

## Links to Recordings of the Online Trainings 2023 – EASY Mobility Online

6<sup>th</sup> June – Pipeline and Process <https://youtu.be/KEYtYJ0nQF0>

27<sup>th</sup> June – Logic of the system, Menu, Settings, Application Form <https://youtu.be/2gyMK8aedMg>

4<sup>th</sup> October <https://youtu.be/2Aj9qSHioBY> - EWP

11<sup>th</sup> October <https://youtu.be/t64uXjTq1Ro> - Advanced settings

## Process Summary from first training

Link to the system: <https://mobility.aec-music.eu/LoginServlet>

You need to test the system by acting in 3 roles: outgoing coordinator, incoming coordinator and student. If you test the system by yourself you need to use **3 different browsers**. Alternatively, you can ask 2 colleagues to act as the other two parties and try a collective testing (more fun, but everyone needs to cooperate in an active manner, a good exercise for IRCs :)

To act as a Student:

- Click on the third box of the [homepage](#) **Become an applicant**
- Choose **Belgium** as a Country and **EASY Outgoing Institution** as Institution.
- Use your real email address to get all the emails that the system sends to the student
- Once you have filled the application form, you will be asked by email to register in the system. You will then receive emails to your student email address with action links and instructions on what to do to proceed in the student workflow.

To act as Outgoing Coordinator:

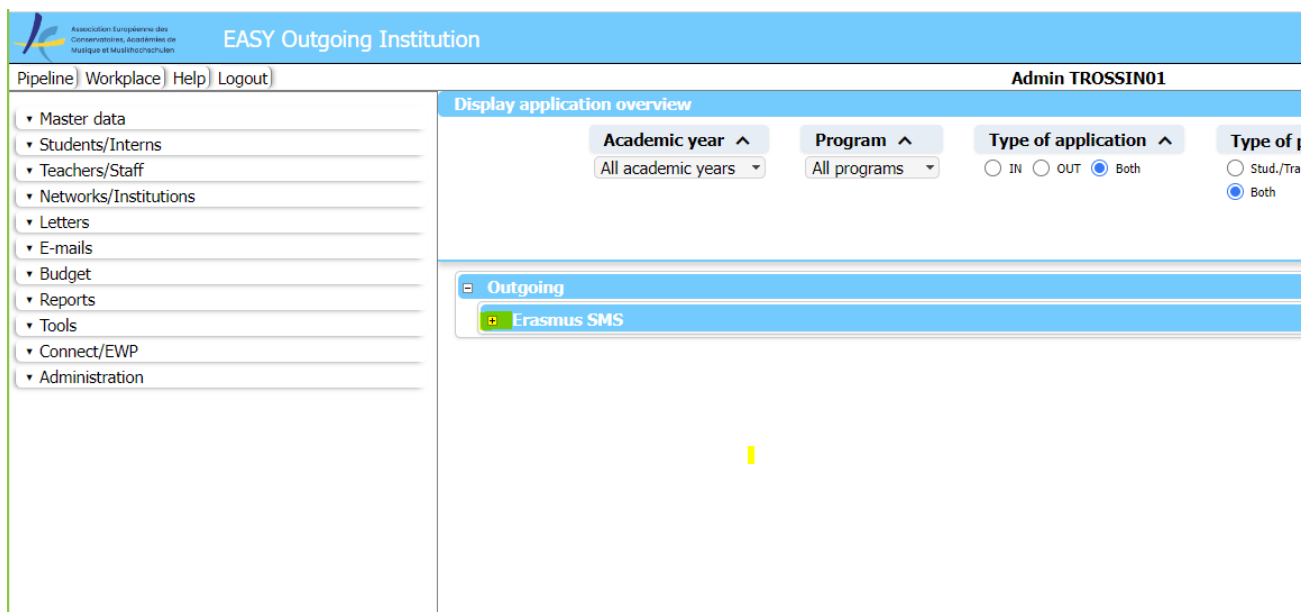
- Click on the first box of the [homepage](#)
- Login with **your erasmus code without the country**. Example: VIGO03
- Password: Mobility2023

To act as Incoming Coordinator

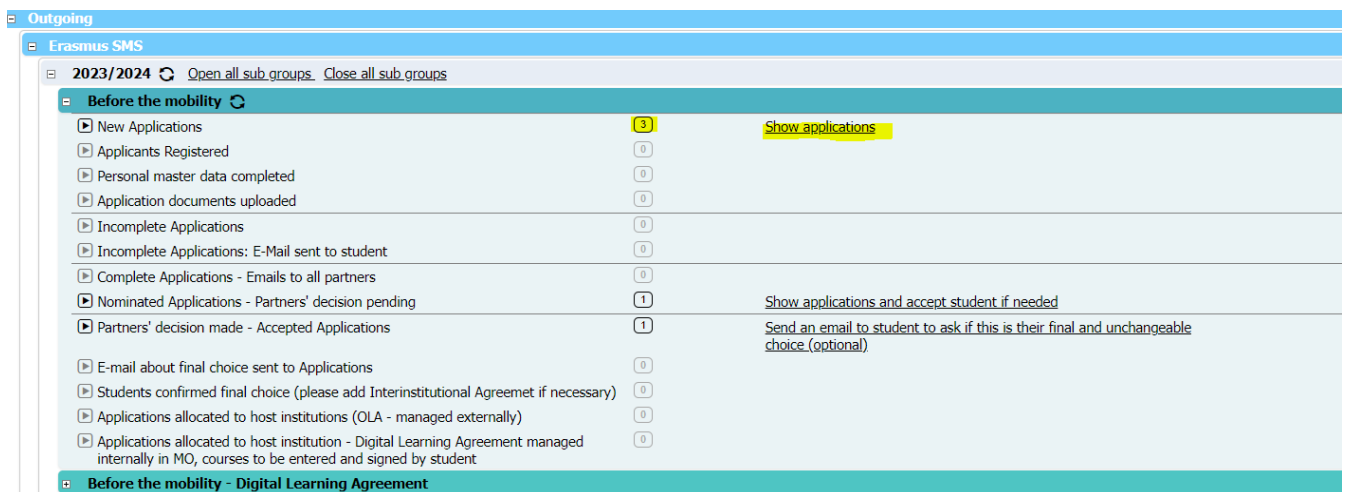
- Click on the first box of the [homepage](#)
- Login with **your erasmus code without the country**. Example: VIGO03
- Password: Mobility2024

The first thing you need to do is to **act as a student** and therefore Become an Applicant.

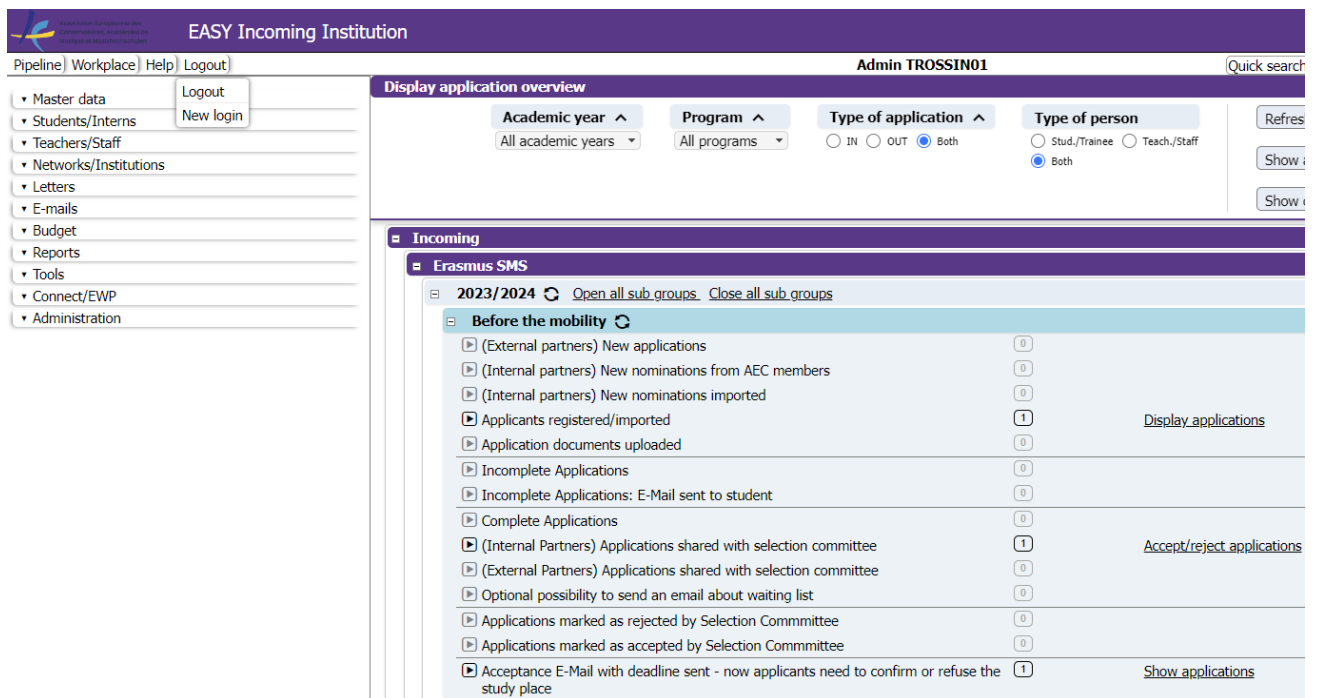
Once you have filled in the application form and registered, you can log in in another browser as **Outgoing Coordinator** (or ask a colleague to do so) and you will see that the student application appears in Pipeline. You get to see the application by **clicking on the little plus (+) next to "Erasmus SMS"**.



Then you click on the various "+" that you get next to "2023/2024" and "Before Mobility". You now see the various "drawers" indicating which is the status of the applications. The little number in the square indicates the number of applications in the same status. Next to the number you can see an action link. Thanks to the actions of the student and then of your actions and the actions of the incoming coordinator, the application will pass through the various drawers and action links will appear on the right, telling you as coordinator what to do. You will need to click on those action links to proceed.



Once you have nominated your outgoing student, you will get an action link to transfer the application to the Incoming Institution. So you will need to login in another browser as **Incoming Coordinator** (or ask a colleague to do so) to get to the Incoming Pipeline. The incoming coordinator now needs to import the application.



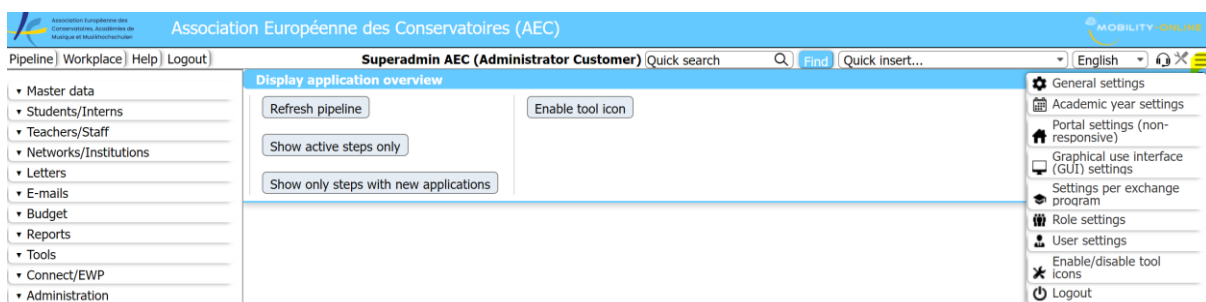
Now the student will have to finish the application by completing the incoming part (they will receive instructions by email to do so) and finally submit the application. The incoming coordinator can now review the application and send it to the committee (we will not do this for real in this demo phase). Once the incoming coordinator receives the feedback from the committee, they can accept or reject the student. The student now needs to accept or not the study place and the Outgoing coordinator will confirm the choice of the student as final and will be able to start the process for the Learning Agreement. You can test the process until this point for the moment.

## Tips from the second training

Logic of the system – please see separate ppt file

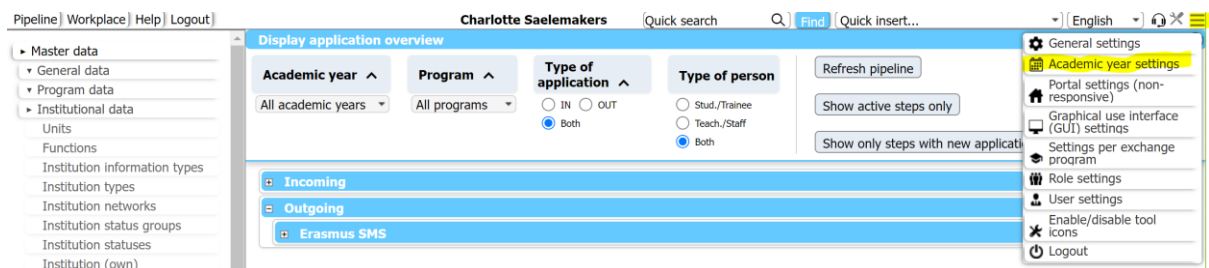
Login instructions for institutions' profiles – please see separate document

Once you are logged in, you find a shortcut to the most important settings by clicking on the 3 horizontal bars in the right up corner



## Set up your deadlines

Go to the shortcut of the settings (the three horizontal bars on the top right) and select Academic year settings.



Select each line that you want to adjust (see below the lines we advise you to adjust now)

Administration/Settings/General/Academic year settings					Select All ?		
Create new record		Advanced Search		Search <input type="text"/>		Reset all filters	
<div>&lt;-- Select all --&gt;</div>	<div>&lt;-- Select all --&gt;</div>	<div>&lt;-- Select all --&gt;</div>	<div>&lt;-- N... ▾</div>	<div>&lt;-- N... ▾</div>	<div>&lt;-- Select all --&gt;</div>	<div><input type="text"/></div>	<div><input type="text"/></div>
Year.App	Semester for applications	Program	Pers.Type	App.Type	Institution	App.from	App.to
<a href="#">2022/2023</a>		All programs	Student	Incoming	Conservatoire Antwerpen	17.03.2022	17.04.2023
<a href="#">2022/2023</a>		All programs	Teacher / Staff	Incoming	Royal Conservatoire Antwerpen	17.03.2022	17.04.2023
<a href="#">2023/2024</a>		All programs	Teacher / Staff	Incoming	Royal Conservatoire Antwerpen	30.01.2023	17.04.2024
<a href="#">2023/2024</a>		All programs	Student	Incoming	Royal Conservatoire Antwerpen	30.01.2023	31.08.2023
<a href="#">2023/2024</a>		All programs	Student	Outgoing	Royal Conservatoire Antwerpen	30.01.2023	29.06.2024
<a href="#">2023/2024</a>		All programs	Teacher / Staff	Outgoing	Royal Conservatoire Antwerpen	30.01.2023	17.04.2024
<a href="#">2024/2025</a>		All programs	Student	Outgoing	Royal Conservatoire Antwerpen	30.01.2023	29.06.2024

**Administration/Settings/General/Academic year settings**

Back Edit

Type of application ☒ Incoming ☐ Outgoing ☐ Both ?

Type of person ☒ Student ☐ Teacher / Staff ☐ Both ?

Program All programs ? i

Institution Royal Conservatoire Antwerpen ?

Academic year for applications 2023/2024 ? i

Semester for applications <-- No choice --> ? i

Applications allowed from 30.01.2023 ? 00 : 00

Applications allowed until 31.08.2023 ? 23 : 00

Message number MESS\_APP ? i

Application for remaining places (2. round) ☒ No ☐ Yes, check valid applications ☐ Yes, check allocated applications ?

Application deadline per study level ☐

Academic year for generation of the project number

Specific semester dates ☐

Minimum duration of stay  ?

Maximum duration of stay  ?

Duration of stay in ☒ Days ☐ Weeks ☐ Months ?

Earliest start date of the mobility  ?

Latest date of end of the stay  ?

Include travel days in calculation of funding ☐

Creation\_org\_26623.xlsx unnamed (2).jpg unnamed (1).jpg unnamed.jpg

## How to allow more than 4 choices to outgoing students

Go to the shortcut of the settings explained above and select “Settings per exchange programme”

Pipeline Workplace Help Logout

Charlotte Saelemakers Quick search Find Quick insert... English

Display application overview

Academic year ^ Program ^ Type of application ^ Type of person

All academic years All programs ☐ IN ☐ OUT ☒ Both ☐ Stud./Trainee ☐ Teach./Staff ☒ Both

Refresh pipeline Show active steps only Show only steps with new applications

Incoming Outgoing Erasmus SMS

General settings Academic year settings Portal settings (non-responsive) Graphical use interface (GUI) settings Settings per exchange program Role settings User settings Enable/disable tool icons Logout

Select “All Programmes (Student – Outgoing)”

**Administration/Settings/Exchange/Settings per exchange program**

Create new record Advanced Search Search

Program	Pers.Type	App.Type	Institution	Role
All programs	Teacher / Staff	Incoming	Association Européenne des Conservatoires (AEC)	
All programs	Student	Incoming	Association Européenne des Conservatoires (AEC)	
All programs	Teacher / Staff	Outgoing	Association Européenne des Conservatoires (AEC)	
All programs	Student	Outgoing	Association Européenne des Conservatoires (AEC)	

Click on Edit and select **“Multiple stay allowed” – No restriction – without checking duplicates**. With this setting, your students will not be limited to 4 choices and will be able to apply to up to 4 choices multiple times with the same login. Please note that this means that this applicant will appear in your system multiple times.

Administration/Settings/Exchange/Settings per exchange program

Back Edit

Master data	Personal details	Nomination/Project	Access rights for tabs (0)
Function of 'Coordinator'		<-- No choice -->	i
Function of 'Contact Person'		<-- No choice -->	i
Type of address of the main address		Main address	? i
Type of address of the coordinator		Address at the home institution	? i
Allowed E-Mail Suffix			
Integrate Captcha-Image		<input type="checkbox"/> ?	
Extension of stay abroad allowed		<input checked="" type="checkbox"/> ?	
Multiple stay allowed		<input checked="" type="checkbox"/> ?	
Restriction criteria for multiple stays		<input type="radio"/> No restriction <input checked="" type="radio"/> No restriction - without checking duplicates <input type="radio"/> Restriction per exchange program and academic year <input type="radio"/> Restriction per exchange program, academic year and semester <input type="radio"/> Restriction per exchange program group (Erasmus+), study level and number of months <input type="radio"/> Restriction per mobility program and study field	
Report mandatory		<input type="checkbox"/> ?	
Selection of fields/programs of study		<input checked="" type="radio"/> Only fields of study <input type="radio"/> Only programs of study Column 'Field of study' study_id - Study programme	

## Decide with whom you want to exchange applications

By default, all internal and external institutions are indicated as your partners in the system.

If you want to exchange applications just with institutions you indicate as partner, but not all institutions in the system are your partners, you need to “disactivate” the partnership as follows:

In the big left menu click on: Master Data – Institutional Data – Institutions (partner institutions - settings), then select the institution you do not want to appear as your partner and click on the button Edit, scroll down and deselect the setting “Dataset Active”. Then go up and click on the button “Update” (which appear instead of the button “Edit”).

**Master data/Institutional data/Institutions (partner institutions - settings)**

Back Edit

Print bilateral agreement ☒ All study fields on one page ☐ One study field on one sheet

Language of instruction 1 <-- No choice -->

Language of instruction level for students (Minimum)

Language of instruction level for staff (Minimum)

Language of instruction 2 <-- No choice -->

Language of instruction level for students (Minimum) 2. language

Language of instruction level for staff (Minimum) 2. language

Summarize agreement to 'both' ☒ Use value defined in EWP-Settings ☐ Yes ☐ No

Manage organisational units of the partner institution on IIAs at the deepest level, if defined ☒ Use value defined in EWP-Settings ☐ Yes ☐ No

Manage organisational units of the own organisation on IIAs at the deepest level, if defined ☒ Use value defined in EWP-Settings ☐ Yes ☐ No

Dataset active ☒ ?

**Statistics**

Number of active bilateral agreements 0 [Show bilateral agreements in detail](#)

Number of active bilateral cooperations 0 [Show bilateral cooperations in detail](#)

Number of active multilateral cooperations 0 [Show multilateral cooperations in detail](#)

Created by admin (setup) (LaDI) on 27.06.2023 09:14:12, last modified by Charlotte Saelemaker

## Check Name and Contacts of your (EASY External) partners

It is extremely important that the contact details of your (EASY External) partners are correct and up to date. While the AEC makes sure that the contact details of Internal Institutions are correct, it is up to each internal institution to check and update the contact of their external partners. Please note that the changes made by internal users are not visible systemwide but they appear only in your institution's profile. To see the list of partners go on the left menu and click on Master data, Institutional data, Institutions (partner institutions). Click on the name of the institution to check their data

**Master data/Institutional data/Institutions (partner institutions)**

Advanced Search Search

Name of institution	Inst.no	Country	Comm.language	Institution type	
<input checked="" type="checkbox"/> A.V. NEZHDAKOVA ODESA NATIONAL ACADEMY OF MUSIC	ODESA2	Ukraine	English	University	Y
<input checked="" type="checkbox"/> Aalto University	ESPOO12	Finland	English	University	Y
<input checked="" type="checkbox"/> Aarhus school of architecture	ARHUS04	Denmark	English	University	Y
<input checked="" type="checkbox"/> Academia Nacional Superior de Orquestra	LISBOA118	Portugal	English	University	Y
<input checked="" type="checkbox"/> Académie Royale des Beaux-Arts	BRUXEL05	Belgium	English	University	Y
<input checked="" type="checkbox"/> Academy of Architecture, Amsterdam University of the Arts	AMSTERD07	Netherlands	English	Faculty University	Y
<input checked="" type="checkbox"/> Academy of Arts In Banska Bystrica	BANSKA02	Slovakia	English	University	Y
<input checked="" type="checkbox"/> Academy of Arts, Architecture and Design (UMPRUM)	PRAHA05	Czech Republic	English	University	Y
<input checked="" type="checkbox"/> Academy of Fine Arts and Theatre	HELSINK42	Finland	English	Faculty	Y

If you see 0 in the tab Persons, please create a user for this institution as indicated in the next point

Master data/Institutional data/Institutions (partner institutions)

Back Edit

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

Multilateral cooperations (0)
Agreements (0)
Actions (0)
Semester (0)
Additional info (0)
Rankings (0)

Master data
Addresses (1)
Persons (0)
Students (0)
Teaching staff (0)
Study fields (0)
Bilat. Cooperations (0)

Institution type
☐ Sending
☐ Receiving
☒ Both
Institution code
ODESA2
[Show settings of this partner institution](#)
PIC (Participant Identification Code)
894922874
OID (Organisation-ID)
SCHAC (SCHema for ACademia)
Organisation ID (for export MT+/BM)

Name of institution
A.V. NEZHDANOVA ODESA NATIONAL ACADEMY OF MUSIC
Full Legal Name (National Language)
Acronym
Department
Institution is co-Beneficiary
☐
Additional description

If there is a different number than 0, please click on the tab and check if the data are correct. If not, please apply changes always by following the path indicated in the next point

## Add PERSONS in the system for both your institutions and your partners

To create a person you need to click on the left menu on Master Data – Institutional Data – Persons and then click on the button Create a New Record

The screenshot displays the 'Master data/Institutional data/Persons (all)' page. On the left, a sidebar menu lists various categories, with 'Master data', 'Institutional data', and 'Persons (all)' highlighted. The main content area features a table of persons. At the top of this area, there is a 'Create new record' button and an 'Advanced Search' section. The table has columns for 'Last name, First name, Degree', 'Gender', 'Date of birth', 'Nationality', and 'Type of person'. The table lists 20 entries, each with a checkbox, a trash icon, and a link icon. The 'Type of person' column for all entries is 'Employ'.

	Last name, First name, Degree	Gender	Date of birth	Nationality	Type of person
<input checked="" type="checkbox"/>	<a href="#">Aardal, Siv</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Aarnseth, Johanne</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Abad Carlés, Ana</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Abdukhalyk, ZHANNA</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Abe, Rumiko</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Ach, Daniel</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Adams, Leoni</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Adress, General Email</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Adviser, Exchange</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Aerts, Wim</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">AGUERIA, fernando</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Ahokas, Carmela</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Aigner, Johanna</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Aknin, Nathalie</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Alasdair Spark, Beth Holding</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Albertini, Sara</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Alksne, Anita</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Alonso, Begoña</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Altenhoff, Andreas</a>	Other			Employ
<input checked="" type="checkbox"/>	<a href="#">Altinel, Ahmet</a>	Other			Employ

You then get a form to fill about the person. See below the fields that you must fill in. Very Important: do not forget to put the email address and the function of the person (if you do not know exactly, just select Contact Person from the list)

## Master data/Institutional data/Persons (all)

Back

Save

### Master data

Last name Last name must be filled in. 

Second last name

First name

First name (official)

Degree

Post-nominal letters

Gender ☐ Male ☐ Female ☐ Other



Date of birth   Today



ESI



Social insurance number


Tax number

Type of person   

Nationality   

Second nationality   

Country of birth   


Communication language  

Additional comment


There are still **100000** characters available

Additional comments (Portal)

There are still **100000** characters available



Image/Logo  


Declaration of consent (passing on personal data) ☐


Dataset active ☒ 


### Allocation of people to institutions

Country  

Institution   

Address  

Function  

Unit  

Telephone number

Mobile phone number


Fax number

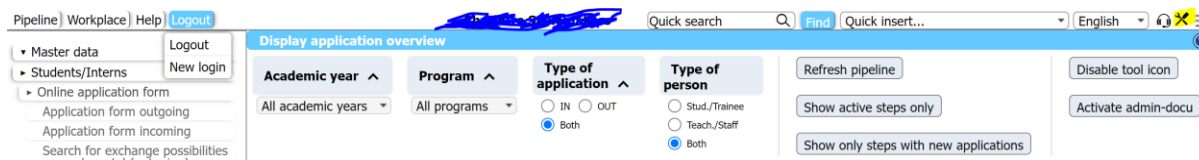
E-mail address  


Homepage

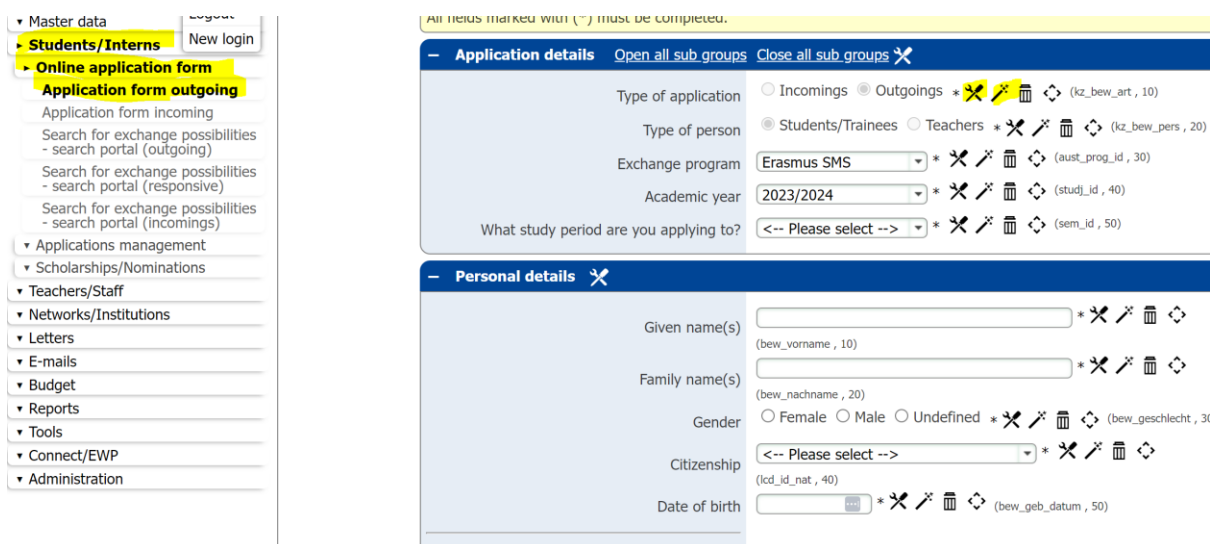
Comment

## Change your application forms

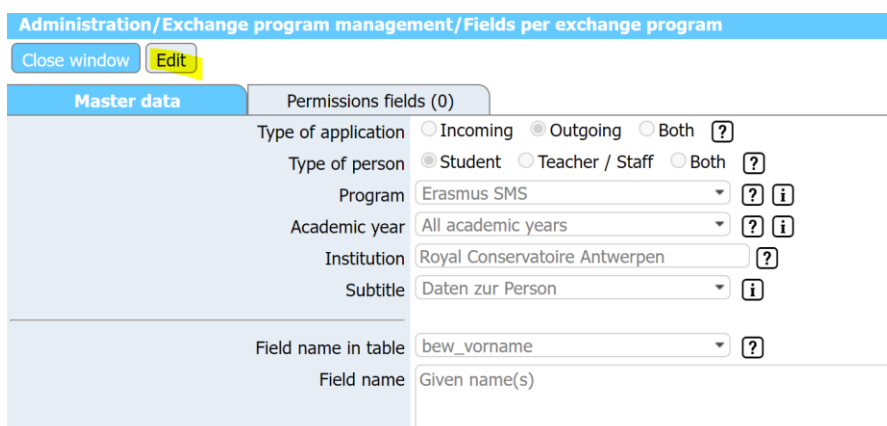
If you want to change your application form click first on the Tool Icon  that you see in the right up corner of your page



Then go to the left menu, click on Students/Interns – Online application form and then select the outgoing or incoming application, depending on the one you want to change. You see again the tool icon next to the questions and next to the sections. You can click on the icon to make changes and on the stick icon to add questions 



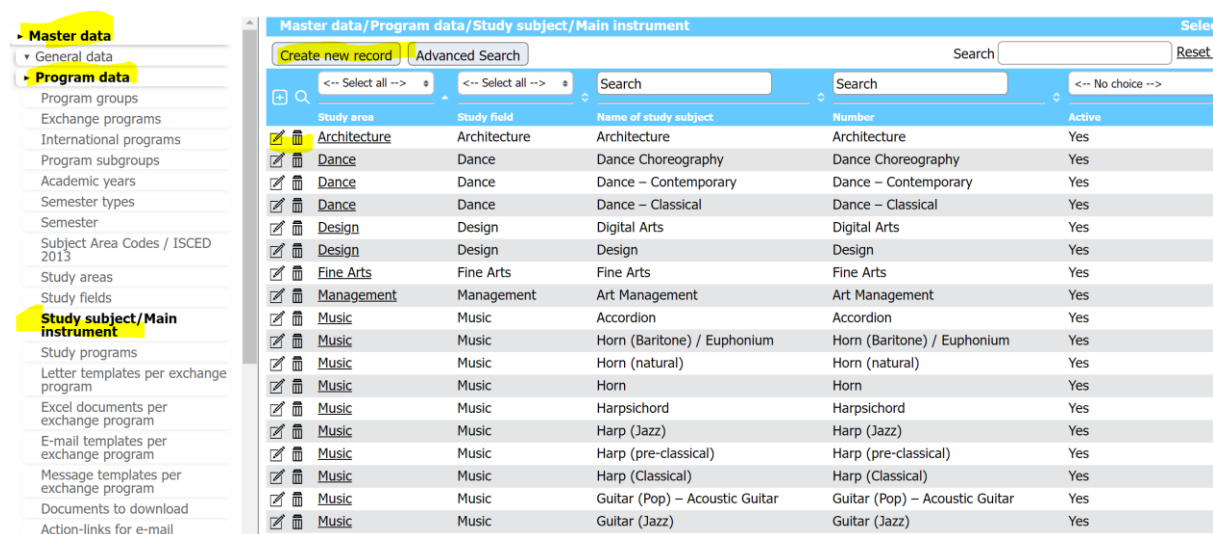
In order to make changes, click on edit (top of the page). To save changes click on the same button (now called Update)



## Upload your own list of instruments in the Application Form

By default, in your application forms you have a comprehensive list of study areas and instruments. Should you want to upload a completely different list of study areas and subjects/instruments please contact Sara at [events@aec-music.eu](mailto:events@aec-music.eu). You will receive an Excel file to fill in according to the criteria of the system.

If instead you just want to delete or add instruments without uploading a whole new file you can go on the left menu and click on Master Data – Programme Data – Study Subject/Main Instrument and click on the garbage or edit button of the instrument you want to modify. You can also create a new instrument by clicking on the button “Create new record”.



The screenshot displays the application interface for managing study subjects and instruments. The left sidebar contains a menu with the following items: Master data, General data, Program data, Program groups, Exchange programs, International programs, Program subgroups, Academic years, Semester types, Semester, Subject Area Codes / ISCED 2013, Study areas, Study fields, Study subject/Main instrument (highlighted), Study programs, Letter templates per exchange program, Excel documents per exchange program, E-mail templates per exchange program, Message templates per exchange program, Documents to download, and Action-links for e-mail. The main area is titled 'Master data/Program data/Study subject/Main instrument' and features a 'Create new record' button, an 'Advanced Search' button, and a search bar. Below this is a table with the following columns: Study area, Study field, Name of study subject, Number, and Active. The table lists various instruments, including Architecture, Dance, Design, Fine Arts, Management, Music, and Harp, with their respective study fields and active status.

Study area	Study field	Name of study subject	Number	Active
Architecture	Architecture	Architecture	Architecture	Yes
Dance	Dance	Dance Choreography	Dance Choreography	Yes
Dance	Dance	Dance – Contemporary	Dance – Contemporary	Yes
Dance	Dance	Dance – Classical	Dance – Classical	Yes
Design	Design	Digital Arts	Digital Arts	Yes
Design	Design	Design	Design	Yes
Fine Arts	Fine Arts	Fine Arts	Fine Arts	Yes
Management	Management	Art Management	Art Management	Yes
Music	Music	Accordion	Accordion	Yes
Music	Music	Horn (Baritone) / Euphonium	Horn (Baritone) / Euphonium	Yes
Music	Music	Horn (natural)	Horn (natural)	Yes
Music	Music	Horn	Horn	Yes
Music	Music	Harpsichord	Harpsichord	Yes
Music	Music	Harp (Jazz)	Harp (Jazz)	Yes
Music	Music	Harp (pre-classical)	Harp (pre-classical)	Yes
Music	Music	Harp (Classical)	Harp (Classical)	Yes
Music	Music	Guitar (Pop) – Acoustic Guitar	Guitar (Pop) – Acoustic Guitar	Yes
Music	Music	Guitar (Jazz)	Guitar (Jazz)	Yes

## Make Changes to the Upload section of the Student Workflow – such as add helptexts

On the left menu click on Administration – Upload Management – Upload Settings. Click on the upload item you want to modify (or add an helptext about the item in your application form)

Upload name	Internal name of upload	All file types allowed	Documentation	Table
Agreements	AGREEMENTS	No	No	VEREINBARUNG N
Application documents	BEW_UNTERLAGEN_KURZF	Yes	No	BEWERBUNG
Application form	APPLICATION_SIGNED	Yes	No	BEWERBUNG
Certificate of Attendance	CERT_ATTEND	Yes	No	BEWERBUNG
Certificate of Departure	CERT_DEPART	Yes	No	BEWERBUNG
Europass CV	CV	Yes	No	BEWERBUNG
Final documents	ABSCHLUSS_DOK_KURZF	Yes	No	BEWERBUNG
Language Certificate	LANGUAGE_CERT	Yes	No	BEWERBUNG
LEARN AGREE 1 SIGNED	LEARN_AGREE_1_SIGNED	Yes	No	BEWERBUNG
LEARN AGREE 2 SIGNED	LEARN_AGREE_2_SIGNED	Yes	No	BEWERBUNG
Learning Agreement	LEARN_AGREE	Yes	No	BEWERBUNG
Learning Agreement	BEW_LEARNING_AGREEMENT	Yes	No	BEWERBUNG
Learning Agreement (Extension of Stay)	SIGNED_LEARN_AGREE_2_EXTENSION_OF_STAY	Yes	No	BEWERBUNG
Letter of confirmation	LETTER_CONF	Yes	No	BEWERBUNG
Media file	MEDIA_FILE	Yes	No	BEWERBUNG
Passport Photograph	PASSPHOTO	No	No	BEWERBUNG
Proof of previous studies	STUDY_PROOF	Yes	No	BEWERBUNG
Signature	SIGNATURE	No	No	BEWERBUNG
Signed application form	UNTERZEICHNET_BEWFORM	Yes	No	BEWERBUNG
Transcript of records	TRANSCRIPT_RECORDS	Yes	No	BEWERBUNG

Click on Edit, then after the changes click on the same button, now called Update

**Administration/Upload management/Upload settings (ID = 2224)**

Back Edit

**Master data** Roles (7) Upload Groups (0)

Internal name of upload CV ?

Upload name Europass CV A

Helptext Please upload your CV in a Europass format here.  
More information under: <https://europa.eu/europass/en/create-europass>

Upload File Name

Number of max. uploads 1 ?

Maximum size of upload (MB) 2

All file types allowed ☒

Image files allowed ☒ ?

Min. allowed width of the image in Pixel 0

Min. allowed height of the image in Pixel 0

Max. allowed width of the image in Pixel 500

Max. allowed height of the image in Pixel 500

Allow only selected file type <-- No choice --> ?

Show image tool ☐

Word files allowed ☐

## Add Help text or change the text to questions / add a link to your Course Catalogue in the Students Workflow

In the Incoming Pipeline, click on an application, and then click on the underlined name of the student

▼ Master data   Edit Favorites   **Applicants registered/imported**   Select All

▼ Students/Interns   Applications outgoing   Advanced Search   Show further search fields   Search   Reset all filter

▼ Teachers/Staff

▼ Networks/Institutions

▼ Letters

▼ E-mails

▼ Budget


▼ Reports


▼ Tools


▼ Connect/EWP

▼ Administration

Last name, First name, Degree	Program	Study field	Study subject	Home Inst.	Host Inst.	Academic year
Test, Sib-IN	Erasmus SMS	Theatre	Theatre – scenography	LYON24	HELSINKI42	2023/2024

Click on the Tool Icon  on the up right corner and you will see tool icons appearing next to each line.


y | Uniarts Helsinki 




y | Help Logout   Admin Sibelius   Quick search   Find   Quick insert...   English   




**Applications incoming (ID = 291546)**   Disable tool icon   Display




Back   Edit




**Master data**   Personal details   Pipeline   Display application workflow   Study plan   Documents (3)   E-mails (2)




– Data concerning your application   Open all sub groups   Close all sub groups 


Type of application   Incomings   Outgoings    (kz\_bew\_art , 10)




Type of person   Students/Trainees   Teachers    (kz\_bew\_pers , 20)




Exchange programme   Erasmus SMS    (aust\_prog\_id , 3)




Academic year   2023/2024    (studj\_id , 40)

Semester   Winter semester    (sem\_id , 45)

– Personal data 




Last name   Test    (bew\_nachname , 10)




First name   Sib-IN    (bew\_vorname , 20)




Matriculation number      (bew\_matr\_nr , 30)




Scroll until the questions you need to update (such as the link to your course catalogue in the study plan) and click on the relevant tool icon




**Master data**   Personal details   Pipeline   Display application workflow   Study plan   Documents (3)   E-mails (2)

Links to recording   (bew\_txt\_anmerkung , 10)   kpopopäkäpok   

Links to Media file   (text\_freifeld1 , 20)   joijoiijoj   

extra question from host institution   (text\_freifeld3 , 25)   

Study plan reviewed   (text\_freifeld2 , 30)    (bit\_freifeld3 , 42)

I hereby confirm that I want to submit my application with all required documents/information provided   ☐    (bit\_freifeld5 , 43)

To add the link to your course catalogue click on Edit, type the address and click on Update

Administration/Exchange program management/Fields per exchange program (ID = 89040)

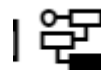
Close window Edit

Master data	Permissions fields (0)
Type of application	<input checked="" type="radio"/> Incoming <input 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	Erasmus SMS ? i
Academic year	All academic years ? i
Institution	Sibelius Academy, University of the Arts Helsinki ?
Subtitle	Further information i
Field name in table	bit_freifeld3 - Free field 3 (boolean) ?
Field name	Study plan reviewed A9
Field type	<input type="radio"/> Boolean <input checked="" type="radio"/> Checkbox ?
Allowed values	
Default value	
Field length	1000
Help text	Please review your course list here <a href="http://www.siba.fi">www.siba.fi</a> and please type the names of the courses that want to take at destination A9
Show Help	<input type="radio"/> No <input type="radio"/> Own popup window <input checked="" type="radio"/> Own row <input type="radio"/> Tooltip ?
Help only on change of value	<input type="checkbox"/>
Empty row before	<input checked="" type="radio"/> None <input type="radio"/> Blank line <input type="radio"/> Separator





The study plan is structured as a table with 3 entries. You can change the name of the entries using the tool icon

Study plan	Disable tool icon	Show Questionnaire-Check	Display
Please insert your study plan			
<b>Study Subject 1</b>			
Please review your course list here ----- and please type the names of the courses that want to take at destination			
Course name	Violin		
Course code	1		
Course credit	3		
<b>Study Subject 2</b>			
Course name	Theory		
Course code	25		
Course credit	3		
<b>Study Subject 3</b>			
Course name	Piano comp		

## How to visualize and make changes to the Student's Workflow



This is the Icon that lets you see the student's workflow: You find it , in the pipeline, by clicking on Display Applications. You find it next to the Name of the student

	<input type="text" value="Search"/>	<input type="text" value="Erasmus SMS"/>	<input type="text" value="&lt;-- Select all --&gt;"/>	<input type="text" value="&lt;-- Select all --&gt;"/>	<input type="text" value="&lt;-- Select all --&gt;"/>	<input type="text" value="&lt;-- Select all --&gt;"/>	<input type="text" value="2023/2024"/>
	Last name, First name, Degree	Program	Study field	Study subject	Home.Inst.	Host.Inst.	Academic year
  	<u>Test, Sib-IN</u>	Erasmus SMS	Theatre	Theatre – scenography	LYON24	HELSINK42	2023/2024