

2025 – 26 EASY Mobility Online Manual for Internal IRCs

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Chapter 1 – Basic information on the system and Support

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

Institutions who want to (re)join the system must fill in the subscription form sent by the AEC office 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**.

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

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

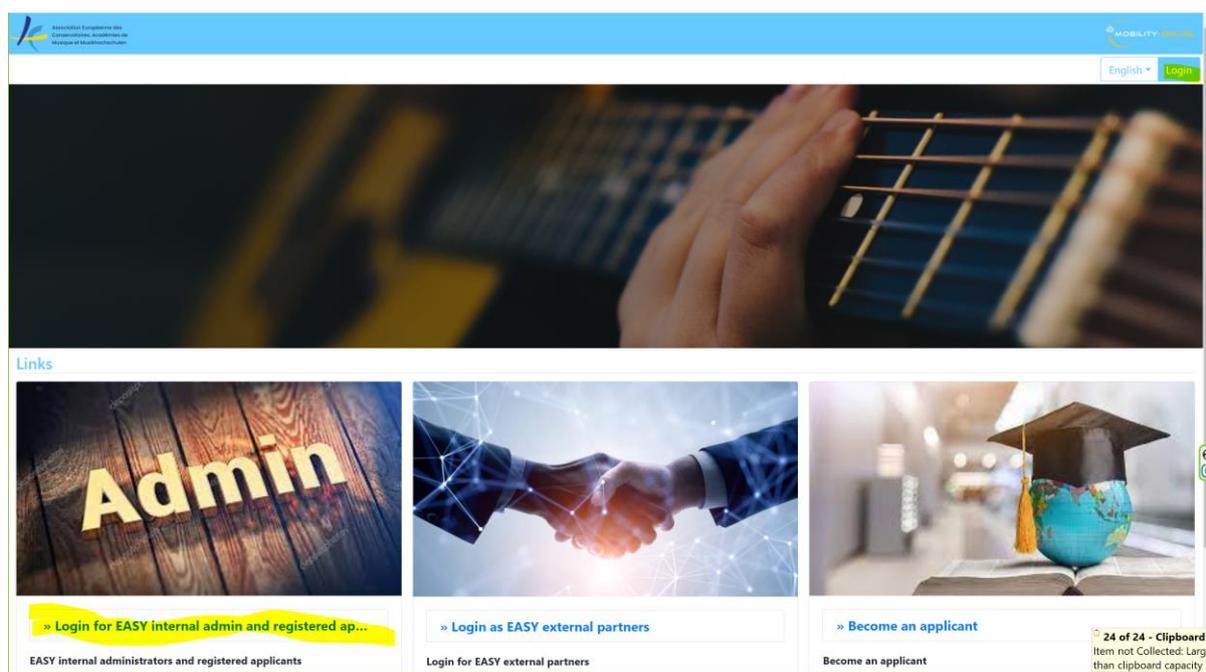
The EASY MO system is online and can be reached at <https://mobility.aec-music.eu/>

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

How to login in the system 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.

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.

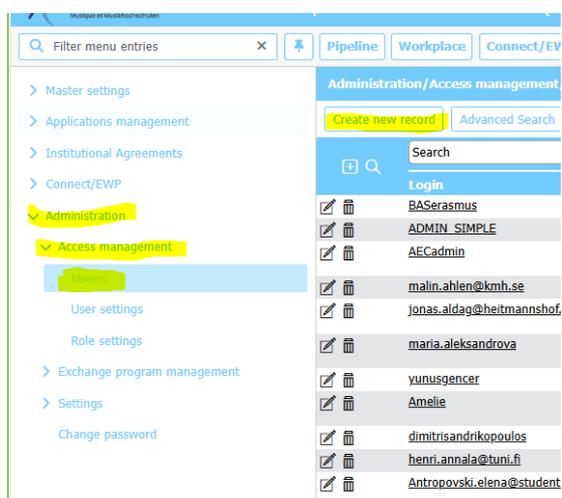
For example :

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.

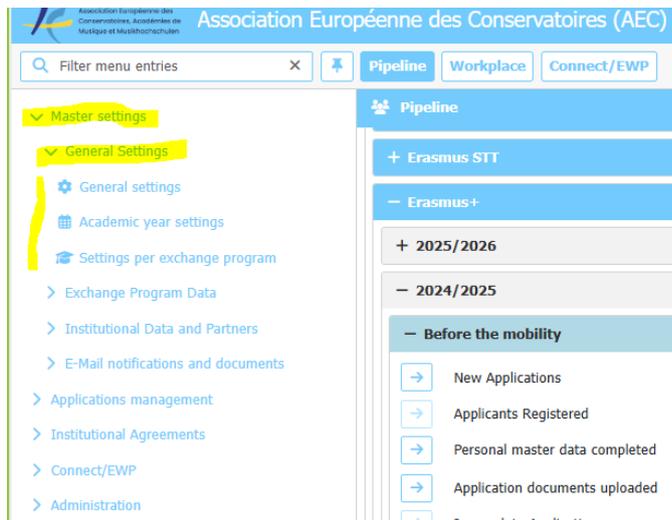


Chapter 2 – Settings

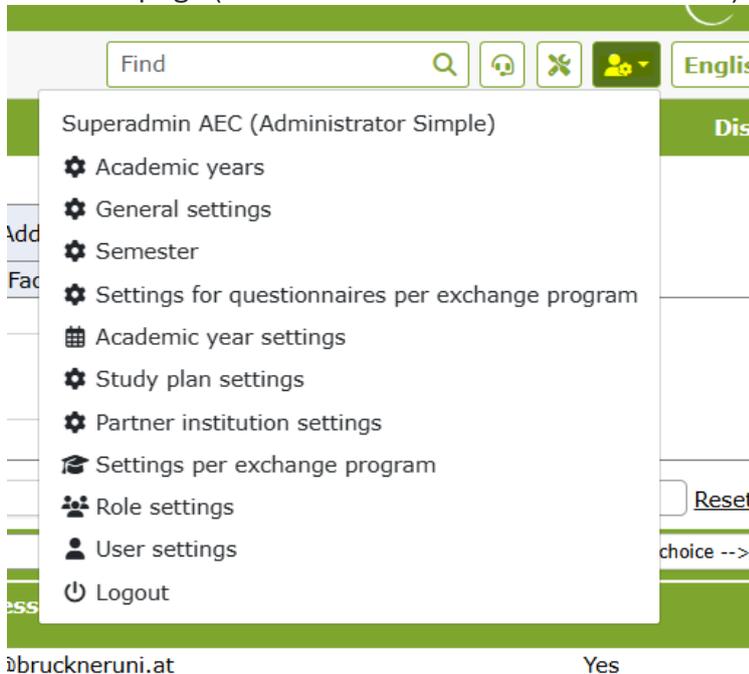
It is fundamental to adjust the settings first in order to open your application period.

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

Academic year	Year	Academic year begins on	Academic year ends on	Semester	Months	Portal	Online form	Active
2028/2029	2028	01.09.2028	30.06.2029	0,00	0,00	No	No	Yes
2027/2028	2027	01.09.2027	30.06.2028	0,00	0,00	No	No	Yes
2026/2027	2026	01.09.2026	30.06.2027	0,00	0,00	No	Yes	Yes
2025/2026	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 ?

Show at online application form ?

Dataset active ?

Active (Update) ?

Active (Search) ?

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 Open all sub_groups Close all sub_groups

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

The screenshot shows a 'Create new record' button in green and an 'Advanced Search' button in blue. Below them is a table with columns: Year.App, Semester for applications, Program, and Pers. The table contains several rows of records with edit and delete icons for each.

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

When you create a new record please insert the various parameters

The screenshot shows a form for creating a new record. The form includes fields for: Type of application (radio buttons for Incoming, Outgoing, Both), Type of person (radio buttons for Student, Teacher / Staff, Both), Program (dropdown menu), Institution (dropdown menu), Academic year for applications (dropdown menu), Semester for applications (dropdown menu), Applications allowed from (date and time picker), Applications allowed until (date and time picker), and Message number (dropdown menu). Several fields are highlighted in yellow.

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.**

Year	Semester für Bewerbungen	Programm	Post-Art	Bew.-Art	Institution	From: von	To: bis
2024/2025	Winter semester	Erasmus SMS	Studierende / PraktikantInnen	Incoming	Hochschule für Musik Würzburg	17.01.2024	15.03.2024
2024/2025	Spring semester	Erasmus SMS	Studierende / PraktikantInnen	Incoming	Hochschule für Musik Würzburg	17.01.2024	15.03.2024
2024/2025	Full academic year	Erasmus SMS	Studierende / PraktikantInnen	Incoming	Hochschule für Musik Würzburg	17.01.2024	15.03.2024
2024/2025		Erasmus SMS	Studierende / PraktikantInnen	Outgoing	Hochschule für Musik Würzburg	01.01.2024	15.06.2025
2024/2025	Winter semester	Erasmus SMS	Studierende / PraktikantInnen	Outgoing	Hochschule für Musik Würzburg	17.01.2024	15.06.2024
2024/2025	Spring semester	Erasmus SMS	Studierende / PraktikantInnen	Outgoing	Hochschule für Musik Würzburg	17.01.2024	15.06.2024
2024/2025	Full academic year	Erasmus SMS	Studierende / PraktikantInnen	Outgoing	Hochschule für Musik Würzburg	17.01.2024	15.06.2024

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

Back Edit

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

Show advanced settings

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

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 Student Teacher / Staff Both ?

Type of application Incoming Outgoing 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 Suggested communication language on application Communication language

Determination of the email templates based on the general fields ?

Allocate to home institution ?

Academic year for applications 2026/2027 ? i

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

Calculation of months in Integer 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 ?

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 ?

Extension of stay abroad allowed ?

Multiple stay allowed ?

Restriction criteria for multiple stays No restriction - without checking duplicates

No restriction

Restriction per exchange program and academic year

Restriction per exchange program, academic year and semester

Restriction per exchange program group (Erasmus+), study level and nur months

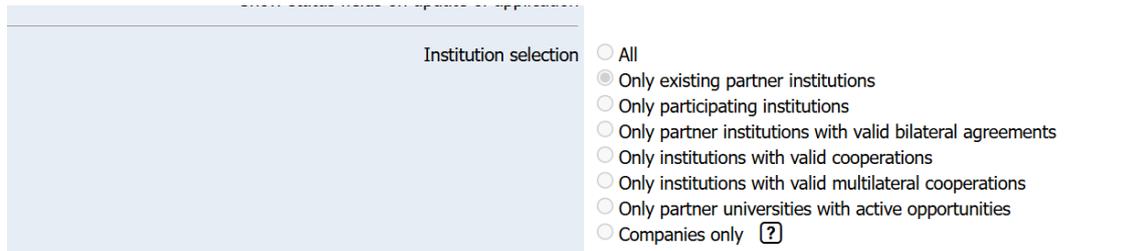
Restriction per mobility program and study field

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

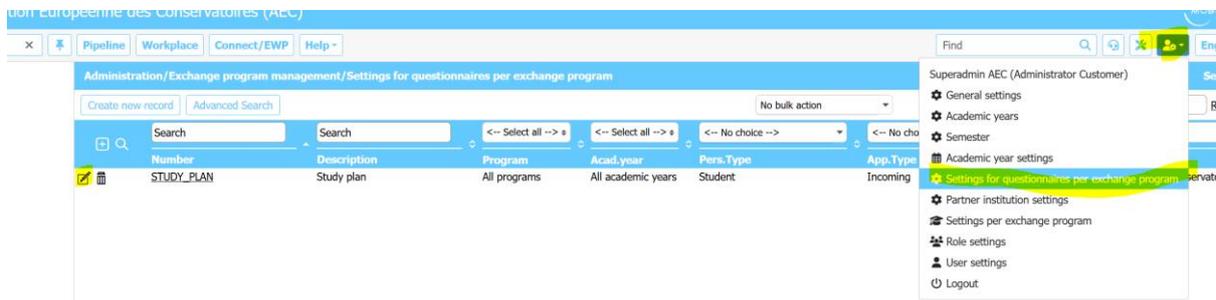
In order to avoid receiving applications from “unwanted” partners, you need to indicate in the system which is your criteria to send and receive applications from. Always in Settings per Exchange Programme, by selecting a programme and showing advance settings you can choose with whom you want to exchange: All? Only existing partners? Etc.



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:



Back Update

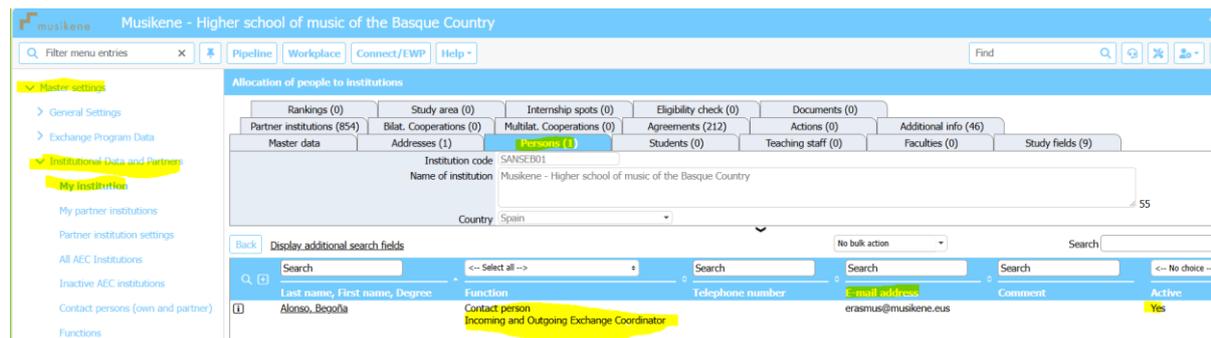
WARNING! Please note that any changes in these settings may affect other exchange programs /academic years /institutions.

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 ?			
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher / Staff <input type="radio"/> Both ?			
Program	All programs ? i			
Academic year	All academic years ? i 📄			
Institution	Association Européenne des Conservatoires (AEC) ? i			
Number	STUDY_PLAN ?			
Description	Study plan ?			
Width of left column	<input type="text"/> ?			
Help	Please insert your study plan			
	There are still 2000 characters available			
Save draft	<input type="checkbox"/> ?			
Button "Cancel"	<input type="text"/>			
Button "Edit"	<input type="text"/>			
Button "Save"	<input type="text"/>			
Button "Create"	<input type="text"/>			
Button "Forward to next page"	<input type="text"/>			

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”



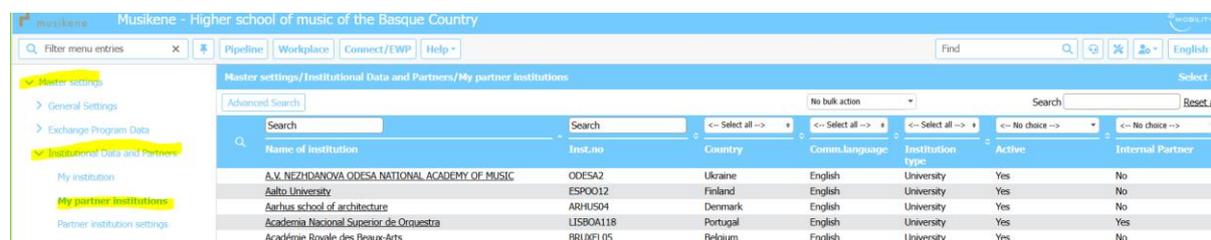
The screenshot shows the 'Musikene - Higher school of music of the Basque Country' interface. The left sidebar contains a menu with 'Institutional Data and Partners' selected. The main content area is titled 'Allocation of people to institutions' and shows a table with columns: Last name, First name, Degree, Function, Telephone number, Email address, Comment, and Active. The entry for Alonso Bezoña is highlighted, with his function listed as 'Contact person Incoming and Outgoing Exchange Coordinator'.

To update your contacts please send an email to Sara at 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.

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.



The screenshot shows the 'Musikene - Higher school of music of the Basque Country' interface. The left sidebar contains a menu with 'My partner institutions' selected. The main content area is titled 'Master settings/Institutional Data and Partners/My partner institutions' and shows a table with columns: Name of institution, Inst. no, Country, Comm. language, Institution type, Active, and Internal Partner. The table lists several partner institutions, including A.V. NEZHIDANOVA ODESA NATIONAL ACADEMY OF MUSIC, Aalto University, Aarhus school of architecture, Academia Nacional Superior de Otrouestra, and Académie Royale des Beaux-Arts.

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 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 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)	Partners (0)
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"/>	<input type="checkbox"/> ?	
Legal form	<input type="text" value="-- No choice --"/>		
Comments (internal)	<input type="text"/>		
Comments (portal)	<input type="text"/>		
Image/Logo	<input type="text"/>	<input type="checkbox"/> ?	
Don't show Institution in applicant portal	<input type="checkbox"/>		
Online-Form available	<input type="checkbox"/>		
Comments to fee waiver	<input type="text"/>		
Facebook-ID	<input type="text"/>	<input type="checkbox"/> ?	
Network	<input type="text" value="-- No choice --"/>		
Status	<input type="text" value="-- No choice --"/>		
			<input type="checkbox"/> i
		<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 [?]

Created by admin (eh) on 12/02/2022 13:44:12 last

Partners' deactivation as bulk action

1. Go to Master Settings- > Institutional data and partners-> My partner institutions
2. Change the number of entries that are shown to 100 (Show 100 entries) on the bottom of the page
3. Click on “No bulk actions” and choose “Change datasets per row”
4. 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 disactivate 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

Filter menu entries Pipeline Workplace Help Find Search Reset all filters

Master settings/Institutional Data and Partners/Partner institution settings

Create new record Advanced Search Change details per row Search Reset all filters

Home Institution	Host country	Partner Institution	Partner type	Status	Contents of partnership	Active
<input type="checkbox"/> University of Music Franz Liszt Weimar	Denmark	DKARHJ05 - The Royal Academy of Music Aarhus/Aalborg	-- No choic...	-- No choic...		<input checked="" type="checkbox"/>
<input type="checkbox"/> University of Music Franz Liszt Weimar	Estonia	EE TALLIN03 - Estonian Academy of Music and Theatre in Tallinn	-- No choic...	-- No choic...		<input checked="" type="checkbox"/>
<input type="checkbox"/> University of Music Franz Liszt Weimar	Czech Republic	CZ BRNO03 - Janacek Academy of Music and Performing Arts	-- No choic...	-- No choic...		<input checked="" type="checkbox"/>
<input type="checkbox"/> University of Music Franz Liszt Weimar	Norway	N TRONDHE01 - NTNU Norwegian University of Science and Technology in Trondheim Department of Music	-- No choic...	-- No choic...		<input checked="" type="checkbox"/>
<input type="checkbox"/> University of Music Franz Liszt Weimar	France	F POTTIER29 - Pôle Ailéon	-- No choic...	-- No choic...		<input checked="" type="checkbox"/>
<input type="checkbox"/> University of Music Franz Liszt Weimar	France	F LYON24 - Lyon National Conservatoire de Music and Dance (CNSMD Lyon)	-- No choic...	-- No choic...		<input checked="" type="checkbox"/>
<input type="checkbox"/> University of Music Franz Liszt Weimar	Netherlands	NL ROTTERD09 - Codarts, University of the Arts, Rotterdam	-- No choic...	-- No choic...		<input checked="" type="checkbox"/>
<input type="checkbox"/> University of Music Franz Liszt Weimar	Belgium	B BRUXEL07 - Conservatoire royal de Bruxelles	-- No choic...	-- No choic...		<input checked="" type="checkbox"/>
<input type="checkbox"/> University of Music Franz Liszt Weimar	Spain	E VIGO03 - CONSERVATORIO SUPERIOR DE MUSICA IN VIGO	-- No choic...	-- No choic...		<input checked="" type="checkbox"/>
<input type="checkbox"/> University of Music Franz Liszt Weimar	Italy	I FROSINO02 - Conservatorio di Musica Licinio Refice - Frosinone	-- No choic...	-- No choic...		<input checked="" type="checkbox"/>
<input type="checkbox"/> University of Music Franz Liszt Weimar	Italy	I BARI03 - Conservatorio di Musica Niccolò Piccinni di Bari	-- No choic...	-- No choic...		<input checked="" type="checkbox"/>
<input type="checkbox"/> University of Music Franz Liszt Weimar	Iceland	IS REYKJAV06 - Iceland University of the Arts	-- No choic...	-- No choic...		<input checked="" type="checkbox"/>
<input type="checkbox"/> University of Music Franz Liszt Weimar	Latvia	LV RIGA05 - Jazeps Vītols Latvian Academy of Music in Riga	-- No choic...	-- No choic...		<input checked="" type="checkbox"/>
<input type="checkbox"/> University of Music Franz Liszt Weimar	Finland	S HELSINK41 - Metropolia University of Applied Sciences - Degree Programme in Music	-- No choic...	-- No choic...		<input checked="" type="checkbox"/>

Show 100 entries Display all records Showing 1 to 100 of 857 entries First Previous 1 2 3 4 5 9 Next Last

=

Change your logo and your interface colour

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

Master settings/Institutional Data and Partners/My institution

Back Edit

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

Partner institutions (860) Bilat. Cooperations (0) Multilat. Cooperations (0) Agreements (0) Actions (0) Additional info (1)

Master data Addresses (0) Persons (1) Students (0) Teaching staff (0) Faculties (0) Study fields (9)

Institution code AEC01

Name of institution Association Européenne des Conservatoires (AEC)

Country Belgium

Communication language English

Institution type External institution University

Comments (internal)

Contact data

Current valid address No valid address entered! Allocate new address

Current valid e-mail address

Current valid homepage

Current valid telephone number

Current valid mobile number

Current valid fax number

Show advanced settings

Created by admin (setup) (Ch/E) on 15.03.2023 15:46:07, last modified by admin (gach) on 30.09.2024 09:16:17

Then scroll to Image/Logo and upload your new file

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 -->		? i		
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			?		
Network	<-- No choice -->				
Status	<-- No choice -->		i		
Language of instruction 1	<-- No choice -->		?		
Language of instruction level for students (Minimum)			?		
Language of instruction level for staff (Minimum)			?		
Language of instruction 2	<-- No choice -->				
Language of instruction level for students (Minimum) 2. language					
Language of instruction level for staff (Minimum) 2. language					

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

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

Administration/Access management/Role settings

Create new record
Advanced Search

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

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

[General](#)
[Open all sub groups](#)
[Close all sub groups](#)

Role: Administrator Simple ?

Workplace

Offer link [Reload Workplace] ?
 Display own tasks
 Display notes ?
 Display Feedback ?
 Display agreements ?
 Display cooperations
 Display Multilateral cooperations

Pipeline

Offer link [Application Pipeline] ?
 New design of pipeline ?

Permissions

Show Connect/EWP
 Start entry for Connect/EWP

Partner institution
 Agreements
 Applications
 Learning Agreement Outgoings
 Learning Agreement Incomings

Display

Start page: Workplace Application pipeline Portal Menu entry None ?

Main color of web application A

Stylesheet: <-- No choice -->
 Font size: <-- No choice -->
 Font type:

blue_dark_style.css - Light blue as main color
 blue_light_style.css - Light blue as main color
 blue_style.css - Dark blue as main color
 blue_style_bg_white.css - Dark blue as main color with white background
 clean_style.css
 clean_style_with_indivisa.css
 green_style.css - Dark green as main color
 orange_style.css - Orange as main color
 red_style.css - Dark red as main color
 sopStyle.css - Standard SOP stylesheet
 style_with_indivisa_font.css - Dark blue as main color with white background

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

Display who is internal and who is external

If you want to see who are the internal and who are the external institutions of EASY MO, you need to go to Master Settings- Institutional data and Partners – My partner institutions and click on the small icon with lines and dots in the right bottom corner

Name of institution	Inst.no	Erasmus code	Country	Comm. language	Institution type	Active
A.V. NEZHIDANOVA.ODESA NATIONAL ACADEMY OF MUSIC	OESA2		Ukraine	English	External institution University	Yes
Aalto University	ESPOO12	SF ESPOO12	Finland	English	External institution University	Yes
Aarhus school of architecture	ARHUS04	DK ARHUS04	Denmark	English	External institution University	Yes
Academia Nacional Superior de Orquesta	LISBOA118	P LISBOA118	Portugal	English	Internal institution University	Yes
Académie Royale des Beaux-Arts	BRUXEL05	B BRUXEL05	Belgium	English	External institution University	Yes
Academy of Architecture, Amsterdam University of the Arts	F2-AMSTERD07	F2-AMSTERD07	Netherlands	English	Faculty Internal institution University	Yes
Academy of Arts In Banska Bystrica	BANSKA02	SK BANSKA02	Slovakia	English	External institution University	Yes
Academy of Arts, Architecture and Design (UMPRUM)	PRAHA05	CZ PRAHA05	Czech Republic	English	External institution University	Yes
Academy of Fine Arts and Theatre Academy, University of the Arts Helsinki	F1HELSINK42	SF1 HELSINK42	Finland	English	Faculty Internal institution University	Yes
Academy of Fine Arts in Gdansk	GDANSK05	PL GDANSK05	Poland	English	External institution University	Yes
Academy of Fine Arts in Prague	PRAHA03	CZ PRAHA03	Czech Republic	English	External institution University	Yes
Academy of Fine Arts in Warsaw	WARSAW10	PL WARSAW10	Poland	English	External institution University	Yes
Academy of Fine Arts Vienna	WIEN06	A WIEN06	Austria	English	External institution University	Yes
Academy of Fine Arts, Tournai Belgium	TOURNAI01	B TOURNAI01	Belgium	English	External institution University	Yes
Academy of Media Arts Cologne	KOLN11	D KOLN11	Germany	English	External institution University	Yes
ACADEMY OF MUSIC IN SARAJEVO	SARAJU01		Bosnia and Herzegovina	English	External institution University	Yes
Academy of Music, Dance and Fine Arts "Prof. Asen Diamandiev"	PLOVDIV07	BG PLOVDIV07	Bulgaria	English	External institution University	Yes
Academy of Performing Arts in Prague - Music HSMU	PRAHA04	CZ PRAHA04	Czech Republic	English	Internal institution University	Yes
Academy of Theatre and Dance - Amsterdam University of the Arts	F1-AMSTERD07	F1-AMSTERD07	Netherlands	English	Faculty Internal institution University	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: bit_freifield1 - Internal Partner

Further search fields: Add column

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

Then add it and click on Save design. You will see an additional column appearing telling you if that institution is an Internal institution (partner) of EASY MO or not:

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

Create new record Advanced Search Search Reset all filters

Design for:

All roles

Save Design

Reset Design

Header columns

Add column

<-- No choice -->

Add column

Remove column

<-- No choice -->

Remove column

Further search fields

Add column

<-- No choice -->

Add column

Remove column

<-- No choice -->

Remove column

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

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

- Desired Exchange Period
- Personal data
- Emergency contact details
- Data concerning current studies
- Data concerning planned studies abroad
- Language competence
- 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 1
- 2 Personal data 1
- 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 1
- 2 Personal Data 1
- 3 Studies at the home institution 1
- 4 Studies Abroad: Destinations 1
- 5 Contact person in case of emergency**
- 6 Language competence
- 7 Declaration of consent

Contact person in case of emergency

First name of your contact person

Last name of your contact person

Relationship of contact person

E-mail address of contact person

Phone number of contact person



Previous Continue

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

Language competence

Mother tongue *

<-- Please select -->

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

Native Speaker *

<-- Please select -->

Foreign language 1 *

<-- Please select -->

Foreign language level 1 *

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

Foreign language 2

<-- No choice -->

Foreign language level 2

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

Foreign language 3

<-- No choice -->

Foreign language level 3

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

Foreign language 4

<-- No choice -->

Foreign language level 4

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

All fields marked with (*) must be completed.

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

Declaration of consent

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



Previous

Send registration form and receive e-mail

Incoming Registration Form

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



All fields marked with (*) must be completed.

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

Desired Exchange Period

Type of application *

- Incomings
- Outgoings

Type of person *

- Students/Trainees
- Teachers

Exchange programme *

Erasmus+ ▼

Academic year *

2025/2026 ▼

What study period are you applying to? *

<-- Please select --> ▼



Cancel application

Continue

All fields marked with (*) must be completed.

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

Personal data

First name *

Last name *

Gender *

Male Female Undefined

Date of birth (dd.mm.yyyy) *

Place of birth

Country of birth

<-- No choice -->

Nationality *

<-- Please select -->

Do you need a visa? *

yes no

E-mail address *

Same e-mail address for verification



Previous Continue

All fields marked with (*) must be completed.

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

Emergency contact details

First name of your contact person

Last name of your contact person

Relationship

E-mail address of contact person

Phone number of contact person

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



Previous Continue

All fields marked with (*) must be completed.

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

Data concerning current studies

Country of Home Institution *

<-- Please select -->

Home Institution *

<-- Please select -->

International Coordinator at the Home Institution

<-- No choice -->

Last Name of coordinator at home institution (if not listed above)

First Name of Coordinator at home institution (if not listed above)

Gender of coordinator at home institution (if not listed)

Male Female

E-mail of coordinator at home institution

Phone number of coordinator at home institution (if not listed)

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

Current level of education at home institution (before exchange) *

<-- Please select -->



Previous Continue

All fields marked with (*) must be completed.

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

Data concerning planned studies abroad

Host country

Belgium

Host institution *

AEC01 - Association Européenne des Conservatoires (AEC)

Level of study during exchange

<-- No choice -->

Field of Study *

<-- Please select -->

Main Instrument / Specific Field of Study *

<-- Please select -->



Previous Continue

All fields marked with (*) must be completed.

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

Language competence

Mother tongue *

<-- Please select -->

Language level of instruction at host institution (if not English): *

- no knowledge
- A1: Basic user 1
- A2: Basic user 2
- B1: Independent user 1
- B2: Independent user 2
- C1: Proficient user 1
- C2: Proficient user 2

Language level English

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



Previous Continue

All fields marked with (*) must be completed.

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

Further information

Comments concerning your application

0 / 500



Previous Send registration form and receive e-mail

- 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

Do not forget that these forms are just the very first application step. At this stage the incoming destinations do not see any incoming applications on their side.

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:

Applications management/Applications/Applications outgoing		
Advanced Search Show further search fields		
Search		
Last name, First name, Degree		
		PRIMI New Test, Sara New TEST
		SMS INTERNAL, MT TEST
		SOP, Test
		SOP, Test
		SOP, Test
		SOP, Test
		SOP, Test Somi
		SOP, Test2
		Test, Ivan
		TEST, IVO
		TEST SUBJECT, Ivan
		TestSOP, LyliaTest

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	Host institution
Home institution	WEIMAR02 - University of Music Franz Liszt Weimar	Host institution	Host institution
Field of study	Music - MUSIC	Host institution	Host institution

Enable tool icon

Necessary steps	Done	Done on	Done by	Direct access via following link	10 / 26
Registration					
Registration Form complete					
Confirmation email for registration					
Online registration					0 / 3
Please insert all information and upload all required documents before submitting your application.					
Application Form					
Withdrawn application (optional)	<input type="checkbox"/>			I want to withdraw my application	9 / 11
Personal master data completed	<input checked="" type="checkbox"/>	18.12.2024	NMHtest4 NMHtest4	Complete/confirm personal master data	
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"/>			Upload language certificate	
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 uploaded¹:

¹ 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	sarinaviolnlist@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
Registration				
Registration Form complete				
Confirmation email for registration				
Online registration				
Please insert all information and upload all required documents before submitting your application.				
External Partner Application				
Before the mobility - Upload and print documents				
Withdrawn application (optional)	<input type="checkbox"/>			I want to withdraw my application
Personal master data completed	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	Complete personal master data
Photo uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Language Certificate uploaded (not compulsory)	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Proof of previous studies / Transcript of records uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Motivation letter for this destination uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Media file uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Upload a media file or insert a link in the next step. Either one or the other are compulsory to submit the application				
Media file link entered	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Contact person of emergency entered	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Optional: Answer extra question(s) for this institution	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Recommendation Letter uploaded	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Study plan	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	
Partner accepted Nomination	<input checked="" type="checkbox"/>	23.08.2024	erasmus@conservatoriosantacecilia.it	
Application sent to Selection Committee	<input checked="" type="checkbox"/>	23.08.2024	Superadmin AEC	
Application marked as rejected	<input type="checkbox"/>			
Application marked as accepted	<input checked="" type="checkbox"/>	23.08.2024	Superadmin AEC	
Study place accepted/rejected	<input checked="" type="checkbox"/>			Accept/reject the study place
• 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:

The screenshot shows the AEC web application interface. The sidebar on the left contains navigation options: 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, and Administration. The main content area is titled 'Applications management/Applications/Applications outgoing' and features an 'Advanced Search' bar and a table of application records. The table has the following columns: Last name, First name, Degree; Date of birth; Program; Subject; Home.Inst.; and Host.Inst. The first row is highlighted in yellow and contains the following data: PRIMI New Test, Sara New TEST; 19.11.1984; Erasmus+; Music; AEC01; ROMA09.

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
SOP_Test	17.05.2000	Erasmus+	Music	AEC01	ANTWERP62
SOP_Test	17.05.2000	Erasmus+	Music	AEC01	ANTWERP62
SOP_Test	17.05.2000	Bilateral	Music	AEC01	ANTWERP62
SOP_Test	17.05.2000	Nordplus	Music	AEC01	ANTWERP62
SOP_Test Somi	01.01.2000	Erasmus+	Architecture	AEC01	BADEN01
SOP_Test2	17.05.2000	Erasmus+	Music	AEC01	ANTWERP62
Test_Ivan	01.01.2000	Erasmus+	Design	AEC01	LYON24
TEST_IVO	18.08.1983	Erasmus+	Music	AEC01	BUENOS23
TEST SUBJECT_Ivan	08.09.2000	Erasmus+	Design	AEC01	LYON24
TestSOP_LyviaTest	01.01.1900	Erasmus+	Music	AEC01	HELSINK42

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

Applications outgoing Enable tool icon

Back Edit

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

Application details [Open all sub groups](#) [Close all sub groups](#)

Type of application Incomings Outgoings *

Type of person Students/Trainees Teachers *

Exchange program Erasmus+ *

Academic year 2024/2025 *

What study period are you applying to? Winter semester *

Personal details

Given name(s) Test *

Family name(s) SOP *

Gender Female Male Undefined *

Citizenship Åland *

Date of birth 17.05.2000 *

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

Telephone number 656755767 *

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

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 ~~Imola99~~ on 14.03.2024 14:16:31, last modified by ~~Imola99~~ 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...	25.03.2024 12:20:18	U	Free field 7 (boolean): '0' on 'empty' Free field 7 (boolean): '0' on '1'
AndradaErrikaRadiu	25.03.2024 12:17:28	U	Partner Nomination sent
AndradaErrikaRadiu	25.03.2024 12:17:27	U	Mail sent 8: '0' on '1'

11 Records found!

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

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

Allocation of documents Display

Back Upload/search

Master data	Personal details	Pipeline	Display application workflow	Study plan	Documents (6)	E-mails (3)
Program	Erasmus+					
Study field	Music - MUSIC					
Academic year	2024/2025					
Home institution	BERLIN03 - Universität der Künste Ber...					
Host institution	LYON24 - Lyon National Conservatoire...					
Last name, First name, Degree	Adrian, Elias					
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	Adrian, Elias	23.02.2024 16:10:11		
Zeugnis_Abitur_1_.pdf.zip.icloud	Language Certificate	Adrian, Elias	23.02.2024 16:10:34		
Transcript_of_Records.pdf	Proof of previous studies	Adrian, Elias	28.02.2024 22:21:11		
EMPTINESS_Piano_4tet - Full_Score.pdf	Media file	Adrian, Elias	28.03.2024 00:45:57		
Let_It_Be_Cover_Score_2 - Full_Score.pdf	Media file	Adrian, Elias	28.03.2024 00:46:15		
Nice_To_Meet_You - Full_Score.pdf	Media file	Adrian, Elias	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 Display

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	Adrian, Elias					
Stay from	01.09.2024					
Stay to	25.06.2025					

Subject	Recipient	Sent	Created by	Created on
Confirmation of Application	muscelles7@gmail.com	Yes	bewerb	19.02.2024 17:35:02
PARTNER NOMINATION	adrian@intra.udk-berlin.de	Yes	Adrian, Elias	20.02.2024 11:51:33
Confirmation of Registration	adrian@intra.udk-berlin.de	Yes	Adrian, Elias	23.02.2024 16:09:23

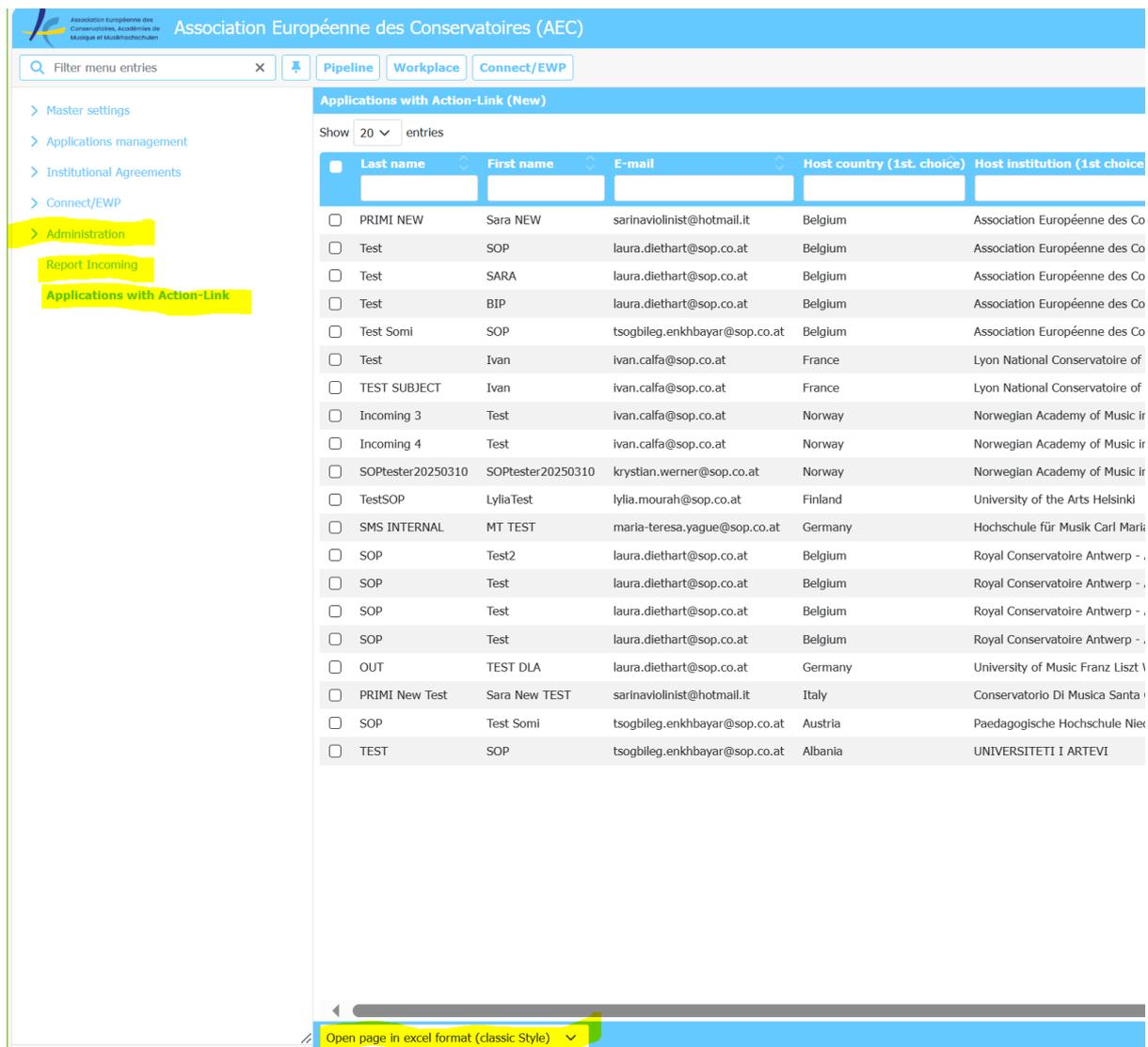
3 Allocations found!

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:



The screenshot shows the 'Association Européenne des Conservatoires (AEC)' application management interface. The left sidebar contains a navigation menu with 'Administration' and 'Applications with Action-Link' highlighted in yellow. The main content area displays a table titled 'Applications with Action-Link (New)' with columns for 'Last name', 'First name', 'E-mail', 'Host country (1st. choice)', and 'Host institution (1st choice)'. The table lists various applications, including 'PRIMI NEW', 'Test', 'SOP', 'SOPtester20250310', 'TestSOP', 'SMS INTERNAL', 'SOP', 'SOP', 'SOP', 'SOP', 'OUT', 'PRIMI New Test', 'SOP', and 'TEST'. At the bottom of the table, a button labeled 'Open page in excel format (classic Style)' is highlighted in yellow.

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	View/Export
→ All current applications (not canceled / cancelled / rejected / completed).	5	Display applications
→ Cancel applications (force majeure)	5	Cancel applications
→ Cancelled applications (force majeure)	0	
→ Cancel applications (cancel)	5	Cancel applications
→ Cancelled applications (cancelled)	0	
<hr/>		
→ Withdrawn applications	1	Display applications
<hr/>		
→ CORRECT data: complete, incomplete and incomplete email sent	6	Undo/correct criteria
→ CORRECT data: nomination to partner (internal and external)	6	Undo/correct criteria
→ CORRECT data: Partners' decision made	2	Undo/correct criteria
→ CORRECT data: students allocated to final destination	1	Undo/correct criteria

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	Display applications
→ Overview of Complete Applications	7	View/Export
<hr/>		
→ Cancel applications (Force Majeure)	7	Cancel applications
→ Cancelled applications (Force Majeure)	0	
<hr/>		
→ Rejected applications (AEC members)	3	Show application
→ Rejected nominations (External partners)	0	
<hr/>		
→ Withdrawn applications	0	
<hr/>		
→ (UNDO) Documents reviewed	1	Move student back to review documents
→ (UNDO) Sent to selection committee	1	Move student back to print the Excel file
→ (UNDO) Application marked as rejected by Selection Committee	1	Undo rejection by Selection Committee
→ (UNDO) Acceptance Letter sent	0	
<hr/>		
→ 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	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)
Nominated Applications - Partners' decision pending	3	Display applications and accept student if needed

Delete Applications for GDPR Reasons

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

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 -->

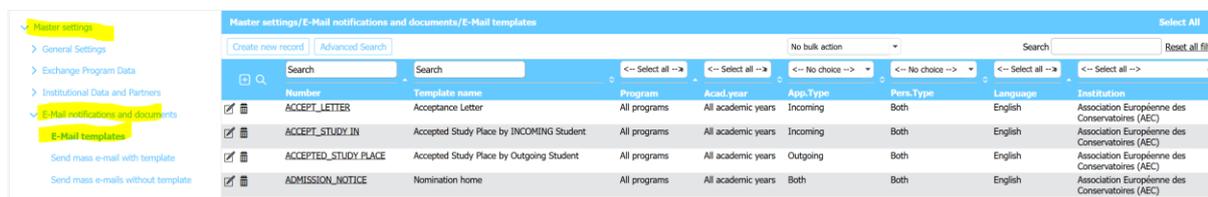
Host institution <-- Please select host country first -->

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. 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



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

If you click on the name of one of the templates, you see all the information regarding that email: from which address it is sent, to whom, the text, etc.

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 = 17776)

Back | Edit

Master data	Attachments (0)	Mail fields (2)	Other recipients (0)	Sent mails (3)
<p>Type of application: <input checked="" type="radio"/> Incoming <input type="radio"/> Outgoing <input type="radio"/> Both</p> <p>Type of person: <input type="radio"/> Student <input type="radio"/> Teacher / Staff <input checked="" type="radio"/> Both</p> <p>Program: All programs</p> <p>Academic year: All academic years</p> <p>Faculty: Academy of Architecture, Amsterdam University of the Arts</p> <p>Institution: Amsterdam University of the Arts</p> <p>Language: English</p>				
<p>Template number: ACCEPTED_STUDY_PLACE</p> <p>Template name: Accepted Study Place by Outgoing Student</p>				
<p>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</p> <p>Permanent e-mail address of sender: [redacted]</p>				
<p>Recipient: <input type="radio"/> Applicant <input type="radio"/> Permanent e-mail address <input type="radio"/> E-mail address of database column <input type="radio"/> Initiator <input checked="" type="radio"/> Person at home institution <input type="radio"/> Person at host institution <input type="radio"/> Company <input type="radio"/> Based on search mask</p> <p>Function: Incoming and Outgoing Exchange...</p> <p>If there are several people with this function, send e-mail to several recipients: <input type="checkbox"/></p>				
<p>CC: <input type="radio"/> None <input type="radio"/> Permanent e-mail address <input type="radio"/> E-mail address of database column <input checked="" type="radio"/> Applicant <input type="radio"/> E-mail address based on user settings <input type="radio"/> E-mail address based on signature settings <input type="radio"/> Person at home institution <input type="radio"/> Person at host institution</p> <p>Selection of e-mail template: <input checked="" type="radio"/> This template <input type="radio"/> Another template</p>				
<p>BCC: <input type="radio"/> None <input type="radio"/> Permanent e-mail address <input type="radio"/> E-mail address of database column <input type="radio"/> Applicant <input type="radio"/> E-mail address based on user settings <input type="radio"/> E-mail address based on signature settings <input type="radio"/> Person at home institution <input type="radio"/> Person at host institution</p>				
<p>Subject: [redacted]</p> <p>Text: Dear Colleague,</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)	ot
Type of application	<input type="radio"/> Incoming <input checked="" type="radio"/> Outgoing <input type="radio"/> Both [?]		
Type of person	<input type="radio"/> Student <input type="radio"/> Teacher / Staff <input checked="" type="radio"/> Both [?]		
Program	All programs [?] [i] [m]		
Academic year	All academic years [?] [i] [m]		
Institution	Association Européenne des Conservatoires (AEC) [?] [i]		
Language	English [?]		
Template number	CONF_APP [?]		
Template name	Confirmation Registration FORM Outgoing [i]		
Sender	<input checked="" type="radio"/> Permanent e-mail address <input type="radio"/> E-Mail address of sender <input type="radio"/> E-mail address based on signature settings [?]		
Permanent e-mail address of sender	noreply.aec@service4mobility.com [m]		
Recipient	<input checked="" type="radio"/> Applicant [?]		
Function	Incoming and Outgoing Exchange Coord... [i] [m]		
Subject	Creation of an account to apply for an exch...		
Text	<div style="border: 1px solid #ccc; padding: 5px;"> <p>File Edit Insert View Format Table Tools</p> <p>← → B <i>I</i> [list icons] [link icon] [img icon]</p> <p>Formats Paragraph Times New ... 16px</p> <p>Thank you very much for filling in the Registration Form to apply for an OUTGOING exchange from [inst_id_heim_name]</p> <p>In order to further process your application please follow this procedure:</p> <ol style="list-style-type: none"> 1. Create an account (Login Name and Password) on EASY Mobility-Online by clicking on the link you find at the bottom of this email 2. Login in EASY Mobility Online with the credentials you created. You will end up in the Workflow of your OUTGOING application Complete/confirm you personal data and start uploading the required application documents from your home institution side by clicking on the links that will progressively appear on the right side of each enlisted document 3. Submit your Application 4. Your application will be approved by your home coordinator (nomination) and will be transferred to your desired destinations 5. The different destinations will ask you to upload further documents on your side of the EASY MO system (Application Part 2 - Incoming) OR to send documents via mail/via <p>Words: 219</p> </div>		
Format of address	<input checked="" type="radio"/> Dear Mr/Ms [Degree] [First name] [Last name] <input type="radio"/> Dear Mr/Ms [Degree] [Last name] <input type="radio"/> Dear Mr/Ms [Last name] <input type="radio"/> Dear [First name]		
Font type for the title	<-- No choice -->		
Font size for the title	<-- No choice -->		
Dataset active	<input checked="" type="checkbox"/> [?]		

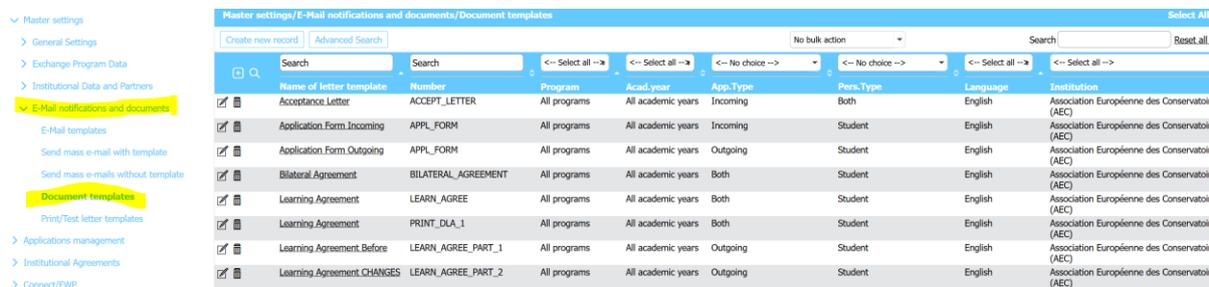
More functionalities, for example display and change who is in CC for that specific mail template, can be activated by clicking on the link on the right “show advanced settings”

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

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

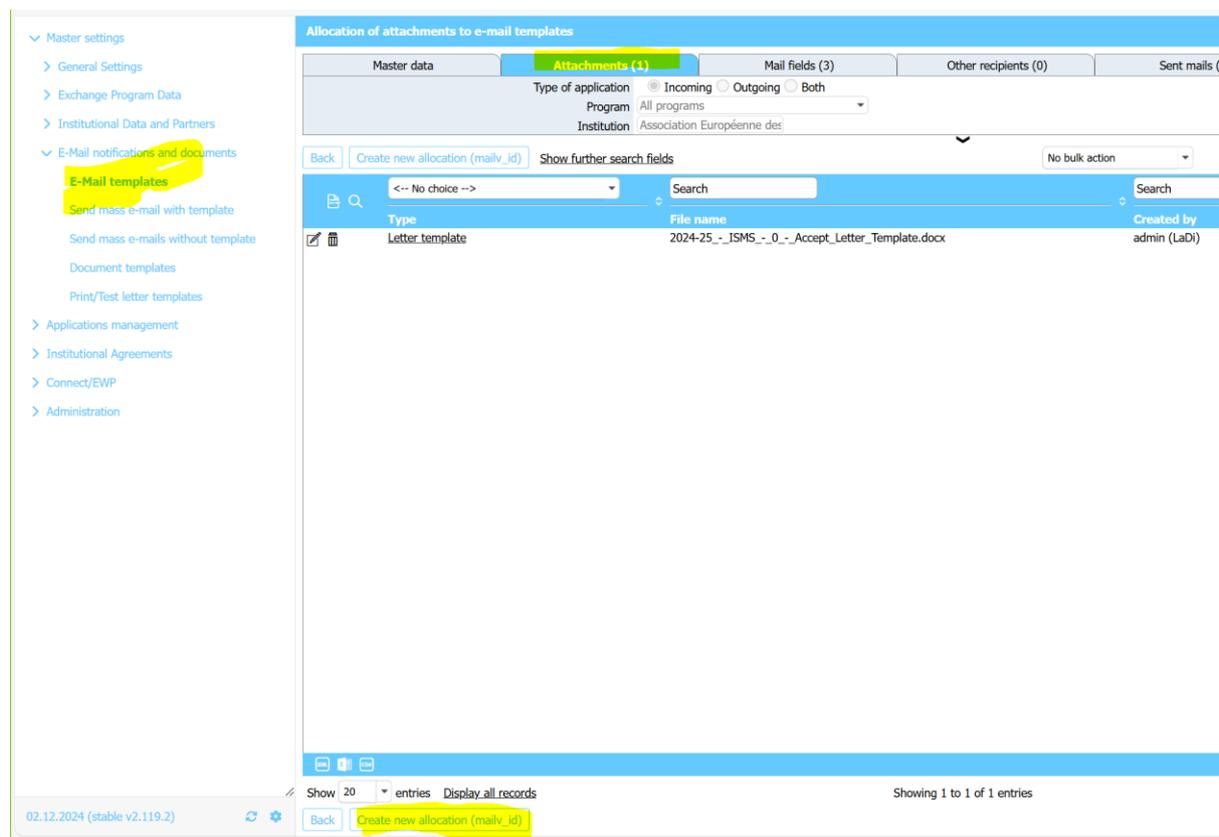
How to generate standard PDF letters to attach to email templates

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



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

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



Allocation of attachments to e-mail templates

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

Type of application: Incoming Outgoing Both
Program: All programs
Institution: Association Européenne des

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

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

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

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

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

Allocation of attachments to e-mail templates

Back Save

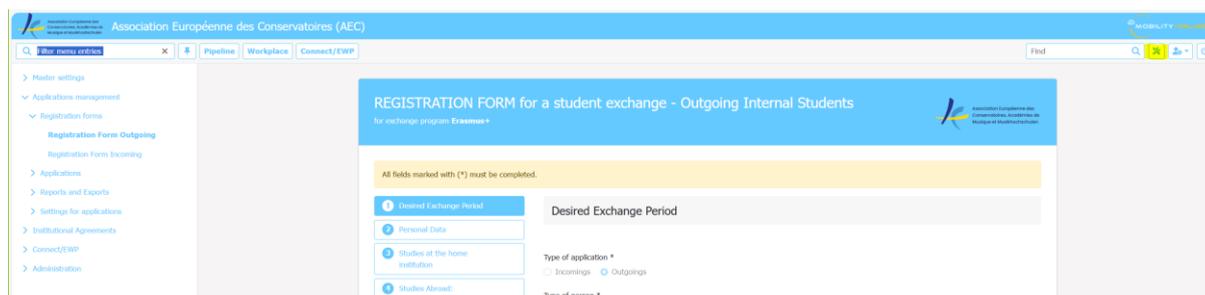
Type	<input checked="" type="radio"/> Letter template	<input type="radio"/> Own file	<input type="radio"/> Upload
Letter template	<input type="text" value="<-- Please select -->"/>		 
Document type	<input checked="" type="radio"/> PDF	<input type="radio"/> DOC	
Dynamically generate file name	<input checked=""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

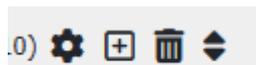
Back Save

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_freiefeldX free fields from the dropdown list of possibilities and choose the field type “radio button”. Under the allowed values you can then specify custom values that should be saved and the text that should be displayed for each with the format value = text, with multiple key-value pairs separated by commas. 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. You will receive an Excel file to fill in according to the criteria of the system.

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

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

Administration/Access management/Users																																					
<ul style="list-style-type: none"> Master settings Applications management Institutional Agreements Connect/EWP Administration <ul style="list-style-type: none"> Access management <ul style="list-style-type: none"> Users User settings Role settings Exchange program management Settings Change password 	<div style="display: flex; justify-content: space-between;"> Back Update </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Registrations (0) Security (0) Organisation units (0) Settings (0) </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Master data Countries (0) Exchange programs (0) Institutions (0) Study fields (0) </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Login</td> <td>AECadmin</td> </tr> <tr> <td>Person-ID</td> <td></td> </tr> <tr> <td>Last name</td> <td>AEC</td> </tr> <tr> <td>Second last name</td> <td></td> </tr> <tr> <td>First name</td> <td>Superadmin</td> </tr> <tr> <td>Degree</td> <td></td> </tr> <tr> <td>Gender</td> <td><input checked="" type="radio"/> male <input type="radio"/> female <input type="radio"/> Other</td> </tr> <tr> <td>E-mail address</td> <td>laura.diethart@sop.co.at</td> </tr> <tr> <td>Telephone number</td> <td></td> </tr> <tr> <td>Fax number</td> <td></td> </tr> <tr> <td>Mobile phone</td> <td></td> </tr> <tr> <td>Homepage</td> <td></td> </tr> <tr> <td>Valid from</td> <td>Today 00 : 00</td> </tr> <tr> <td>Valid until</td> <td>Today 00 : 00</td> </tr> <tr> <td>Editing online help and translations allowed</td> <td><input type="checkbox"/></td> </tr> <tr> <td>User active</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Role</td> <td>Administrator Customer, Administrator Simple</td> </tr> <tr> <td>Login with user and role</td> <td>Administrator Simple</td> </tr> </table> <div style="text-align: right; font-size: small; margin-top: 5px;">Created by admin (LaDi) on 13.04.2023 10:39:27, last modified by ad</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Back Update </div>	Login	AECadmin	Person-ID		Last name	AEC	Second last name		First name	Superadmin	Degree		Gender	<input checked="" type="radio"/> male <input type="radio"/> female <input type="radio"/> 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	<input type="checkbox"/>	User active	<input checked="" type="checkbox"/>	Role	Administrator Customer, Administrator Simple	Login with user and role	Administrator Simple
Login	AECadmin																																				
Person-ID																																					
Last name	AEC																																				
Second last name																																					
First name	Superadmin																																				
Degree																																					
Gender	<input checked="" type="radio"/> male <input type="radio"/> female <input type="radio"/> 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	<input type="checkbox"/>																																				
User active	<input checked="" type="checkbox"/>																																				
Role	Administrator Customer, Administrator Simple																																				
Login with user and role	Administrator Simple																																				

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)

Administration/Upload management/Upload settings

Create new record | Advanced Search | No bulk action

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

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

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

Back | Update

Master data | Roles (7) | Upload Groups (1)

Internal name of upload: CV

Upload name: CV

Help text: Please upload your CV here.

Upload File Name: div

There are still 400 characters available

Number of max. uploads: 5

Maximum size of upload (MB): 10

All file types allowed:

Image files allowed:

Min. allowed width of the image in Pixel: 0

Min. allowed height of the image in Pixel: 0

Max. allowed width of the image in Pixel: 1500

Max. allowed height of the image in Pixel: 1500

Allow only selected file type: <-- No choice -->

Show image tool:

Word files allowed:

Check DOCX file before upload:

PDF files allowed:

Check PDF file before upload:

Excel files allowed:

Text files allowed:

Multimedia files allowed:

We recommend changing only the Help text. The “Internal name of upload” i.e. should not be changed, as it is used to link the upload to the workflow. If it is changed, the upload step will no longer work. Additionally, we do not recommend changing any other settings in the upload configuration. For example, if one home institution allows CVs to be uploaded as DOCX files for outgoing applications, while the host institution accepts

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.

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 style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> (bew_txt_anmerkung , 10) ✕ ✎ 🗑️ ↻ </div> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">kpkopopäkäpok</div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> (text_freifeld1 , 20) ✕ ✎ 🗑️ ↻ </div> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">joijoiijjoj</div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> (text_freifeld3 , 25) ✕ ✎ 🗑️ ↻ </div> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">extra question from host institution</div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> (text_freifeld2 , 30) ✕ ✎ 🗑️ ↻ </div> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">Study plan reviewed</div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> (bit_freifeld3 , 42) ✕ ✎ 🗑️ ↻ </div> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;">I hereby confirm that I want to submit my application with all required documents/information provided</div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> (bit_freifeld5 , 43) ✕ ✎ 🗑️ ↻ </div> </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 A³
Field type	<input type="radio"/> Boolean <input checked="" type="radio"/> Checkbox ?
Allowed values	<input style="width: 100%;" type="text"/>
Default value	<input style="width: 100%;" type="text"/>
Field length	1000
Help text	Please review your course list here www.siba.fi and please type the names of the courses that want to take at destination A³
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.

The screenshot shows a web application interface. On the left is a navigation menu with the following items: Master settings, Applications management, Institutional Agreements, Connect/EWP, Administration (highlighted), Access management, Exchange program management (highlighted), 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 (highlighted), Settings, and Change password. The main content area is titled 'Administration/Exchange program management/Settings for questionnaires per exchange program'. It features a 'Create new record' button, an 'Advanced Search' button, and a 'No bulk action' button. Below these are two search boxes and three dropdown menus. A table with the following columns is displayed: Number, Description, Program, Acad.year, and Pers.Type. The table contains one row with the following data: Number: STUDY PLAN, Description: Study plan, Program: All programs, Acad.year: All academic years, Pers.Type: Student.

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

The screenshot shows a web application interface for creating a study plan. The form is titled 'Study plan' and has a 'Disable tool icon' button. It contains three sections: 'Study Subject 1', 'Study Subject 2', and 'Study Subject 3'. Each section has a 'Course name' field, a 'Course code' field, and a 'Course credit' field. The 'Study Subject 1' section has a 'Please review your course list here' message and a 'Please insert your study plan' message. The 'Study Subject 1' section has the following data: Course name: Violin, Course code: 1, Course credit: 3. The 'Study Subject 2' section has the following data: Course name: Theory, Course code: 25, Course credit: 3. The 'Study Subject 3' section has the following data: 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

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
Agreements	AGREEMENTS	No
Application documents	BEW_UNTERLAGEN_KURZF	Yes
Application for enrolment	ENROL_APPL	No
Application form	APPLICATION_SIGNED	No
Certificate of Attendance	CERT_ATTEND	No
Certificate of Departure	CERT_DEPART	No
CV	CV	Yes
Final documents	ABSCHLUSS_DOK_KURZF	Yes
Language Certificate	LANGUAGE_CERT	No
Language Proficiency	CONF_LANGUAGE_PROFICIENCY	Yes
LEARN_AGREE_1_SIGNED	LEARN_AGREE_1_SIGNED	Yes
LEARN_AGREE_2_SIGNED	LEARN_AGREE_2_SIGNED	Yes
Learning Agreement	LEARN_AGREE	No
Learning Agreement	BEW_LEARNING_AGREEMENT	Yes
Learning Agreement (changes)	LEARN_AGREE_CHANGES	Yes
Learning Agreement (Extension of Stay)	SIGNED_LEARN_AGREE_2_EXTENSION_OF_STAY	Yes
Letter of confirmation	LETTER_CONF	No
Media file	MEDIA_FILE	No
Motivationsschreiben	BEW_MOTIV	No
Partner Image for Portal	PARTNER_PORTAL_PHOTO	No

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

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

Role	Role name	Insert permission	Update permission	Delete permission
Admin Customer	Administrator Customer	Yes	Yes	Yes
Administrator SOP	Administrator with full access rights	Yes	Yes	Yes
External Partner	External Partner	Yes	No	No
Students/Incoming	Role for incoming students	Yes	Yes	No
Students/Outgoing	Role for outgoing students	Yes	Yes	No

5 Allocations found!

Back Create new allocation (Role)

Now, to create a new workflow step, you need to go 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

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)	LyliaTest	are you applying	
Date of birth	01.01.1900	Host institution	HELSEINK42 - University of the Arts Helsinki
Home institution	AEC01 - Association Européenne des Conservatoires	Host institution	
Field of study	Music - MUSIC	Host institution	

Disable tool icon

Activate admin-docu

Add header field

Necessary steps	Done	Done on	Done by	Direct access via following link	8 / 23
Before the Mobility - Application and Nomination					
Online application	✓	29.02.2024		Display/Change application	0/-/ ms (10)
Confirmation email online application	✓	29.02.2024	Automatically generated		0/-/ ms (20)
Online registration	✓	29.02.2024			0/-/ ms (30)
Personal master data completed	✓	11.04.2024	admin (LaDi)	Complete personal master data	2/-/ ms (40)
Photo uploaded	✓	11.04.2024	admin (LaDi)		2/8/2 ms (50)
Motivational statement for Home institution to go abroad (not mentioning any particular destination) entered	□			Enter information	2/2/0 ms (60)
Language Certificate uploaded	□			Upload language certificate	2/3/0 ms (70)
Proof of previous studies / Transcript of records uploaded	✓	11.04.2024	admin (LaDi)		2/7/2 ms (80)
CV uploaded	✓	11.04.2024	admin (LaDi)		2/7/2 ms (90)
Application submitted	✓	11.04.2024	admin (LaDi)		1/3/0 ms (100)
After submitting the application, please wait for the feedback					
If incomplete: e-mail on incomplete application documents received	□				1/2/0 ms (110)

Reason for incompleteness:

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

Administration/Exchange program management/Workflow steps

Close window Edit

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

Workflow step Proof of previous studies / Transcript of records uploaded

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

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

Internal description of the step STUDY_PROOF ?

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

Insert entry into history

Send e-mail after completion

Additional actions after execution of work-flow step

Documentation (Customer)

Amount of steps will not be considered ?

Created by admin (LaDi) on 14

Close window Edit

The you select Upload as Type of step

Administration/Exchange program management/Workflow steps

Close window Save

Assistant Yes No

Type of step

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

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

Type of application Outgoing Incoming

Type of person Student Teacher / Staff

Internal name of upload

Workflow step

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

Name of link Upload photo

MEDIA_FILE
 PASSPHOTO
 SIGNATURE
 SIGNED_LEARN_AGREE_2_EXTENSION_OF_STAY
 SIGNED_TOR
 STUDY_PROOF
 TEST_011
 TRANSCRIPT_RECORDS
 TRANSCRIPT_SIGNED
 UNTERZEICHNET_BEWFORM
 VERSICHERUNGSKLAERUNG
 There are still 100000 characters available

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:

There are still **970** characters available

link to the step displayed after the first execution:

L-Condition for loading of program after fulfilment:

There are still **100000** characters available

Name of link:

There are still **972** characters available

Internal description of the step: ?

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

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 ?
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	Vano Sarajishvili Tbilisi State Conservatoire, Georgia ? i
Workflow step	Photo uploaded - PASSPHOTO 🗑️ ? i 🗑️
Sub group	Before the Mobility - Application a... i 🗑️
Workflow step depends on	<-- No choice --> 🗑️ ? i 🗑️
Sort order	50
Workflow step must be executed	<input checked="" type="checkbox"/>
Draw separation line	<input type="checkbox"/>
Show help text	<input type="checkbox"/> ?
SQL-Statement to limit the display	bewerbung.is_storniert=0 AND bewerbung.is_abgebrochen=0
	There are still 100000 characters available
Documentation (Customer)	

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

If your applicants do not manage to upload a file in your workflow, the problem might be the missing roles in your upload settings. Please check: 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

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:

The screenshot shows a web application interface for managing exchange programs. The main content area displays a table with the following data:

Number	Description	Program	Acad. year	Pars. Type
STUDY PLAN	Study plan	All programs	All academic years	Student

The interface also includes a sidebar with navigation options and a dropdown menu on the right side with the following items:

- 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

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 ?			
Academic year	All academic years ?			
Institution	Association Européenne des Conservatoires (AEC) ?			
Number	STUDY_PLAN ?			
Description	Study plan ?			
Width of left column	? ?			
Help	Please insert your study plan			
Button "Cancel"				
Button "Edit"				
Button "Save"				
Button "Create"				
Button "Forward to next page"				
Button "Forward and Save"				
Button "Back to previous page"				
Button "Back and Save"				
Button "Print"				
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 ?			
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

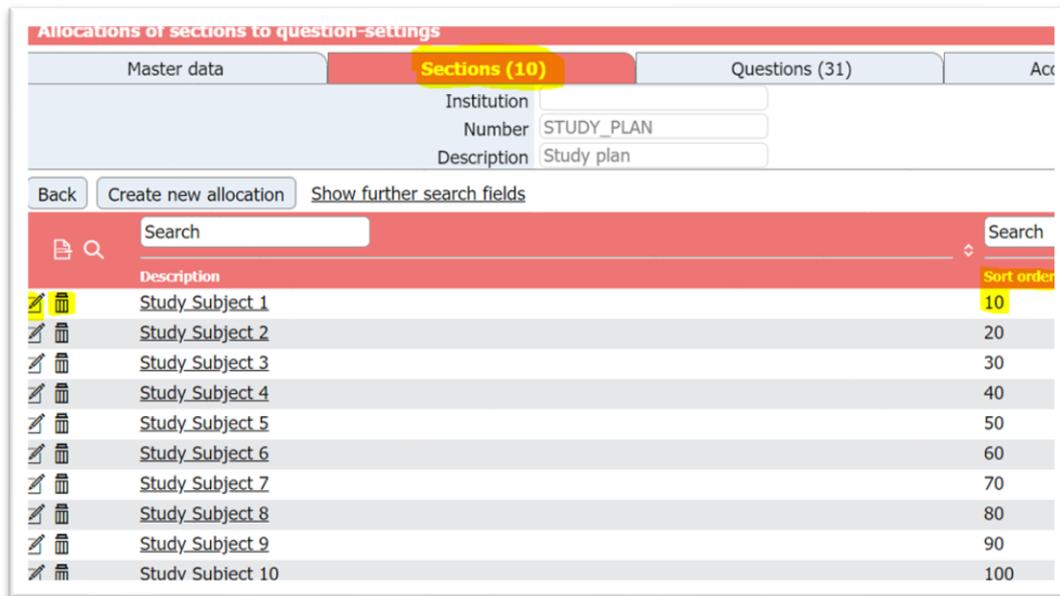
We strongly advise you to **insert the link to the study catalogue** the applicant needs to consult in order to put together the list of subject they want to take during their mobility at their institution:

.. 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):

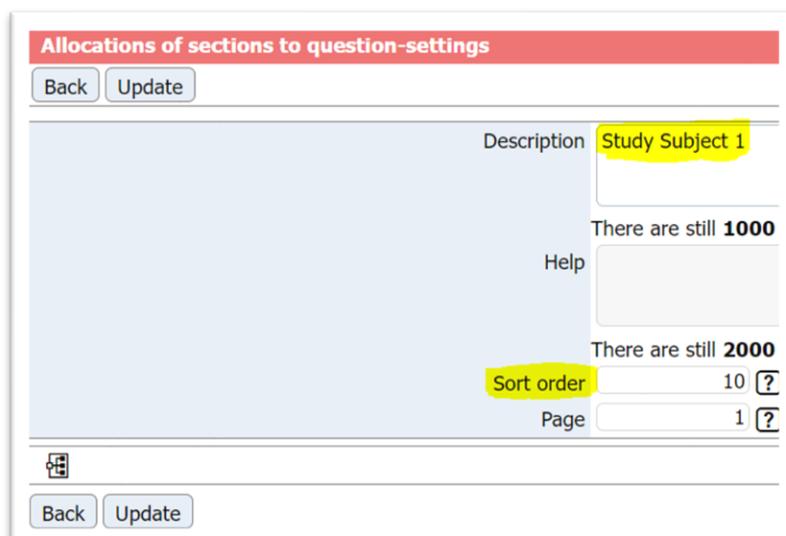
.. click the *Sections* tab and click the Edit or Delete icon left to the relevant headline (also note the sort order to the right):



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

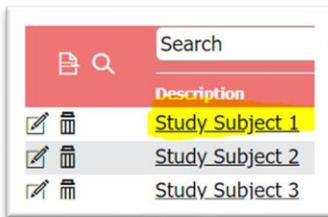
If you click the Edit icon, please note these fields on the edit page:

- 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)

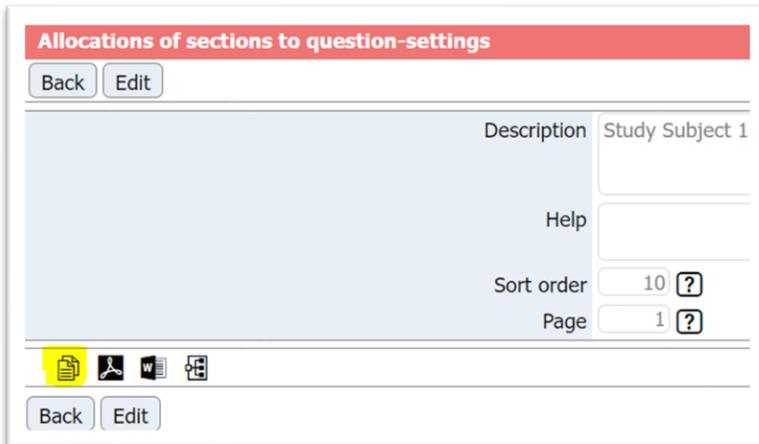


4. ADD NEW SECTIONS

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:

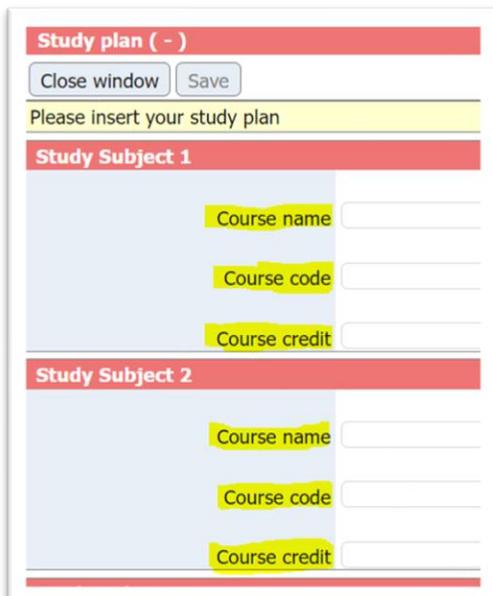


The new page that opens is your new section/headline, so you just edit what you need and click Save.

(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

Back Create new allocation Show further search fields

Search <-- Select all -->

	Content of the question	Section
 	<u>Course name</u>	1
 	<u>Course code</u>	1
 	<u>Course credit</u>	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)

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, Académies de Musique et Musikhochschulen

Filter menu entries

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@heimmannshof.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

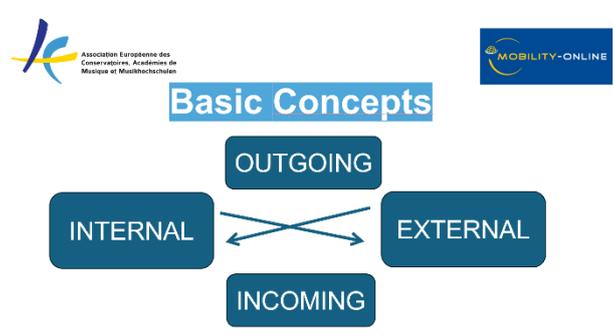
This role will give your colleague access to the same view as you have. Administrator Customer gives you access to more settings but also gives you a more complicated menu to navigate. In the Role Settings and User Settings you can see and modify what the users can do and see, but we advise you not to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

Chapter 4 - Logic of the System and Process

Basic Concepts

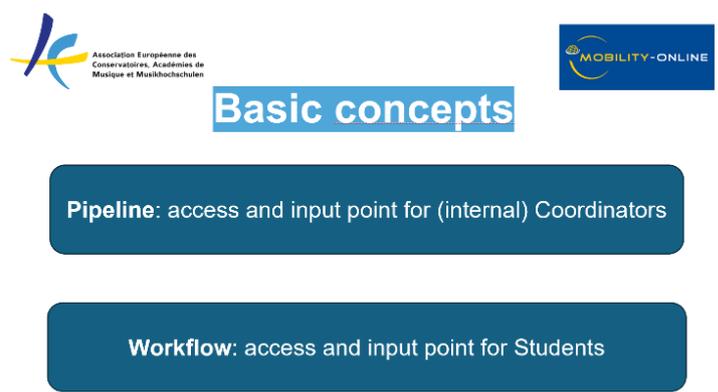
In order to understand the logic of the system it is important to understand the following 4 concepts:

- **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

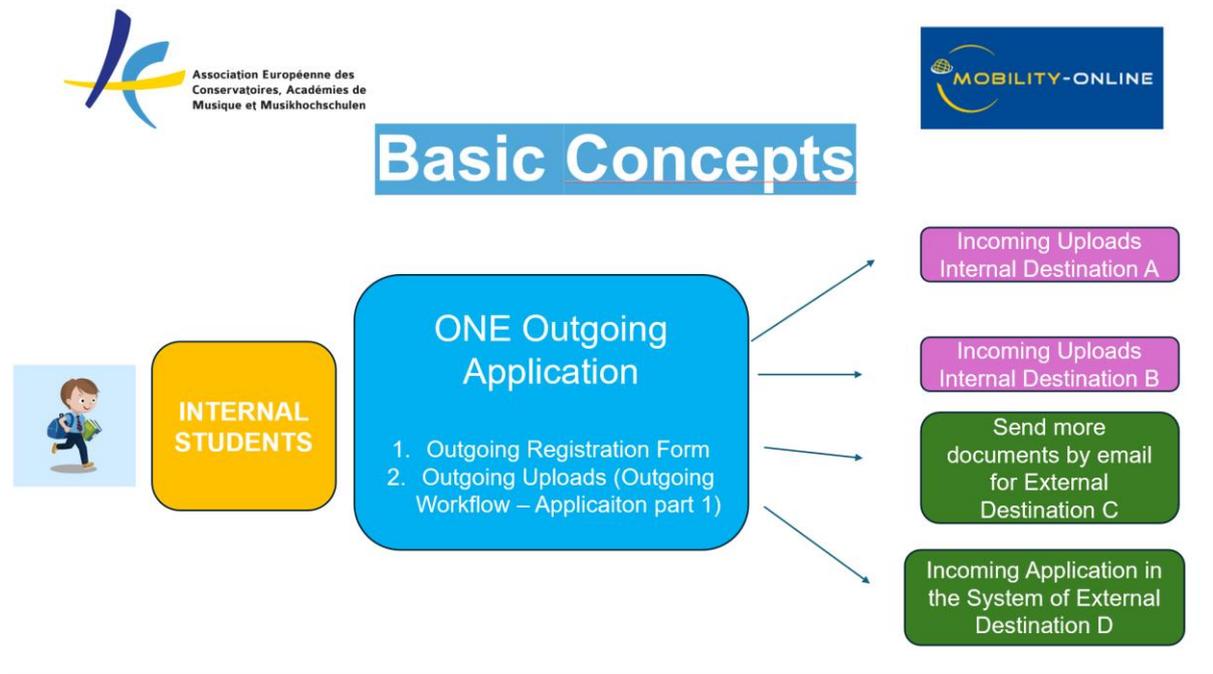
The intersection between these 4 concepts generates different scenarios that translate in different processes in the system. Please see below the various scenarios and paths of applications in the EASY MO system.



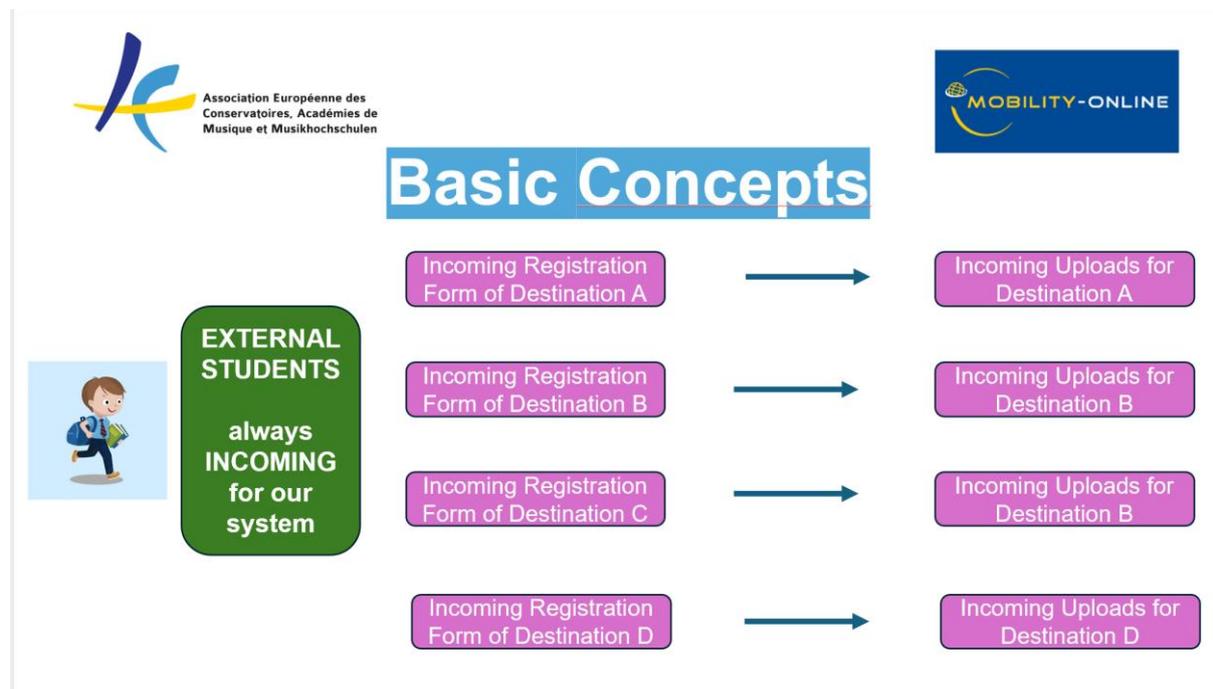
Please note that the entry point / window on the system for the international coordinator (IRC) is the so called **Pipeline**, while the students inputs data and decision in the **Workflow**. The IRC has access to the student's workflow but should always perform actions via the Pipeline in order to guarantee

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 screenshot displays the MO system interface with the following elements:

- Logos:** Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen (top left), a student icon (top center), and MOBILITY-ONLINE (top right).
- Section Header:** "Basic Concepts" in a large blue box.
- Internal Outgoing students:** A blue box with the text "Internal OUTGOING students" above a form titled "Become an applicant". The form includes:
 - Field: "I am a student of"
 - Country: "Spain" (dropdown)
 - Institution: "CONSERVATORIO SUPERIOR DE MUSICA IN VIGO" (dropdown)
 - Buttons: "Enter application" and "Explore exchange possibilities"
 - Close button: "Close"
- External Incoming students:** A pink box with the text "External INCOMING students" above a form titled "Become an applicant". The form includes:
 - Field: "I am a student of"
 - Country: "Italy" (dropdown)
 - Institution: "Conservatorio Di Musica Santa Cecilia - Roma" (dropdown)
 - Field: "I am applying for:"
 - Country: "Austria" (dropdown)
 - Institution: "Anton Bruckner Private University for music, drama and dance Linz" (dropdown)
 - Button: "Enter application"
 - Close button: "Close"
- Central Image:** A globe with a graduation cap on top, symbolizing international mobility.

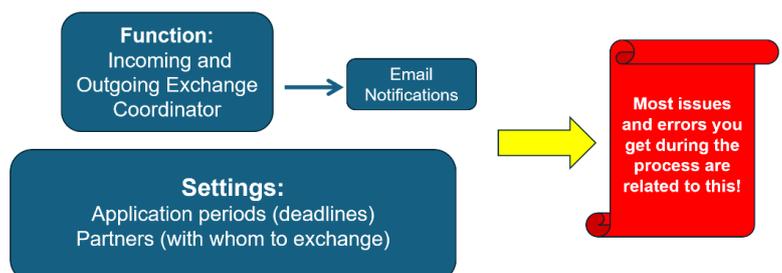
Tips and Tricks: main reasons why students get stuck at the beginning of the process

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

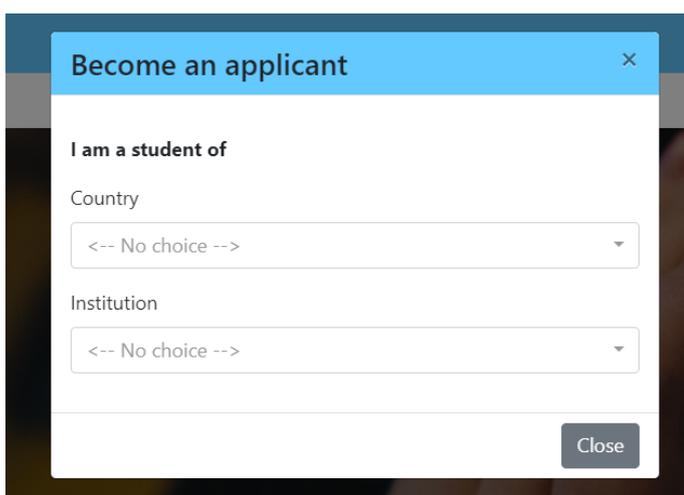


Outgoing Process

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

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 you personal data and start uploading the **required application documents from your home institution side** by clicking on the links that will progressively appear on the right side of each enlisted document
3. Submit your Application 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
Registration				
Registration Form complete				
Confirmation email for registration				
Online registration				
Please insert all information and upload all required documents before submitting your application.				
Application Form				
Withdrawn application (optional)	<input type="checkbox"/>			I want to withdraw my application
Personal master data completed	<input checked="" type="checkbox"/>			Complete/confirm personal master data
Photo uploaded	<input type="checkbox"/>			Upload photo
Links to your audition material (online audio/video recording/artworks - please avoid playlists, upload one video per box)	<input checked="" type="checkbox"/>	23.07.2024	Test2 SOP	Enter Links
Motivational statement for Home institution to go abroad (not mentioning any particular destination) entered	<input type="checkbox"/>			Enter information
Language Certificate uploaded (not compulsory)	<input type="checkbox"/>			Upload language certificate
Proof of previous studies / Transcript of records uploaded	<input type="checkbox"/>			Upload proof of previous studies / transcript of records
CV uploaded	<input type="checkbox"/>			Upload CV
Application submitted	<input type="checkbox"/>			

The action links on the right of the list are the actions that the student must perform to complete the workflow. The student can do the action by clicking on the links in random order. Once an action is complete the “done” box becomes green and ticked. If it is red, it means that the document still needs to be filled in/uploaded. The student needs to click on save/update according to the action. When all compulsory documents are uploaded, the student can click on Submit Application. Once the application is submitted, the system sends a notification to the Outgoing Coordinator, with the student in copy, to notify that the Outgoing Application has been submitted, and action is required on their side:

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

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

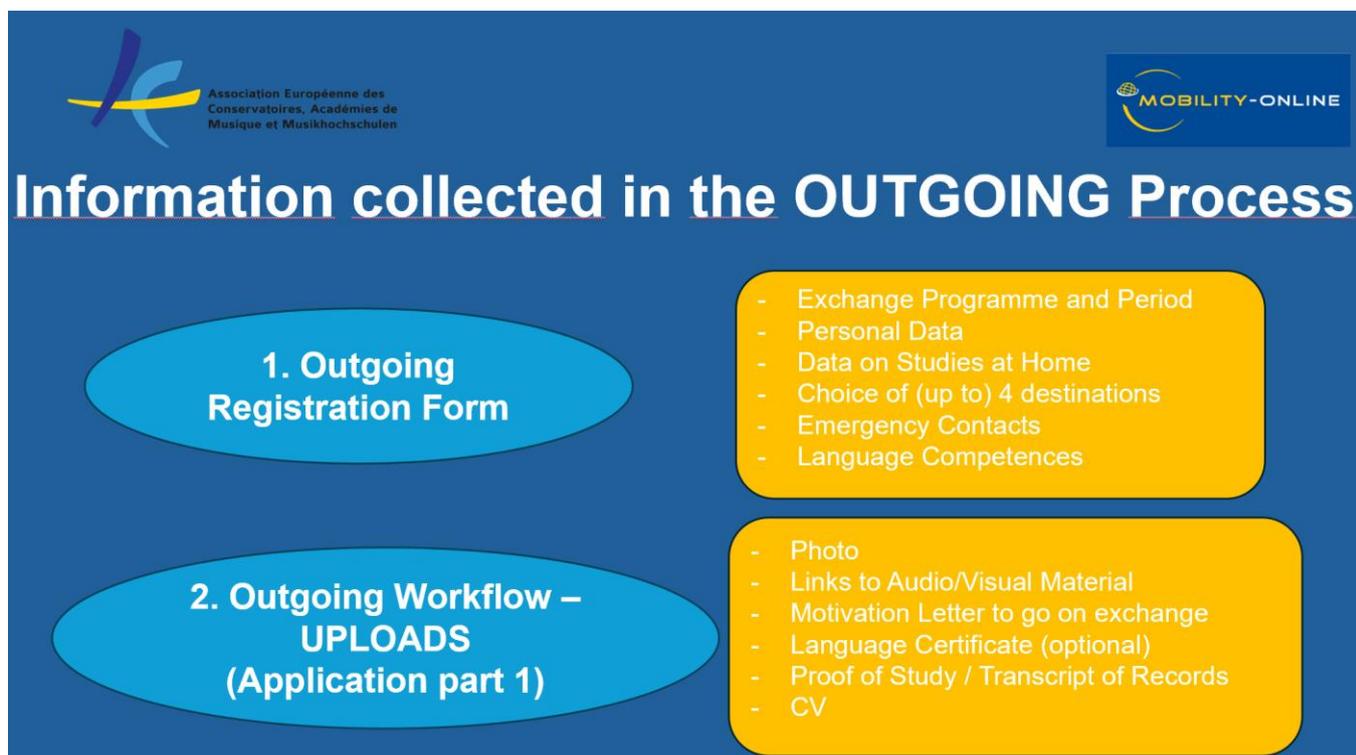
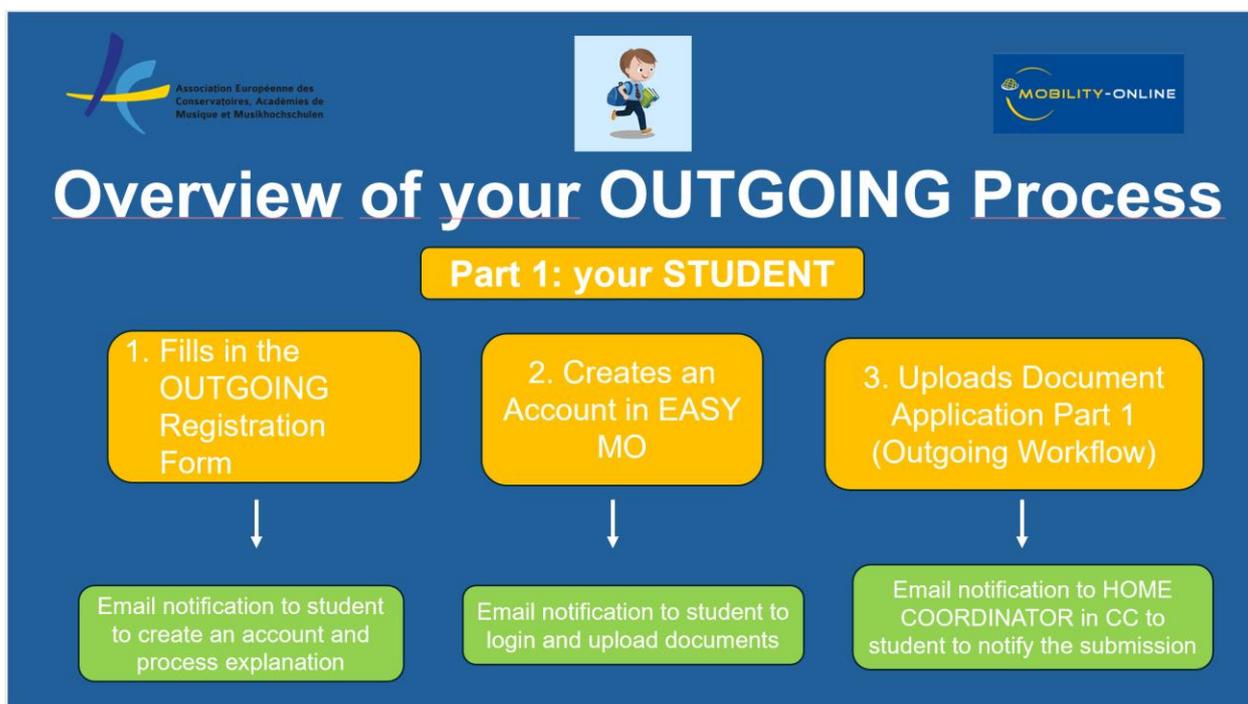
We kindly ask you to do this as soon as possible as the incoming process on the destinations' side might close soon.

Best regards

The EASY MO system

To sum up, the Outgoing Student’s Application Process is composed of 3 parts: Outgoing Registration Form + the Account Creation and the upload and

submission of documents in the Outgoing Workflow. Once the Outgoing Workflow has been filled in with all necessary uploads, the students get a message directly in the workflow (in yellow) informing that 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	Display applications
Application documents uploaded	1	Check applications formally, mark as 'complete' or 'incomplete'
Incomplete Applications	0	
Incomplete Applications: E-Mail sent to student	0	

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

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

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

Superadmin Acc 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) Anku

Family name(s) Anikka

Gender Female Male Undefined

Citizenship Finland

Date of birth 01.01.2000

E-Mail address anku.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 HELSINK42 - 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

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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input 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'](#)

2. 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		
<input type="checkbox"/>	Incomplete Applications	0
<input type="checkbox"/>	Incomplete Applications: E-Mail sent to student	0
<input type="checkbox"/>	Complete Applications - Emails to all partners	1
<input type="checkbox"/>	Nominated Applications - Nominate again and Emails to all partners	0

Nominate and transfer application to the partner institutions

Complete Applications - Emails to all partners								Nominate and transfer app
Preselection								
Show further search fields								No bulk action
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Search"/>	Erasmus SMS	<-- Select all -->	<-- Select all -->	<-- Select all -->	<-- Select all -->	2023/2024
<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

Showing 1 to 2 of 2 entries

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

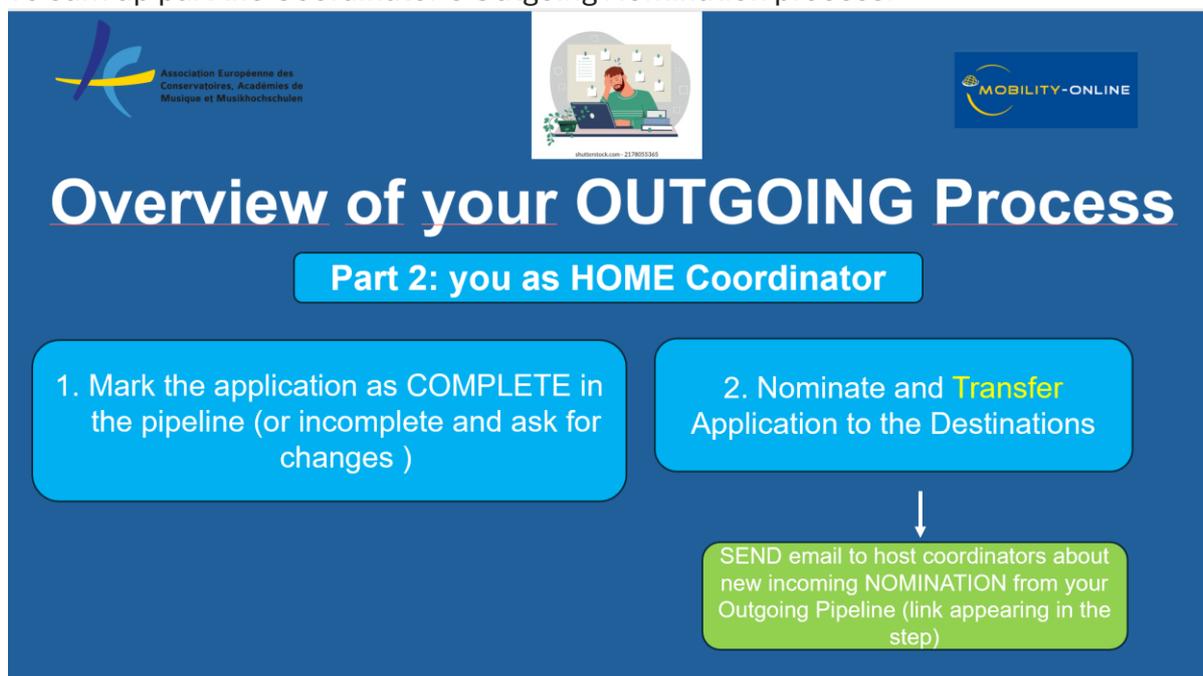
There is a possibility to nominate and transfer the applications again, if necessary.

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:



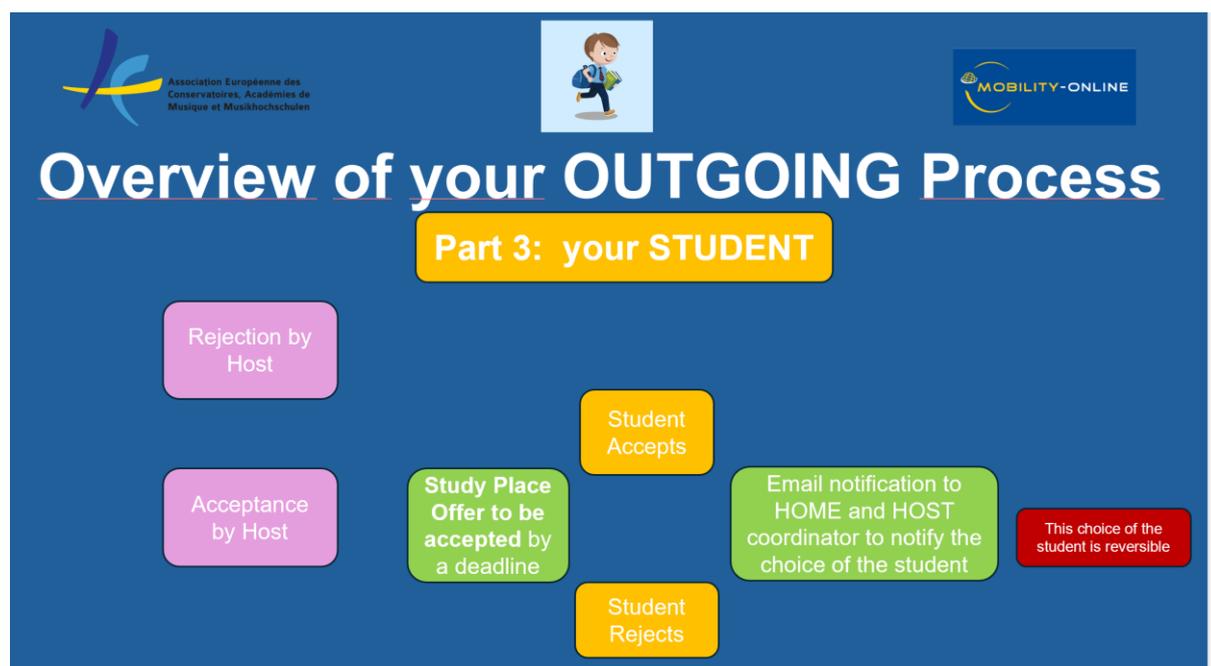
From this point your Outgoing process is on hold and it is on the Incoming Coordinator to act:

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 vertical flow of steps on the left and a corresponding numbered list of actions on the right. The steps on the left are: 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); Applications allocated to host institutions (OLA - managed externally); Applications allocated to host institution - Digital Learning Agreement managed internally in MO, courses to be entered and signed by student. The numbered list on the right includes: 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 (highlighted in yellow); 1 Mark applications as courses done externally via OLA; 1 Display applications.

The system allocates the student by default to the 1st choice, that is why you will need to switch the destinations putting as first priority the destination you are going to allocate the student to. You can do that by dragging and dropping the boxes:

The screenshot shows the 'Allocate Applications' interface. It features a table with columns for 'Host.Inst.' and 'Decision by partner'. The 'Host.Inst.' column has four numbered boxes: 1 (ANTWERP6), 2 (STATECON2), 3 (BUENOS23), and 4 (rejected). A yellow arrow points from box 3 to box 1, indicating a drag-and-drop action. At the bottom of the page, there is a button labeled 'Allocate student to final destination and send email' which is highlighted in yellow.

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”:

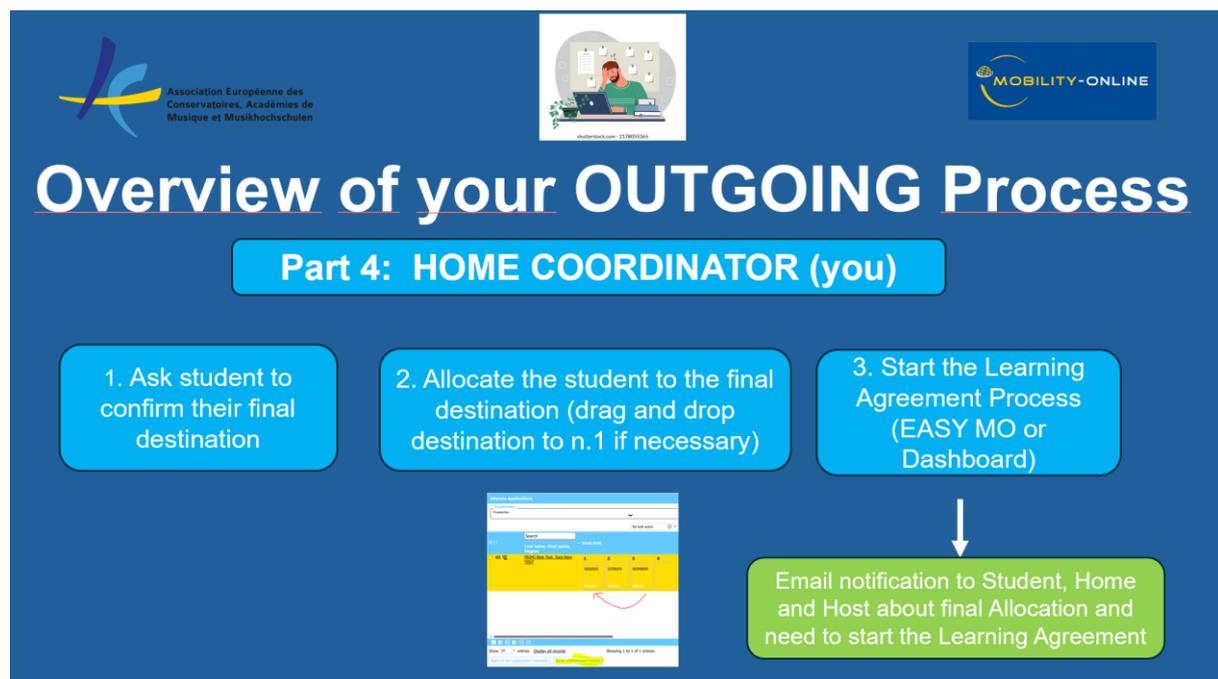
The reversion/correction of the allocation can be done in the General Queries of the Outgoing Pipeline.

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

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

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

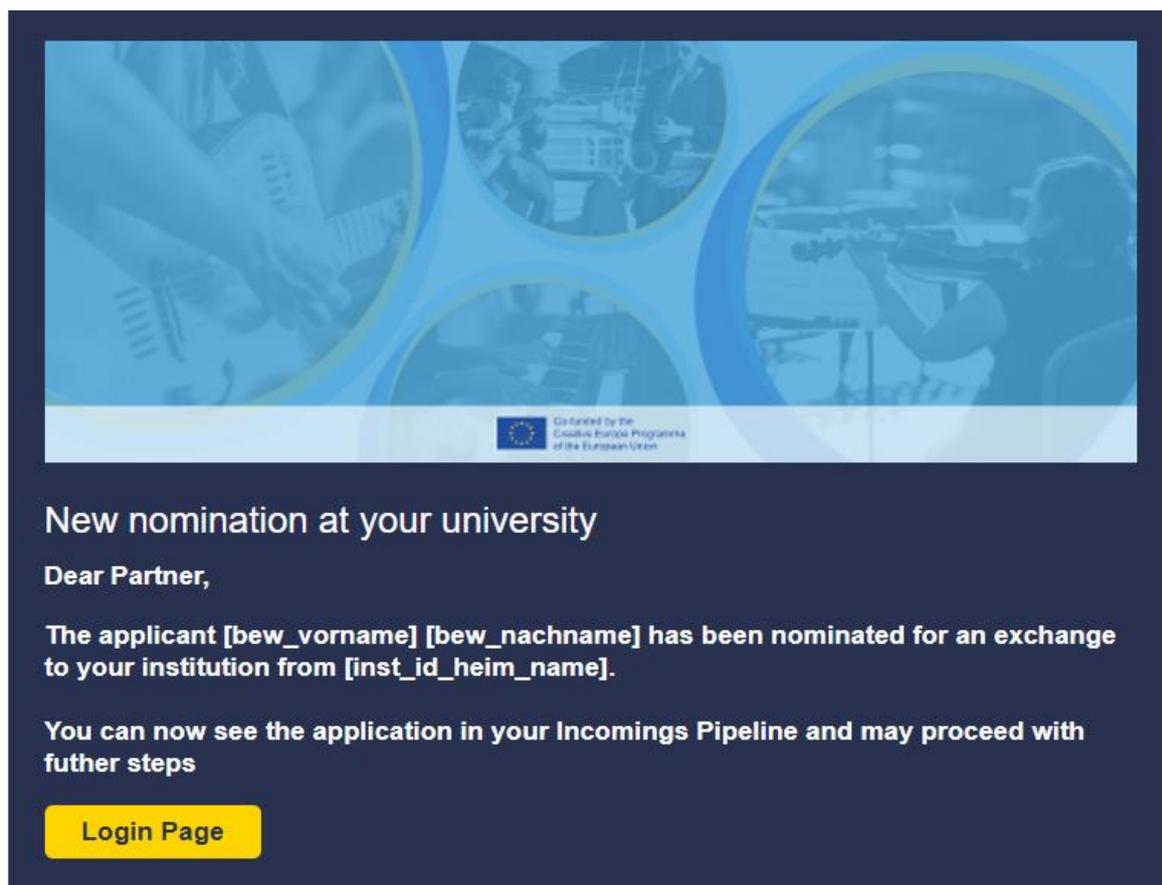
Incoming Process

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

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

Applicants from Internal Institutions

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



Nominated applicants from Internal Institutions now appear in the Incoming Coordinator's Pipeline and will need to be imported by clicking on the action link on the pipeline or from the menu Applications Management – Applications – Import Applications. 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)

The screenshot displays the 'AEC-Applications' management interface. On the left, a navigation menu includes 'Applications management', 'Registration forms', and 'Applications'. Under 'Applications', 'Import applications' is highlighted in yellow. The main content area shows a table of 7 applicants. The table has columns for 'Last name, First name, Degree', 'Home.Inst.', 'Status', and 'Academic year'. The first row is 'Primiterra TEST, Sara' with status 'Accepted' and academic year '2024/2025'. Below the table, there are 'Accept' and 'Reject' buttons, with 'Reject' highlighted in yellow.

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.**

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

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 * ⓘ

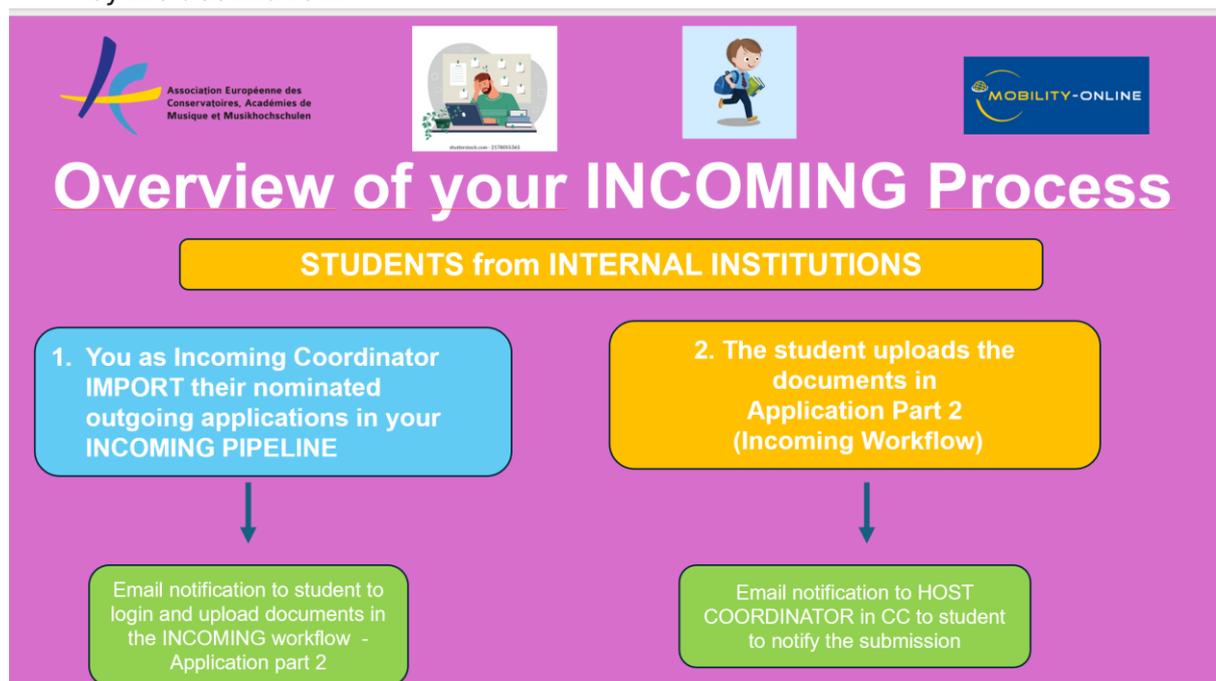
Deadline for application 01.09.2025 *

– 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 - ASK TO NOMINATE	0
→	(External partners) Completed Applications - Partners not yet accepted or rejected the nomination	0
→	Internal Applicants Documents uploaded /External Applicants Nominated - documents not yet reviewed	0
→	Incomplete Applications	0
→	Incomplete Applications: E-Mail sent to student	0

Dear 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

[?]

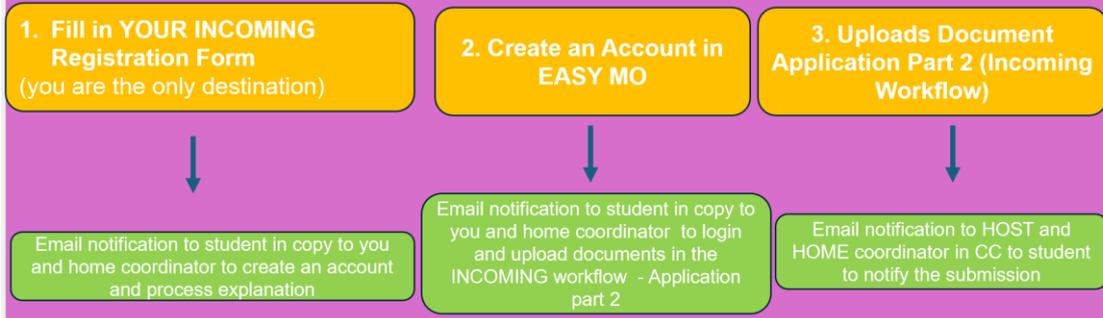
And the Incoming Student moves both in their workflow and in the pipeline

External Partner Application				
Before the mobility - Upload and print documents				
Withdrawn application (optional)	<input type="checkbox"/>			I want to withdraw
Personal master data completed	<input checked="" type="checkbox"/>	22.08.2024	Sara NEW PRIMI NEW	Complete profile
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

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

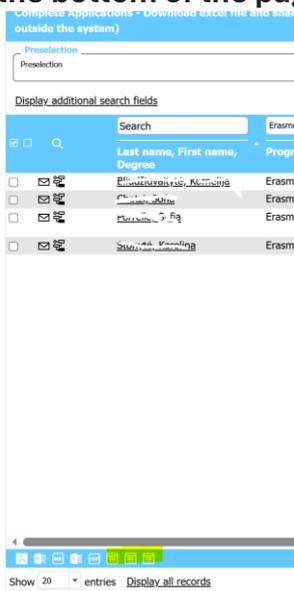
The screenshot shows the EASY MO system interface. At the top, a blue header reads "Application documents uploaded" and "Check applications formally, mark as 'complete' or 'incomplete'". Below this is a "Preselection" dropdown menu. Under "Additional updates", there are two buttons: "Application complete" (highlighted in yellow) and "Application incomplete". A search bar and "Reset all filters" button are also visible. Below the search bar is a table with columns: "Last name, First name, Degree", "Program", "Study field", "Study subject", "Home.Inst.", "Host.Inst.", and "Academic year". The table contains one entry: "Veijonsuotestaa, Leenatestaa", Erasmus SMS, Music, Clarinet (Jazz), HELSINK42, BREMEN03, 2024/2025. At the bottom, there is a navigation bar with "Show 20 entries", "Display all records", "Showing 1 to 1 of 1 entries", and "First Previous 1 Next Last". A yellow highlight is placed over the "Check applications formally, mark as 'complete' or 'incomplete'" button in the bottom navigation bar.

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	https://mobility.aec-music.eu/ExtActionServlet?match=GN6KnpRpd9SvDDWFNdK8exub9mGFgc	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Veronica	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=8Hv6ZetDwkQWQD2grgWYEFvYAEtIXu	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Ana	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=6aodiDsZHVZpNa2XrCWfEwvenAt7ajJwuf	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Maria Krog	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=5gIR7ITMppcUeuflewG85A9nng5sDJNU	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
NIKOLETT	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=kR4FJ3hSnJ8h8w94aY1XVsDrrPwE5gzqv	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Derlin	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=8esrHQ1K6yqzw4NuptCUJ5VJo5ZcESjkF	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Dairis	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=HdKkzGoeDKnWVr1QE4VWwGPXdfh8izr	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Johannes	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=ASKFoi7HaStWUovDGpbBQ4S4qDnoqPR	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Marta	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=CvaCoSAT26kqRIBv3HqFUdxMfaQ1uYxl	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Domantas	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=E5CGVxZqeqh2xo92QyHAWbg2gFGdsL	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Siena	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=DB1DpbCok5yiez5ZsedcSf2436tBWuAva	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Till	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=6BxhcZz8N9NpocTsGU9CeS8BsjhhSDJfJ	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Johannes	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=BNjUnbFt8w5jQoRhuVxqJgrxPLicLTG4Cj	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Nadia	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=3E6zE9f8zY1CsG6ewrPgHm7HyVCFxnBf4	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Stefano	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=59dXmGKSNeQ58q75cN7pa7zr6F3vQE7I	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Francesco	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=BjsQbt3S86um6mosiATZ8R4QqNgFVoM	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Magdalena	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=6BJqRRd8wStuuCLnDwg2YkfGGJmbv9x4	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Margaux	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=3TBACxA2cCFBGU5RG7d7GnbDTRzNN	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Luisa	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=B884HztGesAzXTPG6NF1CoTqBQkBTu	https://mobility.aec-music.eu/FulfillExternalQuestionSe				
Nathan	Finland	University	https://mobility.aec-music.eu/ExtActionServlet?match=ELC5uYqGH43f3SNQIWcnnt8K4Wbj8uFh	https://mobility.aec-music.eu/FulfillExternalQuestionSe				

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	https://www.youtube.com/watch?v=BqVZxV2nIAg
Decision of IRC	Date for final acceptance student
accepted	26/08/2024
Final decision of the student	International Coordinator at the Home Institution
I accept the study place	Di Cecca, Lucia
extra question from host institution	Do you need a visa?
no	No
Current level of education at home institution (before exchange)	Preferred professor (if any - not binding)
2nd Year Bachelor (on a 3 years Bachelor)	finn
Comments concerning your application	
I am very good	

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

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

WhatsApp_Image_2023-07-27_at_07.31.55.jpeg 📎



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



label.question.already_fulfilled not found

Study plan

Please insert your study plan

Study Subject 1

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

Course name *

Course code

Course credit *

Study Subject 2

Course name

Course code

Course credit

Study Subject 3

Course name

Course code

Course credit

Study Subject 4

Course name

Course code

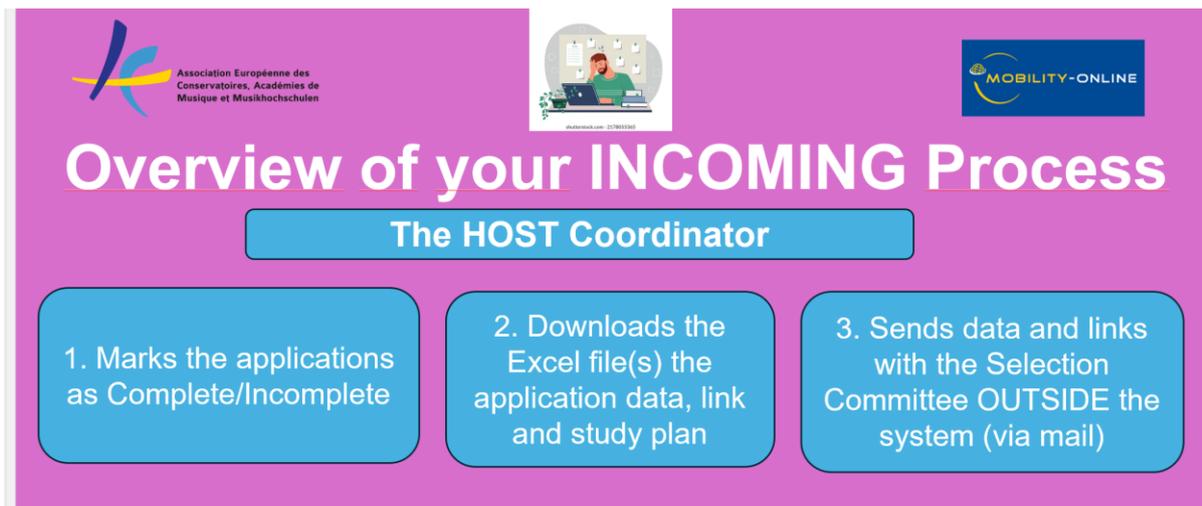
Course credit

Study Subject 5

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

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

Please note that the Selection Committee, via the application link, can only see the application, but cannot directly accept/reject the applicants. The feedback needs to be given to the IRC outside the system, and it will be the IRC who will act in the Pipeline to accept or reject the incoming student.



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

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

1 Accept/reject applications
 0
 1 Send e-mail about waiting list
 1 +1 Display applications

Applications

AEC-Applications | EWP-Applications

Total: 1 Applicant

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

[Back to the application overview](#) | [Accept application](#) | [Reject application](#)

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

Confirmation x

Would you like to approve 1 applications?

Max. date for acceptance by applicant

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

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

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

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

Login name: [login]

Best regards
The International Office of [inst_id_gast_name]



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

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

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

Applications incoming

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

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

Selection Committee

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

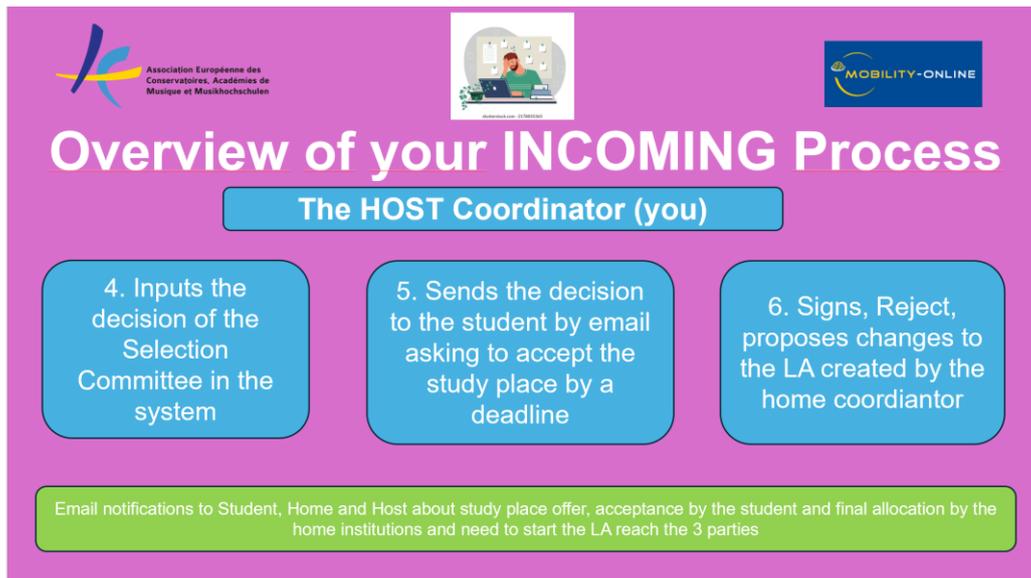
  

[Back](#) [Update](#)

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

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

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



Partner View for External Institutions

External institutions can accept incoming students and nominate outgoing students via their Partner View Access².

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.

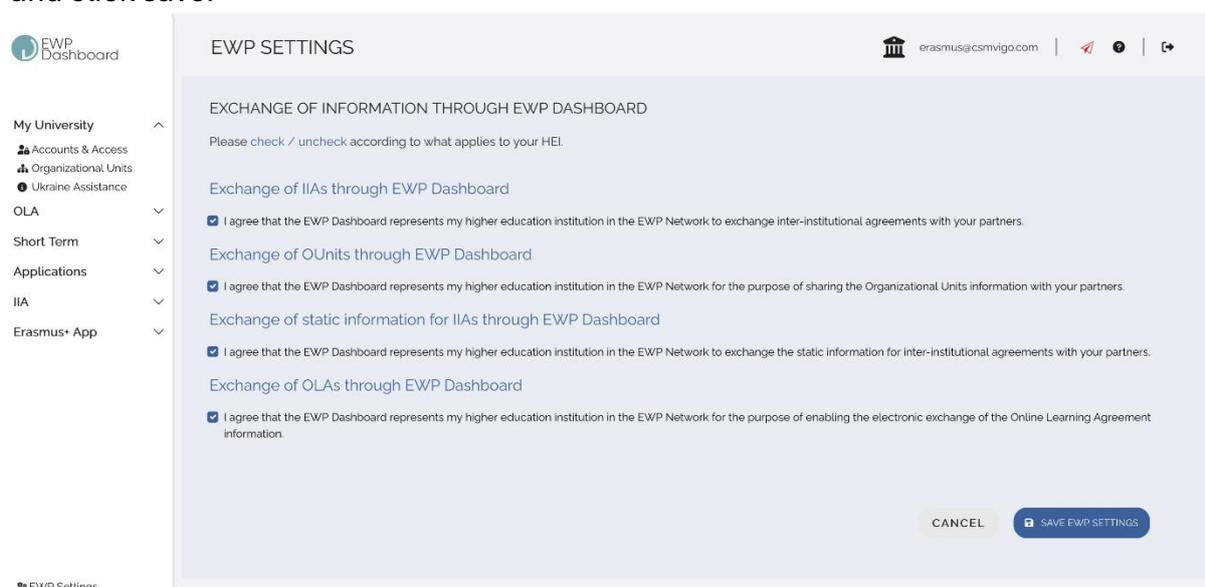
² If one of your external partners informs you that they do not have access to this Partner View, please ask them to send a request for an activation link to events@aec-music.eu

Chapter 4 – EWP , 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.



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

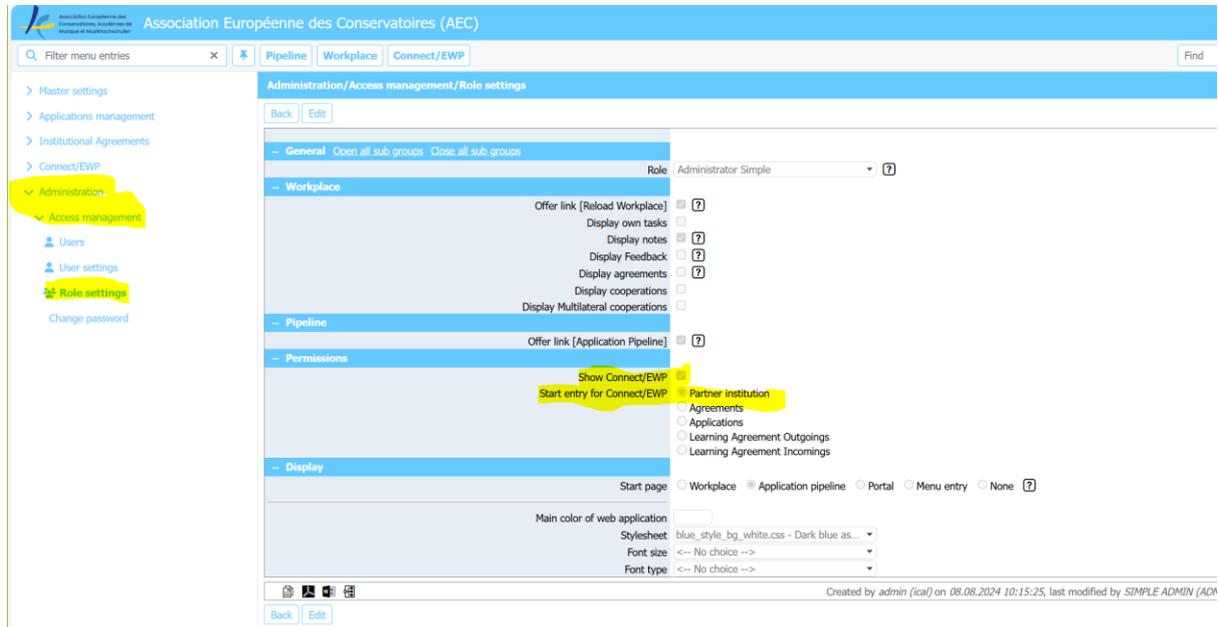
EASY MO Settings to connect to EWP

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

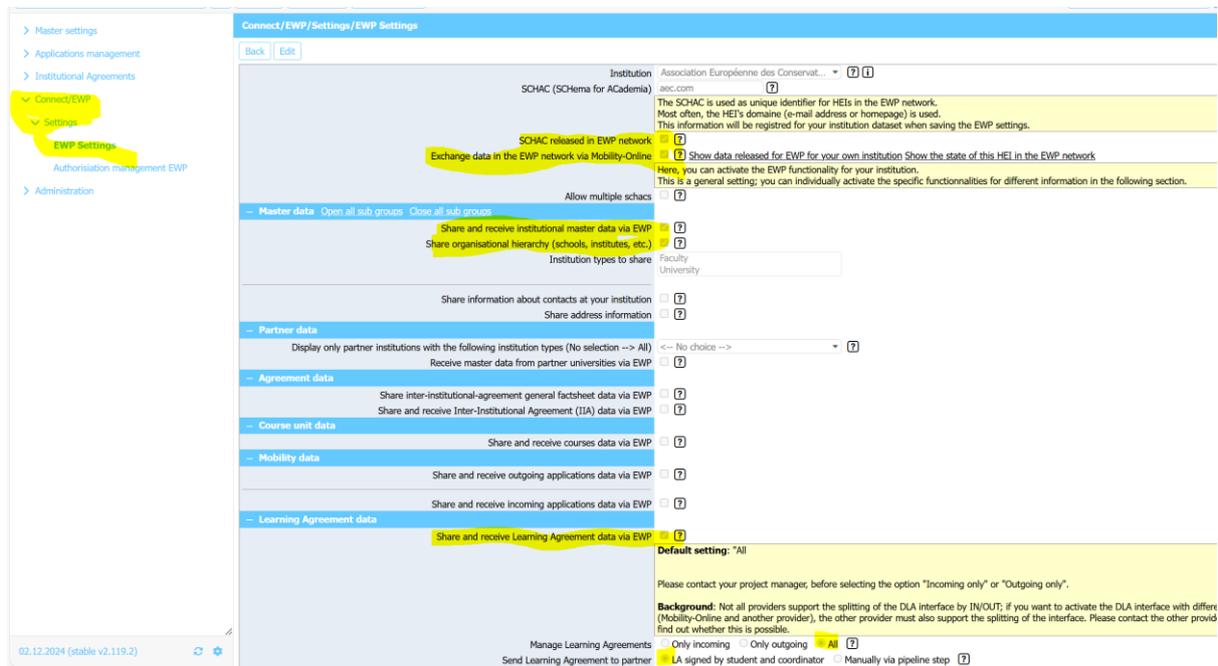
You know that your connection with EWP is activated when the **Connect/EWP** button appears in the horizontal menu on top:



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



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



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

Learning Agreement (LA, or DLA) Settings

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

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

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

Default setting: "All"

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

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

Please only select something, in case in which the standard columns do not apply.

If left empty, Mobility-Online prefills the ISCED field on the outgoing DLA as follows:
 sub_id_heim -> subject code of the study field (as read from the field studr_id in the table application, the ISCED code is taken from Master Dat Program Data - Study fields) (in the listed order, from left to right)

Please only select something, in case in which the standard columns do not apply.

If left empty, Mobility-Online prefills the ISCED field on the outgoing DLA as follows:
 The field selected under Administration/Settings/Exchange/Settings per exchange program (field: Restrict agreements by study level) -> kz_stud_niveau_gepl -> kz_stud_niveau -> stud_niveau_id (in the listed order, from left to right)

Please only select something, in case in which the standard columns do not apply.

If left empty, Mobility-Online fills out the language as follows: spr_id_unterricht -> spr_id_arbeit -> spr_id_gast -> spr_id_niveau_1 (the fields i checked in the listed order from left to right)

The remaining settings should be as follows

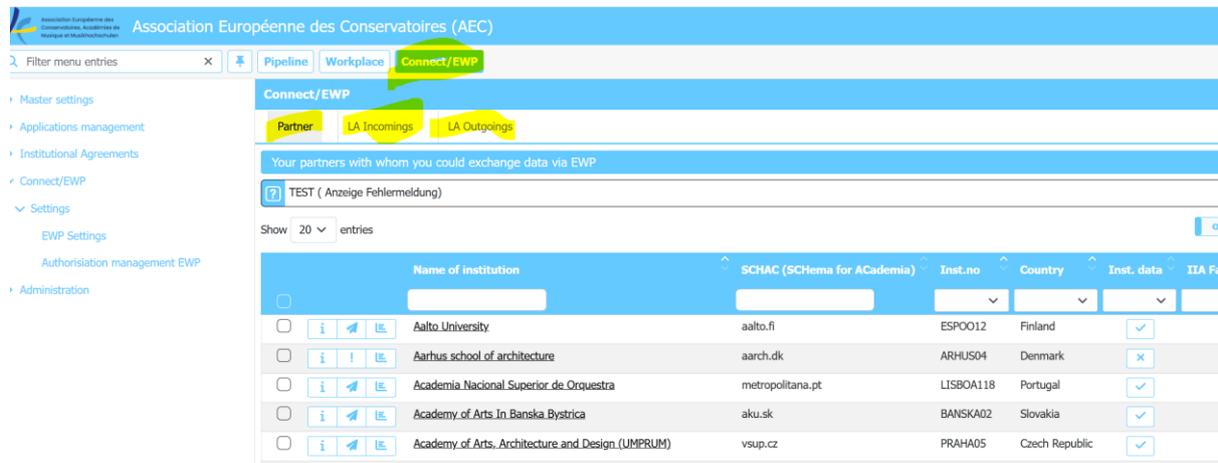
Send e-mails to the persons responsible for checking the digital learning agreement.	<input checked="" type="checkbox"/> ?
Mail template for sending emails to the contact person for the digital Learning Agreement at your own institution	REVIEW_DLA_COORD OUT ?
Mail template for sending emails to the contact 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.**

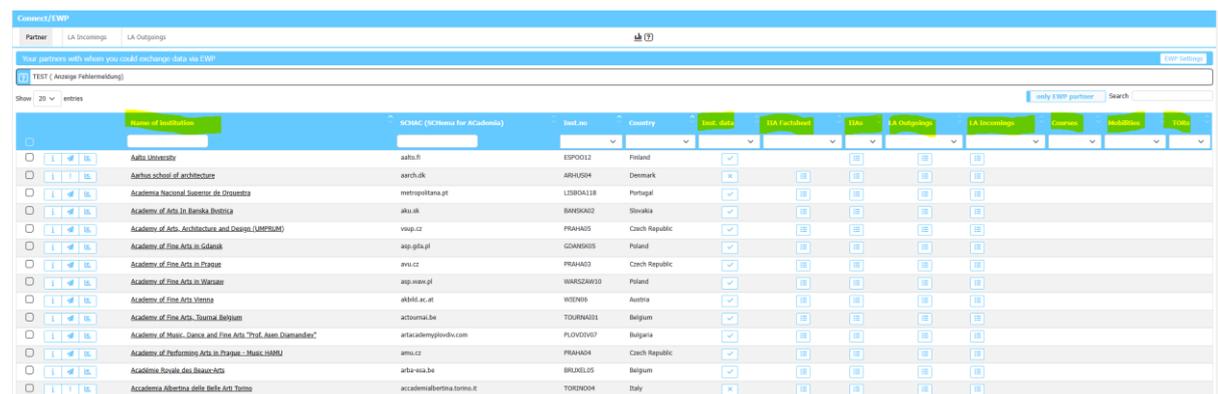
Where to see the data exchanged with EWP

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 main content area displays a list of partner institutions with columns for Name of institution, SCHAC (SCHEMA for ACademia), Inst.no, Country, Inst. data, and IIA Fa. The list includes institutions like 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 'Partner' menu highlighted. The main content area displays a detailed list of partner institutions with columns for Name of institution, SCHAC (SCHEMA for ACademia), Inst.no, Country, Inst. data, IIA Fa, IIA, LA Outgoings, LA Incomings, Country, Institutions, and IIA Fa. The list includes institutions like Aalto University, Aarhus school of architecture, Academia Nacional Superior de Orquestra, Academy of Arts In Banska Bystrica, Academy of Arts, Architecture and Design (UMPRUM), Academy of Fine Arts in Gdansk, Academy of Fine Arts in Prague, Academy of Fine Arts in Warsaw, Academy of Fine Arts Vienna, Academy of Fine Arts, Tournai Belgium, Academy of Music, Dance and Fine Arts "Prof. Assen Diamandiev", Academy of Performing Arts in Prague - Hudební akademie, Academie Royale des Beaux-Arts, and Accademia Albertina delle Belle Arti Torino.

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.

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

MOBILITY-ONLINE

Overview of the **OUTGOING** process

The Digital Learning Agreement (DLA) Process

Part 0 (pre-conditions): HOME Coordinator

Applications allocated to host institutions (OLA - managed externally)

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

Mark applications as courses done externally via OLA

Display applications

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

Pipeline Workplace **Connect/EWP** Help

If you manage Learning Agreements with OLA, your student 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	<input checked="" type="checkbox"/>	27.08.2024	Superadmin AEC
Courses at the host institution entered and signed in the Learning Agreement	<input checked="" type="checkbox"/>		
Courses at the home institution entered in the Learning Agreement	<input type="checkbox"/>		

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)
 no knowledge
 A1: Basic user 1
 A2: Basic user 2
 B1: Independent user 1
 B2: Independent user 2
 C1: Proficient user 1
 C2: Proficient user 2 *

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

Edit learning agreement

For further help please expand this bar!

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

All courses 0,00 Credits total for 0 courses

Search

Course unit title at the host institution	Course no./host	Acad. year	Semester	Credits
No data available in table				

Edit learning agreement

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

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

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

Number of lessons at the home institution
Number of **credits** at the home institution 3,00
Information about/Link to course at the home institution
There are still 100000 characters available

Virtual component
Automatic recognition

(grey fields are optional)

Once saved, the courses will appear as follows

Edit learning agreement

For further help please expand this bar!

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

All courses 12,00 Credits total for 1 courses

Search [Reset all filters](#)

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

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

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!

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

All courses 12,00 Credits total for 1 courses

Search [Reset all filters](#)

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

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

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

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

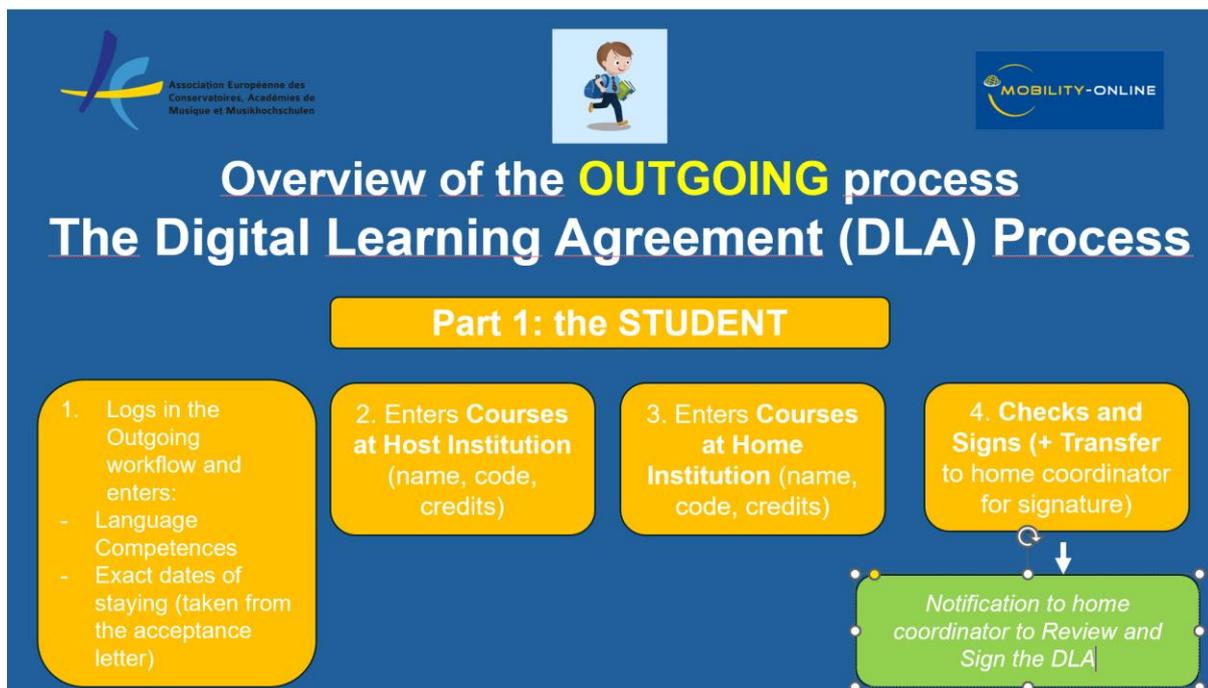
General Information					
Student	First name(s)	First name(s)	Year of birth	Nationality	Gender
	PRIME New Test	Sara New TEST	19.11.1994	IT	Female
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Field of education (classification)
	aec.com (Association Européenne des Conservatoires (AEC))	Association Européenne des Conservatoires (AEC)	-	-	Music and performing arts
Receiving Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person (name; email; phone)
	Conservatorio Di Musica Santa Cecilia - Roma	-	I ROM409	Italy	Sara Primavera; events@aec-music.eu; +96207303
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 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native Speaker <input type="checkbox"/>					
Mobility type and duration					
Mobility type:			Estimated duration (to be confirmed by the Receiving Institution)		
<ul style="list-style-type: none"> Semester(s) [X] / Virtual component (only if applicable) [] Blended mobility with short-term physical mobility [] Short-term doctoral mobility [] / Virtual component (only if applicable) [] 			Planned period of the physical mobility: <ul style="list-style-type: none"> from [day (optional)/month/year] 01/02/2025 to [day (optional)/month/year] 30/06/2025 		
Study Programme at the Receiving Institution					
Mobility type: Semester(s)					
Table A	Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion	
	VIOLIN03 Teoria3	Violino Principale Terzo Anno Teoria e Analisi complementare triennio	1/1 1/1		24,00 3,00 Total: 27,00
Web link to the course catalogue at the Receiving Institution describing the learning outcomes:					
Recognition at the Sending Institution					
Mobility type: Semester(s)					
Table B	Component Code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition
	Theory 3 VIOLIN3	Theory and Analysis Violin Third Year	1/1 1/1		3,00 24,00 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)'. Below the tabs, there are input fields 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 area displays a table of email 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

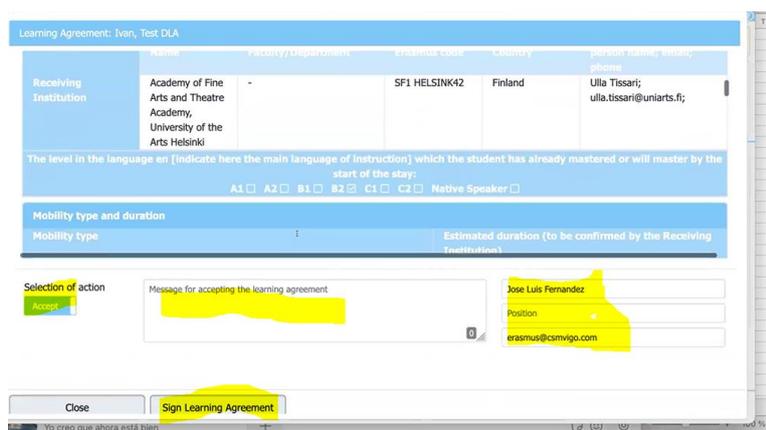
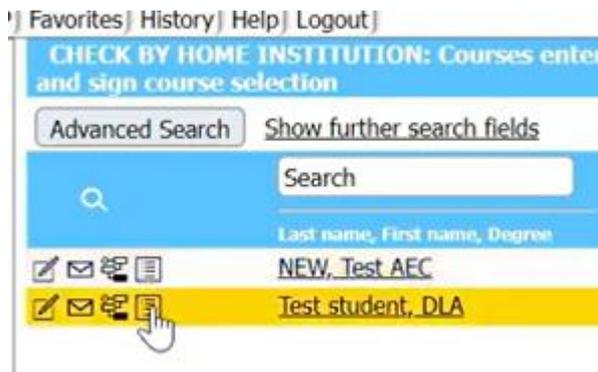
At the bottom, there are controls for 'Show 20 entries', 'Display all records', and pagination options: 'Showing 1 to 8 of 8 entries', 'First Previous 1 Next Last'.

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.

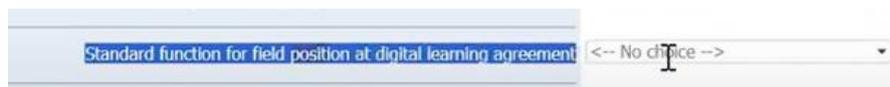
The screenshot shows two options for checking by home institution:

- [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:



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



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

Connect/EWP

Partner | LA Incomings | **LA Outgoings**

Manage learning agreements via EWP

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

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

Showing 1 to 3 of 3 entries   

To see the document you click on the information icon

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

    ~~Document, 12/11/2024~~ Music (-) Conservatoire royal de Bruxelles - B BRUXEL07 Hochschule für Musik und Theater Felix Mendelssohn Bartholdy Leipzig - D LEIPZIG05 2024/2025 Wi ser

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

Learning Agreement ~~Document, 12/11/2024~~

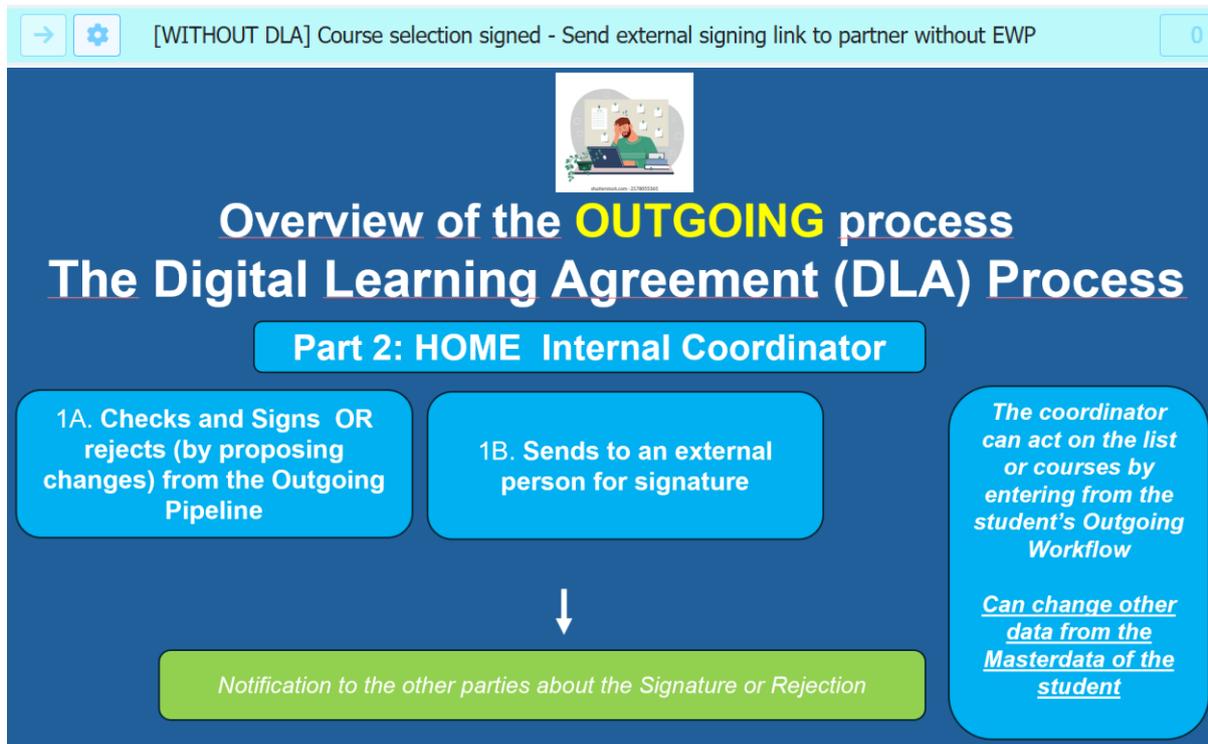
English 

General information					
Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	Document, 12/11/2024	Document, 12/11/2024	Document, 12/11/2024	FR	Male
Sending Institution	ESI	Study cycle	Field of education (ISCED)	Field of education	
	urn:schac:personalUniqueCode:int:esi:conservatoire.be:	Master	0215	Music and performing arts	
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone
	Conservatoire royal de Bruxelles (Conservatoire royal de Bruxelles)	Conservatoire royal de Bruxelles	B BRUXEL07	Belgium	Salvatore Gioveni; erasmus@conservatoire.be; 3225110427
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email; phone

Portrait mode
Landscape mode

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 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	0
		(OPTION 2) Local application linked with DLA from EWP - DLA not yet sent to coordinator for review	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!

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

Information concerning EWP

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

All courses: 12.00 Credits total for 1 courses

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

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

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

Please note that while the student and the Outgoing Coordinator have access to the signed Learning Agreement from the Pipeline, Workflow and Master Data, **the Incoming Coordinator can access to the Learning Agreements only from the button of the top menu Connect/EWP**, clicking on the various + symbols to get to the student and then click on the “I” icon.

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

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

Dima" in Cluj-Napoca (194)

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

Connect/EWP

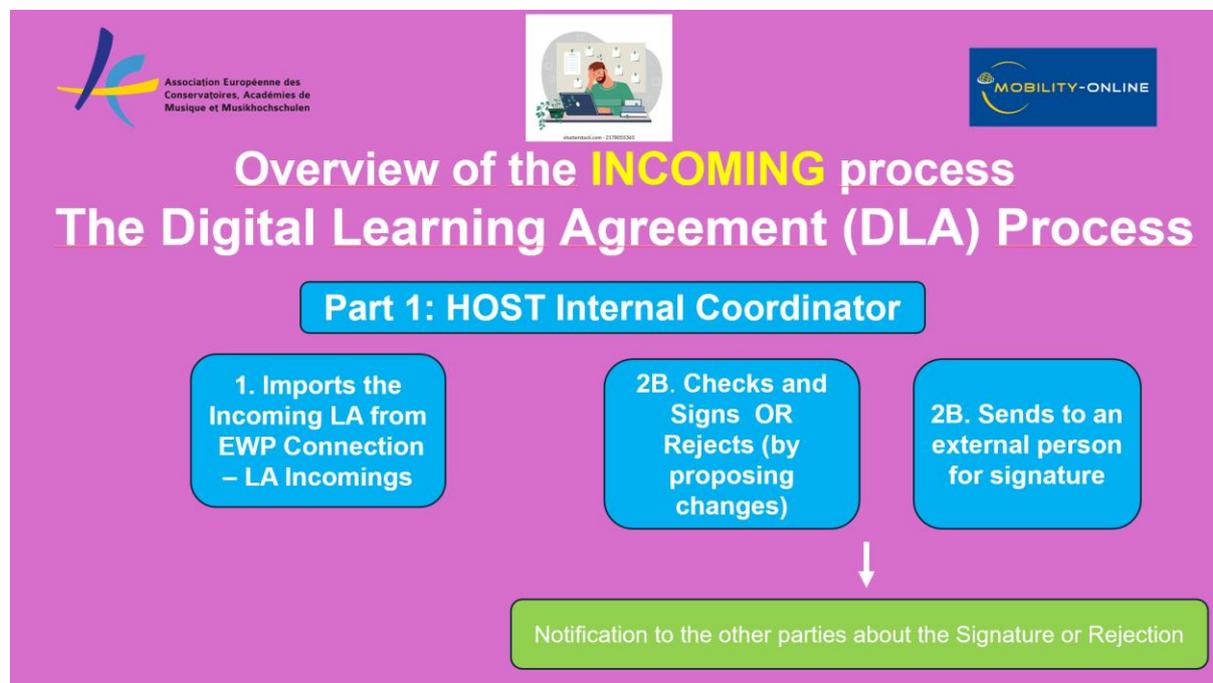
Partner | LA Incomings | LA Outgoings

Manage learning agreements via EWP

+ Show all information | - Hide all information rows

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