



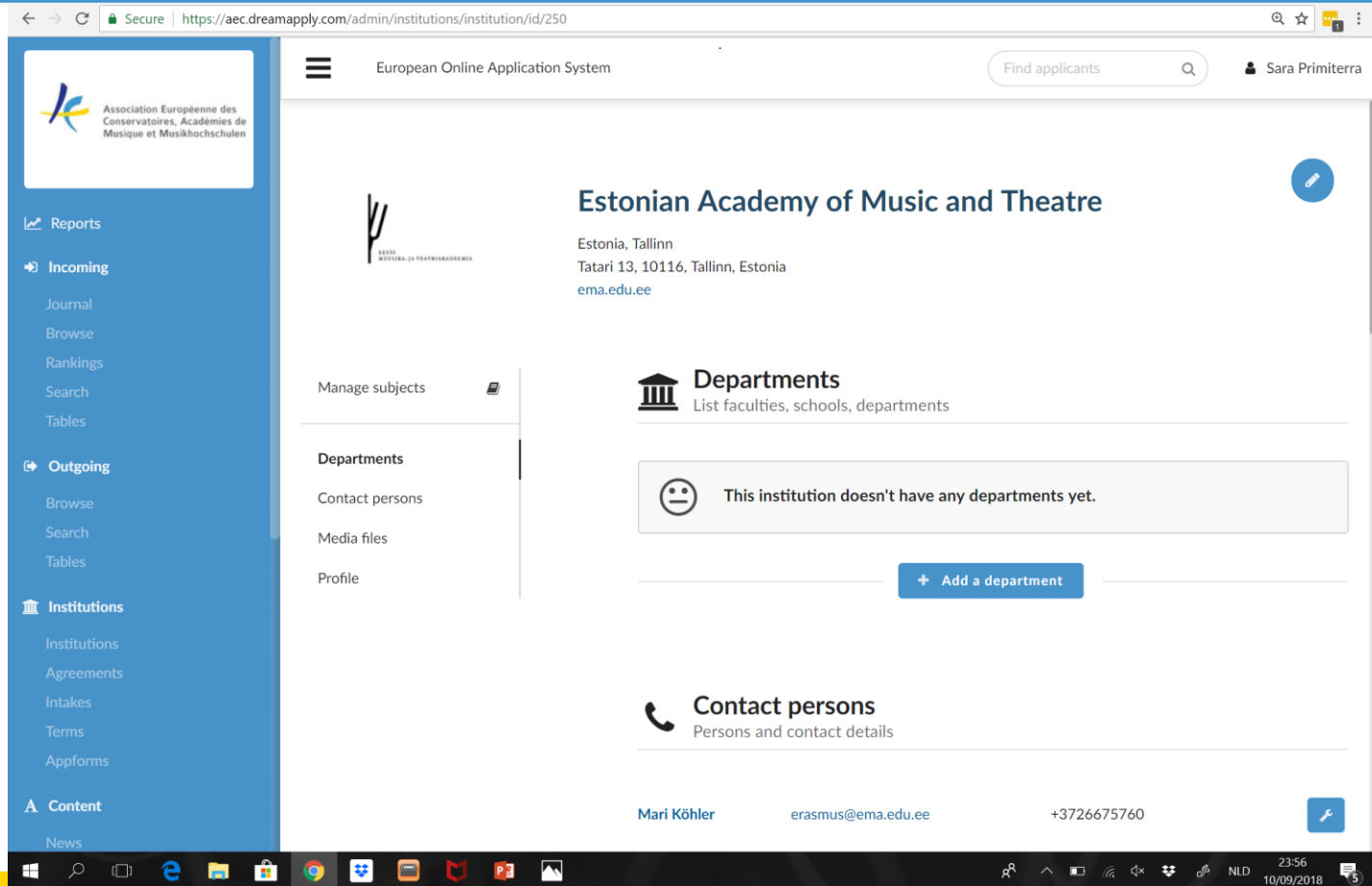
AEC EASY Code of Conduct - including Standard Application Form Fields

# **EASY Code of Conduct** shared practices to make it EASYer

**Including Standard Appform Fields**

**Sara Primiterra, AEC EASY Project Manager**

# 1. Keep your profile in EASY up to date



The screenshot displays the 'European Online Application System' interface. The left sidebar contains navigation links: Reports, Incoming (Journal, Browse, Rankings, Search, Tables), Outgoing (Browse, Search, Tables), Institutions (Institutions, Agreements, Intakes, Terms, Appforms), and Content (News). The main content area shows the profile for the 'Estonian Academy of Music and Theatre' (EMA), located in Estonia, Tallinn, at Tatari 13, 10116. The profile includes a 'Manage subjects' section with links to Departments, Contact persons, Media files, and Profile. The 'Departments' section indicates that the institution does not have any departments yet, with a '+ Add a department' button. The 'Contact persons' section lists Mari Köhler with the email erasmus@ema.edu.ee and phone number +3726675760. The top right of the interface shows a search bar, a user profile for Sara Primiterra, and a clock icon. The bottom of the screen shows a Windows taskbar with various application icons and a system tray with the date 10/09/2018 and time 23:56.

Secure | <https://aec.dreamapply.com/admin/institutions/institution/id/250>

European Online Application System

Find applicants

Sara Primiterra

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

Reports

Incoming

Journal

Browse

Rankings

Search

Tables

Outgoing

Browse

Search

Tables

Institutions

Institutions

Agreements

Intakes

Terms

Appforms

Content

News

Manage subjects

Departments

Contact persons

Media files

Profile

Estonian Academy of Music and Theatre

Estonia, Tallinn

Tatari 13, 10116, Tallinn, Estonia

[ema.edu.ee](http://ema.edu.ee)

Departments

List faculties, schools, departments

This institution doesn't have any departments yet.

+ Add a department

Contact persons

Persons and contact details

Mari Köhler

[erasmus@ema.edu.ee](mailto:erasmus@ema.edu.ee)

+3726675760

23:56

10/09/2018



2. Agreements: if you do not have an IIA with an institution but you want to allow applications please ask them the permission to activate the mobility

Partners in Spain - Europea x

Sicuro | <https://aec.dreamapply.com/admin/aec/country?country=ES>

Institutions  
**Agreements**  
Intakes  
Appforms

Import  
Import subjects

System  
Administrators  
Letterheads

Users Manuals for IRCs using EASY  
Internal IRCs' email addresses  
Privacy Policy (GDPR)

High contrast mode

DreamApply student admission software

European Online Application System

Find applicants

Lucia Di Cecca

✓ Save changes

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

**CONSERVATORIO SUPERIOR DE MUSICA IN VIGO**

**Incoming**  
My institution → **CONSERVATORIO SUPERIOR DE MUSICA IN VIGO**

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

**Outgoing**  
My institution → **CONSERVATORIO SUPERIOR DE MUSICA IN VIGO**


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

**Conservatorio Superior De Música Manuel Castillo**



**3. Always put the home coordinator in CC in important communication**

#### 4. Administration Roles: please stick to the AEC Administration Roles when granting rights to other administrators



Association Européenne des  
Conservatoires, Académies de  
Musique et Musikhochschulen

➔ Incoming

Journal

Browse

Rankings

Search

Tables

Account

Personal details

**Limitations**

Permissions

✔ Save changes

You can choose multiple roles that this administrator will perform. Selecting a role will add all the necessary permissions to the administrator's account.

- ☐ **Superuser (all permissions)** Should never be used for everyday work!
- ☐ **Admissions administrator** Allows working with applications, confirming offers and other everyday tasks
- ☐ **Academic supervisor** Read-only access to applications, adding flags, scoring and editing offers (but not confirming)
- ☐ **Academic consultant** Read-only access to applications
- ☐ **Marketing administrator** Read-only access to applications, plus marketing tools & content
- ☐ **Content administrator** Allows managing news, events and menu content
- ☐ **Courses administrator** Allows updating course info, admission requirements, intakes etc
- ☐ **Accountant** Read-only access to applications plus invoices
- ☒ **AEC Admissions administrator** Allows working with applications etc (normal EASY settings)
- ☐ **AEC Academic supervisor** Read-only access to applications (normal EASY settings)

If the roles above do not satisfy you, add additional permissions by ticking the box below. In very special cases you may even skip using roles completely and just add specific permissions by hand.

☐ *Add additional permissions (advanced)*

➔ Outgoing

Browse

Search

Tables

🏛 Institutions

Institutions

Agreements

Intakes

Appforms

☁ Import

Import subjects



## 5. Application Form: (re)shape your application form according to the following Standard Appform Fields

To Ask What and Where → to get good Export Tables

The EASY Application form stays highly customizable




## **Info and Academic Offer Section (now called Priorities):**

Please put here

- your requirements
- a link to your course catalogue
- exact starting and ending dates of your semesters



## Profile Section



Association Européenne des  
Conservatoires, Académies de  
Musique et Musikhochschulen

- Reports
- Incoming
  - Journal
  - Browse
  - Rankings
  - Search
  - Tables
- Outgoing
  - Browse
  - Search
  - Tables
- Institutions
  - Institutions
  - Agreements
  - Intakes
  - Terms
  - Appforms
- Content

European Online Application System

Find applicants

Sara Primiterra

### Priorities

- Profile
- Contact
- Home university
- Mobility
- Education
- Grades
- Languages
- Career
- Activities
- Residences
- Documents
- References
- Medias
- Other

### Profile

Type instructions on how the applicant should fill this section

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

World

<input checked="" type="checkbox"/> Given name(s)	<input checked="" type="checkbox"/> mandatory
<input checked="" type="checkbox"/> Family name(s)	<input checked="" type="checkbox"/> mandatory
<input type="checkbox"/> Middle name(s)	<input type="checkbox"/> mandatory
<input type="checkbox"/> Previous family name	<input type="checkbox"/> mandatory
<input type="checkbox"/> Salutation	<input type="checkbox"/> mandatory
<input type="checkbox"/> Father's given name(s)	<input type="checkbox"/> mandatory
<input type="checkbox"/> Father's family name	<input type="checkbox"/> mandatory





## **Profile Section**

Note: the following important information do not need to be asked as they are automatically available in the export table function

- Home Institution Name
- Home Institution Country
- Host Institution Name
- Host Institution Country



## Profile Section

please include in this section the following questions:

- *Given Name(s): (text)*
- *Family Name(s): (text)*
- *Gender: (text)*
- *Citizenship: (text)*
- *Date of Birth: (text)*



## Profile Section

### *(NEW) - Field of Study: (multiple choice)*

- ☐ *Music*
- ☐ *Dance*
- ☐ *Theatre*
- ☐ *Fine Arts*
- ☐ *Design*
- ☐ *Architecture*
- ☐ *Other*

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



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## Profile Section

*for Music students only - please indicate your main instrument/study: (text field)*



## Profile Section

*What study period are you applying to?*

- ☐ *winter semester*
- ☐ *spring semester*
- ☐ *academic year*
- ☐ *Other*

*If Other, please specify your planned arrival and departure month: (text)*



## Profile Section

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

- ☐ *1<sup>st</sup> Year Bachelor*
- ☐ *2<sup>nd</sup> Year Bachelor*
- ☐ *3<sup>rd</sup> Year Bachelor*
- ☐ *4<sup>th</sup> Year Bachelor*
- ☐ *1<sup>st</sup> Year Master*
- ☐ *2<sup>nd</sup> Year Master*
- ☐ *Doctorate*



## Profile Section

*I want to apply for exchange at (level of study during exchange): (multiple choice)*

- ☐ *1<sup>st</sup> Year Bachelor*
- ☐ *2<sup>nd</sup> Year Bachelor*
- ☐ *3<sup>rd</sup> Year Bachelor*
- ☐ *4<sup>th</sup> Year Bachelor*
- ☐ *1<sup>st</sup> Year Master*
- ☐ *2<sup>nd</sup> Year Master*
- ☐ *Doctorate*



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## Profile Section

*Please provide links to your audition material  
(online audio/video recording/artworks): (text)*





**Contact Section:** please include in this section the following questions:

- Your Email: *(text)*
- Your Telephone: *mobile (text)*

All information regarding contacts should be in this section, you can choose from a large variety of proposed fields



**Home Section:** please include in this section the following questions:

*Name of International Relations Coordinator: (text)*

*Email of International Relations Coordinator: (text)*

***Professor in the main field of study at home (text)***



**THIS IS AN OPTIONAL QUESTION BUT IF YOU NEED IT PLEASE  
ASK IT HERE**



## Mobility Section

*Choice of Professor at destination*



***THIS IS AN OPTIONAL QUESTION BUT IF YOU NEED IT PLEASE  
ASK IT HERE***

**ATTENTION! Questions inserted in the Mobility  
Section of the Application Form do not appear in  
the export table**



## **Education - Grades - Languages - Career - Activity - Residency Sections:**

there is no compulsory questions in those sections **but**

All information related to the headings of those sections should go in the relevant section!



## **Documents Section:**

Please list here the documents the student should upload

## **Media Section**

Please note that audio/video files have to be asked twice (in the Profile section and here).

Here students can directly add files, in the Profile section only links. As this is an important item, the double question functions as “control field”. Moreover, to ask the link in the profile section is the only way to have the link to the audition material in the export table.



Do you need a question in the Application form that is not listed in the system? Please mail your request to [events@aec-music.eu](mailto:events@aec-music.eu)

<input type="checkbox"/>	Checkboxes	Accommodation requirements	<input type="checkbox"/> mandatory
<input type="checkbox"/>	Text	Medical Needs	<input type="checkbox"/> mandatory
<input type="checkbox"/>	Paragraph	Other requests	<input type="checkbox"/> mandatory
If you need to add an extra field to your form, please contact <a href="mailto:events@aec-music.eu">events@aec-music.eu</a>			
<a href="#">+ Add another territory</a>			

## WARNING MESSAGE FOR OLD USERS!

**All double questions and questions currently appearing in the wrong section of the Application Form will be deleted as of 19<sup>th</sup> September**

A list of appform questions that will be deleted from the system will be distributed in the relevant parallel session

The list is available upon request (mail [events@aec-music.eu](mailto:events@aec-music.eu)).

Please make sure to adjust your application form so that you do not make use of those questions



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**6. A TIP! Institutions search: please use CTRL+F**





**7. External Institutions are warmly encouraged to accept incoming applications via EASY, especially when there are no other systems in place**



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**8. REMINDER! Customer Support: *who you gonna call?* [events@aec-music.eu](mailto:events@aec-music.eu) and WG**



A blue rectangular poster with a white crown at the top. Below the crown, the text 'KEEP CALM AND COMPLY WITH GDPR' is written in white, bold, sans-serif capital letters.

**KEEP  
CALM  
AND  
COMPLY WITH  
GDPR**

## Measures for AEC and its members

- Data processing sheets
- Code of Conduct
- Complaint and redress mechanism

## Measures for both AEC and EASY

- Privacy Policy
- Overview of safeguards of processors
- Breach management policy



# Contact information

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