

SoleGRANT guide for outgoing students

HOW TO GET STARTED WITH THE SOLEGRANT SYSTEM FOR APPLYING THE TRAVEL GRANT – ONLINE APPLICATION

Welcome to SoleGRANT! Most likely you have completed the online application for international mobility in the SoleMOVE system earlier, so SoleGRANT should also seem familiar to you. Please notice that filling in the grant application requires certain procedures: you may start applying for the grant after confirming your exchange in the SoleMOVE system. Exchange students can apply for the grant after receiving the acceptance letter from their host university. Erasmus trainees and freemover trainees are able to apply for the grant after completing their Training Agreement and confirming their exchange in the SoleMOVE system.

Please note that it is recommended to use

- Microsoft Internet Explorer 7 or later version
- Mozilla Firefox 3.6.12 or later version

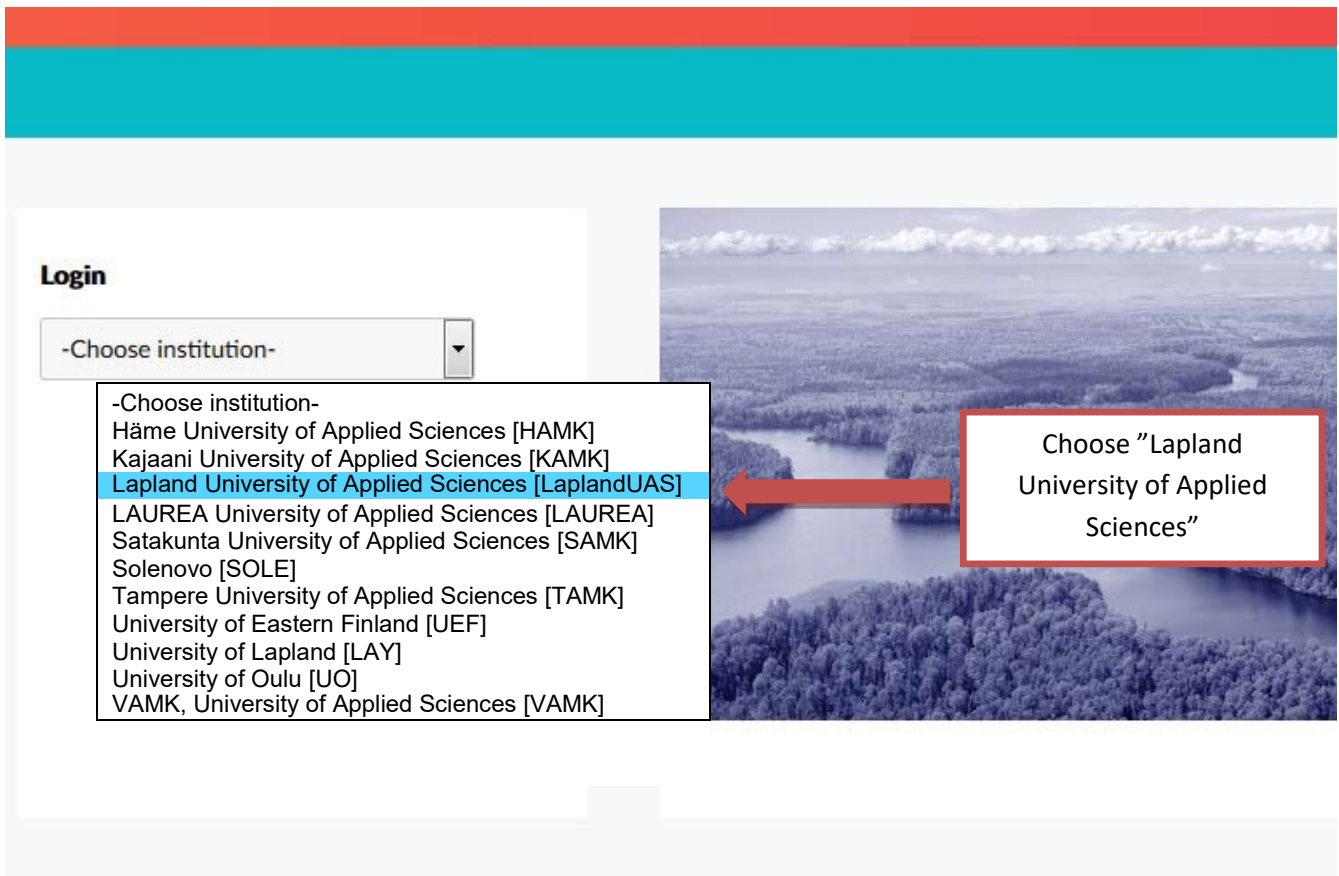
IMPORTANT TO KNOW REGARDING THE ONLINE SYSTEM AND ITS FUNCTIONS

- You can login and logout from the system freely until you have saved and sent your application. Then it is no longer possible to make changes to it.
- Please remember to save your application after every section, before moving on to the next one.
- By clicking the pencil icon you can edit information.
- Always use the return command for navigating in SoleGRANT. Do NOT use the back and forward arrows of your internet browser, because this might cause data to be lost.
- Please make sure you have the attachment required for your application.
- You can print your grant application in pdf format when it is ready.

More information for all applicants is provided at www.lapinamk.fi/solemove. If you have a question about SoleGRANT and are unable to find the answer in this manual, please send an email to international@lapinamk.fi.

Login address for SoleGRANT: <https://saas.solenovo.fi/solemove>

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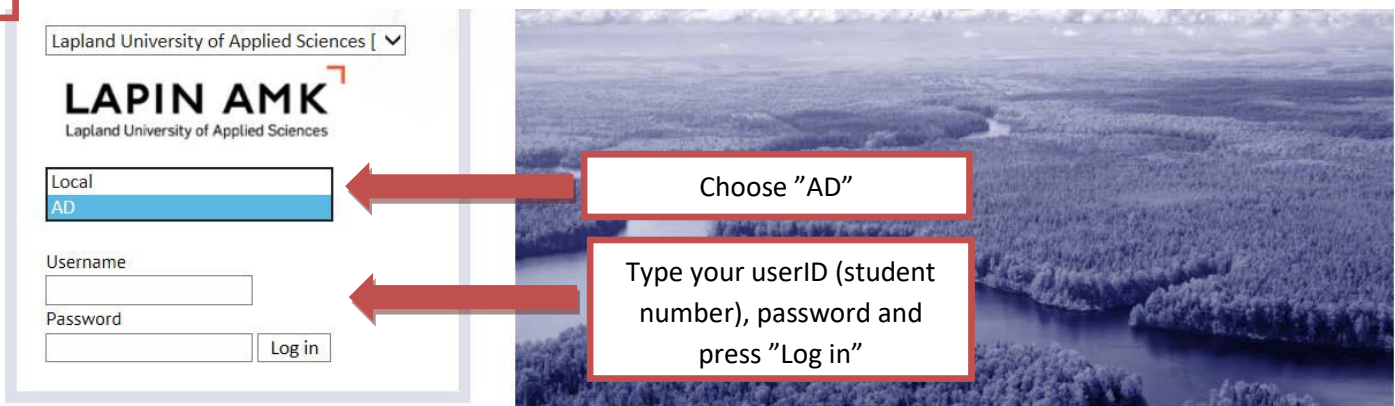
Login

-Choose institution-

- Choose institution-
- Häme University of Applied Sciences [HAMK]
- Kajaani University of Applied Sciences [KAMK]
- Lapland University of Applied Sciences [LaplandUAS]
- LAUREA University of Applied Sciences [LAUREA]
- Satakunta University of Applied Sciences [SAMK]
- Solenovo [SOLE]
- Tampere University of Applied Sciences [TAMK]
- University of Eastern Finland [UEF]
- University of Lapland [LAY]
- University of Oulu [UO]
- VAMK, University of Applied Sciences [VAMK]

Choose "Lapland University of Applied Sciences"

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Lapland University of Applied Sciences [v]

LAPIN AMK
Lapland University of Applied Sciences

Local
AD

Username
[]

Password
[] Log in

Choose "AD"

Type your userID (student number), password and press "Log in"

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SOLE NOVO SoleMOVE Log out SoleGRANT

Lapland University of Applied Sciences Application form for outgoing student mobility

Application form for outgoing student mobility

Testi Mallioppilas
Lapland University of Applied Sciences

1 Search results 14.

Status of application	Mobility type	Exchange start date
Application not ready	S - Study	01.08.2017
Application not ready	S - Study	

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Search all + New

1 Search results 8.

Status of application	Mobility type	Exchange start date	Exchange end date
Application not ready			12.2017
Application not ready			07.2017
Application not ready			07.2017
Application not ready			07.2017
Application not ready			
Confirmed	S - Study	01.09.2014	19.12.2014
Confirmed	P - Traineeship	01.05.2017	31.07.2017

1 Search results 8.

Search all + New

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SOLE NOVO SoleMOVE Log out SoleGRANT

Lapland University of Applied Sciences **Personal data**

Application form for outgoing student mobility

Testi Mallioppilas
Lapland University of Applied Sciences

PDF

Send Your application by 30.09.2015
Application number 3292308
Name of the applicant Mallioppilas, Testi
Country of home institution Finland
ERASMUS code of home institution
Home institution Lapland University of Applied Sciences
Mobility type S - Study
Status of application Confirmed
Last edited by 23.05.2014 14:59:09 / Testi Mallioppilas

Personal data | Current studies | Exchange study information | Enclosures | Check and send application | Mes

Mobility type* S - Study
 Application period* Erasmus+ Study Exchange 2014-2015 / 01.04.2014 - 30.09.2015
 Duration of your exchange* Other, please specify 01.09.2014 - 19.12.2014
 Student id 0501384
 Last name* Mallioppilas
 Given name(s)* Testi
 Date of birth(dd.mm.yyyy)* 05.05.1990
 Gender* M - Male F - Female
 Nationality* FI - Finland If other, please specify
 Native language* FI - Finnish
 Permanent address* tietotie 2
 Telephone* 12345678
 Email* mari.putaansuu@lapinamk.fi

Contact person in case of emergency
 Name* äiti
 Address* mallioppilas

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Lapland University of Applied Sciences **Application forms**

Application forms

Testi Mallioppilas
Lapland University of Applied Sciences

+ New application

Search results 4

Status	ERASMUS	id
Not ready	F RENNES27	2014
Not ready	F RENNES27	2014
Not ready	F RENNES27	2014
Not ready	F RENNES27	2017

Click -button (if there are several options, choose the exchange for which you are applying the grant).
If you cannot find your application on the list, click + New application .

dy	F RENNES27 (Erasmus)	ESC Rennes School of Business	23.05.2014
dy	F RENNES27 (Erasmus)	ESC Rennes School of Business	07.08.2014
dy	F RENNES27 (Erasmus)	ESC Rennes School of Business	19.11.2014
dy	F RENNES27 (

Accepted exchange applications

To prefill grant application form select exchange application and click 'Create new application'

Search results 2

Host institution	Exchange start date	Exchange end date	Mobility type	Application
<input checked="" type="radio"/> ESC Rennes School of Business	01.09.2014	19.12.2014	S - Study	
<input type="radio"/> Business Administration	01.05.2017	31.07.2017	P - Traineeship	6221783

If your application can be found on the list click "Create new application".

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Save Delete application Return

Application number 1405698
Status Not ready
Last edited by 19.09.2017 9:52 / Testi Malloppilas
Exchange application information Application number: 3292308
Status: Confirmed

Personal data Exchange/traineeship information Grant information Enclosures Send application

Last name* Malloppilas
Given name* Testi
Social security number(*)
Date of birth (dd.mm.yyyy)* 05.05.1990
Student number 0501384
Gender* Male Female
Nationality* FI - Finland
Address* tietotie 2
Municipality of taxation*
Telephone* 12345678
Email* mari.putaansuu@lapinamk.fi
Home institution Lapland University of Applied Sciences


Additional information

Missing data

- Social security number
- Municipality of taxation

Check the given information is correct and make changes if needed.

The red box on the right side informs you on the missing data. Fill in your social security number and the municipality of taxation (= the municipality to which you pay your taxes. If the municipality is not on the list, choose "other" and write it in the "Additional information" box.

Click  Save and move on to the next interleaf by clicking "Exchange/placement information"

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Save Return

Application number 1405698
Status Not ready
Last edited by 19.09.2017 9:52 / Testi Mallioppilas
Exchange application information Application number: 3292308
Status: Confirmed

Personal data Exchange/traineeship information Grant information Enclosures Send application

Exchange information

Mobility type* S - Study

Exchange program* Erasmus +

Host institution* F RENNES27 (Erasmus) - ESC Rennes School of Business

Country* FR - France

Exchange period* 01.09.2014 - 19.12.2014

Duration of exchange (months) 3.5

Permanent address in Finland*

Kauppakatu 1


95400 Tornio

Finland

Previous exchange

Exchange program

Exchange period and host institution

Permanent address in Finland:
Write here your home address in Finland (or Sweden if you live for example in Haaparanta). Click  Save -button and move to the next interleaf.

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Application number 1405698
Status Not ready
Last edited by 19.09.2017 9:52 / Testi Mallioppilas
Exchange application information Application number: 3292308
 Status: Confirmed

- Personal data
- Exchange/traineeship information
- Grant information
- Enclosures
- Send application

Instructions for applying the grant

The first part of the grant will be paid before the exchange and the second part after the exchange has been reported accordingly. Please make one application for each grant you are applying for. ERASMUS: Choose Grant type, save; amount appears.

The grant amounts :

Erasmus

For the academic year 2017-2018

Study grant	Training grant
240-290 €/month (~ 30 days)*	340-390 €/month (~ 30 days)*
Daily grant for the duration exceeding the 90 days is 8 €/day - 9,6 €/day*	Daily grant for the duration exceeding the 90 days is 11,3 €/day - 13 €/day*

*depending on the exchange destination

Group 1 Program countries, grant 9,6 €/day for study, 13 €/day for training:

Austria, Denmark, France, Ireland, Italy, Lichtenstein, Norway, Sweden, United Kingdom

Group 2 Program countries, grant 8 €/day for study, 11,3 €/day for training:

Belgium, Bulgaria, Croatia, Czech Republic, Cyprus, Estonia, Hungary, Germany, Greece, Iceland, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, Former Yugoslav Republic of Macedonia

FIRST

- 560 € / month

Lapland UAS Training Grant (to non-EU countries)

200 € /month

Travel Grant

- 450 € to Nordic Countries, Europe, Russia (near-by areas)
- 1000 € to America, Asia, other continents

North2North

Duration	Nordic countries, Russia nearby areas	USA, Canada, Russia
Autumn or spring semester	1500€	2000€

Grant period* 19.12.2014

- Grant duration(months)
- Grant type
- Amount*
- Lapland UAS Training Grant
 - Erasmus+ study: Group 1
 - Erasmus+ study: Group 2
 - Erasmus+ training: Group 1
 - Erasmus+ training: Group 2
 - FIRST
 - North2North
 - Lapland UAS Travel Grant
- us duration: 3Mo 19d

Here you can find the list of the grant amounts. Read the amounts and instructions well.

Grant period is the same as your study period at the host university or your training period in the host organization.

Choose the right grant type from the list (same as your exchange program: information can be found in your SoleMOVE decision in the "Exchange study information" section). If you apply Lapland UAS travel grant please add the amount of the grant to the Additional grant amount box.

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Grant period* 01.09.2014 - 19.12.2014

Grant duration(months) 3.5

Grant type Erasmus+ study: Group 1

Amount* 1054 Erasmus duration: 104 days

EU special needs grant

IBAN Account number*

BIC-code

Name of the bank

Address of the bank

SWIFT code

Clearing code

Additional information

Choose the right grant type to which you are entitled. Click "Calculate". System calculates the grant amount automatically based on the duration (days) of the exchange.

Enter your IBAN (International Bank Account Number) and BIC-code (Bank Identification Code)

Conditions*

- The mobility meets the general conditions of the grant
- Student has completed at least one year of higher education studies prior to exchange period
 - Exchange period abroad lasts minimum 2 months (trainees) / 3 months (study) , maximum 12 months
 - The home institution shall give full recognition of the studies completed abroad
 - Student doesn't have to pay any tuition fees to the host institution
 - Student will use the grant only to cover the expenses of traveling, living, lodging and language training during
 - Student must make the travel notification to the Finnish Ministry for Foreign Affairs of Finland
 - Student will adhere to the compiled study plan while abroad
 - If student interrupts or terminates the studies abroad or does not get any ECTS credits from the exchange, she
 - Student will take care of necessary permits, insurance and vaccinations herself/himself
 - Student is a Lapland UAS representative and will present her/his institution during the study or training excha
 - Upon the return, student will compile a report of her/his studies or training abroad as instructed and deliver a
 - Student has familiarized herself/himself with the international exchange guidelines before leaving
 - Student allows her/his study/training report to be published in Lapland UAS's web pages.
 - Lapland UAS is obliged to inform the tax authorities in Finland all the students who have received exchange g
 - In case these conditions are not fulfilled, the grant may be fully or partly recovered

Read the "Conditions" text and tick the box(es).

FOR ERASMUS + mobility participants: I accept a European Union Erasmus grant and agree to the following conditions

1. I use the grant only to cover travel, subsistence, accommodation and language preparation expenses of the student
2. I will follow the approved study plan (Learning Agreement)
3. If I cancel or interrupt studies/training in the host institution, I will refund the full grant or a part of it.
4. I will take out a necessary insurance policy.
5. After student exchange I will submit all required reports of my exchange period to my home institution.
6. I have read and accepted the grant agreement for Erasmus +, Learning agreement for studies/traineeships, Gener

Click and move on to the next interleaf "Enclosures"

I assure I have not given any false information when applying for the grant. By ticking the conditions box I sign the a

- Yes, my name and contact information may be given to national agency/European commission for the alumni orga

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Return

Application number 1405698
Status Not ready
Last edited by 19.09.2017 9:52 / Testi Mallioppilas
Exchange application information Application number: 3292308
 Status: Confirmed

Personal data Exchange/traineeship information Grant information Enclosures Send application

Instructions for enclosing files
 If you are going to study abroad, please upload your acceptance letter from the host university.
 If you are going abroad for training, please upload your approved learning agreement for traineeships form.
 ERASMUS+ students and trainees, please upload the Grant Agreement for Erasmus+ Higher Education Studies and/or Train

Enclosure type File
 No enclosed files

Missing data
 • Learning agreement (Acceptance letter) / Learning Agreement for Traineeships is mand

Read the guidelines given on the screen to attach the right document. Click + Add enclosure .

+ Add enclosure

Additional information

Upload and save Return

Application number 1405698
Status Not ready
Last edited by 19.09.2017 9:52 / Testi Mallioppilas
Exchange application information Application number: 3292308
 Status: Confirmed

Personal data Exchange/traineeship information Grant information Enclosures

Add enclosure

Enclosure type* Learning agreement (Acceptance letter) / Learning Agreement for Traineeships
 Grand Agreement for Erasmus+
 Grand certificate

File* [Browse...] [C:\vaikuuva\vaikuuva...]

Choose the correct enclosure type according to your mobility type and click "Selaa" to attach the required document.

Click Upload and save

Return

Application number 1405698
Status Not ready
Last edited by 19.09.2017 9:52 / Testi Malloppilas
Exchange application information Application number: 3292308
 Status: Confirmed

Personal data Exchange/traineeship information Grant Information Enclosures Send application

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 ERASMUS+ students and trainees, please upload the Grant Agreement for Erasmus+ Higher Education Studies

Enclosure type	File
Learning agreement (Acceptance letter) / Learning Agreement for Traineeships	Acceptance letter Testi.p

Add enclosure

Additional information

0/2000

Save

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Enter any additional information you feel necessary in the "Additional information" box.
 Click Save and move on to the last interleaf "Send application".

Send application Return

Application number 1405698
Status Not ready
Last edited by 19.09.2017 10:52 / Testi Malloppilas
Exchange application information Application number: 3292308
 Status: Confirmed

Personal data Exchange/traineeship information Grant Information Enclosures

Personal data	OK
Grant Information	OK
Exchange/traineeship information	OK
Enclosures	OK

Once you have filled in all the required information (all sections are "OK") click Send application.

Note that your application will not be seen by the International Relations Office before you send the application.

Also note that you cannot edit the application after sending. To edit the application after sending, please contact the International Relations Office. You will only be able to add new enclosures or change the existing ones.