



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

EASY

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

EASY STUDENT MANUAL

 AEC.DREAMAPPLY.COM 

TABLE OF CONTENTS

INTRODUCTION	3
APPLICATION PROCESS	4
LEARNING AGREEMENT	12
CUSTOMER SUPPORT	22



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:

- *Sara Primiterra* - 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

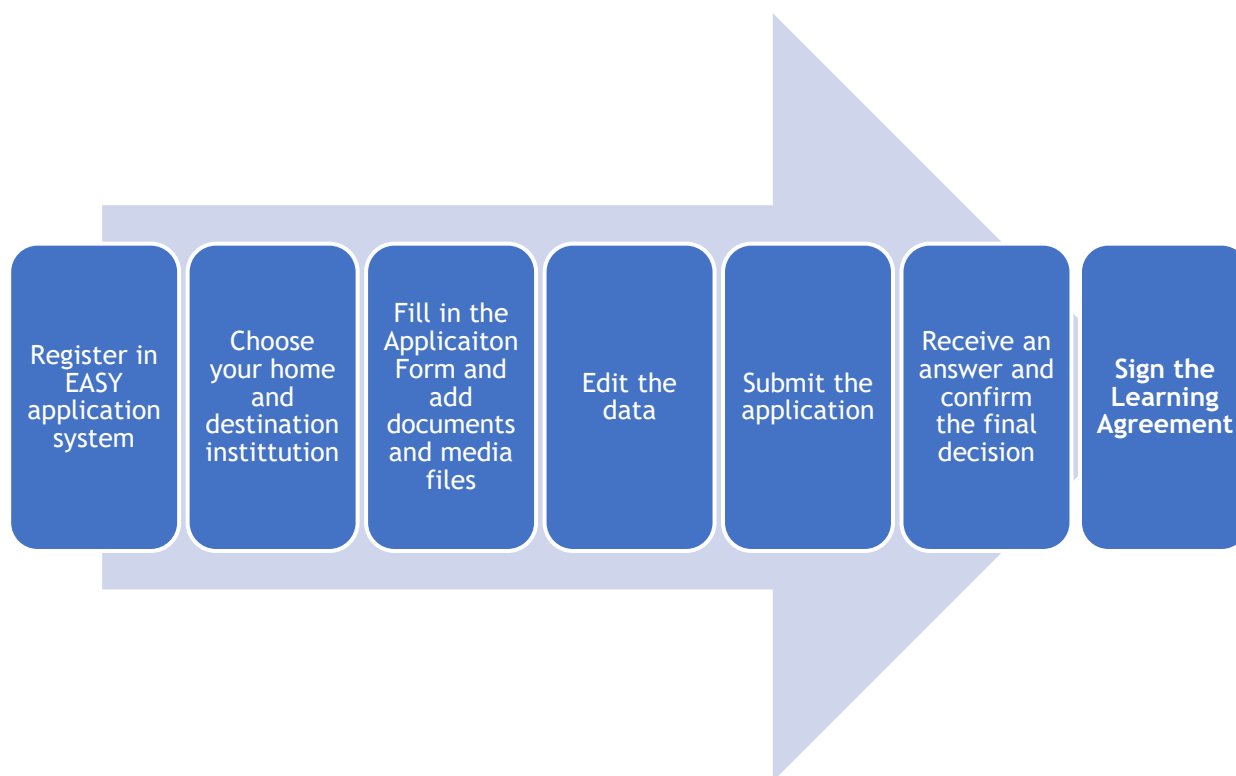
Check our website:

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

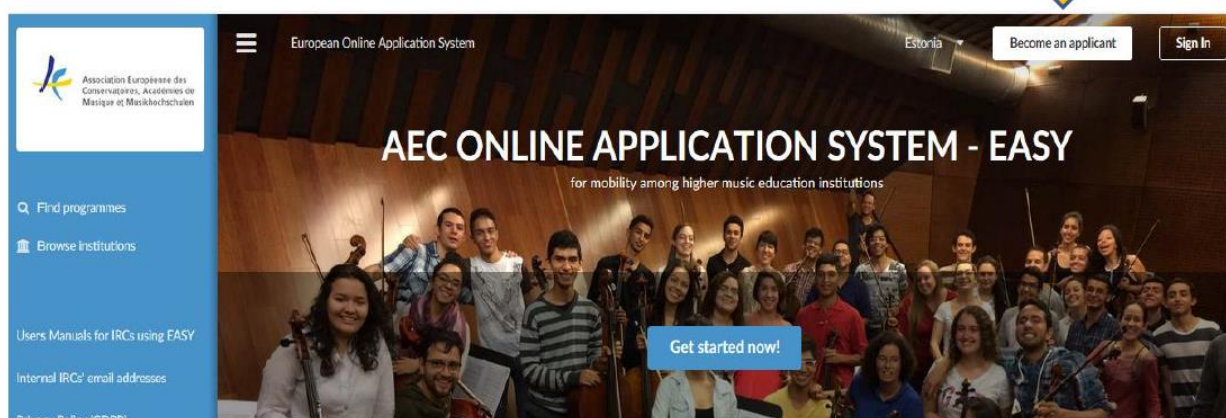


APPLICATION PROCESS

The Workflow



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



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

European Online Application System

Home > Sign up

Please fill in the following fields to create your applicant account. If you already have an account, please click [here](#)

Your given name(s) *

Your family name *

Please write your name exactly as shown in your passport.

Your e-mail *

Please double-check that your email is correct.

Your Skype name (optional)

Your mobile phone (optional)

Your citizenship *


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.







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.







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
<div>  <p>Conservatoire of Music Licinio Refice - Frosinone Italy, Frosinone</p> </div> <div> <p>Available for applicants from:</p>  <p>Estonian Academy of Music and Theatre Estonia, Tallinn</p> </div> <div> <p>Erasmus+ student mobility (BA) Music and performing arts</p> <p>Erasmus+ BA, exchange Study language: combined English/Italian</p> </div> <div> <p>Apply now! Fall semester 2018/19</p> <p> Application deadline May 15, 2018 23:59 UTC time</p> <p> Application period has ended</p> </div> <div> <p>Apply now! Spring semester 2018/19</p> <p> Application deadline Oct 15, 2018 23:59 UTC time</p> </div> <div> <p>Apply now! Academic year 2018/19</p> <p> Application deadline May 15, 2018 23:59 UTC time</p> <p> Application period has ended</p> </div>				

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 information 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)


 FROSINO02 - Fall semester
  Erasmus+ MA, exchange

 combined English/Italian

 Conservatoire of Music Licinio Refice - Frosinone + Estonian Academy of Music and Theatre

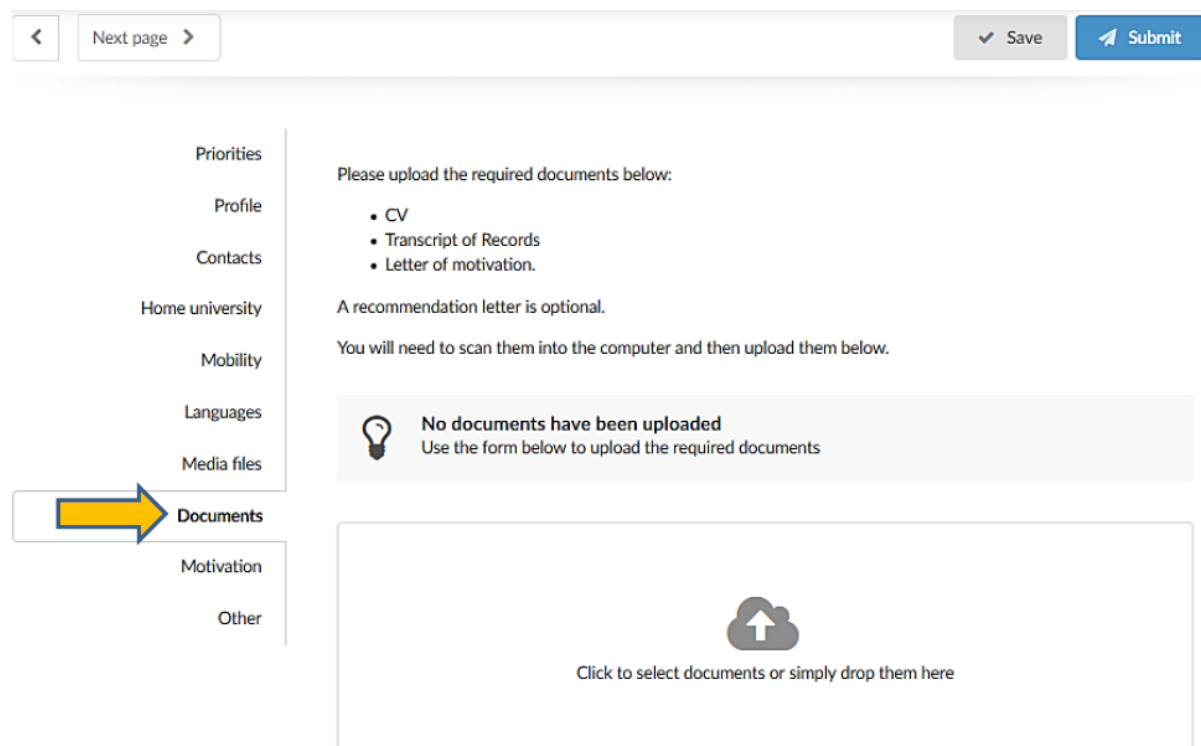
My studyplan

+ 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)



Next page >

Save Submit

Priorities

Profile

Contacts

Home university

Mobility

Languages

Media files

Documents

Motivation


Other


Please upload the required documents below:

- CV
- Transcript of Records
- Letter of motivation.

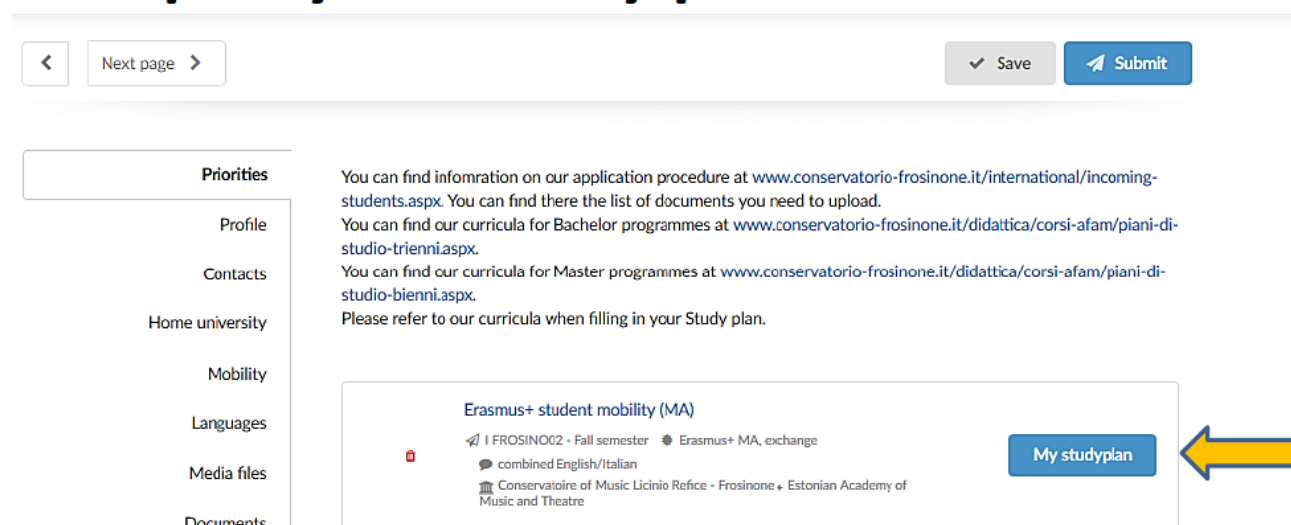
A recommendation letter is optional.

You will need to scan them into the computer and then upload them below.

 **No documents have been uploaded**
Use the form below to upload the required documents


Click to select documents or simply drop them here

Compile your study plan



Next page >

Save Submit

Priorities

Profile

Contacts

Home university

Mobility

Languages

Media files

Documents


You can find information 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)

 FROSINOC2 • Fall semester • Erasmus+ MA, exchange

 combined English/Italian


 Conservatoire of Music Licinio Refice • Frosinone • Estonian Academy of Music and Theatre

My studyplan


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	<input type="button" value="▲"/> <input type="button" value="▼"/>	ECTS	✖
	Code	Subject name	Term ▼	0	<input type="button" value="▲"/> <input type="button" value="▼"/>	ECTS	✖
	Code	Subject name	Term ▼	0	<input type="button" value="▲"/> <input type="button" value="▼"/>	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)**

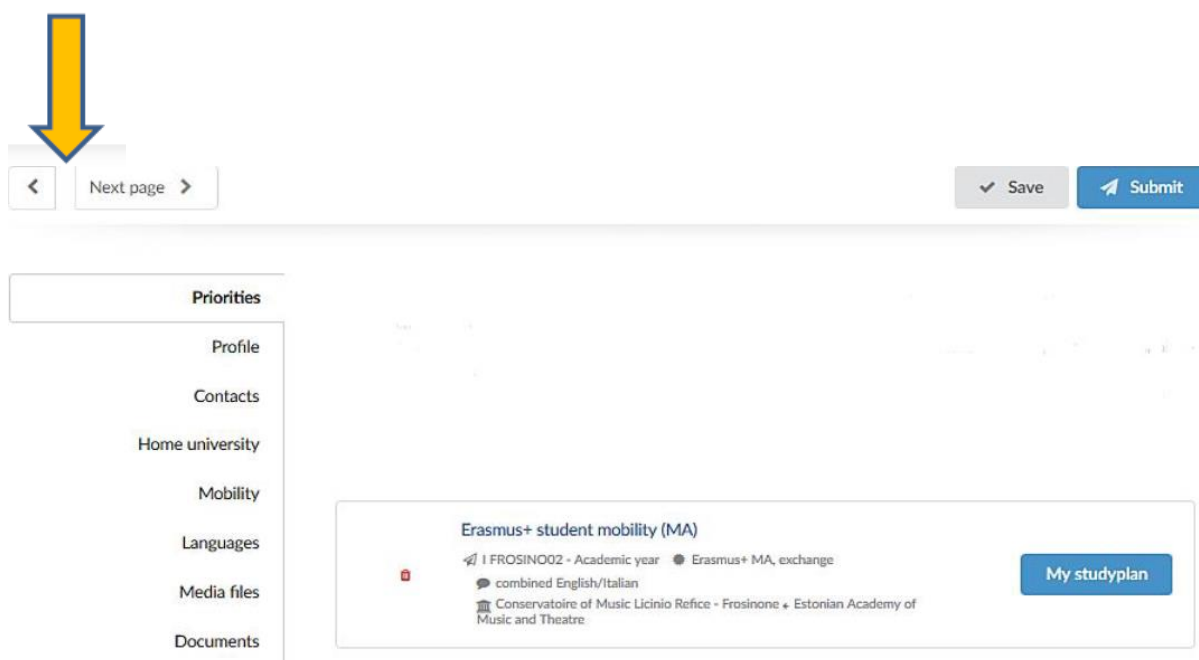
 EE TALLINN03 - Academic year
  Erasmus+ BA, exchange
  English
  Estonian Academy of Music and Theatre
  SDMK - Danish National Academy of Music

🔔 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".



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.



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

🔍 Find programmes

🏛️ Browse institutions

🎓 My application

📅 Tasks

📧 **Inbox**

✉️ **Your final decision** Jun 1, 2018 Opened on: Jun 1, 2018

We have received your confirmation about accepting the study offer and are glad that you have decided to start your studies at Estonian Academy of Music and Theatre !

We will contact you regarding next steps at the earliest opportunity.

✉️ **Please review your offers** Jun 1, 2018 Opened on: Jun 1, 2018

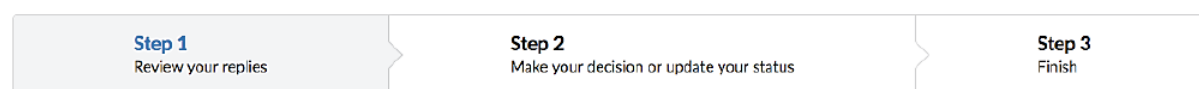
Dear applicant,

Hopefully the applying process has been easy and convenient for you :)

To go forward with your application, we kindly ask you to review the status of your offers and update your current decision status. If you already know where you will be studying, congratulations :) If otherwise, we would like to know more to be able to support you.

Review your replies!

Students can finally take a decision based on the replies they have received



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



Academic year 2019/20

Erasmus+ student mobility (BA)

● Erasmus+ BA, exchange 🗨️ English

🏛️ DreamApply Demo Institution + Dream Demo institution External

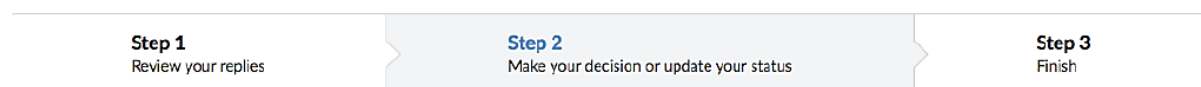
IN: Accepted
Sep 10, 2018

Decision deadline: 20 Sep 2018

Confirm your final decision!

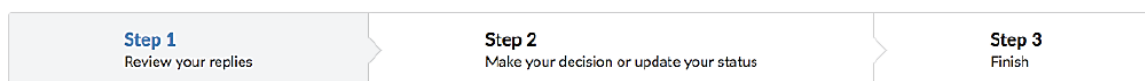
Students receiving a positive reply from an institution can accept that offer. In that case, the other offers are automatically declined by default. The **decision can anyway be reverted** in the system once the other replies reach the student, but in this case it is good practice to inform the coordinator 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.



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.

And it's done!



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

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**.

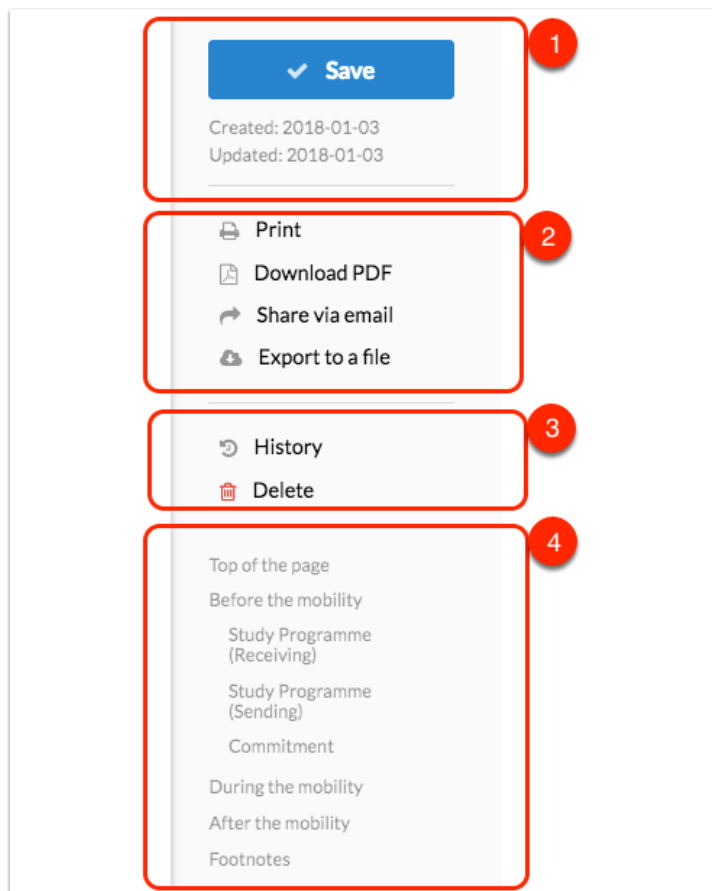
LEARNING AGREEMENT

EASY gives you the opportunity to produce the Learning Agreement. 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. To find the exported Learning Agreement you should enter the application in EASY and go on Exports. There you find a link of 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.

Please fill in the details of your mobility and add your signature. Then you should notify the sending and receiving coordinators, so that they can sign the agreement as well. Below is an editable preview of the document to be generated, in line with the [template](#). See [disclaimer](#).



**Learning Agreement
Student Mobility for
Studies**

Higher Education:
Learning Agreement form:
Academic Year 2018/2019 ▾

Programme

Study cycle ⓘ	Field of education ⓘ
---------------	----------------------

Student

Last name(s)	First name(s)	Date of birth YYYY-MM-DD	Nationality ⓘ	Sex	Email m@gmail.co
--------------	---------------	-----------------------------	---------------	-----	---------------------

Sending institution

Name	Faculty/Department	Erasmus code ⓘ	Address	Country	Contact person ⓘ
------	--------------------	----------------	---------	---------	------------------

Receiving institution

Name	Faculty/Department	Erasmus code ⓘ	Address	Country	Contact person ⓘ
------	--------------------	----------------	---------	---------	------------------

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”.

Before the mobility

Study Programme at the Receiving Institution

Start and end dates of the study period: YYYY-MM-DD → YYYY-MM-DD

Table A Before the mobility

Component code ⓘ (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⓘ)	Semester (e.g. autumn/spring; term)	ECTS credits (or equivalent ⓘ)
+ Add a new row			
Total number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion:			0

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:
http://

The level of language competence in **indicate here the main language of instruction** that the student already has or agrees to acquire by the start of the study period is: ⓘ
☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker

Recognition at the Sending Institution

Table B Before the mobility





Component code ⓘ (if any)	Component title at the Sending Institution (as indicated in the course catalogue ⓘ)	Semester (e.g. autumn/spring; term)	ECTS credits (or equivalent ⓘ)
+ Add a new row Copy all from Table A			
Total number of ECTS credits (or equivalent) to be awarded by the Sending Institution upon successful completion:			0

Provisions applying if the student does not complete successfully some educational components:
http://

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

Recognition at the Sending Institution

Table B Before the mobility

Component code  (if any)	Component title at the Sending Institution (as indicated in the course catalogue )	Semester (e.g. autumn/spring; term)	ECTS credits (or equivalent )
+ Add a new row			
			 Copy all from Table A
Total number of ECTS credits (or equivalent) to be awarded by the Sending Institution upon successful completion:			0



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.

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name, email, position	Date	Signature
Student			
Responsible person  at the Sending Institution			
Responsible person  at the Receiving Institution			

If all parties do not accept an electronic signature, you can also print out the agreement (or save as a PDF file) in order to sign it traditionally.

Add my signature

Save

Created: 2018-01-03
Updated: 2018-01-03

Print
Download PDF
Export to a file

History
Delete

Top of the page
Before the mobility
Study Programme (Receiving)
Study Programme (Sending)
Commitment
During the mobility
After the mobility
Footnotes

1. Sign using a touchscreen

Add my signature

Student

Name

Email

Position

Coordinator

To sign the agreement, make sure the data above is correct and draw your signature on the pad below. This works best on a tablet like an iPad. If you are on a desktop computer, you can use your smartphone to draw the signature.

☐ Sign on a touchscreen
 ☐ Sign with your mobile phone
 ☒ Use a scanned signature

✕ Clear

cancel

Add my signature

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

Add my signature

Student

Name


Email

Position

Coordinator

To sign the agreement, make sure the data above is correct and draw your signature on the pad below. This works best on a tablet like an iPad. If you are on a desktop computer, you can use your smartphone to draw the signature.

☐ Sign on a touchscreen
 ☒ Sign with your mobile phone
 ☐ Use a scanned signature



Scan the QR code on the left with your smartphone. It will open a page in your mobile phone browser where you can draw the signature with your finger. If you do not have a QR code reader on your phone, search for "qrcode" in the appstore.

The signature will appear below for you to confirm.

Waiting for signature 04:53

cancel

Add my signature

3. Upload your signature from a file.

Add my signature

Student

Name

Email

Position

Coordinator

To sign the agreement, make sure the data above is correct and draw your signature on the pad below. This works best on a tablet like an iPad. If you are on a desktop computer, you can use your smartphone to draw the signature.

☐ Sign on a touchscreen
 ☐ Sign with your mobile phone
 ☒ Use a scanned signature

You can upload your scanned signature in JPEG format and then use it for creating signatures. You may also include a stamp, if needed.

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

Add my signature

Student

Name

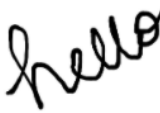
Email

Position

Coordinator

To sign the agreement, make sure the data above is correct and draw your signature on the pad below. This works best on a tablet like an iPad. If you are on a desktop computer, you can use your smartphone to draw the signature.

☐ Sign on a touchscreen
 ☒ Sign with your mobile phone
 ☐ Use a scanned signature



Scan the QR code on the left with your smartphone. It will open a page in your mobile phone browser where you can draw the signature with your finger. If you do not have a QR code reader on your phone, search for “qrcode” in the appstore.

The signature will appear below for you to confirm.

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
Coordinator	 @gmail.com Coordinator	2018-01-03	 <small>! This signature is for a past revision. See changes since then</small>

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.

After the mobility

Transcript of Records at the Receiving Institution
 Start and end dates of the study period: →

Table C After the mobility

Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed?	ECTS credits (or equiv.)	Grades received at the Receiving Institution
+ Add a new row				
				Copy all from Table A
Total:			0	

Transcript of Records and Recognition at the Sending Institution
Table D After the mobility

Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	ECTS credits (or equiv.)	Grades registered at the Sending Institution (if applicable)
+ Add a new row			
			Copy all from Table B
Total:			0

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.

Dream Agreements My agreements + New agreement danielagallardop

Student
 Signature has been added

2

Sending coordinator
 Not yet notified
[Notify](#)

3

Receiving coordinator
 Not yet notified
[Notify](#)

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.

Student
 Signature has been added
[Notify another](#)

This is you!
Sending coordinator
 Signature has been added

Receiving coordinator
 Signature has been added
[Notify another](#)

Frozen copy Working copy Archived snapshots

Normally the student fills in the agreement. If you have all the details yourself, you can fill it in as well and then notify the other parties. Below is an editable preview of the document to be generated, in line with the [template](#). See [disclaimer](#).

Learning Agreement

Higher Education:
 Learning Agreement form:

[Save](#)
 Created: 2020-06-12
 Updated: 2020-07-02
[Print](#)

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.

Working copy

Final document

When all 3 parties have added their signatures, the 'Final document' can be created. You can still propose changes under the "Working copy", but they will be ignored, unless all 3 parties sign all the proposed changes and the final document is re-created.

Create the final document

Save

Created: 2018-01-03
Updated: 2018-01-03

Print

Download PDF

Export to a file

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.

Programme					
Study cycle ?		Field of education ?			
Student					
Last name(s)		Date of birth	Nationality ?	Sex	Email
		YYYY-MM-DD			@gmail.co m
Sending institution					
Name	Faculty/Department	Erasmus code ?	Address	Country	Contact person ?
Receiving institution					
Name	Faculty/Department	Erasmus code ?	Address	Country	Contact person ?

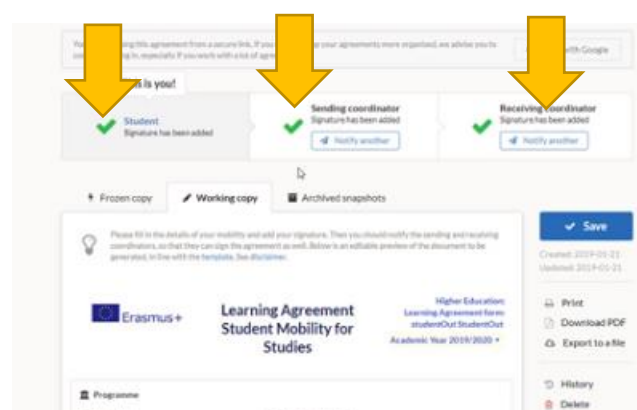
Footnotes

- 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	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict 7. Other (please specify)	
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".

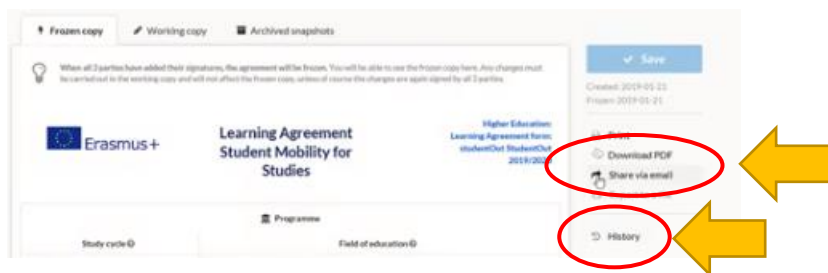


Once the Learning Agreement is signed by one of the parties, the green tick will appear near the party who has signed the agreement.

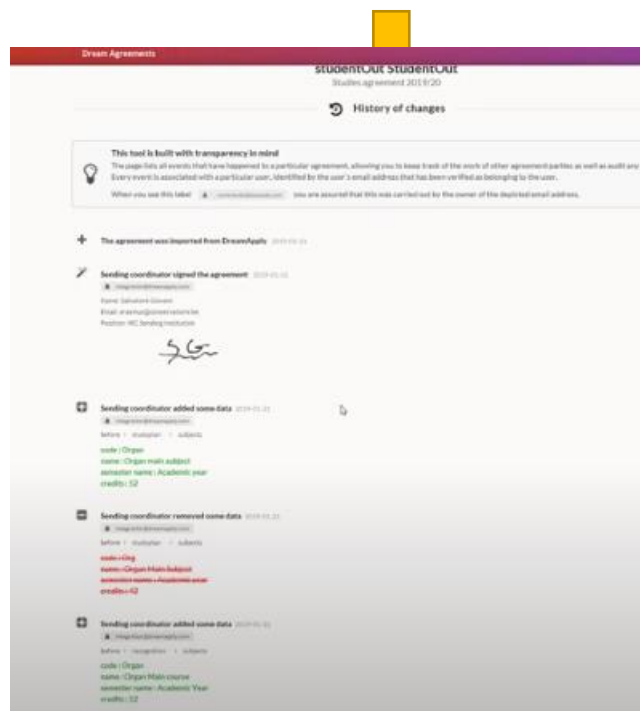
The Learning Agreement is not part of EASY, it is just connected to it, so even institutions not having EASY accounts can access and sign it.

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 Sara Primiterra at events@aec-music.eu



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

EASY WORKING GROUP 2020

Members:

Sara Primiterra - 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

Regine Brosius - UdK Berlin, Germany

Salvatore Gioveni - Conservatoire Royale de Bruxelles, Belgium

For Customer Support please write to Sara at events@aec-music.eu



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

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