



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

ARTEMIS I

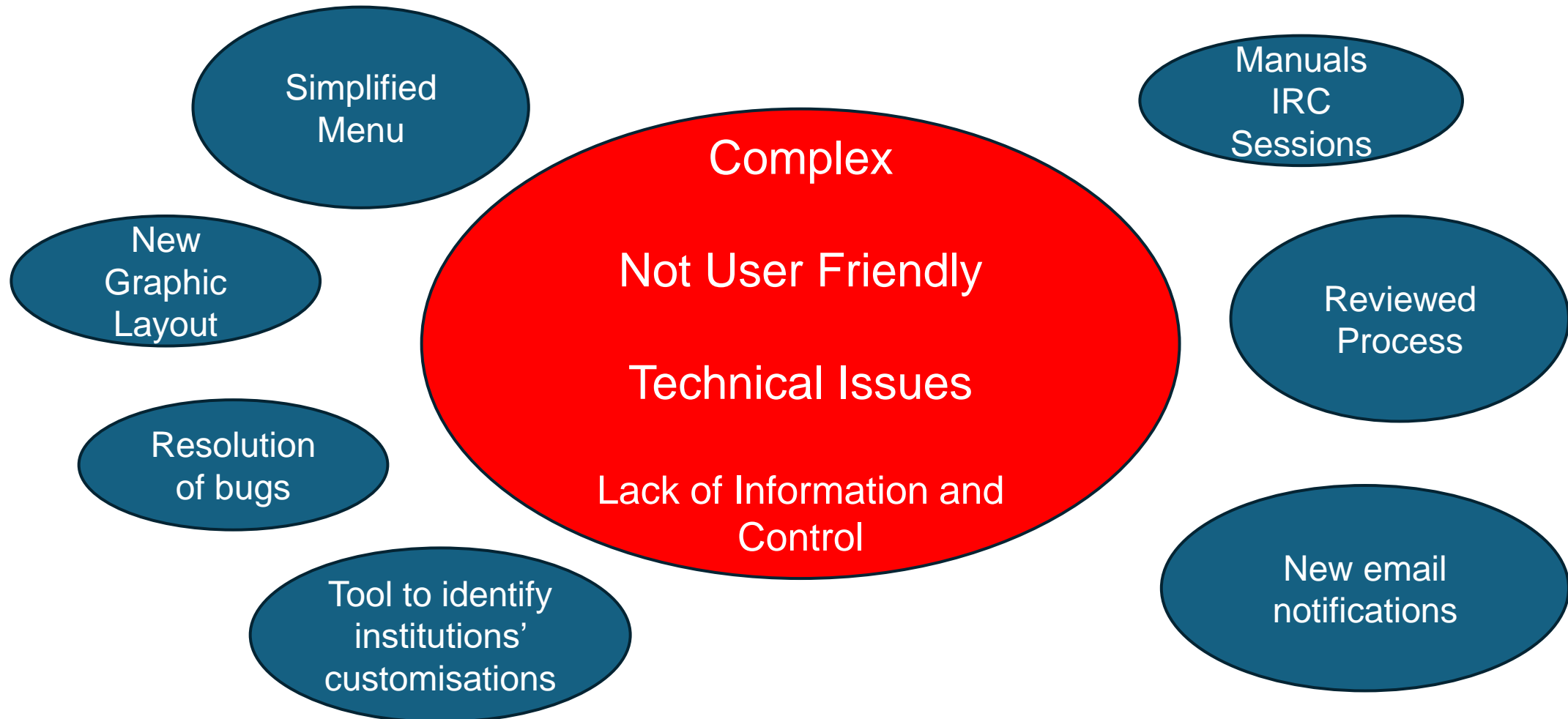


EASY Mobility Online Workshop 2024 Dublin, 4th September

First Part by Sara Primiterra, EASY MO Project Manager at AEC



A challenging year: problems and solutions





Some concrete examples of improvements



For the
STUDENT

- New **terminology** to better understand where they are in the process (Registration Form – Account Creation – Application)
- List of Documents to **upload appearing all together** with possibility to upload in different order
- Email **notifications** and workflow helptexts with instructions on what comes next



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For the
COORDINATOR

- **More email notifications** with better texts
- Email notifications in **CC** to Home and Host
- More information to the **Selection Committee / clickable links**
- **MENU**: shortened and rearranged
- Possibility to **correct actions** in the Pipeline



Changes Implementation Timeline

SEPTEMBER

1. New improvement Process and Layout copied in the TEST environment for ALL internals

OCTOBER

2. All internal institutions have **ONE MONTH to TEST** and REPORT to Sara about issues and changes



Find your simulation partner during this conference!

NOVEMBER

3. New Processes copied in the Production Environment to all internal institutions

4. Open Subscriptions to be part of EASY MO as internal institutions in 2025

5. Publication of updated Manual

DECEMBER

6. Final Adjustments and ready to start with your application process

JANUARY

7. Start designing process for Staff Mobility and Traineeships



Your engagement is necessary

TIME needs to be INVESTED
to understand how the system works

Read
material

TEST

Send us your
feedback



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ARTEMIS I



BASIC CONCEPTS and LOGIC of the SYSTEM



Please pay attention, there will be a **TEST** at one point during the presentation
NO PHONES, NO MAILS, just LISTEN and try to UNDERSTAND and MEMORIZE 😊

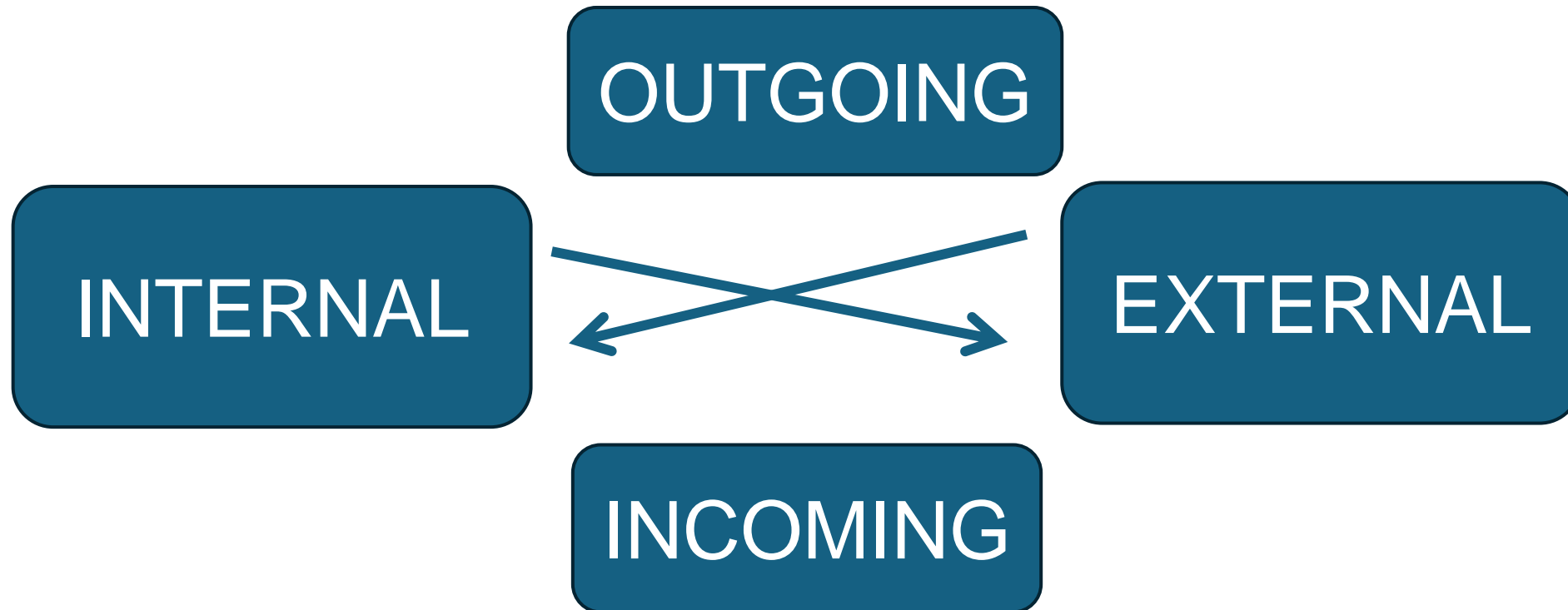




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Basic Concepts





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Basic concepts

One Point of contact for issues:
events@aec-music.eu

YOU NEED TO TEST

In the Real or Test environment https://mobility.aec-music.eu/mobility_test/ContentServlet



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Basic concepts

Pipeline: access and input point for (internal) Coordinators

Workflow: access and input point for Students



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Basic Settings



Function:
Incoming and
Outgoing Exchange
Coordinator

Email
Notifications

Settings:
Application periods (deadlines)
Partners (with whom to exchange)

**Most issues
and errors you
get during the
process are
related to this!**



EWP Settings for LA

You need to disconnect from Dashboard or other systems first

Allow multiple scripts <input type="checkbox"/>	
Master data Open all sub groups Close all sub groups	
Share and receive institutional master data via EWP <input type="checkbox"/> ?	API institutions cannot be activated because it is already at EWP Dashboard. URL: https://unizoneewp.it.auth.gr/rest/institutions/csmvigo.com?hei_id=csmvigo.com
Agreement data	
Share inter-institutional-agreement general factsheet data via EWP <input type="checkbox"/> ?	API factsheets cannot be activated because it is already at EWP Dashboard. URL: https://unizoneewp.it.auth.gr/rest/factsheet/csmvigo.com?hei_id=csmvigo.com
Share and receive Inter-Institutional Agreement (IIA) data via EWP <input type="checkbox"/> ?	API iias cannot be activated because it is already at EWP Dashboard. URL: https://unizoneewp.it.auth.gr/rest/iias/get/csmvigo.com
Course unit data	
Share and receive courses data via EWP <input type="checkbox"/> ?	
Mobility data	
Share and receive outgoing applications data via EWP <input type="checkbox"/> ?	API mobility_out cannot be activated because it is already at EWP Dashboard. URL: https://unizoneewp.it.auth.gr/rest/nominations/omobilities/get/csmvigo.com?sending_hei_id=csmvigo.com
Share and receive incoming applications data via EWP <input type="checkbox"/> ?	API mobility_in cannot be activated because it is already at EWP Dashboard. URL: https://unizoneewp.it.auth.gr/rest/nominations/imobilities/get/csmvigo.com?receiving_hei_id=csmvigo.com&omobility_id=
Learning Agreement data	
Share and receive Learning Agreement data via EWP <input type="checkbox"/> ?	API las cannot be activated because it is already at EWP Dashboard. URL: https://unizoneewp.it.auth.gr/rest/las/index/csmvigo.com?sending_hei_id=csmvigo.com



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Basic Concepts

ONE Outgoing Application

1. Outgoing Registration Form
2. Outgoing Uploads (Outgoing Workflow – Application part 1)

Incoming Uploads
Internal Destination A

Incoming Uploads
Internal Destination B

Send more
documents by email
for External
Destination C

Incoming Application in
the System of External
Destination D

INTERNAL
STUDENTS





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Basic Concepts



**EXTERNAL
STUDENTS**

**always
INCOMING
for our
system**

Incoming Registration
Form of Destination A



Incoming Uploads for
Destination A

Incoming Registration
Form of Destination B



Incoming Uploads for
Destination B

Incoming Registration
Form of Destination C



Incoming Uploads for
Destination B

Incoming Registration
Form of Destination D



Incoming Uploads for
Destination D



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Basic Concepts

**Internal
OUTGOING
students**

Become an applicant ✕

I am a student of

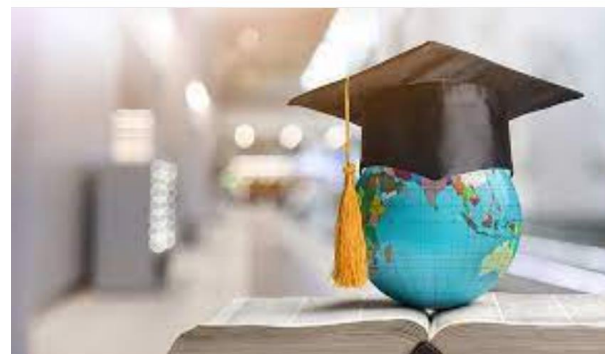
Country
Spain ▼

Institution
CONSERVATORIO SUPERIOR DE MUSICA IN VIGO ▼

[Enter application](#)

[Explore exchange possibilities](#)

[Close](#)



[» Become an applicant](#)

Become an applicant

[Click here to start a new application](#)

**External
INCOMING
students**

Become an applicant ✕

I am a student of

Country
Italy ▼

Institution
Conservatorio Di Musica Santa Cecilia - Roma ▼

I am applying for:

Country
Austria ▼

Institution
Anton Bruckner Private University for music, drama and dance Linz ▼

[Enter application](#)

[Close](#)

Let's test your knowledge



EASY MO Quiz Time

Go on Menti.com

Let's have an overview of:

- Your **OUTGOING** Process

and

- Your **INCOMING** Process

from your point of view as **Internal Coordinator**



also looking at what the **Student** does



**N.B.: the external point of view will be presented during the discussion group
for External EASY MO Institutions on Friday**



Overview of your OUTGOING Process

Part 1: your STUDENT

1. Fills in the
OUTGOING
Registration
Form



Email notification to student
to create an account and
process explanation

2. Creates an
Account in EASY
MO



Email notification to student to
login and upload documents

3. Uploads Document
Application Part 1
(Outgoing Workflow)



Email notification to HOME
COORDINATOR in CC to
student to notify the submission



Overview of your OUTGOING Process

Email to the STUDENT, CC to HOME Coordinator

Registration Form Submission Confirmation,
Account Creation and Process

Dear Mr. Ivan TEST SUBJECT,
Thank you very much for filling in the **Registration Form to apply for an OUTGOING exchange from Association Européenne des Conservatoires (AEC)**

In order to further process your application please follow this procedure:

1. Create an account (Login Name and Password) on EASY Mobility-Online by **clicking on the link you find at the bottom of this email**
2. Login in EASY Mobility Online with the credentials you created. You will end up in the Workflow of your OUTGOING application
Complete/confirm your personal data and start uploading the **required application documents from your home institution side** by clicking on the blue links that will progressively appear on the right side of each enlisted document
3. Submit your Application
4. Your application will be approved by your home coordinator (nomination) and will be transferred to your desired destinations
5. The different destinations will ask you to upload further documents on their side of the EASY MO system (Application Part 2 - Incoming) OR to send documents via mail/via another system
6. Your application will be evaluated by Selection Committee at destination and you will receive the results by email and - in case of acceptance/s - you will need to make your final choice in the EASY Mobility Online system

Should you have any questions concerning the application process, please contact your international office.

Best regards,
The International Office of Association Européenne des Conservatoires (AEC)

[To register on Mobility-Online, please click on this link](#)

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:

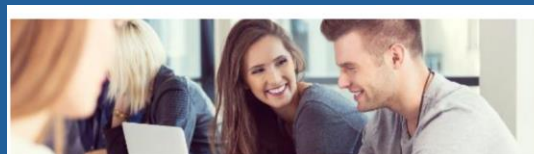
https://mobility.aec-music.eu/RegistServlet?bew_reg_nr=1136277845&kz_bew_art=OUT&kz_bew_pers=S&aust_prog_id=3489&spr_id=579



Overview of your OUTGOING Process

Email to STUDENT, in CC to HOME Coordinator

Notification to upload the documents in the Outgoing Workflow
(Application part 1)



Your Account in EASY MO has been created! Please Login to continue the application process

[pretext]

Thank you for applying for an exchange from [inst_id_heim_name].

To continue the application process by uploading the required documents, please login [here](#).

Login name: [Login]

Please use the same link for future access to your application to this institution.

If the link is not active, please copy this address into your browser:

[posttext]

Best regards,

The International Office of [inst_id_heim_name]

[Login Page](#)



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Overview of your OUTGOING Process

Email to HOME Coordinator, in CC to the Student

Notification of Submission of the Outgoing
Application

The applicant: [bew_vorname] [bew_nachname] has submitted an OUTGOING application to go on exchange in the EASY MO system.

Please login to the system and check the application to suggest changes or to approve it by giving your nomination and transfer it to the desired destination.

We kindly ask you to do this as soon as possible as the incoming process on the destinations' side might close soon.

Best regards

The EASY MO system



Information collected in the **OUTGOING** Process

1. Outgoing Registration Form

- Exchange Programme and Period
- Personal Data
- Data on Studies at Home
- Choice of (up to) 4 destinations
- Emergency Contacts
- Language Competences

2. Outgoing Workflow – UPLOADS (Application part 1)

- Photo
- Links to Audio/Visual Material
- Motivation Letter to go on exchange
- Language Certificate (optional)
- Proof of Study / Transcript of Records
- CV



Overview of your **OUTGOING** Process

Part 2: you as HOME Coordinator

1. Mark the application as **COMPLETE** in the pipeline (or incomplete and ask for changes)

2. Nominate and **Transfer** Application to the Destinations



SEND email to host coordinators about new incoming **NOMINATION** from your Outgoing Pipeline (link appearing in the step)

Pipeline Workplace Connect/EWP Help

Pipeline

+ Incoming

- **Outgoing**

+ Bilateral

- Erasmus+

- **2024/2025** Open all sub_groups Total (8)

- **Before the mobility** Total (

→ New Applications	0	
→ Applicants Registered	0	
→ Personal master data completed	1	Display applications
→ Application documents uploaded	1	Check applications formally, mark as 'complete' or 'incomplete'
→ Incomplete Applications	0	
→ Incomplete Applications: E-Mail sent to student	0	

Additional updates Search

Application complete Application incomplete

Show further search fields No bulk action

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Search	Erasmus+	<-- Select all -->	<-- Select all -->	<
		Last name, First name, Degree	Program	Study field	Home.Inst.	H
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TestSOP, LylliaTest	Erasmus+	Music	AEC01	H

Show 20 entries [Display all records](#) Showing 1 to 1 of 1 entries

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

Pipeline		▼	↻ Rel
→	Incomplete Applications	0	
→	Incomplete Applications: E-Mail sent to student	0	
→	Complete Applications - Emails to all partners	1	<u>Nominate and transfer application to the partner institutions</u>
→	Nominated Applications - Nominate again and Emails to all partners	0	

→	Incomplete Applications	0	
→	Incomplete Applications: E-Mail sent to student	0	
→	Complete Applications - Emails to all partners	0	
→	Nominated Applications - Nominate again and Emails to all partners	1 ⁺¹	<u>Nominate again and transfer application to the partner institutions (Students stay in this step for a possibility to renominate again - until one of the partners makes a decision)</u>
→	Nominated Applications - Partners' decision pending	2 ⁺¹	<u>Display applications and accept student if needed</u>



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Outgoing process ON HOLD

INCOMING PROCESS
in Progress.....



Overview of your OUTGOING Process

Part 4: your STUDENT

Rejection by
Host

Acceptance
by Host

**Study Place
Offer to be
accepted by
a deadline**

Student
Accepts

Student
Rejects

Email notification to
HOME and HOST
coordinator to notify the
choice of the student

This choice of the
student is reversible



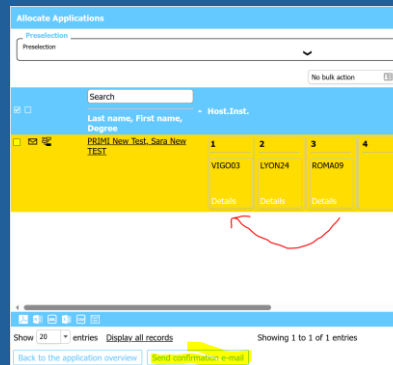
Overview of your OUTGOING Process

Part 5: HOME COORDINATOR (you)

1. Ask student to confirm their final destination

2. Allocate the student to the final destination (drag and drop destination to n.1 if necessary)

3. Start the Learning Agreement Process (EASY MO or Dashboard)



Allocate Applications						
Preselection						
Preselection						
No bulk action						
Search						
Last name, First name, Surname						
Host.Inst.						
<input type="checkbox"/>	<input type="checkbox"/>	PRIMI New Test, Sara New TEST	1	2	3	4
			VIG003	LYON24	ROMA09	
			Details	Details	Details	

Email notification to Student, Home and Host about final Allocation and need to start the Learning Agreement



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Overview of your **INCOMING** Process

Part 1A: STUDENTS from **EXTERNAL INSTITUTIONS**

**1. Fill in YOUR INCOMING
Registration Form**
(you are the only destination)



Email notification to student in copy to you and home coordinator to create an account and process explanation

**2. Create an Account in
EASY MO**



Email notification to student in copy to you and home coordinator to login and upload documents in the INCOMING workflow - Application part 2

**3. Uploads Document
Application Part 2 (Incoming
Workflow)**



Email notification to HOST and HOME coordinator in CC to student to notify the submission



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Overview of your INCOMING Process

Part 1B: STUDENTS from INTERNAL INSTITUTIONS

1. You as Incoming Coordinator
IMPORT their nominated
outgoing applications in your
INCOMING PIPELINE

Email notification to student to
login and upload documents in
the INCOMING workflow -
Application part 2

2. The student uploads the
documents in
Application Part 2
(Incoming Workflow)

Email notification to HOST
COORDINATOR in CC to student
to notify the submission



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Overview of your INCOMING Process

Email to INTERNAL STUDENTS in CC to their HOME coordinator

After your import, notification to the internal student to login and upload documents in the INCOMING workflow - Application part 2 within a certain deadline

You can now proceed with the second part of your application by uploading further documents and relevant information for the destination [inst_id_gast_name].

The deadline to submit all your uploads is [dat_frefield2]

Please login at <https://mobility.aec-music.eu/LoginServlet> (Login name: [login]) and select [inst_id_gast_name] from the dropdown manu.

You might be asked later to do the same procedure for other destinations

Best regards

The EASY MO system





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Overview of your INCOMING Process

Email to HOST Coordinator (you) in CC to the student and BCC to home coordinator

Notification of Submission of application – Instruction on what to do next

The applicant: [bew_vorname] [bew_nachname] from [inst_id_heim_name] has submitted an INCOMING application the EASY MO system by completing the INCOMING workflow uploads.

Please enter the Incoming Pipeline mark the application as complete/incomplete and - if the applicants comes from an External Institution - ask the external home coordinator to nominate their student by clicking on the relevant link on the pipeline.

If the applicant comes from an Internal institution, the outgoing coordinator has already nominated the student.

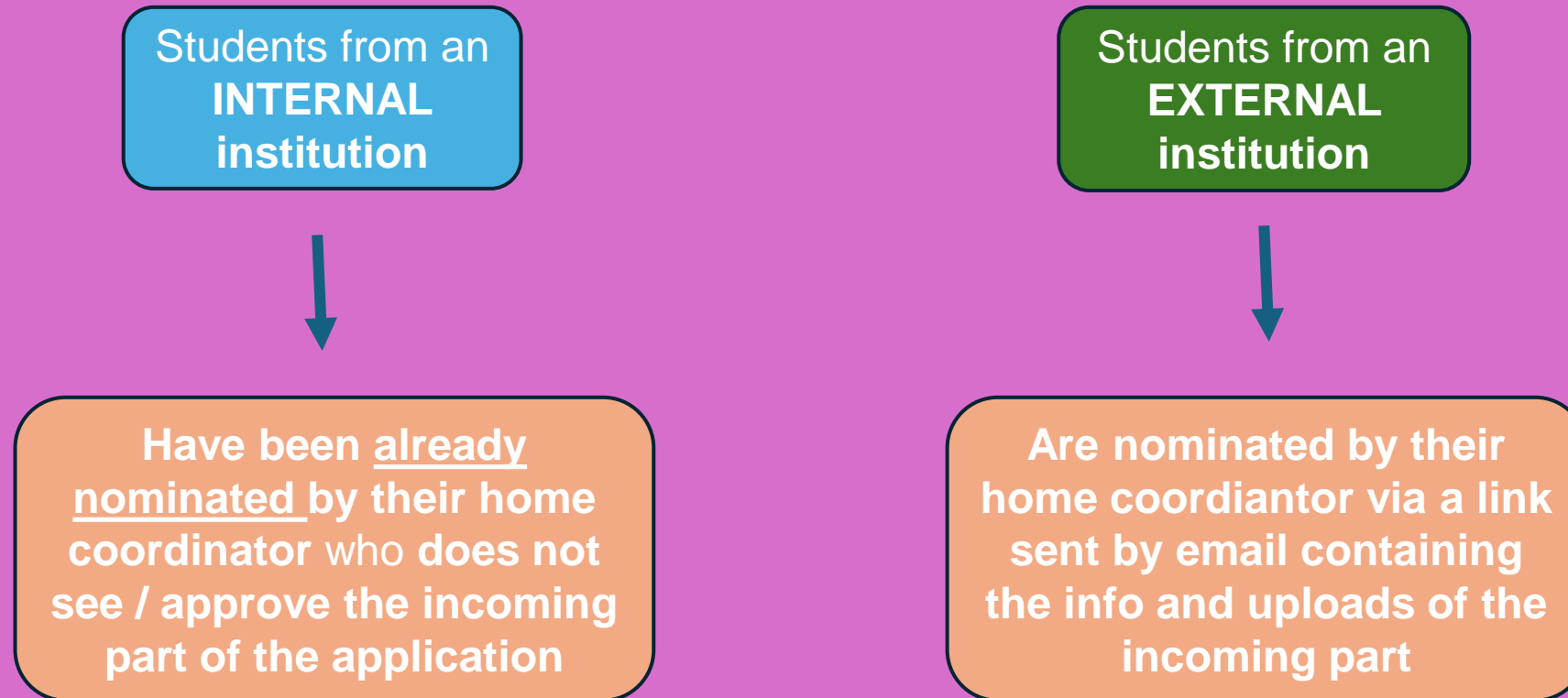
Best regards

The EASY MO system





Overview of your **INCOMING** Process





Important extra information collected in the INCOMING Process

- Extra Video Links / Portfolio (you can indicate what you need)
- Preferred Professor
- Specific Motivation Letter for your institution as a destination
- Recommendation Letter from the professor at home
- Study Plan
- Any other information or document you need



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Overview of your INCOMING Process

Part 2: The HOST Coordinator (you)

1. Marks the applications as Complete/Incomplete

2. Downloads the Excel file(s) the application data, link and study plan

3. Sends data and links with the Selection Committee OUTSIDE the system (via mail)

→	Incomplete Applications	<input type="text" value="0"/>	
→	Incomplete Applications: E-Mail sent to student	<input type="text" value="0"/>	
→	Complete Applications - Download excel file and share with Selection Committee (via e-mail outside the system)	<input type="text" value="1"/>	Mark as sent to selection committee
→	(Internal Partners) Applications shared with selection committee	<input type="text" value="0"/>	
→	(External Partners) Applications shared with selection committee	<input type="text" value="0"/>	


Complete Applications - Download excel file and share with Selection Committee (via e-mail outside the system)

Preselection Preselection

Show further search fields

Search Erasmus+ <-- Sele

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last name, First name, Degree	Program	Study
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test, SOP	Erasmus+	Design



Show 20 entries [Display all records](#) Showing 1 to 1 of 1 entries

[Back to the application overview](#)
[Mark as sent to selection committee](#)



Overview of your INCOMING Process

Part 3: The HOST Coordinator (you)

4. Inputs the decision of the Selection Committee in the system

5. Sends the decision to the student by email asking to accept the study place by a deadline

6. Signs, Reject, proposes changes to the LA created by the home coordinator

Email notifications to Student, Home and Host about study place offer, acceptance by the student and final allocation by the home institutions and need to start the LA reach the 3 parties



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Overview of the **OUTGOING** process The Digital Learning Agreement (DLA) Process

Part 0 (pre-conditions): HOME Coordinator

→ Applications allocated to host institutions (OLA - managed externally)	1 ⁺¹	Mark applications as courses done externally via OLA
→ Applications allocated to host institution - Digital Learning Agreement managed internally in MO, courses to be entered and signed by student	1 ⁺¹	Display applications

If you use EASY MO for your LAs, remember to activate the EWP Connection first - the relevant button needs to appear in your upper menu

Pipeline

Workplace

Connect/EWP

Help ▾



Overview of the **OUTGOING** process

The Digital Learning Agreement (DLA) Process

Part 1: the STUDENT

1. Logs in the Outgoing workflow and enters:
 - Language Competences
 - Exact dates of staying (taken from the acceptance letter)

2. Enters **Courses at Host Institution** (name, code, credits)

3. Enters **Courses at Home Institution** (name, code, credits)

4. **Checks and Signs (+ Transfer to home coordinator for signature)**

↓

Notification to home coordinator to Review and Sign the DLA (to be implemented)

Before the Mobility - Digital Learning Agreement

Information required for the Learning Agreement entered

Courses at the host institution entered and signed in the Learning Agreement

Courses at the home institution entered in the Learning Agreement

27.08.2024

Superadmin AEC

[Enter information](#)

[Courses at the host institution entered in the Learning Agreement](#)

[Courses at the home institution entered in the Learning Agreement and signed](#)

Edit learning agreement

Host institution: Conservatorio Di Musica Santa Cecilia
 Study area: Music
 Study field: Music - MUSIC
 Academic year: 2024/2025
 Semester: Spring semester

Course unit code at the home institution: Theory 3
 There are still 192 characters available

Course unit title at the home institution: Theory and Analysis
 There are still 236 characters available

Number of lessons at the home institution:
 Number of credits at the home institution: 3,00

Information about/Link to course at the home institution:
 There are still 10000 characters available

Virtual component:
 Automatic recognition:

General Information

Student	Last name(s): PRIMI New Test	First name(s): Sara New TEST	Date of birth: 19.11.1984	Nationality: IT	Gender: Female
E-mail: sarinviolinst@hotmail.it		Study cycle: Bachelor	Level of education (ISCED): 0215		Field of education (ISCED): Music and performing arts
Sending Institution	Name: aec.com (Association Européenne des Conservatoires (AEC))	Faculty/Department: Association Européenne des Conservatoires (AEC)	Erasmus code: -	Country: -	Administrative contact person name; email; phone: Sara Primitera; events@aec-music.eu; 496207303
Receiving Institution	Name: Conservatorio Di Musica Santa Cecilia - Roma	Faculty/Department: -	Erasmus code: I ROMA09	Country: Italy	Administrative contact person name; email; phone: Carla Corti; erasmus@conservatoriosantacecilia.it; +39 06 3696671

The level in the language it [indicate here the main language of instruction] which the student has already mastered or will master by the start of the stay:
 A1 A2 B1 B2 C1 C2 Native Speaker

Mobility type and duration

Mobility type:
 • Semester(s) [X] / Virtual component (only if applicable) []
 • Blended mobility with short-term physical mobility []
 • Short-term doctoral mobility [] / Virtual component (only if applicable) []

Estimated duration (to be confirmed by the Receiving Institution)
 Planned period of the physical mobility:
 • from [day (optional)/month/year] 01/02/2025
 • to [day (optional)/month/year] 30/06/2025

Study Programme at the Receiving Institution

Component Code	Component title at the Receiving Institution	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
VOLINO3	Violino Principale Terzo Anno	1/1	24,00
Teoria2	Teoria e Analisi complementare triennio	1/1	3,00
			Total: 27,00

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:

Recognition at the Sending Institution

Component Code	Component title at the Sending Institution	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
Theory 3	Theory and Analysis	1/1	3,00	<input checked="" type="checkbox"/>
VOLINO3	Violin Third Year	1/1	24,00	<input checked="" type="checkbox"/>
			Total: 27,00	

[Enter further courses...](#)

[Final check before signing](#)

Commitment of the three parties

Any Mobility type

Commitment	Name	Email	Position	Date
Student	-	-	-	-
Responsible person at the Sending Institution				
Responsible person at the Receiving Institution				

[Close](#)

[Sign and Transfer](#)



Overview of the **OUTGOING** process

The Digital Learning Agreement (DLA) Process

Part 2: HOME Internal Coordinator

1A. Checks and Signs OR rejects (by proposing changes) from the Outgoing Pipeline

1B. Sends to an external person for signature

The coordinator can act on the list or courses by entering from the student's Outgoing Workflow

Can change other data from the Masterdata of the student



Notification to the other parties about the Signature or Rejection (to be implemented)



Overview of the **INCOMING** process The Digital Learning Agreement (DLA) Process

Part 1: HOST Internal Coordinator

1. Imports the
Incoming LA from
EWP Connection
– LA Incomings

2B. Checks and
Signs OR
Rejects (by
proposing
changes)

2B. Sends to an
external person
for signature



Notification to the other parties about the Signature or Rejection



SOP Demonstration and Simulation

- New Menu
- New Portal
- New Registration Forms
- How to insert the Incoming and Outgoing Coordinator Function in both your institution and external partners
- How to select with whom to exchange and how you deselect partners in bulk
- General and Academic Year Settings - with special attention on deadlines
- How to allow multiple applications

SIMULATION OF AN APPLICATION between internal institutions – improved process

- EWP Settings
- DLA process between 2 institutions using DLA in EASY MO