

Nomination instructions for partner universities

Åbo Akademi University manages nominations for incoming exchange students in SoleMove.

Nomination deadlines

The nomination deadline for studies during the Autumn semester (August-December), or during Full Academic Year (August-May) is **15 April**.

The nomination deadline for studies during the Spring semester (January-May) is **1 October**.

Nomination Process

Partner Universities can submit nominations to Åbo Akademi University online via the mobility tool, SoleMove.

1. The partner university requests a user account and receives login instructions.
2. The partner university submits the student's nomination online via SoleMove.
3. The student receives an email from SoleMove with instructions on how to complete the online application form via Solemove.
4. The student completes the online application form in SoleMove.
5. The student will receive an admission decision around two weeks after the application deadline. Middle of May for autumn applications, and end of October for Spring applications.

Nomination instructions for partner universities

To nominate students, you need to have an account and receive a link to the nomination form.

Registering for an account

If you do not have a user account with us or are not sure if you do, please contact the International Office at exchange@abo.fi and we will create one for you.

Please send us the following information:

- Nominator's first name
- Nominator's last name
- Nominator's email address (can be a general email address)
- University
- Optional: the agreement that you will nominate via

We will then create your account, and you will receive log in information and a link to the nomination form to your email address provided.

Login instructions

1. Visit the [SoleMove login site](#). **Please make sure to only open SoleMove in one tab.** Alternatively, click on the “activate your account link” in the email you received.
2. Choose **Åbo Akademi University** in the drop-down menu
3. Remember to use “**local id**” when you log in to the system.
4. Enter your username which you received in the email and create your password.
5. You can now log into your account.

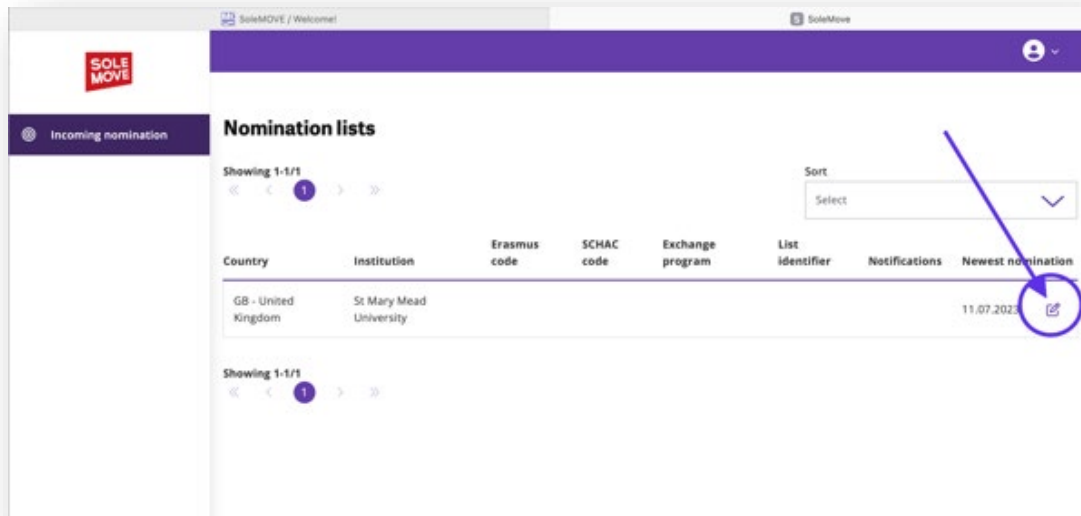
Forgot your password?

If you forget your login details, please click “**Forgot password**” and type in your e-mail address. If you have entered a valid e-mail address, you will receive an e-mail with reactivation information.

If you continue to face problems, please email us at exchange@abo.fi

How to enter a nomination in SoleMove

1. To make a new nomination, select the **Edit icon**.



2. You can now see earlier nominated applicants and create a new nomination.
3. Nominate a new student by selecting **Nominate**. A pop-up window will open.

The screenshot shows the 'Nominate' pop-up window. It contains a form for entering nomination details. At the top right, there is a 'Back to list' button and a 'Nominate' button, which is circled in purple with an arrow pointing to it. The form includes sections for 'Responsibles persons', 'Agreement', 'Exchange program', 'Duration of exchange', 'Earliest start date', 'Earliest end date', 'Mobility type', 'Status', 'Email', and 'Student name'. Below the form is a 'Search' button and a 'Clear all filters' button. At the bottom, there is a legend for application statuses and a table showing a list of nominations.

Nomination list

St Mary Mead University Country: United Kingdom List identifier

Responsibles persons

Name	Email
Mr Baker	mr.baker@solemove.it

Agreement Type to search **Exchange program** Type to search **Duration of exchange** Type to search

Earliest start date dd.mm.yyyy **Earliest end date** dd.mm.yyyy **Mobility type** Type to search **Status** Type to search

Email **Student name**

Search **Clear all filters**

Legend: Data saved, Userid sent, Userid activated, Application created, Deleted, Application sent, Application received, Processing, Sent for acceptance, Accepted, Acceptance information sent, Rejected, Cancelled, Confirmed

Showing 1-15/15

Status	Name	Email	Agreement	Exchange duration	ISCED home	ISCED host
	Emma Jones	emma.jones@nomail.uk	Business St Mary Mead	Autumn 2023 Incoming		041
	Flora Hosta	flora.hosta@nomail.uk		Autumn 2023 Incoming		041
	Person Third	person.third@nomail.uk		Autumn 2023 Incoming		
	John Smith	john.smith@nomail.uk	Business St Mary Mead	Autumn 2023 Incoming	0311	
	Rose Bud	rose.bud@nomail.uk		01.06.2023-05.06.2023	0311	

4. Provide information regarding the student. Please note that some fields are mandatory.

- Last name
- Given name
- Email
- Date of birth
- Duration of exchange, select the exchange semester
- Exchange program
- Agreement, select the agreement in question. If an option does show, please write the name of the agreement under **“Additional information”**. This is important to ensure your students are nominated via the correct agreement.

The screenshot shows the 'Nominated student' form with the 'Basic information' section filled out. The fields include: Last name * (Lewis), Given name * (Timothy), Email * (timothy.lewis), Date of birth * (04.02.1999), ESI (empty), Gender (Male selected), Duration of exchange * (Autumn 2023 Incoming (04.09.2023-29.12.2023)), Planned arrival date * (04.09.2023), Planned departure date * (29.12.2023), Agreement (Business St Mary Mead), and Exchange program * (ERASMUS+). The 'Additional information' section is also visible with dropdown menus for EU subject area at home and at host, and EQF levels during nomination and exchange.

5. Make sure you click **“Save”** to save the nomination. A notification **“Data saved”** will appear in the upper right corner, which means the nomination has been submitted to us.

This screenshot is identical to the one above, but with a red circle and an arrow pointing to the 'Save' button in the top right corner of the form. The 'Save' button is a purple circle with a white document icon and the word 'Save'.

6. To add multiple nominations, repeat steps 3 to 5.

7. Note, you can only edit the nomination information if the status is “**Data saved**”. Once the nomination has been accepted by us, you can no longer edit the information. You can also see the status of the student’s nomination when you log in to the system.

8. To sign out from the system select the **User icon** top of the page and then select **Sign out**.

