

SoleMOVE - instructions for outgoing short blended student mobilities

Please note that you choose this option **only if your student or work placement exchange lasts less than 2 months.**

Go to the SoleMOVE login page <https://saas.solenovo.fi/solemove/>


1. Choose *Häme University of Applied Sciences* from the drop-down menu.
2. Choose *Shibboleth* from the Login drop-down menu.
3. Choose *Häme University of Applied Sciences (Hämeen ammattikorkeakoulu)* from the drop-down menu.
4. Log in with your HAMK username and password.
5. To open the form, click *Application form for short student mobility* on the left.
 - Click *New* to start completing the application.
6. Choose your mobility type:
 - choose *Study* if you are planning to study during your exchange period;
 - choose *Placement* if you are applying for a placement/internship abroad; (do not use Combined study and traineeship)
 - Click *Save*
7. The application form with tabs opens. You may click open any Tab but it is essential that you fill in each tab **in order** starting from *Personal data*.
 - there is a warning triangle sign on each interleaf indicating that information is missing;
 - the red *Missing data* box on the right shows which fields you still have to fill in on each tab. The list is updated every time you click *Save*.

8. Personal data

Please note:

- Duration of exchange
 - choose "Other, please specify"
 - add the start and end dates of your duration abroad including one travel day before the start date of studies and one travel day after the end date of studies.
- Name of the home institution
 - add the name of **your degree programme**, do not choose Häme University of Applied Sciences

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

- Some of your personal data is prefilled but you need to check it and correct if there are mistakes.
- Home institution: HAMK's degree programmes are all in English in SoleMOVE, choose your own degree programme. **NB:** Name of the degree programme: Click  for more options. Click *Save and close*.

9. Exchange study information

Fill in all the required info (marked with *) on the page and click *Save*.

- Click *Add new institution/enterprise*
- *from the drop-down menus, choose the correct Country, Host institution and Exchange programme*
- *Save*.

If you cannot find the enterprise or partner institution from the list, press *Cancel* and *Return* and then click *Add new institution/enterprise*.

- Add at least *Name* and *Country*.
- *Save*

10. Current studies

- Fill in all the required info and click *Save*.

11. Enclosures

- Complete the digital Learning Agreement. If not possible, upload your scanned Learning Agreement (outgoing).

12. Check and send applications

- After you have filled in all the required info on all the tabs, the list on the Check and send application page shows OK on each section. After you have checked that everything is OK, click *Send application*.

13. When you return

- When you have returned from your exchange period abroad, remember to add the required documents to the *After exchange* section in SoleMOVE.

SoleGRANT – grant application

1. Click *SoleGRANT* at the top of the SoleMOVE page to start the grant application process.
2. Click *New application* to see a list of prefilled applications (based on your SoleMOVE application). Click *Create new application*.
3. Click the pen to open the application. The information on the form is based on your exchange application.
4. 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.
5. Check the *Exchange/traineeship information* page and complete the section if needed. Click *Save* and move to the next page *Grant information*.

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

6. On the *Enclosures* page, click *Add enclosure*.
 - Choose *Acceptance letter* and click *Browse* to attach the correct document
 - Click *Upload* and *save*. Choose the last tab *Send application*.
7. If all pages are OK, send the application.

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.