

KAIP PILDYTI „EUROPASS“ MOBILUMO DOKUMENTUS „BENEFICIARY MODULE“ SISTEMOJE?

👉 **Vaizdo įrašas:** <https://bitly.cx/a6Tlh>

Turinys

- 1 Apie „Europass“ mobilumo dokumentus
- 2 „Europass“ mobilumo dokumentų tipai
- 3 Sąvokos
- 4 Dokumento parengimo procesas
- 5 Dokumento rengimo BM sistemoje žingsniai
- 6 Dokumentų pildymo gairės



1 Apie „Europass“ mobilumo dokumentus

Nuo 2024 m. kvietimo teikti paraiškas

Oficialiai rekomenduojama

SENASIS

„Europass“ mobilumo dokumentas – po mobilumo išduotas oficialus mobilumo pažymėjimas

[Pildomas „Europass“ mobilumo sistemoje](#)

NAUJIEJI

„Europass“ mobilumo dokumentai – visame mobilumo veiklų cikle:

1. prieš mobilumą („Pre-mobility“ dokumentas) – mokymosi sutartis / mokymosi programa ir
2. po mobilumo („Post-mobility“ dokumentas) – mobilumo pažymėjimas

[Pildomi „Beneficiary Module“ sistemoje](#)

2

„Europass“ mobilumo dokumentų tipai



1 „Pre-mobility“ dokumentas (prieš mobilumą)

MOKYMOSI SUTARTIS

„Learning agreement“

Europass Mobility
[Europass Mobility Number] Learning Agreement



INDIVIDUALUS MOBILUMAS



2 „Post-mobility“ dokumentas (po mobilumo)

MOBILUMO PAŽYMĖJIMAS

„Europass Mobility certificate“

Europass Mobility
[Europass Mobility Number] Europass Mobility

„Accompanying person certificate“

Europass Mobility
[Europass Mobility Number] Accompanying Person Certificate

„Learning programme for group mobility“

Europass Mobility
[Europass Mobility Number] Group Learning Programme

GRUPINIS MOBILUMAS



3 Sąvokos

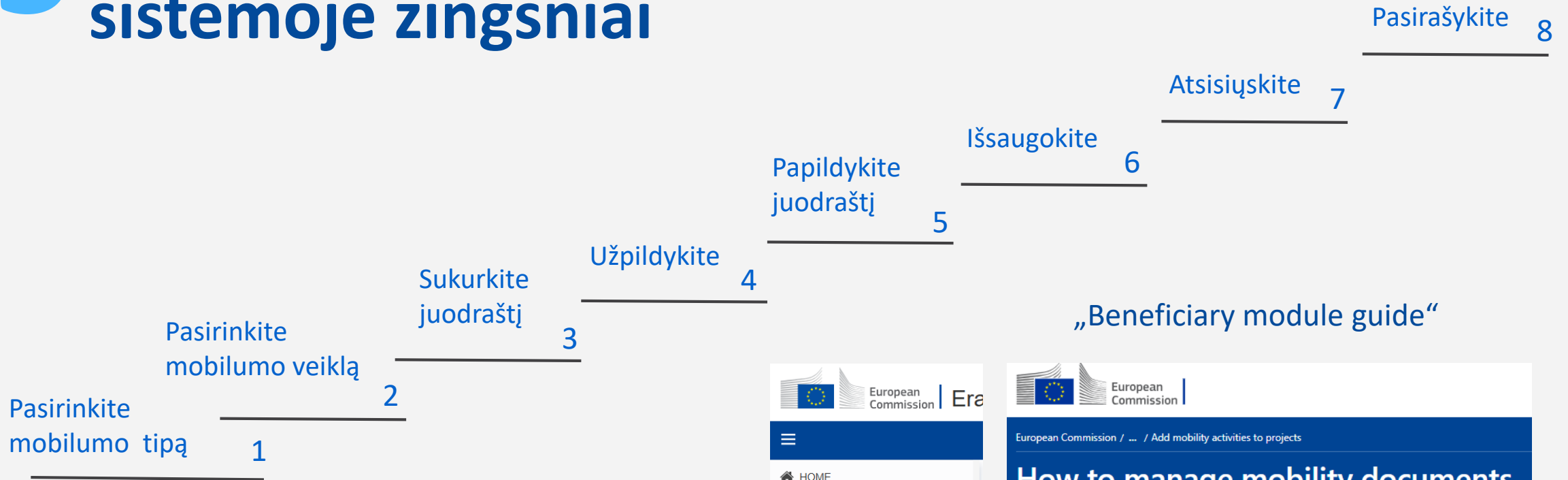
Mobilumo tipas	„Europass“ dokumento pavadinimas lietuviškai	„Europass“ dokumento pavadinimas BM sistemoje	„Europass“ dokumento pavadinimas spausdintoje dokumento versijoje	„Europass“ dokumento tipas
Individualus mobilumas („Individual mobility activity“)	„Europass“ mobilumo mokymosi sutartis	„Learning agreement“	Europass Mobility [Europass Mobility Number] Learning Agreement	„Pre-mobility“ dokumentas
	„Europass“ mobilumo pažymėjimas	„Europass Mobility certificate“	Europass Mobility [Europass Mobility Number] Europass Mobility	„Post-mobility“ dokumentas
	„Europass“ lydinčiojo asmens mobilumo pažymėjimas	„Accompanying person certificate“	Europass Mobility [Europass Mobility Number] Accompanying Person Certificate	
Grupinis mobilumas („Group mobility activity“)	„Europass“ mobilumo mokymosi programa grupinei veiklai	„Learning programme for group mobility“	Europass Mobility [Europass Mobility Number] Group Learning Programme	„Pre-mobility“ dokumentas

4 Dokumento parengimo procesas

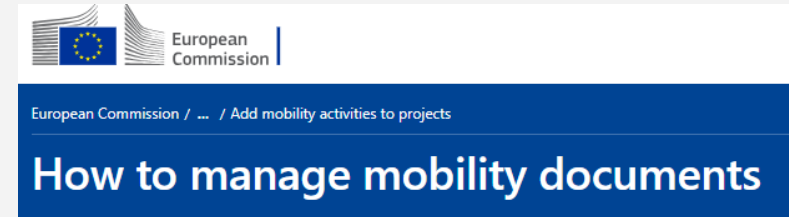
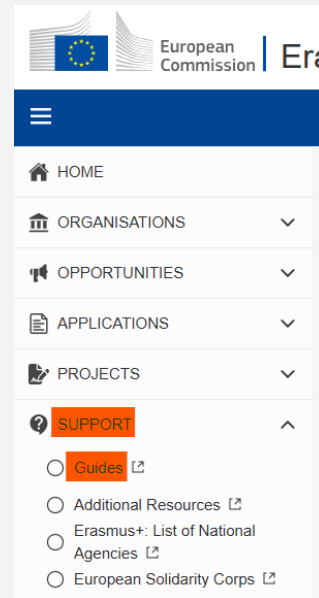


📄 Dokumentas dažniausiai pildomas anglų kalba, dokumento forma parengta taip pat anglų kalba.

5 Dokumento rengimo BM sistemoje žingsniai



„Beneficiary module guide“



Spausti

1 žingsnis

Project Activities and Budget Details

Grant Agreement No. : 2024-1-BG01-KA121-SCH-000019076

Awarded/Reported Budget : 17 000 € / 37 084 €

Project ongoing
Deadline: 30 oct. 2025
401 days left!

Project list

Project Acronym : EAC IT TRAINING -
NA : BG01 - Human Resource Development Centre (HRDC) Organisation OID : E10000191 - Organisation name : Test-org.BG.02

Content menu

- Details
- Participating organisations
- Associated persons
- Preparatory visits
- Mobility Activities**
- Fewer Opportunities
- Budget
- Reports
- Import-export

Mobility activities

By using the Revalidate mobilities button all rules on the mobility activities will be reinitiated.

Erasmus+ provides various tools and opportunities to find partners for your mobility activities

European School Education Platform (ESEP) offers an online partner-finding tool for VET and school education organisations. You can register your organisation on the platform in order to post partner-finding announcements and search through announcements made by other organisations. For more details click here

Training and Cooperation Activities are regularly organised by Erasmus+ National Agencies. They include contact seminars, online events and other partner-finding opportunities for Erasmus+ applicants and beneficiaries. You can look for available Training and Cooperation Activities here

The Erasmus+ Project Results Platform allows you to search for all accredited organisations and approved projects. For more details click here

List of mobility activities (12)

Participant reports submission rate : 0 %

Revalidation Create

Search Bulk Actions More Filters

Mobility activity ID	Draft Mobility activity	Activity type	Participant's first name	Participant's last name	Participant's email	Sending country	Start date	End date	Participant with fewer opportunities	Total mobility activity grant	Report Status	[reload]
19076-MOB-0001	COMPLETE	Long-term learning mobility of pupils	Eric	Name	eric@email.com	Bulgaria	01-07-2024	31-08-2024	No	2 609.00 €		
19076-MOB-0010	DRAFT	Long-term learning mobility of pupils	Melanie	Name	melanie@email.com	Bulgaria	01-07-2024	31-08-2024	No	2 075.00 €		

Pasirinkite „Mobility Activities“ ir atidarykite atitinkamo tipo veiklos skirtuką

Dokumentą galima kurti tik tada, kai jau yra sukurta mobilumo veikla.

2 žingsnis

Individual mobility activities | Group mobility activities | Targets | Participant reports | Documents

Mobility activities

i By using the Revalidate mobilities button all rules on the mobility activities will be reinitiated. **?**

Erasmus+ provides various tools and opportunities to find partners for your mobility activities

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List of mobility activities (12) Revalidation + Create

Participant reports submission rate : 0 %

Search... Search Bulk Actions More Filters

Mobility activity ID	Draft Mobility activity	Activity type	Participant's first name	Participant's last name	Participant's email	Sending country	Start date	End date	Participant with fewer opportunities	Total mobility activity grant	Report Status	[reload]
19076-MOB-0001	COMPLETE	Long-term learning mobility of pupils	Eric	Name	eric@email.com	Bulgaria	01-07-2024	31-08-2024	No	2 609,00 €		   
19076-MOB-0010	DRAFT	Long-term learning mobility of pupils	Melanie	Name	melanie@email.com	Bulgaria	01-07-2024	31-08-2024	No	2 075,00 €		   

Pasirinkite mobilumo veiklą ir spauskite redagavimo mygtuką  .

3 žingsnis (1)

Individual mobility activities | Group mobility activities | Targets | Participant reports | Documents

Participant : Eric Name | Total mobility activity grant : 2 609,00 € **COMPLETE**

+ Create Draft Document

MOBILITY ACTIVITY

Mobility activity ID * | Unique Erasmus+ Mobility ID | Activity type *

19076-MOB-0001 | 2024-LONGT-0001-KA121-SCH-000019076 | Long-term learning mobility of pupils

Participant Accompanying Person

Blended mobility activity

Dokumento juodraščiui sukurti spauskite „**Create Draft Document**“.

☞ Dokumentas gali būti kuriamas nepriklausomai nuo mobilumo veiklos būsenos – juodraštis („Draft“) ar užbaigta („Complete“).

3 žingsnis (2)

Iššokančiame lange pasirinkite dokumento šabloną.

Galimi dokumentų šablonai pagal mobilumo tipus:

Mobilumo tipas	„Europass“ mobilumo dokumento pavadinimas BM sistemoje
Individualus mobilumas	„Learning agreement“
	„Europass Mobility certificate“
	„Accompanying person certificate“
Grupinis mobilumas	„Learning programme for group mobility“



3 žingsnis (3)


Two side-by-side screenshots of the "Create Draft Document" form. The left screenshot shows the form with empty fields for "Document type" and "Document title". An orange arrow points from the "Document type" field in the left screenshot to the right screenshot. The right screenshot shows the "Document type" field filled with "Learning agreement" and the "Document title" field filled with "Learning agreement_19076-MOB-0001". The "Create Draft" button in the right screenshot is highlighted with an orange border and a mouse cursor, indicating it is now active.

Kai užpildysite visus privalomus laukelius, „**Create Draft**“ taps aktyvus, jį paspaudę sukursite dokumento juodraštį.

4 žingsnis

Atidaromas
„Document Editor“
langas.

Dokumentą galite pildyti
iškart arba vėliau –
dokumento juodraštis
(„DRAFT“) bus matomas
skirtuke „Documents“.


 Document Editor Logout EN

History - Learning Agreement created 09/10/2024 08:26:41

Erasmus+ Learning Agreement Created on 09/10/2024 08:26:41 by John Doe
Modified on 09/10/2024 08:26:41 by John Doe

Eric Name

Erasmus+ Long-term learning mobility of pupils 2024-07-01 - 2024-08-31

Under 'Status at the sending organisations', please specify the education or training programme that the participant has been enrolled in at the sending organisation when departing for their mobility activity. If relevant, include their school year / grade, expected qualification after graduation and the corresponding level in the European Qualifications Framework and the National Qualifications Framework. More information about EQF is available [here](#) 

For participants who are not formally enrolled in a learning programme, please indicate their general status or give a short description of their link to the sending organisation (e.g. recent VET graduate, learner in adult education, volunteer, etc.)

Under 'Host email / phone', please provide contact information which is not protected under data privacy rules. For example, this can be the host organisation's official email for public contacts. After the mobility activity is completed, this contact information will be included in the certificate and can be used by employers or others seeking to verify the information in the document.

Status at the sending organisation (Applicant 1 - Erasmus & Legal) *

Please provide input... 500

HOST ORGANISATION(S)	HOST COUNTRY AND CITY	HOST EMAIL AND PHONE *
Test-org DK.01	Denmark - Copenhagen	Please provide input... 200
FIELD	MODE	

Mobilumo dokumentų sąrašas

Individual mobility activities	Group mobility activities	Targets	Participant reports	Documents					
Documents									
List of Mobility Documents (4)									
<input type="text" value="Search..."/> <input type="button" value="Search"/> <input type="button" value="Bulk Actions"/> <input type="button" value="More Filters"/>									
Document title	Mobility activity ID	Activity type	Participant's First Name	Participant's Last Name	Receiving country	Start date	End date	Document status	[reload]
Learning agreement_19076-MOB-0001	19076-MOB-0001	Long-term learning mobility of pupils	Eric	Name	Denmark	01-07-2024	31-08-2024	FULLY_ENCODED	Actions
Accompanying person certificate_19076-MOB-0012	19076-MOB-0012	Long-term learning mobility of pupils	Stefan	Name	Romania	04-06-2024	31-07-2024	DRAFT	Actions
Learning programme for group mobility_19076-MOBGRP-00001	19076-MOBGRP-00001	Group mobility of school pupils			Romania	02-06-2024	24-06-2024	DRAFT	Actions
Learning programme for group mobility_19076-MOBGRP-08182	19076-MOBGRP-08182	Group mobility of school pupils			Romania	01-09-2024	30-09-2024	DRAFT	Actions
					Items per page 30 1 - 4 of 4 << < > >>				

Dokumentų sąrašas pateikiamas skirtuke „Documents“, esančiame skiltyje „Mobility Activities“.

Galimi veiksmai

Documents

List of Mobility Documents (5)

Search... Search Bulk Actions More Filters

Document title	Mobility activity ID	Activity type	Participant's First Name	Participant's Last Name	Receiving country	Start date	End date	Document status	[reload]
Learning agreement_19076-MOB-0001	19076-MOB-0001	Long-term learning mobility of pupils	Eric	Name	Denmark	01-07-2024	31-08-2024	DRAFT	
Learning programme for group mobility_19076-MOBGRP-00001	19076-MOBGRP-00001	Group mobility of school pupils			Romania	02-06-2024	24-06-2024	DRAFT	
Learning agreement_19076-	19076-MOB-0001	Long-term learning mobility of			Denmark	01-07-2024	31-08-2024	FULLY_ENCODED	

Actions menu (highlighted):

- Actions
- Delete
- View
- Edit
- Generate PDF
- Generate Word

Paspaudef „Actions“ prie dokumento su būseną „DRAFT“, galėsite:

peržiūrėti („View“),
redaguoti („Edit“) arba
ištrinti („Delete“).

Galimi veiksmai

List of Mobility Documents (5)

Search... Search Bulk Actions More Filters

Document title	Mobility activity ID	Activity type	Participant's First Name	Participant's Last Name	Receiving country	Start date	End date	Document status	[reload]
Learning agreement_19076-MOB-0001	19076-MOB-0001	Long-term learning mobility of pupils	Eric	Name	Denmark	01-07-2024	31-08-2024	FULLY_ENCODED	Actions
Accompanying person certificate_19076-MOB-0012	19076-MOB-0012	Long-term learning mobility of pupils	Stefan	Name	Romania	04-06-2024	31-07-2024	FULLY_ENCODED	Delete
EuropassMobilitycertificate19076M OB0001	19076-MOB-0001	Long-term learning mobility of pupils	Eric	Name	Denmark	01-07-2024	31-08-2024	DRAFT	View
									Edit
									Generate PDF
									Generate Word

Paspaude „**Actions**“ prie dokumento su būseną „**FULLY ENCODED**“, galėsite:

peržiūrėti („View“),

redaguoti („Edit“),

ištrinti („Delete“),

sugeneruoti PDF („Generate PDF“) ar Word („Generate Word“) formatu

ir atsisiųsti.

5 žingsnis (1)

Project Activities and Budget Details Project list

Individual mobility activities | Group mobility activities | Targets | Participant reports | **Documents**

Content menu

Documents

List of Mobility Documents (5)

Search... Search Bulk Actions More Filters

Document title	Mobility activity ID	Activity type	Participant's First Name	Participant's Last Name	Receiving country	Start date	End date	Document status	[reload]
Learning agreement_19076-MOB-0001	19076-MOB-0001	Long-term learning mobility of pupils	Eric	Name	Denmark	01-07-2024	31-08-2024	DRAFT	Actions
Learning programme for group mobility_19076-MOBGRP-00001	19076-MOBGRP-00001	Group mobility of school pupils			Romania	02-06-2024	24-06-2024	DRAFT	Delete
Learning agreement_19076-MOB-0001	19076-MOB-0001	Long-term learning mobility of pupils			Denmark	01-07-2024	31-08-2024	FULLY_ENCODED	View
									Edit
									Generate PDF
									Generate Word

Norėdami pildyti dokumentą, atverkite jį skirtuke „Documents“ per „Actions“ pasirinkę „Edit“.

5 žingsnis (2)

Užpildykite „Europass“ mobilumo dokumentą „Document Editor“ lange.

Privalomi laukeliai pažymėti žvaigždute (*), kai kurie laukeliai užpildyti automatiškai ir neredaguojami.

Pildant „Europass“ mobilumo dokumentą rekomenduojama naudotis „Europass“ mobilumo dokumentų pildymo gairėmis.

Document Editor

History - Learning Agreement created 09/10/2024 08:26:41

Erasmus+ Learning Agreement Created on 09/10/2024 08:26:41 by John Doe Modified on 09/10/2024 08:26:41 by John Doe

Eric Name

Erasmus+ Long-term learning mobility of pupils 2024-07-01 - 2024-08-31

Under 'Status at the sending organisations', please specify the education or training programme that the participant has been enrolled in at the sending organisation when departing for their mobility activity. If relevant, include their school year / grade, expected qualification after graduation and the corresponding level in the European Qualifications Framework and the National Qualifications Framework. More information about EQF is available [here](#) (2)

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Under 'Host email / phone', please provide contact information which is not protected under data privacy rules. For example, this can be the host organisation's official email for public contacts. After the mobility activity is completed, this contact information will be included in the certificate and can be used by employers or others seeking to verify the information in the document.

Status at the sending organisation (Applicant 1 - Erasmus & Legal) *

Please provide input...

HOST ORGANISATION(S) HOST COUNTRY AND CITY HOST EMAIL AND PHONE *

Test.org DK 01 Denmark - Copenhagen Please provide input...

FIELD MODE

CULTURAL AWARENESS AND EXPRESSION COMPETENCE

Please provide input...

EUROPEAN SKILLS, COMPETENCES, AND OCCUPATIONS (ESCO)

OTHER COMPETENCE FRAMEWORK.

Record of completed courses

Activities and tasks

Please add a clear, concrete and concise description for each of the participant's activities or tasks performed during the mobility activity

ACTIVITY / TASK * action

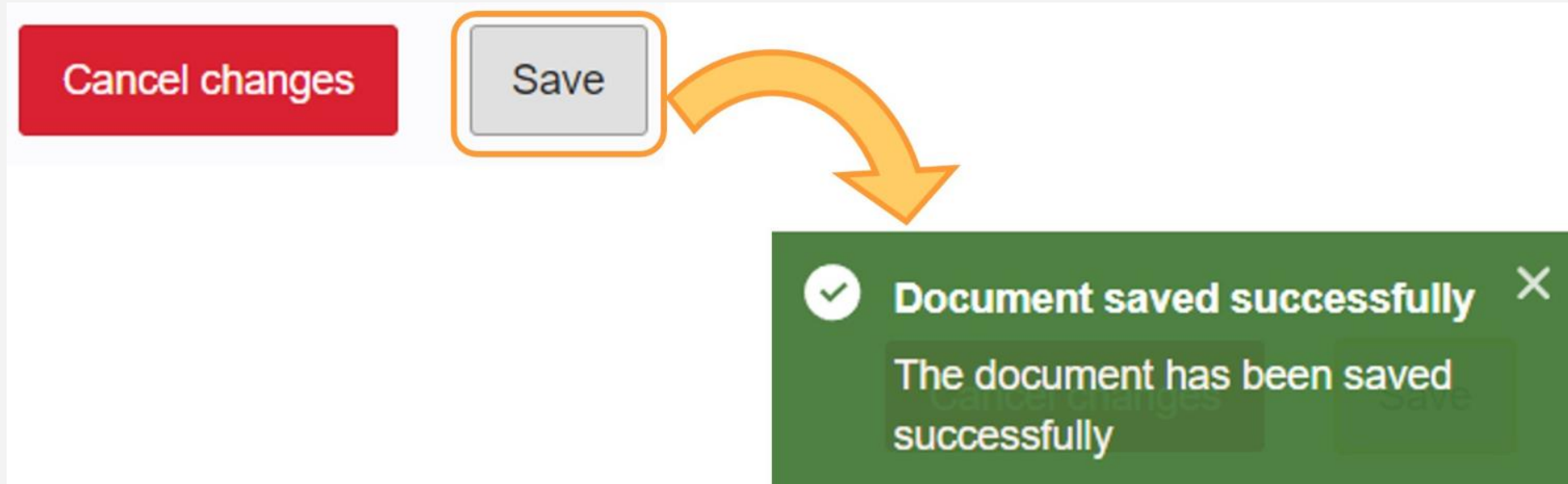
Please provide input...

+ Add Activity/Task

Mentoring and monitoring arrangements

Please list the mentoring and monitoring activities that will be used to support the participant and track their learning progress. For example: scheduled dialogues/dialogues with their mentors, periodical reviews of the learning outcomes and completed tasks, consultations between the mentors at the hosting and sending organisation, consultations with parents or the host family etc.

6 žingsnis

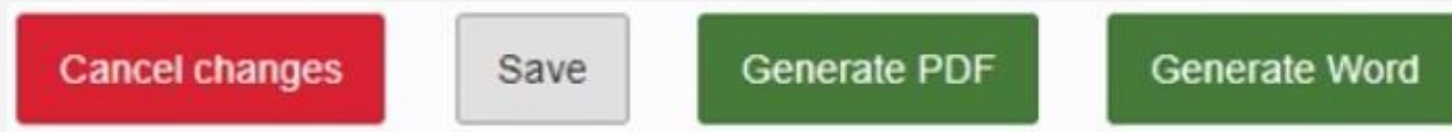


Užpildę reikiamus laukelius arba atlikę pakeitimus, spauskite „**Save**“.

Dokumentas bus išsaugotas kaip juodraštis („DRAFT“), kol nebus užpildyti visi privalomi laukeliai.

Jei norite atšaukti pakeitimus, spauskite „**Cancel changes**“.

7 žingsnis



Kai užpildysite ir išsaugosite visus privalomus laukelius, dokumento būseną pasikeis į „**FULLY ENCODED**“.

Spauskite „**Generate PDF**“ arba „**Generate Word**“ dokumento apačioje arba skirtuke „Documents“.

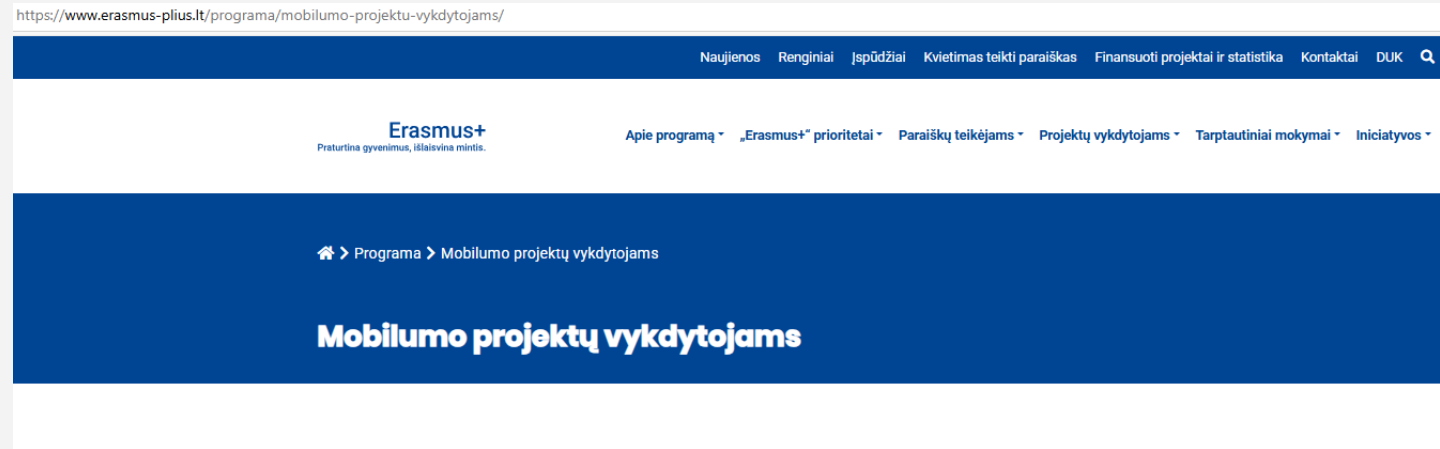
Atsisiųskite ir išsaugokite dokumentą savo kompiuteryje.


8 žingsnis

Pasirašymas

„Europass“ dokumento tipas	„Europass“ dokumento pavadinimas BM sistemoje	Pasirašo atsakingas asmuo („Responsible person“)		
		Siunčiančioji organizacija („Sending organisation“)	Priimančioji organizacija („Host organisation“)	Dalyvis („Participant“)
„Pre-mobility“ dokumentas	„Learning agreement“	✓	✓	✓
	„Learning programme for group mobility“	✓	✓	
„Post-mobility“ dokumentas	„Europass Mobility certificate“	REKOMENDUOJAMA pasirašyti abiem organizacijoms ✓		
	„Accompanying person certificate“	✓	✓	

6 Dokumentų pildymo gairės



Spausti 

Dokumentai dotacijų gavėjams

„Europass“ mobilumo dokumentas
Gairės naudotojams

Europass Mobility
User guidance

Ačiū!

