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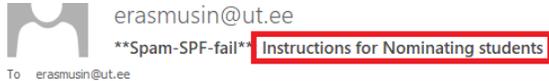
University of Tartu accepts nominates via SoleMOVE mobility system only. Our partners will get a user credentials to access the nomination form in the system.

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!

erasmusin@ut.ee
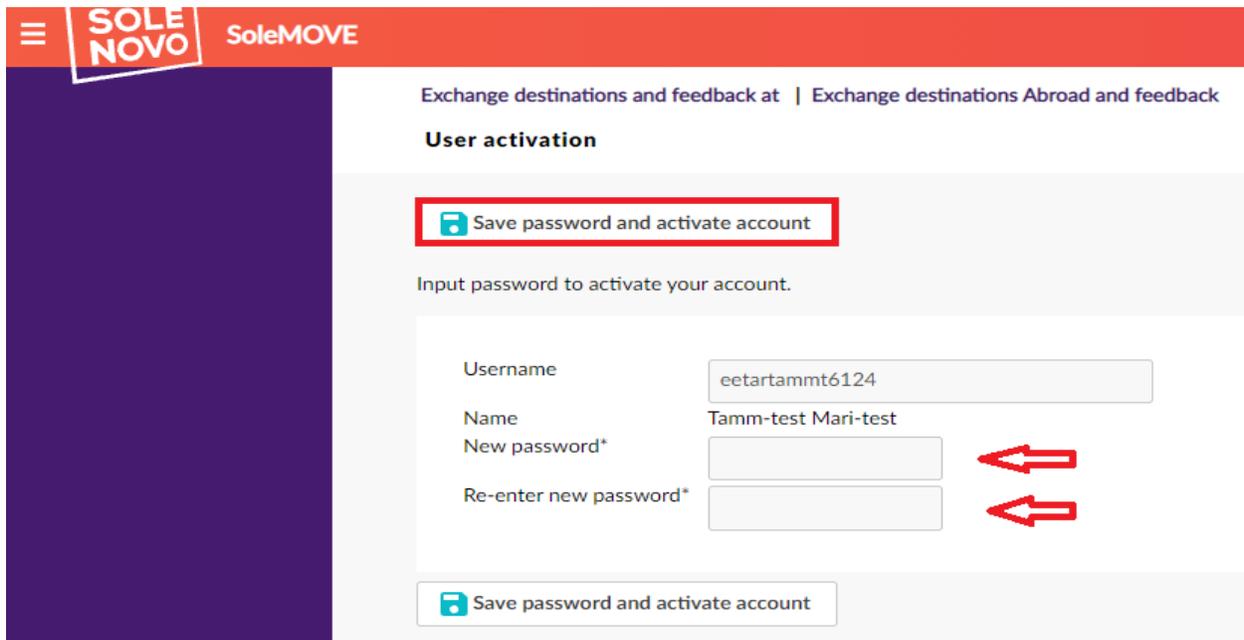**Spam-SPF-fail** Instructions for Nominating students
To   erasmusin@ut.ee

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.

Login by choosing:

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

Log in using: (?)

| Local | ⌄ |

| UT account |
| Local |

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

4. **Click on "New" tab to nominate.**

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

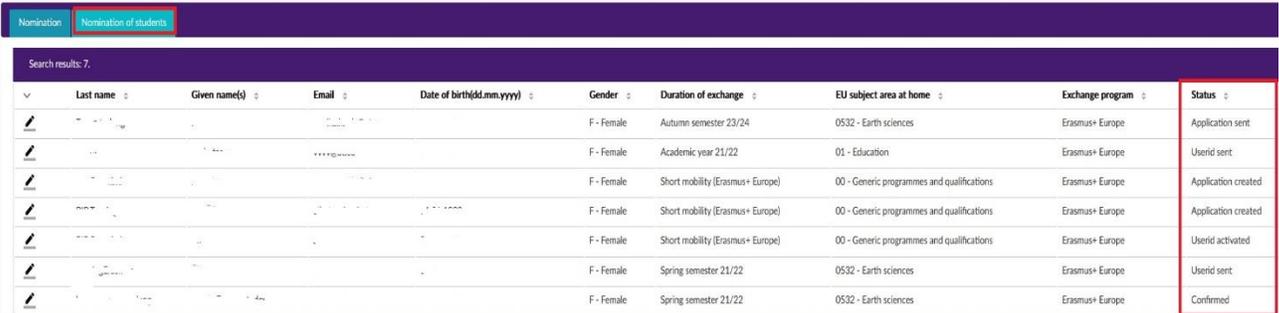| Last name, Given name(s):	Provide student's full name as in the identification document (**H**arry **J**ames **P**otter).
Email:	Please note that the communication with the student goes through the email provided in SoleMOVE mobility system.
Exchange program:	Erasmus+ Europe
Duration of exchange:	➢ Choose: autumn semester/academic year/spring semester (choose one). ➢ Short term exchange students (BIP): If student comes outside of these fixed periods, please provide the exact start and end date at UT.
EU subject area:	Please choose **area <u>as agreed in the inter-institutional agreement</u>**.
Additional information:	➢ 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 ➢ Any other information that might be relevant for host institution to be informed about (e.g special needs).

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.