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 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

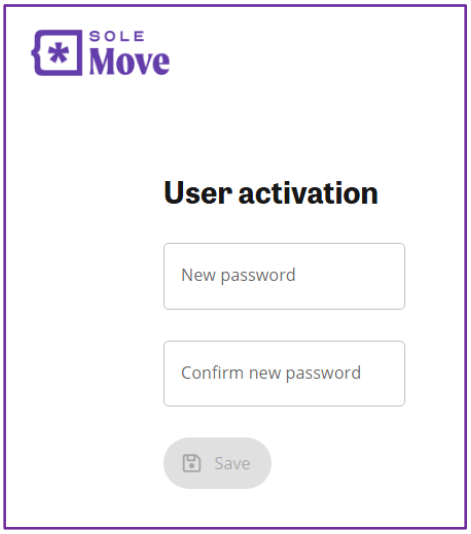
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## SoleMOVE

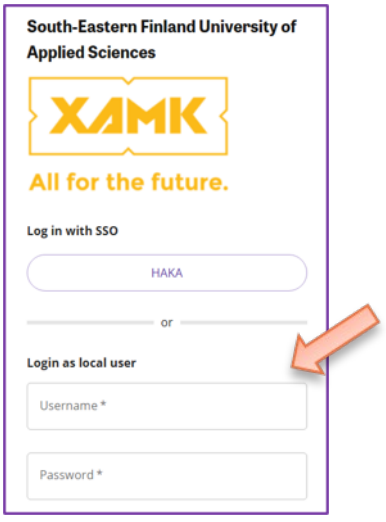
**Picture 1** When we have received your nomination, you will be sent an email message about the application process from a Solemove email account. As the message could go to your spam folder, please, check that folder, too. To start, you need to follow **the first link** in the email to activate your 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 **another link for logging in** to the system. You need to log in as local user.

**Picture 1**

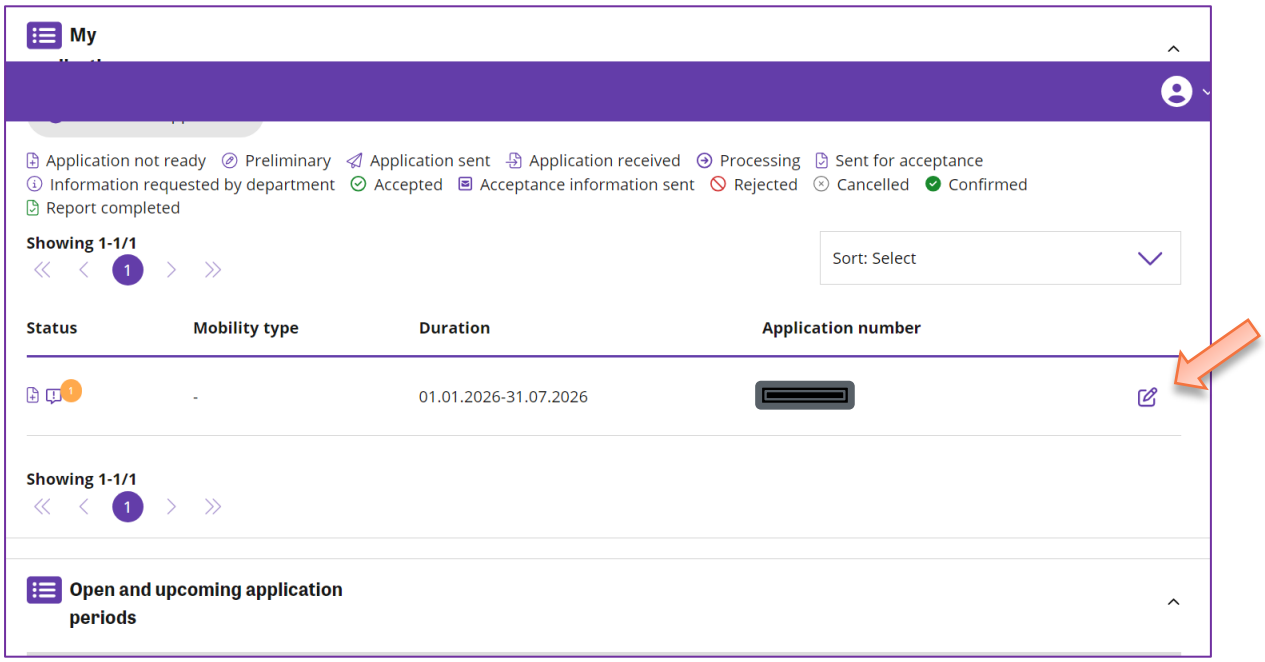



**Picture 2**

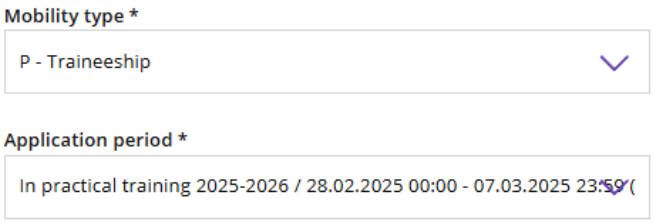


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You can see a normal application created by the system below. Click the edit icon to continue, please do not create a new application.



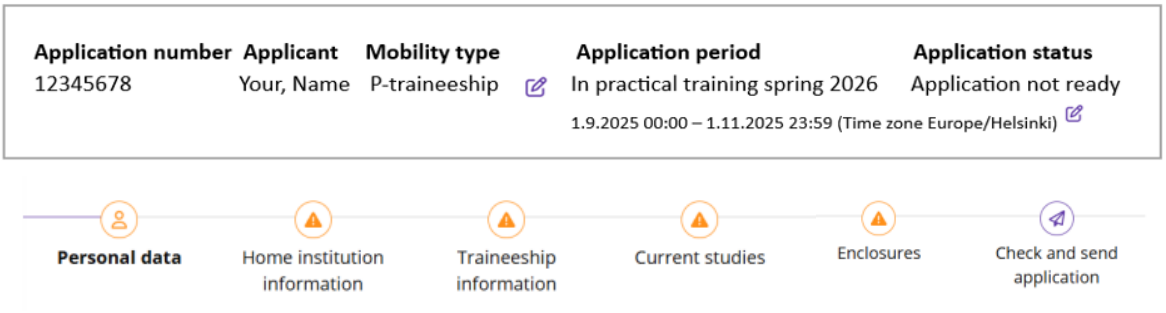

Choose '*Traineeship*' as the **Mobility type**. Choose the right option available as the **Application period**. We have two application periods for long-term mobility: 15.9. – 1.11. for spring and 1.4. – 15.5. for autumn. It is possible to change the Mobility and Application type but this may affect your application form.

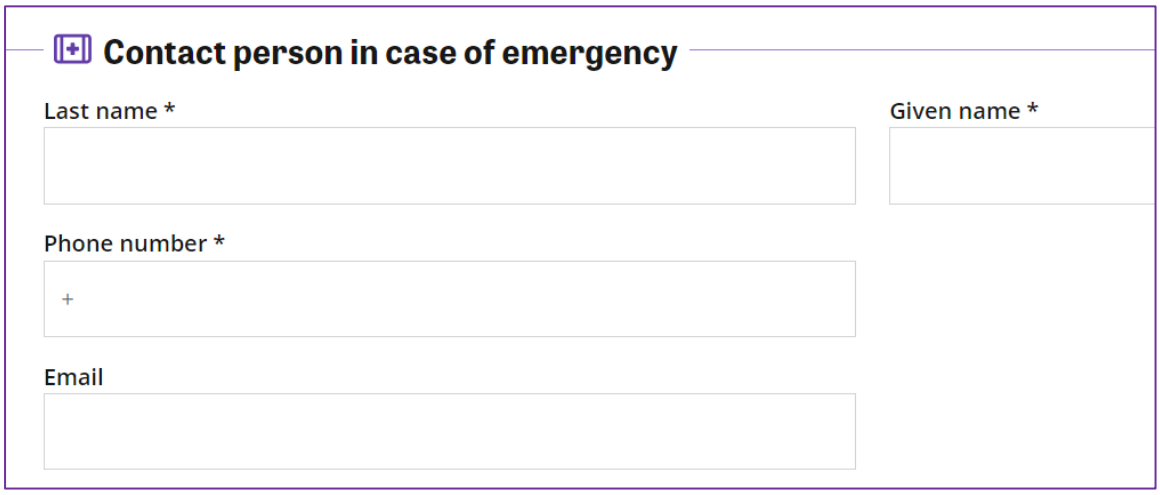


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## 1. Personal data

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.



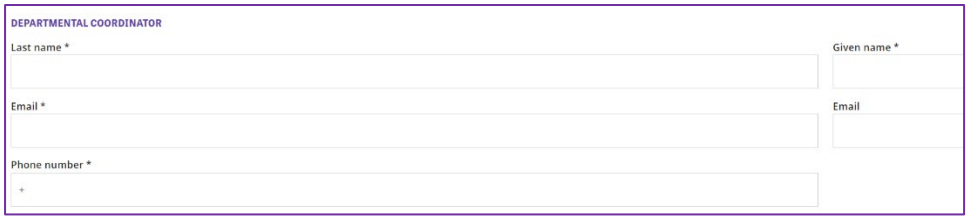

## 2. Home institution information

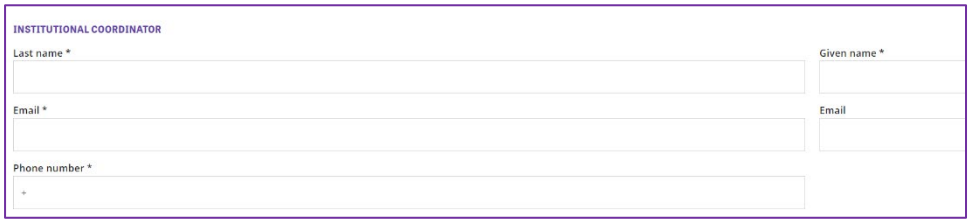
Basic **home institution** data comes from the nomination and cannot be changed.



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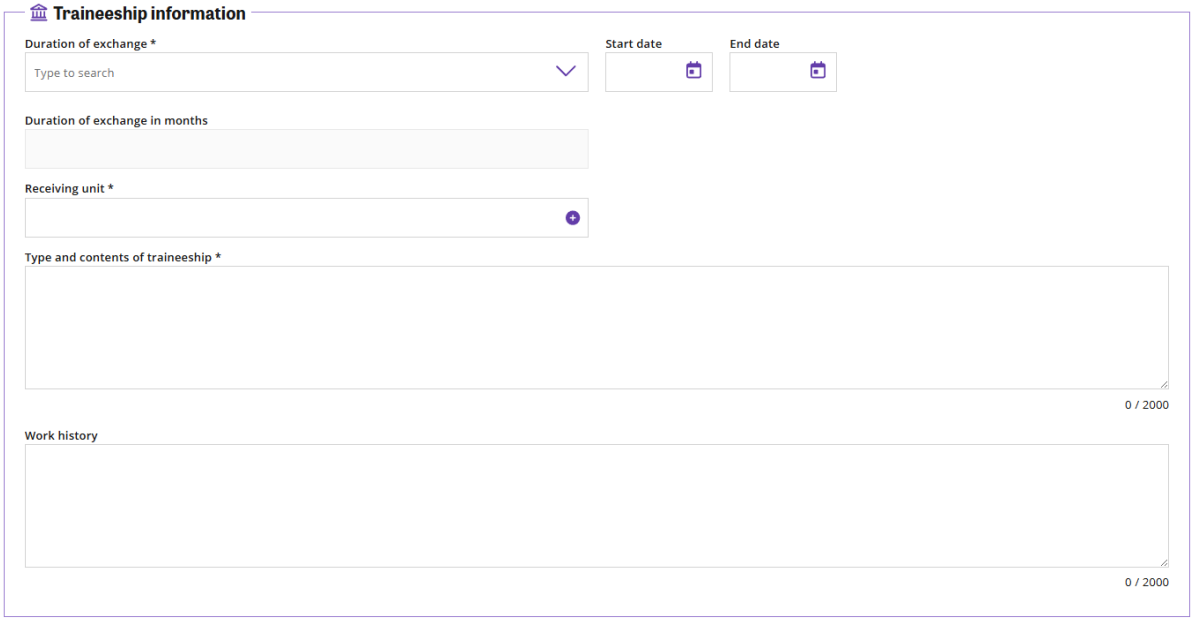
Here, you should fill in the details of the **Departmental Coordinator** and **International Coordinator** of your **home university**, not Xamk.




## 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.




**Receiving unit** is the department in which you will do your traineeship in. **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.

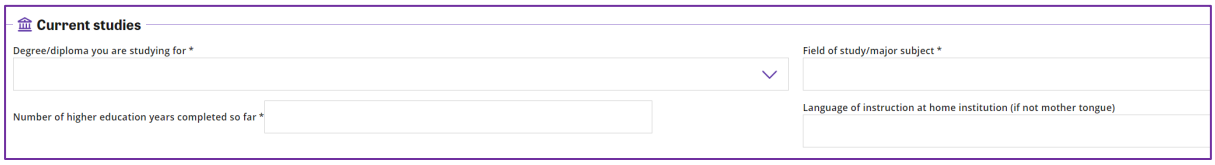
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**Type and content of traineeship** mean the areas of your interests (e.g. surgical ward, emergency, etc., for nursing students) as well as the duration (dates) of your exchange + the number of hours you need to complete during your internship.

**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.




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



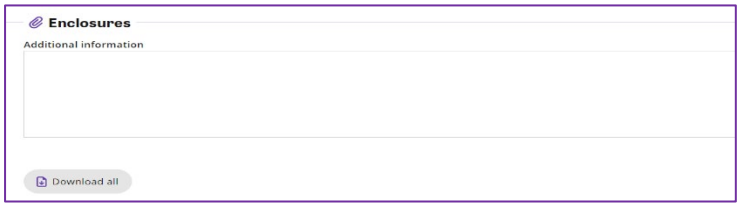

## 5. Enclosures

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.

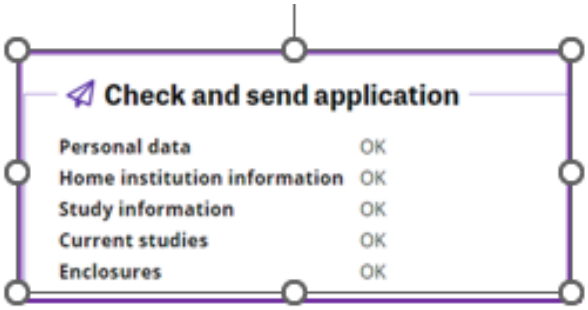
- Photo
- Transcript of Records (official document from your home university in English)
- Letter of motivation
- Passport/ ID Card
- Language certificate (optional)
- Learning Agreement for Traineeships (Optional at this stage. You may send it by email later)

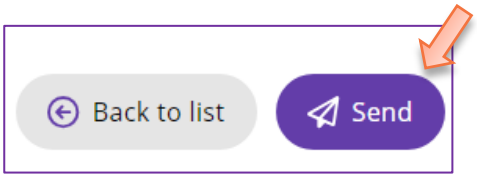
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## 6. Check and send the application

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




*Note! It may read "Traineeship information" instead of "Study information" in SoleMOVE.*

## 7. 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 should be added later to SoleMOVE.

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,

Internationalisation Services at Xamk