

A decorative graphic on the left side of the slide consisting of white and light blue lines and circles, resembling a circuit board or a stylized tree structure, set against a blue gradient background.

# SETTING UP NEW INSTITUTION

WHAT IS NEEDED AND HOW TO DO IT

# EASY ADMIN SETTING UP SYSTEM

- What is needed?
  - Institution profile
  - Admin account
  - Agreements
  - Intakes
  - Appforms
  - Journals

# INSTITUTION PROFILE

This is where all the important information about your institution is located.

- Departments
  - Mobilities are assigned to Institutions and NOT to Departments but Departments can be created to add additional information.
- Contact person
  - Information for more than one contact person is possible BUT the first contact on the list is most important.
  - The system uses this first contact person for:
    - Automatically generated emails from the system
    - Export feature for Learning agreement
  - List is sorted alphabetically (tricking the system with numbers or letters might be necessary)

## INSTITUTION PROFILE (CONTINUED)

- Media files: Photos, videos, files
- Institution Profile: Any relevant information about the institution
- Manage subjects: How applicants can be provided a list to choose from when creating their “Study plan” during application process



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Manage subjects



Departments

Contact persons

Media files

Profile



## Contact persons

Persons and contact details

Internal Test

breckdreamapplytest2@gmail.com

Incoming/Outgoing Exchange Coordinator



+ Add a contact



## Media files

Photos, videos, files

+ Add a media file



## Profile

Short description of the university

B

/



Click here to edit the institution's profile..

# Study plan

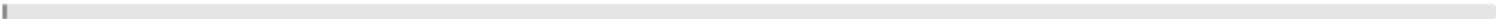
Erasmus+ student mobility (BA)

Please compose your proposed study plan by adding all of the subjects/courses that you want to take. Please note that there is a limit on how many ECTS points worth of courses you can select. There may be additional limits and restrictions imposed on individual courses.

✓ Save changes



You can choose up to **70.0** ECTS credits



You have currently chosen **0** ECTS credits

ENGLISH	English		English	Academic year	Undergraduate	0.0 ECTS	
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ENGLISH	English	0.0 ECTS	Undergraduate	Academic year	English
FRENCH	French	0.0 ECTS	Undergraduate	Academic year	French
Browse the list of available subjects					

Could not find the subject?

# ADMIN ACCOUNT

- Create new admin for your Institution (only for AEC Admissions Administrators)
- Set up your administrator profile

# CREATE ADMIN ACCOUNT

- Only “AEC Admissions administrators” can create new admins
  - Admins can not give away permissions that they do not have
    - Admins are limited to their institution
- Administrator roles
  - “AEC Admissions administrators” vs. “AEC Academic supervisor”
    - “AEC Admissions admins” have more rights and can do everything “AEC Academic supervisors”
      - Can: Edit applicant, open/edit/accept/reject/migrate/silence/freeze/export applications, import subjects, confirm offers, access ranking view/Letterheads, trackers, subjects, appforms (not extra questions)
  - “AEC Academic supervisor”
    - Can: View applicant, referees, view/find/flag applications, view/edit/score offers, view/edit courses

# SET UP ADMINISTRATOR PROFILE

- Fill in personal information
- NB! Very useful features
  - Add signature: For use in Templates/Letterheads by using %administrator-signature%
    - Signature can contain Name, Position, Institution name, and contact information - anything that would be included on an official document.
  - Add autograph: For use in Templates/Letterheads by using %administrator-autograph%
    - Image should be roughly 300 X 75 pixels in size



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## ➔ Incoming

Journal

Browse

Rankings

Search

Tables

## ➔ Outgoing

Browse

Search

Tables

## 🏛 Institutions

Institutions

Agreements

Intakes

Appforms

## ☁ Import

Import subjects



European Online Application System

Find applicants



👤 Breck Adim

✓ Save changes

Account

Personal details

Limitations

Permissions

### Email

breck.admin@dreamapply.com

The email address of the administrator will be used to send reminders and other relevant notifications. If the administrator prints out any documents or sends out offers, it may also be displayed under the name, where appropriate.

### Phone number

The phone number may be used for receiving SMS notifications (if your setup has them enabled).

### Function

This field can be used to specify the job title of the administrator or the function he/she performs with regards to admissions.

### Signature

Breck Test

The signature text will appear at the end of the offer text. You can also upload your hand-written signature scan ("autograph") that may be placed at the bottom of printed documents, offer letters etc.:

📁 Upload a file

# AGREEMENTS

Agreements are how the system knows where students from your institution can study and vice versa. By indicating that an agreement exists the system creates a mobility between the two institutions.

# SET UP AGREEMENTS:

- Navigate to “Agreements”
  - Sidebar menu > “Institutions” dropdown > “Agreements”
  - Choose the country of the partner institution > Locate the desired institution and select which type of mobilities exist between the two institutions
    - 5 types of mobilities: Erasmus+ BA, MA, PhD, Nordplus, Bilateral
    - 2 directions (Incoming, Outgoing)
- For each type of mobility chosen a mobility is created for both your institution and the partner institution.
- Each mobility is assigned one of 3 Intakes (Erasmus, Nordplus, Bilateral)



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✓ Save changes

Please press "Save" after you  
are done making changes.

- ☐ Bilateral student exchange
- ☐ Erasmus+ student mobility (BA)
- ☐ Erasmus+ student mobility (MA)
- ☐ Erasmus+ student mobility (PhD)
- ☐ Nordplus student exchange



### Dream Demo institution External



#### Incoming

Dream Demo institution External → My institution

- ☒ Bilateral student exchange
- ☒ Erasmus+ student mobility (BA)
- ☒ Erasmus+ student mobility (MA)
- ☒ Erasmus+ student mobility (PhD)
- ☒ Nordplus student exchange



#### Outgoing

My institution → Dream Demo institution External

- ☒ Bilateral student exchange
- ☒ Erasmus+ student mobility (BA)
- ☒ Erasmus+ student mobility (MA)
- ☒ Erasmus+ student mobility (PhD)
- ☒ Nordplus student exchange

#### ➔ Incoming

Journal  
Browse  
Rankings  
Search  
Tables

#### ➔ Outgoing

Browse  
Search  
Tables

#### 🏛 Institutions

Institutions  
Agreements  
Intakes  
Appforms

#### ☁ Import

Import subjects

# INTAKES

Intakes are what define when the application period is open and how they behave.

- Intake start date: when applicants can begin applying
- Intake deadline: end of when applicants can apply
  - Different deadlines can be made different countries/groups of countries
  - Deadline policies – Strict, flexible, rolling



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## Incoming

Journal

Browse

Rankings

Search

Tables

## Outgoing



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Manage extra fields

Name

Usage

EE TEST - Bilaterals

2



EE TEST - Erasmus+

11



EE TEST - Nordplus

2





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## Incoming

Journal

Browse

Rankings

Search

Tables

## Outgoing

Browse

Search

Tables

## Institutions

Institutions

Agreements

Intakes

Appforms

## Import

Import subjects



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## Edit intake

✓ Save changes

### Intake name

Start

Pre-deadline

Deadlines

Final decision

Arrival and commence

Academic term

Preview



### Intake name

Not visible to the applicant

#### Name

ERASMUS\_CODE - Academic year



#### How is the intake displayed to the applicant?

The intake name is only meant for your own reference - it will not be displayed to the applicant.

As an example, you may choose to make different intakes for BA and MA programmes when your admission schedules differ between them.



As for the applicant - on the "Apply now!" button they will always see the name of the academic term that the intake is targeting. See below on how to choose the academic term.

So for instance, if you have several intakes (with different deadlines, perhaps) that all target the "Fall semester", the applicant will see "Apply now for fall semester" regardless of the intake employed for that particular programme.



### Start

When can applicants start applying?

Specify a start date for the intake. Before this date, the applicants can not apply:

01

September





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## ➔ Incoming

Journal

Browse

Rankings

Search

Tables

## ➔ Outgoing

Browse

Search

Tables

## 🏛 Institutions

Institutions

Agreements

Intakes

Appforms

## ☁ Import

Import subjects

## ⚙ Custom



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✓ Save changes

Intake name

Start

Pre-deadline

**Deadlines**

Final decision

Arrival and commence

Academic term

Preview



## Deadlines

When should applications be submitted?

World

01

May

Additional comments

+ Add a deadline

Deadlines policy:

- ☐ **Strict (enforce when adding priorities)**  
This means that the "Apply now!" button will be inactive after the deadline, but anyone who has managed to press it will be allowed to finish their application.
- ☒ **Strict (enforce on 1st submission)**  
This means that the "Submit application" button will be inactive after the deadline. Therefore this is more strict than the previous mode - in addition to pressing the "Apply now!" button, the applicant also needs to fill in and submit the application before the deadline arrives. Any reopens and re-submissions are still allowed.
- ☐ **Flexible**  
This mode allows applicants to apply even after the deadline has passed and will roll over to the next season only after the studies have commenced. Effectively, the deadline will change colour to red, but it is not actually enforced. This is often the preferred mode.
- ☐ **Rolling**  
This hides the deadline from public view and allows application submissions all year round.

# APPFORMS

- How to set up your appforms
  - Selecting/deselecting questions
    - Making questions mandatory/optional – some questions might not be optional in the future



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## Edit appform

✓ Save changes

Priorities

Profile

Contact

Home university

Mobility

Education

Grades

Languages

Career

Activities

Residences

Documents

References

Name

EE TEST - Bilaterals



Please type a descriptive name for this appform. For example "Appform for BA programmes".

Please tick the left box to make the fields available on the application form under each section. Tick the right box to make the field mandatory.

You can create a different set of fields for each country (or some other region). The most geographically precise fieldset will be enforced for each applicant. For instance, if you create a specific set of fields for Poland and another for Europe, then all Polish applicants will see the Polish fields. Estonian applicants, however, will see European fields. In this example, all non-European countries will see the fields for World (which is always present).

## Priorities

Please move your choices up and down so that they accurately reflect your current priorities. The choices that have already been submitted, can neither be moved nor reordered relative to each other.

You can also insert links, bold, italic [read more](#)

### Incoming

Journal

Browse

Rankings

Search

Tables

### Outgoing

Browse

Search

Tables

### Institutions

Institutions

Agreements

Intakes

Appforms

### Import

Import subjects

# JOURNALS

- Useful for seeing what has happened in the system recently
  - Categorized by different activities that occur throughout the process
  - Daily emails can be subscribed to



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➔ Incoming

Journal

Browse

Rankings

Search

Tables

➔ Outgoing

Browse

Search

Tables

🏛 Institutions

Institutions

Agreements

Intakes

Appforms

📁 Import

Import subjects



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### 01. New submissions

🔽 Events followed: 1



### 02. Checklist task was commented

🔽 Events followed: 3



### 03. Offer: Nominated + SAVED

🔽 Events followed: 1



### 03. Resubmissions

🔽 Events followed: 1



### 04. Offer: Nominated + CONFIRMED

🔽 Events followed: 1



### 05. Offer: Accepted + SAVED

🔽 Events followed: 1



### 06. Offer: Accepted + CONFIRMED

🔽 Events followed: 1



### 07. Offer: Rejected + SAVED

🔽 Events followed: 1



Subscribe to a daily email

👤 Subscribers: 19

🔽 Edit events to follow

## This week



**Test Testtetaasfasf** Application was submitted 3 days ago  
Estonia



### Erasmus+ student mobility (BA)

🌐 Erasmus+ BA, exchange 🗣 English

🏛 DreamApply Demo Institution + Dream Demo institution External



IN: Accepted

## Last week



**Birmingham LA** Application was submitted 6 days ago  
Estonia



### Erasmus+ student mobility (BA)

🌐 Erasmus+ BA, exchange 🗣 English

🏛 DreamApply Demo Institution + Dream Demo institution External

Nominated

The background is a blue gradient with decorative white circuit-like lines in the corners. These lines consist of straight segments and small circles, resembling a stylized electronic circuit board.

THANK YOU!