



# **Manual de utilizador**

Emissão do documento  
Europass Mobilidade

## Introdução

Este manual tem como função ajudar as instituições portuguesas a emitir o documento Europass Mobilidade para os seus candidatos. Este manual contém todos os passos a partir do momento da inscrição na plataforma até à emissão do documento.

## O que é o Europass?

O Europass é um conjunto de cinco documentos, que pretendem apresentar as qualificações e competências do seu titular de uma forma clara e facilmente compreensível na Europa.

## O que é o Europass Mobilidade?

É um documento reconhecido em todos os países da União Europeia, países do Espaço Económico Europeu e países candidatos à adesão. Permite registar formalmente qualquer período de tempo passado pelo seu titular noutro país europeu, para efeitos de educação ou formação profissional (percurso europeu de aprendizagem): um estágio numa empresa; um período de estudos ou uma colocação voluntária numa ONG.

## Para que serve esta plataforma?

Esta plataforma digital pretende facilitar a emissão do documento Europass Mobilidade para os participantes de um período de aprendizagem, de formação profissional ou de voluntariado realizados num dos países elegíveis, no âmbito de um projeto acordado entre instituições para a inscrição de titulares no Europass. Deve ser emitido um documento por mobilidade

## Como inicio o processo?

O 1º passo é fazer a inscrição da instituição. A plataforma encontra-se disponível na página inicial do site Europass – [www.europass.pt](http://www.europass.pt). Para se inscrever clique na opção “To registration”.



This application is hosted by the National Europass Centre.  
For more information, send a mail to  
[catarina.oliveira@erasmusmais.pt](mailto:catarina.oliveira@erasmusmais.pt)  
or call +351 201 101 966.

English

[Back to start](#) [Tips for completing the Europass Mobility](#) [Data Privacy](#) [I've forgotten my password](#)

Apply for / edit Europass Mobility

Note that applications for the Europass cannot be made more than ten weeks before the beginning of your stay.

You need to register before you can apply for Europass Mobility.  
Please log in if you have already registered:

Your email-address

Your password

To registration  
Click here if you have not yet registered

Log in

↑

Coloque o nome e o email da instituição. De seguida clique na opção “Send registration” para continuar a inscrição.



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Back

Registration

Enter your name and e-mail address below and then click on "Send registration". You will then automatically receive an e-mail containing your access data.

Please note that the approved Europasses will be sent to this e-mail address in the form in which you entered it. This e-mail address will also be used to complete the registration process. Please be sure to select a valid address.

Name of organisation: Escola Secundária de Lisboa

E-mail: escolasecundaria.lisboa@gmail.com

Back Send registration

Confirme novamente o seu email e clique na opção “Send registration”.



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Registration

Please repeat your email

escolasecundaria.lisboa@gmail.com

Back Send registration



**Não utilizar abreviaturas!**

Irá receber, no email indicado no campo anterior, um link para continuar a sua inscrição.  
Vá ao seu email e clique no link que a plataforma disponibilizará.



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## Registration

An e-mail containing a link to complete the registration process has been sent to the following e-mail address:

[\\_escolasecundaria.lisboa@gmail.com](mailto:_escolasecundaria.lisboa@gmail.com)

Please follow the instructions contained in the e-mail to complete the registration process.

Back

Clique no link abaixo indicado.



## Europass registration

Please click on the following link to complete your registration:

[Complete registration](#)

If your e-mail client does not support this, please copy the following address into the address line of your Internet browser:

<https://pt.europass-db.com/de/rconf.asp?regcode=DFKK23J8RAHXF80J0K38> ←

Please note that registration can only be completed within the next seven days. After that, the link above expires and you have to register again.

>Best regards  
Your Europass Team

Ao clicar no link é levado para um separador do Europass. Neste separador está a sua palavra-passe, guarde-a. Para continuar a inscrição clique na opção “Complete master data”.



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Logout in 10:05

Zum Login

Registration

The registration was successfully completed.

Your password is: [REDACTED]

This password has been sent to your e-mail address for your security. It is needed to apply for the Europass.  
Please complete your master data.

**Complete master data** Continue

Preencha todas as opções para completar o registo dos dados da sua instituição. **Todos os campos são obrigatórios.** Quando terminar clique na opção “Save”.



**Não utilizar abreviaturas!**

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or call +351 201 101 966.

Logout in 14:02

English

Back to my account

My master data

Please note that all fields marked with an asterisk (\*) must be completed.

Name of sending organisation*:	Agrupamento de Escolas de Lisboa
Salutation*:	Mr
Contact person*:	+351 912345678
Function:	Diretor
Street / PO Box*:	Rua Alvalade
Postcode*:	1234 - 123
Town / City / Country code*:	Lisboa, Portugal
State / District*:	Lisboa
Telephone*:	+351 912345678
Fax:	+351 212345678
E-mail*:	agrupamento.escolas.lisboa@gmail.com
Type of organisation*:	Business - SME - less than 250 employees
Type of training / training sector*:	General education

Back to my account **Save**

Colocar o indicativo de Portugal (+351)

Morada Completa

Os seus dados estão devidamente preenchidos – Inscrição concluída com sucesso.

Para a emissão dos documentos Europass Mobilidade deverá clicar na opção “I want to apply for Europass Mobility”.



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English Logout in 14:47

Next steps

Your data has been successfully saved.

**I want to apply for Europass Mobility**  
Note that applications for the Europass cannot be made more than ten weeks before the beginning of your stay.

I want to edit existing Europasses → Se quiser editar um documento EM já existente

I want to revise my master data → Pode rever os dados introduzidos

Lodge your signature and/or stamp of your organisation → Introduza a sua assinatura e / ou carimbo da sua organização

Display Europass Folder cover sheet in PDF form. → Mostrar a capa do Europass em formato PDF

I want to log out → Sair da plataforma

O Centro Nacional Europass irá enviar para a sua instituição a capa Europass para cada beneficiário guardar o seu documento Europass Mobilidade

Para prosseguir terá que concordar com os termos apresentados, clique em “I accept the conditions listed above concerning the application for a Europass Mobility and i Hereby confirm that i have already obtained the consent of the beneficiaries to submit their personal data”.



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English

Logout in 14:49

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### Apply for Europass Mobility - background information

In calling for Europass Mobility documents, the sending organisation undertakes to use the Europasses exclusively for the named persons (beneficiaries) in accordance with the quality criteria defined in the Council Decision dated 15 December 2004. (Council Decision as PDF: <http://www.europass.pt>.) The quality criteria to be taken into consideration are the following:

- **Written agreement between the home organisation and the host organisation:** on the content, purpose and duration of the stay abroad. This condition does not apply to periods of learning undertaken by individual persons without the involvement of a home institution. This exclusively affects the following types of schemes: visits and exchanges, assistantships, continuing training for educational staff as part of the GRUNDTVIG Programme; COMENIUS assistantship periods, the bilateral foreign language assistant programmes and EU study visits for educational and vocational education and training specialists. In such cases, the Europass is authorised by the signature of the host organisation.
- **Linguistic preparation:** A prerequisite in the case of the periods of learning for individual persons stated above is that such persons are in possession of appropriate linguistic knowledge or else arrange for language preparation themselves.
- **Provision of support abroad by a mentor:** A mentor will be available to support the participants during their period of stay abroad. The mentor will offer practical support as well as act as a contact person for linguistic support.
- **Compliance with the geographical scope of application:** 31 countries for participants in Community programmes (EU member countries, Norway, Iceland, Liechtenstein (EEZ), Bulgaria, Romania, Turkey); 28 countries for non-programme arrangements (EU + EEZ countries).

These quality criteria are satisfied in the case of approved projects as part of EU Community programmes or national bilateral programmes (DFJW, DFS, BAND, Training Bridge, Gj?r Det).

The beneficiaries are a) doing a placement or learning stage abroad in accordance with the approved Community or national bilateral programmes, or b) being sent on an individual basis by the sending or applicant organisation.

Each Europass Mobility contains a document number and an original code for each document. These define each individual Europass Mobility and make it traceable. By making a request for delivery of Europass documents, the organisation declares that it is prepared to identify, upon request, the participants who have received the Europass Mobility; and that it will be available for written queries, appraisals and evaluations in the form of questionnaires, or verbally in the form of interviews. The European Commission and the NEC (National Europass Center) are entitled to check that these criteria are being observed and to intervene in the case of misuse.

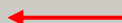
A request for delivery of these documents constitutes agreement to the procedure described above.



I accept the conditions listed above concerning the application for a Europass Mobility and I hereby confirm that I have already obtained the consent of the beneficiaries to submit their personal data.

[Back to my account](#)

[next](#)



# Início do procedimento para a emissão do documento Europass Mobilidade

Preencha todas as opções de acordo com o pretendido e depois clique na opção “Save”.



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English Logout in 2:37

[Back to my account](#)

### Apply for / edit Europass Mobility

**Number of participants:**  → Indicar o número de participantes na mobilidade  
The number of participants must be at least 1.

**Europass Folder:** ☐ Please send me a folder for each participant.  
The European Commission has arranged for all holders of Europass Mobility to be able to receive a folder which is used to store the document and which may be used for ceremonial delivery of the Europass.

**Start of stay:**     
**End of stay:**    → Indicar as datas da mobilidade  
Specify the basic times for the stay in question.  
Please note that applications for the Europass cannot be made more than ten weeks before the start of the stay abroad.

**Issuing office:**   
Select the issuing office for the Europass from the list.

**Procedure:** ☒ **Procedure type A:** The period of residence abroad for study purposes forms part of a European Community programme or a nationally financed programme (e.g. DFJW, DFS, BAND, Training Bridge, GJR Det)  
Applicants participating in the Erasmus+ Vocational education and training and LEONARDO DA VINCI Mobility Programme have the opportunity to fill in participant and learning agreements at the same time as filling in the Europass Mobility. Data from the home institution, the host institution and the participant him or herself will be automatically transferred from the Mobility document to the other documents. Instructions are available [here](#).

**Programme:**  → Selecionar o Programa  
Select the Europass programme.

**Project number:**  → Indicar o número do projeto mencionado no contrato financeiro (apenas para projetos Erasmus)  
Please insert the project number of your project.

☐ **Procedure type B:** The period of residence abroad for study purposes does NOT form part of one of the above programmes. A project description is required.

☐ **Procedure type C:** The period of learning spent abroad takes place as part of defined European community programmes or nationally funded bilateral programmes (see [2](#)). Procedure type C applies to **individual persons who do not have a home institution**. Group applications are not possible.  
For applicants WITHOUT home institution: Instructions are available [here](#).  
For applicants in the GRUNDTVIG programme: Instructions are available [here](#).

☐ **Procedure Type D:** Domestic Mobility.  
The province the domestic mobility takes place in must be different from the applicant's home province.

Select the procedure which applies to you here. Once you have selected a procedure, a further menu will open below.  
Depending on the type of procedure, either select the programme which applies to you and state your project or application number or provide a brief project description. Please also note the help available [2](#).

[Back to my account](#) **Save** ←



**Number of participants:** Colocar o número total de participantes nesta mobilidade.

**Europass folder:** Clicar para receber a capa Europass.

**Start of stay / End of stay:** Colocar o início e o fim do período de mobilidade (não conta as datas das viagens de ida e volta).

**Issuing office:** Centro Nacional Europass.

**Procedure type A:** Para os beneficiários que realizam um período de estudos ou de aprendizagem na Europa, no âmbito de um projeto europeu. EX: Programa Erasmus.

**Procedure type B:** Para os beneficiários que realizam um período de estudo ou de aprendizagem que não seja realizado no âmbito de projetos comunitários. É necessário introduzir uma descrição do projeto.

**Procedure type C:** Para os beneficiários que realizam um período de estudos ou aprendizagem. É dirigido a candidatos individuais que não têm instituição de envio. É necessário introduzir uma descrição do projeto.

**Procedure type D:** Para os beneficiários que realizam períodos de aprendizagem em Portugal, ou seja, uma mobilidade interna. É necessária uma descrição da formação.

Após clicar na opção “Save” irá aparecer estas duas janelas. Clique “OK” em ambas para concluir a sua inscrição.

number: Please insert the project number of your project.

☐ Procedure type B: The period of residence abroad for study purposes does NOT form part of one of the above programmes. A project description is required.

☐ Procedure type C: The period of learning spent abroad takes place as part of defined European community programmes or nationally funded bilateral programmes (see [?](#)). Procedure type C applies to **individual persons who do not have a home institution**. Group applications are not possible.

For applicants WITHOUT home institution - instructions are available [here](#)  
For applicants in the GRUNDTVIG programme

☐ Procedure Type D: Domestic Mobility.  
The province the domestic mobility takes place in is:

Select the procedure which applies to you here. Once you have selected a procedure, a further menu will open below. Depending on the type of procedure, either select the programme which applies to you and state your project or application number or provide a brief project description. Please also note the help available [?](#).

Back to my account Save

Mensagem da página Web

?

You have not ordered any folders for the Europasses for which you have applied. If you like to order these free of charge now, please click on 'Cancel'

OK Cancelar

☐ Procedure type B: The period of residence abroad for study purposes does NOT form part of one of the above programmes. A project description is required.

☐ Procedure type C: The period of learning spent abroad takes place as part of defined European community programmes or nationally funded bilateral programmes (see [?](#)). Procedure type C applies to **individual persons who do not have a home institution**. Group applications are not possible.

For applicants WITHOUT home institution - instructions are available [here](#)  
For applicants in the GRUNDTVIG programme

☐ Procedure Type D: Domestic Mobility.  
The province the domestic mobility takes place in is:

Select the procedure which applies to you here. Once you have selected a procedure, a further menu will open below. Depending on the type of procedure, either select the programme which applies to you and state your project or application number or provide a brief project description. Please also note the help available [?](#).

Back to my account Save

Mensagem da página Web

Are you sure that you want to send your application?

You cannot make any changes to your application after it has been sent.

☐ Não permitir que esta página crie mais mensagens

OK Cancelar

A sua inscrição está concluída!

Clique na opção “Back to my account” para voltar ao menu principal.



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Logout in 11:44

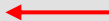
[Back to my account](#)

[Apply for / edit Europass Mobility](#)

**Your application has been successfully saved and will be processed shortly.**

Your application has been successfully submitted and has been recorded for further processing. When it has been checked by the competent issuing office or NEC, you will be advised by e-mail. This may take up to two weeks. Contact the issuing office that you selected if you have any questions.

[Back to my account](#)



Para verificar se o seu pedido Europass Mobilidade está em progresso clique na opção “I want to edit existing Europass”.



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English



Logout in 14:29

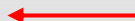
Next steps

[I want to apply for Europass Mobility](#)

Note that applications for the Europass cannot be made more than ten weeks before the beginning of your stay.

[I want to edit existing Europasses](#)

[I want to revise my master data](#)



[Lodge your signature and/or stamp of your organisation](#)

[Display Europass Folder cover sheet in PDF form.](#)

[I want to log out](#)

Ao entrar neste separador vai verificar que a sua inscrição está em progresso. **Deve aguardar pela aprovação do Centro Nacional Europass.** Esta aprovação não é imediata, pelo que, solicita-se a consulta desta plataforma com regularidade. Após a confirmação do Centro Nacional Europass deixará de dizer “in progress”, terminando, por completo, a sua inscrição.



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English Logout in 14:41

Back to my account

Select an application

No.	Period	Project	Europass number	Participant
11488	01.01.2018 - 01.02.2018		PT-03-2018-1234567890-02-XXX	4 - in progress
11487				

Back to my account

Depois de aprovada a inscrição clique sobre um dos campos da inscrição, para conseguir editar os dados. A sua inscrição será aprovada dentro de 48h, exceto em período de férias, fins de semana e feriados.

Logo que a sua inscrição seja aprovada, no “in progress” passará a constar o número de participantes da mobilidade que pretende.



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or call +351 201 101 966.

English Logout in 14:59

Back to my account

Select an application

No.	Period	Project	Europass number	Participant
11490	01.01.2018 - 01.02.2018		PT-03-2018-1234567890-02-XXX	4
11489				

Back to my account

Para completar os dados de cada participante deve clicar no “Europass number”. Irá aparecer um quadro com todos os participantes solicitados. Deverá completar os dados de cada um, clicando individualmente em cada número.



**Não utilizar abreviaturas!**

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English Logout in 14:55

Back to my account Back to application list Importing addresses from the Mobilitytool Excel table (4/4)

### Edit individual Europasses

To edit a Europass from the list, just click on it.  
The status displays at the right of each line have the following meanings:

- ☐ The data have not yet been stored completely.
- ☒ The data have been stored completely.

Europass number	Surname(s)	Given name(s)	Status	Find in list
PT-03-2018-1234567890-02-1			-	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
PT-03-2018-1234567890-02-2			-	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
PT-03-2018-1234567890-02-3			-	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
PT-03-2018-1234567890-02-4			-	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**É obrigatório preencher todos os dados de forma completa.**



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English Logout in 13:58

Back to my account Back to application list Back to Europass list

Oliveira João - PT-03-2018-1234567890-02-1

**Personal details** Host organisation Project Tasks/Qualifications Study PDF

THIS Europass MOBILITY CERTIFICATE IS ISSUED TO

**Nome completo conforme o Cartão de Cidadão**

(1) Surname(s) \* João (2) Given name(s) \* Oliveira Sex \* M

(3) Address (street, number, postcode, town/city, state/country) Rua António da Silva, Torre 14, 79C, 1234 - 123 Odivelas, Portugal (4) Photo (5) Date of birth \* 1 January 1981 (6) Nationality(/ies) PT

**Morada completa indicando o número de porta e código postal/localidade**

E-Mail Joao.oliveira@gmail.com

Save and send password to person

Status (For statistical purposes only)


Employee Unemployed Trainee **College graduate**

**Indicar a situação do participante**

Note: fields marked with an asterisk (\*) are mandatory.

**Save** Back to Europass list

Para colocar uma fotografia clique na área da fotografia.

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or call +351 201 101 966.

English Logout in 13:58

[Back to my account](#) [Back to application list](#) [Back to Europass list](#)

Oliveira João - PT-03-2018-1234567890-02-1


**Personal details** Host organisation Project Tasks/Qualifications Study PDF

THIS Europass MOBILITY CERTIFICATE IS ISSUED TO

(1) Surname(s) \* João (2) Given name(s) \* Oliveira Sex M

(3) Address (street, number, postcode, town/city, state/country) Rua António da Silva, Torre 14, 7<sup>o</sup>C, 1234 - 123 Odivelas, Portugal (4) Photo (5) Date of birth 1 January 1981 (6) Nationality(ies) PT

Selecione a opção “Select image file” e selecione uma imagem que esteja guardada dentro do seu dispositivo. Após a escolha da fotografia clique em “Upload image file (step1/2)”.

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English Logout in 14:57

[Cancel and go back to the entry of your personal data](#)

Upload your photo for the Europass Mobility

You can upload a passport photo here.  
This photo will appear in the Europass Mobility for the respective person.

**Step 1:**  
Choose a photo from your computer and upload it.  
Please pay attention that it is an upright format and that the rotation of the photo is correct.  
In the next step you can define the image section.  
You can anytime upload a new photo or delete it.

Select image file **Escolher ficheiro** Nenhum ficheiro selecionado

**Upload image file (Step 1/2)** **Delete current photo**

[Cancel and go back to the entry of your personal data](#)

Selecione a imagem, clique na opção “Upload image file (Step 1/2)”.



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English Logout in 14:57

Cancel and go back to the entry of your personal data

### Upload your photo for the Europass Mobility

You can upload a passport photo here.  
This photo will appear in the Europass Mobility for the respective person.

**Step 1:**  
Choose a photo from your computer and upload it.  
Please pay attention that it is an upright format and that the rotation of the photo is correct.  
In the next step you can define the image section.  
You can anytime upload a new photo or delete it.

Select image file  7.jpg

**Upload image file (Step 1/2)**

Cancel and go back to the entry of your personal data

Ao clicar nesta opção aparecerá a sua imagem.




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English Logout in 14:52

Cancel and go back to the entry of your personal data

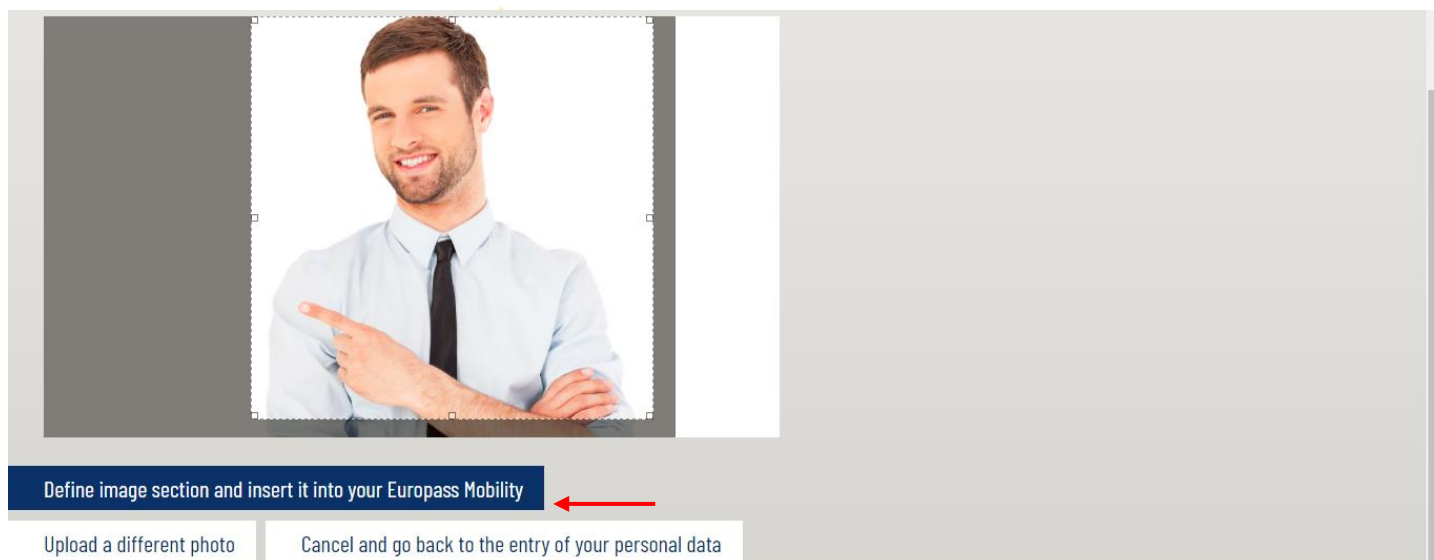
### Upload your photo for the Europass Mobility

**Step 2:**  
Click and drag the image section with the left mouse button so that the portrait is centered.

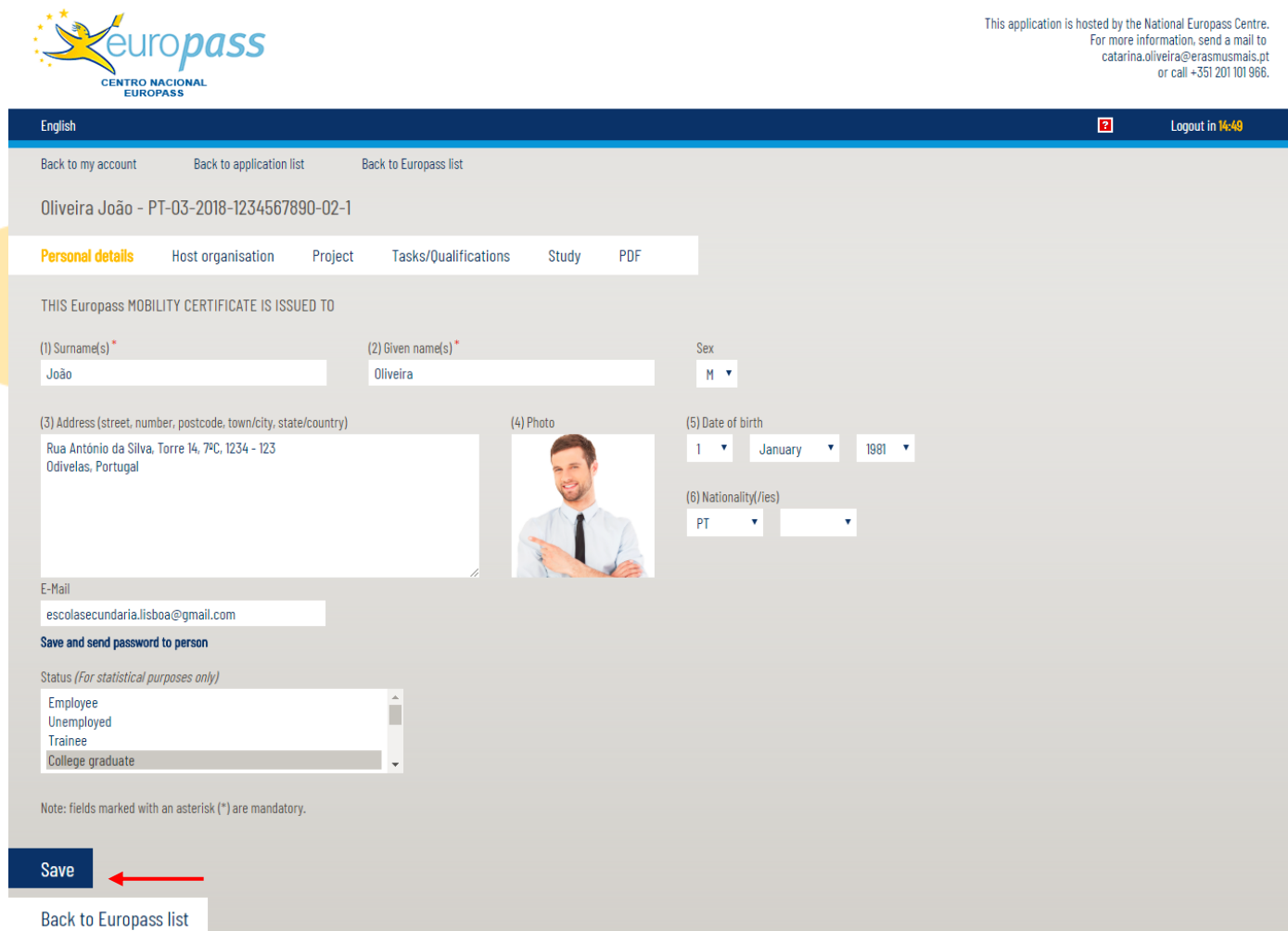


**Define image section and insert it into your Europass Mobility**

Depois deve clicar na opção “Define image section and insert it into your Europass Mobility” para confirmar a alteração de fotografia. Após a seleção da fotografia deve clicar com o ponteiro do rato na fotografia. De seguida, deve enquadrar a imagem, ou seja, selecionar a imagem para o perfil. Depois deve clicar em “Define image section and insert it into Europass Mobility”. Se não pretender colocar fotografia deve clicar em “Cancel and go to the entry of your personal data”.



Ao preencher todos os dados solicitados, clique na opção “Save”.





Agora deverá preencher os dados relacionados com a instituição de acolhimento, ou seja, a instituição que vai receber a mobilidade. A sua instituição (de envio) preenche os dados referentes à da instituição de acolhimento e envia uma password de email à mesma. Depois de preenchido clique na opção “Save”.

De seguida deve preencher os dados da instituição de acolhimento onde o participante irá realizar o seu período de mobilidade.



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English Logout in 12:12

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Oliveira João - PT-03-2018-1234567890-02-1

[Personal details](#) **[Host organisation](#)** [Project](#) [Tasks/Qualifications](#) [Study](#) [PDF](#)

2nd HOST ORGANISATION (the organisation that hosts the beneficiary in the host country)

(17) Name, type (faculty, specialisation as appropriate) and address \*

Malaga University

Country

ES

(19) Surname(s) and given name(s) of reference person / mentor (ECTS subject co-ordinator, as appropriate) \*

Jhon Gilbert

(20) Title / Position

Mr

(21) Telephone

912345678

(22) E-mail \*

malaga.university.com

[Send password to host organisation](#)

Note: fields marked with an asterisk (\*) are mandatory.

[Copy data to other Europasses](#) [Save](#) [Back to Europass list](#)

Nome da instituição de acolhimento

Morada completa

Nome do representante de mobilidade no país de acolhimento

Em todos os separadores, para preencher os dados pessoais relativamente aos documentos Europass Mobilidade, têm a opção “Copy data to other Europass”. Com esta opção pode copiar a mesma informação preenchida num indivíduo para outro. Se a informação de acolhimento for igual para todos, pode copiar os dados para os outros participantes clicando nessa mesma opção.

Copy data to other Europasses

Save

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Deve clicar na mobilidade e no participante pretendido. Depois de seleccionada a mobilidade, e consequentemente o participante pretendido, deve clicar na opção “Start copying”.

(17) Name, type (faculty, specialisation as appropriate) and address \*

Malaga University

Country

ES

(19) Surname(s) and given name(s) of reference person / mentor (ECTS subject co-ordinator, as appropriate) \*

Jhon Gilbert

(20) Title / Position

Mr

(21) Telephone

+34 - 912345678

(22) E-mail \*

malaga.university.com

Note: fields marked with an asterisk (\*) are mandatory.

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(17) Name, type (faculty, specialisation as appropriate) and address \*

Malaga University

Country

ES

(19) Surname(s) and given name(s) of reference person / mentor (ECTS subject co-ordinator, as appropriate) \*

Jhon Gilbert

(20) Title / Position

Mr

(21) Telephone

+34 - 912345678

(22) E-mail \*

malaga.university.com

Note: fields marked with an asterisk (\*) are mandatory.

Copy data to other Europasses

Save

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Copy data to other Europasses

With this function you can copy data from one Europass to one or more other Europasses.

Step 1 - Select fields

First select all the fields you want to copy from. All fields with a green marking are copied.

To do so, click on the field header to select or deselect the field.

Step 2 - Select proposal

Select the request in which the Europasses to which the data should be copied is located.

No.	Project	Europass number Participant
11490	01.01.2018 - 01.02.2018	PT-03-2018-1234567890-02-XXX4
11489	01.01.2018 - 01.02.2018	PT-03-2018-1234567890-02-XXX4

Copy data to other Europasses

With this function you can copy data from one Europass to one or more other Europasses.

Step 1 - Select fields

Step 2 - Select proposal

Step 3 - Select Europasses from proposal 11490

Name	m/f	Status
João Pedro, Lopes de Oliveira	m	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
,	-	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
,	-	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
,	-	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Reverse selection of the Europasses

Shutdown

Start copying


Irá aparecer uma janela, deve clicar em “OK” para confirmar a cópia dos dados de um participante para o outro. Depois deste passo os dados que copiou do participante (A) estarão também no participante (B).

pt.europass-db.com diz

Are you sure you want to insert the marked fields in the selected European passports? Any existing data will be overwritten..

OKCancelar

Preencha todos os dados do projeto e de seguida clique na opção “Save”.



English ? Logout in 13:24

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Oliveira João - PT-03-2018-1234567890-02-1

[Personal details](#) [Host organisation](#) **[Project](#)** [Tasks/Qualifications](#) [Study](#) [PDF](#)

DESCRIPTION OF MOBILITY INITIATIVE (No.)

Real time of stay abroad

1 January 2018 1 February 2018

(8) Name of issuing organisation \*

Malaga University

(23) Purpose of the Mobility initiative \*

Acquisition and improvement of general knowledge of foreign languages

Click in the input field to open [text suggestions](#).  
You may add to the text at any time or enter freely formulated text.

Qualification (certificate, diploma or degree) to which the education or training leads, if any.

Certificate from the host university for course/semester ...


Click in the input field to open [text suggestions](#).  
You may add to the text at any time or enter freely formulated text.

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

As part of attendance at intermediate secondary school

Click in the input field to open [text suggestions](#).  
You may add to the text at any time or enter freely formulated text.

Note: fields marked with an asterisk (\*) are mandatory.

[Copy data to other Europasses](#) **Save** 

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Preencha, novamente, todos os dados pedidos e, de seguida, clique na opção “Save”.



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Lopes de Oliveira João Pedro - PT-03-2018-1234567890-02-1

[Personal details](#) [Host organisation](#) [Project](#) [Tasks/Qualifications](#) [Study](#) [PDF](#)

DESCRIPTION OF SKILLS AND competencies ACQUIRED AS PART OF Europass MOBILITY INITIATIVE (NO.)

Professional field / subject of study / training profession  
(For statistical purposes only)\*

Architecture and building  
Mining and extraction  
Education and arts  
Services, other

(29a) Activities or tasks performed \*

Took part in different cultural events and participated in several activities related with Project management, entrepreneurial education, ICT and soft skills, English language. Involved in the presentation of a SEM (Smart, Entrepreneurial Mind) Talk and participated in several trainings and workshops and had the opportunity to see different sides of Turkey culture and nature and interesting cultural and historic places.

(30a) Professional skills and competencies acquired

Good command of Communication, team work, initiative & autonomy skills  
Good command of Project management tools  
Good command of ICT and presentation skills

(31a) Language skills acquired (if not already covered under "professional skills and competencies")

Improve the English skills in the daily communication and learnt some basic knowledge of Turkish language

(32a) ICT skills acquired (if not already covered under "professional skills and competencies")

Computer skills and competences acquired

(33a) Organisational skills and competencies acquired (if not already covered under "professional skills and competencies")

Good experience in project and team management; development of project management skills in the development of the project activities

(34a) Social skills and competencies acquired (if not already covered under "professional skills and competencies")

Team work, team spirit; Good ability to adapt to multicultural environments, gained through the work experience abroad; Good communication skills gained through the experience abroad, both at school and in the visits made

(35a) Other skills and competencies acquired

Development of intercultural competences

Note: fields marked with an asterisk (\*) are mandatory.

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Estes dados devem ser preenchidos com a máxima informação e rigor possível pelas instituições envolvidas

Ao clicar na opção “Save” passa para a secção “Study”.

Só preenche estes dados caso seja uma **mobilidade no âmbito do Ensino Superior**. Se o participante não vai realizar uma mobilidade neste âmbito clique na opção “Save” para continuar a preencher os campos seguintes.



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Oliveira João - PT-03-2018-1234567890-02-1

[Personal details](#) [Host organisation](#) [Project](#) [Tasks/Qualifications](#) **Study** [PDF](#)

LIST OF COURSES COMPLETED AND GRADES / POINTS / CREDITS AWARDED IN DETAIL

(20b) Student's registration number \*


4

(30b) Course code	(31b) Course title	(32b) Length of course	(33b) Grade	(34b) ECTS/ECVET grade	(35b) ECTS/ECVET Credits
					<a href="#">Delete (without saving)</a> <a href="#">Continue (and save)</a>
(36b) Essay / report / workshop tasks or homework					
(37b) Evidence of qualification, certificate, diploma, etc., issued, as appropriate					
(38b) Surname(s) and given name(s) of mentor or competent contact person *					
(41b) Name, address and status of organisation *					

Note: fields marked with an asterisk (\*) are mandatory.

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Após completar o preenchimento de todos os dados, a plataforma do Centro Nacional Europass criará o documento Europass Mobilidade em formato PDF com toda a informação preenchida. Para voltar para o menu clique na opção “Back to Europass list”.



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Oliveira João - PT-03-2018-1234567890-02-1

[Personal details](#) [Host organisation](#) [Project](#) [Tasks/Qualifications](#) [Study](#) **PDF**

Display (in PDF form) / download / print out Europass Mobility certificate

Clicking on the following link will generate the Europass Mobility as a PDF document. You may repeat this stage as many times as you wish. A new PDF document will be generated each time. This will enable you to check, for example, whether all the entries in the Europass Mobility look correct.


**PDF** Display (in PDF form) / download / print out Europass Mobility certificate

You need a special program to view PDF files.  
You can download a program such as Adobe<sup>TM</sup> Reader<sup>®</sup> to do this.

[Back to Europass list](#) ←

Para verificar o seu documento Europass Mobilidade deve clicar no PDF.

europass 1 / 4



CENTRO NACIONAL  
EUROPASS

Europass Mobilitätsnachweis

Inhaber des Mobilitätsnachweises

1 Nachname(n)	2 Vorname(n)	4 Foto
João	Oliveira	
3 Adresse (Straße, Hausnummer, Postleitzahl, Ort, Staat)		
Rua António da Silva, Torre 14, 7 <sup>o</sup> C, 1234 - 123 Odivelas, Portugal		
5 Geburtsdatum dd.mm.jjjj	6 Staatsangehörigkeit(en)	
01.01.1981	PT	

Ausstellende Organisation

8 Bezeichnung der Organisation	9 Europass Mobilitätsnummer	10 Ausstellungsdatum dd.mm.jjjj
Malaga University	PT-03-2018-1234567890-02-1	30.04.2018

Entsendeorganisation

Um dos documentos Europass Mobilidade está terminado. Agora, para emitir o documento Europass Mobilidade para os restantes participantes, repita os mesmos passos.



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### Edit individual Europasses

To edit a Europass from the list, just click on it.  
The status displays at the right of each line have the following meanings:

- ☐ The data have not yet been stored completely.
- ☒ The data have been stored completely.

Europass number	Surname(s)	Given name(s)	Status	Find in list
PT-03-2018-1234567890-02-1	João	Oliveira	m	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> PDF
PT-03-2018-1234567890-02-2			-	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
PT-03-2018-1234567890-02-3			-	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
PT-03-2018-1234567890-02-4			-	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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← Terminado

### Se necessitar de apoio contacte:

Centro Nacional Europass – 210101966

Email – [catarina.oliveira@erasmusmais.pt](mailto:catarina.oliveira@erasmusmais.pt)

