

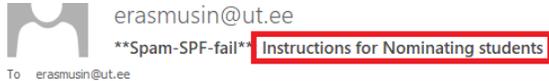
## Nomination instructions for SoleMOVE application system (University of Tartu)

University of Tartu accepts nominates via SoleMOVE mobility system only. Our partners will get a user credentials to access the nomination form in the system.

Follow these easy steps to nominate your students to the University of Tartu:

### 1. Partners will get an email with the title „Instructions for Nominating students“

- Please check also junk folder!



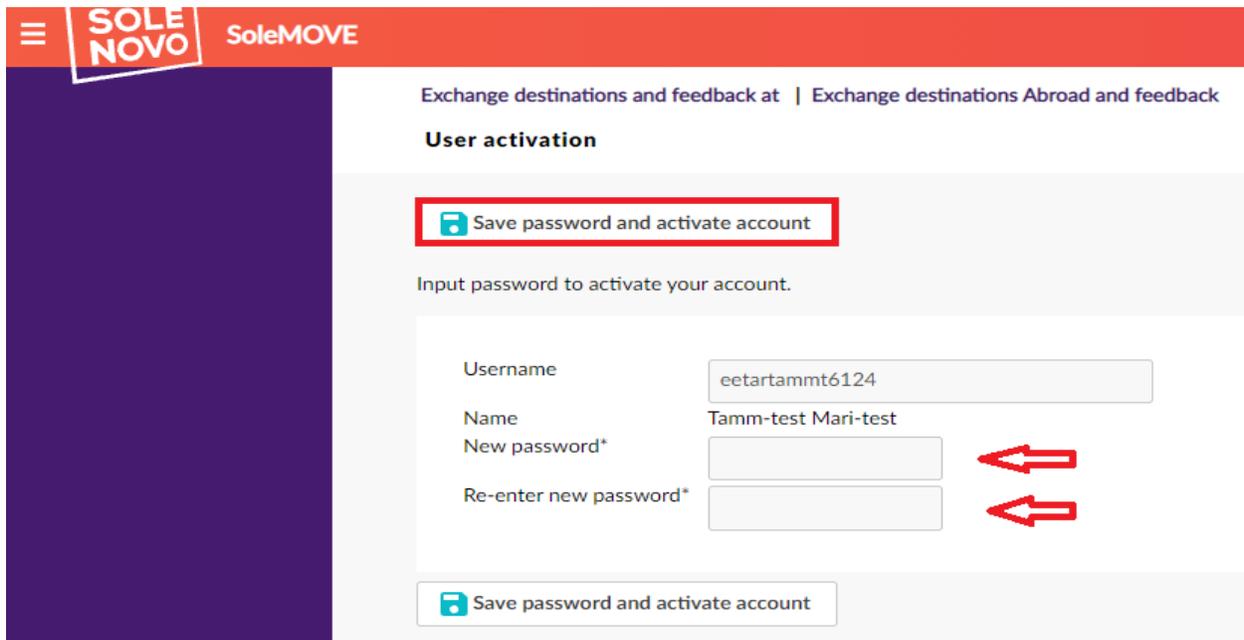
You can activate your User account in this address: <https://solemovetest.solenovo.fi/solemove/disp/.en/useractivation/nop/nop/nop?hash=67e944b96e104493ca4419ad80fbb1ce>

You can enter Your Nomination Information in this address <https://solemovetest.solenovo.fi/solemove/disp/.en/public/nop/nop/nop?client=1829041>

Your userid is eetartammt6124, password is the one entered when You activated user account.

### 2. You can activate your account.

- Username is provided by the system, password must be created by you.



The image shows a screenshot of the SoleMOVE user activation page. The page has a red header with the SoleMOVE logo and navigation links. The main content area is titled "User activation" and contains a form to create a password and activate an account. The form includes fields for Username, Name, New password\*, and Re-enter new password\*. The Username field is pre-filled with "eetartammt6124". The Name field is pre-filled with "Tamm-test Mari-test". The New password\* and Re-enter new password\* fields are empty. There are two red arrows pointing to the right next to the password fields. A "Save password and activate account" button is visible at the top and bottom of the form.

Login by choosing:

- University of Tartu (UT) from the drop-down menu
- Log in using “local account”

Log in using: (?)

The screenshot shows a login interface with a dropdown menu. The menu is open, showing three options: 'Local', 'UT account', and 'Local'. The 'Local' option at the bottom is highlighted with a red rectangular box.

3. Click on “Nomination” tab on the left and then on the “pencil” tab where you can start nominating students.

The screenshot shows the 'NOMINATION' page. On the left, there is a sidebar with a 'Nomination' tab highlighted in red. The main content area has a search bar and a table with one entry. The table has columns for Country, ERASMUS Institutional code, Home institution, Exchange program, Contact person, Email, and Newest nomination created. The entry shows 'EE - Estonia', 'EE TARTU02', 'University of Tartu', 'Tamm-test Mari-test', and 'erasmusin@ut.ee'. A pencil icon in the first column of the table is highlighted with a red box.

4. Click on “New” tab to nominate.

The screenshot shows the 'NOMINATION - Nomination of students' page. On the left, there is a sidebar with a 'Nomination' tab highlighted in red. The main content area has a search bar and a '+ New' button highlighted with a red box. Below the search bar, there are fields for 'Country' (EE - Estonia) and 'Home institution' (University of Tartu). Below these fields, there are two tabs: 'Nomination' and 'Nomination of students', with the latter highlighted in red. Below the tabs, there is a message 'No information' and another search bar with a '+ New' button.

5. Please fill in all required (\*) fields.

<b>Last name, Given name(s):</b>	Provide student's full name as in the identification document ( <b>Harry James Potter</b> ).
<b>Email:</b>	Please note that the communication with the student goes through the email provided in SoleMOVE mobility system.
<b>Exchange program:</b>	Erasmus+ Europe
<b>Duration of exchange:</b>	<ul style="list-style-type: none"> <li>➤ Choose: autumn semester/academic year/spring semester (choose one).</li> <li>➤ Short term exchange students (BIP): If student comes outside of these fixed periods, please provide the exact start and end date at UT.</li> </ul>
<b>EU subject area:</b>	Please choose <b>area as agreed in the inter-institutional agreement</b> .
<b>Additional information:</b>	<ul style="list-style-type: none"> <li>➤ If the EU subject area at home is for example "Languages 023", please use also "Additional information" tab to specify it! 0230/0231 Languages - English and North American Studies 0230/0231 Languages - German Studies</li> <li>➤ Any other information that might be relevant for host institution to be informed about (e.g special needs).</li> </ul>

**TEST University of Tartu**  
Nomination  
Tamm-test Mari-test

**Nomination - Nomination of students**

Save Return

Country EE - Estonia  
Home institution University of Tartu

Last name\* [input field]  
Given name(s)\* [input field]  
Date of birth(dd.mm.yyyy)\* [input field] ...  
Gender\*  M - Male  F - Female  N - Nonbinary  X - Prefer not to say  
Email\* [input field]  
Exchange program\* x [input field]  
Duration of exchange\* x [input field] - [input field]  
EU subject area at home [dropdown menu]  
Additional information [text area]  
0/2000

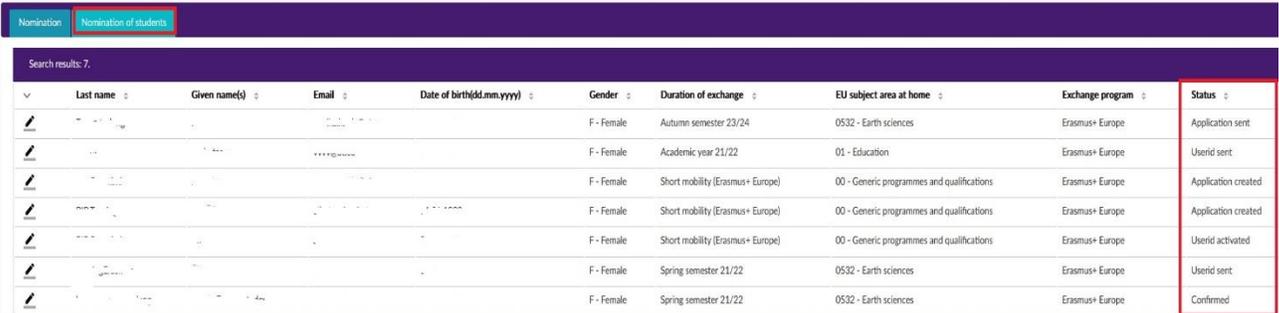
Save Return

In the end press the "Save" button and then return.

Once you have nominated student(s) in the SoleMOVE mobility system, please be informed that the system will not send any notification about it.

All nominated students will be contacted via email (coordinator cc). If you would like to check status of your nomination before student will be contacted, you can do so:

- Select Nomination
- Open nomination list from the pen icon
- Select Nomination of students tab
- The user can see list of nominated students and Status, for example **data saved** means that data is saved but the student has not yet got credentials to the system. **Userid sent** means that student has received credentials to the system.



The screenshot shows a web interface with a purple header. There are two tabs: 'Nomination' and 'Nomination of students', with the latter being active. Below the header, it says 'Search results: 7.' and displays a table with the following columns: Last name, Given name(s), Email, Date of birth (dd.mm.yyyy), Gender, Duration of exchange, EU subject area at home, Exchange program, and Status. The table contains seven rows of student data.

Last name	Given name(s)	Email	Date of birth (dd.mm.yyyy)	Gender	Duration of exchange	EU subject area at home	Exchange program	Status
				F - Female	Autumn semester 23/24	0532 - Earth sciences	Erasmus+ Europe	Application sent
				F - Female	Academic year 21/22	01 - Education	Erasmus+ Europe	Userid sent
				F - Female	Short mobility (Erasmus+ Europe)	00 - Generic programmes and qualifications	Erasmus+ Europe	Application created
				F - Female	Short mobility (Erasmus+ Europe)	00 - Generic programmes and qualifications	Erasmus+ Europe	Application created
				F - Female	Short mobility (Erasmus+ Europe)	00 - Generic programmes and qualifications	Erasmus+ Europe	Userid activated
				F - Female	Spring semester 21/22	0532 - Earth sciences	Erasmus+ Europe	Userid sent
				F - Female	Spring semester 21/22	0532 - Earth sciences	Erasmus+ Europe	Confirmed