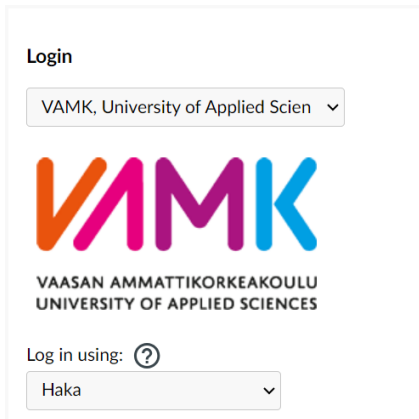


SoleMove – Exchange study application instructions

How to apply:

1. Choose institution: *VAMK University of Applied Sciences* and log in using HAKA. Enter your VAMK username and password.



Login

VAMK, University of Applied Sciences

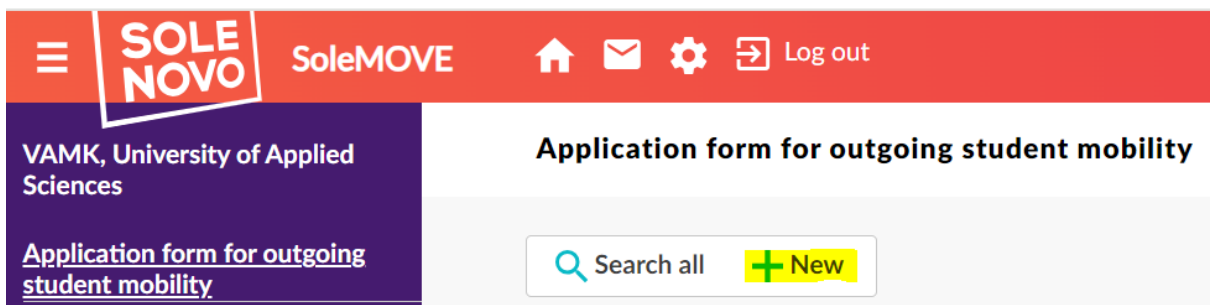
VAMK

VAASAN AMMATTIKORKEAKOULU
UNIVERSITY OF APPLIED SCIENCES

Log in using: ?

Haka

2. Choose: *Application form for outgoing student mobility, +New*



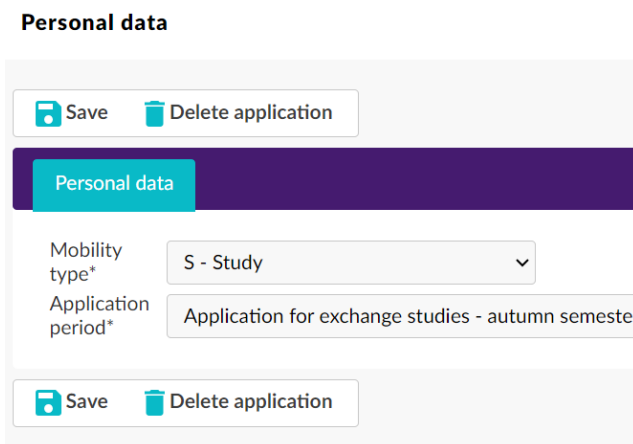
SOLE NOVO SoleMOVE

VAMK, University of Applied Sciences

Application form for outgoing student mobility

Search all + New

3. Choose mobility type: *Study* and Application period. Save.



Personal data

Save Delete application

Mobility type* S - Study

Application period* Application for exchange studies - autumn semester

Save Delete application

4. Start filling in the application on the *Personal Data* -tab. Please note: Use the international format in Telephone numbers (e.g. Finnish country code +358...)

Save, and continue to the next tab.

The screenshot shows the 'Personal data' tab selected in a navigation bar. Below the navigation bar, the form contains the following fields:

- Mobility type*: A dropdown menu with 'S - Study' selected.
- Application period*: A text field containing 'Application for exchange studies - autumn semester 2024 and spring semester 2025 / 13.10.2023 00:00 - 31.12.2024'.
- Duration of your exchange*: A radio button selection with three options:
 - Autumn semester 2024/outgoing, 01.08.2024 - 31.12.2024
 - Spring semester 2025/outgoing, 01.01.2025 - 31.07.2025
 - Other, please specify
- Below the 'Other' option, there are two empty text input fields separated by a hyphen.

5. On the *Exchange study information* -tab, choose +Add new institution/enterprise.

The screenshot shows the 'Exchange study information' tab selected. The form contains the following elements:

- A navigation bar with 'Personal data' and 'Exchange study information' tabs.
- A section titled 'List of Institutions/Enterprises you apply to' with two options:
 - + Add new institution/enterprise (highlighted in yellow)
 - + Add new institution/enterprise (as freemover)
- Length of exchange in months: A text input field.
- Double degree: A checkbox.
- Additional information: A large text input field with a character count '0/1000' below it.
- A 'Save' button at the bottom.

6. Choose the Country, the Institution (please pay attention to the field of studies; not all fields are available at every partner institution) and Exchange program. Save.

The screenshot shows the 'Exchange study information' tab with the following fields:

- Country*: A text input field.
- Institution/Enterprise*: A selection field with a dropdown arrow, a close icon (X), and an edit icon (pencil).
- Exchange program*: A selection field with a dropdown arrow, a close icon (X), an edit icon (pencil), and a help icon (?).
- At the bottom, there are 'Save' and 'Return' buttons.

7. You can add new institution (3 altogether). It is recommended to have more than one option, in case you are not accepted to your first choice. *Save* and *Return* when you are ready.

Country* CY - Cyprus

Institution/Enterprise* X CY NICOSIA14 University of Nicosia

Exchange program* ? X Erasmus+

Last edited by 20.01.2024 10:59:02 / [redacted] -testi

Save + Add new institution/enterprise + Add new institution/enterprise (as freemover) Delete < Previous > Next

Return

8. It is still possible to change the order of preference by moving your *Choices* up or down. Please note, that the order of preference is binding. Choose your first option as number one.

List of Institutions/Enterprises you apply to

	Choice*	Country*	Institution/Enterprise*	Exchange program*
	1	CY - Cyprus	CY NICOSIA14 University of Nicosia	Erasmus+
	2	JP - Japan	Shibaura Institute of Technology	Bilateral Agreement / Korkeakoulun oma liikkuvuussopimus

+ Add new institution/enterprise

+ Add new institution/enterprise (as freemover)

Length of exchange in months

Double degree

Additional information

0/1000

Save

9. Fill in information concerning your current studies at VAMK on the *Current studies* -tab. Please note: use only full years (e.g. 2; not 2,5) in the *Number of higher education years completed so far* -field.

Degree/diploma you are studying for* 1 - Bachelor 2 - Master

EU subject area at home*

Field of study/major subject* ?

Beginning year of current studies*

Number of higher education years completed so far* 2

Number of credits completed so far* 90

Average grade ? 3,5

10. Upload the compulsory enclosures: *Study plan/Learning Agreement* and *VAMK Transcript of Records* in English on the *Enclosures* -tab by choosing the pen icon. Choose *Return* when you are ready.

You can upload only one file per enclosure.

Enclosure name	Enclosure info	Enclosed file
Study plan for the exchange period	Name of the host university and a list of courses and credits you intend to complete. Target is 30 cr/semester	
Transcript of records from home university	VAMK students can download from PAKKI (Atomi)	
Motivation letter	Please write a motivation letter, max 1 page, A4	
Language Certificate		

11. Check your application on the *Check and send application* -tab. When all is ready, choose *Send application*.

Type	Info	Last edited by	Timestamp
Attachment	Testi- [redacted] Learning Agreement.pdf	[redacted]-testi	20.01.2024 11:44:14
Attachment	Testi- [redacted] Transcript.pdf	[redacted]-testi	20.01.2024 11:44:36

Buttons: Send application, PDF

12. You can see the status of your application on the *Application form for outgoing student mobility* -view. You will get notification when your application is processed. Please note: the applications will be processed after the application deadline.

	Status of application	Mobility type
	Application sent	S - Study

Application process:

1. VAMK International Office will check your application.

International office staff is able to open your application for editing. In case you need to edit your application, please contact international@vamk.fi.

2. After check up, your application will be sent for selection to the Study Counsellor of your field of studies.

Your application is either accepted or not accepted.

3. You will receive notification by email when the decision is made. If your exchange application is accepted, you still need to confirm or cancel your acceptance in the SoleMove system.

4. VAMK International Office staff will nominate the accepted student to the partner institution according to their nomination deadline.

5. The **partner institution** informs the nominated student about their own **application process and deadlines**. Student follows the partner institution instructions, fills in their application with required attachments, and creates a Learning Agreement (study plan).

- For Erasmus exchanges, the Learning Agreement is done online in the SoleMove system (or as instructed by the partner institution)
- For exchanges outside Europe, Learning Agreement is sent as a separate attachment, or as instructed by the partner institution.

The learning agreement needs to be signed by the student, the home institution (Study Counsellor) and the receiving institution.

6. **Final decision about the exchange is done by the partner institution according to their own schedule.**