallinn, Estonia', and website 'https://www.dreamapply.com'. A sidebar on the left contains navigation links: 'Manage subjects', 'Departments', 'Contact persons', 'Media files', and 'Profile'. The main content area is divided into two sections. The first section, titled 'Departments' with a building icon, lists faculties, schools, and departments. It contains a table with two entries: 'Test 1' and 'Test 2', both located in 'Estonia, tallinn' and associated with 'test.com'. Each entry has a blue edit icon. Below the table is a button labeled '+ Add a department'. The second section, titled 'Contact persons' with a phone icon, lists persons and contact details. It shows one entry: 'Breck Internal1' with email 'shuylerb+contactInternal1@gmail.com', phone '12121212', and role 'Teacher/Academic staff'. This entry also has a blue edit icon.


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

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	
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Internal institutions 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!

Remember that what you do is mirrored in your partner institution's view! If you do not follow the workflow, the application process is blocked on the other side as well!!!

EXCEPTIONALLY

IF you have another system involved in the process, please put the link in EASY but replicate the process in EASY as well

IF you are communicating with the student outside the system, please put the home coordinator in CC



**Do not consider applications
without nomination by the
sending coordinator**

Before nominating your outgoing student check that the application of your student is COMPLETE with all requirements

Information and Academic Offer

Profile

Contacts

Home university

Mobility

Languages

Media files

Documents

Motivation

Other

Send your waiting list to your partners so they know if their students have still some possibilities to be accepted in a later stage



- Erasmus+ mobility (BA) in Royal Irish Academy of Music
- OUT: Feedback
 - OUT: Sent to committee
 - OUT: Rejected
 - Nominated
 - IN: Feedback
 - IN: Sent to committee
 - IN: Waitlisted
 - IN: Accepted
 - IN: Rejected
 - IN: Not considered
 - Arrived
 - Left

Erasmus+ application data:

When offer is confirmed

Ranking score:

Applicant decision:

No decision required
Advised to decide before:
Required to decide before:

2021-10-08 (in 15 days)

Applicant has declined

Ranking visibility:

Not visible
Only ranking is visible
Both ranking and score are visible

Subject: Reply [IN: Accepted] from European Online Application S

Dear |

Congratulations! Your application has been Accepted for Erasmus+ student mobility (BA) in Royal Irish Academy of Music.

Kind regards,
Sara Primiterra
Royal Irish Academy of Music

Please do not reply to this message.

Click Confirm and Send button to send offers to student, not only Save

Save

Confirm & re-send

Remind your students to:

- Check the EASY User Manual for Students in case of doubts
- Check their EASY inbox and their own mailbox including their spam folder for notifications from the system
- **Reply to offers:** read instructions. In case they accept more than one offer to meet deadlines, tell them to put back to undecided the offer they want to decline when making their real final decision. The home coordinator should inform the receiving coordinator about the decision of the student to decline their offer



**Inform your students about partners
using other application systems**



**Remind all external institutions belonging to the AEC network
that they are encouraged by the AEC 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 in copy telling them that this is an indication give by the AEC to all its members

Put official starting and finishing dates in the Acceptance Letter



**To make changes to the LA do not change the first part
already signed by the three parties!
Use the tables available for Changes**





[Dream Agreements](#) [My agreements](#) [+ New agreement](#)

Changes to the learning agreement

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

Component code 	Component title at the Receiving Institution (as indicated in the course catalogue )	Type of change	Reason for change 	ECTS credits (or equivalent )
+ Add a new row				

Exceptional changes to Table B

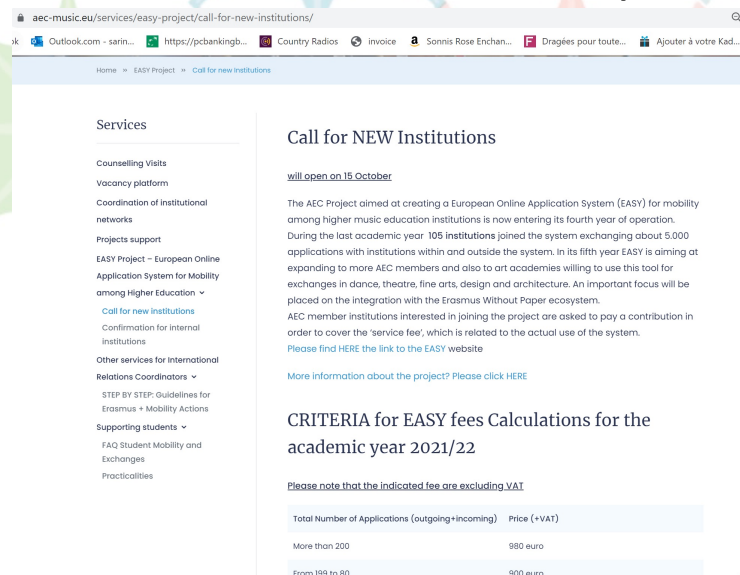
To be approved by e-mail or signature by the student and the responsible person in the Sending Institution

Table B2

Component code 	Component title at the Sending Institution	ECTS credits
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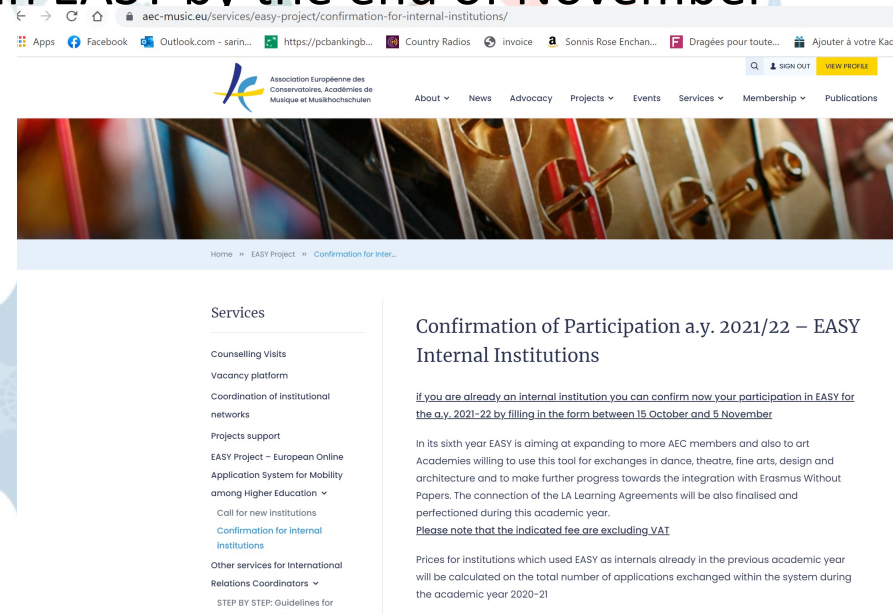
Subscribe for the new academic year

- For both old and new Internals (2 different links)
- Open from 15 October, **deadline 5 november**
- New Internals will have a profile in EASY by the end of November



The screenshot shows the 'Call for NEW Institutions' page on the EASY Project website. The page includes a sidebar with navigation links such as 'Services', 'Counselling Visits', 'Vacancy platform', 'Coordination of institutional networks', 'Projects support', 'EASY Project – European Online Application System for Mobility among Higher Education', 'Call for new institutions', 'Confirmation for internal institutions', 'Other services for international Relations Coordinators', 'STEP BY STEP: Guidelines for Erasmus + Mobility Actions', 'Supporting students', 'FAQ Student Mobility and Exchanges', and 'Practicalities'. The main content area is titled 'Call for NEW Institutions' and features a sub-header 'will open on 15 October'. The text describes the AEC Project's aim to create a European Online Application System (EASY) for mobility among higher music education institutions. It mentions that during the last academic year, 106 institutions joined the system, exchanging about 5,000 applications. The page also states that in its fifth year, EASY is aiming to expand to more AEC members and also to art academies willing to use this tool for exchanges in dance, theatre, fine arts, design and architecture. AEC member institutions interested in joining the project are asked to pay a contribution in order to cover the 'service fee', which is related to the actual use of the system. A link is provided to find the link to the EASY website. Below this, there is a section titled 'CRITERIA for EASY fees Calculations for the academic year 2021/22' with a note that the indicated fee are excluding VAT. A table shows the fee structure based on the total number of applications (outgoing+incoming).

Total Number of Applications (outgoing+incoming)	Price (+VAT)
More than 200	980 euro
From 199 to 80	900 euro



The screenshot shows the 'Confirmation of Participation a.y. 2021/22 – EASY Internal Institutions' page on the EASY Project website. The page includes a sidebar with navigation links such as 'Services', 'Counselling Visits', 'Vacancy platform', 'Coordination of institutional networks', 'Projects support', 'EASY Project – European Online Application System for Mobility among Higher Education', 'Call for new institutions', 'Confirmation for internal institutions', 'Other services for international Relations Coordinators', 'STEP BY STEP: Guidelines for Erasmus + Mobility Actions', 'Supporting students', 'FAQ Student Mobility and Exchanges', and 'Practicalities'. The main content area is titled 'Confirmation of Participation a.y. 2021/22 – EASY Internal Institutions' and features a sub-header 'if you are already an internal institution you can confirm now your participation in EASY for the a.y. 2021-22 by filling in the form between 15 October and 5 November'. The text describes the AEC Project's aim to create a European Online Application System (EASY) for mobility among higher music education institutions. It mentions that during the last academic year, 106 institutions joined the system, exchanging about 5,000 applications. The page also states that in its fifth year, EASY is aiming to expand to more AEC members and also to art academies willing to use this tool for exchanges in dance, theatre, fine arts, design and architecture. AEC member institutions interested in joining the project are asked to pay a contribution in order to cover the 'service fee', which is related to the actual use of the system. A link is provided to find the link to the EASY website. Below this, there is a section titled 'CRITERIA for EASY fees Calculations for the academic year 2021/22' with a note that the indicated fee are excluding VAT. A table shows the fee structure based on the total number of applications (outgoing+incoming).

Total Number of Applications (outgoing+incoming)	Price (+VAT)
More than 200	980 euro
From 199 to 80	900 euro

Upcoming Opening of Subscriptions a.y. 2021/22

- Price calculated only according to the number of **outgoing+incoming applications** (not applicants) of the previous academic year
- VAT applies to the prices below according to the VAT status of the institutions

Total Number of Applications (outgoing+incoming)	Price (+VAT)
More than 200	980 euro
From 199 to 80	900 euro
From 79 to 40	750 euro
From 39 to 16	550 euro
From 15 to 1	350 euro

Rescue Contact



facebook



events@aec-music.eu

Aec.easy@aec-music.eu

saraprimiterra@aec-music.eu

and/or post on the **EASY Facebook Group** to get advise from your international colleagues



EASY Code of Conduct Update 2021

Questions and Comments from the Users



EASY Tips and Tricks 2021

Your questions, our answers



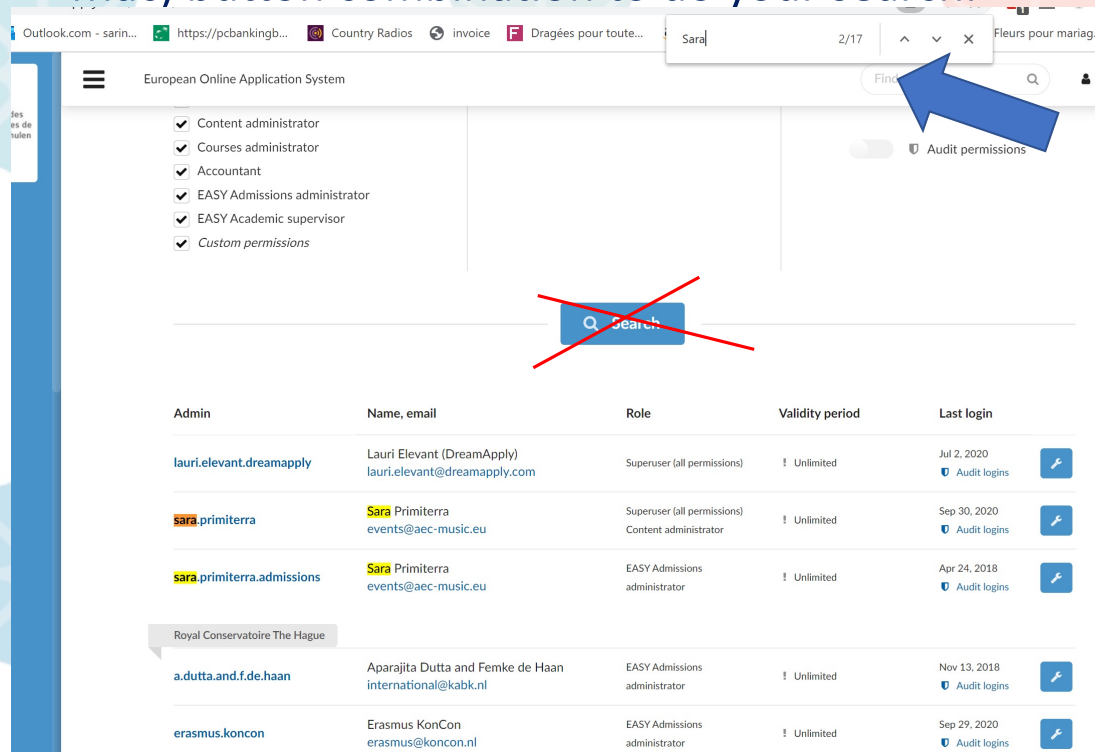
Sara Primiterra

EASY Project Manager



How do I search things in EASY? The searching tool does not work! 🙄

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 that is crossed out with a red X. A blue arrow points to the search bar. A lightbulb emoji is on the left.

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

I still see applicants from other institutions...



**Yes, but only their names,
not any details or sensitive personal data!**

How do I close OUTGOING Applications?



There is no technical way to do that, as the deadline to submit applications is decided by the HOSTING institution

What you can do is to communicate your internal deadline to your outgoing student OUTSIDE the system

Why a student does not see an institution in the list of destinations?



If a student cannot find a destination institution it is because there is no agreement activated in the menu Agreement.

Internals can activate only INCOMING mobilities with other internals

Internals can activate both INCOMING and OUTGOING with Externals

My student does not manage to change the term of their application 🙄

Only the IRC can change the term of an application

European Online Application System Find applicants

different academic term:

- 2022/23
 - Fall semester 2022/23
 - Spring semester 2022/23
 - Academic year 2022/23
- 2021/22
 - Fall semester 2021/22
 - Spring semester 2021/22
 - Academic year 2021/22
- 2020/21
 - Fall semester 2020/21
 - Spring semester 2020/21
 - Academic year 2020/21

Information and Academic Offer

Profile

Contacts

Home university

Languages

Other

Media files

Documents

View history

Edit as an applicant

Freeze/unfreeze data

Silence all reminders

Close application

Print

Sara TEST Primiterra TEST
Region: Belgium
Applicant ID: 8527

Spring semester 2018/19

Tasks

Erasmus+ student mobility (BA)

All externals - Spring semester Erasmus+ BA, exchange

Academy of Music in Kraków Saint Louis Music Center Srl

Type to add a flag..

Profile

Personal information ID-card number

Given name(s) Sara TEST

I cannot find the question about the Preferred Teacher in my application form



- The question about the preferred teacher is still there, it has been just **moved to Profile** and a communication about that has been sent almost a year ago
- Select it for your appform if you want it!

A blue sidebar navigation menu with the following items: Outgoing, Browse, Search, Tables, Institutions, Institutions, Agreements, Intakes, Terms, Appforms (circled in red), Fees.

Outgoing

Browse

Search

Tables

Institutions

Institutions

Agreements

Intakes

Terms

Appforms

Fees

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

☐ Paragraph Please indicate the preferred professor/s at the host institution for the main subject (if any)

☐ mandatory

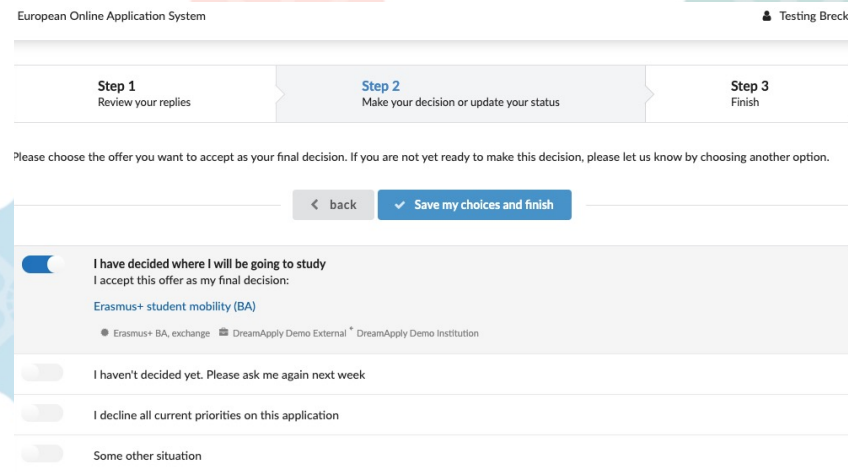
☐ Multiple choice Are you also willing to go if none of these professors are available?

☐ mandatory



Final Decision by the Student

- Students receive a message in their inbox when they get an offer
- At the moment, they can only accept offers, not decline
- Students are able to accept more than one offer but once they take their final decision, they should **put back to undecided** the offers they want to decline



The screenshot displays the 'European Online Application System' interface. At the top, it shows 'Step 1: Review your replies', 'Step 2: Make your decision or update your status' (the current step), and 'Step 3: Finish'. Below the steps, a message reads: '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.' There are two buttons: '< back' and '✓ Save my choices and finish'. The main content area has a toggle switch set to 'On' for the option 'I have decided where I will be going to study'. Below this, it says 'I accept this offer as my final decision:' followed by 'Erasmus+ student mobility (BA)'. There are three radio buttons: 'Erasmus+ BA, exchange' (selected), 'DreamApply Demo External', and 'DreamApply Demo Institution'. Below this, there are three more options, each with a toggle switch set to 'Off': 'I haven't decided yet. Please ask me again next week', 'I decline all current priorities on this application', and 'Some other situation'.

This mechanism will be changed in the coming months to let students decline offers

The outgoing/home Coordinator cannot decline offers for their students

Offer for Kat
Erasmus+ student mobility (MA)

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

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

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

Ranking score:

Applicant decision:
☒ Applicant has declined

Message Attachments Cc-s

Subject: Reply [IN: Sent to committee] from European Online .

Dear [Name],

Your application for Erasmus+ student mobility (MA) has been sent to a teaching committee at Royal College of Music for evaluation.

Kind regards,
Nikki
Royal College of Music

Please do not reply to this message.

[Save](#) [Confirm & re-send](#)

Outgoing admin is unable to make changes to the offer

Outgoing admin will be able to untick box but will be informed they don't have the ability when they attempt to save

The incoming/receiving Coordinator can decline the offer on behalf of the incoming student

Offer for Ka...
Erasmus+ student mobility (MA)

Send out offer **Journal**

☐ External was notified
☐ IN: Feedback
☒ **IN: Sent to committee**
☐ IN: Waitlisted
☐ IN: Accepted
☐ IN: Rejected
☐ IN: Not considered
☐ Arrived
☐ Left
[? Why are some statuses hidden?](#)

Freeze application data:
☒ When offer is confirmed

Ranking score:

Applicant decision:
☒ Applicant has declined

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

Subject Reply [IN: Sent to committee] from European Online.

Dear [Redacted]

Your application for Erasmus+ student mobility (MA) has been sent to a teaching committee at Royal College of Music for evaluation.

Kind regards,
Nick [Redacted]ck
Royal College of Music

Please do not reply to this message.

Notes
Not visible

Incoming admin
Step 1: untick box

Step 2:
Always remember to save

The incoming/receiving coordinator should be informed about the final decision of the student

How do I see if a student saw my offer? Check their inbox!

The screenshot displays the 'test testing' user profile in the DreamApply system. The profile includes a map icon, the name 'test testing', and details: 'Region: Antarctica' and 'Applicant ID: 20563'. The email address 'breck.shuyler@dreamapply.com' is shown in the top right. A navigation bar contains links for Applications, Journal, Consents, Referees, **Inbox** (highlighted with a red box and a red arrow labeled 'Click here'), Invoices, and Events. The inbox lists two emails:

- Please review your offers** (Aug 16, 2021). The subject line is highlighted with a red box. The email body contains instructions for reviewing offers and a link to AEC.dreamapply.com/applicant/offers-review. The 'Opened on: Aug 16, 2021' status is highlighted with a red box.
- Reply [IN: Accepted] from European Online Application System / DreamApply Demo Institution** (Aug 16, 2021). The subject line is highlighted with a red box. The email body congratulates the applicant. The 'Opened on: Aug 16, 2021' status is highlighted with a red box.

On the right side of the inbox, there is a section for 'Notes' with a yellow background and the text 'Not visible to applicant'.

Where do I see if students accepted or declined my offer?



European Online Application System

Find applicants DreamApply

2021/22 (all terms) All intakes All regions 70 mobilities

1. Click here **2. Click here** **3. Click here**

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.

Final decision

Declined

Tasks
Browse applications based on task status

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

test testing
Region: Antarctica

Submitted Academic year 2021/22

Offers **Tasks**

Erasmus+ student mobility (BA) Waiting for nomination

1 ✓ ERASMUS_CODE - Academic year • Erasmus+ BA, exchange
English DreamApply Demo Institution • LUCA School of Arts

Ballet Accompaniment by 7 3 days ago

Type to add a flag.

test test
Region: Estonia

Submitted Fall semester 2021/22

Offers **Tasks**

Erasmus+ student mobility (BA) Waiting for nomination

1 ✓ All externals - Academic year • Erasmus+ BA, exchange
Dream Demo Institution External • DreamApply Demo Institution

Bassoon (Classical) by 7 3 days ago

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

Reports

Incoming

Journal

Browse

Rankings

Search

Tables

Outgoing

Browse

Search

Tables

Institutions

Import

Content

Data protection

System

User Support: who to contact

Users Manuals and Support Material for EASY Users

Contacts, Deadlines, Semesters of EASY Internal Institutions

OFFICIAL NAMES of Instruments and Main Field of Study

How do I see if the student I accepted declined or accepted my offer?

Offers and replies

Your turn to send offers and replies



Applicant decision

Applicant accepts or declines the offer.

Final decision

837


Declined

361

Tasks

Browse applications based on task status

Submitted Academic year 2020/21

 View



Offers


Tasks

Exports 1

Erasmus+ student mobility (BA)

1

 D KARLSRU03 - Academic year  Erasmus+ BA, exchange

 Hochschule für Musik Karlsruhe • Conservatori Superior de Música "Joaquín Rodrigo" de Valencia



IN: Accepted

Export



Oboe



 2 years ago



Bachelor

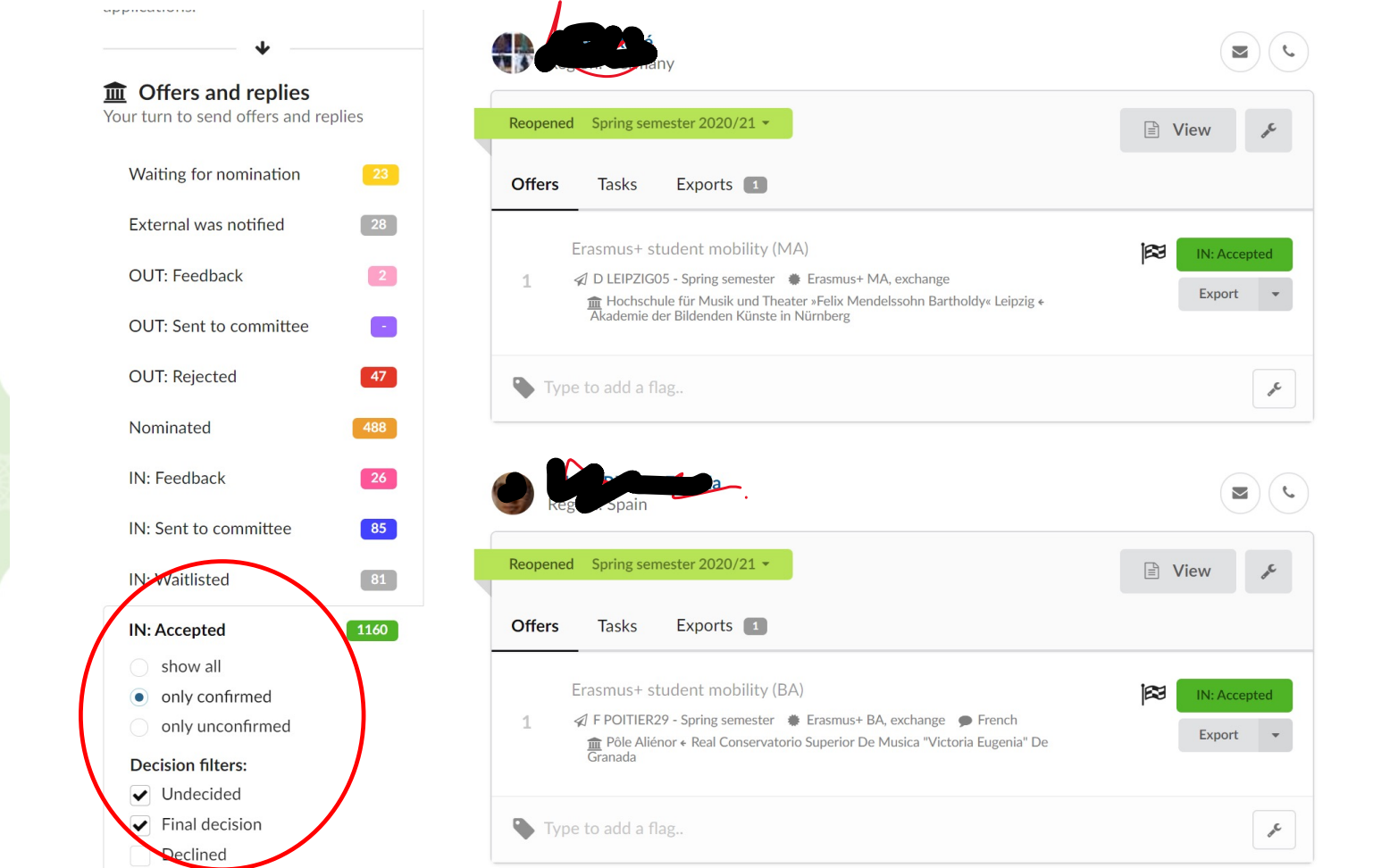


 about a year ago



Type to add a flag..

You can use filters to see all declined/accepted offers in the Browser view



The screenshot displays the Erasmus+ offers management interface. On the left, a sidebar titled "Offers and replies" lists various offer statuses with their respective counts. A red circle highlights the "IN: Accepted" section, which includes sub-filters for "show all", "only confirmed", and "only unconfirmed", as well as "Decision filters" for "Undecided", "Final decision", and "Declined".

The main content area shows two offer cards. The top card is for a "Reopened" offer from the "Spring semester 2020/21". It displays the offer title "Erasmus+ student mobility (MA)", the offer number "1", and the offer details "D LEIPZIG05 - Spring semester" and "Erasmus+ MA, exchange". The offer is from the "Hochschule für Musik und Theater »Felix Mendelssohn Bartholdy« Leipzig" and the "Akademie der Bildenden Künste in Nürnberg". The offer status is "IN: Accepted", and there is an "Export" button. The bottom card is for a "Reopened" offer from the "Spring semester 2020/21". It displays the offer title "Erasmus+ student mobility (BA)", the offer number "1", and the offer details "F POITIER29 - Spring semester" and "Erasmus+ BA, exchange" and "French". The offer is from the "Pôle Aliénor" and the "Real Conservatorio Superior De Musica »Victoria Eugenia« De Granada". The offer status is "IN: Accepted", and there is an "Export" button.

Status	Count
Waiting for nomination	23
External was notified	28
OUT: Feedback	2
OUT: Sent to committee	-
OUT: Rejected	47
Nominated	488
IN: Feedback	26
IN: Sent to committee	85
IN: Waitlisted	81
IN: Accepted	1160

IN: Accepted filters:

- ☐ show all
- ☒ only confirmed
- ☐ only unconfirmed

Decision filters:

- ☒ Undecided
- ☒ Final decision
- ☐ Declined

You can also create exportable tables with students who accepted your offer

The screenshot displays the European Online Application System interface. The top navigation bar includes the logo of the Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen, the text "European Online Application System", a search bar labeled "Find applicants", and a user profile icon labeled "DreamApply".

The main content area shows a table of applications. The table has columns for "Application", "Status", "Offer decision", and "Profile: What study period are you applying to?". The table contains several rows of data, including applications for "Rhythmic Music Conse..." and "SMS IN 2020-2021 (li...".

A sidebar on the left contains navigation options: Reports, Incoming, Outgoing, Institutions, Import, Content, Data protection, and System. The "System" option is highlighted with a red circle.

A modal window is open, titled "Choose the columns that you want to see in the table.". It contains a list of columns to be selected, including "Offer priority", "Offer type", "Offer type (confirmed)", "Offer score", "Offer score (extra)", "Offer decision", "Offer course name", "Offer course ISCED", "Receiving institution name", "Receiving institution country", "Receiving institution ERASMUS code", "Receiving institution department", "Sending institution name", "Sending institution country", and "Sending institution ERASMUS code". The "Offer decision" checkbox is checked and highlighted with a red circle. An "Apply changes" button is also highlighted with a red circle.

In the top right corner of the main content area, there is a "Save" button and a "New sheet" button, both highlighted with a red circle.



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

Reports

Incoming

Journal

Browse

Rankings

Search

Tables

Outgoing

Browse

Search

Tables

Institutions

Institutions

Agreements



European Online Application System

Find applicants



Sara Primiterra

prova

+ New sheet

2019/20 (all terms)

All intakes

All regions

42940 mobilities

Application status

Offer status

Offer decision

Flag

Save



Offer decision

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

use these options

None

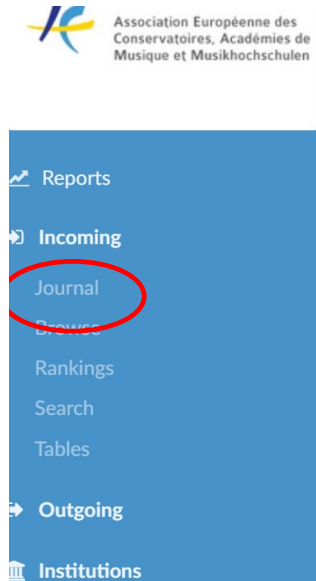
Final

Declined

	Status	Offer priority	Offer type	C	ne	Sending institution name	Submitted date	Given name(s)	Family name(s)	Citizenship
1	Blank							Kati	Välimaa	FI Finland
2	Blank							breck	testserer	EE Estonia
3	Blank							Selma	Pleßke	DE Germany
4	Blank							test	test	EE Estonia
5	Blank							test	test	FR France
6	Blank							Antoine	Cardin	FR France
7	Blank							Joseph	Pernoo	FR France
8	Blank							.	..	US United

I do not receive notifications!

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



- 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

was submitted 14 minutes ago
Germany

Erasmus+ student mobility (BA)

🌟 Erasmus+ BA, exchange 🗣 English
🏛 Iceland University of the Arts ↔ Stutt



👤 Applicants ▶	<input type="checkbox"/> Subscribe
✎ Application changes ▼	<input type="checkbox"/> 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 ▼	<input checked="" type="checkbox"/> Subscribe
<input checked="" type="checkbox"/> Application was submitted <input type="checkbox"/> Application was re-submitted	
🚩 Application flags ▶	<input type="checkbox"/> Subscribe
👤 Applicant management ▶	<input type="checkbox"/> Subscribe
🔗 Application sharing ▶	<input type="checkbox"/> Subscribe

i.e.: for notifications about when an incoming student has accepted an offer

Note about Notifications

- Please note that the Journal is only for notifications regarding INCOMING applications
- There is no Journal for OUTGOING events
- A way to get information on OUTGOING applications via email will be implemented next year → the home coordinator will be in CC to the communication to the students

In the Export Table!

📅 2019/20 (all terms) ▾
✈️ All intakes ▾
🌐 All regions ▾
🏛️ 42940 mobilities ▾

Application status ▾
Offer status ▾
Offer decision ▾
Flag ▾

	🔧	Status ▴	Offer priority	Offer type	Offer decision	Receiving institution name	Sending institution name	Submitted date
1		Blank						
2		Blank						
3		Blank						
4		Blank						
5		Blank						

Reports

Incoming

Journal

Browse

Rankings

Search

Tables

Outgoing

Browse

Search

Tables

2019/20 (all terms)

All intakes

All regions

42940 mobilities

Application status

Offer status

Offer decision

Flag

Save

	Status	Offer priority	Offer type	Offer decision	Receiving institution name	Sending institution name	Submitted date	Given name(s)	Family name
1	Blank							Kati	Välismaa
2	Blank							breck	testserver
3	Blank							Selma	Pleißke
4	Blank							test	test
5	Blank							test	test

Why the links to the applications in the exported table sometimes do not work?



When an application is accessed through a link share of a table (not to be mixed with sharing the application individually):

Application is not accessible anymore, if:

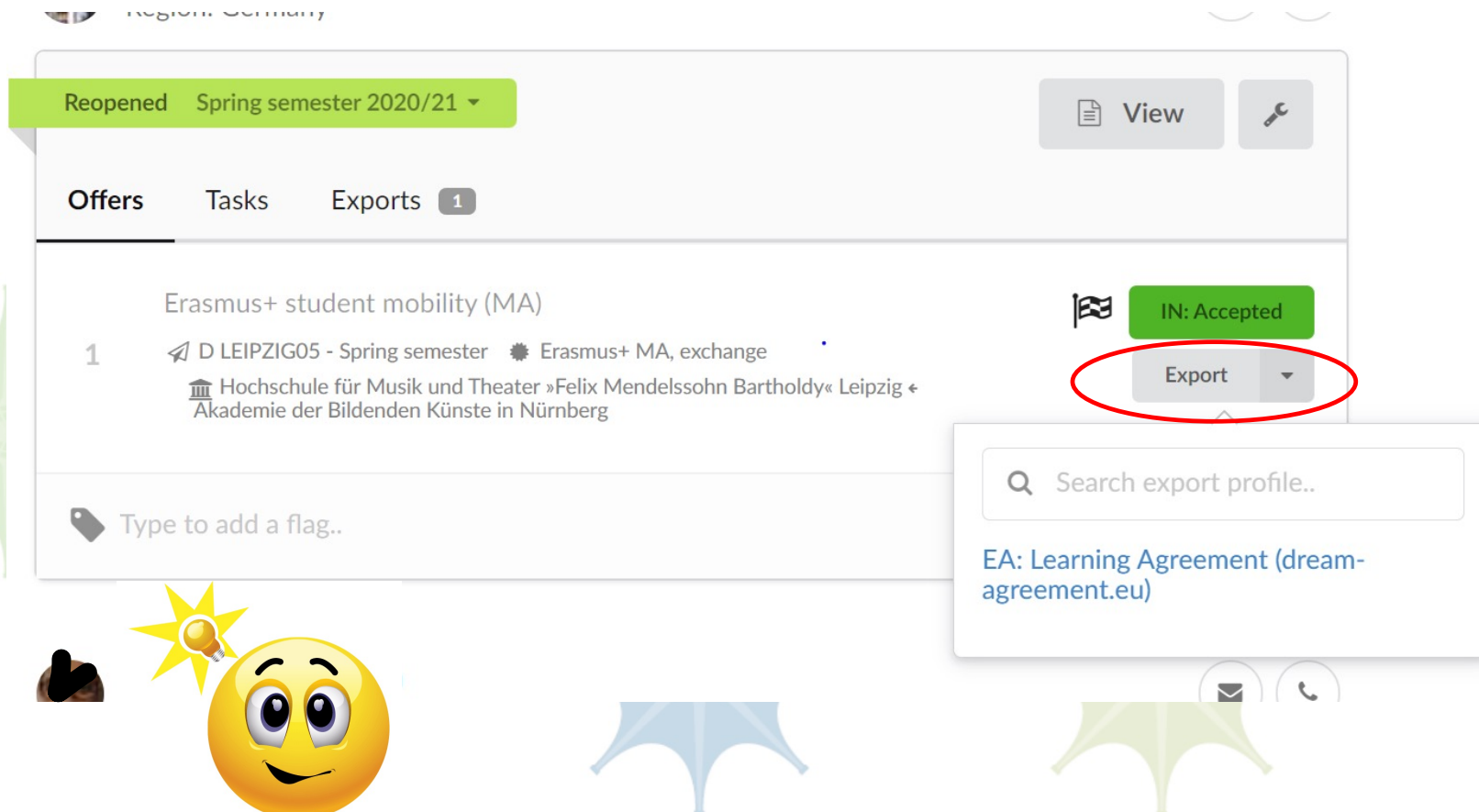
- The Table must still exist (Table can be deleted)
- The application must still be on the Table within DreamApply (if filters have been changed, the applicant might no longer be included in the Table) - This can also happen if the application itself has changed in a way that it does not fall into the results of table's filter anymore (considering filters were not altered).
- The link shares 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

Application is still accessible, if:

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

Some problems still persists despite the accessibility conditions are met. Dreamapply is investigating this issue

I do not find where to create the Learning Agreement



The screenshot shows the Erasmus+ student mobility interface. At the top, there is a green bar with the text "Reopened Spring semester 2020/21" and a "View" button. Below this, there are tabs for "Offers", "Tasks", and "Exports" (which is selected and has a "1" next to it). The main content area displays a list of mobility offers. The first offer is "Erasmus+ student mobility (MA)" with a flag icon and a green button labeled "IN: Accepted". Below this, there is a red circle around the "Export" button. The offer details include "1 D LEIPZIG05 - Spring semester" and "Erasmus+ MA, exchange". The institutions listed are "Hochschule für Musik und Theater »Felix Mendelssohn Bartholdy« Leipzig" and "Akademie der Bildenden Künste in Nürnberg". At the bottom of the interface, there is a search bar labeled "Search export profile.." and a link to "EA: Learning Agreement (dream-agreement.eu)".

Reopened Spring semester 2020/21

View

Offers Tasks Exports 1

Erasmus+ student mobility (MA)

1 D LEIPZIG05 - Spring semester Erasmus+ MA, exchange

Hochschule für Musik und Theater »Felix Mendelssohn Bartholdy« Leipzig
Akademie der Bildenden Künste in Nürnberg

IN: Accepted

Export

Type to add a flag..

Search export profile..

EA: Learning Agreement (dream-agreement.eu)

Reminder: Learning Agreement Workflow

- 1) the Sending Coordinator exports the Learning Agreement from the application in EASY → LA prepopulated with data coming from the application
- 2) Student fills in Table B and signs
- 3) Sending and Receiving Coordinator sign
- 4) In case of changes, coordinators notify the other parties (remind if necessary) and the LA needs to be signed again by the 3 parties

Quick Tips on the Learning Agreement

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

The screenshot displays the EASY Learning Agreement interface. At the top, a user profile for 'Region: China' is visible. Below this, a dropdown menu shows 'Reopened Spring semester 2020/21'. A red circle highlights the 'Exports' tab, which shows a list of exported files, including 'Exported file: EA: Learning Agreement (dream-agreement.eu)' dated '10 Jul 2020, 07:58:04'. Below this, a progress bar shows three steps: 'Student' (completed), 'Sending coordinator' (not yet notified), and 'Receiving coordinator' (not yet notified). A red circle highlights the 'Notify' button under the 'Sending coordinator' step. At the bottom, a sidebar menu includes options like 'Save', 'Print', 'Download PDF', 'Share your access' (highlighted with a red circle), and 'Export to a file'.

Fantastic Materials and Where to Find Them



- Terms
- Appforms
- Fees
- Import
- Content
- Data protection
- System
- User Support who to contact
- Users Manuals and Support Material for EASY Users**
- Contacts, Deadlines, Semesters of 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 EASY Users](#)

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

[EASY Manual 2020 for International relations coordinators](#) - updated 5 October



to get the **letterhead templates** please see the files uploaded on the [EASY webinar Page](#) in the tab Photos and Documents - Reading Material and Templates

[EASY Student Manual 2020](#) - for students - updated 5 October

[EASY Webinar 1st October 2020](#)



- 1) Introduction: EASY Updates 2020/21 - The EASY Manual 2020, developments with EWP, system improvements for the upcoming year, how to join EASY by Sara Primiterra: **00m00s**
- 2) General Introduction about the system: the difference between internal and external institutions, the workflow of Students and Internal Coordinators by Regine Brosius: **15m04s**
- 3) Institutional profile set up by Breck Shuyler, Dreamapply: **25m53s**
- 4) Application Form and Tables by Jose Luis Fernandez: **44m07s**
- 5) Managing Applications by Lucia di Cecca: **01h18m17s**
- 6) Letterheads by Breck Shuyler and Jose Luis Fernandez: **01h34m30s**
- 7) Learning Agreement by Breck Shuyler and Kert Kivaste: **02h00m52s**
- 8) EASY Code of Conduct and Tips and Tricks by Sara Primiterra: **02h32m07s**
- 9) Live Questions and Answers Session with participants: **02h51m26s**

EASY Tips and Tricks 2021

Do you have any other questions/doubts we haven't addressed?



Practical Demonstrations

- Users settings: how to change admin's settings
- How to use the Journal and which notifications can be activated from there: i.e.: for notifications about when an incoming student has accepted an offer
- How to add the study plan
- How to change the automatic messages to incoming students when you change their application status
- Letterhead and Content Markers

Live Demonstrations

Do you have any other questions/doubts about what you saw?



EASY Developments 2021-22

Recent and upcoming changes in the EASY functionalities following your suggestions



Sara Primiterra

EASY Project Manager



Implemented developments

Possibility to **activate Agreements** between internals **only** **from the Incoming side** → no need anymore to ask permission to your partner

The screenshot displays the EOAS interface with the following elements:

- Header:** European Online Application System, Find applicants, DreamApply Demo Admin account.
- Left Sidebar:** Reports, Incoming (Journal, Browse, Rankings, Search, Tables), Outgoing (Browse, Search, Tables), Institutions (Institutions, Agreements, Intakes, Applicants), Import, System (Administrators, Letterheads), User Support: who to contact, Users Manuals and Support Material for EASY Users, Contacts, Deadlines, Semesters of EASY Internal Institutions.
- Main Content Area:**
 - University of Music, Drama and Media Hannover (D HANNOVE04) [Internal]**
 - Incoming:** University of Music, Drama and Media Hannover → My institution. Checkboxes: ☐ Bilateral student exchange, ☐ Erasmus+ student mobility (BA), ☐ Erasmus+ student mobility (MA), ☐ Erasmus+ student mobility (PhD), ☐ Nordplus student exchange.
 - Outgoing:** My institution → University of Music, Drama and Media Hannover. Checkboxes: ☐ Bilateral student exchange, ☐ Erasmus+ student mobility (BA), ☐ Erasmus+ student mobility (MA), ☐ Erasmus+ student mobility (PhD), ☐ Nordplus student exchange.
 - Academy of Media Arts Cologne (D KOLN11) [External]**
 - Incoming:** Academy of Media Arts Cologne → My institution. Checkboxes: ☐ Bilateral student exchange, ☐ Erasmus+ student mobility (BA), ☐ Erasmus+ student mobility (MA), ☐ Erasmus+ student mobility (PhD), ☐ Nordplus student exchange.
 - Outgoing:** My institution → Academy of Media Arts Cologne. Checkboxes: ☐ Bilateral student exchange, ☐ Erasmus+ student mobility (BA), ☐ Erasmus+ student mobility (MA), ☐ Erasmus+ student mobility (PhD), ☐ Nordplus student exchange.

Annotations in the image:

- Red box around the 'Incoming' section of the University of Music, Drama and Media Hannover, with a red arrow pointing to it and text: "Not selectable if Incoming institution is Internal - It is up to them to confirm their incoming mobilities".
- Red box around the 'Outgoing' section of the Academy of Media Arts Cologne, with a red arrow pointing to it and text: "Selectable if Incoming institution is External - They are unable to confirm their mobilities in the system".

Implemented developments

Erasmus Code added in the Agreements section next to the institutions' names to facilitate the search of partners

The screenshot displays the 'European Online Application System' interface. On the left is a blue sidebar with navigation links: Reports, Incoming, Outgoing, Institutions, Import, and System. The 'Institutions' section is active, showing a list of institutions. The main content area shows the 'University of Music, Drama and Media Hannover' and the 'Academy of Media Arts Cologne'. Both institutions have an 'Erasmus Code' added next to their names: 'D HANNOVE04' for the University and 'D KOLN11' for the Academy. A red arrow points from the text 'Erasmus codes have been added to the Agreements page' to the 'Erasmus Code' field for the University of Music, Drama and Media Hannover. Another red arrow points from the same text to the 'Erasmus Code' field for the Academy of Media Arts Cologne. The interface also includes a 'Save changes' button and a 'Find applicants' search bar.

European Online Application System

Find applicants

DreamApply Demo Admin account

University of Music, Drama and Media Hannover (D HANNOVE04) Internal

Incoming

University of Music, Drama and Media Hannover → My institution

☐ Bilateral student exchange

☐ Erasmus+ student mobility (BA)

☐ Erasmus+ student mobility (MA)

☐ Erasmus+ student mobility (PhD)

☐ Nordplus student exchange

Outgoing

My institution → University of Music, Drama and Media Hannover

☐ Bilateral student exchange

☐ Erasmus+ student mobility (BA)

☐ Erasmus+ student mobility (MA)

☐ Erasmus+ student mobility (PhD)

☐ Nordplus student exchange

Academy of Media Arts Cologne (D KOLN11) External

Incoming

Academy of Media Arts Cologne → My institution

☐ Bilateral student exchange

☐ Erasmus+ student mobility (BA)

☐ Erasmus+ student mobility (MA)

☐ Erasmus+ student mobility (PhD)

☐ Nordplus student exchange

Outgoing

My institution → Academy of Media Arts Cologne

☐ Bilateral student exchange

☐ Erasmus+ student mobility (BA)

☐ Erasmus+ student mobility (MA)

☐ Erasmus+ student mobility (PhD)

☐ Nordplus student exchange

Erasmus codes have been added to the Agreements page

Save changes

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

Association Européenne des Conservatoires, Académies de Musique et Muséothèques

Reports

Incoming

Journal

Browse

Rankings

Search

Tables

Outgoing

Browse

Search

Tables

Institutions

Institutions

Agreements

Intakes

Agforms

Import

System

Administrators

Letterheads

User Support: who to contact

Users Manuals and Support Material for EASY Users

Contacts, Deadlines, Semesters of EASY Internal Institutions

Implemented developments

Automatic flagging of the applications in the Browser view, based on the Instrument

The screenshot displays the European Online Application System interface. On the left, a sidebar contains navigation links: Reports, Incoming, Outgoing, Institutions, Import, and System. The main content area is divided into two panels. The left panel shows the 'Main Instrument / Specific Field of Study' dropdown menu, which is circled in red. The right panel shows the 'Ballet Accompaniment' dropdown menu, also circled in red. Below these, the 'Contacts' section displays the email 'testing@unicommail.net' and the telephone number '323235235'. The 'Home university' section shows the 'ERASMUS code' and the 'International Relations Coordinator at your home university' (Emilie De Bruyne). The 'Other' section contains a note: 'Please double check you uploaded all the necessary documents'. The 'Media files' section is also visible.

On the right side of the interface, the 'Applicant progress' section shows a list of application statuses: Not applied yet, Blank, Prepare, Inactive, Blocked, Submitted, Reopened, Resubmitted, and Closed. The 'Submitted' status is highlighted in yellow. Below this, the 'Offers' section shows a list of offers, including 'Erasmus+ student mobility (BA)' and 'ERASMUS_CODE - Academic year'. A red arrow points to a flag labeled 'Ballet Accompaniment' with a note: 'Flags are automatically added to the application based on the results of the applicant's answer to the question: "Main Instrument / Specific Field of Study"'. The flag is marked as 'Accepted' and 'Export' is available.

Implemented developments

New **compulsory question** in the Application Form to make sure that the student checks that all compulsory **documents** have been added

The screenshot displays a form section with a header bar containing a checkmark icon, a 'Checkboxes' label, the text 'Please double check you uploaded all the necessary documents', and a 'mandatory' label with a checkmark icon. Below the header is a grey button with a wrench icon. A vertical sidebar on the left contains icons for a refresh button, an edit button, and a mouse cursor. The main content area is titled 'Other' and contains two columns of text. The left column repeats the instruction: 'Please double check you uploaded all the necessary documents'. The right column contains the confirmation statement: 'Yes, I confirm I uploaded all compulsory documents to this application before submission'.

☒ Checkboxes Please double check you uploaded all the necessary documents ☒ mandatory

Other

Please double check you uploaded all the necessary documents

Yes, I confirm I uploaded all compulsory documents to this application before submission

Implemented developments

Update of the standard default information text in the Media section of the Application Form to avoid expirable links:

*"Here you can upload your portfolio, comprising of video or audio files to accompany your application – **Please avoid to use WeTransfer.**"*

N.B. : users who had already amended the text of the section are kindly ask to add this sentence about WeTransfer manually

Implemented developments

Adaptation of the EASY Learning Agreement to the new Learning Agreement template

Still some adjustments are on the pipeline (see later)

This was a preliminary development to the connection to EWP. The late implementation of this development caused also some delays in the implementation of the connection with EWP

Developments under investigation

Solution for application links of exported tables not functioning if not logged in despite the accessibility conditions are met

Developments under investigation

Solution to get notifications regarding Outgoing actions

To add in CC to the notifications to the student the outgoing coordinator:

- Notification of submitted application (to verify if the student receives it)
- Notification of accepted offer

Developments under investigation

Solutions about the improvement of the Accept Offer functions

- Possibility for the student to decline offers
- Warning banner to make sure that only one offer is accepted at a given time
- Add in the text of the email sent to student a text asking to send an email to the Incoming coordinator if they want to decline (while waiting for the first point to be implemented)
- Change in the system the label from “final decision” to “accepted offer”

Developments under investigation

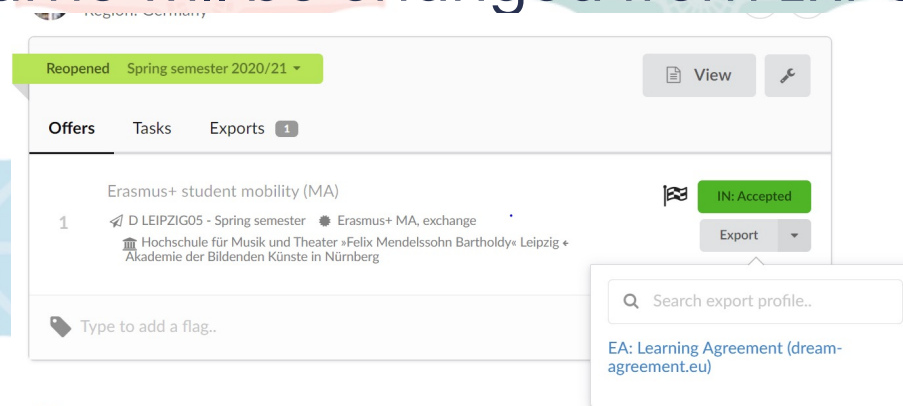
Improvement of the Export Table function (February)

- Removal of non-relevant fields from the long list of fields to compose the tables
- Move of all compulsory EASY fields from Extra Fields to Profile
- With the purging of the 2018-19 Applications the list of selectable fields will be already automatically reduced

Developments under investigation


Solutions to improve the visibility of the Learning Agreement export function

- The button name will be changed from EXPORT to EXPORT LA



Developments under investigation

Further improvement of the New Learning Agreement

- Addition of the ESI to the General Information
- Small corrections to better stick to the official templates
- Link to the LA also in the mail notifications about changes
- Signature set to approve changes
- Further testing and finalisation of the connection with EWP 

EASY Developments 2021-22

Questions and Comments from the Users



EASY and EWP

Updates on the connection

The story so far

Sara Primiterra

EASY Project Manager



EASY and EWP

Updates on the connection

**Let's see what you know
first**

Reply to the Zoom Poll!

Important Clarifications regarding the LA and EWP

OLA = Online Learning Agreement tool provided by the EU Commission

≠

EASY Learning Agreement

BUT

It is not true that OLA is the only official Learning Agreement:
any commercial provider or University can connect their
Learning Agreement with EWP

Important Clarifications regarding the LA and EWP

1st June 2021: start of the digitization process (not the deadline)
The current academic year is a transition /trial year

- Any LA tool is still allowed, even not connected to EWP, and in case of issues the official recommendation from EWP is to **still use the paper/pdf version** of the learning agreement
- The OLA **OR** a LA tool connected to EWP is compulsory from **September 2022**

What does it mean for an HEI to use the EWP network to exchange student data (implementation of the European Student Card Initiative) ?

It means, **progressively**:

- To manage online learning agreements from 2021 (hard deadline: September 2022)
- To manage inter-institutional agreements online from 2022
- To exchange student nominations online from 2023 and transcripts of records related to student mobility from 2024

To use the European Student Identifier (ESI) – coming soon

How can HEI join the EWP Network?

OPTION 1

Via the EU Dashboard – free and common interface to centralize and exchange *basic data* with partners and use the EU OLA (Online Learning Agreement), the IIAs (Inter-institutional Agreement Online) Tool

NB: Please note that the Dashboard is not an application management system!!

NB 2: Please note that the Dashboard was meant for few small institutions with no systems in place (20% of total EU). Now also big Universities are joining (60% of total EU), possibly creating future issues

OPTION 2 and 3 :

By connecting their in-house systems (option 2) or by the connection of the system they use by **commercial providers** (option 3) to EWP via the **publication of a Manifest** and the implementation of the **APIs – Application Programming Interfaces**

→ AEC with EASY is a commercial provider connected to EWP via the APIs





!!!ATTENTION!!!

**BORING/TECHNICAL/COMPLICATED
CONTENT COMING UP!**

What is the Manifest of Commercial Providers?

Is an approved **list of SCHACs (main website domain without www.)** of **institutions** which are **represented by a given commercial provider** in the EWP network

NB: Each university should be identified but one unique SCHAC in the EWP network (we had to do a big cleaning!! Faculty nodes are not permitted!)

AEC Manifest available online

<https://aec-ewp.eu/v1/manifest>

```

<d5:manifest xmlns="https://github.com/erasmus-without-paper/ewp-specs-api-discovery/tree/stable-v5" xmlns:ewp="https://github.com/erasmus-without-paper/ewp-specs-api-registry/tree/stable-v1" xmlns:d5m="https://github.com/erasmus-without-paper/ewp-specs-api-echo/blob/stable-v2/manifest-entry.xsd" xmlns:ou2m="https://github.com/erasmus-without-paper/ewp-specs-api-omobility-las/blob/stable-v1/manifest-entry.xsd" xmlns:sc2m="https://github.com/erasmus-without-paper/ewp-specs-sec-cliauth-tlsert/tree/stable-v1" xmlns:cs1g1="https://github.com/erasmus-without-paper/ewp-specs-sec-srvauth-tlsert/tree/stable-v1"/>
<d5:host>
  <ewp:admin-email>events@aec-music.eu/<ewp:admin-email>
  <ewp:admin-notes>
    <?xml:api:is-implemented>
      <d5m:discovery version="5.0.0">
        <d5m:url>https://aec-ewp.eu/v1/manifest/<d5m:url>
        </d5m:discovery>
      <?xml:echo version="2.0.1">
        <?e2m:http-security>
          <?sec2:client-auth-methods>
            <?cs1t:tlsert allows-self-signed="true"/>
            <?cs1g1:httpsig/>
          </?sec2:client-auth-methods>
          <?sec2:server-auth-methods>
            <?cs1t:tlsert/>
            <?cs1g1:httpsig/>
          </?sec2:server-auth-methods>
          <?e2m:http-security>
            <?e2m:url>https://aec-ewp.eu/v1/echo/<e2m:url>
          </?e2m:echo>
        </?e2m:http-security>
      </d5m:discovery>
    </?xml:api:is-implemented>
  </ewp:admin-notes>
</d5:host>

```

What are the APIs - Application Programming Interfaces?

APIs are protocols that let different system exchanging information, “**talk**”

Commercial providers built “**connectors**” from their systems to EWP by using the APIs

There are **different APIs according to the information exchanged**: there are Learning Agreement APIs, IIAs APIs, etc....

Each commercial provider can implement different APIs

Institutions listed in the Manifest of a commercial provider will access the EWP according to the APIs implemented by that commercial provider

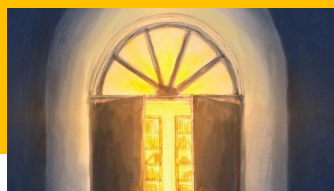
Connection of EASY to EWP via APIs

<https://registry.erasmuswithoutpaper.eu/coverage>

Primary Network APIs		General Purpose APIs				IIAs			IIAs Approval			OMobilities		OMobility LAs				IMobilities			IMobility ToRs				
discov.	echo	inst.	ounits	courses	course replic.	ver.	CNR		fact.	ver.	CNR		ver.	CNR		ver.	update types	CNR		ver.	CNR		ver.	CNR	
							sends	recv.			sends	recv.		sends	recv.			sends	recv.		sends	recv.			

Primary Network and General Purpose APIs:

They are the doors that let the data flow. Implemented by EASY in 2020 for all EASY internal institutions



IIAs APIs:

Not implemented by EASY because there is not IIAs tool to connect. Users should use the Dashboard

Incoming and Outgoing Mobilities APIs

For Learning Agreement (in course of implementation) and Nominations (2023)

Tor APIs:

To be explored for 2024

EASY timeline within Erasmus Without Papers

- 2020: completed implementation of Network and General Purpose APIs, the doors between the two universes are open
- August/September 2021: implementation of the the new Learning Agreement APIs + testing phase by the AEC
- 2022: IIAs are not included in EASY → users have to use the Erasmus Dashboard
- 2023: Implementation of the APIs related to the online Nominations
- 2024: Transcript of Records APIs → to be explored



What does it mean for EASY users in practice?

If you belong to a bigger university, you should **choose the same unique access point for all faculties for each tool** of the EWP network (LA, IIAs, Nominations, etc) → either dashboard or EASY for all faculties. **FACULTY NODES NOT ALLOWED (yet)**

For different tools you can connect in different ways. Es: to LA with EASY and IIAs via the Dashboard

EASY is implementing the Learning Agreements APIs but not the IIAs APIs, because there is no IIAs tool in EASY, **so for the IIA you have to use the Dashboard**

Institutions which are on the AEC Manifest cannot use OLA, they have to use the EASY LA Tool → if you activate OLA on the Dashboard you create a DUPLICATE in EWP

We removed from the AEC Manifest all AEC internal institutions which informed us that they are not using the EASY Learning Agreement

How will the connection between the EASY LA and EWP will work in practice?

What we know so far:

- 1) EASY users (listed in the AEC Manifest) cannot use OLA
- 2) At the moment an application needs to exist in EASY in order to create a Learning Agreement connected to EWP (export function of an existing application in EASY)
- 3) Information will flow from the EASY LA to the OLA/other agreements
- 4) There is not one centralized official copy of the learning agreement: each institution will have its own copy in its own system and the systems will be connected via the EWP Network
- 5) OLA/Dashboard/other systems' users will visualize the LA in their own interface
- 6) LAs between two internal institutions will continue working on the same way
- 7) We are currently testing LAs between external and internal institutions. At the moment we see data passing via the EWP network but we still need to solve what happens at endpoint level
- 8) Until the connection is ready EWP advises to do the LA offline

EASY Learning Agreement --> EWP Network --> OLA/other systems
QUESTIONS?

Identification in the EWP network

Institutions: Identified by the SCHAC

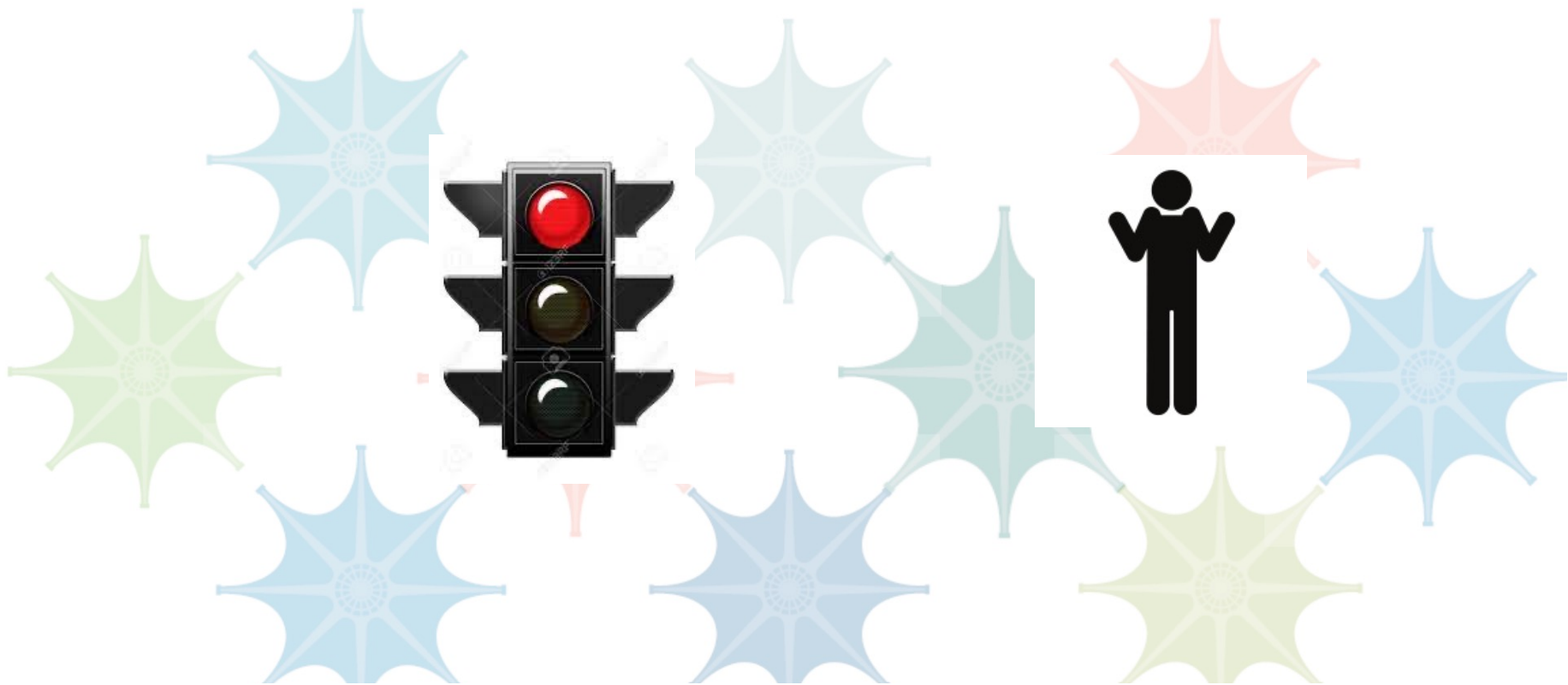
Students will be soon required to access the Erasmus digital tools with a **European Student Identifier (ESI)**

NB: the provision of the ESI is not in the competences of the AEC, please ask your National Agency. We know that an emergency solution at European level is being explored.

What do EASY users need to do to implement EWP?

- Read carefully the communication of the AEC office on this matter
- Inform the AEC office if you prefer to connect to EWP via another tool
- **DO NOT CREATE DUPLICATES in EWP by activating OLA on the Dashboard or by creating faculty nodes**
- Send questions to Sara in case of doubts
- Contact your National Agencies or the Dashboard and OLA support in case of matters beyond the scope of EASY (IIAs, Dashboard, OLA, ESI)
- Follow the EASY webinars 😊
- Follow the EWP webinars

Will we be able to do our IIAs in EASY at some point? / Will it be possible to provide/use an IAA template within EASY?



What about the Erasmus App for Students?

It has been announced and encouraged by the EU Commission the use of the Erasmus App as the unique entry point for students



EASY - as other commercial system – is also the entry point for students. To date, no information on the connection between the Erasmus App and the commercial system has been given. The point has been raised during the commercial providers meeting with EWP, with no clear answer

When will be the LA of EASY ready and fully functioning with its connection to EWP?

Going On

All commercial providers are now in testing phase and – to our knowledge – none of them is fully operational with the LA connection

Estimation: End of the Year

The new template of the LA in EASY

Mobility type and duration

Mobility type (select one)	Estimated duration (to be confirmed by the Receiving Institution)
<p><input checked="" type="radio"/> Semester(s) ?</p> <p><input type="radio"/> Blended mobility with short-term physical mobility ?</p> <p><input type="radio"/> Short-term doctoral mobility ?</p> <hr/> <p><input type="checkbox"/> Virtual component (only if applicable)</p>	<p>Planned period of the physical mobility:</p> <p>From: Day (optional) ▼ September ▼ 2022 ▼</p> <p>To: Day (optional) ▼ June ▼ 2023 ▼</p>

Study Programme at the Receiving Institution

Table A

Component code [?] (if any)	Component title at the Receiving Institution (as indicated in the course catalogue [?])	Semester (e.g. autumn/spring; term)	ECTS credits (or equivalent [?])	
123	blabla	Academic year	1	✗
+ Add a new row				
Total number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion:			1	

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

http://

Recognition at the Sending Institution

Table B

Component code [?] (if any)	Component title at the Sending Institution (as indicated in the course catalogue [?])	Semester (e.g. autumn/spring; term)	Automatic regognition	ECTS credits (or equivalent [?])
+ Add a new row				
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:

http://

If applicable, description of the virtual component at Receiving Institution and recognition at the Sending Institution

Table C

Component code [?] (if any)	Component title or description of the mobility programme	Short description of the virtual component [?]	Automatic recognition [?]	ECTS credits (or equivalent [?])
+ Add a new row				
Total number of ECTS credits (or equivalent) to be awarded by the Sending Institution upon successful completion:				0

Commitment of the three parties

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	Sara TEST Primiterra TEST sarina violinist@hotmail.it Student	2021-09-23	<div>events@aec-music.eu / sarina violinist@hotmail.it</div> 
Responsible person [?] at the Sending Institution	Lucia Di Cecca international@conservatorio-frosinone.it	2021-09-23	<div>integration@dreamapply.com</div> 

Changes to the learning agreement

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

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)
+ 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

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

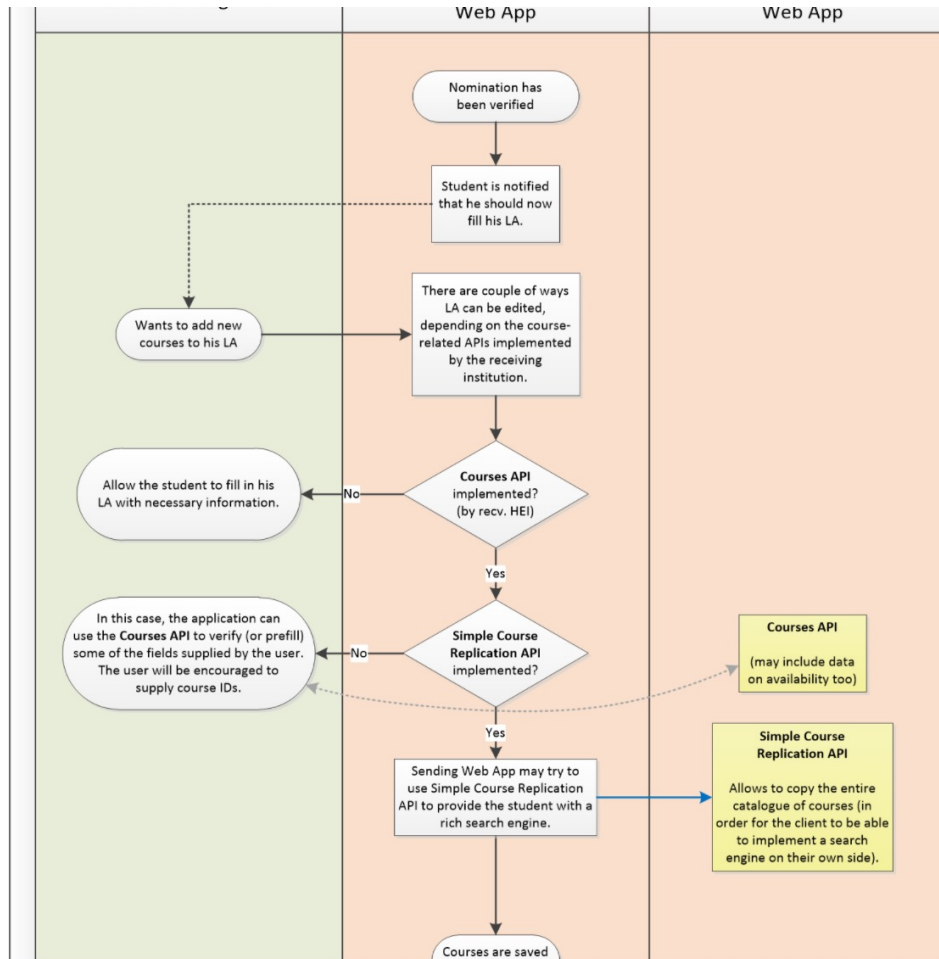
Exceptional changes to Table C

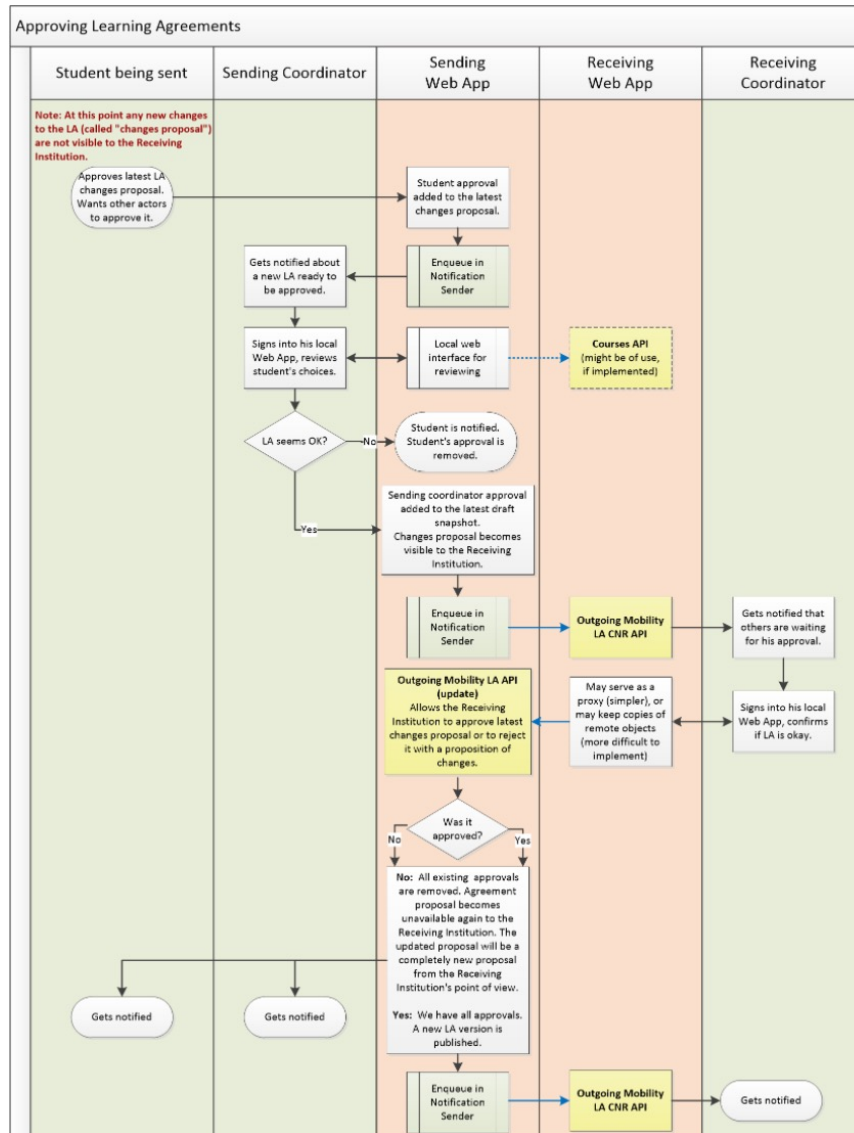
To be approved by e-mail or signature by the student and the responsible person in the Sending Institution

Table C2

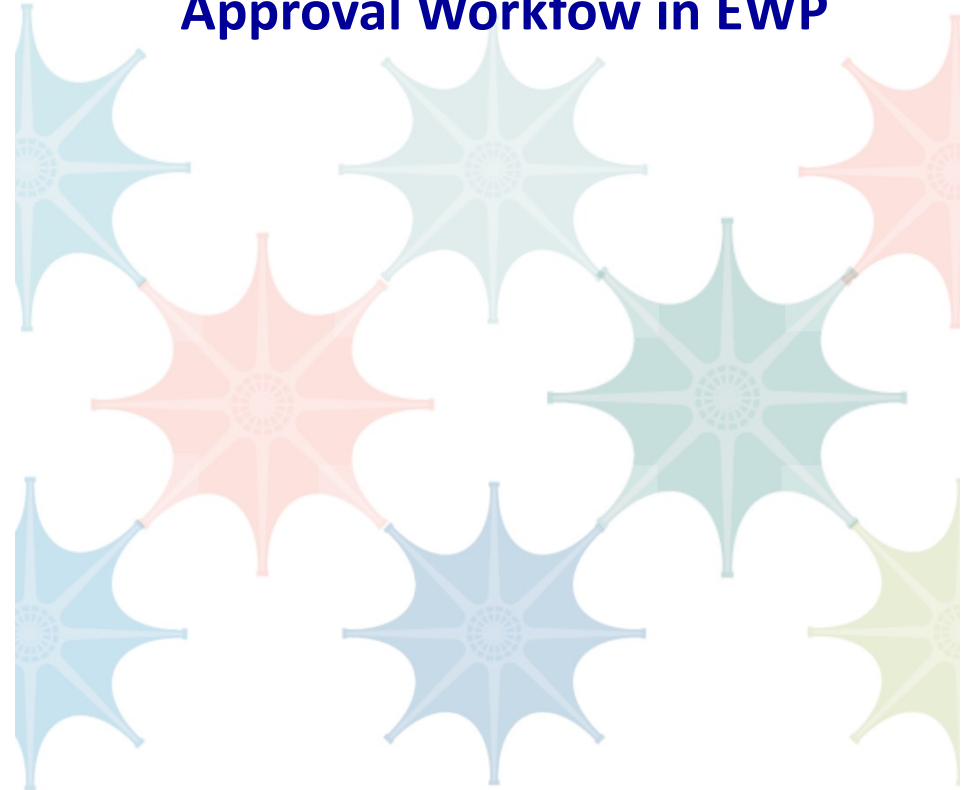
Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Type of change	Automatic regognition	ECTS credits (or equivalent)
+ Add a new row				


Learning Agreement Editing Workflow in EWP





Learning Agreement Approval Workflow in EWP





A webinar fully dedicated to the functioning of the Learning Agreement within EWP will be scheduled once the connection will be completed

Questions



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CALM
AND
GO
DIGITAL

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