

Quality Checklist
Preparatory visits

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 **50 points**. Applications that will be awarded at least **30 points** (60%) under quality assessment meet quality requirements and will be recommended for the award of funding.

SCOPE OF ASSESSMENT	Points
<p>1. The purpose of the study visit and justification for its organization (0-15 points)</p> <p><i>Assessed elements:</i></p> <p><i>The purpose of the visit is clearly described and realistic and is consistent with the objectives of the Education Programme.</i></p> <p><i>The need to carry out the visit is justified from the point of view of Applicant's organisation and other entities.</i></p> <p><i>The applicant described estimated scope of the joint project</i></p> <p>15-11 points - the application refers to the topic under assessment to a very high degree 10-6 points the application refers to the topic under assessment to a high degree 5-1 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</p>	/15
<p>2. Schedule of activities to be carried out during the visit (0-20 points)</p> <p><i>Assessed elements:</i></p> <p><i>The Applicant provided a detailed and realistic schedule for the site visit.</i></p> <p><i>The schedule takes into account the commitment on the part of persons from the host institution</i></p> <p><i>The planned activities are in line with the assumptions for the visit.</i></p> <p>20-16 points - the application refers to the topic under assessment to a very high degree 15-11 points the application refers to the topic under assessment to a high degree 10-1 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</p>	/20
<p>3. Assessment of the selection of Host Institution and competences of participants (0-15 points)</p> <p><i>Assessed elements:</i></p> <p>The profiles of the host institution is adequate for the purpose of the visit and planned cooperation.</p>	/15

<p><i>15-11 points - the application refers to the topic under assessment to a very high degree</i> <i>10-6 points the application refers to the topic under assessment to a high degree</i> <i>5-1 points the application refers to the topic under assessment to a sufficient degree</i> <i>0 points the application does not refer to the topic under assessment</i></p>	
<p>TOTAL POINTS</p>	<p>/50</p>
<p>Summary (to be sent to the Applicant):</p>	

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	Travel costs	[as in the application]	
2	Subsistence costs	[as in the application]	
3	Organisational support - sending institution	[as in the application]	
4	Organisational support - host institution	[as in the application]	
6	Additional costs relating to special needs	[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.

Date

Signature of the assessor