SoleMOVE – guide for outgoing trainees

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Kuva: Sanna Waris
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Need help?

Please contact:

solemove(at)oulu.fi
1. General

HOW TO GET STARTED WITH SOLEMOVE ONLINE APPLICATION SYSTEM

For help, you can email: solemove@oulu.fi

First of all, it is good to familiarize yourself with SoleMOVE in advance. You can login and logout from the system freely until you have sent your application. It is no longer possible to make changes to the application after sending it.

Please note that you should use

- Internet Explorer 7 or later version or
- Mozilla Firefox 3.6.12 or later version

Cookies and javascript support are required.

IMPORTANT TO KNOW REGARDING THE ONLINE SYSTEM AND ITS FUNCTIONS

Always use the ‘Return’ command for navigating in SoleMOVE. Do NOT use back and forward arrows of your internet browser because this might cause any saved data to be lost.

Please remember to save your application every now and again.

If in doubt, please check information point. These provide additional information in many fields.

Please make sure you know which enclosures are required for your application.

You can print your application in pdf format when it is ready.
2. Login

Fill in the application form for your internship in SoleMOVE. Before you start, please check you have all the enclosures needed signed and in digital form. If you have any questions, contact SoleMOVE's Service Desk: solemove(at)oulu.fi.

Login [https://saas.solenovo.fi/solemove/](https://saas.solenovo.fi/solemove/)

1) Choose University of Oulu.
2) Click Shibboleth.
3) On the “Haka” page, choose Oulun yliopisto.
4) Use your university username and password to login (same as in Weboodi).
3. New application form for outgoing trainee

After logging in choose ‘Application form for outgoing student mobility’.

Select ‘+New’ to start to fill in the new application.

In the Personal data page choose ‘Mobility type’: ‘P – Placement’ and ‘Application period’: the correct placement programme, for example 2015 Work Placements in Finland. Click ‘Save’.
4. Personal data

The application opens with five tabs. Fill in all the required information for each tab and save information on each tab before moving on to the next one.

First 'Personal data'.

Duration of exchange: choose Other, please specify and add the beginning and ending dates of your internship period.

Please, do not use hotmail.com – address here! It doesn’t support Messages-fuction.
In the ‘Name of the home institution’ choose the arrow tool to open the list. Choose your home institution and close the window by clicking ‘Save and close’.

In the ‘Departmental Coordinator’ box write your departmental coordinator’s name and contact information. If you are applying an Erasmus+ placement, please check the person: [www.oulu.fi/intl/lomakkeet/erasmusinfosheet.pdf](http://www.oulu.fi/intl/lomakkeet/erasmusinfosheet.pdf)

Remember to ‘Save’ all the pages when they are ready.
5. Exchange study information

In the 'Exchange study information' page add your internship organization below: 'List of Institutions/Enterprises you apply to'. Choose ‘+Add new institution/enterprise’.

NOTICE! Choose ‘+Add new institution/enterprise (as freemover)’ only in the case you are not applying the internship support nor grant.

Choose ‘Country’ where the internship takes place.
Fill in the placement information on ‘Institutions/Enterprises’. Choose the arrow tool to open the list. Add new institution/enterprise by choosing ‘+New’.

New window ‘New organisation’ will open. Fill in the boxes, at minimum ‘Name’ and ‘Contact email’ should be mentioned. Remember to ‘Save’.
Go back to your application by clicking ‘Return’.

Your institution will appear in the ‘Institutions/enterprises’ window on the top. Close window below by choosing ‘Save and close’.
Choose the arrow tool to open the ‘Exchange programs’ list.

NOTICE! Work Placement in Finland is on the second page. Save and close the window by clicking ‘Save and close’.

Remember to ‘Save’.
6. Current studies

Fill in the information asked, compulsory marked with (*) asterisk.

If you have previous study or internship exchange, please give the information here.

New ‘Language knowledge’ box is opened when you have saved the page.

| **Degree/diploma you are studying for** | 1 - Bachelor 2 - Master 3 - Doctorate |
| **EU subject area at home** | Foreign languages |
| **Field of study/major subject** | English philology |
| **Beginning year of current studies** | 2011 |
| **Number of higher education years completed so far** | 1 |
| **Number of credits completed so far** | 70 |
| **Additional information about credits** | |
| **Average grade** | 0/1000 |
| **Military service (dd.mm.yyyy-dd.mm.yyyy)** | |

**Previous exchange**

Have you been on exchange earlier during your studies?  No Yes

If YES, when and where?

Exchange program

Previous participation in the ERASMUS programme

Language knowledge

<table>
<thead>
<tr>
<th>Language</th>
<th>Language proficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN - English</td>
<td>Good</td>
</tr>
</tbody>
</table>
7. Enclosures

On the ‘Enclosures’ tab you should upload the required attachment(s). Use the pen tool.

Use ‘Browse’ button to find your attachment and upload it to your application by clicking ‘Upload file’.

You can see the uploaded file on the right. Go back to the ‘Enclosures’ tab by clicking the ‘Return’-button.
8. Check and send application

When all the tabs are filled in you can send the application to the coordinator by clicking 'Check and send application'. After sending you cannot make changes in the application.

Confirm the sending by choosing 'Yes'.

Send application

You can not edit the application after it has been sent. Do you really want to send the application?

[Cancel] [Yes]

Notification

Application sent!

[Close]
9. Automatic messages

When the coordinator starts to process your application you will receive several automatic messages. You may be also asked to give further details on the ‘Messages’ tab. When the application is approved/rejected you will get an automatic message.

After your internship SoleMOVE will send you a message to remind you to report your internship in After exchange’ and ‘Feedback’ tabs. You also may have to upload other documents in After exchange’ tab depending on the internship program.

10. Application in pdf form

You can upload the application as a PDF file on every page by clicking .