Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

The New EASY by Mobility Online

Pilot 2023

by Sara Primiterra, EASY Project Manager

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

From Dreamapply to Mobility Online

- Dreamapply announced the will to shut down the system for incompatibility with EWP

- In 2022, the Austrian company SoP has been chosen to deliver a new EASY system via their tool Mobility Online

- The general application tool by EWP is not tailored for music studies

- After 7 years of Dreamapply, from 1st November 2023 EASY be officially hosted by Mobility Online by SoP at https://mobility.aec-music.eu/

- NB: the deadline to use a Learning Agreement connected to EWP has been removed by the EC

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The human intelligence (HI) ☺

EASY task force and Mobility Online team

Lucia Di Cecca, Italy
José Luis Fernandez, Spain
Aino Jalkanen, Finland
Roser Graell, France
Morten Tandrup, Denmark
Sara Primiterra, AEC – EASY Project Manager

Laura Diethart, EASY MO Project Manager at SoP
Ivan Calfa, technical expert at SoP

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What we have done so far

- AEC and MO started working on the EASY MO in January 2023

- set up the basic workflow and application forms in the system, data imported from Dreamapply

- connection with EWP established in the Summer

- **109 Pilot Internal Institutions** joined the pilot

- First Online Trainings for users on 6th and 27th June (recordings available) and in-presence workshop at IRC Meeting in Leuven on 20th September

- First written guidelines on the basic functionalities produced in the Summer

- Now ready to test and go live for applications for 2024/25 mobilities

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What EASY MO can do

- It’s online: no software installation needed!

- For the moment: focus on Student Mobility for Studies

- Any programme: Erasmus, Nordplus, other Bilateral programmes

- Any artistic disciplines: Music, Dance, Theatre, Visual Arts, etc.

- Handling of LAs and IIAs with EWP Connection

- Central developments by AEC but full customisation possible by each institution

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Upcoming Online Trainings

1. Online training on EWP - Learning Agreement and Interinstitutional Agreement in MO: **Wednesday 4th October 14:30 – 16:30 CET on Zoom**

2. Online training for “advanced users”: how to change and adjust the current settings in the system: **Wednesday 11th October 10:00 – 12:00 CET on Zoom**

YES, they will be recorded and made available to you

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EASY MO Prices 2024

Total Number of Applications (outgoing+incoming)	Price (+VAT)
More than 200	880 euro
From 199 to 80	800 euro
From 79 to 40	650 euro
From 39 to 16	450 euro
From 15 to 1	250 euro

100 euros discount on the 2023 fees

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Extra Services by Mobility Online

- To be requested by the single institutions directly to Mobility Online

- Single Sign On: about 600 euro

- Support Package: 1.240 euro / 8 hours support → multiple packages can be purchased

- Any other request of customization? Ask Mobility Online!

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Future Plans

- Fine tuning the current system for student mobility thanks to your feedback

- Find solutions for institutions belonging to umbrella universities

- Develop more support material and deliver online workshops

- Piloting the use of the system for traineeships and staff mobility in 2024

- Keeping up to date to the EWP requirements and steps

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Contact

For any question on EASY please mail Sara at events@aec-music.eu

Find me at the Information Market ☺

MOBILITY-ONLINE

EASY - MOBILITY ONLINE

PROCESS REVIEW AND HOW TO GET STARTED

SOP

OVERVIEW

1. Landing page and online application form
   - Login links
   - How to “become an applicant” for internal/external institutions
   - Overview of the search Portal

2. Application process
   - Revision of the application process (as presented in the online training)

3. Internal settings
   - Setting up necessary settings together

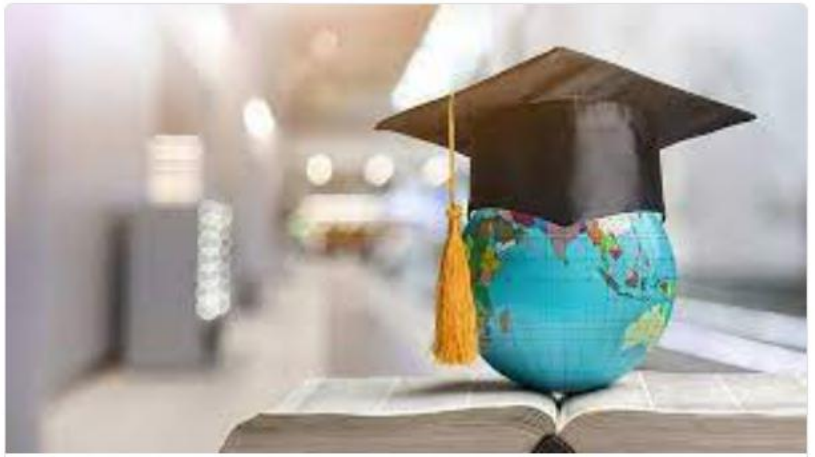
4. EWP and Digital Learning Agreement
   - General logic and process

1. LANDING PAGE

Links

» Login for EASY interna... External

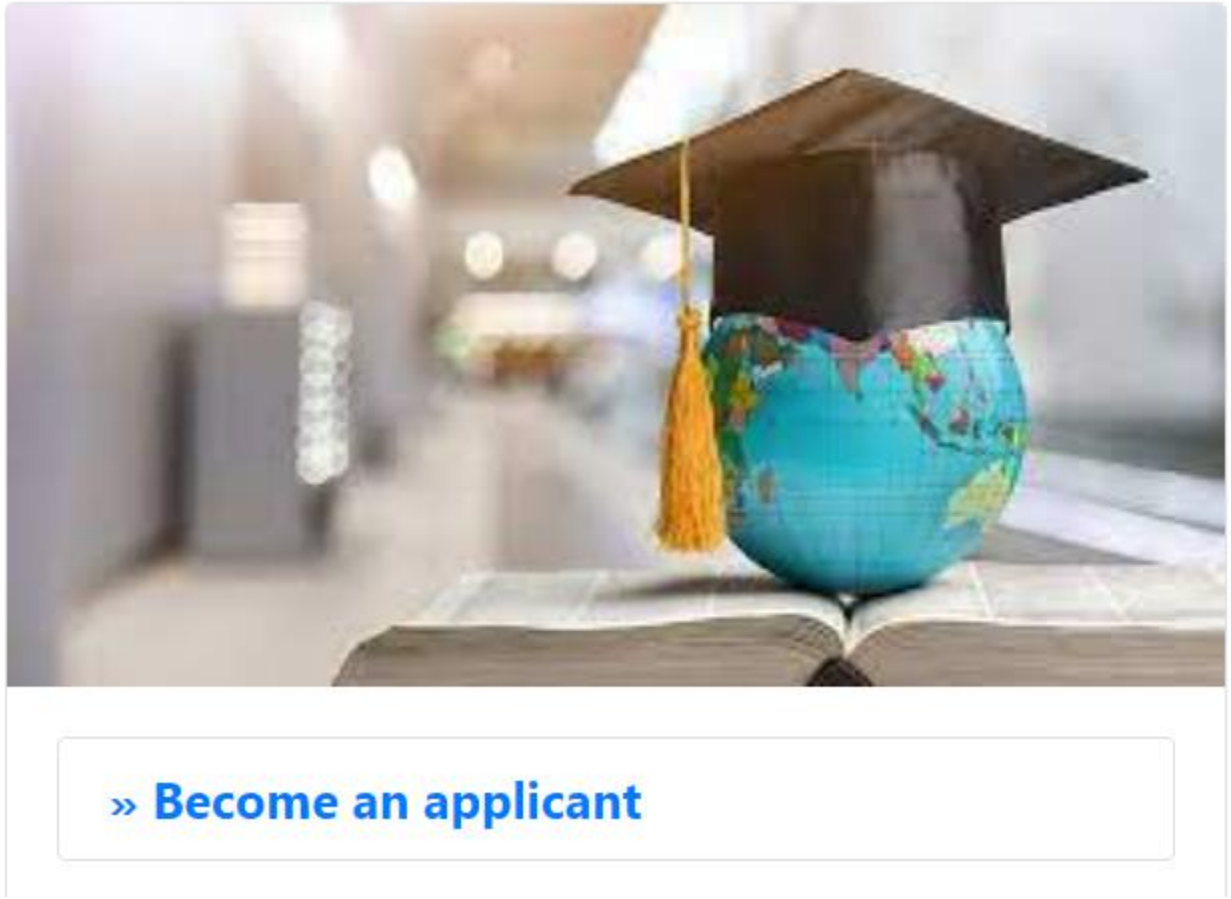
» Login as EASY external... External



» Become an applicant

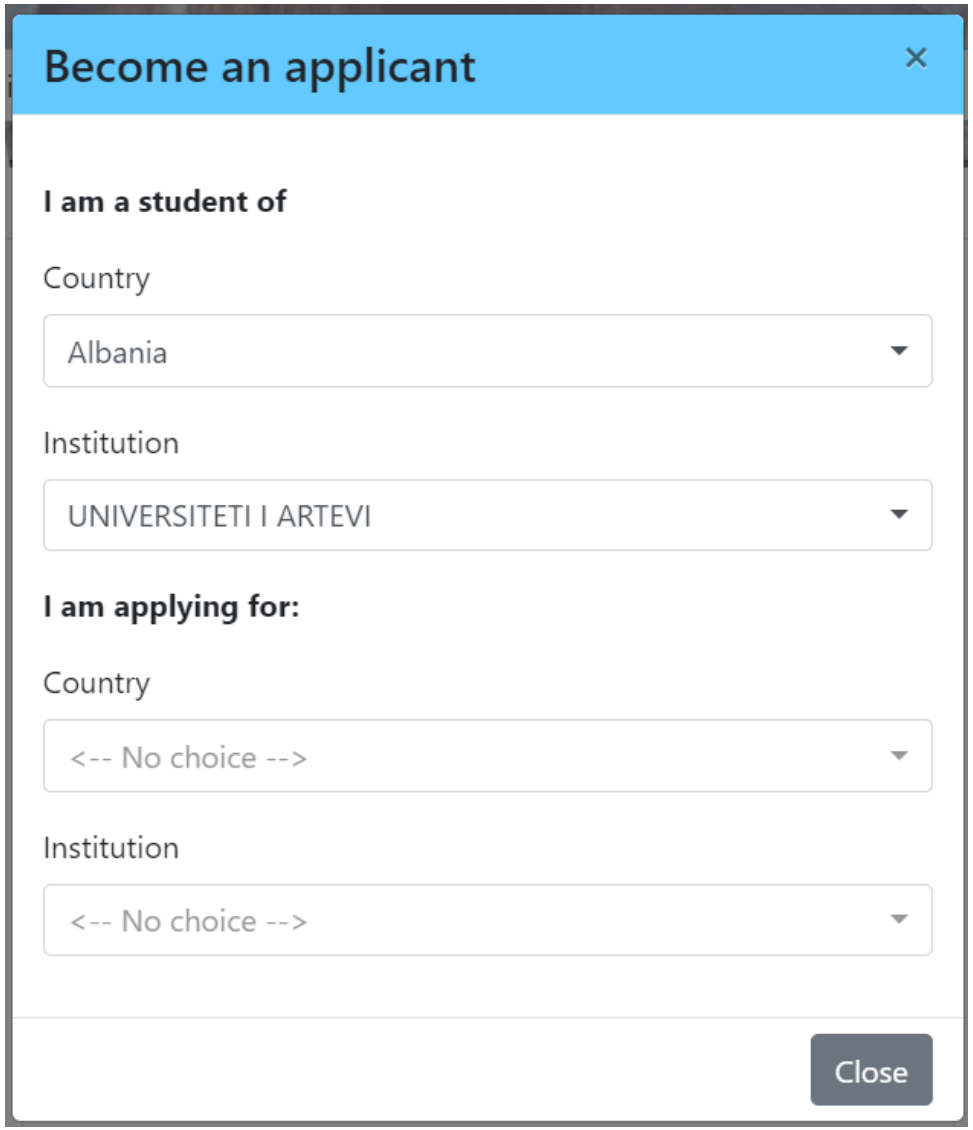
1. LANDING PAGE

How to “become an applicant” for internal/external institutions



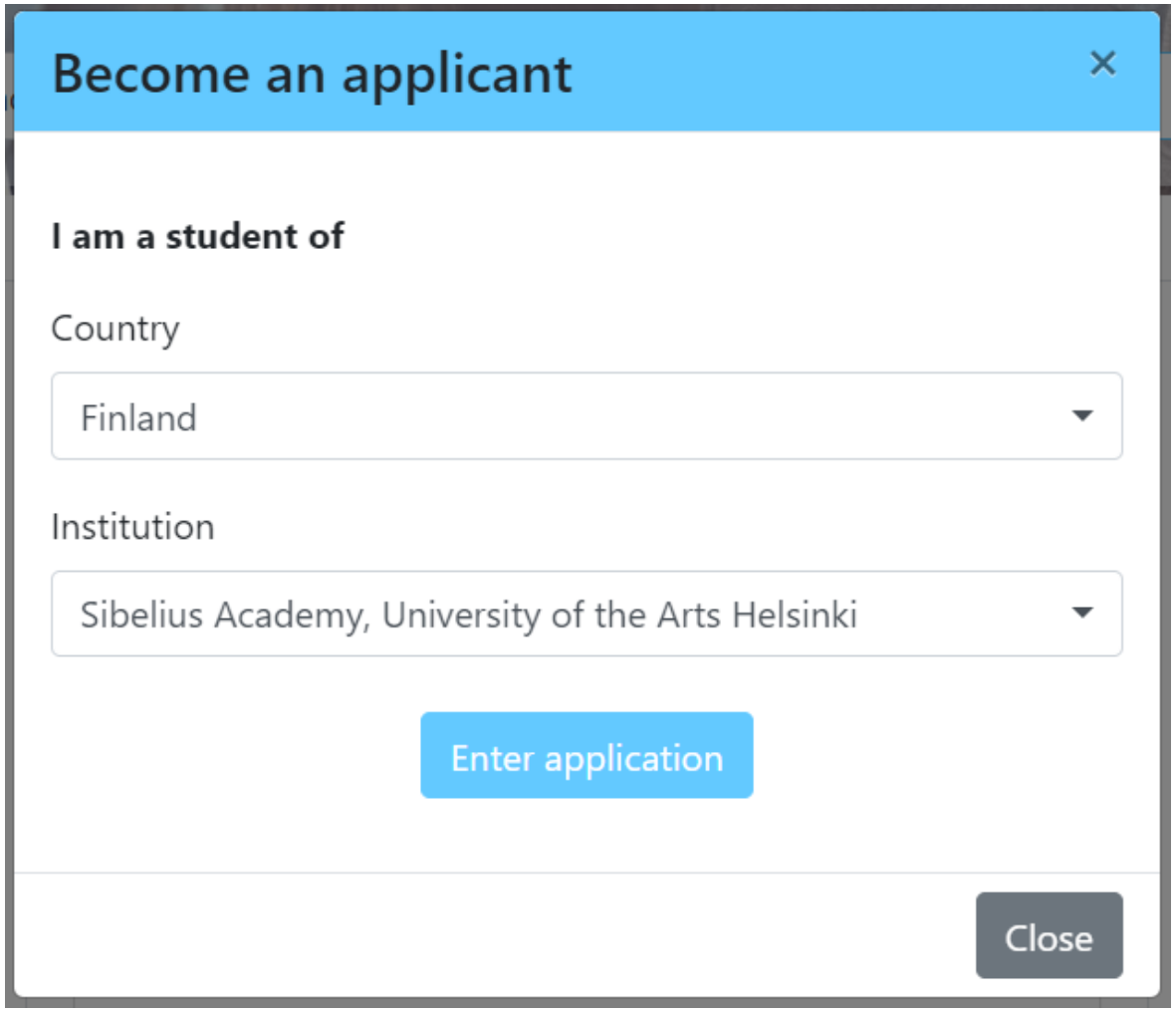
1. LANDING PAGE

How to “become an applicant” for **external institutions**:



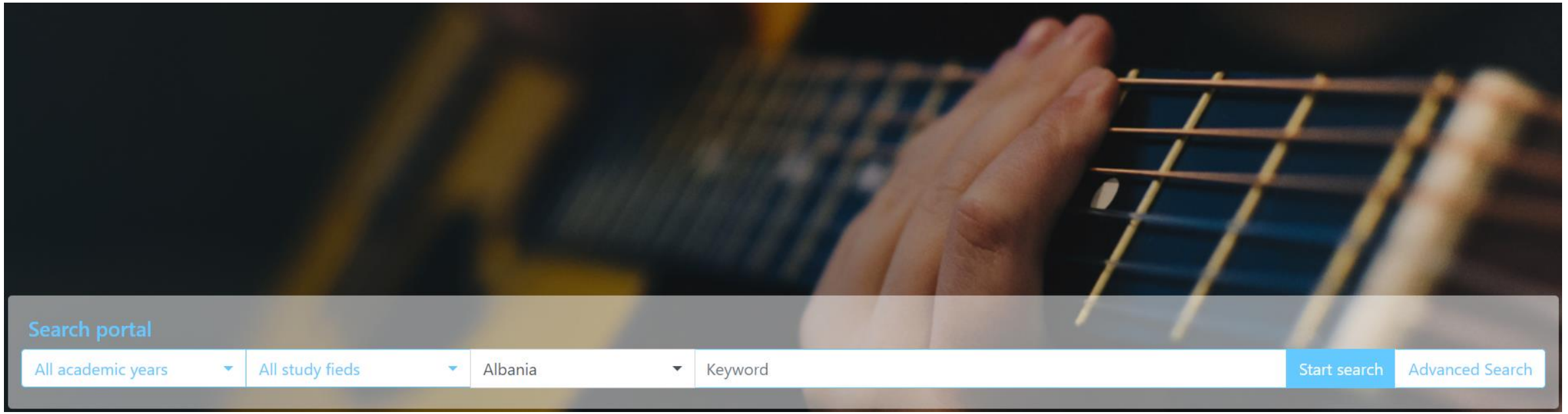
1. LANDING PAGE

How to “become an applicant” for **internal institutions**:



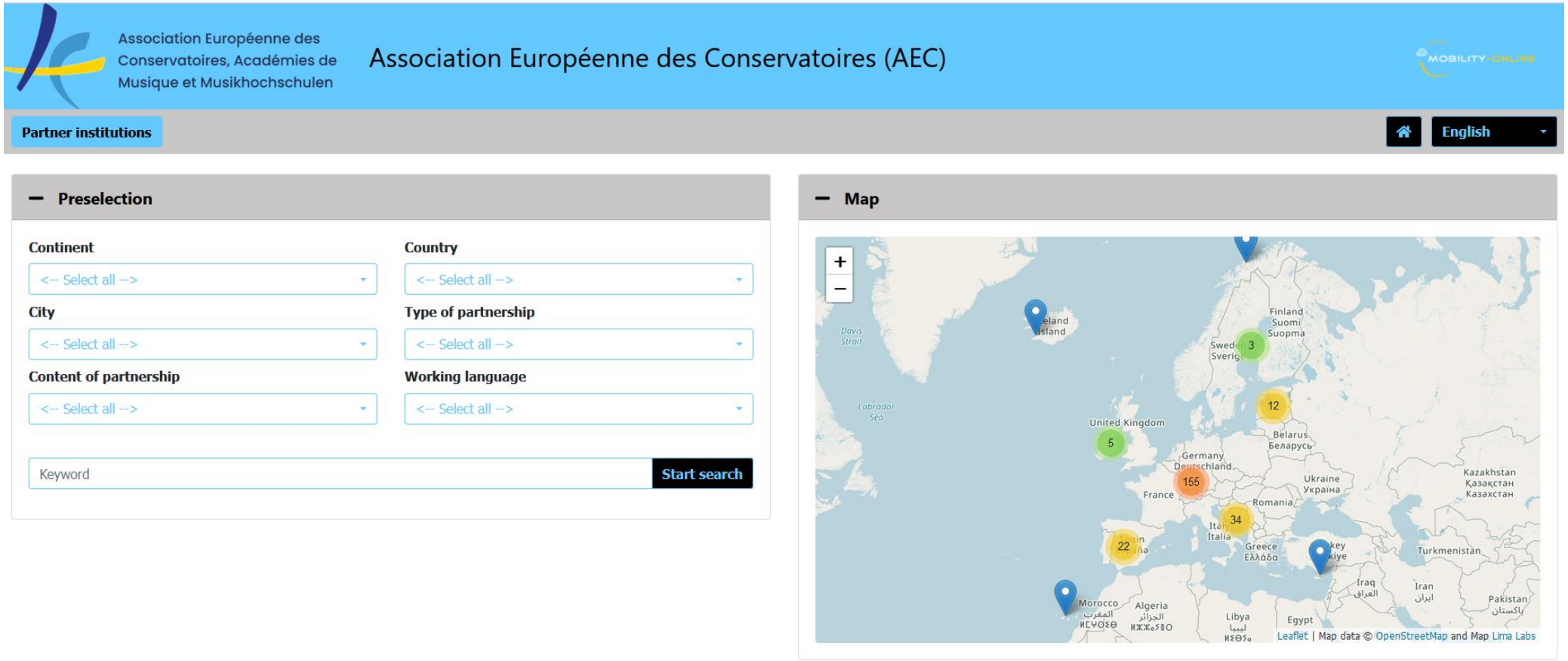
1. LANDING PAGE

The search portal:



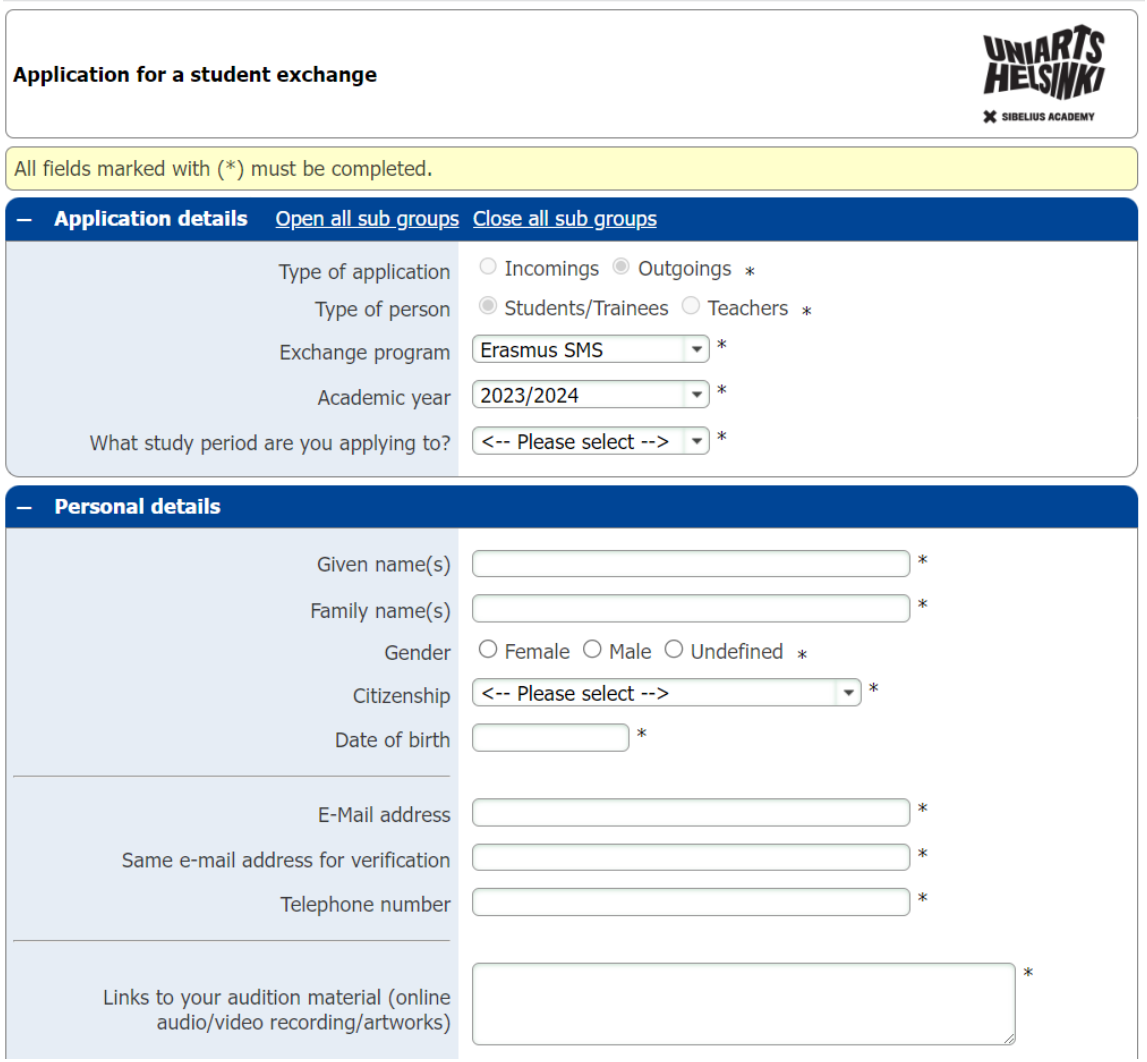
1. LANDING PAGE

The general search portal:



2. REVISION OF APPLICATION PROCESS

Application example from Sibelius (home) to Lyon (host):



Application for a student exchange

UNIARTS HELSINKI
SIBELIUS ACADEMY

All fields marked with (*) must be completed.

– Application details Open all sub groups Close all sub groups

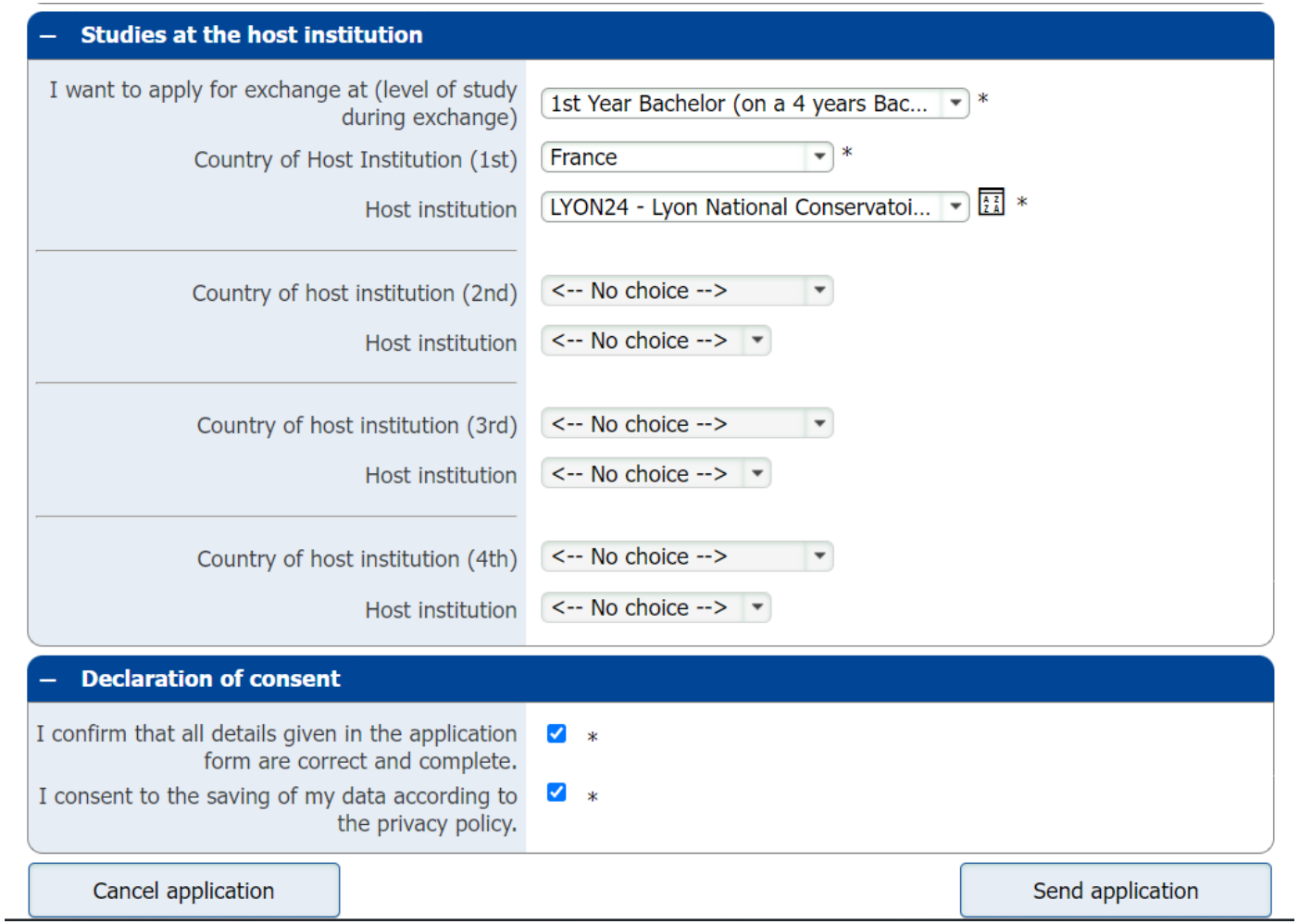
Type of application	○ Incomings ◉ Outgoings *
Type of person	◉ Students/Trainees ○ Teachers *
Exchange program	Erasmus SMS *
Academic year	2023/2024 *
What study period are you applying to?	<-- Please select --> *

– Personal details

Given name(s)	*
Family name(s)	*
Gender	○ Female ○ Male ○ Undefined *
Citizenship	<-- Please select --> *
Date of birth	*
E-Mail address	*
Same e-mail address for verification	*
Telephone number	*
Links to your audition material (online audio/video recording/artworks)	*

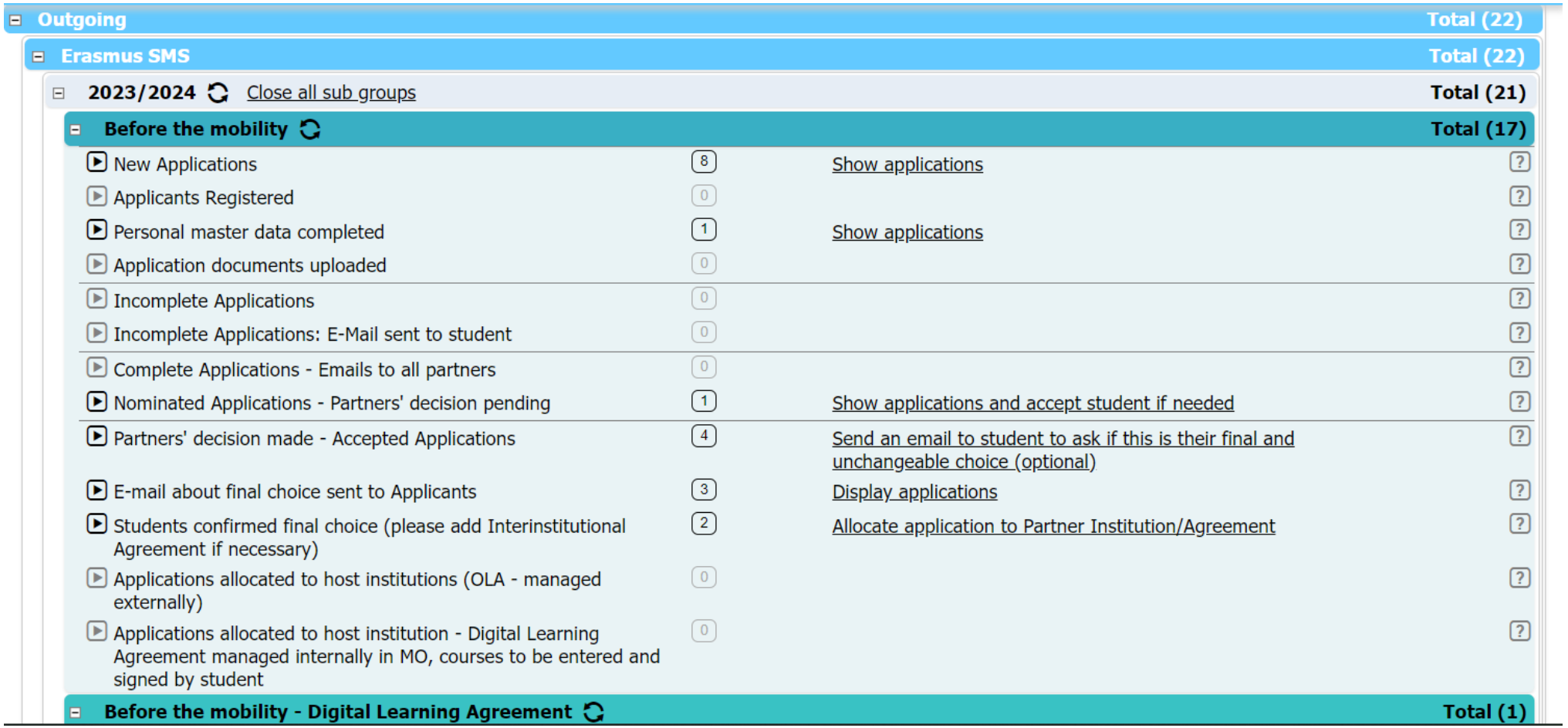
2. REVISION OF APPLICATION PROCESS

Application example from Sibelius (home) to Lyon (host):



2. REVISION OF APPLICATION PROCESS

The Pipeline (view of the IRC at the home institution):



Outgoing			**Total (22)**
Erasmus SMS			**Total (22)**
2023/2024 Close all sub groups			**Total (21)**
Before the mobility			**Total (17)**
New Applications	8	Show applications	
Applicants Registered	0		
Personal master data completed	1	Show applications	
Application documents uploaded	0		
Incomplete Applications	0		
Incomplete Applications: E-Mail sent to student	0		
Complete Applications - Emails to all partners	0		
Nominated Applications - Partners' decision pending	1	Show applications and accept student if needed	
Partners' decision made - Accepted Applications	4	Send an email to student to ask if this is their final and unchangeable choice (optional)	
E-mail about final choice sent to Applicants	3	Display applications	
Students confirmed final choice (please add Interinstitutional Agreement if necessary)	2	Allocate application to Partner Institution/Agreement	
Applications allocated to host institutions (OLA - managed externally)	0		
Applications allocated to host institution - Digital Learning Agreement managed internally in MO, courses to be entered and signed by student	0		
Before the mobility - Digital Learning Agreement			**Total (1)**

2. REVISION OF APPLICATION PROCESS

The Workflow (view of the applicant at the home institution):

Workflow

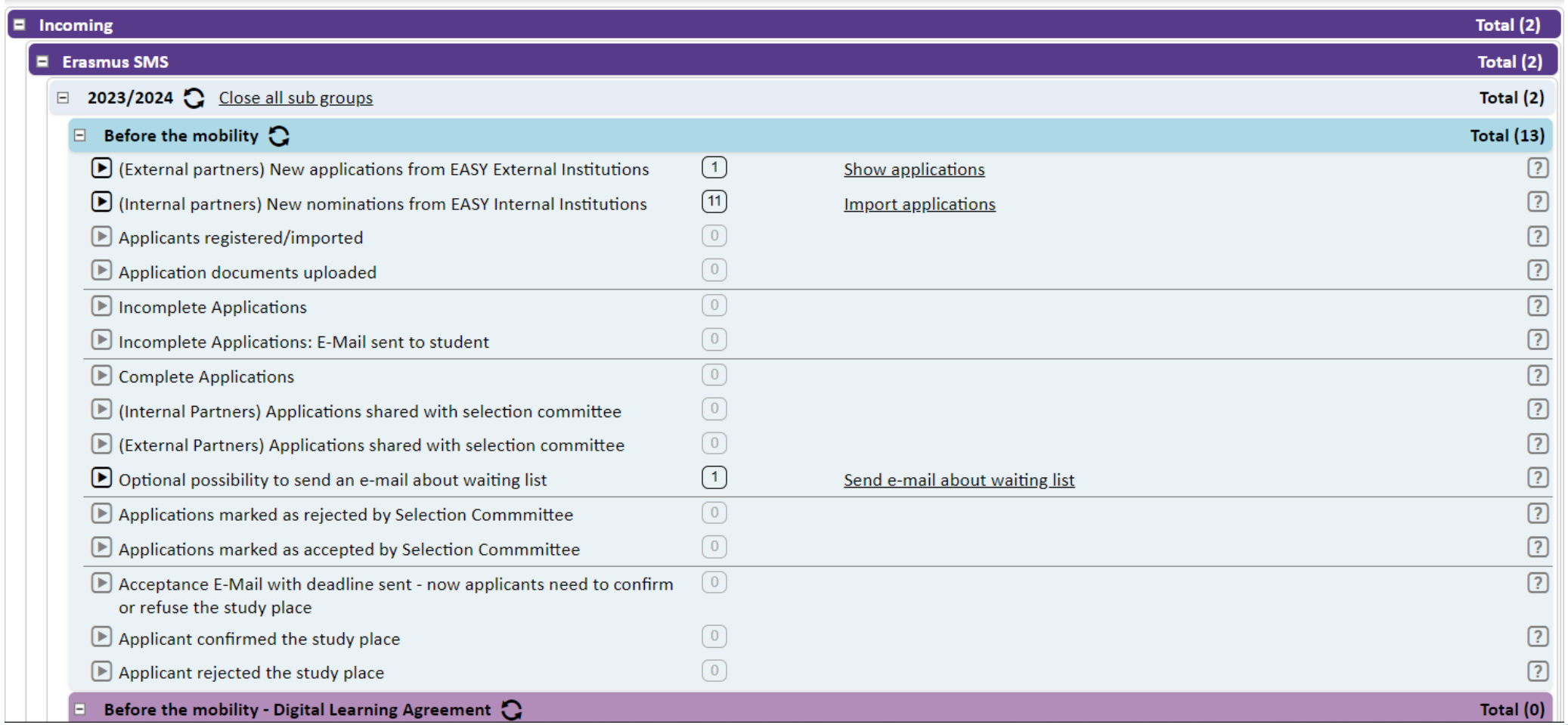
For further help please expand this bar!

Family name(s)	NEW	Field of study	
Given name(s)	Test AEC	Country of Host Institution (1st)	France
Date of birth	01.01.1990	Host institution	
Country of the home institution	Finland		
Home institution	HELSINK42 - Sibelius Academy, University of the Arts...		

Necessary steps	Done	Done on	Done by	Direct access via following link	8 / 22
Before the Mobility - Application and Nomination					8 / 12
Online application	☑	23.03.2023		Display/Change application	
Confirmation email online application	☑	23.03.2023	Automatically generated		
Online registration	☑	23.03.2023			
Personal master data completed	☑	23.03.2023	Test AEC NEW	Complete personal master data	
Photo uploaded	☑	23.03.2023	Test AEC NEW		
Motivational statement for Home institution entered	☑	23.03.2023	Test AEC NEW		
Language Certificate uploaded	☑	23.03.2023	Test AEC NEW		
Proof of previous studies uploaded	☑	23.03.2023	Test AEC NEW		
CV uploaded	☐			Upload CV	
Application submitted	☐				
After submitting the application, please wait for the feedback					
Application documents marked as complete by the International Office	☐				
Application nominated to all partner institutions. You will recieve an e-mail to continue the process from the recieving institution side.	☐				
Before the Mobility - Acceptance partner and student					0 / 2
Before the Mobility - Digital Learning Agreement					0 / 5

2. REVISION OF APPLICATION PROCESS - *AFTER NOMINATION*

Pipeline (view of the IRC at the host institution):



Incoming			**Total (2)**
Erasmus SMS			**Total (2)**
2023/2024 Close all sub groups			**Total (2)**
Before the mobility			**Total (13)**
(External partners) New applications from EASY External Institutions	1	Show applications	
(Internal partners) New nominations from EASY Internal Institutions	11	Import applications	
Applicants registered/imported	0		
Application documents uploaded	0		
Incomplete Applications	0		
Incomplete Applications: E-Mail sent to student	0		
Complete Applications	0		
(Internal Partners) Applications shared with selection committee	0		
(External Partners) Applications shared with selection committee	0		
Optional possibility to send an e-mail about waiting list	1	Send e-mail about waiting list	
Applications marked as rejected by Selection Commmittee	0		
Applications marked as accepted by Selection Commmittee	0		
Acceptance E-Mail with deadline sent - now applicants need to confirm or refuse the study place	0		
Applicant confirmed the study place	0		
Applicant rejected the study place	0		
Before the mobility - Digital Learning Agreement			**Total (0)**

2. REVISION OF APPLICATION PROCESS – *AFTER NOMINATION*

Workflow (view of the applicant at the host institution):

Workflow

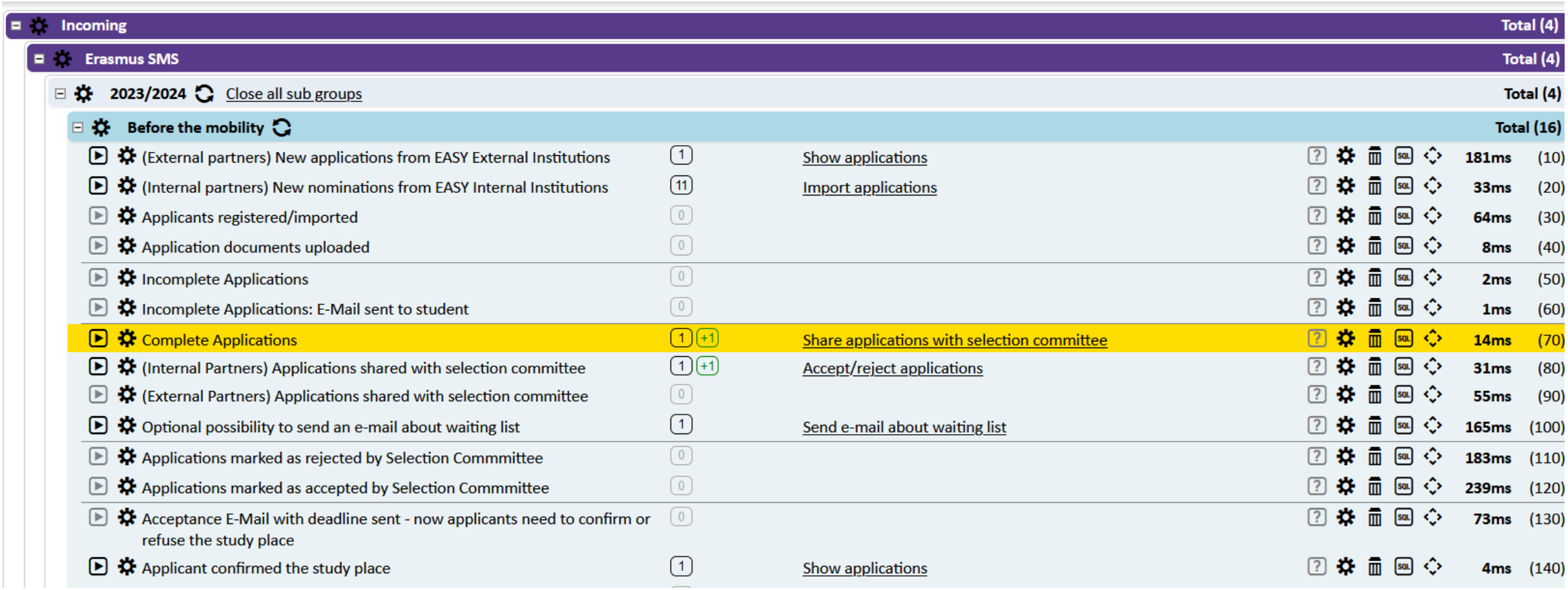
For further help please expand this bar!

Last name	Test	Study field	Music - MUSIC
First name	AEC NEW	Host country	France
Date of birth (dd.mm.yyyy)	01.01.1900	Host institution	LYON24 - Lyon National Conservatoire of Music and Dance (...
Country of home university	Finland	Planned start of stay	01.02.2024
Home university	HELSINK42 - Sibelius Academy, University of the Arts Helsi...	Planned end of stay	30.06.2024

Necessary steps	Done	Done on	Done by	Direct access via following link	9 / 22
Before the mobility - Application and registration					4 / 4
Online application	☑	27.06.2023		Show/update application data	
Confirmation email online application	☑	27.06.2023	Automatically generated		
Online registration	☑	27.06.2023			
Personal master data completed	☑	27.06.2023	admin (LaDi)	Complete personal master data	
Before the stay - uploading and printing documents					5 / 12
Photo uploaded	☑	27.06.2023	admin (AniGu)		
Language Certificate uploaded	☑	27.06.2023	admin (LaDi)		
Proof of previous studies uploaded	☑	27.06.2023	admin (AniGu)		
Links to recording added	☑	27.06.2023	AEC NEW Test		
Media file uploaded	☐			Upload Media file	
Upload a media file if it is a document, or insert a link in the next step					
Media file link entered	☑	27.06.2023	AEC NEW Test		
Extra question answered	☐			Answer extra question	
Study plan marked as reviewed	☐			Review study plan and mark as reviewed	
Submission confirmed	☐				
Application sent to Selection Committee	☐				
Application marked as rejected	☐				
Application marked as accepted	☐				
Before the mobility - Learning Agreement tasks					0 / 2

2. REVISION OF APPLICATION PROCESS – *AFTER NOMINATION*

Pipeline (view of the IRC at the host institution):



Incoming			**Total (4)**	
Erasmus SMS			**Total (4)**	
2023/2024 Close all sub groups			**Total (4)**	
Before the mobility			**Total (16)**	
(External partners) New applications from EASY External Institutions	1	Show applications	181ms	(10)
(Internal partners) New nominations from EASY Internal Institutions	11	Import applications	33ms	(20)
Applicants registered/imported	0		64ms	(30)
Application documents uploaded	0		8ms	(40)
Incomplete Applications	0		2ms	(50)
Incomplete Applications: E-Mail sent to student	0		1ms	(60)
Complete Applications	1 +1	Share applications with selection committee	14ms	(70)
(Internal Partners) Applications shared with selection committee	1 +1	Accept/reject applications	31ms	(80)
(External Partners) Applications shared with selection committee	0		55ms	(90)
Optional possibility to send an e-mail about waiting list	1	Send e-mail about waiting list	165ms	(100)
Applications marked as rejected by Selection Commmittee	0		183ms	(110)
Applications marked as accepted by Selection Commmittee	0		239ms	(120)
Acceptance E-Mail with deadline sent - now applicants need to confirm or refuse the study place	0		73ms	(130)
Applicant confirmed the study place	1	Show applications	4ms	(140)

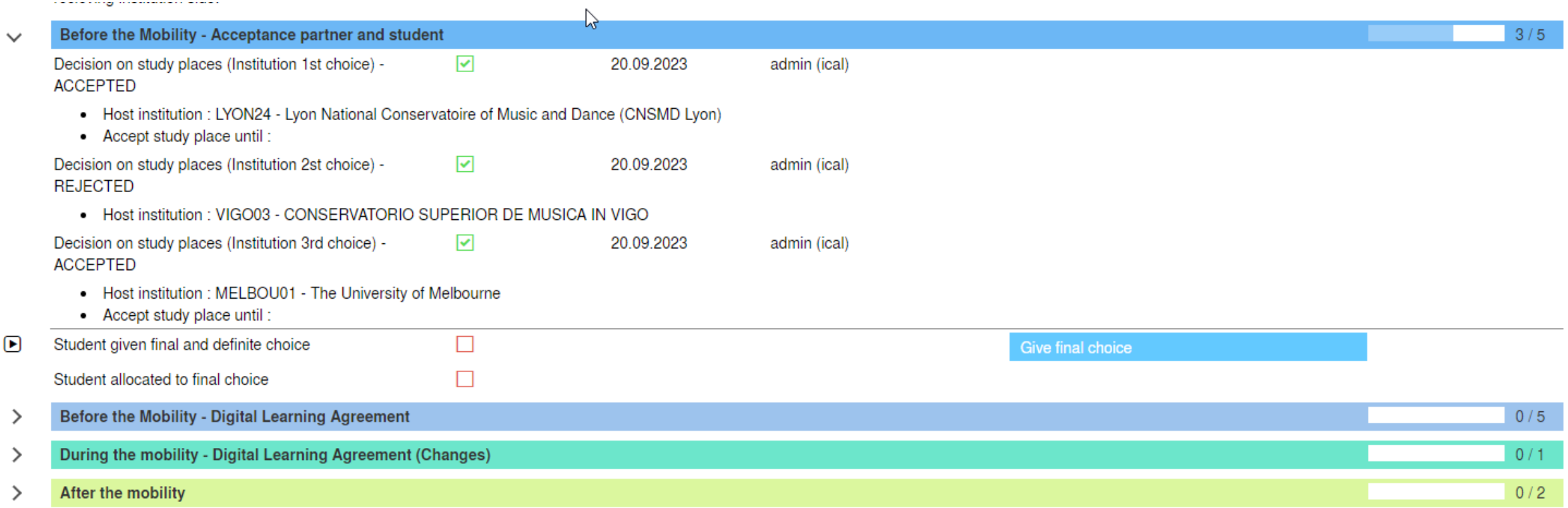
2. REVISION OF APPLICATION PROCESS – *AFTER NOMINATION*

Pipeline (view of the IRC at the home institution):

Incoming			**Total (2)**
Outgoing			**Total (25)**
Erasmus SMS			**Total (25)**
2023/2024 Close all sub groups			**Total (24)**
Before the mobility			**Total (20)**
New Applications	8	Show applications	
Applicants Registered	0		
Personal master data completed	1	Show applications	
Application documents uploaded	2	Check applications formally, mark as 'complete' or 'incomplete'	
Incomplete Applications	0		
Incomplete Applications: E-Mail sent to student	0		
Complete Applications - Emails to all partners	0		
Nominated Applications - Partners' decision pending	2	Show applications and accept student if needed	
Partners' decision made - Accepted Applications	4	Send an email to student to ask if this is their final and unchangeable choice (optional)	
E-mail about final choice sent to Applicants	3	Display applications	
Students confirmed final choice (please add Interinstitutional Agreement if necessary)	1	Allocate application to Partner Institution/Agreement	
Applications allocated to host institutions (OLA - managed externally)	1	Mark applications as courses done externally via OLA	
Applications allocated to host institution - Digital Learning Agreement managed internally in MO, courses to be entered and signed by student	1	Display applications/Send reminder email	

2. REVISION OF APPLICATION PROCESS – *AFTER NOMINATION*

Workflow (view of the student at the home institution):



3. SET UP OF SETTINGS TOGETHER

- Academic Year

Master data/Program data/Academic years — Select All

Create new record | Advanced Search | Search | Reset all filters

Academic year	Year	Academic year begins on	Academic year ends on	Semester	Months	Portal
2029/2030	2029	01.09.2029	30.06.2030	0,00	0,00	No
2028/2029	2028	01.09.2028	30.06.2029	0,00	0,00	No
2027/2028	2027	01.09.2027	30.06.2028	0,00	0,00	No
2026/2027	2026	01.09.2026	30.06.2027	0,00	0,00	No
2025/2026	2025	01.09.2025	30.06.2026	0,00	0,00	No
2024/2025	2024	01.09.2024	30.06.2025	0,00	0,00	Yes
2023/2024	2023	01.09.2023	30.06.2024	0,00	0,00	Yes
2022/2023	2022	01.09.2022	30.06.2023	0,00	0,00	No
2021/2022	2021	01.09.2021	31.05.2022	0,00	0,00	No
2020/2021	2020	01.09.2020	31.05.2021	0,00	0,00	No
2019/2020	2019	01.09.2019	31.05.2020	0,00	0,00	No

3. SET UP OF SETTINGS TOGETHER

- Semester:

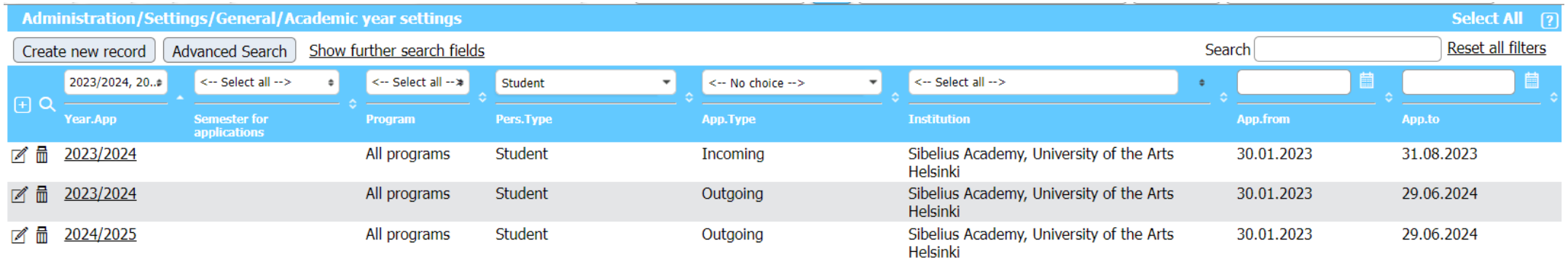
Master data/Program data/Semester Select All

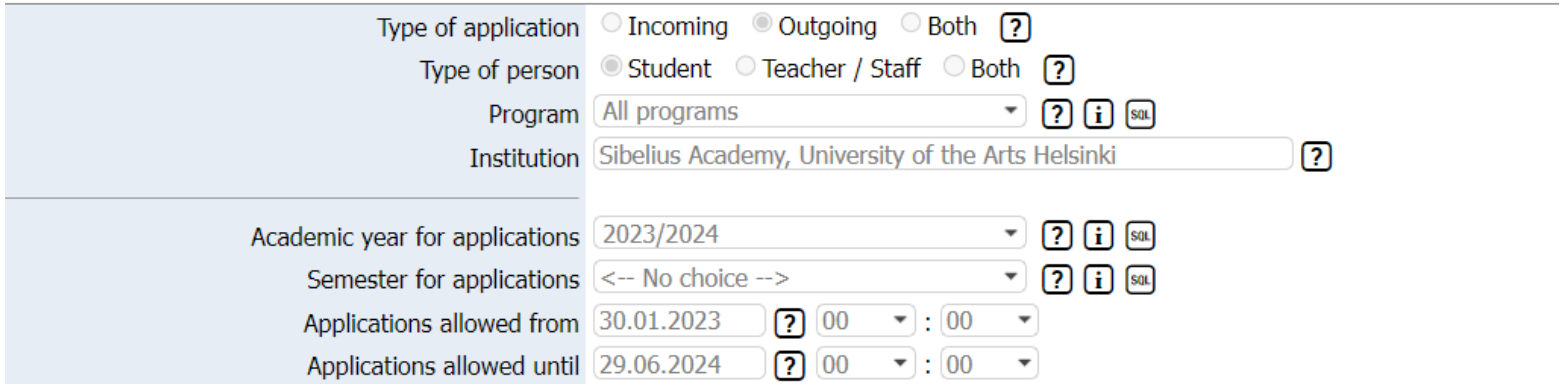
Create new record | Advanced Search | Show further search fields | Search | Reset all filters

Academic year	Semester type	Name of Semester	Term starts on	Term ends on	Portal	Online form	Active
2022/2023	Winter semester	Winter semester	01.09.2022	31.01.2023	No	Yes	Yes
2022/2023	Other	Other	30.09.2022	30.06.2023	No	Yes	Yes
2022/2023	Academic year	Full academic year	30.09.2022	31.05.2023	No	Yes	Yes
2022/2023	Spring semester	Spring semester	01.02.2023	30.06.2023	No	Yes	Yes
2023/2024	Winter semester	Winter semester	01.09.2023	31.01.2024	No	Yes	Yes
2023/2024	Academic year	Full academic year	30.09.2023	31.05.2024	No	Yes	Yes
2023/2024	Other	Other	30.09.2023	30.06.2024	No	Yes	Yes
2023/2024	Spring semester	Spring semester	01.02.2024	30.06.2024	No	Yes	Yes
2024/2025	Winter semester	Winter semester	01.09.2024	31.01.2025	No	Yes	Yes
2024/2025	Other	Other	30.09.2024	30.06.2025	No	Yes	Yes
2024/2025	Academic year	Full academic year	30.09.2024	31.05.2025	No	Yes	Yes
2024/2025	Spring semester	Spring semester	01.02.2025	30.06.2025	No	Yes	Yes
2025/2026	Winter semester	Winter semester	01.09.2025	31.01.2026	No	Yes	Yes

3. SET UP OF SETTINGS TOGETHER

- Deadlines:





3. SET UP OF SETTINGS TOGETHER

- Partner institutions:

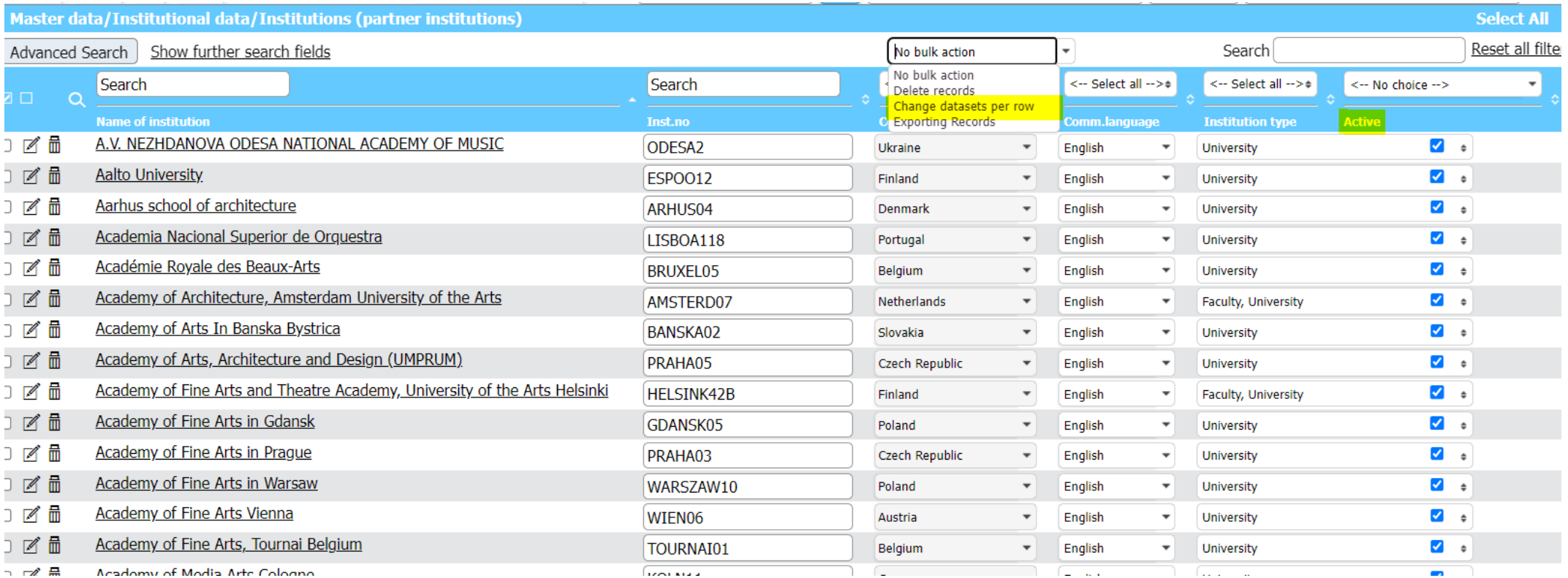
Master data/Institutional data/Institutions (partner institutions) — Select All

Advanced Search | Show further search fields | No bulk action | Search | Reset all filters

Name of institution	Inst.no	Country	Comm.language	Institution type	Active
A.V. NEZHDANOVA ODESA NATIONAL ACADEMY OF MUSIC	ODESA2	Ukraine	English	University	Yes
Aalto University	ESPOO12	Finland	English	University	Yes
Aarhus school of architecture	ARHUS04	Denmark	English	University	Yes
Academia Nacional Superior de Orquestra	LISBOA118	Portugal	English	University	Yes
Académie Royale des Beaux-Arts	BRUXEL05	Belgium	English	University	Yes
Academy of Architecture, Amsterdam University of the Arts	AMSTERD07	Netherlands	English	Faculty University	Yes
Academy of Arts In Banska Bystrica	BANSKA02	Slovakia	English	University	Yes
Academy of Arts, Architecture and Design (UMPRUM)	PRAHA05	Czech Republic	English	University	Yes
Academy of Fine Arts and Theatre Academy, University of the Arts Helsinki	HELSINK42B	Finland	English	Faculty University	Yes
Academy of Fine Arts in Gdansk	GDANSK05	Poland	English	University	Yes
Academy of Fine Arts in Prague	PRAHA03	Czech Republic	English	University	Yes
Academy of Fine Arts in Warsaw	WARSZAW10	Poland	English	University	Yes
Academy of Fine Arts Vienna	WIEN06	Austria	English	University	Yes
Academy of Fine Arts, Tournai Belgium	TOURNAI01	Belgium	English	University	Yes
Academy of Media Arts Cologne	KOLN11	Germany	English	University	Yes
ACADEMY OF MUSIC IN SARAJEVO	SARAMU01	Bosnia and Herzegovina	English	University	Yes
Academy of Music, Dance and Fine Arts "Prof. Asen Diamandiev"	PLOVDIV07	Bulgaria	English	University	Yes
Academy of Performing Arts in Prague - Music HAMU	PRAHA04	Czech Republic	English	University	Yes
Accademia Albertina delle Belle Arti Torino	TORINO04	Italy	English	University	Yes
Accademia di Belle Arti di Bologna	BOLOGNA03	Italy	English	University	Yes

3. SET UP OF SETTINGS TOGETHER

- Partner institutions (active yes/no):



3. SET UP OF SETTINGS TOGETHER

- Contact person (function):

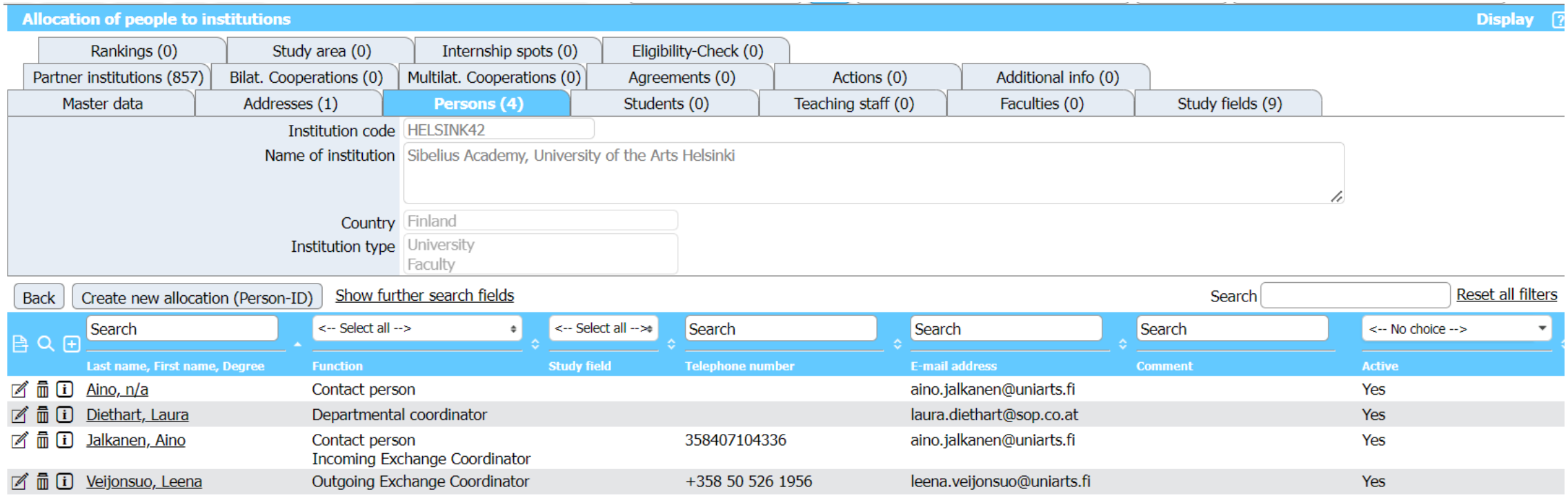
Master data/Institutional data/Functions Select All

Create new record | Advanced Search | Show further search fields | Search | Reset all filters

	Function	Sort order	Active
	Search	Search	<-- No choice -->
	Contact person	0	Yes
	Departmental coordinator	20	Yes
	Head International Office	0	Yes
	Head of institution	10	Yes
	Head of international office	0	Yes
	Head of the department	30	Yes
	Housing assistance	0	Yes
	Incoming and Outgoing Exchange Coordinator	0	Yes
	Incoming Exchange Coordinator	0	Yes
	Institutional coordinator	90	Yes
	Insurance assistance	0	Yes
	Legal representative of the institution	40	Yes
	Outgoing Exchange Coordinator	0	Yes
	System administrator	50	Yes
	Teacher	0	Yes
	Teaching staff	80	Yes
	Visa assistance	0	Yes

3. SET UP OF SETTINGS TOGETHER

- Contact person (function) – contacts of own institution:



Allocation of people to institutions — Display

Rankings (0) | Study area (0) | Internship spots (0) | Eligibility-Check (0)

Partner institutions (857) | Bilat. Cooperations (0) | Multilat. Cooperations (0) | Agreements (0) | Actions (0) | Additional info (0)

Master data | Addresses (1) | **Persons (4)** | Students (0) | Teaching staff (0) | Faculties (0) | Study fields (9)

Institution code: HELSINK42

Name of institution: Sibelius Academy, University of the Arts Helsinki

Country: Finland

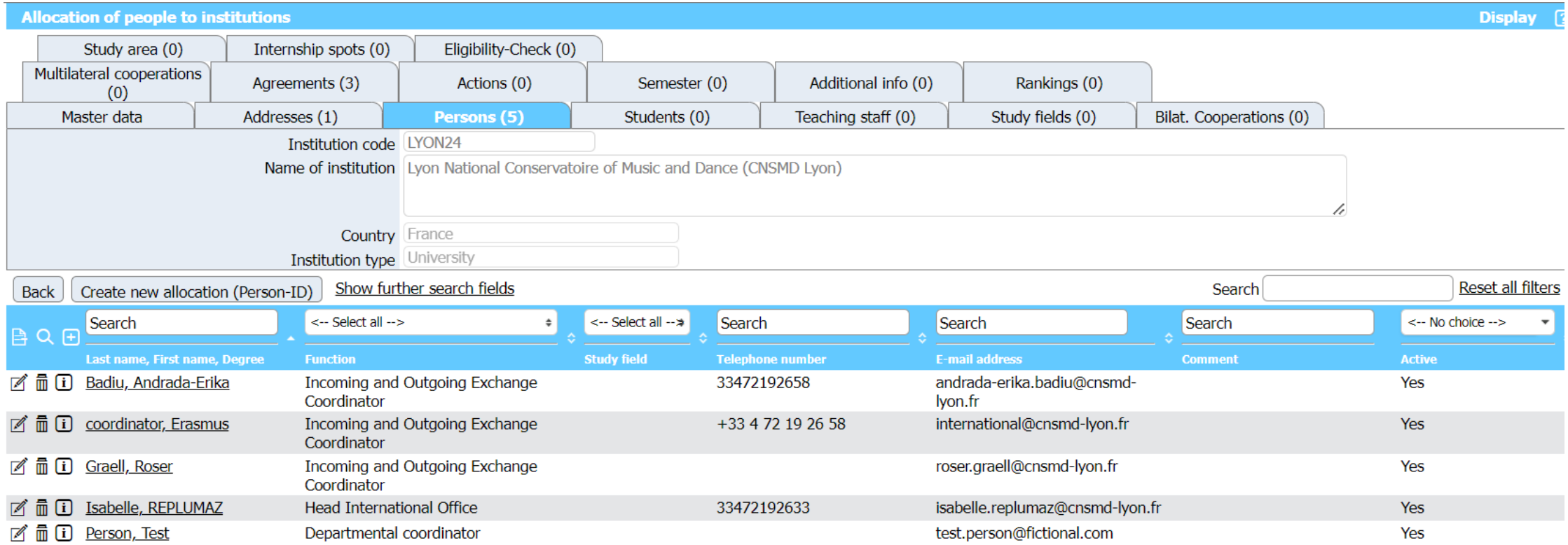
Institution type: University, Faculty

Back | Create new allocation (Person-ID) | Show further search fields | Search | Reset all filters

Last name, First name, Degree	Function	Study field	Telephone number	E-mail address	Comment	Active
Aino, n/a	Contact person			aino.jalkanen@uniarts.fi		Yes
Diethart, Laura	Departmental coordinator			laura.diethart@sop.co.at		Yes
Jalkanen, Aino	Contact person Incoming Exchange Coordinator		358407104336	aino.jalkanen@uniarts.fi		Yes
Veijonsuo, Leena	Outgoing Exchange Coordinator		+358 50 526 1956	leena.veijonsuo@uniarts.fi		Yes

3. SET UP OF SETTINGS TOGETHER

- Contact person (function) – contacts of partner institution:



Allocation of people to institutions — Display

Study area (0) | Internship spots (0) | Eligibility-Check (0)
Multilateral cooperations (0) | Agreements (3) | Actions (0) | Semester (0) | Additional info (0) | Rankings (0)
Master data | Addresses (1) | **Persons (5)** | Students (0) | Teaching staff (0) | Study fields (0) | Bilat. Cooperations (0)

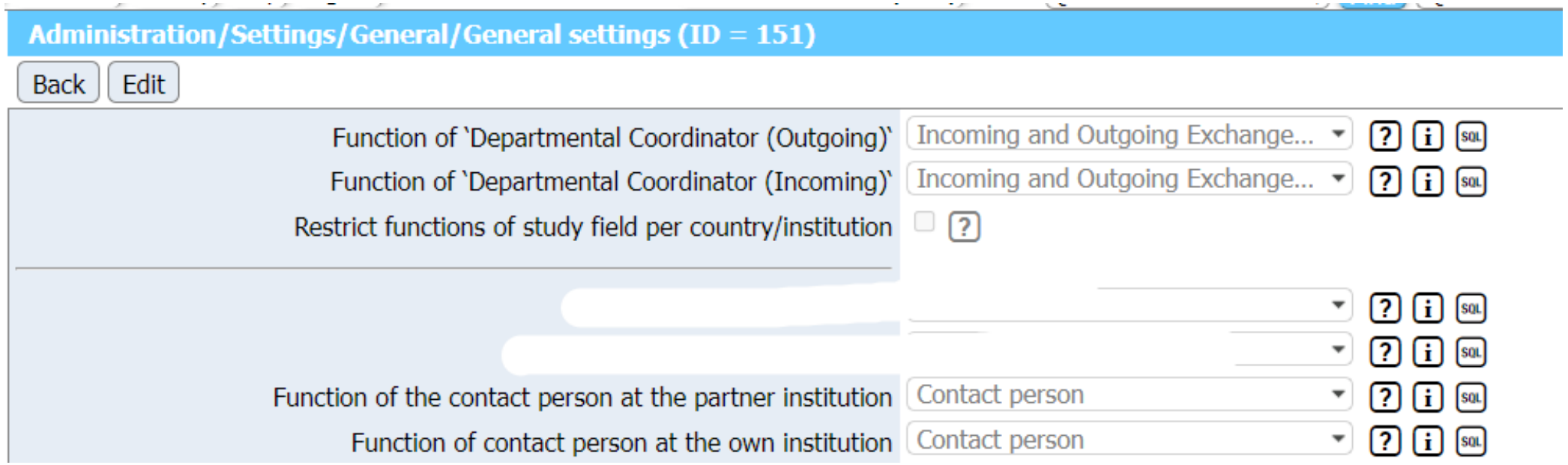
Institution code: LYON24
Name of institution: Lyon National Conservatoire of Music and Dance (CNSMD Lyon)
Country: France
Institution type: University

Back | Create new allocation (Person-ID) | Show further search fields | Search | Reset all filters

Last name, First name, Degree	Function	Study field	Telephone number	E-mail address	Comment	Active
Badiu, Andrada-Erika	Incoming and Outgoing Exchange Coordinator		33472192658	andrada-erika.badiu@cnsmd-lyon.fr		Yes
coordinator, Erasmus	Incoming and Outgoing Exchange Coordinator		+33 4 72 19 26 58	international@cnsmd-lyon.fr		Yes
Graell, Roser	Incoming and Outgoing Exchange Coordinator			roser.graell@cnsmd-lyon.fr		Yes
Isabelle, REPLUMAZ	Head International Office		33472192633	isabelle.replumaz@cnsmd-lyon.fr		Yes
Person, Test	Departmental coordinator			test.person@fictional.com		Yes

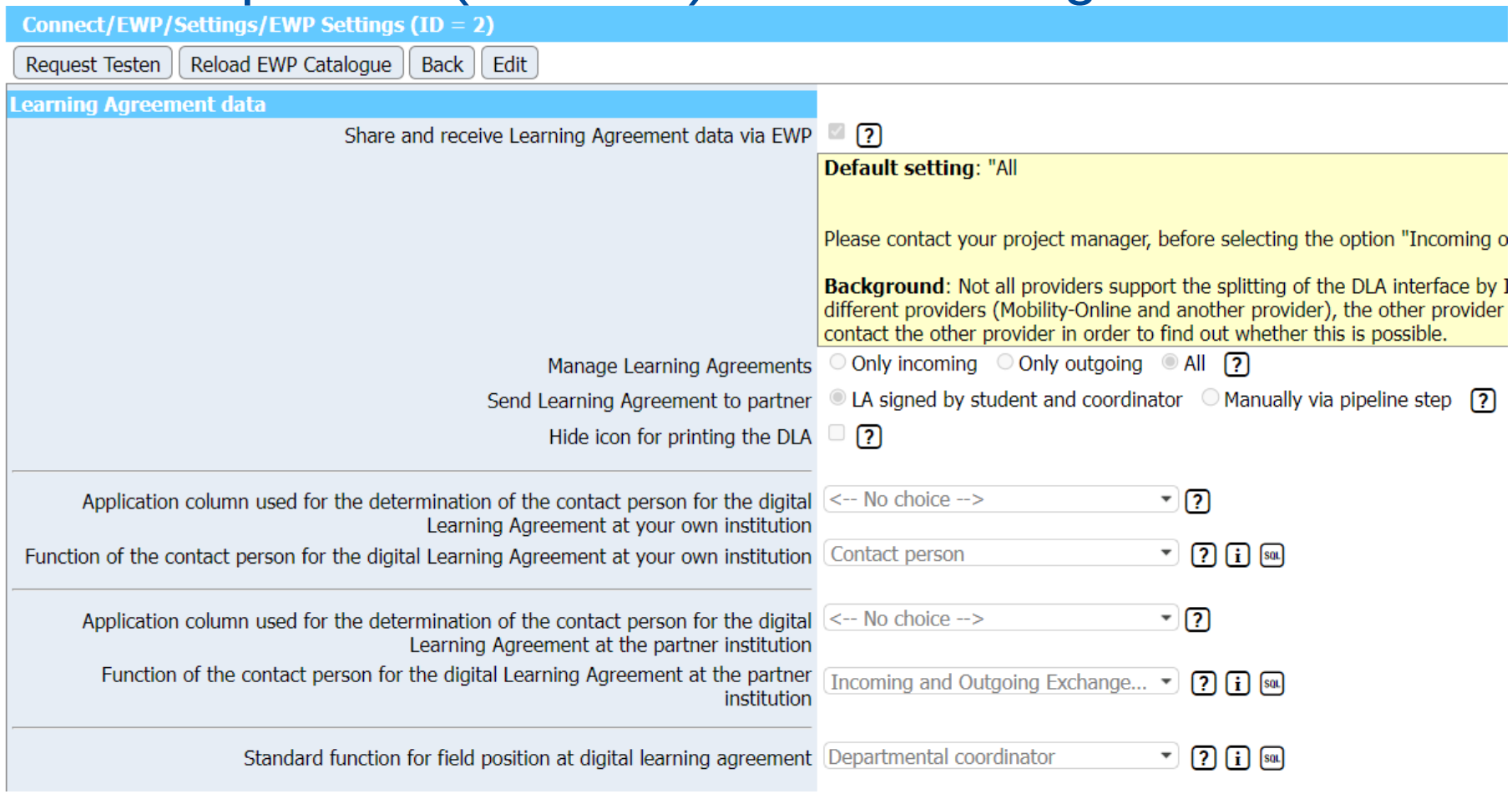
3. SET UP OF SETTINGS TOGETHER

- Contact person (function) – General settings:

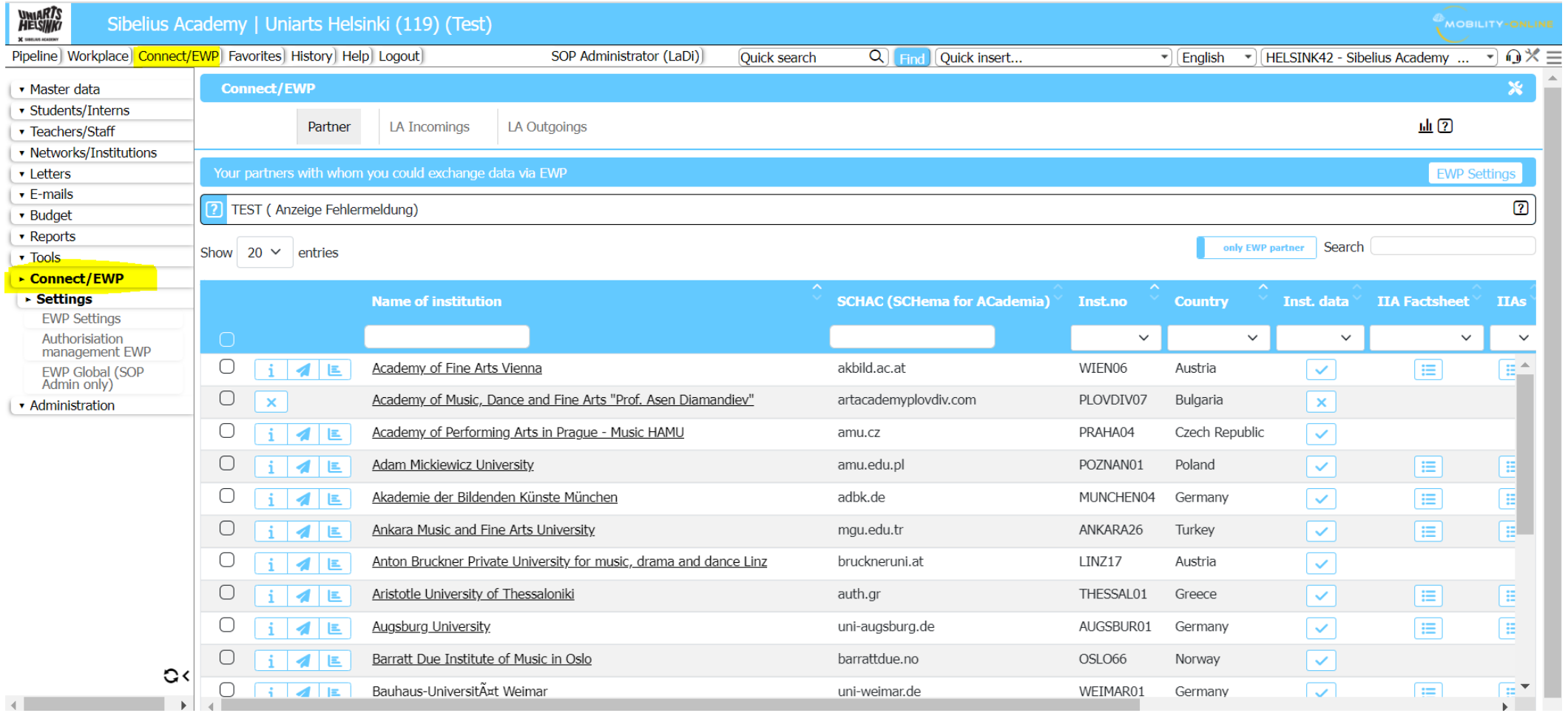


3. SET UP OF SETTINGS TOGETHER

- Contact person (function) – DLA settings:

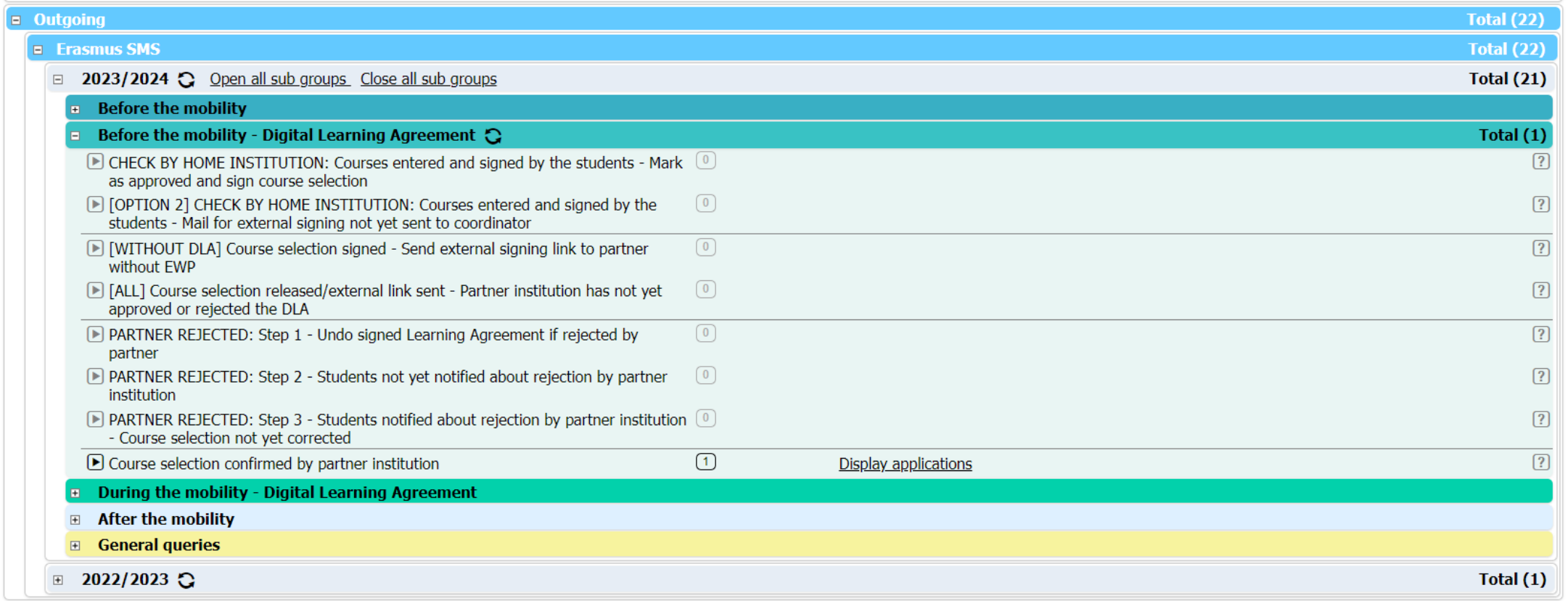


4. EWP GENERAL INFORMATION



4. EWP GENERAL INFORMATION AND DLA PROCESS

Outgoing Pipeline of the IRC:



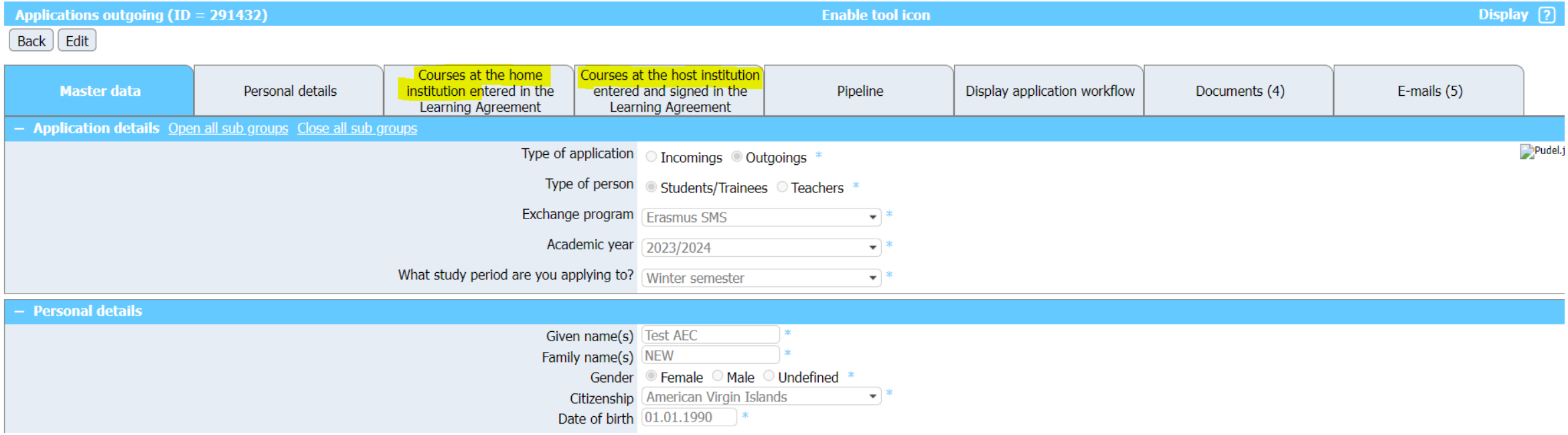
4. EWP GENERAL INFORMATION AND DLA PROCESS

Outgoing Workflow of the Student:

Before the Mobility - Application and Nomination				
Before the Mobility - Acceptance partner and student				
Before the Mobility - Digital Learning Agreement				
Information required for the Learning Agreement entered	☑			Enter information
Courses at the home institution entered in the Learning Agreement	☑	29.03.2023	admin (LaDi)	
Courses at the host institution entered and signed in the Learning Agreement	☑	18.09.2023	admin (ical)	
Learning Agreement confirmed by home institution	☑	18.09.2023	admin (ical)	
Learning Agreement confirmed by host institution	☑	18.09.2023	admin (ical)	
During the mobility - Digital Learning Agreement (Changes)				
Do you intend to carry out changes to your Learning Agreement?	☐			Click to answer
After the mobility				
Certificate of Attendance uploaded by the International Office	☐			
Application closed	☐			

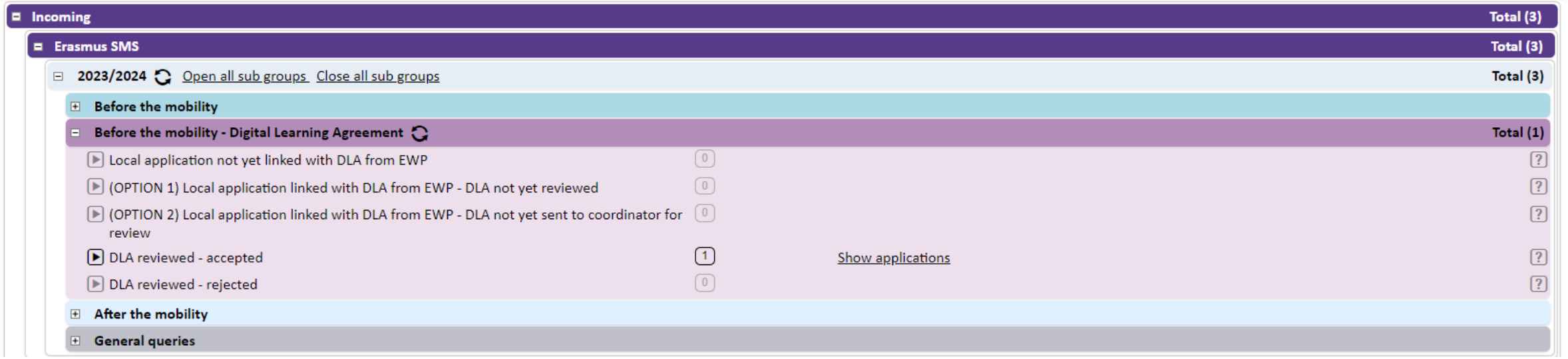
4. EWP GENERAL INFORMATION AND DLA PROCESS

Master data of the Student:



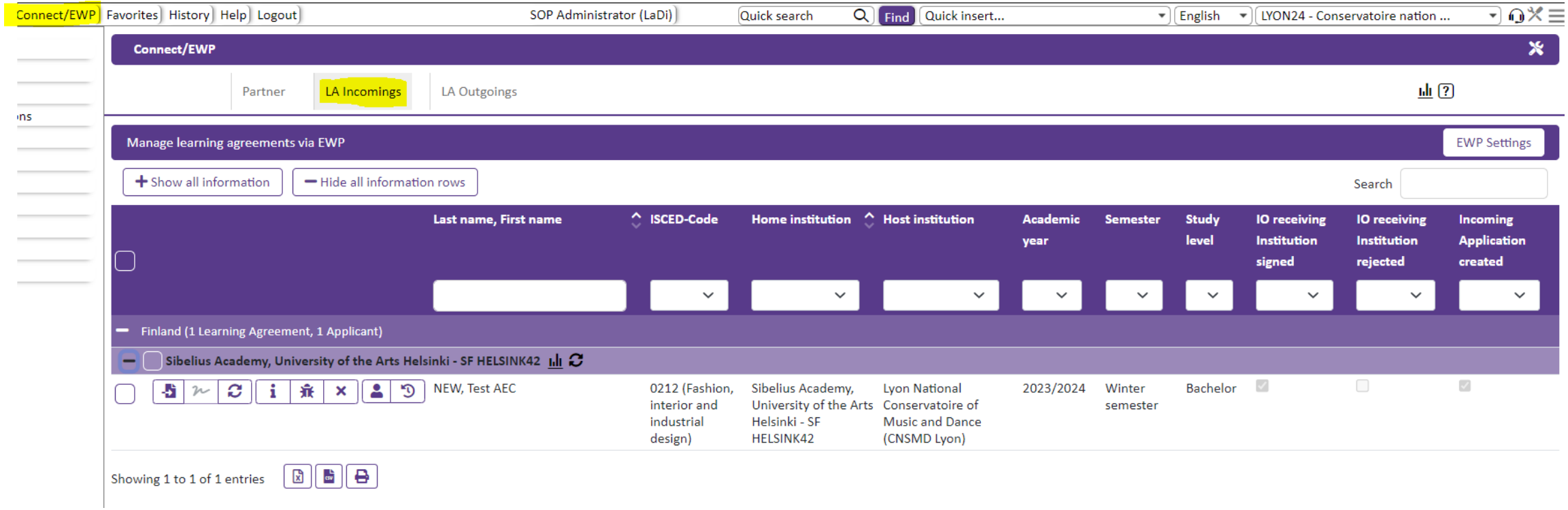
4. EWP GENERAL INFORMATION AND DLA PROCESS

Incoming DLA process:



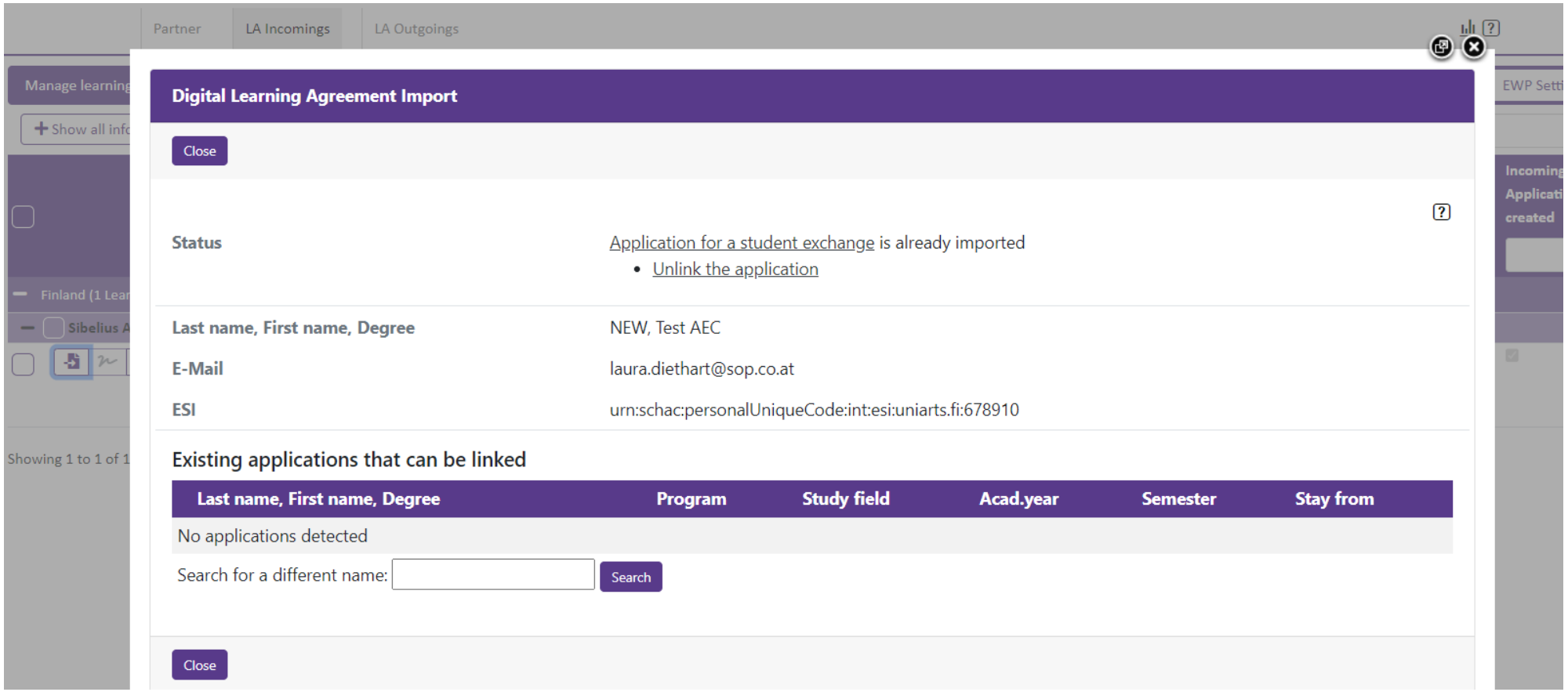
4. EWP GENERAL INFORMATION AND DLA PROCESS

Incoming DLA process:



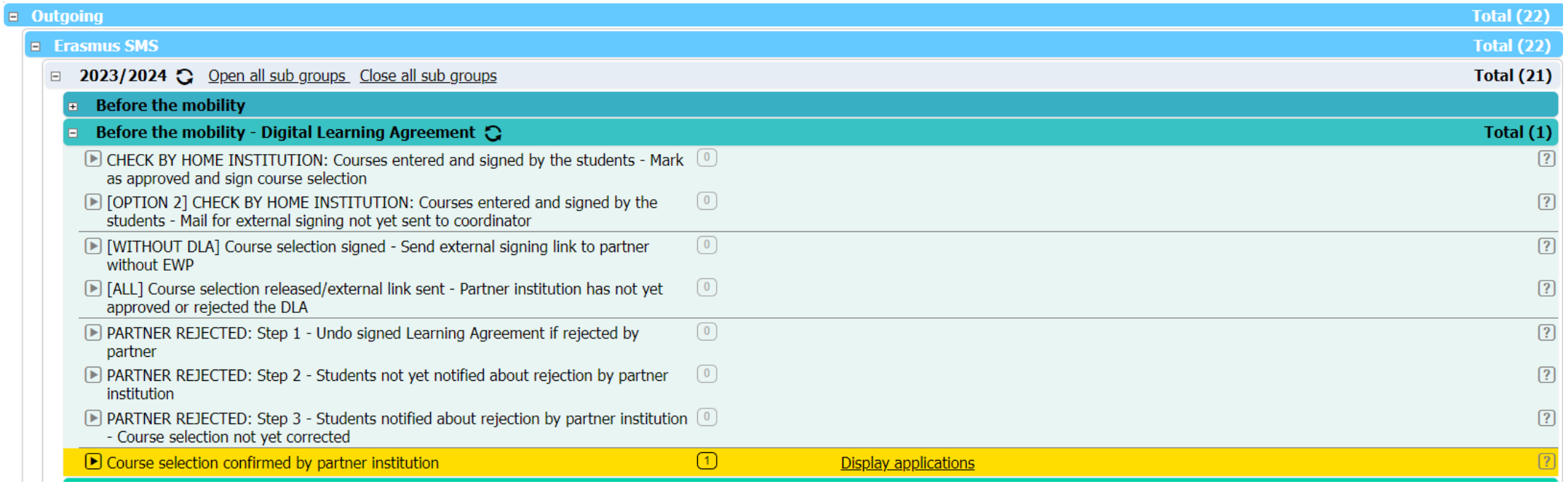
4. EWP GENERAL INFORMATION AND DLA PROCESS

Incoming DLA process:



4. EWP GENERAL INFORMATION AND DLA PROCESS

Outgoing DLA process:



4. EWP GENERAL INFORMATION AND DLA PROCESS

Outgoing DLA - Master data of the student:

Edit learning agreement

Englisch Deutsch — Google Translate

Last name	NEW	**First name**	
Home institution	Sibelius Academy, University of the Arts Helsinki	**Country of the home institution**	
Host institution	Lyon National Conservatoire of Music and Dance (CNSMD Lyon)	**Country of host institution**	France
Academic year	2023/2024	**Name of Semester**	Winter semester

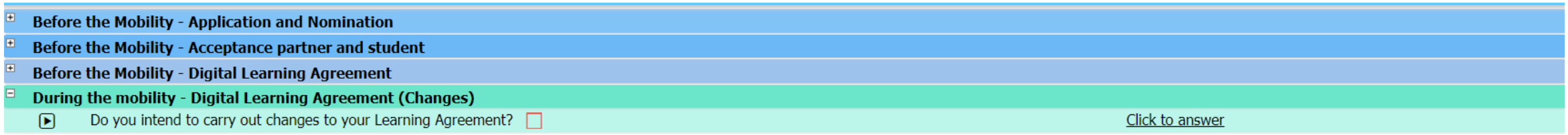
Information concerning EWP

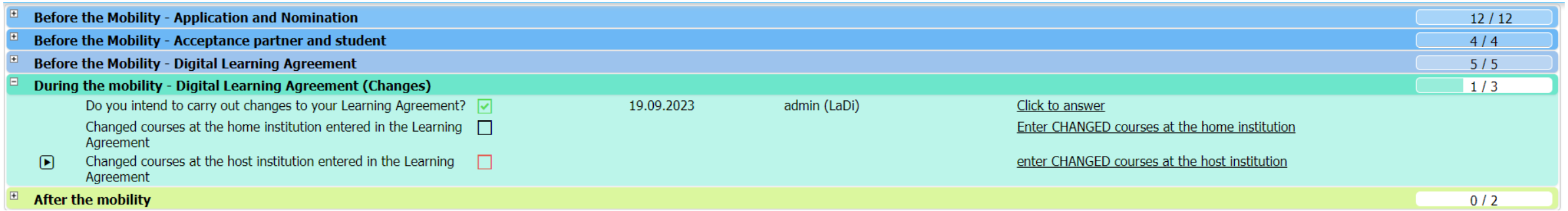
Learning Agreement signed by student	admin (ical) 18.09.2023 23:18:11	✓
Learning Agreement signed by coordinator	admin (ical) 18.09.2023 23:19:36	✓
Learning Agreement signed by partner	SOP Administrator 19.09.2023 00:16:18	✓

Action	Message	Executed by	Executed on
Signed Learning Agreement by partner		SOP Administrator	19.09.2023 00:16:18
Learning Agreement rejected by partner	So much rejection	SOP Administrator	19.09.2023 00:15:18
Learning Agreement rejected by partner	This is a very serious reason for rejection, no joking here eh	SOP Administrator	19.09.2023 00:13:27
Learning Agreement signed by coordinator		admin (ical)	18.09.2023 23:19:36
Learning Agreement signed by student		admin (ical)	18.09.2023 23:18:11

4. EWP GENERAL INFORMATION AND DLA PROCESS

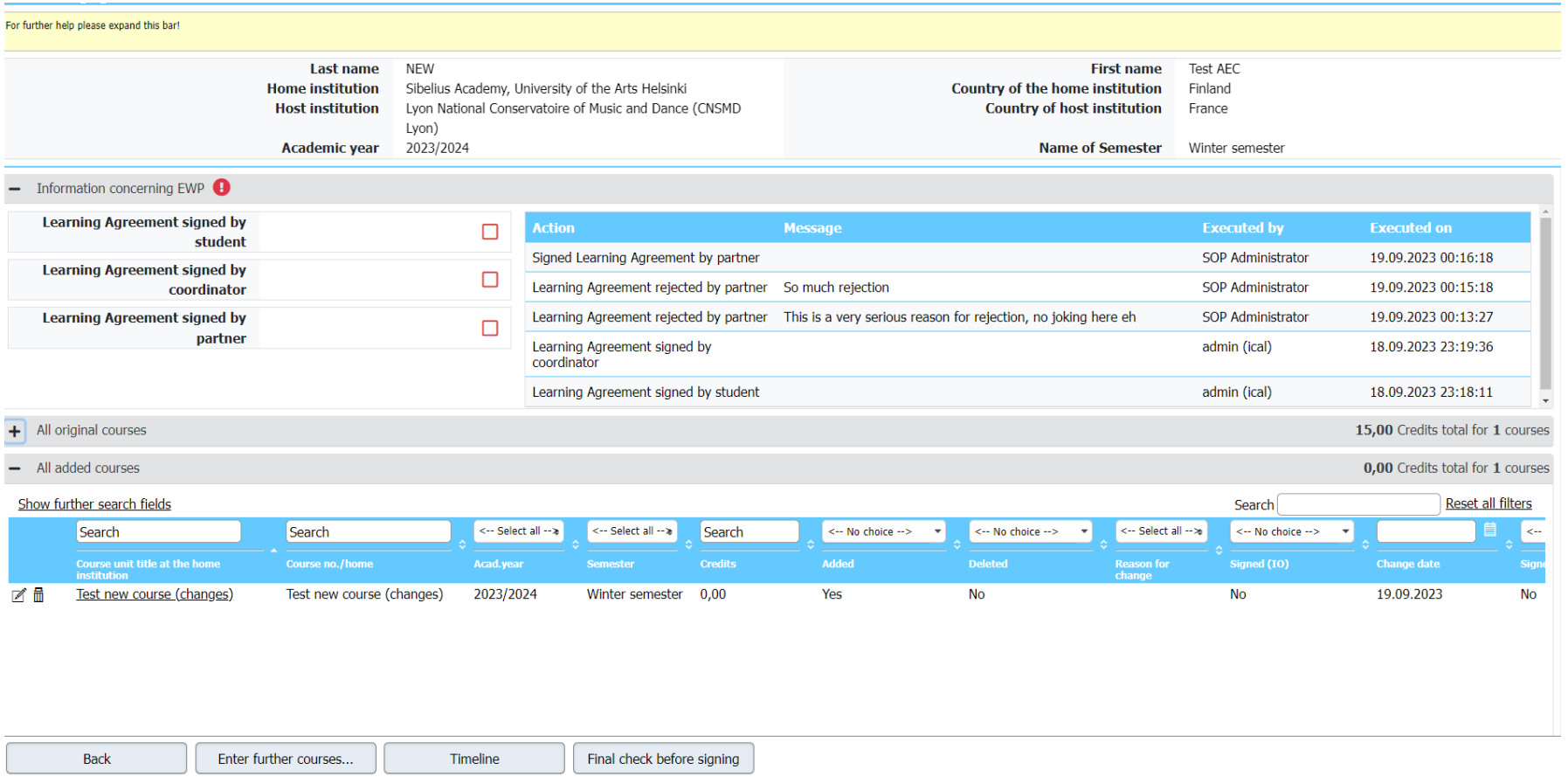
Outgoing Workflow DLA - Changes:





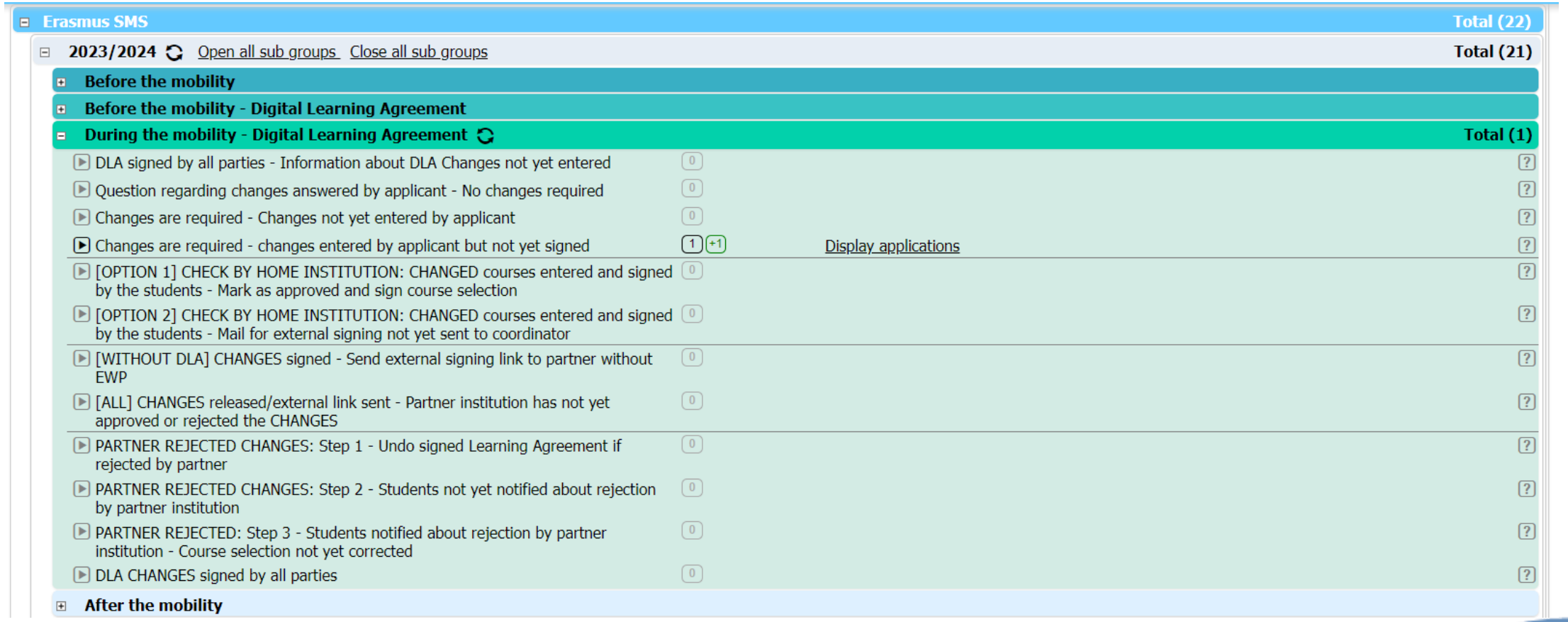
4. EWP GENERAL INFORMATION AND DLA PROCESS

Outgoing Workflow DLA - Changes:



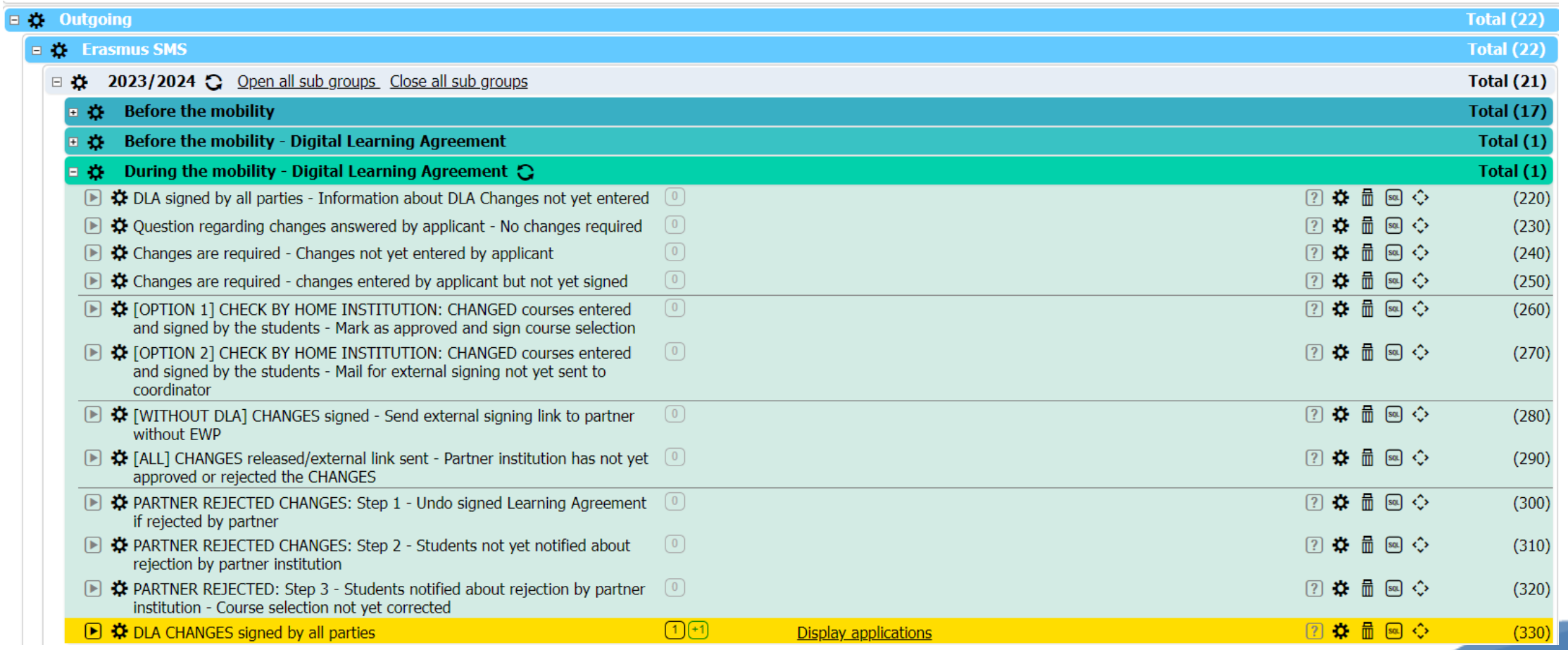
4. EWP GENERAL INFORMATION AND DLA PROCESS

Outgoing Pipeline DLA – Changes (Before the signature):



4. EWP GENERAL INFORMATION AND DLA PROCESS

Outgoing Pipeline DLA – Changes (After signature of 3 parties):



4. EWP GENERAL INFORMATION AND DLA PROCESS

Outgoing Workflow DLA – Changes (After the signature of the 3 parties):

During the mobility - Digital Learning Agreement (Changes)				
Do you intend to carry out changes to your Learning Agreement?	☑	19.09.2023	admin (LaDi)	Click to answer
Changed courses at the home institution entered in the Learning Agreement	☑	19.09.2023	admin (LaDi)	
Changed courses approved by the home institution	☑	19.09.2023	admin (LaDi)	
Changed courses approved by the host institution	☑	19.09.2023	admin (LaDi)	
Changed courses signed by student and host institution	☑	19.09.2023	admin (LaDi)	Display course selection

4. EWP GENERAL INFORMATION AND DLA PROCESS

Outgoing student Master data DLA - Changes:

Edit learning agreement

Last name	NEW
Home institution	Sibelius Academy, University of the Arts Helsinki
Host institution	Lyon National Conservatoire of Music and Dance (CNSMD Lyon)
Academic year	2023/2024

– Information concerning EWP

Learning Agreement signed by student	admin (LaDi) 19.09.2023 13:18:25	✓
Learning Agreement signed by coordinator	admin (LaDi) 19.09.2023 13:19:17	✓
Learning Agreement signed by partner	SOP Administrator 19.09.2023 13:20:11	✓

Action	Message
Signed Learning Agreement by partner	
Learning Agreement signed by coordinator	sign changes to DLA
Learning Agreement signed by student	
Signed Learning Agreement by partner	
Learning Agreement rejected by partner	So much rejection

All courses

TIME FOR QUESTIONS