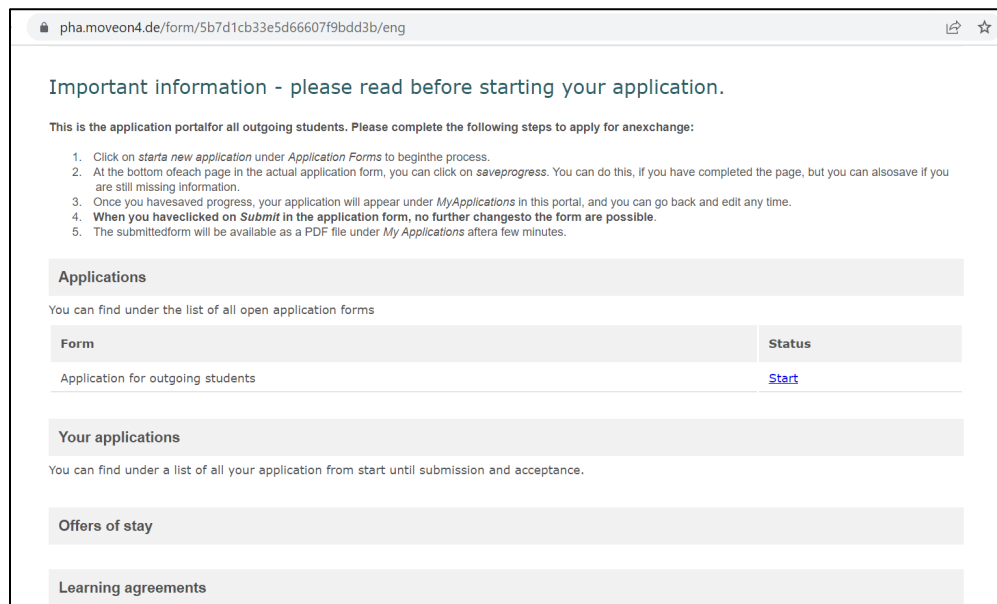


## Sådan ansøger du i Moveon – Praktikophold

**Vigtigt:** Inden du ansøger skal du altid have en samtale med din internationale koordinator 😊

**Step 1:** Du starter en ny ansøgning ved at trykke på *start*. Gemmer man sin ansøgning undervejs kan man altid vende tilbage til den derfra. Man kan se indsendte ansøgninger under *my applications*.



The screenshot shows a web browser window with the URL `pha.moveon4.de/form/5b7d1cb33e5d66607f9bdd3b/eng`. The page title is "Important information - please read before starting your application." Below this, there is a list of five numbered instructions for applying. The page is divided into several sections: "Applications" (with a table of open forms), "Your applications" (a list of submitted forms), "Offers of stay", and "Learning agreements".

**Important information - please read before starting your application.**

This is the application portal for all outgoing students. Please complete the following steps to apply for an exchange:

1. Click on *starta new application* under *Application Forms* to begin the process.
2. At the bottom of each page in the actual application form, you can click on *save progress*. You can do this, if you have completed the page, but you can also save if you are still missing information.
3. Once you have saved progress, your application will appear under *My Applications* in this portal, and you can go back and edit any time.
4. **When you have clicked on *Submit* in the application form, no further changes to the form are possible.**
5. The submitted form will be available as a PDF file under *My Applications* after a few minutes.

**Applications**

You can find under the list of all open application forms

Form	Status
Application for outgoing students	<a href="#">Start</a>

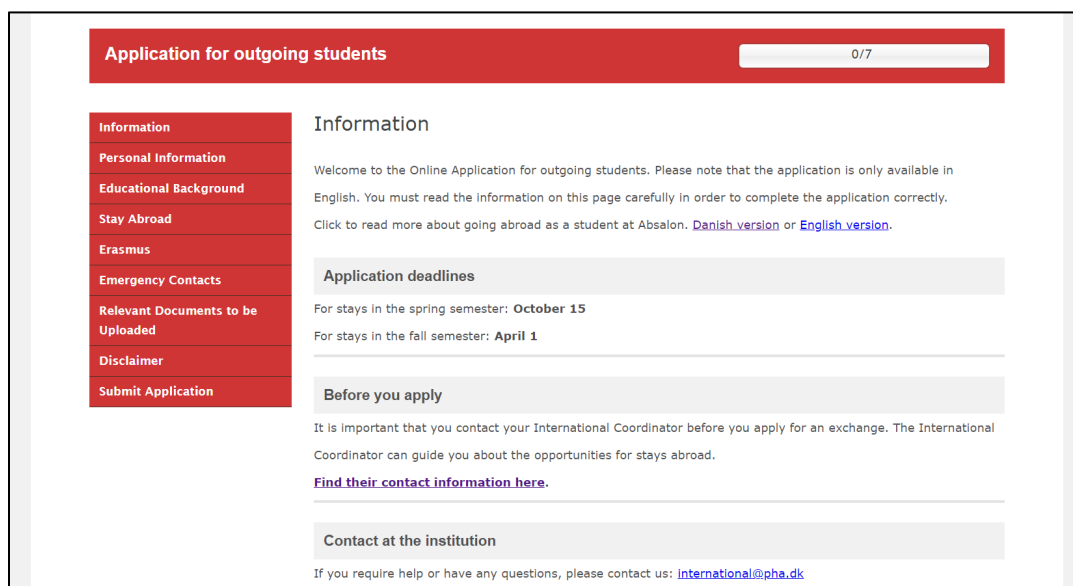
**Your applications**

You can find under a list of all your application from start until submission and acceptance.

**Offers of stay**

**Learning agreements**

**Step 2:** På næste sider får du en masse oplysninger. I venstre side af skærmen, har man en oversigt over hvor langt man er i ansøgningen. Man behøver ikke udfylde ansøgningen kronologisk. Læs informationerne og tast *next* nederst på siden.



The screenshot shows the "Application for outgoing students" page. At the top, there is a red header with the title and a progress indicator "0/7". On the left, there is a vertical navigation menu with red buttons for "Information", "Personal Information", "Educational Background", "Stay Abroad", "Erasmus", "Emergency Contacts", "Relevant Documents to be Uploaded", "Disclaimer", and "Submit Application". The main content area is titled "Information" and contains several sections: "Information" (welcome message), "Application deadlines" (listing dates for spring and fall semesters), "Before you apply" (instructions to contact the coordinator), and "Contact at the institution" (providing the email `international@pha.dk`).

**Application for outgoing students** 0/7

**Information**

Welcome to the Online Application for outgoing students. Please note that the application is only available in English. You must read the information on this page carefully in order to complete the application correctly. Click to read more about going abroad as a student at Absalon. [Danish version](#) or [English version](#).

**Application deadlines**

For stays in the spring semester: **October 15**  
For stays in the fall semester: **April 1**

**Before you apply**

It is important that you contact your International Coordinator before you apply for an exchange. The International Coordinator can guide you about the opportunities for stays abroad. [Find their contact information here.](#)

**Contact at the institution**

If you require help or have any questions, please contact us: [international@pha.dk](mailto:international@pha.dk)

**Step 3:** Når man er færdig med en side, markerer man boksen *mark page as complete*. Man kan altid gemme sine oplysninger, lukke ned og vende tilbage ved at taste *save progress*.

The screenshot shows the 'Application for outgoing students' form at step 0/7. A yellow notification bar at the top states 'Your changes have been saved successfully.' The left sidebar contains a menu with options: Information, Personal Information, Educational Background, Stay Abroad, Erasmus, Emergency Contacts, Relevant Documents to be Uploaded, Disclaimer, and Submit Application. The main content area is titled 'Personal Information' and includes sections for 'Personal data' and 'Contact data'. The 'Personal data' section contains fields for First name (filled with 'Louise Therese'), Last name, Gender (Please select), Date of birth (Day, Month, Year), Country of birth (Please select), Absalon Student ID (Studienummer), and student\_esi. The 'Contact data' section includes fields for C/o, Street, Street 2, Postcode, City, Country (Please select), Phone, and E-mail (filled with 'loff@pha.dk'). A 'Special needs' section asks if the user has a disability or medical condition, with radio buttons for 'No' and 'Yes'. At the bottom, there is a checkbox for 'Mark page as complete' and navigation buttons for '< Back', 'Next >', and 'Save progress'.

Under 'Personal Data' og 'Contact data' taster du dine personlige oplysninger såsom fulde navn, fødselsdato, adresse mv. Bemærk det er kun felter med rød stjerne du skal udfylde.

**Step 4:** Under *Educational Background* taster du, hvilket studie du kommer fra (lærer) samt hvilket campus, du læser på. Desuden spørger de til, hvad semester du er på og hvor mange år, du har læst til lærer.

The screenshot shows the 'Application for outgoing students' form at step 0/7. A yellow notification bar at the top states 'Your changes have been saved successfully.' The left sidebar contains a menu with options: Information, Personal Information, Educational Background, Stay Abroad, Erasmus, Emergency Contacts, Relevant Documents to be Uploaded, Disclaimer, and Submit Application. The main content area is titled 'Educational Background' and includes a section for 'Current studies'. This section asks for information about where the user is in their studies right now, with fields for Absalon Department (Please select), Location (your campus) (Please select), What is your current module/semester? (with an information icon), and How many years have you completed at Absalon?. At the bottom, there is a checkbox for 'Mark page as complete' and navigation buttons for '< Back', 'Next >', and 'Save progress'.

**Step 5:** Under *Stay Abroad* skal du indtaste informationer om dit ophold.

- *Academic Year* – vælg det skoleår, hvor du tager afsted
- *Start period* = spring 20xx
- *Your education* – lærer
- Under *Program type* skal du ikke indtaste noget, men tæste *No, I did not* under *Did you find your Program Option above?* Når du taster dette åbner der sig en ny boks, hvor du skal tæste hvilket land du skal til og under *Institution/Organization* tæster du blot *school*.
- *Start og end dates* er de datoer, hvor dit ophold starter og slutter. Hvis du skal have Erasmus midler skal du være afsted i 62 dage inklusiv rejsedage. Datoerne kan i første omgang være cirka datoer, da din internationale koordinator senere kan rette de eksakte datoer til.

**Information** Stay Abroad

On this page you are choosing your program abroad. If you have any questions about your opportunities, contact your International Coordinator.

Read more about the different opportunities for studying or doing a traineeship abroad:

- **Nordplus** - in Scandinavian and Baltic countries ([Danish version](#) or [English version](#))
- **Erasmus** - in all of Europe ([Danish version](#) or [English version](#))
- Rest of the world ([Danish version](#) or [English version](#)).

Academic Year of stay abroad:\*

Start Period \*

**Program Selection**

Your Education\*

Program Type \*

Country\*

Exchange Partner\*

Program Option\*

Did you find your Program Option above?\*  No, I did not  Yes, I did

Start Date \*  /  /

End Date\*  /  /

Mark page as complete

**Educational Background** your International Coordinator.

Read more about the different opportunities for studying or doing a traineeship abroad:

- **Nordplus** - in Scandinavian and Baltic countries ([Danish version](#) or [English version](#))
- **Erasmus** - in all of Europe ([Danish version](#) or [English version](#))
- Rest of the world ([Danish version](#) or [English version](#)).

Academic Year of stay abroad:\*

Start Period \*

Did you find your Program Option above?\*  No, I did not  Yes, I did

**Freemover Program Option Details**

Country/Location of Institution/Organization\*

Institution/Organization Name\*

Start Date \*  /  /

End Date\*  /  /

Mark page as complete

**Step 6:** Her skal du indtaste om du skal afsted med Erasmus midler eller ej. Taster du nej, er der ikke mere her at udfylde.

Application for outgoing students 0/7

- Information
- Personal Information
- Educational Background
- Stay Abroad
- Erasmus**
- Emergency Contacts
- Relevant Documents to be Uploaded
- Disclaimer
- Submit Application

### Erasmus

Here you are able to apply for an Erasmus grant, please know that it is not something you are guaranteed. You can only receive an Erasmus grant if your exchange takes place in an EU-country (including Turkey, Norway, Iceland, Liechtenstein and the Former Yugoslav Republic of Macedonia) and lasts for min. 2 months (traineeship) or min. 3 months (studies). If you are not sure whether you qualify for the Erasmus grant, please contact your local International Coordinator. Read more about the Erasmus grants here ([Danish version](#) or [English version](#)).

#### Erasmus Grant

Are you applying for an Erasmus stay which is more than 2 months? (60 days)\*  No  Yes i

Mark page as complete

◀ Back Next ▶ 💾 Save progress

Taster du *yes* skal du indtaste at du har en dansk bankkonto og indsætte dine bankoplysninger. Derudover skal du under *Language* taste, hvilke sprog du taler. Tast gerne alle sprog ind, også selvom det er sprog du ikke kommer til at bruge under dit ophold. Der er ingen sproglige krav til dit ophold så dette er blot til opsamling af information og du kan roligt svare *no* under *Are you interested in taking an online language course?*.

Under *top-up options* skal du indtaste om du rejser med børn eller om du rejser 'grønt' (tog eller bus). Hvis ja, kan det være du bliver tildelt flere Erasmus midler (der opkræves dokumentation for dine svar).

**Disclaimer**  
Submit Application

#### Erasmus Grant

Are you applying for an Erasmus stay which is more than 2 months? (60 days)\*  No  Yes i

Do you have a Danish bank account? \*  No  Yes

#### Danish bank account

Name of account holder \*

Bank name\*

Reg.no and account number\*

#### Language

What is your native language?

What will be the language of instruction during your studies/traineeship? \*  i

Are you interested in taking an online language course? \*  No  Yes

#### Top-up options

Staying abroad with your kid(s)?\*  No  Yes i

Green travel \*  No  Yes i

**Step 7:** Under *Emergency contact* skal du indtaste en person og adresse i Danmark vi kan kontakte i nødstilfælde.

The screenshot shows the 'Emergency Contacts' section of the application. On the left is a navigation menu with options: Information, Personal Information, Educational Background, Stay Abroad, Erasmus, Emergency Contacts (highlighted), Relevant Documents to be Uploaded, Disclaimer, and Submit Application. The main content area is titled 'Emergency Contacts' and includes a sub-header 'Contact person (1)'. Below this are input fields for 'First name\*', 'Last name\*', 'Relation\*', 'E-mail\*', and 'Phone \*'. A 'Contact person' button is located below the fields, followed by a checkbox for 'Mark page as complete'. At the bottom are navigation buttons: '< Back', 'Next >', and 'Save progress'.

**Step 8:** *Relevant documents* – det eneste du skal uploade er dit karakterblad. Det finder du under itslearning → karakter (gem som pdf ved at trykke på udskriv). Andre dokumenter behøves ikke.

The screenshot shows the 'Relevant Documents to be Uploaded' section. The navigation menu on the left is similar to the previous screenshot, but 'Relevant Documents to be Uploaded' is highlighted. The main content area is titled 'Relevant Documents to be Uploaded' and includes a sub-header 'Relevant Documents to be Uploaded'. Below this is a text block explaining that uploaded documents may be included in the assessment. There are two file selection buttons: 'Vælg fil' for 'Transcript of Records (karakterudskrift)' and another 'Vælg fil' for 'Other relevant documents'. Both buttons have a yellow information icon to their right. Below the buttons is a checkbox for 'Mark page as complete'. At the bottom are navigation buttons: '< Back', 'Next >', and 'Save progress'.

**Step 9:** *Disclaimer* – her læser du punkterne og svarer yes til dem alle.

Husk at gemme undervejs og når du har udfyldt alle obligatoriske felter trykker du *submit*.

**NU ER DU KLAR TIL AT KOMME AFSTED – TILLYKKE MED DET 😊**

Louise Flege – [lofl@pha.dk](mailto:lofl@pha.dk) og Dorte Læssøe Ivarsen [doli@pha.dk](mailto:doli@pha.dk)