

EASY Mobility Online Manual for Internal IRCs

First Part, update December 2023

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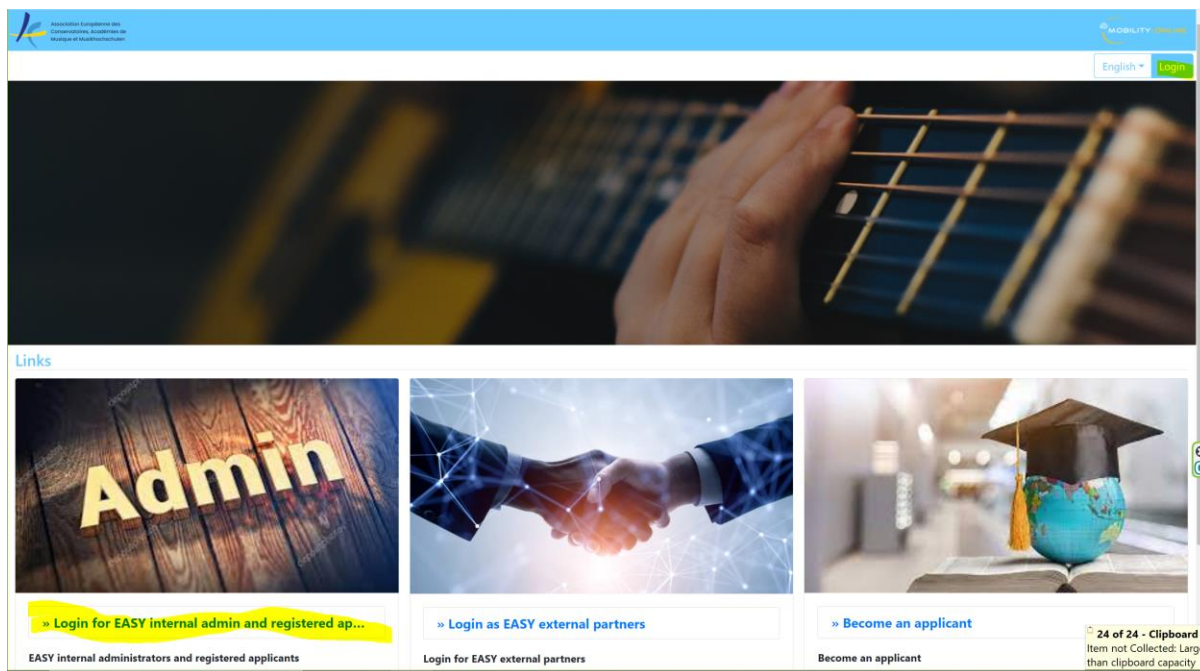
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Chapter 1: SETTINGS

How to login in the system (coordinators)

Go to: <https://mobility.aec-music.eu/LoginServlet>

Click on the login button on the right or on the first box down on the left to login



LOGIN Name:

The login name to enter the profile of your institution is the complete name of the main contact person you gave when you signed up for EASY last year. Should you have forgotten this name, please send an email to events@aec-music.eu

If people have multiple last names, include all of them with no spaces and capital letters

For example

Name: Juan Carlos Antonio

Login: JuanCarlosAntonio

If people have special characters in their names, do not include them in the username.

For example.

Name: Mădălina Petre

Login: MadalinaPetre

PASSWORD:

Your password is your Erasmus Code without the country code

Exception 1: if your Erasmus Code without the country code is too short (less than 8 characters) please insert a 1 or two 1s at the end in order to reach 8 characters, as the password needs to have at least 8 characters.

For example

Erasmus code without country = WIEN03

Password: WIEN0311 (so that we get to 8 characters - minimum password length)

Exception 2: if the Erasmus Code without the country code contains a hyphen, leave it out of the password.

For example :

Erasmus code without country: F AIX-PRO29

Password: AIXPRO29

With the same login and password you can let access to 5 people. In the system you can create as many users as you want. You can change your password if you wish.

Persons and Functions

It is very important to have the right contacts in the system. It is compulsory to have in the system one person assigned to the Function **“Incoming and Outgoing Exchange Coordinator”** because all email templates for notifications are linked to this function. You can check if you have it by clicking on the main menu on the left Master data – Institutional data – Institution (own). Click on the bookmark “Persons

Last name, First name, Degree	First name	Function	Study field	Telephone number	E-mail address	Comment	Active
Diethart, Laura	Laura	Departmental coordinator			laura.diethart@sop.co.at		Yes
Jaikonen, Aino	Aino	Incoming and Outgoing Exchange Coordinator	Music	09 2510 526	aino.jaikonen@uniarts.fi	Incoming student exchange Teacher exchanges (incoming and outgoing)	Yes
Veijonsuo, Leena	Leena	Contact person, Teaching and			leena.veijonsuo@uniarts.fi	Outgoing student exchange	Yes

It is possible to have a different person for the Outgoings and another one for the Incomings. But in this case, it is not enough to change the function of those people, you need to contact Mobility Online to make sure what should receive what and that the templates are linked to the right function.

To add/ change a function to a person you click on the name of the person, you click on edit and you change the function in the dropdown menu and then you click on the button “update”. A person can have more than one function

Allocation of people to institutions

Back Update

Person-ID: Diethart, Laura

Institution: Sibelius Academy, University of the Arts Helsinki

Address: <-- No choice -->

Function: Departmental coordinator

Unit: Search Select all No choice

Telephone number

Mobile phone number

Fax number

E-mail address

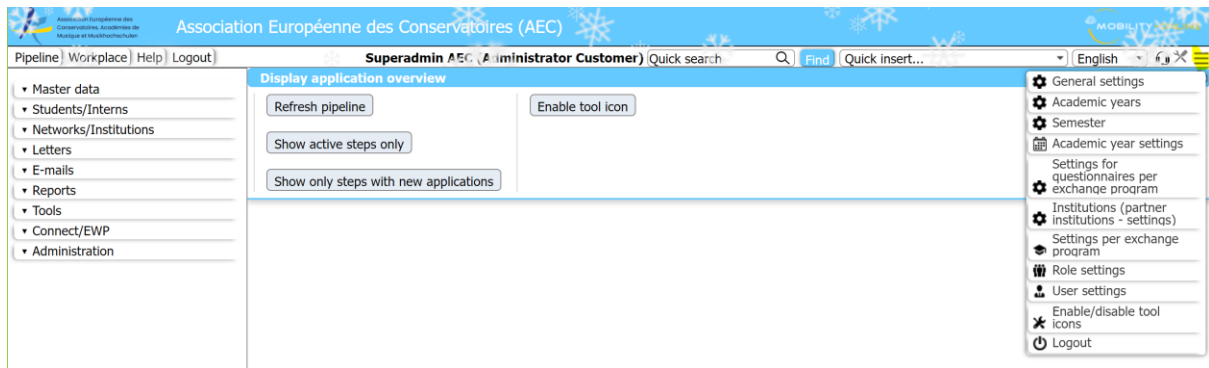
In case of an update overwrite same e-mail addresses in allocation of persons to addresses

Homepage

Function options:

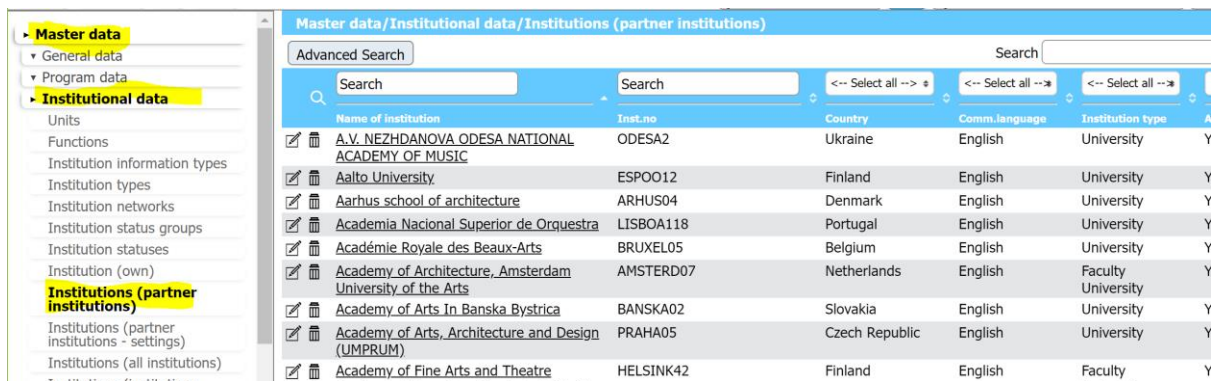
- Contact person
- Departmental coordinator
- Head International Office
- Head of institution
- Head of international office
- Head of the department
- Housing assistance

You find the most important settings in the burger menu on the top right corner (the three horizontal lines)

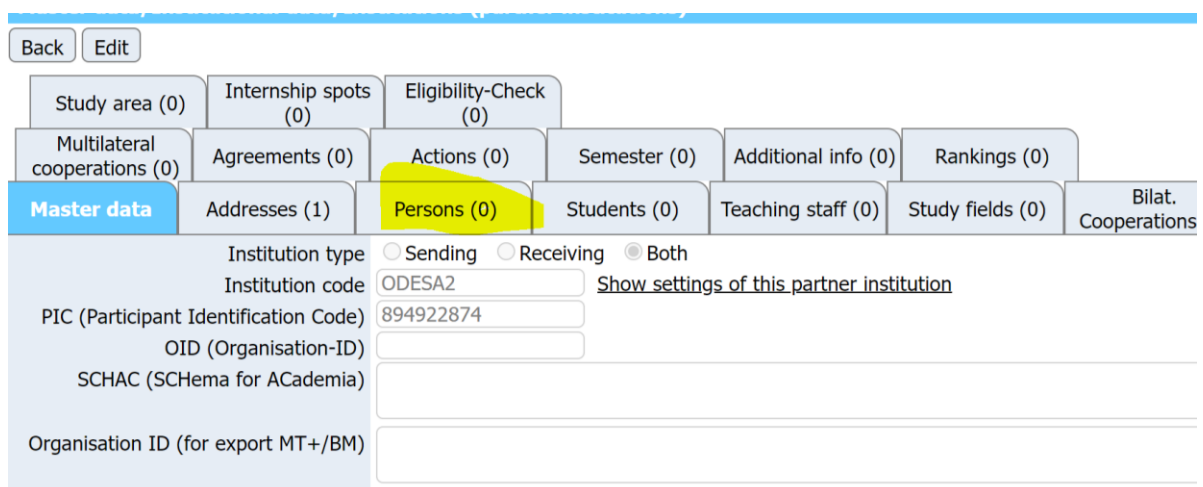


Check Name and Contacts of your (EASY External) partners

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.



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



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 shows a web application interface. On the left is a navigation menu with the following items: Master data, General data, Program data, Institutional data (highlighted), Units, Functions, Institution information types, Institution types, Institution networks, Institution status groups, Institution statuses, Institution (own), Institutions (partner institutions), Institutions (partner institutions - settings), Institutions (all institutions), Institutions (institutions marked as 'non active'), Institution workflow, Faculties, Departments, Companies, Accommodations, Agencies, Address types, Addresses, Types of persons, Persons (all) (highlighted), Employees, and Students/Trainees. The main area is titled 'Master data/Institutional data/Persons (all)'. It features a 'Create new record' button, 'Advanced Search', and 'Show further search fields'. Below this is a search bar and a table of persons. The table has columns for 'Last name, First name, Degree', 'Gender', 'Date of birth', 'Nationality', and 'Type of person'. The table contains 20 rows of data, each with a pencil icon for editing and a trash icon for deletion.

Last name, First name, Degree	Gender	Date of birth	Nationality	Type of person
Aardal, Siv	Other			Employ
Aarnseth, Johanne	Other			Employ
Abad Carlés, Ana	Other			Employ
Abdukhalik, ZHANNA	Other			Employ
Abe, Rumiko	Other			Employ
Ach, Daniel	Other			Employ
Adams, Leoni	Other			Employ
Adress, General Email	Other			Employ
Adviser, Exchange	Other			Employ
Aerts, Wim	Other			Employ
AGUERIA, fernando	Other			Employ
Ahokas, Carmela	Other			Employ
Aigner, Johanna	Other			Employ
Aknin, Nathalie	Other			Employ
Alasdair Spark, Beth Holding	Other			Employ
Albertini, Sara	Other			Employ
Alksne, Anita	Other			Employ
Alonso, Begoña	Other			Employ
Altenhoff, Andreas	Other			Employ
Altinel, Ahmet	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)

Back Save

Master data

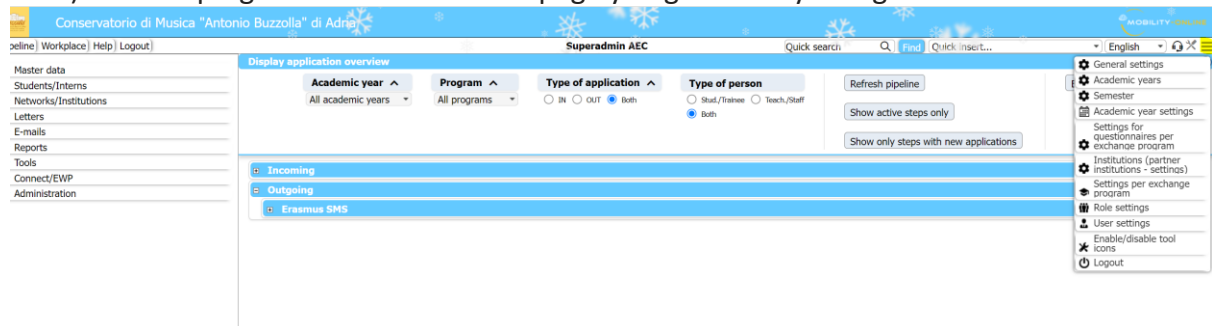
Last name	<input type="text" value="Last name must be filled in."/>	
Second last name	<input type="text"/>	
First name	<input type="text"/>	
First name (official)	<input type="text"/>	
Degree	<input type="text"/>	
Post-nominal letters	<input type="text"/>	
Gender	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	
Date of birth	<input type="text"/> Today	
ESI	<input type="text"/>	
Social insurance number	<input type="text"/>	
Tax number	<input type="text"/>	
Type of person	Employees	
Nationality	<-- No choice -->	
Second nationality	<-- No choice -->	
Country of birth	<-- No choice -->	
Communication language	English	
Additional comment	<input type="text"/>	
Additional comments (Portal)	There are still 100000 characters available	
	<input type="text"/>	
	There are still 100000 characters available	
Image/Logo	<input type="text" value="Please enter the Image\Logo"/>	
Declaration of consent (passing on personal data)	<input type="checkbox"/>	
Dataset active	<input checked="" type="checkbox"/>	

Allocation of people to institutions

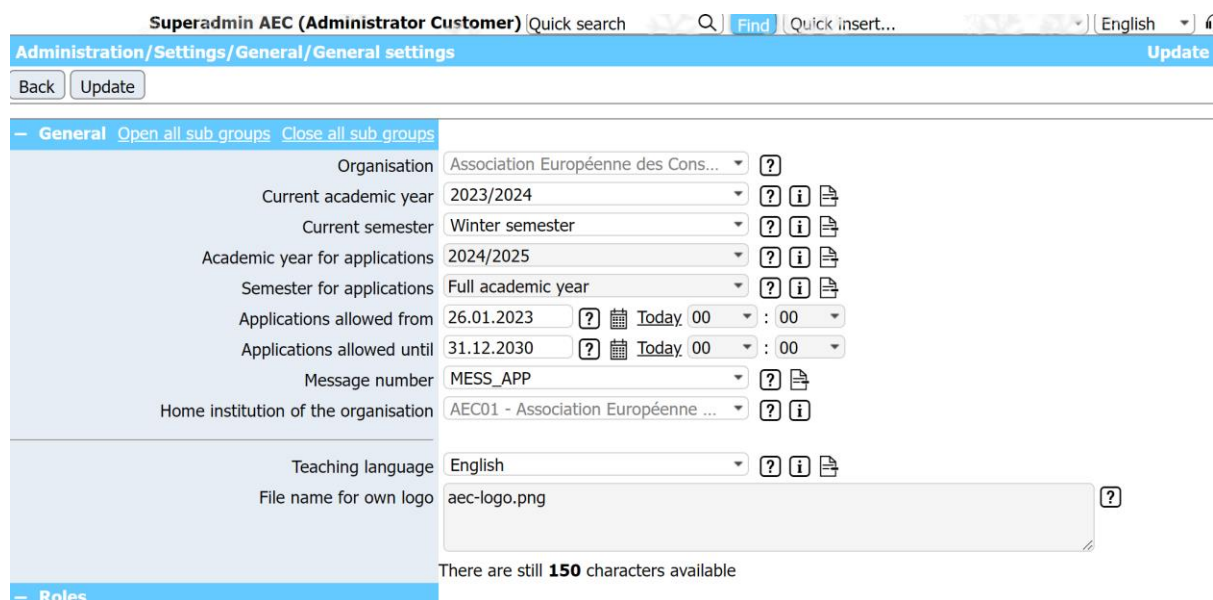
Country	Belgium	
Institution	<-- Please select -->	
Address	<-- No choice -->	
Function	<-- No choice -->	
Unit	<-- No choice -->	
Telephone number	<input type="text"/>	
Mobile phone number	<input type="text"/>	
Fax number	<input type="text"/>	
E-mail address	<input type="text"/>	<input checked="" type="checkbox"/>
Homepage	<input type="text"/>	
Comment	<input type="text"/>	

General Settings

The main settings of the systems are available in the so call “burger menu” (3 horizontal lines) in the top right corner of the main page you get when you log in:



Click on General Settings (first item in the burger menu), and then edit. See the settings below. Make sure that applications are allowed now by making sure we are in the indicated range and that **the Academic Year of applications is 2024/25**



Academic Year Settings

You need to set up the academic year settings in order to establish your application period.

Click on the Academic Year Settings from the burger menu on the top right corner of the main page you get when you log in.

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

Administration/Settings/General/Academic year settings							
Year.App	Semester for applications	Program	Pers.Type	App.Type	Institution	App.from	App.to
<u>2023/2024</u>		All programs	Teacher / Staff	Incoming	Sibelius Academy, University of the Arts Helsinki	30.01.2023	30.11.2023
<u>2023/2024</u>		All programs	Student	Incoming	Sibelius Academy, University of the Arts Helsinki	30.01.2023	30.11.2023
<u>2023/2024</u>		All programs	Teacher / Staff	Outgoing	Sibelius Academy, University of the Arts Helsinki	30.01.2023	17.04.2023
<u>2023/2024</u>		All programs	Student	Outgoing	Sibelius Academy, University of the Arts Helsinki	30.01.2023	30.11.2023
<u>2024/2025</u>		All programs	Student	Outgoing	Sibelius Academy, University of the Arts Helsinki	17.11.2023	15.01.2024
<u>2024/2025</u>		All programs	Student	Incoming	Sibelius Academy, University of the Arts Helsinki	01.11.2023	01.03.2024

Click on the academic year (underlined) and then on edit, to change dates

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 unamed (2).jpg unamed (1).jpg unamed.jpg

It is possible to have different academic year settings per semester, but you also need one setting for the whole year.

So for example like this, where full academic year is still closed:

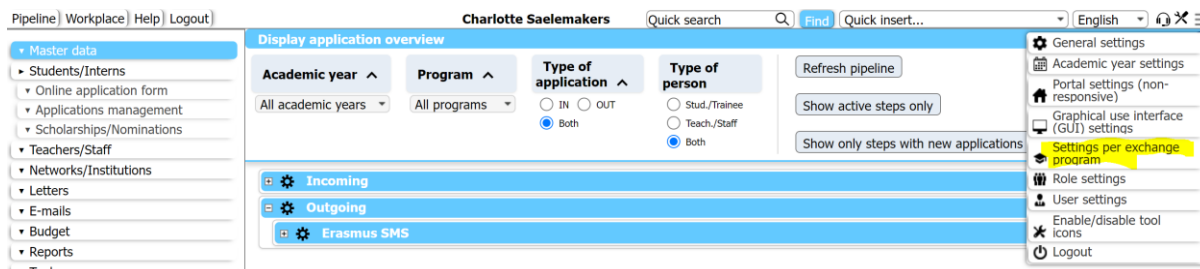
Administration/Settings/General/Academic year settings								Select
Create new record		Advanced Search		No bulk action		Search		Reset all
2024/2025	<-- Select all -->	<-- Select all -->	<-- No choice -->	Outgoing	<-- Select all -->			
Year.App	Semester for applications	Program	Peris.Type	App.Type	Institution	App.from	App.to	
<input checked="" type="checkbox"/> <input type="checkbox"/>	2024/2025	All programs	Student	Outgoing	Sibelius Academy, University of the Arts Helsinki	01.11.2023	15.01.2024	
<input checked="" type="checkbox"/> <input type="checkbox"/>	2024/2025	Fall semester	All programs	Student	Sibelius Academy, University of the Arts Helsinki	15.11.2023	18.11.2023	
<input checked="" type="checkbox"/> <input type="checkbox"/>	2024/2025	Full academic year	All programs	Student	Sibelius Academy, University of the Arts Helsinki	17.11.2023	18.11.2023	

The example above shows that the Outgoing applications open for 24/25, and spring and fall semester are available, but as soon as you try to apply for Full academic year, it is closed.

Settings per exchange programme

How to allow more than 4 choices to outgoing students

In the top right burger menu select “Settings per exchange programme”



Select “All Programmes (Student – Outgoing)”

The screenshot shows the 'Administration/Settings/Exchange/Settings per exchange program' table. The table has columns for Program, Pers.Type, App.Type, and Institution. The data rows are:

Program	Pers.Type	App.Type	Institution
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.

The screenshot shows the 'Administration/Settings/Exchange/Settings per exchange program' edit form. The 'Edit' button is highlighted. The form has tabs for 'Master data', 'Personal details', 'Nomination/Project', and 'Access rights for tabs (0)'. The 'Master data' tab is active, showing fields for 'Function of 'Coordinator'', 'Function of 'Contact Person'', 'Type of address of the main address', 'Type of address of the coordinator', 'Allowed E-Mail Suffix', 'Integrate Captcha-Image', 'Extension of stay abroad allowed', 'Multiple stay allowed', and 'Restriction criteria for multiple stays'. The 'Multiple stay allowed' checkbox is checked. The 'Restriction criteria for multiple stays' section has radio buttons for 'No restriction', 'No restriction - without checking duplicates', 'Restriction per exchange program and academic year', 'Restriction per exchange program, academic year and semester', 'Restriction per exchange program group (Erasmus+), study level and nur months', and 'Restriction per mobility program and study field'. The 'No restriction - without checking duplicates' option is selected and highlighted.

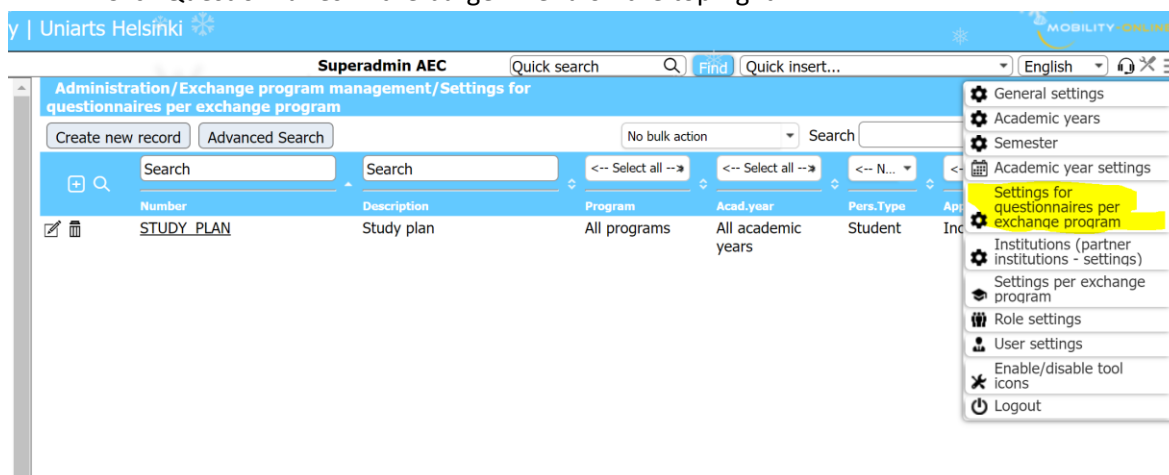
Set up your study plan

In the Study Plan, the applicant can suggest subjects at the host institution during the exchange. As Incoming coordinator it is important to review/edit the Study Plan questions, so they are in line with the possibilities at your institution.

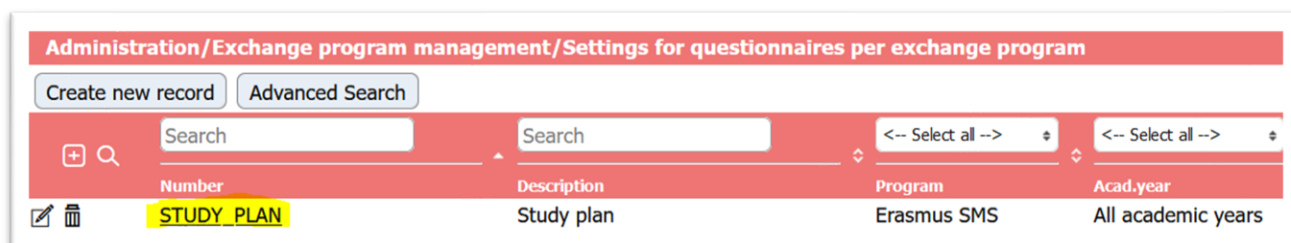
The Study Plan is **not** the Digital Learning Agreement (DLA), which comes later in the process and only for applicants, who have been accepted.

1. OPEN THE STUDY PLAN QUESTIONNAIRE

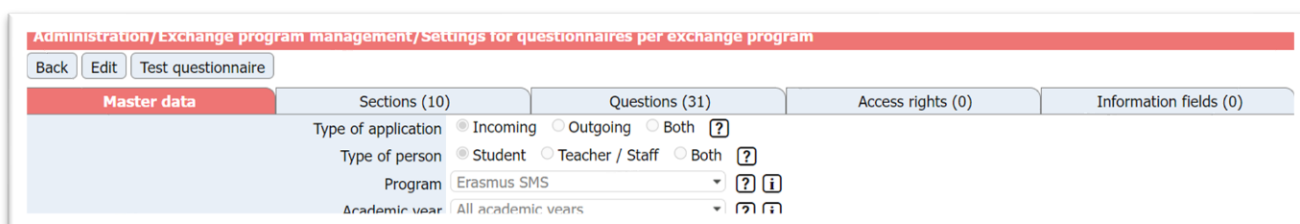
Click *Questionnaires* in the burger menu on the top right:



In the new page you should see a Study Plan template - click the *Study Plan* link to open this template:

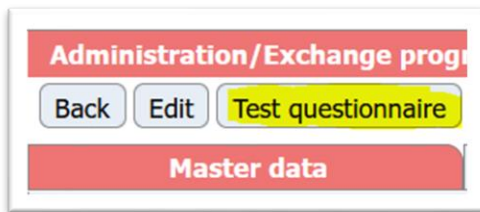


You now see the settings of the Study Plan template:



2. OPEN TEST QUESTIONNAIRE

Click *Test questionnaire*:

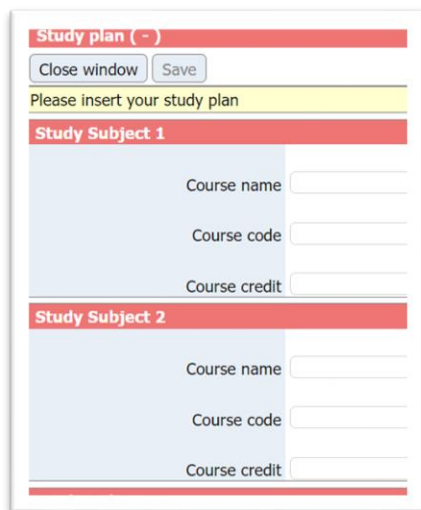


Administration/Exchange program

Back Edit **Test questionnaire**

Master data

A new window will open with the questionnaire, the applicants will see. Keep this window open while editing and refresh it regularly, if you want to shift over and see the applicants view of your updates:



Study plan (-)

Close window Save

Please insert your study plan

Study Subject 1

Course name

Course code

Course credit

Study Subject 2

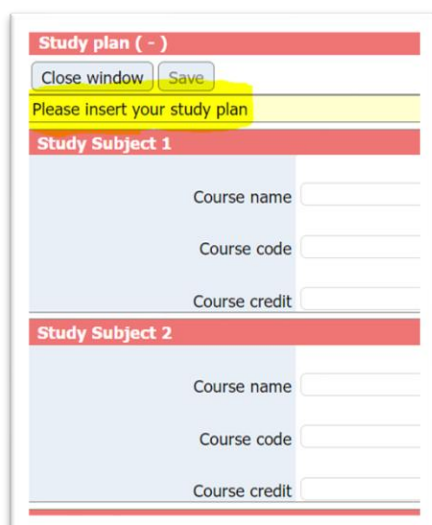
Course name

Course code

Course credit

3. EDIT HELP TEXT

We strongly advise you to **insert the link to the study catalogue** the applicant needs to consult in order to put together the list of subject they want to take during their mobility at their institution:



Study plan (-)

Close window **Save**

Please insert your study plan

Study Subject 1

Course name

Course code

Course credit

Study Subject 2

Course name

Course code

Course credit

.. go back to the main settings page, click *Edit* and edit the help text here by putting the link to your course catalogue and any other information that can help the student filling in their study plan:

Administration/Exchange program management/Settings for questionnaires per exchange prog

Back Edit Test questionnaire

Master data	Sections (10)	Questions (31)
	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	Rhythmic Music Conservatory ?
	Number	STUDY_PLAN ?
	Description	Study plan ? A*
	Width of left column	? ?
	Help	Please insert your study plan

4. EDIT SECTIONS

If you want to edit these section headlines (or delete some or add more):

Study plan (-)

Close window Save

Please insert your study plan

Study Subject 1

Course name

Course code

Course credit

Study Subject 2

Course name

Course code

Course credit

.. click the *Sections* tab and click the Edit or Delete icon left to the relevant headline (also note the sort order to the right):

Allocations of sections to question-settings

Master data	Sections (10)	Questions (31)	Acc
	Institution		
	Number	STUDY_PLAN	
	Description	Study plan	

Back Create new allocation Show further search fields

Description	Sort order
Study_Subject 1	10
Study_Subject 2	20
Study_Subject 3	30
Study_Subject 4	40
Study_Subject 5	50
Study_Subject 6	60
Study_Subject 7	70
Study_Subject 8	80
Study_Subject 9	90
Studv Subiect 10	100

If you click the Edit icon, please note these fields on the edit page:

- Description: Refers to section headline title
- Sort order: This defines this section sort order among your other sections. It can be changed to a higher/lower number, if you want to move this section up or down. See the sort order of all your sections on the Sections tab (previous screenshot)

5. ADD NEW SECTIONS

If you want to add a new section headline, the easiest way is to click an existing headline, that has approximately the same content and setting as the new one should have:

.. and then click the copy icon at the bottom left:

The new page that opens is your new section/headline, so you just edit what you need and click Save.

(this is in general the easiest way to create new fields, questions etc. in Mobility Online)







6. EDIT COURSE TITLES

If you want to edit these questions/titles (or delete some or add more):

The screenshot shows a web form titled "Study plan (-)". At the top, there are "Close window" and "Save" buttons. Below them is a yellow instruction box: "Please insert your study plan". The form is divided into two sections: "Study Subject 1" and "Study Subject 2". Each section contains three input fields: "Course name", "Course code", and "Course credit". The labels for these fields are highlighted in yellow.

.. click the tap *Questions* and the Edit or Delete icon left to the relevant title:

The screenshot shows the "Allocation of response fields to questions" interface. At the top, there are tabs for "Master data", "Sections (10)", and "Questions (31)". Below the tabs, there are input fields for "Institution", "Number" (containing "STUDY_PLAN"), and "Description" (containing "Study plan"). There are also buttons for "Back", "Create new allocation", and "Show further search fields". A search bar is present with a search icon and a dropdown menu set to "<-- Select all -->". Below the search bar is a table with the following data:

	Content of the question	Section
 	Course name	1
 	Course code	1
 	Course credit	1

If you click the edit icon, please note these fields on the edit page:

- Content of question: Refers to the title of the question
- Section: Refers to the sections mentioned above and the question will appear in the section you choose here
- Field type: Can be changes to e.g. Checkbox or Radio button, if you want the applicants to choose between possibilities instead of writing. In that case, you must write the possible choices separated with comma in the field that will appear, if you select e.g. Radio button. Example: 1=XX,2=YY,3=ZZ
- Help: Here you can add help text for the question
- Sort order: This defines the order of all your question (same way as described under Section edit)

Allocation of response fields to questions

Back Update

Content of the question Course name

There are still **500** characters available

Internal name

Horizontal alignment of the field description Left Center Right

Vertical alignment of the field description Top Center Bottom

Section 1 - Study Subject 1

Field type Text field Integer field Decim

Field length

Default-Type Manual Column ?

Default value

Calculate value

Reload after changing value ?

Depends on field <-- No choice -->

Help

File Edit Insert View

← → **B** *I* ≡ ≡ ≡

A ☺ Formats Paragraph

div

? ?

Show Help Own popup window Own row

Empty row before None Blank line Seperator [

Mandatory field ?

Field deactivated

Sort order 10

7. ADD NEW QUESTION

If you want to add a new question, you can use the same copy-process as under new section (please see number 5).

Partner Institutions

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.

Partners’ individual deactivation

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”).

The screenshot shows the 'Master data/Institutional data/Institutions (partner institutions - settings)' form. The left sidebar contains a navigation menu with 'Institutions (partner institutions - settings)' highlighted. The main form area contains various settings for bilateral agreements, including language of instruction and minimum levels. A 'Dataset active' checkbox is highlighted in yellow and is currently checked. Below the form is a 'Statistics' section showing 0 active bilateral agreements, 0 active bilateral cooperations, and 0 active multilateral cooperations. The footer indicates the form was created by admin (setup) (LaDi) on 27.06.2023 09:14:12, last modified by Charlotte Saelemaker.

Partners’ deactivation as bulk action

1. Go to Master data -> Institutional data -> Institutions (partner institutions - settings)
2. Change the number of entries that are shown to 100 (Show 100 entries) on the bottom of the page
3. Click on “No bulk actions” and choose “Change datasets per row”
4. Choose “All” on bottom left
5. Go to the column “Active” on right, click on the bottom or top of the column and choose “No”
6. Click “Confirm” on left bottom of the page.
7. Choose the next page and repeat until you have deactivated all institutions.

N.B.: you can also try to directly display all records and deactivate all partners in one go, but if it does not work, better to do it in groups of 100 entries

Sibelius Academy | Uniarts Helsinki

Pipeline | Workplace | Help | Logout

Aino Jalkanen Quick search Find Quick insert... English

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

Create new record Advanced Search 3 Change datasets per row Search Reset all filters

Home institution	Host country	Partner institution	Partner type	Status	Contents of partnership	Active
Sibelius Academy, University of the Arts Helsinki	Italy	I BARI03 - Conservatorio di Musica Niccolò Piccinni di Bari - Conservatorio di Musica Niccolò Piccinni di Bari	<-- No choice -->	<-- No choice -->		<input type="checkbox"/>
Sibelius Academy, University of the Arts Helsinki	Finland	S HELSINK41 - Metropolia University of Applied Sciences - Degree Programme in Music - Metropolia University of Applied Sciences - Degree Programme in Music	<-- No choice -->	<-- No choice -->		<input type="checkbox"/>
Sibelius Academy, University of the Arts Helsinki	France	F DIJON32 - ESM Bourgogne-Franche-Comté Dijon - ESM Bourgogne-Franche-Comté Dijon	<-- No choice -->	<-- No choice -->		<input type="checkbox"/>
Sibelius Academy, University of the Arts Helsinki	France	F PARI6365 - Pôle supérieur d'enseignement artistique de Paris Boulogne-Billancourt - Pôle supérieur d'enseignement artistique de Paris Boulogne-Billancourt	<-- No choice -->	<-- No choice -->		<input type="checkbox"/>
Sibelius Academy, University of the Arts Helsinki	France	F LILLE71 - ESMD Ecole Supérieur Musique et Danse Hauts-de-France - Lille - ESMD Ecole Supérieur Musique et Danse Hauts-de-France - Lille	<-- No choice -->	<-- No choice -->		<input type="checkbox"/>
Sibelius Academy, University of the Arts Helsinki	Finland	SF KUOPIO08 - Savonia University of Applied Sciences, Kuopio School of Music and Dance in Kuopio - Savonia	<-- No choice -->	<-- No choice -->		<input type="checkbox"/>

4 All Selected Confirm Reset 5 <-- No choice -->

2 Refresh Show 100 entries Display all records Showing 1 to 100 of 702 entries 7 First Previous 1 2 3 4 5... 8 Next Last

Then you can proceed to activate back those you want to exchange applications with.

Chapter 2: LOGIC OF THE SYSTEM and PROCESS

The application is divided in two parts **OUTGOING** and **INCOMING**.

The procedure is slightly different according to the status of the institutions involved, internal or external.

- Internal Institutions = they use EASY MO as their application management system, and they pay a fee to the AEC for that
- External institution = they can receive applications and send applications to internal institutions, but their actions within the system is very limited

Case 1: an outgoing student from an internal institution applies as incoming to another internal institution (internal to internal)

1. The student goes to <https://mobility.aec-music.eu/LoginServlet>, clicks on Become and applicant and choses their country and home institution



Become an applicant ×

I am a student of

Country
<-- No choice -->

Institution
<-- No choice -->

Close

and fills in the **Outgoing Application Form**.

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 2024/2025 *

What study period are you applying to? <-- Please select --> *

— Personal details

Given name(s) _____ *

N.B. = the academic year refers to the year when the mobility will take place.

The outgoing application form contains up to 4 destinations, so the students fill in 1 outgoing application form for up to 4 destinations. The student can apply as long as the Outgoing application period of his own institution is open, regardless of if the Incoming application period is still closed or not, BUT – if the application deadline of one of the destinations has already expired, the student gets a warning message when filling in the form.

Please note that, once the student has submitted the application, only the Outgoing coordinator sees the applications (the incoming coordinator does not).

2. After submitting the Outgoing Application Form, the student receives an email to **register** in the system. The student needs to remember his Login and Password

Online registration for Mobility-Online
for exchange program Erasmus SMS

Step 2 of 2

Now you have to choose your user name and your password.
If the username already exists please try another one.
Due to password security you have to enter the password twice.
Please confirm your entries and press the button **[Continue]**

Login

Password

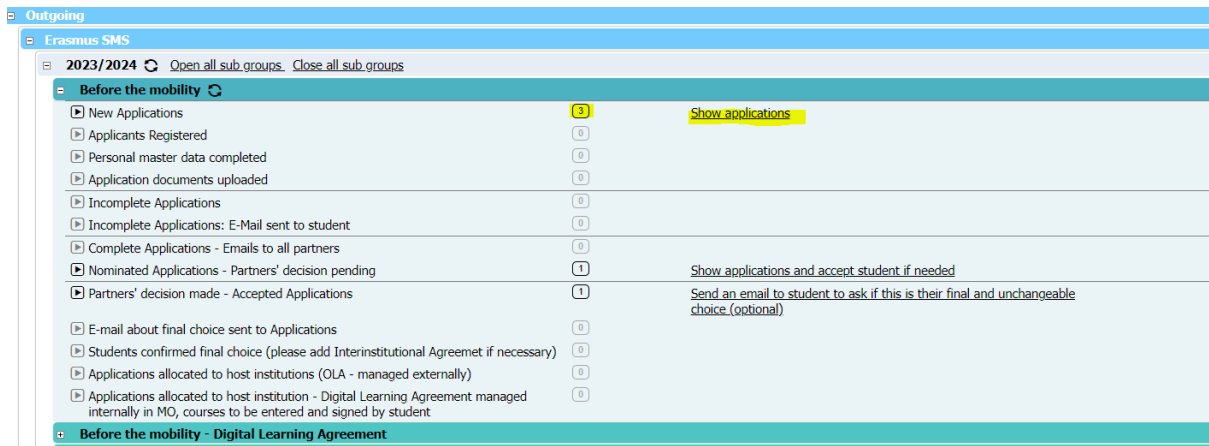
- The student receives an email to login in the system to upload documents and media file in the **Outgoing Workflow** to complete their Outgoing Application.

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the Mobility - Application and Nomination				
Online application	<input checked="" type="checkbox"/>	27.11.2023		Display/Change application
Confirmation email online application	<input checked="" type="checkbox"/>	27.11.2023	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	27.11.2023		
Personal master data completed	<input type="checkbox"/>			Complete personal master data
Photo uploaded	<input type="checkbox"/>			
Motivational statement for Home institution entered	<input type="checkbox"/>			
Language Certificate uploaded	<input type="checkbox"/>			
Proof of previous studies uploaded	<input type="checkbox"/>			
CV uploaded	<input type="checkbox"/>			
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"/>			

The blue actions on the right are the actions that the student must perform to complete the workflow. The student can do the action by clicking on it. Once the action is complete the "Done" box becomes green and ticked. If it is red, it means that the document still needs to be filled in/uploaded. The student needs to click on save/update according to the action. He finally needs to Submit the Application.

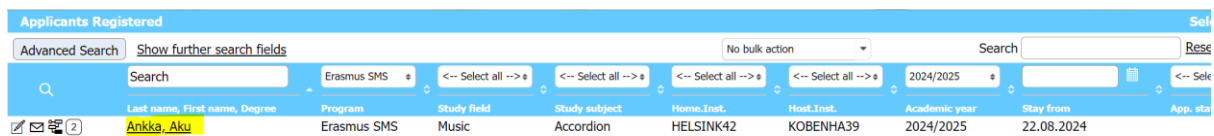
To sum up, the Outgoing application is composed of 2 parts: Outgoing Application Form + Outgoing Workflow. Once the Outgoing Workflow has been filled in with all necessary upload, the students get a message in the workflow in yellow that they have to wait for the approval of the home coordinator.

- The Outgoing Coordinator now logs in the system and clicks on **Pipeline** (first horizontal menu item up on the left). Then they click on the little + next to **Outgoing**, then on the + next to Erasmus, then on the + next to the **Academic Year the application is for (2024-2025)**, and then on **Before Mobility**



You now see the various "drawers", called **pipeline steps**, 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 the two coordinators (outgoing and incoming), the application will pass through the various steps 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.

At this point, the Outgoing coordinator needs to click on the application to review all the data and documents the student has entered, by clicking on the various tabs that compose it.



Superadmin Acc Quick search Find Quick insert... English

Applications outgoing Enable tool icon Display

Back Edit

Master data Pipeline Display application workflow Further applications (2) Documents (0) E-mails (1)

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 2024/2025

What study period are you applying to? Fall semester

Personal details

Given name(s) Anku

Family name(s) Anikka

Gender Female Male Undefined

Citizenship Finland

Date of birth 01.01.2000

E-Mail address anku.anikka@uniarts.fi

Telephone number +358111444555

Please state briefly: What is your main motivation for going on exchange? How would studying abroad be of benefit for you? In which ways do you feel you would be able to contribute to the international studying community during your exchange studies?

Please provide your own comments on the progress of your studies. Will your exchange period fit within the planned time for your studies? In case your studies have been prolonged, please include a schedule for finishing your degree.

Exchange studies will be included as an integrated part of your Siba Individual Study Plan (= HOPS). Please reflect on the relevance of the exchange studies to your core degree studies at Siba. Which courses can you find at the host exchange institution that would be relevant to your degree?

Studies at the home institution

Country of the home institution Finland

Home institution HELSINK42 - Sibelius Academy, U...

Department Church music and organ Helsinki

Field of study Music

Main Instrument / Specific Field of Study Accordion

Current level of education at home institution (before exchange) 1st Year Bachelor (on a 3 years B...

24 of 24 - Clipboard Item not Collected than clipboard

To mark the application as complete, the Outgoing Coordinator needs to click on the 2 boxes and the button highlighted below

Application documents uploaded Check applications formally, mark as 'complete' or 'incomplete'

Preselection

Additional updates

Application complete Application incomplete

Show further search fields No bulk action Search Reset all filters

Search	Erasmus SMS	<-- Select all -->	<-- Select all -->	<-- Select all -->	<-- Select all -->	2024/2025
Last name, First name, Degree	Program	Study field	Study subject	Home.Inst.	Host.Inst.	Academic year
Veijonsuotestaa, Leenatestaa	Erasmus SMS	Music	Clarinet (Jazz)	HELSINK42	BREMEN03	2024/2025

Show 20 entries Display all records Showing 1 to 1 of 1 entries First Previous 1 Next Last

Back to the application overview Check applications formally, mark as 'complete' or 'incomplete'

- After marking her as complete, the application will directly appear in pipeline step to nominate and transfer application to partner:

Outgoing		Tot
Erasmus SMS		Tot
2023/2024	Close all sub groups	Tot
Before the mobility		Tot
New Applications	0	
Applicants Registered	1	Show applications
Personal master data completed	0	
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	1 (+1)	Nominate and transfer application to the partner institutions
Nominated Applications - Partners' decision pending	0	
Partners' decision made - Accepted Applications	0	

6. The Outgoing Coordinator now transfers the application to the Incoming Institution.

Complete Applications - Emails to all partners							Nominate and transfer app	
Preselection								
Preselection								
Show further search fields								
No bulk action Search								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Erasmus SMS	<-- Select all -->	<-- Select all -->	<-- Select all -->	<-- Select all -->	2023/2024
		Last name, First name, Degree	Program	Study field	Study subject	Home Inst.	Host Inst.	Academic year
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Havimäki, Linnea	Erasmus SMS	Dance	Dance – Contemporary	KUOPIO08	STOCKHO27	2023/2024
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hoffström, Nea Ella Erika	Erasmus SMS	Dance	Dance – Contemporary	KUOPIO08	STOCKHO27	2023/2024

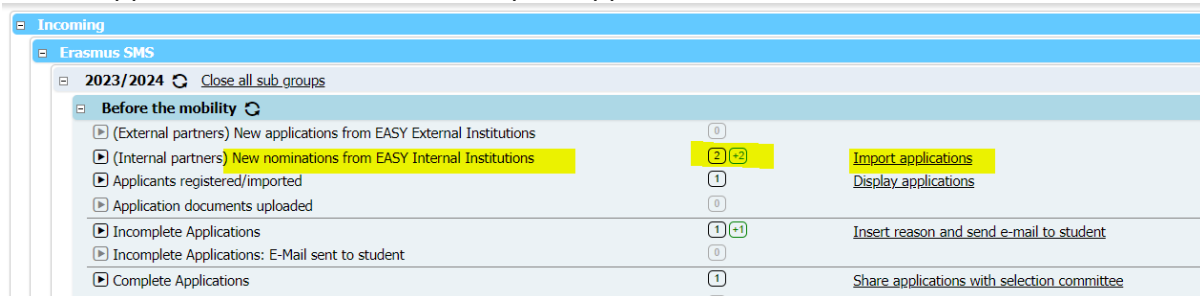
Show 20 entries Display all records Showing 1 to 2 of 2 entries

Only now the Incoming coordinator sees that there is an application.

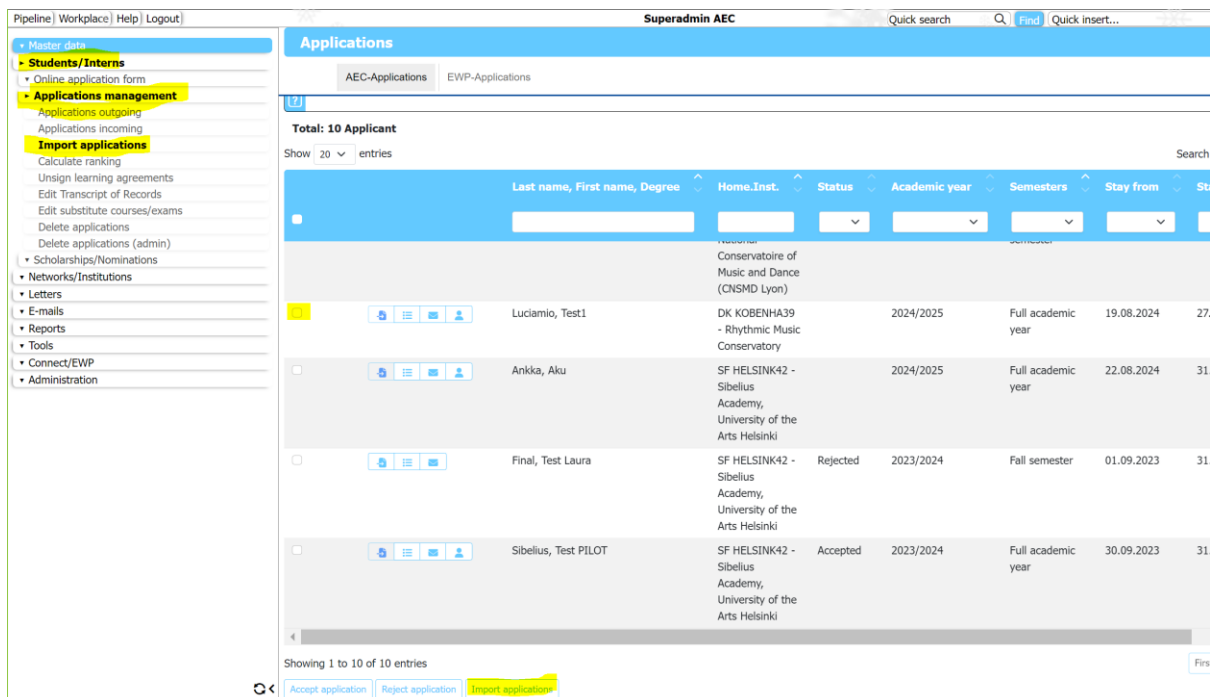
The outgoing application is now waiting for the Incoming institution to act and appears in the following pipeline step

Application documents uploaded	1	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 (+2)	Show applications and accept student if needed
Partners' decision made - Accepted Applications	0	

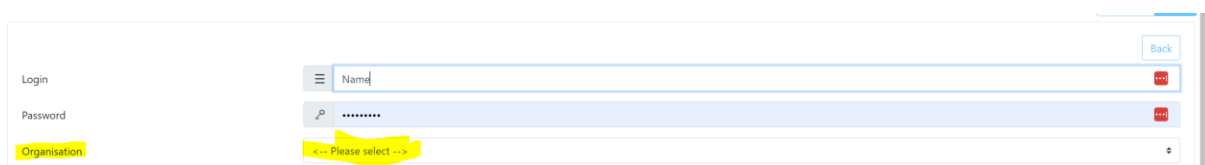
- the Incoming Coordinator needs now to import the application from the internal partner. They therefore need to click on Pipeline, Incoming, Academic year of reference and Before Mobility. The application should appear in the step highlighted below and can be imported by clicking on the action link on the right. Then select the application and then click on Import Applications.



In case this procedure does not work, an alternative way to import applications from internal institution is the following: from the left menu click on Student/Interns – Application Management – Import applications. Then you select the application to import and you click on the button on the bottom “import applications”.



- Now the student receives an email to login to complete the **Incoming Workflow**. When login in the system, the student can use the same credentials they used for the Outgoing Workflow but needs to make sure to select the Incoming Institution they are completing the workflow for. Please note that the student needs to complete one Incoming Workflow per chosen destination.



To sum up, while there is only one Outgoing Application Form and one Outgoing Application form to complete, there are as many Incoming Workflows to complete as the number of incoming destinations that the student has chosen. The Incoming Workflow works the same as the Outgoing one, with documents to upload by clicking on the blue actions on the right and boxes that become green as soon as the student proceeds with the uploading. In the Incoming Workflow, the student will be asked to fill in their Study Plan:

Please insert your study plan

Study Subject 1

Please review your course list here ----- and please type the names of the courses that want to take at destination

Course name

Course code

Course credit

Study Subject 2

- Once the student has submitted the documents of the Incoming Workflow, the Incoming Coordinator can see that the application moved to the step “Application documents uploaded” and can mark the application as complete by clicking on the boxes and button highlighted below

Application documents uploaded Check applications formally, mark as 'complete' or 'incomplete'

Preselection

Additional updates

Application complete Application incomplete

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

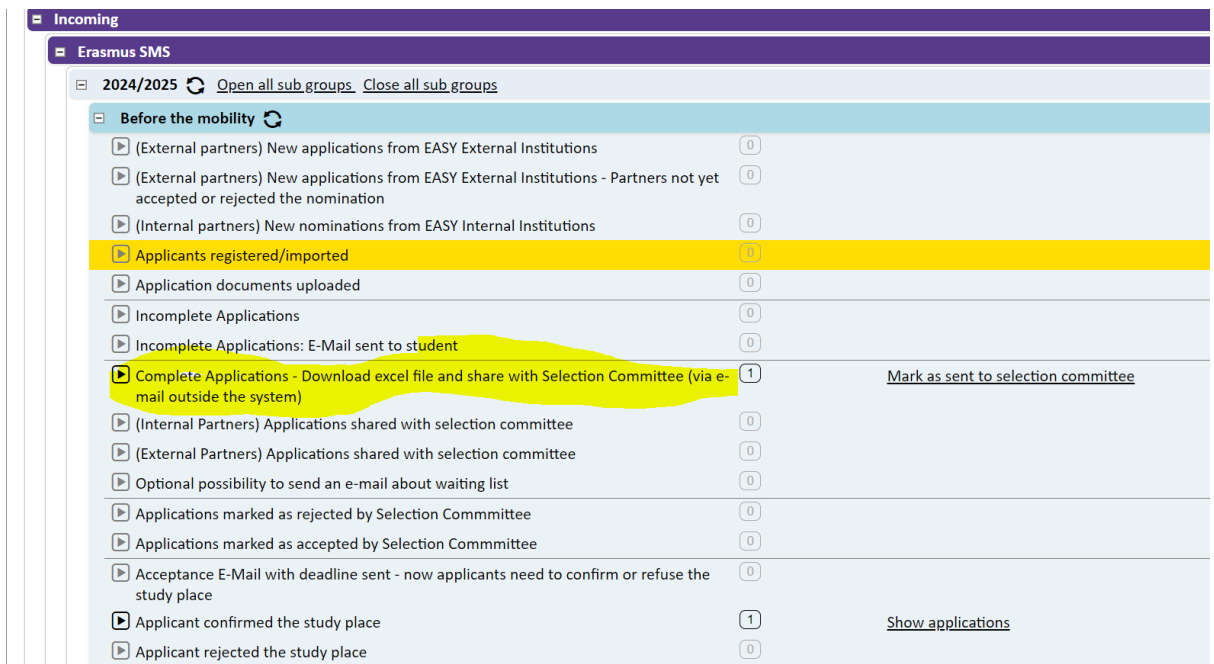
	Search	Erasmus SMS	<-- Select all -->	<-- Select all -->	<-- Select all -->	<-- Select all -->	2024/2025
	Last name, First name, Degree	Program	Study field	Study subject	Home.Inst.	Host.Inst.	Academic year
<input checked="" type="checkbox"/>	Veijonsuotestaa, Leenatestaa	Erasmus SMS	Music	Clarinet (Jazz)	HELSINK42	BREMEN03	2024/2025

Show 20 entries [Display all records](#) Showing 1 to 1 of 1 entries First Previous 1 Next Last

[Back to the application overview](#) Check applications formally, mark as 'complete' or 'incomplete'

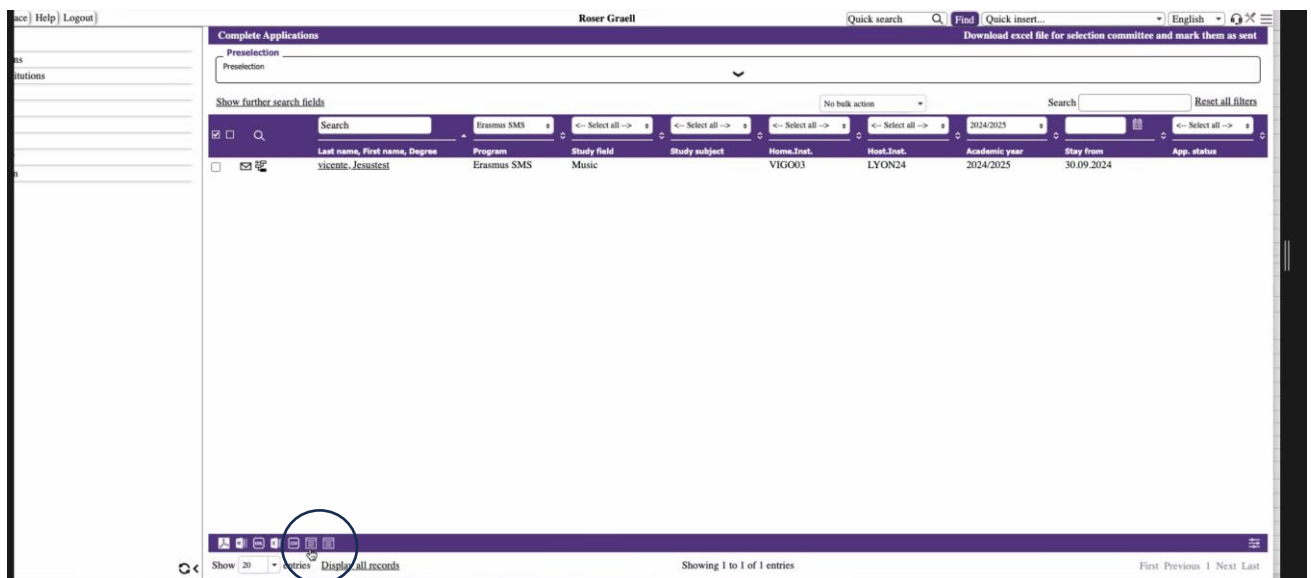
This action can be also done at the same time for more applications.

- The application has now moved to the step “Complete Applications - Download excel file and share with Selection Committee (via e-mail outside the system)”.



In this step you can download an excel file with the **link to the application documents** and another one with information about the application/s, to be shared via mail with the selection committee outside the system. You can now click on “Mark as sent to selection committee”.

See where to download the excel file in the screenshot here below (the two small icons in the circle, on the bottom of the page) – click on those icons to obtain the files



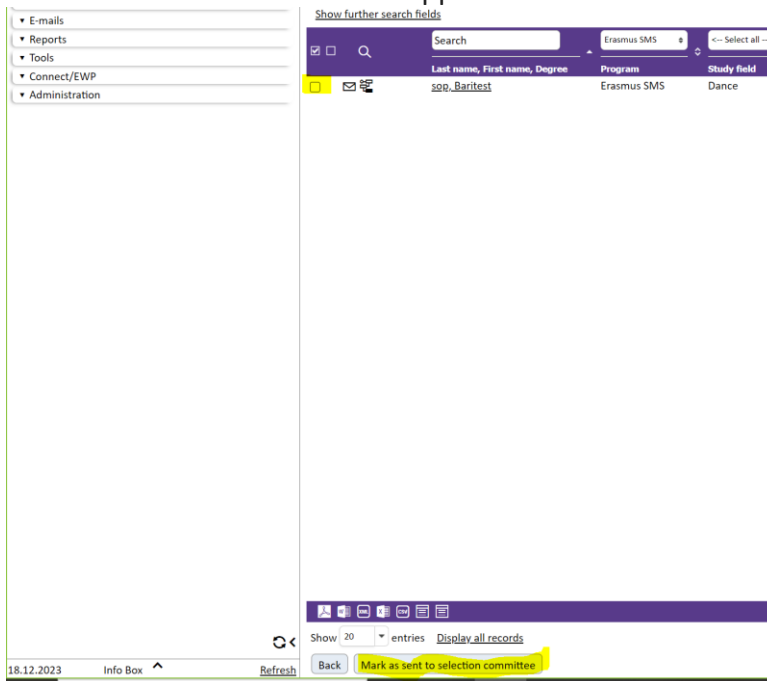
The application link that you find in one of the excels will display the materials and information of the application as follows:

Passport Photograph - uccellino_400pixel.jpg Language Certificate - uccellino_400pixel.jpg Europass CV - uccellino_400pixel.jpg Proof of previous studies - uccellino_400pixel.jpg
Media file - AEC_Congress_2023_The_Hague_Programme.docx

Further information

Last name	Luciano	First name	Test1	
Date of birth (dd.mm.yyyy)	19/10/1958	Level of study during exchange	1st Year Master (on a 2 years Master)	
Academic year	2024/2025	Semester	Full academic year	
Study field	Music - MUSIC	Home university	KOBENHA39 - Rhythmic Music Conservatory	
Links to recording	https://www.youtube.com/watch?v=51dXnVmnrqUhttps://www.youtube.com/watch?v=51dXnVmnrqUhttps		Links to Media file	www.aec.com

11. Once the files have been sent to the Committee outside the system, the Incoming coordinator can now mark the application as "Shared with the Committee"



12. The application moves to the following step in the Incoming Pipeline and the Incoming Coordinator will mark the application as accepted/selected/waitlisted according to the decision of the Committee.

13. The student receives the decision by email with a deadline for acceptance on their side (if their application is accepted). The student can accept or reject the application either in the Outgoing or in the Incoming Workflows

The screenshot shows a workflow management interface with the following tasks:

- Application marked as rejected (checkbox:)
- Application marked as accepted (checkbox:)
- Study place accepted/rejected by student (checkbox:)
- Study place accepted/rejected by student (checkbox:)
- Study place rejected by applicant (checkbox:)
- Study place accepted by applicant (checkbox:)

Additional details visible in the screenshot include dates (22.11.2023, 13.12.2023), a user name (Rut Jarl), and a yellow banner that reads: "Please login at your Home Institution now to continue the Learning Agreement process".

14. The final part of the application process goes back to the Outgoing Coordinator, who will ask to the student which is their final and ultimate choice, will allocate the student to the chosen destination and start the LA process

- Partners' decision made - Accepted Applications (0)
- E-mail about final choice sent to Applicants (0)
- Students confirmed final choice (please add Interinstitutional Agreement if necessary) (0)
- 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)

The student will have to login in the Outgoing Workflow to work with the learning agreement.

More information on the last part of the application process including the LA, will be included in the second part of the manual that will be published in January/February 2024

Case 2 – an outgoing student from an internal institution applies as incoming student to an external institution (internal to external)

Points 1 to 4 of the process described above (Case 1 internal to internal) also apply to Case2, as the Outgoing part for the student, meaning the filling in of the Outgoing Application Form and the Outgoing Workflow, is on the internal institution’s side.

What happens afterwards, depends on the way the Incoming External Institution handles incoming application, because externals do not have an Incoming Workflow in the EASY MO system.

What the External Incoming Coordinator can do is:

- to accept or reject a student via an action link received by email from the EASY MO system, based on the material of the Outgoing Part of the application;
- Ask to the student, outside the system, to send additional material via email, and then take a decision in EASY MO via the action link, received by email from our system;
- Contact the student / outgoing Coordinator to tell them that the Incoming Part of the application should be completed via another system, and provide the link to their system

The Internal Outgoing Coordinator can still move by themselves applications for externals by directly acting in the pipeline and marking as rejected or accepted their outgoing applications

2024/2025 Open all sub_groups Close all sub_groups

Before the mobility

- New Applications (0)
- Applicants Registered (1) [Show applications](#)
- Personal master data completed (0)
- Application documents uploaded (1) [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 (2) [Nominate and transfer application to the partner institutions](#)
- Nominated Applications - Partners' decision pending (2) [Show applications and accept student if needed](#)
- Partners' decision made - Accepted Applications (0)
- E-mail about final choice sent to Applicants (0)
- Students confirmed final choice (please add Interinstitutional Agreement if necessary) (0)
- 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

	Last name, First name, Degree	Host institution	Decision by partner	Host institution
<input type="checkbox"/>	Anka, Aku	KOBENHA39 - Rhythmic Music Conserv ...	pending	OSLO03 - Nor
<input type="checkbox"/>	Rintelentest, MiriamTest	OSLO03 - Norwegian Academy of Musi ...	<-- Please select -->	<-- No choice

Accepted
Rejected
Pending

Show 20 entries Display all records Showing 1 to 2 of 2 entries

[Back to the application overview](#) [Show applications and accept student if needed](#)

From this point onwards, the Internal Outgoing Coordinator can proceed with the same final steps as in Case 1 (ask to the student which is their final and ultimate choice and allocate the student to the chosen destination and start the LA process)

Case 3 – an outgoing student from an external institution applies as incoming to an internal institution (external to internal)

1. The student goes to <https://mobility.aec-music.eu/LoginServlet>, clicks on Become and applicant and chooses their country and home institution AND the country and institution they want to apply to



Become an applicant ×

I am a student of

Country

Institution

I am applying for:

Country

Institution

The student is now directed to the **Incoming Application Form**.

Please note that, while students from internal institutions fill in the Outgoing Application Form + Outgoing Workflow + Incoming Workflow, students from external institutions fill in the Incoming Application form and the Incoming Workflow

So, the Incoming Application form is for students coming from external institutions only. Internal students do not fill that in, they fill in the outgoing application form and incoming workflow instead.

Also, while internal students fill in only one outgoing application form per 4 destinations, external students need to fill in one incoming application form per destination.

2. After submitting the Incoming Application Form, the student receives an email to **register** in the system. The student needs to remember his Login and Password



Online registration for Mobility-Online
for exchange program Erasmus SMS

Step 2 of 2

Now you have to choose your user name and your password.
If the username already exists please try another one.
Due to password security you have to enter the password twice.
Please confirm your entries and press the button **[Continue]**

Login

Password

3. The student receives an email to login in the system to upload documents and media file in the Incoming **Workflow** in order to complete their Incoming Application (to see how the workflow works, see the related points in Case 1)
4. In this case, the Incoming Coordinator does not need to import the application, they will just appear in the Incoming Pipeline marked as New Applications from External partners

The steps concerning incoming application coming from external institutions are clearly marked in the Incoming Pipeline, so applications from external students will end up in those steps, while applications from internal students will not:

Incoming		
Erasmus SMS		
2024/2025 Open all sub groups Close all sub groups		
Before the mobility Refresh		
<input type="checkbox"/> (External partners) New applications from EASY External Institutions	0	
<input type="checkbox"/> (External partners) New applications from EASY External Institutions - Partners not yet accepted or rejected the nomination	0	
<input type="checkbox"/> (Internal partners) New nominations from EASY Internal Institutions	0	
<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 checked="" type="checkbox"/> Complete Applications - Download excel file and share with Selection Committee (via e-mail outside the system)	1	Mark as sent to selection committee
<input type="checkbox"/> (Internal Partners) Applications shared with selection committee	0	
<input type="checkbox"/> (External Partners) Applications shared with selection committee	0	
<input type="checkbox"/> Optional possibility to send an e-mail about waiting list	0	
<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 checked="" type="checkbox"/> Applicant confirmed the study place	1	Show applications
<input type="checkbox"/> Applicant rejected the study place	0	
Before the mobility - Digital Learning Agreement		


Points 8 to 12 of Case 1 (see above) also apply to Case 3.

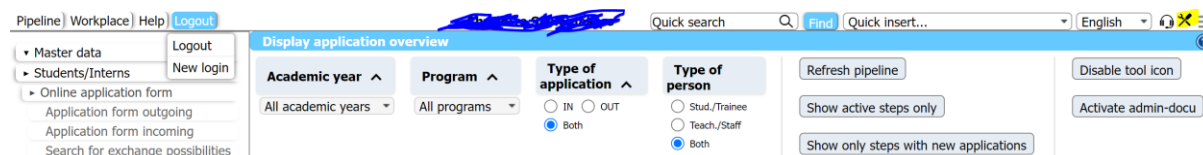
The Learning Agreement part will be addressed by the second part of this manual sent in January/February 2024

Chapter 3 – MAKE CHANGES TO THE APPLICATION FORMS AND WORKFLOWS


Change your application forms

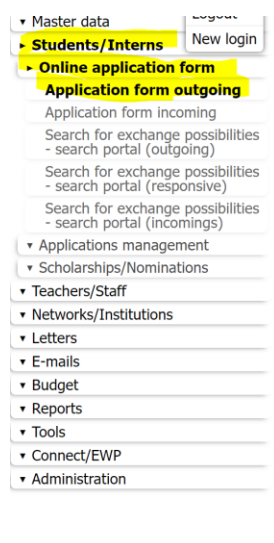
Standard Outgoing and Incoming Application forms are already uploaded in the profile of each internal institution. If you want to change your application form click first on the Tool

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 











All fields marked with (*) must be completed.





Application details 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 program: Erasmus SMS *     (aust_prog_id, 30)





Academic year: 2023/2024 *     (stud_id, 40)





What study period are you applying to? <<-- Please select --> *     (sem_id, 50)





Personal details 

Given name(s): *     (bew_vorname, 10)

Family name(s): *     (bew_nachname, 20)

Gender: Female Male Undefined *     (bew_geschlecht, 30)

Citizenship: <<-- Please select --> *     (lcd_id_nat, 40)

Date of birth: *     (bew_geb_datum, 50)

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

Administration/Exchange program management/Fields per exchange program

Close window Edit

Master data	Permissions fields (0)
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	Erasmus SMS ? i
Academic year	All academic years ? i
Institution	Royal Conservatoire Antwerpen ?
Subtitle	Daten zur Person i
Field name in table	bew_vorname ?
Field name	Given name(s)

Add a radio button question in the Application Form

To add a multiple choice question (radio button) you need to add a new field that holds characters, e.g. you can choose char_freiefeldX free fields from the dropdown list of possibilities and choose the field type “radio button”. Under the allowed values you can then specify custom values that should be saved and the text that should be displayed for each with the format value = text, with multiple key-value pairs separated by commas:

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	Erasmus SMS ? i
Academic year	All academic years ? i
Institution	Norwegian Academy of Music - N ... ? i
Subtitle	Daten zur Person ? i
Field name in table	char_freiefeld10 - Free field 10 (ch ... ? i
Field name	radio button
	There are still 1000 characters available
Field type	<input checked="" type="radio"/> Radio button ?
Order of elements	<input checked="" type="radio"/> Horizontal <input type="radio"/> Vertical ?
Allowed values	1=First value,2=Second value,C=letters also work

You will get this question in your application form:

div_tab test <-- Please select --> (int_freiefeld4, /U)

radio button First value Second value letters also work * (char_freiefeld10, 70)

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. 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 buy clicking on the button “Create new record”.

The screenshot shows a web application interface. On the left is a navigation 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
 - 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
 - Action-links for e-mail

The main content area is titled "Master data / Program data / Study subject / Main instrument". It features a "Create new record" button and an "Advanced Search" section with search filters. Below this is a table with the following columns: Study area, Study field, Name of study subject, Number, and Active. The table contains 15 rows of data, all of which are active.

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

Changes to the Student Workflow

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)

The screenshot shows the 'Administration/Upload management/Upload settings' page. On the left, a navigation menu highlights 'Administration' and 'Upload management' with 'Upload settings' selected. The main area displays a table of upload items with columns for 'Upload name', 'Internal name of upload', 'All file types allowed', 'Documentation', and 'Table'.

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


The screenshot shows the 'Administration/Upload management/Upload settings (ID = 2224)' edit form. The 'Edit' button is highlighted. The form includes fields for 'Internal name of upload' (CV), 'Upload name' (Europass CV), and a 'Helptext' field containing instructions and a link. Other fields include 'Number of max. uploads' (1), 'Maximum size of upload (MB)' (2), and checkboxes for 'All file types allowed' and 'Image files allowed'. Image dimensions are set to 500x500 pixels.


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

Applicants registered/imported								Select All	
Advanced Search		Show further search fields						Search	Reset all filter
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	HELSINK42	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)




(bew_txt_anmerkung , 10)

Links to recording kpopopäkäpok   




(text_freifeld1 , 20)




Links to Media file jojjojjoj   

(text_freifeld3 , 25)

extra question from host institution   

(text_freifeld2 , 30)

Study plan reviewed    (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 Incoming Outgoing Both ?

Type of person Student Teacher / Staff 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 Boolean Checkbox ?

Allowed values

Default value

Field length 1000

Help text Please review your course list here www.siba.fi and please type the names of the courses that want to take at destination A9

Show Help No Own popup window Own row Tooltip ?

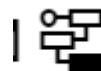
Help only on change of value

Empty row before None Blank line Separator

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

Study plan	Disable tool icon	Show Questionnaire-Check	Disp
Please insert your study plan			
Study Subject 1			
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		
Study Subject 2			
Course name	Theory		
Course code	25		
Course credit	3		
Study Subject 3			
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

Search	Erasmus SMS	<-- Select all -->	<-- Select all -->	<-- Select all -->	<-- Select all -->	2023/2024
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	HELSINK42	2023/2024