



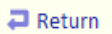






SoleMOVE

SoleMOVE (https://saas.solenovo.fi/solemove/disp//2_/en/public/nop/nop) works best with the latest versions of these web browsers

- Mozilla Firefox
- Internet Explorer

When using SoleMOVE, it is important to know SoleMOVE's basic functions.

BASIC FUNCTIONS IN SOLEMOVE

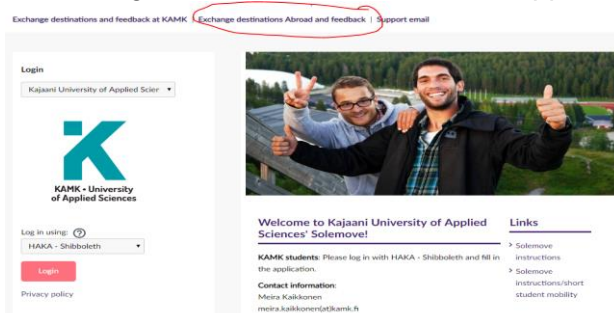
- Navigate only with the system's own return button . Do not use the navigation buttons of your browser because the data you have inserted may get lost.
- These buttons appear in the system and they work by clicking
 -  shows you a list of options
 -  for editing information and uploading attachments
 -  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.**

BEFORE FILLING IN YOUR APPLICATION

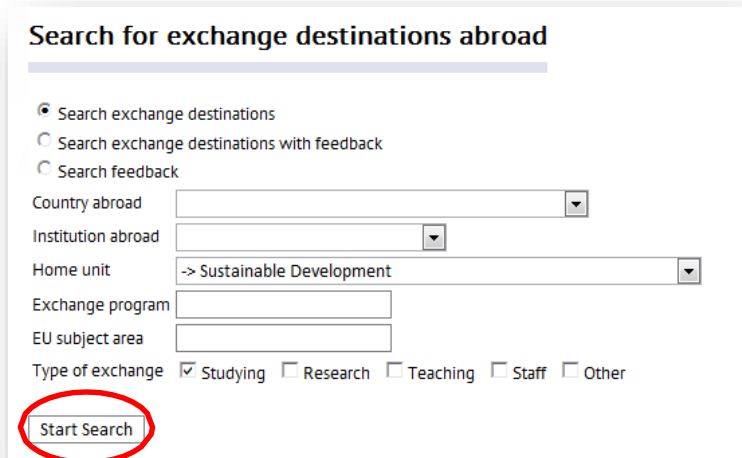
1. Choose *Kajaani University of Applied Sciences* from the drop-down menu
2. Check available student exchange destinations on SoleMOVE: <https://saas.solenovo.fi/solemove/>

N.B. In case of practical training, go straight to *Instructions for filling in the outgoing student's mobility form*.

3. Click *Exchange destinations abroad* at the upper-left corner



4. To search for suitable student exchange destinations, choose at least your *Home unit* and *type of exchange*.

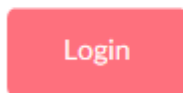
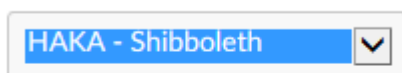


5. As a result, you will get a list of universities that have a student exchange agreement with your degree. Click the house icon to find out more about the university.

INSTRUCTIONS FOR FILLING IN THE OUTGOING STUDENT'S MOBILITY FORM

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

Log in using:



[Privacy policy](#)

4. Choose Kajaani University of Applied Sciences (Kajaanin ammattikorkeakoulu) from the drop-down menu



KAMK
of Appl




SoleMOVE vaatii tunnistautumisen. Tunnistautumisen jälkeen palvelussa tarvittavat käyttäjätiedot siirtyvät automaattisesti palveluun.



Kajaanin ammattikorkeakoulu

☐ Muista valinta tälle istunnolle

VALITSE

5. Log in with your KAMK username and password
6. To open the form, click *Application form for outgoing student mobility* on the left.
7. Click 
8. Choose your mobility type:
 - choose **Study** if you are planning to study during your exchange period; **OR**
 - choose **Practical training abroad** if you are applying for a placement/internship abroad;



Personal data


 Save  Delete application

Personal data

Mobility type* S - Study

Application period* Apply now / 01.06.2014 - 31.12.2014

 Save  Delete application

9. Choose Application period.
10. Click 
11. 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*.
 - 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;



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- 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

- NB:** Name of the degree: Click for more options. Click *Save and close*.

Institutions

Search all

ERASMUS institutional co	Name	Country	Organisation type	Organisation Level
<input type="checkbox"/>	Kajaani University of Applied Sciences	FI - Finland	Own	University
<input type="checkbox"/>	--> Business	FI - Finland	Own	Faculty
<input type="checkbox"/>	--> Bachelor's degree in Business Administration	FI - Finland	Own	Department
<input type="checkbox"/>	--> Bachelor's degree in Information Systems	FI - Finland	Own	Department
<input type="checkbox"/>	--> Master's degree in Entrepreneurship	FI - Finland	Own	Department
<input type="checkbox"/>	--> Engineering	FI - Finland	Own	Faculty
<input type="checkbox"/>	--> Bachelor's degree in Civil Engineering	FI - Finland	Own	Department
<input type="checkbox"/>	--> Bachelor's degree in Mechanical Engineering	FI - Finland	Own	Department
<input type="checkbox"/>	--> Health	FI - Finland	Own	Faculty
<input type="checkbox"/>	--> Bachelor's degree in Nursing	FI - Finland	Own	Department
<input type="checkbox"/>	--> Master's degree in Social Sciences	FI - Finland	Own	Department
<input type="checkbox"/>	--> Information Systems	FI - Finland	Own	Faculty
<input type="checkbox"/>	--> Bachelor's degree in Business Administration	FI - Finland	Own	Department
<input type="checkbox"/>	--> Bachelor's degree in Information Systems	FI - Finland	Own	Department
<input type="checkbox"/>	--> Master's degree in Technology	FI - Finland	Own	Department
<input type="checkbox"/>	--> Tourism and Sports	FI - Finland	Own	Faculty
<input type="checkbox"/>	--> Bachelor's degree in Sports Management	FI - Finland	Own	Department
<input type="checkbox"/>	--> Bachelor's degree in Technology	FI - Finland	Own	Department

Cancel Save and close

View 1 - 20 of 20

KAMK's degrees are all in English on SoleMOVE. It is very important that you choose the right degree.

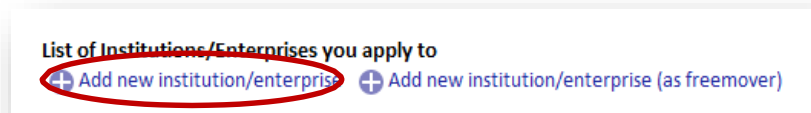
13. Exchange study information:

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



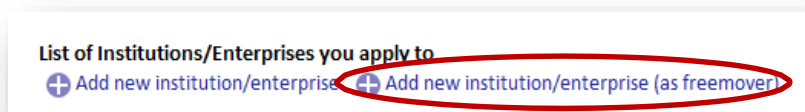
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- choose the receiving institution
 - if you are applying to student exchange at **KAMK's partner institution**, choose *Add new institution / enterprise* and choose the right institution/enterprise from the list



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

- 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.



- Choose *New*

ERASMUS institutional code	Name	Country	Organisation type	Organisation Level
UK STIRLING01	University of Stirling	GB - United Kingdom	Partner	University
UK PONTYPR1	University of Glamorgan	GB - United Kingdom	Partner	University
NL GRONING03	Hanzehogeschool Groningen	NL - Netherlands	Partner	University

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

Save Cancel

Organisation type* Other

Name* Microsoft

Country* US - United States

Shortname

Address

Telephone

Fax

Contact email

Home page

Info

- 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
- 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 apply to

	Choice	Country	Institution/Enterprise	Exchange program
		1 GB - United Kingdom	UK DERBY01 The University of Derby	Erasmus
		2 DE - Germany	D HAMBURG06 Hamburg University of Applied Sciences	Erasmus
		3 DE - Germany	D BREMEN04 Hochschule Bremen, University of Applied Sciences	Erasmus

[+ Add new institution/enterprise](#) [+ Add new institution/enterprise \(as freemover\)](#)

14. Current studies:

Fill in all the required info and click [Save](#)

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

021 Arts > gaming
041 Business and Administration
061 Information and Communication Technologies




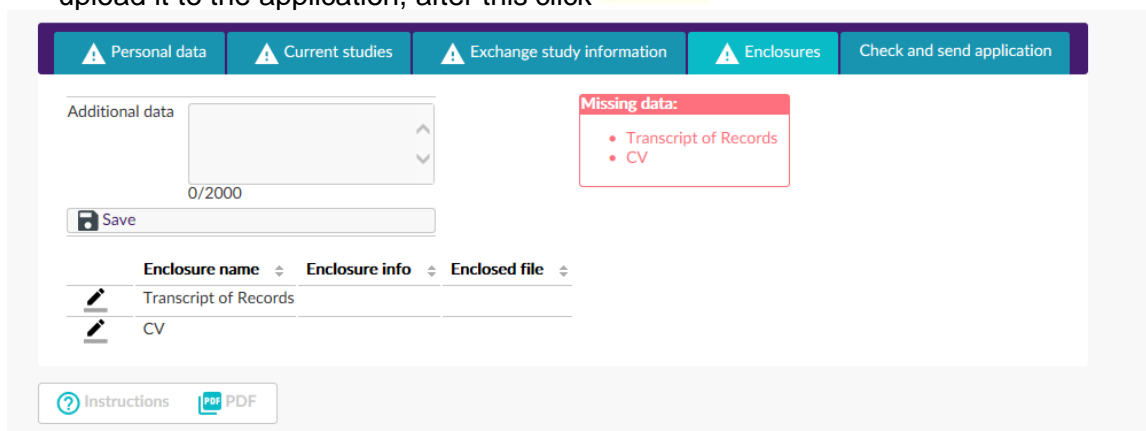
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- 071 Engineering and engineering trades
- 0913 Nursing and Midwifery
- 1014 Sports
- 1015 Travel, tourism and leisure

- Remember to also fill in your language knowledge at the bottom of the page. To add several languages, click **Save** after each new choice.

15. Enclosures:

- Upload the required enclosures 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	Enclosure info	Enclosed file
Transcript of Records		
CV		

- 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](#)
- You may receive a request for further information by email via the system. If you receive such an email, instructions for replying the request are attached to the email.



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➤ **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.**

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:
meira.kaikkonen@kamk.fi