EASY - introduction and basic clarifications

EASY Webinar 2021, 24th September

by

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With the EASY task force
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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

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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

AEC

Why do we need a Code of Conduct?

- Shared Process
- Flexibility comes with rules

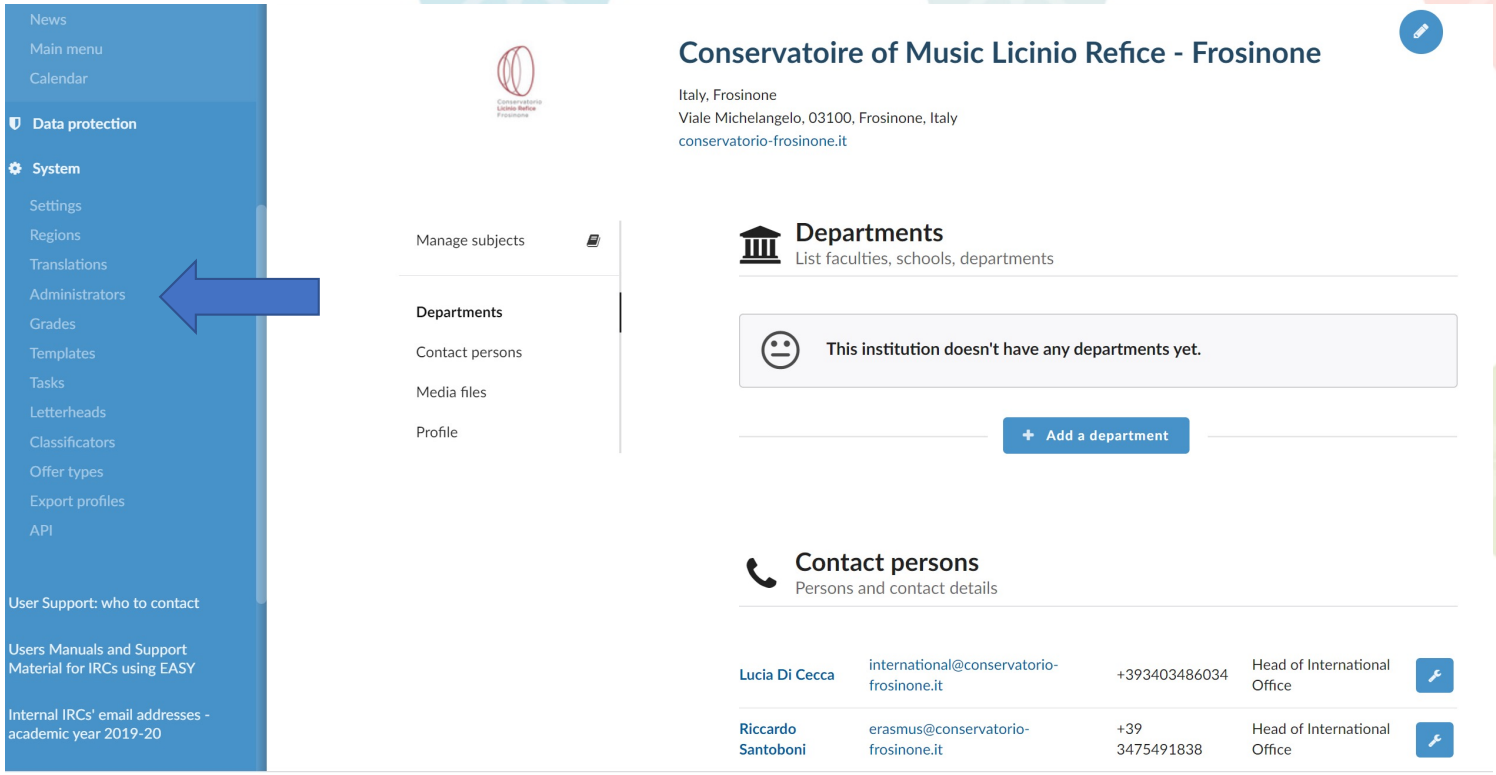
General Rule: Keep yourself informed and up to date

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 foundamental information deserving attention!

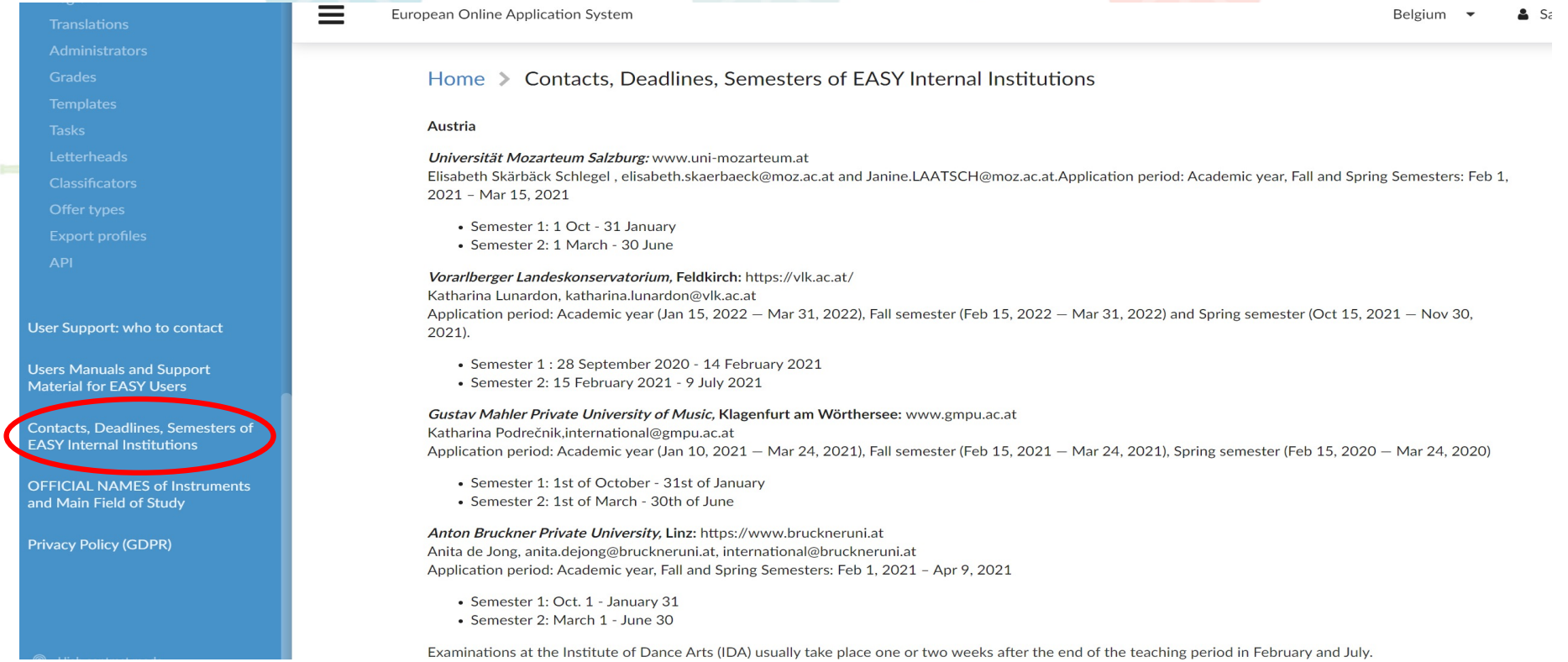
This is a complicated time: An effort and extra work is necessary to understand what is going on!

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

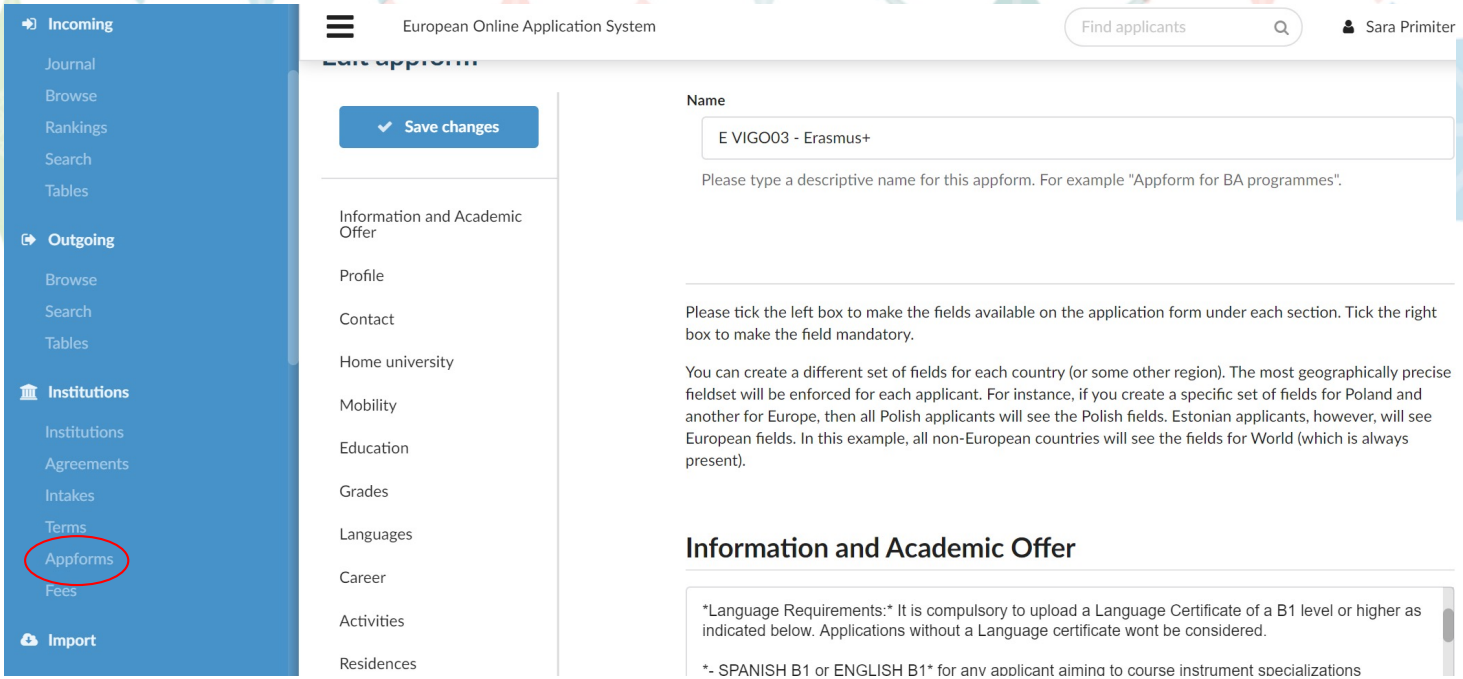


Get used to make and yearly review of the data at the beginning of the academic year!

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



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



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:

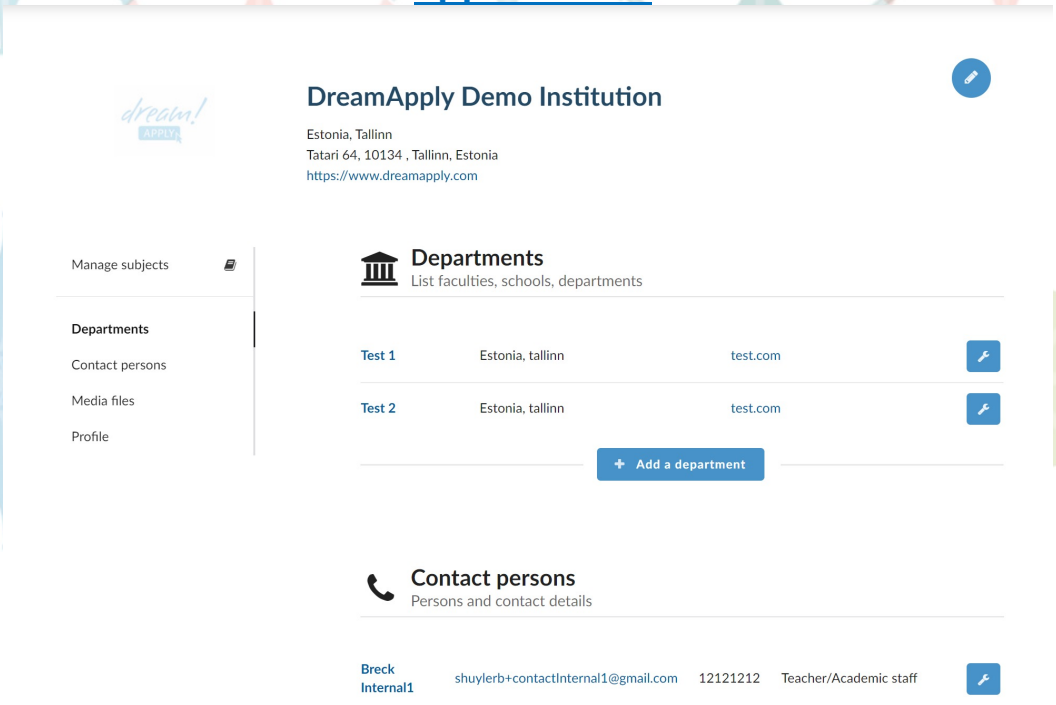
Insert subjects there so that the student can choose from a dropdown menu

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]



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 instituiton's view! If you do not follow the workflow, the application process is blocked on the other side as well!!!

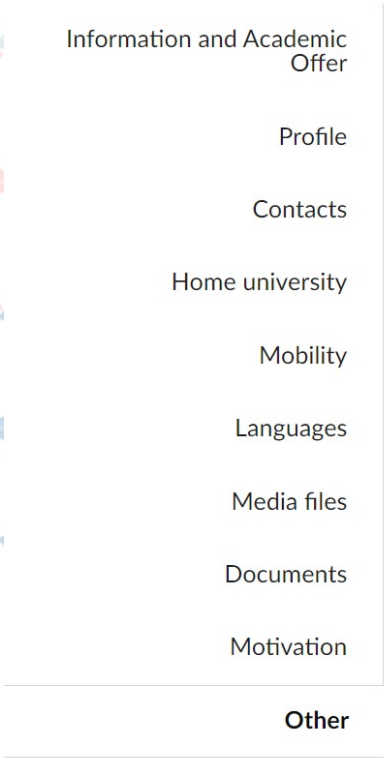
EXCEPTIONALLY

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

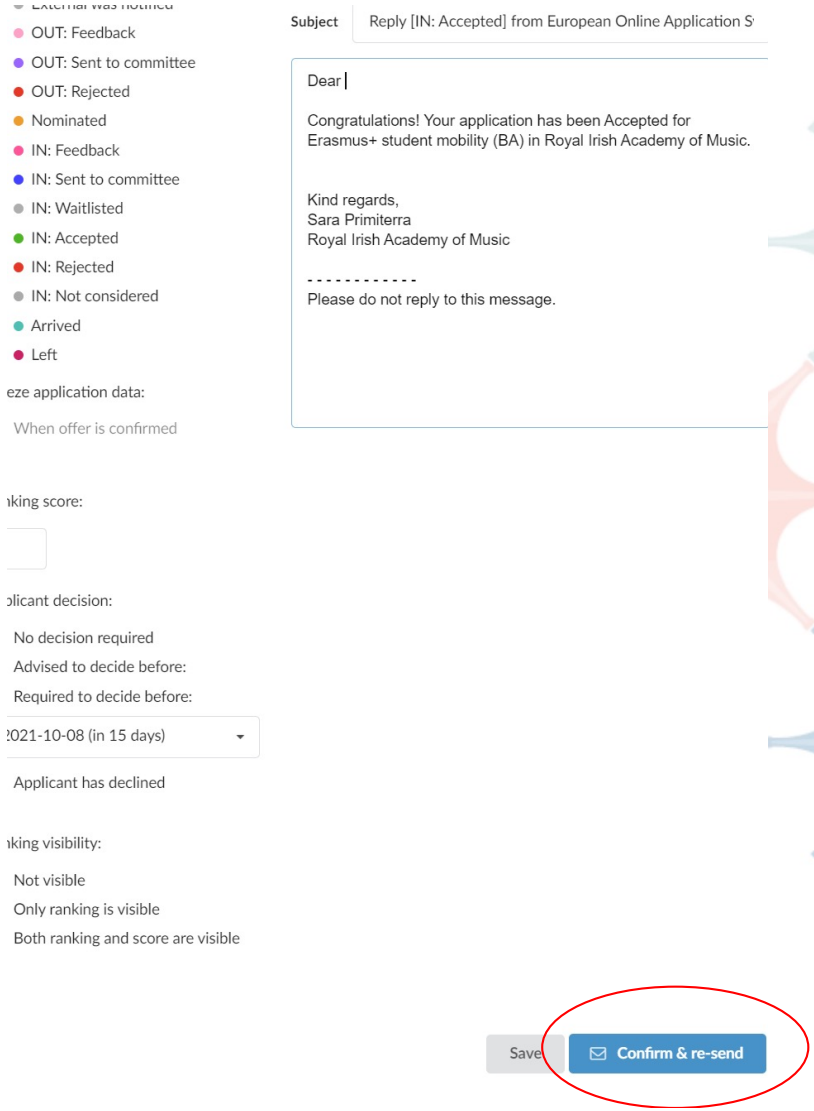
IF you are communicating with the student outside the system, please put the home coordinator in CC

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



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



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

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

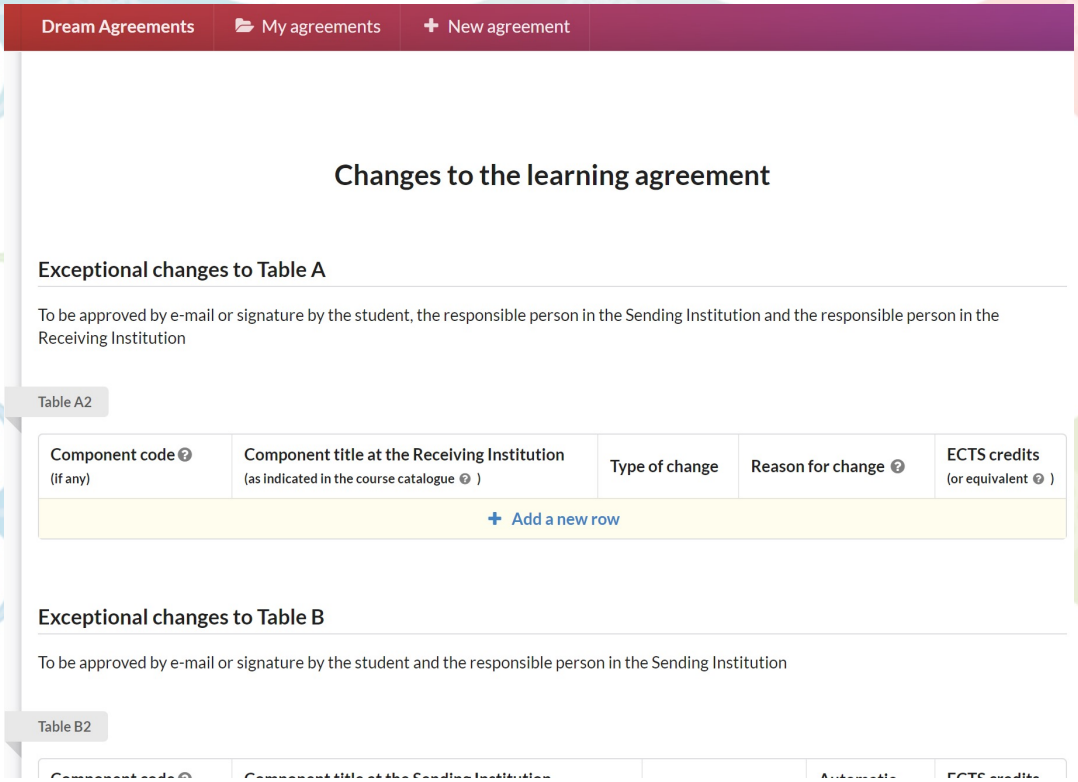
Inform your students about partners using other application systems

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

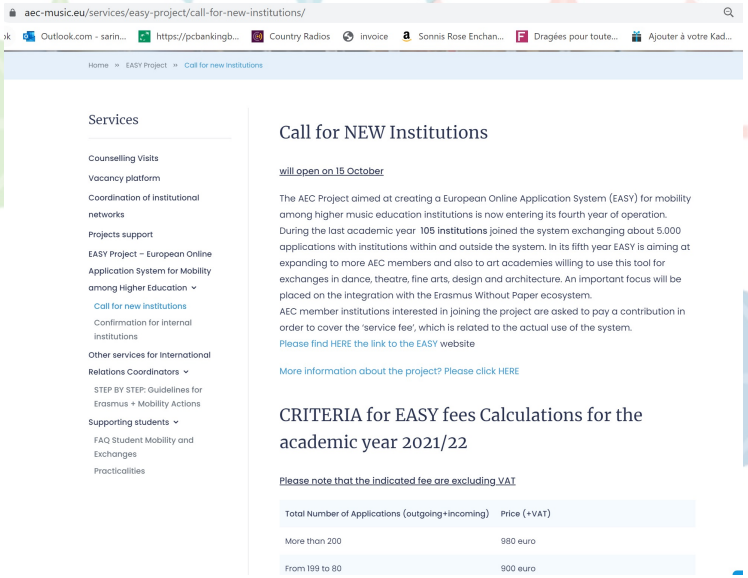
Put official starting and finishing dates in the Acceptance Letter

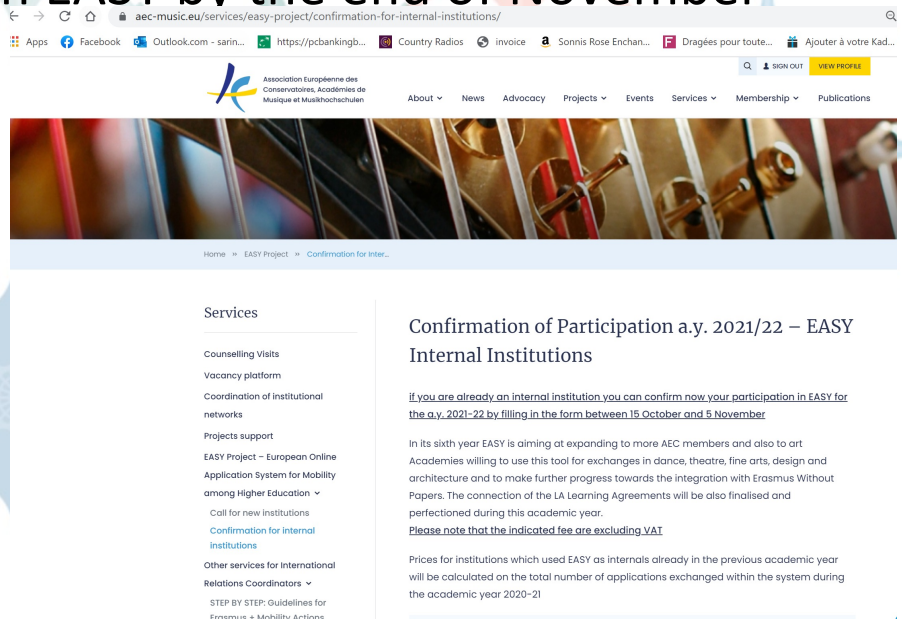
To make changes to the LA do not change the first part already signed by the three parties! Use the tables available for Changes



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





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

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Rescue Contact

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

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EASY Tips and Tricks 2021

Your questions, our answers

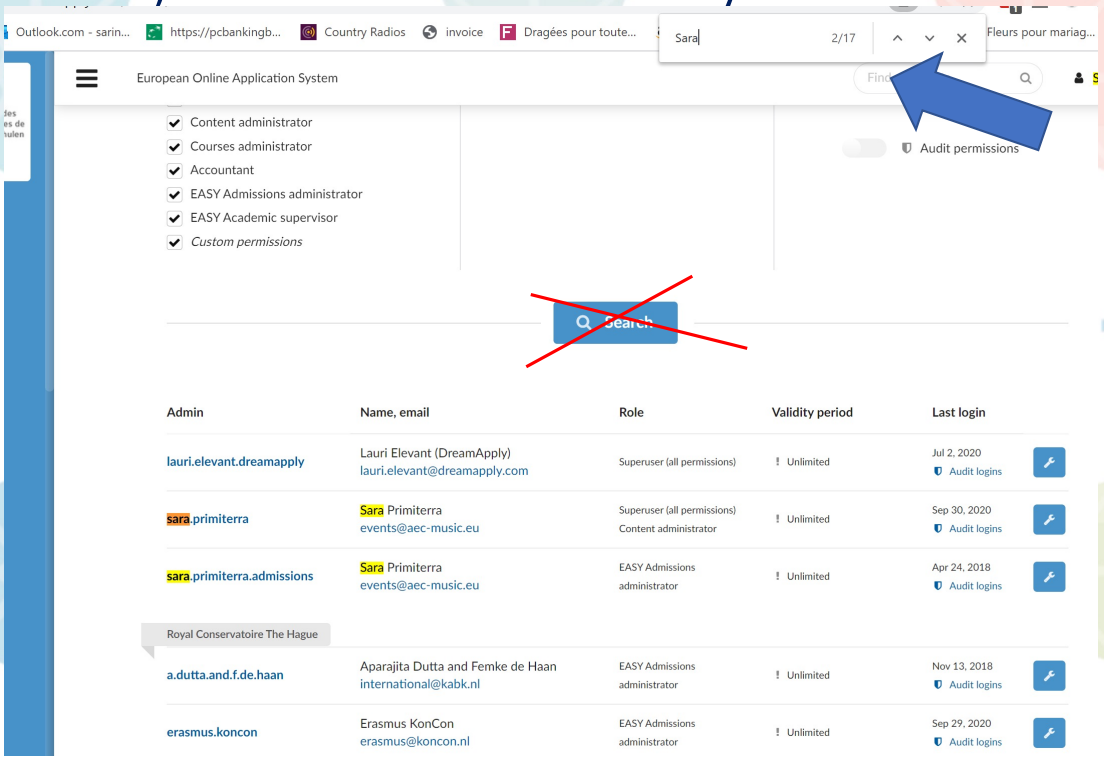
Sara Primiterra

EASY Project Manager

AEC

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.



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?

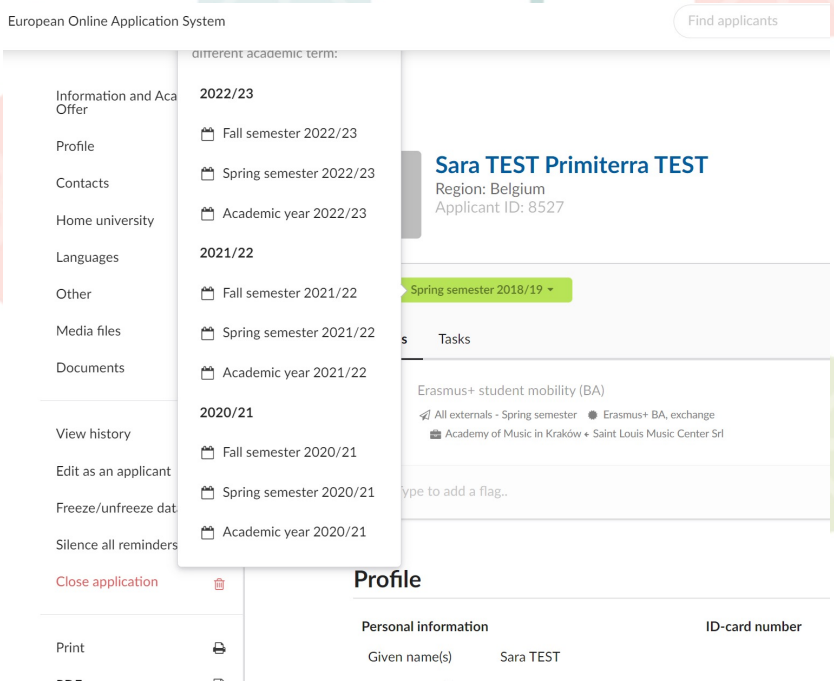
If a student cannot find a destination institution it is because there is no agreement activated in the menu Agreement.

Internals can activate only INCOMING mobilities with other internals

Internals can activate both INCOMING and OUTGOING with Externals

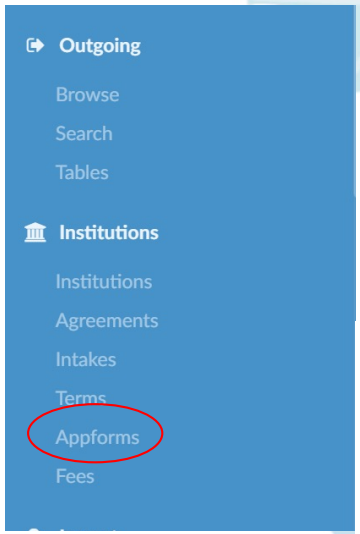
My student does not manage to change the term of their application

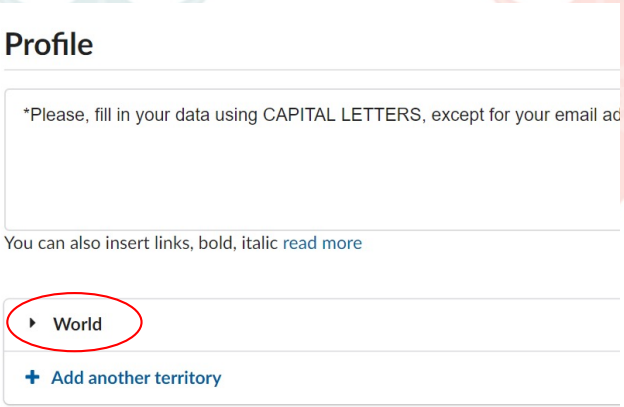
Only the IRC can change the term of an application

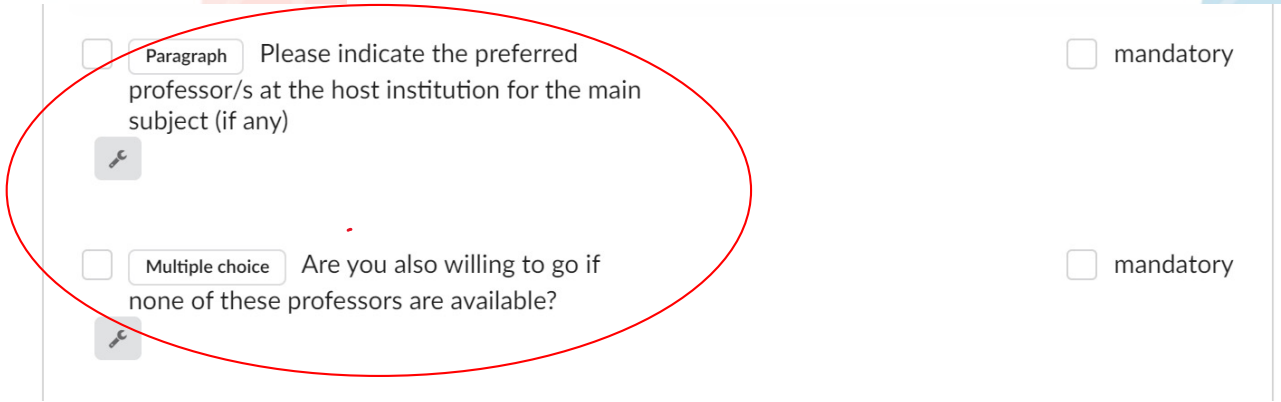


I cannot find the question about the Preferred Teacher in my application form

- 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!

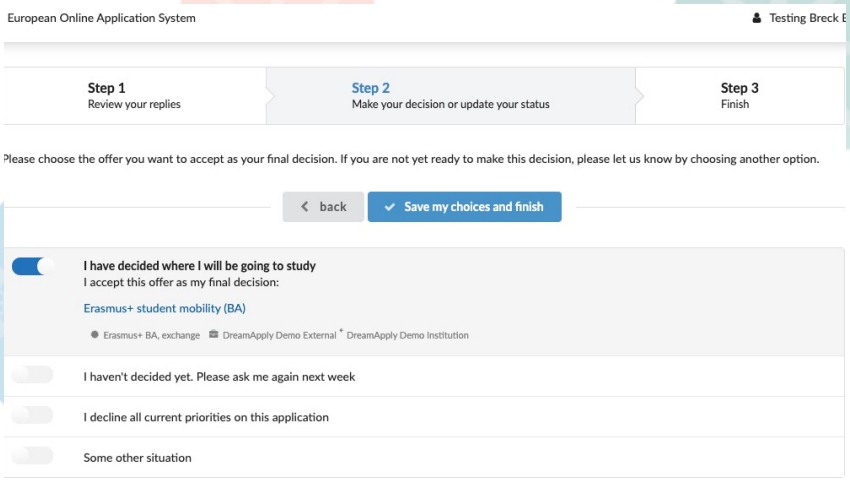






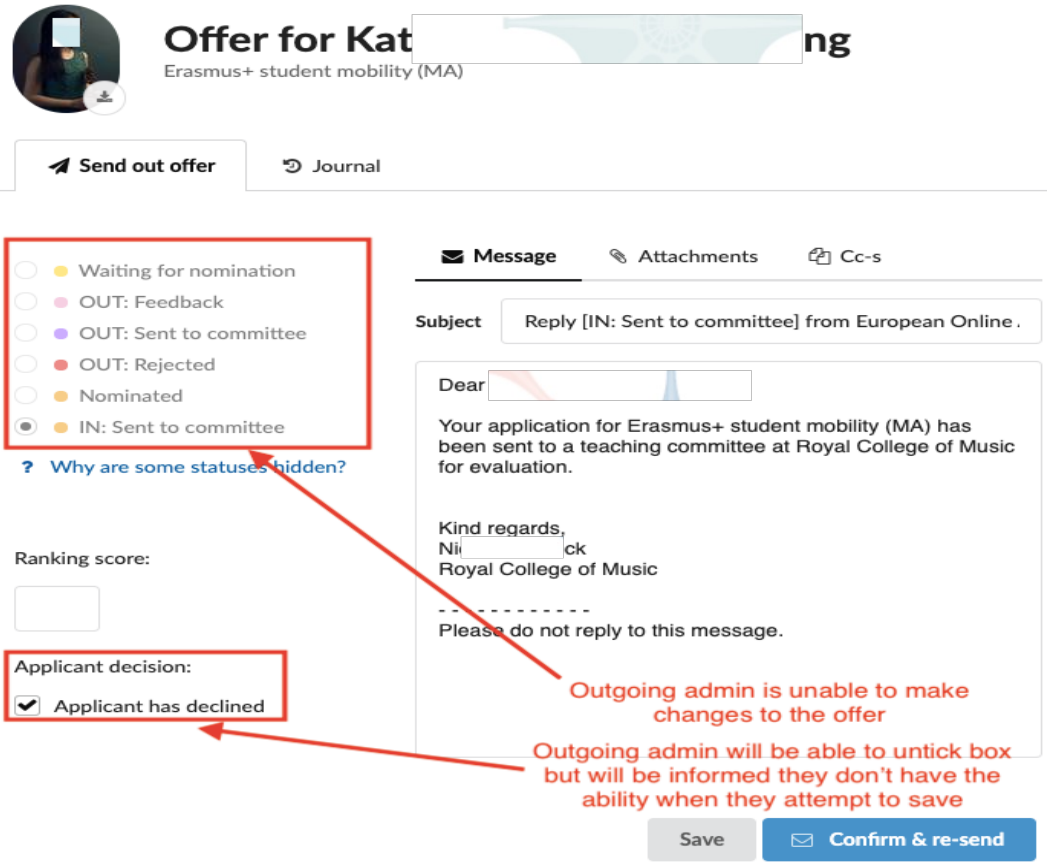
Final Decision by the Student

- 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

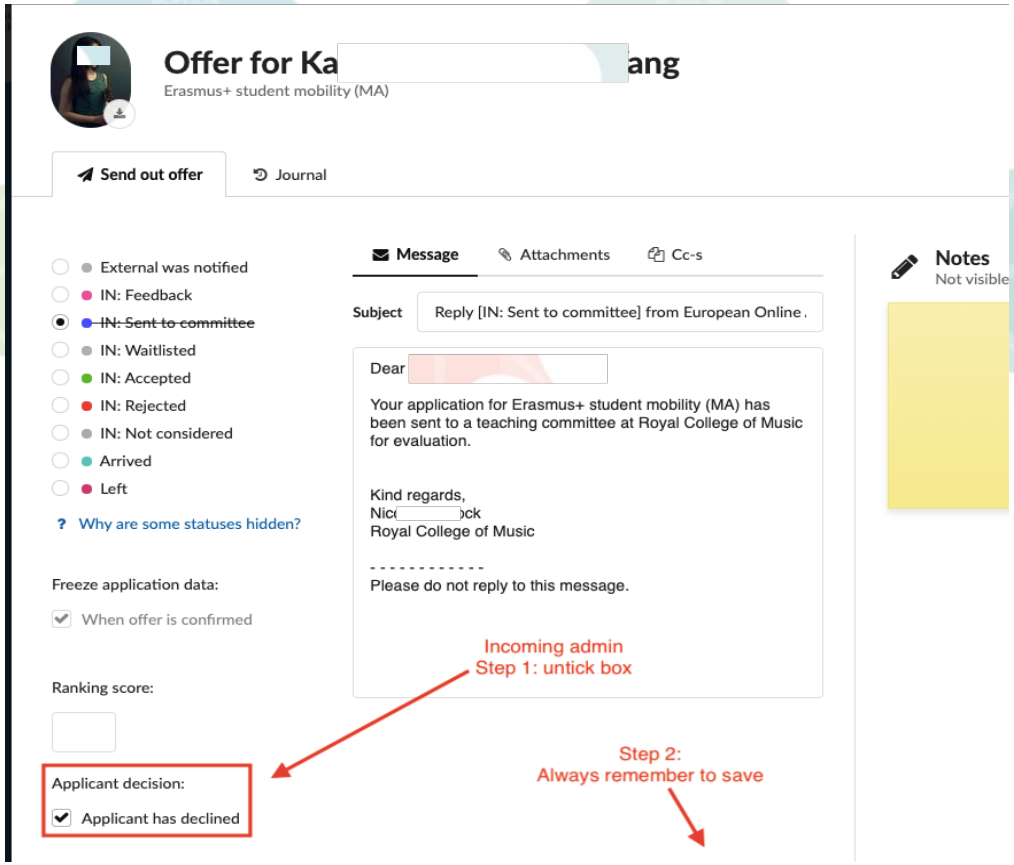


This mechanism will be changed in the coming months to let students decline offers

The outgoing/home Coordinator cannot decline offers for their students

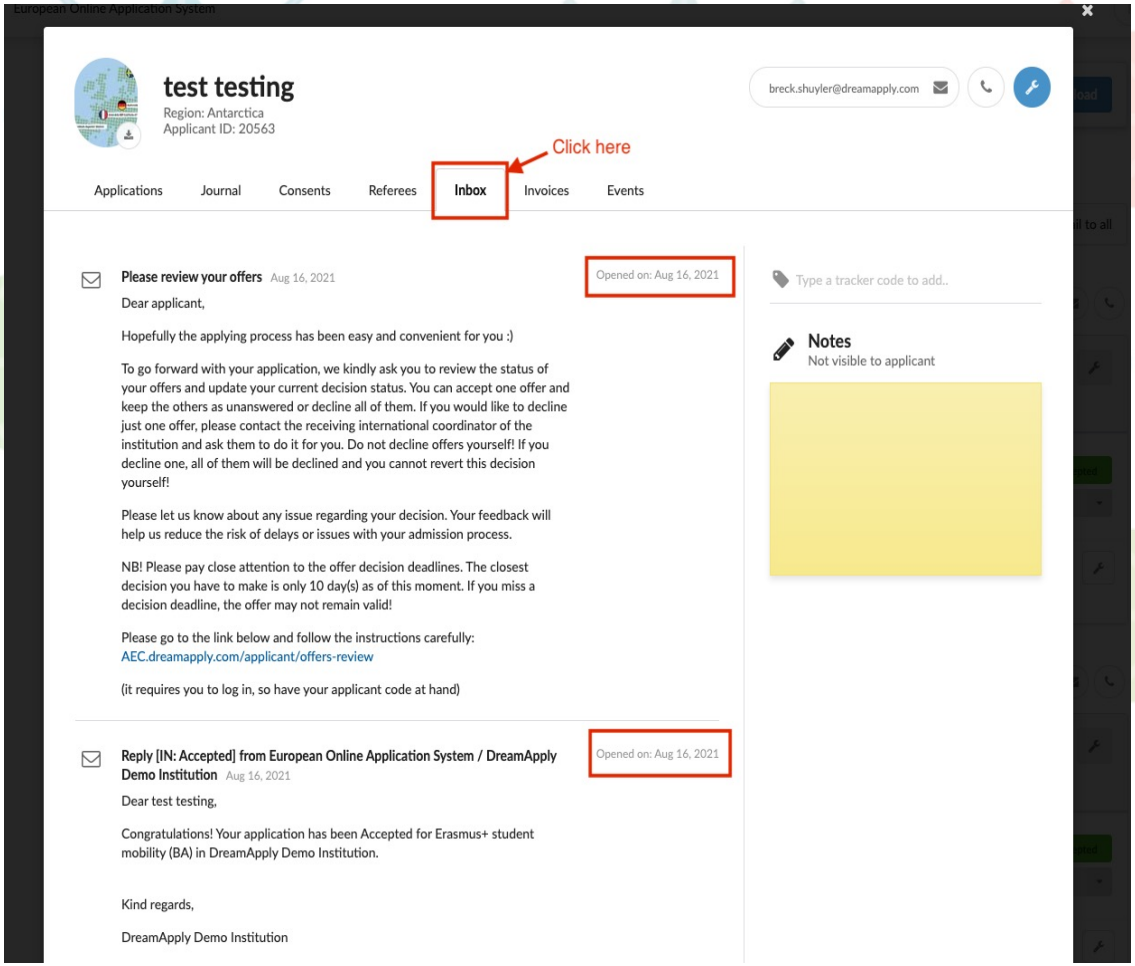


The incoming/receiving Coordinator can decline the offer on behalf of the incoming student

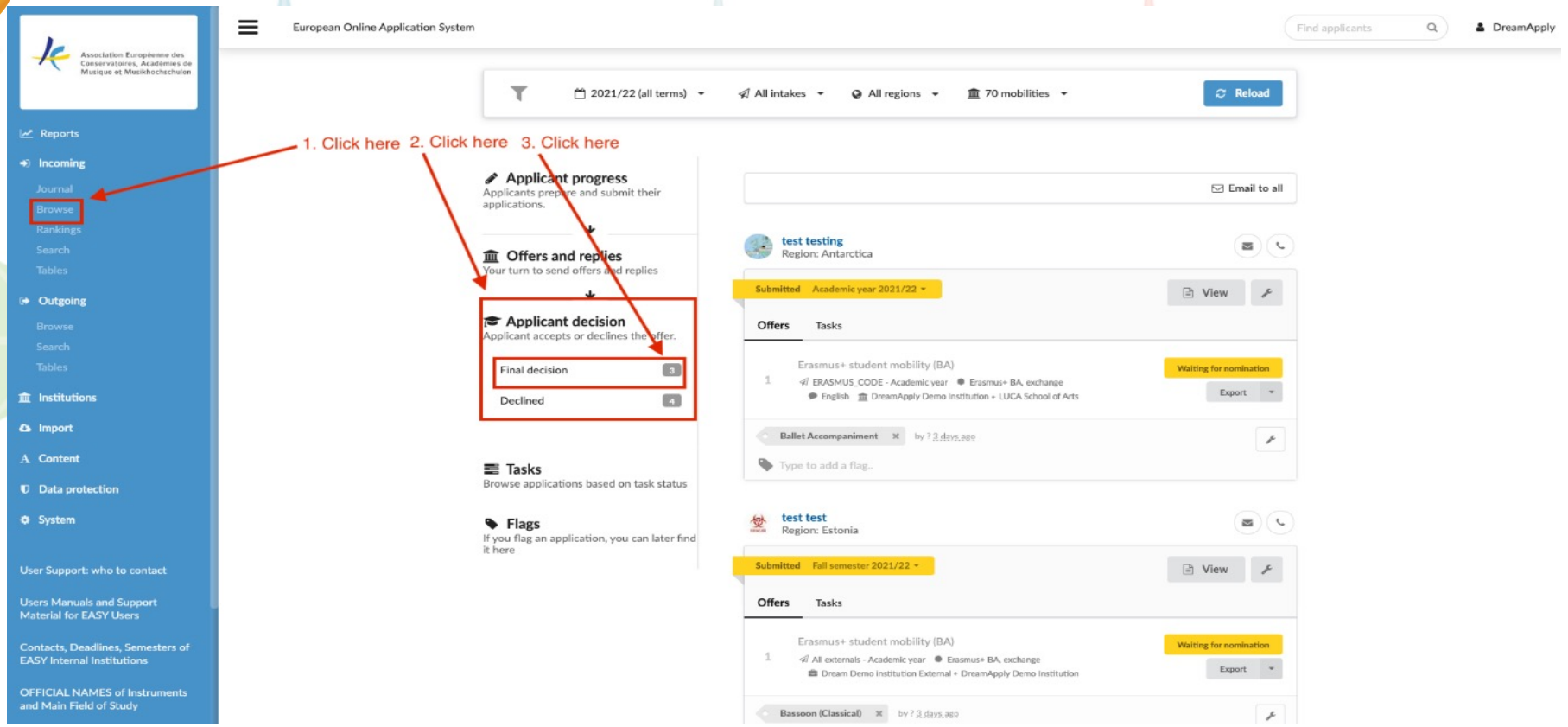


The incoming/receiving coordinator should be informed about the final decision of the student

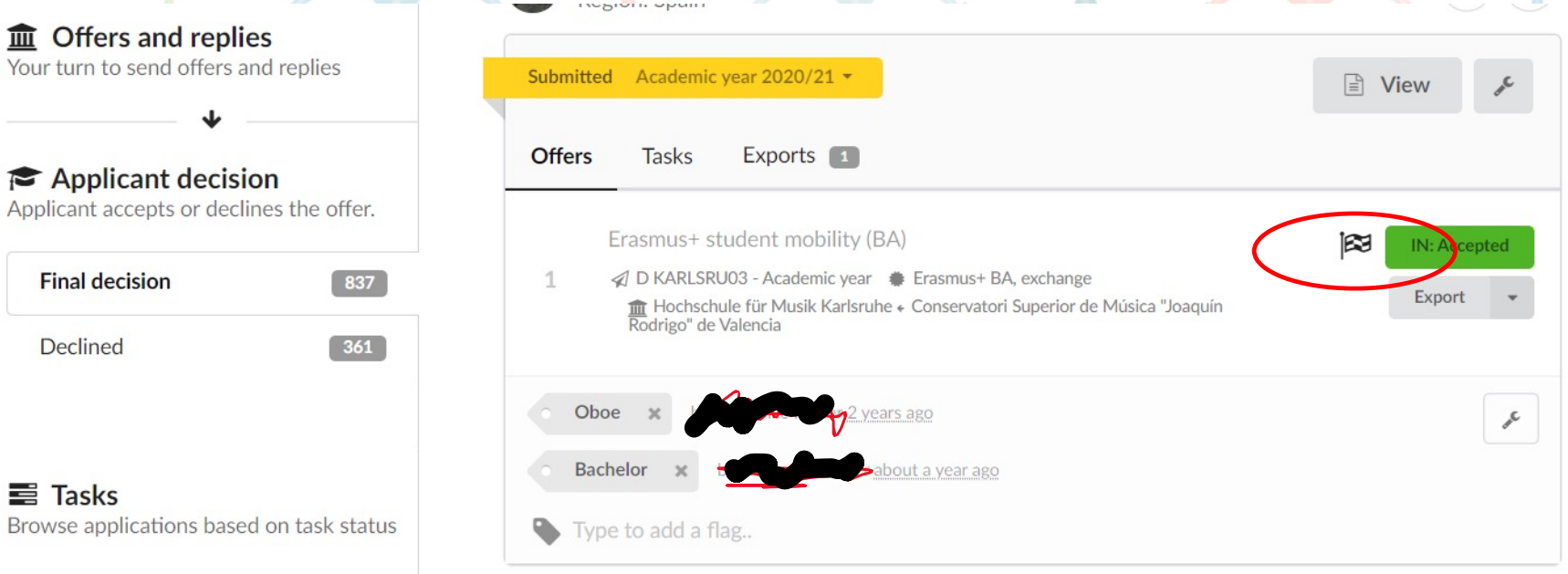
How do I see if a student saw my offer? Check their inbox!



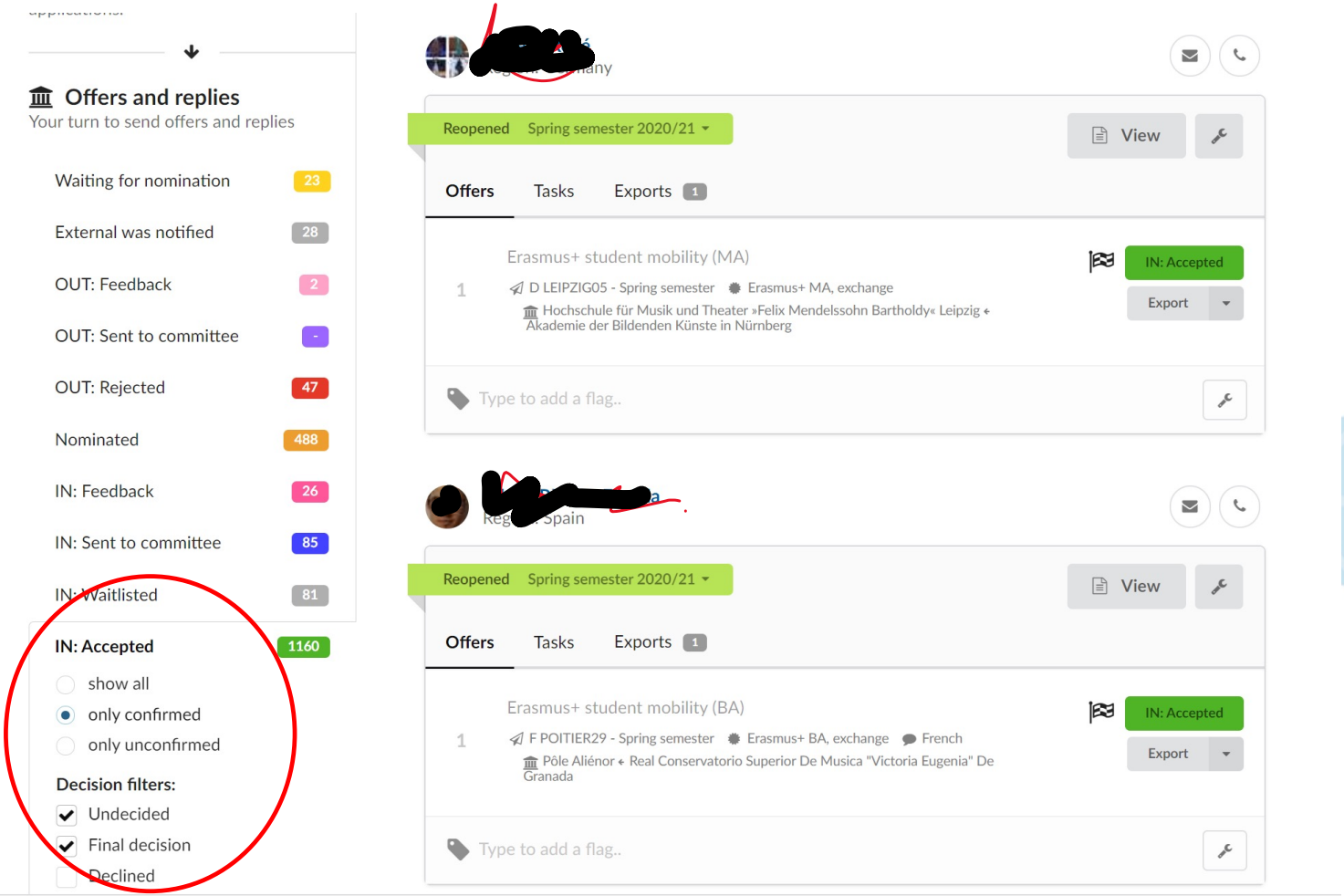
Where do I see if students accepted or declined my offer?



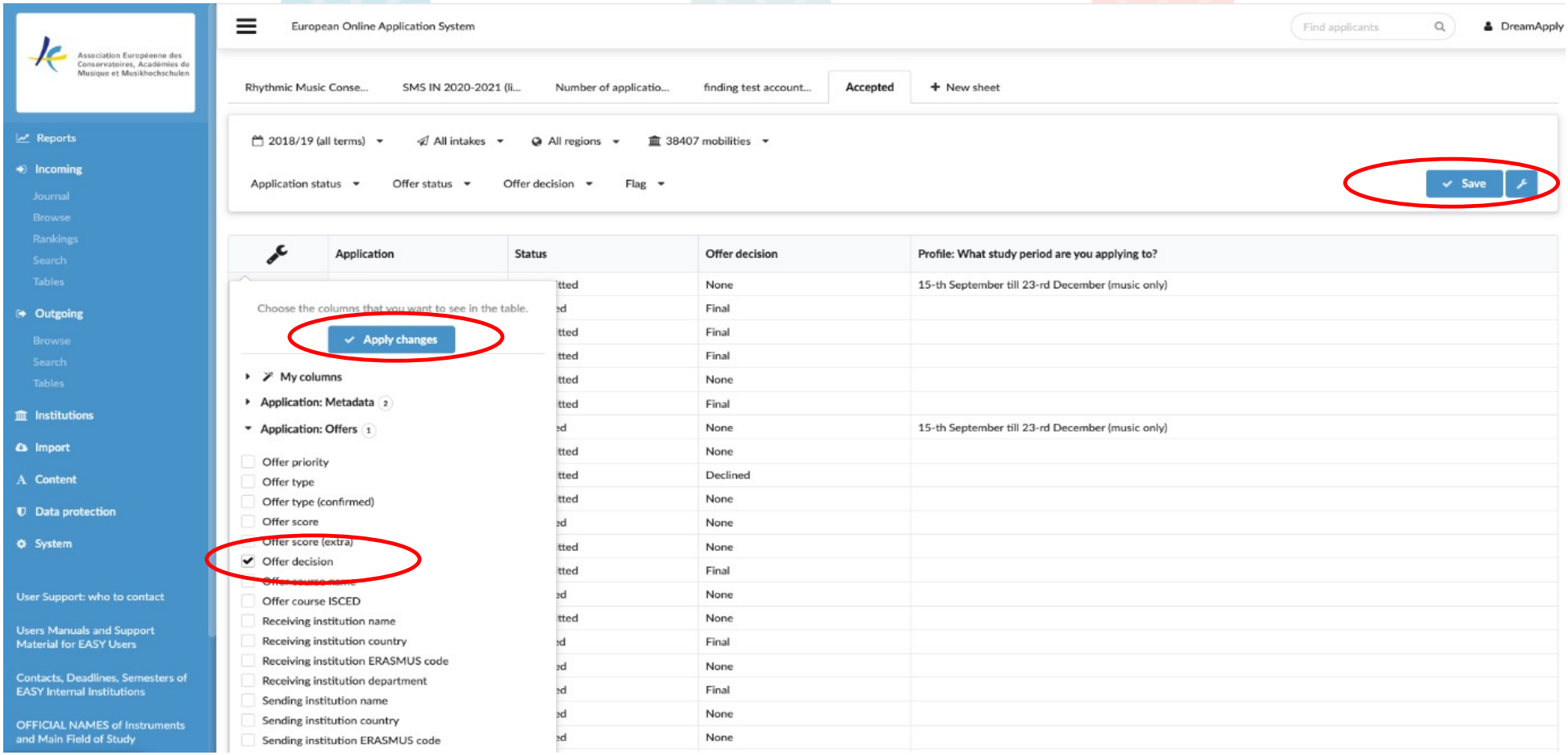
How do I see if the student I accepted declined or accepted my offer?

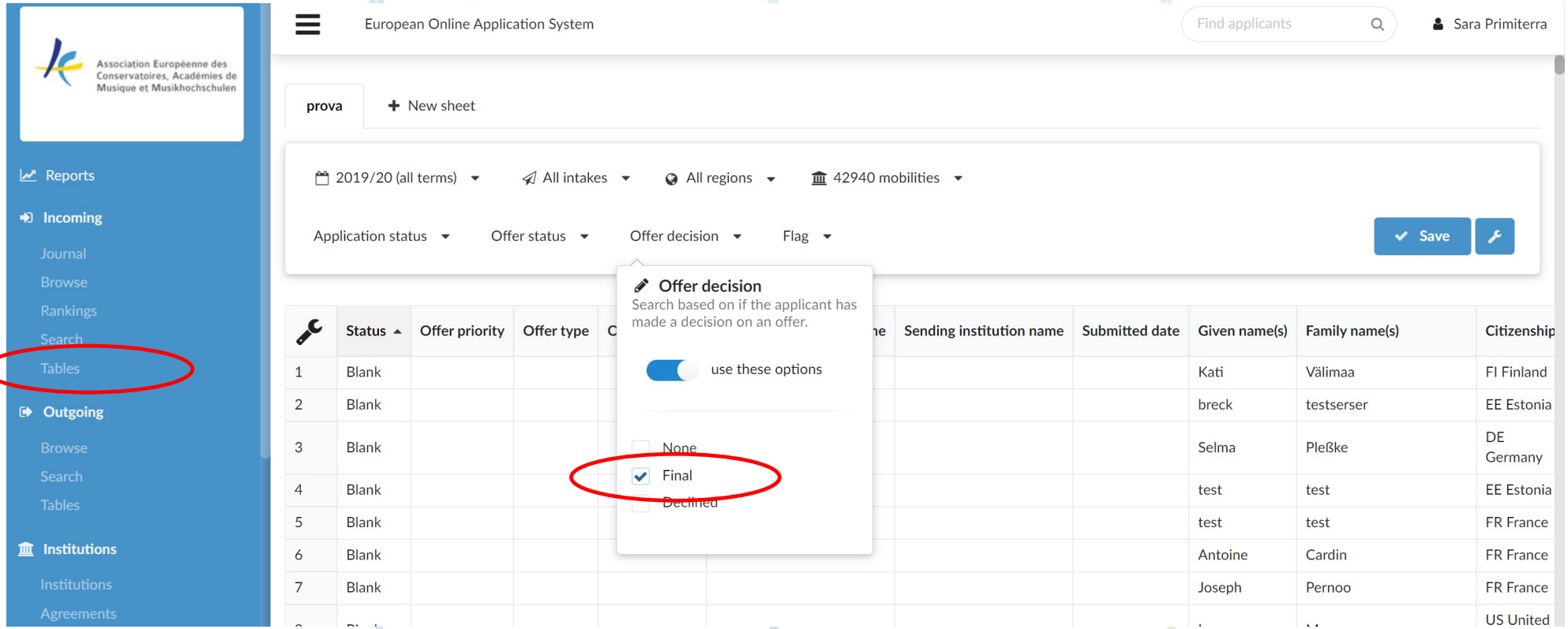


You can use filters to see all declined/accepted offers in the Browser view



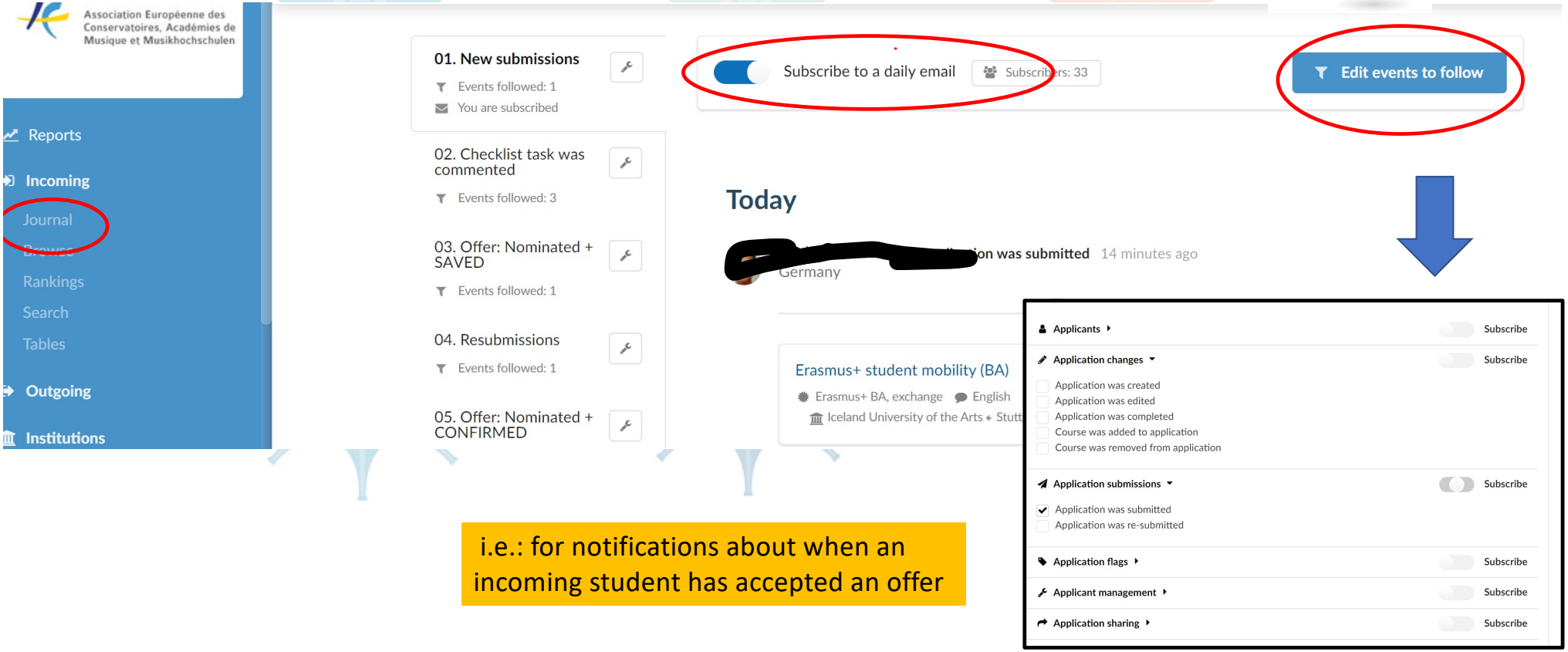
You can also create exportable tables with students who accepted your offer




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
Sending institution name
Submitted date
Given name(s)
Family name(s)
Citizenship
1 Blank Kati Välimaa FI Finland
2 Blank breck testserser 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
US United

I do not receive notifications!

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



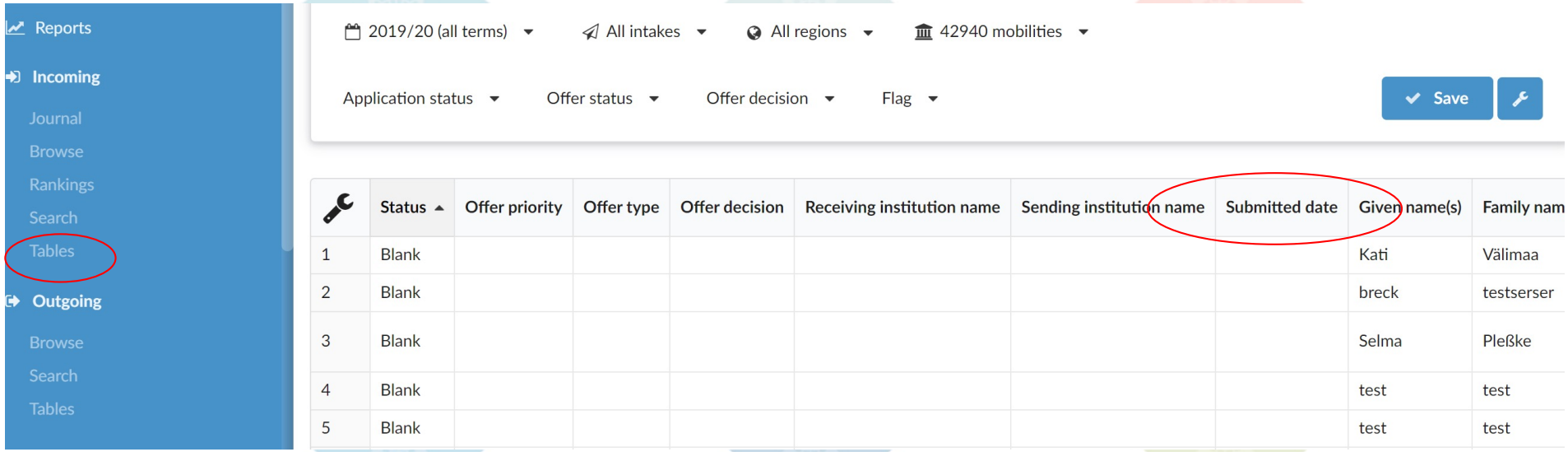
i.e.: for notifications about when an incoming student has accepted an offer

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

Where can I see the submission date of an application?

In the Export Table!



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:

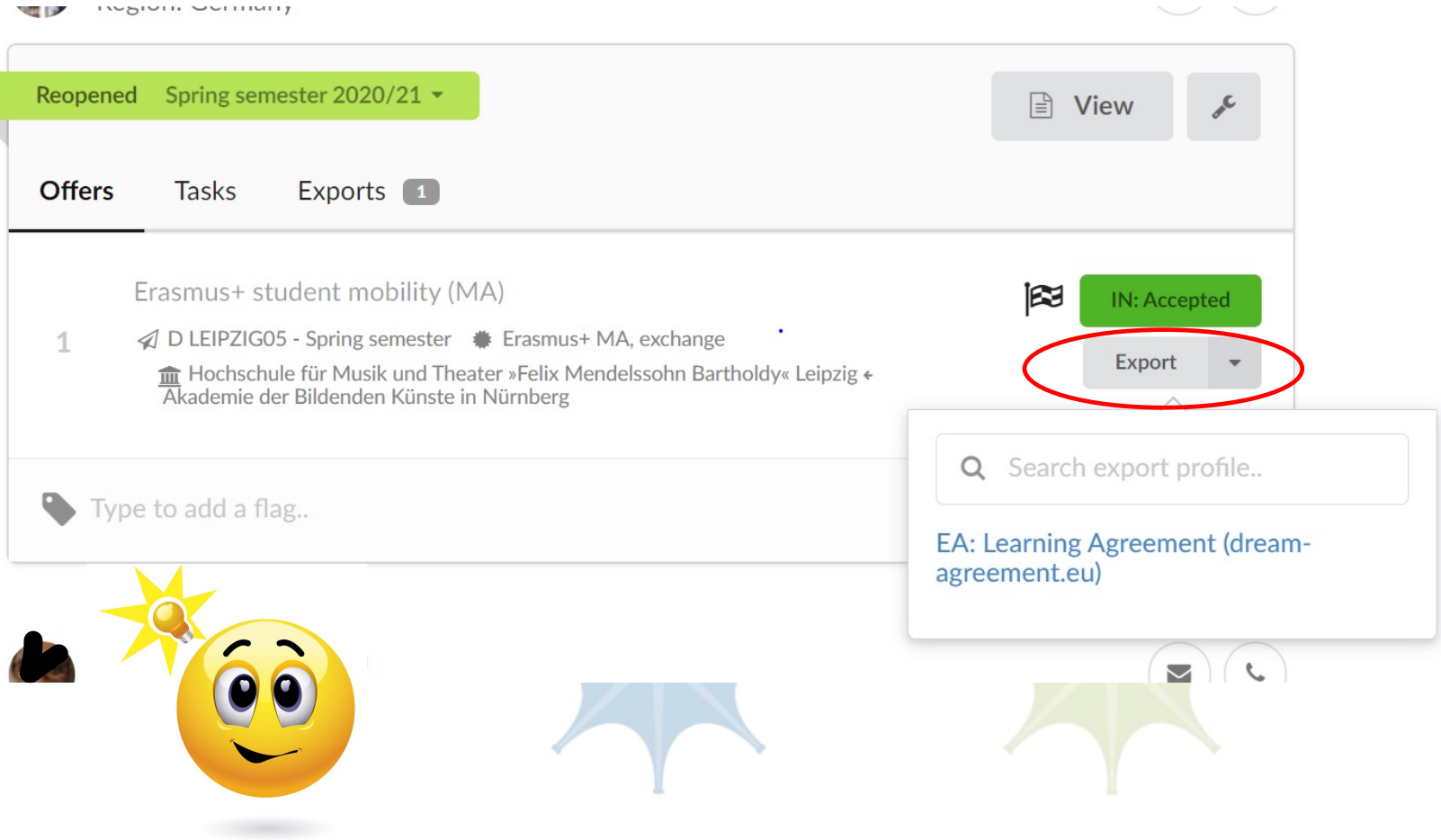
- The Table must still exist (Table can be deleted)
- The application must still be on the Table within DreamApply (if filters have been changed, the applicant might no longer be included in the Table) - This can also happen if the application itself has changed in a way that it does not fall into the 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



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

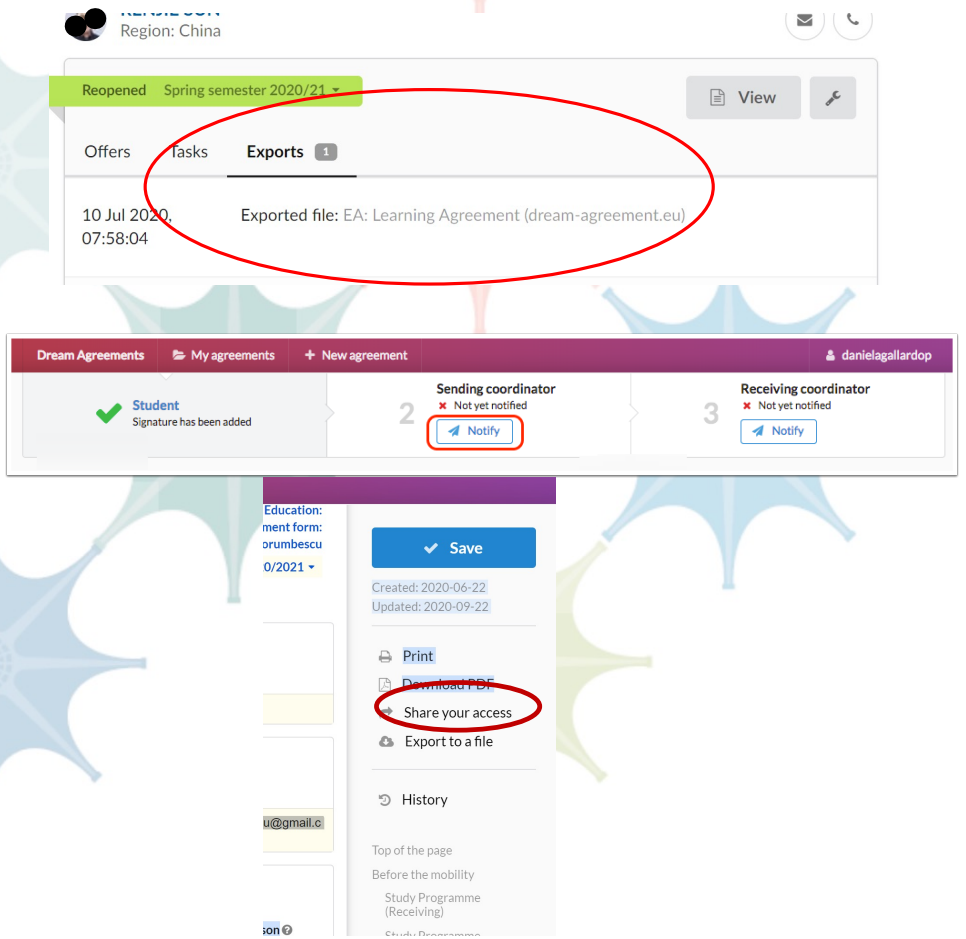
2) Student fills in Table B and signs

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 LAin 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**

Fantastic Materials and Where to Find Them

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?

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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

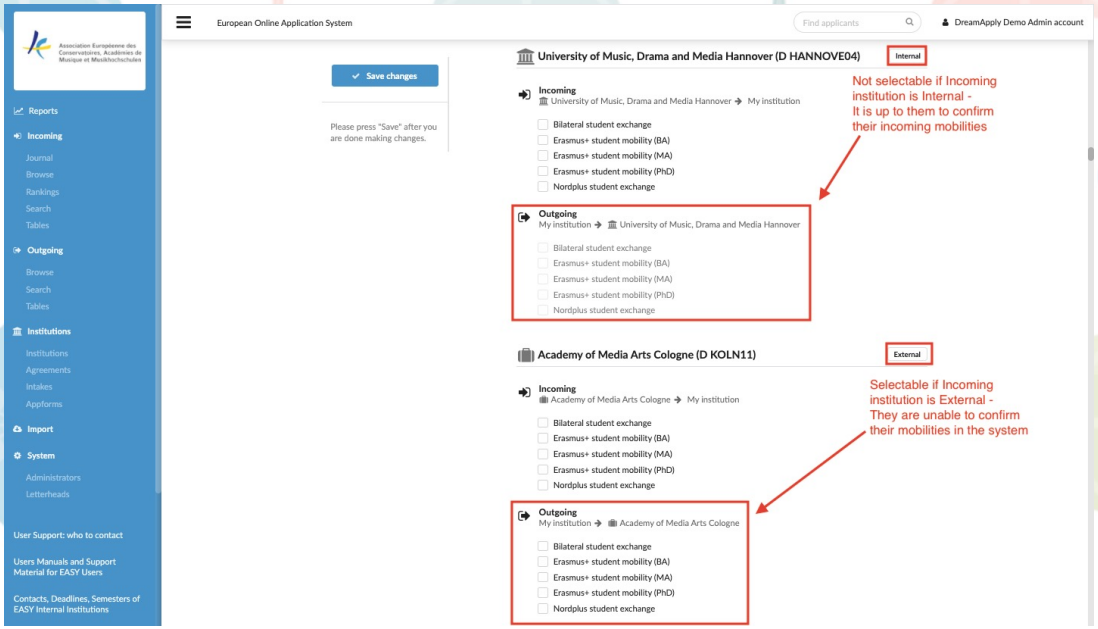
Sara Primiterra

EASY Project Manager

AEC

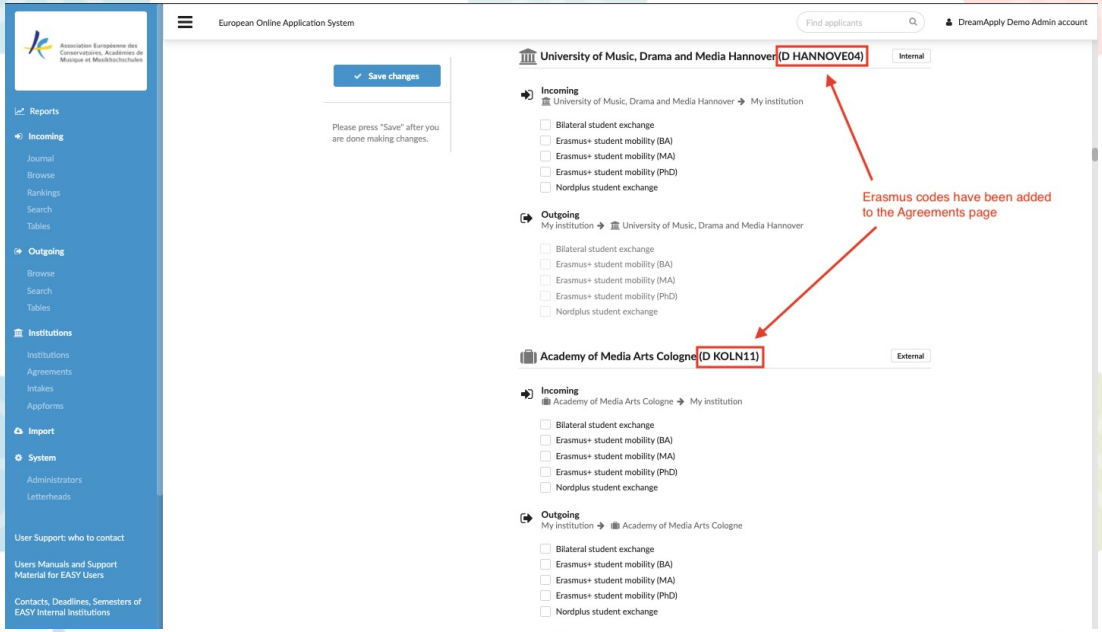
Implemented developments

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



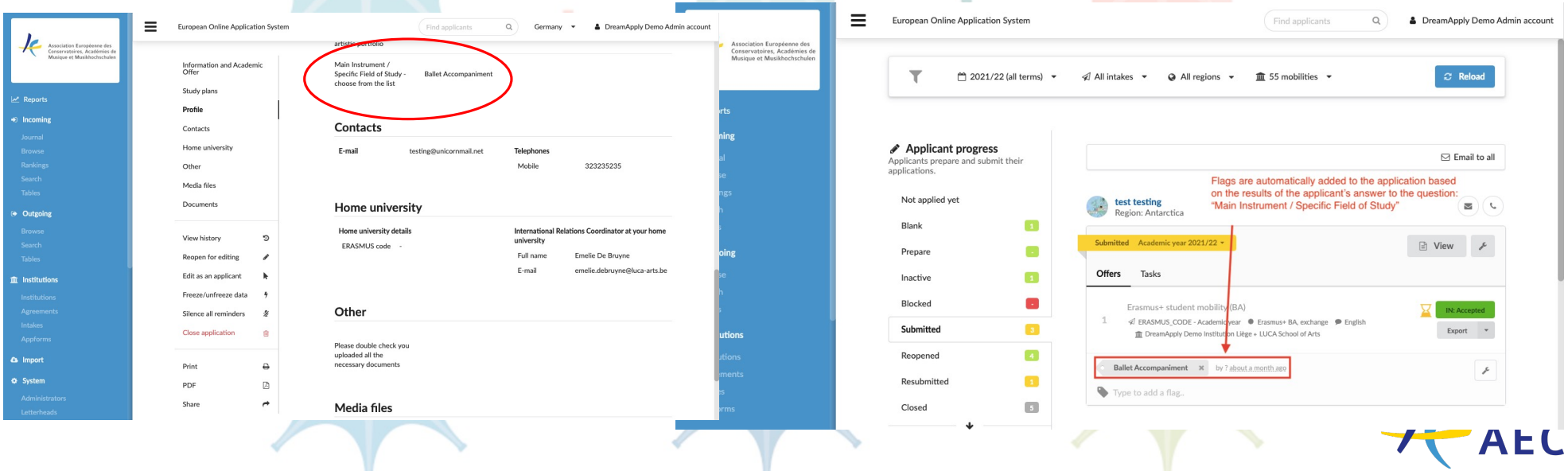
Implemented developments

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



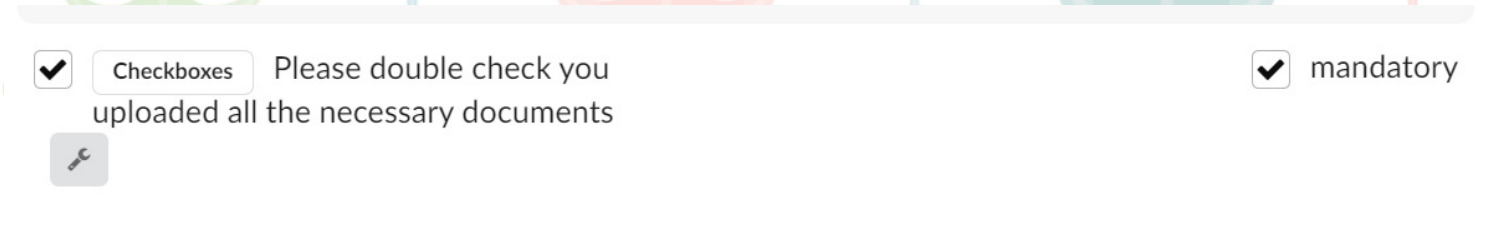
Implemented developments

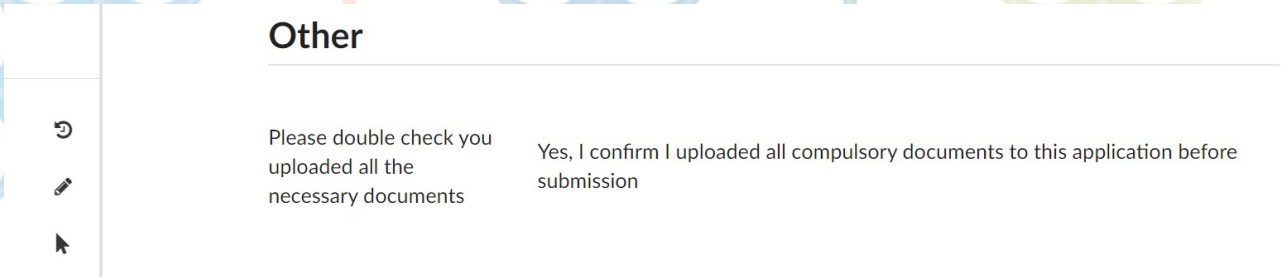
Automatic flagging of the applications in the Browser view, based on the Instrument



Implemented developments

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





AEC

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

AEC

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”

AEC

Developments under investigation

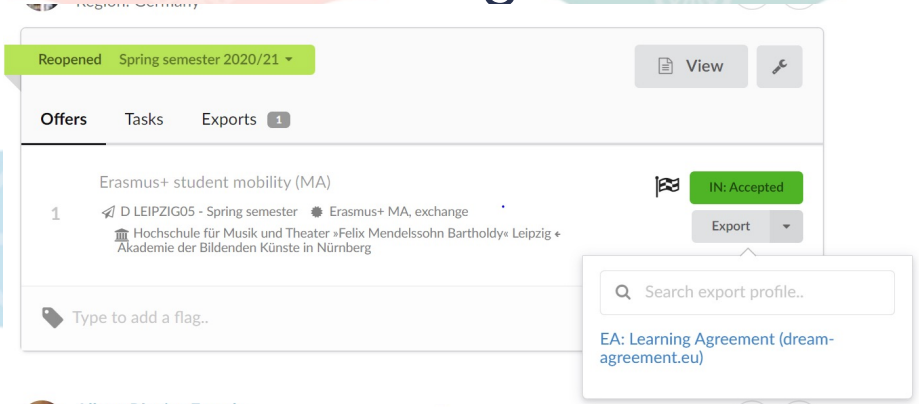
Improvement of the Export Table function (February)

- 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

AEC

EASY and EWP
Updates on the connection

The story so far

Sara Primiterra

EASY Project Manager

AEC

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

AEC

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

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

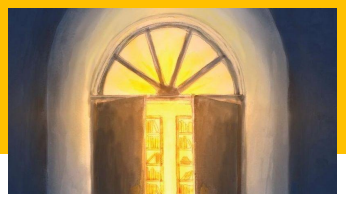
Connection of EASY to EWP via APIs

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.		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 in 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

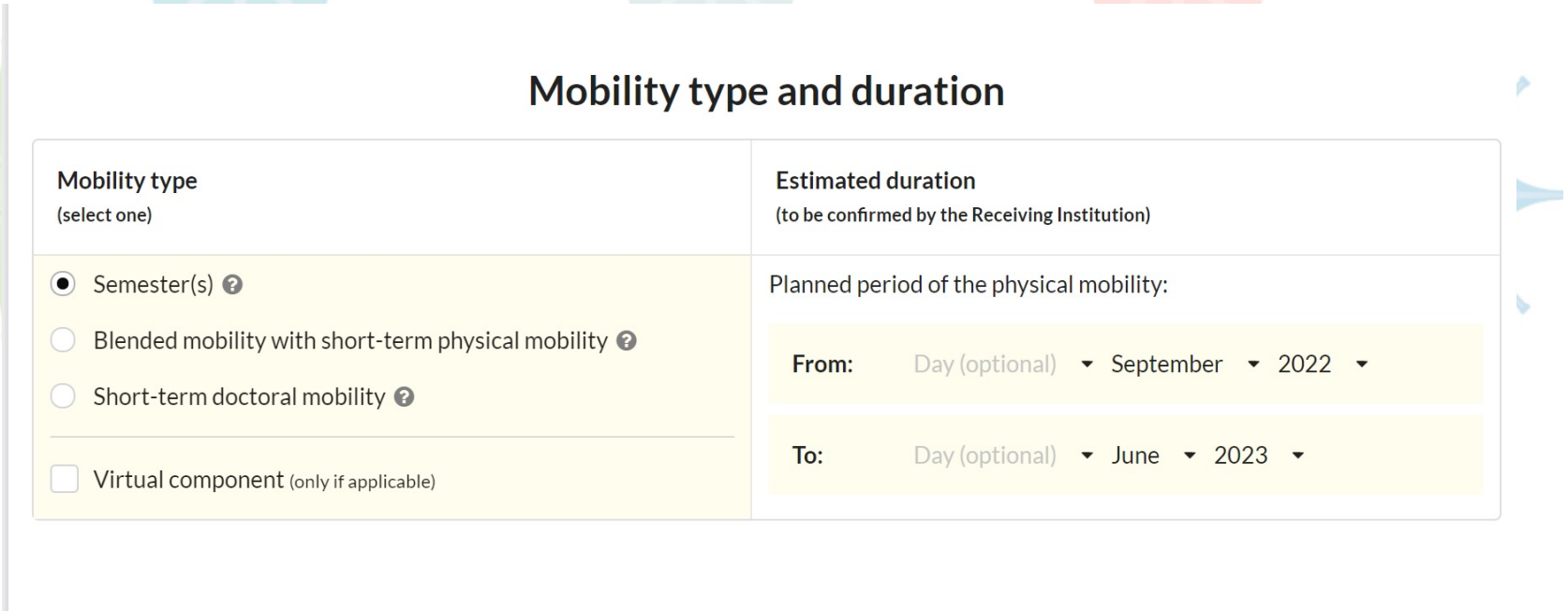
When will be the LA of EASY ready and fully functioning with its connection to EWP?

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



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			Copy all from Table A	
Total number of ECTS credits (or equivalent) to be awarded by the Sending Institution upon successful completion:				0

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

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 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

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** sarinaviolinist@hotmail.it Student	2021-09-23	events@aec-music.eu / sarinaviolinist@hotmail.it
Responsible person at the **Sending Institution**	**Lucia Di Cecca** international@conservatorio-frosinone.it	2021-09-23	integration@dreamapply.com

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				

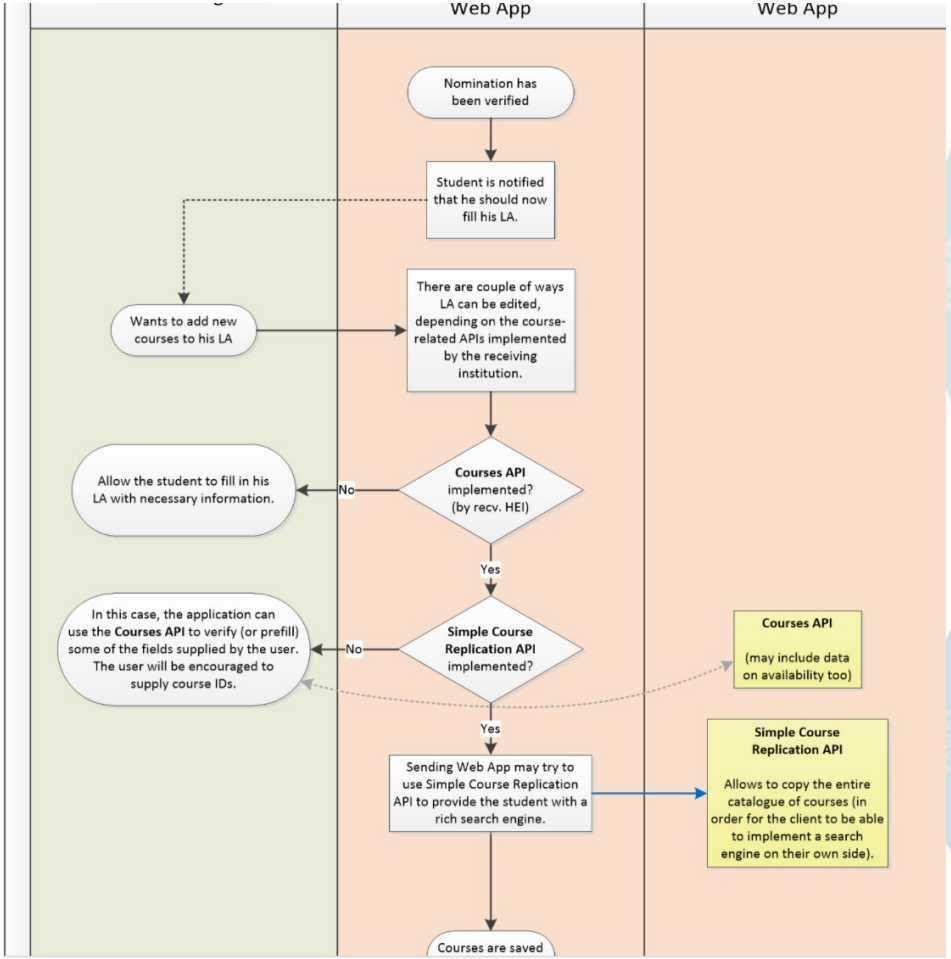
Exceptional changes to Table C

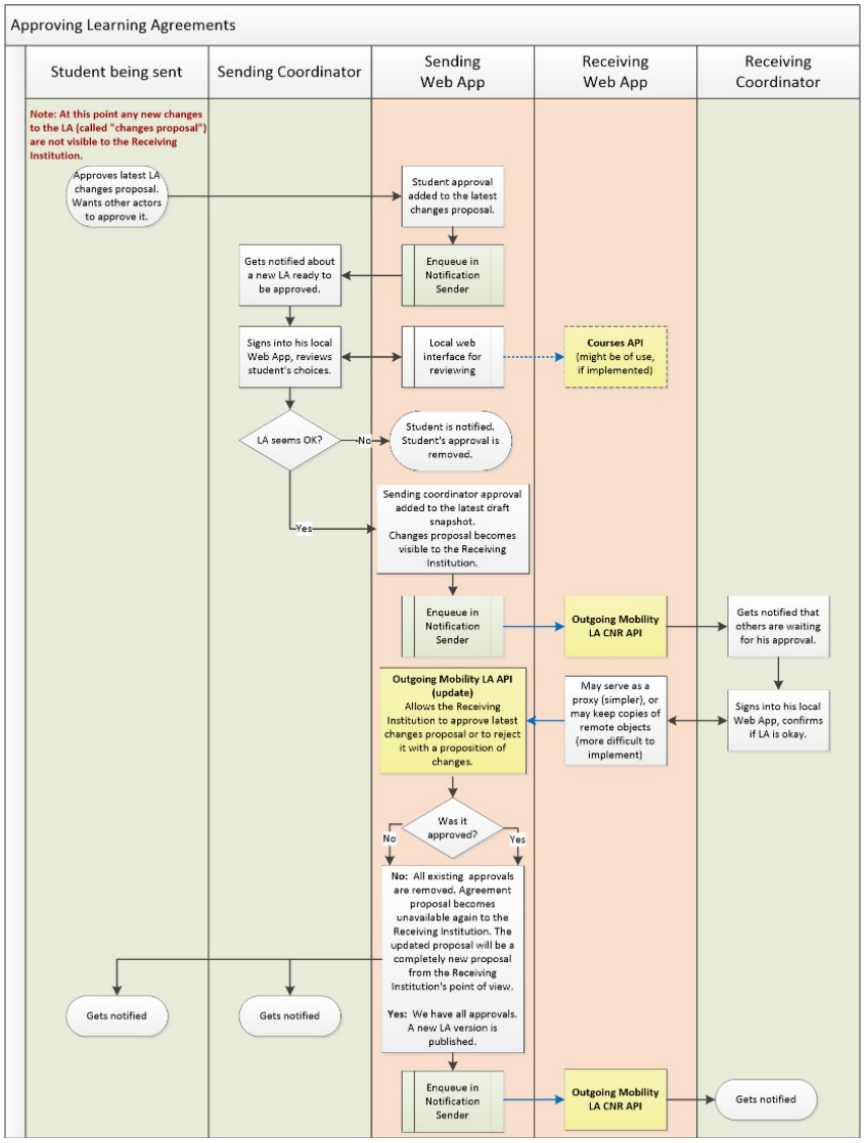
To be approved by e-mail or signature by the student and the responsible person in the Sending Institution

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 Workfow in EWP





Learning Agreement Approval Workfow 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