



# EASY Code of Conduct

## 2019 update

shared practices  
to make it EASYer

Sara Primiterra, AEC EASY Project Manager



Keep your profile in EASY up to date as well as details on your external partners

Get used to make and yearly review of the data at the beginning of the academic year!

The screenshot shows the 'European Online Application System' interface. The top navigation bar includes a search box for 'Find applicants' and a user profile for 'Sara Primiterra'. The main content area displays the profile for the 'Estonian Academy of Music and Theatre', located in Estonia, Tallinn, with the address 'Tatari 13, 10116, Tallinn, Estonia' and website 'ema.edu.ee'. A 'Departments' section is visible, indicating that the institution currently has no departments, with a '+ Add a department' button. Below this, a 'Contact persons' section is partially visible, listing 'Mari Köhler' with the email 'erasmus@ema.edu.ee' and phone number '+3726675760'. A left-hand sidebar contains navigation options such as 'Reports', 'Incoming', 'Outgoing', 'Institutions', and 'Content'.

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# Ask Permission to Activate Agreements

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 in EASY

← → ↻ 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

🏛️ CONSERVATORIO SUPERIOR DE MUSICA IN VIGO

➡️ Incoming  
🏛️ CONSERVATORIO SUPERIOR DE MUSICA IN VIGO → My institution

- 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

Save changes

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

To know more about how to set up your Profile and Agreements please attend the Parallel Session on How to Set Up the Institutional Profile

# Check, Update and Customise your Application Form

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## Incoming

- Journal
- Browse
- Rankings
- Search
- Tables

## Outgoing

- Browse
- Search
- Tables

## Institutions

- Institutions
- Agreements
- Intakes
- Terms
- Appforms
- Fees

## Import



European Online Application System

Find applicants



Sara Primita

### Edit appform

Save changes

Information and Academic Offer

Profile

Contact

Home university

Mobility

Education

Grades

Languages

Career

Activities

Residences

Name

E VIGO03 - Erasmus+

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).

### Information and Academic Offer

\*Language Requirements:\* It is compulsory to upload a Language Certificate of a B1 level or higher as indicated below. Applications without a Language certificate wont be considered.

\*- SPANISH B1 or ENGLISH B1\* for anv applicant aiming to course instrument specializations

# Check, Update and Customise 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

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## 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



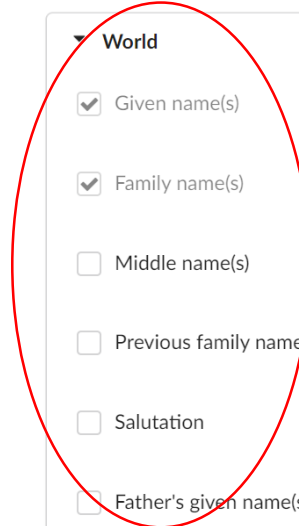
## Profile

\*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

Edit application

✓ Save changes

Information and Academic Offer

Profile

Contact





**Make sure that the Information in your Application Form is complete and accurate**

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

**Info and Academic Offer Section**

Please put here

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

**Documents Section:**

Please list here the documents the student should upload

**Study Plan:**

Insert subjects there so that the student can choose from a dropdown menu - **YOU CAN UPLOAD IT as an EXCEL TABLE**





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# Use the Official Name of the Instruments when attaching Flags to applications

European Online Application System

Find applicants

Offers and replies  
Your turn to send offers and replies

Applicant decision  
Applicant accepts or declines the offer.

Tasks  
Browse applications based on task status

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

- Alto 603 2
- Percussions 603 1
- ? Pop Vocal 1
- 1st semester

Michela Bogleione  
Region: Italy

Resubmitted Fall semester 2019/20

Offers Tasks Exports 1

Erasmus+ student mobility (BA)

1 B BRUXEL07 - Fall semester Erasmus+ BA, exchange English  
Conservatoire royal de Bruxelles • Istituto Superiore Di Studi Musicali - Conservatorio "G.F.Ghedini" Di Cuneo

Alto 603 x Salvatore GIOVENI 6 months ago

Type to add flag..

Patryk Dominik Purzycki  
Region: Poland

Submitted Fall semester 2019/20

Offers Tasks

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

European Online Application System

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

EASY Users are kindly asked to use this list for instruments and main study fields (i.e. for the Flag system):

- 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)

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**

To know more about this please attend the Parallel Session on Management of Applications



**Put official starting and finishing dates  
in the Acceptance Letter**



To know more about how to compose letters in EASY please attend the Parallel Session on Template Letters Generation at 16:35 or at 17:20







All external institutions are invited to accept incoming applications via EASY

External Institutions are warmly encouraged to accept incoming applications via EASY, especially if they do not use any other system. If external institutions ask you to send an application via mail or via post (!) please send them an email with [events@aec-music.eu](mailto:events@aec-music.eu) telling them that this is an indication give by the AEC to all its members





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**Customer Support: all requests and questions should be submitted to [events@aec-music.eu](mailto:events@aec-music.eu) or FB Group**





## Joining the System in 2019-20

Contribution asked to the joining institutions:

300 - 550 – 700 – 900 – 980 euro according to the mobility numbers/country

**NEW: Promotional fee of 300 euro for institutions with less than 15 applications out+in**

**How to join EASY?**

Call to be published in **October**. You will receive an email!

See the EASY brochure in your folder for more information

**Erasmus Funds for the Organization of Mobility (OS) can be used to cover the fee!**





Questions?



# What Happens Next

**15:50 - 18:00 Parallel Sessions on EASY topics**  
*repeated 3 times, starting time 15:50 - 16:35 - 17:20*

- 1 - **How set up the Institutional Profile** (first session)/Letter Templates generation (second and third session) by Breck Shuyler - room 2057 (2nd floor)
- 2 - How to set up the **Application Form** and how to create and use **Export Tables** by José Luis Fernández and Sara Primiterra - room 2017 (2nd floor)
- 3 - **Managing incoming and outgoing applications** by Lucia di Cecca - room 2026 (second floor)
- 4 - **Learning Agreement** by Kert Kivaste and Salvatore Gioveni - room 2027 (second floor)

If there are enough participants of the following languages, the **last repetition** of the sessions above will be delivered in different languages:

Session On Management of Applications: **Italian**

Session on Application Form and Export Table: **Spanish**

Session on Learning Agreement: **French**

**18:00 - 19:00 EASY Live Tutorial - Orchestra Rehearsal Room Ground Floor**

*Optional session - for registered participants only*

*Registered participants can take part in the following Live Tutorials:*

- *EASY application procedure step by step (beginner level)*
- *Learning Agreement (intermediate/advanced level)*
- *Question and Answer to Dreamapply (intermediate and advanced level)*

Groups in  
English, Italian  
and German  
possible