

# The Greek Europass Mobility System for Host Partners

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## Processing Europass Mobility Documents

Europass Mobility is a 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 (e.g. Erasmus+) in another European country (European Union/EFTA/EEA and candidate countries)

The National Europass Centre (NEC) in Greece, which is EOPPEP, gives the final approval and the document is delivered to the beneficiary. From January 2006 onwards, Europass Mobility documents for Mobility experiences organized by Greek sending partners are being processed electronically through the Greek Europass Mobility System that has been developed especially for this. Both sending and host partners need to be involved in the processing of a Europass Mobility document, as follows:

### Step1: Application Submission by sending partner

The Sending partner submits an electronic application to the Greek NEC for a Europass Mobility document before the start of the program, filling in the following tables:

Table 1: beneficiary's personal details

Table 3: sending and host partners' details

Table 4: description of mobility experience

Notes:

- 1) A separate application has to be submitted for each individual participating in a mobility experience.
- 2) Every Europass Mobility document records participation in a single mobility experience. In case the same individual participates in more than one program, different Europass mobility documents are issued.

## Step2: Document Processing by Host Partner

The Host partner is notified of the new document by e-mail and, once the education and/or training period has been accomplished, uses the link in the e-mail to access the document and complete Tables 5A (or 5B only for higher education institutions) electronically in the agreed language.

Please note that host partners that have an active account in the Europass Mobility Application can still log in to the system using their credentials (username and password) at <http://europass.eoppep.gr/mobility>. The Link or log in option can be used separately, which means log out is needed in order to have full access to the link.

The Host partner can also edit its profile information in Table 3. In particular:

**Table 3** (Figure 1): the Host partner of the Europass Mobility experience can edit Table 3 of the document containing its profile (name, address, reference person details and e-mail). The Host partner's profile information is submitted with the rest of the Europass Mobility document, after completing Tables 5A or 5B. All parts of the document can be temporarily saved without submitting the document using the "Save" button at the bottom of the form. The Host partner's profile information is automatically updated on all documents that are already submitted by the Sending partner.



The screenshot shows the Europass Mobility document processing interface. On the left, there is a sidebar with a list of sections: 1. Trainee, 2. National Center, 3. Mobility Organizations, 4. Experience Description, 5A. Skills Description, 5B. Courses Description. Below this list, a note states: "The asterisk (\*) denotes required fields that must be completed before further processing!". The main content area is divided into several sections. The top section is titled "1. THIS EUROPASS MOBILITY DOCUMENT IS AWARDED TO" and "2. THIS EUROPASS MOBILITY DOCUMENT IS ISSUED BY". Below this is "3. THE PARTNER ORGANISATIONS OF THE EUROPASS MOBILITY EXPERIENCE ARE". This section is further divided into "Sending Partner" and "Host Partner". The "Sending Partner" section contains fields for: (9) Name, type (if relevant faculty/department)\*, Sending Organization, Address of faculty/department\* (Mesogeion Ave. 123), (10) Legal Representative's Name\* (Representative), (11) Legal Representative's Position\* (Representative), (12) Legal Representative's Telephone Number (+30 210 7295770), and (14) Organization Contact E-mail Address (representative@sending.gr). The "Host Partner" section contains fields for: (13) Name, type (if relevant faculty/department) (Host Organization), Address of faculty/department (123 Mesogeion Ave.), (17) Legal Representative's Name (Representative), (18) Legal Representative's Telephone Number (+30 210 72 95 770), (19) Legal Representative's Position (Representative), and (20) Organization Contact E-mail Address (representative@host.org). Below these sections are "4. DESCRIPTION OF THE EUROPASS MOBILITY EXPERIENCE", "5A. DESCRIPTION OF SKILLS AND COMPETENCES ACQUIRED DURING THE EUROPASS MOBILITY EXPERIENCE", and "5B. RECORD OF COURSES COMPLETED AND INDIVIDUAL GRADES/MARKS/CREDITS OBTAINED". At the bottom of the form, there are "Save" and "Submit" buttons. The footer of the page indicates "© EOPPEP 2013".

Figure 1



The screenshot shows the 'Description of the Mobility Experience' form. On the left, a sidebar lists sections: 1. Trainee, 2. National Center, 3. Mobility Organizations, 4. Experience Description, 5A. Skills Description, and 5B. Courses Description. A note states: 'The asterisk (\*) denotes required fields that must be completed before further processing!'. The main form area is titled '5A. DESCRIPTION OF THE EUROPASS MOBILITY EXPERIENCE' and contains several text input fields: (26A) Activities / tasks carried out\*, (27A) Job-related skills, (28A) Language skills, (29A) Computer skills, (30A) Organisational / managerial skills, (31A) Communication skills, (32A) Other skills, and (33A) Date (of completion of Table 5A). At the bottom, there is a section for '5B. RECORD OF COURSES COMPLETED AND INDIVIDUAL GRADES/MARKS/CREDITS OBTAINED' and 'Save' and 'Submit' buttons. The footer indicates '© EOPEP 2013'.

**Figure 2: description of the skills acquired during the Mobility experience (Erasmus+)**

### How to complete table 5A

Briefly and in accordance with the objectives of your ERASMUS+ project, you may fill in, wherever applicable, the following (figure 2):

- ACTIVITIES / TASKS CARRIED OUT (mandatory)
- JOB-RELATED SKILLS
- LANGUAGE SKILLS
- COMPUTER SKILLS
- ORGANISATIONAL / MANAGERIAL SKILLS
- COMMUNICATION SKILLS - OTHER SKILLS
- DATE (mandatory)

### Notes:

1. In case the text has exceeded the limit of character accepted, appropriate adjustments must be made. An extra care of the format of the text should be taken to give a good appearance in the printed Europass Mobility document.
2. The document can be saved temporarily by clicking on the “Save” button. Once the host user clicks on the “Submit” button the document is sent to the associated sending partner for translation. Once the document has been submitted, only the Europass System Administrator can undo the action and change the status of the processed document.

### How to complete section 5B

Table 5B should be completed only by Higher Education Institutions (HEIs) as it refers to specific types of actions.

If not applicable with your project (Erasmus+), then host and sending partners should not complete nor print table 5B



**5B. RECORD OF COURSES COMPLETED AND INDIVIDUAL GRADES/MARKS/CREDITS OBTAINED**

(26B) Student matriculation number\*

(27B) Course unit code	(28B) Title of the course unit	(29B) Duration	(30B) Local grade	(31B) ECTS/ECVET grade	(32B) ECTS/ECVET credits
		0	0		0

(33B) Essay / report / dissertation

(34B) Certificate / diploma / degree awarded

(35B) Fullname of mentor/administration officer\*

(37B) Date of validation\*

(38B) Name, address and status of institution\*

Save Submit

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Figure 3: record of courses completed and individual grades/marks/credits obtained

Fill in, wherever applicable, the following (figure 3):

- **COURSE UNIT CODE**  
Refers to the ECTS information Package provided on the website of the host institution
- **TITLE OF THE COURSE UNIT (mandatory)**
- **DURATION (mandatory)**  
Y = 1 full academic year | 1S = 1 semester | 2S = 2 semesters | 1T = 1 term/trimester | 2T = 2 terms/trimesters
- **LOCAL GRADE (mandatory)**
- **ECTS/ECVET GRADE**
- **ECTS/ECVET CREDITS**  
1 full academic year = 60 credits | 1 semester = 30 credits | 1 term/trimester = 20 credits

**Note:** In Table 5B, a table is provided for editing and should be filled in with the courses completed and the grades obtained. An extra row can be added by clicking the “plus” (+) icon below the table. Similarly, a row can be removed by clicking on the cancel (X) icon.

### Step3: Document Completed by Sending Partner

The Sending partner is notified by e-mail that tables 5A or 5B have been filled in by the host partner and proceeds to translate these tables into Greek. When the translation is finished, the completed document is submitted to the Greek National Europass Centre-EOPPEP.

### Step4: Approval Europass Mobility document by NEC -EOPPEP

The Greek NEC is notified of the completed document submission by e-mail, checks the document and gives the final approval.

**Note:** In case partners want to make any changes to the Europass Mobility before the document’s approval, they may contact Greek NEC and the document will be returned to the sending partner in order to correct it and resubmit it for final approval to Greek NEC.

### Step5: Final document

The completed Europass Mobility document is printed (PDF format):

- I. either by the Sending partner who signs, stamps and sends it to the Hosting Partner to sign, stamp and send back to the Sending partner
- II. or by the Host partner who signs, stamps and sends it to the Sending Partner to sign and stamp. The Host partner can access and print the Europass Mobility document using the link provided in the document processing notification e-mail.

### Step6: Europass Mobility hand over

The sending partner hands over the Europass Mobility final document to the eligible individual to sign.

## Processing Europass Mobility Documents – Further Information

### Loss of a Europass Mobility Document

In case of loss of an issued Europass Mobility document, the sending partner has to make a declaration of loss to the Greek National Europass Centre so that it is re-issued with the same serial number.

### Follow the Europass Mobility document processing

All involved organizations (Greek NEC, sending and host partners) are notified by e-mail of the stage at which each Europass Mobility document is. Sending partners can also monitor the progress of their Europass Mobility documents at any time, by entering the system with their access codes.

### Sending Partners

They have the following options in their menu in the Greek Europass Mobility System:

**Instructions:** instructions on the processing of a Greek Europass Mobility document and the operation of the Greek Europass Mobility System

**New application:** for submission of a new Europass Mobility application

**In preparation:** list of documents to be completed by the host partner (Tables 5A or 5B) or documents awaiting NEC approval

**To do:** list of documents where Tables 5A or 5B must be translated by the sending partner

**Completed:** list of all the Europass Mobility documents issued for Mobility experiences organized by the sending Greek organization

**Profile:** the sending partner's details

### Re-issuing a Europass Mobility Document

In order to obtain a copy of an already issued Europass Mobility document, a trainee should apply to the Sending organization or the National Europass Centre, EOPPEP.

### For more information on Europass Mobility:

<https://europass.cedefop.europa.eu> and <http://europass.eoppep.gr>



### For any further information you may contact us:

#### Hellenic National Europass Center (NEC)

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