



EASY Plenary Session

“EASYer Than You Think”

***Tips and Tricks
to do what you thought
you could not do***

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Finding Info about an institution

Internal Institutions

- Click on the *AEC logo on top left*
- Click on *Get started Now*
- Choose as home your institution and as host the institution the one you need info about



Academy of Music in Kraków
Poland, Kraków

Available for applicants from:



Conservatoire of Music Licinio
Refice - Frosinone
Italy, Frosinone

Erasmus+ student mobility (MA)
Music and performing arts

Erasmus+ MA, exchange

Apply now! Academic year 2020/21

This is a rolling intake - applications are accepted all year round.

Apply now! Fall semester 2020/21

This is a rolling intake - applications are accepted all year round.

Apply now! Spring semester 2019/20

This is a rolling intake - applications are accepted all year round.


[i More information](#)



Finding Info about an institution

Internal
Institutions

All names and email of IRCs of Internal Institutions and all deadlines of Internal Institutions are in the LEFT MENU



Letterheads

Classificators

Offer types

Export profiles

API

Users Manuals and Support Material for IRCs using EASY


Internal IRCs' email addresses - academic year 2018-19

Privacy Policy (GDPR)

Deadlines EASY Internal Institutions

NEW! Music Instruments and Main Field of Study: Official Names

© High contrast mode



AEC ONLINE
SYSTEM
for mobility among high

Get s

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"

Internal administrators can be also found in the menu Administrator with the Search Function (Ctrl+F)



Finding Info about an institution

For EXTERNAL Institution you simply click on the name of the institution

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

Internal institutions External institutions


Q Search
Quickly find an institution


vienna


≡ Statuse
Narrow your vi

☒ ☐ Draft
☒ ☐ Online

Q Search

 **Academy of Fine Arts Vienna**
Austria, Vienna

 **JAM MUSIC LAB - Vienna**
Austria, Vienna

 **Music and Arts University of the City of Vienna**
Austria, Vienna



How to avoid the initial question on country

Confirm your citizenship

Czech Republic

Does this correspond to your citizenship?

✓ Yes, don't ask me again ✗ No

Why do we ask this?

We tried to guess your citizenship based on your current location. In case we are wrong, please correct it, so that you will see deadlines and requirements that apply specifically to you.

Apply for EU citizens: We use cookies to give you the best experience on our website. If you continue, we'll assume that you are happy to receive all cookies from this website. If you would like to change your preferences, you may do so by following the instructions here

Start by clicking "Get started now!"

List of official names for
Music Instruments and
Main Field of Study

Use
use
12

USE The Direct Link www.aec.dreamapply.com/admin





How to avoid unwanted notifications

- To you: set up your mailbox to get unwanted notification in a specific folder
- To teachers: delete teachers from the contact page



How to customize your application form

To select questions in each section click on **World** and the list will appear. The EASY Standard Fields are already selected for you. Remember to Save Changes at the end

Profile

*Please, fill in your data using CAPITAL LETTERS, except for your email address

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

▸ World

+ Add another territory



Profile

*Please, fill in your data using CAPITAL LETTERS, except for your email address

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

▾ World

- ☒ Given name(s)
- ☒ Family name(s)
- ☐ Middle name(s)
- ☐ Previous family name
- ☐ Salutation
- ☐ Father's given name(s)



Incoming

Journal
Browse
Rankings
Search
Tables

Outgoing

Browse
Search



European Online Application System

Early application

✓ Save changes

Information and Academic
Offer

Profile

Contact



How to add as question that is not in the system in your Application Form

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

☐ Checkboxes Accommodation requirements ☐ mandatory

☐ Text Medical Needs ☐ mandatory

☐ Paragraph Other requests ☐ mandatory

If you need to add an extra field to your form, please contact events@aec-music.eu

[+ Add another territory](#)

To know more about Appform and Tables please attend the Parallel Session on this topic

FLAGS are your Friends <3

Flags

If you flag an application, you can later find it here

- Attaching flags to the applications helps you filtering them in the browser
- The most used flags are related to the INSTRUMENT. As the flags are visible to both receiving and sending coordinators, we developed a Standard List of Instruments to use for the flags
- You can attach other flags according to your needs, standard flag names for instruments will be compulsory as of the academic year 2019-20

The screenshot displays the 'European Online Application System' interface. On the left, a sidebar contains navigation links: Reports, Incoming, Journal, Browse, Rankings, Search, Tables, Outgoing, and Institutions. The 'Flags' section is highlighted in the sidebar. The main content area shows a list of applications. The first application is 'Erasmus+ student mobility (BA)' by Michela Boglione, Region: Italy, with a status of 'Resubmitted' for the 'Fall semester 2019/20'. It has one offer attached: 'Alto 603' from the 'Conservatoire royal de Bruxelles + Istituto Superiore Di Studi Musicali - Conservatorio "G.F.Ghedini" Di Cuneo'. The second application is by Patryk Dominik Purzycki, Region: Poland, with a status of 'Submitted' for the 'Fall semester 2019/20'. The 'Flags' section in the sidebar lists 'Alto 603' (2), 'Percussions 603' (1), and '? Pop Vocal' (1). The 'Alto 603' flag is circled in red in the sidebar and also in the application list.

Official Names of Instruments for Flags

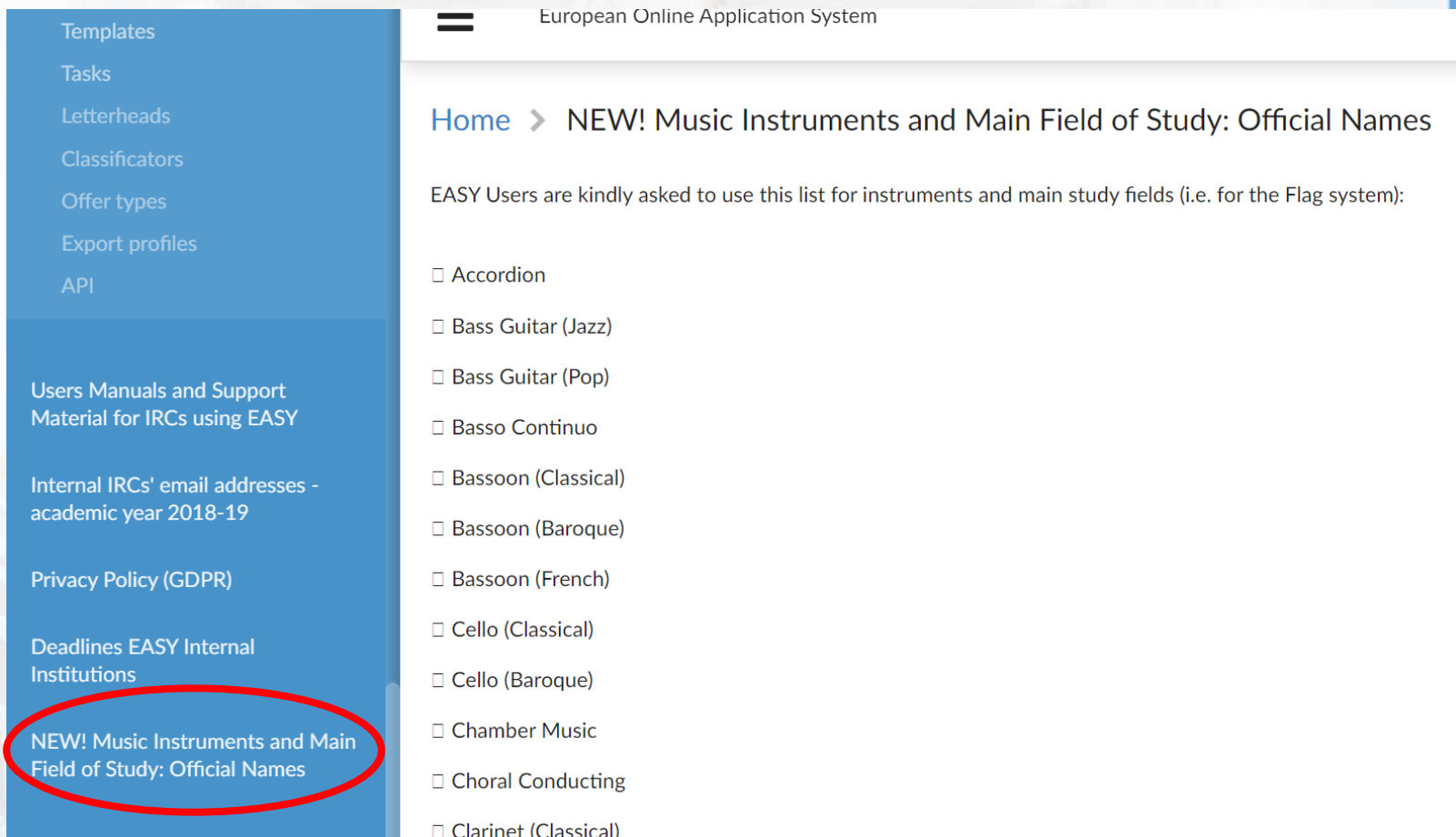
Flags

If you flag an application, you can later find it here

- Accordion
- Bass Guitar (Jazz)
- Bass Guitar (Pop)
- Basso Continuo
- Bassoon (Classical)
- Bassoon (Baroque)
- Bassoon (French)
- Cello (Classical)
- Cello (Baroque)
- Chamber Music
- Choral
- Conducting
- Clarinet (Classical)
- Clarinet (Jazz)
- Composition
- Composition/Arranging (Jazz)
- Composition and Performance
- Composition (Electronic Music)
- Composition for screen
- Cornett
- Dance – Classical
- Dance - Contemporary
- Digital Arts
- Conducting (Classical)
- Conducting (Jazz)
- Double Bass (Classical)
- Double Bass (Jazz)
- Electric Guitar (Pop)
- Ethnomusicology
- Flute (Classical)
- Flute (Baroque)
- Flute (Jazz)
- Fortepiano
- Guitar (Classical)
- Guitar (Jazz)
- Guitar (Pop)
- Harp (Classical)
- Harp (Baroque/ Medieval)
- Harp (Jazz)
- Harpsichord
- Horn
- Horn (natural)
- Keyboards (Historical/Baroque)
- Lute/Theorbo/Vihuela
- Mandolin
- Music Pedagogy
- Music Psychology
- Music Technology
- Musicology
- Ney
- Oboe (Classical)
- Oboe (Baroque)
- Ophicleide
- Organ
- Percussions (Classical)
- Percussions (Jazz)
- Percussions/Drumkit (Pop)
- Percussions (Early Music)
- Piano (Classical)
- Piano (Jazz)
- Piano / Keyboard / Synthesiser (Pop)
- Piano
- Accompaniment/Repetiteur
- Recorder
- Recording and Production
- Sackbut
- Saxophone (Classical)
- Saxophone (Jazz)
- Songwriting and Arranging
- Sound Engineering
- Theatre – acting
- Theatre – scenography
- Theatre – stage management
- Timpani (Classical)
- Timpani (Baroque)
- Traverso
- Trombone (Classical)
- Trombone (Jazz)
- Trumpet (Classical)
- Trumpet (Jazz)
- Tuba
- Ud
- Viola (Classical)
- Viola (Baroque)
- Viola da Gamba
- Violin (Classical)
- Violin (Baroque)
- Violin (Jazz)
- Voice (Classical)
- Voice (Baroque)
- Voice (Jazz)
- Voice (Pop)
- OTHER
- Music Therapy



Official Names of Instruments: Left Menu



The screenshot displays the European Online Application System (EAS) interface. On the left, a blue sidebar menu contains the following items: Templates, Tasks, Letterheads, Classificators, Offer types, Export profiles, API, Users Manuals and Support Material for IRCs using EASY, Internal IRCs' email addresses - academic year 2018-19, Privacy Policy (GDPR), Deadlines EASY Internal Institutions, and **NEW! Music Instruments and Main Field of Study: Official Names**. A red circle highlights the last item, and a blue arrow points to it from the left. The main content area has a white header with a hamburger menu icon and the text 'European Online Application System'. Below the header, the breadcrumb 'Home > NEW! Music Instruments and Main Field of Study: Official Names' is shown. The main text states: 'EASY Users are kindly asked to use this list for instruments and main study fields (i.e. for the Flag system):'. A list of instruments follows, each with a checkbox:

- ☐ Accordion
- ☐ Bass Guitar (Jazz)
- ☐ Bass Guitar (Pop)
- ☐ Basso Continuo
- ☐ Bassoon (Classical)
- ☐ Bassoon (Baroque)
- ☐ Bassoon (French)
- ☐ Cello (Classical)
- ☐ Cello (Baroque)
- ☐ Chamber Music
- ☐ Choral Conducting
- ☐ Clarinet (Classical)

Export TABLES are your Friends too <3

Google Traduttore x (1) WhatsApp x draft x +

← → ↻ 🔒 aec.dreamapply.com/admin/tables/partner/partnership/Outgoing#t379 🔍 ☆ L ⋮

Find applicants 🔍 Lucia Di Cecca

European Online Application System

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen

Incoming

- Journal
- Browse
- Rankings
- Tables**

Outgoing

- Browse
- Search
- Tables**

Institutions

- Institutions
- Agreements
- Intakes
- Appforms

Import

- Import subjects

System

Choose the columns that you want to see in the table.

✓ Apply changes

My columns

Application: Metadata 2

- ☐ Applicant
- ☐ Application
- ☒ Status
- ☐ Created date
- ☐ Revised date
- ☒ Submitted date

Application: Offers 5

Application: Profile 3

Application: Contact 1

Application: References

Application: Documents

Application: Other

Application: Education

Status	Offer priority	Offer type	Offer decision	Receiving institution name	Sending institution name	Submitted date	First name(s)	Family name	Citizenship	E-mail
							Lucia	Di Cecca	IT Italy	international@conservatoriofrosinone.it
							Lucia	Di Cecca	IT Italy	ldctest102@gmail.com
							Francesc	Gaya TEST	ES Spain	francesc.gaya@csmsvalencia.
							Francesc	Gaya TEST	ES Spain	francesc.gaya@csmsvalencia.
							Edoardo	Veloccia	IT Italy	veloedo00@libero.it
				Conservatory of Amsterdam	Conservatoire of Music Licinio Refice - Frosinone	2019-03-13	Edoardo	Veloccia	IT Italy	veloedo00@libero.it
				Conservatoire royal de Bruxelles	Conservatoire of Music Licinio Refice - Frosinone	2019-03-23	Simone	Saccucci	IT Italy	dragon98simo@gmail.com
				Erasmushogeschool Brussel	Conservatoire of Music Licinio Refice - Frosinone	2019-03-23	Simone	Saccucci	IT Italy	dragon98simo@gmail.com
				Conservatorio Superior De Música De Castilla Y León	Conservatoire of Music Licinio Refice - Frosinone	2019-04-29	leonardo	torrese	IT Italy	leonardo.torrese@hotmail.it
				Escola Superior de Música de Catalunya	Conservatoire of Music Licinio Refice - Frosinone	2019-05-15	Diego	Gargani	IT Italy	diegogargani@hotmail.com
				Codarts, University of the Arts	Conservatoire of Music Licinio Refice - Frosinone	2019-03-30	Diego	Gargani	IT Italy	diegogargani@hotmail.com
				Prince Claus Conservatoire, Hanze University of Applied Sciences	Conservatoire of Music Licinio Refice - Frosinone	2019-05-15	Diego	Gargani	IT Italy	diegogargani@hotmail.com
				Codarts, University of the Arts	Conservatoire of Music Licinio Refice - Frosinone	2019-02-16	Elia	De Benedictis	IT Italy	eliadebenedictis@libero.it

Collegamenti 12:09 29/08/2019



Export TABLES are your Friends too <3

- **Exportable Excel Tables** are for both *incoming and outgoing* applications
- Tables let you **filter and order** your application according to the criteria you need (alphabetic order, instrument, country, submission date, status, etc.)
- The Official List of Instruments will facilitate the filtering and ordering by instrument
- NEW Developments in the upcoming a.y. will facilitate the use of tables
- **Join the Parallel Session on Application Forms and Export Tables to know more about how to use these tools!**





Getting Around Things you do not like

When sharing an application via email, if you do not like the default object of the mail just click “get a sharable link” and send the link in a separate email

The screenshot shows a 'Share this application' dialog box for an application named 'Study plans'. The dialog has a dark header with 'Documents' and 'Study plans' tabs, and a close button (X) in the top right. The main content area is white and contains the following elements:

- Share this application**: The title of the dialog.
- Left side**: A yellow sad face emoji (😞) next to a text input field with a placeholder 'Type an email..'. To the left of the input field is a small envelope icon.
- Right side**: The word 'or' followed by a blue link 'get a shareable link' and a yellow happy face emoji (😄) giving a thumbs up.
- Blue arrow**: A large blue arrow points from the 'get a shareable link' text down towards the bottom of the dialog.
- Instructions**: A paragraph of text: 'If you want to share a read-only view of this application with someone, just type the email addresses. You may also add a note to the recipient. By default a share will expire in 3 months. You may choose a shorter expiry, as appropriate.'
- Footer**: A line of text: 'Any shares that you make, will appear here. You can revoke them at any time.'

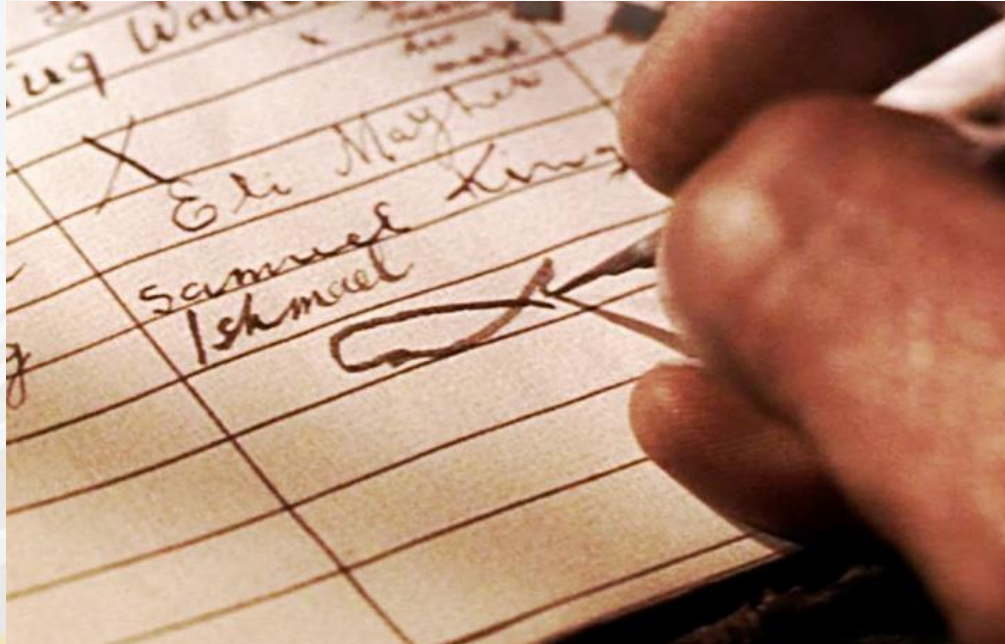
At the bottom of the dialog, there are tabs for 'PDF' and 'Personal information'.





Getting Around Things you do not like

- Learning Agreement: you do not necessarily need to resign the agreement after each little change! Just sign it when you think you got to the (hopefully) final version



Getting Around Things you do not like

Learning Agreement: Google Signature Issue





Getting Things EASyer for you and your students

Advice: prepare a document with the list of requirements and procedures of your partners to be given to your students, they will:



Fantastic Materials and Where to Find Them



Grades

Templates

Tasks

Letterheads

Classificators

Offer types

Export profiles

API

Users Manuals and Support
Material for IRCs using EASY

Internal IRCs' email addresses -
academic year 2018-19

Privacy Policy (GDPR)

Deadlines EASY Internal
Institutions

NEW! Music Instruments and Main
Field of Study: Official Names

© High contrast mode

DreamApply student admission software



European Online Application System

[Home](#) > [Users Manuals and Support Material for IRCs using EASY](#)

New EASY support material published in 2018-19

[EASY Webinar 21 January 2019 - First Part](#)

[EASY Webinar 21 January 2019 - Second Part](#)

[Workflow for Students and Coordinators in EASY](#)

[Workflow for External Institutions in EASY](#)

[EASY Code of Conduct 2018-19](#)

[EASY Standard Application Form Guide 2018-19](#)

[List of Deleted Extra Fields from the Application Form Section as of 30th October](#)

Presentations Given at the EASY Workshop - Birmingham, 13th September 2018

[Introduction to the EASY Project for New Institutions](#) *by Lucia Di Cecca*

[Introduction to EASY Workflow of Students and Coordinators](#) *by Hanneleen Pihlak*

[Feedback from EASY users 2017-18 and possible developments](#) *by Sara Primiterra and Breck Shuyler*

[EASY workflow for External Institutions](#) *by Sara Primiterra*

[EASY Code of Conduct including Standard Application form Fields](#) *by Sara Primiterra*

[Setting Up a New Institution - Workshop](#) *by Breck Shuyler*

[Export Tables and Application Form - Workshop](#) *by Jose Luis Fernandez*

A comprehensive
manual will be
published in the
Autumn

NO stress, WRITE to Sara!



facebook



If you have difficulties or doubts while working in EASY contact Sara at events@aec-music.eu and/or post on the EASY Facebook Group to get advise from your international colleagues





Questions?

