LAPIN AMK
Lapland University of Applied Sciences

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<u>INSTRUCTIONS FOR FILLING IN THE SHORT OUTGOING STUDENT MOBILITY FORM</u>

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!

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.
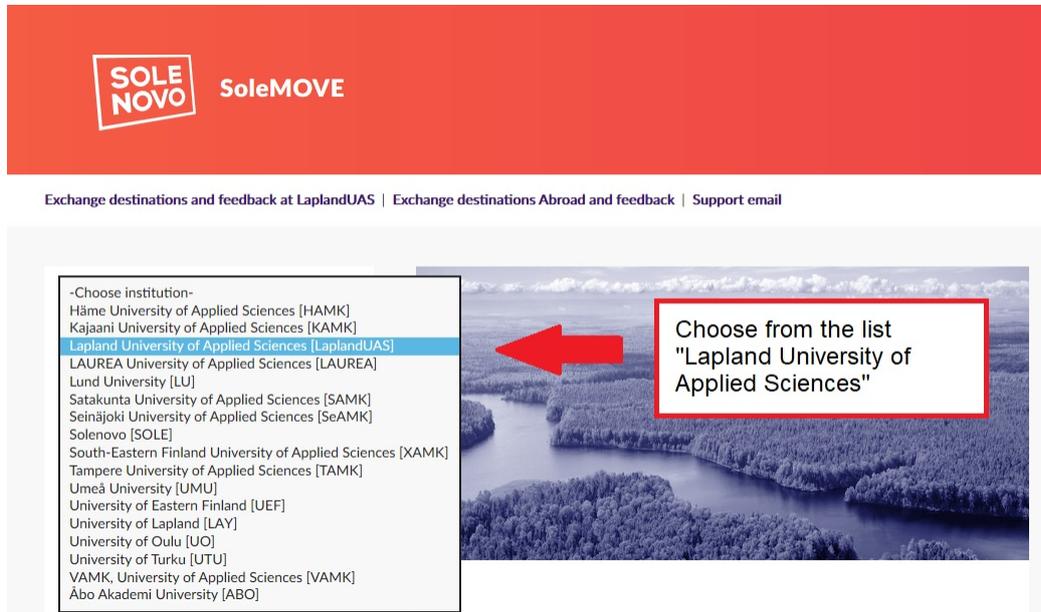
- How to check your Explorer browser: Click the blue question mark on the top right corner of the browser and then choose "About Internet Explorer". The version number is mentioned in the Internet Explorer name.

- 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.
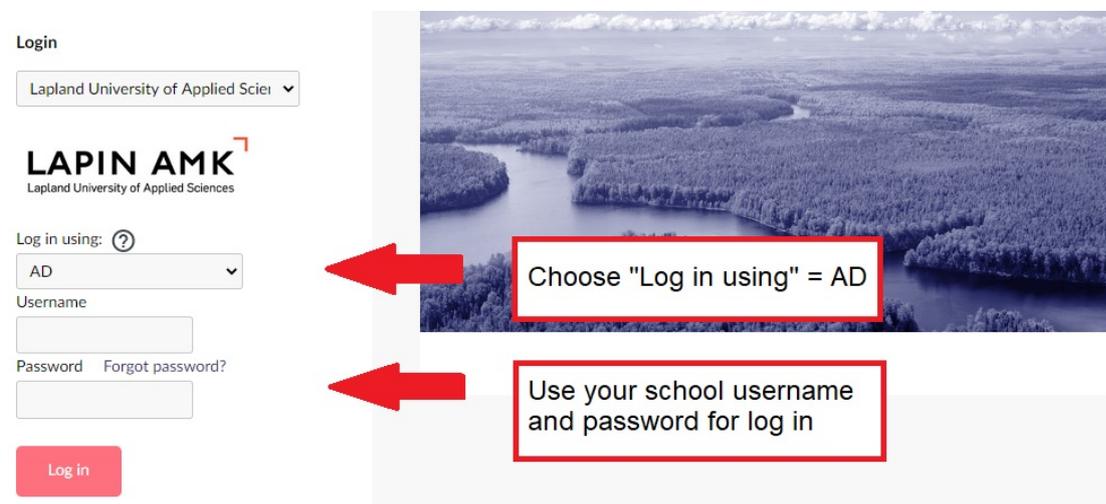
Instructions on how to fill in application form:

1. Go to SoleMOVE login page:

https://saas.solenovo.fi/solemove/disp/_/en/public/nop/nop/nop

2.

3.

4.

Choose "Application form for short student mobility"

5.

➔ Press "New" to start making application

Personal data

➔ Choose your Mobility Type:
  - choose *Study* if you are applying to student exchange
  - choose *Traineeship* if you are applying for a placement/internship
  - choose *Study* if your mobility will include both study and traineeship
    (**do not use** the Combined study and traineeship option!)
➔ Choose your Application Period
  - choose right one exchange program and semester
  - notice different application periods for study and training
➔ 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 warning triangle sign on each interleaf that is missing information
  ➔ The red *Missing data* box on the right 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 with question mark
- ➔ Fill in all the required info (marked with *) on the page
- ➔ 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

7.

Personal data interleaf

Information about your personal info

Few notes:

- ➔ Duration of your exchange
  - choose "Other, please specify"
  - put the exact exchange dates
- ➔ Name of the home institution
  - use your name of education, do not use name of university of applied sciences
- ➔ Departmental coordinator
  - add here contact information of the International Services Coordinator of your home university
- ➔ Institutional Coordinator
  - you do not have to fill this information

8.

Exchange study information interleaf

Information about your exchange destination

Few notes:

➔ If you are going to partner university, choose "Add new institution/enterprise" and add the information

➔ If you are not going to partner university, choose "Add new institution/enterprise (as freemover)" and add the information

9.

Current studies interleaf

Information about your studies and language knowledge

Few notes:

➔ You can add many languages to "Language knowledge" when you first save one language

10.

Enclosures interleaf

Attachments

Add here your scanned Learning Agreement (PDF) which is signed by all parties

11.

Check and send application interleaf

Send the application

Few notes:

➔ After you have filled in all the mandatory information 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 or change information

➔ After you have **very carefully checked** that everything is OK click "Send application"

➔ After you have sent your application you cannot make changes to it anymore, 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

➔ If you want to change something in your application, please contact to International Services

➔ **Attention!** International Services would not 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

If you have any questions about the application form or the SoleMOVE -system, please contact: international@lapinamk.fi