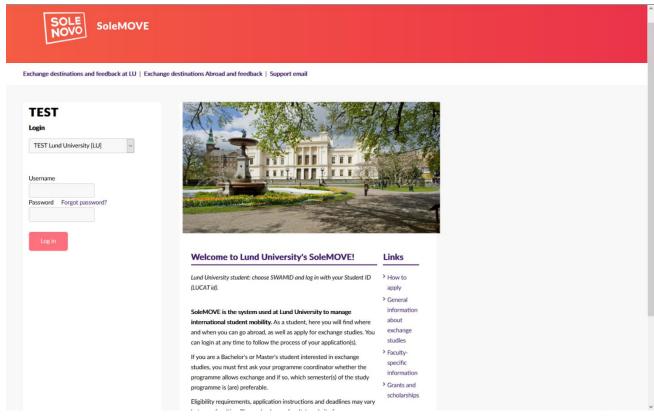
SoleMOVE @ LU

Guide for Lund University students



Login and access

- Choose Lund University SoleMOVE from the list on the left side of the page.
- Choose 'SWAMID' and login with your Student ID (LUCAT ID).

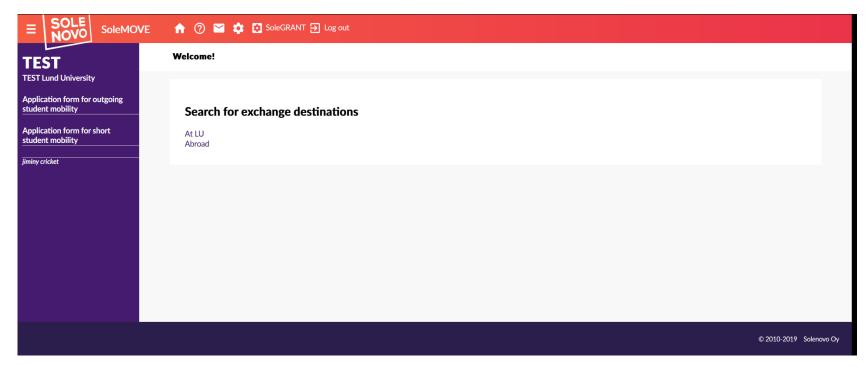




Home page

After giving your consent to the processing of personal data (first login), you will see SoleMove's home page. You can login at any time as long as your Student ID is valid.

In SoleMove, you can search for exchange destinations abroad as well as create and submit applications for outgoing student mobility, long or short.





Find your destination

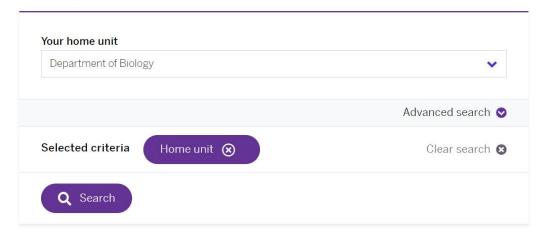
The search tool allows you to use various filters in order to see exactly where you can go on exchange. For example, you can filter your search by country, institution abroad, exchange program, type of exchange, ...

The 'Your home unit' filter can be used to see agreements from your faculty or department. If you pick your department, the agreements from this department will appear as well as the ones that are available for your entire faculty.

Selecting 'Lund University' or 'Division of External Relations' will display all university-wide agreements. Not all university-wide agreements are available to the entire university. The available uniwide agreements will be displayed when selecting a Home Unit.

The search results will be displayed on a world map, with one droppin per country. All partners abroad might not appear on that map, for example if addresses are missing.

Going abroad?



find your destination





Advanced search

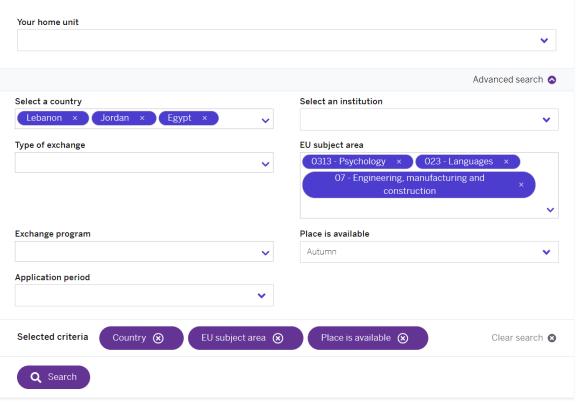
Clicking on 'Avanced search' will display more search criterias which can be combined.

You can for example combine several countries and EU subject areas in your search.

The 'Place is available' will allow you to filter when an exchange spot is available during the academic year. Sometimes, the availability is not specified, but for example some universities only accept exchange students during the Spring semester.

The filter 'Application period' will allow you to pick the current or future calls for application, also called announcement (utlysning), so that you can already see which spots will be offered. However, as long as the announcement is not open, you cannot submit an application.

Going abroad?





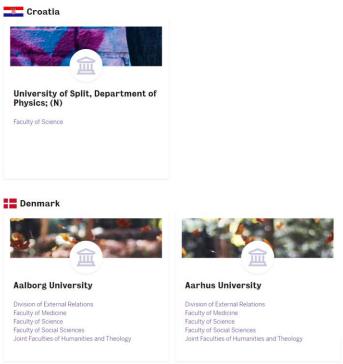
Information sheet

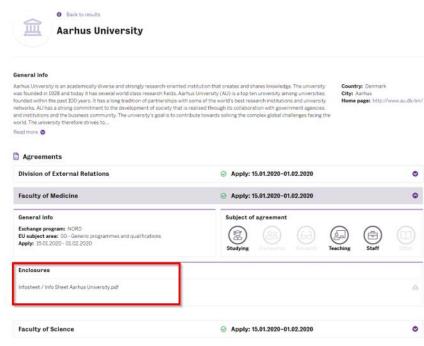
Below the world map, a full list of results will be available, sorted per country.

Under the partner university's name, the names of the faculties having an agreement with this partner are displayed.

Make sure to click on the partner's name in order to see if there is more information available. Some general information will be displayed, as well as which dates this university will be available for applying. In the 'Enclosures' field, an information sheet about the partner university will be available for downloading.

It is essential to go through the information sheet for each university you would like to apply to, as it contains a lot of key information regarding exchange studies, such as language and course requirements, information about the university's academic calendar, housing, insurance, visa, useful links, and much more.

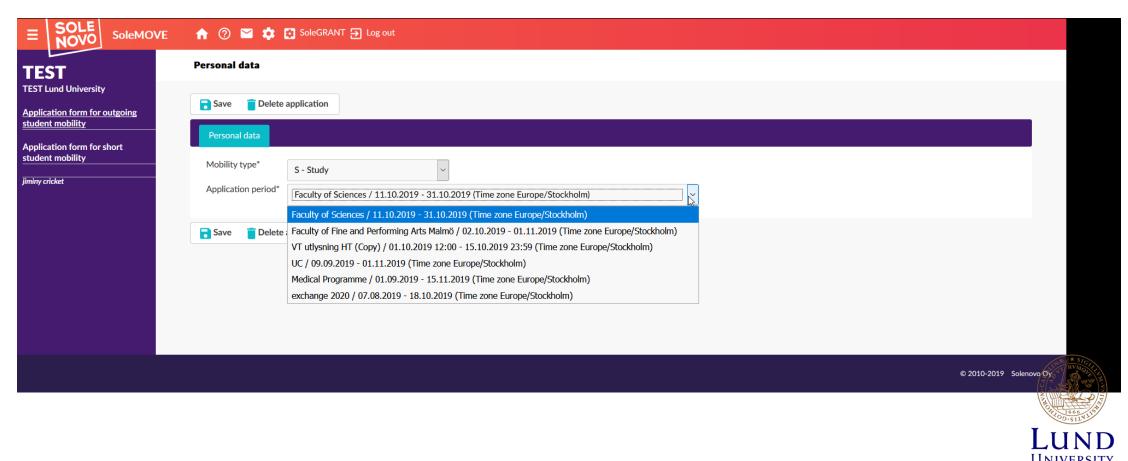






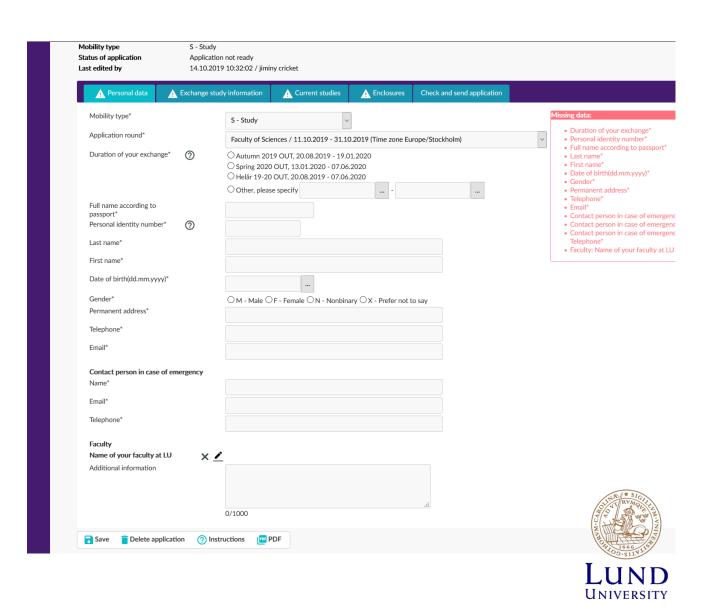
Create and submit an application

In order to create an application, select'Application form for outgoing student mobility' (unless your faculty offers short term mobility, always choose the first option). Click 'New', select 'Mobility Type S – Study', then select an Application period. In most cases, you should select the Application period of your faculty. But there are exceptions: for example, the University of California has its own call for applications. There is also a call for summer courses abroad that all students can apply to (called 'Application for summer courses abroad 2020').



Create an application – Personal data

- Fill in the all mandatory fields with the required information.
- The duration of exchange is selected on this tab. You will choose the partner universities/institutions in the next tab (Exchange study information). Please note that if you want to apply for exchange to different semesters, you will need to submit several applications.
 - For example: if you want to apply for exchange to the University of Toronto both for the Autumn term 2020 and the Spring term 2021, you will have to submit two separate applications in the same application round.



Create an application: choose your destination(s)

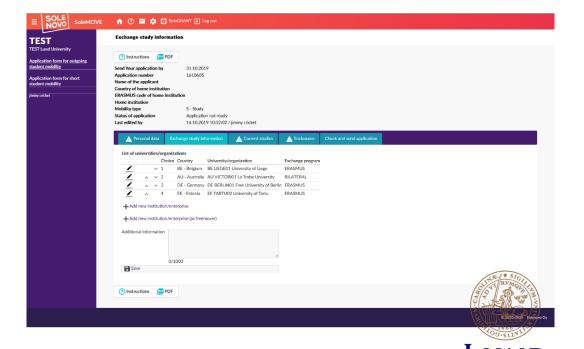
In the Exchange study information tab, you can select which partner university/institution you want to apply to.

Click on the 'Add new institution/enterprise' button (do not select 'as a freemover'). You will be able to filter the available destinations per country, but you can also click on the pen icon next to Institution/Enterprise* in order to display all available destinations.

The maximum amount of destinations that you can apply to varies from faculty to faculty.

oleMOVE 🏫 🕲 😭 🏗 SoleGRANT 🕤 Log out **Exchange study information TEST** Save Return (?) Instructions Send Your application by Application number Name of the applicant Country of home institution ERASMUS code of home insti Mobility type Status of application Faculty of Science AT INNSBRU01 Faculty of Medicine Faculty of Science AU VICTORIO1 La Trobe University AU - Australia Faculty of Science AU HOBART01 Save Return ★ Cancel Save and close

After adding several partner universities/institutions, you have the possibility to sort them in order of priority. You can even add additional information if needed.

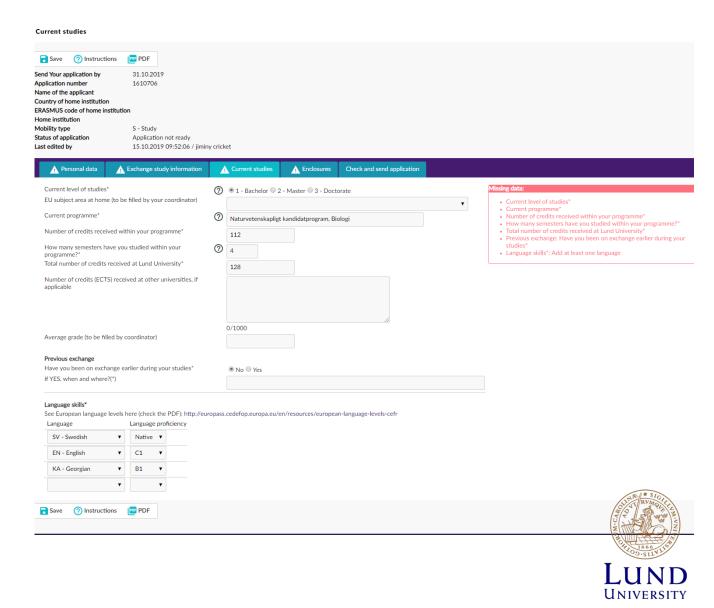


Create an application – Current studies

In the 'Current studies' tab, you will be asked to enter information regarding your studies at Lund University.

The 'Current programme' field is where you fill in your study programme. If you are not registered within a study programme, please enter your current course.

Please note that you should leave the fields 'EU subject area' at home and 'Average grade' blank. They will be filled by your coordinator during the review process.



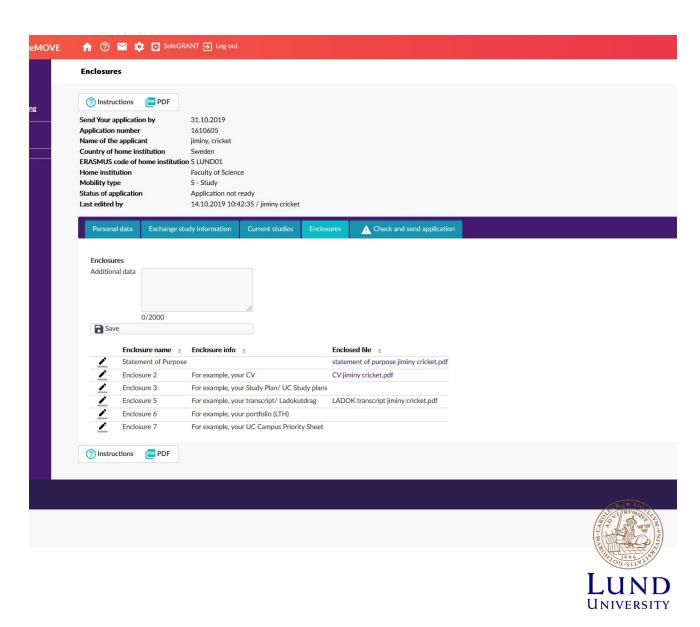
Enclosures

Make sure to upload your statement of purpose (motivation letter) as well as any other enclosures that may be required alongside your application.

Most faculties also require a CV and a transcript of records (from LADOK) to be provided with your application.

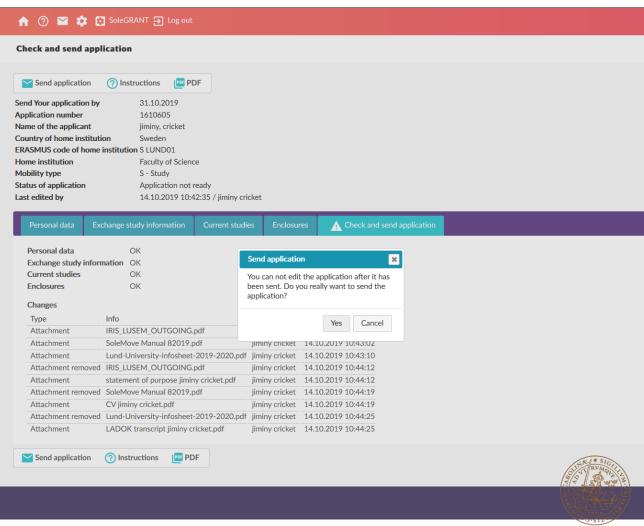
Some universities (for example, the University of California) require specific documents such as a study plan or a campus priority sheet.

Please make sure to double check that you have uploaded all the necessary documents!



Check and send application

This tab displays the status of all other tabs so that you can quickly see if your application is considered complete by SoleMove (i.e. all the mandatory fields have been filled in).



Application sent!

The review process of all received applications begin after the application deadline and takes several weeks. During this time, you can log on to SoleMove and follow the progress of your application. You will receive an email notifying you of the result of your application after the applications have been processed.

Any questions? Feel free to contact solemove@er.lu.se

