

Your Ticket to Ride

STUDY ABROAD GUIDEBOOK

2016–2017

ulapland.fi/studyabroad



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LAPIN YLIOPISTO
UNIVERSITY OF LAPLAND

For the North – For the World

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2016–2017



Vilnius University, Lithuania

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Canberra, Australia

1. STUDY ABROAD

Would you like to study abroad during your university studies to gain experience, knowledge and competence for future? The University of Lapland has a wide selection of exchange agreements and partner universities around the world with approximately 250 universities altogether. In addition to the bilateral agreements that offer exchange destinations outside Europe, the University of Lapland offers student exchange possibilities to Europe with the Erasmus+ programme, to the partner universities of the University of Arctic with the north2north programme, to Scandinavia through Nordplus and Nordlys, and to Russia with the FIRST programme.



Roskilde University, Denmark

2. GENERAL INFORMATION ON STUDENT EXCHANGE

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For whom?

Every degree student registered at the University of Lapland has the possibility to apply for student exchange. Student exchange is possible for students who have completed the first year of their studies at the university level. The length of the student exchange is usually 3-12 months (one or two semesters) depending on the placement and the structure of the studies. Please note that Erasmus+ Student Placements (internships) are available also for first year students.

The application periods for student exchange during the academic year 2016-2017 are as follows:

- Destinations outside Europe: December 1st – December 31st 2015
- Destinations in Europe: December 1st 2015– January 31st 2016
- Additional call in Spring semester and Autumn semester

N.B. Additional calls are organised only if there are free places after the main call held in December – January.

Tuition fees

Students going abroad through the exchange programs and agreements of the University of Lapland do not have to pay tuition fees at the host universities. However, students may have other costs at the host university such as books, printing, copying, student union fees, libraries etc. Students going to Italy with the Erasmus program should take into consideration that the universities tend to require fees for official certificates, such as the Transcript of Records.

Transferring Credits to Your ULapland Degree

A fundamental part of the student exchange is getting recognition of the completed courses and transferring the credits of your exchange studies to your degree at your home university. The studies completed abroad can be transferred to your degree by substituting compulsory courses of your major/minor or as optional courses. It is especially important for Master's Degree students to plan their studies abroad carefully, so that the exchange study period does not prolong completing the degree that the student is studying for.

The student has the possibility of discussing his/her study plan with a teacher of the same subject or with the International Coordinator of the faculty. Your study plan or Learning Agreement might, however, still change at the host university.

Before returning home you should ask for a Transcript of Records from your host university. The Transcript of Records includes the completed studies and the credits.

The Process

The exchange process has three stages: BEFORE exchange, DURING exchange and AFTER exchange. All three parts include certain tasks that the student has to take care of for the process to carry on smoothly. The picture on the next page shows the different stages and the main things contained in each stage.

BEFORE THE EXCHANGE

PLANNING

- Where to go
- When to go
- What to study

FINISHED!

- After the documentation is successfully finished the International Relations pays the second part of the grant (or bills the excess grant if needed)

FIRST APPLICATION ROUND

- SoleMOVE
- Learning Agreement
- Transcript of Records
- Letter of Motivation
- Language Certificate

DOCUMENTS

- upload to SoleMOVE (final version of Learning Agreement, Letter of Confirmation, Transcript of Records, Feedback)
- Mobility Tool -feedback (Erasmus+)

FIRST SELECTION

- Based on home university's criteria
- Information sent to student through SoleMOVE

AFTER EXCHANGE

SECOND APPLICATION ROUND

- Instructions from the Faculty Coordinator
- Follow host university's process
- Learning Agreement: update and get signed

DOCUMENTS

- Learning Agreement: update and get signed
- Letter of Confirmation before leaving the host university
- Transcript of Records

SECOND SELECTION

- Host university decides
- Usually takes at least a month
- Usually by email

DURING THE EXCHANGE

ORIENTATION FOR OUTGOING STUDENTS

- organised by the ULapland International Relations
- during the semester prior to your departure

GRANT

- Application through SoleGRANT
- Letter of Acceptance
- Erasmus+ Grant Agreement (Erasmus+ students)

How to Apply?

The application process to study abroad has two steps:

STEP ONE: In the first application round the student applies within the University of Lapland by filling in the online application in the SoleMOVE system (www.ulapland.fi/solemove). Remember to prepare and upload all the required attachments to the Enclosures section of the application.

STEP TWO: After the University of Lapland has made the selection from the applications received in the first application round the selected students will be nominated to the receiving universities. Please note that you can only be selected and nominated to ONE of the universities you applied for in the first application round. After the nomination the student can apply to the host university, and the host university will make the final acceptance decision.

Language skills and exams

Before applying for exchange studies, students should take into consideration the required language skills. In general, the language of instruction is the local language of the host country, even though some universities also offer courses in English. For example students applying to destinations in South America should have Spanish language skills or students applying to Japan should complete elementary Japanese courses before the exchange.

Some universities in Australia, United States and Canada require a language test like TOEFL or IELTS from the applicants. TOEFL and IELTS are tests used to “measure” the proficiency in English in four areas: listening, speaking, reading and writing. Usually, all the tests can be taken only in Helsinki. Both tests cost approximately EUR 200 and the results are valid for 2 years. The test should be booked in advance. For more information see www.ets.org/toefl, www.fulbright.fi, www.ielts.org or www.finnbrit.fi.



City University of Hong Kong, China

2.1 First Application Round: University of Lapland application

Application deadlines:

- December 31, 2015 for destinations outside Europe
- January 31, 2016 for European and Russian destinations

Fill in the online application in the SoleMOVE system and enclose the required attachments. You can apply for three destinations, but remember that you will be selected to only one of those.

Students applying to the north2north programme must also fill in an additional north2north application form. The n2n application can be found on www.ulapland.fi/studyabroad or from Ms. Jaana Severidt.

Enclosures to the SoleMOVE Application

Please prepare and scan the following enclosures before logging in to the SoleMOVE system:

- Unofficial Transcript of Records from WebOodi (Mandatory)
- Learning Agreement (Mandatory)
- Motivation Letter (Mandatory, maximum length one A4)

You should write a motivation letter and prepare a separate Learning Agreement for each host institution that is on your application form.

The Motivation Letter should include the following:

- 1) Why you should be chosen for the host institution in question and why are you applying for this university
- 2) What field and what kind of studies are you planning on studying, and how would you include the studies completed to your degree at the University of Lapland. Clarify, for example, could you transfer the courses completed abroad in your major or would you be doing minor studies while studying abroad.
- 3) Discuss what studying abroad would mean for your degree or for your career. Also, do not forget to mention your language skills or your international experiences.

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Nomination criteria

In general, the selection for university level exchange places at the University of Lapland is based on the following criteria:

- how beneficial the student exchange period would be for the studies of a student; the stage of the studies and compatibility with the courses offered at the host university
- motivation
- academic standing (grades and the number of completed credits)
- language skills

Selection criteria can vary slightly according to faculty.

Being actively involved with the international activities of the University of Lapland and other international experiences are an asset.

The decision about the selected students is made by the rector/dean based on the recommendations of the international coordinators. Students will receive

information about the decisions from the SoleMOVE system by email. After the decision has been made, the student should confirm the exchange in the SoleMOVE system in order to continue the exchange process.

2.2 Second Application Round: Application to the host university

During the second step of the application process the student applies for the host university that makes the final decision about accepting the student. The application deadline depends on the host university. Do not send your application to the host university before you have received application instructions from your faculty coordinator. And please be patient, the coordinators will contact the students in the order of the approaching application deadlines and most often you will receive the application instructions in the semester prior to your exchange.

You can check up on the application procedure and the required application documents of the host university from the host university's website in advance. Students also need to give the necessary documents to the coordinator on time. Remember to also fill in the learning agreement form and ask the Faculty Coordinator to sign it before your exchange begins.

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The coordinator will send the selected students' applications to the host universities or the student should fill in an online application, if one is used at the host university. The host university will make the final decision about selecting students.

2.3 Admission decision from the host university and exchange student grants

The students often receive the final admission to study abroad from the host university quite late. Only after this the student can be sure about the exchange. In June and November the International Relations Office sends outgoing exchange students a link to the information letter webpage (www.ulapland.fi/infokirje) which has important information about confirming the exchange and applying for the grant. At this point, the student should attach and save a copy of the Acceptance Letter in both the SoleMOVE system, as well as in the SoleGRANT system.

After receiving the SoleGRANT application the International Relations Office will

pay the first part of the grant (approx. 80 %) of the exchange grant to the student's bank account. The remaining part), will be paid after the exchange when the student has successfully attached and saved all the required documents after the exchange in the SoleMOVE system. It's good to note that most often students have already started their study abroad period when the grants are paid, so please take this into consideration when you are planning your finances for the study abroad period.

2.4 Cancellation or Early Termination of the Student Exchange

If the student cancels his/her exchange due to personal reasons after the application has already been sent to the host university, the student has to pay 100 euros as a cancellation fee. Personal reasons include graduation, ending of the study grant provided by KELA, or receiving a job or a right to study at another university. The cancellation fee is not, however, collected if the cancellation is due to a serious illness, pregnancy or military service.

A free mover, who cancels his/her exchange after completing the SoleGRANT application is also obligated to pay the cancellation fee.

If the student ends his/her exchange period before the planned exchange period is due to end, the student is asked to refund the excess exchange grant. In case the student would like to terminate the exchange earlier than planned, the student should notify the International Relations Office and Student Services immediately.



3. EXCHANGE PROGRAMMES

The University of Lapland has a large number of exchange agreements and programmes available. You can find more information about the partner universities in the SoleMOVE system and from the partner universities' webpages.

Please make sure to check that the destination you are interested in offers studies suitable for your degree and your level. Some university agreements only cover Bachelor's Degree studies, so a student studying for a Master's Degree cannot apply to such a destination. Or at least the student must first ask the host university whether or not it is possible to take Master's level courses.

If you cannot find suitable destination among the university's exchange agreements, you can also apply for exchange as a free mover, but in this case please be prepared for additional costs such as tuition fees.



3.1 Bilateral

The University of Lapland has bilateral agreements with universities outside Scandinavia and the European Union. The students of the University of Lapland are not obligated to pay the tuition fees when studying at these universities with bilateral agreements. However, the universities in the United States, Canada and Australia require mandatory insurances and possibly language efficiency tests such as TOEFL that increase the costs for the students. Also the costs for the visas might be high. The University of Lapland pays students a bilateral exchange student grant from its own budget. The grants are approx. EUR 1200 – 1500, depending on the length of the exchange and the destination

3.2 Erasmus+

The Erasmus+ programme is a European student exchange programme which supports mobility and cooperation between higher education institutions in Europe.

The Erasmus+ programme is open to all students of the University of Lapland, although each faculty has their own Erasmus agreements in addition to a few university-level agreements. The programme offers exchange study places of 3-12 (i.e. one or two semesters) months for studying in a partner university. In addition,

Erasmus traineeships placements are part of the Erasmus+ programme. The Erasmus+ grant for student exchange is EUR 220 - 270 per month, depending on the duration of the exchange and the destination.

3.3 Nordplus & Nordlys

Nordplus and Nordlys are scholarship programmes of the Nordic Ministry designed for Nordic universities. The student exchange within Nordplus is based on the agreements between faculties with other Nordic universities or higher education institutions. Nordlys is a sub-programme under Nordplus and it is meant for students whose own faculties are not members of a Nordplus network. The Nordplus and Nordlys grants are approx. EUR 190 per month.

3.4 FIRST

The Finnish-Russian Student Exchange Programme is an exchange programme funded by the Centre for International Mobility, CIMO, which promotes mobility and cooperation between Finnish and Russian university networks. The programme enables students of the University of Lapland, regardless of their field of study, to study in Russia at the partner universities. The grant for FIRST exchange students is EUR 560 per month.

3.5 north2north

North2north is a circumpolar exchange programme organized by the University of Arctic. The programme is meant for students who focus on Arctic questions or have a strong northern emphasis in their studies. Check the website www.uarctic.org/north2north to find out more about the partner universities in Sweden, Norway, Russia, Canada and USA. The N2N grant is EUR 1500 plus a travel grant.

3.6 Free Mover

A student may also apply independently to a university that is not a partner university with the University of Lapland as a so called free mover. The process of applying, paperwork and finding information are in this case the responsibility of the student. A free mover might have to pay tuition fees and other costs at the host university. In addition, the grant for study abroad by the University of Lapland is discretionary and smaller for free movers than for other exchange students. The free mover grant is EUR 300 – 600.



4. CHECKLIST FOR OUTGOING EXCHANGE STUDENTS

4.1 BEFORE DEPARTURE

Paperwork at the University of Lapland

International Relations Office

- The Acceptance Letter from the host university should be attached and saved in both the SoleMOVE and SoleGRANT systems
- The link to the information letter for exchange students will be sent to you. On the website you will find a link to the Letter of Confirmation – a form that should be uploaded into the SoleMOVE system after your exchange.
- Keep your contact information up to date at the International Relations Office, including your address abroad.

Housing

Apply for accommodation before leaving. The host institution usually helps the incoming exchange students with accommodation. The cost of housing, however,

depends on the type of housing, the country and the size of the town. In the capitals and big cities the rents are higher and finding accommodation might be more difficult. Furthermore, in Canada and USA the cost of living on campus might be expensive in comparison with the price level in Finland, but on the other hand it usually includes a meal plan. In some cases the student might have to find accommodation without the help of the host university.

Registration at the University of Lapland

A student studying abroad must enrol as an attending student at the home university for the duration of the exchange. If the student wants to use the benefits brought by the membership of the Student Union, the student should also pay the Student Union fee. This is not, however, compulsory for a student doing his/her exchange.

If the student will also participate in studies at the University of Lapland during the exchange term, he or she should enroll as an attending student and pay the Student Union membership fee. If the student does not intend to study at the University of Lapland during the study abroad period he or she should contact Student Services. The departure will be recorded, which is important, especially if the student is receiving student allowance. Students are required to take care of the registration within the registration times, or the right to study will be lost. To get it back the student has to pay a re-registration fee of 35 euros.

Funding

Finnish Student Financial Aid of Kela

A student who is eligible for the Financial Aid from Kela is also entitled to the Financial aid of Kela while studying abroad, as long as the studies form part of the degree in Finland and last at least 2 months non-stop. For more information go to: www.kela.fi.

Student exchange grants

Exchange grants are applied through the SoleGRANT system. You can apply for the grant after you have received the Letter of Acceptance form the host university. When applying for the exchange grant, please remember the following:

- use the same dates on your SoleGRANT application as mentioned in the Letter of Acceptance
- enclose a copy of the Letter of Acceptance
- enclose the Erasmus+ Grant Agreement (Erasmus+ students only)

The exchange grant varies depending on the exchange programme, destination country, and the duration of the study abroad period. The grant will be calculated on the basis of the dates given in SoleGRANT (dates should match the ones on the Letter of Acceptance!). The grant is meant to help the outgoing students pay the travel costs.

After the SoleGRANT application is processed, the student will receive approx. 80 % of the grant. The remaining part will be paid when the student has successfully finished required the documentation after the exchange period. This should be done within 2 weeks after the end of the exchange. The grants are paid on either on the 15th or the last day of each month.

Grants in the academic year 2015-2016

Erasmus+ grant

The grant amount depends on the destination country and total duration of the exchange.

Grant amount per month EUR 220 or EUR 270.

Nordplus and Nordlys

The Nordplus and Nordlys grant varies depending on the network funding and country of the host university. It usually consists of a monthly grant and a travel grant. The grant amount will not be confirmed until the summer. The grant is usually approx. EUR 190 per month.

Bilateral grants

Duration of the exchange period	Europe, Russia, Israel	Other countries
3–6 months	800 €	1 200 €
7–12 months	1 000 €	1 500 €

The bilateral grant depends on other possible grants that the student might receive.

FIRST

Students studying with the FIRST programme receive maximum of EUR 560 per month for 3-4 month exchange periods.

FREE MOVER

The Free mover grant is approximately 300-400 euros, and a bit more if their host university is outside Europe. Please note that the free mover grant is not automatically granted to all students.

NORTH2NORTH

The north2north programme gives a travel grant of 500 euros for Sweden, Norway and the neighbouring areas in Russia. To Yakutsk and to other countries the travel grant is 1000 euros. All students also receive a study grant of 1000 euros for 3-4 months or 1500 euros for 5-12 months.

Please note that the grants may be different in the academic year 2016-2017.

Residence permits and visas

EU-Citizens

Citizens of the EU countries do not need visas for other EU countries. However, one usually has to apply for a residence permit after arriving in the host country when the stay is over 3 months. A residence permit will be granted by fulfilling the following conditions:

- the student is registered at an approved institution
- the student has health insurance
- the student is able to certify funds for the duration of the stay

Nordic citizens do not need a visa or a residence permit to other Nordic countries. In case you are travelling outside the EU, you will most likely need a visa or a residence permit. The process for the application might take weeks or months, so you should apply for a visa or a residence permit well in advance. You should contact the embassy of the host country to find out more about the application process and what documents are needed. The most common documents for visas are

- the acceptance letter from the host university
- clarification and certificate for funding the studies
- passport size photos, insurance certificate, medical certificate, extract from the criminal record

Non-EU citizens

If the outgoing exchange student is not a citizen of the EU or a country belonging to the European Economic Area (EEA), he or she should check the requirements for

the residence permit, which usually depend on the host country and the nationality of the student.

The general principles for residence permits are:

- In general, the student has to apply for a residence permit for the duration of the exchange period. The student should contact the nearest consulate of the host country before the exchange period to do this.
- If the exchange period is carried out in another country belonging to the Schengen area and its duration is 3 months at most, the student can stay in that country with the Finnish residence permit.
- However, usually the exchange period should be more than 3 months and the student has to apply for a separate residence permit to the host country.
- The following Erasmus member countries are not part of the Schengen area: Bulgaria, Ireland, Great Britain, Cyprus, Romania and Turkey. Students doing their exchange period in these countries should apply for a separate residence permit before the exchange period.
- Note that the process of receiving the residence permit may take some time and the application process should be started well in advance.

Insurance

All students who are going to study abroad are advised to have at least travel insurance for the duration of the exchange period, but health insurance is also recommended and in some cases mandatory. The insurance of the University of Lapland only covers studies and not travelling or free time.

The European Health Insurance Card

Citizens of any Member State of the European Union, Iceland, Liechtenstein, Norway or Switzerland who are insured or covered by the state social security system are eligible to apply for a European Health Insurance Card. The purpose of the card is to make it easier to access health care services abroad in member states.

Brochures

Take some brochures about the University of Lapland, Rovaniemi, Lapland and Finland with you. The University of Lapland also has some promotion material to take with you to the host university. Or you can contact the International Relations Office and ask that some promotional material be sent to your host university.

4.2 DURING YOUR EXCHANGE

Financial issues

Be prepared for additional costs such as course books or copying. The host university can also require a mandatory insurance of their own.

Studies and Changes to Your Learning Agreement

Keep a journal of your studies to ease the transferring of the credits after your exchange period. In case your study plan changes don't forget to fill out the Changes During Mobility section in your Learning Agreement. Remember to get the document signed by both the sending and the host institution.

Changes to the length of your stay

In case the length of your stay abroad changes, notify both the International Relations Office and the International Coordinator of your faculty of the changes immediately.

Letter of Confirmation

Before coming back to Finland ask the host university to fill in a Letter of Confirmation that confirms the exact dates of your study abroad period.

Transcript of Records

Ask for a Transcript of Records from your host university before returning home.

In case of emergency

Find out the local emergency number and the services provided by the host university in case of emergency. Also check up on the services of your insurance.

4.3 AFTER YOUR EXCHANGE

Paperwork after the exchange

After the exchange period all students must attach and save the following documents in the SoleMOVE:

- Letter of Confirmation
- Copy of Transcript of records
- A complete Learning Agreement document (including Before Mobility section and During Mobility section, all sections signed by BOTH universities!)
- Exchange feedback in the SoleMOVE system (Feedback tab)

- Erasmus+ students are also required to complete a separate feedback for the European Commission in the Mobility Tool system

Students will receive the second part of the grant when this required documentation of the study abroad period has been successfully completed.

All students are expected to ask their host university to fill in the Letter of Confirmation to confirm the duration of the exchange period. This form should be attached and saved in the SoleMOVE system within two weeks after the exchange period has ended. The host university might send the Transcript of Records either to the student or to the International Relations Office after the exchange period has ended. In that case please inform the International Relations Secretary of the delay. The student should complete the exchange feedback/report within two weeks.

Credit transfer at the University of Lapland

According to the bilateral exchange agreements signed by the University of Lapland, all the studies completed abroad will be added or compensated in the degree. In order to ease the credit transfer process, students should keep careful track of the studies completed at the host university. That is to say that the students should have documentation about all the course descriptions, workload, literature, essays etc., and a certificate for attending the courses.

After the exchange period the student should apply for credit transfer with a Credit transfer form. The International Coordinators in the faculties can approve optional courses that are included in the degree, but if a student wants to compensate courses in the curriculum, they should be discussed with the lecturer who is in charge of teaching the course at ULapland. The credit transfer of language courses should be discussed with the Language Centre.

International Café

The International Relations Office organizes the International Café; a meeting point for all students who have returned from their exchange periods abroad. This is an opportunity to discuss and share your experiences with other students who have completed their exchange period recently, and also with the staff of the International Relations Office.

Sharing information

Students are welcome to share their experiences at the student exchange information sessions organized by the International Relations Office.



University of Alaska Fairbanks (UAF), Alaska, USA



5. ADDITIONAL INFORMATION

Centre for International Mobility CIMO

www.cimo.fi

British Council

www.britishcouncil.fi

www.finnbrit.fi

Fulbright Center

www.fulbright.fi

Finnish Academy

www.aka.fi

European Employment Services

EURES

www.mol.fi/eures

Pohjola Norden

www.pohjola-norden.fi

Finnish Cultural and Academic

Institutes

www.institute.fi

More information on the ULapland

website

www.ulapland.fi/studyabroad



Iceland Academy of the Arts, Reykjavik, Iceland

6. INTERNATIONAL RELATIONS CONTACT INFORMATION

Lapin yliopisto / University of Lapland
PL 122 / P.O. Box 122
96101 Rovaniemi / FI-96101 Rovaniemi, Finland

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<http://www.lyy.fi>



7. EXCHANGE APPLICANT'S CHECKLIST

FIRST APPLICATION ROUND

Application to ULapland by December 31st or January 31st.

- Online application in the SoleMOVE system
- Learning Agreement, one for each exchange destination
- Unofficial Transcript of Records
- Motivation letter, one for each destination
- Reserve a TOEFL or IELTS test time if required (Canada, Australia, USA). You will need the results in the second application phase.
- Be prepared to have proof of your language proficiency, if required (e.g. French, Spanish, Japanese, English, German).



SECOND APPLICATION ROUND

Application to the host university

- Check the application instructions and deadlines from your faculty coordinator
- Motivation letter in the language of the host country or in English
- Updating the Learning Agreement
- Signed Learning Agreement as an enclosure to the application
- Certificate of Language Proficiency or test score.
- Official Transcript of Records in English
- Other enclosures (e.g. insurance and grant certificate for bilateral and n2n destinations)
- Application to the host university (paper application form or electronic application)



Technische Universität Dresden, Germany

8. EXCHANGE STUDENT'S CHECKLIST

BEFORE LEAVING

- Upload a copy of the acceptance letter from the host university to SoleMOVE and SoleGRANT
- Complete the grant application in SoleGRANT
- If you cancel your exchange, inform the International Relations Secretary. If your application has already been sent to the host university, you will be charged a cancellation fee of 84 €.
- If you receive benefit from KELA, inform them of your exchange (opintotuen olosuhdemuutos).
- Register as an attending student at ULapland (this is mandatory). Paying the Student Union membership fee is voluntary during your exchange.
- Take care of your insurance. Neither ULapland nor the host university will provide it for you.
- Apply for a visa or residence permit if needed.

- Check the validity of your passport and take care of the necessary vaccinations.

Grant Payment

In order to receive the 1st part of the grant (appr. 80 %), upload the acceptance letter from the host university to both SoleMOVE and SoleGRANT and send the application form via SoleGRANT. The grants are paid on the 15th and last day of each month. Nordplus grants are paid by the network; ask your faculty coordinator for more information. If you interrupt your exchange, you may be asked to pay back the grant.

DURING THE EXCHANGE

- Learning Agreement & Changes to Original Learning Agreement
- No tuition fees (except from free movers), but be prepared for material costs and insurance fees.
- Take part in international fairs and promote ULapland. The International Relations Office can send you promotional material.
- Keep a learning diary of your courses to ease the credit transfer.
- Ask for the Transcript of Records.
- Ask the host university to sign the Letter of Confirmation during your last week.

AFTER THE EXCHANGE

- Upload the Letter of Confirmation into the SoleMOVE system.
- Upload the signed Learning Agreement into the SoleMOVE system.
- Upload the official Transcript of Records into the SoleMOVE system.
- Give feedback for the exchange online in the SOLEMOVE system
- Erasmus+ students also give feedback in Mobility Tool.
- Start the credit transfer process as soon as possible

The second part of the grant (approx. 20%) will be paid when the required documentation has been successfully completed into the SoleMOVE system (and Mobility Tool for Erasmus+ students).