Nomination of exchange students to Lund University

Welcome to Lund University’s online nomination system SoleMove!

- Go to https://solemove.lu.se
- Choose ”Lund University” from the list
- Choose ”Local” for logging in; enter the userID you received by email and the password you entered upon activation of your account.
The SoleMove home page displays information about the agreement(s) you are connected to. For each agreement, the following information will be displayed:

- **Exchange program**: the type of agreement, e.g. Erasmus, Study Abroad or University-wide.
- **EU subject area(s)**.
- **Places**: number of semesters spots that you are allowed to nominate for the academic year 2020-2021.
- **Availability**: Autumn/Spring/FullYear/Not Specified.

To begin nominating your students, click on the “Nomination” tab on the left column.
• Click on the pen icon, then click on "Nomination of students".

• In case your university has several agreements with Lund University, you will see your university’s name several times, followed by a faculty acronym, e.g. Aarhus University; (S).
  • Faculty of Medicine: (M)
  • Faculty of Science: (N)
  • Faculty of Social Sciences: (S)
  • Faculty of Engineering: (LTH)
  • Faculty of Law: (J)
  • Faculty of Fine and Performing Arts: (K)
  • School of Business and Economics: (LUSEM)
  • Joint Faculties of Humanities and Theology: (HT)
  • Division of External Relations (for university-wide agreements): (LU)

Please note that the name of the contact person displayed is the first contact person to have nominated students for this university.
If you have several agreements within different subject areas, **make sure to nominate your students to the correct Faculty**, i.e. choose the right agreement in the list provided. This is to keep track of the balances within each subject.

In this example, if you have an agreement with the Faculty of Engineering, please choose the Aalborg University; (LTH) Architecture for nominating only Architecture students, and for all other Engineering students you would nominate them under the Aalborg University; (LTH) Engineering agreement instead.
• Press “+ New” to nominate a student. Enter the basic information about the student. Click “Save”.

• **Please make sure to nominate your students within the correct EU subject area.** Use the EU subject area at home closest to what the student will study at Lund University. This is especially important for university-wide agreements.

• To nominate the next student, click “Return” and “+New”.

• We kindly ask you to ensure that you do not exceed the number of available exchange spots when nominating students.

Please note that we only accept nominations for the Spring semester 2021. You will be able to nominate students for the Autumn semester 2021 and Academic year 2021-2022 during our next nomination period in March, 2021.
You can log in at any time to follow the progress of your students’ applications status.

Explanation of application statuses:
• *Data saved*: the student has been nominated.
• *Userid sent*: the student has received a userid and information on how to apply.
• *Userid activated*: the student has logged in.
• *Application created*: the student has started to apply, but hasn’t submitted his/her application yet.
• *Application sent*: the student has submitted his/her application.