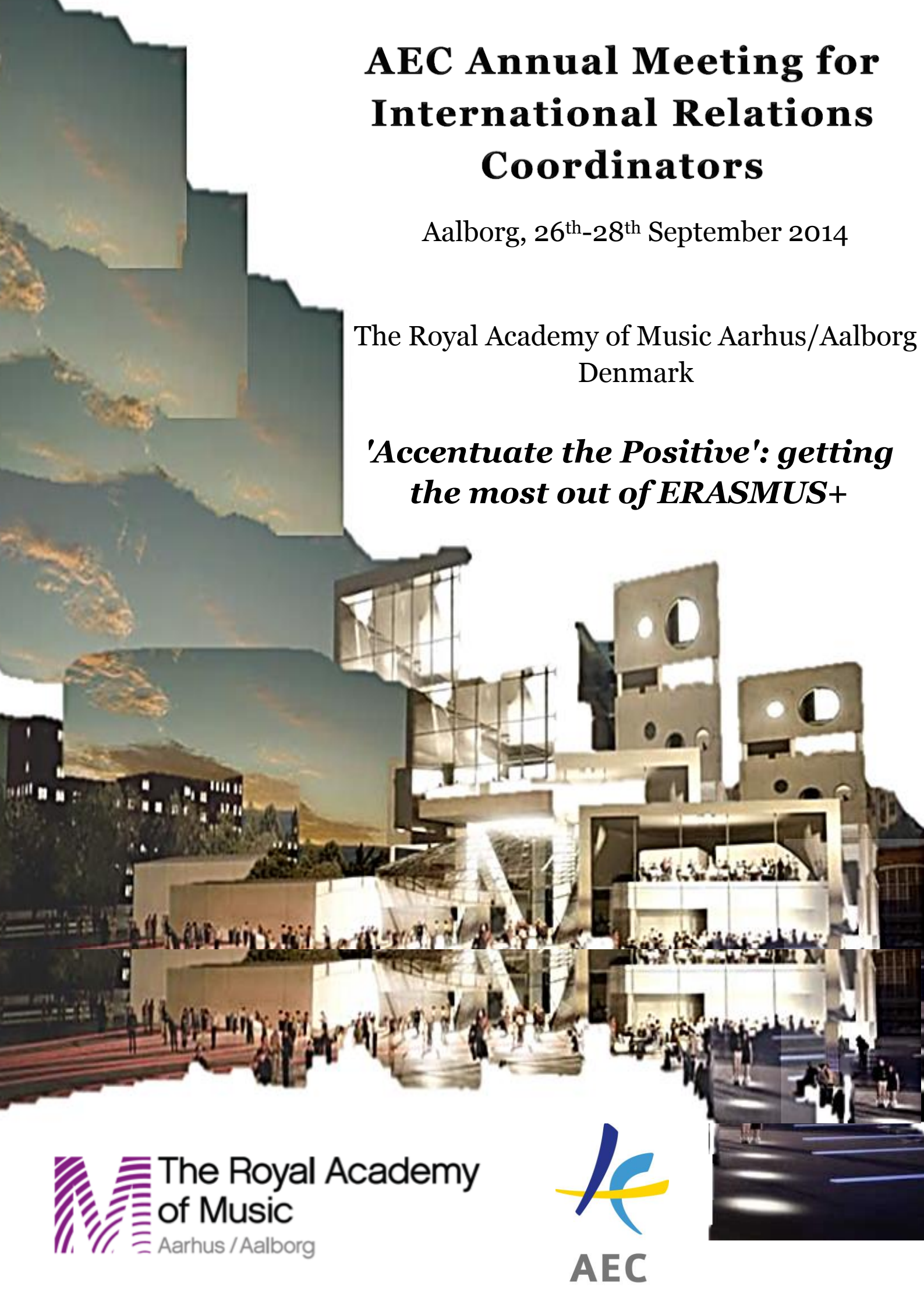


# AEC Annual Meeting for International Relations Coordinators

Aalborg, 26<sup>th</sup>-28<sup>th</sup> September 2014

The Royal Academy of Music Aarhus/Aalborg  
Denmark

***'Accentuate the Positive': getting  
the most out of ERASMUS+***



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*The AEC team would like to express special thanks to the **Director of the Royal Academy of Music in Aarhus/Aalborg Thomas Winther**, and his team, in particular **Martin Granum, Charlotte Pilgaard Andersen and Keld Hosbond** for their wonderful support in organizing the AEC Annual Meeting for IRCs 2014 in Aalborg*

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## **Introduction: 'Accentuate the Positive': getting the most out of ERASMUS+**

For International Relations Coordinators, the last two years have been filled with mounting expectation as details of the new EU funding programme for education (2014-2020) have emerged. Would the new programme feel like the old one, but just with a few adaptations, or would the landscape be entirely changed? Would some of the longstanding weaknesses of the previous programme be rectified - and might there be fresh obstacles and irritations? Would the promises of greater funding overall convert into a real sense of increased opportunities? Above all, what 'new tricks' would we in the conservatoire world need to learn to make sure that mobility and knowledge sharing across our sector continue to function effectively in the new landscape?

Since it was first announced under the title 'ERASMUS for all', the new programme has been the subject of many sessions at IRC meetings. By last year in Antwerp, we knew it would be called 'ERASMUS+' but many of its details were still surrounded by uncertainty, pending the formal approval of budgets.

Some key characteristics have remained in the new programme since the earliest announcements:

- The bringing together of all the previous programmes for Lifelong Learning, International Higher Education and Youth in Action into one all-embracing programme using the ERASMUS 'brand'
- The division of the new programme into three Key Action areas: Mobility of Individuals; Cooperation for Innovation and the Exchange of Good Practices; and Support for Policy Reforms
- An emphasis upon these actions being taken up by institutions as part of their strategic planning and not just as 'add-ons'
- An insistence that the Erasmus+ Programme should contribute to the achievement of the objectives of the Europe 2020 Strategy, including the headline education target to reduce early school leaving to less than 10% and increase attainment in tertiary education to at least 40% by 2020

The IRC meeting in 2013 focused mainly on Key Action 2 - Cooperation for Innovation and the Exchange of Good Practices - and, in particular, on the new Strategic Partnerships. After the full details of the programme appeared in December 2013, many AEC members worked hard to submit applications for the first round of these by April 2014; AEC itself is a partner in seven such applications. By the time we gather in Aalborg in September, the results of these first applications will be known.

The theme of the meeting will be 'getting the most out of ERASMUS+'. During the meeting, we will share experiences and try to analyse the factors that have contributed to success, where it has occurred, and the pointers to be drawn from this for future applications.

We shall also be making sure that Key Action 1 - Mobility of Individuals - gets its fair share of attention. Although, in general, this part of the new programme may feel the closest to 'business as usual', it contains important new features - and new forms! - that need to be discussed and fully

understood. The 'Polifonia' working Group on Mobility has produced a 'Step-by-step' guide to mobility within the framework of the new programme and this is among several tools that will be presented and discussed.

We want all IRCs to get the maximum out of this event. To help ensure this, we are organising an additional workshop just before the main meeting on how institutions can benefit from Key Action 2. If you are interested in this, make sure you book early as numbers have to be limited. We are also organising part of the meeting in the form of a 'Bar Camp' where delegates can vote 'on-the spot' for particular discussion topics, so as to make sure that these focus on the most popular issues.

In the name which it was finally given, the ERASMUS+ programme suggests that it goes beyond the previous programmes and delivers something additional and positive. Our plan of topics and activities for the 2014 IRC meeting aims to help members achieve these additional benefits. In the words of the popular song, we hope to 'Accentuate the positive, eliminate the negative'. We look forward to working towards this goal together and, following the successful introduction of choral audience-participation last year, we shall even have a new song of our own to sing at the concluding session!

## Programme

### 'Accentuate the Positive': getting the most out of ERASMUS+

#### Friday 26 September

11:30	Registration Open (until 18:45)	Registration Desk at - 3 (floor minus three)
12:00 – 13:00	Optional Tour of the House of Music – shift 1	Meeting Point Registration Desk
13:00 – 14:00	<b>Introductory Session for first-time delegates</b> <b>Or</b> Optional Tour of the House of Music – shift 2	Classical Hall  Meeting Point Registration Desk
13:30 – 14:30	<b>Networking with Refreshments</b>	Foyer
14:30 – 15:10	<b>Opening event</b> Music performance: singing together <ul style="list-style-type: none"> <li>Welcome words by: <ul style="list-style-type: none"> <li><b>Thomas Winther</b>, Director of the Academy</li> <li>Local Authorities</li> <li><b>Jörg Linowitzki</b>, AEC Council Member</li> <li><b>Jeremy Cox</b>, AEC Chief Executive</li> </ul> </li> </ul> <b>The Music Education System in Denmark</b> , by <b>Martin Granum</b> , IRCs	Intimsalen
15:10 – 16:30	<b>Plenary Session I – Key Action 1</b> <b>“Erasmus + as a tool” and European Priorities</b> Presentation on Key Action 1 by <b>Laila Benjnouh</b> , Danish National Agency Presentation of the Step by Step Document by the Polifonia working group on Mobility Moderator: <b>Tuovi Martinsen</b> , Sibelius Academy, Helsinki	
16:30-17:15	<b>Networking with Refreshments</b>	Foyer



17:15 – 17:45	<b>Pep Talk</b> “Inspirational talk by <b>Tor Norretranders</b> , Author, Thinker and Communicator”	Intimsalen
17:45 – 18:30	<b>Bar Camp I: Topics Presentation and Selection</b>	
18:30 – 19:30	<i>Rooms for Project Meetings (pre-booked and available on the spot)</i> Or <i>IRCs Information Forum:</i> <ul style="list-style-type: none"> <li>- <i>Impro Intensive– Just Do It!</i> by the Royal Conservatoire The Hague</li> <li>- <i>ASTAPER/IP: education to research, research to education</i> by Music Academy Krakow, Karolina Jarosz</li> <li>- <i>IP Jazz Multicultural Melody Approach</i>, by Massimo Bentivegna, Conservatorio di Palermo</li> <li>- <i>Strategic partnership ICSS on music creation for film and audiovisual</i>, by Isabelle Replumaz, CNSMD Lyon</li> <li>- <i>The Swiss situation within Erasmus +</i>, by Xavier Bouvier and Markus Sutter</li> <li>- <i>The Band Teaching Conference</i>, by Martin Granum</li> </ul> Or <i>Optional Tour of the House of Music – shift 3</i>	Intimsalen
19:30	<b>Dinner and Evening with music and dance</b>	<i>Restaurant of the House of Music</i>

## Saturday 27 September

9:30-10:30	<b>Plenary Session II – Key Action 2</b> <i>Musical Introduction: Music from Mali</i> <ul style="list-style-type: none"> <li>- Strategic Partnerships: the link between Erasmus + and Institutional Strategy by <b>Outi Jäppinen</b>, CIMO Finnish National Agency</li> <li>- Application process and results of selection: examples of experiences by AEC members by <b>Alma Ragnarsdottir</b>, Iceland Academy of the Arts and <b>Martin Prchal</b>, Royal Conservatoire The Hague</li> </ul> Questions and Answers moderated by <b>Jeremy Cox</b>	Intimsalen
10:30 - 11:00	<b>Plenary Session III – “The AEC’s FULL SCORE Project”</b> “FULfiLLing the Skills, COmpetences and know-how Requirements of cultural and creative players in the European music sector” by <b>Jeremy Cox and Linda Messas</b>	Intimsalen
11:00 – 11:30	<b>Networking with Refreshments</b>	<i>Restaurant of the House of Music</i>

11:30 – 13:00	<b>Bar Camp II: Discussions groups</b> <i>Discussion groups on the topics selected by the participants</i>	TBA
13:00 – 14:30	Lunch	Foyer
14:30 – 15:00	<b>Plenary Session IV</b> <b>Polifonia session – Online Tools for Mobility</b> Developments and reporting back from the work of Polifonia WG5 - <i>bring your laptops or tablets</i>	Intimsalen
15:00 – 16:15	<b>Parallel Sessions: presentations and discussion about several themes related to Mobility</b> <ul style="list-style-type: none"> <li>A. “Mobility in Music Education Studies” discussion chaired by Tuovi Martinsen, Sibelius Academy Helsinki</li> <li>B. “Music Therapy” by Silvio Feliciani, Conservatorio di Pescara</li> <li>C. “Interdisciplinarity” discussion chaired by Bruno Pereira, ESMAE Porto and Payam Gul Susanni, Yasar University, Izmir</li> <li>D. “IMOTION - Integration and Promotion of Staff Training Courses at Universities across Europe” by Giorgio Marinoni, UNICA, the network of Universities from the Capitals of Europe</li> <li>E. “Erasmus+ traineeship for musician: the first step towards employment”, Domenico Tagliente, Conservatorio di Musica “N. Rota”, Monopoli (IT)</li> </ul>	TBA
16:15 – 17:00	<b>Networking with Refreshments</b>	Foyer - 3
17:00 – 18:15	<b>Closing session</b> <i>Reporting back from the discussions from Bar Camp</i> <i>The IRCs development working group</i> <i>Results from the Questionnaire on International Activities</i> <i>Short workshop on the AEC website as a tool for mobility</i> <i>News from the AEC</i> <i>Announcement of the IRCs Meeting 2015</i> <i>Closing remarks</i> <b>Danish Song</b>	Intimsalen
	<b>Free evening - see list of restaurants and bars</b>	



## **Sunday 28 September**

Morning – Early Afternoon: Networking Trip 9:00 – 16:00 (bus back directly to the airport and train station by 16:00). See page 44 for details

Late Afternoon – Evening: IRCs developmental working group meeting followed by a dinner

## **Special Features**

### ***Session for First Time Delegates***

**Friday 14<sup>th</sup>, 13:00 – 14:00**

This session is thought as a soft start with networking for delegates joining the meeting for the first time. After a small introduction by the AEC Office staff, delegates will be divided in groups and engage in informal discussions chaired by more experienced IRCs. During the discussion, participants are welcome to share experiences and bring up topics and issues they feel like sharing in order to get opinion and advice by their fellow IRCs colleagues.

### ***New AEC Website Helpdesk***

As of May 2013 the AEC has a brand new website ([www.aec-music.eu](http://www.aec-music.eu)) with some new features and an enriched section dedicated to AEC members institutions. You have been probably contacted by the AEC Office Coordinator Nerea Lopez to fill in your institution profile. If you haven't done so yet, Nerea will be there for you at the New AEC Website Helpdesk to help you with filling in your institution profile, sort out any problems you might have encountered while using the website and listen to your comments and suggestions for further improvements of this important tool. Part of a plenary session will be also devoted to this issue.

### ***Bar Camp***

1) Friday 17:45 – 18:30 Bar Camp I: Topics Presentation and Selection

The topics and discussion questions proposed by the participants will be presented during this plenary session. The moderator will project the topics and ask those who proposed them to take the microphone and better explain what they meant and what the discussion on the topic will be about. At the end of the plenary session all the participants will be asked to vote for the topic they would like to discuss the following day.

2) Saturday 11:30 – 13:00 Bar Camp II: Discussion Groups

The 8 most popular topics will be discussed in groups. The people who proposed the chosen topics will chair the session and give a brief oral report at the Closing Session.

## **Speakers and Abstracts**

### ***Plenary Session I – Key Action 1***

**Friday 26<sup>th</sup>, 15:00 – 16:30**

#### **“Erasmus + as a tool” and European Priorities**

##### **Laila Benjnouh**

***Danish National Agency – The Ministry of Higher Education and Science***



Laila Benjnouh has a Master's degree in French and International Marketing from Copenhagen Business School. Today she works in the Danish National Agency which is a part of the Ministry of Higher Education and Science. Laila works as International Advisor in International Educational Programs. She primarily deals with the new Erasmus + program and especially key action 1, which is focused on mobility of individuals. Laila has an extensive experience with the Erasmus program, as she used to work at the International Office at Copenhagen Business School. Ms. Benjnouh worked 7 years as International Program Manager and Erasmus Coordinator at CBS.

##### ***Erasmus + Key Action 1: Mobility of individuals***

The new Erasmus + Program was launched in January 2014 for a period of 7 years. At the moment we are in the middle of implementing the new Erasmus + program all over Europe. The new program aims at becoming a more effective instrument to address the real needs in terms of human and social capital development in Europe and beyond. The program will give young people the opportunity to study or train abroad to boost their skills and employability, which is a way to tackle the social and economic problems Europe is facing. Some of the most important features of the new Erasmus + program are; increasing mobility of individuals, more quality in education and last but not least European added value.

## ***Plenary Session II – Key Action 2***

**Saturday 27th, 09:30 – 10:30**

### **Outi Jäppinen**

#### ***CIMO – Centre for International Mobility***



Outi Jäppinen has a music pedagogy education having studied in the Tampere University of Applied Sciences/Conservatoire and in a private music school in St. Petersburg, Russia. Nowadays she works for the Centre for International Mobility (CIMO) since 2007 as a senior programme advisor with a focus on internationalization of higher education. Ms Jäppinen has gained experience in international projects in HE in the University of Tampere as well as in the Sibelius Academy. In CIMO, the European Union exchange programme Erasmus+, especially Strategic Partnership projects as well as HE cooperation with Russia keep Ms Jäppinen busy.

#### ***Strategic Partnerships: the link between Erasmus + and Institutional Strategy***

One of the main goals of internationalised higher education is to provide the most relevant education to students, who will be the citizens, entrepreneurs and scientists of tomorrow. Internationalisation is not an end in itself, but a driver for change and improvement. Yet higher education institutions face a range of challenges when it comes to managing internationalisation. They will have to develop a more strategic approach to internationalisation by clarifying the institution's objectives for internationalisation.

Through the new Erasmus+ programme the European Commission aims at contribution of education to the well-being of its citizens. Jobs and growth can be enhanced through close links between education, research and business, and by strengthening cooperation with other education and training sectors. At the same time, the award of an Erasmus Charter for Higher Education (ECHE) is a prerequisite for all European HEIs willing to participate in the activities of the Erasmus+ programme. To obtain the Charter the HEIs must commit to the common quality criteria of the Erasmus+, but also to confirm that its participation in the Erasmus + Programme is part of its own strategy for modernization and internationalisation. As HEIs respect the principles of ECHE, Erasmus+ may support them to establish the partnerships and join the international networks that will be most relevant and effective to achieving the institution's objectives.

Erasmus+ programme has introduced a new European cooperation project type, Strategic Partnerships, which aims at innovating and modernising practices, strengthening cooperation and transferring knowledge at organisational, local, regional, national and European levels. This particular project type associates not only with institutions' own strategic partnerships but, even more, with the European educational strategies, such as Europe2020 and Higher Education Modernisation Agenda. Strategic Partnerships are flexible cooperation projects and can aim at very various targets.

EU2020 strategy provides multiple different thematic possibilities for HEIs offering professional musical training to develop strategic partnerships. By becoming involved in partnership projects, participating organisations can develop more modern, dynamic and professional environments, an increased capacity to work at EU/international level and more innovative approaches to addressing their target groups. On the other hand, by defining an internationalization strategy the institution verifies that it has the full set of capacities required to orchestrate its ways through various aspects of internationalization.

***Application process and results of selection: experiences from the ERASMUS+ Strategic Partnership project for the Joint Music Master for New Audiences and Innovative Practice***

**Alma Ragnarsdóttir** - Head of International Office at the Iceland Academy of the Arts and Coordinator of the NAIP ERASMUS+ Strategic Partnership

**Martin Prchal** - Vice-principal Royal Conservatoire The Hague and Chair of the NAIP ERASMUS+ Strategic Partnership Steering Group

During this presentation, Alma Ragnarsdóttir and Martin Prchal will share their experiences with the preparation of an application for an ERASMUS+ Strategic Partnership project and its implementation. They will describe the Strategic Partnership project for the Joint Music Master for New Audiences and Innovative Practice (NAIP), which was recently given a grant in the framework of the ERASMUS+ programme. By using the NAIP Strategic Partnership and its activities as a case study, they will be able to demonstrate the strong potential a Strategic Partnership project has for institutional and curricular development. Information on the application process will also be provided. Finally, a brief analysis will be presented of the results of the first call for ERASMUS+ Strategic Partnerships this year. This analysis will look at some of the projects that have been applied for, what the result has been of the application processes in the various member states and what lessons can be learned from this call.

## Pep Talk

Friday 26<sup>th</sup> - 17:15 - 17:45

### Inspirational Talk by Tor Nørretranders

E-mail: [tor@tor.dk](mailto:tor@tor.dk) Web: [www.tor.dk](http://www.tor.dk)



An independent author, thinker and commentator based in Copenhagen, Denmark, serving an international audience.

Generally seen as a leading science communicator of Denmark, Tor Nørretranders has involved himself in numerous activities in the public arena, from newspaper journalism through books and magazine articles to hosting

and producing television shows on science and the general world view. His lecture tours, gathering tens of thousands of people, have been major events on the Scandinavian scene.

Originally graduated as a M.Sc. in environmental planning and the sociology of science, Tor Nørretranders has been academically employed at the Technical University of Denmark, The Royal Academy of Fine Arts and the Risø National Laboratory. He was honored as adjunct professor in the philosophy of science at Copenhagen Business School. His scientific publications include studies of pattern formation in fluids, the information content of conscious experience and the output and quality of Danish science. He has been involved in creating collaborative networks of artists and scientists.

Born 1955, Tor Nørretranders has published 20 books spanning issues from the worldview of science and the role of science in society to environmental issues and the realm of human experience and consciousness.

"Mærk verden" from 1991 (English title: *The User Illusion*) became an international bestseller, even though it is a 500-page treatise on the role of consciousness in human affairs, based on material from physics, mathematics, psychology, neurophysiology and the history of ideas.

Another international bestseller, "Det generøse menneske" from 2002 (English title: *The Generous Man*), deals with the role of generosity and sociality in human affairs. The book provides support for the notion that humans are not at all like *Homo economicus*, the selfish and rational actor in most economical theory. Humans do in fact want to cooperate and to be generous. This book has led to deep interaction with the open source movement.

Other more recent titles deal with issues spanning from the role of faith outside the world of religion, the scientific debates over human nutrition and obesity, as well as a biography of Albert Einstein. In 2007, his book "Civilisation 2.0" launched an optimistic view of the coming epoch of a sustainable hi tech society. A book on the role of joy in human life created a huge interest as did a book for children on how the world works. In 2008, "Grønt lys" (*Green light*) followed up on the environmental issues. A second volume with questions and answers for kids was also published. In 2010, his book "vild verden" (*the wild world*) spawned an interest in wild food and non-agricultural approaches to the global nutrition problem. As a result, Tor Nørretranders have been interacting with the international community of gourmet chefs interested in environmental issues, for instance by lecturing at the MAD Symposium in 2011 and 2012 ([www.madfood.co](http://www.madfood.co)). In 2011, he and Gothenburg Prize recipient Søren Hermansen launched a debate on the role of communities in managing the commons in their book

"fælledskab" (communities). A 2012 book on waste, "afskaf affald" (*do not waste the waste*) argues that waste should be treated as a resource and has in less than a year made a major impact on Danish waste debates. In 2013 he published "Vær nær" (*Be Here Now*) a challenging book on the importance presence and the role of personal relations on the cohesion of society. In 2014 he curated "Stenens hjerte", (*The Heart of the Stone*), a major exhibition at Danish Architecture Centre on selected buildings created by the Lundgaard & Tranberg studio.

Tor Nørretranders has received the non-fiction prize of the Danish Writers Union in 1985 and the publicist prize of the Danish Publicist Club, 1988. His books have been published in Norway, Sweden, Finland, Estonia, Holland, Germany, Romania, England, USA, Japan and Korea.

## ***Plenary Session III – The AEC's FULL SCORE Project***

**Saturday 27<sup>th</sup>, 10:30 – 11:00**

### ***FULfiLLing the Skills, COmpetences and know-how Requirements of cultural and creative players in the European music sector***

#### ***'FULL SCORE'***

Cultural and Creative Higher Education (CCHE) has a crucial role to play in strengthening the capacity of the cultural and creative sectors to adapt to change. Its graduates will become the leading cultural and creative players of tomorrow and, if equipped with the appropriate skills, competences and know-how, will contribute decisively to strengthening these sectors and to promoting innovation within them.

In the musical field, conservatoires are the dominant institutions for the delivery of CCHE, and AEC is the European network which represents around 90% of these institutions right across the EHEA. AEC has had significant impact in encouraging conservatoires to adapt to change and embrace innovation; its proposed framework partnership, 'FULL SCORE', represents a bold new step in the Association's continuing work to provide this impetus.

'FULL SCORE' has the following six objectives:

- A. To strengthen and connect the levels and branches of the music education sector, helping it to become a key and united voice for music within the cultural debate
- B. To strengthen and connect the quality enhancement frameworks surrounding all levels of music education so as to ensure a coherent trajectory in the development of the skills, competences and know-how of young musicians, whether destined to be the cultural and creative players or the engaged audiences of the future
- C. To ensure a full and effective engagement of conservatoire leaders in the development of a European Agenda for Music that seeks: to stimulate musical creativity and creation; to improve the circulation of European repertoire and the mobility of artists throughout Europe; to support musical diversity and ensure music education for all; to strengthen the recognition of the societal value of music; and to reach out to new audiences and develop new publics
- D. To help cultural and creative players to internationalise their careers and activities, by further developing the AEC annual forum for exchange and mobility and by creating a common European platform for advertising job vacancies for instrumental and vocal musicians and composers in CCHE



- E. To share examples of innovative approaches to genre diversification, contemporary orientation and cultural stimulation that have been implemented by European conservatoires, and to encourage wider take-up of these approaches
- F. To draw upon the perspectives of young musicians, in higher education and beyond, so as to make systematic use of their views about how best to facilitate their access to professional opportunities and how to engage in new and innovative ways with contemporary audiences

The priorities of 'FULL SCORE' reflect these objectives, and focus around the ways in which AEC can support conservatoires through meetings, conferences, workshops and the development of suitable tools. With support from the Creative Europe programme, the project will deliver significant added value in ways that are deliberately intertwined with AEC's regular activities and events, and with the working groups that plan and deliver them. This not only offers valuable synergies and efficiencies, it also structures the content of both the project and the events within an integrated 3-year perspective, building links with other relevant events, networks and organisations and achieving cumulative and durable outcomes.

Added to this strategic approach are two other important initiatives. The first is to develop the capabilities of the AEC's new website, launched in May 2013, so as to support major aspects of the proposed project; the second is to use the opportunities provided by the network scheme to fulfil a long-held strategic goal of involving students actively in the planning and delivery of AEC events and activities, enabling their perceptions about the current and future states of the creative and cultural sectors in Europe to influence AEC policy and inform the advice and capacity-building support it delivers to its members.

AEC's application includes an important and fully integrated project being undertaken with the European Association of Music in Schools (EAS) and European Music School Union (EMU). AEC, EAS and EMU are three network organisations with strongly complementary roles in European music education. Between them, they cover both the generalised and more specialised music education that musicians encounter, and they embrace all the different kinds of environments and institutions in which this takes place, from the earliest years through to higher education, and across lifelong learning.

In order to deliver these priorities and initiatives, AEC has formulated the following specific actions:

- A. **Strengthening of the European Music Education Sector:** overseeing at least one joint project with EAS and EMU and exploring potential synergies and future strategies for the sector to train the musicians of tomorrow  
*An action linking the Boards of all three organisations and building future strategies*
- B. **Evaluation for Enhancement:** assessing how effectively all the stages and strands of music education in Europe work in a coherent way to provide future cultural and creative players with skills, competences and know-how that will contribute to strengthening the cultural and creative sectors  
*A joint action with EAS and EMU on evaluation of the development of musicians' skills, competences and know-how spanning HME, pre-college ME and Music Pedagogy*
- C. **Conservatoires and the Development of Cultural Policy for Music:** sharing innovative approaches to promoting music, highlighting the value of its role in European culture and encouraging wider take-up of these approaches  
*An action engaging the views of conservatoire leaders in the formation of a European Agenda for Music, in conjunction with EMC and its other members*
- D. **Career Development towards Professionalisation and Internationalisation:** helping cultural and creative players to internationalise their careers and activities by delivering workshops for International Relations Coordinators (IRCs) and career centre staff in

conservatoires, collecting employment data, and developing online tools supporting international career mobility

*An action that will provide the existing, vigorous network of IRCs with a new and more powerful information infrastructure, combining capacity-building sessions with the development of online tools for helping musicians and music teachers to internationalise their careers*

- E. **Conservatoires as Innovators and Audience Developers:** sharing innovative approaches to genre diversification, contemporary orientation and cultural stimulation that have been implemented by European conservatoires, and encouraging wider take-up of these approaches  
*An action based on a 3-year planned sequence of PJP meetings, elaborating these themes in a connected and cumulative way and featuring a seminal joint meeting with EJNI and IASJ in 2016*
- F. **Young Musicians as International Networkers:** drawing upon the fresh perspectives of young musicians, in higher education and beyond, to enrich the debate about engaging in new and innovative ways with audiences and facilitating access to professional opportunities  
*An action that builds ambitiously upon the AEC's action plan for student involvement (2013) and embeds this within AEC events and activities for the period 2014-2017 (work will include outreach to the European Student Union, European Youth Forum, European Music Council's Youth Committee, IMC Youth and Jeunesses Musicales International)*

## ***Plenary Session IV – Polifonia and the Online Tools for Mobility***

**Saturday 27th, 14:30 – 15:00**

Among the aims of the mobility sub group of the Polifonia WG5 is to propose possible solutions for reducing mobility obstacles. In this session the mobility subgroup will present the following outcomes:  
The vision of an AEC on line Erasmus application system

Among other issues, the mobility subgroup of the WG5 has investigated the possibilities of developing an AEC on line Erasmus application system. In this session the latest news about this issue will be reported.

### The Polifonia Project Erasmus Common Deadline Finder

One of the practical problems that the Mobility Subgroup focused on was the Erasmus incoming students deadlines which differs between institutions.

The different deadlines for Erasmus Incoming Students in each institution complicates and increases a lot the already heavy workload of the IRC's and many times it is the reason for the rejection of incoming students applications.

In order to analyse and propose possible solutions in the direction of an AEC member Institutions common deadline for the Erasmus incoming students, the Mobility Subgroup of the Working Group 5, in cooperation with the Ionian University in Corfu, have developed an on-line platform called: "Polifonia Project Erasmus Common Deadline Finder". In this session a first big scale test of the platform will take place by providing step by step instructions to the participants in order to use the platform. The Polifonia Project Erasmus Common Deadline Finder is already on line and every IRC can visit the website and get familiar with it:

<http://83.212.110.203/ScIte/>

### **IMPORTANT NOTICE:**

In order to follow the instructions of the Polifonia Project Erasmus Common Deadline Finder the participants of the session need to have a Laptop or a tablet with them.

## ***Parallel Sessions***

### **Presentations and discussions about several themes related to mobility**

**Saturday 27<sup>th</sup>, 15:00 – 16:15**

#### **A. Mobility in Music Education Studies**

##### **Discussion Group chaired by Tuovi Martinsen, Sibelius Academy, Helsinki, Finland**

Music Education studies (leading to a school music teacher's qualification) are often planned for the students in advance and there is not much space for optional studies. It is difficult to include an internationalization period into the studies. However, music education students often want to spend a semester of two abroad. The idea is e.g. to be able to focus on their main instrument studies or to get acquainted with a new method or approach to studies.

Challenges in organizing exchanges are at least two-fold:

How to find a good moment for exchange in strictly planned curriculum?

How to look beyond the obstacles that often are related to language and other issues related to the regulated teaching qualification requirements?

Challenges are many, but this session intends in finding ways to think together possible ways of organizing mobility for music education students. Also to think beyond the "normal mobility scheme": what else could be organized as internationalization periods? What kinds of efforts are needed in making exchanges or other internationalization periods possible?

#### **B. Music Therapy**

##### **The Bachelor Degree Program in Music Therapy of the Conservatoire of Music in Pescara. Presentation and discussion by Silvio Luigi Feliciani, Conservatorio di Musica "L. D'Annunzio", Pescara, Italy**

The presentation is structured in 3 parts. In the first part, the speaker presents the Conservatoire of Music in Pescara and all the activities taking place within the music therapy program: the theoretical subjects and their contents, the practice of musical instruments, the training activities and where they take place; finally, he illustrates the music therapy practical exercises and goals.

In the second part, the activities aimed to give an international dimension to the program are presented: the job placement in foreign institutions, seminars about the different music therapy models approved by the World Federation of Music Therapy in Washington, the Masterclasses conducted by prestigious foreign music therapists, the Membership of the Conservatoire at the World Federation of Music Therapy, the presence of the Conservatoire in international conferences and meetings, the project (already approved by the Academic Council) to organize an international conference in Pescara in April 2015 about the various Music Therapy Training programs in European Higher Education.

In the third part, the lecturer discusses the future developments achieve in the near future, in the context of the international mobility. He illustrates the difficulties and the strategies to remove them, explaining what it believes is the priority: to standardize as much as possible the different music therapy programs in Europe, in order to stimulate the mobility of students so actually profitable.

The Conservatory in Pescara runs the only academic course in Music Therapy in Italy. Other Italian conservatoires offer two-year specializations in this field, but they do not confer a degree, not being academic courses.

## C. Interdisciplinarity

**Discussion group chaired by Bruno Pereira, ESMAE, Porto, and Payam Gul Susanni, Yasar University, Izmir**

Interdisciplinarity is, nowadays, a buzzword in both academic and artistic fields. This is a challenging and exciting concept, but it might also find some resistance to fit in our curricula and conventional research world that is set to know “more and more about less and less”.

Multi-, pluri-, cross-, interdisciplinarity are part of the nature of the arts, at least since the moment we named them as such. Sometimes it can even be awkward to discuss the subject as interdisciplinarity is an obvious element in our daily work as artists, even if we try to avoid it. Maybe we feel the need to continuously develop this subject because there is still a discrepancy between the “real” art world and the way we teach it in our institutions.

Is interdisciplinarity an added value for our institutions and our projects? What are we doing towards including this concept into our activities?

## D. IMOTION: Integration and Promotion of Staff Training Courses at Universities across Europe

**Presentation and Discussion by Giorgio Marinoni, UNICA**

UNICA, the Network of Universities from the Capitals of Europe, is coordinating the IMOTION (Integration and Promotion of Staff Training Courses at Universities across Europe) project, a one year long project financed by the European Commission with an Erasmus Accompanying Measures grant. The project consortium is composed by UNICA, Sapienza University of Rome, Ghent University, SGroup European Universities' Network, Compostela Group of Universities and the European Association of Erasmus Coordinators.

The main aim of the project is to promote and improve the quality of Erasmus staff trainings.

Erasmus staff mobility for staff training offers an opportunity to participate in different forms of training abroad, such as job shadowing (staff members from a HEI go to another HEI to work there for a certain period) or attending job-related conferences and workshops.

Despite its success, when the project started, a coordinated source of information on the opportunities available did not exist, so too often potential participants were faced with the difficulty of finding information, and HEIs with promoting their activities or finding the appropriate person for job-shadowing.

The IMOTION project created an online platform where HEIs can promote their staff trainings and where HEIs' staff can easily find the opportunity they are looking for.

This platform helps:

- HEIs organising staff trainings to promote their events;
- HEIs organising job shadowing to look for appropriate people;
- HEIs staff to find the appropriate training or job shadowing they are looking for in an easy way;
- HEIs to get feedback from the participants at their events.

The project started officially on the 1<sup>st</sup> October 2013 and will last until the 30<sup>th</sup> September 2014.

Prof. Giorgio Marinoni, UNICA Project Manager, will present the project and show to the audience the functionalities of the IMOTION platform:

[www.staffmobility.eu](http://www.staffmobility.eu)

**About UNICA**

UNICA, the "Institutional Network of the UNiversities from the CApitals of Europe" (<http://www.unica-network.eu>), has 46 members and combines the strength of over 130,000 staff members and 1,500,000 students in 35 countries. It was founded in 1990 and is one of the five leading institutional academic inter-university networks in Europe. Its role is to promote academic excellence, integration and co-operation between member universities throughout Europe. The network is characterized by a wide geographical coverage and a manageable size. This diversity enriches the entire network and provides a forum in which universities can reflect on the demands of strategic change in university research, education and administration. Members come together formally in working groups to solve current problems faced by higher education institutions.

## **E. Erasmus+ traineeship for musician: the first step towards employment**

**Presentation and Discussion chaired by Domenico Tagliente, Conservatorio "Nino Rota", Monopoli, Italy**

Erasmus+ traineeship, (placement) is a crucial tool for students to:

- explore the labor market
- increase the entrepreneurial skills
- improve the language competences in a work environment
- build his/her own professional - network in a wide-oriented european context
- test a self-assessment of his/her own skills, competences, professional development in a "learn by doing" experience.
- Challenge oneself in the work place

We will discuss and share our background in the field placement during the 2007-2013 Erasmus Project, in order to increase the participation of the Institutions, encouraging the growth of an European network of Institutions, Enterprises, Stakeholders.

## **Useful Documents**

### ***International Relations Glossary – Abbreviations***

IRC – International Relations Coordinator

WG – Working Group

KA – Key Action

IIA – Inter-institutional agreement

LA – Learning Agreement

TOR – Transcript of Records

## ***Step by Step – Guidelines for Erasmus+ Mobility Actions***

Please note that these instructions are in addition to those given by the EACEA and the guidelines of the National Agencies have to be respected!

### **GENERAL PREREQUISITES FOR MOBILITY ACTIONS**

#### **1. The sending and receiving institutions must be holders of the Erasmus Charter for Higher Education (ECHE)**

The Erasmus Charter for Higher Education (ECHE) provides the general quality framework for cooperation activities within Erasmus+. ECHE is a prerequisite for all higher education institutions located in Programme Countries; for higher education institutions located in other countries, ECHE is not required and the quality framework will be established through inter-institutional agreements. However, institutions participating in mobility actions must be established in Programme Countries. The international higher education mobility between Programme and Partner Countries will be established under Erasmus+ at a later stage. A call for proposals for award of ECHE is held on annual basis. ECHE is awarded for the full duration of Erasmus+. The received ECHE should be published on the institution's webpage. Please note that holding ECHE will not guarantee funding for mobility actions! Each institution needs to submit a separate grant application for each academic year to its National Agency.

#### **2. Mobility is carried out in the framework of inter-institutional agreements (IIA) between the sending and receiving institutions**

Inter-institutional agreements (IIA) can be signed between two or more higher education institutions. By signing an IIA the involved institutions agree to cooperate in the exchange of students and/or staff in the framework of Erasmus+.

The IIA can also be signed at a later stage when the actual mobility is confirmed but before the actions take place.

#### **3. Institutions need to be registered in the Unique Registration Facility (URF)**

For that:

- [Create](#) an **ECAS** (European Commission Authentication System) account
- Log in to the [Participant Portal](#) with the created user
- Register your organisation in the URF (Unique Registration Facility)
- Upon the completion of registration, you will receive a **PIC** (Participant Identification Code) which you will be able to use in all Erasmus+ proposals, submissions and negotiations. The PIC is provided at the end of the registration process and can be used for proposal submission after 48 hours. Only one person per organisation, the Legal Entity Appointed Representative (**LEAR**) maintains the administrative and financial data.

Mobility activities for one academic year start from June 1 and may continue until September 30 the following year.



## STUDENT MOBILITY

### REGULATIONS

The students must be registered in a higher education institution and enrolled in studies leading to a recognised degree or other recognised tertiary level qualification (up to and including PhD). The first year of studies must be completed at the sending institution (this does not apply to Master or PhD students).

#### Type & length of the exchange

- **Studies** and combined mobility (including traineeship): **3 to 12 months**
- **Traineeship** (work placement): **2 to 12 months** (including the traineeship by recent graduates that needs to take place at the latest 12 months after the end of the study period)

#### Cycles

The same student may receive grants for studies or traineeship up to 12 months maximum per each study cycle:

- During the first cycle (Bachelor or equivalent)
- During the second cycle (Master or equivalent)
- During the third cycle as doctoral candidate

The duration of the traineeship by recent graduates counts towards the 12 months maximum of the cycle during which they apply for the traineeship. This means that a student who has been on exchange for 12 months during Master level cannot apply for the traineeship by recent graduates after graduating from the second cycle.

Total accumulated duration of Erasmus+ student mobility can be 36 months (12 during the first cycle, 12 during the second cycle and 12 during the third cycle).

### BEFORE THE MOBILITY

#### Step

1

#### **Institutional call for applications**

The IRC (International Relations Coordinator) of the home institution can organise an annual information event to raise the students' awareness of the exchange possibilities, application process and necessary documentation.

#### Step

2

#### **Grant application submitted to the National Agency**

The grant application needs to be submitted by the yearly call for proposals to the [National Agency](#) (NA) of the country of the applicant organisation. The application period usually takes place in March. Please follow the information given by your NA concerning the annual call for proposals.

#### Step

3

#### **Student mobility application package compiled and sent to the host institution**

The application package should include:

### **Student application form for credit mobility**

The sending institution can set its internal selection criteria (e.g. based on grade-point average). All applications have to be sent by the IRC of the home institution to the IRC of the host institution. This ensures that the home institution approves the exchange.

Note that different institutions have different deadlines for incoming exchange applications. Please consult <http://www.aec-music.eu/members/our-members> for more information.

### **Learning Agreement for studies / Learning Agreement for traineeship proposal**

#### **Studies:**

The Learning Agreement for studies (LA) is a document that indicates the precise courses that the student will be studying and needs to be approved by the student, the sending and the receiving institution. This guarantees the home institution recognises the Erasmus exchange as part of the studies. Therefore the LA form includes an additional table for the recognition plan.

The actual LA needs to be finalised before the exchange but does not have to be sent with the application package in order to avoid multiple changes. The LA proposal can at the first stage include a list of courses the student wishes to attend. The first draft can be sent to the host institution by email for them to add the information such as link to the course catalogue, name of the responsible person, planned dates of the mobility period, etc. It also provides an opportunity for the receiving institution to comment on the proposed study programme and number of credits, and to make suggestions for additional or alternative courses. The LA should be signed at the stage when the study plan is satisfactory for all parties. Changes to the already approved LA should be made in exceptional cases only.

#### **Traineeship:**

The Learning Agreement for traineeship sets out the training programme and activities to be followed as approved by the student, the sending and the receiving institution. This guarantees the sending institution recognises the outcomes of the traineeship. The LA also includes the required information for the Traineeship Certificate that the receiving institution must issue within a maximum of 5 weeks after the successful completion of the traineeship.

The receiving institution can be an enterprise of any size (small, medium or large) legally acting in any EU or EU Economic Area country. The host organisations may include HEIs, music festivals, concert organizations, cultural organisations, professional associations and also international relations offices of conservatoires or the AEC Office. Enterprises are not requested to hold ECHE and PIC if they are not higher education institutions.

For further guidelines for filling out the LA please refer to Annex 1 of the forms.

### **Additional documents of the application package**

- Audio/video recording or portfolio (the application requirements of the host institution should be checked)

- Transcript of Records from the home institution: the official record of the ECTS and results the student has obtained so far at the current study level
- Motivation letter indicating the student's goals and wishes in relation to the study opportunity abroad
- Curriculum Vitae/Biography

## Step

4

### Evaluation process and result of application given to student and IRC

Upon receiving an incoming exchange application the IRC of the host institution follows the internal institutional rules in forwarding the application (e.g. to the teacher of the main study/specialisation, head of department or jury etc.).

Information about the result of the application should be sent both to the IRC of the student's home institution and the student.

It is highly recommended to send the application results (also in case of negative results) to the sending institution as early as possible. The timeframe is determined in the IIA (Chapter E) and the institution should set a realistic time period for application processing.

## Step 5

### Finalisation of the Learning Agreement

Upon confirmation from the host institution, the LA needs to be finalised in cooperation with the student and responsible persons in both institutions.

## Step 6

### Grant agreement signed by student and home institution

Students may be awarded an Erasmus+ EU grant to help cover the travel and subsistence costs incurred in connection with the study/training period abroad.

The amount of the scholarship depends on the country of the receiving institution. The NA of the home institution and the home institution are responsible for setting the exact grant amounts for each of the three country groups<sup>1</sup> and for publishing the information on their websites. The same level of grant must be given to all students going to the same group of countries for the same type of mobility.

Students carrying out traineeships will receive an additional top-up from the EU grant of an amount between 100 and 200 EUR per month. The exact amount will be determined by NAs and/or higher education institutions.

Students from disadvantaged backgrounds may apply for an additional Erasmus grant between 100 and 200 EUR per month.

A grant agreement covering the mobility period will be signed between the student and the sending institution. Different payment schemes are possible (e.g. payment by semesters or by a two-month period).

### Zero-EU grant student mobility

<sup>1</sup> [http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf), page 43.

Zero-EU grant students are participants in mobility actions who do not receive an EU grant related to travel and subsistence, but otherwise fulfil all student mobility criteria and benefit from all advantages of being Erasmus+ student. Zero-EU grant students may receive a regional, national or other type of grant to contribute to their mobility costs. Their number counts in the statistics for the performance indicator used to allocate the EU budget between the countries.

## Step

7

### Language assessment/courses

Starting from 2014, the European Commission will gradually launch a European online linguistic support service that will provide a tool for participants in credit mobility activities to assess their knowledge of the language they will use to study abroad as well as to follow an online language course to improve their competences.

Online language assessment is mandatory for each student both before and after the mobility period if the working language of the institution is English, German, French, Italian or Spanish. The home institution may offer online language courses (2-12 months) for the outgoing student if the student's level is below the recommended level. For other languages the institution can offer courses from Organisational Support (OS) funds.

The sending institution is obliged to guarantee the necessary language preparation for mobility participants.

## Step 8

**Providing the Erasmus Student Charter to the outgoing students**  
Erasmus Student Charter (ESC) is a document setting out the student's rights and obligations regarding the study period abroad.

## DURING THE MOBILITY

## Step

9

### Exceptional changes to the proposed mobility programme (Learning Agreement)

Please note that the time for processing amendments is limited to four to seven weeks. The use of scanned signatures is advised. When advising the student, please stress the importance of his/her own responsibility in case of changes to the study plan. Communication between the student, study counsellor and IRC is important.

## Step

10

### Monitoring

In case of problems during the exchange period the student can turn to the IRC of the sending or receiving institution. It is advisable for the IRC of the home institution to check upon the student at least once during the exchange period.

## AFTER THE MOBILITY

## Step 11

## Recognition documents submitted to the home institution

The sending institution must give full academic recognition for satisfactorily completed activities during the mobility period as agreed in the Learning Agreement, by using [ECTS credits](#) or an equivalent system. The mobility period should be included in the final record of student achievement, in the [Diploma Supplement](#) or equivalent.

Minimum requirements to be included in the sending institution's study register concerning the recognition of the exchange studies are provided in the LA (Table F). The receiving institution must provide the student and the sending institution a confirmation that the agreed programme determined in the LA has been completed, marking the number of ECTS credits and obtained grades.

A Transcript of Records printed out from the receiving institution's study register can replace Table E in the LA if the content is the same. The sending institution is required to provide the student's results within the period stipulated in the IIA. This should be done within five weeks after the publication of the student's results at the receiving institution.

Confirmation of stay is required both in the case of studies and traineeship. It confirms the start and end date of the mobility period and therefore serves as a verification that the payment of the grant was in accordance with the actual length of the exchange. The start date is the first day of attendance in an institution, e.g. orientation or language training. The end date is the final date the student is required to be present in the institution. NB! No extra days for travel or relocation can be included into the length of the mobility period anymore.

### Step

12

#### Report to ECAS - [Mobility Tool](#)

Mobility Tool is a web platform for collaboration, management and reporting of mobility projects under the Erasmus+ programme. The IRC is responsible for entering the mobility data and participant details into the system.

Mobility Tool automatically sends out requests for participant reporting after the end of the mobility period, as indicated in the "End date" field of the mobility details. The participants receive an invitation to fill in the report on their mobility.

The participant report is in the form of a web-based questionnaire with single choice, multiple choice and matrix- type of questions.

### Step

13

#### Evaluation

It is expected that host and home institutions will monitor the mobility and evaluate its quality. Success of every single activity is very important for further successful cooperation between the two institutions. It is expected that good practice and success stories will be disseminated at least at the home institution. The IRC of the sending institution is advised to meet with the students after the exchange as a follow up. Information can also be sent to the NA at their request.

## STAFF MOBILITY

## REGULATIONS

Erasmus+ provides the following opportunities for teaching and non-teaching staff employed in a higher education institution:

- teaching visits to partner institutions (workshops, master classes, examining visits etc.)
- training visits (job shadowing, continuous professional development activities)

The minimum length of staff mobility for teaching and/or training is 2 days; maximum length is 6 weeks (travel days excluded). In all cases, a teaching activity has to comprise minimum 8 hours of teaching per week (or any shorter period of stay).

## BEFORE THE MOBILITY

### Step 1

#### Call for applications/selection

The IRC of the home institution can organise an annual information event and/or send out an email to the intranet/internal mailing list with information of mobility possibilities and asking those interested in exchange to contact the international relations office. An internal deadline is advisable. Teachers can also be appointed/invited by management based on strategic consideration (continuous professional development, international recruitment etc.).

### Step 2

#### Grant application submitted to the National Agency

The grant application needs to be submitted by the yearly call for proposals to the [National Agency](#) (NA) of the country of the applicant organisation. The application period usually takes place in March. Please follow the information given by your NA concerning the annual call for proposals.

### Step 3

#### Internal application for teacher exchange

Staff members are selected by the sending institution. The minimum requirement (for teaching activities) is the level of knowledge of foreign language indicated in the inter-institutional agreement (IIA).

Each sending institution or department can set its own selection procedures and criteria. To offer equal opportunities for teachers and staff, it is advisable to announce a call for applications in the institution at least once a year. Although filling in specific application forms is not required, an internal application form can be helpful when collecting the staff visit proposals and plans.

### Step 4

#### Informal decision on selection results

Some institutions might want to give priority to certain strategic areas. For example, exchanges comprising additional value e.g. project preparation, lectures integrated into the regular study programme of the receiving institution, preparation of new study material can be prioritized.

It is recommended to widen the scope of the exchange possibility to as many staff members as possible, therefore first time exchanges should be encouraged and supported.

Additional activities such as performance activities (concerts), lectures on specific topic(s), research activities, etc. should be agreed by both sending and receiving institutions in advance.

## Step

5

### Agreement between home and host institution

There are two ways of making an agreement for staff exchange. Either the initiative comes from the host institution who invites a staff member or from the sending institution potentially after the internal selection procedure. Note that the internal selection does not by itself guarantee that the mobility will take place! The receiving institution must have agreed on the duration of the visit and activities to be undertaken by the visiting teacher or staff member before starting the official procedures. When mobility is approved by the host institution, an invitation letter or e-mail from the receiving institution will be sent.

## Step 6

### Work plan / training agreement approved by the home and host institutions

The work plan for teaching visits and training agreement for staff training visits is the foundation of mobility. The documents need to be confirmed and approved by the member of staff, the sending and the receiving institution. This guarantees that the sending institution counts the Erasmus+ exchange period into the staff member's working hours.

## Step 7

### Payment of grants to staff members

The home institution distributes grants by signing an agreement between the outgoing staff member and the home institution.

Staff members are awarded Erasmus+ grant: a lump-sum to help cover the mobility costs including travel and subsistence costs incurred in connection with teaching/training period abroad. National Agencies will give instructions for calculating the Erasmus+ staff mobility grants for staff visits. Travel grants are calculated according to the travel distance<sup>2</sup>, duration of stay (number of days including travel dates) and daily rate per country group<sup>3</sup>. The total individual support for staff (subsistence cost) is defined by each National Agency and/or home institution and has to be published on their websites.

<sup>2</sup> [http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf), page 45

<sup>3</sup> [http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf), page 46



The full amount of the grant might be paid out to the staff members as a lump-sum or it might be used to cover the actual costs depending on national legislation or institutional policy.

The institutions are advised to budget additional funding for staff mobility as Erasmus+ grants are often not sufficient to cover the mobility costs.

Teaching hours should be included in the normal workload of the teacher. No extra salaries should be required in connection with the Erasmus+ mobility. This could pose a challenge to part time teachers, for whom special arrangements might need to be made.

## Step 8

### Language assessment

There are no formal language assessment criteria. However it is expected that the sending institution respects the obligation taken by signing the IIA where it is indicated what the working languages are and what level is required.

If the outgoing staff member needs to improve his/her language skills, the sending institution can offer language courses from Organisational Support (OS) funds.

## AFTER THE MOBILITY

## Step 9

### Confirmation of teaching/training signed by the host institution

The confirmation certifies that the staff member has undertaken the teaching/training assignment under the Erasmus+ programme. It is a document confirming the arrival and departure dates and the scope of teaching/training and possible other activities (concert performances, participation in examinations etc.) in hours, and serves as a verification of the payment of the teaching or training grant.

## Step

10

### Report to ECAS - [Mobility Tool](#)

Mobility Tool is a web platform for collaboration, management and reporting of mobility projects under the Erasmus+ programme. The IRC is responsible for entering the mobility data and participant details into the system.

Mobility Tool automatically sends out requests for participant reporting after the end of the mobility period, as indicated in the "End date" field of the mobility details. The participants receive an invitation to filling the report on their mobility.

The participant report is in the form of a web-based questionnaire with single choice, multiple choice and matrix- type of questions.

## Step 11

### Evaluation

It is expected that host and home institutions will monitor the mobility and evaluate its quality. Success of every single activity is very important for further successful cooperation between the two institutions. It is expected that good practice and success stories will be disseminated at least at the home institution. Information can also be sent to the NA at their request.

## ***AEC Events Development Working Groups***

AEC is very grateful to the individuals who make up the working groups that develop the areas of AEC activity associated with particular events, and to their institutions, for their dedication of time and resources to this important task. Working group members are financially supported by their home institutions, which cover their travel and accommodation expenses to the working group meetings and to the actual event. AEC hosts working group meetings and provides a dinner for the working group members after each meeting as a gesture of gratitude for their work.

Working groups not only participate in the preparation each event - giving their specialist advice on content, suggesting presenters, making important contacts and presenting or moderating at the events themselves – they also help to steer the direction in which the areas and issues associated with each type of event should develop over time.

Working Group tasks include:

- Planning the annual AEC event relevant to the WG
- Acting as an ‘observatory’ for issues that arise in the field addressed by the event
- Creating tools, guidelines, policy statements, etc. relevant to the field
- Supporting the development of their own field within AEC’s portfolio of activities, whilst recognising the need for overall balance in these activities
- Acting, when requested, as an expert advisory and/or advocacy group to AEC Council

Working group members are not formally elected; they generally join by being first approached by an existing member and then, if willing, co-opted by AEC. The following principles guide this process:

- Each member must be ***active in the field relevant to the event***
- Each member should have the ***time, energy and institutional support*** to be able contribute pro-actively to the group’s work, whether working in face-to-face meetings or online
- Each member should ‘share the vision’ of the group and be ***a committed team-player***, whilst bringing their own perspective to the group
- Each new member should bring some ***expertise that is complementary*** to that already existing within the group
- Each new member’s ***gender and nationality*** should, wherever possible maintain or enhance the ***balance*** of these across the group as a whole
- ***[It is usual to co-opt to the group for one year an individual from the institution next due to host an event so as to ensure good liaison during the planning]***

Some working groups ask prospective new members for a motivation letter, introducing themselves, defining what they find being their expertise and competence areas. This is a useful practice and enables a somewhat more formal approach to ensuring that the overall expertise of the group is well-balanced.

In general, the number of members and their terms of office are kept informal. The guiding principles are as follows:

- There is ***no set number*** of members for a working group but they generally operate best with more than five and fewer than ten individuals
- There is ***no formal term of office***; members are welcome to serve as long as they, and their institutions are happy to continue to provide the necessary time and support
- At the same time, all working groups recognise the importance of ***bringing in fresh ideas*** – and also of spreading in a fair manner the burden to institutions of supporting working group

members; for this reason, working groups ***regularly review their membership*** and look for fresh recruits

- With this in mind, individual working groups are ***free to establish their own practices*** with regard to normal periods of membership, the frequency of reviews and systems such as membership rotation

Each AEC working group has a *chairperson*, selected from amongst the working group members. There is no official policy as how to select the working group chair; he or she is usually selected either through an informal approach by the previous chair or by informal voting within the working group as a whole. The appointment as chair has no fixed term.

In addition to the tasks of working group members listed above, those of the chair include:

- overseeing all working group activities in liaison with the AEC Events Manager
- preparing agendas for working group meetings in liaison with the AEC Events Manager
- opening events with official speeches on behalf of the working group
- acting as front person for any inquiries to, or contact with, the working group and the event it supports
- Liaising, where relevant, with the AEC Chief Executive on issues relating to the review of membership and to areas where the group's advice is being sought by AEC Council

As with working group members in general, there is no fixed term for the chairperson. However, a typical period for serving in this role within the group would be between 3 and 5 years.

Anyone interested in joining a working group should contact either an existing member of the group or the AEC Events Manager ([events@aec-music.eu](mailto:events@aec-music.eu)).

## **Practical Information**

### ***Conference Venue***

**The Royal Academy of Music, Aalborg**

**House of Music (Musikkens Hus)**

Musikkens Plads 1

DK-9000 Aalborg

Denmark

tel : +45 72 267 400

e-mail : [mail@musikkons.dk](mailto:mail@musikkons.dk)

### ***Hotels***

**Hotel Aalborg \*\*\***

Østerbro 27, 9000 Aalborg, Denmark

Phone: +45 98 12 19 00

Fax: +45 98 11 76 97

E-mail: [info@hotel-aalborg.com](mailto:info@hotel-aalborg.com)

Website: <http://hotel-aalborg.com/>

**Cabinn Hotel Aalborg \*\*** Fjordgade 20, 9000 Aalborg, Denmark

Phone: +45 96 20 30 00

Fax: +45 96 20 30 01

E-mail: [Aalborg@cabinn.com](mailto:Aalborg@cabinn.com)

Website: <https://www.cabinn.com/en/>

**Radisson Blu Limfjord Hotel \*\*\*\*\***

Ved Stranden 14-16, 9000 Aalborg, Denmark

Phone: +45 9816 43 33 (reservation)

Fax: +45 98161747

E-mail: [reservations.limfjord@radissonblu.com](mailto:reservations.limfjord@radissonblu.com)

Website: [www.radissonblu.com/hotel-aalborg](http://www.radissonblu.com/hotel-aalborg)

### ***Restaurant for Organized Dinners***

**Please note that the IRCs Organized dinner on Friday 26th will take place in the Restaurant of the House of Music (same address as the Academy)**

**Huset – Polifonia Seminar Dinner on Thursday**

Hasserisgade 10

9000 Aalborg

**Restaurant "Mortens Kro" – "VIP dinner" on Saturday**

Mølleå 4

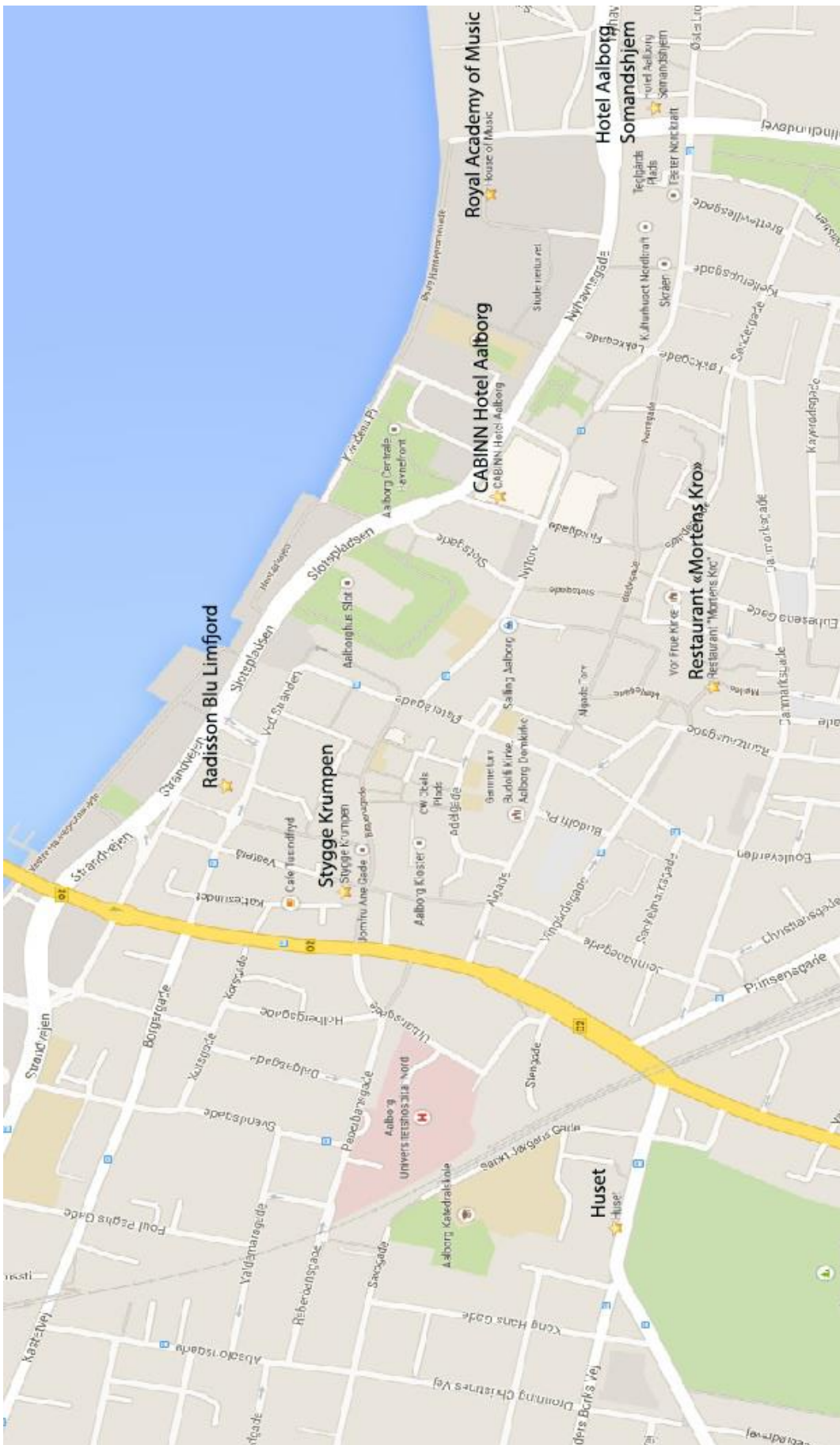
9000 Aalborg

**Stygge Krumpen – Dinner for IRCs developmental working group on Sunday**

Vesterå 1

9000 Aalborg

## Map of Locations



## ***Travel Indications***

### By plain

#### **AAALBORG AIRPORT** ([www.aal.dk](http://www.aal.dk))

Distance: 6.6 km from the Royal Academy of Music located in the House of Music, Aalborg.

### ***Bus connexion***

Aalborg Airport is closely situated at Aalborg City Centre, where the House of Music is located -and the airport is only a short bus ride away, approx. 15 minutes. Timetable can be seen on <http://www.aal.dk/en/to-and-from/>.

The bus fare is two-zones and costs DKK 20 (EUR 2,70) one way.

### ***Taxis***

Daily at arrivals of each flight, taxis are available outside the terminal. Phone no. to Dan Taxi Aalborg is +45 98 10 10 10. A large taxi for max 8 persons will cost approx. DKK 225-270 (EUR 30-36) depending on traffic and a regular one for 4 persons approx. DKK 170-200 (EUR 22,80 – 27).

### By train

You can reach Aalborg by train, see <http://www.dsb.dk/om-dsb/in-english/>.

DSB is an independent public corporation owned by the Danish Ministry of Transport. To book a ticket call the DSB Customer Centre at +45 70 13 14 15 or read the tutorial 'How to buy ticket online'. A message can be sent at [kundehenv@dsb.dk](mailto:kundehenv@dsb.dk).

The Aalborg Royal Academy of Music lies about 20 minutes walk from the main train station.

Bus no. 14 go to a stop at Nordkraft on Østerbro and from here it is only a few minutes walk to the academy on Musikkens Plads.

The bus timetables can be seen on the <http://www.nordjyllandstrafikselskab.dk> homepage.

## ***Useful Numbers***

**Mobile Number Sara Primiterra, AEC Events Manager: 0031/639011273**

**TAXI NUMBERS +45 70252525, +45 98101010 or can be booked online at <http://www.dantaxi.dk/Aalborg>**



## ***List of Restaurants***

### **Restaurant Fusion**

Address:

Strandvejen 4  
9000 Aalborg

Web:

[www.restaurantfusion.dk](http://www.restaurantfusion.dk)

E-mail:

[info@restaurantfusion.dk](mailto:info@restaurantfusion.dk)

Opening hours:

Monday – Saturday 12.00 – 15.00

Monday – Saturday 17.30 – 00.00

Telephone: +45 35123331

- View of the Limfjorden (river)
- Fusion of French and Asian cuisines
- Price range: high

### **Restaurant Mortens Kro**

Address:

Mølleå 4  
9000 Aalborg

Web:

[www.mortenskro.dk](http://www.mortenskro.dk)

E-mail:

[info@mortenskro.dk](mailto:info@mortenskro.dk)

Opening hours:

Monday – Saturday 12.00-22.00

Telephone: +45 98124860

- Modern Danish cuisine inspired by the world
- Price range: high

### **Prinses Juliana**

Address:

Vestre Havnepromenade 2  
9000 Aalborg

Web:

[www.prinsesjuliana.dk](http://www.prinsesjuliana.dk)

E-mail:

[mail@prinsesjuliana.dk](mailto:mail@prinsesjuliana.dk)

Opening hours:

Monday – Saturday 11.00 – 21.30

Telephone: +45 98115566

- Floating restaurant, an old gently restored former Dutch training ship
- À la carte and lunch/brunch menus
- Price range: high

### **Fisk og Skaldyr**

Address:

Bispensgade 31  
9000 Aalborg

Web:

[www.fisk-skaldyr.dk/default.asp?menu=213](http://www.fisk-skaldyr.dk/default.asp?menu=213)

E-mail:

[info@fisk-skaldyr.dk](mailto:info@fisk-skaldyr.dk)

Opening hours:

Monday – Thursday 11.30 – 22.30

Friday – Sunday 11.00-00.00

Telephone: +45 98342076

Celluar: +45 22405450

- Seafood restaurant
- Price range: mid

### **Bones**

Address:

Danmarksgade 27B  
9000 Aalborg

Web:

[www.bones.dk](http://www.bones.dk)

Opening hours:

Saturday: 12.00 – 22.00

Monday – Thursday and Sunday 16.30 – 21.30

Friday: 16.30 - 22.00



Telephone: +45 98171000

- **An American inspired family restaurant with classic American dishes such as spareribs and BBQ chicken, chicken wings etc.**
- **Price range: low**

#### **Elbjørn**

Address:  
Strandvejen 6  
9000 Aalborg

Web:

[www.restaurantelbjoern.dk](http://www.restaurantelbjoern.dk)

E-mail:

Info.restaurantelbjoern.dk

Opening hours:

Monday – Sunday 11.00 – (depending on customers)

Telephone: +45 43423434

- an old restored icebreaker transformed into a restaurant, anchored by the harbour
- Price range: mid
- the ship has 4 different rooms, in 3 different levels, all with their own charm and with capacity of 10 – 100 persons

#### **A Hereford Beefstouw**

Address:  
Strandvejen 7  
9000 Aalborg

Web:

[www.a-h-b.dk/aalborg](http://www.a-h-b.dk/aalborg)

E-mail:

Aalborg@a-h-b.dk

Opening hours:

Friday and Saturday: 17.30-22.30  
Monday – Thursday and Sunday 17.30 – 22.00

Telephone: +45 98125399

- Room to 68 guests
- Charming old half-timbered house
- Price range: high/mid

#### **Peking House**

Address:  
Vingårdsgade 5  
9000 Aalborg

Web:

[www.peking-house.dk](http://www.peking-house.dk)

Opening hours:

Monday – Sunday 17.00 – 21.00

Telephone: +45 98131911

- Traditional Chinese restaurant
- Price range: low

#### **Thai Garden**

Address:  
Jernbanegade 2  
9000 Aalborg

Web:

[www.thaigarden.dk](http://www.thaigarden.dk)

E-mail:

thaigardenk@yahoo.dk

Opening hours:

Friday and Saturday: 16.00-23.00  
Monday – Thursday and Sunday 16.00 – 22.00

Telephone: +45 98134999

- Thai cuisine – authentic taste of Thailand
- Price range: mid
- 

#### **China Restaurant**

Address:  
Borgergade 10  
9000 Aalborg

Web:

[www.chinarestaurant.dk](http://www.chinarestaurant.dk)

E-mail:  
Aalborg@a-h-b.dk

Opening hours:  
Friday and Saturday: 12.00-23.30  
Monday – Thursday and Sunday 16.00 – 23.00

Telephone: +45 98137480

- Chinese specialities
- Multi-choice help-yourself buffet and à la carte
- Price range: low

### **Il Ristorante Fellini**

Address:  
Vesterå 13  
9000 Aalborg

Web:  
[www.fellini.dk](http://www.fellini.dk)

E-mail:  
fellini@fellini.dk

Opening hours:  
Monday – Saturday 11.30 – 23.00  
Sunday 17.00 – 22.00

Telephone: +45 98113455

- Italian cuisine
- Price range: mid

### **Søgaards Bryghus**

Address:  
C.W. Obels Plads 1  
9000 Aalborg

Web:  
[www.soegaardsbryghus.dk](http://www.soegaardsbryghus.dk)

E-mail:  
mail@soeggaardsbryghus.dk

Opening hours:  
Sunday 10.30 – 21.00

Monday – Thursday 11.00 – 23.00  
Friday – Saturday 11.00 -

Telephone: +45 98125399

- Brewery and restaurant under one roof
- Room to 125 guests and bar space for approx. 50 people
- Price range: high

### **Jensen's Bøfhus**

Address:  
Østerågade 19  
9000 Aalborg

Web:  
[www.jensens.com](http://www.jensens.com)

Opening hours:  
Monday – Thursday 11.00 – 22.00  
Friday and Saturday 11.00-23.00  
Sunday 11.30 – 22.00

Telephone: +45 98166333

- Family restaurant
- Room to 308 guests
- Price range: low

### **Mumbai**

Address:  
Kjellerups Torv 1, Nordkraft  
9000 Aalborg

Web:  
[www.mumbaicafe.dk](http://www.mumbaicafe.dk)

E-mail:  
mumbai@azzurra.dk

Opening hours:  
Monday – Saturday 11.30 – 21.30

Telephone: +45 98164122

- Small Indian restaurant
- Very near proximity of Musikkens Hus
- Price range: low/mid

### **Azzurra Nordkraft**

Address:

Kjellerups Torv 3, Nordkraft  
9000 Aalborg

Web:

[www.azzurra.dk](http://www.azzurra.dk)

E-mail:

[nordkraft@azzurra.dk](mailto:nordkraft@azzurra.dk)

Opening hours:

Monday - Saturday: 11.30-21.30

Sunday 17.00 – 21.30

Telephone: +45 98164122

- Italian cuisine; meat, fish, poultry as well as pasta and pizza
- Price range: low

### **Pho Viet**

Address:

Østerågade 18  
9000 Aalborg

Web:

[www.phoviet.dk](http://www.phoviet.dk)

E-mail:

[info@phoviet.dk](mailto:info@phoviet.dk)

Opening hours:

Monday – Thursday 11.30 – 21.00

Friday and Saturday 11.30-21.30

Telephone: +45 98102808

Celluar: +45 50731268

- Vietnamese restaurant
- Asian cuisine
- Price range: mid

### **Café Casa Blanca**

Address:

Ved Stranden 4  
9000 Aalborg

Web:

[www.cafecasablanca.dk](http://www.cafecasablanca.dk)

E-mail:

[Cafecasablanca@stofanet.dk](mailto:Cafecasablanca@stofanet.dk)

Opening hours:

Monday – Sunday 12.30 – 00.00

Telephone: +45 98164445

- Family restaurant
- Room for 400 people
- Price range: low mid

### **Sushi Sushi**

Address:

Ved Stranden 11  
9000 Aalborg

Web:

[www.sushisushi.dk](http://www.sushisushi.dk)

E-mail:

[info@sushisushi.dk](mailto:info@sushisushi.dk)

Opening hours:

Friday and Saturday 11.30 -

Monday – Thursday 17.00

Telephone: +45 98109840

- Price range: high

### **PINGVIN tapas & vincafé**

Address:

Adelgade 12  
9000 Aalborg

Web:

[www.cafepingvin.dk](http://www.cafepingvin.dk)

E-mail:

[mail@cafepingvin.dk](mailto:mail@cafepingvin.dk)

Opening hours:

Monday – Saturday 12.00 – 23.00

Telephone: +45 98164445

- Multiethnic tapas from the North to the

Mediterranean, across the East to South America

- Informal
- Price range: high mid

### **Casa Fiesta**

Address:

Ved Stranden 1  
9000 Aalborg

Web:

[www.casafiesta.dk](http://www.casafiesta.dk)

E-mail:

[info@casafiesta.dk](mailto:info@casafiesta.dk)

Opening hours:

Monday – Sunday 17.00 – 23.00

Telephone: +45 98135540

- Mexican restaurant
- Price range: mid

### **Restaurant Rusk**

Address:

Brandstrøgade 11  
9000 Aalborg

Web:

[www.restaurantrusk.dk](http://www.restaurantrusk.dk)

E-mail:

[info@restaurantrusk.dk](mailto:info@restaurantrusk.dk)

Opening hours:

Wednesday – Saturday 17.30 – 22.00

Telephone: +45 722972

- French inspired dishes with a twist of Nordic
- Price range: high

### **Hos Boldt**

Address:

Ved Stranden 7

9000 Aalborg

Web:

[www.hosboldt.dk](http://www.hosboldt.dk)

E-mail:

[info@hosboldt.dk](mailto:info@hosboldt.dk)

Opening hours:

Monday – Sunday 12.30 – 00.00

Telephone: +45 98161777

- Price range: high

### **San Giovanni**

Address:

Vesterbro 46  
9000 Aalborg

Web:

[www.sangiovanni.dk](http://www.sangiovanni.dk)

E-mail:

[sangiovanni@sangiovanni.dk](mailto:sangiovanni@sangiovanni.dk)

Opening hours:

Tuesday – Saturday 18.00 – 23.00

Telephone: +45 98113755

- Italian gourmet – slowfood
- Price range: mid high

### **Hos Costa**

Address:

Ved Stranden 9  
9000 Aalborg

Web:

[www.hoscosta.dk](http://www.hoscosta.dk)

E-mail:

[restaurant@hoscosta.dk](mailto:restaurant@hoscosta.dk)

Opening hours:

Monday – Sunday 17.00 –

Telephone: +45 98101899

- Greek restaurant
- Price range: low

### **Stygge Krumpen**

Address:

Vesterå 1

9000 Aalborg

Web:

[www.styggekrumpen.dk](http://www.styggekrumpen.dk)

E-mail:

[stygge@stofanet.dk](mailto:stygge@stofanet.dk)

Opening hours:

Monday – Sunday 10.30 –

Telephone: +45 98168787

- Price range: high

### **Restaurant Provence**

Address:

Ved Stranden 11

9000 Aalborg

Web:

[www.restaurant-provence.dk](http://www.restaurant-provence.dk)

E-mail:

[provence@stofanet.dk](mailto:provence@stofanet.dk)

Opening hours:

Monday – Sunday 11.00 –

Telephone: +45 98135133

- French inspired, interior, music and gastronomy
- Price range: mid high

### **Utzon Restaurant**

Address:

Slotspladsen 4

9000 Aalborg

Web:

[www.utzonrestaurant.dk](http://www.utzonrestaurant.dk)

E-mail:

[info@utzonrestaurant.dk](mailto:info@utzonrestaurant.dk)

Opening hours:

Tuesday – Thursday and Sunday 11.00 – 20.00

Friday and Saturday 11.00 – 22.00

Telephone: +45 22737640

- Traditional Danish open bread (smørebrød)
- Price range: mid

### **CANblau**

Address:

Ved Stranden 5

9000 Aalborg

Web:

[www.canblau.dk](http://www.canblau.dk)

E-mail:

[aalborg@CANblau.dk](mailto:aalborg@CANblau.dk)

Opening hours:

Monday – Thursday 12.00 – 21.30

Friday and Saturday 12.00 – 22.00

Sunday 12.00 – 20.00

Telephone: +45 97888898

- Spanish tapas restaurant
- Price range: mid high

### **Restaurant Flammen**

Address:

Østerågade 27

9000 Aalborg

Web:

[www.restaurant-flammen.dk](http://www.restaurant-flammen.dk)

Opening hours:

Monday – Wednesday and Sunday 17.00 – 22.00

Thursday – Saturday 17.00 – 23.00

Telephone: +45 35266368

- Family restaurant
- Grill buffet
- Room for 430 guests
- Price range: low mid

### **Restaurant Meat**

Address:

C.W. Obels Plads 16  
9000 Aalborg

Web:

[www.restaurantmeat.dk](http://www.restaurantmeat.dk)

E-mail:

[info@restaurant-meat.dk](mailto:info@restaurant-meat.dk)

Opening hours:

Monday – Friday 11.30 – 16.00 and 17.30 – 22.00

Saturday 11.30 – 16.00 and 17.30 – 22.00

Telephone: +45 98103500

- Grilled meat
- Family restaurant
- Price range: low
- 

### **Musikkens Spisehus**

Address:

Musikkens Plads 1  
9000 Aalborg

Web:

[www.musikkensspisehus.dk](http://www.musikkensspisehus.dk)

E-mail:

[restaurant@musikkensspisehus.dk](mailto:restaurant@musikkensspisehus.dk)

Opening hours:

Monday – Friday 11.30 – 21.00

Saturday and Sunday 10.00 – 21.00

Telephone: +45 60203199

- In-house restaurant
- Price range: high

### **Café Gaudi**

Address:

Østerbro 3A  
9000 Aalborg

Web:

[www.cafegaudi.dk](http://www.cafegaudi.dk)

E-mail:

[Cafecasablanca@stofanet.dk](mailto:Cafecasablanca@stofanet.dk)

Opening hours:

Monday – Sunday 12.30 – 00.00

Telephone: +45 98132202

- Newly opened, September 20
- Very near proximity of Musikkens Hus
- Price range: mid

### **Sanya**

Address:

Rendsburggade 18  
9000 Aalborg

Web:

[www.restaurantsanya.dk](http://www.restaurantsanya.dk)

E-mail:

[kontakt@restaurantsanya.dk](mailto:kontakt@restaurantsanya.dk)

Opening hours:

Monday – Sunday 12.30 – 00.00

Telephone: +45 53388863

- Chinese restaurant
- Newly opened
- Very near proximity of Musikkens Hus
- Price range: low

### **Abbey Road**

Address:

Kjellerupsgade 1A  
9000 Aalborg

Web:

[www.abbeyroadcafe.dk](http://www.abbeyroadcafe.dk)

E-mail:  
[info@abbeyroadcafe.dk](mailto:info@abbeyroadcafe.dk)

Opening hours:  
Monday – Saturday 8.00 – 22.00

Telephone: +45 98114243

- Homey (“Friends” – inspired)
- Very near proximity of Musikkens Hus
- Price range: low mid

**Restaurant COPU – Cucina Populare**

Address:  
Østerbro 22  
9000 Aalborg

Web:  
[www.cupo.dk](http://www.cupo.dk)

Opening hours:  
Monday – Saturday 12.00 – 15.00 and 17.00 – 21.00

Telephone: +45 40299091

- Very near proximity of Musikkens Hus
- Price range: high mid



## ***Networking Trip to the Top of Denmark on Sunday 28<sup>th</sup> September***



Aalborg is the fourth biggest city in Denmark and located in the northern part of Jutland. During your stay we recommend that you explore the city, for more details see: <http://www.visitaalborg.com/ln-int/aalborg/tourist>.

Maybe you can even find time go on a stroll of your own through the old part of Aalborg, see attached flyer “Good old Aalborg” in this link : <http://www.e-pages.dk/visitaalborg/36/>.

At the very top of Denmark lies the town of Skagen. This area is the destination of our Sunday trip this year. For more information: <http://www.toppenafdanmark.com/ln-int/north-jutland/welcome-skagen>. . It is a fascinating area, representing unique nature and authentic Danish culture and architecture. Our first stop is at the harbour of Skagen, where a local guide tells us about its’ history.



From here the bus takes us to the most northern spot of Denmark and of the European mainland, Grenen. This is where the 2 seas Skagerack and Kattegat meet.



It is often quite a windy experience to visit Grenen, but also extremely beautiful. In the proximity, lunch is served at the top class restaurant “The 2 Seas”.

Having enjoyed lunch, the tour continues to our last stop at Raabjerg mile – what we call a *desert*, indisputably impressive. It includes a huge migrating sand dune that moves approx. 15 metres a year. A local nature guide joins us to explain about the phenomenon.

Thus enriched, the bus takes us back to Aalborg in the afternoon.

Schedule:

09.00 – 10.30 Aalborg to Skagen by bus

10.30 – 11.00 Guided tour on the harbour in Skagen

11.00 – 11.15 Bus to Grenen (local guide joins us on the bus)

11.15 – 12.00 Guided tour to Grenen

12.00 – 13.30 Lunch at the restaurant, The 2 Seas

13.30 – 14.00 Bus to Raabjerg Mile

14.00 – 14.30 Guided tour at Raabjerg Mile

14.30 – 15.45 Arrival at Aalborg airport

15.45 – 16.00 Arrival at House of Music, Aalborg

## ***Participation Fee Payment***

<b>Category</b>	<b>Payment and Registration</b>	<b>Category</b>
Representative of an AEC member institution (staff)	€150 (participation fee) + € 50 (Polifonia Workshop)	€ 210 (participation fee) + € 50 (Polifonia Workshop)
Representative of a non-AEC member institution	€ 350 (participation fee) + € 50 (Polifonia Workshop)	€ 450 (participation fee) + € 50 (Polifonia Workshop)
Student from an AEC member institution	€ 100	€ 160
Student from a non-AEC member institution	€ 150	€ 210

The participation fee to the IRCs Meeting includes:

- conference documents
- participation to all plenary and parallel session
- participation to the networking moments
- possibility to display information brochures posters and materials about AEC members institutions
- Coffee Breaks
- One organized Dinner
- One organized Lunch
- Concerts organized by the hosting institution

The rates do not include the participation fee to the Networking Activity on Sunday and the participation fee of accompanying partners such as family members (info on this matters will be published soon).

The participation fee will not be reimbursed for cancellations notified after August 29.

Bank details for payments

BNP Paribas Fortis

Kantoor Sint-Amandsberg, Antwerpsesteenweg 242

9040 Sint-Amandsberg, Belgium

Account Holder AEC-Music

IBAN: BE47 0016 8894 2980

SWIFT/BIC Code: GEBABEBB

When making the transfer, please clearly quote:

- the code of the event (IRC 2014)
- the last name of the participant
- the name of your institution (if fitting)

Example:,IRC2014, Smith, Gotham Conservatory

## **IRCs Preparatory Working Group**

**Tuovi Martinsen - Chair**  
Sibelius Academy (Helsinki)

**Rima Rimsaite**  
Lithuanian Academy of Music and Theatre (Vilnius)

**Knut Myhre**  
Norwegian Academy of Music (Oslo)

**Raffaele Longo**  
Conservatorio di Musica "S. Giacomantonio" (Cosenza)

**Keld Hosbond**  
Royal Academy of Music/Det Jyske Musikskonservatorium (Aalborg/Aarhus)

**Bruno Pereira**  
Escola Superior de Música, Artes e Espectáculo do Porto (ESMAE) (Porto)

**Payam Gul Susanni**  
Yasar University School of Music (Izmir)

**Pascale Pic**  
Pôle Supérieur d'Enseignements Artistiques (Lille)

## **Conference Teams**

### **AEC Office Team**

**Jeremy Cox**

Chief Executive

**Linda Messas**

General Manager

**Sara Primiterra**

Events Manager

**Nerea Lopez de Vicuna**

Office Coordinator

**Angela Dominguez**

Polifonia Project Manager

**Barbora Vlasova**

Polifonia Project Coordinator

**Mona Günnewig**

Student Intern

**Pauline Patoux**

Student Intern

### **Royal Conservatoire of Music in Aarhus and Aalborg**

**Martin Granum**

Conference Coordinator

**Charlotte Pilgaard Andersen**

Conference Coordinator

**Keld Hosbond**

Conference Coordinator

**Ismail Kalayci**

IT Assistant

**Christian Thrane**

AV-producer