

# 2025 – 26 EASY Mobility Online Manual for Internal IRCs

## Table of Contents

<b>Chapter 1 – Basic information on the system and Support</b> .....	3
How to login in the system and creating users (coordinators) .....	4
<b>Chapter 2 – Settings</b> .....	6
<b>Master Settings</b> .....	6
Academic Years .....	7
General Settings .....	7
Academic Year Settings .....	8
Settings per exchange programme.....	9
<i>How to allow more than 4 choices to outgoing students</i> .....	10
<i>Choose who to exchange applications with</i> .....	11
Course Catalogue .....	11
<b>Institutional Data: your institution and your partners</b> .....	13
Your function as Incoming and Outgoing Exchange Coordinator .....	13
Check Name and Contacts of your partners.....	13
<i>Tips and Tricks: “Incoming and Outgoing Exchange Coordinator” function MISSING</i> .....	14
Add Institutions and link them as partners .....	15
Partners’ individual deactivation .....	17
Partners’ deactivation as bulk action .....	17
Change your logo and your interface colour .....	18
Display who is internal and who is external .....	21
<b>Chapter 3 – System Functionalities and Customisations</b> .....	23
<b>Applications Management</b> .....	23
Registration Forms – first data entry point .....	23
Workflows – the applicant’s documents uploading point and decisions inputs.....	33
Access to application data and documents and possibility of correction.....	36
How to download reports of applications outside the pipeline .....	39
<i>Trick and Tips: Pipeline Actions that can be undone and acting on behalf of a partner</i> .....	39
Delete Applications for GDPR Reasons .....	40
<b>System Customisations (for advanced users)</b> .....	42
How to change emails templates and add emails to pipeline steps .....	42
How to generate standard PDF letters to attach to email templates .....	45
Make changes in your Registration Forms .....	47

Make Changes in your Student Workflow .....	50
<i>Tips and Tricks: Issues in Media Files Upload – permission needed!</i> .....	61
Set up your study plan .....	62
<b>Administration and Users</b> .....	68
<b>Chapter 4 - Logic of the System and Process</b> .....	70
<b>Basic Concepts</b> .....	70
<i>Tips and Tricks: main reasons why students get stuck at the beginning of the process</i> .....	73
<b>Outgoing Process</b> .....	74
<i>Part 1: Student's Outgoing Application Process</i> .....	74
<i>Part 2: Outgoing Coordinator's Nomination Process</i> .....	78
<i>Part 3: Your Outgoing Student's Decision</i> .....	82
<i>Part 4: Outgoing Coordinator's Final Destination Allocation and launch of DLA Process</i> ..	83
Outgoing Students applying to External destinations .....	85
<b>Incoming Process</b> .....	88
Applicants from Internal Institutions .....	88
Applicants from External Institutions .....	93
Sending Incoming Applications to the Selection Committee .....	96
<b>Partner View for External Institutions</b> .....	103
<b>Chapter 4 – EWP , DLAs and IIAs</b> .....	104
Dashboard Settings .....	104
EASY MO Settings to connect to EWP .....	104
Interinstitutional Agreements (IIAs) Settings .....	106
Learning Agreement (LA, or DLA) Settings .....	107
Where to see the data exchanged with EWP .....	108
<b>Digital Learning Agreement (DLA) process</b> .....	109
Basic Principles .....	109
DLA Process within EASY MO .....	110
DLA as Outgoing Institution .....	110
<i>Student Signature</i> .....	110
Outgoing Coordinator Signature (Option 1) .....	114
<i>Signature by another person of the Outgoing Institution (Option 2)</i> .....	117
DLA as Incoming Institution .....	118
Changes in the Learning Agreements – Outgoing Pipeline .....	120

# 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 in the Autumn and pay in January an yearly fee calculated based on 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](mailto:events@aec-music.eu)**.

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

- [Recording of the Digitisation Workshop, IRC Budapest 2025](#)
- [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](mailto:events@aec-music.eu)

YOU NEED TO TEST  
In the Real or Test environment [https://mobility.aec-music.eu/mobility\\_test/ContentServlet](https://mobility.aec-music.eu/mobility_test/ContentServlet)

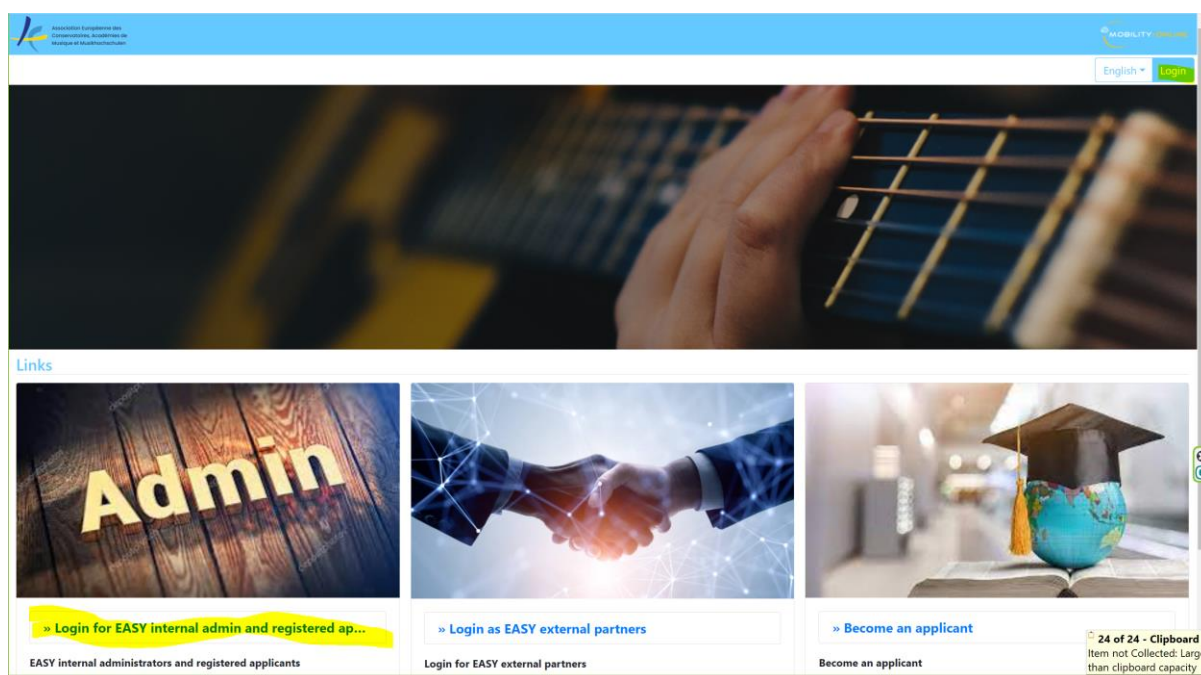
The EASY MO system is online and can be reached at <https://mobility.aec-music.eu/>

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

## How to login in the system and creating users (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:

For most of the institutions, 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](mailto: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.

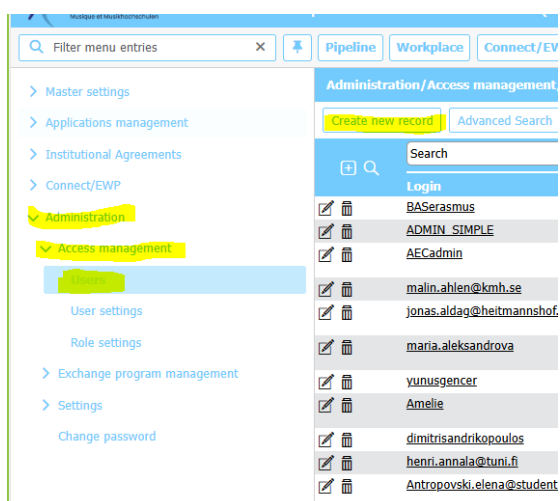
For example :

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.

To create **new accesses** in the system follow the path from the menu: Administration, Access Management - Users and the button Create new Record. Please create a new user with the role of Admin Simple.

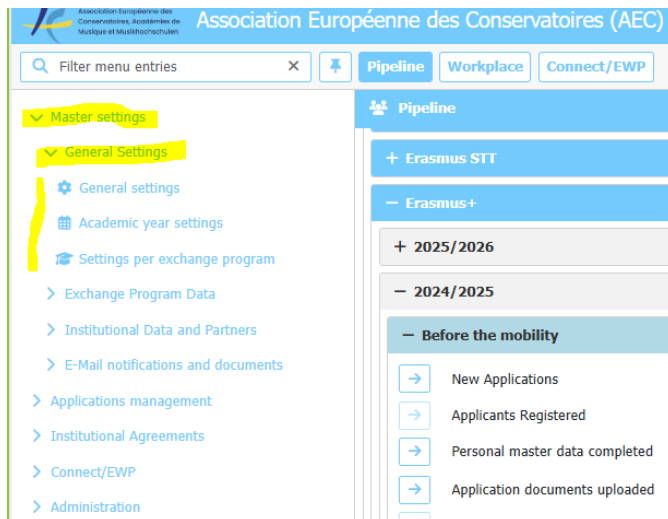


## Chapter 2 – Settings

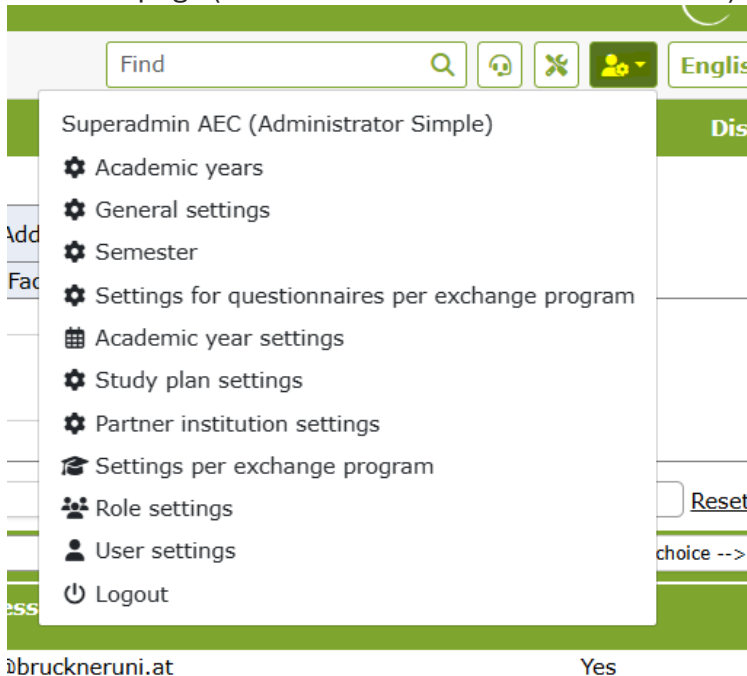
It is fundamental to adjust the settings first in order to open your application period.

### Master Settings

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



You find them and even more settings also on the fast menu on the top right corner of the homepage (little man with the mechanism wheel):



## Academic Years

<div><div><div></div><div></div></div></div> <div><div><div>Search</div><div>Search</div><div></div><div></div></div><div><div>Search</div><div>Search</div><div>&lt;-- No choice --&gt;</div><div>&lt;-- No choice --&gt;</div><div>&lt;-- No choice --&gt;</div></div></div>								
<div><div><div></div><div></div></div></div> <div>Academic year</div>	Year	Academic year begins on	Academic year ends on	Semester	Months	Portal	Online form	Active
<div><div><div></div><div></div></div></div> <div>2028/2029</div>	2028	01.09.2028	30.06.2029	0,00	0,00	No	No	Yes
<div><div><div></div><div></div></div></div> <div>2027/2028</div>	2027	01.09.2027	30.06.2028	0,00	0,00	No	No	Yes
<div><div><div></div><div></div></div></div> <div>2026/2027</div>	2026	01.09.2026	30.06.2027	0,00	0,00	No	Yes	Yes
<div><div><div></div><div></div></div></div> <div>2025/2026</div>	2025	01.09.2025	30.06.2026	0,00	0,00	Yes	Yes	Yes

Click on Academic Years. If you want to open application for the a.y. 2026-27 you need to make sure that the academic year is activated on the Oline Form (needs to show YES on that column) and is set as Active (YES in the last column). If one of these two parameters is set on No, please go on the Editing icon on the left, click on it and make sure that the boxes of these two parameters are clicked:

Master settings/Exchange Program Data/Academic years

Back Update

Master data	Settings per academic year (1)
Academic year as an integer	2026 ?
Academic year shown as Combo box	2026/2027 ?
Academic year begins on	01.09.2026 ? Today
Academic year ends on	30.06.2027 ? Today
Number of semester	?
Number of months	?
Number of weeks	?
Show at the search portal	<input type="checkbox"/> ?
Show at online application form	<input checked="" type="checkbox"/> ?
Dataset active	<input checked="" type="checkbox"/> ?
Active (Update)	<input type="checkbox"/> ?
Active (Search)	<input type="checkbox"/> ?

## General Settings

In the General Settings make sure the parameters are the good ones, in particular the Academic Year for Applications needs to be the one you want to open applications for:

Master settings/General Settings/General settings

Back Edit

General	
Organisation	Association Européenne des Conservat... ?
Current academic year	2025/2026 ? i
Current semester	Winter semester ? i
Academic year for applications	2026/2027 ? i
Semester for applications	<-- No choice --> ? i
Applications allowed from	26.01.2023 ? 00 : 00
Applications allowed until	31.12.2030 ? 00 : 00

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

## Academic Year Settings

Here you need to create the various application periods you have: this information should include, the programme, if it is for incoming or outgoing, opening and closing dates:

✓	2025/2026	Erasmus BIP and Short Mobilities	Student	Outgoing	Association Européenne des Conservatoires (AEC)	31.07.2024	30.06.2026
✓	2026/2027	All programs	Student	Both	Association Européenne des Conservatoires (AEC)	06.11.2025	31.07.2026

You can create new entries by clicking on Create New Record

Create new record

Advanced Search

	Year.App	Semester for applications	Program	Pers
✎ 🗑	<u>2023/2024</u>		All programs	Stude
✎ 🗑	<u>2023/2024</u>		All programs	Stude
✎ 🗑	<u>2024/2025</u>		All programs	Stude
✎ 🗑	<u>2024/2025</u>		Erasmus BIP and Short Mobilities	Stude
✎ 🗑	<u>2024/2025</u>		Erasmus BIP and Short Mobilities	Stude
✎ 🗑	<u>2024/2025</u>		All programs	Stude
✎ 🗑	<u>2024/2025</u>		Erasmus+	Stude
✎ 🗑	<u>2024/2025</u>		Bilateral	Stude

When you create a new record please insert the various parameters

Master settings/General Settings/Academic year settings

Back

Create

Type of application

☒ Incoming
 ☐ Outgoing
 ☐ Both
 ?

Type of person

☒ Student
 ☐ Teacher / Staff
 ☐ Both
 ?

Program

All programs ? i 🗑

Institution

Association Européenne des Conservat... ? i

Academic year for applications

2026/2027 ? i 🗑

Semester for applications

<-- No choice --> ? i 🗑

Applications allowed from

11.11.2025 ? 🗑 Today 00 : 00

Applications allowed until

31.07.2026 ? 🗑 Today 00 : 00

Message number

MESS\_APP

Back

Create

You can create several application periods per academic year and set them as you wish (i.e. opening and deadline dates), also by creating specific ones if you have specific deadlines for semesters and academic year.

It is possible to have different academic year settings per semester, but **you also need one setting that does not have any semester.**

Administration/Einstellungen/Allgemein/Einstellungen pro Studienjahr								
Datensatz neu anlegen		Erweiterte Suche		Keine Bulk-Action		Suchen		Alle Filter zurücksetzen
<input type="checkbox"/>	<input type="checkbox"/>	Alle	Alle	Erasmus SMS	Keine Auswahl	Keine Auswahl	Alle	
Jahr/Bes.	Semester für Bewerbungen	Programm	Post-Art	Post-Art	Institution	Bew. von	Bew. bis	
<input checked="" type="checkbox"/>	2024/2025	Winter semester	Erasmus SMS	Studierende / PraktikantInnen	Incoming	Hochschule für Musik Würzburg	17.01.2024	15.03.2024
<input checked="" type="checkbox"/>	2024/2025	Spring semester	Erasmus SMS	Studierende / PraktikantInnen	Incoming	Hochschule für Musik Würzburg	17.01.2024	15.03.2024
<input checked="" type="checkbox"/>	2024/2025	Full academic year	Erasmus SMS	Studierende / PraktikantInnen	Incoming	Hochschule für Musik Würzburg	17.01.2024	15.03.2024
<input checked="" type="checkbox"/>	2024/2025		Erasmus SMS	Studierende / PraktikantInnen	Outgoing	Hochschule für Musik Würzburg	01.01.2024	15.06.2025
<input checked="" type="checkbox"/>	2024/2025	Winter semester	Erasmus SMS	Studierende / PraktikantInnen	Outgoing	Hochschule für Musik Würzburg	17.01.2024	15.06.2024
<input checked="" type="checkbox"/>	2024/2025	Spring semester	Erasmus SMS	Studierende / PraktikantInnen	Outgoing	Hochschule für Musik Würzburg	17.01.2024	15.06.2024
<input checked="" type="checkbox"/>	2024/2025	Full academic year	Erasmus SMS	Studierende / PraktikantInnen	Outgoing	Hochschule für Musik Würzburg	17.01.2024	15.06.2024

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.

## Settings per exchange programme

Here you need to make sure that, for each programme you want to open applications too, the right academic year is entered. So for example, click on the edit icon on the left for the Erasmus+ / Student / Outgoing mobility:

<input checked="" type="checkbox"/>	Erasmus STI	Teacher / Staff	Incoming	Association Européenne des Conservatoires (AEC)
<input checked="" type="checkbox"/>	Erasmus+	Student	Outgoing	Association Européenne des Conservatoires (AEC)
<input checked="" type="checkbox"/>	Erasmus+	Student	Incoming	Association Européenne des Conservatoires (AEC)
<input checked="" type="checkbox"/>	Nordplus	Student	Incoming	Association Européenne des Conservatoires (AEC)
<input checked="" type="checkbox"/>	Nordplus	Student	Outgoing	Association Européenne des Conservatoires (AEC)

On the left, click on “Show Advanced Settings” and make sure that the Academic year for applications is the right one or click on *Edit* and then *Update* to change it:

Master settings/General Settings/Settings per exchange program
Display

Back Edit

Master data
Personal details
Nomination/Project
Access rights for tabs (0)

Type of person
Student
Teacher / Staff
Both

Type of application
Incoming
Outgoing
Both

Program
Erasmus+

Role for applicants
Role for incoming students

Type of person
Students

Communication language
English

Type of address of the main address
Address at the home institution

Type of address of the coordinator
Address at the home institution

Show advanced settings

Created by admin (setup) (LaDi) on 26.06.2023 17:50:55, last modified by Superadmin AEC (AECadmin) on 10.12.2025 11:00:39

Back Edit

Back Edit

Master data	Personal details	Nomination/Project	Access rights for tabs (0)
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher / Staff <input type="radio"/> Both ?		
Type of application	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing <input type="radio"/> Both ?		
Program	Erasmus+ ? i		
Institution	Association Européenne des Conservatoires (AEC) ?		
Role for applicants	Role for outgoing students ?		
Type of person	Students ?		
Communication language	English ?		
Used language at user registration page	<input checked="" type="radio"/> Suggested communication language on application <input type="radio"/> Communication language		
Determination of the email templates based on the general fields	<input type="checkbox"/> ?		
Allocate to home institution	<input type="checkbox"/> ?		
Academic year for applications	2026/2027 ? i		
Semester for applications	<-- No choice --> ? i		
Calculation of months in	<input checked="" type="radio"/> Integer <input type="radio"/> Decimal ?		
Type of address of the main address	Address at the home institution ?		
Type of address of the coordinator	Address at the home institution ?		
Allowed E-Mail Suffix			
Integrate Captcha-Image	<input type="checkbox"/> ?		

## 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.

Click on Edit and select **“Multiple stay allowed” – No restriction – without checking duplicates**. With this setting, your students will be allowed to send multiple outgoing applications, each of them including up to 4 choices.

Administration/Settings/Exchange/Settings per exchange program

Back Edit

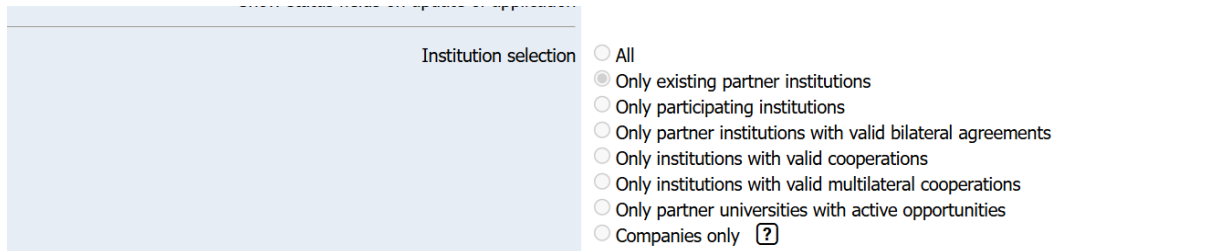
Master data	Personal details	Nomination/Project	Access rights for tabs (0)
Function of 'Coordinator'	<-- No choice --> ? i		
Function of 'Contact Person'	<-- No choice --> ? i		
Type of address of the main address	Main address ? i		
Type of address of the coordinator	Address at the home institution ? i		
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 checked="" 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 number of 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. Therefore, 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. Always in Settings per Exchange Programme, by selecting a programme and showing advance settings you can choose with whom you want to exchange: All? Only existing partners? Etc.



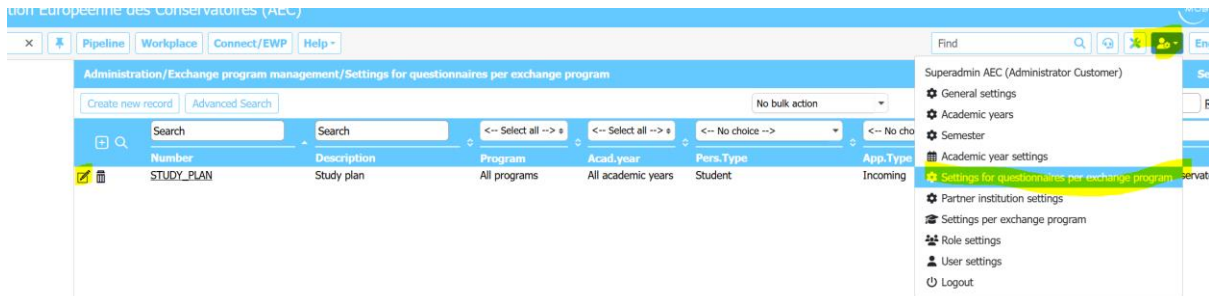
Institution selection

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

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

### *Course Catalogue*

In order to provide your incoming student with information to fill in their Study Plan, please go to the menu Settings for Questionnaire per Exchange Programme, click on the edit icon and insert the link to your course catalogue as helptext:



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

Create new record | Advanced Search | No bulk action

Number	Description	Program	Acad. year	Pers. Type	App. Type
STUDY_PLAN	Study plan	All programs	All academic years	Student	Incoming

- Superadmin AEC (Administrator Customer)
- General settings
- Academic years
- Semester
- Academic year settings
- Settings for questionnaires per exchange program**
- Partner institution settings
- Settings per exchange program
- Role settings
- User settings
- Logout

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

Back

Update

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

Master data	Sections (10)	Questions (31)	Access rights (0)	I
	Type of application	<input checked="" type="radio"/> Incoming <input type="radio"/> Outgoing <input type="radio"/> Both <div>?</div>		
	Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher / Staff <input type="radio"/> Both <div>?</div>		
	Program	<div>All programs</div> <div>?</div> <div>i</div>		
	Academic year	<div>All academic years</div> <div>?</div> <div>i</div> <div></div>		
	Institution	<div>Association Européenne des Conservatoires (AEC)</div> <div>?</div> <div>i</div>		
	Number	<div>STUDY_PLAN</div> <div>?</div>		
	Description	<div>Study plan</div> <div>?</div>		
	Width of left column	<div></div> <div>?</div>		
	Help	Please insert your study plan		
		There are still <b>2000</b> characters available		
	Save draft	<input type="checkbox"/> <div>?</div>		
	Button "Cancel"	<div></div>		
	Button "Edit"	<div></div>		
	Button "Save"	<div></div>		
	Button "Create"	<div></div>		
	Button "Forward to next page"	<div></div>		



## 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 the right person with the right contact details attached to this function by clicking on the main menu on the left Master Settings – Institutional Data and Partners – My institution. Click on the bookmark “Persons”

Last name, First name, Degree	Function	Telephone number	Email address	Comment	Active
Alonso, Beñito	Contact person Incoming and Outgoing Exchange Coordinator		erasmus@musikene.eus		Yes

**To update your contacts please send an email to Sara at [events@aec-music.eu](mailto:events@aec-music.eu).** Only the AEC admin can add, modify or delete contacts and distribute them systemwide.

### 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. Therefore, if you know about a change of contact person in an external institution, please inform the AEC office at [events@aec-music.eu](mailto:events@aec-music.eu).

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

Name of institution	Inst. no	Country	Comm. language	Institution type	Active	Internal Partner
A.V. NEZHIDANOVA ODESA NATIONAL ACADEMY OF MUSIC	ODESA2	Ukraine	English	University	Yes	No
Aalto University	ESPOO12	Finland	English	University	Yes	No
Aarhus school of architecture	ARHUS04	Denmark	English	University	Yes	No
Academia Nacional Superior de Orquesta	LISBOA118	Portugal	English	University	Yes	Yes
Académie Royale des Beaux-Arts	BRUXEL05	Belgium	English	University	Yes	No

If you see 0 in the tab Persons or if you know that the contact you see is not up to date, please contact [events@aec-music.eu](mailto:events@aec-music.eu) with the right information.

*Tips and Tricks: “Incoming and Outgoing Exchange Coordinator” function*  
**MISSING**

The issue n.1 causing problems in the system is the lack/wrong contact for the function Outgoing and Incoming Exchange Coordinator.

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.

Please contact Sara at [events@aec-music.eu](mailto:events@aec-music.eu) with 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**”

Hochschule für Musik  
FRANZ LISZT Weimar

University of Music Franz Liszt Weimar

Filter menu entries x

Pipeline Workplace Help

Master settings/Institutional Data and Partners/All AEC Institutions

Back

Study area (0) Internship spots (0) Eligibility check (0) Documents (0)

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

Master data Addresses (0) Persons (1) Students (0) Teaching staff (0) Study f

Institution code PARIS485 (?) **Link as partner institution**

Name of institution Academie Fratellini

Country France (?)

Communication language English (?)

Institution type University (?)

Comments (internal)

Contact data

Current valid address No valid address entered!

Current valid e-mail address

Current valid homepage

Current valid telephone number

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"/> ?	
Legal form		<-- No choice -->	
Comments (internal)	<input type="text"/>		
Comments (portal)	<input type="text"/>		
Image/Logo		<input type="text"/> ?	
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"/> ?	
Network		<-- No choice -->	
Status		<-- No choice -->	<b>i</b>
Dataset active		<input checked="" type="checkbox"/> ?	

## 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)

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

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 ☒ [?] [?]

Crashout hu admin / ch / on 13 Jul 2022 13:44:13 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. Clicked boxes appear on the last column “Active”: unclick the box for institutions you do not want as partners
5. Click “Execute Update” on left bottom of the page.
6. Choose the next page and repeat until you have deactivated all institutions.

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

Hochschule für Musik  
FRANZ LISZT Weimar

University of Music Franz Liszt Weimar

Find

English

Filter menu entries

Pipeline

Workplace

Help

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/Partner institution settings

Create new record

Advanced Search

Change datasets per row

Select All

Search

Reset all filters

</

Master data	Addresses (0)	Persons (1)	Students (0)	Teaching staff (0)	Faculties (0)	
EUC/ECHE approved		<input type="checkbox"/> ?				
Country	Belgium		?			
Communication language	English		?			
Teaching language	<-- No choice -->		?			
Institution type	External institution University		?			
Parent institution	<-- No choice -->		?	?	?	
Selectable as parent institution	<input checked="" type="checkbox"/> ?					
Legal form	<-- No choice -->					
Comments (internal)	<input type="text"/>					
Comments (portal)	<input type="text"/>					
Image/Logo	aec-logo.png		?	?	?	
Don't show Institution in applicant portal	<input type="checkbox"/>					
Facebook-ID	<input type="text"/>		?			
Network	<-- No choice -->					
Status	<-- No choice -->		?			
Language of instruction 1	<-- No choice -->		?			
Language of instruction level for students (Minimum)	<input type="text"/>		?			
Language of instruction level for staff (Minimum)	<input type="text"/>		?			
Language of instruction 2	<-- No choice -->					
Language of instruction level for students (Minimum) 2.	<input type="text"/>					
Language of instruction level for staff (Minimum) 2. language	<input type="text"/>					

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

Administration/Access management/Role settings	
<a href="#">Create new record</a> <a href="#">Advanced Search</a>	
<input type="text" value="Select all"/> <-- No choice -->	
Role	Display Workplace
Administrator Customer	Yes
<b>Administrator Simple</b>	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

<a href="#">General</a> <a href="#">Open all sub groups</a> <a href="#">Close all sub groups</a>	
Role <span>Administrator Simple</span> <span>?</span>	
<b>Workplace</b>	
Offer link [Reload Workplace]	<input checked="" type="checkbox"/> <span>?</span>
Display own tasks	<input type="checkbox"/>
Display notes	<input checked="" type="checkbox"/> <span>?</span>
Display Feedback	<input type="checkbox"/> <span>?</span>
Display agreements	<input type="checkbox"/> <span>?</span>
Display cooperations	<input type="checkbox"/>
Display Multilateral cooperations	<input type="checkbox"/>
<b>Pipeline</b>	
Offer link [Application Pipeline]	<input checked="" type="checkbox"/> <span>?</span>
New design of pipeline	<input checked="" type="checkbox"/> <span>?</span>
<b>Permissions</b>	
Show Connect/EWP	<input checked="" type="checkbox"/>
Start entry for Connect/EWP	<input checked="" type="radio"/> Partner institution <input type="radio"/> Agreements <input type="radio"/> Applications <input type="radio"/> Learning Agreement Outgoings <input type="radio"/> Learning Agreement Incomings
<b>Display</b>	
Start page	<input type="radio"/> Workplace <input checked="" type="radio"/> Application pipeline <input type="radio"/> Portal <input type="radio"/> Menu entry <input type="radio"/> None <span>?</span>
Main color of web application	<span style="background-color: yellow;">A</span>
Stylesheet	<span style="background-color: yellow;">&lt;-- No choice --&gt;</span>
Font size	<span style="background-color: yellow;">&lt;-- No choice --&gt;</span>
Font type	<span style="background-color: yellow;">&lt;-- No choice --&gt;</span>

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	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	External 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	Internal institution	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	F1HELSINK42	FI HELSINK42	Finland	English	Faculty	Yes
Academy of Fine Arts in Gdansk	GDANSK05	PL GDANSK05	Poland	English	Internal institution	Yes
Academy of Fine Arts in Prague	PRAHA03	CZ PRAHA03	Czech Republic	English	External institution	Yes
Academy of Fine Arts in Warsaw	WARSZAW10	PL WARSZAW10	Poland	English	External institution	Yes
Academy of Fine Arts Vienna	WIEN06	A WIEN06	Austria	English	External institution	Yes
Academy of Fine Arts, Tournai Belgium	TOURNAI01	B TOURNAI01	Belgium	English	External institution	Yes
Academy of Media Arts Cologne	KOLN11	D KOLN11	Germany	English	External institution	Yes
ACADEMY OF MUSIC IN SARAJEVO	SARAJU01		Bosnia and Herzegovina	English	External institution	Yes
Academy of Music, Dance and Fine Arts "Prof. Asen Danandiev"	PLOVDIV07	BG PLOVDIV07	Bulgaria	English	External institution	Yes
Academy of Performing Arts in Prague - Music HAMU	PRAHA04	CZ PRAHA04	Czech Republic	English	Internal institution	Yes
Academy of Theatre and Dance - Amsterdam University of the Arts	F1-AMSTERD07	F1-AMSTERD07	Netherlands	English	Faculty	Yes

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

Master data/Institutional data/Institutions (all institutions)

Create new record | Advanced Search

Design for: All roles | Save Design

Header columns: Add column

- bit
- bit\_freifeld1 - Internal Partner**
- bit\_freifeld2 - Free field 2 (boolean)
- bit\_freifeld3 - Free field 3 (boolean)
- bit\_freifeld4 - Free field 4 (boolean)
- bit\_freifeld5 - Free field 5 (boolean)
- bit\_freifeld6 - Free field 6 (boolean)
- bit\_freifeld7 - Free field 7 (boolean)
- bit\_freifeld8 - Free field 8 (boolean)
- bit\_freifeld9 - Free field 9 (boolean)
- bit\_freifeld10 - Free field-10 (boolean)

Further search fields: Add column

-- No choice --> | Add column

Remove column

-- No choice --> | Remove column

Name of institution	Inst.no	Country
A.V. NEZHIDANOVA ODESA NATIONAL ACADEMY OF MUSIC	ODESA2	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 A

Create new record

Advanced Search

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

Reset all f

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

# Chapter 3 – System Functionalities and Customisations

## Applications Management

### Traditional / Semester Mobility

#### Registration Forms – first data entry point

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

There are two Registration Forms for Traditional/Semester Mobility (for BIPs and short mobilities there are different 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

Musique et Musikhochschulen Association Européenne des Conservatoires (AECM)

Filter menu entries × Pipeline Workplace Connect/EWP

- > Master settings
- ✓ Applications management
  - ✓ Registration forms
    - Registration Form Outgoing**
      - Registration Form Outgoing BIP and Short mobilities
    - Registration Form Incoming**
      - Registration Form Incoming BIP and Short mobilities
  - > Applications
  - > Reports and Exports
  - > Settings for applications
  - > Institutional Agreements
  - > Connect/EWP
  - > Administration

## REGISTRATION FORM

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

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

At this point students also indicate if they are applying for traditional mobility or short mobility. They will be able to apply only if the application period is open.

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 Emergency contact data
- 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 \*

<-- Please select -->

Host institution \*

<-- Please select -->

Country of host institution

<-- No choice -->

Host institution

<-- No choice -->

Country of host institution

<-- No choice -->

Host institution

<-- No choice -->

Country of host institution

<-- No choice -->

Host institution

<-- 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

powered by

MOBILITY-ONLINE

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

### 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

- 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
- 8 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. \*



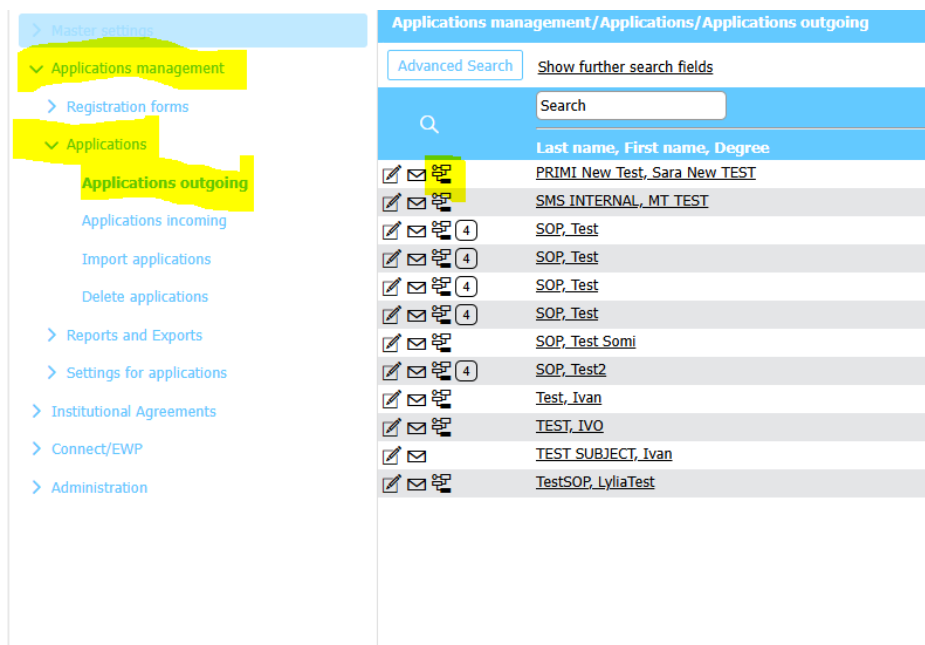
Previous

Send registration form and receive e-mail

## 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:



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 your outgoing students:

**Query application work-flow**

For further help please expand this bar!

**Applicant details**

Last name(s)	NMHtest4	What study period are you applying to?	Full academic year
First name(s)	NMHtest4	Host institution	OSLO03 - Norwegian Academy of Music in Oslo
Date of birth	12.12.1990	Host institution	
Home institution	WEIMAR02 - University of Music Franz Liszt Weimar	Host institution	
Field of study	Music - MUSIC	Host institution	

Enable tool icon

Necessary steps	Done	Done on	Done by	Direct access via following link	10 / 26
<b>Registration</b>					0 / 3
Registration Form complete					
Confirmation email for registration					
Online registration					
Please insert all information and upload all required documents before submitting your application.					
<b>Application Form</b>					9 / 11
Withdrawn application (optional)	<input type="checkbox"/>			<a href="#">I want to withdraw my application</a>	
Personal master data completed	<input checked="" type="checkbox"/>	18.12.2024	NMHtest4 NMHtest4	<a href="#">Complete/confirm personal master data</a>	
Photo uploaded	<input checked="" type="checkbox"/>	18.12.2024	NMHtest4 NMHtest4		
Links to your audition material (online audio/video recording/artworks - please avoid playlists, upload one video per box)	<input checked="" type="checkbox"/>	18.12.2024	NMHtest4 NMHtest4		
Motivational statement for Home institution to go abroad (not mentioning any particular destination) entered	<input checked="" type="checkbox"/>	18.12.2024	NMHtest4 NMHtest4		
Language Certificate uploaded (not compulsory)	<input type="checkbox"/>			<a href="#">Upload language certificate</a>	
Transcript of records uploaded	<input checked="" type="checkbox"/>	18.12.2024	NMHtest4 NMHtest4		
CV uploaded	<input checked="" type="checkbox"/>	18.12.2024	NMHtest4 NMHtest4		
Application submitted	<input checked="" type="checkbox"/>	18.12.2024	NMHtest4 NMHtest4		
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"/>	18.12.2024	Ly Tran		

On the right you have the list of documents to upload and on the left the action links the applicant needs to click on in order to perform the required action for that workflow step, such as uploading a document or performing an action such as submitting the application or accept a study offer.

The one below is the standard workflow of incoming students. You can see that now the nomination by the home institution (if external) happens after all documents have been uploaded<sup>1</sup>:

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

For further help please expand this bar!

**Applicant details**

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

**Necessary steps**

Done	Done on	Done by	Direct access via following link
<b>Registration</b>			
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			
<b>Before the mobility - Upload and print documents</b>			
Withdrawn application (optional)	<input type="checkbox"/>		<a href="#">I want to withdraw my application</a>
Personal master data completed	<input checked="" type="checkbox"/>	22.08.2024	<a href="#">Complete personal master data</a>
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"/>		<a href="#">Accept/reject the study place</a>
Deadline for accepting study place : 26.08.2024			
Study place rejected by applicant	<input type="checkbox"/>		

Documents uploads and submission of the Incoming application need to happen by the deadline set by the Incoming institution.

Please note that the Submit Application link appears to the applicant only if the deadline has not passed yet. So, if a student tells you that there is no submission button, it means that the deadline has passed, but you can still adjust the deadline for that particular student in their masterdata:

**Back** **Edit**

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

**Desired Exchange Period** [Open all sub groups](#) [Close all sub groups](#)

Type of application ☒ Incomings ☐ Outgoings

Type of person ☒ Students/Trainees ☐ Teachers

Exchange programme Erasmus SMS

Academic year 2025/2026

What study period are you applying to? Winter semester

**Deadline for application** 04.09.2025

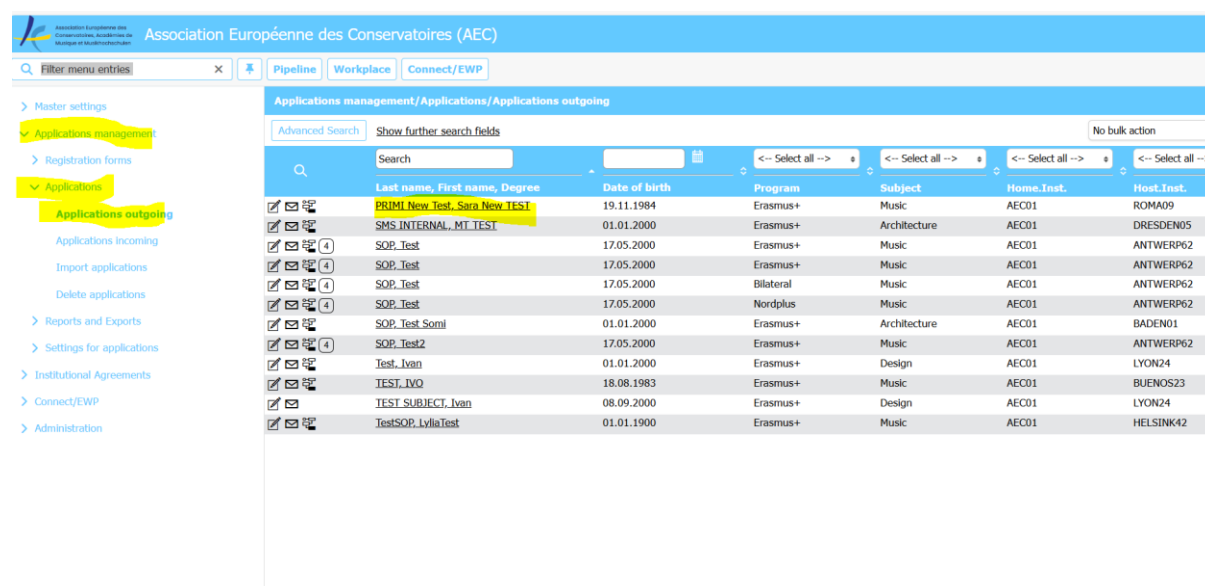
In both workflows, each time a document is added via the action link on the right side, the box becomes green. Documents can now be uploaded in random order. When a document is not compulsory, the box becomes black. Nevertheless, there are some compulsory documents that need to be uploaded in the order 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 incoming applications before sending them to the Selection Committees if you do not want to. The system checks itself that all compulsory documents have been uploaded before letting the student submitting the application. The content and the quality of the document remains a responsibility of the student.

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

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



























Association Européenne des Conservatoires, Académie de Musique et d'Instrumentation (AEC)

Filter menu entries x Pipeline Workplace Connect/EWP

Applications management/Applications/Applications outgoing

Advanced Search Show further search fields No bulk action

	Last name, First name, Degree	Date of birth	Program	Subject	Home Inst.	Host Inst.
 	PRIMI New Test, Sara New TEST	19.11.1984	Erasmus+	Music	AEC01	ROMA09
 	SMS INTERNAL_MT_TEST	01.01.2000	Erasmus+	Architecture	AEC01	DRESDEN05
  4	SOP_Test	17.05.2000	Erasmus+	Music	AEC01	ANTWERP62
  4	SOP_Test	17.05.2000	Erasmus+	Music	AEC01	ANTWERP62
  4	SOP_Test	17.05.2000	Bilateral	Music	AEC01	ANTWERP62
  4	SOP_Test	17.05.2000	Nordplus	Music	AEC01	ANTWERP62
  4	SOP_Test Somi	01.01.2000	Erasmus+	Architecture	AEC01	BADEN01
  4	SOP_Test2	17.05.2000	Erasmus+	Music	AEC01	ANTWERP62
 	Test_Ivan	01.01.2000	Erasmus+	Design	AEC01	LYON24
 	TEST_IYO	18.08.1983	Erasmus+	Music	AEC01	BUENOS23
 	TEST SUBJECT_Ivan	08.09.2000	Erasmus+	Design	AEC01	LYON24
 	TestSOP_LydiaTest	01.01.1900	Erasmus+	Music	AEC01	HELSINK42

In the master data tab, you can see the data they input in the Application Form.



Applications outgoing Enable toolbar

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) giuguigiugugugug

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 \*

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 ~~Imola, Andra-Andersson-Segund~~ on 14.03.2024 14:16:31, last modified by ~~Andra-Andersson-Segund~~ on 03.04.2024 15:12:06

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

11 Records found!

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

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

Allocation of documents						
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		<del>Andreas Elias</del>				
Stay from		01.09.2024				
Stay to		25.06.2025				
Filename	Upload name	Created by	Created on	Modified by	Modified on	
Pass.jpg	Passport Photograph	<del>Andreas Elias</del>	23.02.2024 16:10:11			
Zeugnis_Abitur_1_.pdf.zip.icloud	Language Certificate	<del>Andreas Elias</del>	23.02.2024 16:10:34			
Transcript_of_Records.pdf	Proof of previous studies	<del>Andreas Elias</del>	28.02.2024 22:21:11			
EMPTINESS_Piano_4tet - Full_Score.pdf	Media file	<del>Andreas Elias</del>	28.03.2024 00:45:57			
Let_It_Be_Cover_Score_2 - Full_Score.pdf	Media file	<del>Andreas Elias</del>	28.03.2024 00:46:15			
Nice_To_Meet_You - Full_Score.pdf	Media file	<del>Andreas Elias</del>	28.03.2024 00:46:50			

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

Superadmin AEC						
Quick search Find Quick insert... English						
Allocations of Outbox-E-mails						
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		<del>Andreas Elias</del>				
Stay from		01.09.2024				
Stay to		25.06.2025				
Subject	Recipient	Sent	Created by	Created on		
Confirmation of Application	<del>muceller@berlin.de</del>	Yes	bewerb	19.02.2024 17:35:02		
PARTNER NOMINATION	<del>Andreas Elias</del> intra.udk-berlin.de	Yes	<del>Andreas Elias</del>	20.02.2024 11:51:33		
Confirmation of Registration	<del>Andreas Elias</del> gmail.com	Yes	<del>Andreas Elias</del>	23.02.2024 16:09:23		
3 Allocations found!						
Back						

In the bookmark Pipeline, you can visualize in which step of the pipeline the student's application is. By clicking on it, the view moves to the Pipeline but it will show only the position of the applicant you are looking at. Please note that a student that is waitlisted, in the general pipeline stays also in the step for approval and rejection while in their own pipeline they appear only in the waiting list.

## How to download reports of applications outside the pipeline

The system allows you to download reports of applications with application links via this path:

Association Européenne des Conservatoires (AEC)

Filter menu entries x

Pipeline Workplace Connect/EWP

Master settings  
Applications management  
Institutional Agreements  
Connect/EWP  
Administration  
Report Incoming  
Applications with Action-Link

Applications with Action-Link (New)

Show 20 entries

	Last name	First name	E-mail	Host country (1st. choice)	Host institution (1st choice)
<input type="checkbox"/>	PRIMI NEW	Sara NEW	sarinaviolinist@hotmail.it	Belgium	Association Européenne des Co
<input type="checkbox"/>	Test	SOP	laura.diethart@sop.co.at	Belgium	Association Européenne des Co
<input type="checkbox"/>	Test	SARA	laura.diethart@sop.co.at	Belgium	Association Européenne des Co
<input type="checkbox"/>	Test	BIP	laura.diethart@sop.co.at	Belgium	Association Européenne des Co
<input type="checkbox"/>	Test Somi	SOP	tsogbileg.enkhbayar@sop.co.at	Belgium	Association Européenne des Co
<input type="checkbox"/>	Test	Ivan	ivan.calfa@sop.co.at	France	Lyon National Conservatoire of
<input type="checkbox"/>	TEST SUBJECT	Ivan	ivan.calfa@sop.co.at	France	Lyon National Conservatoire of
<input type="checkbox"/>	Incoming 3	Test	ivan.calfa@sop.co.at	Norway	Norwegian Academy of Music Ir
<input type="checkbox"/>	Incoming 4	Test	ivan.calfa@sop.co.at	Norway	Norwegian Academy of Music Ir
<input type="checkbox"/>	SOPtester20250310	SOPtester20250310	krystian.werner@sop.co.at	Norway	Norwegian Academy of Music Ir
<input type="checkbox"/>	TestSOP	LyliaTest	lylia.mourah@sop.co.at	Finland	University of the Arts Helsinki
<input type="checkbox"/>	SMS INTERNAL	MT TEST	maria-teresa.yague@sop.co.at	Germany	Hochschule für Musik Carl Mari
<input type="checkbox"/>	SOP	Test2	laura.diethart@sop.co.at	Belgium	Royal Conservatoire Antwerp -
<input type="checkbox"/>	SOP	Test	laura.diethart@sop.co.at	Belgium	Royal Conservatoire Antwerp -
<input type="checkbox"/>	SOP	Test	laura.diethart@sop.co.at	Belgium	Royal Conservatoire Antwerp -
<input type="checkbox"/>	SOP	Test	laura.diethart@sop.co.at	Belgium	Royal Conservatoire Antwerp -
<input type="checkbox"/>	OUT	TEST DLA	laura.diethart@sop.co.at	Germany	University of Music Franz Liszt 1
<input type="checkbox"/>	PRIMI New Test	Sara New TEST	sarinaviolinist@hotmail.it	Italy	Conservatorio Di Musica Santa
<input type="checkbox"/>	SOP	Test Somi	tsogbileg.enkhbayar@sop.co.at	Austria	Paedagogische Hochschule Nier
<input type="checkbox"/>	TEST	SOP	tsogbileg.enkhbayar@sop.co.at	Albania	UNIVERSITETI I ARTEVI

Open page in excel format (classic Style) v

### Trick and Tips: Pipeline Actions that can be undone and acting on behalf of a partner

If you make mistakes or change your mind about some actions you performed to make the students' application 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**:

— General steps		
→	Finalized Mobilities	0
→	Overview of Complete Applications	5 <a href="#">View/Export</a>
→	All current applications (not canceled / cancelled / rejected / completed).	5 <a href="#">Display applications</a>
→	Cancel applications (force majeure)	5 <a href="#">Cancel applications</a>
→	Cancelled applications (force majeure)	0
→	Cancel applications (cancel)	5 <a href="#">Cancel applications</a>
→	Cancelled applications (cancelled)	0
→	Withdrawn applications	1 <a href="#">Display applications</a>
→	CORRECT data: complete, incomplete and incomplete email sent	6 <a href="#">Undo/correct criteria</a>
→	CORRECT data: nomination to partner (internal and external)	6 <a href="#">Undo/correct criteria</a>
→	CORRECT data: Partners' decision made	2 <a href="#">Undo/correct criteria</a>
→	CORRECT data: students allocated to final destination	1 <a href="#">Undo/correct criteria</a>

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

— General queries		
→	All applications (not rejected or cancelled)	7 <a href="#">Display applications</a>
→	Overview of Complete Applications	7 <a href="#">View/Export</a>
→	Cancel applications (Force Majeure)	7 <a href="#">Cancel applications</a>
→	Cancelled applications (Force Majeure)	0
→	Rejected applications (AEC members)	3 <sup>+3</sup> <a href="#">Show application</a>
→	Rejected nominations (External partners)	0
→	Withdrawn applications	0
→	(UNDO) Documents reviewed	1 <a href="#">Move student back to review documents</a>
→	(UNDO) Sent to selection committee	1 <a href="#">Move student back to print the Excel file</a>
→	(UNDO) Application marked as rejected by Selection Committee	1 <sup>+1</sup> <a href="#">Undo rejection by Selection Committee</a>
→	(UNDO) Acceptance Letter sent	0
→	All applications with application deadline entered	0

If, for a example, a partner does not react, but you need their nomination or decision, you can do it from the relevant pipeline step via actions links such as “accept student if needed”

Complete Applications - Emails to all partners	0	
Nominated Applications - Nominate again and Emails to all partners	3	<a href="#">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)</a>
Nominated Applications - Partners' decision pending	3	<a href="#">Display applications and accept student if needed</a>

## Delete Applications for GDPR Reasons

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

Master settings

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/Delete applications

Cancel selection

Execute selection

Selection masks

?

Save selection mask

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

Second last name

First name

Date of birth

Today until

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 -->

## System Customisations (for advanced users)

The following paragraphs explain some advanced functionalities that you need to perform if you want to customise the system. The AEC's advice is to keep the standard process that all users have in their system and apply as little changes as possible. Should you need any urgent and necessary change, try with the explanation below and if it does not work, please contact Sara at [events@aec-music.eu](mailto:events@aec-music.eu). Please note that – unless you opt out from the updates of some specific parts of the system – your individual customisations will be erased with the next update.

### 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

Master settings

General Settings

Exchange Program Data

Institutional Data and Partners

E-Mail notifications and documents

E-Mail templates

Send mass e-mail with template

Send mass e-mails without template

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

Create new recordAdvanced Search

No bulk action

Search

Reset all filters

Search

Search

<-- Select all -->

<-- Select all -->

<-- No choice -->

<-- No choice -->

<-- Select all -->

<-- Select all -->

Number	Template name	Program	Acad-year	App.Type	Pers.Type	Language	Institution	
<input checked="" type="checkbox"/>	ACCEPT_LETTER	Acceptance Letter	All programs	All academic years	Incoming	Both	English	Association Européenne des Conservatoires (AEC)
<input checked="" type="checkbox"/>	ACCEPTED_STUDY_IN	Accepted Study Place by INCOMING Student	All programs	All academic years	Incoming	Both	English	Association Européenne des Conservatoires (AEC)
<input checked="" type="checkbox"/>	ACCEPTED_STUDY_PLACE	Accepted Study Place by Outgoing Student	All programs	All academic years	Outgoing	Both	English	Association Européenne des Conservatoires (AEC)
<input checked="" type="checkbox"/>	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.

In the email template, it is possible to update all data; however, we recommend changing only the fields marked in green in the screenshot.

The parts marked in yellow can be changed; however, please be careful when modifying the recipient section. Especially if you change the function, you must ensure that the system can always determine the recipient correctly. If no recipient is found by the system, the email will not be sent and you will receive an error message during the process.

Please do not change the parts marked in red, as these fields are responsible for assigning the email template to the correct process. Changing, for example, the “Template number” will break the connection between the email template and the corresponding process step.

Pipeline | Workplace | Connect/EWP | History | Help | Find

Master settings/Exchange Program Data/E-mail templates per exchange program (ID = 17726)

Back Edit

Master data	Attachments (0)	Mail fields (2)	Other recipients (0)	Sent mails (3)
<p>Type of application: Incoming Outgoing Both (2)</p> <p>Type of person: Student Teacher / Staff Both (2)</p> <p>Program: All programs (2) (1) (1)</p> <p>Academic year: All academic years (2) (1) (1)</p> <p>Faculty: Academy of Architecture, Amsterdam University of the Arts (2)</p> <p>Institution: Amsterdam University of the Arts (2)</p> <p>Language: English (2) (1) (1)</p>				
<p>Template number: ACCEPTED_STUDY_PLACE (2)</p> <p>Template name: Accepted Study Place by Outgoing Student (2)</p>				
<p>Sender: Permanent e-mail address E-Mail address of sender E-mail address based on signature settings (2)</p> <p>Permanent e-mail address of sender: [redacted]</p>				
<p>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 (2)</p> <p>Function: Incoming and Outgoing Exchange... (2) (1) (1)</p> <p>If there are several people with this function, send e-mail to several recipients: [ ] (2)</p>				
<p>CC: None Permanent e-mail address E-mail address of database column Applicant E-mail address based on user settings E-mail address based on signature settings Person at home institution Person at host institution (2)</p> <p>Selection of e-mail template: This template Another template (2)</p>				
<p>BCC: None Permanent e-mail address E-mail address of database column Applicant E-mail address based on user settings E-mail address based on signature settings Person at home institution Person at host institution (2)</p>				
<p>Subject: A Student has Accepted a Study Place (2)</p> <p>Text: Dear Colleague, (2)</p>				

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)	Other
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 ? ? ? ? Academic year: All academic years ? ? ? ? Institution: Association Européenne des Conservatoires (AEC) ? ? Language: English ?	Template number: CONF_APP ? Template name: Confirmation Registration FORM Outgoing ?		
Sender: <input checked="" type="radio"/> Permanent e-mail address <input type="radio"/> E-Mail address of sender <input type="radio"/> E-mail address based on signature settings ? Permanent e-mail address of sender: noreply.aec@service4mobility.com			
Recipient: <input checked="" type="radio"/> Applicant ? Function: Incoming and Outgoing Exchange Coord... ? ?			
Subject: Creation of an account to apply for an exchange Text: <div>             File Edit Insert View Format Table Tools              Bold Italic Text color Background color              Paragraph Times New Roman 16px              Thank you very much for filling in the <b>Registration Form to apply for an OUTGOING exchange from</b> [inst_id_heim_name]               In order to further process your application please follow this procedure:              1. Create an account (Login Name and Password) on EASY Mobility-Online by <b>clicking on the link you find at the bottom of this email</b>              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 <b>required application documents from your home institution side</b> 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 their side of the EASY MO system (Application Part 2 - Incoming) OR to send documents via mail/via              p Words: 219           </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”

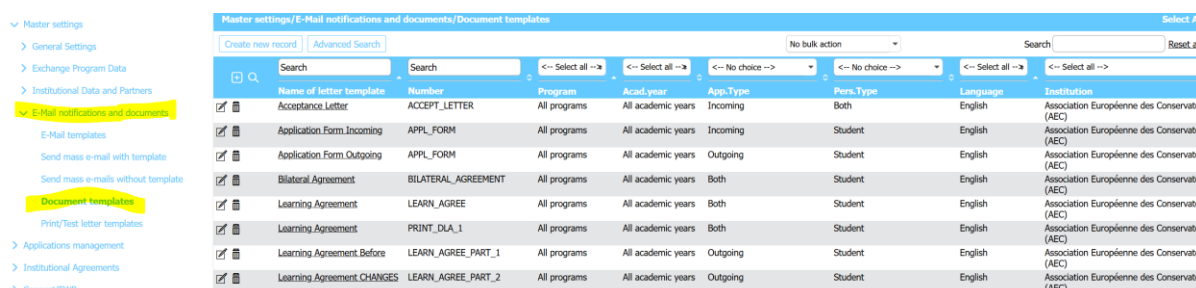
Master settings/E-Mail notifications and documents/E-Mail templates					Update ?
Back Update WARNING! Please note that any changes in these settings may affect other exchange programs /academic years /institutions.					
Master data	Attachments (1)	Mail fields (3)	Other recipients (0)	Sent mails (0)	Show 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 ? ? ? ? Academic year: All academic years ? ? ? ? Institution: Association Européenne des Conservatoires (AEC) ? ? 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.



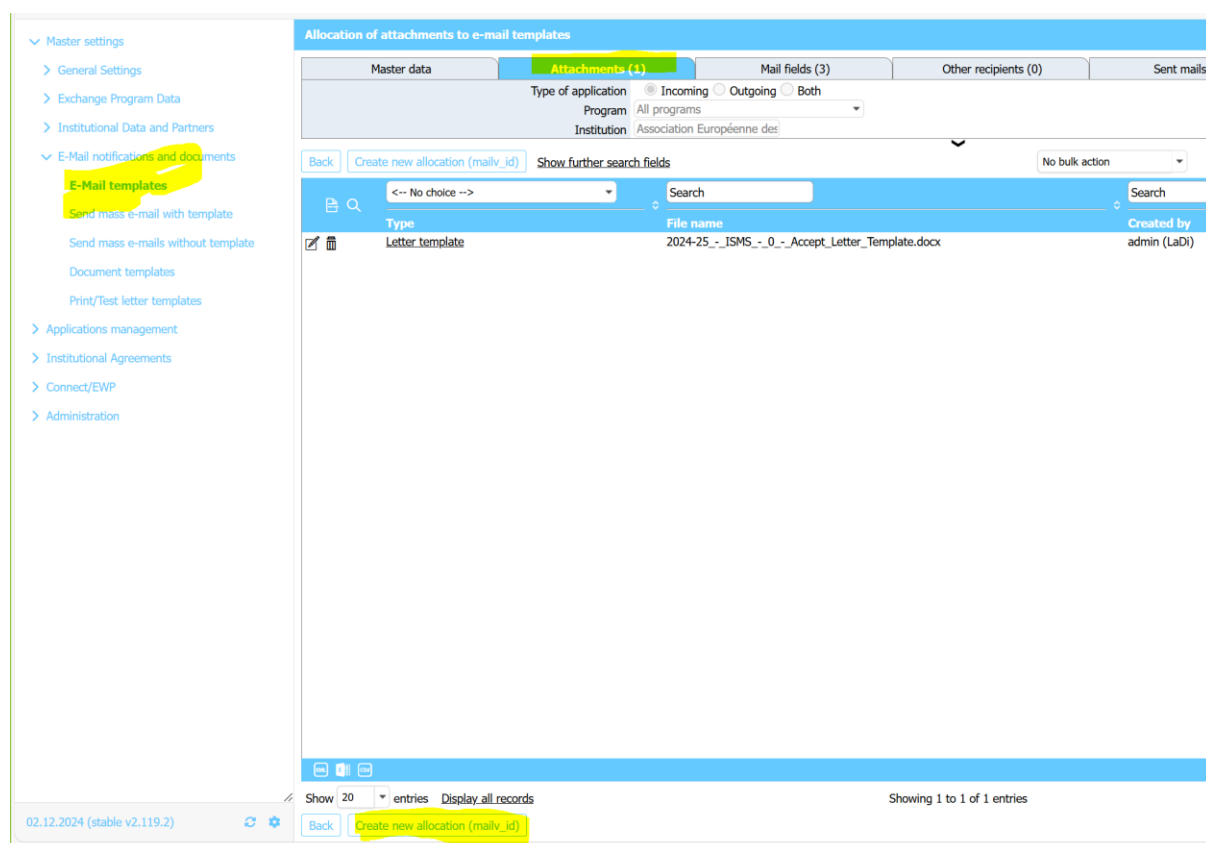
## How to generate standard PDF letters to attach to email templates

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.year	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):





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


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 ☒ Letter template ☐ Own file ☐ Upload

Letter template <-- Please select -->  


Document type ☒ PDF ☐ DOC 

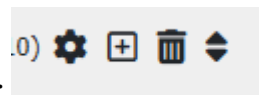
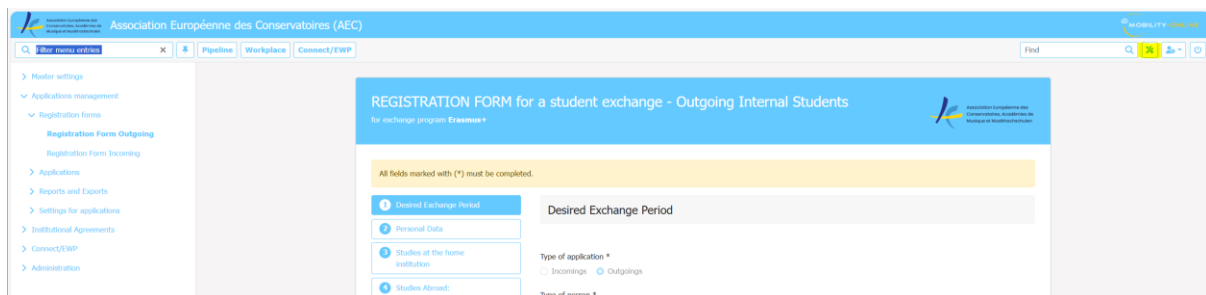
Dynamically generate file name ☒ Unchanged ☐ Generate dynamically

Back Save

## 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 for deleting and moving the question up or down in the form. The mechanism wheel is to change the features of that particular question and 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\_freifeldX 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. Example: 1=blue,2=green,3=red,4=yellow.

Creating a new radio button is only one of several options. You can also add text fields, integer fields (fields where only whole numbers can be entered), decimal fields (fields that allow numbers with two or four decimal places), date fields (which allow only date input and display a small calendar icon for date selection), combo boxes (drop-down selection lists), checkboxes, boolean fields (radio buttons with yes/no options), email fields, and an advanced version of a combo box.

### 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](mailto: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
General Settings
Exchange Program Data
Exchange programs
Academic years
Semester types
Semester
ISCED Codes
Study fields
Study subject/Main instrument
Institutional Data and Partners
E-Mail notifications and documents
Applications management
Institutional Agreements
Connect/EWP
Administration

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 help text*

NB: If you need add help texts to explain something about the files students have to upload, you need to be logged in as an “Administration Customer”. With this role you will have an expanded menu. You can get this role by changing it in the Administration menu

Master settings
Applications management
Institutional Agreements
Connect/EWP
Administration
Access management
Users
User settings
Role settings
Exchange program management
Settings
Change password

Administration/Access management/Users
Back Update

Registrations (0) Security (0) Organisation units (0) Settings (0)
Countries (0) Exchange programs (0) Institutions (0) Study fields (0)

Master data
Login AECAdmin
Person-ID
Last name AEC
Second last name
First name Superadmin
Degree
Gender male female Other
E-mail address laura.diethart@sop.co.at
Telephone number
Fax number
Mobile phone
Homepage
Valid from Today 00 : 00
Valid until Today 00 : 00
Editing online help and translations allowed
User active
Role Administrator Customer, Administrator Simple
Login with user and role Administrator Simple

Back Update

Once you are logged in as Administration Customer, on the left menu click on *Administration – Upload Management – Upload settings*. Click on the upload item you want to modify (or add an helptext about the item in your application form)



CVs only as PDF files, this could lead to errors. This is because some documents like CV are imported from the outgoing application and stored for the student's incoming application.

### *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)
<p>– Desired Exchange Period <a href="#">Open all sub groups</a> <a href="#">Close all sub groups</a> ✕</p> <p>Type of application <input type="radio"/> Incomings <input checked="" type="radio"/> Outgoings ✕ ✕ ✕ ✕ (bz_bew_art, 10)</p> <p>Type of person <input checked="" type="radio"/> Students/Trainees <input type="radio"/> Teachers ✕ ✕ ✕ ✕ (bz_bew_pers, 20)</p> <p>Exchange program Erasmus+ ✕ ✕ ✕ ✕ (aut_prog_id, 30)</p> <p>Academic year 2024/2025 ✕ ✕ ✕ ✕ (stud_id, 40)</p> <p>What study period are you applying to? Spring semester ✕ ✕ ✕ ✕ (sem_id, 50)</p>							
<p>– Personal Data ✕</p> <p>First name(s) Sara New TEST ✕ ✕ ✕ ✕ (bew_vorname, 10)</p> <p>Last name(s) PRIMI New Test ✕ ✕ ✕ ✕ (bew_nachname, 20)</p> <p>Gender <input checked="" type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Undefined ✕ ✕ ✕ ✕ (bew_geschlecht, 30)</p> <p>Date of birth 19.11.1984 ✕ ✕ ✕ ✕ (bew_gsb_datum, 40)</p> <p>Nationality Italy ✕ ✕ ✕ ✕ (lkd_id_nat, 50)</p> <p>E-Mail address sarinaviolinist@hotmail.it ✕ ✕ ✕ ✕ (bew_email, 60)</p> <p>Telephone number 027371672 ✕ ✕ ✕ ✕ (bew_tel_nr, 70)</p> <p>Links to your audition material (online audio/video recording/artworks) <a href="https://www.youtube.com/watch?v=1fXDlbySRd8">https://www.youtube.com/watch?v=1fXDlbySRd8</a>, <a href="https://www.youtube.com/watch?v=BqVZxV2nUAg">https://www.youtube.com/watch?v=BqVZxV2nUAg</a>, <a href="https://www.youtube.com/watch?v=16Cq5DPb8R4">https://www.youtube.com/watch?v=16Cq5DPb8R4</a> ✕ ✕ ✕ ✕</p> <p>(text_freiefld1, 80)</p> <p>Link to Media file (Nr.2) - optional ✕ ✕ ✕ ✕</p> <p>(text_freiefld2, 80)</p> <p>Link to Media file (Nr.3) - optional ✕ ✕ ✕ ✕</p> <p>(text_freiefld3, 80)</p> <p>Link to Media file (Nr.4) - optional ✕ ✕ ✕ ✕</p>							

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



Master data	Personal details	Pipeline	Display application workflow	Study plan	Documents (3)	E-mails (2)
			<div>(bew_txt_anmerkung , 10)</div> <div>kpkopopäkäpok</div> <div>(text_freifeld1 , 20)</div> <div>joljoiijjoj</div> <div>(text_freifeld3 , 25)</div> <div>extra question from host institution</div> <div>(text_freifeld2 , 30)</div> <div>Study plan reviewed</div> <div>(bit_freifeld3 , 42)</div> <div>(bit_freifeld5 , 43)</div> <div>I hereby confirm that I want to submit my application with all required documents/information provided</div>			

To add the link to your course catalogue, for example, click on Edit, type the address and click on Update. Please note that the field 'Show help' needs to be set to 'Own row' in order to have it shown properly. Other options will make the help text disappear or show hidden behind a '?'-icon.

Administration/Exchange program management/Fields per exchange program (ID = 89040)	
Close window	Edit
Master data	Permissions fields (0)
Type of application	<input checked="" type="radio"/> Incoming <input type="radio"/> Outgoing <input type="radio"/> Both ?
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher / Staff <input type="radio"/> Both ?
Program	Erasmus SMS ? i
Academic year	All academic years ? i
Institution	Sibelius Academy, University of the Arts Helsinki ?
Subtitle	Further information i
Field name in table	bit_freifeld3 - Free field 3 (boolean) ?
Field name	Study plan reviewed A <sup>3</sup>
Field type	<input type="radio"/> Boolean <input checked="" type="radio"/> Checkbox ?
Allowed values	
Default value	
Field length	1000
Help text	Please review your course list here <a href="http://www.siba.fi">www.siba.fi</a> and please type the names of the courses that want to take at destination A <sup>3</sup>
Show Help	<input type="radio"/> No <input type="radio"/> Own popup window <input checked="" type="radio"/> Own row <input type="radio"/> Tooltip ?
Help only on change of value	<input type="checkbox"/>
Empty row before	<input checked="" type="radio"/> None <input type="radio"/> Blank line <input type="radio"/> Separator

To change the study plan if you open the application with a filled in study plan and click on the tab 'Study plan' or go to: Administration/Exchange program management/Settings for questionnaires per exchange program ◇ open STUDY\_PLAN and add help text there.

Master settings

Applications management

Institutional Agreements

Connect/EWP

Administration

Access management

Exchange program management

Subtitles per exchange program

Fields per exchange program

Workflow steps

Workflow subgroups

Workflow per exchange program

Pipeline subgroups

Pipeline steps

Pipeline per exchange program

Settings for questionnaires per exchange program

Settings

Change password

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

Create new record

Advanced Search

No bulk action

Search

Search

<-- Select all -->

<-- Select all -->

<-- No choice -->

Number	Description	Program	Acad.year	Pers. Type
<b>STUDY PLAN</b>	Study plan	All programs	All academic years	Student

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	Display
Please insert your study plan			
<b>Study Subject 1</b>			
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		
<b>Study Subject 2</b>			
Course name	Theory		
Course code	25		
Course credit	3		
<b>Study Subject 3</b>			
Course name	Piano comp		

### Add an upload step

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

NB: to perform this action, you need to be logged in as an "Administration Customer". With this role you will have an expanded menu. You can get this role by changing it in the Administration menu

54

Administration/Access management/Users

Back Update

Registrations (0) Security (0) Organisation units (0) Settings (0)

Master data Countries (0) Exchange programs (0) Institutions (0) Study fields (0)

Login AECadmin ?

Person-ID

Last name AEC

Second last name

First name Superadmin

Degree

Gender ☒ male ☐ female ☐ Other

E-mail address laura.diethart@sop.co.at ?

Telephone number

Fax number

Mobile phone

Homepage

Valid from Today 00 : 00

Valid until Today 00 : 00

Editing online help and translations allowed ☐ ?

User active ☒ ?

Role Administrator Customer, Administrator Simple ?

Login with user and role Administrator Simple

Created by admin (LaDi) on 13.04.2023 10:39:27, last modified by ad

Back Update

Once you are logged in as Administration Customer, the first thing to do is to verify if the item (upload setting) already exists and, if not, to add the upload item in the settings by going to Administration – Upload Management – Upload settings. You see the list of documents that can be uploaded in the system and you can click on the button on the top Create new record to create a new document to be uploaded.

Administration/Upload management/Upload settings

Create new record Advanced Search No bulk acti

Search	Search	<-- No ch
Upload name	Internal name of upload	All file t
<u>Agreements</u>	AGREEMENTS	No
<u>Application documents</u>	BEW_UNTERLAGEN_KURZF	Yes
<u>Application for enrolment</u>	ENROL_APPL	No
<u>Application form</u>	APPLICATION_SIGNED	No
<u>Certificate of Attendance</u>	CERT_ATTEND	No
<u>Certificate of Departure</u>	CERT_DEPART	No
<u>CV</u>	CV	Yes
<u>Final documents</u>	ABSCHLUSS_DOK_KURZF	Yes
<u>Language Certificate</u>	LANGUAGE_CERT	No
<u>Language Proficiency</u>	CONF_LANGUAGE_PROFICIENCY	Yes
<u>LEARN_AGREE_1_SIGNED</u>	LEARN_AGREE_1_SIGNED	Yes
<u>LEARN_AGREE_2_SIGNED</u>	LEARN_AGREE_2_SIGNED	Yes
<u>Learning Agreement</u>	LEARN_AGREE	No
<u>Learning Agreement</u>	BEW_LEARNING_AGREEMENT	Yes
<u>Learning Agreement (changes)</u>	LEARN_AGREE_CHANGES	Yes
<u>Learning Agreement (Extension of Stay)</u>	SIGNED_LEARN_AGREE_2_EXTENSION_OF_STAY	Yes
<u>Letter of confirmation</u>	LETTER_CONF	No
<u>Media file</u>	MEDIA_FILE	No
<u>Motivationsschreiben</u>	BEW_MOTIV	No
<u>Partner Image for Portal</u>	PARTNER_PORTAL_PHOTO	No



Master data		Roles (+)		Upload Groups (0)					
		Internal name of upload		MEDIA_FILE					
		Upload name		Media file					
		Table		BEWERBUNG - Application details					
		Column for display		bew_nachname - Last name					
<div><div><div></div><div></div><div></div></div><div>Role</div><div></div></div>									
		Role name		Insert permission		Update permission		Delete permission	
<div><div></div><div></div><div>Admin Customer</div></div>		Administrator Customer		Yes		Yes		Yes	
<div><div></div><div></div><div>Administrator SOP</div></div>		Administrator with full access rights		Yes		Yes		Yes	
<div><div></div><div></div><div>External Partner</div></div>		External Partner		Yes		No		No	
<div><div></div><div></div><div>Students/Incoming</div></div>		Role for incoming students		Yes		Yes		No	
<div><div></div><div></div><div>Students/Outgoing</div></div>		Role for outgoing students		Yes		Yes		No	
<div><div></div><div></div><div>5 Allocations found!</div></div>									
<div><div>Back</div><div>Create new allocation (Role)</div></div>									

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

Européenne des Conservatoires (AEC)

Superadmin AEC  Quick search  Quick insert...

Query application work-flow

For further help please expand this bar!

**Applicant details**

Family name(s)	TestSOP	What study period	Winter semester
Given name(s)	LyllaTest	are you applying	
Date of birth	01.01.1900	Host institution (1st choice)	HELSINKI42 - University of the Arts Helsinki
Home institution	AEC01 - Association Européenne des Conservatoires (AEC)	Host institution (2nd choice)	
Field of study	Music - MUSIC	Host institution (3rd choice)	
		Host institution (4th choice)	

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

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

Administration/Exchange program management/Workflow steps

Close window Edit

Master data	Tables/Columns (0)	Exchange programs (3)
Workflow step	Proof of previous studies / Transcript of records uploaded	
Keep the link to the step displayed after the first execution	<input checked="" type="checkbox"/>	
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	<input checked="" type="radio"/> After first execution of the step <input type="radio"/> After every execution of the step ?	
Insert entry into history	<input type="checkbox"/>	
Send e-mail after completion	<input type="checkbox"/>	
Additional actions after execution of work-flow step	<input type="checkbox"/>	
Documentation (Customer)		
Amount of steps will not be considered	<input type="checkbox"/> ?	

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	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Type of step	<input type="radio"/> Display application <input type="radio"/> Complete personal details <input checked="" type="radio"/> Upload <input type="radio"/> Enter questionnaire <input type="radio"/> Print document via letter template <input type="radio"/> Download <input type="radio"/> Payment method <input type="radio"/> Allocation <input type="radio"/> Create Learning Agreement <input type="radio"/> 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	<input checked="" type="radio"/> Outgoing <input type="radio"/> Incoming
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher / Staff
Internal name of upload	<div> <div> K-- Please select --&gt; </div> <div> LETTER_COM  MEDIA_FILE  PASSPHOTO  SIGNATURE  SIGNED_LEARN_AGREE_2_EXTENSION_OF_STAY  SIGNED_TOR  STUDY_PROOF  TEST_011  TRANSCRIPT_RECORDS  TRANSCRIPT_SIGNED  UNTERZEICHNET_BEWFORM  VERSICHERUNGSEKLAERUNG  There are still 100000 characters available </div> </div>
Workflow step	
Keep the link to the step displayed after the first execution	<input checked="" type="checkbox"/>
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 photo

Then, you can change the name of the step and of the link to say Recommendation Letter instead of the file that was in the step you copied. It is important to remember the

internal name of the step, as it will no longer be visible after saving. Once saved, you are returned to the workflow, and later you will need to enter the step name when creating the allocation of the step to the pipeline (via the tool icon on the right-hand side). There might already be steps with the internal name RECC\_LETTER, because whenever you generate an upload step, it will automatically use the internal upload name for the internal workflow step description).

Workflow step: Reccomandation Letter uploaded

There are still 970 characters available

link to the step displayed after the first execution: ☒

L-Condition for loading of program after fulfilment: bewerbung.is\_vollstaendig=0 AND (bewerbung.bit\_freifeld9=0 OR bewerbung.is\_mail\_sent)

There are still 100000 characters available

Name of link: Upload Reccomandation Letter

There are still 972 characters available

Internal description of the step: RECC\_LETTER

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

Insert entry into history: ☐

Send e-mail after completion: ☐

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

Then you go back into the workflow and open any tool icon on the right-hand side.

First, copy the pipeline step using the tool icon on the left-hand side. Then, copy the allocation of the pipeline step using the tool icon on the right-hand side and save it with the correct sort order.

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

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	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing <input type="radio"/> Both <span>?</span>
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher / Staff <input type="radio"/> Both <span>?</span>
Program	Erasmus SMS <span>?</span> <span>i</span> <span></span>
Academic year	All academic years <span>?</span> <span>i</span> <span></span>
Institution	Vano Sarajishvili Tbilisi State Conservatoire, Georgia <span>?</span> <span>i</span>
Workflow step	Photo uploaded - PASSPHOTO <span></span> <span>?</span> <span>i</span> <span></span>
Sub group	Before the Mobility - Application a... <span>i</span> <span></span>
Workflow step depends on	<-- No choice --> <span></span> <span>?</span> <span>i</span> <span></span>
Sort order	50
Workflow step must be executed	<input checked="" type="checkbox"/>
Draw separation line	<input type="checkbox"/>
Show help text	<input type="checkbox"/> <span>?</span>
SQL-Statement to limit the display	bewerbung.is_storniert=0 AND bewerbung.is_abgebrochen=0
	There are still <b>100000</b> 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: Administration – upload management – upload settings. 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

Administration/Upload management/Upload settings

Create new record | Advanced Search | No bulk action

Upload name	Internal name of upload	All file
<input checked="" type="checkbox"/> Agreements	AGREEMENTS	No
<input checked="" type="checkbox"/> Application documents	BEW_UNTERLAGEN_KURZF	Yes
<input checked="" type="checkbox"/> Application for enrolment	ENROL_APPL	No
<input checked="" type="checkbox"/> Application form	APPLICATION_SIGNED	No
<input checked="" type="checkbox"/> Certificate of Attendance	CERT_ATTEND	No
<input checked="" type="checkbox"/> Certificate of Departure	CERT_DEPART	No
<input checked="" type="checkbox"/> CV	CV	Yes
<input checked="" type="checkbox"/> Final documents	ABSCHLUSS_DOK_KURZF	Yes
<input checked="" type="checkbox"/> Language Certificate	LANGUAGE_CERT	No
<input checked="" type="checkbox"/> Language Proficiency	CONF_LANGUAGE_PROFICIENCY	Yes
<input checked="" type="checkbox"/> LEARN_AGREE_1_SIGNED	LEARN_AGREE_1_SIGNED	Yes
<input checked="" type="checkbox"/> LEARN_AGREE_2_SIGNED	LEARN_AGREE_2_SIGNED	Yes
<input checked="" type="checkbox"/> Learning Agreement	LEARN_AGREE	No
<input checked="" type="checkbox"/> Learning Agreement	BEW_LEARNING_AGREEMENT	Yes
<input checked="" type="checkbox"/> Learning Agreement (changes)	LEARN_AGREE_CHANGES	Yes
<input checked="" type="checkbox"/> Learning Agreement (Extension of Stay)	SIGNED_LEARN_AGREE_2_EXTENSION_OF_STAY	Yes
<input checked="" type="checkbox"/> Letter of confirmation	LETTER_CONF	No
<input checked="" type="checkbox"/> Media file	MEDIA_FILE	No
<input checked="" type="checkbox"/> Motivationschreiben	BEW_MOTIV	No
<input checked="" type="checkbox"/> Partner Image for Portal	PARTNER_PORTAL_PHOTO	No

Pipeline | Workplace | Connect/EWP

Allocation of roles to upload settings

Master data | Roles (2) | Upload Groups (1)

Internal name of upload: PHOTO

Upload name: Table: DEW\_UPLOADS

Back | Create new allocation (Role) | No bulk action

Role	Role name	Insert permission	Update permission
<input checked="" type="checkbox"/> Admin Customer	Administrator Customer	Yes	Yes
<input checked="" type="checkbox"/> Admin Simple	Administrator Simple	Yes	Yes
<input checked="" type="checkbox"/> Administrator AOE	Administrator with full access rights	Yes	Yes
<input checked="" type="checkbox"/> Dep. Coordinators	Departmental Coordinators	Yes	Yes
<input checked="" type="checkbox"/> ID	Members of the International Office	Yes	Yes
<input checked="" type="checkbox"/> Students/Incoming	role for incoming students	Yes	Yes
<input checked="" type="checkbox"/> Students/Outgoing	role for outgoing students	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 ?

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.

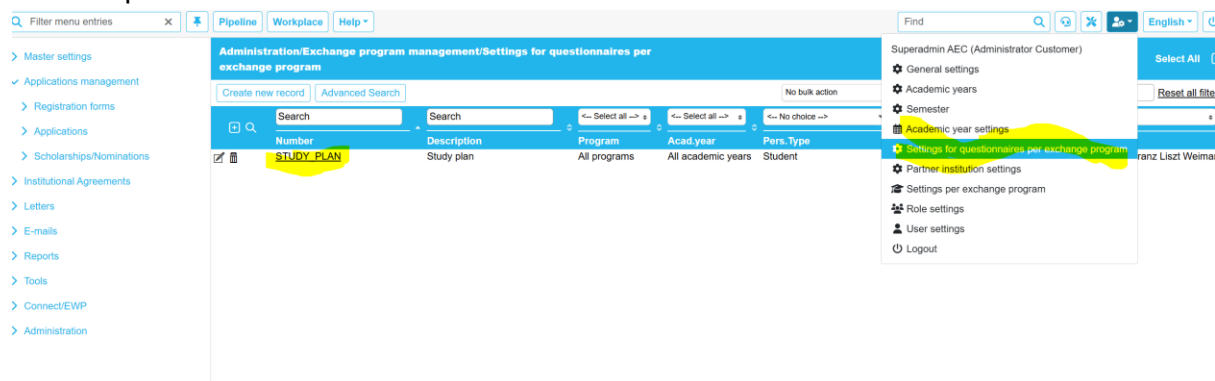
As Incoming coordinator it is important to review/edit the Study Plan questions, so they are in line with the possibilities at your institution.

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

in the fast menu on the top right, select Setting for Questionnaire per exchange programme

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:

Applications management/Settings for applications/Study plan settings

Back Edit **Test questionnaire**

Master data	Sections (10)	Questions (31)	Access rights (0)	Information fields (0)
Type of application	<input checked="" type="radio"/> Incoming <input type="radio"/> Outgoing <input type="radio"/> Both ?			
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher / Staff <input type="radio"/> Both ?			
Program	All programs ? 1			
Academic year	All academic years ? 1			
Institution	Association Européenne des Conservatoires (AEC) ?			
Number	STUDY_PLAN ?			
Description	Study plan ? A			
Width of left column	? ?			
Help	Please insert your study plan			
Button "Cancel"	A			
Button "Edit"	A			
Button "Save"	A			
Button "Create"	A			
Button "Forward to next page"	A			
Button "Forward and Save"	A			
Button "Back to previous page"	A			
Button "Back and Save"	A			
Button "Print"	A			
Update allowed	<input checked="" type="checkbox"/> ?			
questions_AEC.label.roll_id not found	Administrator Customer ?			
	Administrator with full access rights			
	Role for incoming students			
Use new design (version 2023) of view	<input type="checkbox"/>			
Table	BEWERBUNG - Application details ?			
Offer print out	<input type="radio"/> No <input type="radio"/> Letter template <input checked="" type="radio"/> Internal ?			
Type of document	<input checked="" type="radio"/> PDF <input type="radio"/> Microsoft Word ?			
Show as tab at application details	<input checked="" type="checkbox"/> ?			
Description of tab	Study plan A			
Sort order when showing as tab				
Restrict for roles	<input type="checkbox"/>			
Show at the portal	<input type="checkbox"/>			

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:

**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

## 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:

.. 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:

### 3. EDIT SECTIONS

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

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

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

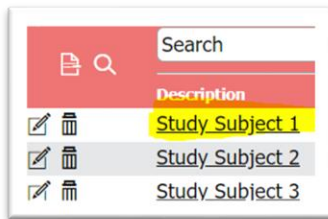
When deleting a section, you should either move the fields from that section to another section or delete the fields as well.

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)

#### 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:



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

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):

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

Allocation of response fields to questions







Master data
Sections (10)
Questions (31)

Institution
Number
Description

STUDY\_PLAN
Study plan

Back
Create new allocation
Show further search fields

Search
<-- Select all -->

	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)

Allocation of response fields to questions

Back Update

Content of the question Course name

There are still **500** characters available

Internal name

Horizontal alignment of the field description ☐ Left ☐ Center ☒ Right

Vertical alignment of the field description ☒ Top ☐ Center ☐ Bottom

Section 1 - Study Subject 1

Field type ☐ Text field ☒ Integer field ☐ Decim

Field length

Default-Type ☒ Manual ☐ Column ?

Default value

Calculate value ☐

Reload after changing value ☐ ?

Depends on field <-- No choice -->

Help

File Edit Insert View

Formats Paragraph

div

? A<sup>n</sup>

Show Help ☒ Own popup window ☐ Own row

Empty row before ☒ None ☐ Blank line ☐ Seperator

Mandatory field ☒ ?

Field deactivated ☐

Sort order 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).

## 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 (AEC)

Filter menu entries x

















Pipeline Workplace Connect/EWP

Master settings  
Applications management  
Institutional Agreements  
Connect/EWP  
Administration  
Access management  
Users  
User settings  
Role settings  
Change password

Administration/Access management/Users

Create new record Advanced Search


Search Search

	Login	Degree
 	BASerasmus	
 	ADMIN_SIMPLE	
 	AECadmin	
 	jonas.aldag@heitmannshof.de	
 	maria.aleksandrova	
 	yunusgencer	
 	Amelie	
 	dimitricandrikopoulos	




Here you can create a 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 

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

Back Create

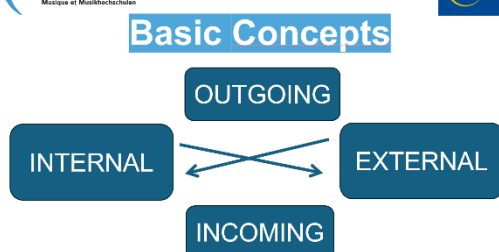
This role will give your colleague access to the same view as you have. Administrator Customer gives you access to more settings but also gives you a more complicated menu to navigate. In the Role Settings and User Settings you can see and modify what the users can do and see, but we advise you not to touch these settings.

# Chapter 4 - 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** = your 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.



### Basic concepts

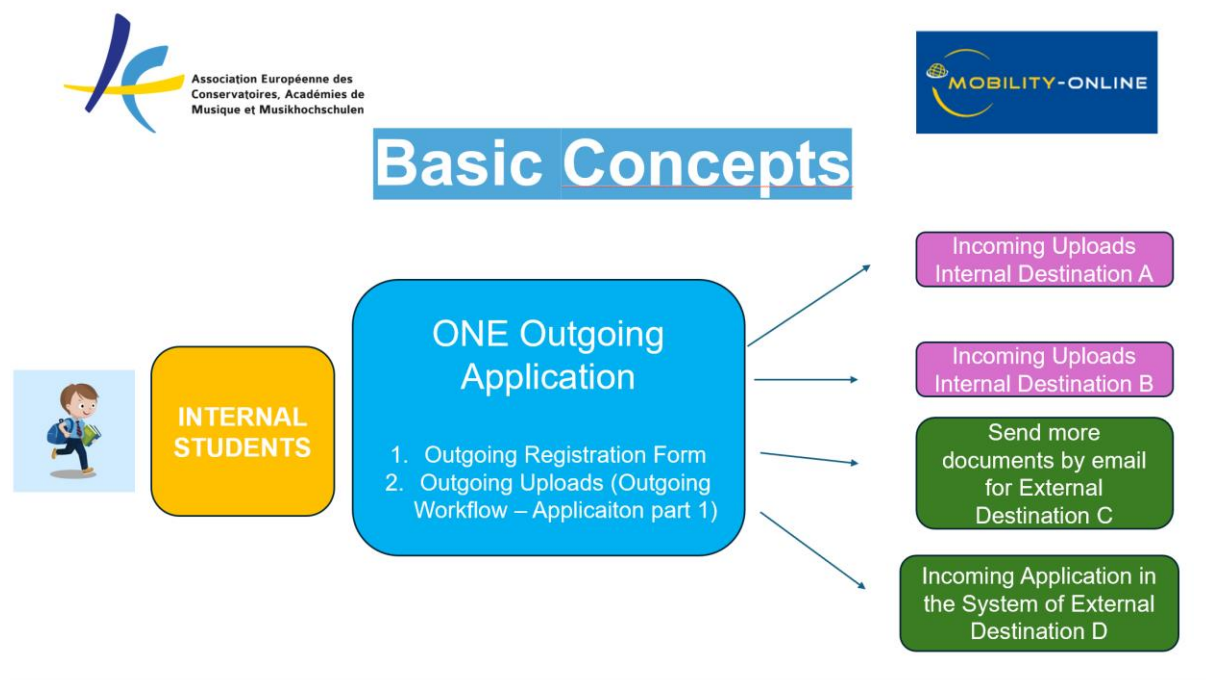
**Pipeline:** access and input point for (internal) Coordinators

**Workflow:** access and input point for Students

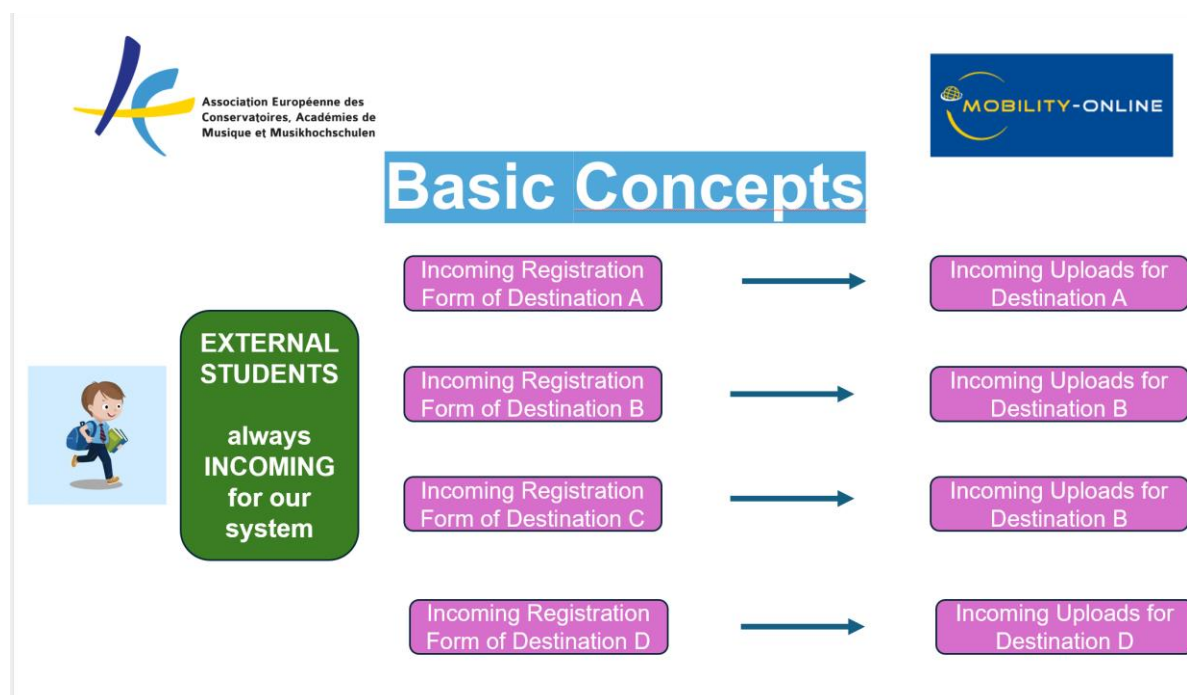
Please note that the entry point / window on the system for the international coordinator (IRC) is the so called **Pipeline**, while the students inputs data and decision in the **Workflow**. The IRC has access to the student's workflow but should always perform actions via the Pipeline in order to guarantee

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.

The diagram illustrates the 'Basic Concepts' of the EAYS MO system. At the top, logos for the Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen, a student icon, and MOBILITY-ONLINE are displayed. The central title 'Basic Concepts' is prominently featured. Below this, three main categories are shown: 'Internal OUTGOING students' (blue box), 'External INCOMING students' (pink box), and 'Internal INCOMING students' (green box). Each category is accompanied by a 'Become an applicant' form. The 'Internal OUTGOING' form shows a student from Spain at the Conservatorio Superior de Musica in Vigo. The 'External INCOMING' form shows a student from Italy applying to the Conservatorio Di Musica Santa Cecilia in Rome. The 'Internal INCOMING' form shows a student from Austria applying to the Anton Bruckner Private University in Linz. A central image of a graduation cap on a globe symbolizes international mobility.

**Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen**

**MOBILITY-ONLINE**

## Basic Concepts

**Internal OUTGOING students**

**External INCOMING students**

**Internal INCOMING students**

**Become an applicant**

I am a student of

Country: Spain

Institution: CONSERVATORIO SUPERIOR DE MUSICA IN VIGO

[Enter application](#)

[Explore exchange possibilities](#)

**Become an applicant**

I am a student of

Country: Italy

Institution: Conservatorio Di Musica Santa Cecilia - Roma

I am applying for:

Country: Austria

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

[Enter application](#)

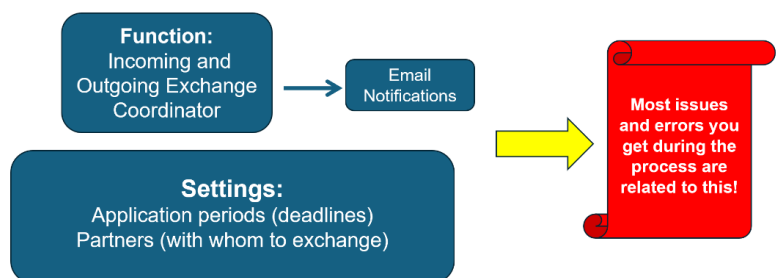
### *Tips and Tricks: main reasons why students get stuck at the beginning of the process*

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 allowed” 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 an applicant** and chooses their country and home institution and chooses Enter application.

A screenshot of a web form titled 'Become an applicant' with a close button (X) in the top right corner. The form contains two dropdown menus. The first is labeled 'I am a student of' and 'Country', with a placeholder text '<-- No choice -->'. The second is labeled 'Institution' and also has a placeholder text '<-- No choice -->'. A 'Close' button is located at the bottom right of the form.

They 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:

Thank you very much for filling in the **Registration Form to apply for an OUTGOING exchange from** [inst\_id\_heim\_name]

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

1. Create an account (Login Name and Password) on EASY Mobility-Online by **clicking on the link you find at the bottom of this email**
2. Login in EASY Mobility Online with the credentials you created. You will end up in the Workflow of your OUTGOING application (Application Part 1 - Outgoing)  
Complete/confirm your 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 as soon as possible, keeping in mind the application deadlines of each destinations
4. Your application will be approved by your home coordinator (nomination) and will be transferred to your desired destinations
5. The different destinations will / might ask you to upload further documents on their side of the EASY MO system (Application Part 2 - Incoming) OR to send documents via mail/via another system
6. Your application will be evaluated by Selection Committee at destination and you will receive the results by email and - in case of acceptance/s - you will need to make your final choice in the EASY Mobility Online system

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

Best regards,  
The International Office of [inst\_id\_heim\_name]

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

Online registration for Mobility-Online  
for exchange program Erasmus SMS

Step 2 of 2

Now you have to choose your user name and your password.

If the username already exists please try another one.

Due to password security you have to enter the password twice.

Please confirm your entries and press the button **[Continue]**

Login

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.





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

[pretext]

Thank you for applying for an exchange from [inst\_id\_heim\_name].

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

Login name: [Login]

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

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

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

Best regards,

The International Office of [inst\_id\_heim\_name]

[Login Page](#)

Necessary steps	Done	Done on	Done by	Direct access via following link
<b>Registration</b>				
Registration Form complete				
Confirmation email for registration				
Online registration				
Please insert all information and upload all required documents before submitting your application.				
<b>Application Form</b>				
Withdrawn application (optional)	<input type="checkbox"/>			<a href="#">I want to withdraw my application</a>
Personal master data completed	<input checked="" type="checkbox"/>			<a href="#">Complete/confirm personal master data</a>
Photo uploaded	<input type="checkbox"/>			<a href="#">Upload photo</a>
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	<a href="#">Enter Links</a>
Motivational statement for Home institution to go abroad (not mentioning any particular destination) entered	<input type="checkbox"/>			<a href="#">Enter information</a>
Language Certificate uploaded (not compulsory)	<input type="checkbox"/>			<a href="#">Upload language certificate</a>
Proof of previous studies / Transcript of records uploaded	<input type="checkbox"/>			<a href="#">Upload proof of previous studies / transcript of records</a>
CV uploaded	<input type="checkbox"/>			<a href="#">Upload CV</a>
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.

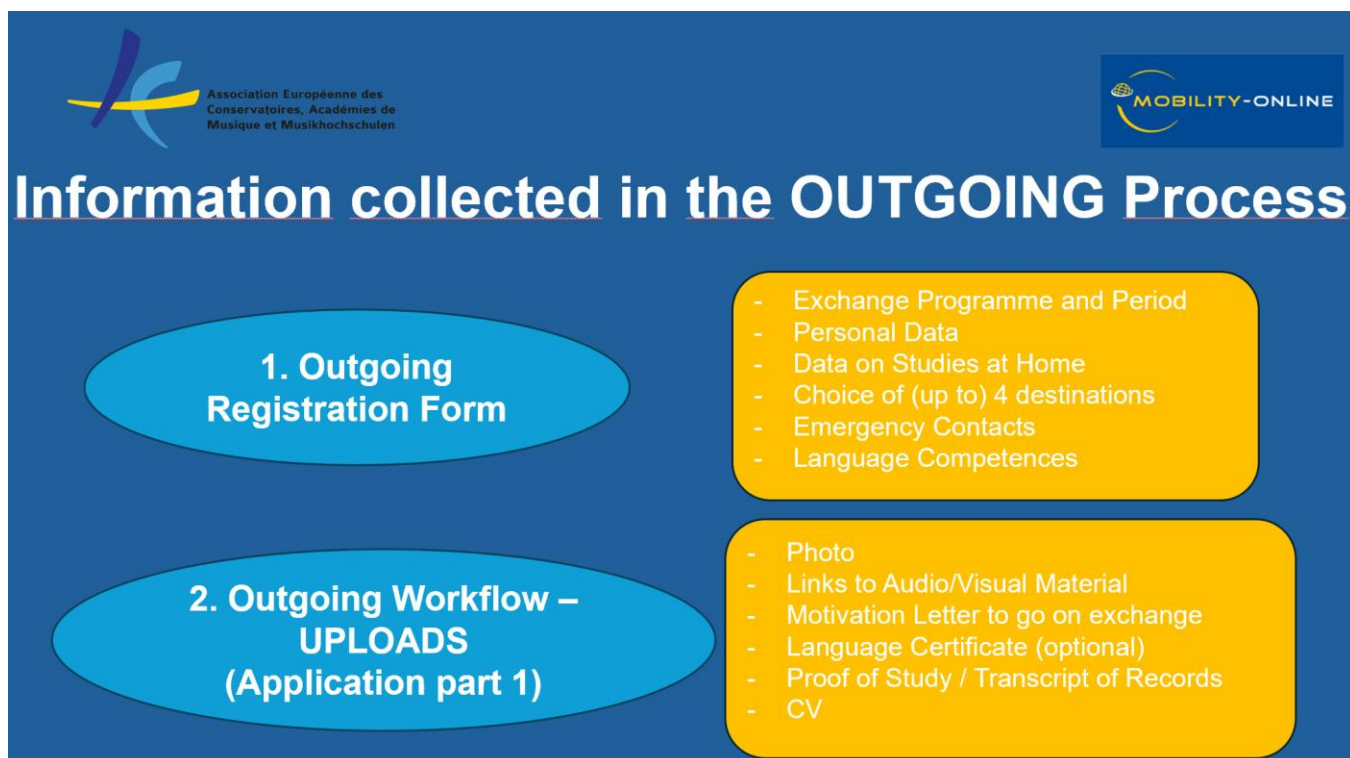
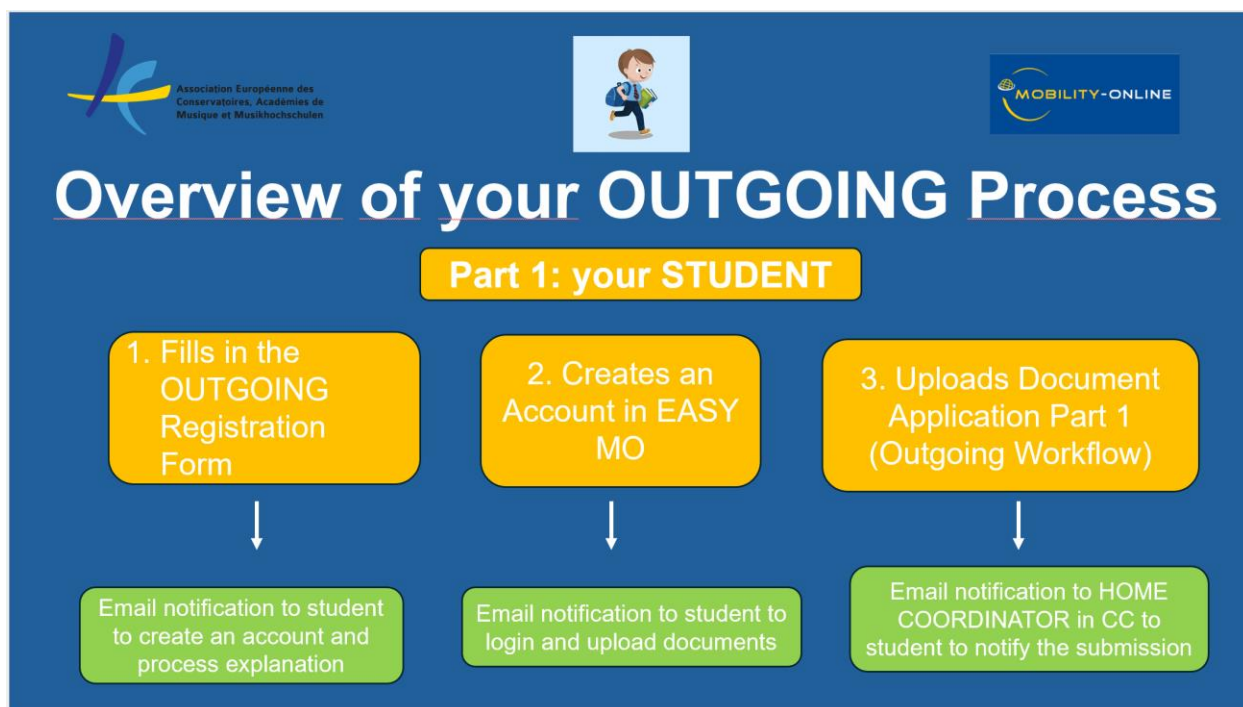
Best regards

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 they have to wait for the approval of the home coordinator.



## 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	<a href="#">Display applications</a>
Application documents uploaded	1	<a href="#">Check applications formally, mark as 'complete' or 'incomplete'</a>
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. status
Anikka, Aku	Erasmus SMS	Music	Accordion	HELSINKI42	KOBENHA39	2024/2025	22.08.2024	

Superadmin AEC

Quick search Find Quick insert... English

Applications outgoing Enable tool icon Display

Back Edit

Master data Pipeline Display application workflow Further applications (2) Documents (0) E-mails (1)

Application details Open all sub groups Close all sub groups

Type of application ☐ Incomings ☒ Outgoings

Type of person ☒ Students/Trainees ☐ Teachers

Exchange program Erasmus SMS

Academic year 2024/2025

What study period are you applying to? Fall semester

Personal details

Given name(s) Aku

Family name(s) Anikka

Gender ☐ Female ☒ Male ☐ Undefined

Citizenship Finland

Date of birth 01.01.2000

E-Mail address aku.anikka@uniarts.fi

Telephone number +358111444555

Please state briefly: What is your main motivation for going on exchange? How would studying abroad be of benefit for you? In which ways do you feel you would be able to contribute to the international studying community during your exchange studies?

asdf

Please provide your own comments on the progress of your studies. Will your exchange period fit within the planned time for your studies? In case your studies have been prolonged, please include a schedule for finishing your degree.

asdf

Exchange studies will be included as an integrated part of your Siba Individual Study Plan (= HOPS). Please reflect on the relevance of the exchange studies to your core degree studies at Siba. Which courses can you find at the host exchange institution that would be relevant to your degree?

afg

Studies at the home institution

Country of the home institution Finland

Home institution HELSINKI42 - Sibelius Academy, U...

Department Church music and organ Helsinki

Field of study Music

Main Instrument / Specific Field of Study Accordion

Current level of education at home institution (before exchange) 1st Year Bachelor (on a 3 years B...

24 of 24 - Click item not Collect than clipboard

To mark the application as complete, the Outgoing Coordinator needs to click on the 2 boxes and the button highlighted below and then on the button on the bottom indicating the action:

Additional updates

Search

Application complete Application incomplete

☒ Application complete ☐ Application incomplete

Show further search fields

No bulk action

Search Erasmus+ <-- Select all --> <-- Select all -->

	Last name, First name, Degree	Program	Study field	Home.Inst.	H
<input checked="" type="checkbox"/>	TestSOP, LyliaTest	Erasmus+	Music	AEC01	HI

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

Back to the application overview Check applications formally, mark as 'complete' or 'incomplete'

- After marking it as complete, the application will directly appear in pipeline step to nominate and transfer application to partner. Now the Outgoing coordinator can “nominate and transfer” the applications to the incoming destinations:

Pipeline			▼	↺ Rel
<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								
Preselection								
Show further search fields								
No bulk action								
Search								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Erasmus SMS	<-- Select all -->	<-- Select all -->	<-- Select all -->	<-- Select all -->	2023/2024
<input checked="" type="checkbox"/>	<input type="checkbox"/>	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

Nominate and transfer application to the partner institutions

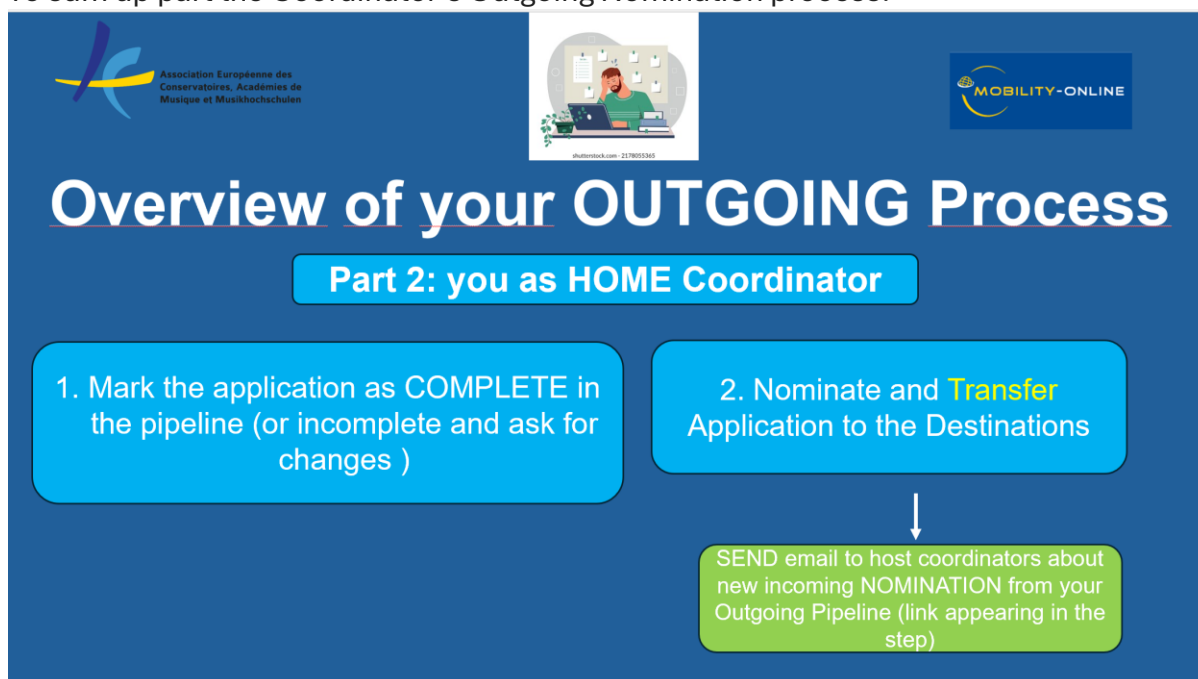
There is a possibility to nominate and transfer the applications again, if necessary.

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 sum up part the Coordinator's Outgoing Nomination process:



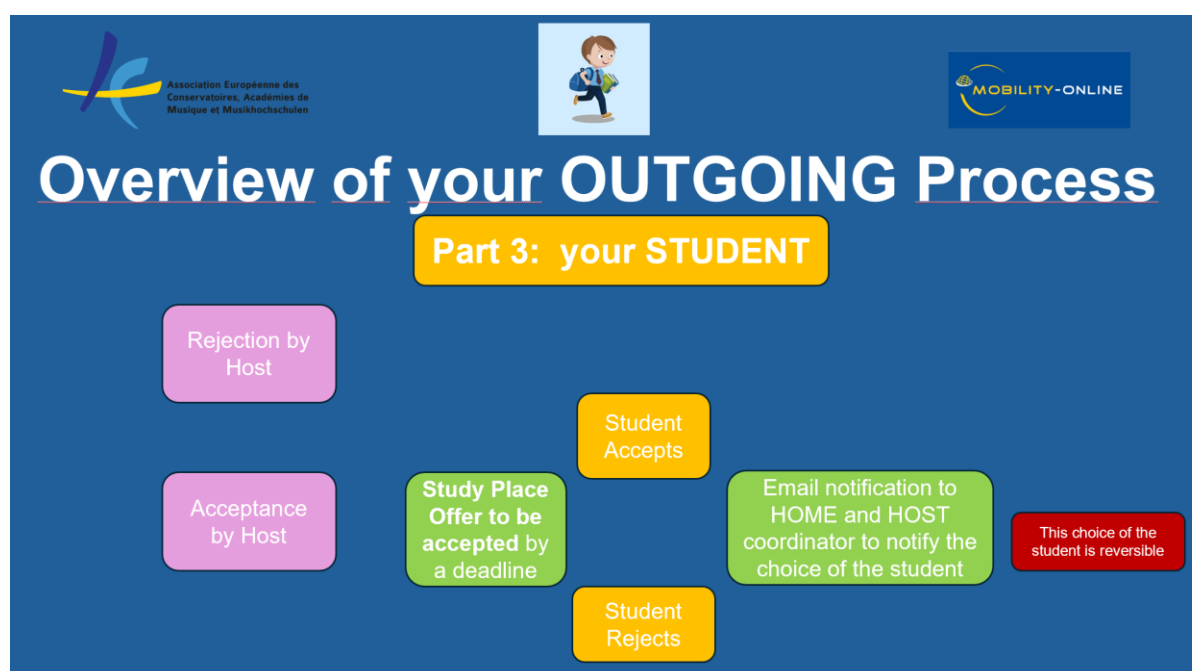
From this point your Outgoing process is on hold and it is on the Incoming Coordinator to act:

# 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 1 in the right column is highlighted in yellow.

Step	Description
3	Show applications and accept student if needed
2	Send an email to student to ask if this is their final and unchangeable choice (optional)
1	Allocate student to final destination and send confirmation email
1	Mark applications as courses done externally via OLA
1	Display applications

Below the flow diagram, there is a blue bar with the text: Before the mobility - Digital Learning Agreement

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 has a search bar and a table with columns for 'Last name, First name, Degree', 'Host.Inst.', and 'Decision by partner'. The table has four rows, numbered 1 to 4. Row 1 contains 'ANTWERP6', '2', and 'rejected'. Row 2 contains 'STATECON2'. Row 3 contains 'BUENOS23'. Row 4 is empty. A yellow arrow points from the '2' in row 1 to the '2' in row 2, indicating a drag-and-drop action. At the bottom of the page, there is a blue bar with the text: 'Show 20 entries Display all records' and a button labeled 'Allocate student to final destination and send email'.

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 Pipeline, 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”:

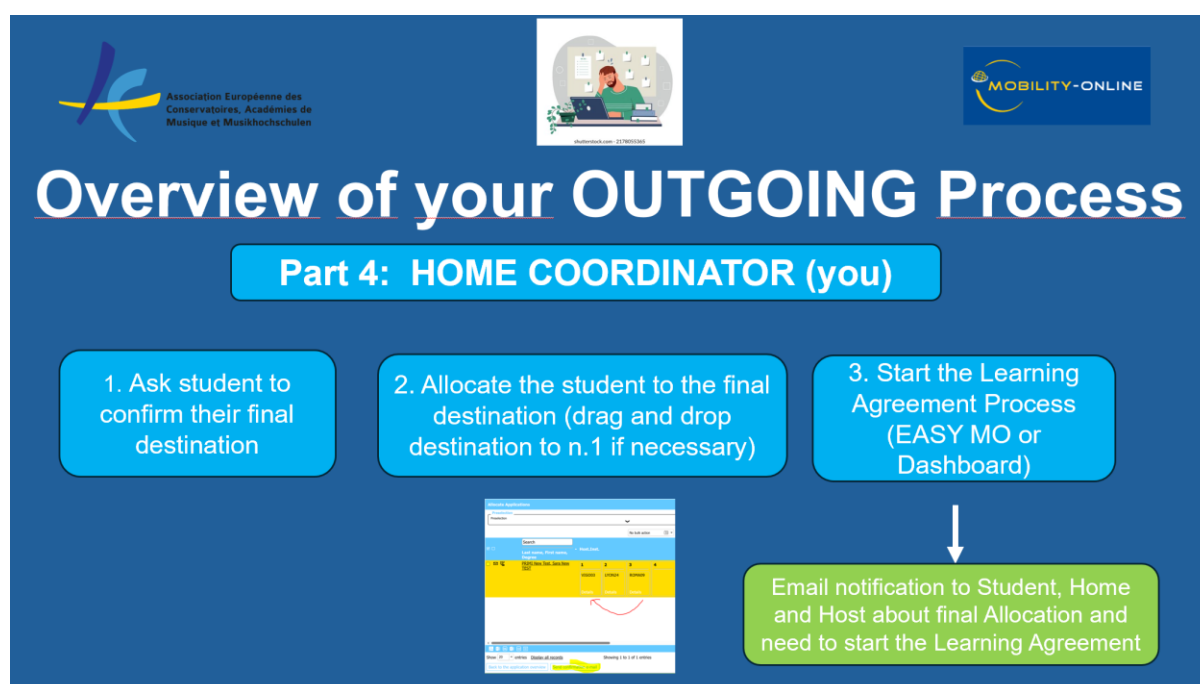
The reversion/correction of the allocation can be done in the General Queries of the Outgoing Pipeline.

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 offer
- 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.

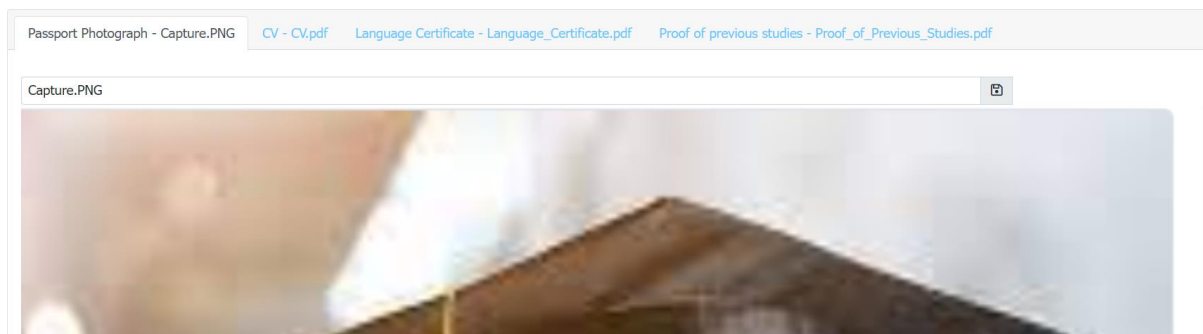
Best regards

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

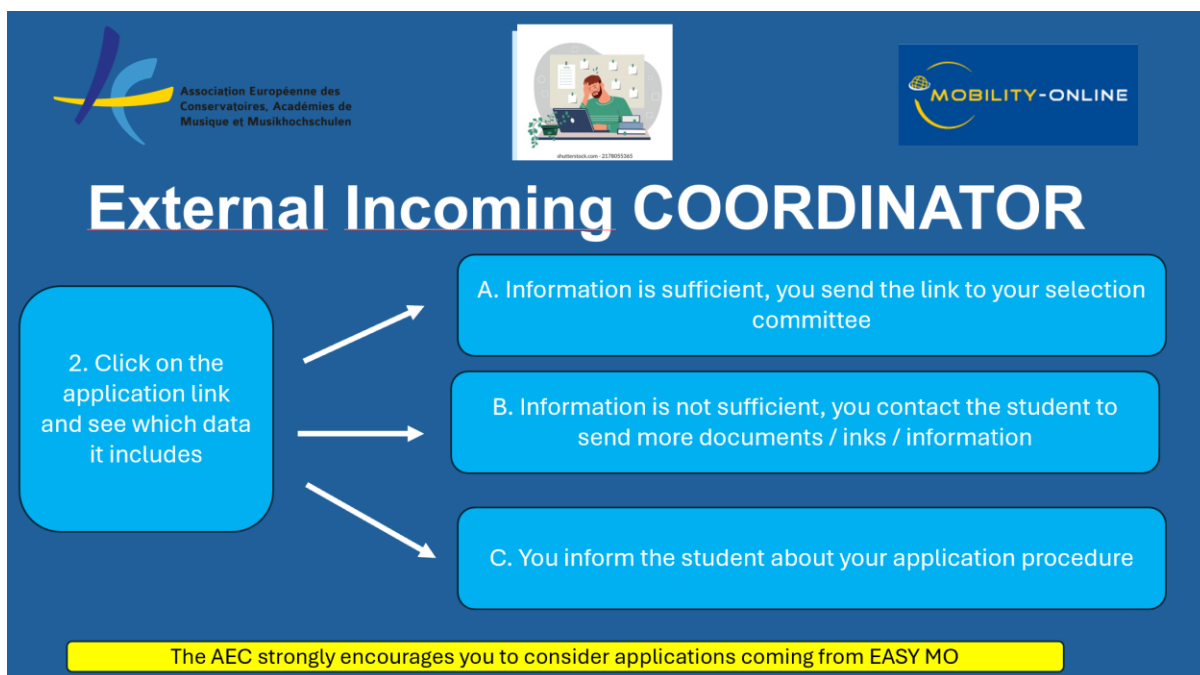


- Main information on the applicant, including links to their audio-video material
- Button “Accept or Reject”

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) <a href="https://www.youtube.com/watch?v=CvBftwUxHlk">https://www.youtube.com/watch?v=CvBftwUxHlk</a>	
<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



Whatever procedure is decided by the External Partner, they should click on the Accept/Reject button in order to let you know if they accept your student for the mobility or not. If they don't -as it's the case most of the time – you can accept the application on their behalf in the Outgoing Pipeline by clicking on the action link “Show applications and accept student if needed”

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

Search	<-- Select all -->	<-- No choice -->	<-- Select all -->
Last name, First name, Degree	Host institution	Decision by partner	Host institution
<input type="checkbox"/> Ankka, Aku	KOBENHA39 - Rhythmic Music Conserv ...	pending	OSLO03 - Nor
<input type="checkbox"/> Rintelentest, MiriamTest	OSLO03 - Norwegian Academy of Musi ...	<-- Please select -->	<-- No choice -->
		accepted rejected pending	

Back to the application overview	<b>Show applications and accept student if needed</b>
----------------------------------	---

Showing 1 to 2 of 2 entries

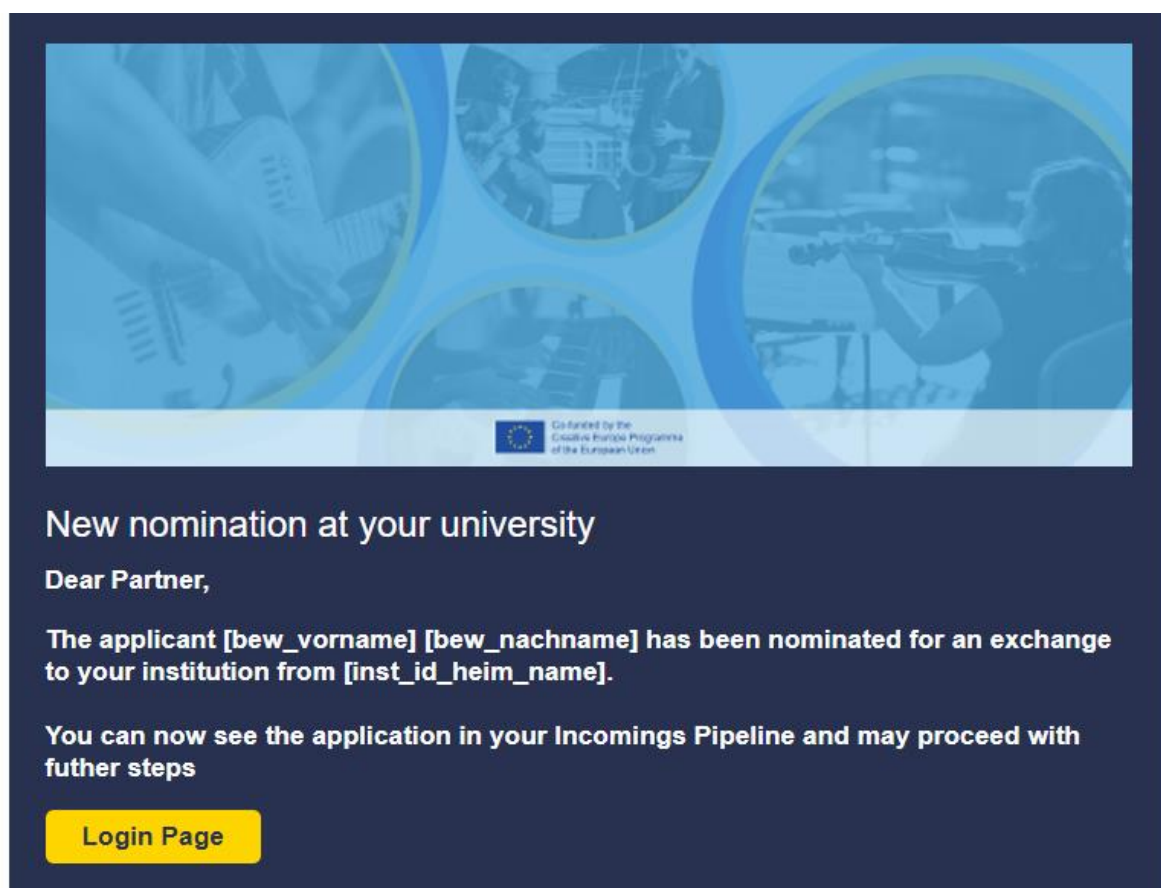
## Incoming Process

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:



**New nomination at your university**

Dear Partner,

The applicant [bew\_vorname] [bew\_nachname] has been nominated for an exchange to your institution from [inst\_id\_heim\_name].

You can now see the application in your Incomings Pipeline and may proceed with further steps

[Login Page](#)

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. Please note that as of 2026, the Incoming coordinator will be able to

already reject applications at this stage in case they do not want to consider them (i.e. the deadline has passed)

Applications management

Registration forms

Applications

Applications outgoing

Applications incoming

Import applications

Calculate ranking

Unsign learning agreements

Edit Transcript of Records

Edit substitute courses/exams

Delete applications

Delete applications (admin)

Scholarships/Nominations

Institutional Agreements

Letters

E-mails

Reports

Tools

Connect/EWP

Administration

AEC-Applications

EWP-Applications

Total: 7 Applicant

Show 20 entries

	Last name, First name, Degree	Home.Inst.	Status	Academic y
<input checked="" type="checkbox"/>	Primiterra TEST, Sara	F LYON24 - Lyon National Conservatoire of Music and Dance (CNSMD de Lyon)	Accepted	2024/2025
<input type="checkbox"/>	Ivan, Test	N OSLO03 - Norwegian Academy of Music	Accepted	2025/2026
<input type="checkbox"/>	Ivan, Test Internal	N OSLO03 - Norwegian Academy of Music		2025/2026
<input type="checkbox"/>	Test, Ivan	N OSLO03 - Norwegian Academy of Music		2025/2026
<input type="checkbox"/>	Test, Ivan	N OSLO03 - Norwegian Academy of Music		2025/2026
<input type="checkbox"/>	Test, Ivan	N OSLO03 - Norwegian Academy of Music		2025/2026
<input type="checkbox"/>	TEST, Mail	N OSLO03 - Norwegian Academy of Music		2025/2026

Showing 1 to 7 of 7 entries

Accept Reject

This way, applications are not even imported in the Incoming Pipeline, but they just fall into the rejection step

General queries		
→ All applications (not rejected or cancelled)	1	Display applications
→ Cancel applications (Force Majeure)	1	Cancel applications
→ Cancelled applications (Force Majeure)	0	
→ Rejected applications (AEC members)	0	
→ OVERVIEW - applicant from internal partner ('Nomination accepted by External Partner' checked)	0	
→ OVERVIEW - applicant from Master + Bachelor transcript not uploaded	0	

Erasmus STA

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.**

t You can now proceed with completing the Incoming part of your exchange application

t 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].

Please login at <https://mobility.aec-music.eu/LoginServlet> and select [inst\_id\_gast\_name] from the dropdown menu.

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

Best regards

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 (right) 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**:

We strongly advise you to add in as Help Text a link to your **course catalogue** as follows:

Please note that the information inserted in the Study Plan of the Incoming Workflow do not pre-populate the DLA's tables. The student will have to fill in the DLA's Table A and B manually.

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. Please note that, **if the submission button does not appear** to the student, there can be 2 reasons:

- The student didn't upload all the compulsory documents
- The deadline for application has passed. If you still want to allow the student to apply, please change the deadline for them in their masterdata:

Applications incoming Enable tool icon

Back Edit

**Master data** Personal details Pipeline Display application workflow Study plan Documents (6)

– Desired Exchange Period Open all sub groups Close all sub groups

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? Spring semester \* ⓘ

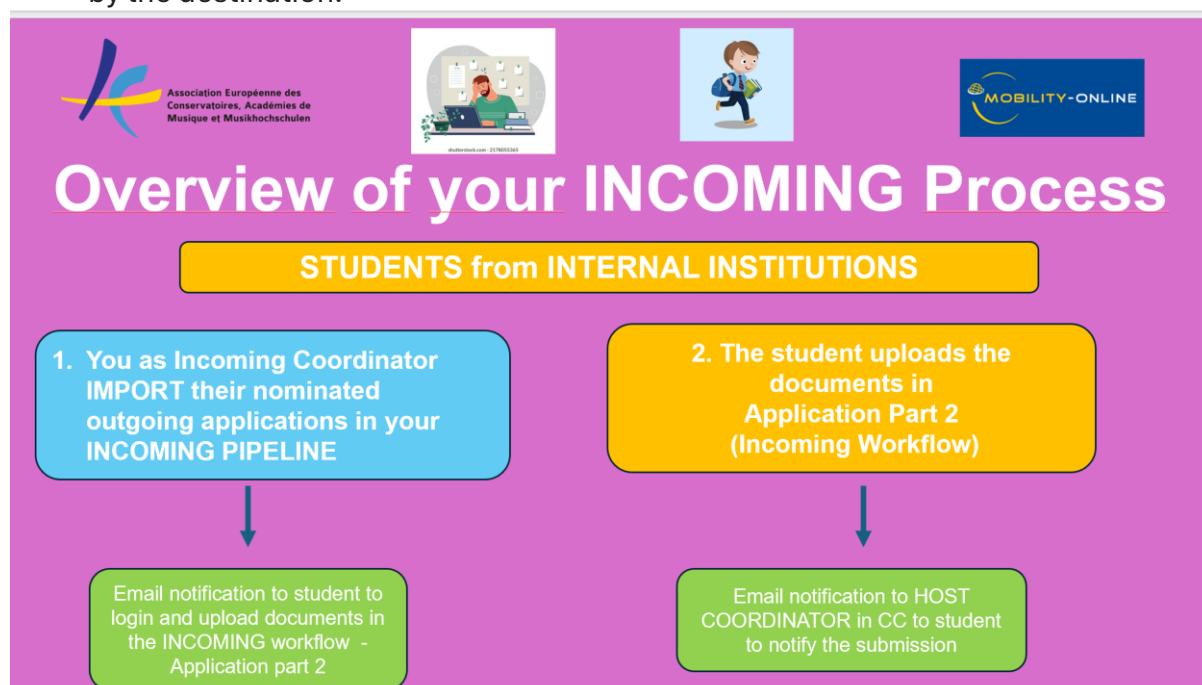
Deadline for application 01.09.2025 \*

– Personal data

Once the application is submitted, the student and the Incoming Coordinator will 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.



## Important extra information collected in the INCOMING Process

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



## 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 - <b>ASK TO NOMINATE</b>	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 Partner,

The applicant [bew\_vorname] [bew\_nachname] has been nominated by their home institution [inst\_id\_heim\_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=PARTNER\_CHOICE1:link-only@

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: [kontakt\_email\_heim]

Applicant: [bew\_email]

**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

## 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

[?]

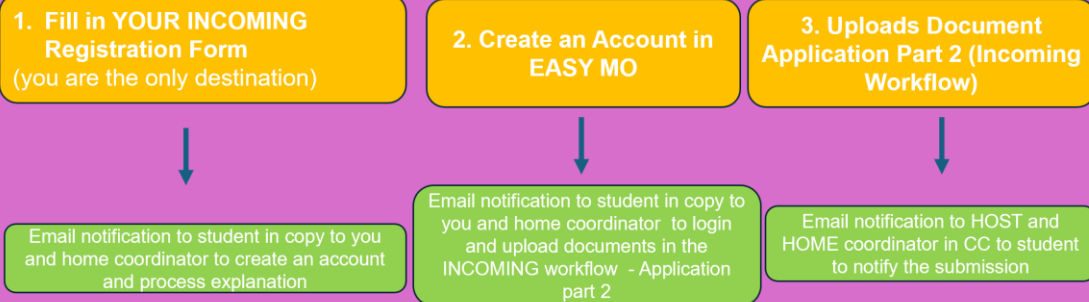
## And the Incoming Student moves both in their workflow and in the pipeline

External Partner Application				
<b>Before the mobility - Upload and print documents</b>				
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 p
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	



# Overview of your INCOMING Process

STUDENTS from EXTERNAL INSTITUTIONS



## 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  
(2)

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

Application documents uploaded

Check applications formally, mark as 'complete' or 'incomplete'

Preselection

Preselection

Additional updates

Application complete

Application incomplete

Show further search fields

No bulk action

Search

Reset all filters

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="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"/>	<input type="checkbox"/>	Veijonsuotestaa, Leenatestaa	Erasmus SMS	Music	Clarinet (Jazz)	HELSINK42	BREMEN03	2024/2025

Show 20 entries

Display all records

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Back to the application overview

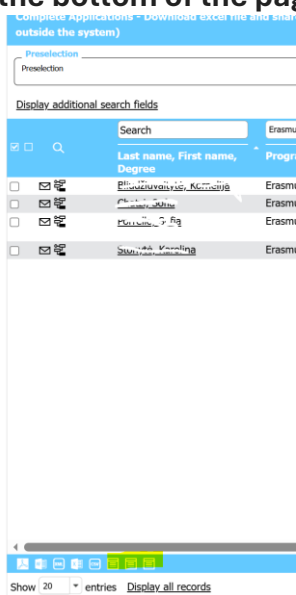
Check applications formally, mark as 'complete' or 'incomplete'

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 several excel files with the data of the applications in that step, and 2 of them include 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 squared **icons on the bottom of the page**:



The second last icon is 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	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=GN6KNpRpd9SvDDWFNdK8exub9mGFgc">https://mobility.aec-music.eu/ExtActionServlet?match=GN6KNpRpd9SvDDWFNdK8exub9mGFgc</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Veronica	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=8Hv6ZetDwkQWQDd2grgWvEFvYAEtIXu">https://mobility.aec-music.eu/ExtActionServlet?match=8Hv6ZetDwkQWQDd2grgWvEFvYAEtIXu</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Ana	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=6aodiDsZHVZpNa2XrCWfEwvenAt7ajJwuf">https://mobility.aec-music.eu/ExtActionServlet?match=6aodiDsZHVZpNa2XrCWfEwvenAt7ajJwuf</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Maria Krog	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=5gIR7ITMppcCUeutfiewG85A9nng5sDJNU">https://mobility.aec-music.eu/ExtActionServlet?match=5gIR7ITMppcCUeutfiewG85A9nng5sDJNU</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
NIKOLETT	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=kR4FJ3hSnJ8h8w94aY1XVsDrpPwE5gzqv">https://mobility.aec-music.eu/ExtActionServlet?match=kR4FJ3hSnJ8h8w94aY1XVsDrpPwE5gzqv</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Derlin	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=8esrHQ1K6yqzxw4NuptCUJ5VJo5ZcESikF">https://mobility.aec-music.eu/ExtActionServlet?match=8esrHQ1K6yqzxw4NuptCUJ5VJo5ZcESikF</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Dairis	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=HdKkzGoeDKnWVr1QE4VWsGPXdfh8izr">https://mobility.aec-music.eu/ExtActionServlet?match=HdKkzGoeDKnWVr1QE4VWsGPXdfh8izr</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Johannes	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=ASKFoi7HaSTWUoyDGpbBQ4S4qDnqpR">https://mobility.aec-music.eu/ExtActionServlet?match=ASKFoi7HaSTWUoyDGpbBQ4S4qDnqpR</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Marta	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=CvaCoSAT26kqRtBv3HqFUdxMfaQ1uYxt">https://mobility.aec-music.eu/ExtActionServlet?match=CvaCoSAT26kqRtBv3HqFUdxMfaQ1uYxt</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Domantas	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=E5CGGVxZqeqh2xo92QyHAWbq2gFGdsL">https://mobility.aec-music.eu/ExtActionServlet?match=E5CGGVxZqeqh2xo92QyHAWbq2gFGdsL</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Siena	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=DB1DpbCok5yiez5ZsedcSf2436tBWuAva">https://mobility.aec-music.eu/ExtActionServlet?match=DB1DpbCok5yiez5ZsedcSf2436tBWuAva</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Till	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=6BxhcZz8N9NpcpTsGU9CeS8BsihhSDJfJ">https://mobility.aec-music.eu/ExtActionServlet?match=6BxhcZz8N9NpcpTsGU9CeS8BsihhSDJfJ</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Johannes	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=BNIEUnbFt8w5jQoRhUvxqJgrxPLicLtG4fCj">https://mobility.aec-music.eu/ExtActionServlet?match=BNIEUnbFt8w5jQoRhUvxqJgrxPLicLtG4fCj</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Nadia	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=3E6zE9f8Zy1CsG6ewrPgHm7HyVCFxnBf4">https://mobility.aec-music.eu/ExtActionServlet?match=3E6zE9f8Zy1CsG6ewrPgHm7HyVCFxnBf4</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Stefano	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=59dXmGKSNeQ58a75cN7pA7zr6F3vQE7I">https://mobility.aec-music.eu/ExtActionServlet?match=59dXmGKSNeQ58a75cN7pA7zr6F3vQE7I</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Francesco	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=BjsQbt3S86um6mosiATZ8R4QqNgFVoM">https://mobility.aec-music.eu/ExtActionServlet?match=BjsQbt3S86um6mosiATZ8R4QqNgFVoM</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Magdalena	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=6BJqRd8wStuuCLnDwg2YkfGGJmbv9x4">https://mobility.aec-music.eu/ExtActionServlet?match=6BJqRd8wStuuCLnDwg2YkfGGJmbv9x4</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Margaux	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=3TBACxI2cCFBGU5RG7d7GnbDTRzNN">https://mobility.aec-music.eu/ExtActionServlet?match=3TBACxI2cCFBGU5RG7d7GnbDTRzNN</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Luisa	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=B884HztGesAzXtTPG6NF1CoTqBQkBTu">https://mobility.aec-music.eu/ExtActionServlet?match=B884HztGesAzXtTPG6NF1CoTqBQkBTu</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				
Nathan	Finland	University	<a href="https://mobility.aec-music.eu/ExtActionServlet?match=ELC5uYqGH43f3SNQIWcnnt8K4Wbj8uFh">https://mobility.aec-music.eu/ExtActionServlet?match=ELC5uYqGH43f3SNQIWcnnt8K4Wbj8uFh</a>	<a href="https://mobility.aec-music.eu/FulfillExternalQuestionSe">https://mobility.aec-music.eu/FulfillExternalQuestionSe</a>				

This file can be sent to the Selection Committee

The most complete **Excel file** of the three contains columns with the following information:

Exchange programme  
Academic year

Study Period of Application  
 First name  
 Last name  
 GenderDate 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 Englisch):  
 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?
sarinaviolinist@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	<a href="https://www.youtube.com/watch?v=BqVZxV2nIAg">https://www.youtube.com/watch?v=BqVZxV2nIAg</a>
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:

MOBILITY-ONLINE


**label.question.already\_fulfilled not found**

**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**

Course name   
Course code   
Course credit

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	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
→ Students have been wait listed	1	Display applications

Applications

AEC-Applications

EWP-Applications

?

Total: 1 Applicant

	Last name, First name, Degree	Inst.	Academic year	Semesters	Stay from	Stay to
<div><div><div></div></div></div>	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

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

Would you like to approve 1 applications?

Max. date for acceptance by applicant

12.12.2024

yes

no

Close

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	<p>We are happy to inform you that you have been accepted for an exchange at [inst_id_gast_name].</p> <p>Your deadline to accept the study place is [dat_freifeld1].</p> <p>To accept or decline the study place please login (to the host institution) at <a href="https://mobility.aec-music.eu/LoginServlet">https://mobility.aec-music.eu/LoginServlet</a></p> <p>Login name: [login]</p> <p>Best regards The International Office of [inst_id_gast_name]</p> <p>[?]</p>

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"/>			<a href="#">Accept/reject the study place</a>
<ul style="list-style-type: none"> <li>Deadline for accepting study place : 24.09.2024</li> </ul>				

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

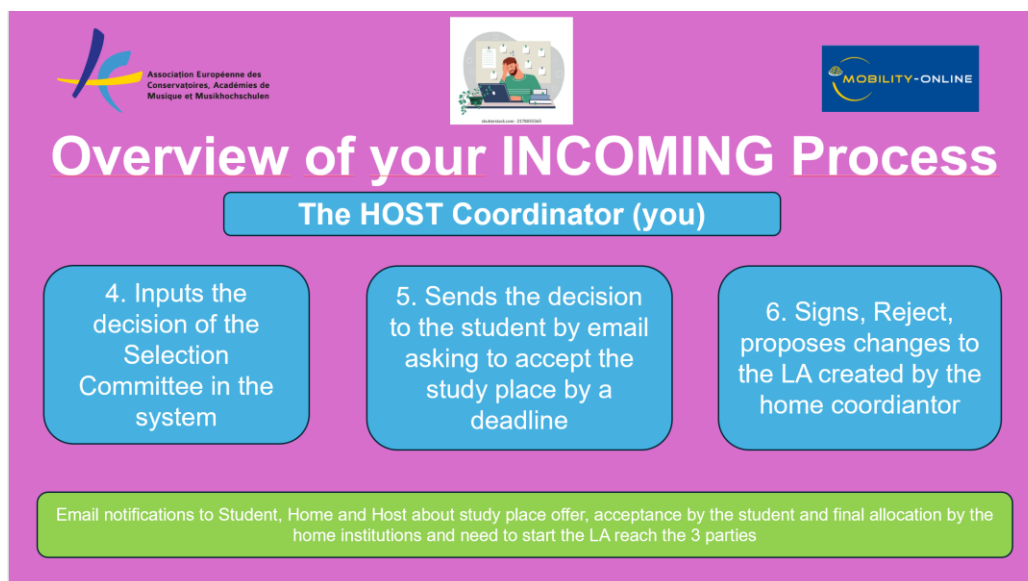
[Back](#)
[Update](#)

Master data	Personal details	Pipeline	Display application workflow	Study plan	Documents (3)	E-mails (5)
Selection Committee						
			Final decision of the student: <input checked="" type="radio"/> I accept the study place <input type="radio"/> I reject the study place			
<a href="#">Back</a> <a href="#">Update</a>						

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 Access<sup>2</sup>.

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. Externals can nominate their outgoing students and accept their incoming students from EASY MO internal institutions both via the action link sent by email and the button on the Partner View. Access to the partner view should be requested to the AEC office by the external partner.

---

<sup>2</sup> If one of your external partners informs you that they do not have access to this Partner View, please ask them to send a request for an activation link to [events@aec-music.eu](mailto:events@aec-music.eu)

## Chapter 4 – EWP , DLAs and IIAs

### Dashboard Settings

Any internal user of EASY MO can decide if connecting the system with EWP. When connected to EWP you can manage Learning Agreements and/or Interinstitutional Agreements within the EASY MO platform. Alternatively you can use EASY MO only for the application process and manage DLAs and IIAs via Dashboard or other systems.

If you decide to connect EASY MO to EWP, 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 boxes related to OLA and/or IIAs, and click save.

The screenshot shows the 'EWP SETTINGS' page. On the left is a sidebar with 'My University' expanded, showing 'Accounts & Access', 'Organizational Units', 'Ukraine Assistance', 'OLA', 'Short Term', 'Applications', 'IIA', and 'Erasmus+ App'. The main content area is titled 'EWP SETTINGS' and contains a section 'EXCHANGE OF INFORMATION THROUGH EWP DASHBOARD' with the instruction 'Please check / uncheck according to what applies to your HEI.' Below this are five checkboxes, all of which are checked: 'Exchange of IIAs through EWP Dashboard', 'Exchange of OUnits through EWP Dashboard', 'Exchange of static information for IIAs through EWP Dashboard', 'Exchange of OLAs through EWP Dashboard', and 'Exchange of OLAs through EWP Dashboard'. At the bottom right, there are 'CANCEL' and 'SAVE EWP SETTINGS' buttons.

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

### EASY MO Settings to connect to EWP

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

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

The screenshot shows the top navigation bar of the Association Européenne des Conservatoires (AEC) website. The bar is blue and contains the AEC logo, the text 'Association Européenne des Conservatoires (AEC)', and a search bar. Below the search bar, there are four buttons: 'Pipeline', 'Workplace', 'Connect/EWP' (highlighted in yellow), and 'Connect/EWP' (highlighted in yellow). Below the buttons, there is a 'Query application work-flow' section with a yellow background and the text 'For further help please expand this bar!'.

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, tic, 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.

## Interinstitutional Agreements (IIAs) Settings

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

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

**Agreement data**

Share inter-institutional-agreement general factsheet data via EWP ☐ ?

Share and receive Inter-Institutional Agreement (IIA) data via EWP ☒ ?

Which Agreements tabs should be displayed

☐ Agreements (Flow)

☒ Agreements (Simple) ?

**Please note:** Before switching from the IIA Flow Manager to the IIA Simple Manager, please duplicates may occur if the change is carried out incorrectly!

Use which column to transfer subject area code

☒ Standard (column Subject code) ☐ Own column (column ISCED Code) ?

Manage organisational units of the partner institution on IIAs at the deepest level, if defined

☐ Yes ☒ No ?

Manage organisational units of the own organisation on IIAs at the deepest level, if defined

☐ Yes ☒ No ?

Transfer/import ISCED-clarification if filled

☐ ?

Method to determine signing person

☒ Person hierarchy (like bilateral agreements) ☐ Currently logged in person ?

**When should the agreement/proposal be set to active**

☒ After creation of the agreement

☐ Never ?

**When to create EWP IIAs as agreements**

☒ After signing of the own university

☐ After approval of the own university

☐ No automatic creation of local agreements ?

Function for signing person (own)

Incoming and Outgoing Exchange... ? ? ? ? ? ? ? ? ? ?

Function for other contact person (own)

<-- No choice --> ? ? ? ? ? ? ? ? ? ?

Function for signing person (partner)

Incoming and Outgoing Exchange... ? ? ? ? ? ? ? ? ? ?

Function for other contact person (partner)

<-- No choice --> ? ? ? ? ? ? ? ? ? ?

Exchange Inter-Institutional Agreements of following exchange programs

Bilateral, Erasmus SMS, Nordplus \* ? ? ? ? ? ? ? ? ? ?

Exchange Inter-Institutional Agreements of following academic years

8 of 8 selected \* ? ? ? ? ? ? ? ? ? ?

Format of academic years

?

*N.B.: Please note that Dashboard has removed the possibility to release and visualise already signed IIAs via systems by commercial providers.*

### 6.2.9. Changes icon

Manage inter-institutional agreements via EWP data

Create new IIA EWP Settings

Status <-- No choice --> Signed <-- No choice --> Signed (partner) <-- No choice --> Approved <-- No choice --> Approved (Partner) <-- No choice -->

Show all information Hide all information rows

Institution	Host country	Partner	Program	App. Type	Acad. year	Subject code	Total Spots (F/S/T)	Total time
A SOP01 - SOP Hilmbauer & Mauburger University (7)								
MO-IA-SF-TEST01-ASOP01-01386317 (1)								
MO-IA-SF-TEST01-ASOP01-3082c1e1 (1)								
MO-IA-SF-TEST01-ASOP01-3082c1e1 (1)								
MO-IA-SF-TEST01-ASOP01-3082c1e1 (1)								

Status Signed Signed (partner) Approved Approved (Partner)

Released no no no no

Imported no no no no

Imported no yes no yes

Figure 21: Change icon

The red warning sign indicates that we have received a CNR from the partner institution and that something on the respective IIA has changed (i.e. the no. of places, the study levels, no. of conditions or that the status has changed, for instance that the agreement has been signed).



## 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"/> ?	
Default setting: "All"	
Please contact your project manager, before selecting the option "Incoming only" or "Outgoing only".	
<b>Background:</b> 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.	
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... ? 1
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... ? 1
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 ? 1
Application column for ISCED Code	<-- No choice --> ?
<b>Please only select something, in case in which the standard columns do not apply.</b> 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)	
Application column for Study Level	<-- No choice --> ?
<b>Please only select something, in case in which the standard columns do not apply.</b> 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 -> kz_stud_niveau -> stud_niveau_id (in the listed order, from left to right)	
Application column for Teaching Language	<-- No choice --> ?
<b>Please only select something, in case in which the standard columns do not apply.</b> In 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 i checked in the listed order from left to right)	

The remaining settings should be as follows

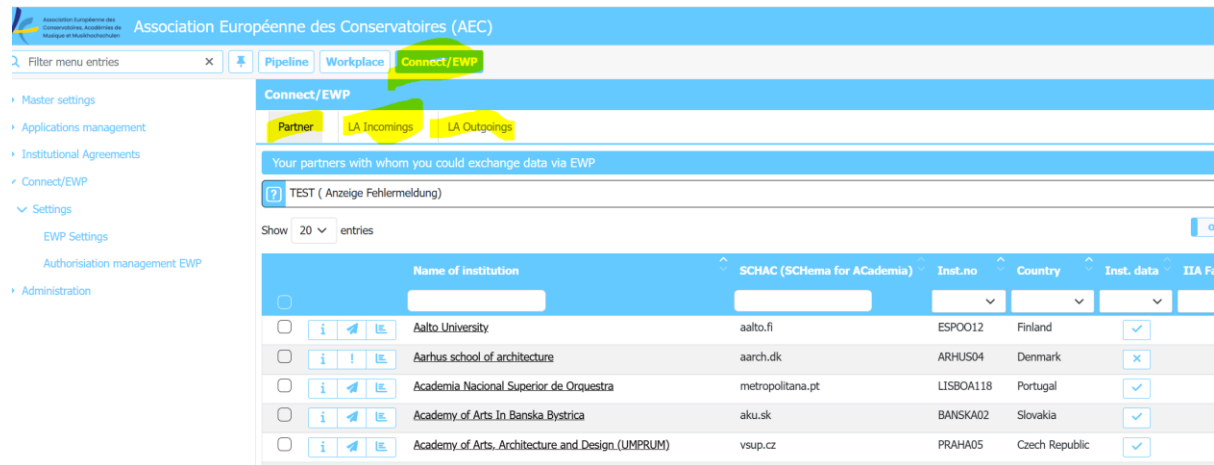
Send e-mails to the persons responsible for checking the digital learning agreement.	<input checked="" type="checkbox"/> ?
Mail template for sending emails to the contact person for the digital Learning Agreement at your own institution	REVIEW_DLA_COORD OUT ?
Mail template for sending emails to the contact 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 EASY MO. **Be sure to save all digital Learning Agreements that were created in OLA before switching to EASY MO.**

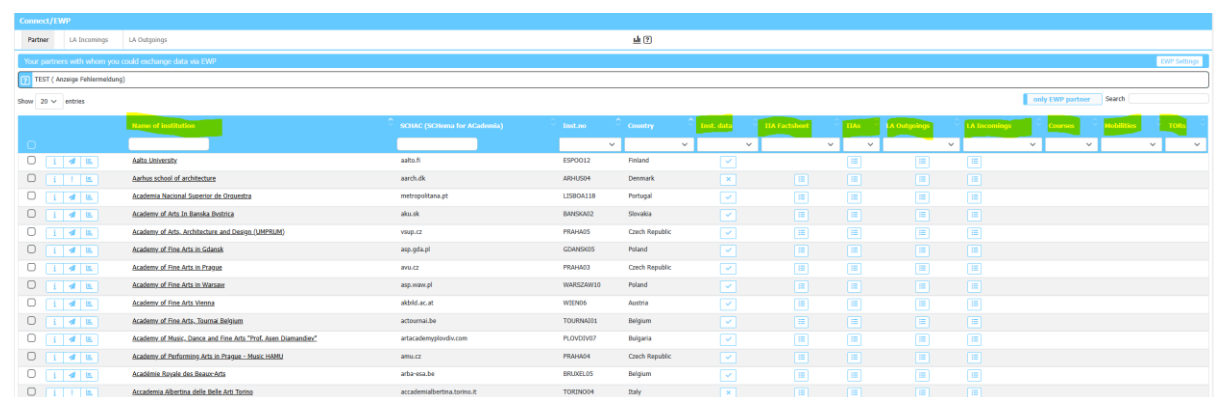
## Where to see the data exchanged with EWP

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:



The screenshot shows the EWP interface with the 'Connect/EWP' menu highlighted. The 'Partner' tab is selected, displaying a list of institutions. The table has columns: Name of institution, SCHAC (SCHEMA for ACademia), Inst.no, Country, Inst. data, and IIA Fa. The list includes Aalto University, Aarhus school of architecture, Academia Nacional Superior de Orquestra, Academy of Arts In Banska Bystrica, and Academy of Arts, Architecture and Design (UMPRUM).

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



The screenshot shows the EWP interface with the 'Connect/EWP' menu highlighted. The 'Partner' tab is selected, displaying a list of institutions. The table has columns: Name of institution, SCHAC (SCHEMA for ACademia), Inst.no, Country, Inst. data, IIA Fa, LA Incoming, LA Outgoing, and LA Incoming. The list includes Aalto University, Aarhus school of architecture, Academia Nacional Superior de Orquestra, Academy of Arts In Banska Bystrica, and Academy of Arts, Architecture and Design (UMPRUM).

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 and will be added in the future and for sure when this feature will become mandatory in the EWP requirements.*



## 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. It is the Outgoing Institution who takes the most important decision about this document. This simply reflects the 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. However, this year we added a column with a timestamp indicated when the document was digitally signed by the users.

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.

Please note that the basic principle of EWP is that **each party uses their own tool to fill in a Digital Learning Agreement (DLA)**. As 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. Therefore, if a partner tells you that you have to use OLA or Dashboard or another tool, you should just explain that the principle of EWP is that everyone uses their own tool and the tools communicate with each other. Should your partner still use PDF documents, you can still send them your outgoing DLAs from the system to sign or - for incoming DLAs – mark the student as someone with DLA signed outside the system.

You can still use the EASY MO system for the management of your application process and use Dashboard for DLAs. Nevertheless, we invite all EASY users to use the DLA process in EASY MO as remarkable improvements have been applied at the end of 2025 to this part of the process.

## 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 either be managed internally via EASY MO or externally via OLA / Dashboard.

The screenshot displays the EASY MO interface with the following elements:

- Logos:** Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen; MOBILITY-ONLINE.
- Section Header:** Overview of the **OUTGOING** process
- Section Header:** The Digital Learning Agreement (DLA) Process
- Section Header:** Part 0 (pre-conditions): HOME Coordinator
- Process Flow:**
  - Step 1: Applications allocated to host institutions (OLA - managed externally) → Mark applications as courses done externally via OLA
  - Step 2: Applications allocated to host institution - Digital Learning Agreement managed internally in MO, courses to be entered and signed by student → Display applications
- Instruction:** 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
- Navigation Bar:** Pipeline, Workplace, **Connect/EWP**, Help

If you manage Learning Agreements with OLA, your student needs to go to on the OLA website and start the document there.

If you manage Learning Agreements within EASY MO, your students need to login to EASY MO and select their home institution when logging in. In their Outgoing Workflow they will then see the action link 'Enter information'.

Before the Mobility - Digital Learning Agreement				Enter information	
Information required for the Learning Agreement entered				Courses at the host institution entered in the Learning Agreement	
Courses at the host institution entered and signed in the Learning Agreement		27.08.2024	Superadmin AEC	Courses at the home institution entered in the Learning Agreement and signed	
Courses at the home institution entered in the Learning Agreement					

### 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 end dates** (that they can take from their acceptance letter or you can add them in their Master Data in EASY MO) 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)	<input type="radio"/> no knowledge <input type="radio"/> A1: Basic user 1 <input type="radio"/> A2: Basic user 2 <input type="radio"/> B1: Independent user 1 <input type="radio"/> B2: Independent user 2 <input type="radio"/> C1: Proficient user 1 <input checked="" type="radio"/> 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!													
<b>Last name</b>	Ivan	<b>First name</b>	Test DLA										
<b>Home institution</b>	CONSERVATORIO SUPERIOR DE MUSICA IN VIGO	<b>Country of the home institution</b>	Spain										
<b>Host institution</b>	University of the Arts Helsinki	<b>Country of host institution</b>	Finland										
<b>Academic year</b>	2024/2025	<b>Name of Semester</b>	Spring semester										
<b>All courses</b>		0,00 Credits total for 0 courses											
<div> <input type="text"/> Search           <input type="text"/> Search           <input type="text"/> &lt;-- Select all --&gt;           <input type="text"/> &lt;-- Select all --&gt;           <input type="text"/> Search           <input type="button" value="Reset all filters"/> </div>													
<table border="1"> <thead> <tr> <th>Course unit title at the host institution</th> <th>Course no./host</th> <th>Acad. year</th> <th>Semester</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td colspan="5">No data available in table</td> </tr> </tbody> </table>				Course unit title at the host institution	Course no./host	Acad. year	Semester	Credits	No data available in table				
Course unit title at the host institution	Course no./host	Acad. year	Semester	Credits									
No data available in table													
<input type="button" value="Back"/>		<input type="button" value="Enter further courses..."/>											

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 <b>code</b> at the home institution	Theory 3
Course unit <b>title</b> at the home institution	There are still 192 characters available Theory and Analysis
Number of lessons at the home institution	There are still 236 characters available
Number of <b>credits</b> at the home institution	3,00
Information about/Link to course at the home institution	There are still 100000 characters available
Virtual component	<input type="checkbox"/>
Automatic recognition	<input checked="" type="checkbox"/>

(grey fields are optional)

Once saved, the courses will appear as follows

**Edit learning agreement**

For further help please expand this bar!

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

All courses 12,00 Credits total for 1 courses

Search

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

It is preferable that the students have 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!

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

All courses 12,00 Credits total for 1 courses

Search

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

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

MOBILITY ONLINE - ECU - FROM NEW TEST, SARA NEW TEST

General Information

Student: PRIME New Test, Sara New TEST, 19.11.1994, IT, Female, 0215, Bachelor, Music and performing arts, saraviolinist@hotmail.it, aec.com (Association Européenne des Conservatoires (AEC)), Conservatorio Di Musica Santa Cecilia - Roma, 1 ROM409, Italy, Carle Conti; erasmus@conservatoriosantacecilia.it; +39 06 3695671

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)

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
Table A: VIOLIN03	Violino Principale Terzo Anno Teoria e Analisi complementare triennio	1/1	24,00
		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)

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
Table B: 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**

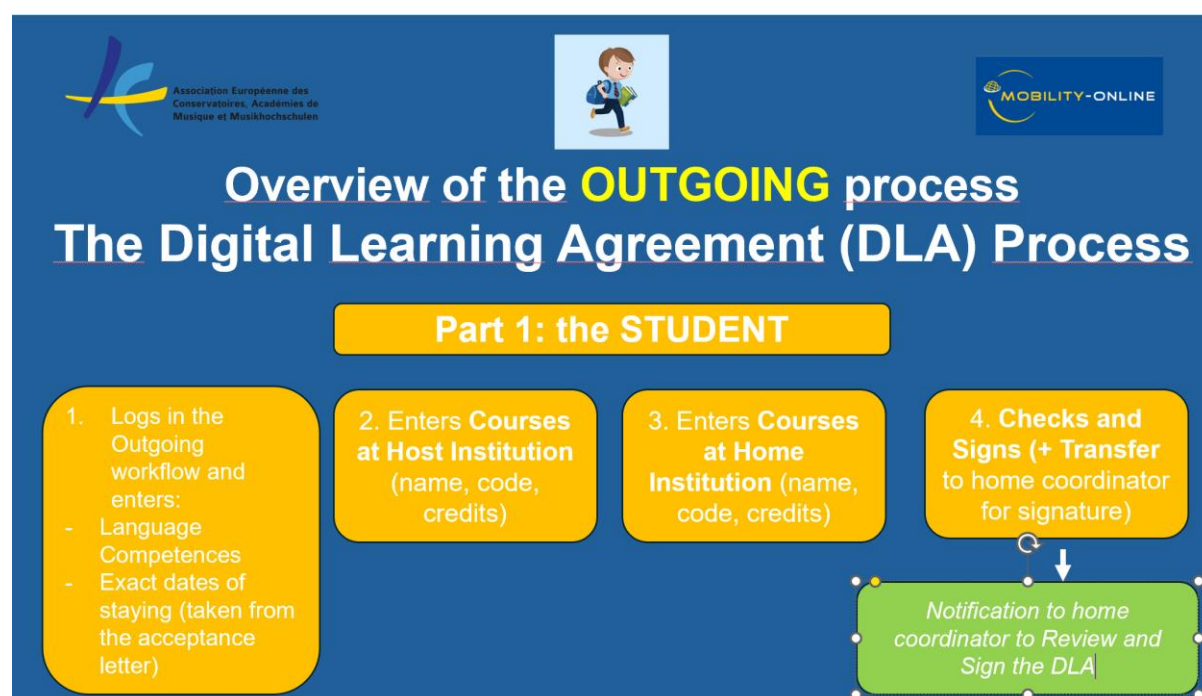
Commitment of the three parties

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 (Option 1)

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 the Email tab. The email notification is sent to the 3 parties:

The screenshot shows the 'Allocations of Outbox-E-mails' interface. At the top, there are tabs for 'Master data', 'Personal details', 'Courses at the host institution entered in the Learning Agreement', 'Courses at the home institution entered and signed in the Learning Agreement', 'Pipeline', 'Display application workflow', 'Documents (3)', and 'E-mails (8)'. The 'E-mails (8)' tab is selected. Below the tabs, there are filters for 'Program' (Erasmus SMS), 'Study field' (Music), and 'Academic year' (2024/2025). A search bar and 'Reset all filters' button are also present. The main table lists 8 email entries with columns for Subject, Recipient, Sent, Created by, and Created on. The last three entries are highlighted in yellow: 'Review the DLA of the student', 'Partner rejected your DLA', and 'Review the DLA of the student'. At the bottom, there are pagination controls showing 'Showing 1 to 8 of 8 entries'.

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 a colleague (i.e. head of department) (option 2). 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.

The screenshot shows two options in a list:

- [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 appears. 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:



[Favorites](#) | [History](#) | [Help](#) | [Logout](#)

**CHECK BY HOME INSTITUTION: Courses entered and sign course selection**

[Show further search fields](#)

Last name, First name, Degree

NEW, Test AEC

Test student, DLA

Learning Agreement: Ivan, Test DLA

Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Person training, name, phone
Academy of Fine Arts and Theatre Academy, University of the Arts Helsinki	-		SF1 HELSINK42	Finland	Ulla Tissari; ulla.tissari@uniarts.fi;

The level in the language en (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:  Estimated duration (to be confirmed by the Receiving Institution):

**Selection of action**

Message for accepting the learning agreement

Jose Luis Fernandez  
 Position  
 erasmus@comvigo.com

Here the data of the person signing can be changed. The *Accept* button, if clicked, turns into *Reject*, and a message about requested changes can be included in the text box. The position of the person signing the DLA can be also inserted in the EWP/Connect - Settings

Standard function for field position at digital learning agreement

<-- No choice -->

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

The DLA can also be checked in the *Connect/EWP* 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

To see the document you click on the information icon

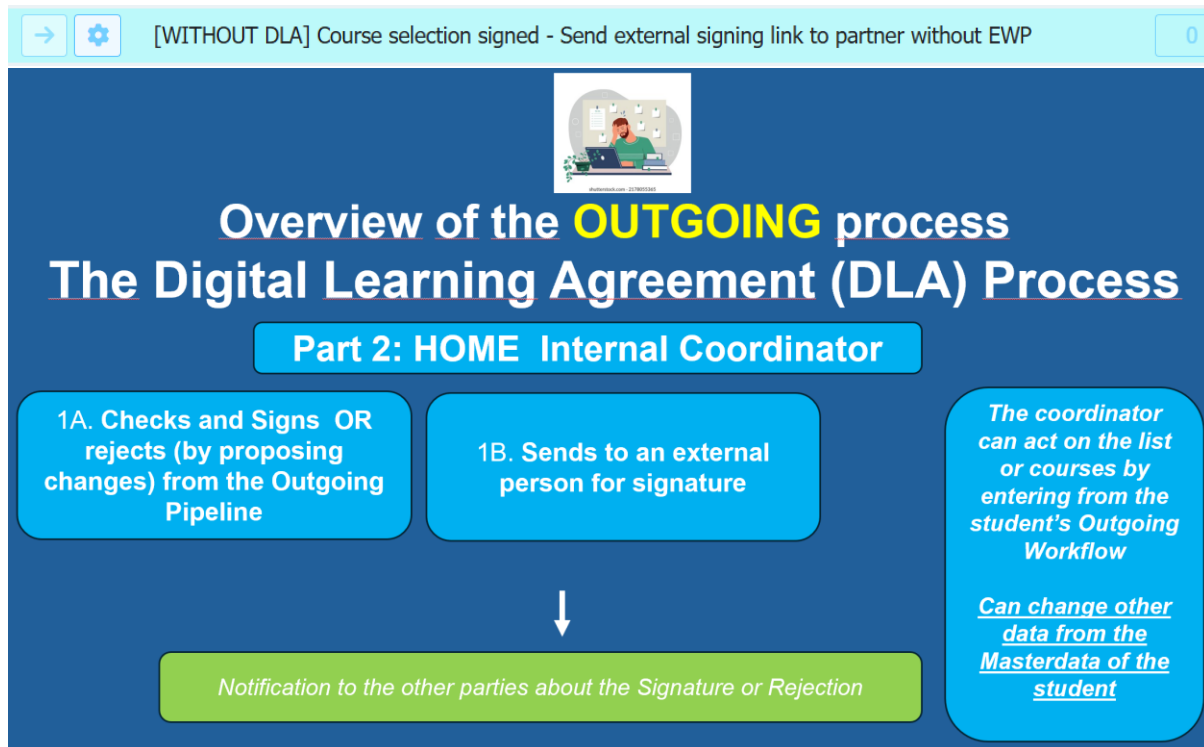
The document can be printed or printed as pdf by clicking on the printing icon, where you can also choose the page layout:

116



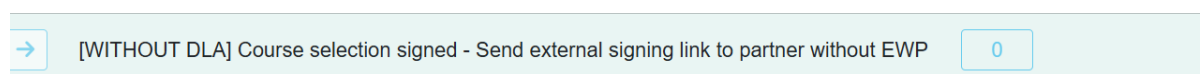
### Signature by another person of the Outgoing Institution (Option 2)

If you as Outgoing Coordinator cannot sign DLAs, you can go for OPTION 2 and send the document to the person who needs to sign it. To do that, you first need to ask the AEC at [events@aec-music.eu](mailto:events@aec-music.eu) to add a Person in EASY MO with the function *Departmental Coordinator* in your institution's profile.



## DLA as Incoming Institution

The link to sign the DLA can also be sent via an external link to an incoming institution without EWP via the action link that you find in the relevant pipeline pipeline step



The Internal Incoming Coordinator sees that there is an Incoming Learning Agreement in waiting in the first Incoming Pipeline steps related to the DLA ((DLA received via EWP - Local application not yet linked with DLA from EWP).)

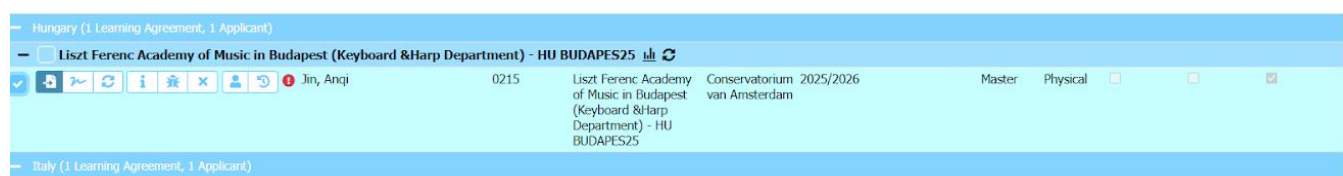


They also receive email notifications triggered by the student's and the outgoing coordinator's signatures and can see their DLAs Incoming in the *Connect/EWP* section of the top menu.

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 and then institution. You will then need to import the DLA and link it to an existing application. You now need to search for the name of the applicant and then link the DLA to the application.



Connect/EWP

Partner LA Incomings LA Outgoings

Manage learning agreements via EWP EWP Settings

+ 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	Incoming Application created
				2024/2025					

- Spain (1 Learning Agreement, 1 Applicant)

+ **CONSERVATORIO SUPERIOR DE MUSICA IN VIGO - E VIGO03**

Showing 1 to 1 of 1 entries

Refresh DLAs 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 the assigned person within the institution signing the DLAs).

		(OPTION 1) Local application linked with DLA from EWP - DLA not yet reviewed	<input type="text" value="0"/>
		(OPTION 2) Local application linked with DLA from EWP - DLA not yet sent to coordinator for review	<input type="text" value="0"/>

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 obtain the signature from the responsible person in your institution such as the Departmental Coordinator on an Incoming DLA, you will need to follow the same procedure described for the Outgoing process meaning asking the AEC office to add a Person with the function Departmental Coordinator in your profile.

## 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!

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

Information concerning EWP ⓘ

<b>Learning Agreement signed by student</b>	Jose Luis Fernandez 17.04.2024 10:03:08	<b>Action</b>	<b>Message</b>	<b>Executed by</b>	<b>Executed on</b>
<input checked="" type="checkbox"/>		Learning Agreement signed by student		Jose Luis Fernandez	17.04.2024 10:03:08
<input type="checkbox"/>	<b>Learning Agreement signed by coordinator</b>				
<input type="checkbox"/>	<b>Learning Agreement signed by partner</b>				

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.

An example of changes during the mobility could be the extension of the duration of the mobility. The student is asked in the workflow whether changes affect the planned time spent at the host. If the student confirms this, the sending coordinator sees this in the outgoing pipeline and needs to insert the new end date (as confirmed by the host institution).

— 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

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				
<div>Spain (1 Learning Agreement, 1 Applicant)</div> <div> <input type="checkbox"/> <b>CONSERVATORIO SUPERIOR DE MUSICA IN VIGO - E VIGO03</b> </div>									
<input type="checkbox"/>	<div> <div>Ivan, Test DLA</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> </div>	0215 (Music and performing arts)	CONSERVATORIO SUPERIOR DE MUSICA IN VIGO - E VIGO03	University of the Arts Helsinki	2024/2025	Spring semester	Bachelor	<input checked="" type="checkbox"/>	<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 (ical) Quick search Find Quick insert... English CLUJNAI

Connect/EWP

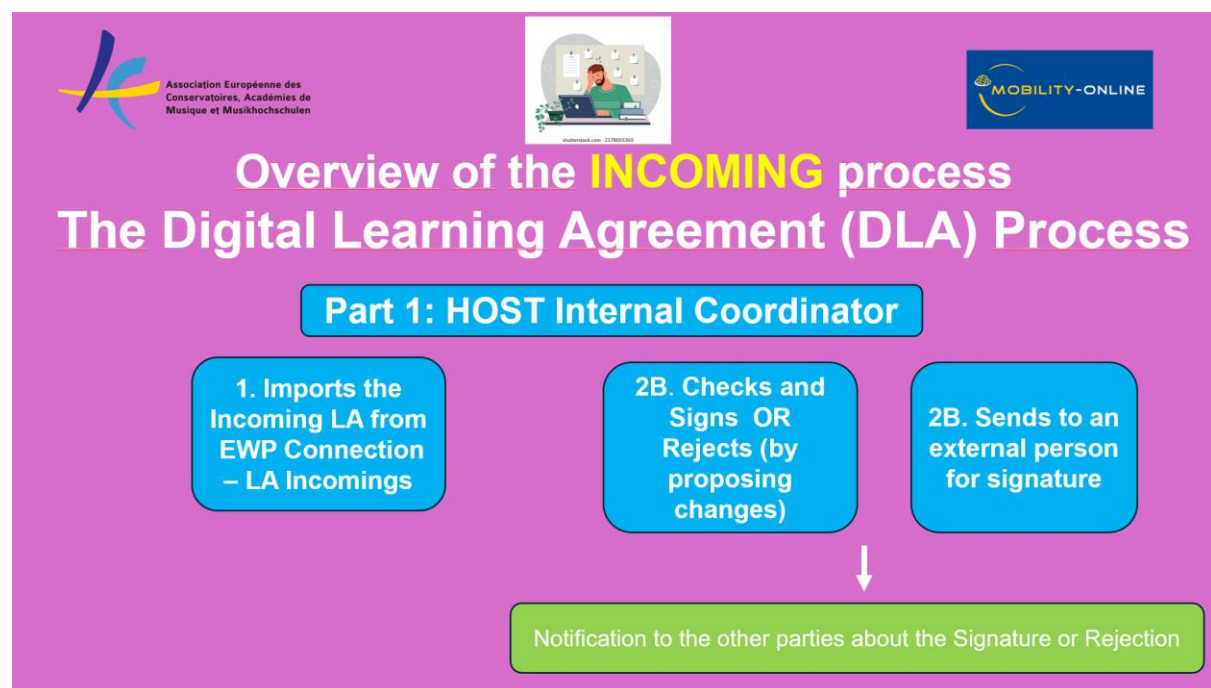
Partner LA Incomings LA Outgoings

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](mailto:events@aec-music.eu)