



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 Nyysönen, anna-reetta.nyysonen@xamk.fi

Kotka Campus: Anna-Reetta Nyysönen, anna-reetta.nyysonen@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

Input password to activate your account.

Username

Name

New password*

Re-enter new password*

Picture 2

Login

South-Eastern Finland University of Applied Sciences

XAMK

South-Eastern Finland
University of Applied Sciences

Log in using:

Username

Password [Forgot password?](#)



South-Eastern Finland
University of Applied Sciences

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

The screenshot shows a user interface for managing applications. At the top, there is a navigation bar with a menu icon and the text 'My'. Below this is a status legend with various icons and labels: Application not ready, Preliminary, Application sent, Application received, Processing, Sent for acceptance, Information requested by department, Accepted, Acceptance information sent, Rejected, Cancelled, and Confirmed. A 'Report completed' status is also shown. Below the legend, there is a pagination control showing 'Showing 1-1/1' and a 'Sort: Select' dropdown menu. The main content is a table with the following columns: Status, Mobility type, Duration, and Application number. The table contains one row with the following data: Status (Application not ready), Mobility type (-), Duration (01.01.2026-31.07.2026), and Application number (24321274). An orange arrow points to an edit icon (pencil) in the rightmost column of the table row. Below the table, there is another pagination control showing 'Showing 1-1/1'. At the bottom of the screenshot, there is a section titled 'Open and upcoming application periods' with a menu icon and an upward arrow.

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.

Mobility type *

Application period *

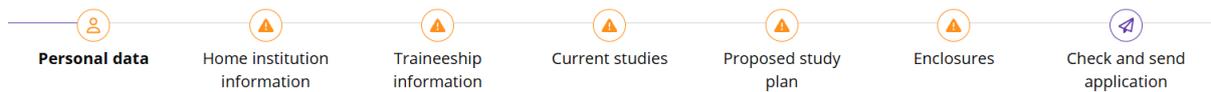
1. Personal data

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 2025-2026
28.02.2025 00:00 - 07.03.2025 23:59 (Time zone Europe/Helsinki) [🔗](#)
Application status
Application not ready



Contact person in case of emergency

Last name *

Given name *

Phone number *

Email

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 *
<input type="text"/>	<input type="text"/>
Email *	Email
<input type="text"/>	<input type="text"/>
Phone number *	
<input type="text"/>	

INSTITUTIONAL COORDINATOR	
Last name *	Given name *
<input type="text"/>	<input type="text"/>
Email *	Email
<input type="text"/>	<input type="text"/>
Phone number *	
<input type="text"/>	

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.

🏠 Traineeship information		
Duration of exchange *	Start date	End date
<input type="text" value="Type to search"/>	<input type="text" value=""/>	<input type="text" value=""/>
Duration of exchange in months		
<input type="text" value=""/>		
Receiving unit *		
<input type="text" value=""/>		
Type and contents of traineeship *		
<input type="text" value=""/>		
		0 / 2000
Work history		
<input type="text" value=""/>		
		0 / 2000

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 [the International Coordinator on the campus](#) 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.



South-Eastern Finland
University of Applied Sciences

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 *

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 <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

Language knowledge

+ Add language

5. Proposed Study Plan

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 plan

STUDIES

Non-degree programmes

+ Add new Non-degree programme

Proposed study plan

STUDIES

Non-degree programmes

+ Add new Non-degree programme

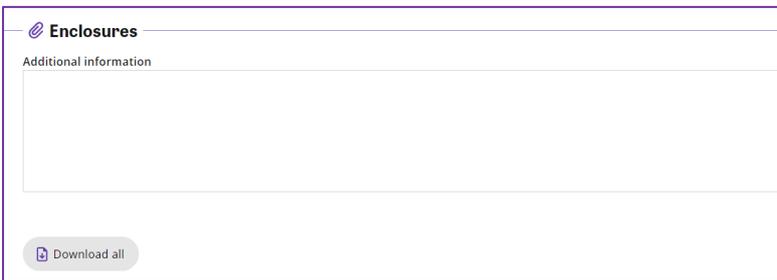
Sort: Select

Code	Name	ECTS	Recommendation / Acceptance	Comments	Editor
Non-Degree	Non-Degree Programme	0			/ 28.02.2025 09:45

6. Enclosures

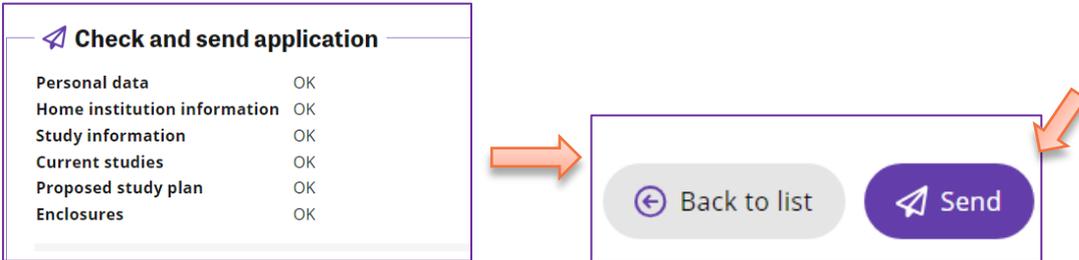
Please, upload all enclosures marked with an asterisk (*) as they are mandatory to all applicants. You should also note that your passport / ID document needs to be valid both at the time of submitting the application and during your whole possible exchange period at Xamk / stay in Finland.

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.



7. Check and send the application

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



Check and send application	
Personal data	OK
Home institution information	OK
Study information	OK
Current studies	OK
Proposed study plan	OK
Enclosures	OK

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.



South-Eastern Finland
University of Applied Sciences

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 😊