EASY

The AEC European Online Application System for mobility among Higher Music Education institutions.

EASY STUDENT MANUAL

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INTRODUCTION

EASY is the **only multinational and subject-specific application system in Europe**, which has been developed in order to handle the incoming and outgoing applications. It is controlled by **the Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen (AEC)**, while the users, various higher music institutions, could bring their inputs into the system.

The system is used by IRCs of the sending and receiving institutions, as well as by students and professors/selection committees in the receiving institutions.

EASY system helps to manage ERASMUS SMS (Student Mobility for Study), Nordplus and other incoming and outgoing applications for mobility. For instance, it helps to:

- 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;
- generate Learning Agreement.

Student can use the system in order to:

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

The EASY working group 2022:

- *Konstantinos Aspiotis* - AEC Office, EASY Project Manager
- *Breck Shuyler* - Dreamapply
- *Lucia Di Cecca* - Conservatorio di Musica L. Refice in Frosinone, Italy
- *Jose Luis Fernandez* - Conservatorio Superior de Musica de Vigo, Spain
- *Regine Brosius* - UdK Berlin, Germany
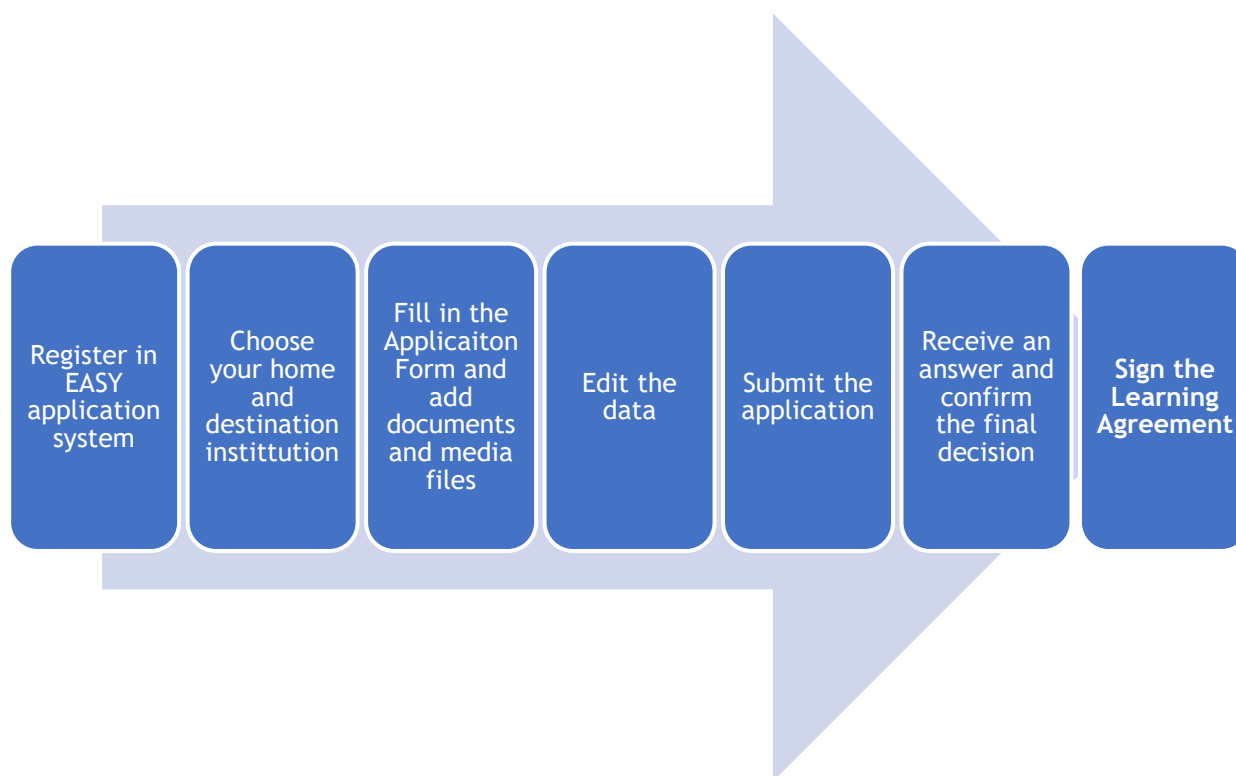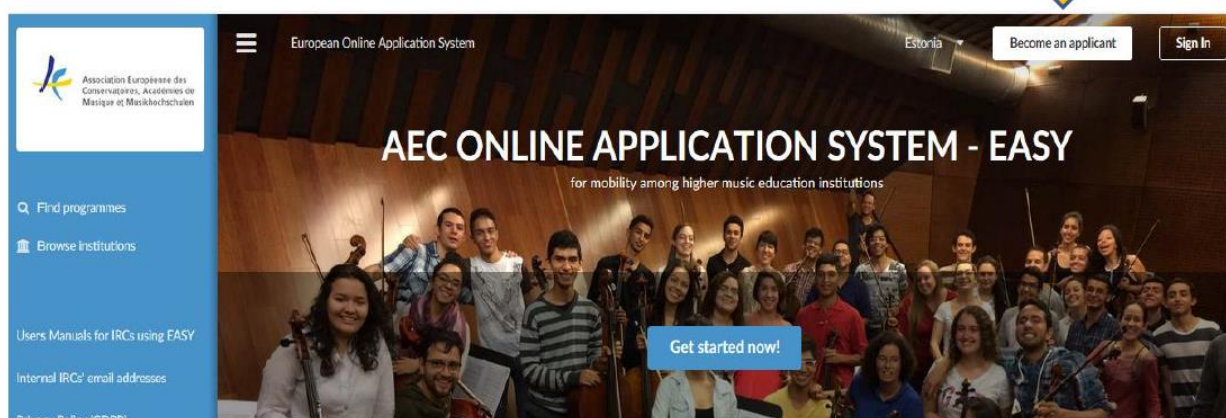- *Salvatore Gioveni* - Conservatoire Royale de Bruxelles, Belgium

Check our website:
https://aec.dreamapply.com/

APPLICATION PROCESS

The Workflow

Register in EASY application system → Choose your home and destination instittution → Fill in the Applicaiton Form and add documents and media files → Edit the data → Submit the application → Receive an answer and confirm the final decision → Sign the Learning Agreement

Become an applicant

Students can apply for exchange programmes at https://aec.dreamapply.com/. They can apply through EASY system only if their home institution or/and their desired destination have joined EASY system as internal institutions.

Firstly, students should press the button "become an applicant".

Then students should create their accounts by filling in the form presented on the website. Once a student creates an account, a unique applicant access code is automatically generated and sent to the email address of the student.

Create your account

Write down your applicant code

This is your unique applicant access code:

🔑 VMFQC3DW5

Please make a note of this code and keep it secure.
This code gives you access to your account on this website and allows you to modify and submit your application(s).

✏️ I wrote it down, continue

You will also receive an email with the code!

Students will be proposed to choose their home and destination institutions from the database of EASY system. If their destination institution does not appear, it means that there is no agreement set up in

the system between their home institution and the desired destination institution. In this case, students should contact their international relations coordinators to explain the problem.

Choose your home institution

If you can not find your institution in the list, please contact the international relations coordinator of your institution to clarify the correct name of the institution and existence of online mobilities.

| Type your home institution name or location | Q Find |

Or choose from a list of countries: choose ▾

Choose your home institution

| | "George Enescu" National University of Arts from Iasi ⧉ Romania, Iasi | RO IASI01 | 🏠 This is my home institution |
| | ● Braunschweig University of Art ⧉ Germany, Braunschweig | D BRAUNSC02 | 🏠 This is my home institution |

Choose your destination institution

Home > Choose your destination institution

If you can not find your institution in the list, please contact the international relations coordinator of your institution to clarify the correct name of the institution and existence of online mobilities.

| Type your destination institution name or location | Q Find |

Or choose from a list of countries: choose ▾

Choose your destination institution

| | "George Enescu" National University of Arts from Iasi ⧉ Romania, Iasi | RO IASI01 | ✈ I want to study here |
| | ● Braunschweig University of Art ⧉ Germany, Braunschweig | D BRAUNSC02 | ✈ I want to study here |

The student can finally apply for the desired mobility and fill in the application form. It is very important that the student indicates the right type (Erasmus, Nordplus, Bilateral) and **level of studies**

(Bachelor, Master or Third Cycle) they will have **during** the mobility. This is particularly important for last year's Bachelor student: when applying for a mobility they should choose Master (MA) as their level during mobility.

Apply for the mobility

Click on "Apply now"

Choose the type and level during your mobility:

| Erasmus+ BA | Erasmus+ MA | Erasmus+ PhD | Nordplus | Bilateral |

Conservatoire of Music Licinio Refice - Frosinone
Italy, Frosinone

Available for applicants from:

Estonian Academy of Music and Theatre
Estonia, Tallinn

Erasmus+ student mobility (BA)
Music and performing arts

Erasmus+ BA, exchange
Study language: combined English/Italian

Apply now! Fall semester 2018/19
Application deadline
May 15, 2018 23:59 UTC time
Application period has ended

Apply now! Spring semester 2018/19
Application deadline
Oct 15, 2018 23:59 UTC time

Apply now! Academic year 2018/19
Application deadline
May 15, 2018 23:59 UTC time
Application period has ended

i More information

Fill in your application

< | Next page > | ✓ Save | ✈ Submit

Check all the sections

Priorities

Profile

Contacts

Home university

Mobility

Languages

Media files

Documents

Motivation

Other

You can find infomration on our application procedure at www.conservatorio-frosinone.it/international/incoming-students.aspx. You can find there the list of documents you need to upload.
You can find our curricula for Bachelor programmes at www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-trienni.aspx.
You can find our curricula for Master programmes at www.conservatorio-frosinone.it/didattica/corsi-afam/piani-di-studio-bienni.aspx.
Please refer to our curricula when filling in your Study plan.

Erasmus+ student mobility (MA)
✈ I FROSINO02 - Fall semester ✾ Erasmus+ MA, exchange
💬 combined English/Italian
🏛 Conservatoire of Music Licinio Refice - Frosinone + Estonian Academy of Music and Theatre

My studyplan

+ Add more choices

Don't forget to complete your studyplan!

Upload documents and media files

One of the most important stages of the application process is uploading documents and compiling a study plan. Please pay special attention to the names of the documents you have to upload (name them according to the content: "CV", "Transcript of Records", etc. and indicate your name and instrument. Example Smith Violin CV)

Compile your study plan

In order to fill in the study plan the student is invited to check the Course Catalogue provided by the institution in the instructions. Please check that your instrument/specialisation is available for exchange students at destination.

Add the subjects

Students can add the subjects by filling in the code (optional), subject name and ECTS in the form. A drop-down menu offering a list of options should appear, otherwise the student should fill in the form manually, according to the course catalogue of the destination institution.

You can choose up to **70.0** ECTS credits

You have currently chosen **0** ECTS credits

| Code | Subject name | Term | 0 | ECTS |
| Code | Subject name | Term | 0 | ECTS |
| Code | Subject name | Term | 0 | ECTS |

+ Add a new subject

Edit the application

Academic year 2018/19

🏛 Estonian Academy of Music and Theatre

The application is being prepared
Deadline: Apr 30, 2018

✏ Edit application   👁 View

1   Erasmus+ student mobility (BA)
EE TALLINN03 - Academic year   Erasmus+ BA, exchange   English   Estonian Academy of Music and Theatre + SDMK - Danish National Academy of Music

↻ Important! The application is currently not submitted! Please click on the 'Edit application' button to do so.

Students have an opportunity to edit their application (meaning changing data and documents) form before they finally submit it.

And finally - submit!

Once the application form is completed and final, students can submit it by pressing the blue button "submit".

If you are submitting another application you do not need to fill in another application from scratch, you can **clone** an application

Check inbox/email for notifications

Students can find results for their applications by clicking on the button "inbox". They receive the messages also to their email address.

Review your replies!

Students can finally take a decision based on the replies they have received
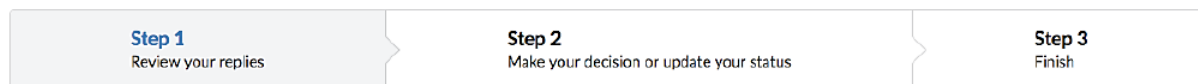
Confirm your final decision!

Students receiving a positive reply from an institution can accept that offer. In that case, the other offers are automatically declined by default. The **decision can anyway be reverted** in the system once the other replies reach the student, but in this case it is good practice to inform the coordinator of the accepted destination that the decision is not final and still subject to the results of other applications. The student cannot decline just one specific offer in the system without declining all of them. In order to decline just one offer, the student should contact their international relations coordinator, who could decline one specific offer for them.

Step 1 Review your replies	Step 2 Make your decision or update your status	Step 3 Finish

Please choose the offer you want to accept as your final decision. If you are not yet ready to make this decision, please let us know by choosing another option.

‹ back   🏆 Save my choices and finish

I have decided where I will be going to study
Please choose the offer you want to accept as your final decision:

Erasmus+ student mobility (BA)

⚫ Erasmus+ BA, exchange   💬 English   🏛 DreamApply Demo Institution · Dream Demo institution External

I haven't decided yet. Please ask me again next week

Decline all offers that I have received so far

Some other situation

And it's done!

Step 1 Review your replies	Step 2 Make your decision or update your status	Step 3 Finish

Please review the information below and make sure that you have fully understood the replies and the conditions.

Okay, continue to step 2 ›

📅

Academic year 2019/20

Erasmus+ student mobility (BA)

⚫ Erasmus+ BA, exchange   💬 English
🏛 DreamApply Demo Institution · Dream Demo institution External

✓   IN: Accepted
Sep 10, 2018
Your final decision

ℹ

You can now follow the instructions you will receive from the coordinator of your destination. Your mobility is officially confirmed and finalised only after the signature of the **Learning Agreement.**

LEARNING AGREEMENT

EASY gives you the opportunity to produce the Learning Agreement. <u>N.B: in order to assure the good functioning of the Learning Agreement by Dreamapply in connection with EASY, please make sure you access the LA from EASY and not from a Gmail account.</u> To find the exported Leaarning Agreement you should enter the application in EASY and go on Exports.There you find a link ot the exported Learning Agreement (LA)

Coordinator tutorial for dream-agreement.eu

Parts of the system

On the right-hand side, you will see a menu like the one shown below. You can view when the agreement was originally created and when it was last modified and Save your changes when needed (1). From this menu you have the option of Printing your agreement, downloading it as a PDF file, sharing the agreement with another coordinator (this also allows for an additional signature from a second coordinator to be added to the agreement) or exporting to a .json file (2), viewing the history of modifications or deleting the agreement (3). You can also you to navigate through the agreement (4).
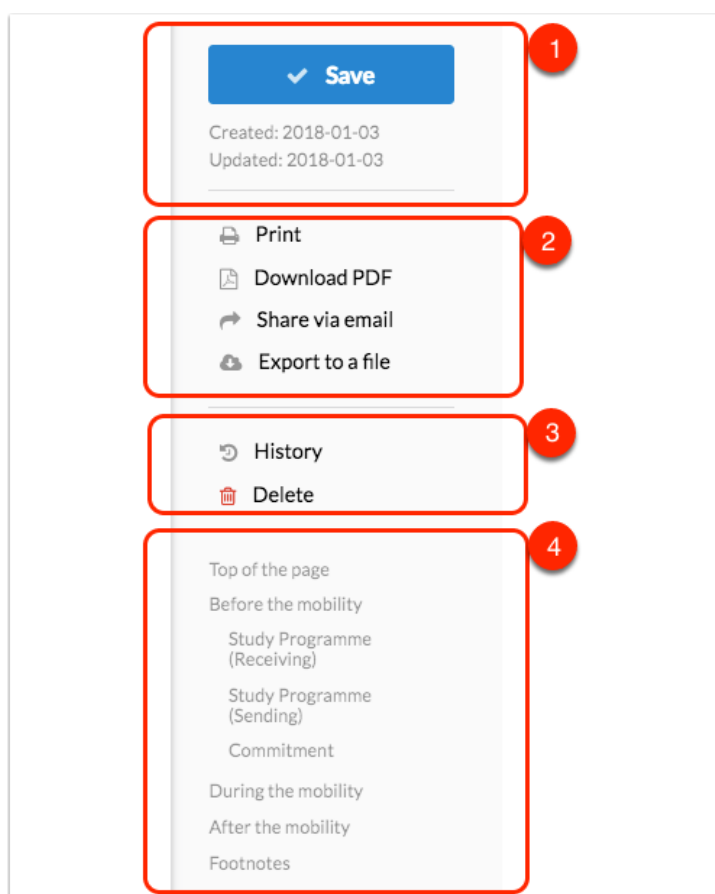
General information

In the section at top of the page, the information of the partner institutions and students should be filled in and the contact person information (Coordinators) for each institution should be entered, this will allow notifications to be sent out to each of the interested parties.

Before the mobility

In this section, you can review the courses a student wishes to participate in at the "Receiving institution" and the courses that would be recognised at the "Sending institution".

After copying the courses from the table A, make sure that the courses and credits match with your home institution's study plan".

Commitment

Once you have reviewed and are ready to sign the agreement, go to this section and add your signature. In this section you have three options that make it convenient to sign the agreement:

1. Sign using a touchscreen

2. Sign from your mobile device by scanning the QR code displayed when you select this option.

3. Upload your signature from a file.

1. Sign using a touchscreen

2. Sign from your mobile device by scanning the QR code displayed when you select this option.

3. Upload your signature from a file.

Remember to click on "Add my signature" once you are satisfied with the signature.

Signature and revisions

You will view your current signature on the top, the account from which the signature was made. If the signature corresponds to past revisions you will see a message on the bottom of the field and you can click on See changes since then, to review the modifications since you last signed the agreement.

Commitment	Name, email, position	Date	Signature
			👤 ⬛⬛⬛ @gmail.com
Coordinator	⬛⬛⬛ @gmail.com Coordinator	2018-01-03	*hello*
			❗ This signature is for a past revision. See changes since then

During the mobility

In this section it is possible to enter the changes made to the study plan that occurred during the mobility.

During the mobility

Exceptional changes to Table A

To be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution

Table A2 During the mobility

Component code ❔ (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ❔)	Type of change	Reason for change ❔	ECTS credits (or equivalent ❔)	
				0	✖
				0	✖
		➕ Add a new row			

Exceptional changes to Table B

To be approved by e-mail or signature by the student and the responsible person in the Sending Institution

Table B2 During the mobility

Component code ❔ (if any)	Component title at the Sending Institution (as indicated in the course catalogue ❔)	Type of change	ECTS credits (or equivalent ❔)
	➕ Add a new row		

After the mobility

Once the student has finalized the mobility, the information regarding the transcript of records from their exchange studies can be entered here.

Notify your coordinators

When you have made modifications, you have to notify the interested parties (students and partner coordinators) by clicking on **Notify** and they will receive an email to the address specified in the "Contact person" field about the changes made to the agreement. The Agreement needs to be signed again when all modifications are made.

Status of notifications

You can view the status of notifications and signatures and you can also send out reminders (only one per day) if there are pending signatures and approval of the modifications.

When all 3 parties have signed you see a green tick next to each party and the document is finalized

Final document

Once the document is ready, you can Create the final document by selecting the Final document tab and later clicking on Create the final document. If any changes are made to the working copy, these won't be included in the final document unless you re-create it.

Footnotes and additional help

If you have any doubts on how to fill a certain field, you can also click on the question mark sign located at the right of the field's title or go to the footnotes to read more about it.

Footnotes

[1] **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.

[2] **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

[3] **Field of education:** The ISCED-F 2013 search tool should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

[4] **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

[5] **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

[6] An **"educational component"** is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

[7] **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

[8] **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

[9] **Level of language competence:** a description of the European Language Levels (CEFR) is available at:
https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

[10] **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

[11] **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

[12] Reasons for exceptional changes to study programme abroad (choose an item number from the table below)

Reasons for deleting a component	Reasons for adding a component
1. Previously selected educational component is not available at the Receiving Institution	
2. Component is in a different language than previously specified in the course catalogue	5. Substituting a deleted component
3. Timetable conflict 7. Other (please specify)	6. Extending the mobility period
4. Other (please specify)	

Additional remarks

If institutions or students change something in the Learning Agreement after it was signed by one of the parties (for instance, dates or courses), it should be signed again by everyone. Everybody should be notified regarding the changes and the necessity to resign the Learning Agreement by clicking on the button "Notify" below the appropriate party, namely "Sending Coordinator", "Student", or "Receiving Coordinator".
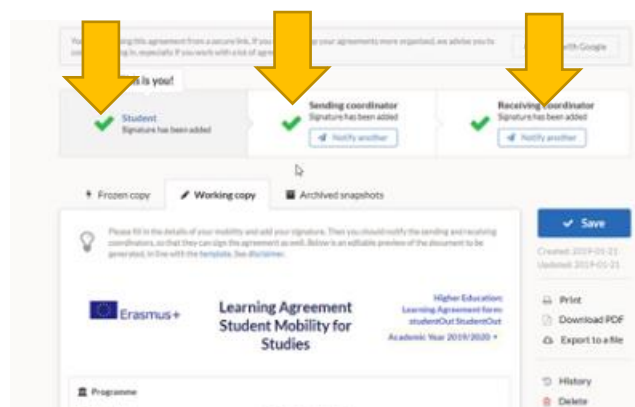
Once the Learning Agreement is signed by one of the parties, the green tick will appear near the party who has signed the agreement.

The Learning Agreement is not part of EASY, it is just connected to it, so even institutions not having EASY accounts can access and sign it.

Both the sending coordinator and the receiving one could send the Learning Agreement to others for its signing.

The Learning Agreement can be exported in a pdf file, printed, and it can be shared via email.
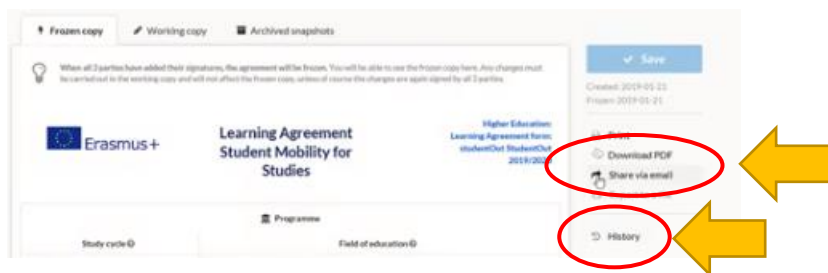
If you click on the button "History", you can find the list of modifications of the Learning Agreement.
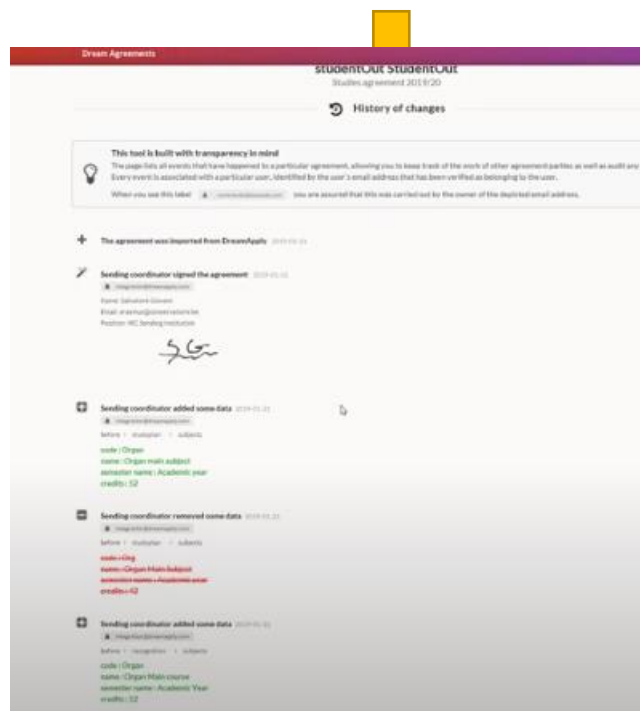

CUSTOMER SUPPORT

For Customer Support please write to Konstantinos Aspiotis at
konstantinosaspiotis@aec-music.eu

EASY WORKING GROUP 2022

Members:

Konstantinos Aspiotis - AEC Office - EASY Project Manager

Breck Shuyler - Dreamapply

Lucia Di Cecca - Conservatorio di Musica L. Refice in Frosinone, Italy - AEC Council Representative

Jose Luis Fernandez - Conservatorio Superior de Musica de Vigo, Spain

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Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

The AEC European Online
Application System for
Mobility among Higher Music
Education institutions