



OULUN YLIOPISTO
UNIVERSITY of OULU

SoleMOVE – guide for outgoing trainees

9.4.2015



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Need help?

Please contact:

[solemove\(at\)oulu.fi](mailto: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' 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 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 Service Desk: [solemove\(at\)oulu.fi](mailto:solemove(at)oulu.fi).

Login <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).

SoleMOVE - system for international mobility

SoleMOVE is a system for international student and personnel mobility that is offered as a service from the Solenovo service centre. The service can be used to prepare exchange agreements, manage organization information of universities, create electronic exchange applications, store mobility information and produce reports on the exchanges that are required by interest groups such as CIMO.

Privacy policy descriptions of our customers can be browsed after selecting the customer below.

Login Please read our [privacy policy](#).

University of Oulu ▾

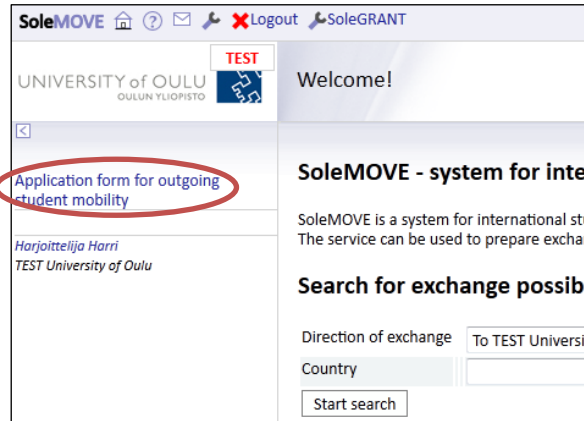
Login using: Shibboleth ▾

[Shibboleth](#)

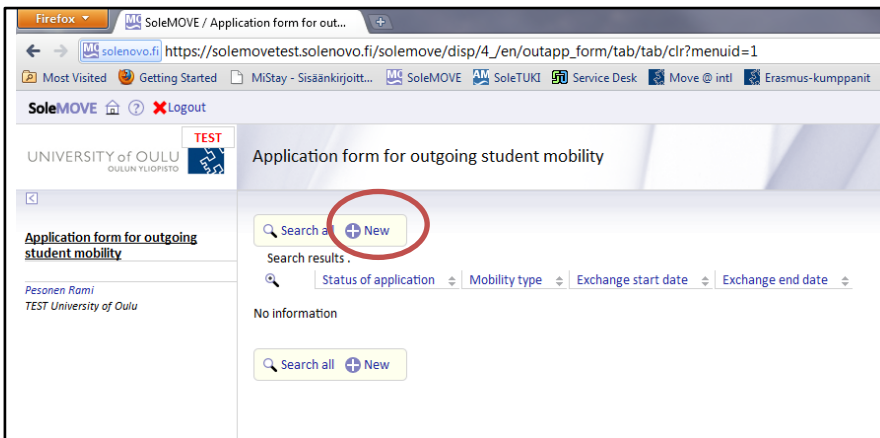


3. New application form for outgoing trainee

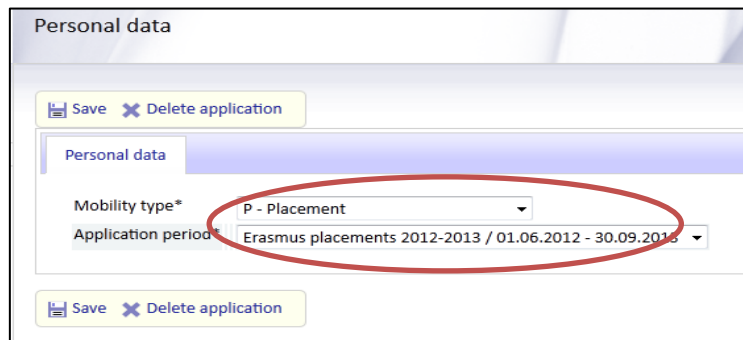
After logging in choose **'Application form for outgoing student mobility'**.



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.

Personal data

Save Delete application PDF

Send Your application by 30.09.2013
Application number 1269118
Name of the applicant
Country of home institution
ERASMUS code of home institution
Home institution
Mobility type P - Placement
Status of application Application not ready
Last edited by 21.12.2012 14:23:14 / Harjoittelija Harri


Personal data Exchange study information Current studies Enclosures Check and send application

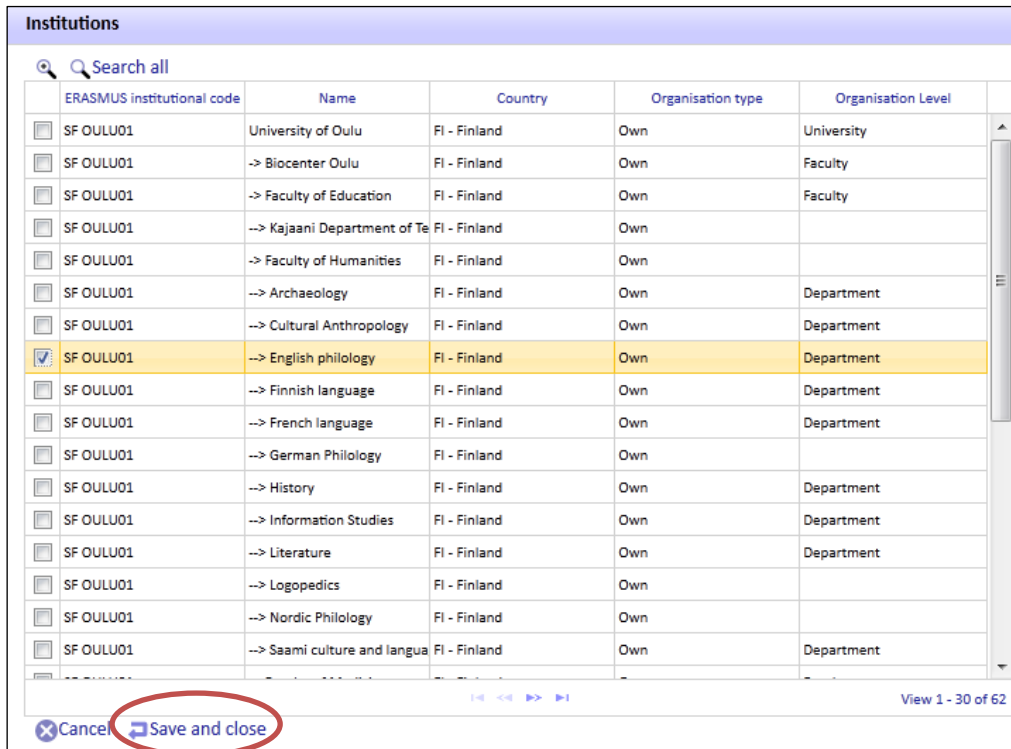
Mobility type* P - Placement
Application period* Erasmus placements 2012-2013 / 01.06.2012 - 30.09.2013
Duration of your exchange*
 Spring 2013, 01.01.2013 - 31.05.2013
 Academic year 2012-2013, 01.09.2012 - 31.05.2013
 Autumn 2013, 01.09.2013 - 15.12.2013
 Spring 2014, 01.01.2014 - 31.05.2014
 Academic year 2013-2014, 01.09.2013 - 31.05.2014
 Autumn 2014, 01.09.2014 - 15.12.2014
 Spring 2015, 01.01.2015 - 31.05.2015
 Academic year 2014-2015, 01.09.2014 - 31.05.2015
 Other, please specify [] - [] []

Student id 123123
Last name* Harjoittelija
Given name(s)* Harri
Date of birth(dd.mm.yyyy)* 1.1.1980
Gender* M - Male F - Female
Nationality* FI - Finland If other, please specify []
Native language* FI - Finnish
Permanent address* Kotikatu 4
Telephone* +358 254 484023
Email* sanna.waris@oulu.fi
Contact person in case of emergency
Name* Äiti Konttinen
Address* Kotikuja

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'**.



ERASMUS institutional code	Name	Country	Organisation type	Organisation Level
<input type="checkbox"/> SF OULU01	University of Oulu	FI - Finland	Own	University
<input type="checkbox"/> SF OULU01	-> Biocenter Oulu	FI - Finland	Own	Faculty
<input type="checkbox"/> SF OULU01	-> Faculty of Education	FI - Finland	Own	Faculty
<input type="checkbox"/> SF OULU01	--> Kajaani Department of Te	FI - Finland	Own	
<input type="checkbox"/> SF OULU01	-> Faculty of Humanities	FI - Finland	Own	
<input type="checkbox"/> SF OULU01	--> Archaeology	FI - Finland	Own	Department
<input type="checkbox"/> SF OULU01	--> Cultural Anthropology	FI - Finland	Own	Department
<input checked="" type="checkbox"/> SF OULU01	--> English philology	FI - Finland	Own	Department
<input type="checkbox"/> SF OULU01	--> Finnish language	FI - Finland	Own	Department
<input type="checkbox"/> SF OULU01	--> French language	FI - Finland	Own	Department
<input type="checkbox"/> SF OULU01	--> German Philology	FI - Finland	Own	
<input type="checkbox"/> SF OULU01	--> History	FI - Finland	Own	Department
<input type="checkbox"/> SF OULU01	--> Information Studies	FI - Finland	Own	Department
<input type="checkbox"/> SF OULU01	--> Literature	FI - Finland	Own	Department
<input type="checkbox"/> SF OULU01	--> Logopedics	FI - Finland	Own	
<input type="checkbox"/> SF OULU01	--> Nordic Philology	FI - Finland	Own	
<input type="checkbox"/> SF OULU01	--> Saami culture and langua	FI - Finland	Own	Department

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

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.

Personal data | Exchange study information | Current studies | Enclosures | Check

Length of exchange in months: 5,00

Additional information: 0/1000

Save

List of Institutions/Enterprises you apply to

- + Add new institution/enterprise
- + Add new institution/enterprise (as freemover)

Choose 'Country' where the internship takes place.

Personal data | Exchange study information | Current studies | Enclosures


Country*

Institution/Enterprise* X ↺

Exchange program* X ↺

Save Return



Fill in the placement information on **'Institutions/Enterprises'**. Choose the arrow tool  to open the list. Add new institution/enterprise by choosing **'+New'**.

ERASMUS institutional code	Name	Country	Organisation type	Organisation Level
B LEUVEN04	GROEP T - HOGESCHOOL LEU	BE - Belgium	Partner	
B LIEGE40	HAUTE ECOLE HEC LIEGE	BE - Belgium	Partner	
B BRUXEL87	HAUTE ECOLE LEONARD DE V	BE - Belgium	Partner	
B HAINEP02	Haute École Louvain en Haini	BE - Belgium	Partner	University
B ANTWERP57	HOGESCHOOL ANTWERPEN	BE - Belgium	Partner	
B GENT25	Hogeschool Gent	BE - Belgium	Partner	
B BRUSSEL43	HOGESCHOOL VOOR WETEN	BE - Belgium	Partner	
B BRUXEL76	INSTITUT SUPERIEUR D'ARCH	BE - Belgium	Partner	
B ANTWERP59	KAREL DE GROTE HOGESCHC	BE - Belgium	Partner	
B BRUGGE11	KATHOLIEKE HOGESCHOOL B	BE - Belgium	Partner	
B KORTRUJ01	KATHOLIEKE HOGESCHOOL Z	BE - Belgium	Partner	
B LEUVEN01	KATHOLIEKE UNIVERSITEIT LÉ	BE - Belgium	Partner	
	Katholieke Hogeschool Brugge	BE - Belgium	Partner	
	Lappi-Oulu EU toimisto Bryss	BE - Belgium	Partner	
B ANTWERP60	LESSIUS HOGESCHOOL ANTIV	BE - Belgium	Partner	
B HASSELT21	PROVINCIALE HOGESCHOOL	BE - Belgium	Partner	
B ANTWERP54	The University of Antwerp - F	BE - Belgium	Partner	

View 1 - 23 of 23

Cancel Save and close **+New**

New window **'New organisation'** will open. Fill in the boxes, at minimum **'Name'** and **'Contact email'** should be mentioned. Remember to **'Save'**.

New organisation

Save Cancel

Organisation type* Other

Name* Belgian Times Ltd

Country* BE - Belgium

Shortname

Address

Telephone

Fax

Contact email times.coordinator@belgiumtimes.be

Home page

Info

0/1000

Save Cancel



Go back to your application by clicking **'Return'**.

New organisation

Data inserted.

Organisation type* Other

Name* Belgian Times Ltd

Country* BE - Belgium

Shortname

Address

Telephone

Fax

Contact email times.coordinator@belgiumtimes.be

Home page

Info

0/1000

Last edited by 21.12.2012 14:47:24 / Harjoittelija Harri

Your institution will appear in the **'Institutions/enterprises'** window on the top. Close window below by choosing **'Save and close'**.

Institutions/enterprises

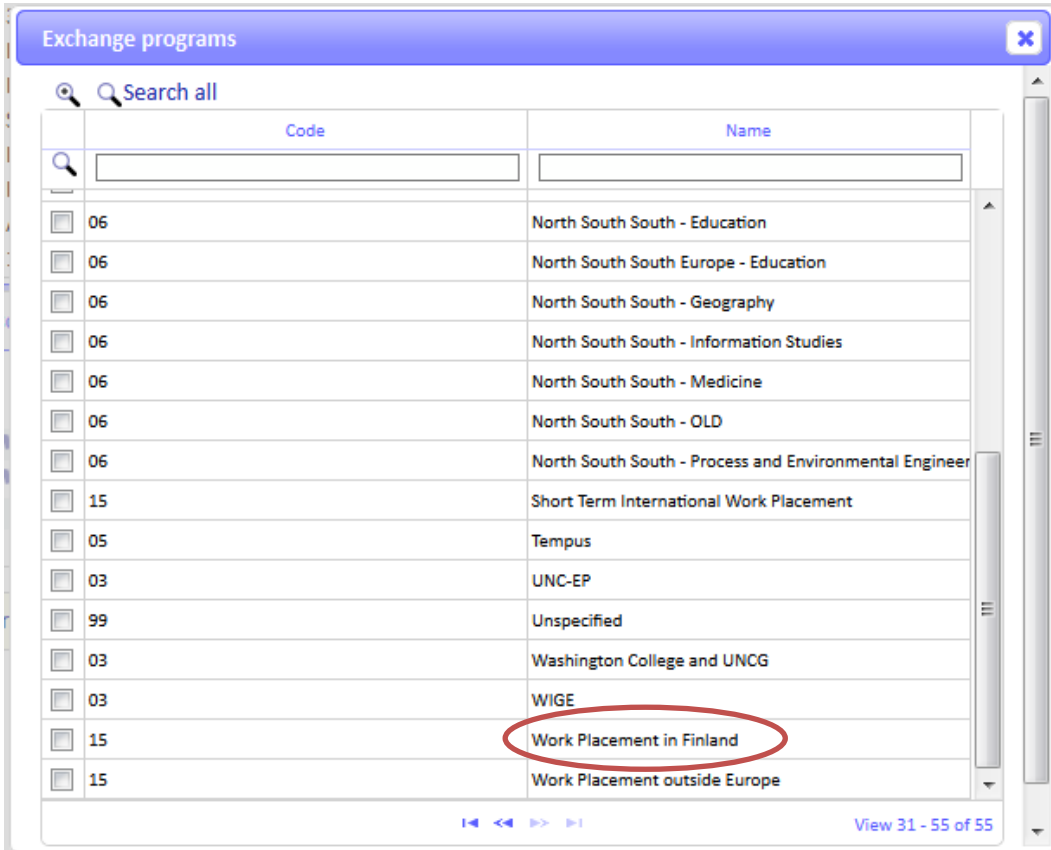
Search all

ERASMUS institutional code	Name	Country	Organisation type	C
<input checked="" type="checkbox"/>	Belgian Times Ltd	BE - Belgium	Other	
<input type="checkbox"/>	B LEUVEN04 GROEP T - HOGESCHOOL LEU	BE - Belgium	Partner	
<input type="checkbox"/>	B LIEGE40 HAUTE ECOLE HEC LIEGE	BE - Belgium	Partner	
<input type="checkbox"/>	B BRUXEL87 HAUTE ECOLE LEONARD DE	BE - Belgium	Partner	
<input type="checkbox"/>	B HAINEP02 Haute École Louvain en Haini	BE - Belgium	Partner	Univer
<input type="checkbox"/>	B ANTWERP57 HOGESCHOOL ANTWERPEN	BE - Belgium	Partner	
<input type="checkbox"/>	B GENT25 Hogeschool Gent	BE - Belgium	Partner	
<input type="checkbox"/>	B BRUSSEL43 HOGESCHOOL VOOR WETEN	BE - Belgium	Partner	
<input type="checkbox"/>	B BRUXEL76 INSTITUT SUPERIEUR D'ARCH	BE - Belgium	Partner	
<input type="checkbox"/>	B ANTWERP59 KAREL DE GROTE HOGESCHG	BE - Belgium	Partner	
<input type="checkbox"/>	B BRUGGE11 KATHOLIEKE HOGESCHOOL B	BE - Belgium	Partner	
<input type="checkbox"/>	B KORTRUJ01 KATHOLIEKE HOGESCHOOL Z	BE - Belgium	Partner	
<input type="checkbox"/>	B LEUVEN01 KATHOLIEKE UNIVERSITEIT LE	BE - Belgium	Partner	
<input type="checkbox"/>	Katholieke Hogeschool Brugge	BE - Belgium	Partner	
<input type="checkbox"/>	Lappi-Oulu EU toimisto Bryss	BE - Belgium	Partner	
<input type="checkbox"/>	B ANTWERP60 LESSIUS HOGESCHOOL ANTW	BE - Belgium	Partner	
<input type="checkbox"/>	B HASSELT21 PROVINCIALE HOGESCHOOL	BE - Belgium	Partner	



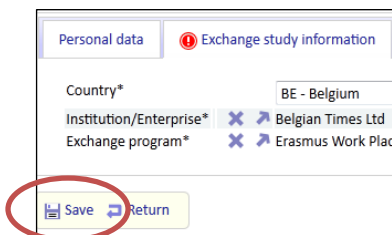
Choose the arrow tool  to open the 'Exchange programs' list.

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



Code	Name
06	North South South - Education
06	North South South Europe - Education
06	North South South - Geography
06	North South South - Information Studies
06	North South South - Medicine
06	North South South - OLD
06	North South South - Process and Environmental Engineer
15	Short Term International Work Placement
05	Tempus
03	UNC-EP
99	Unspecified
03	Washington College and UNCG
03	WIGE
15	Work Placement in Finland
15	Work Placement outside Europe

Remember to 'Save'.



Personal data | Exchange study information

Country* BE - Belgium

Institution/Enterprise* Belgian Times Ltd

Exchange program* Erasmus Work Plac

Save Return



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.

Personal data	Exchange study information	Current studies	Enclosures	Check and send application
Degree/diploma you are studying for*		<input checked="" type="radio"/> 1 - Bachelor <input type="radio"/> 2 - Master <input type="radio"/> 3 - Doctorate		
EU subject area at home*		222 - Foreign languages		
Field of study/major subject*		English philogoy		
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		<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>		
Average grade		0/1000		
Military service (dd.mm.yyyy-dd.mm.yyyy)		<input type="text"/> ... - <input type="text"/> ...		
Previous exchange				
Have you been on exchange earlier during your studies*		<input checked="" type="radio"/> No <input type="radio"/> Yes		
If YES, when and where?(*)		<input type="text"/>		
Exchange program(*)		<input type="text"/>		
Previous participation in the ERASMUS programme		<input type="radio"/> N - No <input type="radio"/> S - Study <input type="radio"/> W - Work Placement <input type="radio"/> M - Mundus		
Language knowledge*				
Language		Language proficiency		
EN - English		Good		
<input type="button" value="Save"/> <input type="button" value="PDF"/>				



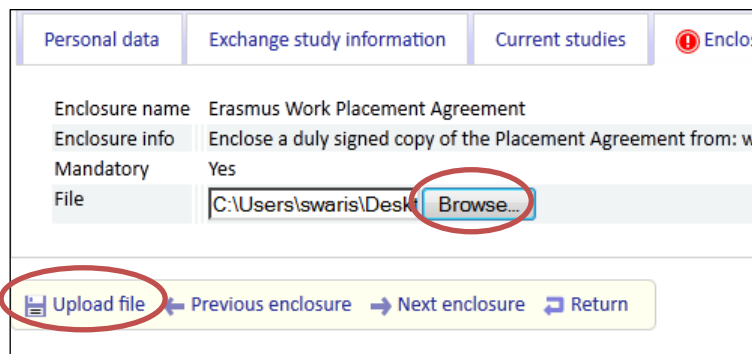
7. Enclosures

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



Personal data	Exchange study information	Current studies	Enclosures	Check and send application
Additional data				
<input type="text"/>				
0/2000				
<input type="button" value="Save"/>				
Enclosure name	Enclosure info	Mandatory		
Erasmus Work Placement Agreement	Enclose a duly signed copy of the Placement Agreement from: www.oulu.fi/yliopisto/opiskelu/lomakkeet	Yes		

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



Personal data	Exchange study information	Current studies	Enclosures
Enclosure name	Erasmus Work Placement Agreement		
Enclosure info	Enclose a duly signed copy of the Placement Agreement from: www.oulu.fi/yliopisto/opiskelu/lomakkeet		
Mandatory	Yes		
File	C:\Users\swaris\Desktop	<input type="button" value="Browse..."/>	
<input type="button" value="Upload file"/> <input type="button" value="Previous enclosure"/> <input type="button" value="Next enclosure"/> <input type="button" value="Return"/>			

You can see the uploaded file on the right. Go back to the 'Enclosures' tab by clicking the 'Return'-button.

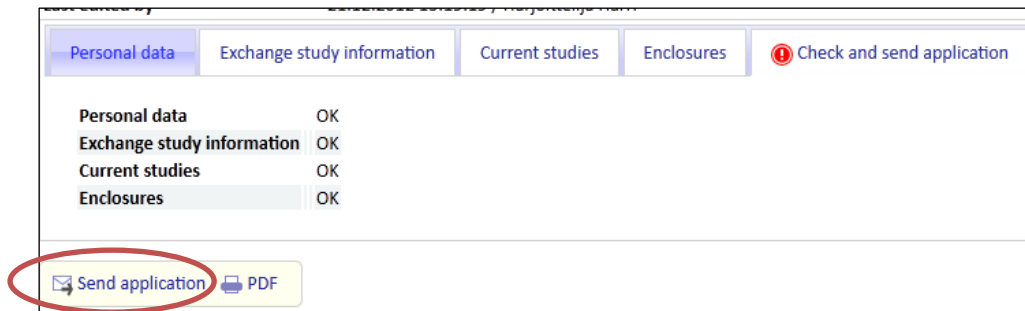


Enclosure name	Erasmus Work Placement Agreement		
Enclosure info	Enclose a duly signed copy of the Placement Agreement from: www.oulu.fi/yliopisto/opiskelu/lomakkeet		
Mandatory	Yes		
File	<input type="text"/>	<input type="button" value="Browse..."/>	Enclosed file ie.JPG
Last edited by	21.12.2012 15:25:16 / Harjoittelija Harri		
<input type="button" value="Upload file"/> <input type="button" value="Delete enclosed file"/> <input type="button" value="Previous enclosure"/> <input type="button" value="Next enclosure"/> <input type="button" value="Return"/>			

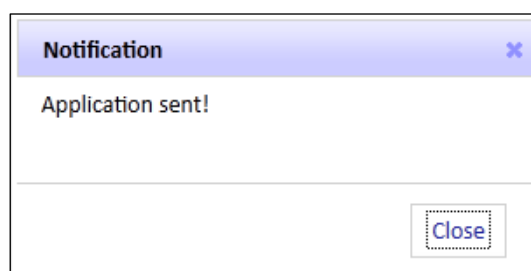
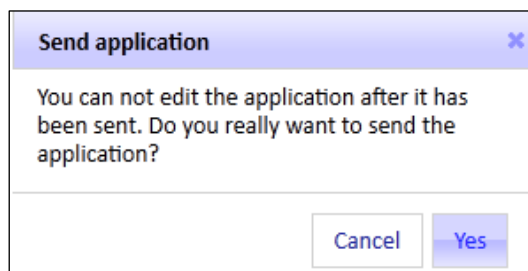


8. Check and send application

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**'.





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

