



INTRODUCTION TO EUROPASS MOBILITY

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 Europass network countries, can apply for Europass Mobility on behalf of individuals.

What qualifies as a European mobility experience?

Experience should:

– Either takes 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). 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.

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

PROCEDURE FOR ISSUING A EUROPASS MOBILITY DOCUMENT FOR HOST PARTNER

(a) As soon as information about Europass mobility holder is completed by sending partner, the host partner receives a message with a link where can complete rest part of Europass mobility document

(b) 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;

(c) Stamps and signs the Europass Mobility;

(d) Sends back the completed Europass Mobility to the sending partner or gives to its holder.



DETAILED INSTRUCTIONS FOR FILLING IN THE EUROPASS MOBILITY DOCUMENT

Message from the letter to the host partner:

*From: Nacionalinis Europass centras Lietuva <europass@leonardo.lt>
Subject: Europass Mobility*

Dear John Smith,

*You have new Europass Mobility document. Please fill in data for **jonas petraitis** from Lithuania who was sent by **Mykolo Romerio Universiteto Teismo Medicinos Institutas**.*

Click on URL or type it in the browser window to access its data:

<http://www.europass.lt/en/mobility?m=mikas%40leonardo.lt&key=e9a7e538686e252cdd8c5d77a78904f4>

If you have received this message by misunderstanding, please inform us by e-mail: europass@leonardo.lt or by phone: 0037052496602.

Best regards,

National Europass Centre - Lithuania

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

Important

If the Europass Mobility document is used in the framework of a Community exchange programme (like Erasmus) using a credit transfer system, complete Table 5B ; see information „Table 5b, 'Record of courses completed and individual grades/marks/credits obtained' based on the *Transcript of records* used for validating ECTS;

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

| 5.a DESCRIPTION OF SKILLS AND COMPETENCES ACQUIRED DURING THE EUROPASS MOBILITY EXPERIENCE | |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| | Activities/tasks carried out |
| (29a)(*) | Manufacture of furniture hand-made and with machines. Fixing and setting up of furniture. |
| | Job-related skills and competences acquired |
| (30a) | Planning, and setting up of furniture. |
| | Language skills and competences acquired (if not included under 'Job-related skills and competences') |
| (31a) | Acquisition of job-related technical terms. |
| | Computer skills and competences acquired (if not included under 'Job-related skills and competences') |
| (32a) | Using CNC programmes |
| | Organisational skills and competences acquired |
| (33a) | Planning and organising of work processes |

| | | | | | |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----------|-------------------------|
| | Social skills and competences acquired | | | | |
| (34a) | Acquiring of new contacts with the educational organizations for future cooperation in the school sphere, exchange of information, exchange of the students and teachers. | | | | |
| | Other skills and competences acquired | | | | |
| (35a) | Get in contact with culture and lifestyle | | | | |
| (36a)(*) | Date | 03 | 06 | 2006 | |
| (37a)(*) | Signature of the reference person/mentor | | | (38a)(*) | Signature of the holder |
| | | | | | |

The description must be detailed enough for validation as part of a formal training initiative. Headings marked with an asterisk () are mandatory.*

This table is not valid without the signatures of the reference person/mentor and official stamp of institution.

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

Describe the activities/tasks carried out during the Europass Mobility experience.

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.

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.

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).

EUROPEAN LEVELS - SELF ASSESSMENT GRID

| | | A1 | A2 | B1 | B2 | C1 | C2 |
|----------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| U N D E R S T A N D I N G | Listening | I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly. | 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 point in short, clear, simple messages and announcements. | 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 point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear. | 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. | 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. | 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 | I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues. | 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. | 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. | 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. | 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. | 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. |
| S P E A K I N G | Spoken Interaction | 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. | 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. | 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). | 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. | 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. | 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 | I can use simple phrases and sentences to describe where I live and people I know. | 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. | 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. | 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. | I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion. | 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. |
| W R I T I N G | Writing | 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. | I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something. | I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions. | 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. | 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. | 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. |

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.

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.

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.

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.).

Once completed the Europass Mobility document should be printed and returned to the sending partner or holder of Europass Mobility document.

This table is not valid without the signatures of the mentor and official stamp of organisation.

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

Important!

This table 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 ECTS 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.

Student matriculation number (29b)*

| | |
|------------------------------|-----------------|
| | |
| Student matriculation number | EBC-2004-28 123 |
| | |

Courses list

| Course unit code | Title of the course unit | Duration | Local grade | ECTS/ ECVET grade | ECTS/ ECVET credits |
|------------------|------------------------------------------------------------------------------------------------------------------------|---------------|-------------|-------------------|---------------------|
| 156022 | Online-Basiskompetenz (Basic Competences in Online Journalism) | 1S=1 semester | 1,7 | A | 7 |
| 157020 | Lehredaktion Online (Editorial Office: Online) | 1S=1 semester | 2,3 | B | 7 |
| 156045 | Interviewtraining | 1S=1 semester | 0,9 | B | 8 |
| 157021 | Journalism Cultures: Theoretical Approach and Methodology | 1S=1 semester | 0,9 | A | 9 |
| 210107 | Deutsch als Fremdsprache: Konversation (German as a Foreign Language: Conversation) | 1S=1 semester | attended | A | 4 |
| 210101 | Ausspracheschulung für ausländische Studierende (Pronunciation Course for Foreign Students) | 1S=1 semester | 0,6 | B | 5 |
| 210109 | Videokurs: Einführung in die Kameratechnik (Video Course: Introduction into Camera Technics) | 1S=1 semester | 1,9 | A | 8 |
| 210105 | Deutsch als Fremdsprache: Kreatives Schreiben (German as a Foreign Language: Creative Writing) | 1S=1 semester | 0,7 | A | 3 |
| 210116 | Intensiv-Ferien-Sprachkurs für Programmstudierende/Fortgeschrittene (Intensive German Language Course/ Advanced Level) | 1S=1 semester | 1,6 | B | 8 |

Description of the grading system

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------|
| Grading system | | |
| According to the German Conference of University Headmasters, the following system should be used to convert German grades into ECTS grades. | | |
| ECTS Grade | German Grade | ECTS Definition |
| A | 1,0-1,5 | Excellent hervorragend |
| B | 1,6-2,0 | Very good sehr gut |
| C | 2,1-3,0 | Good gut |
| D | 3,1-3,5 | Satisfactory befriedigend |
| E | 3,6-4,0 | Sufficient ausreichend |
| FX/F | 4,1-5,0 | Fail nicht bestanden |

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

| | |
|-----------------------------------------------------------------------------------------------------------------------------|--|
| | |
| Essay/report/dissertation | |
| 75 page essay (experiment report) on thermic resistance of polyurethane, presented to a jury and validated on 23 June 2005. | |
| | |

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

| | |
|---------------------------------------|--|
| | |
| Certificate/diploma/degree awarded if | |
| Bachelor of business studies | |
| | |

Name(s) and surname(s) of mentor/ administration officer (mandatory) (38b)*

| | |
|---------------------------------------------------------------|--|
| | |
| Surname(s) and first name(s) of mentor/administration officer | |
| Julia LönnendonkerErasmus Departmental Coordina | |
| | |

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

| | |
|----------------------------------------------------------------------------------------------------------|--|
| | |
| Name, address and status of the institution | |
| University of Dortmund, Institut für Journalistik Emil-Figge-Straße 50 44227 Dortmund, Deutschland | |
| | |

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

Specify for every course unit followed the elements detailed below:

Student matriculation number (mandatory)

Specify student matriculation number in the higher education institution of origin.

Course unit code (optional)

Insert code of course unit.

Title of the course unit (mandatory)

Insert title of course unit.

Duration (optional)

Specify duration of course unit.

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.

Local grade (optional)

Specify local grade obtained.

ECTS/ECVET grade (optional)

Specify ECTS/ECVET grade (or any other grading system used at European level) obtained, following the relevant grading scale.

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 | GOOD - generally sound work with a number of notable errors |
| E | 10 | GOOD - generally sound work with a number of notable errors |
| FX | - | SATISFACTORY - fair but with significant shortcomings |
| F | - | SUFFICIENT - performance meets the minimum criteria |
| | | FAIL - some more work required before the credit can be awarded |
| | | FAIL - considerable further work is required |

ECTS/ECVET credit (optional)

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

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.

Grading system

Describe the grading system of the higher education institution

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.

Certificate/diploma/degree awarded if any (optional)

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

Name(s) and surname(s) of mentor/ administration officer (mandatory)

Specify the surname(s) and first name(s) of the mentor/administration officer.

Name, address and status of the institution (mandatory)

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

This document 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 or holder of Europass Mobility document.

CONTACTS

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