

SOLEGRANT INSTRUCTIONS FOR OUTGOING STUDENTS

How to apply for the grant - online application

You can apply for the grant after your exchange has been accepted in SoleMOVE and you have received:

- Student exchange:** Acceptance letter or email from the host university.
- Work placement:** Learning Agreement for Traineeship (Erasmus) / Work Placement Agreement (non-Erasmus) signed by all parties.

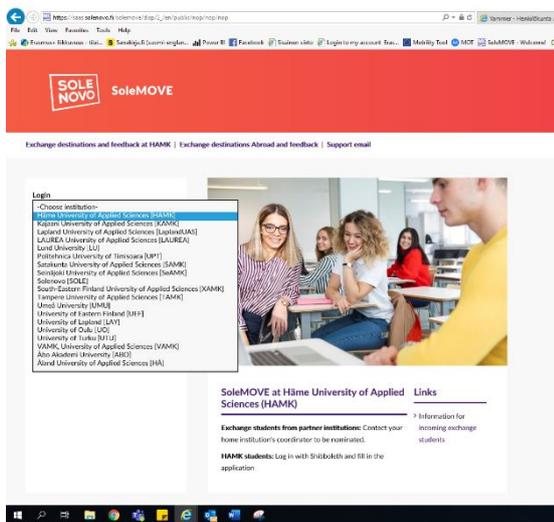
When using SoleGRANT, it is important to know its basic functions.

BASIC FUNCTIONS IN SOLEGRANT

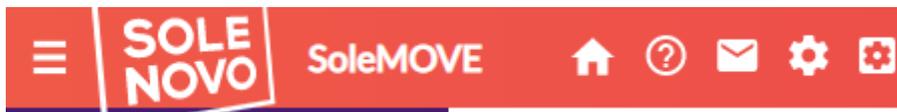
- Navigate only with the system's own return button . Do not use the navigation buttons of your browser because the data you have inserted may get lost.
- These buttons appear in the system and they work by clicking
 -  shows you a list of options
 -  for editing information and uploading attachments
 -  info button
- Remember to save  the application after you have added new information.
-  indicates that data is missing. All required data must be filled in before you can send your application.
- You can make a pdf-file of your application at any point by clicking the pdf-icon  (it is recommended that you do this once you have completed the application)
- **After you have sent the application, you cannot make changes to it.**

COMPLETING THE ONLINE APPLICATION

1. Go to <https://saas.solenovo.fi/solemove/>
2. Choose *Häme University of Applied Sciences* from the drop-down menu



Choose *Shibboleth* from the *Login* drop-down menu

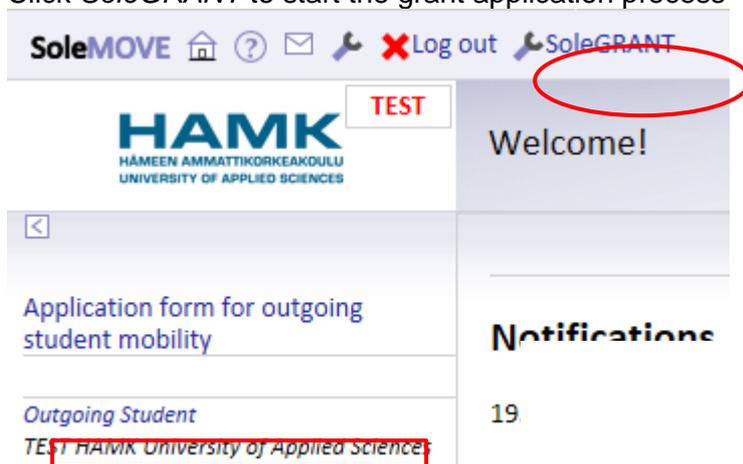


Log in using:

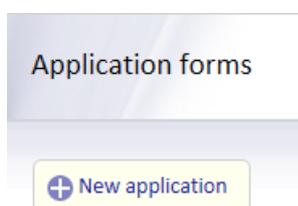
> Login

Please read our [privacy policy](#).

3. Log in with your HAMK username and password
4. Click *SoleGRANT* to start the grant application process



5. Click *New application* to see a list of pre (based on your SoleMOVE application). If more than one alternative appears, choose the correct one and click *Create new application*.



6. Click  to open the application. The information on the form is based on your exchange application.

[+ New application](#)

Search results 1

	Status	ERASMUS institutional code	Host institution	Sent date	Created
	Approved	E VIC01	Universitat de Vic	06.09.2013	06.09.2013

7. Check whether the given information is correct and make the necessary changes. Fill in your *social security number* and choose your *Municipality of taxation*. Save changes and choose the next tab.

[Save](#) [Delete application](#) [Return](#)

Application number 21403
Status Not ready
Last edited by 16.09.2013 19:47 / Outgoing Student
Exchange application information Application number: 1281187
 Status: Confirmed

Personal data Exchange/placement information Grant information Enclosures

[Send application](#)

Last name* Outgoing
 Given name* Student
 Social security number(*) xxxxxxxxxxxx
 Date of birth (dd.mm.yyyy) 01.07.1980
 Student number
 Gender* Male Female
 Nationality* FI - Finland
 Address* Katu 1
 0100100 KARKKILA

Missing data

- Social security number
- Municipality of taxation

Municipality of taxation*

Telephone*

Email*

Home institution

Additional information

0/2000

8. Check the *Exchange/placement information* and complete the section if needed. Click *Save* and move to the next page *Grant information*.

Sent date 02.08.2014
Last edited by 20.01.2015 9:50 / Susanna Saarinen
Exchange application information Application number: 3137099
Status: Report completed

Process the application Personal data Exchange/placement information **Grant information** Enclosures Decision Payments

Grant application instructions

"Grant period": the dates should be the actual beginning and end dates of your exchange studies, not e.g. the semester dates.
Choose the "grant type" according to your exchange/work placement.
Check that the bank information you fill in is correct. Remember to add IBAN (=International Bank Account Number) and BIC (=Bank Identification Code).

Grant period* -

Grant duration(months) 3,5

Grant type

Amount* Calculate Erasmus duration: 3Mo 19d

EU special needs grant

IBAN Account number*

BIC-code*

Name of the bank

Address of the bank

35/2000

SWIFT code

Clearing code

Additional information

0/2000

Follow the instructions on the page. Choose the right grant type from the drop-down menu. It is the same as in your SoleMOVE decision on *Exchange study information* page. Enter your IBAN (= International Bank Account Number) and BIC (Bank Identification Code). Press the “calculate”-button and the system automatically calculates the amount of your grant.

Read and accept the *Conditions* at the end of the page and tick the boxes. Click *Save* and move on to the *Enclosures* page.

Conditions*

SPECIAL CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

1.1 The institution shall provide support to the participant for undertaking a mobility activity for studies/traineeships under the Erasmus+ Programme.

1.2 The participant accepts the financial support in the amount specified in article 3 and undertakes to carry out the mobility activity for studies/ traineeships/ studies and traineeship as described in the Learning Agreement.

1.3. Amendments to the agreement shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

Personal data Exchange/placement information Grant information **Enclosures**

Send application

Instructions for enclosing files

Add the official acceptance letter from your host institution (note that the acceptance letter has to be uploaded also to the SoleMOVE system in the enclosures section).

Enclosure type File
 No enclosed files

Missing data

- Acceptance letter is mandatory enclosure type

+ Add enclosure

Additional information

0/2000

Save

Click *Add enclosure*.

Send application Return

Upload and save Return

Application number 21403
Status Not ready
Last edited by 16.09.2013 21:22 / Outgoing Student
Exchange application information Application number: 1281187
 Status: Confirmed

Personal data Exchange/placement information Grant information Enclosures

Send application

Add enclosure

Enclosure type*

File*

9. Choose *Acceptance letter* and click *Browse* to attach the correct document. The acceptance letter is

for students

- an official Acceptance letter or
- an email correspondence

for trainees

- the signed Learning Agreement for Traineeships (Erasmus) / Work Placement Agreement (non-Erasmus).

Click *Upload and save*. Additional information text field appears. Enter additional information if necessary. Choose the last tab *Send application*.

14. If all pages are OK, send the application.

Send application Return

Application number 21403
Status Not ready
Last edited by 16.09.2013 21:43 / Outgoing Student
Exchange application information Application number: 1281187
 Status: Confirmed

Personal data Exchange/placement information Grant information Enclosures

Send application

Personal data	OK
Grant information	OK
Exchange/placement information	OK
Enclosures	OK

Once your grant application has been processed you will be informed about the decision by email. You can check the decision information on the *Decision* page and print the grant certificate on the *Enclosures* page in SoleGRANT.

Erasmus students please note: before your grant is handled you will be sent a link to the compulsory OLS language assessment. When it has been completed, your grant will be processed.

The first instalment of the grant (80%) will be paid approximately one month before the start of the exchange period if you have submitted all the required documents on time and completed the OLS language assessment.

The second instalment of the grant is calculated after you have submitted the required documents in SoleMOVE and completed the other necessary steps.