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# EASY Mobility Online for External Institutions

**Presentation by Sara Primiterra, EASY MO Project Manager at AEC**

**Simulation with Lucia Di Cecca, Santa Cecilia Conservatoire –  
external institution, EASY MO Task Force**

**Followed by discussion**



# A challenging year: problems and solutions for externals

Unclear Process



- This Session (and ppt)
- More email notification with better explanations

Technical Issues



- Reported and worked on by SoP and AEC
- Simulations

Lack of Information and data in the incoming applications



- Inclusion of files, information and clickable links in the applications sent to Externals
- Improved Partner View

Implementation  
finalized by  
December 2024



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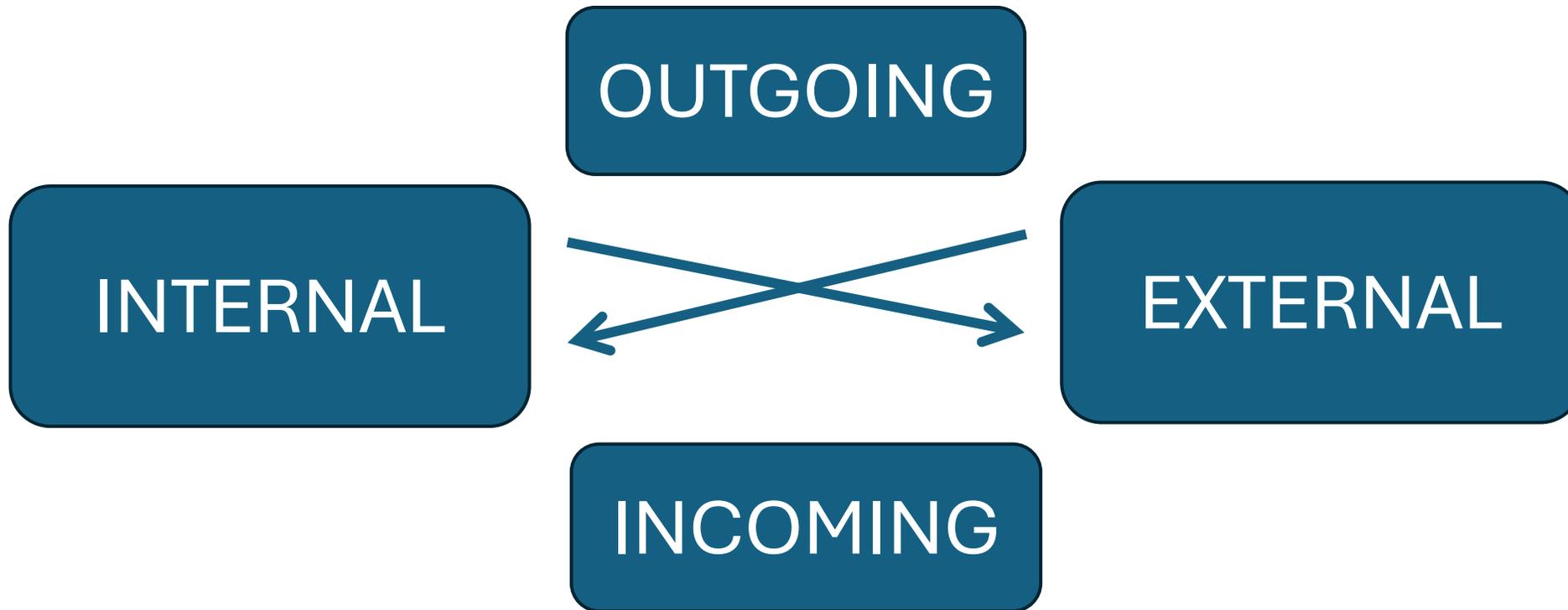
# **BASIC Information, Concepts and LOGIC of EASY MO For EXTERNAL institutions**



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# Basic concepts





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# Basic Information

One Point of contact: ME 😊  
[events@aec-music.eu](mailto:events@aec-music.eu)

Your email address in EASY MO as  
Incoming and Exchange Coordinator



# Tools for Externals

**EMAIL Notifications** for  
actions

**Partners View** for an  
overview

**Links to applications** to see  
application data and  
**action buttons** to:

- NOMINATE your  
outgoing students
- ACCEPT/REJECT  
incoming students



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# Basic concepts

No Deadlines

No Partnership  
restrictions

Communicate your policy  
and deadlines to your  
partners using EASY MO

You are FREE to accept or not  
applications coming from  
EASY MO



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**EWP**

You can exchange via EWP IIAs and OLAs  
with EASY MO internal institutions who  
choose to connect to EWP via EASY MO



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# Partner View

Account  
Creation in  
EASY MO for  
Externals

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### Create your access

Dear Lucia Di Cecca,

as an external AEC-EASY partner you will only have a limited access to EASY Mobility-Online.

You will receive an email from your internal partners when an incoming student is nominated to you, as well as when an outgoing student has applied as an incoming student to an internal partner of yours, so that you can nominate (accept/reject) them.

By hereby creating your limited access to EASY Mobility-Online you will be able to view all of your incoming and outgoing students and you can also reject/accept them when you are logged in.

In order to view / reject and accept your nominations and students, please open this link to register and create your own user and password.

Kind regards,

EASY-AEC

[Registration link](#)



### Partner account registration

#### Partner registration

Username  \*

Password  \*

Confirm password  \*

[Back](#)

# New features and changes of the Partners' View

## My Incomings:

Name of the student

Home Institution

Name and Email of the home

Study field

Instrument

Level during exchange

Media files / Clickable

Comment on the link

Motivation statement

Academic

Semester/Full Year of exchange

Status

## Remove:

Date from and Date until

Button Import Applications (when all applications marked in the view)

## My Outgoing

Name of the student

Receiving Institution

Person of the receiving institution with the function Incoming and Outgoing Exchange Coordinator + Mail as a separate column)

Academic year

Semester

Study field

Study subject

Media files / Clickable

Comment on the link Status

## Remove:

Date from and Date until

## Rename

Accept Nomination

Reject Nomination

Let's have an overview of:

- Your **OUTGOING** Process

and

- Your **INCOMING** Process

From **your point of view** as **EXTERNAL** Coordinator

# Your OUTGOING Process

From your point of view of **EXTERNAL INSTITUTION**

your **Students** applying for an exchange to institutions using EASY MO

(incoming students for our system – outgoing students for you)



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# Your Outgoing STUDENTS

1. Click on Become an Applicant, choose their home institution and desired destination

2. Fill in the INCOMING Registration Form

3. Create an account in the system

4. Login in the system and upload the required documents



» Become an applicant

Become an applicant

Click here to start a new application

Become an applicant

I am a student of

Country  
Italy

Institution  
Conservatorio Di Musica Santa Cecilia - Roma

I am applying for:

Country  
Spain

Institution  
CONSERVATORIO SUPERIOR DE MUSICA IN VIGO

Enter application

REGISTRATION FORM for a student exchange - Incoming External Students  
for exchange program Erasmus +

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

Desired Exchange Period

Personal data

Emergency contact details

Data concerning current studies

Data concerning planned studies abroad

Language competences

Further information

Type of application \*

Incomings / Outgoings

Type of person \*

Students/Trainees / Teachers

Exchange programme \*

Erasmus+

Academic year \*

2024/2025

What study period are you applying to? \*

Please select ->

Online registration for Mobility-Online  
for exchange program Erasmus +

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Step 1 of 2

Please confirm your entries and press the button [Continue]

Date of birth (dd.mm.yyyy)

Continue

For further help please expand this bar!

Last name(s):	PRIME New Test	What study period are you applying to? *	Spring semester
First name(s):	Sara New TEST	Host institution (1st choice):	VIGORIA - CONSERVATORIO SUPERIOR
Date of birth:	18.11.1984	Host institution (2nd choice):	LYONNEA - Lyon National Conservatory
Home institution:	AECDI - Association Européenne des Conservatoires (...)	Host institution (3rd choice):	ROMAGOS - Conservatorio Di Musica San
Field of study:	Music - MUSIC	Host institution (4th choice):	

Necessary steps

Necessary steps	Done	Done on	Done by	Direct access via following link
Application Form				
Withdraw application (optional)	<input type="checkbox"/>			Click to withdraw my application
Personal master data completed	<input checked="" type="checkbox"/>	22.08.2024	Sara New TEST PRIME New Test	Complete personal master data
Photo uploaded	<input type="checkbox"/>			Upload photo
Links to your audition material (online audio/video recordings in mp3/m4a)	<input checked="" type="checkbox"/>	22.08.2024	Sara New TEST PRIME New Test	Upload Links
Motivational statement for Home institution to go abroad (not mentioning any particular destination) entered	<input type="checkbox"/>			Enter information
Language Certificate uploaded	<input type="checkbox"/>			Upload language certificate
Proof of previous studies / Transcript of records uploaded	<input type="checkbox"/>			Upload proof of previous studies / transcript of records
CV uploaded	<input type="checkbox"/>			Upload CV
Application submitted	<input type="checkbox"/>			

The students receive email notifications for all these steps and instruction on what comes next



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# You as Outgoing COORDINATOR

1. You receive an  
email notification  
asking you to  
**NOMINATE** your  
student

Subject	EASY MO External Partner Nomination required
Text	<p>Dear external EASY MO partner,</p> <p>your student Sara NEW PRIMI NEW has applied to our university Association Européenne des Conservatoires (AEC).</p> <p>Please use this link to accept or reject the nomination of your student: <a href="#">Accept/reject Nomination</a></p> <p>Kind regards the IRC of Association Européenne des Conservatoires (AEC)</p> <p>If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser: Accept/reject Nomination: <a href="https://mobility.aec-music.eu/ExtActionServlet?match=5yN5YpBAhh6CkTnQkrT4mmvQHdCpYhvRRUPZHQs7yDE&amp;s=1">https://mobility.aec-music.eu/ExtActionServlet?match=5yN5YpBAhh6CkTnQkrT4mmvQHdCpYhvRRUPZHQs7yDE&amp;s=1</a></p>

## 2. Review your student's application data and links

## 3. Accept or Reject the Outgoing NOMINATION

Further information

Academic year 2024/2025	Last name Dublino
First name LuciaTest	E-mail address lucy.dicecca@gmail.com
Main Instrument / Specific Field of Study Piano (Classical)	What study period are you applying to? Spring semester
Planned start of stay 01/02/2025	Planned end of stay 30/06/2025
Home Institution ROMA09 - Conservatorio Di Musica Santa Cecilia - Roma	International Coordinator at the Home Institution Di Cecca, Lucia
Level of study during exchange 2nd Year Master	Link to Media file (Nr.1) <a href="https://www.youtube.com/watch?v=2DmfJu3oNDM">https://www.youtube.com/watch?v=2DmfJu3oNDM</a>
Field of Study Music - MUSIC	Date for final acceptance student 09/10/2023
Decision of IRC accepted	Link to Media file (Nr.2) - optional <a href="https://www.youtube.com/watch?v=2DmfJu3oNDM">https://www.youtube.com/watch?v=2DmfJu3oNDM</a>
Current level of education at home institution (before exchange) 1st Year Master (on a 2 years Master)	Language level of instruction at host institution (if not English): B1: Independent user 1
Please enter information about the application iuuui	Date of birth (dd.mm.yyyy) 19/10/2000

- Accept Nomination  
 Reject Nomination

Passport Photograph - uccellino\_400pixel.jpg

Proof of previous studies - uccellino\_400pixel.jpg

Language Certificate - uccellino\_400pixel.jpg

Motivation letter - uccellino\_400pixel.jpg

uccellino\_400pixel.jpg





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# Final Steps of your OUTGOING Process

4. When the host institution has completed their internal selection, you and your student will receive an **email notification about the ACCEPTANCE or REJECTION**

5. If accepted, your student needs to enter **EASY MO to accept or reject the study place** within a certain deadline. You receive an email notification about their decision

6. If your student accepts the study place **they need to start the Learning Agreement in OLA**

# Your INCOMING Process

From your point of view of EXTERNAL INSTITUTION

Students from internal EASY MO institutions applying to you

(outgoing students for our system – incoming students for you)



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# You as Incoming COORDINATOR

1. Receive an email  
notifying that you  
have an  
INCOMING  
application from  
EASY MO

Subject	New Application for an exchange coming from the AEC's EASY MO System
Text	<p>original to: erasmus@conservatoriosantacecilia.it;erasmus.students@conservatoriosantacecilia.it The applicant Sara da aec PER ROMA has been nominated by their home institution Association Européenne des Conservatoires (AEC) for an exchange to your institution from via the EASY MO system.</p> <p>Please click on the following Link to check the application data and documents: <a href="https://mobility.aec-music.eu/mobility_test/ExtActionServlet?match=CSnP3nuuPH951WMjBmWMkToCDnUBLH1bQUjD37EVCroT&amp;s=1">https://mobility.aec-music.eu/mobility_test/ExtActionServlet?match=CSnP3nuuPH951WMjBmWMkToCDnUBLH1bQUjD37EVCroT&amp;s=1</a></p> <p>This link can be shared with your Selection Committee for a final decision on the applicant.</p> <p><b>Please note that by clicking on "accept" in the link above you accept the student for an exchange period in your institution and therefore you offer them a study place.</b></p> <p>Should you need this student to apply as an incoming student via your own system or by sending extra documents via email, please provide them with instructions on how to do so.</p> <p>Here the necessary contact details: Home institution Coordinator: Applicant:</p> <p><b>Once your own selection process is complete, we kindly ask you to click on the link above to accept or reject the student, so that the result of the application is recorded in EASY MO as well.</b></p> <p>Please note that the AEC warmly encourages institutions not adopting EASY MO as their application system to support the AEC community by welcoming applications from the system.</p> <p>Best regards</p> <p>The EASY MO system</p>



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# You as Incoming COORDINATOR

2. Click on the  
application link  
and see which data  
it includes

A. Information is sufficient, you send the link to your selection committee

B. Information is not sufficient, you contact the student to send more documents / inks / information

C. You inform the student about your application procedure

The AEC strongly encourages you to consider applications coming from EASY MO



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# You as Incoming COORDINATOR

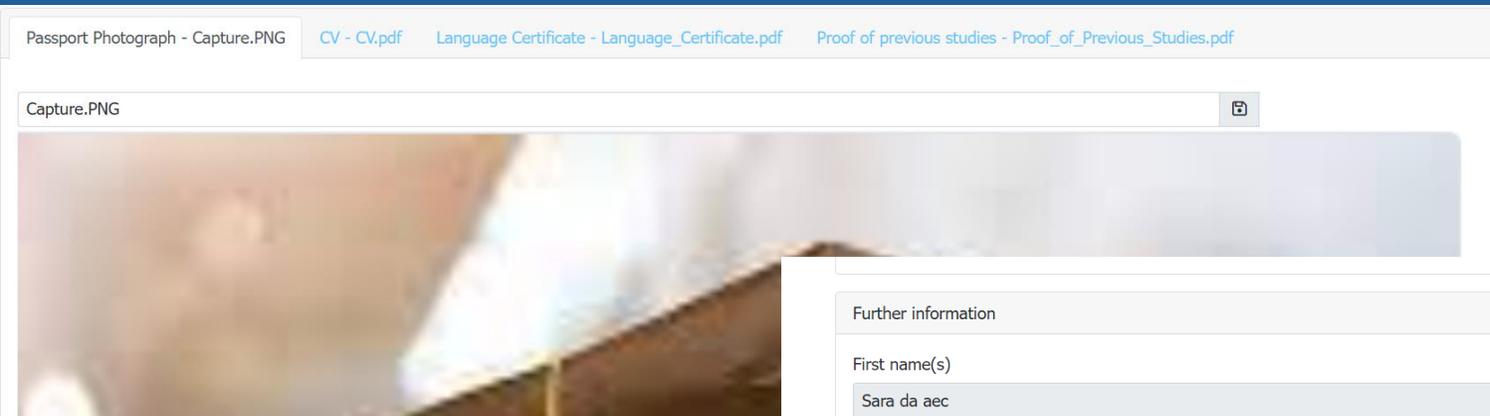
3. When you have the results of your selection, you click on **ACCEPT / REJECT** in the application link you received

Accept  
 Reject

Cancel action

Submit action

[https://mobility.aec-music.eu/mobility\\_test/ExtActionServlet?match=CSnP3nuuPH951WMjBmWMkToCDnUBLH1bQUjD37EVCroT&s=1](https://mobility.aec-music.eu/mobility_test/ExtActionServlet?match=CSnP3nuuPH951WMjBmWMkToCDnUBLH1bQUjD37EVCroT&s=1)



Further information	
First name(s) Sara da aec	Last name(s) PER ROMA
E-Mail address sarinaviolinist@hotmail.it	Main Instrument / Specific Field of Study Violin (Classical)
What study period are you applying to? Spring semester	Stay from 01/02/2025
Stay to 30/06/2025	Home institution AEC01 - Association Européenne des Conservatoires (AEC)
International Relations Coordinator Primiterra, Sara	I want to apply for exchange at (level of study during exchange) 2nd Year Bachelor (on a 3 years Bachelor)
Country of Host Institution (1st) Italy	Host institution (1st choice) ROMA09 - Conservatorio Di Musica Santa Cecilia - Roma
Links to your audition material (online audio/video recording/artworks) <a href="https://www.youtube.com/watch?v=CvBfHwUxHIk">https://www.youtube.com/watch?v=CvBfHwUxHIk</a>	
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	



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# Final Steps of your INCOMING Process

4. The students receive a notification of Acceptance or Rejection and, if accepted, decide if accepting your study place or not

5. If the student accepts  
The **home institution** activates the **Learning Agreement** in OLA or EASY MO. If you are connected to EWP, you can use OLA or your own system