

# AEC Project for a European Online Application System (EASY) for mobility among higher music education institutions

## New EASY Working Group 2017-2018

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Do you have questions or  
comments to the working  
group? Please mail Sara at  
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## How to Use EASY?

Dreamapply and the EASY working group have been developing user's manuals in order to facilitate the use of the system using the lowest possible amount of IT support hours! Please check them out on the left menu at <https://aec.dreamapply.com/>

- ✓ How to EASY Works - How to set up EASY
- ✓ How to manage the status of an application - How nominations are managed by the system
- ✓ Sharing an application with the reviewers

- ✓ Sharing multiple applications
- ✓ Generating letter templates
- ✓ How to Generate Export Tables
- ✓ Learning Agreement Presentation

Other than these user's manuals, EASY is regularly presented through demonstrations and workshop at the AEC's Annual Meeting for International Relations Coordinators, taking place every year in September.

The working group is also constantly available to support EASY users via email and phone calls, as well as through the Facebook EASY Discussion Group

## How much does it cost to join EASY?

	<b>Mobility Group 1</b> 80 + Applicati- ons	<b>Mobility Group 2</b> 40 to 80 Applicati- ons	<b>Mobility Group 3</b> Less than 40 Applica- tions
<b>Country Group A</b>	€900	€900	€700
<b>Country Group B</b>	€900	€700	€550
<b>Country Group C</b>	€700	€550	€550

For more information about the Country Groups please see [www.aec-music.eu/easycall2](http://www.aec-music.eu/easycall2)

## How to join the system?

In order to join the EASY project in Year 3 please go on the AEC website at [www.aec-music.eu/easycall2](http://www.aec-music.eu/easycall2)



Association Européenne  
des Conservatoires,  
Académies de Musique  
et Musikhochschulen

# Join EASY!

<https://aec.dreamapply.com/>

## What are the benefits of using EASY?

- ✓ Reducing paper work
- ✓ Adapting to the various technical and structural requirements of AEC members institutions.
- ✓ The students will be able to autonomously submit online applications (audio/video) for more than one receiving institution and (if accepted) choose and confirm their final mobility destination
- ✓ The international offices will be able to easily handle the relations with their partners; verify, approve, return, forward applications; monitor the applications' status; finalize procedures.
- ✓ The teachers and faculty management will be able to receive applications, submit evaluations, send feedback to international office

## Why EASY is so special - a collaborative effort

- ✓ It is the first and only system of this kind being multi-national and subject-based
- ✓ It follows the same procedure for all institutions
- ✓ Incoming and outgoing applications handled by the same system
- ✓ System developments are centrally controlled by the AEC with direct inputs from the users
- ✓ The more institutions join the better the system works
- ✓ Users can refer to fellow IRCs in the EASY working group for questions and help

Finally all incoming and outgoing application in one place!

## What the Student can do with EASY?

- Apply for exchange online
- Fill in application form (including study plan)
- Upload documents and media files
- Edit own data
- Confirm final decision

## What the Coordinators can do with EASY?

- Manage ERASMUS SMS (Student Mobility for Study), Nordplus and other bilateral incoming and outgoing applications
- Manage relations with partner institutions
- Nominate students to apply for exchange
- Share applications with media files with teaching committee
- Send out acceptance letters with customizable templates and attachments
- Generate exportable tables of applications

## Highlights of the system

- "Controlled autonomy" of the student
- Automatic emails
- Catchy graphic design – user friendly
- Email notifications from the system to the IRCs
- Automatic nominations email to external institutions
- Automatic confirmation of nominations from external institutions
- Export of application data in Excel
- A unique online tool to fill in the Learning Agreement, which is pre-filled with data from the study plan, is editable by both coordinators and students, who can put their electronic signature, save and print the documents or parts of it

## Joining Institutions - Pilot Year 2

### **Belgium:**

Conservatoire royal de Bruxelles  
AP University College -  
Royal Conservatoire Antwerp

### **Czech Republic:**

Music and Dance Faculty,  
Academy of Performing Arts  
in Prague

### **Denmark:**

Royal Academy of Music Aarhus/  
Aalborg  
The Royal Danish Academy of  
Music, Copenhagen  
Syddansk Musikonservatorium  
(SDMK) - Danish National Acade-  
my of Music, Odense/Esbjerg  
Rhythmic Music Conservatory,  
Copenhagen  
Estonia:  
Estonian Academy of Music  
and Theatre  
University of Tartu Viljandi  
Culture Academy

### **Finland:**

JAMK University of Applied  
Sciences, Jyväskylä  
TAMK Tampere University of  
Applied Sciences, Tamperer  
Sibelius Academy, Helsinki  
Novia University of Applied  
Sciences, Jakobstad (Vaasa)  
Metropolia University of Applied  
Sciences, Helsinki  
Oulu University of Applied  
Sciences, Oulu  
Savonia University of Applied  
Sciences, Kuopio School of  
Music and Dance, Kuopio

### **France:**

CNSMD de Lyon  
CESMD de Poitou-Charentes,  
Poitiers  
PSPBB, Paris  
Le Pont Supérieur, Nantes  
Conservatoire national supérieur  
de musique et de danse de Paris  
ESMD, école supérieure musique  
et danse, Lille  
ESM Bourgogne-Franche-  
Comté, Dijon

### **Germany:**

Staatliche Hochschule für  
Musik Trossingen  
Universität der Künste Berlin  
Musikhochschule Lübeck  
Staatliche Hochschule für Musik  
und Darstellende Kunst Stuttgart  
Hochschule für Musik Carl Maria  
von Weber Dresden  
Hochschule für Musik und  
Theater München

### **Hungary:**

Liszt Ferenc Academy of Music,  
Budapest

### **Iceland:**

Iceland Academy of the Arts

### **Ireland:**

Royal Irish Academy of Music

### **Italy:**

Saint Louis Music Center Srl,  
Rome  
Conservatorio di Musica  
“S. Giacomantonio”, Cosenza  
Conservatorio di Musica “L. Refice,  
Frosinone

Istituto Superiore di Studi Musicali  
“V. Bellini”, Catania  
Conservatorio di Musica “A.  
Pedrollo”, Vicenza  
Conservatorio di Musica “N.  
Piccinni”, Bari

### **Latvia:**

Latvian Academy of Music, Riga

### **Lithuania:**

Lithuanian Academy of Music  
and Theatre, Vilnius

### **The Netherlands:**

Conservatorium van Amsterdam  
Prince Claus Conservatoire,  
Groningen  
Royal Conservatoire The Hague  
Codarts University of the Arts,  
Rotterdam

### **Norway:**

Norwegian Academy of Music,  
Oslo  
University of Bergen, The Grieg  
Academy, Bergen  
NTNU Department of Music,  
Torndheim  
UiT - The Arctic University of  
Norway, Tromsø  
Faculty of Performing Arts,  
University of Stavanger

### **Portugal:**

ESMAE, Porto

### **Spain:**

Conservatorio Superior de Música  
“Eduardo Martínez Torner”, Oviedo  
Escola Superior de Música de  
Catalunya, Barcelona  
Conservatorio Superior de Música  
de Vigo  
Conservatorio Superior de Música  
de Castilla y León Salamanca  
Conservatorio Superior de Música  
“Joaquín Rodrigo” de Valencia  
Conservatorio Superior de Música  
de Navarra, Pamplona  
Musikene. Higher school of Music  
of the Basque Country, San  
Sebastian  
Conservatorio Superior de Música  
“Manuel Castillo”, Sevilla  
Conservatori Liceu, Barcelona  
Centro Superior Katarina Gurska,  
Madrid

### **Sweden:**

Royal College of Music in  
Stockholm  
Malmö Academy of Music, Malmö  
Ingesund School of Music, Karlstad  
University, Arvika

### **United States:**

University of Southern California,  
Thornton school of Music

### **United Kingdom:**

Royal College of Music, London  
Royal Conservatoire of Scotland,  
Glasgow  
Royal Birmingham Conservatoire,  
Birmingham