

Quality Checklist  
**Study visits**  
 Component 1 Professional Development of Staff  
 EDUCATION PROGRAMME

Application number:
Name of the Applicant:
Project title:

### I. Quality assessment of the application

**Notes on the scoring:** Each criterion will be assessed according to the provided detailed scale. An application can be awarded a maximum of **110 points** - 100 points for quality assessment and additional 10 points for the bonus criterion. Applications that will be awarded at least **60 points** (60%) under quality assessment meet quality requirements and will be recommended for the award of funding.

**Detailed scoring on a scale 0-10**

**10-8 points** - the application refers to the topic under assessment to a very high degree

**7-4 points** the application refers to the topic under assessment to a high degree

**3-1 points** the application refers to the topic under assessment to a sufficient degree

**0 points** the application does not refer to the topic under assessment

**Detailed scoring on a scale 0-5**

**5 points** - the application refers to the topic under assessment to a very high degree

**4-3 points** - the application refers to the topic under assessment to a high degree

**2-1 points** - the application refers to the topic under assessment to a sufficient degree

**0 points** - the application does not refer to the topic under assessment

SCOPE OF ASSESSMENT	Points	
<b>1. The purpose of the study visit and justification for its organisation (0-30 points)</b>	<b>/30</b>	
<i>Assessed elements:</i>		
1.1 The purpose of the visit is consistent with the objectives of the Education Programme.		<b>/5</b>
1.2 The purpose of the visit is clearly described and realistic.		<b>/5</b>
1.3 The project complies with the principle of equal opportunities and non-discrimination, including its accessibility for people with disabilities and the principle of equality between women and men.		<b>/5</b>
1.4 The project covers priority areas of the Education Programme.		<b>/5</b>
1.5 The justification for the selection of the thematic area of the study visit is included in the application form.		<b>/5</b>
1.6 The need to carry out the visit is justified from the point of view of Applicant's organisation and other entities.		<b>/5</b>
<b>NOTE</b> - a project which is not consistent with the objectives of the Education Programme(1.1) or does not comply with the principle of equal opportunities and non-discrimination, including its accessibility for people with disabilities and the principle of equality between men and women (1.3) is rejected at this stage of quality assessment -- it receives 0 points and is not subject to further assessment.		

<b>Comments:</b>		
<b>2. Schedule of activities to be carried out during the visit (0-25 points)</b> <i>Assessed elements:</i>		
2.1 The Applicant provided a detailed and realistic schedule for the site visit.	<b>/5</b>	<b>/25</b>
2.2 The schedule takes into account the commitment on the part of persons from the host institution.	<b>/5</b>	
2.3 The planned activities are in line with the assumptions for the visit and objectives of the Education Programme.	<b>/5</b>	
2.4 The duration of the visit is justified and adequate for planned activities and outcomes.	<b>/5</b>	
2.5 Information on the schedule of the visit is consistent with the description of the trip presented in the application.	<b>/5</b>	
<b>Comments:</b>		
<b>3. Assessment of the selection of institutions and competences of participants (0-15 points)</b> <i>Assessed elements:</i>		
3.1 The profiles of the host and sending institution are adequate for the purpose of the visit and planned cooperation..	<b>/5</b>	<b>/15</b>
3.2 The connection between the visit and the scope of duties and tasks performed by an individual participant at home institution is clearly presented. Individual participants have professional competences allowing for the achievement of the objective of the planned visit.	<b>/5</b>	
3.3 Host institution confirms its willingness to host participants.	<b>/5</b>	
<b>Comments:</b>		
<b>4. Impact of the visit on future activities of the applying institution (0-20 points)</b> <i>Assessed elements:</i>		
4.1 Impact of the visit on future activities of the applying institution are described, e.g. innovation implementation plan, initial scope of the joint project.	<b>/10</b>	<b>/20</b>
4.2 Promotion and dissemination/evaluation activities are planned in a way ensuring optimum use of visit's outcomes.	<b>/10</b>	
<b>Comments:</b>		

<b>5. Risk management (0-10 points)</b>		<b>/10</b>
<i>Assessed elements:</i>		
5.1 Methods of responding to challenges that can be faced during project implementation are described. Potential threats/ difficulties and appropriate remedial measures are defined.	<b>/10</b>	
<b>Comments:</b>		
<b>Final QUALITY ASSESSMENT (0-100 points)</b>		<b>/100</b>
<b>6. Bonus criteria (0-10 points)</b>		<b>/10</b>
<i>Assessed elements:</i>		
6.1 The application describes and justifies the inclusion of the " <b>child welfare education</b> " thematic area in the scope of the visit.	<b>/10</b>	
<b>Comments:</b>		
<b>TOTAL POINTS (0-110 points)</b>		<b>/110</b>
<b>Recommendations concerning financial part: changing the number of participants, days of the visit</b>		
<b>Summary</b> (to be sent to the Applicant):		

## II. Budget and schedule of the visit

Date of departure:		Date of return:	
Number of participants:		Number of travel days:	
First working day of the visit:	Last working day of the visit:	Number of working days:	

Budget category		Amount requested (EUR)	Amount recommended by the Operator (EUR)
1	<b>Travel costs</b>	[as in the application]	
2	<b>Subsistence costs</b>	[as in the application]	
3	<b>Organisational support - sending institution</b>	[as in the application]	
4	<b>Organisational support - host institution</b>	[as in the application]	
5	<b>Linguistic preparation</b>	[as in the application]	
6	<b>Additional costs relating to special needs</b>	[as in the application]	
Total amount requested:		[Total as in the application]	[Total]
Comments:			

## DECLARATION

Having been warned about criminal liability under Article 271 and 272 of Polish Penal Code, I hereby declare that:

- 1) I am not the Applicant and I have not prepared project documentation;
- 2) I have not been and I am not married to; I am not relative by blood or affinity in a straight line relationship, kinships or affinities in collateral line up to the second degree, and I am not bound on account of adoption, care or the supervision to the Applicant/partner(s), its legal representative or members of management or supervisory bodies of the Applicant/partner(s);
- 3) Within 3 years prior to the date of the publication of the Call for Proposals, I was not in employment relationship and I did not conclude any contracts of mandate with the Applicant; I was not a member of management or supervisory bodies of the Applicant's institution;
- 4) I remain in no legal or actual relationship with the Applicant that may present justified doubts as for my impartiality;
- 5) I undertake to maintain the confidentiality of information and documents revealed to me or created by me or prepared by me in the process of project assessment or as its result. I hereby agree that such information should only be used for the purpose of the assessment and should not be disclosed to any third party.

**Should any such relationship be discovered, I undertake to inform about such fact in the form of a written request to exclude me from the formal assessment procedure without any delay.**

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Date

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*Signature of the assessor*