



# AEC ONLINE APPLICATION SYSTEM - EASY

for mobility among higher music education institutions

Get started now!

# EASY WORKFLOW

# Student workflow: the basics

```
graph LR; A[Apply for exchange] --> B[Fill in application form]; B --> C[Add documents and media files]; C --> D[Edit the data]; D --> E[Submit the application]; E --> F[Confirm final decision];
```

Apply for exchange

Fill in application form

Add documents and media files

Edit the data

Submit the application

Confirm final decision

# There are different ways...

**This is Bill.  
Bill submits his applications  
through EASY.**



**This is Bob.  
Bob needs to submit his  
applications by post.**



**Let's do it my way!**



# Become an applicant



Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

European Online Application System

Estonia

Become an applicant

Sign In

## AEC ONLINE APPLICATION SYSTEM - EASY

for mobility among higher music education institutions

Get started now!

Starting your application for exchange studies is easier than ever!

Simply follow these steps:

1. Start by clicking "Get started now!"
2. Search for the university you are from and click "This is my home institution"
3. Search for the university that you want to go to study in during your exchange and click "I want to study here"
4. Choose the type and level during your mobility
5. Choose the study period you wish to apply for by clicking on the corresponding "Apply now!" button

**FULL LIST of Institutions taking part in EASY in Year 2 and Deadlines**  
6 Dec 2017

Please find below the list of Institutions who joined EASY in the academic year 2017-18

[Read more...](#)

**Pilot Project of a European Online Application System (EASY) for mobility among higher music education institutions**  
6 Dec 2017

The International Relations Coordinators of AEC member institutions have been suggesting for some years that

# Create your account



European Online Application System

Estonia ▾



Find programmes

Browse institutions

Users Manuals for IRCs using EASY

Internal IRCs' email addresses

Privacy Policy (GDPR)

High contrast mode

Admin login

Partner login

Advisor login

DreamApply student admission software



[Home](#) > [Sign up](#)

Please fill in the following fields to create your applicant account. If you already have an account, please [click here](#)

Your given name(s) \*

Your family name \*

Please write your name exactly as shown in your passport.

Your e-mail \*

Please double-check that your email is correct.

Your Skype name *(optional)*

Your mobile phone *(optional)*

Your citizenship \*

I have a reference code:

# Write down your applicant code

This is your unique applicant access code:



Please make a note of this code and keep it secure.

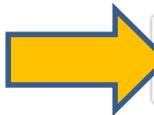
This code gives you access to your account on this website and allows you to modify and submit your application(s).



**You will also receive an email with the code!**

# Choose your home institution

If you can not find your institution in the list, please contact the international relations coordinator of your institution to clarify the correct name of the institution and existence of online mobilities.



Find

Or choose from a list of countries: [choose](#)

Choose your home institution



"George Enescu" National University of Arts from Iasi [↗](#)  
Romania, Iasi

RO IASIO1

[This is my home institution](#)

• Braunschweig University of Art [↗](#)  
Germany, Braunschweig

D BRAUNSC02

[This is my home institution](#)

Aalborg University [↗](#)  
Denmark, Aalborg

DK ALBORG01

[This is my home institution](#)

Aalto University [↗](#)  
Finland, Espoo

SF ESPOO12

[This is my home institution](#)

Académie Royale des Beaux-Arts [↗](#)  
Belgium, Brussels

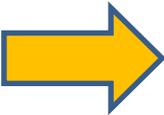
B BRUXEL05

[This is my home institution](#)

# Choose your destination institution

[Home](#) > Choose your destination institution

If you can not find your institution in the list, please contact the international relations coordinator of your institution to clarify the correct name of the institution and existence of online mobilities.



 Find

Or choose from a list of countries: [choose](#) ▼

Choose your destination institution



**"George Enescu" National University of Arts from Iasi** [↗](#)  
Romania, Iasi

RO IASI01

 I want to study here

• **Braunschweig University of Art** [↗](#)  
Germany, Braunschweig

D BRAUNSC02

 I want to study here

**Aalborg University** [↗](#)  
Denmark, Aalborg

DK ALBORG01

 I want to study here

**Academy of Arts In Banska Bystrica** [↗](#)  
Slovakia, Banská Bystrica

SK BANSKA02

 I want to study here

**Academy of Arts, Architecture and Design (UMPRUM)** [↗](#)  
Czech Republic, Prague

CZ PRAHA05

 I want to study here

# Apply for the mobility



Choose the type and level during your mobility:

Erasmus+ BA

Erasmus+ MA

Erasmus+ PhD

Nordplus

Bilateral



Conservatoire de Music Licinio  
Refice - Frosinone

Italy, Frosinone

Available for applicants from:



Estonian Academy of Music and  
Theatre

Estonia, Tallinn

Erasmus+ student mobility (BA)  
Music and performing arts

Erasmus+ BA, exchange

Study language: combined English/Italian

Apply now! Fall semester 2018/19

- Application deadline  
May 15, 2018 23:59 UTC time
- Application period has ended

Apply now! Spring semester 2018/19

- Application deadline  
Oct 15, 2018 23:59 UTC time

Apply now! Academic year 2018/19

- Application deadline  
May 15, 2018 23:59 UTC time
- Application period has ended



More information

# Fill in your application

< Next page >

✓ Save

➤ Submit

- Priorities**
- Profile
- Contacts
- Home university
- Mobility
- Languages
- Media files
- Documents
- Motivation
- Other



You can find information on our application procedure at [www.conservatorio-frosinone.it/international/incoming-students.aspx](http://www.conservatorio-frosinone.it/international/incoming-students.aspx). You can find there the list of documents you need to upload.

You can find our curricula for Bachelor programmes at [www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-trienni.aspx](http://www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-trienni.aspx).

You can find our curricula for Master programmes at [www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-bienni.aspx](http://www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-bienni.aspx).

Please refer to our curricula when filling in your Study plan.

**Erasmus+ student mobility (MA)**

📅 1 FROSINO02 - Fall semester 🌐 Erasmus+ MA, exchange

🗣️ combined English/Italian

🏛️ Conservatoire of Music Licinio Refice - Frosinone ↔ Estonian Academy of Music and Theatre

[My studyplan](#)

+ Add more choices

  
Don't forget to complete your studyplan!

# Upload documents and media files



Next page >

✓ Save

Submit

Priorities

Profile

Contacts

Home university

Mobility

Languages

Media files

Documents

Motivation

Other

Please upload the required documents below:

- CV
- Transcript of Records
- Letter of motivation.

A recommendation letter is optional.

You will need to scan them into the computer and then upload them below.



**No documents have been uploaded**

Use the form below to upload the required documents



Click to select documents or simply drop them here

You can only upload files up to **4 MiB** in size each from the following types: **JPEG, GIF, PNG, PDF**. Please make sure that the image is not blurry or distorted and has plenty of contrast. Remember that they should be legible when

# Compile your study plan

< Next page >

✓ Save

➤ Submit

- Priorities**
- Profile
- Contacts
- Home university
- Mobility
- Languages
- Media files
- Documents
- Motivation
- Other

You can find information on our application procedure at [www.conservatorio-frosinone.it/international/incoming-students.aspx](http://www.conservatorio-frosinone.it/international/incoming-students.aspx). You can find there the list of documents you need to upload.

You can find our curricula for Bachelor programmes at [www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-trienni.aspx](http://www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-trienni.aspx).

You can find our curricula for Master programmes at [www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-bienni.aspx](http://www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-bienni.aspx).

Please refer to our curricula when filling in your Study plan.

### Erasmus+ student mobility (MA)

📄 1 FROSINO02 - Fall semester 🌐 Erasmus+ MA, exchange

🗣️ combined English/Italian

🏛️ Conservatoire of Music Licinio Refice - Frosinone ↔ Estonian Academy of Music and Theatre

[My studyplan](#)



+ Add more choices



Don't forget to complete your studyplan!

# Add the subjects



You can choose up to 70.0 ECTS credits

You have currently chosen 0 ECTS credits



Code	Subject name	Term	0	ECTS	
Code	Subject name	Term	0	ECTS	
Code	Subject name	Term	0	ECTS	

+ Add a new subject

# Edit the application



Academic year 2018/19

 Estonian Academy of Music and Theatre

The application is being prepared

Deadline: Apr 30, 2018



 Edit application

 View

1

Erasmus+ student mobility (BA)

 EE TALLINN03 - Academic year  Erasmus+ BA, exchange  English  Estonian Academy of Music and Theatre  SDMKG - Danish National Academy of Music

 Important! The application is currently not submitted! Please click on the 'Edit application' button to do so.

 Conservatoire of Music Licinio Refice - Frosinone

The application is not yet filled

Deadline: May 15, 2018

 Edit application

 View

# And finally - submit!



Next page >

✓ Save

Submit

## Priorities

Profile

Contacts

Home university

Mobility

Languages

Media files

Documents

Motivation

Other

### Erasmus+ student mobility (MA)



📍 | FROSINO02 - Academic year 🌐 Erasmus+ MA, exchange

💬 combined English/Italian

🏛️ Conservatoire of Music Licinio Refice - Frosinone ↔ Estonian Academy of Music and Theatre

My studyplan

+ Add more choices



Don't forget to complete your studyplan!

# Check inbox/email for notifications



Association Européenne des  
Conservatoires, Académies de  
Musique et Musikhochschulen

Find programmes

Browse institutions

My application

Tasks

 Inbox

Finances

Calendar

Users Manuals for IRCs using  
EASY

Internal IRCs' email addresses



**Your final decision** Jun 1, 2018

Opened on: Jun 1, 2018

We have received your confirmation about accepting the study offer and are glad that you have decided to start your studies at Estonian Academy of Music and Theatre !

We will contact you regarding next steps at the earliest opportunity.



**Please review your offers** Jun 1, 2018

Opened on: Jun 1, 2018

Dear applicant,

Hopefully the applying process has been easy and convenient for you :)

To go forward with your application, we kindly ask you to review the status of your offers and update your current decision status. If you already know where you will be studying, congratulations :) If otherwise, we would like to know more to be able to support you.

Above all, your feedback will help us reduce the risk of delays or issues with your admission process.

NB! Please pay close attention to the offer decision deadlines. The closest decision you have to make is only 10 day(s) as of this moment. If you miss a decision deadline, the offer may not remain valid!

Please go to the link below and follow the instructions carefully:

[AEC.dreamapply.com/applicant/offers-review](http://AEC.dreamapply.com/applicant/offers-review)

# Review your replies!

## Step 1

Review your replies

## Step 2

Make your decision or update your status

## Step 3

Finish

Please review the information below and make sure that you have fully understood the replies and the conditions.



Okay, continue to step 2 >



## Academic year 2019/20

### Erasmus+ student mobility (BA)

• Erasmus+ BA, exchange • English

🏛️ DreamApply Demo Institution • Dream Demo institution External



**IN: Accepted**

Sep 10, 2018



Decision deadline: 20 Sep 2018

# Confirm your final decision!

## Step 1

Review your replies

## Step 2

Make your decision or update your status

## Step 3

Finish

Please choose the offer you want to accept as your final decision. If you are not yet ready to make this decision, please let us know by choosing another option.



< back

🏆 Save my choices and finish



### I have decided where I will be going to study

Please choose the offer you want to accept as your final decision:

#### Erasmus+ student mobility (BA)

🌐 Erasmus+ BA, exchange 🗣️ English 🏛️ DreamApply Demo Institution \* Dream Demo institution External



I haven't decided yet. Please ask me again next week



Decline all offers that I have received so far



Some other situation

# And it's done!

## Step 1

Review your replies

## Step 2

Make your decision or update your status

## Step 3

Finish

Please review the information below and make sure that you have fully understood the replies and the conditions.

Okay, continue to step 2 >



### Academic year 2019/20

#### Erasmus+ student mobility (BA)

Erasmus+ BA, exchange English

DreamApply Demo Institution + Dream Demo institution External



**IN: Accepted**  
Sep 10, 2018

Your final decision



**Now let's look at it from the  
other side!**

**IRC WORKFLOW**

# Same here...

This is Bill.  
Bill **receives** applications  
through EASY.



This is Bob.  
Bob **receives** applications by  
post.



# Bill's way – a shortcut



# IRC workflow

**1. Sign up for EASY**

**2. Set up institutional profile**

**3. Manage applications**

**4. Learning Agreement**

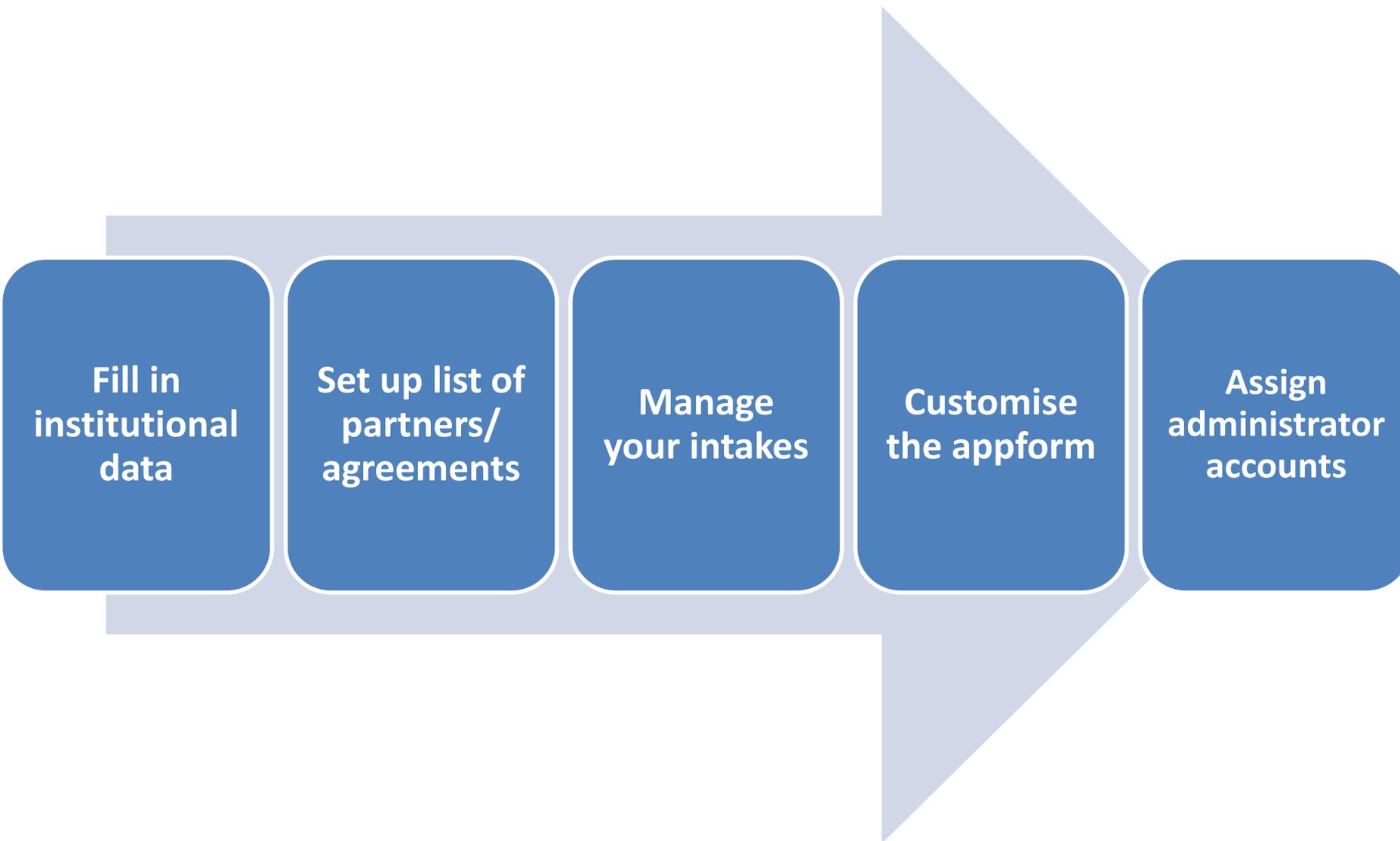
# 1. Sign up for EASY

Call issued  
after the IRC  
Forum

Fill out the  
form on the  
AEC website

Dreamapply  
will insert your  
institution in  
the system

## 2. Set up institutional profile



Fill in  
institutional  
data

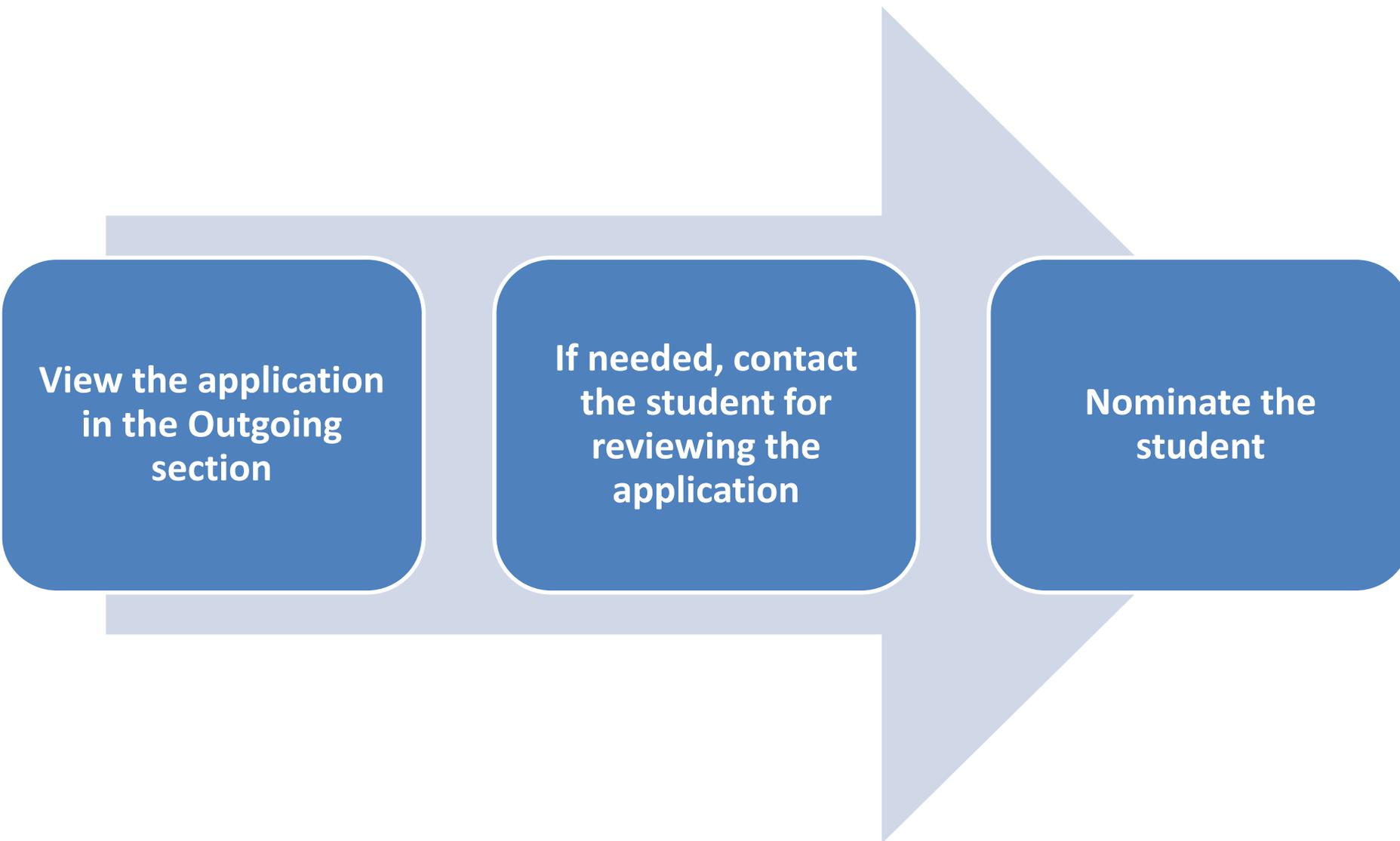
Set up list of  
partners/  
agreements

Manage  
your intakes

Customise  
the appform

Assign  
administrator  
accounts

# 3. Manage applications: Outgoing



**View the application  
in the Outgoing  
section**

**If needed, contact  
the student for  
reviewing the  
application**

**Nominate the  
student**

# 3. Manage applications: Incoming

Receive an email notification about the application

Find the application in the Incoming section

Share the nominated application with the reviewers

Change the offer status of the application

Send acceptance /rejection letter to the student

Notify home institution IRC!

# 4. Learning Agreement

**Export the  
Learning  
Agreement**

**Review and  
edit the  
pre-filled  
data**

**Sign the  
document**

**Share the  
document  
for  
signatures**

**In case of  
changes,  
repeat**

**THIS IS BILL**

**BILL USES EASY**

**BILL IS SMART**

**BE LIKE BILL**

