EASY Mobility Online Manual 2023/2024 for Internal IRCs

Second Part, update April 2024

Contents

N.B. for any questions/doubts/issues with the system please mail Sara at 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.
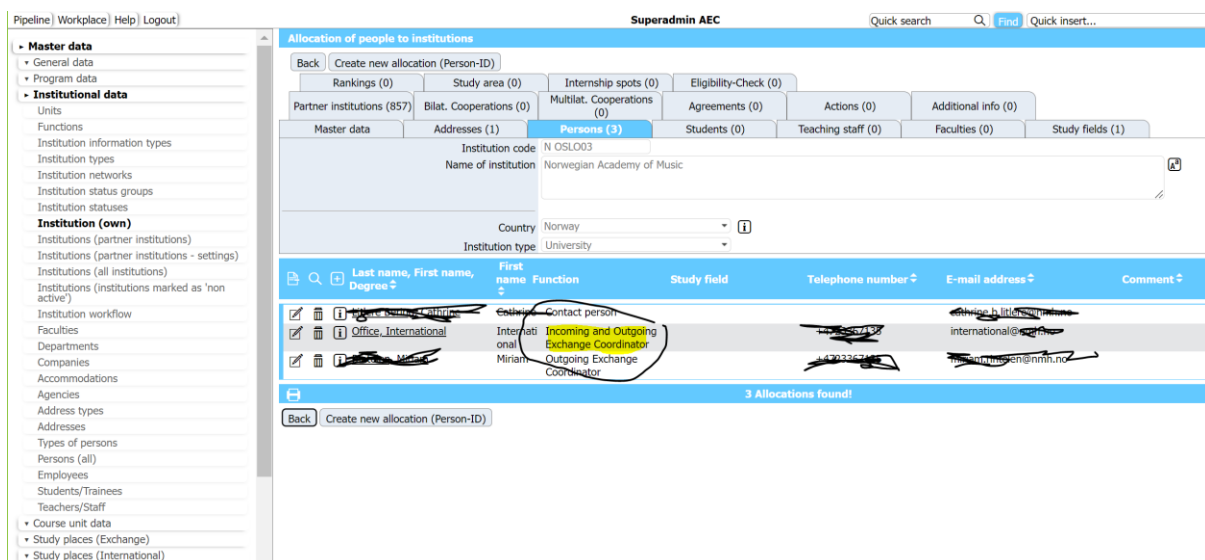
Settings not to be touched (duration of stay)

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.

Back Edit

Type of application	● Incoming ○ Outgoing ○ Both [?]
Type of person	● Student ○ Teacher / Staff ○ Both [?]
Program	All programs ▼ [?] [i] [sql]
Institution	Music and Arts University of the City of Vienna [?]
Academic year for applications	2024/2025 ▼ [?] [i] [sql]
Semester for applications	<-- No choice --> ▼ [?] [i] [sql]
Applications allowed from	30.01.2023 [?] 00 ▼ : 00 ▼
Applications allowed until	01.01.2026 [?] 23 ▼ : 00 ▼
Message number	MESS_APP ▼ [?] [i] [sql]
Application for remaining places (2. round)	● No ○ Yes, check valid applications ○ Yes, check allocated applications [?]
Application deadline per study level	☐ [?]
Specific semester dates	☐ [?]
Minimum duration of stay	[?]
Maximum duration of stay	[?]
Duration of stay in	● Days ○ Weeks ○ Months [?]
Earliest start date of the mobility	[?]
Latest date of end of the stay	[?]
Include travel days in calculation of funding duration	☐ [?]

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

Back Edit

— **General** Open all sub groups Close all sub groups

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

In general, no other settings in the academic year settings should be entered otherthan 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:

		Jahr,Bew	Semester für Bewerbungen	Programm	Pers.Art	Bew.Art	Institution	Bew.von	Bew.bis
		2024/2025	Winter semester	Erasmus SMS	Studierende / PraktikantInnen	Incoming	Hochschule für Musik Würzburg	17.01.2024	15.03.2024
		2024/2025	Spring semester	Erasmus SMS	Studierende / PraktikantInnen	Incoming	Hochschule für Musik Würzburg	17.01.2024	15.03.2024
		2024/2025	Full academic year	Erasmus SMS	Studierende / PraktikantInnen	Incoming	Hochschule für Musik Würzburg	17.01.2024	15.03.2024
		2024/2025		Erasmus SMS	Studierende / PraktikantInnen	Outgoing	Hochschule für Musik Würzburg	01.01.2024	15.06.2025
		2024/2025	Winter semester	Erasmus SMS	Studierende / PraktikantInnen	Outgoing	Hochschule für Musik Würzburg	17.01.2024	15.06.2024
		2024/2025	Spring semester	Erasmus SMS	Studierende / PraktikantInnen	Outgoing	Hochschule für Musik Würzburg	17.01.2024	15.06.2024
		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

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

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

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

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:

Quick search

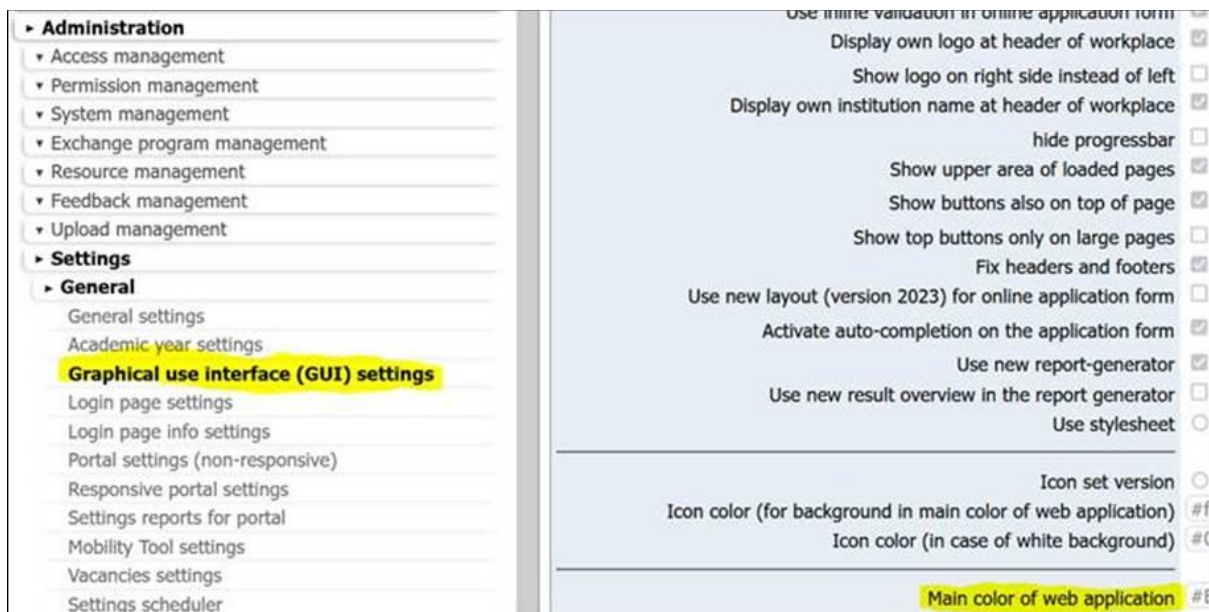## Allocation of roles to upload settings

Back Save

|	
Role	Role for incoming students ▼ ?
Internal name of upload	MEDIA_FILE - Media file ▼ ⓘ
Insert permission	☑ ?
Update permission	☑ ?
Delete permission	☑ ?

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 you institution go through a recent rebranding? You can change your logo following this path:
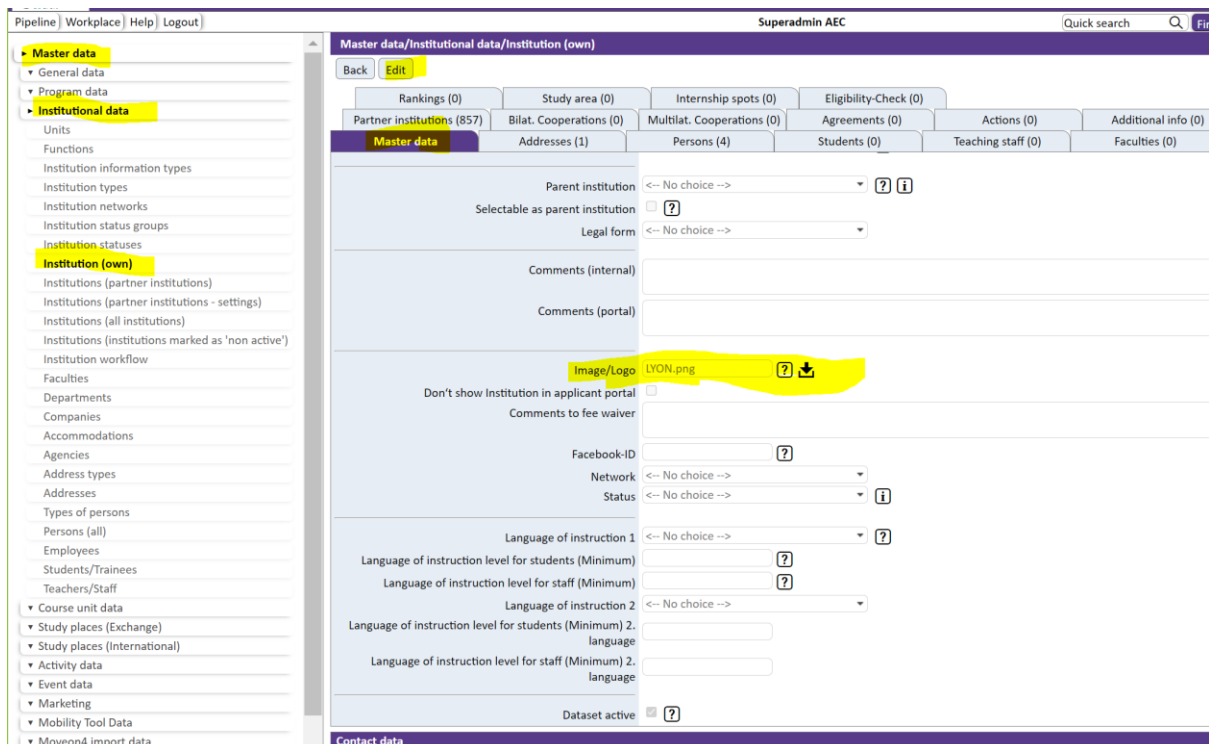
Display who is internal and who is external

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- Istitutional data – Institutions (all institutions) and click on the small icon with lines and dots in the right bottom corner

The, select the „add colums" combobox and add the internal Partner field:

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:

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[1] standard **Outgoing Application Form** filled in **only** by students belonging to EASY **Internal Institutions**

Studies at the home institution

Country of the home institution	Belgium
Home institution	AEC01 - Association Européenne ... *
Field of study	<-- Please select --> *
Main Instrument / Specific Field of Study	<-- Please select --> *
Current level of education at home institution (before exchange)	<-- Please select --> *
International Relations Coordinator	<-- No choice -->

Studies at the host institution

I want to apply for exchange at (level of study during exchange)	<-- Please select --> *
Country of Host Institution (1st)	<-- Please select --> *
Host institution (1st choice)	<-- Please select --> *
Country of host institution (2nd)	<-- No choice -->
Host institution (2nd choice)	<-- No choice -->
Country of host institution (3rd)	<-- No choice -->
Host institution (3rd choice)	<-- No choice -->
Country of host institution (4th)	<-- No choice -->
Host institution (4th choice)	<-- No choice -->

Contact person in case of emergency

First name of your contact person	
Last name of your contact person	
Relationship of contact person	
E-mail address of contact person	

E-mail address of contact person	
Phone number of contact person	

− Language competence

Mother tongue	`<-- Please select -->` ▾ *
Language of instruction at the host institution	`<-- Please select -->` ▾ *
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[2] 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	◉ Incomings ○ Outgoings *
Type of person	◉ Students/Trainees ○ Teachers *
Exchange programme	Erasmus+ ▼ *
Academic year	2024/2025 ▼ *
Semester	<-- Please select --> ▼ *

— Personal data

Last name	*
First name	*
Sex	○ Male ○ Female ○ Undefined *
Date of birth (dd.mm.yyyy)	*
Country of birth	<-- No choice --> ▼
Place of birth	
Nationality	<-- Please select --> ▼ *
Do you need a visa?	○ Yes ○ No *
E-mail address	* ?
Same e-mail address for verification	*

— Emergency contact details

First name of your contact person	
Last name of your contact person	
Relationship	
E-mail address of contact person	
Phone number of contact person	

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	[<-- Please select --> ▼] *
Home university	[<-- Please select --> ▼] *
International Coordinator at the Home Institution	[<-- No choice --> ▼]
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)	[<-- Please select --> ▼] *

— Data concerning planned studies abroad

Host country	[Belgium ▼]
Host institution	[AEC01 - Association Européenne ... ▼] *
Level of study during exchange	[<-- No choice --> ▼]
Study field	[<-- Please select --> ▼] *

Degree Programme / Main instrument	<-- Please select --> ▾ *
Planned start of stay	_____ *
Planned end of stay	_____ *

— Language competence

Mother tongue	<-- Please select --> ▾ *
Language level 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

— Further information

Comments concerning your application	[ ] There are still **500** 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:

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[3]:

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[3] For internal students, the nomination from their home coordinator happens at the end of the Outgoing process

Applicant details				
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	☑	09.04.2024	Superadmin AEC	Complete personal master data	
Before the stay - uploading and printing documents					0 /
Photo uploaded	☐			Upload photo	
Language Certificate uploaded	☐				
Proof of previous studies uploaded	☐				
Motivation letter for this destination uploaded	☐				
Media file uploaded	☐				
Upload a media file if it is a document, or insert a link in the next step					
Media file link entered	☐				
Optional: Extra question(s) answered	☐				
Study plan marked as reviewed	☐				
Submission confirmed	☐				
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	☐				
Application sent to Selection Committee	☐				
Application marked as rejected	☐				
Application marked as accepted	☐				
Before the mobility - Learning Agreement tasks					0 /
Learning agreement (signed by applicant and coordinator of the home institution) accepted by host	☐				

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:

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 able to transfer their application to further destinations:

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:

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@z̶h̶e̶w̶ h	25.03.2024 12:20:18	U	Free field 7 (boolean): '0' on 'empty' Free field 7 (boolean): '0' on '1'
A̶n̶d̶r̶a̶d̶a̶E̶r̶i̶k̶a̶R̶a̶d̶i̶u̶	25.03.2024 12:17:28	U	Partner Nomination sent
A̶n̶d̶r̶a̶d̶a̶E̶r̶i̶k̶a̶R̶a̶d̶i̶u̶	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:

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

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:

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

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 Committe, 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

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

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

The link to the application shows information as follows:

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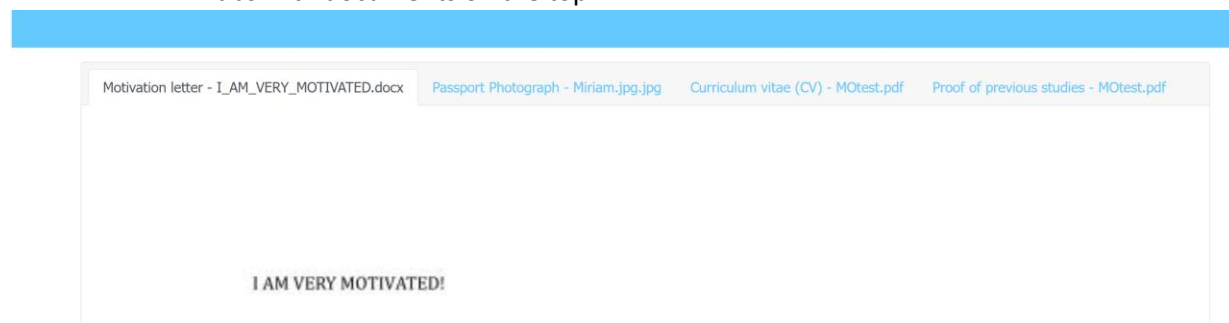
- Then you scroll down and you find a table with the main data of the student and links to the videos

Further information

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

Please note that the Selection Comitteee, 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)	**Family name(s)**
~~Sevilla~~	~~Test~~
E-Mail address	**Main Instrument / Specific Field of Study**
~~magy.sevilla7000~~@gmail.com	Bassoon (Classical)
What study period are you applying to?	**Country of Host Institution (1st)**
Winter semester	United Kingdom
Host institution (1st choice)	**Links to your audition material (online audio/video recording/artworks)**
LONDON061 - Royal College of Music	https://youtube.com/embed/hd0oxE_MSGg

☐ 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[4]. They can nominate their outgoing students via the radio button at the bottom of the page.

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[5].

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[6].

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[4] n.b. for the moment video links are missing in the application sent by email to the external Outgoing coordinators
[5] 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
[6] 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:

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 1st 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:**

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 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":

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 destionations' 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

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.

Field	Value
Type of application	◯ Incoming ◉ Outgoing ◯ Both [?]
Type of person	◉ Student ◯ Teacher / Staff ◯ 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	◉ Permanent e-mail address ◯ E-Mail address of sender ◯ E-mail address based on signature settings [?]
Permanent e-mail address of sender	noreply.aec@service4mobility.com
Recipient	◯ Applicant ◯ Permanent e-mail address ◯ E-mail address of database column ◯ Initiator ◯ Person at home institution ◉ Person at host institution ◯ Company ◯ Based on search mask [?]
Function	Incoming and Outgoing Exchange ... ▾ [i]
If there are several people with this function, send e-mail to several recipients	☑
CC	◉ None ◯ Permanent e-mail address ◯ E-mail address of database column ◯ Applicant ◯ E-mail address based on user settings ◯ E-mail address based on signature settings ◯ Person at home institution ◯ 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/Program data/E-mail templates per exchange program

	Number	Template name	Program	Acad.year	App.Type	Pers.Type	Language
✎ 🗑	CONF_ALLOC	Confirmation of Allocation	All programs	All academic years	Incoming	Both	English
✎ 🗑	CONF_ALLOC	Confirmation of Allocation	All programs	All academic years	Outgoing	Both	English
✎ 🗑	CONF_APP	Confirmation of Application	All programs	All academic years	Outgoing	Both	English
✎ 🗑	CONF_APP	Confirmation of Application	All programs	All academic years	Incoming	Both	English
✎ 🗑	CONF_REG	Confirmation of Registration	All programs	All academic years	Incoming	Both	English
✎ 🗑	CONF_REG	Confirmation of Registration	All programs	All academic years	Outgoing	Both	English
✎ 🗑	DEL_APP	Delete Application	All programs	All academic years	Both	Both	English
✎ 🗑	DLA_CHANGE_REJ_P	Partner rejected DLA Changes	All programs	All academic years	Outgoing	Student	English
✎ 🗑	DLA_REJECTED_PARTNER	Partner DLA rejected	All programs	All academic years	Outgoing	Student	English
✎ 🗑	END_OF_STAY	End of stay	All programs	All academic years	Incoming	Both	English
✎ 🗑	FINAL_CHOICE	Final Choice	All programs	All academic years	Outgoing	Student	English
✎ 🗑	INCOMPL_EMAIL	Application incomplete - Email	All programs	All academic years	Both	Both	English
✎ 🗑	LETTER_CONF	Letter of Confirmation	All programs	All academic years	Outgoing	Both	English
✎ 🗑	NOM_MAIL_AEC	Nomination - Email	All programs	All academic years	Outgoing	Student	English
✎ 🗑	NOM_MAIL_NON_AEC_1	Nomination - Email	All programs	All academic years	Outgoing	Student	English
✎ 🗑	NOM_MAIL_NON_AEC_2	Nomination - Email	All programs	All academic years	Outgoing	Student	English
✎ 🗑	NOM_MAIL_NON_AEC_3	Nomination - Email	All programs	All academic years	Outgoing	Student	English

Side navigation:
- ▸ Master data
  - ▾ General data
  - ▸ Program data
    - Program groups
    - Exchange programs
    - International programs
    - Program subgroups
    - Academic years
    - Semester types
    - Semester
    - Subject Area Codes / ISCED 2013
    - Study areas
    - Study fields
    - Study subject/Main instrument
    - Study programs
    - Letter templates per exchange program
    - Excel documents per exchange program
    - E-mail templates per exchange program
    - Message templates per exchange program
    - Documents to download
    - Action-links for e-mail templates
  - ▸ Institutional data
    - Units
    - Functions
    - Institution information types
    - Institution types
    - Institution networks
    - Institution status groups
    - Institution statuses
    - Institution (own)
    - Institutions (partner institutions)
    - Institutions (partner institutions - settings)
    - Institutions (all institutions)
    - Institutions (institutions marked as 'non

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 tenerate 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:

Then, you can attach it to email templates here:
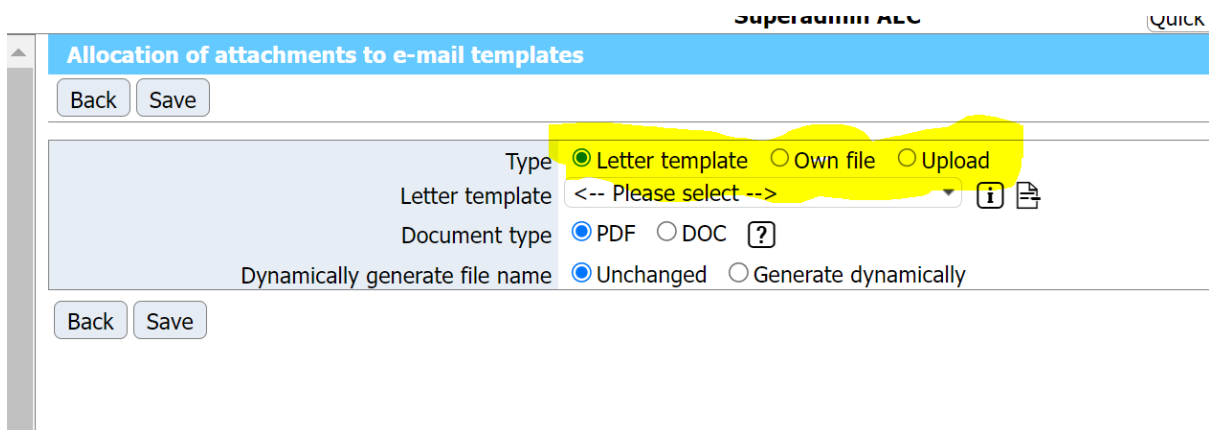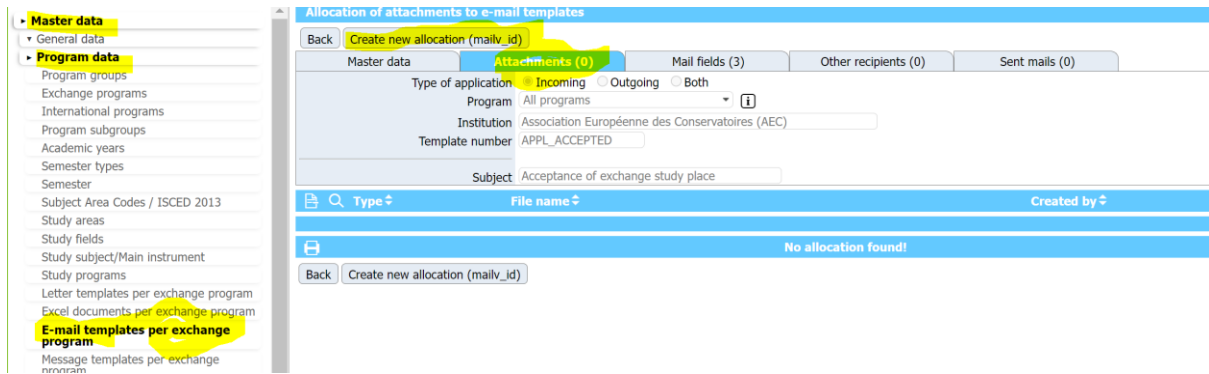
How to add an upload step to the Workflow

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 Reccomandation 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.
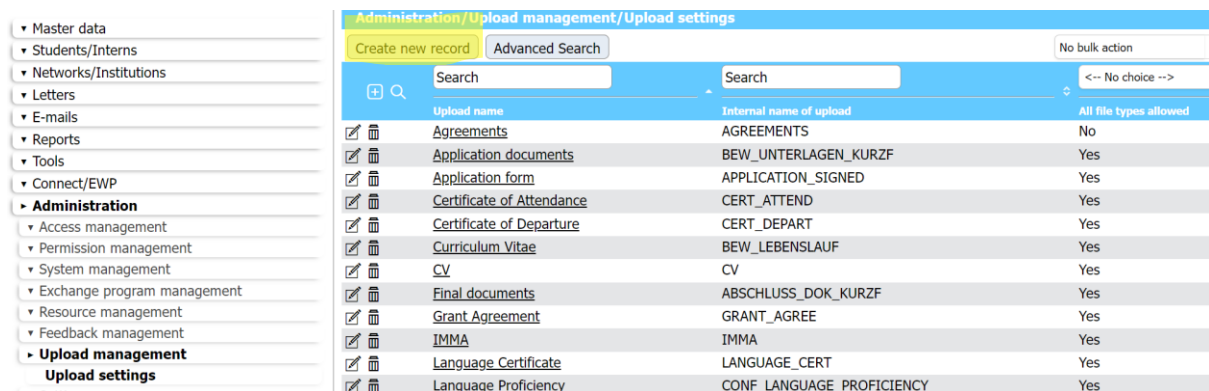
Master data	Roles (3)	Upload Groups (0)

Internal name of upload	LETTER_REC [?]
Upload name	Letter of recommandation

Help text

File ▾	Edit ▾	Insert ▾	View ▾	Format ▾	Table ▾	Tools ▾

↶ ↷ **B** *I* ≡ ≡ ≡ ≡ ☰ ▾ ☰ ▾ ☰ ☰ 𝒫 🖼

Ⱥ ☺ Formats ▾ Paragraph ▾ Times New... ▾ 16px ▾

div   Words: 0

Upload File Name	

There are still **400** characters available

Number of max. uploads	1 [?]
Maximum size of upload (MB)	3

All file types allowed	☑
Image files allowed	☐ [?]
Min. allowed width of the image in Pixel	0
Min. allowed height of the image in Pixel	0
Max. allowed width of the image in Pixel	0 [?]
Max. allowed height of the image in Pixel	0 [?]
Allow only selected file type	<-- No choice --> ▾ [?]
Show image tool	☐
Word files allowed	☐
Check DOCX file before upload	☐ [?]
PDF files allowed	☐
Check PDF file before upload	☐ [?]

Excel files allowed	☐
Text files allowed	☐
Multimedia files allowed	☐

Documentation	☐
Input of additional search criteria allowed	☐
Open file in new window	☐ [?]

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	☐
Send e-mail at create upload	☐
Send e-mail at change upload	☐
Send e-mail at delete upload	☐
Display of the upload request	⦿ As tab ○ As icon next to history
Allow these uploads to be displayed in action links	☑ [?]

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 (5)	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 permissio
✎	🗑	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) ✖   MOBILITY ONLINE

Superadmin AEC   Quick search 🔍 Find Quick insert...   ▼ English ▼ 🎧 ✖

Query application work-flow

For further help please expand this bar! ⌄

Applicant details

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

[Disable tool icon]
[Activate admin-docu]
[Add header field]

Necessary steps	Done	Done on	Done by	Direct access via following link		8 / 23
Before the Mobility - Application and Nomination						8 / 12
Online application	☑	29.02.2024		Display/Change application	⚙ 🗑 ◇	0/-/- ms (10)
Confirmation email online application	☑	29.02.2024	Automatically generated		⚙ 🗑 ◇	0/-/- ms (20)
Online registration	☑	29.02.2024			⚙ 🗑 ◇	0/-/- ms (30)
Personal master data completed	☑	11.04.2024	admin (LaDi)	Complete personal master data	⚙ 🗑 ◇	2/-/- ms (40)
Photo uploaded	☑	11.04.2024	admin (LaDi)		⚙ 🗑 ◇	2/8/2 ms (50)
Motivational statement for Home institution to go abroad (not mentioning any particular destination) entered	☐			Enter information	⚙ 🗑 ◇	2/2/0 ms (60)
Language Certificate uploaded	☐			Upload language certificate	⚙ 🗑 ◇	2/3/0 ms (70)
Proof of previous studies / Transcript of records uploaded	☑	11.04.2024	admin (LaDi)		⚙ 🗑 ◇	2/7/2 ms (80)
CV uploaded	☑	11.04.2024	admin (LaDi)		⚙ 🗑 ◇	2/7/2 ms (90)
Application submitted	☑	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	☐				⚙ 🗑 ◇	1/2/0 ms (110)
• Reason for incompletion :						

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

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 Transcripf 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.

	○ Allocation
	○ Create Learning Agreement
	○ Create Transcripf of Records
Type of application	⦿ Outgoing ○ Incoming
Type of person	⦿ Student ○ Teacher / Staff
Internal name of upload	<-- Please select --> ▾

```
LETTER_CONF
MEDIA_FILE
PASSPHOTO
SIGNATURE
SIGNED_LEARN_AGREE_2_EXTENSION_OF_STAY
SIGNED_TOR
STUDY_PROOF
TEST_011
TRANSCRIPT_RECORDS
TRANSCRIPT_SIGNED
UNTERZEICHNET_BEWFORM
VERSICHERUNGSERKLAERUNG
```

Workflow step	
Keep the link to the step displayed after the first execution	
SQL-Condition for loading of program after fulfilment	ld9=0 OR bewerbu

There are still **100000** characters available

Name of link	Upload photo

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	Reccomandation Letter uploaded

There are still **970** characters available

link to the step displayed after the first execution	☑
L-Condition for loading of program after fulfilment	bewerbung.is_vollstaendig=0 AND (bewerbung.bit_freifeld9=0 OR bewerbung.is_mail_sent

There are still **100000** characters available

Name of link	Upload Reccomandation Letter

There are still **972** characters available

Internal description of the step	RECC_LETTER
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.

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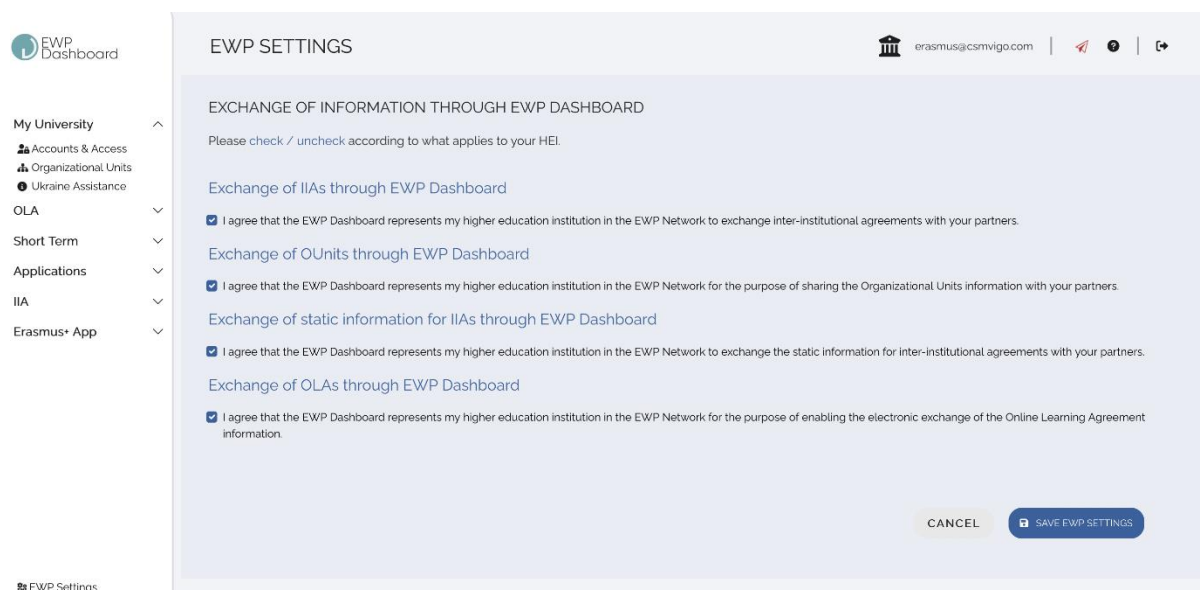
Please note that it is not compulsory at all to connect EASY MO to EWP. You can keep on using Dashboard and OLA and limit your use of EASY MO to the exchange and selection of applicants.

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)

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:
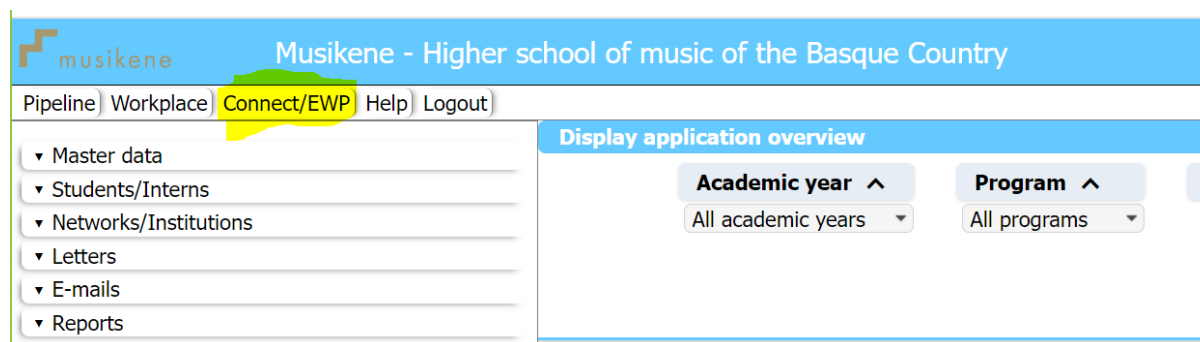
If it does not appear, you need to activate your EWP settings. Please go to the burger menu on the top right corner of the system and select Role Settings.
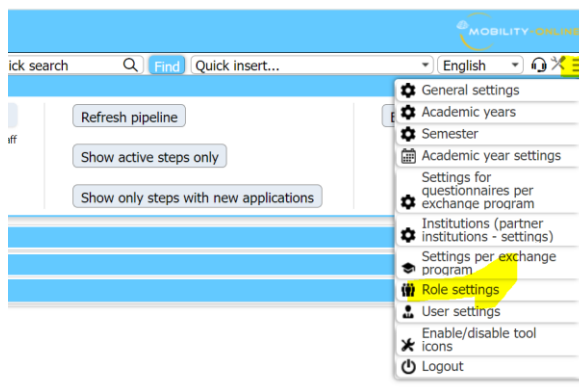
Select "**Administrator Customer**" and then select, under Permissions, the fields related to EWP:

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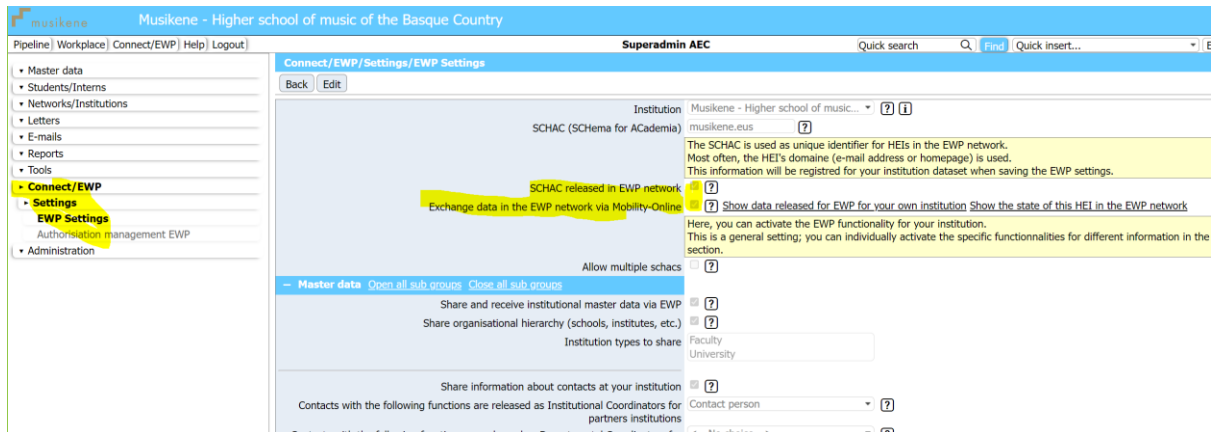
Click on Save and refresh the page. At this point the Connect/EWP Button on the top horizontal menu should appear.

Here below you can find how the settings should be in order to be able to exchange data with the EWP network:
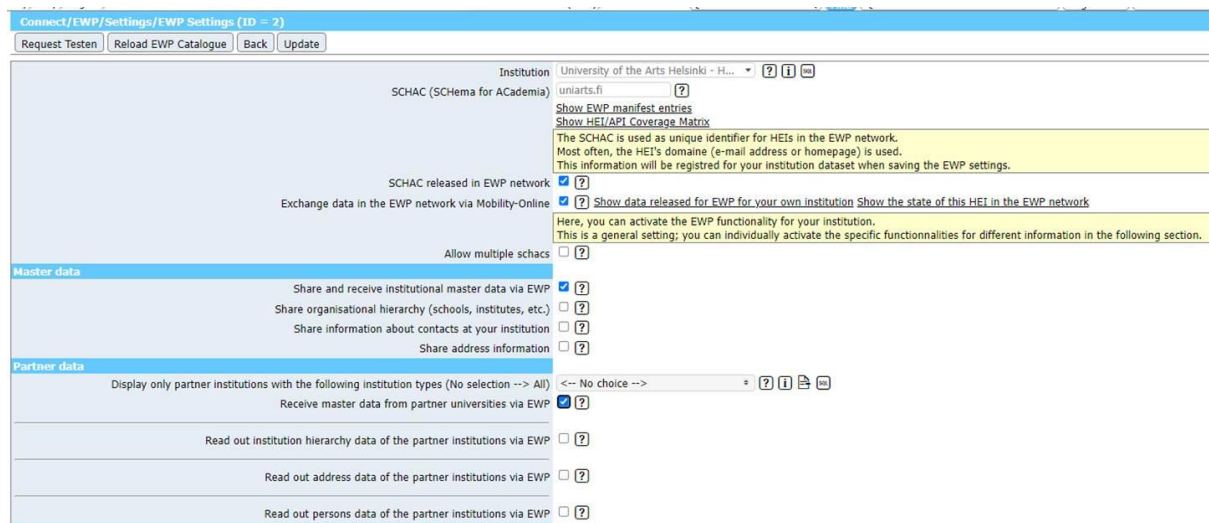
Interinstitutional Agreements (IIAs) Settings

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 yellow marked options should be discussed with your SoP project manager, if you have one, as well as the IIA factsheet. The exchnage IIAS of exchnage progrmas, 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;

The remainig settings should be as follows

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

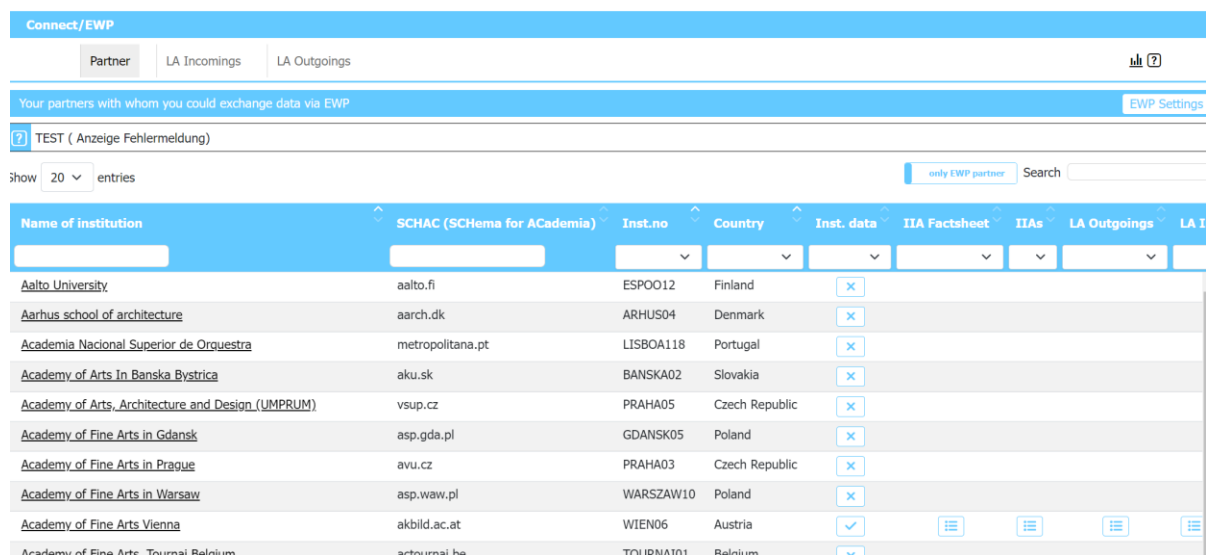*Important note about Nominations in EWP: at the moment, we did not activate the possibility of Nominations via EWP in EASY MO. Some other commercial providers, such as Osiris, have already activated Nominations via EWP in their systems. In principle, this function is also available in Mobility Online. 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:

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:

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

(grey fields are optional)

One saved, the courses will appear as follows

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).

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

Standard function for field position at digital learning agreement | <-- No choice -->
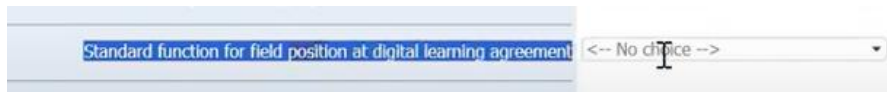
After the signature of the Home Coordinator, the application goes to the next step of the pipeline and it is now on the Incoming Coordinator to check and sign the DLA.

Before the mobility - Digital Learning Agreement
- ▶ CHECK BY HOME INSTITUTION: Courses entered and signed by the students - Mark as approved and sign course selection — (1)
- ▶ [OPTION 2] CHECK BY HOME INSTITUTION: Courses entered and signed by the students - Mail for external signing not yet sent to coordinator — (1)
- ▶ [WITHOUT DLA] Course selection signed - Send external signing link to partner without EWP — (0)
- ▶ [ALL] Course selection released/external link sent - Partner institution has not yet approved or rejected the DLA — (1) (-1)
- ▶ PARTNER REJECTED: Step 1 - Undo signed Learning Agreement if rejected by — (0)

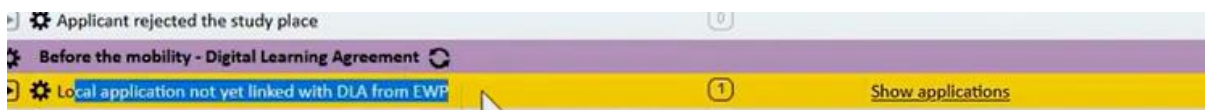At this point the Incoming Coordinator sees that there is an Incoming Learning Agreement in waiting. Please note that there is no notification sent by email to the Incoming Coordinator to notify them about this. Therefore, the incoming pipeline need to be checked regularly (we are planning to add a notification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

- ⚙ Applicant rejected the study place — (0)
- **Before the mobility - Digital Learning Agreement**
- ⚙ Local application not yet linked with DLA from EWP — (1) — Show applications

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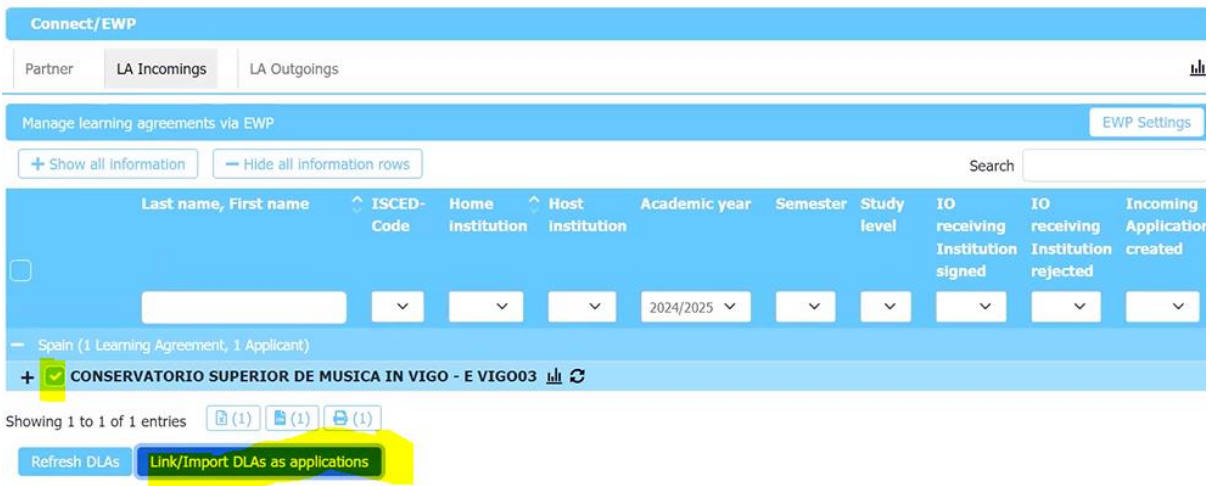
Once the Link/Import of the DLA has taken place, the Incoming Coordinator can go back to the pipeline and will find the application in the next pipeline step, again with two options (review the DLA themselves or send it to somebody else).
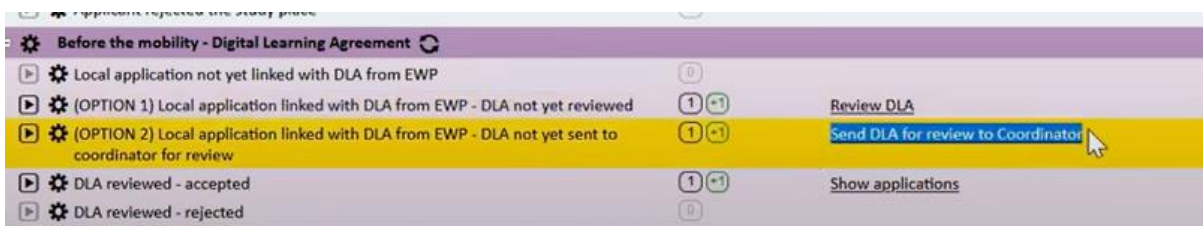

When clicking on Review DLA on this step, next to the name the DLA icon will appear and the DLA can be entered for the signature by the Incoming side. Please note that the Incoming Coordinator does not have any possibility to change data of the DLA. Can just accept and reject, sending a motivation for 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
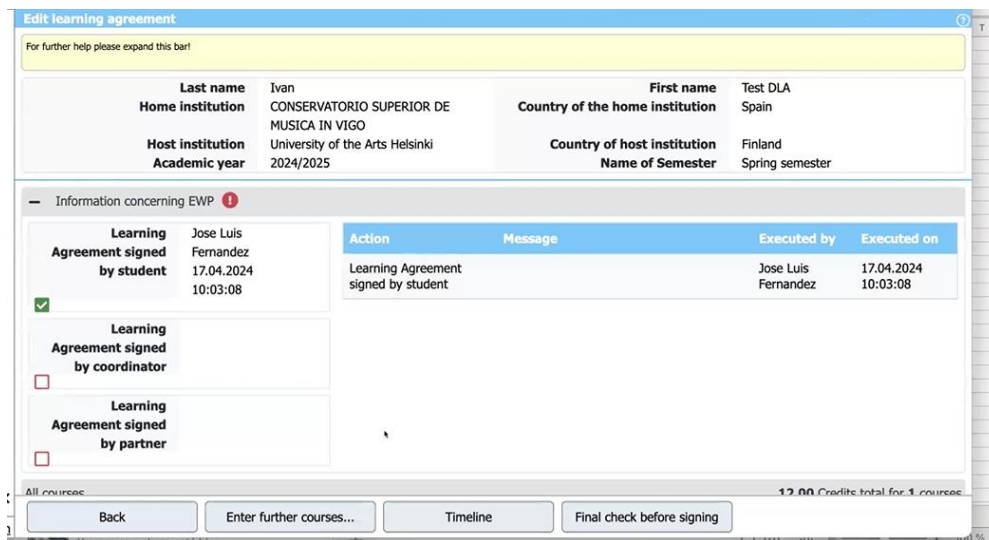
The student can still apply changes to the DAL during the mobility.

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.
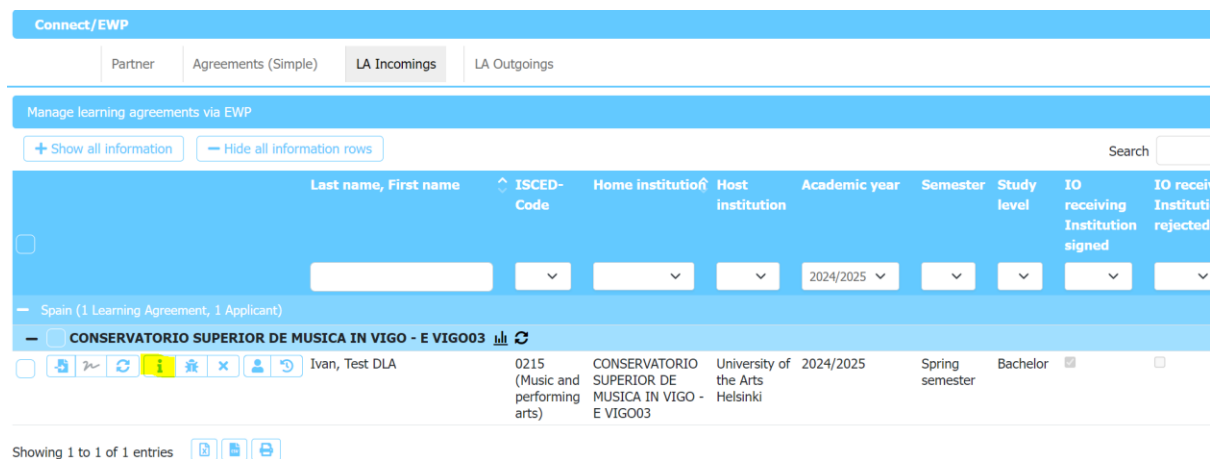
THE END

(for now....)

For any questions or doubt please mail Sara at events@aec-music.eu

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