



EASY Workshop

Plenary Session

Workflow of External Institutions

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EASY Project Manager*

The basics: the difference between External and Internal Institutions in EASY



Internal institutions



External institutions

- Joined the project
 - Pay an annual fee
 - Full use of the system
- Did not join the project
 - Do not pay an annual fee
 - Actions limited to:
 - View and download applications
 - Nominate outgoing students

BOTH ARE LISTED IN THE SYSTEM



1. Access Link to the Partners View for External Institutions

1. EASY Internal Institutions ask for their partners (not in EASY) to be added to the system

2. External institutions are added in EASY and receive an access link to the Partners View and modify their profile in EASY

3. External Institutions can view Incoming and Outcoming applications they receive via EASY



Email with
partner view link
sent by
Dreamapply to
external
institutions
added to the
system



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

Dear incoming/outgoing,

We are happy to announce that we have started to use DreamApply to handle online our exchange applications. We hope that this will make the whole process easier for applicants but also for our partners.

For you the new system will bring a possibility to monitor which of your students are applying to our exchange programmes and how they are progressing. In order to do that we've provided you with a secure link:

[Please click this link to see your applications.](#)

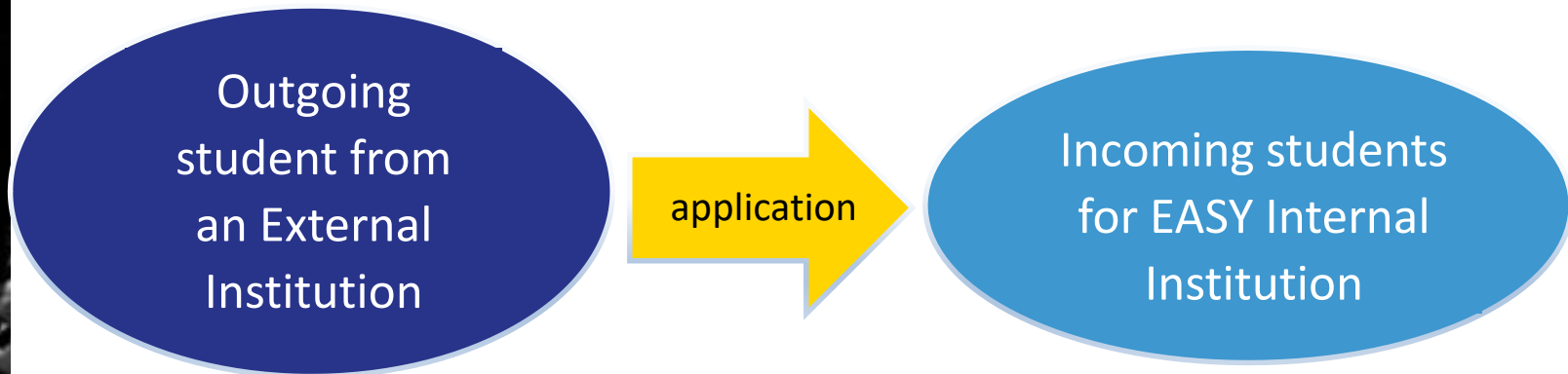
If you would like to know more about the partner access or are having any difficulties, please read this help article:

help.dreamapply.com/knowledge-base/exchange-management-partner-access

Kind regards,
European Online Application System

In case you suspect that the access link has become public, please ask for a new welcome email with a new (and secure) link.

2. Applications from External Institutions to EASY Internal Institutions



Outgoing Mobility

Email sent by
the system to
the external
coordinator to
nominate their
outgoing student

Dear partner,

THIS EMAIL IS MEANT FOR THE EXTERNAL SENDING COORDINATOR BUT TO KEEP EVERYBODY IN LOOP IT IS ALSO CC-D TO EASY RECEIVING COORDINATOR

Please confirm your nomination for the following applicant in the EASY system:

Name: Learning Agreement

Email: breckdreamapplytest@gmail.com

Citizenship: EE

Programme: Erasmus+ BA

Term: Fall semester 2019/20

ISCED: 0215 = Music and performing arts

Sending institution: Dream Demo institution External (EE FAKE123, Tallinn, EE)

Receiving institution: DreamApply Demo Institution (Tallinn, EE)

Please respond to this email by clicking on one of the links below:

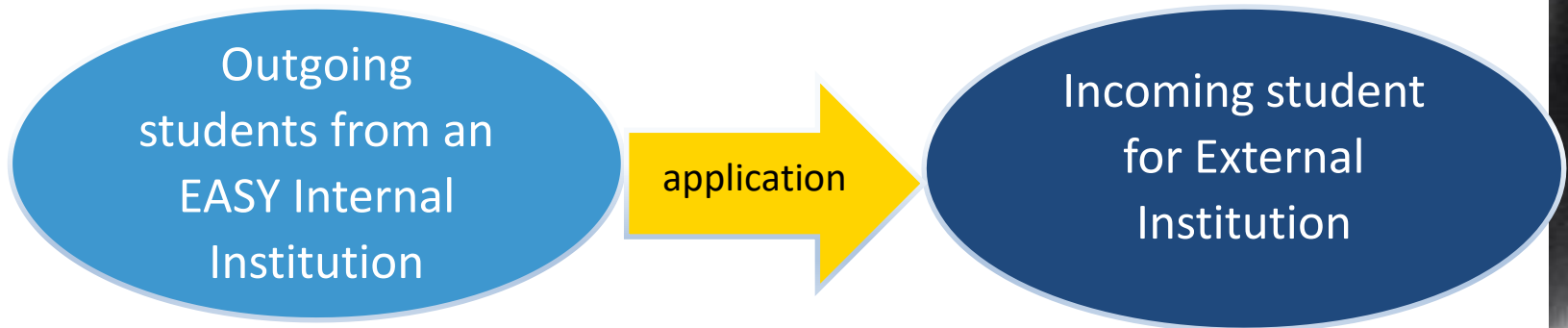
[I CONFIRM the nomination](#)

[I do NOT confirm the nomination](#)

This was sent automatically from the EASY system: aec.dreamapply.com

Receiving institution contacts: breckdreamapplytest2@gmail.com

3. Applications from EASY Internal Institutions to External Institutions



Incoming Mobility



**Email sent by
the system to
the external
coordinator to
notify an
incoming
application**

Dear partner,

This is to notify you of a new nomination in the EASY system:

Name: Emilio José Puime Caride

Email: applicant.5222@example.com

Citizenship: ES

Programme: Erasmus+ BA

Term: Academic year 2017/18

ISCED: 0215 = Music and performing arts

Sending institution: CONSERVATORIO SUPERIOR DE MUSICA IN VIGO (E VIGO03, VIGO, ES)

Receiving institution: Faculty of Music, University of Arts (BELGRADE, RS) - You!

This was sent automatically from the EASY system: aec.dreamapply.com

Sending institution contacts: ic.432@example.com

PS. If you would like to share your thoughts about the way this nomination was delivered, your valuable feedback is appreciated. Please send an email to easy@dreamapply.com
You can learn more about the EASY system: aec.dreamapply.com

European Online Application System

[Apply online](#)

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External Institutions not accepting incoming applications via EASY should inform the **student** and send this information (together with information on how to apply to their institution and deadlines) to the **AEC office** at events@aec-music.eu so that this information could be included in their **profile** in the EASY system.



As per the AEC EASY Code of Conduct, AEC members institutions not joining EASY as internal institutions (especially those not using any other online application system), are warmly encouraged to accept incoming students exchange applications via the EASY system.



For any questions you are welcome to mail
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at events@aec-music.eu