Definition of Europass Mobility

Europass Mobility is an standard document in use throughout Europe which formally records details of the skills and competences acquired by an individual – of whatever age, educational level and occupational status – during a period of mobility in another European country (European Union/EFTA/EEA and candidate countries).

Purpose of Europass Mobility

Europass Mobility aims to:

- promote European mobility for learning purposes, by making its results more visible;

- boost transparency and visibility of European mobility experiences helping holders to show better what they have gained through this experience, particularly in knowledge, skills and competences;

- encourage recognition of experiences gained abroad.

How it works

Individual applicants cannot apply directly. All applications must be made by an organisation on behalf of an individual.

Any organisation which organises mobility experiences in the above-mentioned countries, can apply for Europass Mobility on behalf of individuals.

What qualifies as a European mobility experience?

Experience should:

– either take place as part of a Community programme in education and training,

– or satisfy all the following quality criteria:

(a) the period in another country takes place within the framework of a learning initiative based in the country of origin of the person that follows it;

(b) the organisation responsible for the learning initiative in the country of origin (sending partner) stipulates to the host partner and submits to the National Europass Centre (NEC) (or a body delegated to manage the Europass Mobility) in the country of origin, a written agreement on the content, objectives and duration of the European learning experience. It ensures that appropriate linguistic preparation is provided to the person concerned, identifies a mentor in the host country to assist, inform, guide and monitor the person concerned;

(c) each of the countries involved must be a Member State of the European Union or an EFTA/EEA country;

(d) where appropriate, the sending and host partners cooperate to provide the person concerned with information on workplace health and safety, labour law, equality measures and other work-related provisions applying in the host country.

Does Europass Mobility lead to a qualification?
No. Europass Mobility is a European document recording periods of European mobility.

Is there a charge for the Europass Mobility document?

No.

Where can a Europass Mobility document be obtained?

Contact your NEC (see http://europass.cedefop.eu.int)

Responsibility of the National Europass Centres

NECs are responsible (in cooperation with the other organisations involved) for ensuring:

– Europass Mobility documents are only released to record European learning experiences which satisfy the conditions listed above;

– Europass Mobility documents are completed in line with the instructions below and awarded to holders in hard copy and electronic form, using a Europass folder; NECs provide sending partners with an electronic template (e.g. by giving a password to access the relevant sections of the Europass website, so they are able to download or complete Europass Mobility documents). For those without a PC and/or Internet connection, the template may be sent in hard copy upon request.

– relevant Community and national provisions on processing personal data and protecting privacy are fully respected when managing Europass Mobility documents nationally.

If NECs delegate management of Europass Mobility to one or more bodies, it is their responsibility to ensure the above functions are properly carried out.

NECs may implement specific national arrangements, namely for processing Europass Mobility documents.

Responsibility of partner organisations (sending and host partners)

Europass Mobility involves a partnership between the organisation sending the holder of the Europass Mobility (sending partner) and the organisation hosting the holder of the Europass Mobility abroad (host partner). Both organisations agree in writing on the purposes or contents, objectives, duration, methods and monitoring of the Europass Mobility experience, as well as on the language(s) to be used to fill in the Europass Mobility document (see below 'Choice of languages').

The Europass Mobility is completed by the sending and host partners of the mobility project.

Any arrangement for completing the Europass Mobility electronically should allow any field not completed to be removed, so that no blank field appears on the electronic or printed versions.

The Europass Mobility can be used for recording one or more mobility experience(s).

(1) The sending partner

    (a) asks the National Europass Centre (NEC, see list above) in its own country – or the body to which the NEC may have delegated management of the Europass Mobility – to provide it with an electronic template (e.g. by giving a password to access the relevant sections of the Europass website, so it is able to access the Europass Mobility documents). The Europass Mobility template should normally be filled in electronically. For those without a PC and/or Internet connection, the template may be sent in hard copy upon request;

    (b) fills in Table 1. 'This Europass Mobility is awarded to';

    (c) fills in Table 2. 'This Europass Mobility is issued by', in the language of the country of origin;

    (d) fills in Table 3. 'The partner organisations of the Europass Mobility experience are';

    (e) fills in Table 4. 'Description of the Europass Mobility experience';

    (f) sends the Europass Mobility to the host partner.

    NB: Where there are more than one mobility experience, the sending partner should number them (No 1, 2, etc.); on choice of languages, see below.

(2) The host partner

    (a) fills in either:

        - Table 5.a 'Description of skills and competences acquired during the Europass Mobility experience' (e.g. in the case of job placement or experience in non-formal settings);
        or:
        - Table 5.b 'Record of courses completed and individual grades/marks/credits obtained' if the Europass Mobility experience is organised in the framework of a formal education or training initiative (e.g. Erasmus or student exchange programme) using a credit transfer system such as ECTS;

    (g) stamps and/or signs the Europass Mobility;

    (h) sends back the completed Europass Mobility to the sending partner.

(3) The sending partner

    (a) stamps and/or signs the Europass Mobility document;

    (b) issues the Europass mobility to the holder in both paper and electronic form;

    (c) stores the Europass Mobility document as appropriate, according to the procedures established nationally, and in cooperation with the NEC.

For successive experiences, the same Europass Mobility document can be used. The sending partner then:

    (a) reproduces relevant headings 17 to 38a or 17 to 42b required for describing of new mobility experience(s); and

    (b) numbers the successive mobility experience (No 2, No 3, etc.).

If successive experiences are monitored by different sending partners, the issuing organisation decides if the same Europass Mobility document may be used or if a new one is required.

Choice of languages

The Europass Mobility is completed in one or more language(s) agreed between sending and host partners and the person concerned.

Tables 1 to 4 are filled in by the issuing organisation and/or the sending partner, normally in the language of the country of origin.

Tables 5.a/5.b are filled in by the host partner, normally in the language of the host country.

To make the document easier to understand:

(a) Table 4 can be reproduced and translated into the language of the host partner (or into a third, widely spoken language agreed with the sending partner);

(b) Table 5.a/5.b can be reproduced and translated into the language of the sending partner (or into a third, widely spoken language agreed with the host partner).

The sending partner provides the host partner with these instructions in the relevant language(s).

Citizens awarded a Europass Mobility document are entitled to ask for a translation of the whole document in one of the languages of the sending and host partners or a third, widely spoken language. Where a third language is requested, the responsibility for translation rests with the sending partner.

Support

For more information on the Europass Mobility initiative, consult http://.europass.cedefop.eu.int.

Table 1. 'THIS EUROPASS MOBILITY IS AWARDED TO'

Headings (1) to (7) give information on the holder of the Europass Mobility. They are filled by the sending partner in its own language.
NB:
- *the name of the person awarded the Europass Mobility document is the only compulsory piece of personal information. Other personal information fields should be filled in only if the person concerned agrees;*
- *headings marked with an asterisk(*) are mandatory.*

(1) - (2) Surname(s) and first name(s) of the holder (mandatory)

Insert surname(s) and first name(s) of the holder, e.g.:

1. THIS EUROPASS MOBILITY IS AWARDED TO	
Surname(s)	First name(s)
(1)(*) DUPONT	(2)(*) Stephan

(3) Address(es) (optional)

Insert complete postal address(es) where the holder may be contacted, e.g.:

	Address (house number, street name, postcode, city, country)
(3)	Kavala str. 52, GR-54248 Thessaloniki

Follow the rules that apply in the country so that post will reach the holder quickly if required; do not forget the country post code:

Belgium (B)	Luxembourg (L)
Bulgaria (BG)	Hungary (H)
Czech Republic (CZ)	Malta (-)
Denmark (DK)	Netherlands (-)
Germany (D)	Norway (N)
Estonia (EE)	Austria (A)
Greece (EL)	Poland (PL)
Spain (E)	Portugal (P)
France (F)	Romania (RO)
Iceland (IS)	Slovenia (SLO)
Ireland (-)	Slovakia (SK)
Italy (I)	Finland (FIN)
Cyprus (CY)	Sweden (S)
Latvia (LV)	Turkey (TR)
Lithuania (LT)	United Kingdom (-)

In the case of Ireland, Malta, the Netherlands and the United Kingdom, the name of the country is written out in full:

Ireland

Dublin 2
Ireland

…

Malta

St. George's Bay
St. Julian's STJ 02

Malta

…

United Kingdom
London SW1P 3AT
United Kingdom

…

The Netherlands

2500 EA Den Haag
Nederland

(4) Photograph (optional)

Insert photograph. For electronic pictures, preferably use jpg format.

(5) Date of birth (optional)

Specify date of birth (dd/mm/yyyy), e.g.:

	Date of birth		
(5)	02	04	1963
	dd	mm	yyyy

(6) Nationality (optional)

Specify nationality, e.g.:

	Nationality
(6)	Irish

(7) Signature of the holder (optional)

Ask the holder to sign.

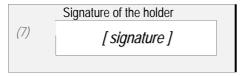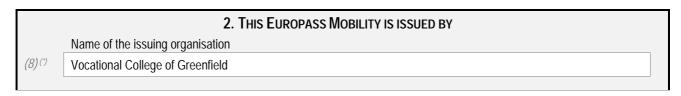|	Signature of the holder
(7)	*[signature]*

Table 2. 'THIS EUROPASS MOBILITY IS ISSUED BY'

Headings (8) to (10) give information on the organisation issuing the Europass Mobility. They are filled in by the issuing organisation (usually the sending partner), which inserts the Europass Mobility number and date of issue.

They are completed in the language of the sending partner.

(8) Name of the issuing organisation (mandatory)

Insert the name of the organisation issuing the Europass Mobility; in general it will be the same as the sending partner, e.g.:

	2. THIS EUROPASS MOBILITY IS ISSUED BY
	Name of the issuing organisation
(8) (*)	Vocational College of Greenfield

(9) Europass Mobility number (mandatory)

Insert Europass Mobility number, e.g.:

	Europass Mobility number
(9) (*)	Europass Mobility No UK-123546i

(10) Issuing date (mandatory)

Insert Europass Mobility issuing date (dd/mm/yyyy), e.g.:

	Issuing date		
(10) (*)	23	06	2004
	dd	mm	yyyy

Table 3. 'THE PARTNER ORGANISATIONS OF THE EUROPASS MOBILITY EXPERIENCE ARE'

Headings (11) to (22) give information on the partner organisations of the mobility experience. Please note that this table is not valid without the signatures of the two reference persons or mentors.

They are filled by the sending partner in its own language.

SENDING PARTNER (organisation initiating the mobility experience in the country of origin)

Headings (11) to (16) give detailed information on the organisation (the sending partner) sending the holder to the host organisation (the host partner).

(11) Name, type (if relevant faculty/department) and address of sending partner (mandatory)

Specify name, type (training body, company, school, university, NGO, etc.; if relevant faculty/department) and address of sending partner, e.g.:

	SENDING PARTNER (organisation initiating the
	Name, type (if relevant faculty/department) and address
(11)(*)	Vocational College of Greenfields
	Dept of Biomechanics
	213 Bell Str.
	123546 Sheffield
	United Kingdom

(12) Stamp and/or signature of sending partner (mandatory)

Put stamp of the sending partner and/or signature of the reference person or mentor, e.g.:

	Stamp and/or signature
(12)⁽*⁾	*[Stamp]*

Reference person/mentor

Headings (13) to (16) give detailed information on the reference person or mentor within the organisation responsible for the mobility experience in the country of origin

(13) Surname(s) and first name(s) of reference person/mentor (optional)

Insert surname(s) and first name(s) of the reference person or mentor (if relevant of ECTS departmental coordinator), e.g.:

	Surname(s) and first name(s) of reference person/mentor (if relevant of ECTS departmental coordinator)
(13)	OWARDS Jules

(14) Title/position (optional)

Specify title or position of the reference person or mentor (if relevant of ECTS departmental coordinator), e.g.:

	Title/position
(14)	Senior teacher

(15) Telephone (optional)

Specify telephone number of the reference person or mentor, including country/regional code, e.g.:

	Telephone
(15)	(44-113) 343 12 34

NB: For further details, consult the Interinstitutional style guide: http://publications.eu.int/code/en/en-000400.htm

(16) E-mail (optional)

Specify e-mail address of the reference person or mentor, e.g.:

	E-mail
(16)	juoh@bla.uk

HOST PARTNER (organisation receiving the holder of the Europass Mobility document in the host country)

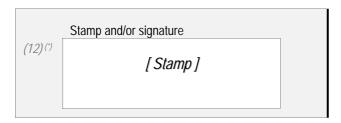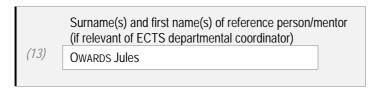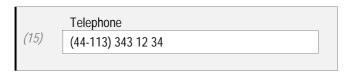*Headings (17) to (22) give detailed information on the organisation hosting the holder of the Europass Mobility.*

(17) Name, status (if relevant faculty/department) and address of organisation (mandatory)

Specify name, type (training body, company, school, NGO, etc.) (if relevant faculty/department) and address of the host partner, e.g.:

	HOST PARTNER (organisation responsible for the l
	Name, type (if relevant faculty/department) and address)
(17)(*)	Palermo Multimedia Ltd 213 Via Giovanni I-123546 Palermo

(18) Stamp and signature (mandatory)

Put stamp of the host institution and/or signature of the reference person or mentor, e.g.:

	Stamp and/or signature
(18)(*)	*[Stamp]*

(19) Surname(s) and first name(s) of reference person/mentor (mandatory)

Insert surname(s) and first name(s) of the reference person or mentor (if relevant of ECTS departmental coordinator), e.g.:

	Surname(s) and first name(s) of reference person/mentor (if relevant of ECTS departmental coordinator)
(19) (*)	GIULIANO Marco
	Surname(s) and first name(s)

(20) Title/position (optional)

Specify title or position of the reference person or mentor, e.g.:

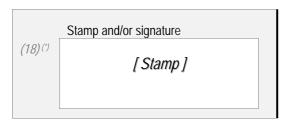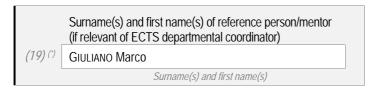|	Title/position
(20)	Head of technical development

(21) Telephone (optional)

Specify telephone number of the reference person or mentor, including country/regional code, e.g.:

	Telephone
(21)	39 (91) 12 34 56
	NB : This table is not valid without the stamps of the *Headings marked with an*

(22) E-mail (optional)

Specify e-mail address of the reference person or mentor, e.g.:

	E-mail
(22)	mguiliano@bravo.it

and / or the signatures of the two reference persons / mentors

Table 4 'DESCRIPTION OF THE EUROPASS MOBILITY EXPERIENCE'

Headings (23) to (28) give a description of the initiative during which the mobility experience is completed.

They are filled by the sending partner in its own language; these headings can also be completed (reproducing the table) into the language of the host partner (or into a third language agreed with the sending partner);

Headings marked with an asterisk(*) are mandatory.

NB: Field 25 (Qualification) is optional, as not all education or training initiatives lead to a formal qualification.
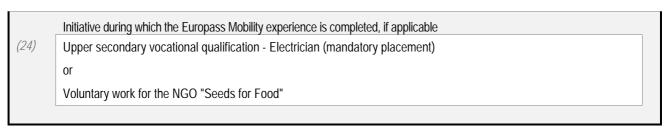
(23) Objective of the Europass Mobility experience (mandatory)

Specify the objective of the Europass Mobility experience, e.g.:

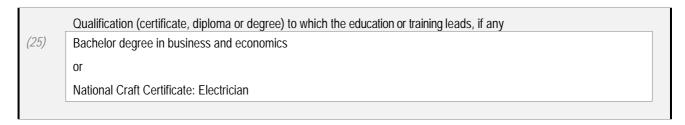|	**4. DESCRIPTION OF THE EUROPASS MOBILITY EXPERIENCE (No)**
	Objective of the Europass Mobility experience
(23)(*)	To acquire a first work experience in an international environment
	or
	To validate a semester in a foreign university to obtain a joint degree
	or
	To acquire a first international experience in the hotel sector before starting formal training (front desk manager)

(24) Initiative during which the Europass Mobility experience is completed, if applicable (optional)

Briefly describe the initiative (e.g. education or training action) during which the Europass Mobility experience is completed, if applicable (optional), e.g.:

	Initiative during which the Europass Mobility experience is completed, if applicable
(24)	Upper secondary vocational qualification - Electrician (mandatory placement)
	or
	Voluntary work for the NGO "Seeds for Food"

(25) Qualification (certificate/diploma/degree) awarded, if any (optional)

Specify if relevant the qualification (certificate, diploma or degree) to which leads the learning initiative in the course of which the Europass Mobility experience is completed, e.g.:

	Qualification (certificate, diploma or degree) to which the education or training leads, if any
(25)	Bachelor degree in business and economics or National Craft Certificate: Electrician

(26) Community or mobility programme involved, if any (optional)

Specify the programme (e.g. Erasmus, Leonardo, Comenius, Youth, etc.) in the context of which the mobility experience is organised, if any, e.g.:

	Community or mobility programme involved, if any
(26)	Erasmus programme

(27) - (28) Duration of the Europass Mobility experience (mandatory)

Specify duration of the Europass Mobility experience (dd/mm/yyyy), e.g.:

		Duration of the Europass Mobility experience							
(27) (*)	From	01	12	2004	*(28)* (*)	To	31	05	2005
		dd	mm	yyyy			dd	mm	yyyy

NB : Headings marked with an asterisk are mandatory.

Table 5.a 'SKILLS AND COMPETENCES ACQUIRED DURING THE EUROPASS MOBILITY EXPERIENCE' (optional)

> **Important**
> 1. If the Europass Mobility document is used in the framework of a Community exchange programme (like Erasmus) using a credit transfer system, do not use Table 5a below; delete the table and go directly to Table 5b, 'Record of courses completed and individual grades/marks/credits obtained' based on the *Transcript of records* used for validating ECTS;
> 2. any field which has not been completed shall be removed.

Headings (29a) to (38a) give a description of the activities/tasks carried out and of the skills and competences acquired by the holder during the Europass Mobility experience.

This table is filled in by the host partner.

Choice of language(s): Table 5.a is normally completed in the language of the host partner; to ensure a proper understanding in the country of origin, this table can be reproduced and translated into the language of the sending partner (or into a third language agreed with the sending partner).

The description of skills and knowledge must reflect accurately the added value of the experience, for example any progress made, level of competence reached and, if relevant, assessment and/or tests carried out.

The description must be detailed enough for validation as part of a formal training initiative.

Headings marked with an asterisk(*) are mandatory. When left empty, headings (30a) to (34a) should be deleted.

This table is not valid without the signatures of the reference person/mentor and holder of the Europass Mobility.

(29a) Activities/tasks carried out during the Europass Mobility experience (mandatory)

Describe the activities/tasks carried out during the Europass Mobility experience, e.g.:

	5.a DESCRIPTION OF SKILLS AND COMPENTECES ACQUIRED DURING THE EUROPASS MOBILITY EXPERIENCE (No)

(29a) (¹)	Activities/tasks carried out
	- guest reception at the desk top of the hotel;
	  or
	- management of orders sent by Italian customers;
	  or
	- inventory of books in English language
	  or
	- translation of texts from German and French into English
	  or
	- development of a software for archiving ancient documents in electronic form

(30a) Job-related skills and competences acquired (optional)

Describe the technical or job-related skills and competences acquired, specifying the progress noted, the level of competence reached and, if relevant, assessment and/or tests carried out, e.g.:

	Job-related skills and competences acquired
(30a)	Managing editing flows (publication of one issue of the magazine *Globe-Transfer* (quarterly, 25 pages, full colour): - contact graphic designer; - check production flow; - perform quality control (editing). or Managing a domestic electric installation (three weeks): - plan the resources needed; - order the material required; - interpret schematic diagrams and flow charts; - install and test wiring systems for lighting and power distribution; - complete job-related documentation; The finished installation was checked by the mentor; records of the assessment show a good command of professional skills.

NB: the host partner can use the multilingual action verbs glossary (available from the Europass website - Section 'Certificate supplement/Technical support') for the description of skills and competences acquired.

(31a) Language skills and competences acquired (optional)

Describe the language skills and competences acquired, specifying if relevant the progression noted, the level of competence reached and, if relevant, assessment and/or tests carried out, e.g.:

	Language skills and competences acquired (if not included under 'Job-related skills and competences')
(31a)	Communicating with Italian contractors and authors; clear improvement of level of Italian language: at the end of placement, excellent level of communication; processing of orders from Italian-speaking customers. or Answering customers' phone calls in German: - welcome customers; - record requests; - redirect callers to relevant contact persons.

You can also use the six-level scale of the common European framework of reference for languages developed by the Council of Europe.

This scale has six levels for listening, reading, spoken interaction, spoken production and writing
The six levels are:

-   basic user (levels A1 and A2);

-   independent user (levels B1 and B2);

-   proficient user (levels C1 and C2).

To use this scale to assess the language level:

(a) read the descriptions below;

(b) select the relevant level headings (listening, reading, spoken interaction, spoken production and writing);

(c) specify the level reached by the holder (e.g. Understanding: Independent user - B2).

Example:

	Language skills and competences acquired (if not included under 'Job-related skills and competences')
(31a)	Italian: - Spoken interaction: proficient user (level C1) - Spoken production: independent user (level B2)

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DETAILED DESCRIPTION OF THE SELF-ASSESSMENT SCALE

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UNDERSTANDING

Listening

A 1: I can understand familiar words and very basic phrases concerning myself, my family and immediate surroundings when people speak slowly and clearly.

A 2: I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main points in short, clear, simple messages and announcements.

B 1: I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main points of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.

B 2: I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.

C 1: I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.

C 2: I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.

Reading

A 1: I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.

A 2: I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.

B 1: I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.

B 2: I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.

C 1: I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.

C 2: I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.

SPEAKING

Spoken interaction

A 1: I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.

A 2: I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.

B 1: I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).

B 2: I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.

C 1: I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.

C 2: I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.

Spoken production

A 1: I can use simple phrases and sentences to describe where I live and people I know.

A 2: I can use a series of phrases and sentences to describe, in simple terms, my family and other people, living conditions, my educational background and my present or most recent job.

B 1: I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.

B 2: I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

C 1: I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.

C 2: I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.

WRITING

A 1: I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.

A 2: I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.

B 1: I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.

B 2: I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.

C 1: I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.

C 2: I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

The complete self-assessment grid can be accessed from the Council of Europe website under

http://culture2.coe.int/portfolio/inc.asp?L=E&M=$t/208-1-0-1/main_pages/../&L=E&M=$t/208-1-0-1/main_pages/levels.html

(32a) Computer skills and competences acquired (optional)

Describe the computer skills and competences acquired, specifying progress made, level of competence reached and, if relevant, assessment and/or tests carried out, e.g.:

	Computer skills and competences acquired (if not included under 'Job-related skills and competences')
(32a)	Using MSOffice™ tools for processing documents: - record and manage electronic documents; - organise archives; - number documents. or Managing the electronic mail system of the unit: - act as webmaster; - dispatch e-mails to relevant experts; or Processing pictures using Photoshop™. At the end of the placement, designing and producing a series of covers under the supervision of the mentor.

(33a) Organisational skills and competences acquired (optional)

Describe the organisational skills and competences acquired, specifying progress made, level of competence reached and, if relevant, assessment and/or tests carried out, e.g.:

	Organisational skills and competences acquired
(33a)	Good capacity in organising the tasks carried out during the placement: - identify priorities; - manage efficiently relations with other members of the team.

(34a) Social skills and competences acquired (optional)

Describe the social skills and competences acquired, specifying progress made, level of competence reached and, if relevant, assessment and/or tests carried out, e.g.:

	Social skills and competences acquired
(34a)	Excellent communication skills in daily contact with customers; - good knowledge of corporate practices for dealing with customers' requests; - fits in well with members of the team.

(35a) Other skills and competences acquired (optional)

Describe the other skills and competences acquired, and not covered by above headings (e.g. extra curricular activities, etc.), e.g.:
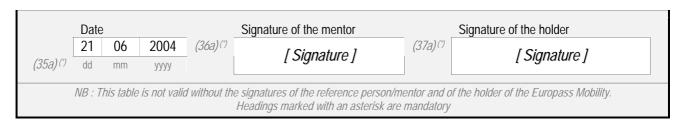
	Other skills and competences acquired
(35a)	In the framework of extra-curricular activities: basic first aid training (15 hours) organised by the Red Cross. Certificate of competence obtained at the end of the training

(35a - 37a) Date and signatures (mandatory)

Specify the date on which Table 5.a was completed; this table is not valid without the signatures of the mentor and holder of the Europass Mobility.

Date				Signature of the mentor		Signature of the holder
21	06	2004	*(36a)* *(*)	*[Signature]*	*(37a)* *(*)	*[Signature]*
(35a) *(*) dd	mm	yyyy				

NB : This table is not valid without the signatures of the reference person/mentor and of the holder of the Europass Mobility.
Headings marked with an asterisk are mandatory

Once completed, the Europass Mobility document shall be returned to the sending partner, who

(a) if requested, translates tables 4 and/or 5.a/5.b into the language of the holder ();
(b) issues the Europass Mobility document to the holder in both paper and/or electronic (non editable) form;
(c) ensures that the document is appropriately filed, in conformity with the procedure defined by the NEC.

Table 5.b 'RECORD OF COURSES COMPLETED AND INDIVIDUAL GRADES/MARKS/CREDITS OBTAINED' (optional)

Important

This table (headings 29b to 42b) is an alternative solution for describing skills and competences acquired during the mobility experience. It is intended to record credit units awarded during a Community exchange programme using a credit transfer system (e.g. ECTS). It is based on the *Transcript of records* used for validating credits obtained in a foreign higher education institution during an exchange programme.

ECTS is based on the convention that 60 credits measure the workload of a full-time student during one academic year. The student workload of a full-time study programme in Europe amounts in most cases to 36/40 weeks per year where one credit stands for 24 to 30 working hours. Workload refers to the time an average learner might expect to complete the required learning outcomes.

More information on the ECTS system may be found on
http://europa.eu.int/comm/education/programmes/socrates/ects_en.html

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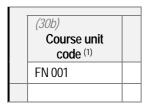Specify for every course unit followed the elements detailed below:

(29b) Student matriculation number (mandatory)

Specify student matriculation number in the higher education institution of origin, e.g.:

(29b)(ⁱ)	Student matriculation number	EBC-2004-28 123

(30b) Course unit code (optional)

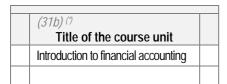Insert code of course unit , e.g.:

(30b) **Course unit code** (1)	
FN 001	

NB: for ECTS, please refer to the ECTS information package/course catalogue of the host institution published in two languages (or only in English for programmes taught in English) on the web and/or in hard copy in one or more booklets.

(31b) Title of the course unit (mandatory)

Insert title of course unit, e.g.:

(31b) (ⁱ) **Title of the course unit**	
Introduction to financial accounting	

(32b) Duration (optional)

Specify duration of course unit, e.g.:

(32b) **Duration** [2]	
1 semester (1S)	

> **NB:** In the ECTS system, the following codes are used:
>
> Y = 1 full academic year; 1S = 1 semester; 2S = 2 semesters; 1T = 1 term/trimester; 2T = 2 terms/trimesters.

(33b) Local grade (optional)

Specify local grade obtained, e.g.:

(33b) **Local grade** [3]	
63	

> **NB:** Describe the grading system of the higher education institution using the section entitled 'Description of the institutional grading system" on the last page of the template.

(34b) ECTS/ECVET grade (optional)

Specify ECTS/ECVET grade (or any other grading system used at European level) obtained, following the relevant grading scale, e.g.:
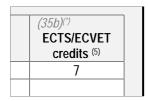
(34b) **ECTS/ECVET** **grade** [3]	
B	

> **NB**: For the ECTS, the following grades are used:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

(35b) ECTS/ECVET credit (optional)

Specify ECTS/ECVET credits (or any other credit system used at European level) obtained, following the relevant grading scale, e.g.:

(35b)(*) ECTS/ECVET credits (5)
7

NB: for ECTS, the following credit value system is used:

1 full academic year	=	60 credits
1 semester	=	30 credits
1 term/trimester	=	20 credits.

(36b) Essay/report/dissertation if any (optional)

Specify any piece of individual work (essay, report or dissertation) written during the mobility experience and submitted for validation; specify topic and grade obtained if relevant; e.g.

(36b)	Essay/report/dissertation
	75 page essay (experiment report) on thermic resistance of polyurethane, presented to a jury and validated on 23 June 2003.

NB: specify if this work corresponds to one or more credits recorded in the table above.

(37b) Certificate/diploma/degree awarded if any (optional)

Specify certificate/diploma/degree awarded during the mobility experience, if relevant, e.g.:

(37b)(*)	Certificate/diploma/degree awarded if any
	Bachelor of business studies

(38b to 39b) Name(s), surname(s) and signature of mentor/administration officer (mandatory)

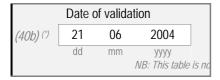Specify the surname(s) and first name(s) of the mentor/administration officer, e.g.:

	Surname(s) and first name(s) of mentor/administration officer		Signature
(38b) (*	LÜBISCH Berndt	(39b) (*)	*[Signature]*

NB: This heading is not valid without the signature of the mentor/administration officer and/or the official stamp of the institution.

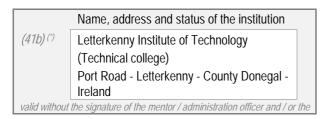**(40b) Date of validation**

Enter date on which Table 4b was completed, e.g.:

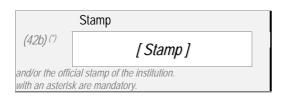|	Date of validation		
(40b) (*)	21	06	2004
	dd	mm	yyyy
			NB: This table is no

(41b) Name, address and status of the institution

Enter name, address and status of the institution at which the mobility experience was carried out, e.g.:

	Name, address and status of the institution
(41b) (*)	Letterkenny Institute of Technology (Technical college)
	Port Road - Letterkenny - County Donegal - Ireland
valid without the signature of the mentor / administration officer and / or the	

(42b) Stamp

Put stamp of the institution at which the mobility experience was carried out.

	Stamp
(42b) (*)	*[Stamp]*
and/or the official stamp of the institution.	
with an asterisk are mandatory.	

NB*: This heading is not valid without the signature of the mentor/administration officer and the official stamp of the institution.

Once completed, the Europass Mobility document should be returned to the sending partner, who

(d)   if requested translates tables 4 and/or 5.a/5.b into the language of the holder;

(e)   issues the Europass Mobility document to the holder in both paper and/or electronic (non editable) form;

(f)   ensures that the document is appropriately filed, in conformity with the procedure defined by the NEC.