

2024 – 25 EASY Mobility Online Manual for Internal IRCs

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Chapter 1 – Basic information on the system and Support

The European Online Application System for mobility in music and arts education (EASY) is a project by the AEC, Started in 2016 with the IT solution provided by the Estonian Company Dreamapply, since January 2024 the system is powered by the Austrian company SoP and is called EASY MO (EASY Mobility Online).

Institutions who want to (re)join the system must fill in the subscription form sent by the AEC office at the end of the (solar) year and pay an yearly fee calculated on the basis of the declared number of applications exchanged by the institution during the previous academic year. This fee is a separate fee than the AEC membership fee. AEC members are encouraged to join the EASY system to manage their mobility application or at least to accept to deal with applications from partners using the EASY MO system.

SoP has a contract with the AEC and not with the single institutions in the system. Therefore, the AEC is considered the only client when it comes to the SoP's EASY MO product. Only representatives of the AEC office are entitled to contact and deal with SoP directly regarding issues in the system, unless institutions have purchased separate support packages with SoP

For any problem in the system, user should contact **Sara Primiterra, EASY Project Manager at events@aec-music.eu**.

Beside this manual, the most up to date support material is the following

- [Recording of the EASY MO Workshop](#), 4 September 2024, Dublin
- [Slides on the EASY MO Process for Internal Institutions](#)
- [Slides on the EASY MO Process for External Institutions](#)



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

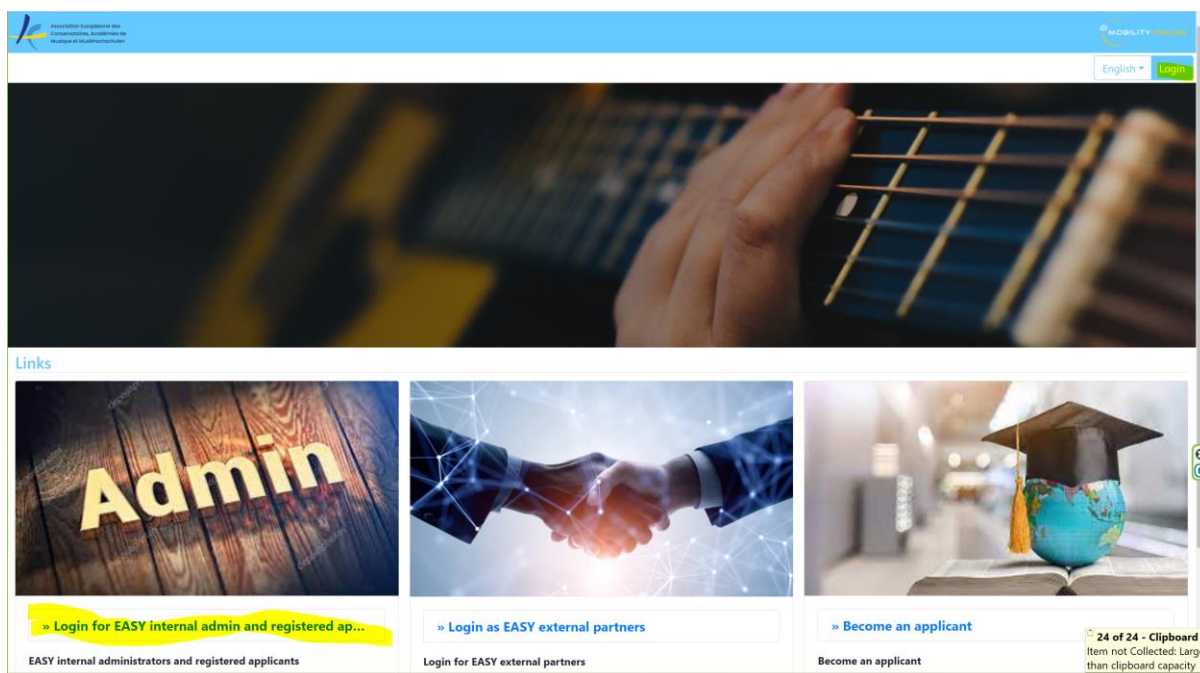
The EASY MO system is online and can be reached at <https://mobility.aec-music.eu/>

A **test environment**, accessible with credentials of the productive environment is available at https://mobility.aec-music.eu/mobility_test/

How to login in the system (coordinators)

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

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



LOGIN Name:

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

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

For example

Name: Juan Carlos Antonio

Login: JuanCarlosAntonio

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

For example.

Name: Mădălina Petre

Login: MadalinaPetre

PASSWORD:

Your password is your Erasmus Code without the country code

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

For example

Erasmus code without country = WIEN03

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

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

For example :

Erasmus code without country: F AIX-PRO29

Password: AIXPRO29

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

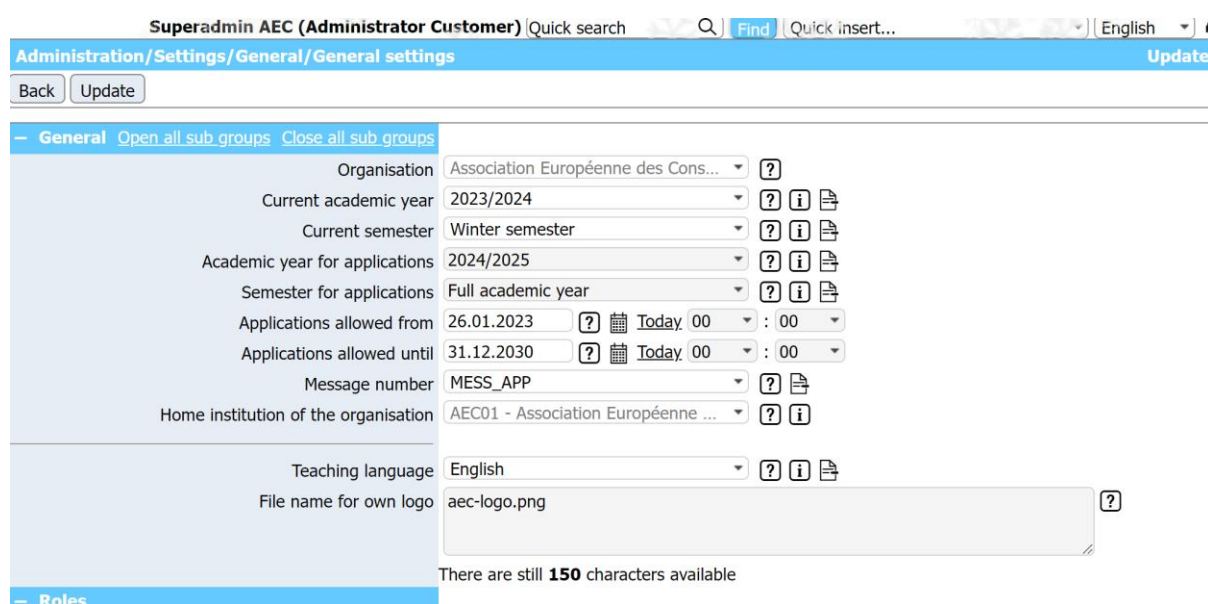
Chapter 2 - Settings

Master Settings

The main settings of the systems have been grouped in the first menu item called Master Settings

General Settings

In the General Settings click on the submenu General Settings to make sure the Academic Year for Application is the one you want to allow applications to and that the “Applications allowed from” is correct. Please leave all the other settings as you see them.



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

Academic Year Settings

In General Settings you also have the Academic Year settings. By default, you have the following academic periods and deadlines

	Year	Program	Student	Direction	Institution	Start	End
	2025/2026	Erasmus+	Student	Incoming	(AEC) Association Européenne des Conservatoires	15.11.2024	01.07.2025
	2025/2026	All programs	Student	Incoming	(AEC) Association Européenne des Conservatoires	01.12.2024	01.07.2025
	2025/2026	All programs	Student	Outgoing	(AEC) Association Européenne des Conservatoires	01.12.2024	01.07.2025
	2025/2026	Erasmus+	Student	Outgoing	(AEC) Association Européenne des Conservatoires	15.11.2024	01.07.2025

Please check the 4 applications periods and modify them as you wish (i.e. opening and deadline dates), also by creating new ones if you have specific deadlines for semesters and academic year

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

Master settings/General Settings/Academic year settings

Back Edit

Type of application Incoming Outgoing Both ?

Type of person Student Teacher / Staff Both ?

Program Erasmus+ ? i

Academic year for applications 2025/2026 ? i

Semester for applications <-- No choice --> ? i

Applications allowed from 15.11.2024 ? 00 : 00

Applications allowed until 01.07.2025 ? 15 : 00

Message number MESS_APP

Back Edit

It is possible to have different academic year settings per semester, but you also need one setting that does not have any semester specific, so do not delete that (but you can change the dates).

If for some reason students get an error when trying to apply, please check that you have an entry in the Academic Year settings that has no semester or full year, just empty:

Jahr/Jahr	Semester für Bewerbungen	Programme	Personen	Rolle/Art	Institution	Beginn	Ende
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

Settings per exchange programme

How to allow more than 4 choices to outgoing students

Normally, when your outgoing students register in the system, they are allowed to choose 4 possible destinations. Should you want to allow more choices, you need to activate the Multiple Stay Allowed function as follows.

In Master Settings – General Settings – Settings per exchange programme, Select “All Programmes (Student – Outgoing)”

- Master settings
- General Settings
 - General settings
 - Academic year settings
 - Settings per exchange program
- Exchange Program Data
- Institutional Data and Partners
- E-Mail notifications and documents
- Applications management
- Institutional Agreements
- Connect/EWP

Master settings/General Settings/Settings per exchange program

Create new record Advanced Search

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

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

Select Advanced Settings on the right

Settings per exchange program Display ?

Personal details	Nomination/Project	Access rights for tabs (0)
Type of person	<input type="radio"/> Student <input type="radio"/> Teacher / Staff <input type="radio"/> Both ?	Show advanced settings
Type of application	<input type="radio"/> Incoming <input type="radio"/> Outgoing <input type="radio"/> Both ?	
Program	Erasmus+ ? ? ?	
aust_settings_aec.label.roll_id not found	Role for outgoing students ?	
Type of person	Students ?	
aust_settings_aec.label.spr_id_komm not found	English ?	
Type of address of the main address	Address at the home institution ?	
Type of address of the coordinator	Address at the home institution ?	

Created by admin (LaDi) on 24.11.2023 18:39:00, last modified by admin (LaDi) on 12.11.2024 15:48:48

Click on Edit and select **“Multiple stay allowed” – No restriction – without checking duplicates**. With this setting, your students will not be limited to 4 choices and will be able to apply to up to 4 choices multiple times with the same login.

Administration/Settings/Exchange/Settings per exchange program

Back **Edit**

Master data	Personal details	Nomination/Project	Access rights for tabs (0)
Function of 'Coordinator'		<-- No choice -->	? ?
Function of 'Contact Person'		<-- No choice -->	? ?
Type of address of the main address		Main address	? ?
Type of address of the coordinator		Address at the home institution	? ?
Allowed E-Mail Suffix			
Integrate Captcha-Image		<input type="checkbox"/> ?	
Extension of stay abroad allowed		<input checked="" type="checkbox"/> ?	
Multiple stay allowed		<input checked="" type="checkbox"/> ?	
Restriction criteria for multiple stays		<input type="radio"/> No restriction <input checked="" type="radio"/> No restriction - without checking duplicates <input type="radio"/> Restriction per exchange program and academic year <input type="radio"/> Restriction per exchange program, academic year and semester <input type="radio"/> Restriction per exchange program group (Erasmus+), study level and nur months <input type="radio"/> Restriction per mobility program and study field	

Please note that this does not mean that more choices will suddenly appear in the Outgoing registration form, but that the applicant can enter a second registration form to add up to four additional destinations. As a consequence, your applicant will appear in your system multiple times.

Choose who to exchange applications with

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. In Settings per Exchange Programme you need to select the Programme and then allow Advance settings as above

The screenshot displays the 'Administration/Settings/Exchange/Settings per exchange program' interface. At the top, there are buttons for 'Create new record' and 'Advanced Search'. Below these are three dropdown menus, all set to '<-- Select all -->', '<-- No choice -->', and '<-- No choice -->'. The main table lists various exchange programs with their respective 'Pers.Type' and 'App.Type'. The 'Erasmus SMS' row is highlighted in yellow. Below the table, the 'Settings per exchange program' form is visible, with a 'Show advanced setting' button highlighted in yellow.

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

The 'Settings per exchange program' form includes sections for 'Personal details', 'Nomination/Project', and 'Access rights for tabs (0)'. The 'Nomination/Project' section contains several dropdown menus and radio buttons for selecting 'Type of person', 'Type of application', 'Program', 'Role for outgoing students', 'Type of person', and 'Language'. The 'Access rights for tabs (0)' section contains dropdown menus for 'Type of address of the main address' and 'Type of address of the coordinator'. A 'Show advanced setting' button is located in the top right corner of the form.

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

The screenshot shows the 'Institution selection' form with the following options:

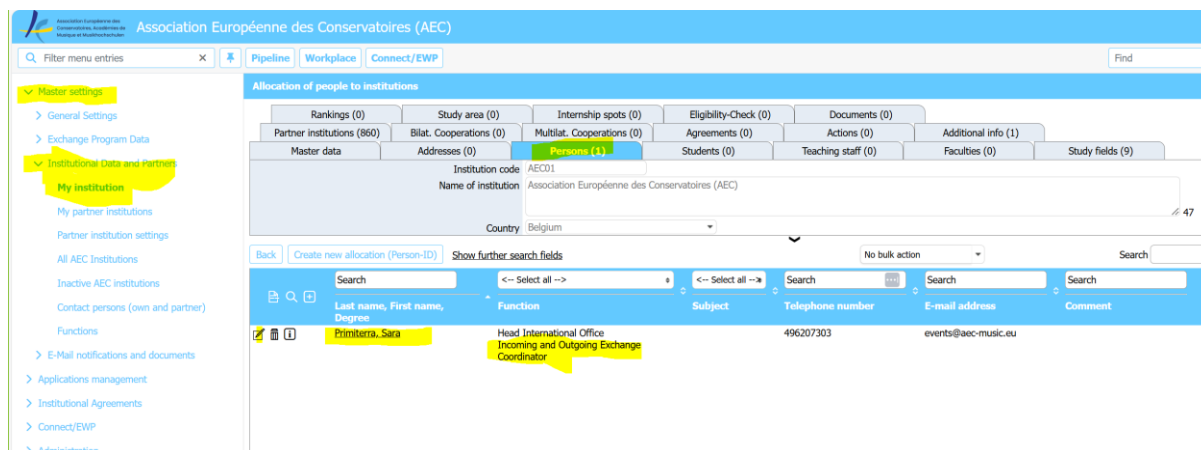
- All
- Only existing partner institutions
- Only participating institutions
- Only partner institutions with valid bilateral agreements
- Only institutions with valid cooperations
- Only institutions with valid multilateral cooperations
- Only partner universities with active opportunities
- Companies only [?]

Please make sure you apply this choice to all the programmes involved.

Institutional Data: your institution and your partners

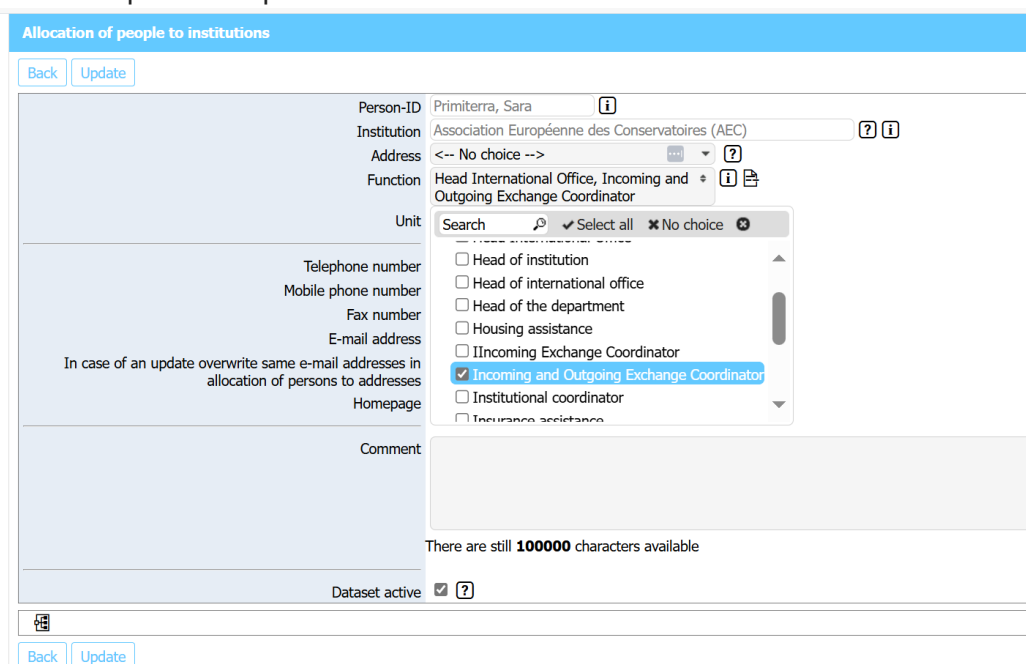
Your function as Incoming and Outgoing Exchange Coordinator

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



Theoretically, is possible to have a different person for the Outgoings and another one for the Incomings but we advise against it as all the connections and notifications in the system are meant to have the Incoming and Outgoing Coordinator as reference function.

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



Check Name and Contacts of your partners

It is extremely important that the contact details of your (EASY External) partners are correct and up to date. While the AEC makes sure that the contact details of Internal Institutions are correct, it is up to each internal institution to check and update the contact of their external partners. Please note that the changes made by internal users are not visible systemwide, but they appear only in your institution's profile. Therefore, if you know about a change of contact person in an external institution, please inform the AEC office at events@aec-music.eu.

To see the list of partners go on the left menu and click on Master Settings, Exchange Programme Data, Institutional data and Partners, My partner institutions. Click on the name of the institution to check their data.

Name of institution	Inst.no	Erasmus code	Country	Comm. language	Institution type	Active
A.V. NEZHIDANOVA ODESA NATIONAL ACADEMY OF MUSIC	ODESA2		Ukraine	English	External institution	Yes
Aalto University	ESPOO12	SF ESPOO12	Finland	English	External institution	Yes
Aarhus school of architecture	ARHUS04	DK ARHUS04	Denmark	English	External institution	Yes
Academia Nacional Superior de Orquestra	LISBOA118	P LISBOA118	Portugal	English	Internal institution	Yes
Académie Royale des Beaux-Arts	BRUXEL05	B BRUXEL05	Belgium	English	External institution	Yes
Academy of Architecture, Amsterdam University of the Arts	F2-AMSTERD07	F2-AMSTERD07	Netherlands	English	Faculty	Yes
Academy of Arts In Banska Bystrica	BANSKA02	SK BANSKA02	Slovakia	English	External institution	Yes
Academy of Arts, Architecture and Design (UMPRUM)	PRAHA05	CZ PRAHA05	Czech Republic	English	External institution	Yes
Academy of Fine Arts and Theatre Academy, University of the Arts Helsinki	F1HELKINK42	SF1 HELKINK42	Finland	English	Faculty	Yes
Academy of Fine Arts in Gdansk	GDANSK05	PL GDANSK05	Poland	English	External institution	Yes
Academy of Fine Arts in Prague	PRAHA03	CZ PRAHA03	Czech Republic	English	External institution	Yes

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

Back Edit

Study area (0) Internship spots (0) Eligibility-Check (0)

Multilateral cooperations (0) Agreements (0) **Persons (0)** Semester (0) Additional info (0) Rankings (0)

Master data Addresses (1) Students (0) Teaching staff (0) Study fields (0) Bilat. Cooperations

Institution type Sending Receiving Both

Institution code [Show settings of this partner institution](#)

PIC (Participant Identification Code)

OID (Organisation-ID)

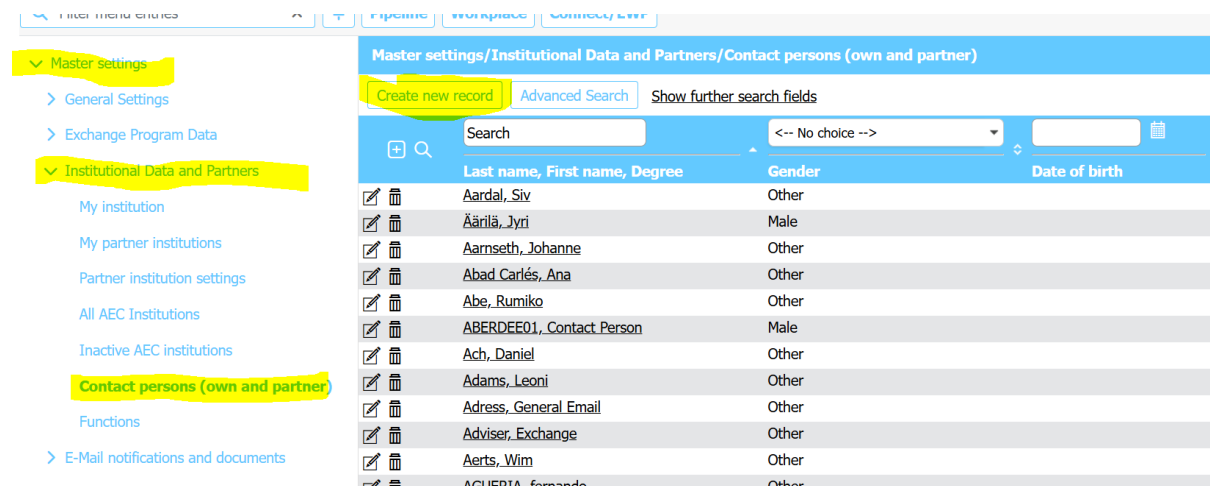
SCHAC (SCHema for ACademia)

Organisation ID (for export MT+/BM)

If there is a different number than 0, please click on the tab and check if the data are correct. If not, please apply changes always by following the path indicated in the next point.

Add Persons in the system for both your institutions and your partners

To create a person, you need to click on the left menu on Master Settings– Institutional Data and Partners – Contact persons (own and partner) and then click on the button Create a New Record



The screenshot shows a web application interface. On the left, a sidebar menu is visible with the following items: Master Settings, General Settings, Exchange Program Data, Institutional Data and Partners (highlighted), My institution, My partner institutions, Partner institution settings, All AEC Institutions, Inactive AEC Institutions, Contact persons (own and partner) (highlighted), Functions, and E-Mail notifications and documents. The main content area is titled 'Master settings/Institutional Data and Partners/Contact persons (own and partner)'. At the top of this area, there is a 'Create new record' button (highlighted), an 'Advanced Search' button, and a 'Show further search fields' link. Below this is a search bar with a magnifying glass icon and a dropdown menu showing '<-- No choice -->'. The main content area displays a table with the following columns: Last name, First name, Degree, Gender, and Date of birth. The table contains several rows of data, including: Aardal, Siv (Other), Äärlä, Jyri (Male), Aarnseth, Johanne (Other), Abad Carlés, Ana (Other), Abe, Rumiko (Other), ABERDEE01, Contact Person (Male), Ach, Daniel (Other), Adams, Leoni (Other), Adress, General Email (Other), Adviser, Exchange (Other), Aerts, Wim (Other), and AGUIFERIA, fernando (Other).

You then get a form to fill about the person. See below the fields that you must fill in. Very Important: do not forget to put the email address and the function of the person. Please remember that all notifications go only to the person with the function Incoming and Outgoing Exchange Coordinator.

Master data/Institutional data/Persons (all)

Back Save

Master data

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

Allocation of people to institutions

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

Tips and Tricks: “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.

Add Institutions and link them as partners

If an incoming student cannot find your institution in their dropdown list of an outgoing student of yours cannot find a specific institution they want to go to, it means that this institution does not exist in the system and/or you have not them as partners.

If you do not find this institution in the list of institution that you find in Master settings – Institutional Data and Partners – All AEC Institutions, you can create it by yourself by clicking on Create new record:

Master settings/Institutional Data and Partners/All AEC Institutions

Create new record Advanced Search No bulk action

Name of institution	Inst.no	Country
A.V. NEZHANOVA ODESA NATIONAL ACADEMY OF MUSIC	ODESA2	Ukraine
Aalto University	ESPOO12	Finland
Aarhus school of architecture	ARHUS04	Denmark
Academia Nacional Superior de Orquestra	LISBOA118	Portugal
Académie Royale des Beaux-Arts	BRUXEL05	Belgium
Academy of Architecture, Amsterdam University of the Arts	F2-AMSTERD07	Netherlands

Then, you will need to go to Contact persons – Create new record and add full name, gender, country, institution and email address of the contact person in the institution, without forgetting to select the function Incoming and Outgoing Exchange Coordinator:

Master settings/Institutional Data and Partners/Contact persons

Create new record Advanced Search Show further search fields

Last name, First name, Degree	Gender
Aardal, Siv	Other
Äärilä, Jyri	Male
Aarnseth, Johanne	Other
Abad Carlés, Ana	Other
Abe, Rumiko	Other
ABERDEE01, Contact Person	Male
Ach, Daniel	Other
Adams, Leon	Other
Adress, General Email	Other
Adviser, Exchange	Other
Aerts, Wim	Other
AGUERIA, fernando	Other
Ahadi, Jasmin	Female
Ahlen, Malin	Female
Aigner, Johanna	Other
AIX-PRO11, Contact Person	Male
Aknin, Nathalie	Other
Alasdair Spark, Beth Holding	Other

Master data

Last name Last name must be filled in.

First name

Degree

Gender Male Female Other

Date of birth Today

Type of person Employees

Communication language English

Additional data internship administration

Allocation of people to institutions

Country Austria

Institution <-- Please select -->

Address <-- No choice -->

Function Incoming and Outgoing Exchange Coordinator

Unit Search Select all No choice

- Housing assistance
- Incoming Exchange Coordinator
- Incoming and Outgoing Exchange Coordinator
- Institutional coordinator
- Insurance assistance
- Legal representative of the institution
- Outgoing Exchange Coordinator
- Studies Commission

Telephone number

Mobile phone number

Fax number

E-mail address

Homepage

Comment

But actually, the best thing to do is to contact Sara at events@aec-music.eu so that she can add the institution for everyone. You need to send her the name, city and country of the institution, and email and full name of the contact person.

Once the institution is in the system, if you exchange with all institutions, it will automatically appear in your list of partners. If you work only with partners, you will need to go to Master settings – Institutional Data and Partners – All AEC Institutions, then look for the institution, click on the name and click on the link “**Link as partner institution**”

Filter menu entries x Pipeline Workplace Connect/EWP Help Find

Master settings

- > General Settings
- > Exchange Program Data
- > Institutional Data and Partners**
 - My institution
 - My partner institutions
 - Partner institution settings
 - All AEC Institutions**
 - Inactive AEC institutions
 - Contact persons (own and partner)
 - Functions
- > E-Mail notifications and documents
- > Applications management
- > Institutional Agreements
- > Connect/EWP
- > Administration

Master settings/Institutional Data and Partners/All AEC Institutions

Back Edit

Study area (0) Internship spots (0) Eligibility-Check (0) Documents (0)

Multilateral cooperations (0) Agreements (0) Actions (0) Semester (0) Additional info (0) Rankings (0)

Master data Addresses (1) Persons (1) Students (0) Teaching staff (0) Study fields (0) Bilat. Coopera

Institution code ODESA2 **Link as partner institution**

Name of institution A.V. NEZHANOVA ODESA NATIONAL ACADEMY OF MUSIC

Country Ukraine

Communication language English

Institution type University

Comments (internal)

Contact data

Current valid address Novoselskoho Str. 63, 65000, Odesa, Ukraine
UA-ODESA
Ukraine

Current valid e-mail address

Current valid homepage

Current valid telephone number

Current valid mobile number

Current valid fax number

[Edit current contact data](#)

Created by admin (setup)

Back Edit

If you see an institution in the list of partners but still does not appear to those who want to apply, click on the name of the institution and verify that the box Dataset Active is ticked:

Master data	Addresses (1)	Persons (2)	Students (0)
Selectable as parent institution	<input type="checkbox"/>	<input type="checkbox"/>	
Legal form	<input type="text" value="<-- No choice -->"/>		
Comments (internal)	<input type="text"/>		
Comments (portal)	<input type="text"/>		
Image/Logo	<input type="text"/>	<input type="checkbox"/>	
Don't show Institution in applicant portal	<input type="checkbox"/>		
Online-Form available	<input type="checkbox"/>		
Comments to fee waiver	<input type="text"/>		
Facebook-ID	<input type="text"/>	<input type="checkbox"/>	
Network	<input type="text" value="<-- No choice -->"/>		
Status	<input type="text" value="<-- No choice -->"/>		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dataset active		

Contact data

Partners' individual deactivation

If you want to exchange applications just with institutions you indicate as partner, but not all institutions in the system are your partners, you need to “disactivate” the partnership as follows.

In the left menu click on: Master Settings – Institutional Data and Partners– My Partner Institutions, then select the institution you do not want to appear as your partner and click on the link on the right that says “Shows advanced settings”, then click on button Edit, scroll down, and **deselect the setting “Dataset Active”**. Then go up and click on the button “Update” (which appear instead of the button “Edit”).

Master Settings / Institutional Data and Partners / My partner institutions

Back Update

Study area (0) Internship spots (0) Eligibility-Check (0) Documents (0)

Multilateral cooperations (0) Agreements (0) Actions (0) Semester (0) Additional info (0) Rankings (0)

Addresses (1) Persons (1) Students (0) Teaching staff (0) Study fields (0) Bilat. Coope

Master data

Selectable as parent institution

Organisation type <-- No choice -->

Economic sector <-- No choice -->

Number of staff <-- No choice -->

Legal form <-- No choice -->

Number of employees below 250 Yes No [?] [?]

Commercial orientation Not for profit Profit

Legal status Private Public

Comments (internal)

There are still 10000 characters available

Comments (portal)

There are still 20000 characters available

Image/Logo Please enter the Image/Logo

Don't show Institution in applicant portal

Online-Form available

Comments to fee waiver

There are still 100000 characters available

Facebook-ID

Network <-- No choice -->

Status <-- No choice -->

Dataset active [?] [?]

Crashart hu admin (eh) on 12/02/2022 13:44:12 last

Partners' deactivation as bulk action

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

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

Master settings/Institutional Data and Partners/My partner institutions

Advanced Search

No bulk action
Delete records
Change datasets per row
Exporting Records

Name of institution	Inst.no	Erasmus code	Comm. language	Institution type	Active
<input type="checkbox"/> A.V. NEZHDIANOVA ODESA NATIONAL ACADEMY OF MUSIC	ODESA2		Ukraine	External institution, University	<input type="checkbox"/>
<input type="checkbox"/> Aalto University	ESPOO12	SF ESPOO12	Finland	External institution, University	<input type="checkbox"/>
<input type="checkbox"/> Aarhus school of architecture	ARHUS04	DK ARHUS04	Denmark	External institution, University	<input type="checkbox"/>
<input type="checkbox"/> Academia Nacional Superior de Orquestra	LISBOA118	P LISBOA118	Portugal	Internal institution, University	<input type="checkbox"/>
<input type="checkbox"/> Académie Royale des Beaux-Arts	BRUXEL05	B BRUXEL05	Belgium	External institution, University	<input type="checkbox"/>
<input type="checkbox"/> Academy of Architecture, Amsterdam University of the Arts	F2-AMSTERD07	F2-AMSTERD07	Netherlands	Faculty, Internal institution	<input type="checkbox"/>
<input type="checkbox"/> Academy of Arts In Banska Bystrica	BANSKA02	SK BANSKA02	Slovakia	External institution, University	<input type="checkbox"/>
<input type="checkbox"/> Academy of Arts, Architecture and Design (UMPRUM)	PRAHA05	CZ PRAHA05	Czech Republic	External institution, University	<input type="checkbox"/>
<input type="checkbox"/> Academy of Fine Arts and Theatre Academy, University of the Arts Helsinki	F1HELSINK42	SF1 HELSINK42	Finland	Faculty, Internal institution	<input type="checkbox"/>
<input type="checkbox"/> Academy of Fine Arts in Gdansk	GDANSK05	PL GDANSK05	Poland	External institution, University	<input type="checkbox"/>
<input type="checkbox"/> Academy of Fine Arts in Prague	PRAHA03	CZ PRAHA03	Czech Republic	External institution, University	<input type="checkbox"/>
<input type="checkbox"/> Academy of Fine Arts in Warsaw	WARSAW10	PL WARSAW10	Poland	External institution, University	<input type="checkbox"/>
<input type="checkbox"/> Academy of Fine Arts Vienna	WIEN06	A WIEN06	Austria	External institution, University	<input type="checkbox"/>
<input type="checkbox"/> Academy of Fine Arts, Tournai Belgium	TOURNAI01	B TOURNAI01	Belgium	External institution, University	<input type="checkbox"/>
<input type="checkbox"/> Academy of Media Arts Cologne	KOLN11	D KOLN11	Germany	External institution, University	<input type="checkbox"/>
<input type="checkbox"/> ACADEMY OF MUSIC IN SARAJEVO	SARAJU01		Bosnia and Herz...	External institution, University	<input type="checkbox"/>
<input type="checkbox"/> Academy of Music, Dance and Fine Arts "Prof. Asen Diamandiev"	PLOVDIV07	BG PLOVDIV07	Bulgaria	External institution, University	<input type="checkbox"/>
<input type="checkbox"/> Academy of Performing Arts in Prague - Music HAMU	PRAHA04	CZ PRAHA04	Czech Republic	Internal institution, University	<input type="checkbox"/>
<input type="checkbox"/> Academy of Theatre and Dance - Amsterdam University of the Arts	F1-AMSTERD07	F1-AMSTERD07	Netherlands	Faculty, Internal institution	<input type="checkbox"/>
<input type="checkbox"/> Accademia Albertina delle Belle Arti Torino	TORINO04	I TORINO04	Italy	External institution, University	<input type="checkbox"/>

Uniarts Helsinki

Aino Jalkanen

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

Create new record

Advanced Search

3 Change datasets per row

Home institution	Host country	Partner institution	Partner type	Status	Contents of partnership	Active
<input type="checkbox"/> Sibelius Academy, University of the Arts Helsinki	Italy	I BARI03 - Conservatorio di Musica Niccolò Piccinni di Bari - Conservatorio di Musica Niccolò Piccinni di Bari	<-- No choice -->	<-- No choice -->		<input type="checkbox"/>
<input type="checkbox"/> Sibelius Academy, University of the Arts Helsinki	Finland	S HELSINK41 - Metropolia University of Applied Sciences - Degree Programme in Music - Metropolia University of Applied Sciences - Degree Programme in Music	<-- No choice -->	<-- No choice -->		<input type="checkbox"/>
<input type="checkbox"/> Sibelius Academy, University of the Arts Helsinki	France	F DIDON32 - ESM Bourgogne-Franche-Comté Dijon - ESM Bourgogne-Franche-Comté Dijon	<-- No choice -->	<-- No choice -->		<input type="checkbox"/>
<input type="checkbox"/> Sibelius Academy, University of the Arts Helsinki	France	F PARI5365 - Pôle supérieur d'enseignement artistique de Paris Boulogne-Billancourt - Pôle supérieur d'enseignement artistique de Paris Boulogne-Billancourt	<-- No choice -->	<-- No choice -->		<input type="checkbox"/>
<input type="checkbox"/> Sibelius Academy, University of the Arts Helsinki	France	F LILLE71 - ESMD Ecole Supérieure Musique et Danse Hauts-de-France - Lille - ESMD Ecole Supérieure Musique et Danse Hauts-de-France - Lille	<-- No choice -->	<-- No choice -->		<input type="checkbox"/>
<input type="checkbox"/> Sibelius Academy, University of the Arts Helsinki	Finland	SF KUOPIO08 - Savonia University of Applied Sciences, Kuopio School of Music and Dance in Kuopio - Savonia	<-- No choice -->	<-- No choice -->		<input type="checkbox"/>

4 All Selected Confirm Reset

5 <-- No choice -->

2 Show 100 entries Display all records

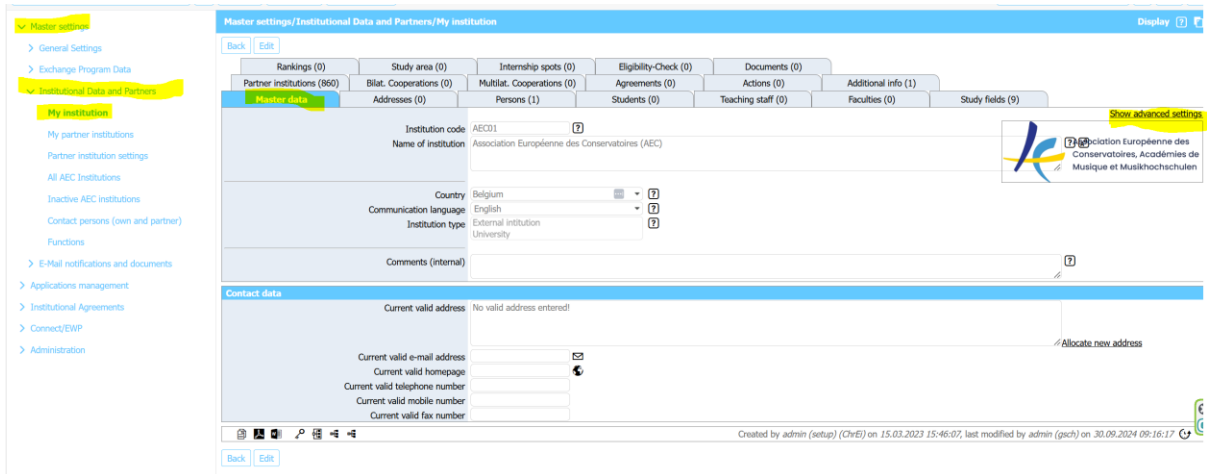
Showing 1 to 100 of 702 entries

7 First Previous 1 2 3 4 5 ... 8 Next Last

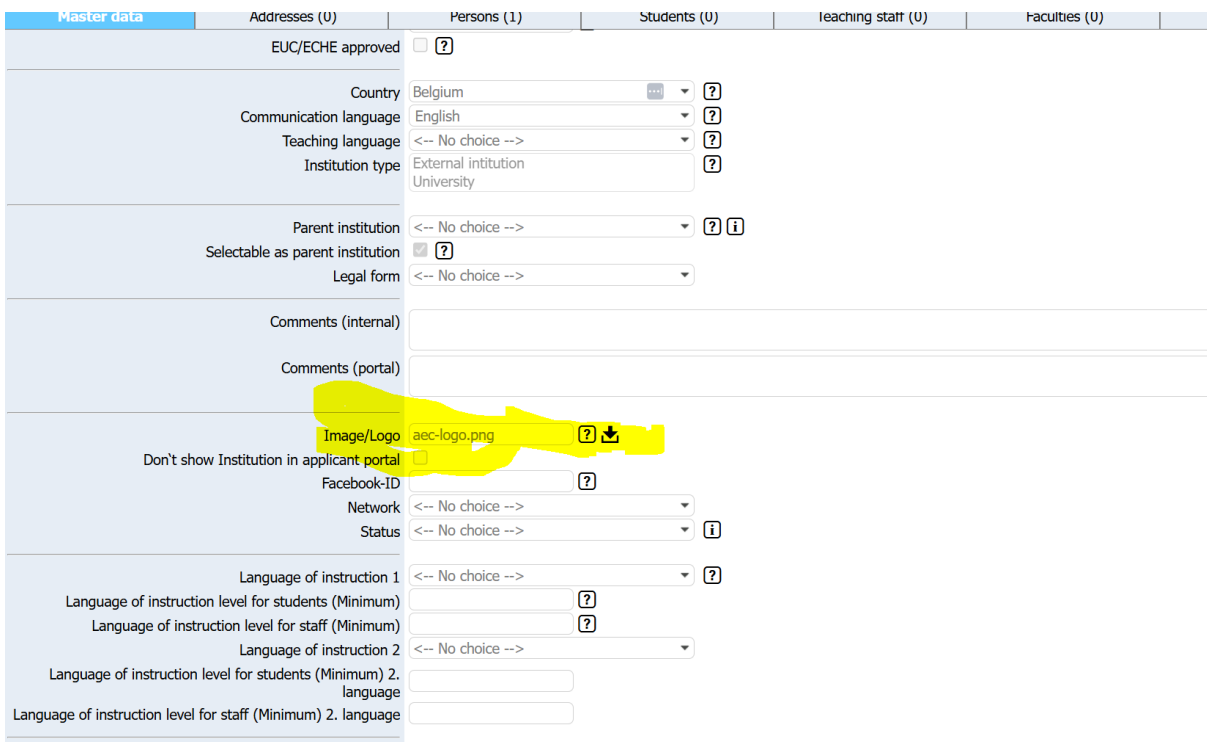
Then you can proceed to activate back those you want to exchange applications with.

Change your logo and your interface color

Did you institution go through a recent rebranding? You can change your logo following this path: Master Settings – Institutional Data and Partners – My Institution – tab Master data – link on the right Show advanced settings



Then scroll to Image/Logo and upload your new file



To change the colour of you interface you can go to Administration – Access Management – Role Settings – Administrator Simple and then input the color you want in Main color of web application and Stylesheet

Administration/Access management/Role settings

Create new record Advanced Search

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

Role	Display Workplace
Administrator Customer	Yes
Administrator Simple	Yes
Departmental Coordinators	Yes
External Partner	No
Institutional Coordinator	Yes
Members of the International Office	Yes
Role for incoming students	No
Role for incoming teachers/staff	No
Role for outgoing students	No
Role for outgoing teachers/staff	No

General Open all sub groups Close all sub groups

Role Administrator Simple

Workplace

Offer link [Reload Workplace] ?

Display own tasks

Display notes ?

Display Feedback ?

Display agreements ?

Display cooperations

Display Multilateral cooperations

Pipeline

Offer link [Application Pipeline] ?

New design of pipeline ?

Permissions

Show Connect/EWP

Start entry for Connect/EWP

Partner institution

Agreements

Applications

Learning Agreement Outgoings

Learning Agreement Incomings

Display

Start page Workplace Application pipeline Portal Menu entry None ?

Main color of web application

Stylesheet <-- No choice -->

Font size <-- No choice -->

Font type

blue_dark_style.css - Light blue as main color

blue_light_style.css - Light blue as main color

blue_style.css - Dark blue as main color

blue_style_bg_white.css - Dark blue as main color with white background

clean_style.css

clean_style_with_indivisa.css

green_style.css - Dark green as main color

orange_style.css - Orange as main color

red_style.css - Dark red as main color

sopStyle.css - Standard SOP stylesheet

style_with_indivisa_font.css - Dark blue as main color with white background

Back Update

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 Settings- Institutional data and Partners – My partner institutions and click on the small icon with lines and dots in the right bottom corner

Name of institution	Inst.no	Erasmus code	Country	Comm. language	Institution type	Active
A.V. NEZHIDANOVA.ODESA NATIONAL ACADEMY OF MUSIC	OESA2		Ukraine	English	External institution University	Yes
Aalto University	ESPOO12	SF ESPOO12	Finland	English	External institution University	Yes
Aarhus school of architecture	ARHUS04	DK ARHUS04	Denmark	English	External institution University	Yes
Academia Nacional Superior de Orquestra	LISBOA118	P LISBOA118	Portugal	English	Internal institution University	Yes
Académie Royale des Beaux-Arts	BRUXEL05	B BRUXEL05	Belgium	English	External institution University	Yes
Academy of Architecture, Amsterdam University of the Arts	F2-AMSTERD07	F2-AMSTERD07	Netherlands	English	Faculty Internal institution	Yes
Academy of Arts In Banska Bystrica	BANSKA02	SK BANSKA02	Slovakia	English	External institution University	Yes
Academy of Arts, Architecture and Design (UMPRUM)	PRAHA05	CZ PRAHA05	Czech Republic	English	External institution University	Yes
Academy of Fine Arts and Theatre Academy, University of the Arts Helsinki	F1HELSINK42	SF1 HELSINK42	Finland	English	Faculty Internal institution	Yes
Academy of Fine Arts in Gdansk	GDANSK05	PL GDANSK05	Poland	English	External institution University	Yes
Academy of Fine Arts in Prague	PRAHA03	CZ PRAHA03	Czech Republic	English	External institution University	Yes
Academy of Fine Arts in Warsaw	WARSAW10	PL WARSAW10	Poland	English	External institution University	Yes
Academy of Fine Arts Vienna	WIEN06	A WIEN06	Austria	English	External institution University	Yes
Academy of Fine Arts, Tournai Belgium	TOURNAI01	B TOURNAI01	Belgium	English	External institution University	Yes
Academy of Media Arts Cologne	KOLN11	D KOLN11	Germany	English	External institution University	Yes
ACADEMY OF MUSIC IN SARAJEVO	SARAJU01		Bosnia and Herzegovina	English	External institution University	Yes
Academy of Music, Dance and Fine Arts "Prof. Asen Diamandiev"	PLOVDIV07	BG PLOVDIV07	Bulgaria	English	External institution University	Yes
Academy of Performing Arts in Prague - Music HSMU	PRAHA04	CZ PRAHA04	Czech Republic	English	Internal institution University	Yes
Academy of Theatre and Dance - Amsterdam University of the Arts	F1-AMSTERD07	F1-AMSTERD07	Netherlands	English	Faculty Internal institution	Yes

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

Name of institution	Inst.no	Country
A.V. NEZHIDANOVA.ODESA NATIONAL ACADEMY OF MUSIC	OESA2	Ukraine
Aalto University	ESPOO12	Finland
Aarhus school of architecture	ARHUS04	Denmark

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:

Master data/Institutional data/Institutions (all institutions) Select All

Create new record Advanced Search Search Reset all f

Design for:

All roles

Save Design

Reset Design

Header columns

Add column

<-- No choice -->

Add column

Remove column

<-- No choice -->

Remove column

Further search fields

Add column

<-- No choice -->

Add column

Remove column

<-- No choice -->

Remove column

	Search	Search	<-- Select all -->	<-- Select all -->	<-- Select all -->	<-- No choice -->	<-- No choice -->
	Name of Institution	Instit.no	Country	Comm. language	Institution type	Active	Internal Partner
<input checked="" type="checkbox"/>	A.V. NEZH DANOVA ODESA NATIONAL ACADEMY OF MUSIC	ODESA2	Ukraine	English	University	No	No
<input checked="" type="checkbox"/>	Aalto University	ESPOO12	Finland	English	University	Yes	No
<input checked="" type="checkbox"/>	Aarhus school of architecture	ARHUS04	Denmark	English	University	No	No
<input checked="" type="checkbox"/>	Academia Nacional Superior de Orquesta	LISBOA118	Portugal	English	University	No	Yes

E-Mail Notifications

How to change emails templates and add emails to pipeline steps

The system generates many automatic and manual notifications for each step of the process. You can find the email sent by the system in Master Settings - Email Notifications and Documents - E-mail templates You get the list of all of them, and in the second column you see what the mail is about

Number	Template name	Program	Acad-year	App.Type	Pers.Type	Language	Institution
ACCEPT_LETTER	Acceptance Letter	All programs	All academic years	Incoming	Both	English	Association Européenne des Conservatoires (AEC)
ACCEPTED_STUDY_PLACE	Accepted Study Place by INCOMING Student	All programs	All academic years	Incoming	Both	English	Association Européenne des Conservatoires (AEC)
ACCEPTED_STUDY_PLACE	Accepted Study Place by Outgoing Student	All programs	All academic years	Outgoing	Both	English	Association Européenne des Conservatoires (AEC)
ADMISSION_NOTICE	Nomination home	All programs	All academic years	Both	Both	English	Association Européenne des Conservatoires (AEC)

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

Master data	Attachments (1)	Mail fields (1)	ot
Type of application	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing <input type="radio"/> Both [?]		
Type of person	<input type="radio"/> Student <input type="radio"/> Teacher / Staff <input checked="" type="radio"/> Both [?]		
Program	All programs [?] [i] [m]		
Academic year	All academic years [?] [i] [m]		
Institution	Association Européenne des Conservatoires (AEC) [?] [i]		
Language	English [?]		
Template number	CONF_APP [?]		
Template name	Confirmation Registration FORM Outgoing [i]		
Sender	<input checked="" type="radio"/> Permanent e-mail address <input type="radio"/> E-Mail address of sender <input type="radio"/> E-mail address based on signature settings [?]		
Permanent e-mail address of sender	noreply.aec@service4mobility.com [m]		
Recipient	<input checked="" type="radio"/> Applicant [?]		
Function	Incoming and Outgoing Exchange Coord... [i] [m]		
Subject	Creation of an account to apply for an exchange		
Text	<div style="border: 1px solid #ccc; padding: 5px;"> <p>File Edit Insert View Format Table Tools</p> <p>← → B <i>I</i> [align icons] [list icons] [link icon] [img icon]</p> <p>A [color picker] [font size: 16px]</p> <p>Formats Paragraph Times New ...</p> <p>Thank you very much for filling in the Registration Form to apply for an OUTGOING exchange from [inst_id_heim_name]</p> <p>In order to further process your application please follow this procedure:</p> <ol style="list-style-type: none"> 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 you personal data and start uploading the required application documents from your home institution side by clicking on the 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 your side of the EASY MO system (Application Part 2 - Incoming) OR to send documents via mail/via <p>p Words: 219</p> </div>		
Format of address	<input checked="" type="radio"/> Dear Mr/Ms [Degree] [First name] [Last name] <input type="radio"/> Dear Mr/Ms [Degree] [Last name] <input type="radio"/> Dear Mr/Ms [Last name] <input type="radio"/> Dear [First name]		
Font type for the title	<-- No choice -->		
Font size for the title	<-- No choice -->		
Dataset active	<input checked="" type="checkbox"/> [?]		

More functionalities, for example display and change who is in CC for that specific mail template, can be activated by clicking on the link on the right “show advanced settings”

Master settings/E-Mail notifications and documents/E-Mail templates					Update [?]
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> WARNING! Please note that any changes in these settings may affect other exchange programs /academic years /institutions. </div>					
Master data	Attachments (1)	Mail fields (3)	Other recipients (0)	Sent mails (0)	Show advanced settings
Type of application	<input checked="" type="radio"/> Incoming <input type="radio"/> Outgoing <input type="radio"/> Both [?]				
Type of person	<input type="radio"/> Student <input type="radio"/> Teacher / Staff <input checked="" type="radio"/> Both [?]				
Program	All programs [?] [i] [m]				
Academic year	All academic years [?] [i] [m]				
Institution	Association Européenne des Conservatoires (AEC) [?] [i]				
Language	English [?]				
Template number	ACCEPT LETTER [?]				

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

How to generate standard PDF letters to attach to email templates

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

Name of letter template	Number	Program	Acad.years	App.Type	Pers.Type	Language	Institution
Acceptance Letter	ACCEPT_LETTER	All programs	All academic years	Incoming	Both	English	Association Européenne des Conservatoir (AEC)
Application Form Incoming	APPL_FORM	All programs	All academic years	Incoming	Student	English	Association Européenne des Conservatoir (AEC)
Application Form Outgoing	APPL_FORM	All programs	All academic years	Outgoing	Student	English	Association Européenne des Conservatoir (AEC)
Bilateral Agreement	BILATERAL_AGREEMENT	All programs	All academic years	Both	Student	English	Association Européenne des Conservatoir (AEC)
Learning Agreement	LEARN_AGREE	All programs	All academic years	Both	Student	English	Association Européenne des Conservatoir (AEC)
Learning Agreement	PRINT_DLA_1	All programs	All academic years	Both	Student	English	Association Européenne des Conservatoir (AEC)
Learning Agreement Before	LEARN_AGREE_PART_1	All programs	All academic years	Outgoing	Student	English	Association Européenne des Conservatoir (AEC)
Learning Agreement.CHANGES	LEARN_AGREE_PART_2	All programs	All academic years	Outgoing	Student	English	Association Européenne des Conservatoir (AEC)

Then, you can attach it to email templates here (select the template email you want to attach your document to):

Allocation of attachments to e-mail templates

Master data | Attachments (1) | Mail fields (3) | Other recipients (0) | Sent mails (0)

Type of application: Incoming Outgoing Both

Program: All programs

Institution: Association Européenne des

Back | Create new allocation (mailv_id) | Show further search fields | No bulk action

Type	File name	Created by
Letter template	2024-25_-_ISMS_-_0_-_Accept_Letter_Template.docx	admin (LaDI)




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

02.12.2024 (stable v2.119.2) | Back | Create new allocation (mailv_id)

You click on the button on the bottom Create new allocation and then you select as follows:

Allocation of attachments to e-mail templates

Back Save

Type	<input checked="" type="radio"/> Letter template	<input type="radio"/> Own file	<input type="radio"/> Upload
Letter template	<input type="text" value="<-- Please select -->"/>		 
Document type	<input checked="" type="radio"/> PDF	<input type="radio"/> DOC	
Dynamically generate file name	<input checked="" type="radio"/> Unchanged	<input type="radio"/> Generate dynamically	

Back Save

Applications Management

Registration Forms – first data entry point

The former application forms are now called **Registration Forms**. These forms are the **first data entry point** of applicants in the system and their name has been changed because they do not constitute the application itself, but **just the very first step** for applicants. After filling them in, the students receives an email to create an account in the system and then needs to upload and submit a number of documents before actually submitting their outgoing or incoming application.

There are two Registration Forms:

- The Outgoing Registration Form, filled in **ONLY** by your own outgoing students;
- The Incoming Registration Form, filled in **ONLY** by incoming applicants from external institutions

Both forms are accessible to both the IRC administrator (in the institutional admin profile) and the applicants **ONLY** if the relevant application period is open.

Each form is divided in sections, visible on the left part of the screen. See below the sections and questions in each section. This is the standard form that we advise to keep. Nevertheless, the form is customisable (see later how).

Outgoing Registration Form

The screenshot displays the 'REGISTRATION FORM for a student exchange - Outgoing Internal Students' for the Erasmus+ program. The interface includes a left-hand navigation menu with options like 'Master settings', 'Applications management', and 'Registration forms'. The main form area is titled 'REGISTRATION FORM for a student exchange - Outgoing Internal Students' and contains a list of sections: 1. Desired Exchange Period, 2. Personal Data, 3. Studies at the home Institution, 4. Studies Abroad: Destinations, 5. Contact person in case of emergency, 6. Language competence, and 7. Declaration of consent. The 'Desired Exchange Period' section is currently active, showing fields for 'Type of application' (Incomings/Outgoings), 'Type of person' (Students/Trainees/Teachers), 'Exchange program' (Erasmus+), 'Academic year' (2025/2026), and 'What study period are you applying to?'. A 'Cancel application' button and a 'Continue' button are located at the bottom right of the form.

All fields marked with (*) must be completed.

- 1 Desired Exchange Period
- 2 Personal Data**
- 3 Studies at the home institution
- 4 Studies Abroad: Destinations
- 5 Contact person in case of emergency
- 6 Language competence
- 7 Declaration of consent

Personal Data

First name(s) *

Last name(s) *

Gender *

Female Male Undefined

Date of birth *

Nationality *

<-- Please select -->

E-Mail address *

Same e-mail address for verification

Telephone number *

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



Previous

Continue

All fields marked with (*) must be completed.

- 1 Desired Exchange Period
- 2 Personal Data
- 3 Studies at the home institution**
- 4 Studies Abroad: Destinations
- 5 Contact person in case of emergency
- 6 Language competence
- 7 Declaration of consent

Studies at the home institution

Country of the home institution

Belgium

Home institution *

AEC01 - Association Européenne des Conservatoires (AEC)

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 *

<-- Please select -->



Previous

Continue

All fields marked with (*) must be completed.

- 1 Desired Exchange Period
- 2 Personal Data
- 3 Studies at the home institution
- 4 Studies Abroad: Destinations**
- 5 Contact person in case of emergency
- 6 Language competence
- 7 Declaration of consent

Studies Abroad: Destinations

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 -->



Previous Continue

All fields marked with (*) must be completed.

- 1 Desired Exchange Period
- 2 Personal Data
- 3 Studies at the home institution
- 4 Studies Abroad: Destinations
- 5 Contact person in case of emergency**
- 6 Language competence
- 7 Declaration of consent

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

Phone number of contact person



Previous Continue

- 1 Desired Exchange Period !
- 2 Personal Data !
- 3 Studies at the home institution !
- 4 Studies Abroad: Destinations !
- 5 Contact person in case of emergency ✓
- 6 Language competence**
- 7 Declaration of consent

Language competence

Mother tongue *

<-- Please select --> ▼

Here is a link to CEFR: <https://www.coe.int/en/web/common-european-framework-reference-languages>

Native Speaker *

<-- Please select --> ▼

Foreign language 1 *

<-- Please select --> ▼

Foreign language level 1 *

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

Foreign language 2

<-- No choice --> ▼

Foreign language level 2

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

Foreign language 3

<-- No choice --> ▼

Foreign language level 3

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

Foreign language 4

<-- No choice --> ▼

Foreign language level 4

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

All fields marked with (*) must be completed.

- 1 Desired Exchange Period !
- 2 Personal Data !
- 3 Studies at the home institution !
- 4 Studies Abroad: Destinations !
- 5 Contact person in case of emergency ✓
- 6 Language competence !
- 7 Declaration of consent

Declaration of consent

- I confirm that all details given in the registration form are correct and complete. *
- I consent to the saving of my data according to the privacy policy. *



Previous

Send registration form and receive e-mail

Incoming Registration Form

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



All fields marked with (*) must be completed.

- 1 Desired Exchange Period
- 2 Personal data
- 3 Emergency contact details
- 4 Data concerning current studies
- 5 Data concerning planned studies abroad
- 6 Language competence
- 7 Further information

Desired Exchange Period

Type of application *

- Incomings
- Outgoings

Type of person *

- Students/Trainees
- Teachers

Exchange programme *

Erasmus+ ▼

Academic year *

2025/2026 ▼

What study period are you applying to? *

<-- Please select --> ▼



Cancel application

Continue

All fields marked with (*) must be completed.

- 1 Desired Exchange Period
- 2 Personal data**
- 3 Emergency contact details
- 4 Data concerning current studies
- 5 Data concerning planned studies abroad
- 6 Language competence
- 7 Further information

Personal data

First name *

Last name *

Gender *

Male Female Undefined

Date of birth (dd.mm.yyyy) *

Place of birth

Country of birth

<-- No choice -->

Nationality *

<-- Please select -->

Do you need a visa? *

yes no

E-mail address *

Same e-mail address for verification



Previous Continue

All fields marked with (*) must be completed.

- 1 Desired Exchange Period
- 2 Personal data
- 3 Emergency contact details**
- 4 Data concerning current studies
- 5 Data concerning planned studies abroad
- 6 Language competence
- 7 Further information

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

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



Previous Continue

All fields marked with (*) must be completed.

- 1 Desired Exchange Period !
- 2 Personal data !
- 3 Emergency contact details ✓
- 4 Data concerning current studies**
- 5 Data concerning planned studies abroad
- 6 Language competence
- 7 Further information

Data concerning current studies

Country of Home Institution *

<-- Please select -->

Home Institution *

<-- 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)

Gender of coordinator at home institution (if not listed)

Male Female

E-mail of coordinator at home institution

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 -->



Previous Continue

All fields marked with (*) must be completed.

- 1 Desired Exchange Period !
- 2 Personal data !
- 3 Emergency contact details ✓
- 4 Data concerning current studies !
- 5 Data concerning planned studies abroad**
- 6 Language competence
- 7 Further information

Data concerning planned studies abroad

Host country

Belgium

Host institution *

AEC01 - Association Européenne des Conservatoires (AEC)

Level of study during exchange

<-- No choice -->

Field of Study *

<-- Please select -->

Main Instrument / Specific Field of Study *

<-- Please select -->



Previous Continue

All fields marked with (*) must be completed.

- 1 Desired Exchange Period !
- 2 Personal data !
- 3 Emergency contact details ✓
- 4 Data concerning current studies !
- 5 Data concerning planned studies abroad !
- 6 Language competence
- 7 Further information

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

Previous
Continue

All fields marked with (*) must be completed.

- 1 Desired Exchange Period !
- 2 Personal data !
- 3 Emergency contact details ✓
- 4 Data concerning current studies !
- 5 Data concerning planned studies abroad !
- 6 Language competence !
- 7 Further information

Further information

Comments concerning your application

0 / 500

Previous
Send registration form and receive e-mail

Workflows – the applicant’s documents uploading point and decisions inputs

Only after filling in the registration forms and creating an account in the system, applicants have access to the so-called Workflow(s) – **where they can upload** documents and perform several actions to progress in the application process.

You get to the workflow of a student by going to Application Management, Applications, Applications outgoing (or incoming) and clicking on the icon with connected rectangles on the line where the student name is:

- Master status
- Applications management
- Registration forms
- Applications
 - Applications outgoing
 - Applications incoming
 - Import applications
 - Delete applications
- Reports and Exports
- Settings for applications
- Institutional Agreements
- Connect/EWP
- Administration

Applications management/Applications/Applications outgoing

[Show further search fields](#)

					Last name, First name, Degree
					PRIMI New Test, Sara New TEST
					SMS INTERNAL, MT TEST
				4	SOP_Test
				4	SOP_Test
				4	SOP_Test
				4	SOP_Test
					SOP_Test_Somi
				4	SOP_Test2
					Test, Ivan
					TEST, IVO
					TEST SUBJECT, Ivan
					TestSOP, LyiliaTest

You have access to the applicant workflow but, **as IRC you are supposed to perform all actions related to your role from the Pipeline**. Any other way of getting actions done in the systems could have as a consequence some malfunctioning of the process.

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

Query application work flow

For further help please expand this bar!

Applicant details

<p>Last name(s) SOP</p> <p>First name(s) Test</p> <p>Date of birth 17.05.2000</p> <p>Home institution AEC01 - Association Européenne des Conservatoires (AEC)</p> <p>Field of study Music - MUSC</p>	<p>What study period are you applying to? Winter semester</p> <p>Host institution (1st choice) ANTWERP02 - Royal Conservatoire Antwerp - AP University College Antwerp</p> <p>Host institution (2nd choice) STATECON2 - YEREVAN KOMITAS STATE CONSERVATORY</p> <p>Host institution (3rd choice) BUENOS023 - Universidad nacional del centro de la Provincia de Buenos Aires</p> <p>Host institution (4th choice)</p>
--	--

Necessary steps	Done	Done on	Done by	Direct access via following link
Registration				
Registration Form complete				
Confirmation email for registration				
Online registration				
Please insert all information and upload all required documents before submitting your application.				
Application Form				
Withdrawn application (optional)	<input type="checkbox"/>			I want to withdraw my application
Personal master data completed	<input checked="" type="checkbox"/>	04.03.2024	admin (LaD)	Complete/confirm personal master data
Photo uploaded	<input checked="" type="checkbox"/>	04.03.2024	admin (LaD)	
Links to your audition material (online audio/video recording/artworks - please avoid playlists, upload one video per box)	<input checked="" type="checkbox"/>	22.02.2024	Test2 SOP	
Motivational statement for Home institution to go abroad (not mentioning any particular destination) entered	<input type="checkbox"/>			Enter information
Language Certificate uploaded (not compulsory)	<input type="checkbox"/>			Upload language certificate
Proof of previous studies / Transcript of records uploaded	<input checked="" type="checkbox"/>	04.03.2024	admin (LaD)	
CV uploaded	<input checked="" type="checkbox"/>	04.03.2024	admin (LaD)	
Application submitted	<input checked="" type="checkbox"/>	04.03.2024	admin (LaD)	
Once your outgoing application has been correctly submitted, your home coordinator will review it and, when complete, transfer it to your desired destinations for evaluation				
Application documents marked as complete by the International Office	<input checked="" type="checkbox"/>	04.03.2024	admin (LaD)	
Application nominated to all partner institutions. You will receive an e-mail to continue the process from the receiving institution side.	<input checked="" type="checkbox"/>			
Before the Mobility - Acceptance partner and student				
Decision on study places (Institution 1st choice) - REJECTED	<input checked="" type="checkbox"/>			
• Host Institution : ANTWERP02 - Royal Conservatoire Antwerp - AP University College Antwerp				
Decision on study places (Institution 2nd choice) - ACCEPTED	<input checked="" type="checkbox"/>			
• Host institution : STATECON2 - YEREVAN KOMITAS STATE CONSERVATORY				
• Accept study place unit :				
Decision on study places (Institution 3rd choice) - PENDING	<input checked="" type="checkbox"/>			
• Host institution : BUENOS023 - Universidad nacional del centro de la Provincia de Buenos Aires				
This institution does not use Mobility-Online. Please wait for the partner to accept you.				
Student given final and definite choice	<input checked="" type="checkbox"/>	22.02.2024	Test2 SOP	Give final choice
Student allocated to final choice	<input type="checkbox"/>			
Before the Mobility - Digital Learning Agreement				
[OPTIONAL] During the mobility - Learning Agreement changes				
After the mobility				

On the right you have the list of documents to upload and on the left the action links the application needs to click on in order to performe the required action for that workflow

step, such as uploading a document or performing an actions such as submitting the application or accept a study offer.

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 uploaded¹:

For further help please expand this bar!

Applicant details	
Last name	PRIMI NEW
First name	Sara NEW
Date of birth (dd.mm.yyyy)	19.10.1984
E-mail address	sarinviolinist@hotmail.it
Country of Home Institution	Italy
Home Institution	ROMA09 - Conservatorio Di Musica Santa Cecilia - Roma
Field of Study	Music - MUSIC
Host country	Belgium
Host institution	AEC01 - Association Européenne des Conservatoires (AEC)
What study period are you applying to?	Spring semester

Necessary steps	Done	Done on	Done by	Direct access via following link
Registration				
Registration Form complete				
Confirmation email for registration				
Online registration				
Please insert all information and upload all required documents before submitting your application.				
External Partner Application				
Before the mobility - Upload and print documents				
Withdrawn application (optional)	<input type="checkbox"/>			I want to withdraw my application
Personal master data completed	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	Complete personal master data
Photo uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Language Certificate uploaded (not compulsory)	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Proof of previous studies / Transcript of records uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Motivation letter for this destination uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Media file uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Upload a media file or insert a link in the next step. Either one or the other are compulsory to submit the application				
Media file link entered	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Contact person of emergency entered	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Optional: Answer extra question(s) for this institution	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Recommendation Letter uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Study plan	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Partner accepted Nomination	<input checked="" type="checkbox"/>	23.08.2024	erasmus@conservatoriosantacecilia.it	
Application sent to Selection Committee	<input checked="" type="checkbox"/>	23.08.2024	Superadmin AEC	
Application marked as rejected	<input type="checkbox"/>			
Application marked as accepted	<input checked="" type="checkbox"/>	23.08.2024	Superadmin AEC	
Study place accepted/rejected	<input checked="" type="checkbox"/>			Accept/reject the study place
<ul style="list-style-type: none"> Deadline for accepting study place : 26.08.2024 				
Study place rejected by applicant	<input type="checkbox"/>			

In the new process 2024/25 documents and submission of the Incoming application need to happen by the deadline set by the Incoming institution.

In both workflows, each time a document is added via the action link on the right side, the box becomes green. Documents can now be uploaded in random order. 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

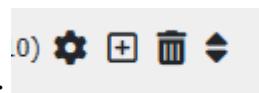
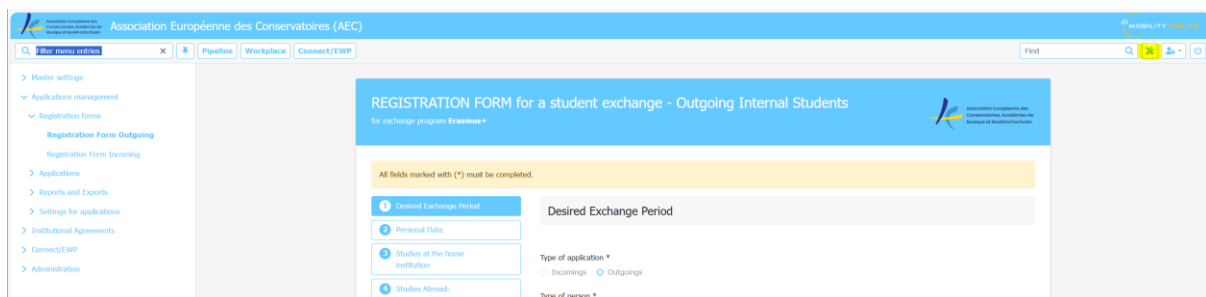
¹ For internal students, the nomination from their home coordinator happens at the end of the Outgoing process


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.

Make changes in your Registration Forms

Standard Outgoing and Incoming Registration Forms are already uploaded in the profile of each internal institution. We strongly advise against changes, but if you really need to customise your form, you can.

If you want to change your application form click first on the Tool Icon  that you see in the right up corner of your page



You get a series of icons on the right of each question: . The bin and the arrows are fore deleting and moving the question un or down in the form. The mechanism will is to change the features of that particular question an the plus sign is to add a new one.

REGISTRATION FORM for a student exchange - Outgoing Internal Students

for exchange program **Erasmus+**



All fields marked with (*) must be completed.

— Desired Exchange Period



Type of application *

(kz_bew_art, 10)

Incomings Outgoings

Type of person *

(kz_bew_pers, 20)

Students/Trainees Teachers

Exchange program *

(aust_prog_id, 30)

Erasmus+

Academic year *

(studj_id, 40)

2025/2026

What study period are you applying to? *

(sem_id, 50)

<-- Please select -->

— Personal Data



First name(s) *

(bew_vorname, 10)

Last name(s) *

(bew_nachname, 20)

Gender *

(bew_geschlecht, 30)

Female Male Undefined

Date of birth *

(bew_geb_datum, 40)

Administration/Exchange program management/Fields per exchange program

Close window Edit

Master data	Permissions fields (0)
Type of application	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing <input type="radio"/> Both ?
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher / Staff <input type="radio"/> Both ?
Program	Erasmus SMS ? i
Academic year	All academic years ? i
Institution	Royal Conservatoire Antwerpen ?
Subtitle	Daten zur Person i
Field name in table	bew_vorname ?
Field name	Given name(s)

Add a radio button question in the Registration Form

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

Additional settings	<input type="radio"/> yes <input checked="" type="radio"/> no ?
Field name in table	<-- Please select --> ? ?
Field name	
Field type	There are still 1000 characters available <input checked="" type="radio"/> Text field <input type="radio"/> Integer field <input type="radio"/> Decimal field <input type="radio"/> Date field <input type="radio"/> Combo box <input type="radio"/> Radio button <input type="radio"/> Checkbox <input type="radio"/> Boolean <input type="radio"/> E-Mail <input type="radio"/> Combo box (variable) ?
Allowed values	
Default value	There are still 100000 characters available ?
Field length	?
Column width (JSP)	<input type="radio"/> 1/4 <input type="radio"/> 1/3 <input type="radio"/> 1/2 <input checked="" type="radio"/> 1/1
Field must be filled out	<input type="checkbox"/> ?

Upload your own list of instruments in the Registration Form

By default, in your application forms you have a comprehensive list of study areas and instruments. Should you want to upload a completely different list of study areas and subjects/instruments please contact Sara at events@aec-music.eu. You will receive an Excel file to fill in according to the criteria of the system.

If instead you just want to delete or add instruments without uploading a whole new file you can go on the left menu and click on Master Settings – Exchange Program Data – Study Subject/Main Instrument and click on the garbage or edit button of the instrument you want to modify. You can also create a new instrument by clicking on the button “Create new record”.

Master settings/Exchange Program Data/Study subject/Main instrument

Create new record | Advanced Search | Show further search fields

<-- Select all --> Search Search

Subject	Name of study subject	Number
Architecture	Architecture	
Dance	Dance – Classical	
Dance	Dance – Contemporary	
Dance	Dance Choreography	
Design	Design	
Design	Digital Arts	
Fine Arts	Fine Arts	
Management	Art Management	
Music	Applied Music	
Music	Accordion	
Music	Clarinet (Jazz)	
Music	Clarinet (Baroque)	
Music	Clarinet (Classical)	
Music	Choral Accompaniment	
Music	Chamber Music (Baroque)	
Music	Chamber Music (Classical)	
Music	Cello (Jazz)	
Music	Cello (Baroque)	
Music	Cello (Classical)	
Music	Bassoon (French)	

Make Changes in your Student Workflow

Changes in the upload items such as helptext

On the left menu click on Application Management – Settings for applications – Settings for upload of documents. Click on the upload item you want to modify (or add an helptext about the item in your application form)

Applications management/Settings for applications/Settings for upload of documents

Create new record | Advanced Search | No bulk action

Search Search <-- No choice -->

Upload name	Internal name of upload	All file types allowed
Agreements	AGREEMENTS	No
Application documents	BEW_UNTERLAGEN_KURZF	Yes
Application form	APPLICATION_SIGNED	No
Certificate of Attendance	CERT_ATTEND	No
Certificate of Departure	CERT_DEPART	No
CV	CV	Yes
Final documents	ABSCHLUSS_DOK_KURZF	Yes
Language Certificate	LANGUAGE_CERT	No
Language Proficiency	CONF_LANGUAGE_PROFICIENCY	Yes
LEARN_AGREE_1_SIGNED	LEARN_AGREE_1_SIGNED	Yes
LEARN_AGREE_2_SIGNED	LEARN_AGREE_2_SIGNED	Yes
Learning Agreement	BEW_LEARNING_AGREEMENT	Yes
Learning Agreement	LEARN_AGREE	No
Learning Agreement (Extension of Stay)	SIGNED_LEARN_AGREE_2_EXTENSION_OF_STAY	Yes
Letter of confirmation	LETTER_CONF	No
Media file	MEDIA_FILE	No
Motivationsschreiben	BEW_MOTIV	No
Partner Image for Portal	PARTNER_PORTAL_PHOTO	No
Photo	PASSPHOTO	No
Proof of previous studies	STUDY_PROOF	No

Click on Edit, then after the changes click on the same button, now called Update

Applications management/Settings for applications/Settings for upload of documents

Back Update

Master data Roles (7) Upload Groups (1)

Internal name of upload EV ?

Upload name CV

Help text

File Edit Insert View Format Table Tools

Formats Paragraph Times New ... 16px

Please upload your CV here.

div

Upload File Name

There are still 400 characters available

Number of max. uploads 5 ?

Maximum size of upload (MB) 10

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 1500 ?

Max. allowed height of the image in Pixel 1500 ?

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

Helptext or change the text to questions / add a link to your Course Catalogue

Go to Applications – Applications Incoming / Outgoing, and then click on the underlined name of the student



Click on the Tool Icon on the up right corner and you will see tool icons appearing next to each line.

Applications outgoing Disable tool icon Display

Back Edit

Master data Personal details ADMIN: Courses at the host institution entered in the Learning Agreement ADMIN: Courses at the home institution entered in the Learning Agreement and signed Pipeline Display application workflow Documents (3) E-mails (5)

Desired Exchange Period Open all sub groups Close all sub groups

Type of application Incomings Outgoings (kz_bew_art, 10)

Type of person Students/Trainees Teachers (kz_bew_pers, 20)

Exchange program Erasmus+ (aust_prog_id, 30)

Academic year 2024/2025 (stud_id, 40)

What study period are you applying to? Spring semester (sem_id, 50)

Personal Data

First name(s) Sara New TEST (bew_vomame, 10)

Last name(s) PRIMI New Test (bew_nachname, 20)

Gender Female Male Undefined (bew_geschlecht, 30)

Date of birth 19.11.1984 (bew_geb_datum, 40)

Nationality Italy (ltd_id_nat, 50)

E-Mail address sarinaviolinist@hotmail.it (bew_email, 60)

Telephone number 027371672 (bew_sec_tel_nr, 70)

Links to your audition material (online audio/video recording/artworks) <https://www.youtube.com/watch?v=FDXBySRd8>, <https://www.youtube.com/watch?v=BqVzX2nUAg>, <https://www.youtube.com/watch?v=16CqgDFB8R4>

(text_frefeld1, 80)

Link to Media file (Ni:2) - optional (text_frefeld)

Link to Media file (Ni:3) - optional (text_frefeld)

Link to Media file (Ni:4) - optional

Scroll until the questions you need to update (such as the link to your course catalogue in the study plan) and click on the relevant tool icon

The screenshot shows a web application interface with several tabs: 'Master data', 'Personal details', 'Pipeline', 'Display application workflow', 'Study plan', 'Documents (3)', and 'E-mails (2)'. The 'Study plan' tab is selected. Below the tabs, there is a list of fields with their respective IDs and icons for editing, deleting, and refreshing. The field 'Study plan reviewed' (ID: bit_freifeld3, 42) is highlighted in yellow. Below the list, there is a checkbox and a confirmation message: 'I hereby confirm that I want to submit my application with all required documents/information provided'.

To add the link to your course catalogue, for example, click on Edit, type the address and click on Update

The screenshot shows the 'Administration / Exchange program management / Fields per exchange program (ID = 89040)' interface. The 'Study plan reviewed' field is highlighted in yellow. The interface is divided into two main sections: 'Master data' and 'Permissions fields (0)'. The 'Master data' section contains various configuration options for the field, including 'Type of application', 'Type of person', 'Program', 'Academic year', 'Institution', 'Subtitle', 'Field name in table', 'Field name', 'Field type', 'Allowed values', 'Default value', 'Field length', 'Help text', 'Show Help', and 'Empty row before'. The 'Permissions fields (0)' section is currently empty.

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

Study plan	Disable tool icon	Show Questionnaire-Check	Disp
Please insert your study plan			
Study Subject 1			
Please review your course list here ----- and please type the names of the courses that want to take at destination			
Course name	Violin		
Course code	1		
Course credit	3		
Study Subject 2			
Course name	Theory		
Course code	25		
Course credit	3		
Study Subject 3			
Course name	Piano comp		

Add an upload step

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

The first thing to do is to verify if the item already exist and, if not, to add the upload item in the settings by going to Applications Management, Settings for applications, Settings for upload of documents. 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 settings
- > Applications management
- > Registration forms
- > Applications
- > Reports and Exports
- > Settings for applications
 - Settings for upload of documents
 - Study plan settings
- > Institutional Agreements
- > Connect/EWP
- > Administration

Applications management/Settings for applications/Settings for upload of documents

Create new record Advanced Search

Upload name	Internal name of upload
Agreements	AGREEMENTS
Application documents	BEW_UNTERLAGEN_KURZF
Application form	APPLICATION_SIGNED
Certificate of Attendance	CERT_ATTEND
Certificate of Departure	CERT_DEPART
CV	CV
Final documents	ABSCHLUSS_DOK_KURZF
Language Certificate	LANGUAGE_CERT
Language Proficiency	CONF_LANGUAGE_PROFICIENCY
LEARN_AGREE_1_SIGNED	LEARN_AGREE_1_SIGNED
LEARN_AGREE_2_SIGNED	LEARN_AGREE_2_SIGNED
Learning Agreement	BEW_LEARNING_AGREEMENT
Learning Agreement	LEARN_AGREE
Learning Agreement (Extension of Stay)	SIGNED_LEARN_AGREE_2_EXTENSION_OF_STAY
Letter of confirmation	LETTER_CONF
Media file	MEDIA_FILE
Media file	BEW_MEDI...

Master data	Roles (3)	Upload Groups (0)
Internal name of upload		LETTER_REC
Upload name		Letter of recommendation
Help text		
Upload File Name		div Words: 0
There are still 400 characters available		
Number of max. uploads		1
Maximum size of upload (MB)		3
All file types allowed		<input checked="" type="checkbox"/>
Image files allowed		<input type="checkbox"/>
Min. allowed width of the image in Pixel		0
Min. allowed height of the image in Pixel		0
Max. allowed width of the image in Pixel		0
Max. allowed height of the image in Pixel		0
Allow only selected file type		<-- No choice -->
Show image tool		<input type="checkbox"/>
Word files allowed		<input type="checkbox"/>
Check DOCX file before upload		<input type="checkbox"/>
PDF files allowed		<input type="checkbox"/>
Check PDF file before upload		<input type="checkbox"/>
Excel files allowed		<input type="checkbox"/>
Text files allowed		<input type="checkbox"/>
Multimedia files allowed		<input type="checkbox"/>
Documentation		<input type="checkbox"/>
Input of additional search criteria allowed		<input type="checkbox"/>
Open file in new window		<input type="checkbox"/>
Table		BEWERBUNG - Application details
Column for display		bew_nachname - Last name
2. column for display		bew_vorname
Automatically delete upload when values in one or more columns change		<input type="checkbox"/>
Send e-mail at create upload		<input type="checkbox"/>
Send e-mail at change upload		<input type="checkbox"/>
Send e-mail at delete upload		<input type="checkbox"/>
Display of the upload request		<input checked="" type="radio"/> As tab <input type="radio"/> As icon next to history
Allow these uploads to be displayed in action links		<input checked="" type="checkbox"/>

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

Master data | Roles (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 permission
Admin Customer	Administrator Customer	Yes	Yes	Yes
Administrator SOP	Administrator with full access rights	Yes	Yes	Yes
External Partner	External Partner	Yes	No	No
Students/Incoming	Role for incoming students	Yes	Yes	No
Students/Outgoing	Role for outgoing students	Yes	Yes	No

5 Allocations found!

Back | Create new allocation (Role)

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

Européenne des Conservatoires (AEC) X

Superadmin AEC

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

Reason for incompleteness:

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

Administration/Exchange program management/Workflow steps

Close window Edit

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

Workflow step Proof of previous studies / Transcript of records uploaded

Keep the link to the step displayed after the first execution
 SQL-Condition for loading of program after fulfilment `bewerbung.is_vollstaendig=0 AND (bewerbung.bit_freifeld9=0 OR bewerbung.is_mail_sent_1=1)`

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

Internal description of the step STUDY_PROOF ?

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

Insert entry into history

Send e-mail after completion

Additional actions after execution of work-flow step

Documentation (Customer)

Amount of steps will not be considered ?

Created by admin (LaDi) on 14

Close window Edit

The you select Upload as Type of step

Administration/Exchange program management/Workflow steps

Close window Save

Assistant Yes No

Type of step

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

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

Type of application Outgoing Incoming

Type of person Student Teacher / Staff

Internal name of upload

Workflow step

Keep the link to the step displayed after the first execution
 SQL-Condition for loading of program after fulfilment `id9=0 OR bewerbu`

Name of link Upload photo

There are still 100000 characters available

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

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.

Workflow Step	Status	Date	Internal Name	Tools
Motivational statement for Home institution to go abroad (not mentioning any particular destination) entered	<input checked="" type="checkbox"/>	29.02.2024	RECC_LETTER	⚙️ 🗑️
Language Certificate uploaded	<input checked="" type="checkbox"/>	29.02.2024	RECC_LETTER	⚙️ 🗑️
Proof of previous studies / Transcript of records uploaded	<input checked="" type="checkbox"/>	01.03.2024	RECC_LETTER	⚙️ 🗑️
CV uploaded	<input checked="" type="checkbox"/>	01.03.2024	RECC_LETTER	⚙️ 🗑️
Application submitted	<input checked="" type="checkbox"/>	01.03.2024	RECC_LETTER	⚙️ 🗑️

Administration/Exchange program management/Workflow per exchange program

Close window Update

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

Master data Roles (0)

Type of application Incoming Outgoing Both ?

Type of person Student Teacher / Staff Both ?

Program Erasmus SMS ? i

Academic year All academic years ? i

Institution Vano Sarajishvili Tbilisi State Conservatoire, Georgia ? i

Workflow step Photo uploaded - PASSPHOTO ? i

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

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

Sort order 50

Workflow step must be executed

Draw separation line

Show help text ?

SQL-Statement to limit the display bewerbung.is_storniert=0 AND bewerbung.is_abgebrochen=0

There are still **100000** characters available

Documentation (Customer)

Tips and Tricks: Issues in Media Files Upload – permission needed!

If your applicants do not manage to upload a file in your workflow, the problem might be the missing roles in your upload settings. Please check: Applications management – Settings for application- Settings for the upload of Documents. Both you (Administrator Simple) and the student should be listed in the role. 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

Applications management/Settings for applications/Settings for upload of documents

Create new record / Advanced Search

Upload name	Internal name of upload	
<input checked="" type="checkbox"/>	Assessments	AGREEMENTS
<input checked="" type="checkbox"/>	Application documents	BEW_UNTERLAGEN_KURZF
<input checked="" type="checkbox"/>	Application form	APPLICATION_SIGNED
<input checked="" type="checkbox"/>	Certificate of Attendance	CERT_ATTEND
<input checked="" type="checkbox"/>	Certificate of Departure	CERT_DEPART
<input checked="" type="checkbox"/>	CV	CV
<input checked="" type="checkbox"/>	Final documents	ANSCHLUSS_DOK_KURZF
<input checked="" type="checkbox"/>	Language Certificate	LANGUAGE_CERT
<input checked="" type="checkbox"/>	Language Proficiency	CEFR_LANGUAGE_PROFICIENCY
<input checked="" type="checkbox"/>	LEARN_AGREE_1_SIGNED	LEARN_AGREE_1_SIGNED
<input checked="" type="checkbox"/>	LEARN_AGREE_2_SIGNED	LEARN_AGREE_2_SIGNED
<input checked="" type="checkbox"/>	Learning Agreement	BEW_LEARNING_AGREEMENT
<input checked="" type="checkbox"/>	Learning Agreement	LEARN_AGREE
<input checked="" type="checkbox"/>	Learning Agreement (Extension of Stay)	SIGNED_LEARN_AGREE_2_EXTENSION_OF_STAY
<input checked="" type="checkbox"/>	Letter of confirmation	LETTER_CONF
<input checked="" type="checkbox"/>	Media file	MEDIA_FILE
<input checked="" type="checkbox"/>	Multimedialeschreiben	BEW_MOTIV
<input checked="" type="checkbox"/>	Partner Image for Portal	PARTNER_PORTAL_PHOTO
<input checked="" type="checkbox"/>	Photo	PASSPHOTO
<input checked="" type="checkbox"/>	Proof of previous studies	STUDY_PROOF

Pipeline Workplace Connect/EWP

Allocation of roles to upload settings

Master data Roles (7) Upload Group (1)

Internal name of upload (PASSPHOTO) Upload name (Photo) Table: BEWERBUNG

Role	Role name	Insert permission	Update permission
<input checked="" type="checkbox"/>	Administrator Customer	Yes	Yes
<input checked="" type="checkbox"/>	Administrator Simple	Yes	Yes
<input checked="" type="checkbox"/>	Administrator AEC	Yes	Yes
<input checked="" type="checkbox"/>	Doc. Coordinator	Yes	Yes
<input checked="" type="checkbox"/>	IT	Yes	Yes
<input checked="" type="checkbox"/>	Students/Incoming	Yes	Yes
<input checked="" type="checkbox"/>	Students/Outgoing	Yes	Yes

Superadmin AEC Quick search

Allocation of roles to upload settings

Back Save

Role Role for incoming students ?

Internal name of upload MEDIA_FILE - Media file i

Insert permission ?

Update permission ?

Delete permission ?

Back Save

Set up your study plan

In the Study Plan, the applicant can suggest subjects at the host institution during the exchange.

As Incoming coordinator it is important to review/edit the Study Plan questions, so they are in line with the possibilities at your institution.

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

1. OPEN THE STUDY PLAN QUESTIONNAIRE

Application Management – Settings for applications – Study Plan settings

The screenshot shows the 'Study Plan settings' page. The left sidebar has a navigation menu with 'Study plan settings' highlighted. The main content area shows a table with the following data:

Number	Description	Program	Acad. year	Permissions
STUDY_PLAN	Study plan	All programs	All academic years	Stu

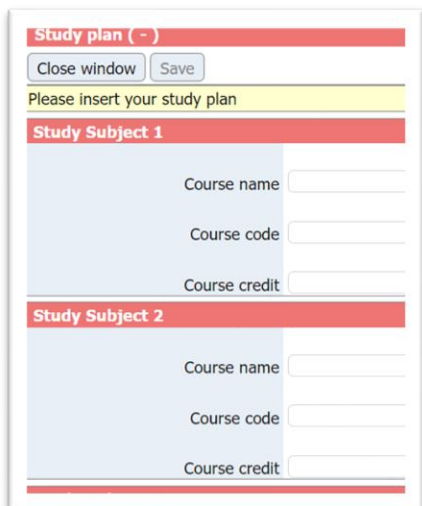
In the new page you should see a Study Plan template - click the *Study Plan* link to open this template:

You now see the settings of the Study Plan template, divided in several tabs. Click on the button Test Questionnaire:

The screenshot shows the 'Test Questionnaire' settings page. The 'Master data' section is active and contains the following settings:

- Type of application: Incoming Outgoing Both
- Type of person: Student Teacher / Staff Both
- Program: All programs
- Academic year: All academic years
- Institution: Association Européenne des Conservatoires (AEC)
- Number: STUDY_PLAN
- Description: Study plan
- Width of left column: [input field]
- Help: Please insert your study plan
- Buttons: Cancel, Edit, Save, Create, Forward to next page, Forward and Save, Back to previous page, Back and Save, Print
- Update allowed questions_AEC.label.roll_id not found:
- Use new design (version 2023) of view:
- Table: BEWERBUNG - Application details
- Offer print out: No Letter template Internal
- Type of document: PDF Microsoft Word
- Show as tab at application details:
- Description of tab: Study plan
- Sort order when showing as tab: [input field]
- Restrict for roles:
- Show at the portal:

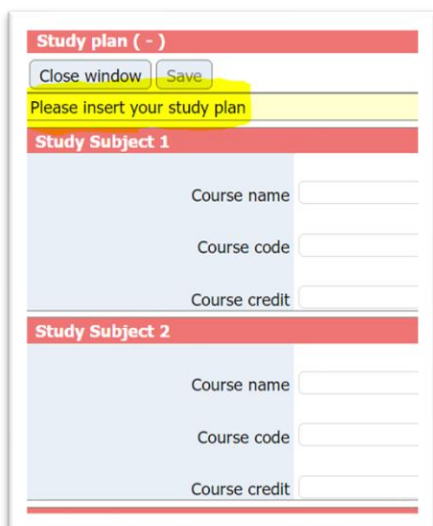
A new window will open with the questionnaire, the applicants will see. Keep this window open while editing and refresh it regularly, if you want to shift over and see the applicants view of your updates:



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

2. EDIT HELP TEXT

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



This screenshot is identical to the one above, but the "Save" button is highlighted in yellow. The rest of the form, including the instruction "Please insert your study plan" and the two subject sections, remains the same.

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

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

Back Edit Test questionnaire

Master data	Sections (10)	Questions (31)
	Type of application	<input type="radio"/> Incoming <input type="radio"/> Outgoing <input type="radio"/> Both ?
	Type of person	<input type="radio"/> Student <input type="radio"/> Teacher / Staff <input type="radio"/> Both ?
	Program	Erasmus SMS ? i
	Academic year	All academic years ? i
	Institution	Rhythmic Music Conservatory ?
	Number	STUDY_PLAN ?
	Description	Study plan ? A*
	Width of left column	? ?
	Help	Please insert your study plan

3. EDIT SECTIONS

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

Study plan (-)

Close window Save

Please insert your study plan

Study Subject 1

Course name

Course code

Course credit

Study Subject 2

Course name

Course code

Course credit

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

Allocations of sections to question-settings

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

Back Create new allocation Show further search fields

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

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

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

Allocations of sections to question-settings

Back Update

Description Study Subject 1

There are still 1000

Help

There are still 2000

Sort order 10 ?

Page 1 ?

Back Update

4. ADD NEW SECTIONS

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

Search

Description

Study Subject 1

Study Subject 2

Study Subject 3

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

Allocations of sections to question-settings

Back Edit

Description Study Subject 1

Help

Sort order 10 ?

Page 1 ?

Back Edit

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

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







5. EDIT COURSE TITLES

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

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

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

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

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

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

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

- Sort order: This defines the order of all your question (same way as described under Section edit)

The screenshot shows a web form for configuring question response fields. Key elements include:

- Title:** Allocation of response fields to questions
- Buttons:** Back, Update
- Fields:** Content of the question, Course name, Internal name, Horizontal alignment of the field description (radio buttons: Left, Center, Right), Vertical alignment of the field description (radio buttons: Top, Center, Bottom), Section (dropdown: 1 - Study Subject 1), Field type (radio buttons: Text field, Integer field, Decim), Field length, Default-Type (radio buttons: Manual, Column), Default value, Calculate value, Reload after changing value, Depends on field (dropdown: <-- No choice -->), Help (rich text editor), Show Help (radio buttons: Own popup window, Own row), Empty row before (radio buttons: None, Blank line, Seperator), Mandatory field (checkbox), Field deactivated (checkbox), Sort order (input: 10)

6. ADD NEW QUESTION

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

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:

Association Européenne des Conservatoires (AEC)

Filter menu entries x Pipeline Workplace Connect/EWP

Applications management/Applications/Applications outgoing

Advanced Search Show further search fields No bulk action

	Search	<-- Select all -->	<-- Select all -->	<-- Select all -->	<-- Select all -->	
	Last name, First name, Degree	Date of birth	Program	Subject	Home.Inst.	Host.Inst.
<input type="checkbox"/>	PRIMI New Test, Sara New TEST	19.11.1984	Erasmus+	Music	AEC01	ROMA09
<input type="checkbox"/>	SMS INTERNAL_MT_TEST	01.01.2000	Erasmus+	Architecture	AEC01	DRESDEN05
<input type="checkbox"/>	SOP_Test	17.05.2000	Erasmus+	Music	AEC01	ANTWERP62
<input type="checkbox"/>	SOP_Test	17.05.2000	Erasmus+	Music	AEC01	ANTWERP62
<input type="checkbox"/>	SOP_Test	17.05.2000	Bilateral	Music	AEC01	ANTWERP62
<input type="checkbox"/>	SOP_Test	17.05.2000	Nordplus	Music	AEC01	ANTWERP62
<input type="checkbox"/>	SOP_Test Soml	01.01.2000	Erasmus+	Architecture	AEC01	BADEN01
<input type="checkbox"/>	SOP_Test2	17.05.2000	Erasmus+	Music	AEC01	ANTWERP62
<input type="checkbox"/>	Test_Ivan	01.01.2000	Erasmus+	Design	AEC01	LYON24
<input type="checkbox"/>	TEST_IVO	18.08.1983	Erasmus+	Music	AEC01	BUENOS23
<input type="checkbox"/>	TEST SUBJECT_Ivan	08.09.2000	Erasmus+	Design	AEC01	LYON24
<input type="checkbox"/>	TestSOP.LyviaTest	01.01.1900	Erasmus+	Music	AEC01	HELSINK42

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.

Applications outgoing Enable color icon

Back Edit

Master data Personal details Pipeline Display application workflow Documents (3) E-mails (2)

Application details Open all sub groups Close all sub groups

Type of application Incomings Outgoings *

Type of person Students/Trainees Teachers *

Exchange program Erasmus+ *

Academic year 2024/2025 *

What study period are you applying to? Winter semester *

Personal details

Given name(s) Test *

Family name(s) SOP *

Gender Female Male Undefined *

Citizenship Åland *

Date of birth 17.05.2000 *

E-Mail address laura.diethart@sop.co.at *

Telephone number 656755767 *

Links to your audition material (online audio/video recording/artworks) giuguigiuguigiugug

Studies at the home institution

Country of the home institution Belgium

Home institution AEC01 - Association Européenne ... *

Field of study Music *

Main Instrument / Specific Field of Study Ballet Accompaniment *

Current level of education at home institution (before exchange) 3rd Year Bachelor (on a 4 years B... *

International Relations Coordinator <-- No choice -->

Studies at the host institution

I want to apply for exchange at (level of study during exchange) 1st Year Bachelor (on a 4 years B... *

Country of Host Institution (1st) Armenia *

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, in case of difficulties in the process because of inaction of the partner institution, 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)².

documents/information provided

Documents complete

Documents incomplete

Reason for incompletion

Confirm completion of uploads

LA managed externally via OLA

– Selection Committee

Application shared with Selection Committee

Decision of IRC accepted rejected

Date for final acceptance student

Final decision of student accepted rejected

– Partner Nomination

Nomination accepted by External Partner

Nomination rejected by External Partner

In the Master data of your Outgoing student, you can also go to the same section to remove the nomination to your own student. This is useful in case they add further destination to their Outgoing application after your nomination so you need to put them back in the pipeline in order to be able to transfer their application to further destinations:

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

Link to europass CV

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

Application incomplete

Mail on incompletion sent

Reason for incompletion

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

Stay from (actual)

Stay to (actual)

– Partner Nomination

Is nominated (Internal Partner) Yes No

Is nominated (External Partner) Yes No

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

Confirm completion of uploads

– Selection Committee

Application shared with Selection Committee

Decision of IRC accepted rejected

Date for final acceptance student

Final decision of student accepted rejected

– Partner Nomination

Nomination accepted by External Partner

Nomination rejected by External Partner

Created by [User Profile Icon] on 14.03.2024 14:16:31, last modified by [User Profile Icon] on 03.04.2024 15:12:06

² as IRC you are supposed to perform all actions related to your role from the Pipeline. Any other way of getting actions done in the systems could have as a consequence some malfunctioning of the process.

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

11 Records found!

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

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

Allocation of documents Display

Back Upload/search

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

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

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

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

Superadmin AEC Quick search Find Quick insert... English Display

Allocations of Outbox-E-mails

Back

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

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

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

3 Allocations found!

Back

In the bookmark Pipeline, you can visualize in which step of the pipeline the student's application is. By clicking on it, the view moves to the Pipeline but it will show only the position of the applicant you are looking at.

Trick and Tips: Pipeline Actions that can be undone

If you make mistakes or change your mind about some actions you performed to make the students' applications progress, there is a specific place at the bottom of each Pipeline called "**General Queries**", you recognize it as it is marked in **yellow**, where you can **undo** some actions and also view and delete applications.

The following are the actions you can undo from the General Queries of the Outgoing Pipeline:

- CORRECT data: complete, incomplete and incomplete email sent
- CORRECT data: nomination to partner (internal and external)
- CORRECT data: Partners' decision made
- CORRECT data: students allocated to final destination

While following are the actions you can undo from the General Queries of the Incoming Pipeline:

(UNDO) Documents reviewed

(UNDO) Sent to selection committee

(UNDO) Application marked as rejected by Selection Committee

(UNDO) Acceptance Letter sent

Delete Applications for GDPR Reasons

You can delete applications following this path and selecting the relevant parameters:

The screenshot shows the 'Delete applications' interface. The left sidebar contains a navigation menu with the following items: Master settings, Applications management (highlighted), Registration forms, Applications (highlighted), Applications outgoing, Applications incoming, Import applications, Delete applications (highlighted), Reports and Exports, Settings for applications, Institutional Agreements, Connect/EWP, and Administration. The main content area is titled 'Applications management/Applications/Delete applications' and includes a 'Cancel selection' button and an 'Execute selection' button. Below these are 'Selection masks' and a 'Save selection mask' button. The form contains the following fields and options:

- Send mail: Yes No
- Type of application: Incoming Outgoing
- Type of person: Student Teacher / Staff
- Program: <-- Select all -->
- Exchange programme (for grant calculation): <-- Select all -->
- Academic year: 2023/2024
- Semester: 4 of 4 selected
- Last name, First name, Degree: [Text input]
- Second last name: [Text input]
- First name: [Text input]
- Date of birth: [Calendar icon] Today until [Calendar icon] Today
- Gender: Male Female Other
- Nationality: <-- Select all -->
- Country of the home institution: <-- Select all -->
- Home institution: <-- Please select home country first -->
- Faculty: <-- Select all -->
- Institute: <-- Select all -->
- Subject: <-- Select all -->
- Country of host institution: <-- Select all -->
- Host institution: <-- Please select host country first -->

Administration and Users

If you have a new colleague in the international office who needs access to the system as admin, In the menu Administration – Access Management – Users you can see the current users and create a new one:

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

Association Européenne des Conservatoires (AEC)

Filter menu entries ×

Pipeline Workplace Connect/EWP

Administration/Access management/Users

Create new record Advanced Search

Search Search

	Login	Degree
<input type="checkbox"/> <input type="checkbox"/>	BASerasmus	
<input checked="" type="checkbox"/> <input type="checkbox"/>	ADMIN_SIMPLE	
<input checked="" type="checkbox"/> <input type="checkbox"/>	AECAdmin	
<input checked="" type="checkbox"/> <input type="checkbox"/>	jonas.aldag@heitmannshof.de	
<input checked="" type="checkbox"/> <input type="checkbox"/>	maria.aleksandrova	
<input checked="" type="checkbox"/> <input type="checkbox"/>	yunusgencer	
<input checked="" type="checkbox"/> <input type="checkbox"/>	Amelie	
<input checked="" type="checkbox"/> <input type="checkbox"/>	dimitricandrikopoulos	

Here you can create login and password as new user. As a Role, please choose Administrator Simple:

Administration/Access management/Users

Back Create

Login Login must be filled in. ❌

Password *****

Person-ID 🔍 ⓘ 🗑️

Last name

Second last name

First name

Degree

Gender male female Other

E-mail address AECAdmin ❌ ? ✉️

Telephone number

Fax number

Mobile phone

Homepage

Valid from 🗓️ Today

Valid until 🗓️ Today

Editing online help and translations allowed ?

User active ?

Role Administrator Simple

Back Create

Search 🔍 Select all ✖ No choice 🗑️

- Administrator Customer
- Administrator Simple
- Departmental Coordinators
- External Partner
- Institutional Coordinator
- Members of the International Office
- Role for incoming students
- Role for incoming teachers/staff

This role will give your colleague access to the same view as you have. Administrator Customer gives you access to more settings but also gives you a more complicated menu to navigate.

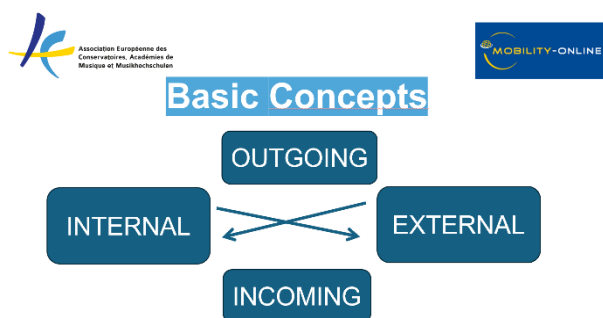
In the Role Settings and User Settings you can see and modify what the users can do and see, but we advise you not to touch at these settings

Chapter 3 - LOGIC OF THE SYSTEM and PROCESS

Basic Concepts

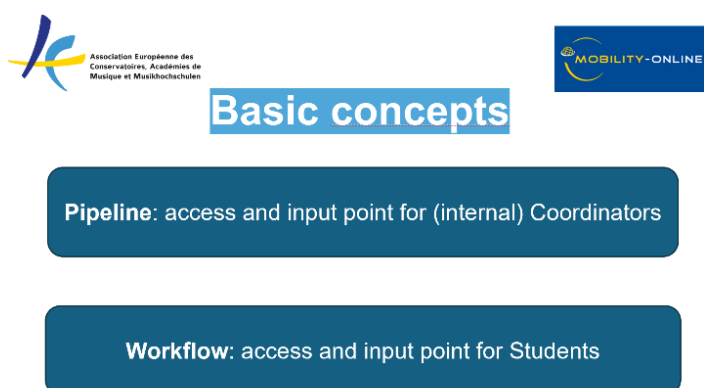
In order to understand the logic of the system it is important to understand the following 4 concepts:

- **Internal Institutions** = institutions using EASY MO as their application management system, they subscribed to it and they pay an annual fee to the AEC for the use of the system;
- **External institutions** = institutions not using EASY MO as their application management system but can still receive applications and send applications to internal institutions; their actions within the system is very limited



- **Outgoing** = you students applying to study abroad
- **Incoming** = students applying to come to your institution

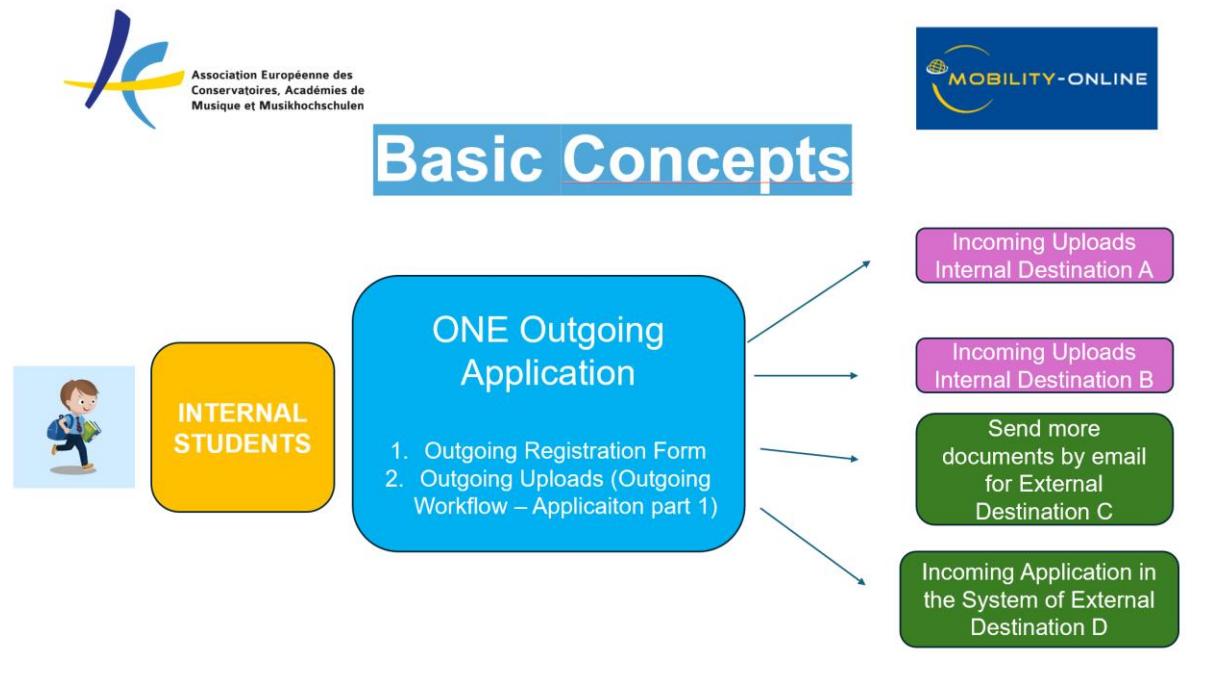
The intersection between these 4 concepts generates different scenarios that translate in different processes in the system. Please see below the various scenarios and paths of applications in the EASY MO system.



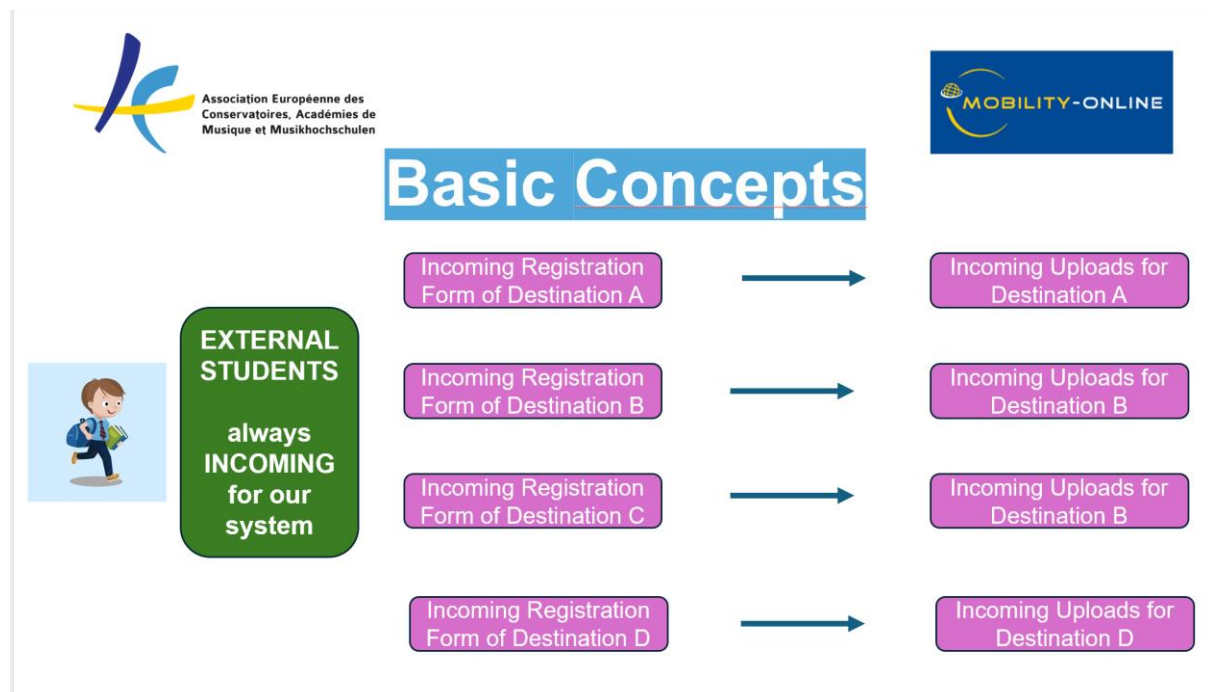
Please note that the entry point / window on the system for the international coordinator (IRC) is the so called **Pipeline**, while the students inputs data and decision in the **Workflow**. The IRC has access to the student's workflow but should always perform actions via the Pipeline in order to guarantee

the good functioning of the process. Any other manipulation can compromise the process.

Students from Internal Institutions need to submit **only one Outgoing Application**, composed by Registration Form and Workflow uploads. Then, for each destination, they need to provide application documents according to the requirements of the various destinations. For destinations which are also EASY MO Internal Institutions, the Incoming part of the application also happens within the EASY MO System.



Students from External Institutions – who are always incoming students for internal institutions need to fill one Incoming Application for each destination (Incoming Registration Form + Incoming Uploads in the Workflow)



So Internal Outgoing Students fill in the Outgoing Registration form, and External Incoming Students fill in the Incoming Registration Form.

Internal Incoming students will have the information collected in their Outgoing Application transferred to the internal destinations and will upload the documents required by the incoming destination in the relevant workflow within the EAYS MO system.

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MOBIILITY-ONLINE

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

External INCOMING students

Become an applicant

I am applying for:

Country: Austria

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

Enter application

Close

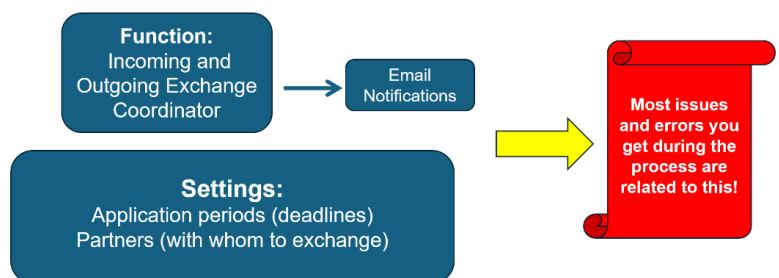
Tips and Tricks: main reasons why students get stuck at the beginning of the process

The following are the main reasons your students have difficulties in entering an application. Please check these data when a student tells you that the system “does not work”:

- **Missing Incoming and Outgoing Coordinator Function in** either the home or one of the receiving institutions → please add it in the system.
- **Closed application period** at the home or receiving institution → please check your application opening and closing dates and ask to your partner institutions to do the same.
- **Partnership restrictions:** one of the two institutions (home or receiving) has put in place restrictions regarding institutions to exchange applications with
- **Multiple stay not activated:** if you did not tick on the “Multiple stay allow” box of the concerned programme in your Settings per exchange programme, your outgoing student are able to fill in only one Registration Form, and therefore apply to maximum 4 destinations
- **Right academic year not selectable:** activate the academic year in General Settings



Basic Settings

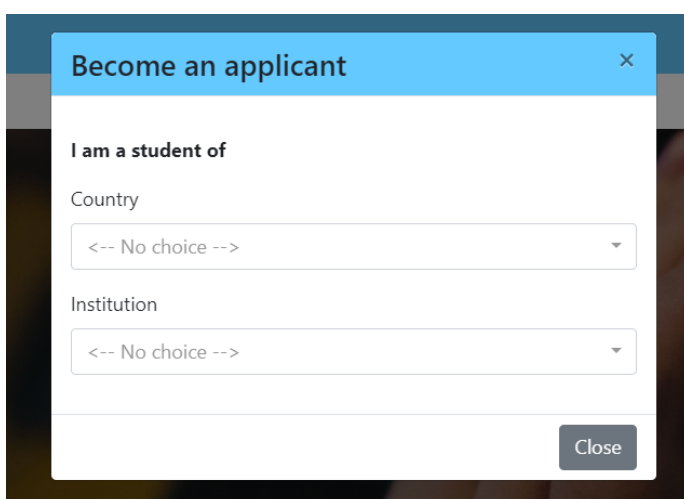


Outgoing Process

Let's have a look at your Outgoing Process, from the point of view of you as internal outgoing coordinator, also looking at what the student needs to do in the system to make the application progress.

Part 1: Student's Outgoing Application Process

1. The student from the internal institution goes to <https://mobility.aec-music.eu/LoginServlet>, clicks on **Become and applicant** and chooses their country and home institution and chooses Enter application.

A screenshot of a web form titled 'Become an applicant'. The form has a blue header with a close button (X). Below the header, it says 'I am a student of'. There are two dropdown menus: 'Country' and 'Institution', both currently showing '<-- No choice -->'. At the bottom right of the form is a 'Close' button.

He can now start filling the **Outgoing Registration Form**.

The outgoing registration form asks for several information, including the academic year when the mobility will take place, and asks the applicant to fill in **up to 4 destinations**, so the student from an internal institution fills in 1 outgoing registration form for up to 4 destinations. More destinations can be entered by filling another registration form, but only if the home institution has activated the “multiple stay allowed” option in the Settings.

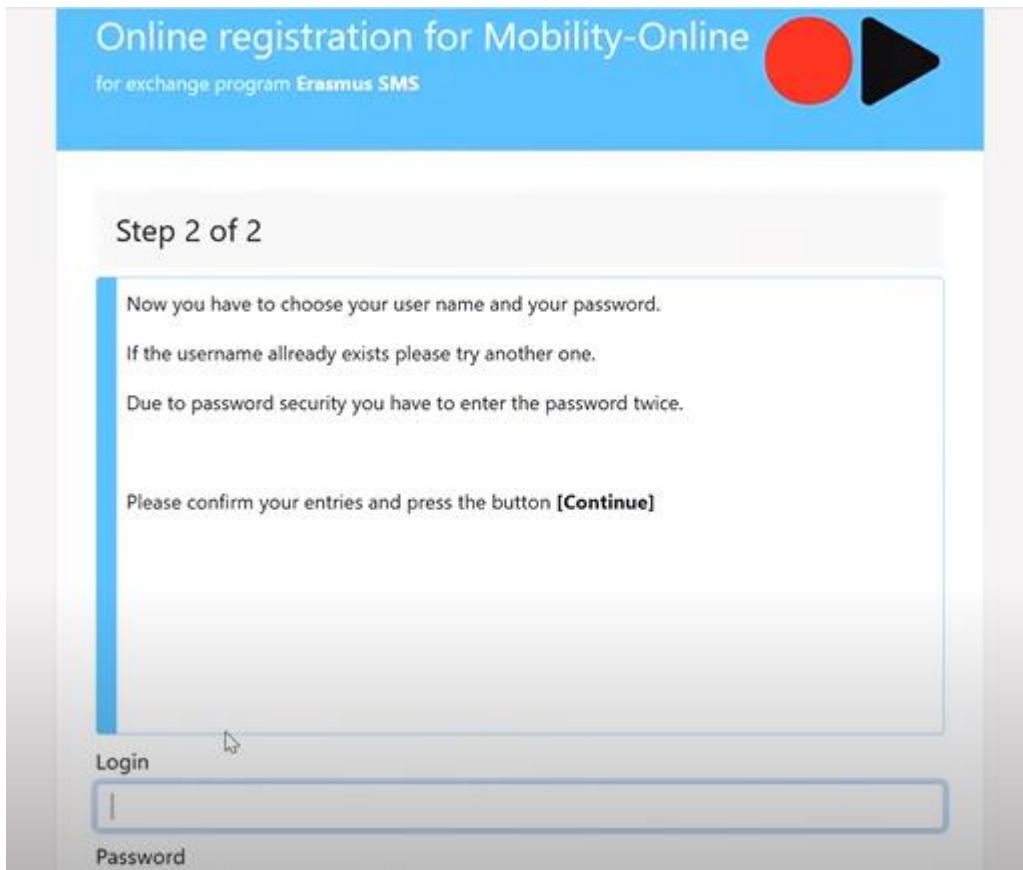
Students from internal institutions can apply to go abroad as long as the Outgoing application period of their own institution is open, regardless of if the Incoming application period is still closed or not, BUT – if the application deadline of one of the destinations has already expired, the student gets a warning message when filling in the form.

Please note that, when the student has submitted the registration form, only the Outgoing coordinator sees that there is an application that has been started (the incoming coordinators do not see the student yet).

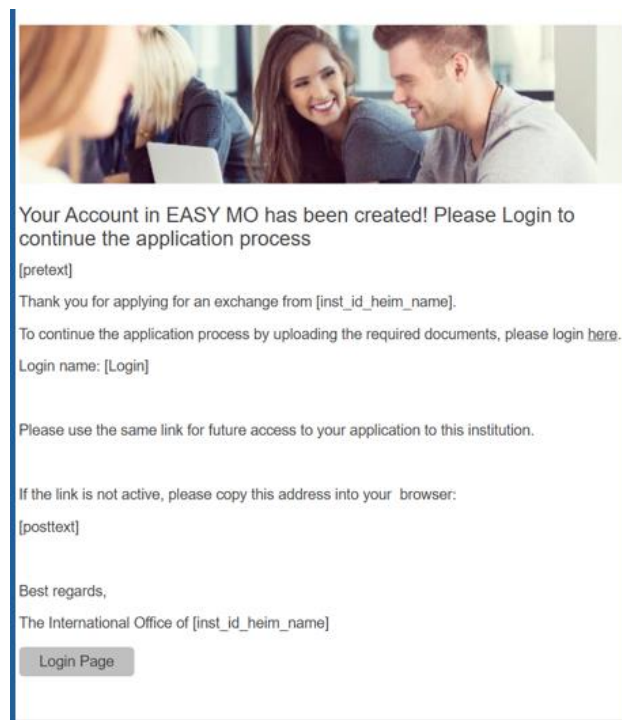
2. After submitting the Outgoing Registration Form, the student receives an email describing the next steps:

t	<p>Thank you very much for filling in the Registration Form to apply for an OUTGOING exchange from [HOME INSTITUTION NAME]</p> <p>In order to further process your application please follow this procedure:</p> <ol style="list-style-type: none">1. Create an account (Login Name and Password) on EASY Mobility-Online by clicking on the link you find at the bottom of this email2. Login in EASY Mobility Online with the credentials you created. You will end up in the Workflow of your OUTGOING application Complete/confirm you personal data and start uploading the required application documents from your home institution side by clicking on the links that will progressively appear on the right side of each enlisted document3. Submit your Application4. Your application will be approved by your home coordinator (nomination) and will be transferred to your desired destinations5. 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 system6. 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
---	---

By clicking on the link included at the bottom of the email above, the student can **create an account**. They need to choose and save / remember their Login and Password



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



Necessary steps	Done	Done on	Done by	Direct access via following link
Registration				
Registration Form complete				
Confirmation email for registration				
Online registration				
Please insert all information and upload all required documents before submitting your application.				
Application Form				
Withdrawn application (optional)	<input type="checkbox"/>			I want to withdraw my application
Personal master data completed	<input checked="" type="checkbox"/>			Complete/confirm personal master data
Photo uploaded	<input type="checkbox"/>			Upload photo
Links to your audition material (online audio/video recording/artworks - please avoid playlists, upload one video per box)	<input checked="" type="checkbox"/>	23.07.2024	Test2 SOP	Enter Links
Motivational statement for Home institution to go abroad (not mentioning any particular destination) entered	<input type="checkbox"/>			Enter information
Language Certificate uploaded (not compulsory)	<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 action links on the right of the list are the actions that the student must perform to complete the workflow. The student can do the action by clicking on the links in random order. Once an action is complete the “done” box becomes green and ticked. If it is red, it means that the document still needs to be filled in/uploaded. The student needs to click on save/update according to the action. When all compulsory documents are uploaded, the student can click on Submit Application. Once the application is submitted, the system sends a notification to the Outgoing Coordinator, with the student in copy, to notify that the Outgoing Application has been submitted and action is required on their side:

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

To sum up, the Outgoing Student’s Application Process is composed of 3 parts: Outgoing Registration Form + the Account Creation and the upload and submission of documents in the Outgoing Workflow. Once the Outgoing Workflow has been filled in with all necessary uploads, the students get a message directly in the workflow (in yellow) informing that that they have to wait for the approval of the home coordinator.



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

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

Part 2: Outgoing Coordinator's Nomination Process

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

Step	Count	Action
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	

You now see the various "drawers", called **pipeline steps**, indicating which is the status of the applications. The little number in the square at the left of the action links indicates the number of applications in the same status. Next to the number you can see an action link. Thanks to the actions of the student and the two coordinators (outgoing and incoming), the application will pass through the various steps and action links will appear on the right, telling you as coordinator what to do. You will need to click on those action links to proceed.

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

Last name, First name, Degree	Program	Study field	Study subject	Home.Inst.	Host.Inst.	Academic year	Stay from	App. sta
Anikka, Aku	Erasmus SMS	Music	Accordion	HELSINK42	KOBENHA39	2024/2025	22.08.2024	

Pipeline		
<input type="checkbox"/>	Incomplete Applications	0
<input type="checkbox"/>	Incomplete Applications: E-Mail sent to student	0
<input type="checkbox"/>	Complete Applications - Emails to all partners	1
<input type="checkbox"/>	Nominated Applications - Nominate again and Emails to all partners	0

Nominate and transfer application to the partner institutions

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

Showing 1 to 2 of 2 entries

[Back to the application overview](#)
[Nominate and transfer application to the partner institutions](#)

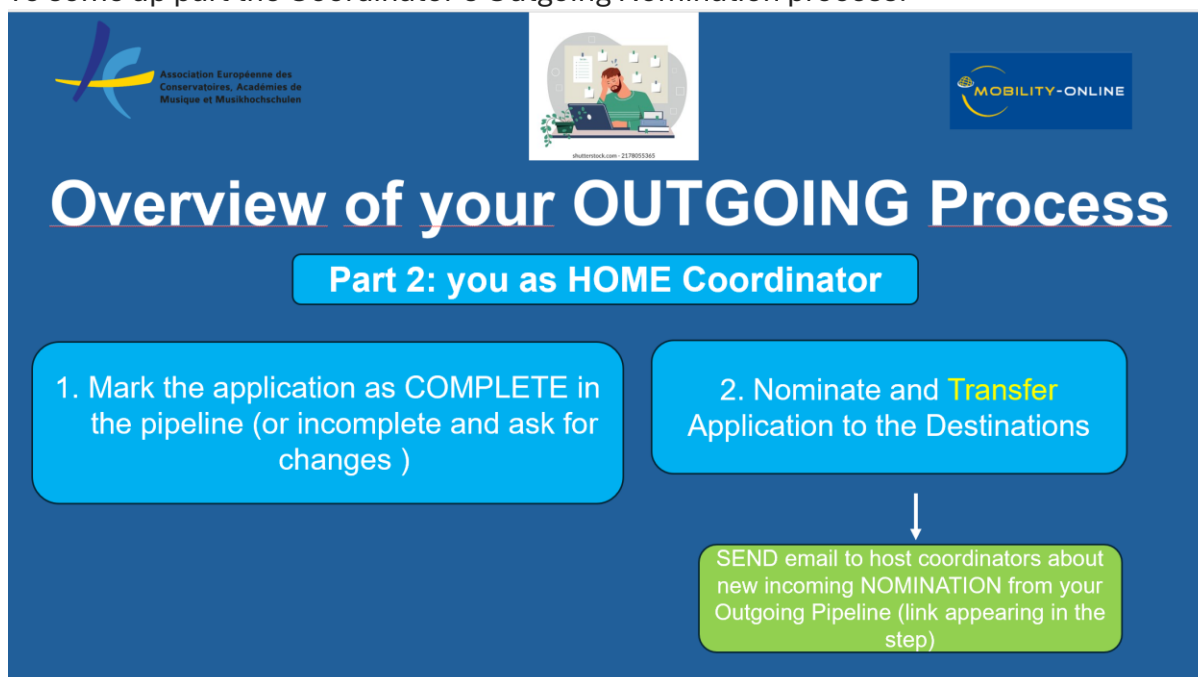
There is a possibility no nominate and transfer the applications again, if necessary.

Only now the Incoming coordinator sees that there is an application and needs to import it.

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

→	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>

To some up part the Coordinator's Outgoing Nomination process:



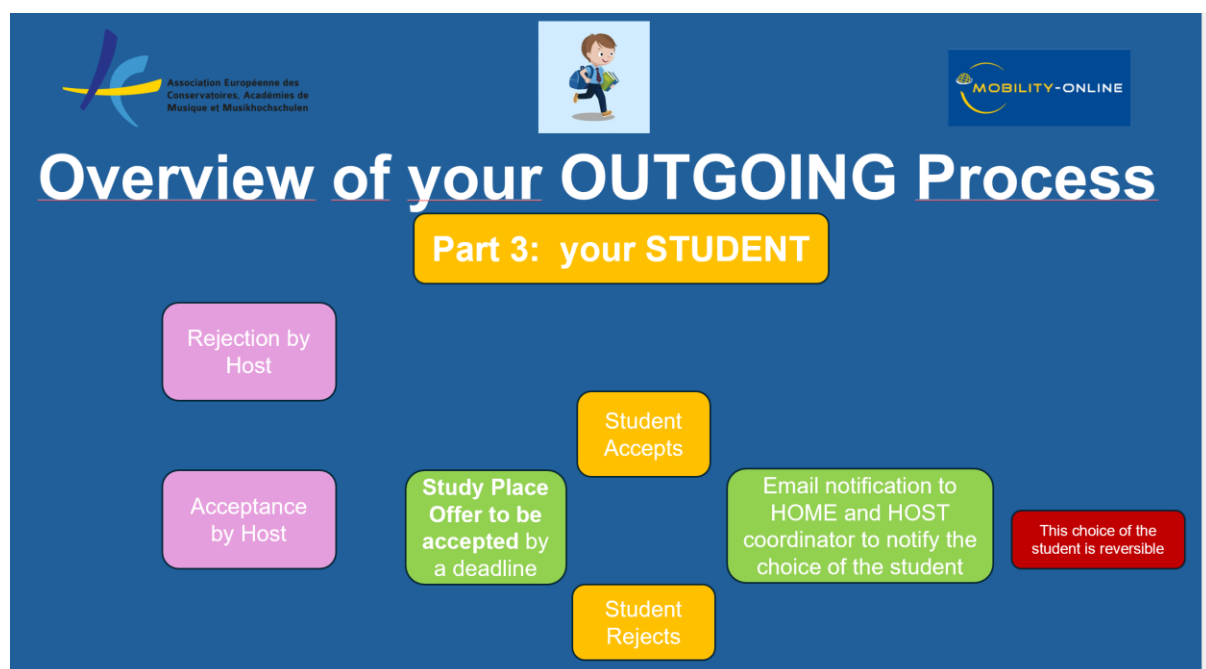
From this point your Outgoing process is on hold and it is on the Incoming Coordinator to act:

Outgoing process ON HOLD

INCOMING PROCESS
in Progress.....

Part 3: Your Outgoing Student's Decision

Once the Incoming Coordinator at destination inputs their decision in the system, your outgoing student receives the decision via email. the decision can be a rejection or an offer of a study place. When the student is offered a study place, a deadline to accept or reject it is indicated in the email. At this point the student needs to **login in the Outgoing or Incoming workflows to accept** or decline the offer. The two coordinators are notified by email regarding the decision of the students, which is still reversible at this point



Part 4: Outgoing Coordinator's Final Destination Allocation and launch of DLA Process

The Outgoing Coordinator can now make sure that the student is sure with their final destination and proceed with the so called “allocation”, meaning the final assignment to the student to a certain destination.

The screenshot shows a process flow diagram with two columns of steps. The left column contains steps 1 through 6, and the right column contains steps 3 through 5. Step 3 in the right column is highlighted in yellow.

→ Partners' decision made - some or all options have been rejected by the partners	3 Show applications and accept student if needed
→ Partners' decision made - Accepted Applications	2 Send an email to student to ask if this is their final and unchangeable choice (optional)
→ E-mail about final choice sent to Applicants	0
→ Students confirmed final choice (please add Interinstitutional Agreement if necessary)	1 Allocate student to final destination and send confirmation email
→ Applications allocated to host institutions (OLA - managed externally)	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 Display applications

The system allocates the student by default to the 1st choice, that is why 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:

The screenshot shows the 'Allocate Applications' interface. It features a table with columns for destination choices (1, 2, 3, 4) and a 'rejected' column. The first choice is 'ANTWERP6' and the second is 'STATECON2'. A yellow arrow points from the 'ANTWERP6' box to the '1' column header, indicating a drag-and-drop action to set it as the first priority.

1	2	3	4	rejected
ANTWERP6	STATECON2	BUENOS23		

Only after you have done this switch and you are sure that the final destination appears under the number 1, 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.

When you do the switch in the P ipeline, the switch happens in the master data of the students as well. In order to be sure of what you are doing and avoid mistakes, please

check carefully the whole line of the student in the Pipeline step of the allocation and make sure that both the columns “Decision by Partner” and “ Decision by Student” indicate “accepted”:

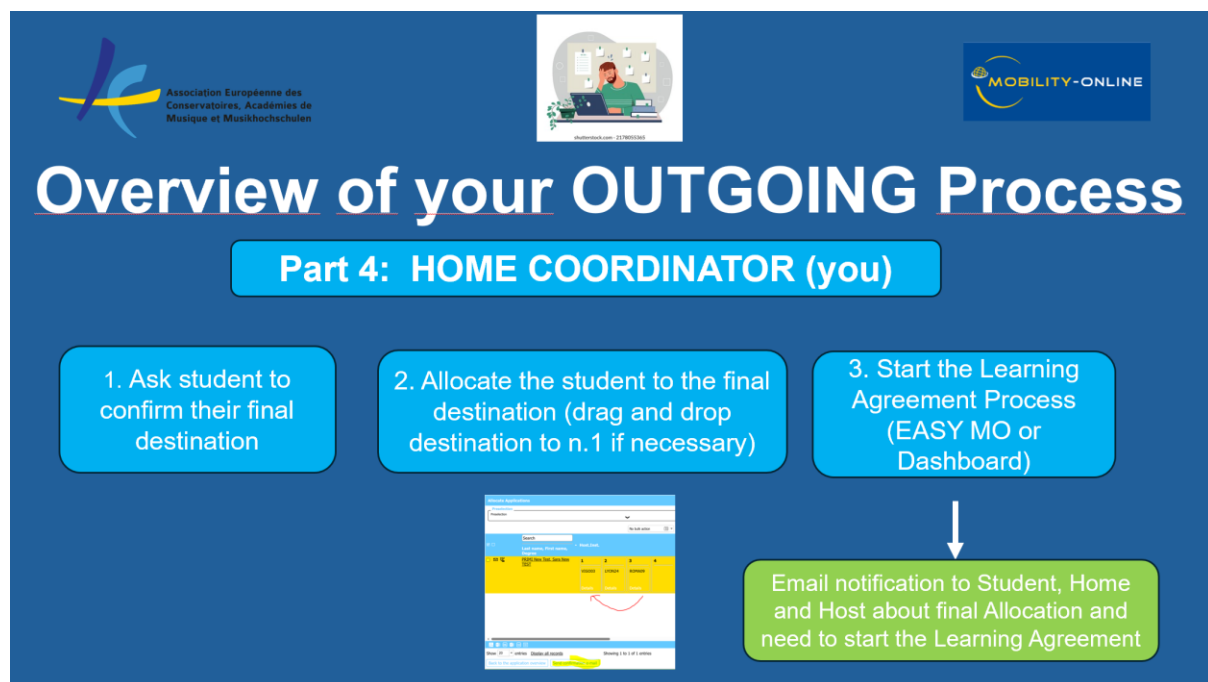
The reversion/correction of the allocation can be done in the General Queries of the Outgoing Pipeline.

If the student wants to wait for the other destinations’ responses before deciding where to go, please do not allocate them immediately. This is why in the system the final assignment of the destination is done in two steps:

- 1) The student acceptance of the study officer
- 2) The final allocation by the Outgoing coordinator

When this process is over, the three parties receive an email notification about it.

The Outgoing Coordinator can now start the DLA process within or outside the EASY MO system.



Outgoing Students applying to External destinations

When one or more destination option of your Outgoing student is an External Institution, the system sends an email notification to the external partner including a link to the full Outgoing Application, with the following instructions:

Dear [Name of the External Coordinator”

The applicant [Name of the Student] has been nominated by their home institution [Home Institution Name] for an exchange to your institution from via the EASY MO system.

Please click on the following Link to check the application data and documents: [link to the outgoing application info and documents](#)

This link can be shared with your Selection Committee for a final decision on the applicant.

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.

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.

Here the necessary contact details:

Home institution Coordinator: [email of the home coordinator]

Applicant: [email of the applicant]

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.

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.

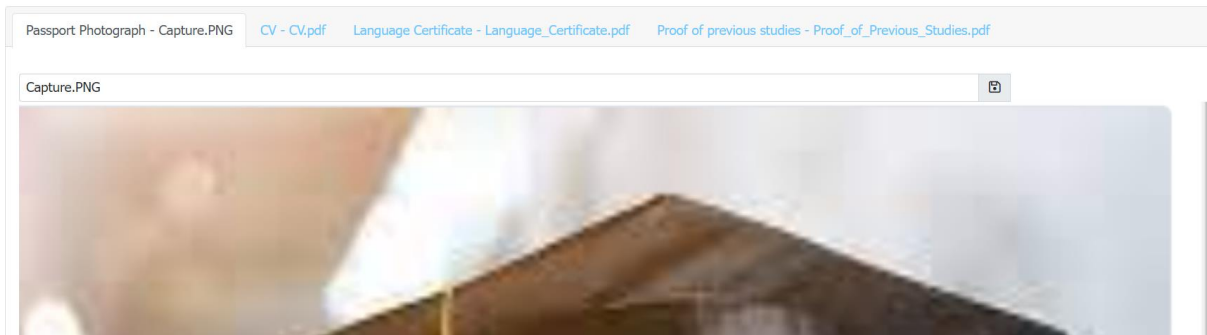
Best regards

The EASY MO system

It is therefore on the external partner to decide on how to proceed and inform the student and the home coordinator about their Incoming procedure. However, AEC warmly encourages all its members to consider applications coming from the EASY MO system.

The link that the External Partner receives displays the following information:

- Documents such as photo, CV, language certificate and TOR as tabs, downloadable as PDFs



- Main information on the applicant, including links to their audio-video material
- Button “Accept or Reject”

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) https://www.youtube.com/watch?v=CvBftwUxHlk	
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	

Once the external coordinators receive your Outgoing Application they can react in 3 ways:

- Decide that the material collected via the EASY MO Outgoing Process is sufficient, so they send it directly to their Selection Committee;
- Decide that the material collected via the EASY MO Outgoing Process needs some integration, so they ask for further material by email;
- Do not accept the application sent via EASY MO, contact the student and the coordinator with information regarding their own Incoming Applications

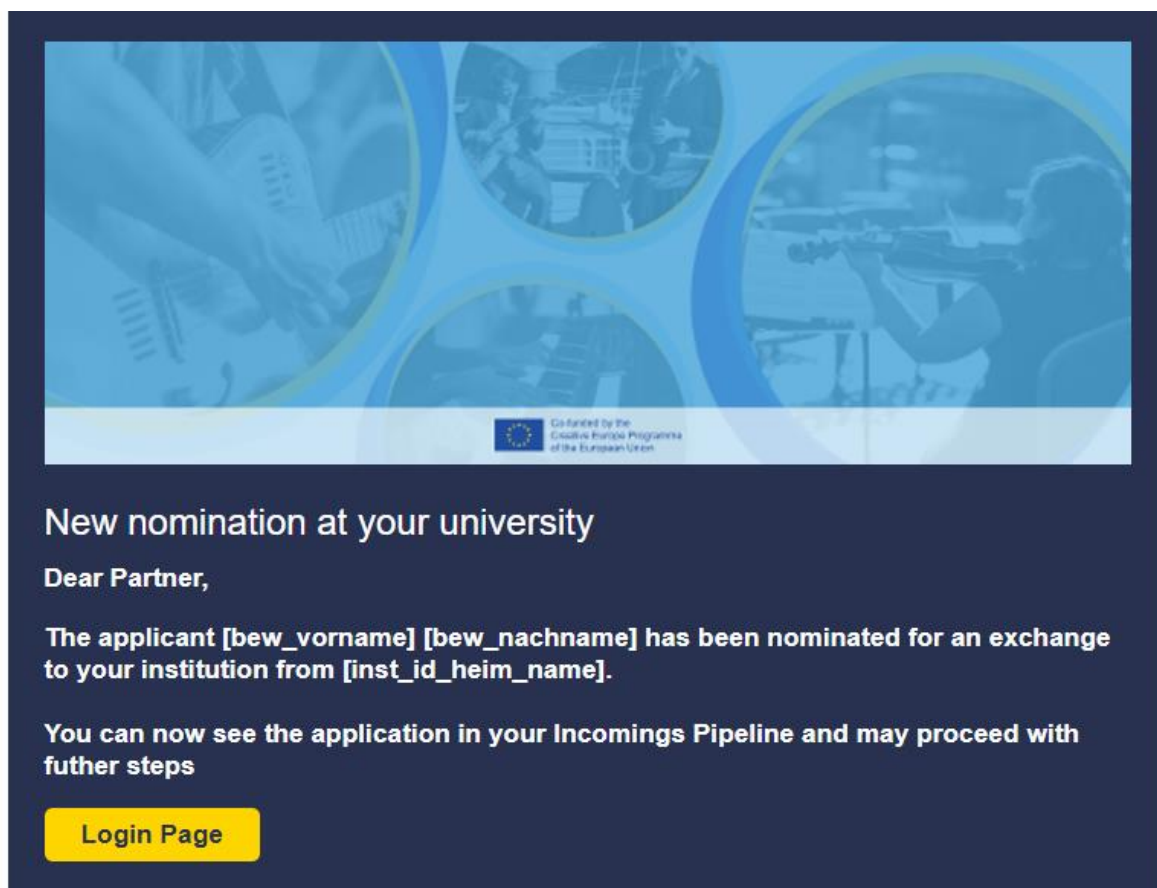
Incoming Process

The start of the Incoming process is different if the applicant comes from an Internal or an External Institution. The Incoming Pipeline shows different step according to this difference:

- Incoming		
- Erasmus+		
- 2024/2025		
- Before the mobility		
→	(Internal partners) New nominations from EASY Internal Institutions	0
→	(External Partners) New Registration Form submitted	0
→	Internal applications imported / External Applicants Registered - documents not yet uploaded by student	0
→	(External partners) Documents uploaded by student - ASK TO NOMINATE	0
→	(External partners) Completed Applications - Partners not yet accepted or rejected the nomination	0
→	Internal Applicants Documents uploaded / External Applicants Nominated - documents not yet reviewed	1
→	Incomplete Applications	0

Applicants from Internal Institutions

When an Outgoing Application is transferred to an internal destination, the internal Incoming Coordinator receives the following email notification:



Nominated applicants from Internal Institutions now appear in the Incoming Coordinator's Pipeline and will need to be imported by clicking on the action link on the pipeline or from the menu Applications Management – Applications – Import Applications. Now the student receives an email notification (in CC to their Home

Coordinator) to login in the system to complete the uploads and actions in the **Incoming Workflow by the incoming 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
②

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

The Incoming Workflow works the same as the Outgoing one, with documents to upload by clicking on the action links on the right and boxes that become green as soon as the student proceeds with the uploading. Workflow of internal students will appear already as partially pre-populated as some documents are directly imported there from the Outgoing application.

In the Incoming Workflow, the student will be asked to fill in their **Study Plan:**

Please insert your study plan

Study Subject 1	
Please review your course list here ----- and please type the names of the courses that want to take at destination	
Course name	<input type="text"/>
Course code	<input type="text"/>
Course credit	<input type="text"/>

Study Subject 2

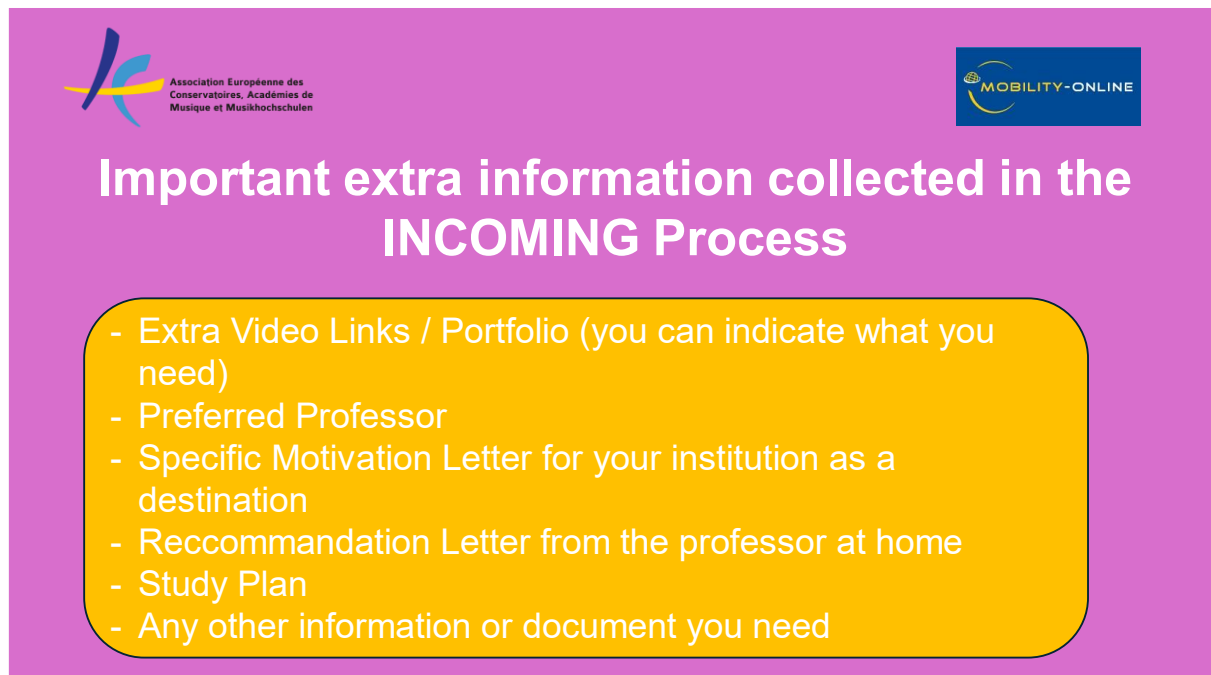
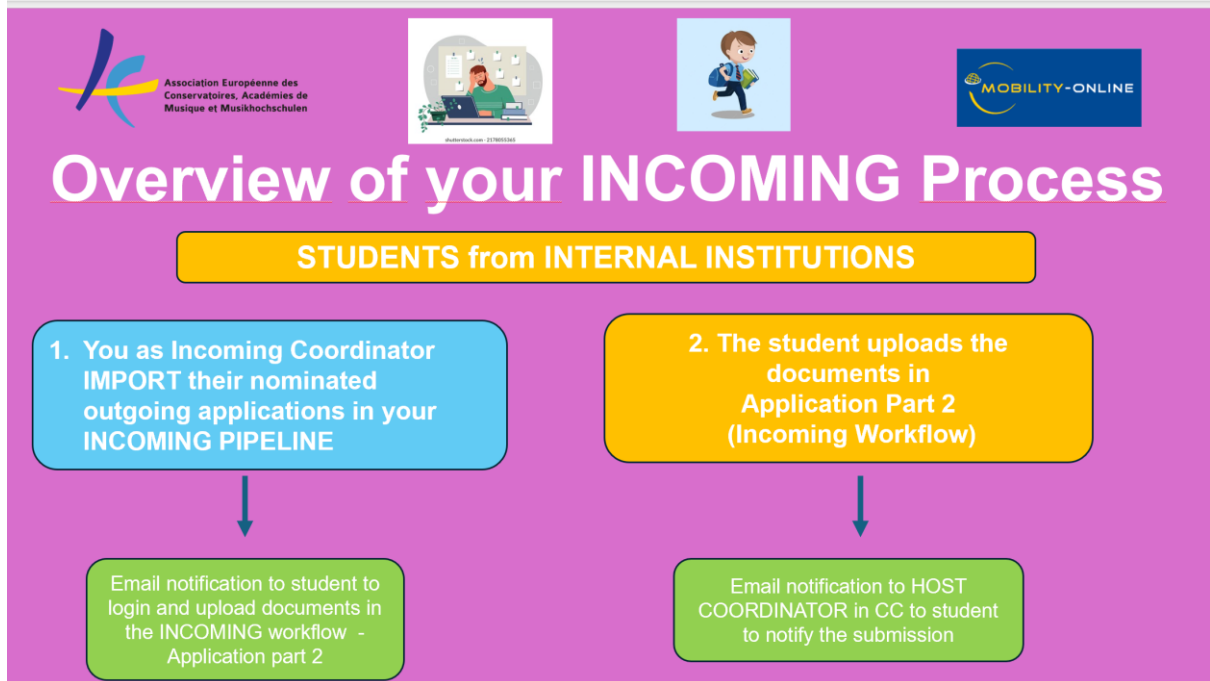
Please note that the information inserted in the Study Plan of the Incoming Workflow do not pre-populate the DLA's tables.

Once all compulsory documents of the Incoming Workflow are uploaded by the student, the student can submit the application by clicking on the relevant action link of the workflow. The student and the Incoming Coordinator will then receive an automatic email notification from the system notifying the submission of the application.

Please note that:

- Students coming from Internal Institutions are already pre-nominated by their home coordinators when they “nominate and transfer” the outgoing application of the student to the various destination

- Documents required in the Incoming Workflow need to be uploaded by the deadline of the Incoming Institution for the entire application to be considered by the destination.



Applicants from External Institutions

Applicants from External Institutions do not have any Outgoing Application in the system. That is why they need to input all information in their Incoming Application, which is divided in 3 parts:

- Incoming Registration Form
- Account Creation
- Incoming Workflow

Therefore, while internal applicants fill in their registration form and create into account within their Outgoing Application, external applicants need to do everything within the Incoming Application and will need to upload more documents in the Incoming Workflow. They also receive email notifications from the system after performing each step, similarly to what happens to outgoing internal students.

Please note that external applicants are nominated by their home coordinator after the uploads of the documents in the workflow. **Incoming coordinators need to manually send from the Incoming Pipeline an email to ask for nomination of students coming from external institutions.** The nomination request email can be sent again in case the external partner does not act

Incoming		
Erasmus+		
2024/2025		
- Before the mobility		
→	(Internal partners) New nominations from EASY Internal Institutions	0
→	(External Partners) New Registration Form submitted	0
→	Internal applications imported / External Applicants Registered - documents not yet uploaded by student	0
→	(External partners) Documents uploaded by student - ASK TO NOMINATE	0
→	(External partners) Completed Applications - Partners not yet accepted or rejected the nomination	0
→	Internal Applicants Documents uploaded /External Applicants Nominated - documents not yet reviewed	0
→	Incomplete Applications	0
→	Incomplete Applications: E-Mail sent to student	0

Dear external EASY MO partner,

your student [bew_vorname] [bew_nachname] has applied to our university [inst_id_gast_name].

Please use this link to accept or reject the nomination of your student:

@link=NOMINATION@

Kind regards the IRC of [inst_id_gast_name]

?

In case the partner does not respond or send a nomination via other means than the action link sent via email, the internal Incoming Coordinator can nominate the student on behalf of the student b in the Master Data (scroll down until the end).

Final decision of the student I accept the study pr

Partner Nomination

External Partner

Nomination accepted by External Partner

Nomination rejected by External Partner

Nevertheless, we advise to avoid this manipulation that might compromise the position of the applicant within the Pipeline.

Once the external partner has nominated their student, the internal Incoming Coordinator receives the following email notification:

The external partner [inst_id_heim_name] has nominated the applicant [bew_vorname] [bew_nachname] for an incoming application at your institution.

You can now go to your pipeline and send the application to the Selection Committee

Best Regards

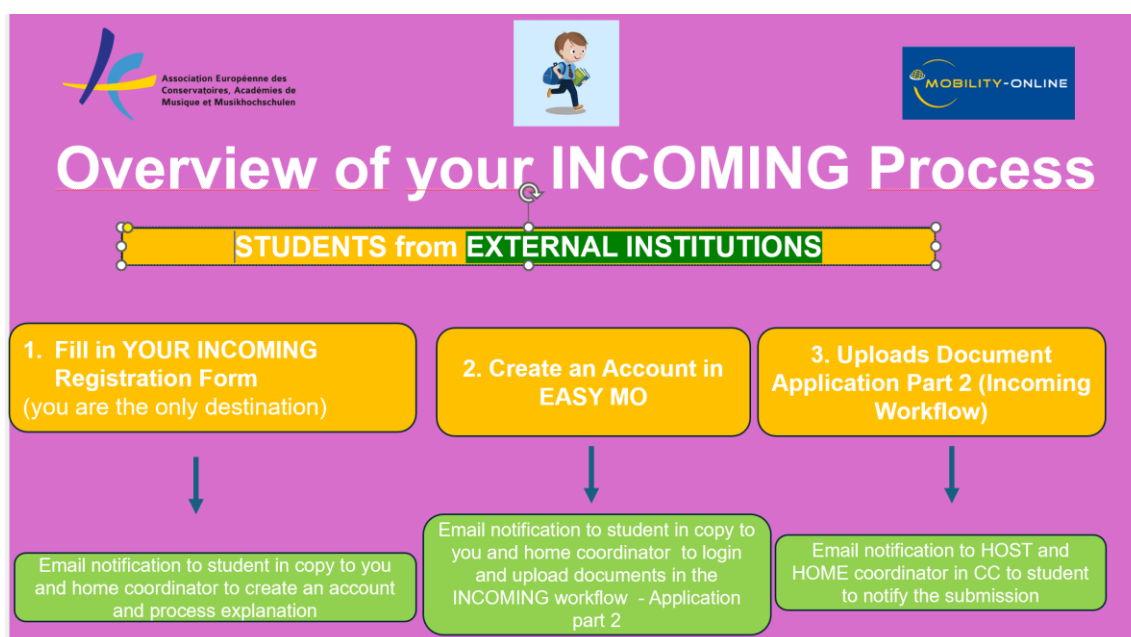
The EASY MO system
[?]

And the Incoming Student moves both in their workflow and in the pipeline

External Partner Application

Before the mobility - Upload and print documents

Task	Status	Date	User	Action
Withdrawn application (optional)	<input type="checkbox"/>			I want to wi
Personal master data completed	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	Complete pr
Photo uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Language Certificate uploaded (not compulsory)	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Proof of previous studies / Transcript of records uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Motivation letter for this destination uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Media file uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Upload a media file or insert a link in the next step. Either one or the other are compulsory to submit the application				
Media file link entered	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Contact person of emergency entered	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Optional: Answer extra question(s) for this institution	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Recommendation Letter uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Study plan	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Partner accepted Nomination	<input checked="" type="checkbox"/>	23.08.2024	erasmus@conservatoriosantacecilia.it	
Application sent to Selection Committee	<input checked="" type="checkbox"/>	23.08.2024	Superadmin AEC	



Sending Incoming Applications to the Selection Committee

Once the Internal Incoming Students have submitted their Incoming Application documents and the External students have been nominated by their home coordinator after the upload of the documents, the Incoming Coordinator gets this email notification:

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
(7)

The Incoming Coordinator can see that the application moved to the step “Internal Applicants Documents uploaded /External Applicants Nominated - documents not yet reviewed” and can mark the application as complete by clicking on the boxes and button highlighted below

The screenshot displays the EASY MO system interface. At the top, a blue header reads "Application documents uploaded" and "Check applications formally, mark as 'complete' or 'incomplete'". Below this, there are sections for "Preselection" and "Additional updates". Under "Additional updates", there are two buttons: "Application complete" (highlighted in yellow) and "Application incomplete". Below these are search and filter options, including "Show further search fields", "No bulk action", "Search", and "Reset all filters". A table lists application details:

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

At the bottom, there are navigation and action buttons: "Back to the application overview" and "Check applications formally, mark as 'complete' or 'incomplete'" (highlighted in yellow). The interface also shows "Showing 1 to 1 of 1 entries" and "First Previous 1 Next Last".

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

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

→	Incomplete Applications	0	
→	Incomplete Applications: E-Mail sent to student	0	
→	Complete Applications - Download excel file and share with Selection Committee (via e-mail outside the system)	1	Mark as sent to selection committee
→	(Internal Partners) Applications shared with selection committee	1	Accept/reject applications
→	(External Partners) Applications shared with selection committee	0	
→	Optional possibility to send an e-mail about waiting list	1	Send e-mail about waiting list

In this step you can download an excel file with the **link to the application documents and information about the applicants**, to be shared via mail with the selection committee outside the system. You get this file by clicking on the action link of the above mentioned pipeline step “Mark as sent to the selection committee”, and clicking on the **last icon on the bottom of the page:**

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

Preselection

Show further search fields

Search [] [] Erasmus+ <-- Select all --> <-- S

		Last name, First name, Degree	Date of birth	Program	Subject	Home
<input type="checkbox"/>	✉	Primiterra TEST, Sara	19.10.1984	Erasmus+	Music	LYON:

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

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

You will download an Excel file that looks like this:

B	C	D	E	F	G	H	I	J
First name	Host country	Host institution	Link	Study plan				
Liisa	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=GN6KnpRpd9SvDDWFNdK8exub9mGFgc	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Veronica	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=8Hv6ZetDwkQWQDd2grgWYEFVYaeTrXu	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Ana	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=6aodtDszHZvPNa2XrCW/EwvenA7ajJwuf	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Maria Krog	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=5qfR7ITMppcCUEulfiewG85A9nng5sDJNU	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
NIKOLETT	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=kR4FJ3hSnJ8h8w94aY1XVsDrrPwE5gzqv	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Derlin	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=8esrHQ1K6vqzxw4NuptCUJ5VJo5ZcESikF	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Dairis	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=HdKkzxGoeDKnWVr1QE4VWwGPXdfh8izr	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Johannes	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=ASKFoi7HaSTWUovDGpbBQ4S4qDnoqPR	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Marta	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=CvaCoSAT26kqpRTbv3HqFUdxMfaQ1uYxI	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Domantas	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=E5CGGVxZaqgh2xo92QvHAWbg2gFGdsI	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Siena	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=DB1DpbCok5yjez5ZsedcSf2436tBWuAva	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Till	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=6BxhcZz8N9Npcp1sGUi9CeS8BsjhhSDJfJ	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Johannes	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=BNiEUnbFt8w5jQoRhUvxpJgrPLicLtG4fCj	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Nadia	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=3E6zE9f8zY1CsG6ewrPqHm7HyVCFxnBf4	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Stefano	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=59dXmGKSNeQ58q75cN7pA7zr6F3vQE7I	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Francesco	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=BJsQbT3S86um6mosjATZ8R4QgNgFVoM	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Magdaléna	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=6BjgRd8wStuuCLnDixg2YkfGGJmbv9x4	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Margaux	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=3TBACxfA2ctCFBGU5RG7d7GnbDTRzNN	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Luisa	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=B884HztGesAzXITPG6NF1CoTgBQkBTU	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Nathan	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=ELC5uYqGH43f3SNQWcnn8K4WbJ8uFh	https://mobility.aec-music.eu/FulfillExternalQuestionSe				

The **Excel file** you obtain contains columns with the following information:

Exchange programme
Academic year
Study Period of Application
First name
Last name
Gender
Date of birth
Place of birth
Country of birth
Nationality
Visa
E-mail address
First name of your contact person
Last name of your contact person
Relationship
E-mail address of contact person
Phone number of contact person
Country of Home Institution
Home institution
Last name of home international Coordinator
First name of home international coordinator
Gender of coordinator at home institution (if not listed)
E-mail of coordinator at home institution
Phone number of coordinator at home institution (if not listed)
Current level of education at home institution (before exchange)
Host country
Host institution
Level of study during exchange
Field of Study
Main Instrument/Specific Field of Study
Mother tongue
Language level of instruction at host institution (if not English):
Language level English
Comments concerning your application
Preferred Professor
First name of contact person
Last name of contact person

Relation to contact person
 E-mail of contact person
 Phone number of contact person
Application Documents via Action-Link
Study Plan via Action Link

The **Application Link** displays information and materials as follows:


The following information come on the top:

Further information	
Last name	First name
PRIMI NEW	Sara NEW
Level of study during exchange	Date of birth (dd.mm.yyyy)
3rd Year Bachelor (on a 4 years Bachelor)	19/10/1984
E-mail address	What study period are you applying to?
sariniavinolnista@hotmail.it	Spring semester
Academic year	Field of Study
2024/2025	Music - MUSIC
Main Instrument / Specific Field of Study	Home Institution
Viola (Classical)	ROMA09 - Conservatorio Di Musica Santa Cecilia - Roma
Country of Home Institution	Mother tongue
Italy	Italian
Language level of instruction at host institution (if not English):	Link to Media file (Nr.1)
C2: Proficient user 2	https://www.youtube.com/watch?v=BqVZxV2nIAg
Decision of IRC	Date for final acceptance student
accepted	26/08/2024
Final decision of the student	International Coordinator at the Home Institution
I accept the study place	Di Cecca, Lucia
extra question from host institution	Do you need a visa?
no	No
Current level of education at home institution (before exchange)	Preferred professor (if any - not binding)
2nd Year Bachelor (on a 3 years Bachelor)	finn
Comments concerning your application	
I am very good	


The uploaded files come on the bottom in tab format, but they can also be downloaded by clicking on the disc icon next to the name (you see it highlighted in yellow)

Photo - WhatsApp_Image_2023-07-27_at_07.31.55.jpeg	Motivationsschreiben - Motivation_for_AEC.pdf	Language Certificate - Language_Certificate.pdf
Proof of previous studies - Proof_of_Previous_Studies.pdf	Media file - ENTREE_Wedding_Jazz_The_Wedding_March_for_Vintage_Jazz_Band_The_Birdcage_Walkers.mp3	

WhatsApp_Image_2023-07-27_at_07.31.55.jpeg



The link to the **Study Plan** displays as follows:



label.question.already_fulfilled not found

Close window

Study plan

Please insert your study plan

Study Subject 1

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

Course name *

Course code

Course credit *

Study Subject 2

Course name

Course code

Course credit

Study Subject 3

Course name

Course code

Course credit

Study Subject 4

Course name

Course code

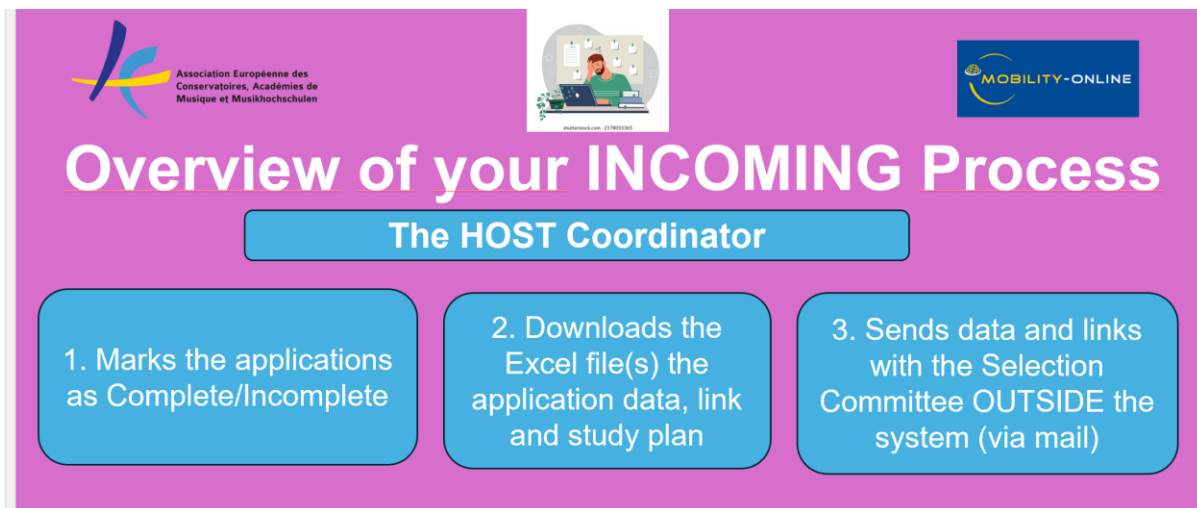
Course credit

Study Subject 5

The Excel file can be filtered with the usual excel filter so that you can select the information and the applicants you need and filter them as you prefer (i.e. according to the instrument). Links to the Applications and Study Plan can be shared and are visible outside the system.

Once you have downloaded and shared the application data with the relevant Selection Committees you can select the application and click on “Mark as sent to selection committee”. Should you need to download again the Excel file, you can go to the General Queries and undo the “sent to selection committee” so that the application goes back to the step where the download of the file with the application data and links is possible.

Please note that the Selection Committee, via the application link, can only see the application, but cannot directly accept/reject the applicants. 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.



Once the Incoming Coordinator receives outside the system the decisions of the Selection Committee, can mark the application as Accepted, Rejected or send an email regarding the waiting list.

- (Internal Partners) Applications shared with selection committee (1)
- (External Partners) Applications shared with selection committee (0)
- Optional possibility to send an e-mail about waiting list (1)
- Students have been wait listed (1)

Applications

AEC-Applications | EWP-Applications

Total: 1 Applicant

	Last name, First name, ID	Inst.	Academic year	Semesters	Stay from	Stay to
<input checked="" type="checkbox"/>	Primiterra TEST, Sara	F LYON24 - Lyon National Conservatoire of Music and Dance (CNSMD de Lyon)	2024/2025	Winter semester	02.09.2024	31.01.2025

Buttons: Back to the application overview | Accept application | Reject application

If the application is marked as accepted, the system asks to indicate a date for the student to accept the study place:

Confirmation x

Would you like to approve 1 applications?

Max. date for acceptance by applicant

This information is included in the email notification that the student gets, with their home coordinator in copy, regarding the decision of the destination:

Subject Study Place Offer

Text


We are happy to inform you that you have been accepted for an exchange at [inst_id_gast_name].

Your deadline to accept the study place is [dat_freifeld1].

To accept or decline the study place please login (to the host institution) at <https://mobility.aec-music.eu/LoginServlet>

Login name: [login]

Best regards
The International Office of [inst_id_gast_name]



The student can accept or reject the application either in the Outgoing or in the Incoming Workflows

Application sent to Selection Committee	<input checked="" type="checkbox"/>	18.09.2024	admin (LaDi)
Application marked as rejected	<input type="checkbox"/>		
Application marked as accepted	<input checked="" type="checkbox"/>	18.09.2024	admin (LaDi)
Study place accepted/rejected	<input type="checkbox"/>		Accept/reject the study place
<ul style="list-style-type: none"> Deadline for accepting study place : 24.09.2024 			

By clicking on the action link of the acceptance/rejection, the student needs then to select “I accept the study place” and click on the button Update. Please note that this button cannot be clicked by the IRC.




Applications incoming

[Back](#) [Update](#)

Master data | Personal details | Pipeline | Display application workflow | Study plan | Documents (3) | E-mails (5)

Selection Committee

Final decision of the student: I accept the study place I reject the study place

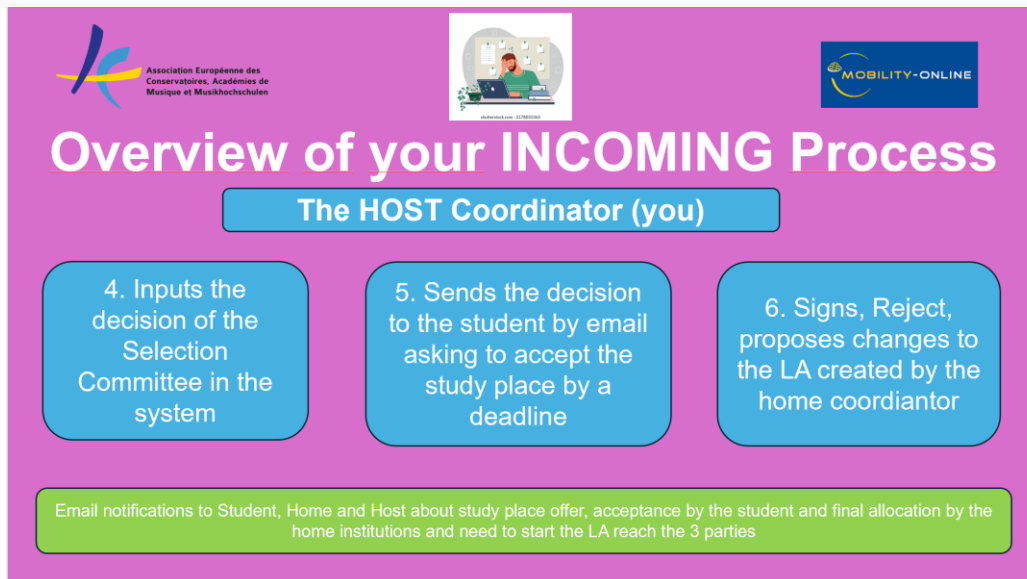
  

[Back](#) [Update](#)

Created by SOP Test (AECTestincoming) on 22.02.2024 10:33:25, last modified by a

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

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



Partner View for External Institutions

External institutions can accept incoming students and nominate outgoing students via their Partner View Access³.

The Partner View Access is a (limited) view of applications that an external partner receives from and sends 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.

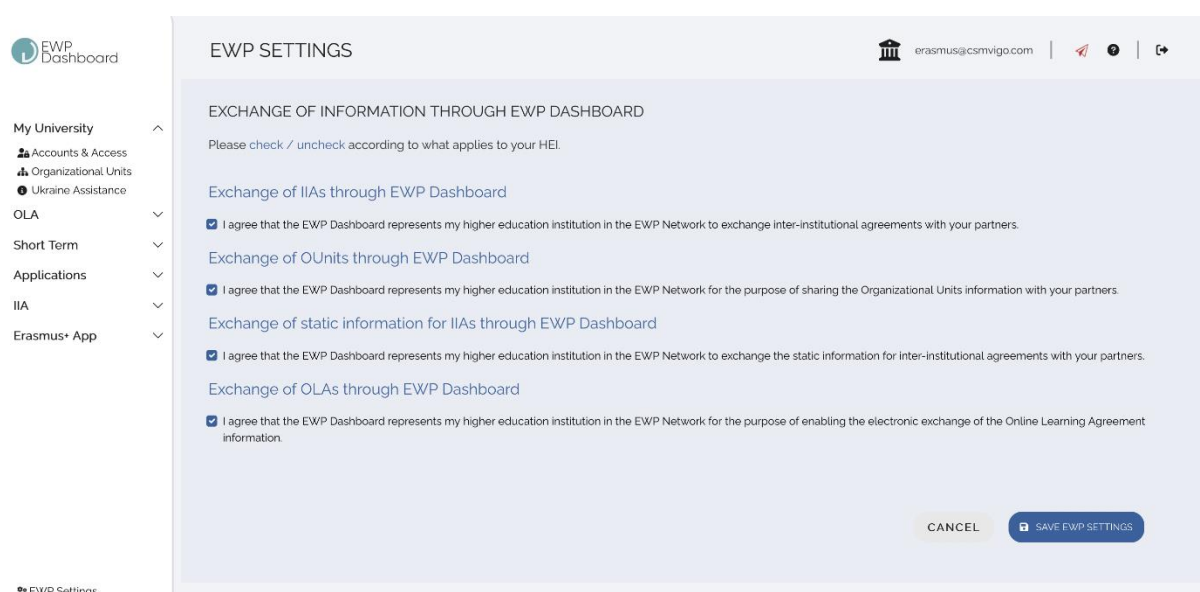
³ If one of your external partners informs you that they do not have access to this Partner View, please ask them to send a request for an activation link to events@aec-music.eu

Chapter 4 – EWP settings, IIAs and DLAs

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.

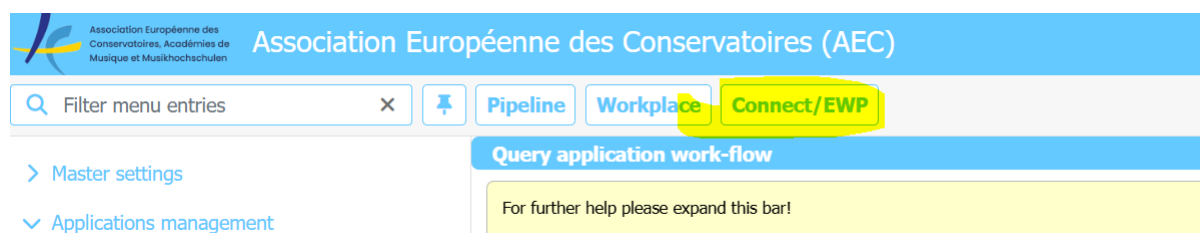


Please note that it is not compulsory at all to connect EASY MO to EWP. You can keep on using Dashboard and OLA and limit your use of EASY MO to the exchange and selection of applicants.

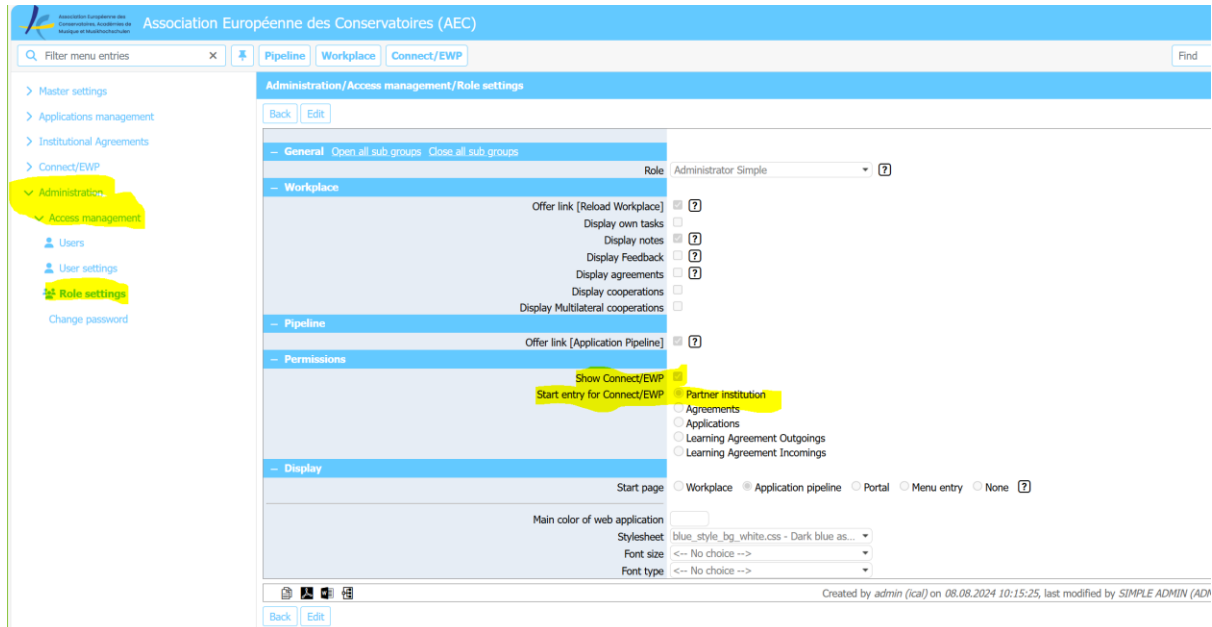
EASY MO Settings to connect to EWP

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)

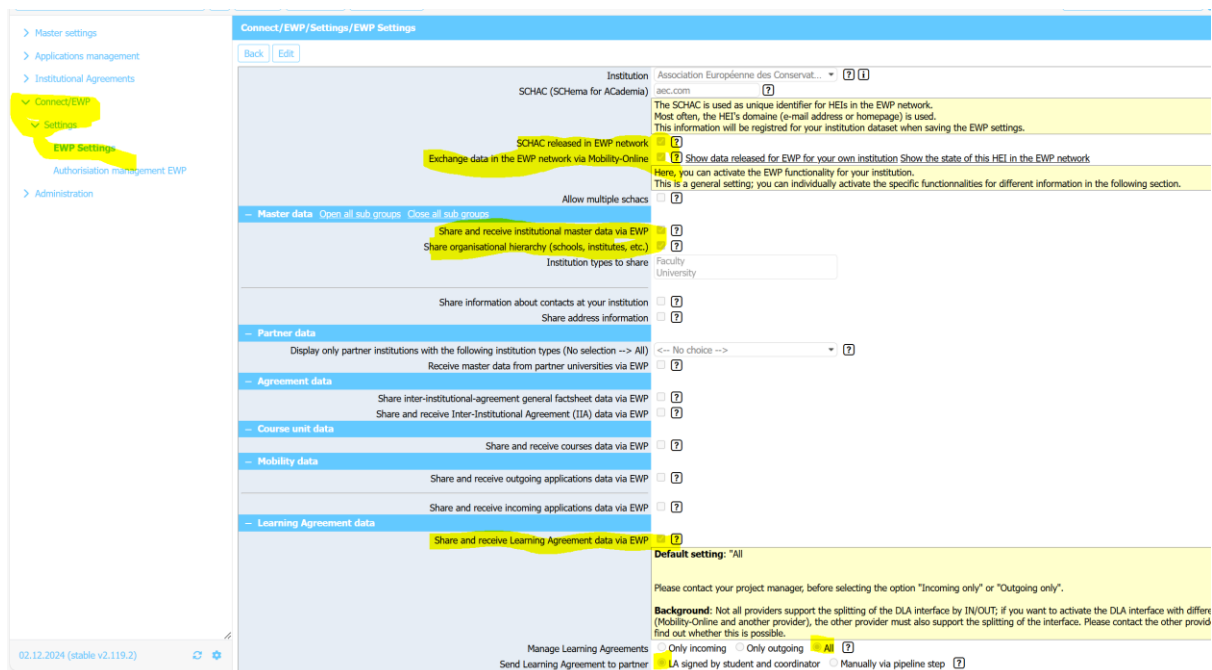
You know that your connection with EWP is activated when the **Connect/EWP** button appears in the horizontal menu on top:



If it does not appear, you need to activate your EWP settings. Please go to Administration – Access Management – Role Settings -Administrator Simple and make sure that the boxes Show Connect/EWP and Start entry for Connect/EWP Partner Institution are ticked:



Then go to the left menu, Connect/EWP, Settings, EWP Settings, and make sure that the boxes that allow you to share the basic data with the EWP network are ticked.



If the boxes are not ticked, click on the button edit, tick the boxes, then click on the Save button and refresh the page. At this point the Connect/EWP Button on the top horizontal menu should appear.

Learning Agreement (LA, or DLA) Settings

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

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

Learning Agreement data	
Share and receive Learning Agreement data via EWP	<input checked="" type="checkbox"/> ?
Manage Learning Agreements	<input type="radio"/> Only incoming <input type="radio"/> Only outgoing <input checked="" type="radio"/> All ?
Send Learning Agreement to partner	<input checked="" type="radio"/> LA signed by student and coordinator <input type="radio"/> Manually via pipeline step ?
Hide icon for printing the DLA	<input type="checkbox"/> ?
Application column used for the determination of the contact person for the digital Learning Agreement at your own institution	<-- No choice --> ?
Function of the contact person for the digital Learning Agreement at your own institution	Incoming and Outgoing Exchange Coo... ? I
Application column used for the determination of the contact person for the digital Learning Agreement at the partner institution	<-- No choice --> ?
Function of the contact person for the digital Learning Agreement at the partner institution	Incoming and Outgoing Exchange Coo... ? I
Individual columns of the contact person for the digital Learning Agreement at the partner university	<input type="checkbox"/>
Standard function for field position at digital learning agreement	Departmental coordinator ? I
Application column for ISCED Code	<-- No choice --> ?
Application column for Study Level	<-- No choice --> ?
Application column for Teaching Language	<-- No choice --> ?

Default setting: "All"

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

Background: Not all providers support the splitting of the DLA interface by IN/OUT; if you want to activate the DLA interface with different pro (Mobility-Online and another provider), the other provider must also support the splitting of the interface. Please contact the other provider in or find out whether this is possible.

Please only select something, in case in which the standard columns do not apply.
If left empty, Mobility-Online prefills the ISCED field on the outgoing DLA as follows:
sub_id_heim -> subject code of the study field (as read from the field studr_id in the table application, the ISCED code is taken from Master Dat Program Data - Study fields) (in the listed order, from left to right)

Please only select something, in case in which the standard columns do not apply.
If left empty, Mobility-Online prefills the ISCED field on the outgoing DLA as follows:
The field selected under Administration/Settings/Exchange/Settings per exchange program (field: Restrict agreements by study level) -> kz_stud_niveau_gepl -> stud_niveau -> stud_niveau_id (in the listed order, from left to right)

Please only select something, in case in which the standard columns do not apply.
If left empty, Mobility-Online fills out the language as follows: spr_id_unterricht -> spr_id_arbeit -> spr_id_gast -> spr_id_niveau_1 (the fields checked in the listed order from left to right)

The remaining settings should be as follows

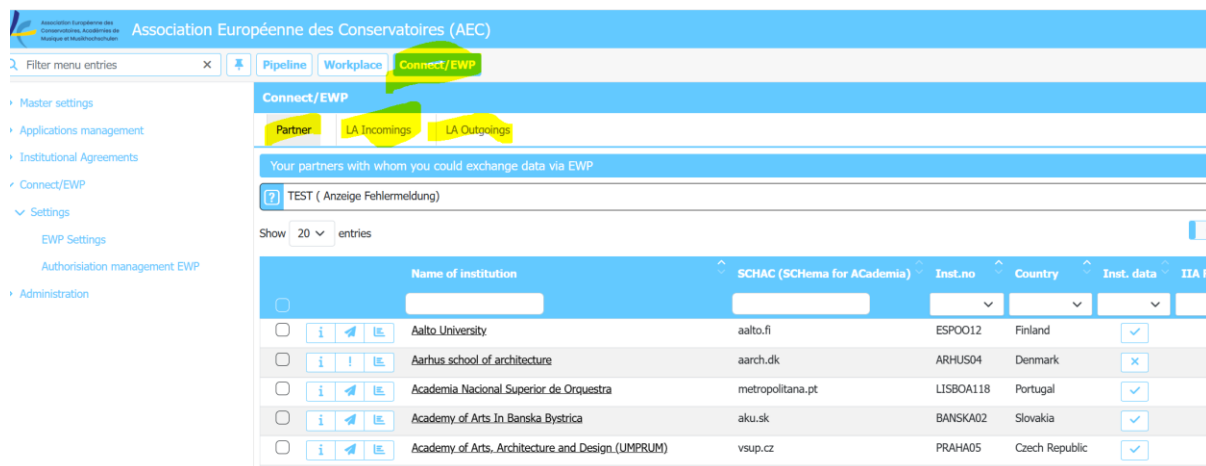
Send e-mails to the persons responsible for checking the digital learning agreement.	<input checked="" type="checkbox"/> ?
Mail template for sending emails to the contact person for the digital Learning Agreement at your own institution	REVIEW_DLA_COORD OUT ?
Mail template for sending emails to the contact person for the digital Learning Agreement at your own institution (Partner does not support EWP-DLA)	<-- No choice --> ?
Mail template for sending emails to the contact person for the digital Learning Agreement at your partner institution	<-- No choice --> ?
Mail template for sending emails to the contact person for the digital Learning Agreement at your partner institution (Partner does not support EWP-DLA)	<-- No choice --> ?
Mail template for sending the rejection of the digital Learning Agreement to outgoing students by mail	DLA_REJECTED_PARTNER ?
Mail template for sending the rejection of the digital Learning Agreement to incoming students by mail	DLA_REJECTED_PARTNER ?
Mail template sent when the DLA OUT has been rejected by partner	<-- No choice --> ?
Mail template for sending the acceptance/signature of the digital Learning Agreement to outgoing students by mail	NEW SIGNATURE DLA ?
Mail template for sending the acceptance/signature of the digital Learning Agreement to outgoing students by mail (Partner does not support EWP-DLA)	NEW SIGNATURE DLA ?
Mail template for sending the acceptance/signature of the digital Learning Agreement to incoming students by mail	NEW SIGNATURE DLA ?
Mail template after receipt of a new IN DLA	IMPORT_DLA_INCOMING ?
Column Application Table DLA Reject (Outgoing)	<-- No choice --> ?
Column Application Table DLA Reject (Incoming)	is_zustand_2 - Status column 2 ?
Adopt courses from Learning Agreement when attaching application (own)	<input type="checkbox"/> ?
Adopt courses from Learning Agreement when attaching application (partner)	<input type="checkbox"/> ?
Allow partners to sign a DLA externally (even though the partner has activated the EWP-DLA interface)	<input type="checkbox"/> ?

By enabling this feature, you create the option for partners who have an activated DLA interface but are not currently utilizing it, to sign a DLA using an external link incorporated within an email template. **It is important to understand that DLAs signed through this method will not be exchanged via EWP.** You have the ability to specify which partner institutions are permitted to utilize the external link for signing by accessing the **Master Data - Institutional Data - Institutions (Partner - Settings)** section and selecting the corresponding checkbox "Allow sending external signing links to this partner institution despite the activated EWP-DLA interface" for selected partner institutions.

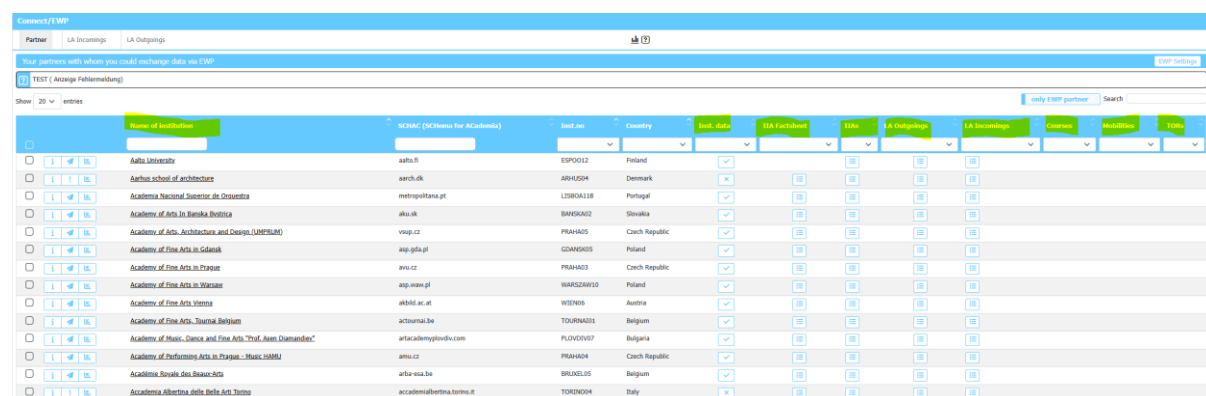
Please note that data of previously signed Learning Agreements cannot be imported in SoP.

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 from the button Connect/EWP of the top menu:



In “Partner” you can see also which institutions have connected to EWP and for what



And you can see the DLAs you have in place through the EWP Network by clicking the buttons LA Incomings and Outgoings

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 at least.

Chapter 6 - Digital Learning Agreement (DLA) process

Basic Principles

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 in EASY MO.

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. This is in line with the requirements of EWP.

A pdf document can be exported via the “Print on File” function. SoP is still working on improving the layout of this document as well as making the signature stamp somehow visible on the pdf document. However, as Learning Agreements in EWP are meant to be purely online documents, this function is not required by the rules of the Erasmus Programme.

Furthermore, email notifications regarding changes and new signatures on the documents include a simple standard text always sent to the three parties whichever change to the document is made by any of the three parties. It is not possible at the moment to customize text and receivers for any specific change of the document.

Please note that the basic principle of EWP is that each party uses their own tool to fill in a Digital Learning Agreement (DLA). If those tools are all connected to EWP, what each party does in their system is visible in the system of the other party. That means that if you decide to use EASY MO to fill in and sign DLAs, you can exchange DLAs from the EASY MO system to institutions using other systems or Dashboard without changing systems.

You can still use the EASY MO system for the management of your application process and use Dashboard for DLAs.

DLA Process within EASY MO

DLA as Outgoing Institution

After the Allocation of the student to their final destination by the Outgoing coordinator, the applications ends up in two pipeline steps at the same time, as the Learning Agreement (DLA) could be either be managed internally via EASY MO or externally via OLA / Dashboard.

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

MOBILITY-ONLINE

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)
- Applications allocated to host institution - Digital Learning Agreement managed internally in MO, courses to be entered and signed by student

Mark applications as courses done externally via OLA

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

If you manage Learning Agreements with OLA, your student need go to on the OLA website and fill in the document.

If you manage Learning Agreements within EASY MO, your students need to go to their Outgoing Workflow, and the links about entering information and entering courses in the Learning Agreement will now appear.

Mobility - Digital Learning Agreement			
Information required for the Learning Agreement entered	<input checked="" type="checkbox"/>		Enter information
Courses at the host institution entered and signed in the Learning Agreement	<input checked="" type="checkbox"/>	27.08.2024	Courses at the host institution entered in the Learning Agreement
Courses at the home institution entered in the Learning Agreement	<input type="checkbox"/>		Courses at the home institution entered in the Learning Agreement and signed

Student Signature

The student starts filling in the learning agreement. In the first step, by clicking on “Enter Information” they will be asked to fill in the **start and ending dates** (that they can take from their acceptance letter or you can add them in their Master Data) and language competences,

Learning Agreement

Stay from 01.02.2025
Stay to 30.06.2025

Language competence

Language of instruction at the host institution Italian *
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 *

The following two steps are about filling in **courses at the host** institution and **courses at the home** institution, that will inform Tables A and B of the DLA. All the other data are automatically populated from the application. To add the courses they need to click on **Enter further courses...**

Edit learning agreement

For further help please expand this bar!

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

All courses 0,00 Credits total for 0 courses

Search

Search	Search	<-- Select all -->	<-- Select all -->	Search
Course unit title at the host institution	Course no./host	Acad.year	Semester	Credits
No data available in table				

Edit learning agreement

Host institution Conservatorio Di Musica Santa Cec... ?
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 100000 characters available

Virtual component
Automatic recognition

(grey fields are optional)

One saved, the courses will appear as follows

Edit learning agreement

For further help please expand this bar!

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

All courses 12,00 Credits total for 1 courses

Search [Reset all filters](#)

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

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

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

Edit learning agreement

For further help please expand this bar!

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

All courses 12,00 Credits total for 1 courses

Search [Reset all filters](#)

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

[Back](#) [Enter further courses...](#) [Final check before signing](#)

They now have the overview of the Learning Agreement (they need to scroll down to see the full document).

Mobile course by ERASMUS+ (New Test, Sara New Test)

General Information					
Student	ERASMUS+ ID	First name(s)	Date of birth	Nationality	Gender
	PRIME New Test	Sara New TEST	19.11.1994	IT	Female
Sending Institution	ISIC	Study cycle	Field of education (ISCED)	Field of education (classification)	
	saraviolinist@hotmail.it	Bachelor	0215	Music and performing arts	
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person (name; email; phone)
	ae.com (Association Européenne des Conservatoires (AEC))	Association Européenne des Conservatoires (AEC)	-	-	Sara Primavera; events@aec-music.eu; 496207303
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person (name; email; phone)
	Conservatorio Di Musica Santa Cecilia - Roma	-	I ROM409	Italy	Carla Conti; erasmus@conservatoriosantacecilia.it; +39 06 3609571

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

Mobility type: Semester(s)

Table A	Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	VIOLIN03	Violino Principale Terzo Anno	1/1	24,00
	Theoria3	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

Mobility type: Semester(s)

Table B	Component Code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	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"/>
	VIOLIN3	Violin Third Year	1/1	24,00	<input checked="" type="checkbox"/>
				Total: 27,00	

The student can now sign by clicking on the button **Sign and Transfer**

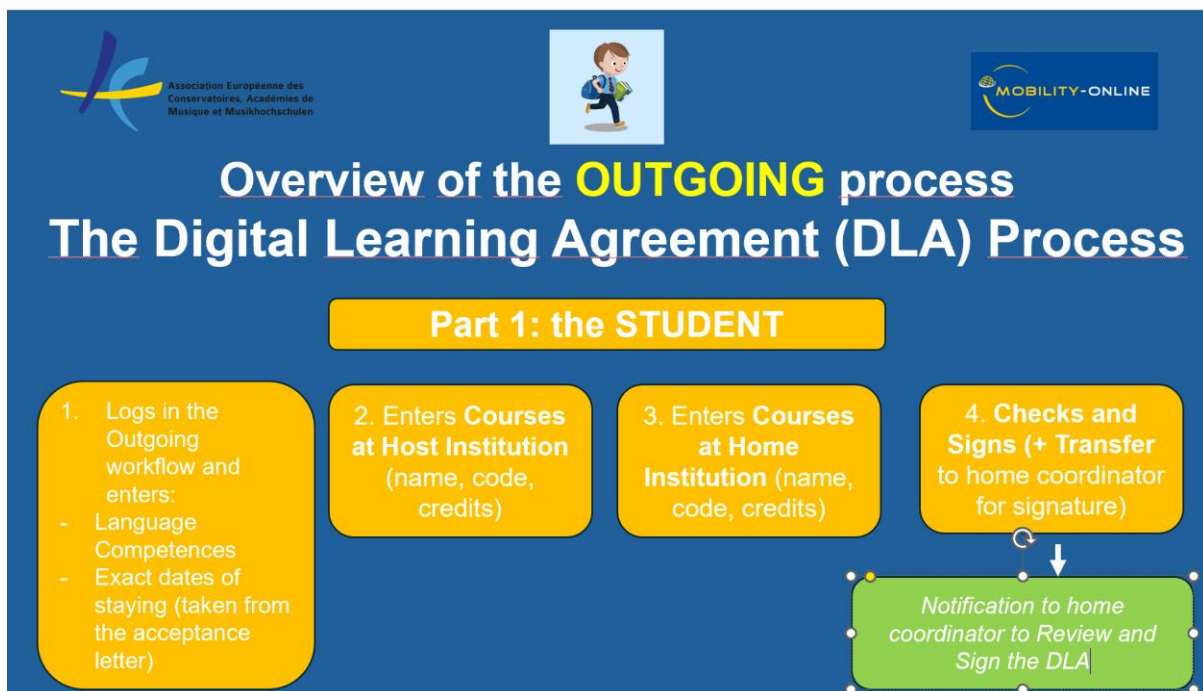
Commitment of the three parties

Any Mobility type

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

Close Sign and Transfer

Please note that **the Outgoing Coordinator can enter the Workflow of the student and act on the courses**. This is an advantage compared to the Dashboard, where this functionality is not available. However, if this happens, the student needs to sign the document again, so it is somehow preferable that the Outgoing Coordinator checks the courses entered by the student before the student signs the document.



Outgoing Coordinator Signature

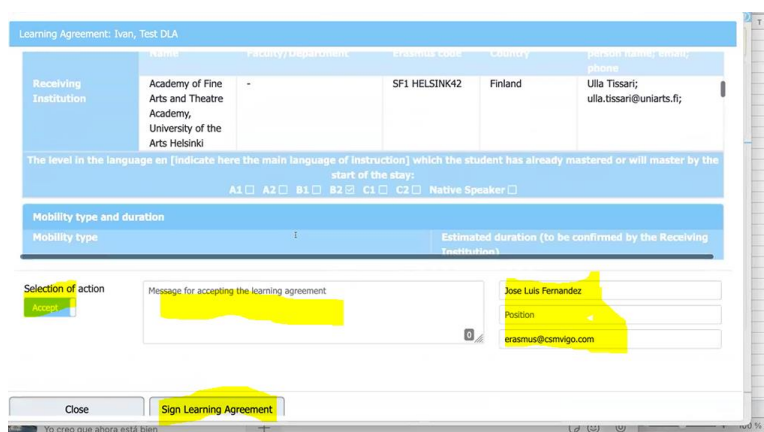
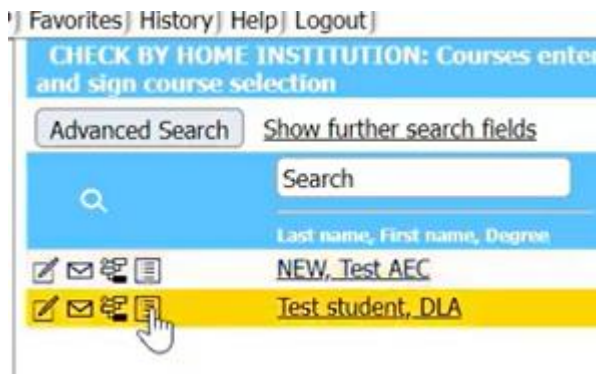
Now 2 new tabs related to the Learning Agreement appear in the Master data of the student in the Outgoing Coordinator view and emails about the LA sent by the system also appear in Email tab. The email notification is sent to the 3 parties:

Subject	Recipient	Sent	Created by	Created on
Confirmation of Application	support@sop.co.at	Yes	bewerb	16.04.2024 16:16:12
Confirmation of Registration	support@sop.co.at	Yes	bewerb	16.04.2024 16:20:35
Submission of application	support@sop.co.at	Yes	DLA_TEST	16.04.2024 16:23:45
Applicant nominated AEC partner	support@sop.co.at	Yes	admin (ical)	16.04.2024 16:24:29
Successful registration	support@sop.co.at	Yes	admin (ical)	16.04.2024 16:34:59
Review the DLA of the student	support@sop.co.at	Yes	JoseLuisFernandez	17.04.2024 10:03:09
Partner rejected your DLA	support@sop.co.at	Yes	JoseLuisFernandez	17.04.2024 10:07:15
Review the DLA of the student	support@sop.co.at	Yes	JoseLuisFernandez	17.04.2024 10:07:15

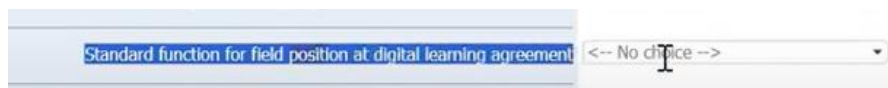
Once the student has signed, the Outgoing coordinator has two options on their pipeline: sign the document themselves (option 1) or send the document for the signature of an external person (i.e. head of department). The application appears by default in the two steps so the Outgoing Coordinator can choose to click on the action link of the step they want to use.

- ➔ [OPTION 1] CHECK BY HOME INSTITUTION: Courses entered and signed by the students - Mark as approved and sign course selection
- ➔ [OPTION 2] CHECK BY HOME INSTITUTION: Courses entered and signed by the students - Mail for external signing not yet sent to coordinator

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



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



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

The DLA can be checked also in the EWP Connect section of the top menu, by clicking on the + next to the Country and the name of the Institution the DLA has been signed with

Connect/EWP

Partner LA Incomings **LA Outgoings**

Manage learning agreements via EWP

[+ Show all information](#) [- Hide all information rows](#)

Last name, First name	ISCED-Code	Home institution	Host institution
- Germany (2 Learning Agreement, 2 Applicant)			
<input type="checkbox"/>			Hochschule für Musik und Theater Felix Mendelssohn Bartholdy Leipzig - D LEIPZIG05 i
<input type="checkbox"/>			University of Music and Performing Arts Munich - D MUNCHEN03 i
+ Ireland (1 Learning Agreement, 1 Applicant)			

Showing 1 to 3 of 3 entries

To see the document you click on the information icon

- Hochschule für Musik und Theater Felix Mendelssohn Bartholdy Leipzig - D LEIPZIG05 [i](#)

~~Document, [REDACTED]~~ Music (-) Conservatoire royal de Bruxelles - B BRUXEL07 Hochschule für Musik und Theater Felix Mendelssohn Bartholdy Leipzig - D LEIPZIG05 2024/2025 Wi ser

The document can be printed or printed as pdf by clicking on the printing icon, where you can also choose the page layout:

Learning Agreement ~~[REDACTED]~~

General information					
Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	[REDACTED]	[REDACTED]	[REDACTED]	FR	Male
Sending Institution	ESI	Study cycle	Field of education (ISCED)	Field of education	Administrative contact person name; email; phone
	urn:schac:personalUniqueCode:int:esi:conservatoire.be:	Master	0215	Music and performing arts	Salvatore Gioveni; erasmus@conservatoire.be; 3225110427
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	Conservatoire royal de Bruxelles (Conservatoire royal de Bruxelles)	Conservatoire royal de Bruxelles	B BRUXEL07	Belgium	Salvatore Gioveni; erasmus@conservatoire.be; 3225110427
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone

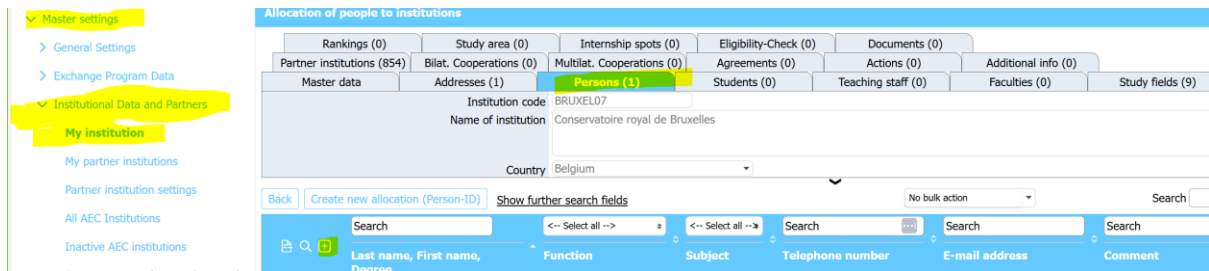
English

Signature by another person of the Outgoing Institution

If you as Outgoing Coordinator cannot sign DLAs, you can go for OPTION 2 and send the document to the external person who needs to sign it. To do that, you first need to perform two actions:

- Add a Person with the function Departmental Coordinator
- Link the relevant email notification to this function

To add a person with this function go to Master Settings – Institutional Data and Partners – My Institution, then select the tab Persons, and click on the + icon



There, insert name, gender, email of the person who needs to sing the DLA and add the function Departmental Coordinator:

Then, go to Master settings – Email notifications and documents – Email templates and select DLA SIGN NO ACCESS

Master settings/E-Mail notifications and documents/E-Mail templates

Create new record | Advanced Search | No bulk action

Search: dla

Number	Template name	Program	Acad.year	App.Type	
<input checked="" type="checkbox"/> <input type="checkbox"/>	DLA_SIGN_NO_ACCESS_P	Sign DLA without access for Partner	All programs	All academic years	Outgoing
<input checked="" type="checkbox"/> <input type="checkbox"/>	DLA_CHANGE_REJ_P	Partner rejected DLA Changes	All programs	All academic years	Outgoing
<input checked="" type="checkbox"/> <input type="checkbox"/>	DLA_REJECTED_PARTNER	DLA REJECTED	All programs	All academic years	Outgoing
<input checked="" type="checkbox"/> <input type="checkbox"/>	DLA_SIGN_NO_ACCESS	Sign DLA without access	All programs	All academic years	Outgoing
<input checked="" type="checkbox"/> <input type="checkbox"/>	IMPORT_DLA_INCOMING	New DLA Incoming to be imported	All programs	All academic years	Incoming
<input checked="" type="checkbox"/> <input type="checkbox"/>	NEW_SIGNATURE_DLA	New Signature in DLA	All programs	All academic years	Outgoing
<input checked="" type="checkbox"/> <input type="checkbox"/>	REVIEW_DLA_COORD	Review DLA by INCOMING Coordinator	All programs	All academic years	Incoming
<input checked="" type="checkbox"/> <input type="checkbox"/>	REVIEW_DLA_COORD_OUT	Review DLA by OUTGOING Coordinator	All programs	All academic years	Outgoing

Click on Edit and then in the Function please choose Departmental Coordinator:

Master settings/E-Mail notifications and documents/E-Mail templates

Back | Edit

Master data | Attachments (0) | Mail fields (4) | Other recipients (0) | Sent mails (0)

Type of application: Incoming Outgoing Both

Type of person: Student Teacher / Staff Both

Program: All programs

Academic year: All academic years

Institution: Conservatoire royal de Bruxelles

Language: English

Template number: DLA_SIGN_NO_ACCESS

Template name: Sign DLA without access

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: Departmental coordinator

If there are several people with this function, send e-mail to several recipients:

Subject: DLA signed by teacher

Text: the applicant [bew_vorname] [bew_nachname] has just submitted a new Learning Agreement. Please click on the link below to review and sign the Learning Agreement.

The link to sign the DLA can also be sent via an external link to a incoming institution without EWP via the action link in the following pipeline step

[WITHOUT DLA] Course selection signed - Send external signing link to partner without EWP



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

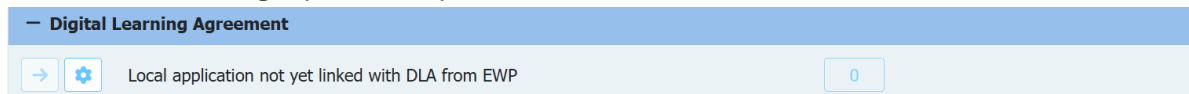
Can change other data from the Masterdata of the student



Notification to the other parties about the Signature or Rejection

DLA as Incoming Institution

The Incoming Coordinator sees that there is an Incoming Learning Agreement in waiting in the first Incoming Pipeline steps related to the DLA.

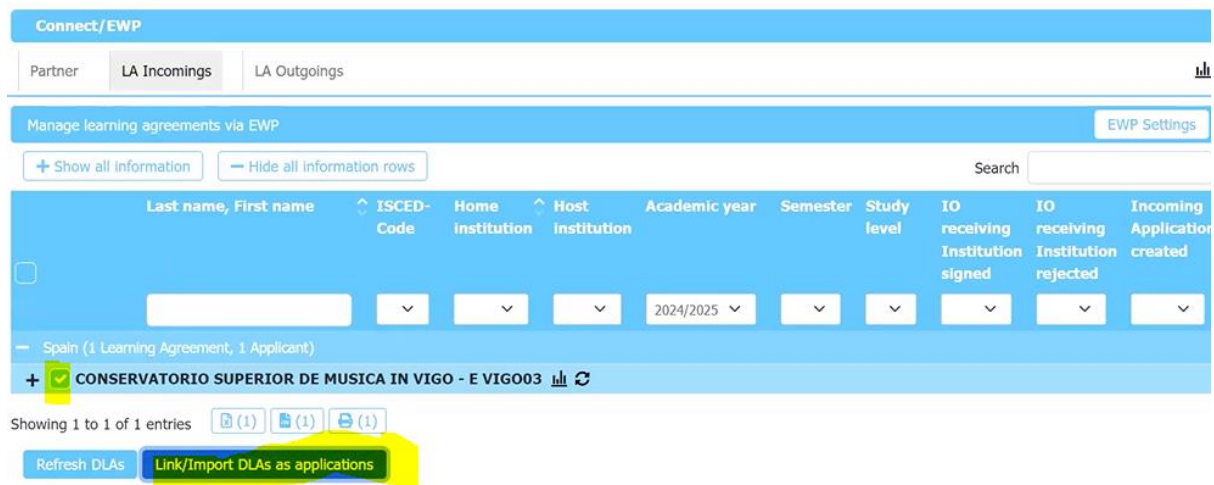


They also receive email notifications triggered by the student's and the outgoing coordinator's signatures and can see their DLAs Incoming in the Connect/EWP section of the top menu.

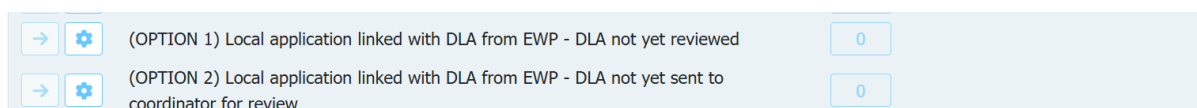
When clicking on Show application, no DLA is visible yet. We need to make the DLA icon appear next to the name of the student.



To get this icon, the incoming coordinator needs to go to the top menu button Connect/EWP - LA Incomings. There, the incoming coordinator will find all the incoming LA grouped by country. Next to the country there is the + symbol, they 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 the action link Review DLA on this step, the DLA icon next to the student's name will appear, and the DLA can be entered for the signature by the Incoming coordinator. Please note that **the Incoming Coordinator does not have any possibility to change data of the DLA**. They can just accept and reject, sending a motivation for the rejection in the message box of the DLA itself.

Similarly to what happens for Option 2 in the Outgoing Pipeline, to get an external person such as the Department Coordinator signing an Incoming DLA, you will need to follow the same procedure described for the Outgoing process meaning:

- Add a Person with the function Departmental Coordinator
- Link the relevant email notification to this function

For details on how to do that, please refer to the [paragraph above](#). The only difference is that the relevant email template to be modified with the function Departmental coordinator is the one called **REVIEW_DLA_COORD**

Changes in the Learning Agreements – Outgoing Pipeline

The three parties receive a general notification regarding a change in the Learning Agreement. If the Incoming institution rejects the DLA, the Outgoing Coordinator will see in their Outgoing Pipeline. The action links related to the rejection steps need to be all clicked for the student to be informed about the rejection:

→ ⚙️	PARTNER REJECTED: Step 1 - Review reason of rejection by partner and make adjustments (optional)	0
→ ⚙️	PARTNER REJECTED: Step 2 - Students not yet notified about rejection by partner institution	0
→ ⚙️	PARTNER REJECTED: Step 3 - Students notified about rejection by partner institution - Course selection not yet corrected / confirmed	0

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.

Edit learning agreement

For further help please expand this bar!

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

Information concerning EWP

Learning Agreement signed by	Action	Message	Executed by	Executed on
by student	Learning Agreement signed by student		Jose Luis Fernandez	17.04.2024 10:03:08
by coordinator				
by partner				

All courses: 12.00 Credits total for 1 courses

Back Enter further courses... Timeline Final check before signing

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

- During the mobility - Digital Learning Agreement		
		DLA signed by all parties - Information about DLA Changes not yet entered
		Question regarding changes answered by applicant - No changes required
		Changes are required - Changes not yet entered by applicant
		Changes are required - changes entered by applicant but not yet signed
		[OPTION 1] CHECK BY HOME INSTITUTION: CHANGED courses entered and signed by the students - Mark as approved and sign course selection
		[OPTION 2] CHECK BY HOME INSTITUTION: CHANGED courses entered and signed by the students - Mail for external signing not yet sent to coordinator
		[WITHOUT DLA] CHANGES signed - Send external signing link to partner without EWP
		[ALL] CHANGES released to EWP/external link signed - Partner institution has not yet approved or rejected the CHANGES
		PARTNER REJECTED CHANGES: Step 1 - Review reason of rejection by partner and make adjustments (optional)
		PARTNER REJECTED CHANGES: Step 2 - Students not yet notified about rejection by partner institution
		PARTNER REJECTED CHANGES: Step 3 - Students notified about rejection by partner institution - Course selection not yet corrected / confirmed
		DLA CHANGES signed by all parties
- After the mobility		
		DLA finalized - upload Certificate of attendance
		Certificate of attendance uploaded - upload and send letter of confirmation
		Letter of confirmation sent - Mark mobility as finalized

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 menu Connect/EWP**, clicking on the various + symbols to get to the student and then click on the “I” icon.

Connect/EWP									
		Partner	Agreements (Simple)	LA Incomings	LA Outgoings				
Manage learning agreements via EWP									
+ Show all information		- Hide all information rows			Search				
	Last name, First name	ISCED-Code	Home institution	Host institution	Academic year	Semester	Study level	IO receiving Institution signed	IO receiving Institution rejected
<input type="checkbox"/>					2024/2025				
- Spain (1 Learning Agreement, 1 Applicant)									
- <input type="checkbox"/> CONSERVATORIO SUPERIOR DE MUSICA IN VIGO - E VIGO03									
<input type="checkbox"/>		Ivan, Test DLA	0215 (Music and performing arts)	CONSERVATORIO SUPERIOR DE MUSICA IN VIGO - E VIGO03	University of the Arts Helsinki	2024/2025	Spring semester	Bachelor	<input type="checkbox"/>
Showing 1 to 1 of 1 entries									

You can also click on the bell to send notifications to the partners for a specific Outgoing (only) DLA

Dima" in Cluj-Napoca (194)

Logout | SOP Administrator (cal) | Quick search | Find | Quick insert... | English | CLUJNAI

Connect/EWP

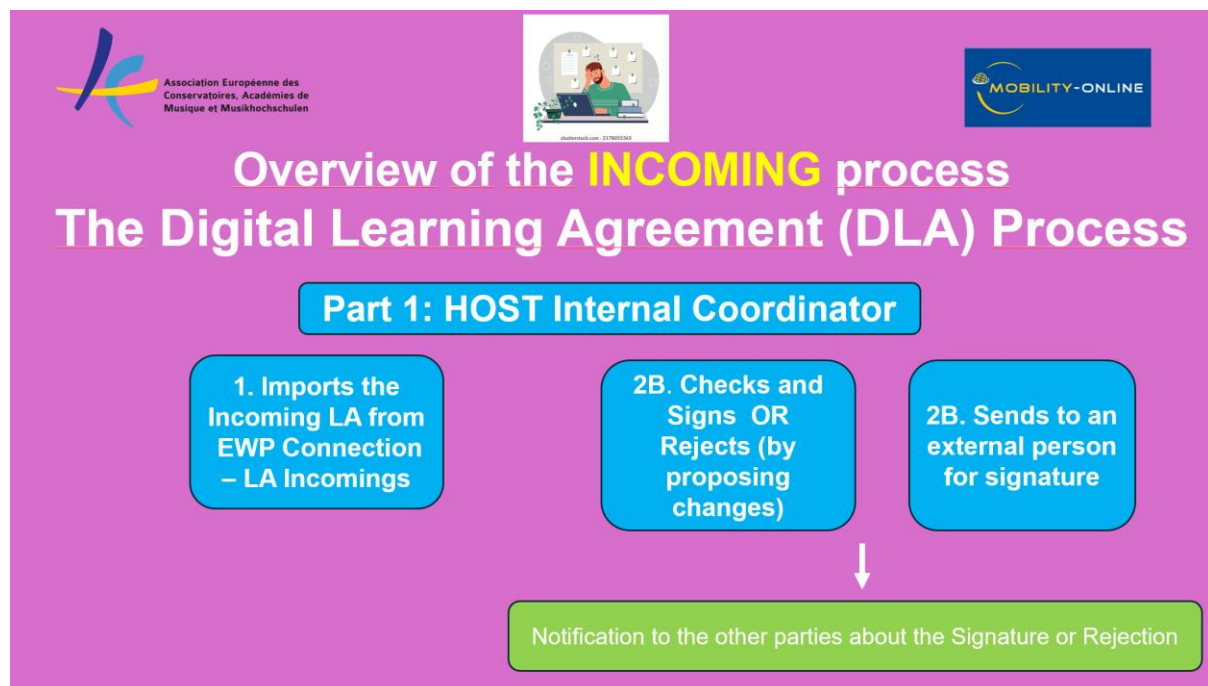
Partner | LA Incomings | LA Outgoings

Manage learning agreements via EWP

+ Show all information | - Hide all information rows

	Last name, First name	ISCED-Code	Home institution	Host institution	Academic year	Semester	Study level	Student signed	IO
- Belgium (1 Learning Agreement, 1 Applicant)									
- Conservatoire royal de Bruxelles - B BRUXEL07									
<input type="checkbox"/>	Zigmund, Andreea	Music (-)	National Academy of Music "Gheorghe Dima" in Cluj-Napoca - RO CLUJNAP02	Conservatoire royal de Bruxelles - B BRUXEL07	2024/2025		Full academic year	ISCED-6	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries (filtered from 14 total entries)



THE END

(for now....)

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

If necessary, this manual will be further updated in Spring 2025.