

Sådan ansøger du i Moveon – Studieture

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*.

Application Portal for Outgoing Students

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 *start a 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.

Form	Status
Application for outgoing students - short stays	Start

My Applications

An overview of your application forms and their current status.

[Back](#) [Next](#) [Save progress](#) [Submit](#)

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.

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Welcome toff@pha.dk [Log out](#)

Application for outgoing students - short stays 0/7

Information

Personal Information

Educational Background

Language Skills

Stay Abroad

Emergency Contacts

Relevant Documents to be Uploaded

Disclaimer

Submit Application

Information

Welcome to the online application for shorter stays abroad. This includes the following types of stays:

- Research/data collection
- Study trips
- Summer school
- Conferences
- Intensive Program (IP)

If your stay does not belong in any of these categories, you should use a different application form. Contact the International Coordinator at your department if you have questions.

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 here to read more about going abroad as a student at Absalon. Danish version or English version.](#)

[Contact at the institution](#)

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*.

Application for outgoing students 0/7

✓ Your changes have been saved successfully.

Information

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

Personal Information

Personal data

First name(s)* Louise Therese

Last name*

Gender* Please select

Date of birth* Day / Month / Year

Country of birth* Please select

Absalon Student ID (Studienummer)*

student_ssi

Contact data

Please provide your current address.

C/o

Street*

Street 2

Postcode*

City*

Country* Please select

Phone*

E-mail (...@edu.pha.dk)* lufi@pha.dk

Special needs

Do you have a disability or medical condition (physical or mental) which may affect your studies?*

No Yes

Mark page as complete

< Back Next > Save progress

Step 4: 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 5: 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.

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Application for outgoing students - short stays 0/7

Information

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

Educational Background

Current studies

Provide information about where you are in your studies right now.

Department* Please select

Location* Please select

What is your current module/semester?*

Mark page as complete

< Back Next > Save progress

Step 6: Under *Language skills* skal du indtaste, hvad dit modersmål er samt hvilke andre sprog du kan. Dette er kun til brug for data indsamling og ikke er spørgsmål om, du er god til sprog.

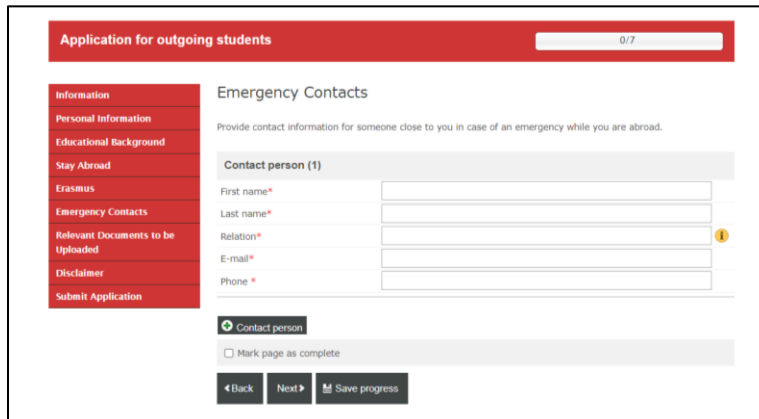
The screenshot shows the 'Language Skills' section of the application form. The header includes the ABSALON logo and navigation links. The main title is 'Application for outgoing students - short stays' with a progress indicator '0/7'. The left sidebar contains a menu with 'Language Skills' highlighted. The main content area is titled 'Language Skills' and contains a form with the following fields: 'What is your native language?' with a dropdown menu, and two 'Additional languages' sections, each with 'Other language' and 'Rate your skills' dropdown menus. At the bottom, there is a checkbox for 'Mark page as complete' and navigation buttons for 'Back', 'Next', and 'Save progress'.

Step 7: *Stay Abroad* skal du indtaste informationer om dit ophold.

- Hvilket semester du skal afsted
- *Academic Year* – vælg det skoleår, hvor du tager afsted
- *Start period* – vælg det semester hvor du skal afsted
- Indtast de datoer, hvor du er i udlandet inkl. Rejsedage
- *Framework* – vælg *study trip*
- *Stay type* - vælg *study trip*
- *Purpose* – skriv '*Jeg skal på udveksling og min underviser har lavet et fagligt program*'.
- *Destination* – indtast navn, by og hvilket land du skal til. Under *type of institution* kan du skrive '*universitet/skole*'.

The screenshot shows the 'Stay Abroad' section of the application form. The header includes the ABSALON logo and navigation links. The main title is 'Application for outgoing students - short stays' with a progress indicator '0/7'. The left sidebar contains a menu with 'Stay Abroad' highlighted. The main content area is titled 'Stay Abroad' and contains a form with the following fields: 'Which semester or module would you like to go abroad?' with a dropdown menu, 'How many ECTS credits will you obtain?' with a dropdown menu, 'Academic year' with a dropdown menu, 'Start period' with date pickers for day, month, and year, 'End date' with date pickers for day, month, and year, 'Framework' with a dropdown menu, 'Stay type' with a dropdown menu, and 'What is the purpose of your stay abroad?' with a text input field. At the bottom, there is a 'Destination' field.

Step 8: Under *Emergency contact* skal du indtaste en person og adresse i Danmark vi kan kontakte i nødstilfælde.



The screenshot shows a web form titled "Application for outgoing students" with a progress indicator "0/7". 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 the instruction: "Provide contact information for someone close to you in case of an emergency while you are abroad." Below this is a section for "Contact person (1)" with input fields for "First name*", "Last name*", "Relation*" (with an information icon), "E-mail*", and "Phone *". At the bottom of the form are buttons for "Contact person", "Mark page as complete", "Back", "Next", and "Save progress".

Step 9: *Relevant documents* – det eneste du skal uploade er et budget, som du i samarbejde med din underviser har lavet. Andre dokumenter behøves ikke.

Step 10: *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 😊

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