



South-Eastern Finland
University of Applied Sciences

INSTRUCTIONS FOR INCOMING TRAINEES

Dear Applicant,

Thank you for your interest in applying for an exchange to South-Eastern Finland University of Applied Sciences (Xamk).

We use the SoleMOVE mobility programme for handling exchange applications. To ease the process, we have created this brief guide. If you have any questions, please, turn to the coordinator on the campus you are applying to.

Kouvola Campus: Anna-Reetta Nyyssönen, anna-reetta.nyyssonen@xamk.fi

Kotka Campus: Anna-Reetta Nyyssönen, anna-reetta.nyyssonen@xamk.fi

Mikkeli Campus: Sari Kärkkäinen, sari.karkkainen@xamk.fi

Savonlinna Campus: Lea Reponen, lea.reponen@xamk.fi

SoleMOVE

Picture 1 When we have received your nomination, you will be sent an email message about the application process from a Solenovo email account. As the message could go to your spam folder, please, check that folder, too. To start, you need to follow the first link in the email to activate your account, as shown below. The account is formed when you create and set the password.

Picture 2 The message also contains a username generated for you and a link for logging in to the system. **Log in using** needs to be set as 'Local'.

Picture 1

User activation

[Save password and activate account](#)

Input password to activate your account.

Username: lvrigusert2735

Name: User Test

New password*

Re-enter new password*

Picture 2

Login

South-Eastern Finland University of Applied Sciences

XAMK

South-Eastern Finland University of Applied Sciences

Log in using: ?

Local

Username

Password [Forgot password?](#)

[Log in](#)



South-Eastern Finland
University of Applied Sciences

You can see an example of a normal application created by the system below. Click the edit icon to continue.

My

Application not ready Preliminary Application sent Application received Processing Sent for acceptance
Information requested by department Accepted Acceptance information sent Rejected Cancelled Confirmed
Report completed

Showing 1-1/1

Sort: Select

Status	Mobility type	Duration	Application number
	-	01.01.2026-31.07.2026	24321274

Showing 1-1/1

Open and upcoming application periods

Choose 'Traineeship' as the **Mobility type**. If that is not available then choose 'C – Combined Study and Traineeship, P- Traineeship'. Choose the right option available as the **Application period**. It is possible to change the Mobility and Application type but this may affect your application form.

Mobility type *

P - Traineeship

Application period *

In practical training 2025-2026 / 28.02.2025 00:00 - 07.03.2025 23:59

1. Personal data

The application is divided into tabs. Please, remember to save the changes when leaving a tab. Mandatory fields are marked with an asterisk (*). If any mandatory data is missing, the tab's icon is orange. You should start by filling in your **Personal information** and **Contact person in case of emergency**. Please, note that some information comes from the nomination and cannot be changed.



South-Eastern Finland
University of Applied Sciences

Application number

2309234

Applicant

[Redacted]

Mobility type

P - Traineeship

Application period

In practical training 2025-2026

28.02.2025 00:00 - 07.03.2025 23:59 (Time zone Europe/Helsinki)

Application status

Application not ready



Personal data



Home institution
information



Traineeship
information



Current studies



Proposed study
plan



Enclosures



Check and send
application



Contact person in case of emergency

Last name *

Given name *

Phone number *

Email

2. Home institution information

Basic **home institution** data comes from the nomination and cannot be changed.



Home institution information

Name of home institution

A WELS01 Upper Austria University of Applied Sciences

Country

Austria

Here, you should fill in the details of the **Departmental Coordinator** and **International Coordinator** of your **home university**, not Xamk.



South-Eastern Finland
University of Applied Sciences

DEPARTMENTAL COORDINATOR	
Last name *	Given name *
<input type="text"/>	<input type="text"/>
Email *	Email
<input type="text"/>	<input type="text"/>
Phone number *	
<input type="text"/>	

INSTITUTIONAL COORDINATOR	
Last name *	Given name *
<input type="text"/>	<input type="text"/>
Email *	Email
<input type="text"/>	<input type="text"/>
Phone number *	
<input type="text"/>	

3. Traineeship information

For the **Duration of exchange**, select a semester from the drop down menu if the dates are flexible or choose 'Other' and add the planned exchange dates. The **Duration of exchange in months** can be left empty.

Traineeship information		
Duration of exchange *	Start date	End date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Duration of exchange in months		
<input type="text"/>		
Receiving unit *		
<input type="text"/>		
Type and contents of traineeship *		
<input type="text"/>		
0 / 2000		
Work history		
<input type="text"/>		
0 / 2000		

Receiving unit means the department in which you will do your traineeship. Choose the correct receiving unit and campus town from the drop-down menu. If you are unsure about this, please, contact [the International Coordinator on the campus](#) you are applying to.

Type and content of traineeship means the areas of your interests (e.g. surgical ward, emergency, etc., for nursing students) as well as the duration (dates) of your exchange + the number of hours you need to complete during your internship.

Work history is not compulsory but you can describe your previous experience and tell what you have accomplished so far.



South-Eastern Finland
University of Applied Sciences

4. Current studies

Current studies refer to your studies at your home university.

Current studies

Degree/diploma you are studying for *

Field of study/major subject *

Number of higher education years completed so far *

Language of instruction at home institution (if not mother tongue)

You need to evaluate at least your knowledge in English. If you have a certificate of your English language skills, please, upload it in **Enclosures**. You can also carry out a self-evaluation at <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

Language knowledge

Add language

5. Proposed Study Plan

This part is not relevant and not in use for trainees yet **but to be able to move forward** in the application process, you need to *'add a new Non-degree programme'*. Otherwise you can ignore this part of the application.

Add at least one study.

Proposed study plan

STUDIES

Non-degree programmes

Add new Non-degree programme

Proposed study plan

STUDIES

Non-degree programmes

Add new Non-degree programme

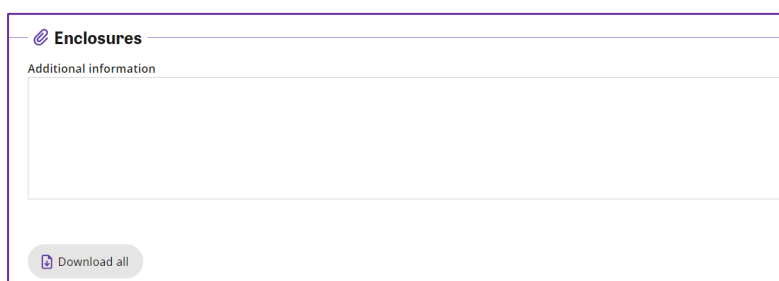
Sort: Select

Code	Name	ECTS	Recommendation / Acceptance	Comments	Editor
Non-Degree	Non-Degree Programme	0			<div>28.02.2025 09:45</div>

6. Enclosures

Please, upload all enclosures marked with an asterisk (*) as they are mandatory to all applicants. You should also note that your passport / ID document needs to be valid both at the time of submitting the application and during your whole possible exchange period at Xamk / stay in Finland.

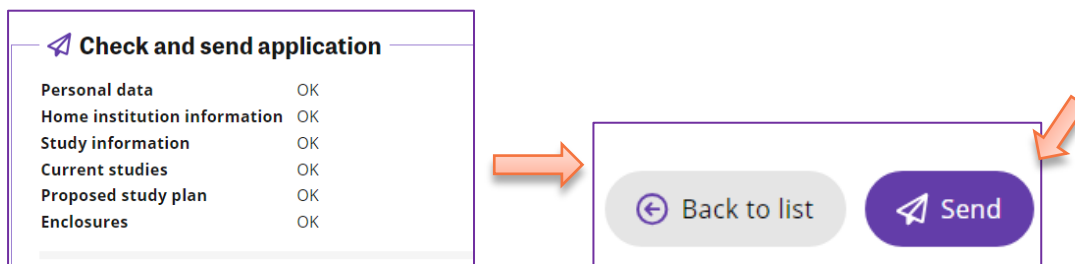
Enclosures need to be attached as **PDF files** to ensure that we can open them, except for the photo which should be attached as a picture format. Please, note that **Portfolio** is mandatory only for students applying to Culture, Kouvola Campus.



The screenshot shows a section titled "Enclosures" with a sub-header "Additional information". Below this is a large empty text area for providing details about the enclosures. At the bottom left of the section is a button labeled "Download all".

7. Check and send the application

When you have filled in all requested information, please, check the application and send it.



The screenshot shows a section titled "Check and send application". On the left, there is a list of application components with their status:

Personal data	OK
Home institution information	OK
Study information	OK
Current studies	OK
Proposed study plan	OK
Enclosures	OK

An orange arrow points from this list to a box on the right containing two buttons: "Back to list" (with a left arrow icon) and "Send" (with a paper plane icon). Another orange arrow points directly to the "Send" button.

8. Approval

Your application will be processed after the application deadline. Once the decision is made, we will inform you but this may take up to one month.

If you are accepted, you will receive a letter of acceptance generated by the system via email. It should be sufficient enough for a visa application, in case you need one.

In the same email you are asked to confirm your exchange to Xamk. We would appreciate if you could confirm your exchange as soon as possible after receiving the letter of acceptance.

Information about your arrival date/time and address in Finland can be added later.



South-Eastern Finland
University of Applied Sciences

Coordinators on the campuses will send the accepted students a separate e-mail (an information package) about the beginning of the semester, accommodation, etc. You will not receive any info package through SoleMOVE.

Hopefully these instructions have been useful to you!

Best wishes,

International Services at Xamk 😊