



# EASY Developments Year 4

## *Changes in the Application Form and Export Tables*

*based on the feedback of the users*

**Sara Primiterra, AEC EASY Project Manager,  
Breck Shuyler, Dreamapply EASY Manager**





# App Form <3 Tables

**To Improve the Application Form**

**=**

**To Improve the Export Tables**





# Issues in App Form

- There are too many – often irrelevant questions – asked by many coordinators.
- The Standard Application Form used by Externals contained many irrelevant questions
- The name and address of the home coordinator appears twice in many application forms: in some case two different names are given. Which one is the good one

Most users did not adjust their application form to the indications given last year





# Issues in Tables

- The different names given to instruments make the composition of the export tables very difficult
- In the control field about the links to the audio video material, our smart and lazy student put “see below” , so the links do not appear in the Tables
- In the Tables, many important fields were listed under “extra field” and not in the relevant section, making the composition of the tables very difficult
- Need of a link to the applications in the Export Tables without need to login (for selection committee)





# Solutions

- The following questions have been made unselectable in the App form

Home University



They are already  
in Profile!

- *Level of Education*

- *Current Term / Year*

- *Academic Field / Field of Study*

Mobility Section: first 12 questions

Education and Grade Sections: whole sections





# Solutions

- A **Standard List of Instruments/main field of study** has been created and inserted as multiple choice in the related appform question. It is published in the left menu of EASY to be used for the Flags



This will let the filtering of the applications by instruments both in the tables and in the browser





# Solutions

- **Home University Section:** the fields **Name and Email** of IRC will be a default question and will come pre-filled for internals, but there will be an **optional control field** question asking for Name and Email of home IRC identified by “**if an update is needed**” so that the student can write the right name and email of his (external) coordinator in case the data in the system are wrong. In case the name is correct, they are instructed to write “see above”





# Solutions

- The Standard Application form for External Institutions has been cleaned
- In the question about Links in the Profile Section it is specified “do not write *see below*”
- All applications 2016-17 and 2017-18 have been deleted help reducing the fields available for the table composition
- A **clickable link going to the Application** will be available in the excel exported Tables even if the user is not logged in the system

SOON available







# Solutions

- The appform *Extra Field* will appear – in the Tables – in the right related section (i.e. Profile, Home, etc)
- The following fields will be made visible in the Tables tool to facilitate and standardize the composition of the Tables:

## Profile

- Field of Study
- Main Instrument / Specific Field of Study: choose from the list (NEW QUESTION)
- What study period are you applying to?
- If Other, please specify your planned arrival and departure month
- Current level of education at home institution (before exchange):
- I want to apply for exchange at (level of study during exchange)
- Links to your audition material (online audio/video recording/artworks)

SOON available

## Home University

- International Relations Coordinator Full Name (please note that now the standard field says only Coordinator, but we asked above to change it in International Relations Coordinators)
- International Relations Coordinator Email (please note that now the standard field says only Coordinator, but we asked above to change it in International Relations Coordinators)
- Name of International Relations Coordinators (if an update is needed)
- Email of International Relations Coordinators (if an update is needed)





# Solutions



All Standard  
(compulsory)  
fields will be  
indicated  
with the  
hand

European Online Application System

Profile: What study period are you applying to?


Profile: Current level of education (before exchange)?

Profile: First Name

Profile: Family Name


Profile: Gender


Profile: Date of Birth


 Profile: If Other, please specify your planned arrival and departure month


Profile: Current level of education at your home institution

Profile: Which study programme at Iceland University of the Arts do you want to apply for?

 Profile: Field of Study

 Profile: Which study period are you applying to?

 Profile: Current Level of Education at your home institution (before exchange)


 Profile: I want to apply for exchange at (level of study during exchange)

Profile: Other field of study (if none of the above corresponds to your field of study, please indicate your field of study here)

Profile: Other Gender

Profile: Gender2

Profile: I want to apply for (RMC study programme during exchange)

 Profile: Links to your audition or video recordings

Profile: Which Malmö Academy of Music department/study line do you apply for?





# EASY Developments Year 4

## *Other Possible and Impossible Changes in the Management of Applications and Learning Agreement*

*based on the feedback of the users*

Sara Primiterra, AEC EASY Project Manager,  
Breck Shuyler, Dreamapply EASY Manager





# Not possible, Sorry... ☹️

- Bulk Actions (i.e.: change status in bulk)
- Choose the order in which Application appear in the Browser (but: you can use the flags to order them by instrument)
- Send automatic reminders when the Nomination status is not changed





# Coming Up

- Make unwanted notifications ending up in a specific folder of your email box
- Make CC suggestions related to your application exchanges

Done

## Learning Agreement Improvements:

- reverse history (most recent on top)
- Page break before each section →
- Removal of signatures (when doubled)
- Shorter notification time → 1h instead of 24h
- Before Mobility: only month and year →
- Automatic use of PIC if Erasmus Code does not exist
- When using *Notify Another* the email will come prefilled
- New button name for sharing button (Share your Access) and better warning from signing



Receiving coordinator access was created 2019-06-25

integration@dreamapply.com

Access was granted to: breck.shuylar@dreamapply.com



The agreement was imported from DreamApply 2019-05-06

Before the mobility

Study Programme at the Receiving Institution

Start and end dates of the study period: 2018-10 → 2020-06



# LA Sharing Functions

⚡ Frozen copy

✎ Working copy

📁 Archived snapshots



Normally the student fills in the agreement. If you have all the details yourself, you can fill it in as well and then notify the other parties. Below is an editable preview of the document to be generated, in line with the [template](#). See [disclaimer](#).



## Learning Agreement Student Mobility for Studies

Higher Education:  
Learning Agreement form:  
Test Tester Smith  
Academic Year 2019/2020 ▾

🏛 Programme

Study cycle ⓘ

ERA-P-BA

Field of education ⓘ

[0215] Music and performing arts

✓ Save

Created: 2019-05-06

Updated: 2019-07-03

🖨 Print

📄 Download PDF

➦ Share your access

📁 Export to a file

🕒 History

🗑 Delete



Please type the email address to share the application with:

👤 |user@example.com

! The recipient will receive an identical access to the agreement as you, in the same role (Receiving) and allows to view and edit the agreement, as well as add an additional signature in the specified role.

← Cancel

➦ Share your access



# LA Page Breaks

<https://dream-agreement.ca/agreements/5918> 4/6

9/17/2019 Learning Agreements made easy

### Transcript of Records at the Receiving Institution

Start and end dates of the study period:  →

Table C After the mobility

Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed?	ECTS credits (or equiv.)	Grades received at the Receiving Institution
Total:			0	

### Transcript of Records and Recognition at the Sending Institution

Table D After the mobility

Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	ECTS credits (or equiv.)	Grades registered at the Sending Institution (if applicable)
Total:			0

<https://dream-agreement.ca/agreements/5918> 3/6

9/17/2019 Learning Agreements made easy

### Exceptional changes to Table A

To be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution

Table A2 During the mobility

Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Type of change	Reason for change	ECTS credits (or equivalent)
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### Exceptional changes to Table B

To be approved by e-mail or signature by the student and the responsible person in the Sending Institution

Table B2 During the mobility

Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Type of change	ECTS credits (or equivalent)
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# Coming Up

- New updated Code of Conduct
- New comprehensive EASY user manual
- Use Institution Contact person roles for different actions in the system (i.e. “learning agreement signatory”, etc.) - (n.b.: **development under study**)







# For your Information

- The total number of application that a student can send has been lowered to 6 (it was 10) for all programme (Erasmus, Nordplus, Bilateral) all together
- When a student now declines one offer, the others are not all declined anymore





Questions?

