

# 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 Vantola, anna-reetta.vantola@xamk.fi Kotka Campus: Anna-Reetta Vantola, anna-reetta.vantola@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 activ	vate account
Input password to activate you	ır account.
Username	lvrigusert2735
Name	User Test
New password*	
Re-enter new password*	





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

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<ul> <li>Application</li> <li>Information</li> <li>Report com</li> </ul>	not ready @ Preliminary 《 n requested by department ④ pleted	Application sent 🕀 Application receive Accepted 🖻 Acceptance information s	d	:d
Showing 1-1/1	> >>		Sort: Select	$\sim$
Status	Mobility type	Duration	Application number	
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Showing 1-1/1	> »			
📒 Open ar periods	nd upcoming application			^

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.

Лobility type *	
P - Traineeship	$\sim$
Application period *	

## 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 Mobility type P - Traineeship Application period In practical training 2 28.02.2025 00:00 - 07 Application status Application not ready	2025-2026 7.03.2025 23:59 (Time zor	ne Europe/Helsinki) (	2			
<u>ြ</u> Personal data	A Home institution information	A Traineeship information	<b>A</b> Current studies	Proposed study plan	<b>A</b> Enclosures	Check and send

iven name *

## 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
mail *	Email
Phone number *	
*	
INSTITUTIONAL COORDINATOR	Given name *
INSTITUTIONAL COORDINATOR Last name *	Given name *
INSTITUTIONAL COORDINATOR Last name *	Given name *
INSTITUTIONAL COORDINATOR Last name * Email *	Given name * Email
INSTITUTIONAL COORDINATOR Last name * Email *	Given name * Email
INSTITUTIONAL COORDINATOR Last name * Email *	Given name * Email
INSTITUTIONAL COORDINATOR Last name * Email * Phone number *	Given name * Email

#### 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.

Duration of exchange *		Start date	End date	
Type to search	$\sim$	Ē	Ē	
uration of exchange in months				
eceiving unit *				
	0			
ype and contents of traineeship *				
				0 / 20
/ork history				
,				

**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 <u>the International Coordinator on the campus</u> 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.



# 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 *
	$\checkmark$
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 <a href="https://europass.cedefop.europa.eu/resources/european-language-levels-cefr">https://europass.cedefop.europa.eu/resources/european-language-levels-cefr</a>

— 🖃 Language knowledge -	
⊕ Add language	

# 5. Proposed Study Plan

Non-Degree

Non-Degree Programme

0

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 pl	ın					
STUDIES						
Non-degree programmes						
(+) Add new Non-degree pro	ramme					
— 💷 Proposed study pla	n					
STUDIES						
Non-degree programmes						
Add new Non-degree progree	amme				Sort: Select	$\sim$
Code Name	ECTS	Recommendation / Acceptance	Comments	Editor		

28.02.2025 09:45

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## 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.

Enclosures		
Additional information		
Download all		

# 7. Check and send the application

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

Personal data Home institution information	ОК		
	OK		
Study information	ОК		
Current studies Proposed study plan	OK OK		1
Enclosures	ОК	Back to list	🛠 Send

# 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.



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 😊