

SoleMOVE Application – Work Placement

1. Go to [SoleMOVE](#), choose Tampere University of Applied Sciences from the list of institutions and log in with TAMK's username and password (LDAP).

2. Once you are logged in, click "new" to fill in the application.

3. Choose "placement" as the mobility type and click "save".

4. Start filling in the application tab by tab. Once you have filled in all the necessary information, the red marks will disappear.

On the **personal data -tab**, please mark the exact dates of the work placement by choosing “other, please specify”. Remember to fill in your TAMK student number (e.g. 1605213) to “student id”.

Save		Delete application		Instructions		PDF	
Send Your application by	31.12.2017						
Application number	6109012						
Name of the applicant	Opiskelija, Olli						
Country of home institution							
ERASMUS code of home institution							
Home institution							
Mobility type	P - Placement						
Status of application	Application not ready						
Last edited by	21.02.2017 10:21:56 / Olli Opiskelija						

Personal data		Current studies		Exchange study information		Enclosures		Check and send application	
Mobility type*	<input type="text" value="P - Placement"/>								
Application period*	<input type="text" value="Student exchange 2017-2018 (OUTGOING) / 01.01.2017 - 31.12.2017"/>								
Duration of your exchange*	<input type="radio"/> Spring semester 2017, 01.01.2017 - 31.07.2017 <input type="radio"/> Full Academic Year 2016-17, 01.08.2016 - 31.07.2017 <input type="radio"/> Full Academic Year 2017-18, 01.08.2017 - 31.07.2018 <input type="radio"/> Autumn semester 2017, 01.08.2017 - 31.12.2017 <input type="radio"/> Spring semester 2018, 01.01.2018 - 31.07.2018 <input type="radio"/> Other, please specify <input type="text"/> - <input type="text"/>								
Student id	<input type="text"/>								
Last name*	<input type="text" value="Opiskelija"/>								
Given name(s)*	<input type="text" value="Olli"/>								
Date of birth(dd.mm.yyyy)*	<input type="text"/> - <input type="text"/>								
Gender*	<input type="radio"/> M - Male <input type="radio"/> F - Female								
Nationality*	<input type="text"/> If other, please specify								
Native language*	<input type="text"/>								
Permanent address*	<input type="text"/>								
Telephone*	<input type="text"/>								
Email*	<input type="text" value="virve.opiskelija@eng.tamk.fi"/>								

Please choose your degree programme from the list to “home institution” by clicking the arrow.

Home institution	
Name of the home institution	<input type="text"/>
Address*	<input type="text"/>
	<input type="text"/>
Group code (winha, e.g. 12SPAJO or 12SIA331)	<input type="text"/>

Student id

Last name* Opiskelija

Given name(s)*

Date of birth(dd.mm.yyyy)*

Gender*

Nationality*

Native language*

Permanent address*

Telephone*

Email*

Contact person in case of emergency
Name*

Address*

Select language of communication*

Telephone*

Home institution
Name of the home institution

Address*

Group code (winha, e.g. 12SPAJO or 12SIA331)

Institutions

Search all

ERASMUS institutional code	Name	Country	Organisation type	Organisation Level
<input type="checkbox"/> SF TAMPERE06	TAMK (for staff only)	FI - Finland	Own	University
<input type="checkbox"/> SF TAMPERE06	-> Aeronautical Engineering	FI - Finland	Own	Faculty
<input type="checkbox"/> SF TAMPERE06	-> AOK - Vocational Teacher	FI - Finland	Own	Faculty
<input type="checkbox"/> SF TAMPERE06	-> Automation Engineering	FI - Finland	Own	Faculty
<input type="checkbox"/> SF TAMPERE06	-> Automobile and Transport	FI - Finland	Own	Faculty
<input type="checkbox"/> SF TAMPERE06	-> Biomedical Laboratory Sci	FI - Finland	Own	Faculty
<input type="checkbox"/> SF TAMPERE06	-> Bioproduct and Process En	FI - Finland	Own	Faculty
<input type="checkbox"/> SF TAMPERE06	-> Building Services Engineer	FI - Finland	Own	Faculty
<input type="checkbox"/> SF TAMPERE06	-> Business Administration /	FI - Finland	Own	Faculty
<input type="checkbox"/> SF TAMPERE06	-> Business Information Syste	FI - Finland	Own	Faculty
<input type="checkbox"/> SF TAMPERE06	-> Construction Architecture	FI - Finland	Own	Faculty
<input type="checkbox"/> SF TAMPERE06	-> Construction Engineering	FI - Finland	Own	Faculty
<input type="checkbox"/> SF TAMPERE06	-> Construction Site Manage	FI - Finland	Own	Faculty
<input type="checkbox"/> SF TAMPERE06	-> Electrical Engineering	FI - Finland	Own	Faculty
<input type="checkbox"/> SF TAMPERE06	-> Energy and Environmental	FI - Finland	Own	Faculty
<input type="checkbox"/> SF TAMPERE06	-> Fine Art	FI - Finland	Own	Faculty
<input type="checkbox"/> SF TAMPERE06	-> Forestry	FI - Finland	Own	Faculty

Cancel Save and close

On the **current studies -tab**, please fill in all the required information related to your studies and add languages to “language knowledge” by assessing your skills on the European language levels.

Personal data Current studies Exchange study information Enclosures Check and send application

Degree/diploma you are studying for* 1 - Bachelor 2 - Master 3 - Doctorate

EU subject area at home*

Field of study/major subject*

Beginning year of current studies*

Number of higher education years completed so far* 1

Number of credits completed so far* 1

Additional information about credits

0/1000

Previous exchange

Have you been on exchange earlier during your studies* No Yes

If YES, when and where?(*)

Level of study at previous exchange 1 - Bachelor 2 - Master 3 - Doctorate

Number of months at previous exchange

Previous participation in the ERASMUS programme N - No S - Study W - Work Placement M - Mundus

Language knowledge* (English level mandatory) 1

See European language levels here (check the PDF): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Language Language proficiency

Missing data:

- Degree/diploma you are studying for*
- EU subject area at home*
- Field of study/major subject*
- Beginning year of current studies*
- Number of higher education years completed so far*
- Number of credits completed so far*
- Previous exchanges: Have you been on exchange earlier during your studies*
- Language knowledge* (English level mandatory): Add at least one language

On the **exchange study information –tab**, add your work place by clicking “add new institution/enterprise”

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Personal data | Current studies | **Exchange study information** | Enclosures | Check and send application

Length of exchange in months
Additional information

Missing data:
• List of Institutions/Enterprises you apply to : Add at least one institution/enterprise

Save

List of Institutions/Enterprises you apply to

Instructions PDF

Then choose the country and institution/enterprise.

Save Return Instructions

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Personal data | Current studies | **Exchange study information** | Enclosures | Check and send application

Country*
 Institution/Enterprise*
 Exchange program*

Save Return Instructions

If the work place isn't on the list of institutions/enterprises, click "new" to add it and fill in the missing fields. After this click "save".

6109012
Opiskelija, Olli

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Application not ready
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ent studies | **Excha**

stitutions

Institutions/enterprises

Search all

ERASMUS institutional code	Name	Country	Organisation type	Organisation Level
<input type="checkbox"/>	Delikatase	AL - Albania	Other	
<input type="checkbox"/>	FH Burgenland	AT - Austria	Other	University
<input type="checkbox"/>	FH Salzburg	AT - Austria	Other	
<input type="checkbox"/>	International Center for New	AT - Austria	Other	University
<input type="checkbox"/>	Swinburne University	AU - Australia	Other	
<input type="checkbox"/>	The Catholic Schools Office (I	AU - Australia	Other	
<input type="checkbox"/>	AP University College	BE - Belgium	Other	
<input type="checkbox"/>	Karel de Grote Hogeschool	BE - Belgium	Other	
<input type="checkbox"/>	Universiteit Antwerpen	BE - Belgium	Other	
<input type="checkbox"/>	Universidade Federal Do Rio	BR - Brazil	Other	
<input type="checkbox"/>	FHS St. Gallen, Switzerland	CH - Switzerland	Other	
<input type="checkbox"/>	Optofidelity Oy	CN - China	Other	
<input type="checkbox"/>	Shanghai Institute of health	CN - China	Other	
<input type="checkbox"/>	Biz Latin Hub Colombian Bus	CO - Colombia	Other	
<input type="checkbox"/>	Tomas Bata University in Zlín	CZ - Czech Republic	Other	
<input type="checkbox"/>	Cologne University of Applied	DE - Germany	Other	University
<input type="checkbox"/>	Hochschule Harz University	DE - Germany	Other	

Cancel Save and use **New**

View 1 - 30 of 584

The screenshot shows a form with various input fields. At the top left, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red. Below the buttons, the form contains the following fields:

- Organisation type*: Other
- Name*: [text input]
- Country*: [dropdown menu]
- Shortname: [text input]
- Size of the enterprise: [dropdown menu]
- Commercial Orientation: [dropdown menu]
- Legal Status: [dropdown menu]
- Organisation Type: [dropdown menu]
- Economic Sector: [dropdown menu]
- Address: [text input]
- Postal Code: [text input]
- City: [text input]
- Telephone: [text input]
- Fax: [text input]
- Contact email: [text input]
- Home page: [text input]
- Info: [text area, 0/1000]

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

Finally, choose the exchange program from the list: "Erasmus+" for work placement in the EU or "other" outside the EU

The screenshot shows a dialog box titled "Exchange programs" with a search bar and a table of programs. The table has two columns: "Code" and "Name".

Code	Name
<input type="checkbox"/> 106	Bilateral agreement
<input type="checkbox"/> 101	Erasmus
<input type="checkbox"/> 101	Erasmus+
<input type="checkbox"/> 105	FIRST
<input type="checkbox"/> 103	Nordplus
<input type="checkbox"/> 108	Other

At the bottom of the dialog box, there are buttons for "Cancel" and "Save and close", along with navigation arrows and the text "View 1 - 6 of 6".

On the **enclosures –tab**, add Learning Agreement for Training (Erasmus+) or the Contract of Work Placement (outside EU) by clicking the pen on the left.

Additional data ?

0/2000

Save

Enclosure name	Enclosure info	Enclosed file
 Learning Agreement for Training (Erasmus+)	Agreement for training in Europe	
 Contract of Work Placement	Agreement for training outside Europe	
 Clinical placement plan (minimum 13 weeks / 15 credits)	Only for students of nursing, public health nursing, emergency care, midwifery, physiotherapy, biomedical laboratory science and radiography & radiotherapy	
 Photo	(passport photo or equivalent, preferably in color, in JPG, PNG or GIF format)	
 Motivation Letter	(write about your background, expectations for exchange, etc. in free format)	
 Previous experience / Interest in internationality	Certificate of studies / work / hobbies / projects abroad (general, not country / area specific). Your home country and stay in Finland during your TAMK degree are not counted. However, if you have been in Finland previously for some other reason or in a third country, such activities are accepted.	
 Destination specific experience	Certificate of areal studies (Nordic Studies, Asian Business Studies etc.) or a project / training plan accepted by your degree programme.	
 Language studies (only destination language, not English / Swedish)	Certificate of completed courses or a letter from language teacher from ongoing courses. Several courses (basics + advanced) only produce one point in total.	
 International tutoring	Certificate from Tamko or another student association. Active participation awarding you the certificate is determined by Tamko.	

Instructions PDF

Upload file Previous enclosure Next enclosure Return Instructions

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Personal data Current studies Exchange study information Enclosures Check and send application

Enclosure name Learning Agreement for Training (Erasmus+)
 Enclosure info Agreement for training in Europe
 File Selaa... Ei valittua tiedostoa.

 Upload file Previous enclosure Next enclosure Return Instructions

5. Finally, check the application and click “send application”.

Personal data Current studies Exchange study information Enclosures **Check and send application**

Personal data OK
 Current studies OK
 Exchange study information OK
 Enclosures OK

Send application Instructions PDF

If you have any further questions, please contact Outgoing Office: outgoing.students@tamk.fi