

# EASY Mobility Online Manual 2023/2024 for Internal IRCs

*Second Part, update April 2024*

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**N.B. for any questions/doubts/issues with the system please mail Sara at [events@aec-music.eu](mailto:events@aec-music.eu) not SoP**

# Chapter 4 – Settings Issues and Tricks

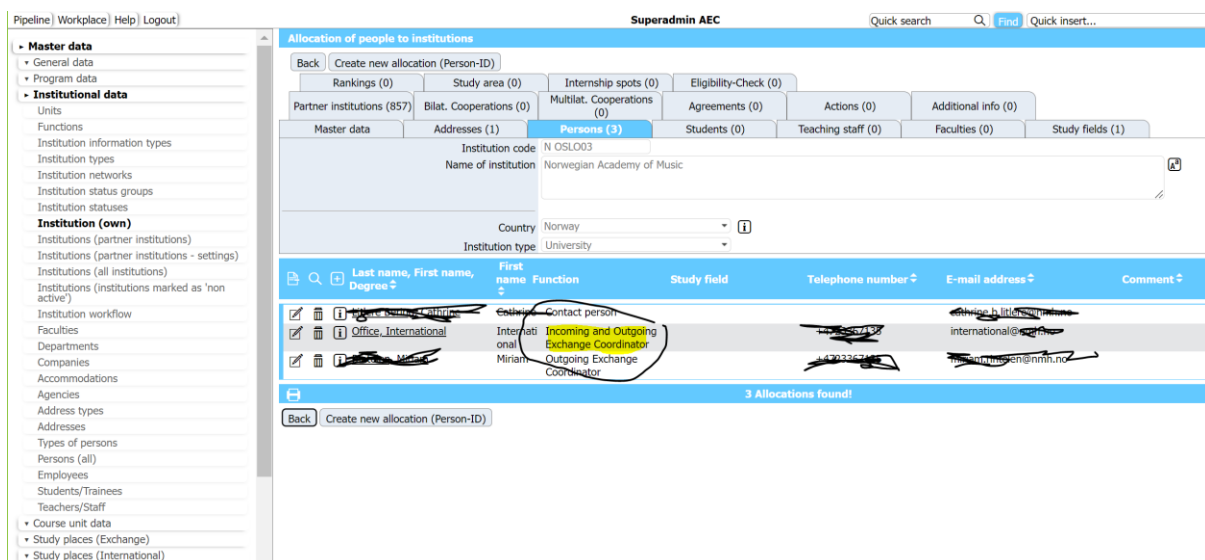
## The devil - “Incoming and Outgoing Exchange Coordinator” function missing

The issue n.1 causing problems in the system is the lack/removal of the function Outgoing and Incoming Exchange Coordinator to the persons listed as users of your institution in the system.

All institutions, including yours, should have a person with the function **Incoming and Outgoing Exchange Coordinator** listed in the system. Even if in real life this title does not exist in your institution, or the job is shared by more people taking care of only one or the other aspect, you need to make sure that you have such a function in the system. More than one person can have this function in each institution. The email address associated with the person with this function is the mail address receiving all notifications from the system.

Also, if you see that the process with another institution does not work, please go and check, as very first thing, that this function is present in the profile of your partner.

Please note that, if a person with this function wants to stop receiving notifications from the system, it is enough to remove this function from their profile, provided that there is at least one person in each internal or external institution with this function.



## Settings not to be touched (duration of stay)

There are two setting-changes /adjustments that are causing issues with the applications so you should not touch:

1. The settings related to the Duration of Stay should not be filled in, so please do not touch them.

Administration/Settings/General/Academic year settings (ID = 4947)

Back Edit

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	All programs ? i sub
Institution	Music and Arts University of the City of Vienna ?
Academic year for applications	2024/2025 ? i sub
Semester for applications	<-- No choice --> ? i sub
Applications allowed from	30.01.2023 ? 00 : 00
Applications allowed until	01.01.2026 ? 23 : 00
Message number	MESS_APP ? i sub
Application for remaining places (2. round)	<input checked="" type="radio"/> No <input type="radio"/> Yes, check valid applications <input type="radio"/> Yes, check allocated applications ?
Application deadline per study level	<input type="checkbox"/> ?
Specific semester dates	<input type="checkbox"/> ?
Minimum duration of stay	<del>?</del> ?
Maximum duration of stay	<del>?</del> ?
Duration of stay in	<del>Days</del> <input type="radio"/> Weeks <input type="radio"/> Months ?
Earliest start date of the mobility	<del>?</del> ?
Latest date of end of the stay	<del>?</del> ?
Include travel days in calculation of funding duration	<input type="checkbox"/> ?

- The date of the "application allowed until" should stay until 2030 for everyone (in the general settings)

Administration/Settings/General/General settings (ID = 257)

Back Edit

General Open all sub groups Close all sub groups

Organisation	Music and Arts University of the Ci... ? sub
Current academic year	2022/2023 ? i sub
Current semester	Spring semester ? i sub
Academic year for applications	2024/2025 ? i sub
Semester for applications	<-- No choice --> ? i sub
Applications allowed from	26.01.2023 ? 00 : 00
Applications allowed until	31.12.2030 ? 00 : 00
Message number	MESS_APP ? sub

In general, no other settings in the academic year settings should be entered other than what is indicated in the First Part of the manual.

## Essential trick in Academic Year Settings: leave an empty space

Academic Year Settings: if for some reason students get an error when trying to apply, please check the following setting: there should always be an entry in the Academic Year settings that has no semester or full year, just empty:

Selektieren	Jahr/Bes.	Semester /Bil. Bescheinigen	Programm	Pers. Art	Richtung	Institution	Beginn	Ende bis
<input checked="" type="checkbox"/>	2024/2025	Winter semester	Erasmus SMS	Studierende / PraktikantInnen	Incoming	Hochschule für Musik Würzburg	17.01.2024	15.03.2024
<input checked="" type="checkbox"/>	2024/2025	Spring semester	Erasmus SMS	Studierende / PraktikantInnen	Incoming	Hochschule für Musik Würzburg	17.01.2024	15.03.2024
<input checked="" type="checkbox"/>	2024/2025	Full academic year	Erasmus SMS	Studierende / PraktikantInnen	Incoming	Hochschule für Musik Würzburg	17.01.2024	15.03.2024
<input checked="" type="checkbox"/>	2024/2025		Erasmus SMS	Studierende / PraktikantInnen	Outgoing	Hochschule für Musik Würzburg	01.01.2024	15.06.2025
<input checked="" type="checkbox"/>	2024/2025	Winter semester	Erasmus SMS	Studierende / PraktikantInnen	Outgoing	Hochschule für Musik Würzburg	17.01.2024	15.06.2024
<input checked="" type="checkbox"/>	2024/2025	Spring semester	Erasmus SMS	Studierende / PraktikantInnen	Outgoing	Hochschule für Musik Würzburg	17.01.2024	15.06.2024
<input checked="" type="checkbox"/>	2024/2025	Full academic year	Erasmus SMS	Studierende / PraktikantInnen	Outgoing	Hochschule für Musik Würzburg	17.01.2024	15.06.2024

Choose who to exchange applications with (if you do not want to be friend with everyone)

In order to avoid receiving applications from “unwanted” partners, you need to indicate in the system which is your criteria to send and receive applications from. You need to go in the burger menu on the top right of the main page and choose Settings per Exchange Programme. Then you select the programme

Program	Pers.Type	App.Type
All programs	Teacher / Staff	Incoming
All programs	Student	Incoming
All programs	Teacher / Staff	Outgoing
All programs	Student	Outgoing
Bilateral	Student	Outgoing
Bilateral	Student	Incoming
Erasmus SMS	Student	Incoming
Erasmus SMS	Student	Outgoing
Nordplus	Student	Outgoing

And you choose with whom you want to exchange: All? Only existing partners? Etc.

Anton Bruckner Privatuniversität

Superadmin AEC

Administration/Settings/Exchange/Settings per exchange program

Master data

Academic year for applications: <-- No choice -->

Semester for applications: <-- No choice -->

Calculation of months in:  Integer  Decimal

Type of address of the main address: Main address

Type of address of the coordinator: Workplace address

Allowed E-Mail Suffix

Integrate Captcha-Image:

Extension of stay abroad allowed:

Multiple stay allowed:

Report mandatory:

Selection of fields/programs of study:  Only fields of study  Only programs of study

Column 'Field of study': <-- No choice -->

Restrict preselection of study fields depending on study levels:

Restrict preselection of coordinators depending on study fields:

Restrict preselection of tutors depending on study fields:

Application period in the past allowed:

Show status fields on update of application:

Institution selection:  All

- Only existing partner institutions
- Only participating institutions
- Only partner institutions with valid bilateral agreements
- Only institutions with valid cooperations
- Only institutions with valid multilateral cooperations
- Companies only

Used study area:  No restriction  All Institution levels  Selected institution level

Channning agreement allowed:

## Issues in Media Files Upload – permission needed!

If your applicants do not manage to upload any file in your workflow, the problem might be the missing roles in your upload settings. Please check: Administration / Upload Management / Upload Settings / Media File

The screenshot shows the Superadmin AEC interface. On the left is a navigation menu with categories like 'Course unit data', 'Study places', 'Activity data', 'Event data', 'Marketing', 'Mobility Tool Data', 'Moveon4 import data', 'Students/Interns', 'Online application form', 'Applications management', 'Scholarships/Nominations', 'Networks/Institutions', 'Letters', 'E-mails', 'Reports', 'Tools', 'Connect/EWP', 'Administration', 'Upload management', and 'Settings'. The 'Administration' menu is expanded, and 'Upload management' is selected. Under 'Upload management', 'Upload settings' is highlighted in yellow. The main content area shows a table of upload settings with columns for 'Upload name' and 'Internal name of upload'. The 'Media file' entry is highlighted in yellow.

Upload name	Internal name of upload
Agreements	AGREEMENTS
Application documents	BEW_UNTERLAGEN_KURZF
Application form	APPLICATION_SIGNED
Certificate of Attendance	CERT_ATTEND
Certificate of Departure	CERT_DEPART
Curriculum vitae (CV)	CV
Final documents	ABSCHLUSS_DOK_KURZF
Language Certificate	LANGUAGE_CERT
LEARN_AGREE_1_SIGNED	LEARN_AGREE_1_SIGNED
LEARN_AGREE_2_SIGNED	LEARN_AGREE_2_SIGNED
Learning Agreement	LEARN_AGREE
Learning Agreement	BEW_LEARNING_AGREEMENT
Learning Agreement (Extension of Stay)	SIGNED_LEARN_AGREE_2_EXTENSION_OF_STAY
Letter of confirmation	LETTER_CONF
Media file	MEDIA_FILE
Motivation letter	BEW_MOTIV
Passport Photograph	PASSPHOTO
Proof of previous studies	STUDY_PROOF
Signature	SIGNATURE
Signed application form	UNTERZEICHNET_BEWFORM

Both you (Administrator Customer) should be listed in the Roles:

The screenshot shows the 'Allocation of roles to upload settings' interface. The 'Roles (5)' section is highlighted in yellow. It displays a table of roles with columns for 'Role name', 'Insert permission', 'Update permission', and 'Delete permission'. The roles listed are 'Admin Customer', 'Administrator SOP', 'External Partner', 'Students/Incoming', and 'Students/Outgoing'. The 'Admin Customer' role is highlighted in yellow.

Role name	Insert permission	Update permission	Delete permission
Admin Customer	Yes	Yes	Yes
Administrator SOP	Yes	Yes	Yes
External Partner	Yes	No	No
Students/Incoming	Yes	Yes	No
Students/Outgoing	Yes	Yes	No

If not, you can add a role by clicking on the button on the top saying Create New Allocation (Role), select the type of user and give the permissions:

Allocation of roles to upload settings

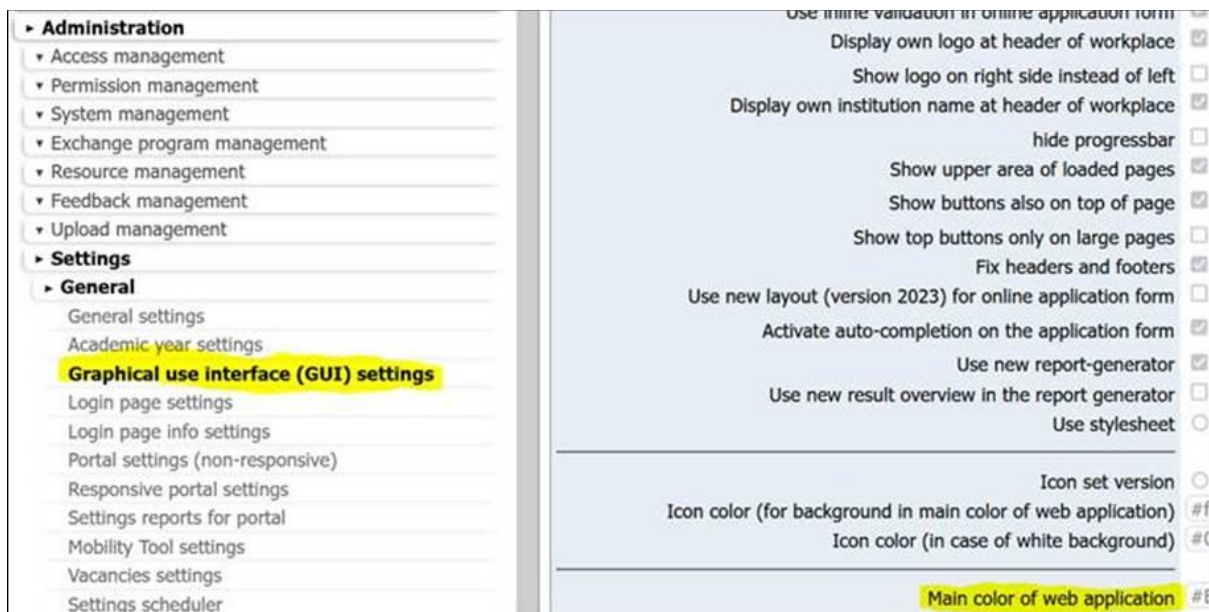
Back Save

Role	Role for incoming students	?
Internal name of upload	MEDIA_FILE - Media file	i
Insert permission	<input checked="" type="checkbox"/>	?
Update permission	<input checked="" type="checkbox"/>	?
Delete permission	<input checked="" type="checkbox"/>	?

Back Save

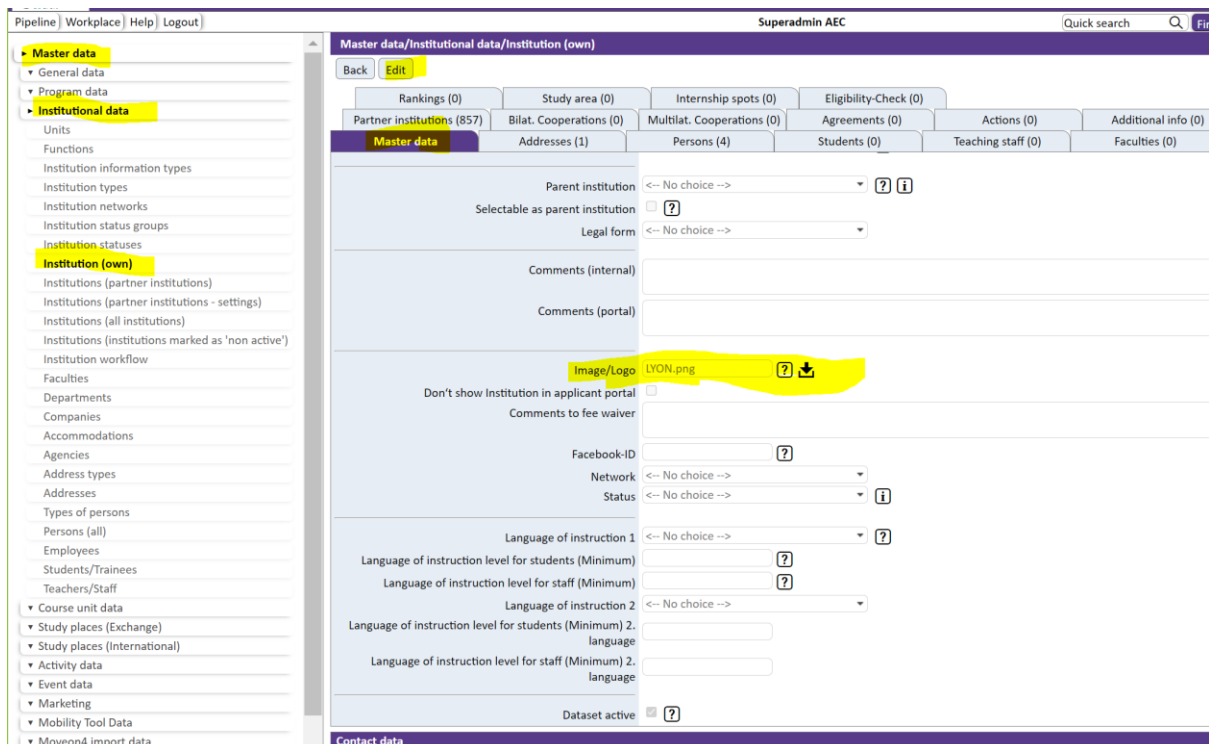
## Change the colour of your interface (if you really hate light blue)

Do you really hate light blue? You can change the colour of your interface by following this path:



## Change your logo (rebranding is fashion)

Did your institution go through a recent rebranding? You can change your logo following this path:



## Display who is internal and who is external

If you want to see who are the internal and who are the external institutions of EASY MO, you need to go to Master Data- Institutional data – Institutions (all institutions) and click on the small icon with lines and dots in the right bottom corner

Name of institution	Inst.no	Country	Comen.Language	Institution type	Active
A.V. NEZHIDANOVA ODESA NATIONAL ACADEMY OF MUSIC	ODESA2	Ukraine	English	University	No
Aalto University	ESPOO12	Finland	English	University	Yes
Aarhus school of architecture	ARHUS04	Denmark	English	University	No
Academia Nacional Superior de Orquestra	LISBOA118	Portugal	English	University	Yes
Académie Royale des Beaux-Arts	BRUXEL05	Belgium	English	University	Yes
Academy of Architecture - Amsterdam University of the Arts	F2-AMSTERD07	Netherlands	English	Faculty University	Yes
Academy of Arts in Banská Bystrica	BANSKA02	Slovakia	English	University	Yes
Academy of Arts, Architecture and Design (UMPRUM)	PRAHA05	Czech Republic	English	University	Yes
Academy of Fine Arts and Theatre Academy, University of the Arts Helsinki	FIHELKINK42	Finland	English	Faculty University	Yes
Academy of Fine Arts in Gdansk	GDANSK05	Poland	English	University	Yes
Academy of Fine Arts in Prague	PRAHA03	Czech Republic	English	University	Yes
Academy of Fine Arts in Warsaw	WARSAW10	Poland	English	University	Yes
Academy of Fine Arts Vienna	WIEN06	Austria	English	University	Yes
Academy of Fine Arts - Tournai Belgium	TOURNAI01	Belgium	English	University	Yes
Academy of Media Arts Cologne	KOLN11	Germany	English	University	Yes
ACADEMY OF MUSIC IN SARAJEVO	SARAMU01	Bosnia and Herzegovina	English	University	Yes
Academy of Music, Dance and Fine Arts "Prof. Asen Diamandiev"	PLOVDIV07	Bulgaria	English	University	Yes
Academy of Performing Arts in Prague - Music HAMU	PRAHA04	Czech Republic	English	University	Yes
Academy of Theatre and Dance - Amsterdam University of the Arts	F1-AMSTERD07	Netherlands	English	Faculty University	Yes
Accademia Albertina delle Belle Arti Torino	TORINO04	Italy	English	University	Yes

Then, select the „add columns” combobox and add the internal Partner field:

The screenshot shows the 'Header columns' dropdown menu with the following options:

- bit
- bit\_freifield1 - Internal Partner** (highlighted)
- bit\_freifield2 - Free field 2 (boolean)
- bit\_freifield3 - Free field 3 (boolean)
- bit\_freifield4 - Free field 4 (boolean)
- bit\_freifield5 - Free field 5 (boolean)
- bit\_freifield6 - Free field 6 (boolean)
- bit\_freifield7 - Free field 7 (boolean)
- bit\_freifield8 - Free field 8 (boolean)
- bit\_freifield9 - Free field 9 (boolean)
- bit\_freifield10 - Free field-10 (boolean)

Then add it and click on Save design. You will see an additional column appearing telling you if that institution is an Internal institution (partner) of EASY MO or not:

Name of institution	Inst.no	Country	Comen.Language	Institution type	Active	Internal Partner
A.V. NEZHIDANOVA ODESA NATIONAL ACADEMY OF MUSIC	ODESA2	Ukraine	English	University	No	No
Aalto University	ESPOO12	Finland	English	University	Yes	No
Aarhus school of architecture	ARHUS04	Denmark	English	University	No	No
Academia Nacional Superior de Orquestra	LISBOA118	Portugal	English	University	No	Yes




# Chapter 5 – Fantastic Data and Where to Find Them

We will now see which data are collected from the students in the application process, where, how to see them, how to correct them and what can be shared and how.

## Application Forms – the basics

This is the new<sup>1</sup> standard **Outgoing Application Form** filled in **only** by students belonging to **EASY Internal Institutions**

**Application for a student exchange**



Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

All fields marked with (\*) must be completed.

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

Type of application	<input type="radio"/> Incomings <input checked="" type="radio"/> Outgoings *
Type of person	<input checked="" type="radio"/> Students/Trainees <input type="radio"/> Teachers *
Exchange program	Erasmus+ *
Academic year	2024/2025 *
What study period are you applying to?	<-- Please select --> *

**Personal details**

Given name(s)	<input type="text"/> *
Family name(s)	<input type="text"/> *
Gender	<input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Undefined *
Citizenship	<-- Please select --> *
Date of birth	<input type="text"/> *
E-Mail address	<input type="text"/> *
Same e-mail address for verification	<input type="text"/> *
Telephone number	<input type="text"/> *

*Please indicate the country code, add a space and then write your phone number.  
Example: +43 1234567890*

Links to your audition material (online audio/video recording/artworks)	<input type="text"/> *
---	------------------------

There are still **2000** characters available

<sup>1</sup> Implemented on 11th March 2024

**– Studies at the home institution**

Country of the home institution	<input type="text" value="Belgium"/>
Home institution	<input type="text" value="AEC01 - Association Européenne ..."/> *
Field of study	<input type="text" value="&lt;-- Please select --&gt;"/> *
Main Instrument / Specific Field of Study	<input type="text" value="&lt;-- Please select --&gt;"/> *
Current level of education at home institution (before exchange)	<input type="text" value="&lt;-- Please select --&gt;"/> *
International Relations Coordinator	<input type="text" value="&lt;-- No choice --&gt;"/>

**– Studies at the host institution**

I want to apply for exchange at (level of study during exchange)	<input type="text" value="&lt;-- Please select --&gt;"/> *
Country of Host Institution (1st)	<input type="text" value="&lt;-- Please select --&gt;"/> *
Host institution (1st choice)	<input type="text" value="&lt;-- Please select --&gt;"/> *
Country of host institution (2nd)	<input type="text" value="&lt;-- No choice --&gt;"/>
Host institution (2nd choice)	<input type="text" value="&lt;-- No choice --&gt;"/>
Country of host institution (3rd)	<input type="text" value="&lt;-- No choice --&gt;"/>
Host institution (3rd choice)	<input type="text" value="&lt;-- No choice --&gt;"/>
Country of host institution (4th)	<input type="text" value="&lt;-- No choice --&gt;"/> ...
Host institution (4th choice)	<input type="text" value="&lt;-- No choice --&gt;"/>

**– Contact person in case of emergency**

First name of your contact person	<input type="text"/>
Last name of your contact person	<input type="text"/>
Relationship of contact person	<input type="text"/>
E-mail address of contact person	<input type="text"/>

E-mail address of contact person

Phone number of contact person

### – Language competence

Mother tongue

 \*

Language of instruction at the host institution

 \*

Level in language of instruction at host institution (if not English)

- no knowledge
- A1: Basic user 1
- A2: Basic user 2
- B1: Independent user 1
- B2: Independent user 2
- C1: Proficient user 1
- C2: Proficient user 2

Language level English

- A1: Basic user 1
- A2: Basic user 2
- B1: Independent user 1
- B2: Independent user 2
- C1: Proficient user 1
- C2: Proficient user 2

### – Declaration of consent

I confirm that all details given in the application form are correct and complete.

 \*

I consent to the saving of my data according to the privacy policy.


 \*

Cancel application

Send application

The following one, instead, is the new<sup>2</sup> standard **Incoming Application Form** filled in **only** by students coming from **external Institutions**.

### Application for a student exchange



Association Européenne des  
Conservatoires, Académies de  
Musique et Musikhochschulen

All fields marked with (\*) must be completed.

– **Data concerning your application** [Open all sub\\_groups](#) [Close all sub\\_groups](#)

Type of application	<input checked="" type="radio"/> Incomings <input type="radio"/> Outgoings *
Type of person	<input checked="" type="radio"/> Students/Trainees <input type="radio"/> Teachers *
Exchange programme	Erasmus+ *
Academic year	2024/2025 *
Semester	<-- Please select --> *

– **Personal data**

Last name	<input type="text"/> *
First name	<input type="text"/> *
Sex	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Undefined *
Date of birth (dd.mm.yyyy)	<input type="text"/> *
Country of birth	<-- No choice -->
Place of birth	<input type="text"/>
Nationality	<-- Please select --> *
Do you need a visa?	<input type="radio"/> Yes <input type="radio"/> No *
E-mail address	<input type="text"/> * <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">?</span>
Same e-mail address for verification	<input type="text"/> *

– **Emergency contact details**

First name of your contact person	<input type="text"/>
Last name of your contact person	<input type="text"/>
Relationship	<input type="text"/>
E-mail address of contact person	<input type="text"/>
Phone number of contact person	<input type="text"/>

<sup>2</sup> Implemented on 11th March 2024

Phone number of contact person

Please indicate the country code, add a space and then enter the phone number.  
Example: +43 1234567890

### – Data concerning current studies

Country of home university

 \*

Home university

 \*

International Coordinator at the Home Institution

Last Name of coordinator at home institution (if not listed above)

 \*

First Name of Coordinator at home institution (if not listed above)

 \*

Academic title of coordinator at home institution (if not listed)

Gender of coordinator at home institution (if not listed)

 Male  Female

E-mail of coordinator at home institution (if not listed)

 \*

Phone number of coordinator at home institution (if not listed)

Please indicate the country code, add a space and then enter the phone number.  
Example: +43 1234567890

Current level of education at home institution (before exchange)

 \*

### – Data concerning planned studies abroad

Host country

Host institution

 \*

Level of study during exchange

Study field

 \*

Degree Programme / Main instrument	<-- Please select --> *
Planned start of stay	<input type="text"/> *
Planned end of stay	<input type="text"/> *

- Language competence	
Mother tongue	<-- Please select --> *
Language level of instruction at host institution (if not English):	<input type="radio"/> no knowledge <input type="radio"/> A1: Basic user 1 <input type="radio"/> A2: Basic user 2 <input type="radio"/> B1: Independent user 1 <input type="radio"/> B2: Independent user 2 <input type="radio"/> C1: Proficient user 1 <input type="radio"/> C2: Proficient user 2 *
Language level English	<input type="radio"/> A1: Basic user 1 <input type="radio"/> A2: Basic user 2 <input type="radio"/> B1: Independent user 1 <input type="radio"/> B2: Independent user 2 <input type="radio"/> C1: Proficient user 1 <input type="radio"/> C2: Proficient user 2

- Further information	
Comments concerning your application	<input type="text"/>
	There are still <b>500</b> characters available

Cancel application	Send application
--------------------	------------------

As you could read in the first part of the manual, these forms are customizable (you can add and delete questions and update the dropdown list of choices).

## Workflows – where things become interesting

Beside the application form(s), students – after registration – have access to the so-called Workflow(s) – where they can upload documents and perform several actions to progress in the application process.

This is the standard Outgoing workflow filled in by student an internal Outgoing (Home) institution until the choice of the student:

Applicant details	
Family name(s)	TES SOP
Given name(s)	TEST OUT
Date of birth	02.02.1900
Country of the home institution	Italy
Home institution	TRIESTE02 - Conservatorio Statale Di Musica "Giuseppe Tartini" - Trieste
Field of study	Music - MUSIC
Country of Host Institution (1st)	Austria
Host institution (1st choice)	LINZ02 - University of Art and Design Linz

Necessary steps	Done	Done on	Done by	Direct access via following link
<b>Before the Mobility - Application and Nomination</b>				
Online application	<input checked="" type="checkbox"/>	29.06.2023		<a href="#">Display/Change application</a>
Confirmation email online application	<input checked="" type="checkbox"/>	29.06.2023	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	29.06.2023		
<input type="checkbox"/> Personal master data completed	<input type="checkbox"/>			<a href="#">Complete personal master data</a>
Photo uploaded	<input type="checkbox"/>			
Motivational statement for Home institution to go abroad (not mentioning any particular destination) entered	<input type="checkbox"/>			
Language Certificate uploaded	<input type="checkbox"/>			
Proof of previous studies / Transcript of records 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"/>			
Application nominated to all partner institutions. You will receive an e-mail to continue the process from the receiving institution side.	<input type="checkbox"/>			
<b>Before the Mobility - Acceptance partner and student</b>				
Decision on study places (Institution 1st choice) - PENDING	<input type="checkbox"/>			
<ul style="list-style-type: none"> <li>Host Institution : LINZ02 - University of Art and Design Linz</li> </ul>				
This institution does not use Mobility-Online. Please wait for the partner to accept you.				

This is the new standard workflow of an internal Incoming (receiving) institution. You can see that now the nomination by the home institution (if external) happens after all documents have been uploaded<sup>3</sup>:

<sup>3</sup> For internal students, the nomination from their home coordinator happens at the end of the Outgoing process

**Applicant details** Enable

Last name	TEST IN	Study field	Design - DESIGN
First name	TEST SOP	Host country	Italy
Date of birth (dd.mm.yyyy)	01.02.1900	Host institution	TRIESTE02 - Conservatorio Statale Di Musica "Giuseppe Tartini" - Trieste
Country of home university	Belgium	Planned start of stay	01.05.2023
Home university	ANTWERP57 - Artesis Hogeschool Antwerpen	Planned end of stay	31.03.2024

---

Necessary steps	Done	Done on	Done by	Direct access via following link	4 /
Personal master data completed	<input checked="" type="checkbox"/>	09.04.2024	Superadmin AEC	<a href="#">Complete personal master data</a>	
<b>Before the stay - uploading and printing documents</b> <span style="float: right;">0 /</span>					
Photo uploaded	<input type="checkbox"/>			<a href="#">Upload photo</a>	
Language Certificate uploaded	<input type="checkbox"/>				
Proof of previous studies uploaded	<input type="checkbox"/>				
Motivation letter for this destination uploaded	<input type="checkbox"/>				
Media file uploaded	<input type="checkbox"/>				
Upload a media file if it is a document, or insert a link in the next step					
Media file link entered	<input type="checkbox"/>				
Optional: Extra question(s) answered	<input type="checkbox"/>				
Study plan marked as reviewed	<input type="checkbox"/>				
Submission confirmed	<input type="checkbox"/>				
You need to complete your application above to be able to submit. Please note that you need to upload or enter at least one media file or one link to the media file in the steps above to be able to submit your application. Once your application is complete, you will be able to submit your application in the step below.					
Partner decision of Nomination pending	<input type="checkbox"/>				
Application sent to Selection Committee	<input type="checkbox"/>				
Application marked as rejected	<input type="checkbox"/>				
Application marked as accepted	<input type="checkbox"/>				
<b>Before the mobility - Learning Agreement tasks</b> <span style="float: right;">0 /</span>					
Learning agreement (signed by applicant and coordinator of the home institution) accepted by host	<input type="checkbox"/>				

[Back](#)

Each time a document is added via the action link on the right side, the box becomes green and another action link appears in the line below to complete the following step. When a document is not compulsory, the box becomes black. Nevertheless, there are some compulsory documents that need to be uploaded in the order given by the workflow. If not uploaded, the applicant cannot go on in the workflow and upload the remaining documents.

The sentences in the yellow stripes should be read by the applicant as indication of what to do at that point of the process.

Please note that, in the pipeline, there is a step by the incoming coordinator entitled "Applications marked as Complete". Please note that you do not need to check the incoming applications before sending them to the Selection Committees if you do not want to. The system checks itself that all compulsory documents have been uploaded before letting the student submitting the application. The content and the quality of the document remains a responsibility of the student.

## Access to application data and documents and possibility of correction

To see what the status of the application of a particular student is, you can follow the following path, finally clicking on the name of the student:

The screenshot shows the 'Students/Interns/Applications management/Applications outgoing' interface. The left sidebar contains a menu with 'Applications outgoing' highlighted. The main area displays a table of outgoing applications with columns for Last name, First name, Degree, Program, Study field, Home Inst., Host Inst., Academic year, Stay from, and App. status. Two rows are visible: 'SOP\_Test' and 'TestSOP\_LyviaTest'.

Last name, First name, Degree	Program	Study field	Home Inst.	Host Inst.	Academic year	Stay from	App. status
SOP_Test	Erasmus+	Music	AEC01	STATECON2	2024/2025	01.09.2024	
TestSOP_LyviaTest	Erasmus+	Music	AEC01	HELSINK42	2024/2025	01.09.2024	



In the master data tab, you can see the data they input in the Application Form. By clicking on the top on the Edit button, you can make changes to the data.

When you scroll down, you find some information on the status of the application. This part is particularly important for Incoming Students. By scrolling down, you find also data related to the documents uploaded in the Workflow and you can perform some action that let the application move forward and backwards in the pipeline by clicking or unclicking the boxes that you see in the screenshot below. You can, for example, **undo actions** by acting on those boxes. One important action that you can perform here is to **nominate the student on behalf of an external outgoing institution** by clicking on the box “Nomination Accepted by External Partner” (at the very end).

In the Master data of your Outgoing student, you can also go to the same section to remove the nomination to your own student. This is useful in case they add further destination to their Outgoing

application after your nomination so you need to put them back in the pipeline in order to be able to transfer their application to further destinations:

Despite my experiences, I acknowledge the vast scope for learning and

Link to europass CV

I hereby confirm that I want to submit my application with all required documents/information provided.

Application incomplete

Mail on incomplection sent

Reason for incomplection

I hereby confirm that I have corrected my application and that I want to submit it again

Stay from (actual)

Stay to (actual)

---

**Partner Nomination**

Is nominated (Internal Partner)  Yes  No

Is nominated (External Partner)  Yes  No

At the very end of the Master Data, on the bottom right corner, there is an icon that you can click to see the history of the application: what it was done by who:

Confirm completion of uploads

**Selection Committee**

Application shared with Selection Committee

Decision of IRC  accepted  rejected

Date for final acceptance student

Final decision of student  accepted  rejected

**Partner Nomination**

Nomination accepted by External Partner

Nomination rejected by External Partner

Created by ~~Lucas Andrao Andersen-Segond~~ (~~LucasAndraoSegond~~) on 14.03.2024 14:16:31, last modified by ~~Andrada Erilz Radianu~~ (~~AndradaErilzRadianu~~) on 03.04.2024 15:12:06

Login name	Time of modification	Action	Changes (Column: 'OLD' on 'NEW')
Imola99	28.03.2024 16:23:34	U	No updates executed!
Imola99	28.03.2024 16:21:33	U	No updates executed!
Imola99	28.03.2024 16:21:29	U	Free field 5 (boolean): 'false' on 'true'
Imola99	28.03.2024 16:21:14	U	Questionnaire STUDY_PLAN: Free field 3 (boolean): '0' on '1'
Imola99	28.03.2024 15:15:06	U	Free field 2 (text): 'empty' on '.'
Imola99	28.03.2024 15:14:51	U	Free field 3 (text): 'empty' on 'https://youtu.be/8L'
Imola99	28.03.2024 15:12:01	U	Free field 1 (text): 'empty' on 'https://youtu.be/8L'
Imola99	28.03.2024 15:10:24	U	Personal details completed: 'false' on 'true'
International.office@zhk.ch	25.03.2024 12:20:18	U	Free field 7 (boolean): '0' on 'empty' Free field 7 (boolean): '0' on '1'
<del>Andrada Erilz Radianu</del>	25.03.2024 12:17:28	U	Partner Nomination sent
<del>Andrada Erilz Radianu</del>	25.03.2024 12:17:27	U	Mail sent 8: '0' on '1'

11 Records found!

This is particularly useful when there is something wrong with the application and you want to understand what happened.

In the tab Documents you can see all the documents uploaded by the student:

Allocation of documents Display

Back Upload/search

Master data Personal details Pipeline Display application workflow Study plan Documents (6) E-mails (3)

Program Erasmus+ ⓘ  
 Study field Music - MUSIC ⓘ  
 Academic year 2024/2025 ⓘ  
 Home institution BERLIN03 - Universität der Künste Ber... ⓘ  
 Host institution LYON24 - Lyon National Conservatoire... ⓘ  
 Last name, First name, Degree ~~\_\_\_\_\_~~  
 Stay from 01.09.2024  
 Stay to 25.06.2025

Filename	Upload name	Created by	Created on	Modified by	Modified on
Pass.jpg	Passport Photograph	<del>_____</del>	23.02.2024 16:10:11		
Zeugnis_Abitur_1_.pdf.zip.icloud	Language Certificate	<del>_____</del>	23.02.2024 16:10:34		
Transcript_of_Records.pdf	Proof of previous studies	<del>_____</del>	28.02.2024 22:21:11		
EMPTINESS_Piano_4tet_-_Full_Score.pdf	Media file	<del>_____</del>	28.03.2024 00:45:57		
Let_It_Be_Cover_Score_2_-_Full_Score.pdf	Media file	<del>_____</del>	28.03.2024 00:46:15		
Nice_To_Meet_You_-_Full_Score.pdf	Media file	<del>_____</del>	28.03.2024 00:46:50		

And in the tab E-mail you can see the email sent from the system to the student, by whom and when:

Superadmin AEC Quick search Find Quick insert... English

Allocations of Outbox-E-mails Display ?

Back

Master data Personal details Pipeline Display application workflow Study plan Documents (6) E-mails (3)

Program Erasmus+ ⓘ  
 Study field Music - MUSIC ⓘ  
 Academic year 2024/2025 ⓘ  
 Home institution BERLIN03 - Universität der Künste Ber... ⓘ  
 Host institution LYON24 - Lyon National Conservatoire... ⓘ  
 Last name, First name, Degree ~~\_\_\_\_\_~~  
 Stay from 01.09.2024  
 Stay to 25.06.2025

Subject	Recipient	Sent	Created by	Created on
Confirmation of Application	<del>_____</del>	Yes	bewerb	19.02.2024 17:35:02
PARTNER NOMINATION	<del>_____</del> @intra.udk-berlin.de	Yes	<del>_____</del>	20.02.2024 11:51:33
Confirmation of Registration	<del>_____</del> @gmail.com	Yes	<del>_____</del>	23.02.2024 16:09:23

3 Allocations found!

Back

In the bookmark Pipeline, you can visualize in which step of the pipeline the student's application is.

About undoing actions: there is a specific place at the bottom of each Pipeline called "General Queries", where you can undo some actions and also view and delete applications. These are the General Queries of the Outgoing Pipeline:

Erasmus+		
2024/2025 <a href="#">Open all sub groups</a> <a href="#">Close all sub groups</a>		
+ Before the mobility		
+ Before the mobility - Digital Learning Agreement		
+ During the mobility - Digital Learning Agreement		
+ After the mobility		
- General queries <a href="#">Refresh</a>		
▶ Finalized Mobilities	0	
▶ All current applications (not canceled / cancelled / rejected / completed).	34	<a href="#">Display applications</a>
▶ Cancel applications (force majeure)	34	<a href="#">Cancel applications</a>
▶ Cancelled applications (force majeure)	2	<a href="#">Display applications</a>
▶ Cancel applications (cancel)	34	<a href="#">Cancel applications</a>
▶ Cancelled applications (cancelled)	1	<a href="#">Display applications</a>
▶ CORRECT data: complete, incomplete and incomplete email sent	35	<a href="#">Undo/correct criteria</a>
▶ CORRECT data: nomination to partner (internal and external)	35	<a href="#">Undo/correct criteria</a>
+ 2023/2024 <a href="#">Refresh</a>		

And these are the General Queries of the Incoming Pipeline. Here, you can move back students to the Selection Committee step in order to recover the possibility of downloading the file with the links to study plan and application

General queries <a href="#">Refresh</a>		
▶ All applications (not rejected or cancelled)	1	<a href="#">Display applications</a>
▶ Cancel applications (Force Majeure)	1	<a href="#">Cancel applications</a>
▶ Overview of Complete Applications	1	<a href="#">View/Export</a>
▶ Cancelled applications (Force Majeure)	0	
▶ Rejected applications (AEC members)	0	
▶ Rejected nominations (External partners)	0	
▶ Move student back to selection committee	0	

Outgoing

## Sharing the application data with third parties (externals and committees)

The data and the documents of an application are share externally with 2 parties:

- IRC from external institutions where the applicants are from/want to go
- Selection Committees

In the step related to the sharing of the application with the Selection Committee, you can download 2 Excel export files.

One has the simple data of the application and this file can be downloaded in different steps of the pipeline; the other excel file instead includes 2 links to be shared externally with the Selection Committee:

- A link to the study plan
- A link to the main data of the student and their uploads including video links

Check	External	Name	Institution	Subject	Location	Academy	Year	Start	End
<input type="checkbox"/>		Ballweo, Johannes, B.Ed.	Erasmus SMS	Music	WEIMAR02	F1HELINSINK42 - Sibelius Academy	2024/2025	22.08.2024	31.05.2025
<input type="checkbox"/>		Balode, Marta	Erasmus SMS	Music	RIGA05	F1HELINSINK42 - Sibelius Academy	2024/2025	22.08.2024	20.12.2024
<input type="checkbox"/>		Balsas, Domantas	Erasmus SMS	Music	VILNIUS05	F1HELINSINK42 - Sibelius Academy	2024/2025	01.09.2024	31.01.2025
<input type="checkbox"/>		Barr, Siena	Erasmus SMS	Music	LONDON061	F1HELINSINK42 - Sibelius Academy	2024/2025	22.08.2024	20.12.2024
<input checked="" type="checkbox"/>		Bechtloff, Till	Erasmus SMS	Music	KARLSRU03	F1HELINSINK42 - Sibelius Academy	2024/2025	22.08.2024	20.12.2024
<input type="checkbox"/>		Beck, Johannes	Erasmus SMS	Music	MUNCHEN03	F1HELINSINK42 - Sibelius Academy	2024/2025	22.08.2024	31.05.2025
<input type="checkbox"/>		Bedwell, Nadia	Erasmus SMS	Music	GLASGOW05	F1HELINSINK42 - Sibelius Academy	2024/2025	22.08.2024	20.12.2024

The file you get by clicking on the external icon looks like this:

B	C	D	E	F	G	H	I	J
First nam	Host cour	Host instif	Link	Study plan				
Liisa	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=GN6KNpRpd9SvDDWFNdK8exub9mGFgc">https://mobility.aec-music.eu/ExtActionServlet?match=GN6KNpRpd9SvDDWFNdK8exub9mGFgc</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Veronica	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=8Hv6ZetDwkQWQDd2grgWYEFvYAEtRiXu">https://mobility.aec-music.eu/ExtActionServlet?match=8Hv6ZetDwkQWQDd2grgWYEFvYAEtRiXu</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Ana	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=6aodiDsZHVZpNa2XrCWfEwvenAt7ajJwuf">https://mobility.aec-music.eu/ExtActionServlet?match=6aodiDsZHVZpNa2XrCWfEwvenAt7ajJwuf</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Maria Krog	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=5qfR7ITMppcCUeuffiewG85A9nng5sDJNU">https://mobility.aec-music.eu/ExtActionServlet?match=5qfR7ITMppcCUeuffiewG85A9nng5sDJNU</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
NIKOLETT	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=kR4F3hSnJ8h8w94aY1XVsDrpPwE5gzqv">https://mobility.aec-music.eu/ExtActionServlet?match=kR4F3hSnJ8h8w94aY1XVsDrpPwE5gzqv</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Derlin	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=8esrHQ1K6ygzxw4NuptCUJ5VJo5ZcESjkF">https://mobility.aec-music.eu/ExtActionServlet?match=8esrHQ1K6ygzxw4NuptCUJ5VJo5ZcESjkF</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Dairis	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=HdKkzGoeDknVWVr1QE4VWwGPXdfh8izr">https://mobility.aec-music.eu/ExtActionServlet?match=HdKkzGoeDknVWVr1QE4VWwGPXdfh8izr</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Johannes	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=ASKFoI7HaSWUovDGbbBQ4S4dDnoqR">https://mobility.aec-music.eu/ExtActionServlet?match=ASKFoI7HaSWUovDGbbBQ4S4dDnoqR</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Marta	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=CvaCoSAT26kqRIBv3HqFUdxMfaQ1uYxl">https://mobility.aec-music.eu/ExtActionServlet?match=CvaCoSAT26kqRIBv3HqFUdxMfaQ1uYxl</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Domantas	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=E5CGGVzqeqh2xo92QyHAWbg2gFGdsL">https://mobility.aec-music.eu/ExtActionServlet?match=E5CGGVzqeqh2xo92QyHAWbg2gFGdsL</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Siena	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=DB1DpbCok5yiez5ZsedcSf2436tBWuAva">https://mobility.aec-music.eu/ExtActionServlet?match=DB1DpbCok5yiez5ZsedcSf2436tBWuAva</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Till	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=6BxzcZ8N9NpctTsGU9CeS8BsjhhSDJfJ">https://mobility.aec-music.eu/ExtActionServlet?match=6BxzcZ8N9NpctTsGU9CeS8BsjhhSDJfJ</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Johannes	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=BNIEUnbFt8w5jQoRhUvxJgrxPLicLTG4Cj">https://mobility.aec-music.eu/ExtActionServlet?match=BNIEUnbFt8w5jQoRhUvxJgrxPLicLTG4Cj</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Nadia	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=3E6zE9f8zY1CsG6ewrPgHm7HyVCFxnBf4">https://mobility.aec-music.eu/ExtActionServlet?match=3E6zE9f8zY1CsG6ewrPgHm7HyVCFxnBf4</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Stefano	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=59dXmGKSNeQ58a75cN7pa7zr6F3vQE7I">https://mobility.aec-music.eu/ExtActionServlet?match=59dXmGKSNeQ58a75cN7pa7zr6F3vQE7I</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Francesco	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=BJsQbT3S86um6mosjATZ8R4QqNgFVoM">https://mobility.aec-music.eu/ExtActionServlet?match=BJsQbT3S86um6mosjATZ8R4QqNgFVoM</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Magdalena	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=6BjQRd8wStuuCLnDixg2YkFGJmbv9x4">https://mobility.aec-music.eu/ExtActionServlet?match=6BjQRd8wStuuCLnDixg2YkFGJmbv9x4</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Margaux	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=3TBACxIA2cCFBGU5RG7d7GnbDTRzNN">https://mobility.aec-music.eu/ExtActionServlet?match=3TBACxIA2cCFBGU5RG7d7GnbDTRzNN</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Luisa	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=B884HztGesAZXTPG6NF1CoTqBQkBrU">https://mobility.aec-music.eu/ExtActionServlet?match=B884HztGesAZXTPG6NF1CoTqBQkBrU</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Nathan	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=ELC5uYqGH43f3SNQIWcnnt8K4Wbj8uFh">https://mobility.aec-music.eu/ExtActionServlet?match=ELC5uYqGH43f3SNQIWcnnt8K4Wbj8uFh</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				

When clicking on the Study Plan link, the table is displayed this way:

label.question.already\_fulfilled not found

Close window

## Study plan

**Study Subject 1**

Please fill in the Study Plan with the courses you wish to take during your exchange period at the Sibelius Academy. In addition, there is a section where you can describe your plans and requirements regarding your exchange period in your own words.  
 You may only have one main subject during exchange. If you want to have a second instrument, you have to state it in the Study Plan – however, we cannot guarantee a second instrument.  
 Please fill in the Study Plan and answer the open question carefully, especially if there are subjects that are compulsory for you during the exchange. Please note that we cannot guarantee 25-30 ECTS per semester. We will not consider applications with an empty Study Plan.  
 You can find further information on how to create a Study Plan by clicking the link below.  
[Study plan instructions for student exchange applications](#)

Course name \*

Course code \*

Course credit \*

**Study Subject 2**

Course name

Course code

Course credit

**Study Subject 3**

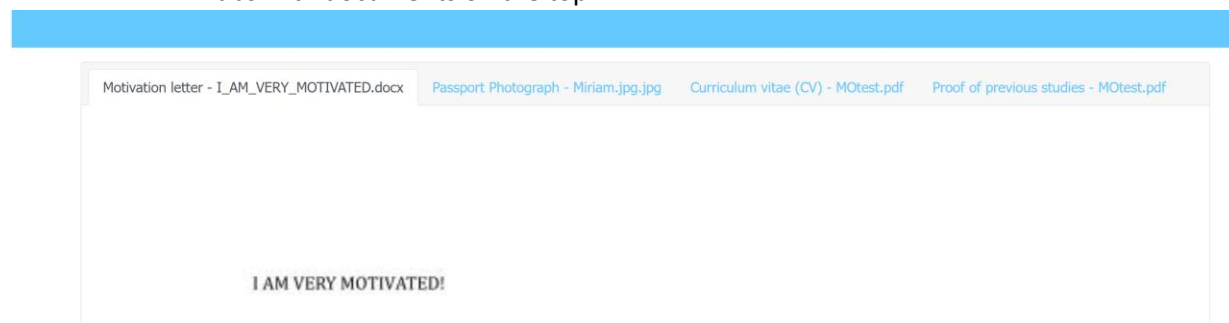
Course name

Course code

Course credit

The link to the application shows information as follows:

- Tabs with documents on the top



- Then you scroll down and you find a table with the main data of the student and links to the videos

Further information	
Last name [Redacted]nTest	First name MiriamTest
Date of birth (dd.mm.yyyy) 12/12/1990	Level of study during exchange 3rd Year Bachelor (on a 4 years Bachelor)
Academic year 2024/2025	Semester Full academic year
Study field Music - MUSIC	Main Instrument / Main Field of Study Saxophone (Classical)
Home university WEIMAR02 - University of Music Franz Liszt Weimar	Link to media file (no. 1) - mandatory <a href="https://www.youtube.com/embed/z4us7gg4l50">https://www.youtube.com/embed/z4us7gg4l50</a>
Link to media file (no. 3) - optional <a href="https://www.youtube.com/embed/uKp-gVI0OTw">https://www.youtube.com/embed/uKp-gVI0OTw</a>	

Please note that the Selection Committee, via this link, can only see the application, but cannot directly accept/reject. The feedback needs to be given to the IRC outside the system and it will be the IRC who will act in the Pipeline to accept or reject the incoming student.

The view of the incoming students' applications that you get for your Selection Committee is very similar to the one that external institutions get for their incoming students coming from EASY MO internal institutions. IRCs of external incoming institutions receive an email with a similar link, where documents are displayed in tabs as above and, by scrolling down, the following data are displayed but also the action button Accept/Reject appears.

Further information	
Given name(s) [Redacted]	Family name(s) [Redacted]
E-Mail address [Redacted]@gmail.com	Main Instrument / Specific Field of Study Bassoon (Classical)
What study period are you applying to? Winter semester	Country of Host Institution (1st) United Kingdom
Host institution (1st choice) LONDON061 - Royal College of Music	Links to your audition material (online audio/video recording/artworks) <a href="https://youtube.com/embed/hd0oxE_MSGg">https://youtube.com/embed/hd0oxE_MSGg</a>

Accept  
 Reject

For Outgoing external students, external coordinators also receive via email a link with documents displayed in tabs and the following data on the student<sup>4</sup>. They can nominate their outgoing students via the radio button at the bottom of the page.

Further information	
Last name [Redacted]	First name Vincenzo
E-mail address [Redacted]	Degree Programme / Main instrument Guitar (Classical)
Semester Winter semester	Planned start of stay 01/09/2024
Planned end of stay 28/02/2025	
<input type="checkbox"/> Accept Nomination <input type="checkbox"/> Reject Nomination	

Please note that, while for Outgoing external students the acceptance/rejection asked to their IRC via the link is about giving the permission of applying for a mobility period, for an Incoming external student, clicking on the acceptance button means to accept the student for the mobility itself. Therefore, the incoming external coordinator should not accept or reject until the application has been reviewed by their selection committee. An incoming external institution has also the right to ask for further documents or actions via mail or via their own system before evaluating the application coming from EASY MO. External institutions can nominate incoming students also via their Partner View Access<sup>5</sup>.

The Partner View Access is a (limited) view of applications that an external partner receives and sends from and to EASY MO internal institutions. It should be considered as a summary overview, something to keep track of the applications exchanged with institutions using EASY MO. However, links to the applications received by email, include more information and documentation about the students applying than the Partner View. Also, please note that externals can nominate their outgoing students only via the action link sent by email. Only incoming students can be nominated by externals (=accepted/rejected for the mobility) via the button in the Partner View<sup>6</sup>.

<sup>4</sup> n.b. for the moment video links are missing in the application sent by email to the external Outgoing coordinators

<sup>5</sup> If one of your external partners informs you that they do not have access to this Partner View, please ask them to send a request for an activation link to [events@aec-music.eu](mailto:events@aec-music.eu)

<sup>6</sup> This might change in the next academic year



## IMPORTANT: Allocation of an Outgoing student to the final destination

Once your Outgoing student has confirmed their final destination in their Outgoing Workflow, you as Outgoing coordinator need to allocate them to the final destination by clicking on the action link of the Outgoing Pipeline:

Incoming		Total (2)
Outgoing		Total (2)
Erasmus+		Total (2)
2024/2025		Total (2)
Before the mobility		Total (2)
New Applications	0	0ms (10)
Applicants Registered	0	0ms (20)
Personal master data completed	0	16ms (30)
Application documents uploaded	1	0ms (40)
Incomplete Applications	0	0ms (50)
Incomplete Applications: E-Mail sent to student	0	15ms (60)
Complete Applications - Emails to all partners	1	0ms (70)
Nominated Applications - Nominate again and Emails to all partners	0	16ms (75)
Nominated Applications - Partners' decision pending	0	0ms (80)
Partners' decision made - Accepted Applications	0	0ms (90)
E-mail about final choice sent to Applicants	0	16ms (100)
Students confirmed final choice (please add Interinstitutional Agreement if necessary)	1	0ms (110)
Applications allocated to host institutions (OLA - managed externally)	0	0ms (120)
Applications allocated to host institution - Digital Learning Agreement managed internally in MO course to be entered and signed by student	0	15ms (130)

You will see them in the order of priorities indicated by the student in their Outgoing application form. Please be careful here before allocating: **as the system allocates the student by default to the 1<sup>st</sup> choice, you will need to switch the destinations putting as first priority the destination you are going to allocate the student to. You can do that by dragging and dropping the boxes:**

**Allocate Applications**

Preselection

Preselection

Search

Host Inst.

Last name, First name, Degree

SOP, Test

1	2	3	4
ANTWERP 62	BUENOS2 3	STATECO N2	

Only after you have done this switch and you are sure that the final destination appears under the number1, you can click on the button at the bottom of the page to allocate the student. If you do not apply this switch, when you click on the allocation button the student will automatically be allocated to the first choice and you cannot change this action yourself: should your allocation be wrong, please contact [events@aec-music.eu](mailto:events@aec-music.eu) so that your action can be reverted in the system by a technician.

When you do the switch in the pipeline, the switch happens in the masterdata of the students as well. In order to be sure of what you are doing and avoid mistakes, please check carefully the wholeline and make sure that both the columns “Decision by Partner” and “ Decision by Student” indicate “accepted”:

The screenshot shows a pipeline interface with a table of student data and a series of decision stages. The table has four columns labeled 1, 2, 3, and 4. The decision stages are: Decision by partner, Decision by partner (2nd choice), Decision by partner (3rd choice), Decision by partner (4th choice), and Decision by student. The status for each stage is: accepted, pending, rejected, and accepted respectively. The student data is as follows:

1	2	3	4
STATECO N2	BUENOS2 3	ANTWERP 62	

Please note that, as the reversion of the allocation by the SoP technician is an action that has some financial costs for the AEC, we kindly ask all coordinators to talk to their students and be sure that their decision is final, before allocating them to their final destination. If the student wants to wait for the other destinations’ responses before deciding where to go, please do not allocate them immediately. This is why in the system the final assignment of the destination is done in **two steps**:

- 1) **The student acceptance of the study offier → that can be changed**
- 2) **The final allocation by the Outgoing coordinator → that cannot be changed!**

So please, be extra sure before allocating your student to the final destination.

NOTE for the INCOMING Institutions: Please **confirm the student acceptance/rejection in the Pipeline and NOT in the Master data of the student**. Only action made via the action links in the pipeline generate notifications and avoid bugs in the system.

# Chapter 6 – Only for Pros: advanced actions for EASY MO champions

## How to change emails templates and add emails to pipeline steps

You can find the email sent by the system in Master data, Programme data, E-mail templates per exchange program. You get the list of all of them, and in the second column you see what the mail is about

Number	Template name	Program	Acad. year	App. Type	Pers. Type
<a href="#">ADMISSION NOTICE</a>	Notice of admission	All programs	All academic years	Both	Both
<a href="#">APPL_ACCEPTED</a>	Application accepted	All programs	All academic years	Incoming	Both
<a href="#">APPL_REJECTED</a>	Application rejected	All programs	All academic years	Incoming	Both
<a href="#">CONF_ALLOC</a>	Confirmation of Allocation	All programs	All academic years	Incoming	Both
<a href="#">CONF_ALLOC</a>	Confirmation of Allocation	All programs	All academic years	Outgoing	Both
<a href="#">CONF_APP</a>	Confirmation of Application	All programs	All academic years	Outgoing	Both
<a href="#">CONF_APP</a>	Confirmation of Application	All programs	All academic years	Incoming	Both
<a href="#">CONF_REG</a>	Confirmation of Registration	All programs	All academic years	Incoming	Both
<a href="#">CONF_REG</a>	Confirmation of Registration	All programs	All academic years	Outgoing	Both
<a href="#">DEL_APP</a>	Delete Application	All programs	All academic years	Both	Both
<a href="#">DLA_CHANGE_REJ_P</a>	Partner rejected DLA Changes	All programs	All academic years	Outgoing	Student
<a href="#">DLA_REJECTED_PARTNER</a>	Partner DLA rejected	All programs	All academic years	Outgoing	Student
<a href="#">END_OF_STAY</a>	End of stay	All programs	All academic years	Incoming	Both
<a href="#">FINAL_CHOICE</a>	Final Choice	All programs	All academic years	Outgoing	Student
<a href="#">INCOMPL_EMAIL</a>	Application incomplete - Email	All programs	All academic years	Both	Both
<a href="#">LETTER_CONF</a>	Letter of Confirmation	All programs	All academic years	Outgoing	Both
<a href="#">NOM_MAIL_AEC</a>	Nomination - Email	All programs	All academic years	Outgoing	Student
<a href="#">NOM_MAIL_NON_AEC_1</a>	Nomination - Email	All programs	All academic	Outgoing	Student

If you click on the name of one of the templates, you see all the information regarding that email: from which address it is sent, to whom, the text, etc. You can edit all those data, including the text of the email. Here you can also see why the function Incoming and Outgoing Exchange Coordinator is so important in the system: most email templates are linked to this function, and email templates are linked to specific actions and steps of the process in the system. This is why, If there is no email address in the system attached to this function, everything gets stuck! We advise not to change these settings (but you are welcome to change the text of the emails). Should you want to change the function attached to a specific email template, please make sure that in the system you have at least one Person attached to this function.

Master data	Attachments (0)	Mail fields (3)	Other recipients (0)	Sent mails (135)
Type of application	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing <input type="radio"/> Both ?			
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher / Staff <input type="radio"/> Both ?			
Program	All programs ? i			
Academic year	All academic years ? i			
Institution	CNSMD Paris ?			
Language	English ?			
Template number	NOM_MAIL_AEC ?			
Template name	Nomination - Email			
Sender	<input checked="" type="radio"/> Permanent e-mail address <input type="radio"/> E-Mail address of sender <input type="radio"/> E-mail address based on signature settings ?			
Permanent e-mail address of sender	noreply.aec@service4mobility.com			
Recipient	<input type="radio"/> Applicant <input type="radio"/> Permanent e-mail address <input type="radio"/> E-mail address of database column <input type="radio"/> Initiator <input type="radio"/> Person at home institution <input checked="" type="radio"/> Person at host institution <input type="radio"/> Company <input type="radio"/> Based on search mask ?			
Function	Incoming and Outgoing Exchange ... i			
If there are several people with this function, send e-mail to several recipients	<input checked="" type="checkbox"/>			
CC	<input checked="" type="radio"/> None <input type="radio"/> Permanent e-mail address <input type="radio"/> E-mail address of database column <input type="radio"/> Applicant <input type="radio"/> E-mail address based on user settings <input type="radio"/> E-mail address based on signature settings <input type="radio"/> Person at home institution <input type="radio"/> Person at host institution ?			

We suggest you change the text of a template that has a misleading sentence. You find it by following this pattern, selecting the template NOM MAIN NON AEC 1. This is the nomination mail the external incoming coordinators get when you nominate one of your outgoing students:

Master data	Master data/Program data/E-mail templates per exchange program							
<ul style="list-style-type: none"> <li>General data</li> <li>Program data               <ul style="list-style-type: none"> <li>Program groups</li> <li>Exchange programs</li> <li>International programs</li> <li>Program subgroups</li> <li>Academic years</li> <li>Semester types</li> <li>Semester</li> <li>Subject Area Codes / ISCED 2013</li> <li>Study areas</li> <li>Study fields</li> <li>Study subject/Main instrument</li> <li>Study programs</li> <li>Letter templates per exchange program</li> <li>Excel documents per exchange program</li> <li><b>E-mail templates per exchange program</b></li> <li>Message templates per exchange program</li> <li>Documents to download</li> <li>Action-links for e-mail templates</li> </ul> </li> <li>Institutional data               <ul style="list-style-type: none"> <li>Units</li> <li>Functions</li> <li>Institution information types</li> <li>Institution types</li> <li>Institution networks</li> <li>Institution status groups</li> <li>Institution statuses</li> <li>Institution (own)</li> <li>Institutions (partner institutions)</li> <li>Institutions (partner institutions - settings)</li> <li>Institutions (all institutions)</li> <li>Institutions (institutions marked as 'non</li> </ul> </li> </ul>	Number	Template name	Program	Acad. year	App. Type	Pers. Type	Language	
	<input checked="" type="checkbox"/>	CONF_ALLOC	Confirmation of Allocation	All programs	All academic years	Incoming	Both	English
	<input checked="" type="checkbox"/>	CONF_ALLOC	Confirmation of Allocation	All programs	All academic years	Outgoing	Both	English
	<input checked="" type="checkbox"/>	CONF_APP	Confirmation of Application	All programs	All academic years	Outgoing	Both	English
	<input checked="" type="checkbox"/>	CONF_APP	Confirmation of Application	All programs	All academic years	Incoming	Both	English
	<input checked="" type="checkbox"/>	CONF_REG	Confirmation of Registration	All programs	All academic years	Incoming	Both	English
	<input checked="" type="checkbox"/>	CONF_REG	Confirmation of Registration	All programs	All academic years	Outgoing	Both	English
	<input checked="" type="checkbox"/>	DEL_APP	Delete Application	All programs	All academic years	Both	Both	English
	<input checked="" type="checkbox"/>	DLA_CHANGE_REJ_P	Partner rejected DLA Changes	All programs	All academic years	Outgoing	Student	English
	<input checked="" type="checkbox"/>	DLA_REJECTED_PARTNER	Partner DLA rejected	All programs	All academic years	Outgoing	Student	English
	<input checked="" type="checkbox"/>	END_OF_STAY	End of stay	All programs	All academic years	Incoming	Both	English
	<input checked="" type="checkbox"/>	FINAL_CHOICE	Final Choice	All programs	All academic years	Outgoing	Student	English
	<input checked="" type="checkbox"/>	INCOMPL_EMAIL	Application incomplete - Email	All programs	All academic years	Both	Both	English
	<input checked="" type="checkbox"/>	LETTER_CONF	Letter of Confirmation	All programs	All academic years	Outgoing	Both	English
	<input checked="" type="checkbox"/>	NOM_MAIL_AEC	Nomination - Email	All programs	All academic years	Outgoing	Student	English
	<input checked="" type="checkbox"/>	<b>NOM_MAIL_NON_AEC_1</b>	Nomination - Email	All programs	All academic years	Outgoing	Student	English
	<input checked="" type="checkbox"/>	NOM_MAIL_NON_AEC_2	Nomination - Email	All programs	All academic years	Outgoing	Student	English
	<input checked="" type="checkbox"/>	NOM_MAIL_NON_AEC_3	Nomination - Email	All programs	All academic years	Outgoing	Student	English

The sentence in yellow below, should be replaced with the following sentence: "Should you need this student to apply as incoming via your own system, please provide them with instructions on how to do so. Nevertheless, once your selection process is complete, we kindly ask you to click on

the link about to accept or reject the incoming nomination, so that the result of the application is recorded in EASY MO as well". So please click on edit, change the text and then save.

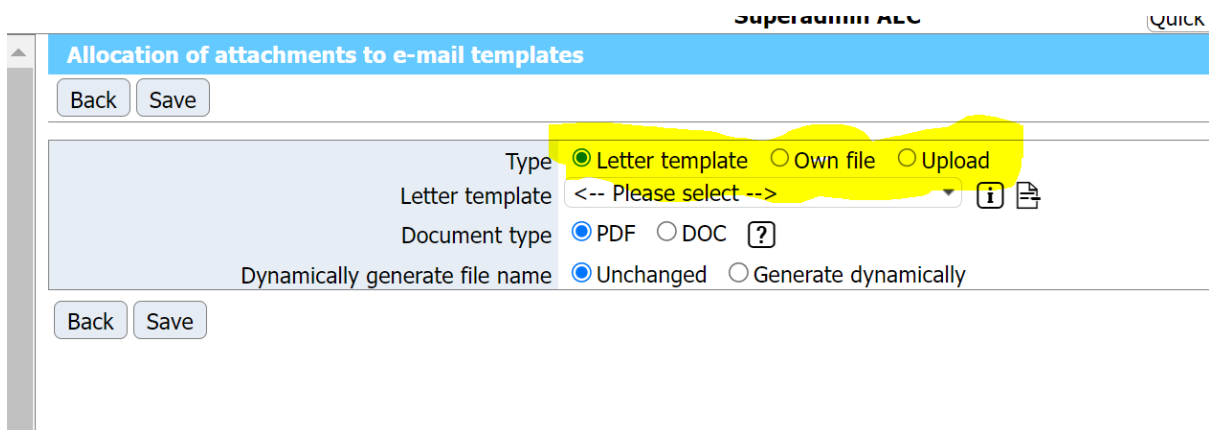
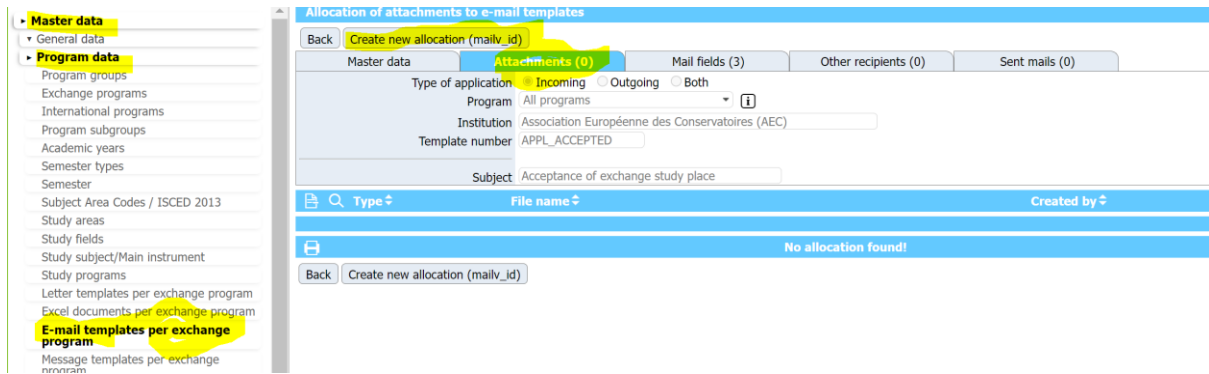
If you are really the champion of the pros of EASY MO, you can go even further and decide to link email templates and letter to specific pipeline and workflow steps. There is [a wonderful document](#) by SoP that can help you do this.

## How to generate standard PDF letters to attach to email templates

If you need, for example to attach an official acceptance letter to the acceptance email to the student you can find a document by SoP on how to [Create Letter Templates](#). You can find here the [mergefield directory](#). An easier way to do it is to create your letter in Microsoft Word (by using the **mergefields** of Mobility Online) and then upload it to the system here:

Name of letter template	Number	Program	Acad. year	App. Type	Pers. Type
Application Form Incoming	APPL_FORM	All programs	All academic years	Incoming	Student
Application Form Outgoing	APPL_FORM	All programs	All academic years	Outgoing	Student
Bilateral Agreement	BILATERAL_AGREEMENT	All programs	All academic years	Both	Student
Learning Agreement	LEARN_AGREE	All programs	All academic years	Both	Student
Learning Agreement Before	LEARN_AGREE_PART_1	All programs	All academic years	Outgoing	Student
Learning Agreement CHANGES	LEARN_AGREE_PART_2	All programs	All academic years	Outgoing	Student

Then, you can attach it to email templates here:

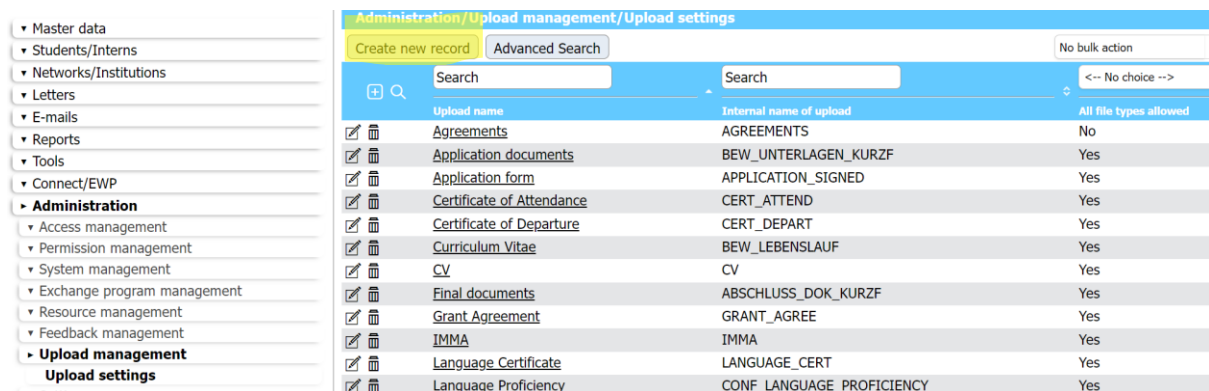


## How to add an upload step to the Workflow

In the first part of the manual, it was briefly explained how to add or delete a workflow step by activating the tool icon and copy or deleting steps. However, if you want to add a step that involves the upload of a new document, not already included in the current workflow, the process is slightly more complicated.

Let's imagine you want to add a Recommendation Letter in the Incoming Workflow.

The first thing to do is to verify if the item already exist and, if not, to add the upload item in the settings by going to Administration, Upload Management, Upload Settings. You see the list of documents that can be uploaded in the system and you can click on the button on the top Create new record to create a new document to be uploaded.



Master data	Roles (3)	Upload Groups (0)
Internal name of upload		LETTER_REC
Upload name		Letter of recommendation
Help text		<div style="border: 1px solid #ccc; padding: 5px;"> <p>File Edit Insert View Format Table Tools</p> <p>← → <b>B</b> <i>I</i> [List Icons] [List Icons] [List Icons] [List Icons]</p> <p>Formats Paragraph Times New... 16px</p> <hr/> <p>div Words: 0</p> </div>
Upload File Name		
There are still <b>400</b> characters available		
Number of max. uploads		1
Maximum size of upload (MB)		3
All file types allowed		<input checked="" type="checkbox"/>
Image files allowed		<input type="checkbox"/>
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		0
Max. allowed height of the image in Pixel		0
Allow only selected file type		<-- No choice -->
Show image tool		<input type="checkbox"/>
Word files allowed		<input type="checkbox"/>
Check DOCX file before upload		<input type="checkbox"/>
PDF files allowed		<input type="checkbox"/>
Check PDF file before upload		<input type="checkbox"/>
Excel files allowed		<input type="checkbox"/>
Text files allowed		<input type="checkbox"/>
Multimedia files allowed		<input type="checkbox"/>
Documentation		<input type="checkbox"/>
Input of additional search criteria allowed		<input type="checkbox"/>
Open file in new window		<input type="checkbox"/>
Table		BEWERBUNG - Application details
Column for display		bew_nachname - Last name
2. column for display		bew_vorname
Automatically delete upload when values in one or more columns change		<input type="checkbox"/>
Send e-mail at create upload		<input type="checkbox"/>
Send e-mail at change upload		<input type="checkbox"/>
Send e-mail at delete upload		<input type="checkbox"/>
Display of the upload request		<input checked="" type="radio"/> As tab <input type="radio"/> As icon next to history
Allow these uploads to be displayed in action links		<input checked="" type="checkbox"/>

Then, you need to insert roles in the tab Roles, meaning the permission to certain users to proceed with the uploads (insert /update/delete):

Master data | Roles (+) | Upload Groups (0)

Internal name of upload: MEDIA\_FILE  
 Upload name: Media file

Table: BEWERBUNG - Application details  
 Column for display: bew\_nachname - Last name

Role	Role name	Insert permission	Update permission	Delete permission
Admin Customer	Administrator Customer	Yes	Yes	Yes
Administrator SOP	Administrator with full access rights	Yes	Yes	Yes
External Partner	External Partner	Yes	No	No
Students/Incoming	Role for incoming students	Yes	Yes	No
Students/Outgoing	Role for outgoing students	Yes	Yes	No

5 Allocations found!

Back | Create new allocation (Role)

Now, to create a new workflow step, you need to go the workflow of any student and activate the tool icon of the system on the top right corner. Then you can click on the tool icon of any of the other upload steps. Please consider if you want to add the step in the Outgoing or Incoming workflow.

Européenne des Conservatoires (AEC) | Superadmin AEC | English

Query application work-flow

Applicant details:

- Family name(s): TestSOP
- Given name(s): LyliaTest
- Date of birth: 01.01.1900
- Home institution: AEC01 - Association Européenne des Conservatoires
- Field of study: Music - MUSIC
- What study period are you applying: Winter semester
- Host institution (1st choice): HELSINK42 - University of the Arts Helsinki
- Host institution (2nd choice):
- Host institution (3rd choice):
- Host institution (4th choice):

Buttons: Disable tool icon, Activate admin-docu, Add header field

Necessary steps	Done	Done on	Done by	Direct access via following link	8 / 23
<b>Before the Mobility - Application and Nomination</b>					
Online application	<input checked="" type="checkbox"/>	29.02.2024		<a href="#">Display/Change application</a>	0/-/ ms (10)
Confirmation email online application	<input checked="" type="checkbox"/>	29.02.2024	Automatically generated		0/-/ ms (20)
Online registration	<input checked="" type="checkbox"/>	29.02.2024			0/-/ ms (30)
Personal master data completed	<input checked="" type="checkbox"/>	11.04.2024	admin (LaDI)	<a href="#">Complete personal master data</a>	2/-/ ms (40)
Photo uploaded	<input checked="" type="checkbox"/>	11.04.2024	admin (LaDI)		2/8/2 ms (50)
Motivational statement for Home institution to go abroad (not mentioning any particular destination) entered	<input type="checkbox"/>			<a href="#">Enter information</a>	2/2/0 ms (60)
Language Certificate uploaded	<input type="checkbox"/>			<a href="#">Upload language certificate</a>	2/3/0 ms (70)
Proof of previous studies / Transcript of records uploaded	<input checked="" type="checkbox"/>	11.04.2024	admin (LaDI)		2/7/2 ms (80)
CV uploaded	<input checked="" type="checkbox"/>	11.04.2024	admin (LaDI)		2/7/2 ms (90)
Application submitted	<input checked="" type="checkbox"/>	11.04.2024	admin (LaDI)		1/3/0 ms (100)
After submitting the application, please wait for the feedback					
If incomplete: e-mail on incomplete application documents received	<input type="checkbox"/>				1/2/0 ms (110)

Reason for incompleteness:

And then copy the step (bottom, left hand side)

Administration/Exchange program management/Workflow steps

Close window | Edit

Master data | Tables/Columns (0) | Exchange programs (3)

Workflow step: Proof of previous studies / Transcript of records uploaded

Keep the link to the step displayed after the first execution  
 SQL-Condition for loading of program after fulfilment: bewerbung.is\_vollstaendig=0 AND (bewerbung.bit\_freifeld9=0 OR bewerbung.is\_mail\_sent\_1=1)

Name of link: Upload proof of previous studies / transcript of records

Internal description of the step: STUDY\_PROOF

Execute update:  After first execution of the step  After every execution of the step

Insert entry into history:

Send e-mail after completion:

Additional actions after execution of work-flow step:

Documentation (Customer):

Amount of steps will not be considered:

Created by admin (LaDI) on 14

Close window | Edit



The you select Upload as Type of step

Administration/Exchange program management/Workflow steps

Close window Save

Assistant  Yes  No

Type of step

- Display application
- Complete personal details
- Upload
- Enter questionnaire
- Print document via letter template
- Download
- Payment method
- Allocation
- Create Learning Agreement
- Create Transcript of Records

A new field called "Internal name of upload" will pop up. Then you select as type of application Outgoing or Incoming according to the which workflow you are updating and then you can select the right file from the drop-down list of internal upload names.

Type of application  Outgoing  Incoming

Type of person  Student  Teacher / Staff

Internal name of upload

Workflow step

- Allocation
- Create Learning Agreement
- Create Transcript of Records
- MEDIA\_FILE
- PASSPHOTO
- SIGNATURE
- SIGNED\_LEARN\_AGREE\_2\_EXTENSION\_OF\_STAY
- SIGNED\_TOR
- STUDY\_PROOF
- TEST\_011
- TRANSCRIPT\_RECORDS
- TRANSCRIPT\_SIGNED
- UNTERZEICHNET\_BEWFORM
- VERSICHERUNGSKLAERUNG

Keep the link to the step displayed after the first execution

SQL-Condition for loading of program after fulfilment

Name of link

Then, you can change the name of the step and of the link to say Reccomandation Letter instead of the file that was in the step you copied. The important thing before saving the new step is to copy or remember the internal name of the step.. There might already be steps with the internal name RECC\_LETTER, because whenever you generate an upload step, it will automatically use the internal upload name for the internal workflow step description).

Workflow step

There are still 970 characters available

link to the step displayed after the first execution

SQL-Condition for loading of program after fulfilment

There are still 100000 characters available

Name of link

There are still 972 characters available

Internal description of the step

Execute update  After first execution of the step  After every execution of the step

Insert entry into history

Send e-mail after completion

Then you save the step, by clicking on “save”.

Then you go back into the workflow and open any toolicon on the left hand side of any step and you copy the step again as showed before. Now you only change the workflow step name to RECC\_LETTER and select the step that you had previously created and change the sort order (choose between 60 and 100).If you mark “workflow step must be executed” the step becomes mandatory. And finally, save.

✖	Photo uploaded	<input checked="" type="checkbox"/>	29.02.2024	Photo uploaded	✖
⚙️	Motivational statement for Home institution to go abroad (not mentioning any particular destination) entered	<input checked="" type="checkbox"/>	29.02.2024	Motivational statement for Home institution to go abroad (not mentioning any particular destination) entered	✖
⚙️	Language Certificate uploaded	<input checked="" type="checkbox"/>	29.02.2024	Language Certificate uploaded	✖
⚙️	Proof of previous studies / Transcript of records uploaded	<input checked="" type="checkbox"/>	01.03.2024	Proof of previous studies / Transcript of records uploaded	✖
⚙️	CV uploaded	<input checked="" type="checkbox"/>	01.03.2024	CV uploaded	⚙️ ✖
⚙️	Application submitted	<input checked="" type="checkbox"/>	01.03.2024	Application submitted	✖

Administration/Exchange program management/Workflow per exchange program

Close window Update

WARNING! Please note that any changes in these settings may affect other exchange programs /academic years /institutions.

Master data Roles (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 Vano Sarajishvili Tbilisi State Conservatoire, Georgia ? i

Workflow step Photo uploaded - PASSPHOTO ? i

Sub group Before the Mobility - Application a... i

Workflow step depends on <-- No choice --> ? i

Sort order 50

Workflow step must be executed

Draw separation line

Show help text  ?

SQL-Statement to limit the display bewerbung.is\_storniert=0 AND bewerbung.is\_abgebrochen=0

There are still **100000** characters available

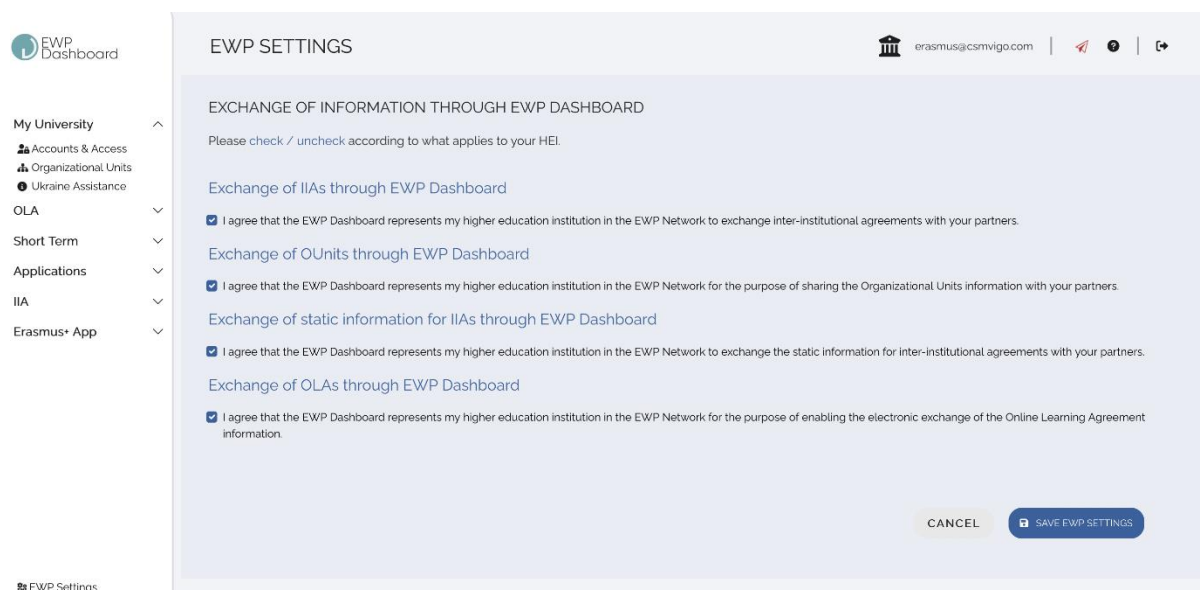
Documentation (Customer)

# Chapter 7 – EWP settings, IIAs and Las

## Dashboard Settings

Any internal user of EASY MO can decide if connecting the system with EWP and therefore manage Learning Agreements and/or Interinstitutional Agreements within the EASY MO platform.

If you go for this choice, the first thing to do is to go to your Dashboard account, click on EWP settings (you can find it, very small in the bottom left corner of the screenshot below) and deactivate the third and/or the third box (IIAs and OLA), and click save.

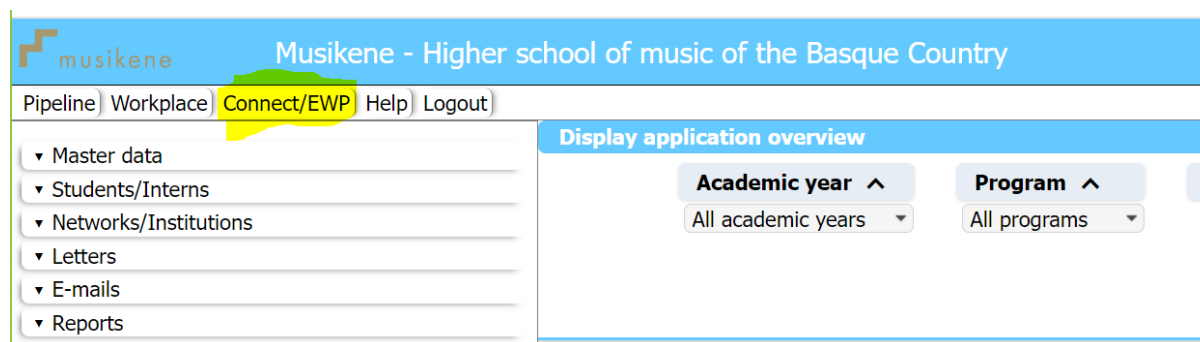


Please note that it is not compulsory at all to connect EASY MO to EWP. You can keep on using Dashboard and OLA and limit your use of EASY MO to the exchange and selection of applicants.

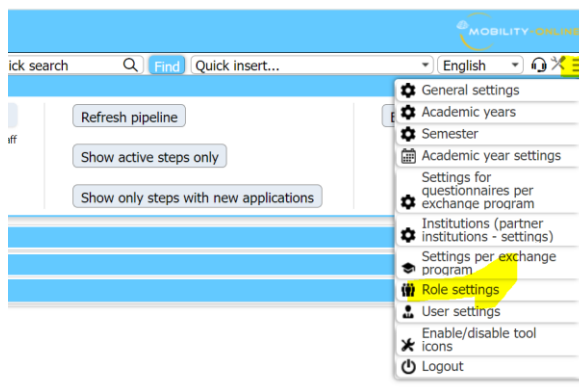
## EASY MO Settings to connect to EWP

First of all, please note that you can do all tests regarding this part in the test environment (you can use your usual credentials to enter: [https://mobility.aec-music.eu/mobility\\_test/LoginServlet](https://mobility.aec-music.eu/mobility_test/LoginServlet) )

You know that your connection with EWP is activated when the **Connect/EWP** button appears in the horizontal menu on the top left of the system:



If it does not appear, you need to activate your EWP settings. Please go to the burger menu on the top right corner of the system and select Role Settings.



Select “Administrator Customer” and then select, under Permissions, the fields related to EWP:

Administration / Settings / System / Role settings

Create new record | Advanced Search

<-- Select all --> | <-- No choice --> | <-- No choice -->

Role	Display Workplace	Display Application Pipeline
Administrator Customer	Yes	Yes
Departmental Coordinators	Yes	Yes
External Partner	No	No
Institutional Coordinator	Yes	Yes
Members of the International Office	Yes	Yes

Additional grouping by semester

**Permissions**

Restricted display of application types  Outgoings  Incomings  Both

Restricted display of exchange programs <-- No choice -->

Restricted display of academic years <-- No choice -->

Do not publish applications on the 3rd pipeline link (if access to pipeline steps is restricted for this role).  ?

Use restriction for the standard display of applications too  ?

Show icon for further applications

Show tab for further applications

---

Limit showing application by person

Limit displayed applications based on the agreements assigned to the user

Show all addresses (despite assignment of user to institution)

---

Restriction display persons  Only persons of allocated institutions to the user  
 Only persons of cooperations with allocated instit  
 All persons

Restrict display of bilateral agreements  Agreements of allocated institutions to the user (   
 Agreements of allocated institutions to the user a  
 All agreements

Restrict Display of Multilateral Cooperations  Multilateral Cooperations of allocated institutions  
 Multilateral Cooperation of allocated institutions t  
 All Multilateral Cooperations

---

User authentication  Internal  LDAP  Shibboleth  Central Aut

2-factor authentication type  mandatory  optional  none

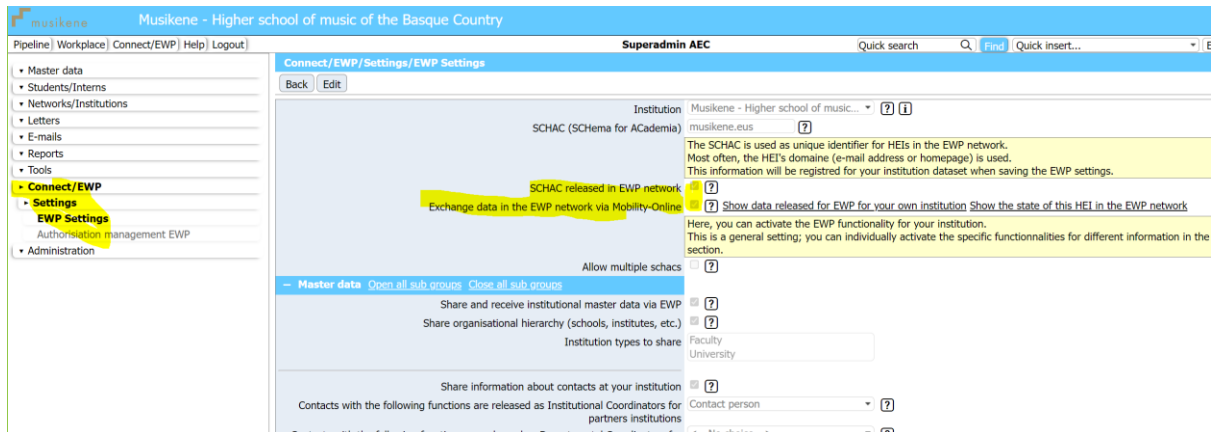
Password change is allowed

Show Connect/EWP

Start entry for Connect/EWP  Partner institution  
 Agreements  
 Applications  
 Learning Agreement Outgoings  
 Learning Agreement Incomings

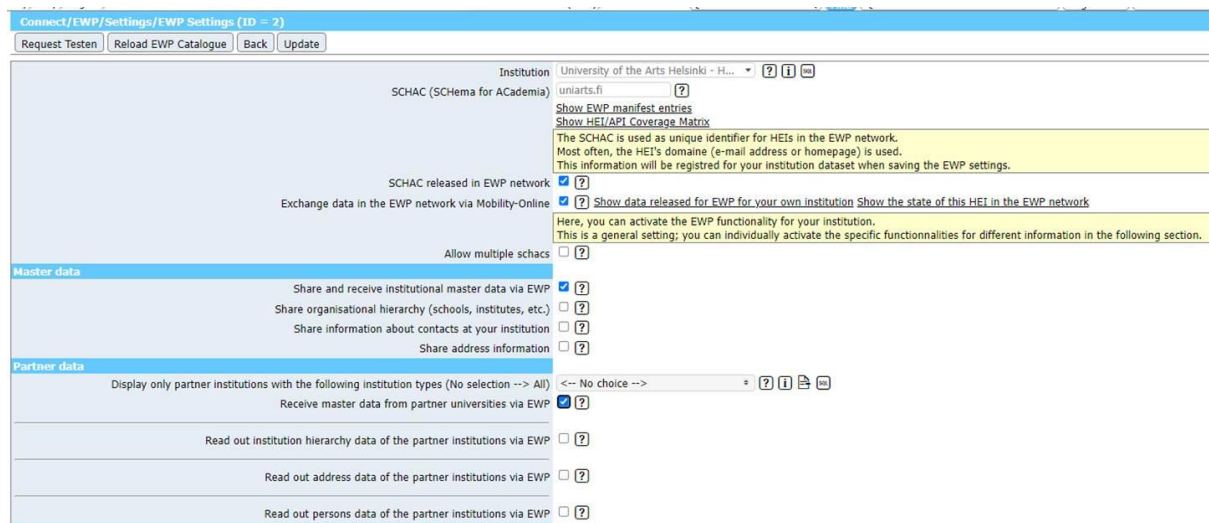
Change of settings for restrictions for users of this role allowed

Then go to the left menu, Connect/EWP, Settings, EWP Settings, and click on the boxes that allow you to share the basic data with the EWP network



Click on Save and refresh the page. At this point the Connect/EWP Button on the top horizontal menu should appear.

Here below you can find how the settings should be in order to be able to exchange data with the EWP network:



## Interinstitutional Agreements (IIAs) Settings

Scrolling down in the same section as above (Connect/EWP, Settings, EWP Settings) you find the IIAs Settings. Please note that more fields appear as soon as you click on the various boxes, so do not worry if, when you scroll down the first time on this page, you do not see everything that appears in the screenshot below.

Please find below the boxes that should be ticked to activate the connection with EWP for IIAs:

The screenshot shows the 'Agreement data' settings page. The following options are highlighted in yellow:

- Share and receive Inter-Institutional Agreement (IIA) data via EWP:  [?]
- Which Agreements tabs should be displayed:  Agreements (Simple) [?]
- Use which column to transfer subject area code:  Standard (column Subject code)  Own column (column ISCED Code) [?]
- When should the agreement/proposal be set to active:  After creation of the agreement  Never [?]
- When to create EWP IIAs as agreements:  After signing of the own university  After approval of the own university  No automatic creation of local agreements [?]

Other visible settings include:

- Share inter-institutional-agreement general factsheet data via EWP:  [?]
- Agreements (Flow):  [?]
- Manage organisational units of the partner institution on IIAs at the deepest level, if defined:  Yes  No [?]
- Manage organisational units of the own organisation on IIAs at the deepest level, if defined:  Yes  No [?]
- Transfer/import ISCED-clarification if filled:  [?]
- Method to determine signing person:  Person hierarchy (like bilateral agreements)  Currently logged in person [?]
- Function for signing person (own): Incoming and Outgoing Exchange... [? i ?]
- Function for other contact person (own): <-- No choice --> [? i ?]
- Function for signing person (partner): Incoming and Outgoing Exchange... [? i ?]
- Function for other contact person (partner): <-- No choice --> [? i ?]
- Exchange Inter-Institutional Agreements of following exchange programs: Bilateral, Erasmus SMS, Nordplus [? i ?]
- Exchange Inter-Institutional Agreements of following academic years: 8 of 8 selected [? i ?]
- Format of academic years: [?]

The yellow marked options should be discussed with your SoP project manager, if you have one, as well as the IIA factsheet. The exchange IIAs of exchange programs, depend on the agreements that you have.

*N.B.: Please note that Dashboard has just removed the possibility to release and visualise already signed IIAs via systems by commercial providers. SoP contacted Dashboard about this issue, we hope they will reply soon and that they will enable this functionality again.*

## Learning Agreement (LA, or DLA) Settings

Scrolling down in the same section as above (Connect/EWP, Settings, EWP Settings) you find Learning Agreement Settings. Please note that more fields appear as soon as you click on the various boxes, so do not worry if, when you scroll down the first time on this page, you do not see everything that appears in the screenshot below.

Please find below the boxes that should be ticked to activate the connection with EWP for LAs;

**Learning Agreement data**

Share and receive Learning Agreement data via EWP  ?

Manage Learning Agreements  ?

Send Learning Agreement to partner  ?

Hide icon for printing the DLA  ?

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

Function of the contact person for the digital Learning Agreement at your own institution Incoming and Outgoing Exchange... ? i sss

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

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

Individual columns of the contact person for the digital Learning Agreement at the partner university  ?

Standard function for field position at digital learning agreement <-- No choice --> ? i sss

Send e-mails to the persons responsible for checking the digital learning agreement.  ?

Column Application Table DLA Reject (Outgoing) <-- No choice --> ? sss

Column Application Table DLA Reject (Incoming) is\_zustand\_2 - Status column 2 ? sss

Adopt courses from Learning Agreement when attaching application (own)  ?

Adopt courses from Learning Agreement when attaching application (partner)  ?

Default value for toggle Overwrite local LA  ?

Disable toggle local LA overwrite  ?

Allow partners to sign a DLA externally (even though the partner has activated the EWP-DLA interface)  ?

**Default setting:** "All"

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

**Background:** Not all providers support the splitting of the DLA interface by IN/(another provider), the other provider must also support the splitting of the interf

Only incoming  Only outgoing  All ?

LA signed by student and coordinator  Manually via pipeline step ?

?

By enabling this feature, you create the option for partners who have an activ

The remainig settings should be as follows

**ESI (European Student Identifier) data**

Generate ESI (European student identifier) automatically if not already available  ?

Format for ESI  urn:schac:personalUniqueCode:int:esi:hei:personId

urn:schac:personalUniqueCode:int:esi:country:matriculationNumber

urn:schac:personalUniqueCode:int:esi:schac:matriculationNumber

Check for filled ESI during data exchange  ?

**General settings for imported data**

Import of institution name in national language  Don't import

As standard in the field 'Name of institution'

Import in field 'Official institution name in national language' ?

Import of institution name in English  Don't import

As standard in the field 'Name of institution'

Import in field 'Additional description' ?

Type of address for main address <-- No choice --> ? i

Type of address for postal address <-- No choice --> ? i

Institution type for faculties <-- No choice --> ? i

Institution type for institutes <-- No choice --> ? i

**General**

Upload Factsheet <-- No choice --> ? i

URL Factsheet ?

Invite partners by e-mail, if not already in EWP (optional)  ?

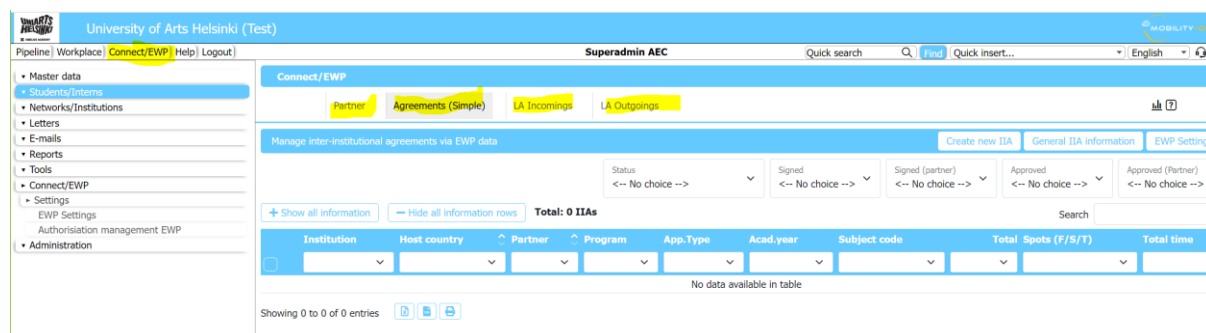
Show EWP-Inspector  ?

Created by admin (ladi) on 28.03.2023 12:57:58 last modified by admin (ladi) on 26.0

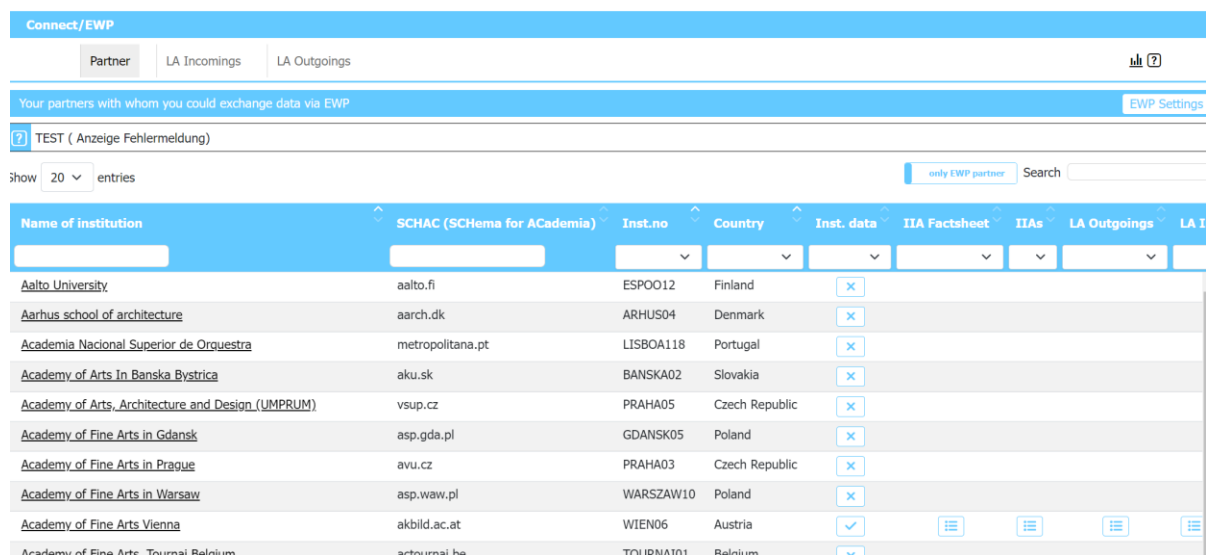
Please note that data of previously signed Learning Agreements cannot be imported in SoP.

## Where to see the data exchanged with EWP

Once you have activated all the settings explained above and you have started exchanging data with partners, you can have access to those data and documents here:



Here you can see also which institutions have connected to EWP and for what



Name of institution	SCHAC (SCHema for ACademia)	Inst.no	Country	Inst. data	IIA Factsheet	IIAs	IA Outgoings	IA I
Aalto University	aalto.fi	ESPOO12	Finland	X				
Aarhus school of architecture	aarch.dk	ARHUS04	Denmark	X				
Academia Nacional Superior de Orquestra	metropolitana.pt	LISBOA118	Portugal	X				
Academy of Arts In Banska Bystrica	aku.sk	BANSKA02	Slovakia	X				
Academy of Arts, Architecture and Design (UMPRUM)	vsup.cz	PRAHA05	Czech Republic	X				
Academy of Fine Arts in Gdansk	asp.gda.pl	GDANSK05	Poland	X				
Academy of Fine Arts in Prague	avu.cz	PRAHA03	Czech Republic	X				
Academy of Fine Arts in Warsaw	asp.waw.pl	WARSAW10	Poland	X				
Academy of Fine Arts Vienna	akbild.ac.at	WIEN06	Austria	✓				
Academv of Fine Arts, Tournai Belgium	actournai.be	TOURNAI01	Belgium	✓				

*Important note about Nominations in EWP: at the moment, we did not activate the possibility of Nominations via EWP in EASY MO. Some other commercial providers, such as Osiris, have already activated Nominations via EWP in their systems. In principle, this function is also available in Mobility Online. However, the EWP project has announced that this web service is still supposed to be updated and then new tests need to be done. This is the reason why, even though already available, the transfer of nominations is not yet tested and ready to be used with other commercial providers. This is planned as one of the next steps for EWP, as currently the focus is on the IIAs and Las. SoP does not think that the final version of the nominations will be updated and tested by everyone within the next six months or year.*



## Chapter 8 - Digital Learning Agreement (DLA) process

The first and most important thing that you need to know about the DLA in EASY MO is that the **Outgoing Institution** is the main owner, initiator, manager and treasurer of this important document. This simply reflects the OLA/EWP logic. In this context, the Incoming Coordinator has very little margin of action in the document, limiting to approve/refuse and sign the document. On the other hand, the Outgoing Coordinator is so “powerful” that can even act on behalf of the student in managing the document. Also, as for the moment not many automatic notifications regarding the Learning Agreements have been activated, coordinators are invited to check regularly the Connect/EWP section of the horizontal menu to see the status of the learning agreement. Finally, do not expect a real signature for the Learning Agreement. The signature of the LA in EASY MO is simply a click, that on the document appears as a date next to the name of the person who signed.

After the Allocation of the student to their final destination ([please check the relevant paragraph in Chapter 5 to see how to allocate the student to the right institution without making mistakes](#)) by the Outgoing coordinator, the applications ends up in two pipeline steps at the same time:

necessary)			
<input checked="" type="checkbox"/> Applications allocated to host institutions (OLA - managed externally)	1	<a href="#">Mark applications as courses done externally via OLA</a>	
<input checked="" type="checkbox"/> Applications allocated to host institution - Digital Learning Agreement managed internally in MO, courses to be entered and signed by student	1	<a href="#">Display applications</a>	

If

It is now on the student to act. In their Outgoing Workflow, the links about entering information and entering courses in the Learning Agreement will appear step by step. The student starts filling in the learning agreement: language, **courses at the host** institution and **courses at the home** institution (grey fields are optional). All the other data are automatically populated from the application. All these actions will appear as soon as the student progresses in the workflow:

Necessary steps	Done	Done on	Done by	Direct access via following link
Student allocated to final choice	<input checked="" type="checkbox"/>	16.04.2024	admin (ical)	
<b>Before the Mobility - Digital Learning Agreement</b>				
Information required for the Learning Agreement entered	<input checked="" type="checkbox"/>			<a href="#">Enter information</a>
<input checked="" type="checkbox"/> Courses at the host institution entered in the Learning Agreement	<input type="checkbox"/>			<a href="#">Courses at the host institution entered in the Learning Agreement</a>
Courses at the home institution entered and signed in the Learning Agreement	<input type="checkbox"/>			
Learning Agreement confirmed by home institution	<input type="checkbox"/>			
Learning Agreement confirmed by host institution	<input type="checkbox"/>			
<b>During the mobility - Digital Learning Agreement (Changes)</b>				

To add the courses they need to click on *enter further courses*..

**Edit learning agreement**

For further help please expand this bar!

<b>Last name</b>	Ivan	<b>First name</b>	Test DLA
<b>Home institution</b>	CONSERVATORIO SUPERIOR DE MUSICA IN VIGO	<b>Country of the home institution</b>	Spain
<b>Host institution</b>	University of the Arts Helsinki	<b>Country of host institution</b>	Finland
<b>Academic year</b>	2024/2025	<b>Name of Semester</b>	Spring semester

All courses 0,00 Credits total for 0 courses

Search  [Reset all filters](#)

Course unit title at the host institution	Course no./host	Acad. year	Semester	Credits
No data available in table				

[Back](#) [Enter further courses...](#)

**Edit learning agreement**

Host institution: University of the Arts Helsinki - HE... ?

Study area: Music

Study field: Music - MUSIC

Academic year: 2024/2025 ?

Semester: Spring semester ?

Course unit code at the host institution:

There are still 200 characters available

Course unit title at the host institution:

There are still 255 characters available

Number of lessons at the host institution:

Number of credits at the host university:

Link to course at the host institution:

There are still 100000 characters available

[Close](#) [Save](#)

(grey fields are optional)

One saved, the courses will appear as follows

**Edit learning agreement**

For further help please expand this bar!

<b>Last name</b>	Ivan	<b>First name</b>	Test DLA
<b>Home institution</b>	CONSERVATORIO SUPERIOR DE MUSICA IN VIGO	<b>Country of the home institution</b>	Spain
<b>Host institution</b>	University of the Arts Helsinki	<b>Country of host institution</b>	Finland
<b>Academic year</b>	2024/2025	<b>Name of Semester</b>	Spring semester

All courses 12,00 Credits total for 1 courses

Search  [Reset all filters](#)

Course unit title at the host institution	Course no./host	Acad. year	Semester	Credits
<input type="checkbox"/> <b>Piano V</b>	0000	2024/2025	Spring semester	12,00

[Back](#) [Enter further courses...](#)

It is preferable that the students has already agreed with the coordinator/s on a list of courses to insert in the DLA, their official names, codes, and number of credits, and the corresponding courses at home (so basically all necessary data to fill in Table A and Table B of the LA).

Log out | Jose Luis Fernandez | Quick search | Find | Quick insert... | English

**Edit learning agreement**

For further help please expand this bar!

<b>Last name</b>	Ivan	<b>First name</b>	Test DLA
<b>Home institution</b>	CONSERVATORIO SUPERIOR DE MUSICA IN VIGO	<b>Country of the home institution</b>	Spain
<b>Host institution</b>	University of the Arts Helsinki	<b>Country of host institution</b>	Finland
<b>Academic year</b>	2024/2025	<b>Name of Semester</b>	Spring semester

All courses 12,00 Credits total for 1 courses

Search  [Reset all filters](#)

Course unit title at the home institution	Course no./home	Acad. year	Semester	Credits
<u>Piano V</u>	0000	2024/2025	Spring semester	12,00

Release courses for EWP: Ivan, Test DLA

General Information					
Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	Ivan	Test DLA	01.01.2000	ES	Male
	ESI	Study cycle	Field of education (ISCED)	Field of education (clarification)	
	urn:schac:personallUniqueCode:int:es:icsmvigo.com:	Bachelor	0215	Music and performing arts	
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	CONSERVATORIO SUPERIOR DE MUSICA IN VIGO (CONSERVATORIO SUPERIOR DE MUSICA IN VIGO)	CONSERVATORIO SUPERIOR DE MUSICA IN VIGO	E VIGO03	Spain	JOSE LUIS FERNANDEZ; jfernandez@ssmvigo.com; +34 986 28 44 44
	Administrative contact				

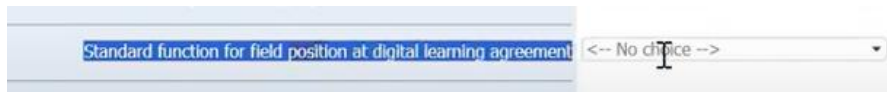
The student can now sign by clicking on the button Sign and transfer. Now 2 new tabs related to the Learning Agreement appear in the Master data of the student (but only on the Outgoing Institution side), and emails about the LA sent by the system also appear in Email tab:

Once the student has signed, the Outgoing coordinator has two options on their pipeline

The second option needs to be chose when the Incoming institutions is external

By clicking on the action link of the first option (Sign DLA and release data in EWP) the list of applications whose learning agreement needs to be signed appear. To access the LA of the student, you need to click on the new little icon (paper with lines) that appears next to the name of the student:

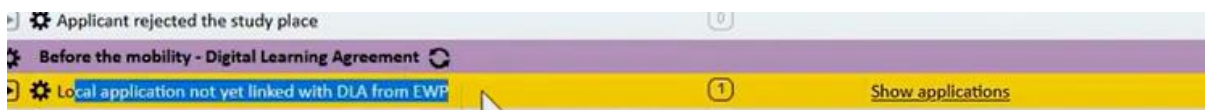
Here the data of the person signing can be changed. The accept button, if clicked, it turns into Reject, and a message about changes to be done can be sent to the student by typing a text into the message box next to it. The position of the person signing the DLA can be also inserted in the EWP/Connect - Settings



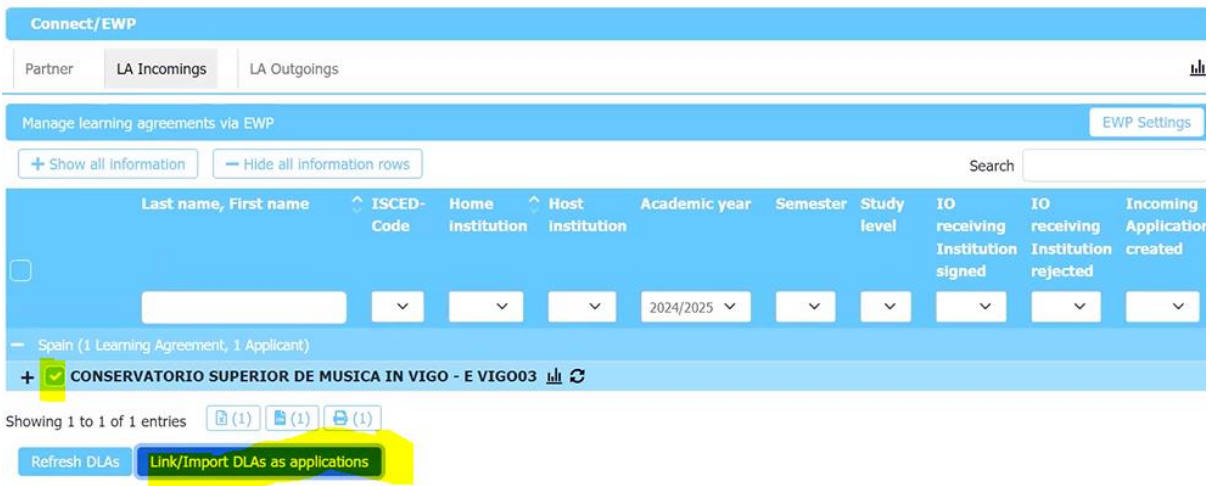
After the signature of the Home Coordinator, the application goes to the next step of the pipeline and it is now on the Incoming Coordinator to check and sign the DLA.



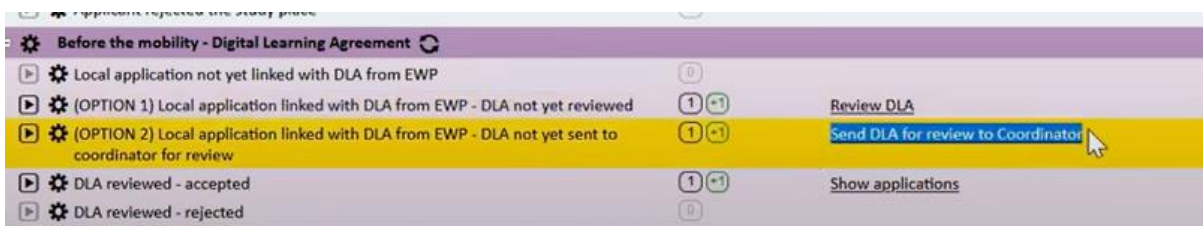
At this point the Incoming Coordinator sees that there is an Incoming Learning Agreement in waiting. Please note that there is no notification sent by email to the Incoming Coordinator to notify them about this. Therefore, the incoming pipeline need to be checked regularly (we are planning to add a notification for next year).



When clicking on Show application, **the Incoming Coordinator does not get any icon next to name of the student to access the DLA. To get this icon, they need to go to the horizontal menu on the top of the system, click on Connect/EWP and on LA Incomings.** There, the incoming coordinator will find all the incoming LA grouped by country. Next to the country there is the + symbol, you need to click on it and then check the box of the name of the institution and click on Link/Import DLAs as applications



Once the Link/Import of the DLA has taken place, the Incoming Coordinator can go back to the pipeline and will find the application in the next pipeline step, again with two options (review the DLA themselves or send it to somebody else).

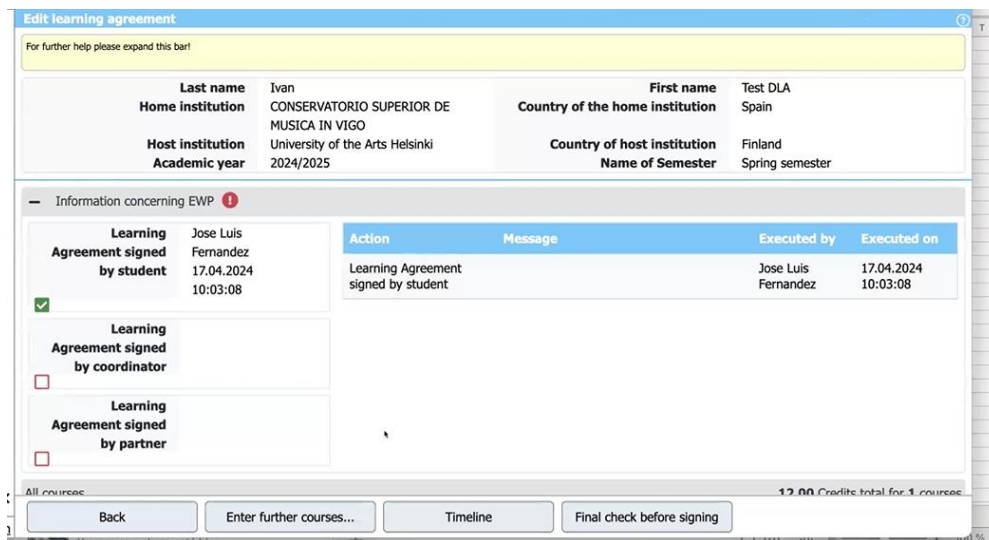


When clicking on Review DLA on this step, next to the name the DLA icon will appear and the DLA can be entered for the signature by the Incoming side. Please note that the Incoming Coordinator does not have any possibility to change data of the DLA. Can just accept and reject, sending a motivation for the rejection in the message box of the DLA itself.

If the Incoming institution rejects the DLA, the Outgoing Coordinator will see in the pipeline. The action links related to the rejection steps need to be all clicked in order for the student to be informed about the rejection:

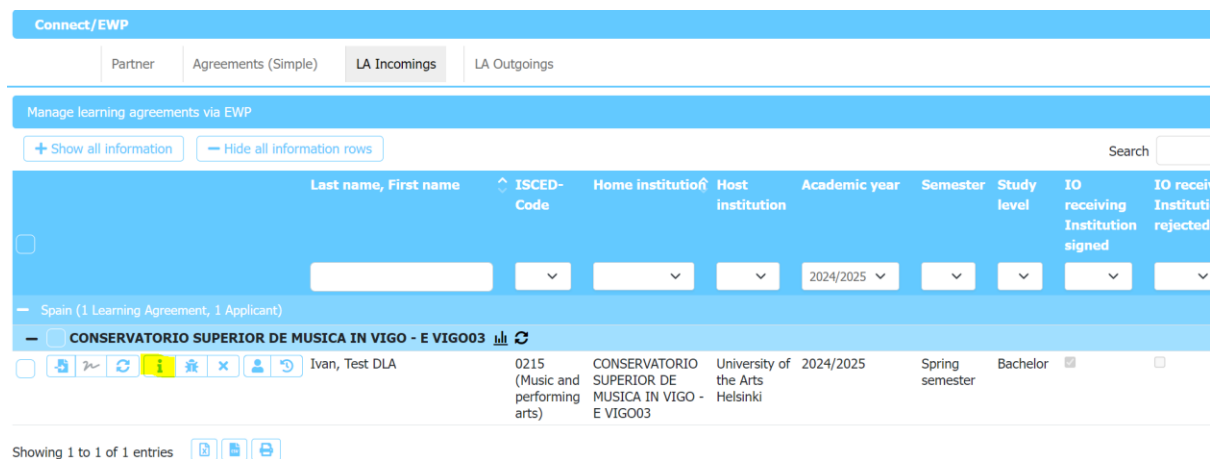


The student can correct and sign again the DLA in the Outgoing Workflow. The DLA is sent again to the Outgoing Coordinator and then to the Incoming Coordinator for the signature. The history of the document can be reviewed by clicking on the button Timeline



The student can still apply changes to the DAL during the mobility.

Please note that while the student and the Outgoing Coordinator have access to the signed Learning Agreement from the Pipeline, Workflow and Master Data, the Incoming Coordinator can access to the Learning Agreements only from the button of the top horizontal menu Connect/EWP, clicking on the various + symbols to get to the student and then click on the “I” icon.



THE END

(for now....)

For any questions or doubt please mail Sara at [events@aec-music.eu](mailto:events@aec-music.eu)

See you on 4th September in Dublin for our EASY MO live workshop!