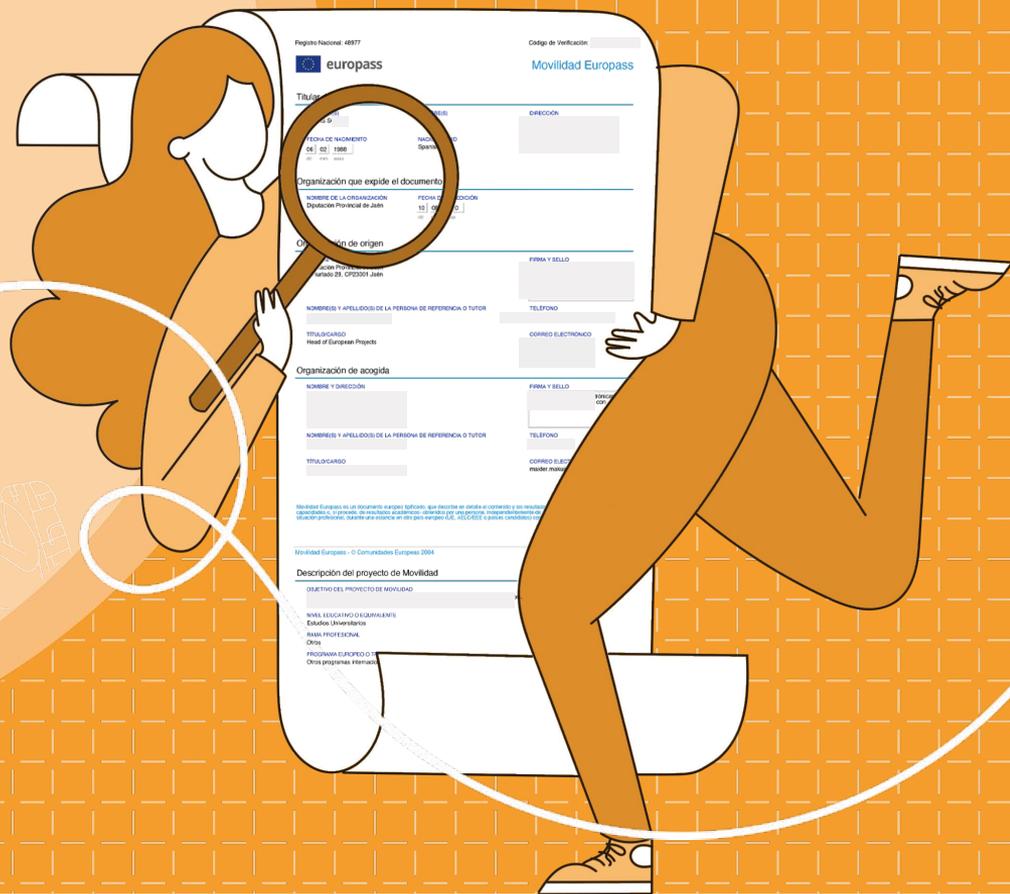


# HOW TO PROCESS THE EUROPASS MOBILITY DOCUMENT

## HOST INSTITUTIONS (European partners)



GOBIERNO  
DE ESPAÑA

MINISTERIO  
DE UNIVERSIDADES



SERVICIO ESPAÑOL PARA LA  
INTERNACIONALIZACIÓN DE LA EDUCACIÓN



europass



The **Europass Mobility Document (EMD)** is an official, nominative and personalised document obtained free of charge and widely recognized throughout Europe.

Unlike other Europass documents, the EMD cannot be processed by the holder him/herself, but by the partner organizations in the mobility project: the sending institution (the Spanish one), the host institution (European partners) and the validating body (the Spanish National Agency, SEPIE, and the regional validators from the Autonomous Communities).

It should be borne in mind that **each European country has its own procedure for processing EMDs for its own citizens** and that **these procedures differ from one another**.

In Spain, the processing of EMDs is carried out entirely through a nationally owned web application called: "[Europass Mobility](#)":

The procedure to be followed by the host organisations to validate the EMD of participants from Spain who have carried out an Erasmus+ mobility project within your organisation is indicated below:

At the end of the mobility, it is likely that the Spanish sending institution will inform you, by phone or email, that they will send the EMDs to be validated by you.

Our application, Europass Mobility, will automatically send the email shown in the right image.

It is necessary to check your SPAM (junk mail) box as the email is sent from a foreign email server.

**Sender:** [eadministracion@mecc.es](mailto:eadministracion@mecc.es)

**Subject:**  
Europass Mobility Validation code



Select the link for the language of your choice: English, French or Spanish. All three links lead to the validation of the same document regardless of which one is chosen.

Once inside the EMD, most of the cells are shaded and are NOT editable. The sections that can be edited, by the host organisations, are the ones referring to the **activities carried out** by the participants and the **competences acquired** during the time spent in your organisation (**sections 5a and 5b**).

It has to be checked that the information given in the document corresponds to what the participant actually did during his/her mobility.

If deemed appropriate, additional information may be added or modified in these sections.

At any time, it is possible to view a draft of the document to see what its final format will look like.

After reviewing sections 5a and 5b, tick the box to confirm the content of the document and click on the "Validate" button.

Once validated, the EMD of the Spanish participants will be finalised and the document will be automatically forwarded to the Spanish sending institution for further processing. **Thank you very much!**

#### **VERY IMPORTANT:**

Host institutions **DO NOT have to register in the Spanish web application** and **will only be able to validate their part once the participants' mobility has been completed.**

More information:  
[europass@sepie.es](mailto:europass@sepie.es)

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Da un paso más!

Menú principal

### Europass Mobility

#### Host Partner

#### Validate mobility document

Remember that you should review and complete the information under sections 5a and/or 5b. Please note: use preferably plain text; if you intend to copy the text from another document, in Paste options choose "Keep Text only", so that the appearance of special characters will be avoided.

Check this box if you agree, and then click on the validation button

Show draft in Spanish

Show draft in English

Validate

5.A DESCRIPTION OF SKILLS AND COMPETENCE ACQUIRED DURING THE EUROPASS MOBILITY EXPERIENCE

(29a) \* Activities/tasks carried out

The students showed their research presentation on important personalities of their country. They played the role (Teacher for a day) during which each partner country students taught the rest of a participants a lesson of a famous personality

(30a) \* Job-related skills and competences acquired

Improvement of the English Skills during the meeting in Speaking, writing, listening and reading

(31a) Language skills and competences acquired (if not included under Job-related skills and competences)

At the end of the project meeting the participant showed an improved command of English

(32) Computer skills and competences acquired (if not included under Job-related skills and competences)

Command of digital skills in using Microsoft Office, the internet, editing films, using and assistance of the students in the use of various IT tools - Genial.ly

(33a) Organisational skills and competences acquired (if not included under Job-related skills and competences)

Supervising of student teams during the workshops and participation to supervising during the visits and activities out of the school.

Social skills and competences acquired (if not included under Job-related skills and competences)

Development of communication skills in English which could be seen gradually during daily exchanges with the other partners, both in speaking and writing

(35a) Other skills and competences acquired

Increased knowledge of the host school and the other partner schools; educational trips

\* Skills and competences acquired / Date: (dd/mm/yyyy)

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