SoleMOVE @ LU

Guide for Lund University students



Login and access

- Chose Lund University SoleMOVE from the list on the left side of the page.
- Chose '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.

	E 🏫 🖂 🏟 SoleGRANT 🔁 Log out
TEST	Welcome!
TEST Lund University Application form for outgoing student mobility Application form for short student mobility	Search for exchange destinations At LU Abroad
Elof Lind	
	© 2010-2020 Soler



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 universitywide 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 drop-pin per country. All partners abroad might not appear on that map, for example if addresses are missing.

Going abroad?

Department of Biology	~
	Advanced search 📀
Selected criteria Home unit 🛞	Clear search 😣

🗥 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.

'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?



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Information sheet / Fact sheet

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

Under the 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 some instances, important information about the partner university will be found in the 'Additional information' field. In the 'Enclosures' field, a fact sheet about the partner university may be available for download.

It is essential to go through the information available for each university you would like to apply to, as you will find 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.





Division of External Relations Faculty of Medicine Faculty of Science Faculty of Social Sciences Joint Faculties of Humanities and Theology





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').

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TEST Lund	d University	Personal data
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		Application for Summer Courses Abroad 2021 / 08.11.2019 - 31.12.2020 (Time zone Europe/Stockholm) Faculty of Sciences / 11.10.2019 - 07.09.2020 (Time zone Europe/Stockholm) new application period / 12.08.2019 - 31.08.2020 (Time zone Europe/Stockholm)
		© 2010-2020 Solenovo Oy



Create an application – Personal data

Fill in the all mandatory fields with the required information.

Note that telephone numbers must be written in international format, eg +4674302232.

A Personal data	Exchange study information	A Current studies	Enclosures	Check and send application	
A Personal data Mobility type" Application period" Full name according to passport" Personal identity number" Last name" First name" Date of birth(d.mm.yyyy)" Gender" Permanent address" Telephone" Email" Contact person in case of err Name of Email" Telephone * Email" Telephone * Email * Telephone * Faculty Name of your faculty at LU Additional information	S - Study Faculty of Social Sciences / 	Current studies	(Time zone Europe/S	Check and send application	Missing data: Personal identity number* Full name according to passport* Last name* Date of birth(d.mm.yyyy)* Gender* Permanent address* Telephone* Email* Contact person in case of emergency: Ema Contact person in case of emergency: Telephone* Faculty: Name of your faculty at LU
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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.

Exchange study information

Your application by 31.08.2020	~	Q Search all					
cation number 1637172		Home institution(s)	ERASMUS institutiona	Name	Country	Organisation type	Organisation Level
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Itry of nome institution Sweden					•	· · ·	
e institution School of Economics ar		School of Economics and	AU MELBOUR05	Deakin University	AU - Australia	Partner	
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s of application Application received		School of Economics and	BE LEUVEN01	Katholieke Universiteit	BE - Belgium	Partner	
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ountry*	0	Faculty of Law Faculty of Medicine Faculty of Social Science	DK ARHUS01	Aarhus University	DK - Denmark	Partner	
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O Unspecified 2):	School of Economics and	ES SEGOVIA01	IE University	ES - Spain	Partner	
○ Other, please	я I 🗆	Faculty of Science	FI PIPI 22	22 Pistepirkko universit	FI - Finland	Partner	University
		Lund University					



Create an application: choose your destination(s)

When choosing your destinations, you can choose the duration of exchange (semester) for each of your chosen university/organization.

Choose the right semester for each destination! Remember that not all destinations are available for all periods, so make sure to check period restrictions carefully before submitting your application.

However, If you would like to apply to the same destination(s) but for different semesters, then you will need to select the unspecified option from the duration of exchange list.

Exchange study information

	ductions
end Your application by	15.10.2020
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lame of the applicant	Testkonto-1702-ER, Test-David
country of home institution	
RASMUS code of home institutio	n
lome institution	C Chudu
tobility type	5 - Study Application pat ready
ast edited by	08 10 2020 09:57:14 / Test-David Testkonto-1702-FR
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A Personal data	A current studies A choiseres check and send application
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Country	BE - Belgium 🗸
Institution/Enterprise*	Vniversity of Liège; (N) Physics
Exchange program*	C RASMUS
Duration of your exchange*	Autumn 2020, 31,08,2020 - 17,01,2021
	O Spring 2021, 18.01.2021 - 06.06.2021
	O Full year 2020-2021, 31.08.2020 - 06.06.2021
	Autumn 2021, 30.08.2021 - 16.01.2022
	O Spring 2022, 17.01.2022 - 05.06.2022
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	Spring 2022, 17.01.2022 - 05.06.2022 O Full year 2021-2022, 30.08.2021 - 05.06.2022 O Unspecified 2021-2022, 29.08.2021 - 06.06.2022 O Other, please specify

The unspecified option should only be chosen if you are interested in a exchange destination for different semesters, and if places are offered for different semesters by your faculty. Otherwise, you should choose one of the normal semesters (Autumn, Spring, or Full year).

If you have chosen the unspecified option for one or more of your exchange destinations, you should indicate semester preference for each destination in the additional information field, and also motivate this in your Statement of Purpose.

After adding several partner universities/institutions, you have the possibility to sort them in order of priority.

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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' blank. They will be filled by your coordinator during the review process.

Current studies			
Save 🥐 Instructions	PDF		
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lome institution Aobility type itatus of application ast edited by	S - Study Application not ready 15.10.2019 09:52:06 / jimir	y cricket	
A Personal data	Exchange study information	Current studies A Enclosures Check and send appli	cation
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EU subject area at home (to b	e filled by your coordinator)		Current level of studies* Current programme*
Number of credits received w	ithin your programme*	Naturvetenskapligt kandidatprogram, Biologi	Number of credits received within your programme? How many semesters have you studied within your programme?* Total number of credits received at Lund University*
How many semesters have yo programme?* Total number of credits receiv	ou studied within your red at Lund University*	3 4	 Previous exchange: Have you been on exchange earlier during your studies* Language skills*: Add at least one language
Number of credits (ECTS) reco applicable	eived at other universities, if	0/1000	
Average grade (to be filled by	coordinator)		
Previous exchange Have you been on exchange e If YES, when and where?(*)	earlier during your studies*	🖲 No 💿 Yes	
Language skills* See European language levels Language SV - Swedish ¥ EN - English ¥ KA - Georgian ¥	here (check the PDF): http://eu Language proficiency	ropass.cedefop.europa.eu/en/resources/european-language-levels-cefr	
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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), and a Study Plan for all listed universities 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).

🟫 🔛 🏟 🐯 SoleGRANT 🕀 Log out

Check and send application





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.



Confirm or decline your application

After all applications have been reviewed, you will receive an email with the result of your application. If your application has been accepted, please login to confirm or decline your application. Usually, you have 7 days to make a decision. Make sure to check your emails on a regular basis so that you do not miss the deadline! After confirming the result of your application, your faculty's international office will continue processing your application and nominate you to one of our partner universities/institutions. This process varies depending on the faculty and the destination.

- Log in to SoleMove and open your application.
- A new "Acceptance" tab is now available, displaying which destination you have been accepted to.
- Click on "I confirm" in order to accept the result of your application. The status of your application will change to "confirmed".
- Click on "I cancel my application" if you want to withdraw your application or decline this result.

Acceptance

I confirm	vapplication 🧿 Instructions 📴 PDF
Send Your application by	31.08.2021
Application number	1634887
Name of the applicant	Line, filer
Country of home institution	Sweden
ERASMUS code of home institu	tion S LUND01
Home institution	School of Economics and Management
Mobility type	S - Study
Status of application	Acceptance information sent
Last edited by	30.10.2020 10:29:24 / Dimardo Dean



Certificates and documents

When you have confirmed your exchange, three documents will be automatically generated in your application's Enclosures tab. They can be download

Enclosures

- The Nomination letter can be used for example for your application to a grant.
- The Certificate of English proficiency can be shown to prove that you meet the English language prerequisites
 - Note that some partner universities require you to take an official English proficiency test.
- The Insurance certificate contains LUs insurance policy number from Kammarkollegiet.

Instructions PDF PDF Nomination letter Certificate of English proficiency Insurance certificate Send Your application by 06.10.2020 Application number 1667983 Name of the applicant John Maynard, Keynes Country of home institution Sweden ERASMUS code of home institution S LUND01 Home institution Lund University Mobility type S - Study Confirmed Status of application Last edited by 10.02.2021 10:38:35 / Martin Charlier Exchange study information Check and send application Personal data **Current studies** Enclosures Messages Acceptance Enclosures Additional data Enclosure info 👙 Enclosed file Enclosure name 👙 Releasenote2.16 2.17 and 2.18.pdf Statement of Purpose Ì For example, your CV Enclosure 2 Ì Enclosure 3 For example, your Study Plan/ UC Study plans ľ Enclosure 4 For example, your transcript of records/ Ladokutdrag Ì For example, your portfolio (LTH) Enclosure 5

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

