







SoleMOVE


Before you start filling in your application, read these basic functions:

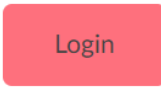
- Navigate only with the system's own return button  **Return**. Do not use the navigation buttons of your browser because the data you have inserted may get lost.
- These buttons appear in the system, and they work by clicking
 -  for editing information and uploading attachments
 -  info button
- Remember to save  **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. If something is missing, the red *Missing data* box on the right shows which fields you still must fill in on each tab.
- **After you have sent the application, you cannot make changes to it. Contact your own International Officer if you must make changes.**


INSTRUCTIONS FOR FILLING IN THE OUTGOING STUDENT'S MOBILITY FORM

1. Go to <https://saas.solenovo.fi/solemove/>
2. Choose *Häme University of Applied Sciences (HAMK)* from the drop-down menu
3. Choose *HAKA - Shibboleth* from the *Log in using* drop-down menu

Log in using: 

HAKA - Shibboleth 

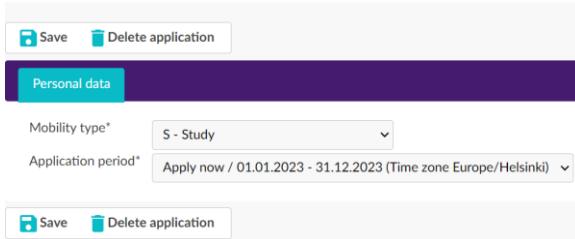


4. Choose Häme University of Applied Sciences (Hämeen ammattikorkeakoulu) from the drop-down menu
5. Log in with your HAMK username and password
6. To open the application form, click ***Application form for outgoing student mobility*** on the left
7. Click  **New**

8. Choose your mobility type:

- choose *Study* if you are planning to study during your exchange period
- choose *Placement* if you are applying for a work placement/internship abroad

Personal data




9. Choose *Apply now* for Application period

10. Click  Save

11. The application form opens all the tabs. You may click open any tab, but it is essential that you fill in each tab **in order** starting from *Personal data*.

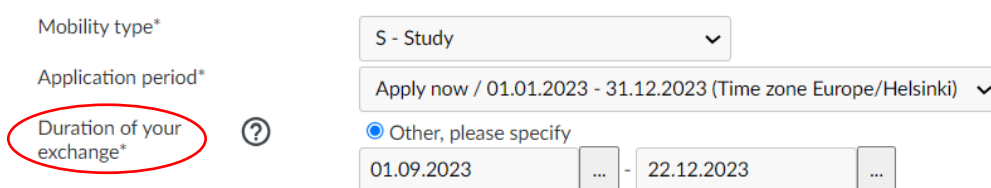
- the red *Missing data* box on the right shows which fields you still must fill in on each tab. The list is updated every time you click the *Save* button.
- all the information you have filled in and saved, will be stored in the system and you may continue from where you left off the next time you log in. However, you won't be able to send the application until you have completed all the tabs.

12. Personal data


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

Duration of your exchange: click "Other, please specify" and fill in your exchange dates below.

NB: If you are going on a student exchange and don't know the exact dates yet, you can check host institution's previous year's semester dates and write them. The actual dates can be updated later by contacting your own International Officer.



- Some of your personal data is prefilled but you need to check it and correct if there are mistakes. Prefilled fields include:
 - HAMK student number
 - Last name
 - Given name(s)
 - Date of birth
 - Phone number
 - Email address – **please use HAMK’s email address**


NB: Name of your degree programme (in English): Click  for more options. Click *Save and close*.

Institutions
✕

▼ 🔍 Search all

	ERASMUS institutional co	Name	Country	Organisation type	Organisation level
🔍	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	SF HAMEENL09	Häme University of Applied Sciences	FI - Finland	Own	University
<input type="checkbox"/>	SF HAMEENL09	-> Agricultural and Rural In	FI - Finland	Own	Degree programme
<input type="checkbox"/>	SF HAMEENL09	-> Biotechnology and Food	FI - Finland	Own	Degree programme
<input type="checkbox"/>	SF HAMEENL09	-> Business Administration	FI - Finland	Own	Degree programme
<input type="checkbox"/>	SF HAMEENL09	-> Business Information Techno	FI - Finland	Own	Degree programme
<input type="checkbox"/>	SF HAMEENL09	-> Computer Applications	FI - Finland	Own	Degree programme
<input type="checkbox"/>	SF HAMEENL09	-> Construction and Civil Engin	FI - Finland	Own	Degree programme
<input type="checkbox"/>	SF HAMEENL09	-> Construction and Environmental	FI - Finland	Own	Degree programme
<input type="checkbox"/>	SF HAMEENL09	-> Construction Engineering	FI - Finland	Own	Degree programme
<input type="checkbox"/>	SF HAMEENL09	-> Construction Management	FI - Finland	Own	Degree programme
<input type="checkbox"/>	SF HAMEENL09	-> Design	FI - Finland	Own	Degree programme
<input type="checkbox"/>	SF HAMEENL09	-> Design Factory	FI - Finland	Own	Department
<input type="checkbox"/>	SF HAMEENL09	-> Electrical and Automatic	FI - Finland	Own	Degree programme
<input type="checkbox"/>	SF HAMEENL09	-> Electrotechnology and Automat	FI - Finland	Own	Degree programme
<input type="checkbox"/>	SF HAMEENL09	-> Entrepreneurship and Business	FI - Finland	Own	Degree programme
<input type="checkbox"/>	SF HAMEENL09	-> Equine Business Management	FI - Finland	Own	Degree programme
<input type="checkbox"/>	SF HAMEENL09	-> Equine Industries	FI - Finland	Own	Degree programme

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✕ Cancel
 Save and close

HAMK's degree programmes are all in English on SoleMOVE. It is very important that you choose the right degree programme. This choice determines who receives your application:


Degree programme in English	Koulutusohjelman nimi suomeksi	Campus
Bachelor's degrees / AMK-tutkinto		
Agricultural and Rural Industries	Maaseutuelinkeinot	Mustiala
Biotechnology and Food Engineering	Bio- ja elintarviketekniikka; Prosessi- ja materiaalitekniikka, Bio- ja elintarviketekniikka	Hämeenlinna
Construction and Civil Engineering	Rakennus- ja yhdyskuntatekniikka	Hämeenlinna
Business Administration	Liiketalous	Hämeenlinna
Business Information Technology	Tietojenkäsittely	Hämeenlinna
Climate Smart Agriculture (in English)	-	Mustiala
Construction Engineering (in English)	-	Hämeenlinna
Construction Management	Rakennusmestari	Hämeenlinna
Computer Applications (in English)	-	Hämeenlinna
Electrical and Automation Engineering (in English)	-	Valkeakoski
Electrotechnology and Automation Engineering	Sähkö- ja automaatiotekniikka	Valkeakoski
Forestry	Metsätalous	Evo

Degree programme in English	Koulutusohjelman nimi suomeksi	Campus
Horticulture	Puutarhatalous	Lepaa
Information and Communication Technology	Tieto- ja viestintäteknikka	Riihimäki
Information and Communication Technology, Bioeconomy	Tieto- ja viestintäteknikka, biotalous	Forssa
Information and Communication Technology, Bioeconomy (in English)	-	Forssa
International Business (in English)	-	Valkeakoski
Landscape Design and Construction	Rakennettu ympäristö	Lepaa
Mechanical Engineering	Konetekniikka	Riihimäki
Mechanical Engineering and Production Technology (in English)	-	Riihimäki
Nursing	Sairaanhoitaja	Hämeenlinna
Public Health Nursing	Terveystieteiden hoitaja	Hämeenlinna
Smart and Sustainable Design	Älykäs ja kestävä muotoilu	Hämeenlinna
Smart and Sustainable Design (in English)	-	Hämeenlinna
Social Services	Sosiaaliala	Hämeenlinna
Sustainable Development	Kestävä kehitys	Forssa

Degree programme in English	Koulutusohjelman nimi suomeksi	Campus
Sustainable Forest Management (in English)	-	Evo
Traffic and Transport Management	Liikenneala	Riihimäki

NB: If you're a master's student and can't find your degree programme on SoleMOVE, please let your own International Officer know.

13. Exchange study information:

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

- choose the home receiving institution
 - if you are applying to student exchange at **HAMK's partner institution or to an enterprise where other students have done their placement earlier**, choose *Add new institution / enterprise* and choose the right institution/enterprise from the list


List of institutions/enterprises you are applying to



 Add new institution/enterprise

 Add new institution/enterprise (as freemover)


- choose the country, host institution and exchange programme (in this order!) according to the instructions given in the tooltips and Save.

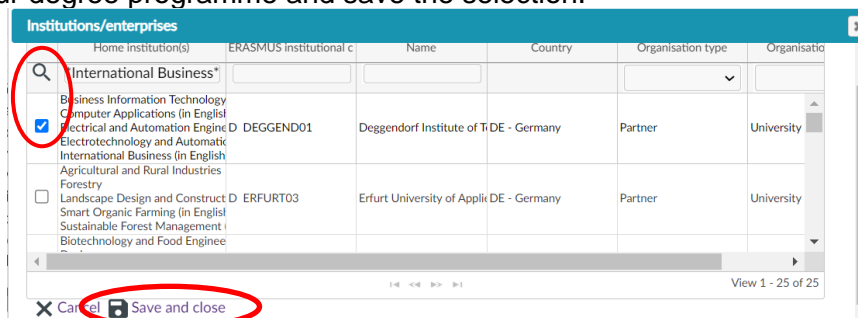
 Country*

Institution/Enterprise*  

Exchange program*  

Mobility Normal Blended Virtual

You can search for the institutions or enterprises by writing a search word in one of the fields in the dialog box. Write the search word between *-signs and click . Click the checkbox in front of your degree programme and save the selection.



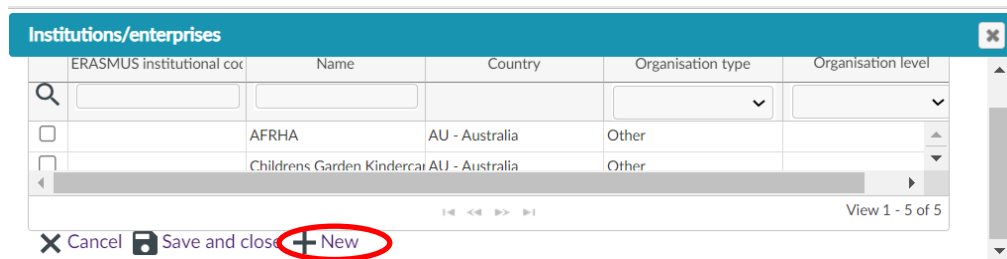
- If you cannot find the enterprise or the partner institution from the list, press *Cancel* and *Return* then click *Add new institution / enterprise* if you are going to **Europe (= Erasmus exchange)** or *Add new institution / enterprise (as freemover)* if you are going **outside Europe (= non-Erasmus exchange)**.
 - You can always add a new enterprise if it is not already in the system. If it is a university, ask your International Officer to add it.

List of institutions/enterprises you are applying to




 Add new institution/enterprise

 Add new institution/enterprise (as freemover)

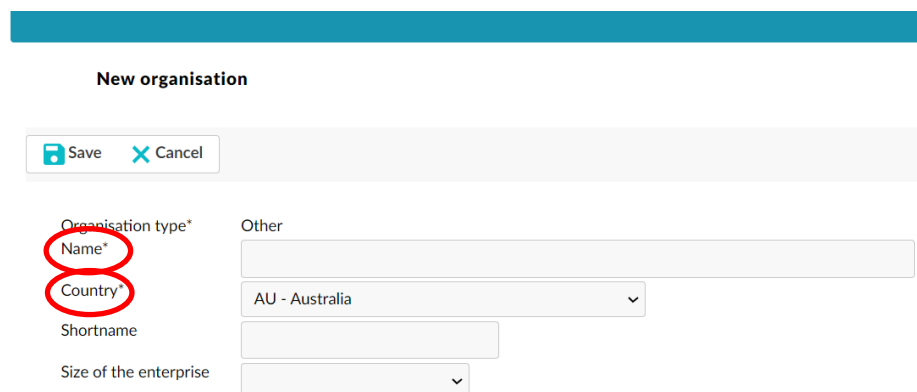
- Choose *New*





ERASMUS institutional code	Name	Country	Organisation type	Organisation level
	AFRHA	AU - Australia	Other	
	Childrens Garden Kinderca	AU - Australia	Other	

 Cancel
  Save and close
  **New**




- Add at least the Name and the Country. Remember to save.






New organisation

 Save
  Cancel


Organisation type* Other
 Name*
 Country* AU - Australia
 Shortname
 Size of the enterprise

- Close the window by clicking *Return* and click  *Save and close* to save the data inserted and click  *Save*
- You may add two more (altogether 3) receiving institutions **only in special cases agreed with your International Officer**.
- After you have filled in all the receiving institutions, click  *Return* to go back to the *Exchange study information page*
- You can view the receiving institutions you just chose as below. If you are applying to a number of institutions, make sure that they are in the **correct order**, i.e. number 1 on the list is your first choice. You may change the order if you want to, by clicking the arrows before the institutions name. By clicking the pencil, you may change the information of the receiving institution.

List of institutions/enterprises you are applying to

	Choice	Country	Institution/Enterprise	Exchange programme
	1	AT - Austria	A GRAZ10 CAMPUS02 Fachhochschule der Wirtschaft GmbH	Erasmus+
	2	BE - Belgium	B KORTRIJ03 Howest, University College West Flanders	Erasmus+
	3	CZ - Czech Republic	CZ PLZEN01 University of West Bohemia	Erasmus+

14. Current studies:

Fill in all the required info and click  Save



- You will find your degree programme's *EU subject area at home* below:

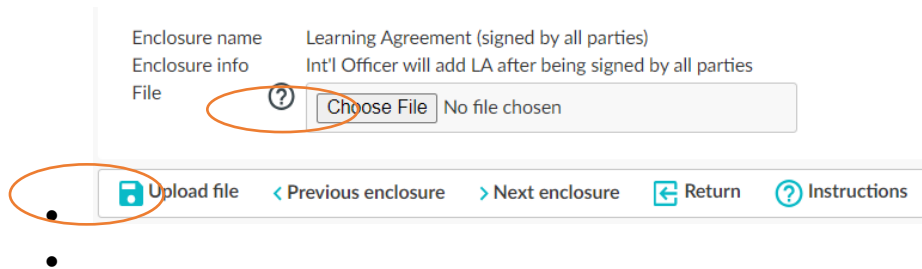
EU subject area at home	Area	Your degree programme	Koulutus/Koulutusohjelma
0114	Teaching and training with subject specialization	Professional Teacher Education	Opettajakoulutus
041	Business and administration	Business Administration, Equine Business Management, International Business (in English)	Liiketalous, Hevosalan liiketalous, International Business (in English)
0521	Environmental sciences	Sustainable Development	Kestävä kehitys
061	Information and Communication Technologies	Business Information Technology, Computer Applications (in English), Information and Communication Technology, Information and Communication Technology, Bioeconomy (in English) Information and Communication Technology, Robotics (in English)	Tietojenkäsittely, Computer Applications (in English), Tieto- ja viestintäteknikka, Tieto- ja viestintäteknikka, biotalous, Information and Communication Technology, Bioeconomy (in English), Information and Communication Technology, Robotics (in English)
0714	Electronics and automation	Electrical and Automation Engineering (in English), Electrotechnology and Automation Engineering,	Electrical and Automation Engineering (in English), Sähkö- ja automaatiotekniikka


0715	Mechanics and metal trades	Mechanical Engineering and Production Technology (in English), Mechanical Engineering	Mechanical Engineering and Production Technology (in English), Konetekniikka
0721	Food processing	Biotechnology and Food Engineering	Bio- ja elintarviketekniikka
0722	Materials (glass, paper, plastic and wood)	Smart and Sustainable Design (in English)	Älykäs ja kestävä muotoilu (lasi, keramiikka)
0723	Textiles (clothes, footwear and leather)	Smart and Sustainable Design (in English)	Älykäs ja kestävä muotoilu (vaatetus, jalkine, nahka)
0731	Architecture and town planning	Traffic and Transport Management, Sustainable Urban Design (in English)	Liikenneala, Sustainable Urban Design (in English)
0732	Building and Civil Engineering	Construction and Civil Engineering, Construction Engineering (in English), Construction Management	Rakennus- ja yhdyskuntatekniikka, Construction Engineering (in English), Rakennusmestari
081	Agriculture	Agricultural and Rural Industries, Climate Smart Agriculture (in English)	Maaseutuelinkeinot, Climate Smart Agriculture (in English)
0812	Horticulture	Horticulture, Built Environment	Puutarhatalous, Rakennettu ympäristö
0821	Forestry	Forestry, Sustainable Forest Management (in English)	Metsätalous, Sustainable Forest Management (in English)
0913	Nursing and midwifery	Nursing, Public Health Nursing, Health Care, Nursing (in English)	Sairaanhoitaja, Terveystieteiden hoitaja, Health Care, Nursing (in English)
0923	Social work and counselling	Social Services	Sosionomi




- Remember to also fill in your language knowledge at the bottom of the page. Add only the language(s) in which you will complete your exchange.

15. Enclosures:

- Upload the enclosures (if required) by clicking the pen  at the bottom of the page.
- Then click *Browse...* and search for the document on your computer and upload it to the application, after this click  Return.




Enclosure name Learning Agreement (signed by all parties)
Enclosure info Int'l Officer will add LA after being signed by all parties
File  Choose File No file chosen


 Upload file < Previous enclosure > Next enclosure  Return  Instructions

- Do the same procedure with all the enclosures. **Make sure that all the necessary documents have been completed properly and have been signed.**

16. Check and send application:

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. However, you can still go through the application and add/change information. After you have checked that everything is OK, click

 Send application

- After you have sent your application you cannot make changes to it! If something is missing you will receive an email request for information. However, you may always view your application by logging in SoleMOVE. You can also make a pdf file of your application by clicking  PDF
- **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 acceptance. You must confirm your exchange before you apply for a grant via SoleGRANT.**
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- **NB:** After you have confirmed your exchange in SoleMOVE, two new tabs will appear *After exchange* and *Feedback*. It is important that you complete both the *After exchange* and *Feedback* tab as soon as possible after you have returned from your exchange period.

If you have any questions about the application form or the SoleMOVE system, please contact your own International Officer. You can find your International Officer's information [here](#).