



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

The New EASY by Mobility Online

Pilot 2023

by Sara Primiterra, EASY Project Manager

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

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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 😊



EASY - MOBILITY ONLINE

PROCESS REVIEW AND HOW TO GET STARTED

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



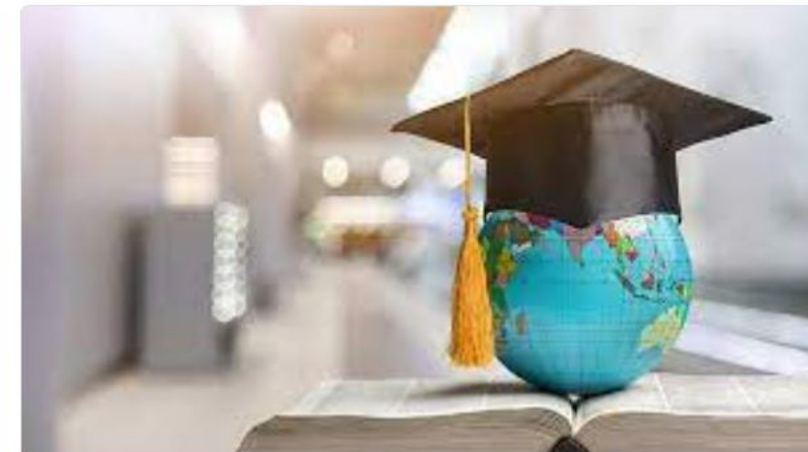
» [Login for EASY interna...](#)

External



» [Login as EASY external...](#)

External



» [Become an applicant](#)

1. LANDING PAGE

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



» **Become an applicant**

1. LANDING PAGE

How to “become an applicant”
for external institutions:

Become an applicant ×

I am a student of

Country
Albania ▼

Institution
UNIVERSITETI I ARTEVI ▼

I am applying for:

Country
<-- No choice --> ▼

Institution
<-- No choice --> ▼

Close

1. LANDING PAGE

How to “become an applicant”
for internal institutions:

Become an applicant ×

I am a student of

Country

Finland ▼

Institution

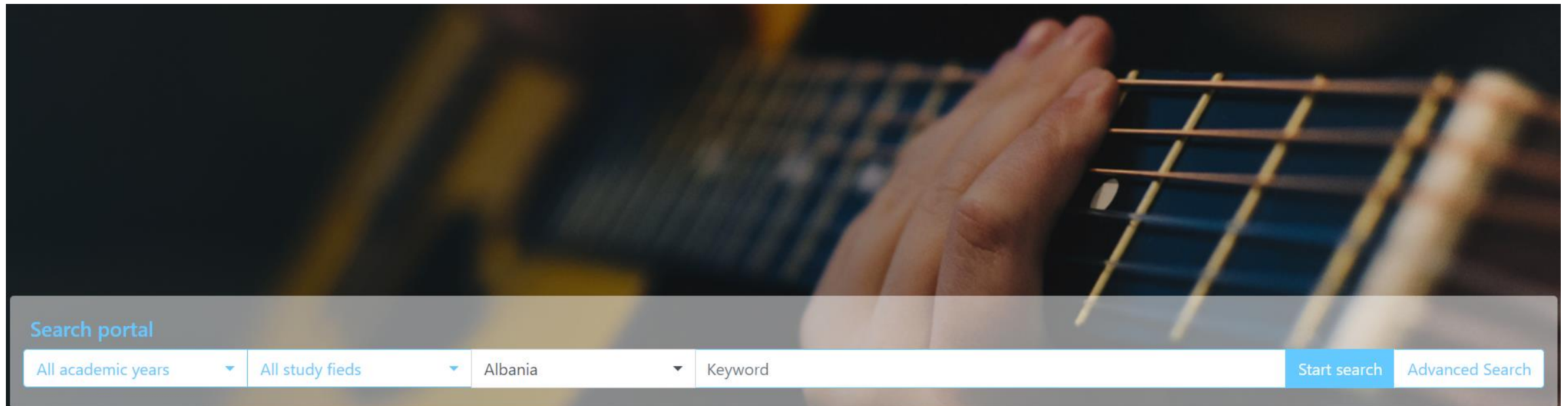
Sibelius Academy, University of the Arts Helsinki ▼

[Enter application](#)

[Close](#)


1. LANDING PAGE

The search portal:




1. LANDING PAGE

The general search portal:



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Association Européenne des Conservatoires (AEC)




Partner institutions
English

Preselection

<p>Continent</p> <p><- Select all -></p>	<p>Country</p> <p><- Select all -></p>
<p>City</p> <p><- Select all -></p>	<p>Type of partnership</p> <p><- Select all -></p>
<p>Content of partnership</p> <p><- Select all -></p>	<p>Working language</p> <p><- Select all -></p>

Keyword Start search


Map



Leaflet | Map data © OpenStreetMap and Map Lima Labs

2. REVISION OF APPLICATION PROCESS

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

Application for a student exchange


All fields marked with (*) must be completed.

– Application details
[Open all sub_groups](#)
[Close all sub_groups](#)

Type of application	<input type="radio"/> Incomings <input checked="" type="radio"/> Outgoings *
Type of person	<input checked="" type="radio"/> Students/Trainees <input type="radio"/> Teachers *
Exchange program	<input type="text" value="Erasmus SMS"/> *
Academic year	<input type="text" value="2023/2024"/> *
What study period are you applying to?	<input type="text" value="<-- Please select -->"/> *

– Personal details

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

2. REVISION OF APPLICATION PROCESS

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

– Studies at the host institution

I want to apply for exchange at (level of study during exchange)	1st Year Bachelor (on a 4 years Bac...)*
Country of Host Institution (1st)	France*
Host institution	LYON24 - Lyon National Conservatoi...*
Country of host institution (2nd)	<-- No choice -->
Host institution	<-- No choice -->
Country of host institution (3rd)	<-- No choice -->
Host institution	<-- No choice -->
Country of host institution (4th)	<-- No choice -->
Host institution	<-- No choice -->

– Declaration of consent

I confirm that all details given in the application form are correct and complete.	<input checked="" type="checkbox"/> *
I consent to the saving of my data according to the privacy policy.	<input checked="" type="checkbox"/> *

Cancel application

Send application

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)
<input type="checkbox"/> New Applications	8	Show applications	
<input type="checkbox"/> Applicants Registered	0		
<input type="checkbox"/> Personal master data completed	1	Show applications	
<input type="checkbox"/> Application documents uploaded	0		
<input type="checkbox"/> Incomplete Applications	0		
<input type="checkbox"/> Incomplete Applications: E-Mail sent to student	0		
<input type="checkbox"/> Complete Applications - Emails to all partners	0		
<input type="checkbox"/> Nominated Applications - Partners' decision pending	1	Show applications and accept student if needed	
<input type="checkbox"/> Partners' decision made - Accepted Applications	4	Send an email to student to ask if this is their final and unchangeable choice (optional)	
<input type="checkbox"/> E-mail about final choice sent to Applicants	3	Display applications	
<input type="checkbox"/> Students confirmed final choice (please add Interinstitutional Agreement if necessary)	2	Allocate application to Partner Institution/Agreement	
<input type="checkbox"/> Applications allocated to host institutions (OLA - managed externally)	0		
<input type="checkbox"/> 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	<input checked="" type="checkbox"/>	23.03.2023		Display/Change application	
Confirmation email online application	<input checked="" type="checkbox"/>	23.03.2023	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	23.03.2023			
Personal master data completed	<input checked="" type="checkbox"/>	23.03.2023	Test AEC NEW	Complete personal master data	
Photo uploaded	<input checked="" type="checkbox"/>	23.03.2023	Test AEC NEW		
Motivational statement for Home institution entered	<input checked="" type="checkbox"/>	23.03.2023	Test AEC NEW		
Language Certificate uploaded	<input checked="" type="checkbox"/>	23.03.2023	Test AEC NEW		
Proof of previous studies uploaded	<input checked="" type="checkbox"/>	23.03.2023	Test AEC NEW		
CV uploaded	<input type="checkbox"/>			Upload CV	
Application submitted	<input type="checkbox"/>				
After submitting the application, please wait for the feedback					
Application documents marked as complete by the International Office	<input type="checkbox"/>				
Application nominated to all partner institutions. You will receive an e-mail to continue the process from the receiving institution side.	<input type="checkbox"/>				
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)
<input type="checkbox"/> (External partners) New applications from EASY External Institutions	1	Show applications	?
<input type="checkbox"/> (Internal partners) New nominations from EASY Internal Institutions	11	Import applications	?
<input type="checkbox"/> Applicants registered/imported	0		?
<input type="checkbox"/> Application documents uploaded	0		?
<input type="checkbox"/> Incomplete Applications	0		?
<input type="checkbox"/> Incomplete Applications: E-Mail sent to student	0		?
<input type="checkbox"/> Complete Applications	0		?
<input type="checkbox"/> (Internal Partners) Applications shared with selection committee	0		?
<input type="checkbox"/> (External Partners) Applications shared with selection committee	0		?
<input checked="" type="checkbox"/> Optional possibility to send an e-mail about waiting list	1	Send e-mail about waiting list	?
<input type="checkbox"/> Applications marked as rejected by Selection Committee	0		?
<input type="checkbox"/> Applications marked as accepted by Selection Committee	0		?
<input type="checkbox"/> Acceptance E-Mail with deadline sent - now applicants need to confirm or refuse the study place	0		?
<input type="checkbox"/> Applicant confirmed the study place	0		?
<input type="checkbox"/> 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	<input checked="" type="checkbox"/>	27.06.2023		Show/update application data	
Confirmation email online application	<input checked="" type="checkbox"/>	27.06.2023	Automatically generated		
Online registration	<input checked="" type="checkbox"/>	27.06.2023			
Personal master data completed	<input checked="" type="checkbox"/>	27.06.2023	admin (LaDi)	Complete personal master data	
Before the stay - uploading and printing documents					5 / 12
Photo uploaded	<input checked="" type="checkbox"/>	27.06.2023	admin (AniGu)		
Language Certificate uploaded	<input checked="" type="checkbox"/>	27.06.2023	admin (LaDi)		
Proof of previous studies uploaded	<input checked="" type="checkbox"/>	27.06.2023	admin (AniGu)		
Links to recording added	<input checked="" type="checkbox"/>	27.06.2023	AEC NEW Test		
Media file uploaded	<input type="checkbox"/>			Upload Media file	
Upload a media file if it is a document, or insert a link in the next step					
Media file link entered	<input checked="" type="checkbox"/>	27.06.2023	AEC NEW Test		
Extra question answered	<input type="checkbox"/>			Answer extra question	
Study plan marked as reviewed	<input type="checkbox"/>			Review study plan and mark as reviewed	
Submission confirmed	<input type="checkbox"/>				
Application sent to Selection Committee	<input type="checkbox"/>				
Application marked as rejected	<input type="checkbox"/>				
Application marked as accepted	<input type="checkbox"/>				
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 Refresh						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 Committee	0		?	183ms	(110)	
▶ Applications marked as accepted by Selection Committee	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):

∨ **Before the Mobility - Acceptance partner and student** 3 / 5

Decision on study places (Institution 1st choice) - ACCEPTED	<input checked="" type="checkbox"/>	20.09.2023	admin (ical)
<ul style="list-style-type: none"> • Host institution : LYON24 - Lyon National Conservatoire of Music and Dance (CNSMD Lyon) • Accept study place until : 			
Decision on study places (Institution 2st choice) - REJECTED	<input checked="" type="checkbox"/>	20.09.2023	admin (ical)
<ul style="list-style-type: none"> • Host institution : VIGO03 - CONSERVATORIO SUPERIOR DE MUSICA IN VIGO 			
Decision on study places (Institution 3rd choice) - ACCEPTED	<input checked="" type="checkbox"/>	20.09.2023	admin (ical)
<ul style="list-style-type: none"> • Host institution : MELBOU01 - The University of Melbourne • Accept study place until : 			

▶ Student given final and definite choice Give final choice

▶ Student allocated to final choice

> **Before the Mobility - Digital Learning Agreement** 0 / 5

> **During the mobility - Digital Learning Agreement (Changes)** 0 / 1

> **After the mobility** 0 / 2



3. SET UP OF SETTINGS TOGETHER






























- Academic Year

Master data/Program data/Academic years							Select All ?
Create new record		Advanced Search		Search <input type="text"/>		Reset all filters	
+	Search <input type="text"/>	Search <input type="text"/>	<input type="text"/>	<input type="text"/>	Search <input type="text"/>	Search <input type="text"/>	<-- ... ▾
	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 

+ 		<-- Select all -->	<-- Select all -->	Search			<-- ... v	<-- ... v	<-- ...
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:

Administration/Settings/General/Academic year settings Select All ?

Search

Year.App	Semester for applications	Program	Pers.Type	App.Type	Institution	App.from	App.to
2023/2024	<-- Select all -->	<-- Select all -->	Student	<-- No choice -->	<-- Select all -->	30.01.2023	31.08.2023
2023/2024		All programs	Student	Incoming	Sibelius Academy, University of the Arts Helsinki	30.01.2023	31.08.2023
2023/2024		All programs	Student	Outgoing	Sibelius Academy, University of the Arts Helsinki	30.01.2023	29.06.2024
2024/2025		All programs	Student	Outgoing	Sibelius Academy, University of the Arts Helsinki	30.01.2023	29.06.2024

Type of application	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing <input type="radio"/> Both ?
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher / Staff <input type="radio"/> Both ?
Program	All programs ? i SQL
Institution	Sibelius Academy, University of the Arts Helsinki ?
Academic year for applications	2023/2024 ? i SQL
Semester for applications	<-- No choice --> ? i SQL
Applications allowed from	30.01.2023 ? 00 : 00
Applications allowed until	29.06.2024 ? 00 : 00

3. SET UP OF SETTINGS TOGETHER

- Partner institutions:

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

Advanced Search No bulk action Search

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

3. SET UP OF SETTINGS TOGETHER

- Partner institutions (active yes/no):



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

Advanced Search [Show further search fields](#) No bulk action Search Reset all filters



































Search		Search	No bulk action Delete records Change datasets per row Exporting Records	<-- Select all -->	<-- Select all -->	<-- No choice -->
Name of institution	Inst.no	Country	Comm.language	Institution type	Active	
<input type="checkbox"/> A.V. NEZHANOVA ODESA NATIONAL ACADEMY OF MUSIC	ODESA2	Ukraine	English	University	<input checked="" type="checkbox"/>	⬇
<input type="checkbox"/> Aalto University	ESPOO12	Finland	English	University	<input checked="" type="checkbox"/>	⬇
<input type="checkbox"/> Aarhus school of architecture	ARHUS04	Denmark	English	University	<input checked="" type="checkbox"/>	⬇
<input type="checkbox"/> Academia Nacional Superior de Orquestra	LISBOA118	Portugal	English	University	<input checked="" type="checkbox"/>	⬇
<input type="checkbox"/> Académie Royale des Beaux-Arts	BRUXEL05	Belgium	English	University	<input checked="" type="checkbox"/>	⬇
<input type="checkbox"/> Academy of Architecture, Amsterdam University of the Arts	AMSTERD07	Netherlands	English	Faculty, University	<input checked="" type="checkbox"/>	⬇
<input type="checkbox"/> Academy of Arts In Banska Bystrica	BANSKA02	Slovakia	English	University	<input checked="" type="checkbox"/>	⬇
<input type="checkbox"/> Academy of Arts, Architecture and Design (UMPRUM)	PRAHA05	Czech Republic	English	University	<input checked="" type="checkbox"/>	⬇
<input type="checkbox"/> Academy of Fine Arts and Theatre Academy, University of the Arts Helsinki	HELSINK42B	Finland	English	Faculty, University	<input checked="" type="checkbox"/>	⬇
<input type="checkbox"/> Academy of Fine Arts in Gdansk	GDANSK05	Poland	English	University	<input checked="" type="checkbox"/>	⬇
<input type="checkbox"/> Academy of Fine Arts in Prague	PRAHA03	Czech Republic	English	University	<input checked="" type="checkbox"/>	⬇
<input type="checkbox"/> Academy of Fine Arts in Warsaw	WARSZAW10	Poland	English	University	<input checked="" type="checkbox"/>	⬇
<input type="checkbox"/> Academy of Fine Arts Vienna	WIEN06	Austria	English	University	<input checked="" type="checkbox"/>	⬇
<input type="checkbox"/> Academy of Fine Arts, Tournai Belgium	TOURNAI01	Belgium	English	University	<input checked="" type="checkbox"/>	⬇
<input type="checkbox"/> Academy of Media Arts Cologne	COLOGN01	Germany	English	University	<input checked="" type="checkbox"/>	⬇

3. SET UP OF SETTINGS TOGETHER

- Contact person (function):

Master data/Institutional data/Functions  Select All 

Search

Function	Sort order	Active
  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

Search	<-- Select all -->	<-- Select all -->	Search	Search	Search	<-- No choice -->
Last name, First name, Degree	Function	Study field	Telephone number	E-mail address	Comment	Active
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Aino, n/a	Contact person			aino.jalkanen@uniarts.fi		Yes
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diethart, Laura	Departmental coordinator			laura.diethart@sop.co.at		Yes
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Jalkanen, Aino	Contact person Incoming Exchange Coordinator		358407104336	aino.jalkanen@uniarts.fi		Yes
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 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

Search <input type="text"/>	<-- Select all -->	<-- Select all -->	Search <input type="text"/>	Search <input type="text"/>	Search <input type="text"/>	<-- No choice -->
Last name, First name, Degree	Function	Study field	Telephone number	E-mail address	Comment	Active
   <u>Badiu, Andrada-Erika</u>	Incoming and Outgoing Exchange Coordinator		33472192658	andrada-erika.badiu@cnsmd-lyon.fr		Yes
   <u>coordinator, Erasmus</u>	Incoming and Outgoing Exchange Coordinator		+33 4 72 19 26 58	international@cnsmd-lyon.fr		Yes
   <u>Graell, Roser</u>	Incoming and Outgoing Exchange Coordinator			roser.graell@cnsmd-lyon.fr		Yes
   <u>Isabelle, REPLUMAZ</u>	Head International Office		33472192633	isabelle.replumaz@cnsmd-lyon.fr		Yes
   <u>Person, Test</u>	Departmental coordinator			test.person@fictional.com		Yes

3. SET UP OF SETTINGS TOGETHER

- Contact person (function) – General settings:

Administration/Settings/General/General settings (ID = 151)

Back Edit

Function of `Departmental Coordinator (Outgoing)`	Incoming and Outgoing Exchange...	? i SQL
Function of `Departmental Coordinator (Incoming)`	Incoming and Outgoing Exchange...	? i SQL
Restrict functions of study field per country/institution	<input type="checkbox"/>	?
		? i SQL
		? i SQL
Function of the contact person at the partner institution	Contact person	? i SQL
Function of contact person at the own institution	Contact person	? i SQL

3. SET UP OF SETTINGS TOGETHER

- Contact person (function) – DLA settings:

Connect/EWP/Settings/EWP Settings (ID = 2)

Request Testen Reload EWP Catalogue Back Edit

Learning Agreement data

Share and receive Learning Agreement data via EWP ?

Default setting: "All"

Please contact your project manager, before selecting the option "Incoming o

Background: Not all providers support the splitting of the DLA interface by I different providers (Mobility-Online and another provider), the other provider contact the other provider in order to find out whether this is possible.

Only incoming
 Only outgoing
 All ?

LA signed by student and coordinator
 Manually via pipeline step ?

?

Manage Learning Agreements

Send Learning Agreement to partner

Hide icon for printing the DLA

Application column used for the determination of the contact person for the digital Learning Agreement at your own institution <-- No choice --> ?

Function of the contact person for the digital Learning Agreement at your own institution Contact person ? i SQL

Application column used for the determination of the contact person for the digital Learning Agreement at the partner institution <-- No choice --> ?

Function of the contact person for the digital Learning Agreement at the partner institution Incoming and Outgoing Exchange... ? i SQL

Standard function for field position at digital learning agreement Departmental coordinator ? i SQL

4. EWP GENERAL INFORMATION

Sibelius Academy | Uniarts Helsinki (119) (Test)

Pipeline | Workplace | **Connect/EWP** | Favorites | History | Help | Logout | SOP Administrator (LaDi) | Quick search | Find | Quick insert... | English | HELSINK42 - Sibelius Academy ...

Master data
Students/Interns
Teachers/Staff
Networks/Institutions
Letters
E-mails
Budget
Reports
Tools
Connect/EWP
Settings
EWP Settings
Authorisation management EWP
EWP Global (SOP Admin only)
Administration

Connect/EWP

Partner | LA Incomings | LA Outgoings

Your partners with whom you could exchange data via EWP EWP Settings

TEST (Anzeige Fehlermeldung)

Show 20 entries only EWP partner Search

	Name of institution	SCHAC (SCHema for AAcademia)	Inst.no	Country	Inst. data	IIA Factsheet	IAs
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Academy of Fine Arts Vienna	akbild.ac.at	WIEN06	Austria	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Academy of Music, Dance and Fine Arts "Prof. Asen Diamandiev"	artacademyplodiv.com	PLOVDIV07	Bulgaria	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Academy of Performing Arts in Prague - Music HAMU	amu.cz	PRAHA04	Czech Republic	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Adam Mickiewicz University	amu.edu.pl	POZNAN01	Poland	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Akademie der Bildenden Künste München	adbk.de	MUNCHEN04	Germany	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Ankara Music and Fine Arts University	mgu.edu.tr	ANKARA26	Turkey	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Anton Bruckner Private University for music, drama and dance Linz	bruckneruni.at	LINZ17	Austria	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Aristotle University of Thessaloniki	auth.gr	THESSAL01	Greece	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Augsburg University	uni-augsburg.de	AUGSBUR01	Germany	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Barratt Due Institute of Music in Oslo	barrattdue.no	OSLO66	Norway	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Bauhaus-Universität Weimar	uni-weimar.de	WEIMAR01	Germany	<input checked="" type="checkbox"/>		

4. EWP GENERAL INFORMATION AND DLA PROCESS

Outgoing Pipeline of the IRC:

Outgoing		Total (22)
Erasmus SMS		Total (22)
2023/2024 Open all sub_groups Close all sub_groups		Total (21)
Before the mobility		
Before the mobility - Digital Learning Agreement ↻		Total (1)
▶ CHECK BY HOME INSTITUTION: Courses entered and signed by the students - Mark as approved and sign course selection	0	?
▶ [OPTION 2] CHECK BY HOME INSTITUTION: Courses entered and signed by the students - Mail for external signing not yet sent to coordinator	0	?
▶ [WITHOUT DLA] Course selection signed - Send external signing link to partner without EWP	0	?
▶ [ALL] Course selection released/external link sent - Partner institution has not yet approved or rejected the DLA	0	?
▶ PARTNER REJECTED: Step 1 - Undo signed Learning Agreement if rejected by partner	0	?
▶ PARTNER REJECTED: Step 2 - Students not yet notified about rejection by partner institution	0	?
▶ PARTNER REJECTED: Step 3 - Students notified about rejection by partner institution - Course selection not yet corrected	0	?
▶ Course selection confirmed by partner institution	1	?
	Display applications	
During the mobility - Digital Learning Agreement		
After the mobility		
General queries		
2022/2023 ↻		Total (1)

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	<input checked="" type="checkbox"/>			Enter information
	Courses at the home institution entered in the Learning Agreement	<input checked="" type="checkbox"/>	29.03.2023	admin (LaDi)	
	Courses at the host institution entered and signed in the Learning Agreement	<input checked="" type="checkbox"/>	18.09.2023	admin (ical)	
	Learning Agreement confirmed by home institution	<input checked="" type="checkbox"/>	18.09.2023	admin (ical)	
	Learning Agreement confirmed by host institution	<input checked="" type="checkbox"/>	18.09.2023	admin (ical)	
= During the mobility - Digital Learning Agreement (Changes)					
	▶ Do you intend to carry out changes to your Learning Agreement?	<input type="checkbox"/>			Click to answer
= After the mobility					
	Certificate of Attendance uploaded by the International Office	<input type="checkbox"/>			
	Application closed	<input type="checkbox"/>			

4. EWP GENERAL INFORMATION AND DLA PROCESS

Master data of the Student:

Applications outgoing (ID = 291432) Enable tool icon Display ?

[Back](#) [Edit](#)

Master data	Personal details	Courses at the home institution entered in the Learning Agreement	Courses at the host institution entered and signed in the Learning Agreement	Pipeline	Display application workflow	Documents (4)	E-mails (5)
-------------	------------------	---	--	----------	------------------------------	---------------	-------------

– Application details [Open all sub groups](#) [Close all sub groups](#)

	Type of application	<input type="radio"/> Incomings <input checked="" type="radio"/> Outgoings *
	Type of person	<input checked="" type="radio"/> Students/Trainees <input type="radio"/> Teachers *
	Exchange program	Erasmus SMS *
	Academic year	2023/2024 *
	What study period are you applying to?	Winter semester *

– Personal details

	Given name(s)	Test AEC *
	Family name(s)	NEW *
	Gender	<input checked="" type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Undefined *
	Citizenship	American Virgin Islands *
	Date of birth	01.01.1990 *

4. EWP GENERAL INFORMATION AND DLA PROCESS

Incoming DLA process:

Incoming		Total (3)
Erasmus SMS		Total (3)
2023/2024 Open all sub groups Close all sub groups		Total (3)
+ Before the mobility		
- Before the mobility - Digital Learning Agreement Refresh		Total (1)
<input type="checkbox"/> Local application not yet linked with DLA from EWP	0	?
<input type="checkbox"/> (OPTION 1) Local application linked with DLA from EWP - DLA not yet reviewed	0	?
<input type="checkbox"/> (OPTION 2) Local application linked with DLA from EWP - DLA not yet sent to coordinator for review	0	?
<input type="checkbox"/> DLA reviewed - accepted	1	? Show applications
<input type="checkbox"/> DLA reviewed - rejected	0	?
+ After the mobility		
+ General queries		

4. EWP GENERAL INFORMATION AND DLA PROCESS

Incoming DLA process:

Connect/EWP Favorites History Help Logout SOP Administrator (LaDi) Quick search Find Quick insert... English LYON24 - Conservatoire nation ...

Connect/EWP Partner LA Incomings LA Outgoings

Manage learning agreements via EWP EWP Settings

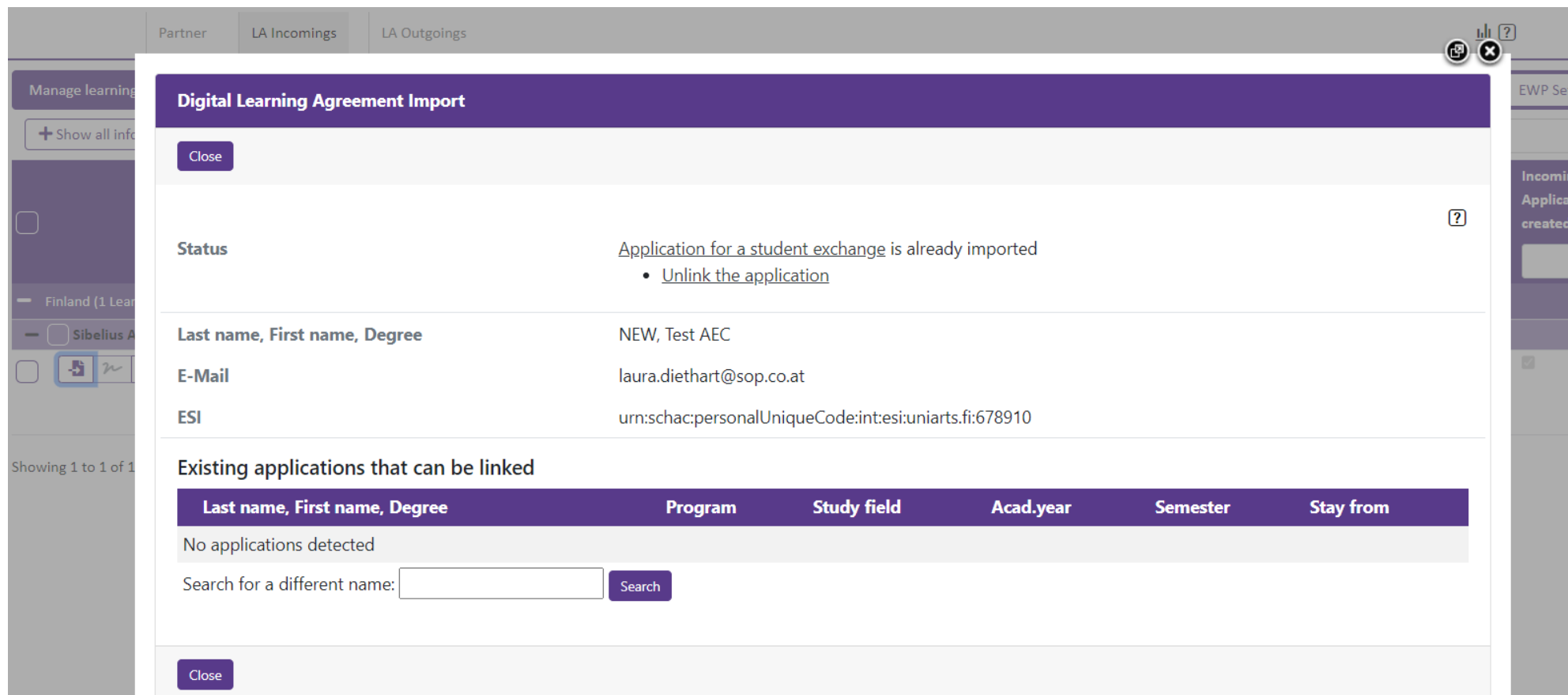
+ Show all information - Hide all information rows Search

	Last name, First name	ISCED-Code	Home institution	Host institution	Academic year	Semester	Study level	IO receiving Institution signed	IO receiving Institution rejected	Incoming Application created
- Finland (1 Learning Agreement, 1 Applicant)										
- Sibelius Academy, University of the Arts Helsinki - SF HELSINK42										
<input type="checkbox"/>	NEW, Test AEC	0212 (Fashion, interior and industrial design)	Sibelius Academy, University of the Arts Helsinki - SF HELSINK42	Lyon National Conservatoire of Music and Dance (CNSMD Lyon)	2023/2024	Winter semester	Bachelor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

4. EWP GENERAL INFORMATION AND DLA PROCESS

Incoming DLA process:



The screenshot shows a web application interface with a modal dialog box titled "Digital Learning Agreement Import". The dialog has a purple header and a "Close" button in the top left. The main content area displays the following information:

- Status:** Application for a student exchange is already imported
 - [Unlink the application](#)
- Last name, First name, Degree:** NEW, Test AEC
- E-Mail:** laura.diethart@sop.co.at
- ESI:** urn:schac:personalUniqueCode:int:esi:uniarts.fi:678910

Below this information is a section titled "Existing applications that can be linked" which contains a table with the following columns: Last name, First name, Degree, Program, Study field, Acad.year, Semester, and Stay from. The table currently shows "No applications detected" and includes a search bar with the text "Search for a different name:" and a "Search" button. A second "Close" button is located at the bottom left of the dialog.

4. EWP GENERAL INFORMATION AND DLA PROCESS

Outgoing DLA process:

Outgoing	Total (22)
Erasmus SMS	Total (22)
2023/2024 Open all sub groups Close all sub groups	Total (21)
Before the mobility	
Before the mobility - Digital Learning Agreement ↻	Total (1)
▶ CHECK BY HOME INSTITUTION: Courses entered and signed by the students - Mark as approved and sign course selection	0 ?
▶ [OPTION 2] CHECK BY HOME INSTITUTION: Courses entered and signed by the students - Mail for external signing not yet sent to coordinator	0 ?
▶ [WITHOUT DLA] Course selection signed - Send external signing link to partner without EWP	0 ?
▶ [ALL] Course selection released/external link sent - Partner institution has not yet approved or rejected the DLA	0 ?
▶ PARTNER REJECTED: Step 1 - Undo signed Learning Agreement if rejected by partner	0 ?
▶ PARTNER REJECTED: Step 2 - Students not yet notified about rejection by partner institution	0 ?
▶ PARTNER REJECTED: Step 3 - Students notified about rejection by partner institution - Course selection not yet corrected	0 ?
▶ Course selection confirmed by partner institution	1 ?
Display applications	

4. EWP GENERAL INFORMATION AND DLA PROCESS

Outgoing DLA - Master data of the student:

Edit learning agreement

[English](#)
[Deutsch](#)
⋮ ×

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	First name Country of the home institution Country of host institution France 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:

▣	Before the Mobility - Application and Nomination	
▣	Before the Mobility - Acceptance partner and student	
▣	Before the Mobility - Digital Learning Agreement	
▣	During the mobility - Digital Learning Agreement (Changes)	
▶	Do you intend to carry out changes to your Learning Agreement? <input type="checkbox"/>	Click to answer

▣	Before the Mobility - Application and Nomination					12 / 12
▣	Before the Mobility - Acceptance partner and student					4 / 4
▣	Before the Mobility - Digital Learning Agreement					5 / 5
▣	During the mobility - Digital Learning Agreement (Changes)					1 / 3
	Do you intend to carry out changes to your Learning Agreement?	<input checked="" type="checkbox"/>	19.09.2023	admin (LaDi)		Click to answer
	Changed courses at the home institution entered in the Learning Agreement	<input type="checkbox"/>				Enter CHANGED courses at the home institution
▶	Changed courses at the host institution entered in the Learning Agreement	<input type="checkbox"/>				enter CHANGED courses at the host institution
▣	After the mobility					0 / 2

4. EWP GENERAL INFORMATION AND DLA PROCESS

Outgoing Workflow DLA - Changes:

For further help please expand this bar!

Last name	NEW	First name	Test AEC
Home institution	Sibelius Academy, University of the Arts Helsinki	Country of the home institution	Finland
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	Action	Message	Executed by	Executed on
student <input type="checkbox"/>	Signed Learning Agreement by partner		SOP Administrator	19.09.2023 00:16:18
coordinator <input type="checkbox"/>	Learning Agreement rejected by partner	So much rejection	SOP Administrator	19.09.2023 00:15:18
partner <input type="checkbox"/>	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

+ All original courses 15,00 Credits total for 1 courses

- All added courses 0,00 Credits total for 1 courses

Show further search fields

Search [Reset all filters](#)

Course unit title at the home institution	Course no./home	Acad. year	Semester	Credits	Added	Deleted	Reason for change	Signed (IO)	Change date	Sign
Test new course (changes)	Test new course (changes)	2023/2024	Winter semester	0,00	Yes	No		No	19.09.2023	No

4. EWP GENERAL INFORMATION AND DLA PROCESS

Outgoing Pipeline DLA – Changes (Before the signature):

Erasmus SMS		Total (22)
2023/2024 Open all sub_groups Close all sub_groups		Total (21)
Before the mobility		
Before the mobility - Digital Learning Agreement		
During the mobility - Digital Learning Agreement Refresh		Total (1)
▶ DLA signed by all parties - Information about DLA Changes not yet entered	0	?
▶ Question regarding changes answered by applicant - No changes required	0	?
▶ Changes are required - Changes not yet entered by applicant	0	?
▶ Changes are required - changes entered by applicant but not yet signed	1 ⁺¹	?
	Display applications	
▶ [OPTION 1] CHECK BY HOME INSTITUTION: CHANGED courses entered and signed by the students - Mark as approved and sign course selection	0	?
▶ [OPTION 2] CHECK BY HOME INSTITUTION: CHANGED courses entered and signed by the students - Mail for external signing not yet sent to coordinator	0	?
▶ [WITHOUT DLA] CHANGES signed - Send external signing link to partner without EWP	0	?
▶ [ALL] CHANGES released/external link sent - Partner institution has not yet approved or rejected the CHANGES	0	?
▶ PARTNER REJECTED CHANGES: Step 1 - Undo signed Learning Agreement if rejected by partner	0	?
▶ PARTNER REJECTED CHANGES: Step 2 - Students not yet notified about rejection by partner institution	0	?
▶ PARTNER REJECTED: Step 3 - Students notified about rejection by partner institution - Course selection not yet corrected	0	?
▶ DLA CHANGES signed by all parties	0	?
After the mobility		

4. EWP GENERAL INFORMATION AND DLA PROCESS

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

⊞ ⚙️ Outgoing				Total (22)
⊞ ⚙️ Erasmus SMS				Total (22)
⊞ ⚙️ 2023/2024 Open all sub_groups Close all sub_groups				Total (21)
⊞ ⚙️ Before the mobility				Total (17)
⊞ ⚙️ Before the mobility - Digital Learning Agreement				Total (1)
⊞ ⚙️ During the mobility - Digital Learning Agreement ↻				Total (1)
▶️ ⚙️	DLA signed by all parties - Information about DLA Changes not yet entered	0	? ⚙️ 🗑️ SQL ↕️	(220)
▶️ ⚙️	Question regarding changes answered by applicant - No changes required	0	? ⚙️ 🗑️ SQL ↕️	(230)
▶️ ⚙️	Changes are required - Changes not yet entered by applicant	0	? ⚙️ 🗑️ SQL ↕️	(240)
▶️ ⚙️	Changes are required - changes entered by applicant but not yet signed	0	? ⚙️ 🗑️ SQL ↕️	(250)
▶️ ⚙️	[OPTION 1] CHECK BY HOME INSTITUTION: CHANGED courses entered and signed by the students - Mark as approved and sign course selection	0	? ⚙️ 🗑️ SQL ↕️	(260)
▶️ ⚙️	[OPTION 2] CHECK BY HOME INSTITUTION: CHANGED courses entered and signed by the students - Mail for external signing not yet sent to coordinator	0	? ⚙️ 🗑️ SQL ↕️	(270)
▶️ ⚙️	[WITHOUT DLA] CHANGES signed - Send external signing link to partner without EWP	0	? ⚙️ 🗑️ SQL ↕️	(280)
▶️ ⚙️	[ALL] CHANGES released/external link sent - Partner institution has not yet approved or rejected the CHANGES	0	? ⚙️ 🗑️ SQL ↕️	(290)
▶️ ⚙️	PARTNER REJECTED CHANGES: Step 1 - Undo signed Learning Agreement if rejected by partner	0	? ⚙️ 🗑️ SQL ↕️	(300)
▶️ ⚙️	PARTNER REJECTED CHANGES: Step 2 - Students not yet notified about rejection by partner institution	0	? ⚙️ 🗑️ SQL ↕️	(310)
▶️ ⚙️	PARTNER REJECTED: Step 3 - Students notified about rejection by partner institution - Course selection not yet corrected	0	? ⚙️ 🗑️ SQL ↕️	(320)
▶️ ⚙️	DLA CHANGES signed by all parties	1 +1	? ⚙️ 🗑️ SQL ↕️	(330)

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?	<input checked="" type="checkbox"/>	19.09.2023	admin (LaDi)		Click to answer
Changed courses at the home institution entered in the Learning Agreement	<input checked="" type="checkbox"/>	19.09.2023	admin (LaDi)		
Changed courses approved by the home institution	<input checked="" type="checkbox"/>	19.09.2023	admin (LaDi)		
Changed courses approved by the host institution	<input checked="" type="checkbox"/>	19.09.2023	admin (LaDi)		
Changed courses signed by student and host institution	<input checked="" type="checkbox"/>	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	✓	Action	Message
Learning Agreement signed by coordinator	admin (LaDi) 19.09.2023 13:19:17	✓	Signed Learning Agreement by partner	
Learning Agreement signed by partner	SOP Administrator 19.09.2023 13:20:11	✓	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