

SoleMOVE

INSTRUCTIONS FOR FILLING IN THE INCOMING STUDENT MOBILITY FORM

Please note, that short exchange can only be chosen, if your exchange lasts less than 3 months when studying or less than 2 months in traineeship.

1. General guidelines for using SoleMOVE

SoleMOVE works best with the following internet browsers

- Mozilla Firefox 3.6.12 or newer
- Internet Explorer 7 or newer

NOTICE! The SoleMOVE does not show all the items and all the functions are not working correctly when using iPad or mobile phones. We recommend that you use computer when using SoleMOVE.

- ❖ How to check your Explorer browser: Click the blue question mark on the top right corner of the browser → Choose "About Internet Explorer". The version number is mentioned in the Internet Explorer name.
- ❖ How to check Firefox browser: At the top of the Firefox window, click the Firefox button, go over to the Help menu and select About Firefox. The About Firefox window will appear. The version number is listed underneath the Firefox name.
- ❖ Avoid using the back function on the browser. The data on the previous page may not be accessible due to expiring.

2. Instructions on how to fill in application form

1

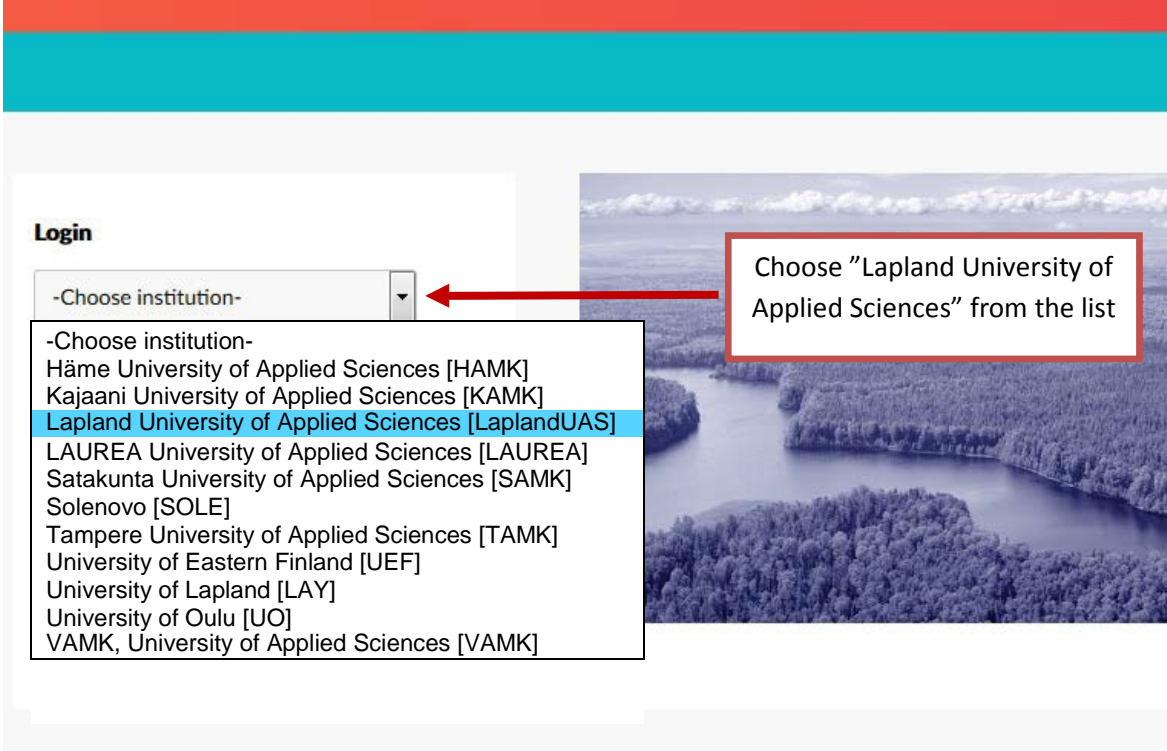
After you have been officially nominated to student exchange/placement by your home institution and the nomination information has been sent to Lapland University of Applied Sciences (please see the red text above) you will receive an email containing your username and instructions on how to fill in application form for incoming student mobility

- the email will come from the address international@lapinamk.fi and the title will be "Lapland University of Applied Sciences: Instructions for entering Your Exchange Application"
- follow the instructions and links on the email
- memorize your username and password carefully, you will need them during the application process until you arrival.

2

Go to SoleMOVE https://saas.solenovo.fi/solemove/disp/2_/en/public/nop/nop.

3 Log in procedure:




Login

-Choose institution-

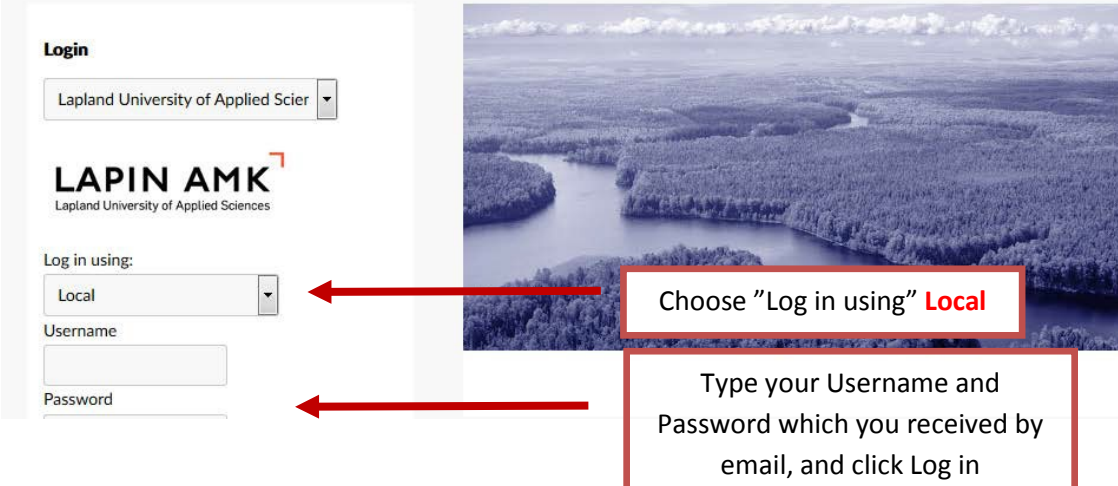
- Choose institution-
- Häme University of Applied Sciences [HAMK]
- Kajaani University of Applied Sciences [KAMK]
- Lapland University of Applied Sciences [LaplandUAS]
- LAUREA University of Applied Sciences [LAUREA]
- Satakunta University of Applied Sciences [SAMK]
- Solenovo [SOLE]
- Tampere University 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" from the list



SOLE NOVO SoleMOVE

Exchange destinations and feedback at LaplandUAS | Exchange destinations Abroad and feedback | Support email



Login

Lapland University of Applied Scier

LAPIN AMK
Lapland University of Applied Sciences

Log in using:

Local

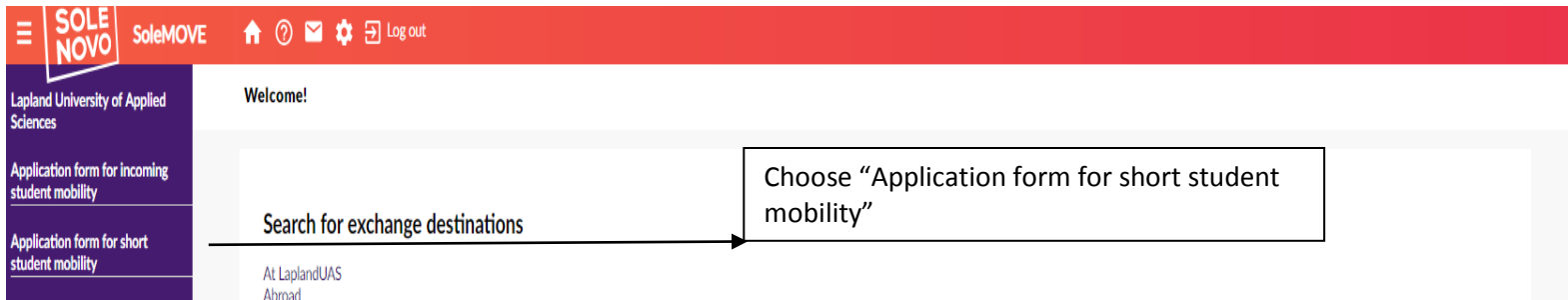
Username

Password

Choose "Log in using" Local

Type your Username and Password which you received by email, and click Log in

4



5





Choose your mobility type:

- choose *Study* if you are applying to student exchange
- choose *Placement* if you are applying for a placement/internship
- choose *Study* if your mobility will include both study and placement
(do not use the Combined study and placement option)

Click  Save

6

The application form with different interleaves will open. You can click open any interleaf but it is essential that you fill them **in order** starting from *Personal data*.

- there is a sign  on each interleaf that is missing information
- the red *Missing data* box on the right hand side will show which questions you still have to answer on each interleaf, the list updates every time you save
- please read the instructions for individual questions by clicking the info ball 
- Remember to click  Save in the end of each interleaf.
- notice that you can make a pdf file of your application at any point by clicking the pdf sign  at the top or bottom of the page (it is recommended that you do this once you have completed the application)
- you can complete the application bit by bit. All the information you have filled in and saved will be stored in the system and you can continue where you left off the next time you sign in. However, you will not be able to send the application until you have completed it.

1. Personal data –interleaf:

Fill in all the required info (marked with *) on the page and at the end click



- some of the information will be prefilled for you based on your nomination but notice that if there are any mistakes you can still correct the information

▲ Personal data
▲ Study Information
▲ Current studies
▲ Proposed study plan
▲ Enclosures
Check and send application

Mobility type*

Duration of your exchange*

Duration of exchange in months

Student id

Last name*

Given name(s)*

Date of birth(dd.mm.yyyy)*

Gender* M - Male F - Female N - Nonbinary X - Prefer not to say

Nationality*

Native language*

Permanent address*

Telephone*

Email*

Contact person in case of emergency

Name*

Address*

Select language of communication*

Telephone*

Home institution

Name of the home institution

Address*

Country

Departmental coordinator

Name*

Telephone*

Email*

Institutional coordinator

Name*

Telephone*

Email*


Save
Instructions
PDF

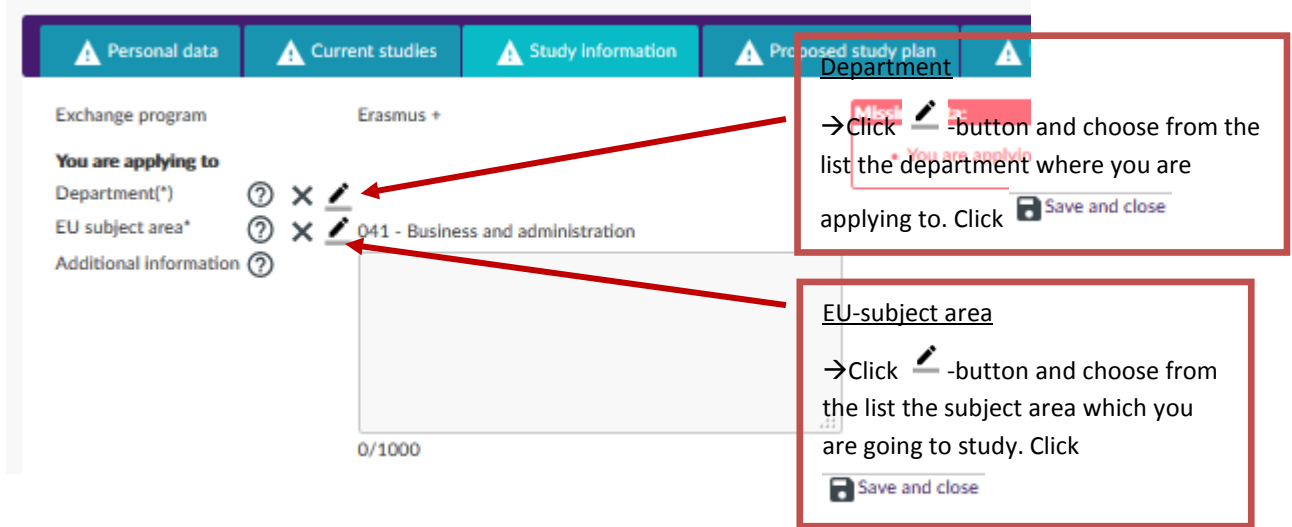
Student id
→ Please leave this box empty. International Services Office will add here your new student number after the acceptance.





Departmental Coordinator:
Contact information of the International Coordinator of your study field (Home University)

Institutional coordinator:
International Services Office contact information (Home University)


2. Study information –interleaf: (will only appear IF your mobility type is Study. If you chose traineeship, proceed to page 7)

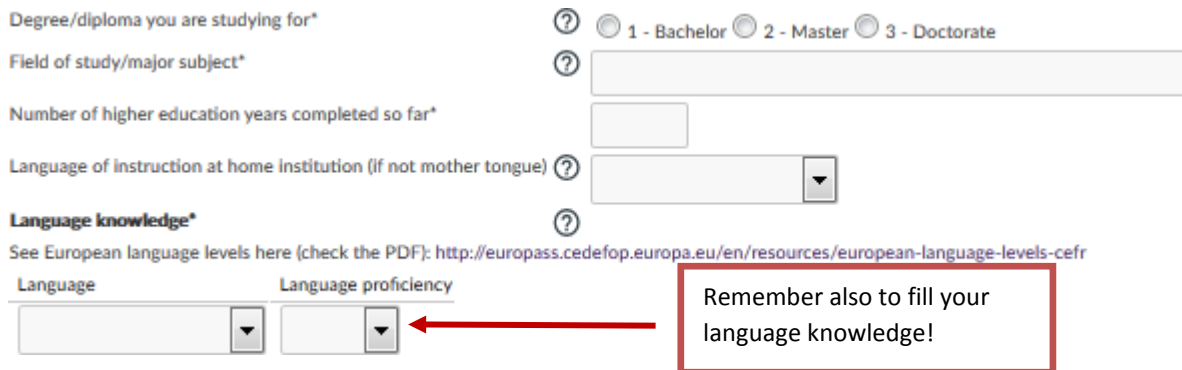
Fill in all the required info (marked with *) on the page and at the end click  Save Please notice that you need to fill in only department and EU subject area.



The screenshot shows the 'Study Information' tab in a web application. The 'Exchange program' is set to 'Erasmus +'. Under 'You are applying to', there are three fields: 'Department(*)', 'EU subject area*', and 'Additional information'. The 'EU subject area' is currently set to '041 - Business and administration'. A red box highlights the 'Department' field with the text: 'Department → Click  -button and choose from the list the department where you are applying to. Click  Save and close'. Another red box highlights the 'EU subject area' field with the text: 'EU-subject area → Click  -button and choose from the list the subject area which you are going to study. Click  Save and close'. A 'Save' button is visible in the top right corner of the form area.

3. Current studies-interleaf

Fill in all the required info and click  Save



The screenshot shows the 'Current studies' form. It includes fields for 'Degree/diploma you are studying for*' (radio buttons for 1 - Bachelor, 2 - Master, 3 - Doctorate), 'Field of study/major subject*', 'Number of higher education years completed so far*', and 'Language of instruction at home institution (if not mother tongue)'. Below these is the 'Language knowledge*' section, which includes a link to European language levels and two dropdown menus for 'Language' and 'Language proficiency'. A red arrow points from a callout box to the 'Language proficiency' dropdown. The callout box contains the text: 'Remember also to fill your language knowledge!'.

4. Proposed study plan -interleaf: (will only appear IF your mobility type is **Study**)

1. Click + Add new study
2. Type of study → Choose “course” from the list
3. Code → Click and new window called “Pick study” will open. Click to choose the course and to bring it to proposed study plan in SoleMOVE. Now you should be back in SoleMOVE and course details (Name and ECTS) are added automatically. Click Save
4. Click + Add new study to add next course.
5. After you have chosen all the courses click Return at the bottom of the page to return to the *Proposed study plan* interleaf.

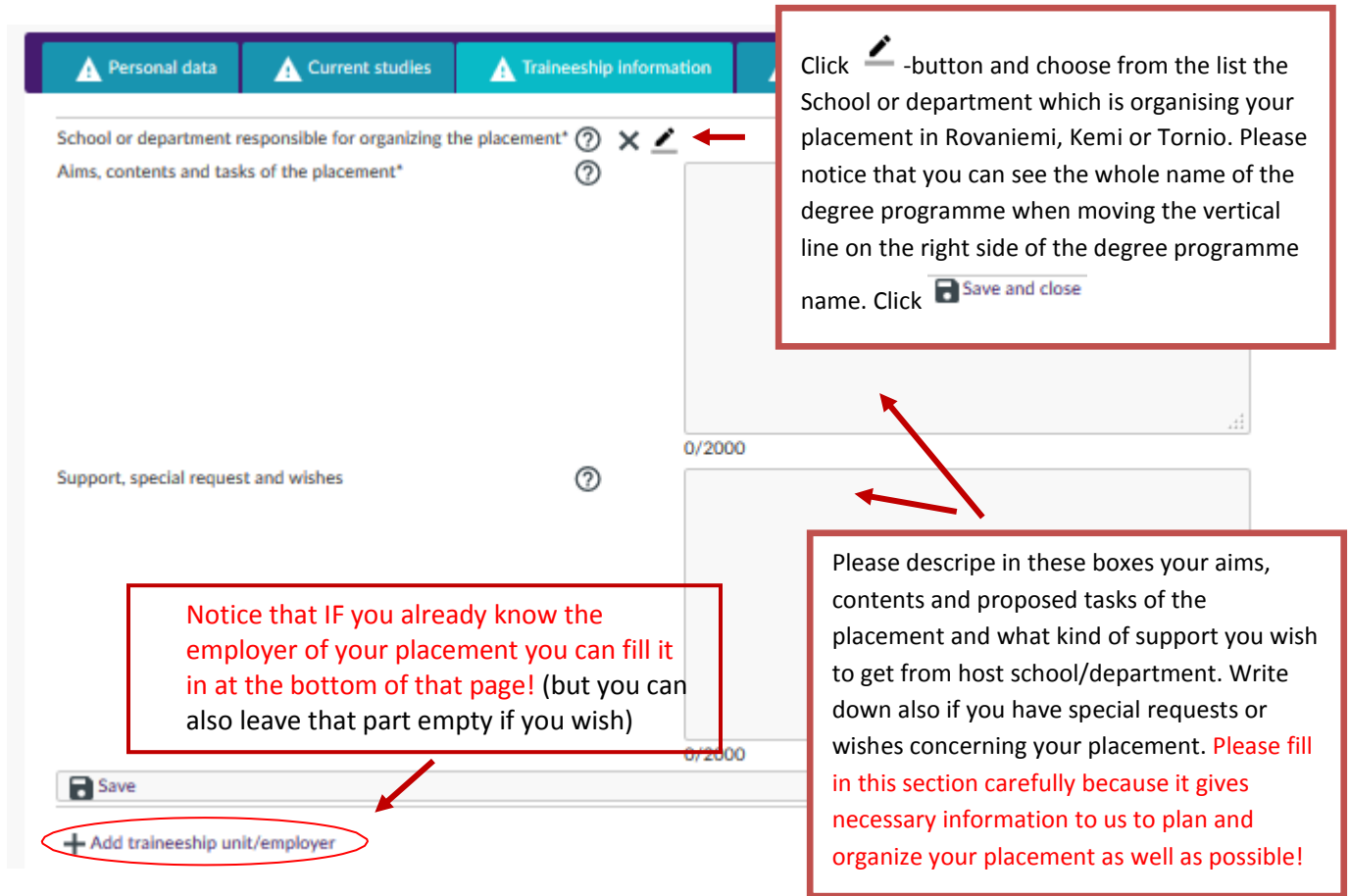
(If you want to add courses manually, please Click + Add new study , then fill in the type of study (course). Add then code, name and ects credits of the course.)

**Please note that you have to fill in all the same courses that are mentioned in your learning agreement!
Proceed to page 8**

5. **Traineeship information -interleaf:** (will only appear IF your mobility type is

Traineeship) Fill in all the required info (marked with *) on the page and at the end


click  Save



The screenshot shows a web form titled "Traineeship Information" with three tabs: "Personal data", "Current studies", and "Traineeship Information". The form contains several sections:

- School or department responsible for organizing the placement***: A dropdown menu with a pencil icon for editing. An annotation box explains that users should click the pencil icon to choose from a list of schools/departments in Rovaniemi, Kemi, or Tornio, and that the full degree programme name is visible when moving a vertical line on the right side. A "Save and close" button is also mentioned.
- Aims, contents and tasks of the placement***: A large text area with a character count of 0/2000. An annotation box instructs users to describe their aims, contents, and proposed tasks, as well as any special requests or wishes.
- Support, special request and wishes**: Another text area with a character count of 0/2000.
- Save**: A button at the bottom left.
- + Add traineeship unit/employer**: A button at the bottom, circled in red, with an annotation box stating that if the employer is already known, it should be filled in at the bottom of the page.

6. Current studies-interleaf

Fill in all the required info and click  Save

Degree/diploma you are studying for* ? 1 - Bachelor ? 2 - Master ? 3 - Doctorate

Field of study/major subject* ?

Number of higher education years completed so far*


Language of instruction at home institution (if not mother tongue) ? ?

Language knowledge* ?

See European language levels here (check the PDF): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Language ? Language proficiency ?


Remember also to fill your language knowledge!











7. Enclosures -interleaf:

Here you can see the list of documents that might be uploaded (some of them are mandatory, others are not)


Do the same procedure with all of the enclosures. Please remember to have all the needed documents filled in properly and with the needed signatures.

1. Start uploading needed document by clicking the pen  at the beginning of the row. Then click Choose file.
2. Then search the document from your


by clicking  Upload file , after this click  Return

Personal data	Current studies	Study information	Proposed study plan	Enclosures	Check and send application
Additional data <input type="text"/> ?					
0/2000 <input type="text"/>					
<input type="button" value="Save"/>					
Enclosure name	Enclosure info	Mandatory			
 Learning agreement (incoming)	Please attach your preliminary Learning Agreement. If your home institutions requires please send also the original one by regular mail.	Yes			
 Transcript of Records (incoming)	Please attach your transcript of records. You can use your institution's own form.	Yes			
 Motivation letter (incoming)	Please attach here your motivation letter	No			
 Application for Accommodation (Mandatory to Kemi or Tornio)	Please attach here the accommodation application if you are coming to exchange to Kemi or Tornio.	No			
 Photo	Please attach here your photo. Please notice that the photo must be in either .jpg-, .png- or .gif -form.	Yes			
 CV (incoming)	Please attach here your CV.	No			

8. Check and send application –interleaf:

After you have filled in all the required info on all the interleafs, the list on the *Check and send application* interleaf will show *OK* on each section. However, you can still go through the application and add/change information. After you have very carefully checked that everything is OK click  .

- **After you have sent your application you cannot make changes to it!** If something is missing you will receive a request for information to your email, however, you can always view your application by logging into the SoleMOVE system.
- **ATT!** International Relations Office won't see your application before you have sent it !

When you have been accepted to student exchange you will receive an email from the system and you will have to log in again to confirm or cancel your exchange. (You can do that by logging in and going to the first interleaf and clicking  Confirm/Cancel –button.)

- **Please remember to fill in your arrival information (arrival date, times and means of transportation) by the deadline mentioned in the acceptance email so that we know when you will arrive!**
- Please note that we don't require any original paper documents by mail. If needed, your home university can send the original learning agreement by mail.

If you have any questions about the application form or the SoleMOVE system, please contact:

- Lapland UAS, Rovaniemi: international@lapinamk.fi
- Lapland UAS, Kemi and Tornio: kati.kehusmaa@lapinamk.fi