

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	
1. The purpose of the study visit and justification for its organisation (0-30 points) <i>Assessed elements:</i>	/30	
1.1 The purpose of the visit is consistent with the objectives of the Education Programme.		/5
1.2 The purpose of the visit is clearly described and realistic.		/5
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.		/5
1.4 The project covers priority areas of the Education Programme.		/5
1.5 The justification for the selection of the thematic area of the study visit is included in the application form.		/5
1.6 The need to carry out the visit is justified from the point of view of Applicant's organisation and other entities.		/5
NOTE - 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		

<i>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.</i>		
Comments:		
2. Schedule of activities to be carried out during the visit (0-25 points) <i>Assessed elements:</i>		
2.1 The Applicant provided a detailed and realistic schedule for the site visit.	/5	/25
2.2 The schedule takes into account the commitment on the part of persons from the host institution.	/5	
2.3 The planned activities are in line with the assumptions for the visit and objectives of the Education Programme.	/5	
2.4 The duration of the visit is justified and adequate for planned activities and outcomes.	/5	
2.5 Information on the schedule of the visit is consistent with the description of the trip presented in the application.	/5	
Comments:		
3. Assessment of the selection of institutions and competences of participants (0-15 points) <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.	/5	/15
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.	/5	
3.3 Host institution confirms its willingness to host participants.	/5	
Comments:		
4. Impact of the visit on future activities of the applying institution (0-20 points) <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.	/10	/20
4.2 Promotion and dissemination/evaluation activities are planned in a way ensuring optimum use of visit's outcomes.	/10	

Comments:		
5. Risk management (0-10 points)		
<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.	/10	/10
Comments:		
Final QUALITY ASSESSMENT (0-100 points)		/100
6. Bonus criteria (0-10 points)		
<i>Assessed elements:</i>		
6.1 The application describes and justifies the inclusion of the " child welfare education " thematic area in the scope of the visit.	/10	/10
Comments:		
TOTAL POINTS (0-110 points)		/110
Recommendations concerning financial part: changing the number of participants, days of the visit		

Summary (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	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]	
5	Linguistic preparation	[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 OF IMPARTIALITY AND CONFIDENTIALITY

Informed about penal responsibility deriving from articles 271 and 272 of Penal code I hereby declare that:

1) there are no circumstances, referred to in article 24, para. 1 and 2 of Administration Procedure Code (O.J. 2020, pos. 256), which may cause my exclusion from the appraisal of this application and there are no circumstances which may undermine my impartiality with regard to the institution that submitted application that is subject to this assessment, in particular:

- I am not an applicant/ partner, I have not prepared application or I have not been involved in the project preparation at any stage;
- I am not related with applicant/ partner/ partners, its/ their legal substitutes, members of its/ their managing or supervising bodies by marriage or affinity till the second degree or I am not related with it/them by adoption, guardianship or care;
- I am not or I have not been a representative of the applicant/ partner/ partners or I am not related with a representative of an applicant/ partner/ partners by marriage or affinity till the second degree or I am not related with it/them by adoption, guardianship or care;
- I am not a subject of professional investigation, disciplinary or criminal procedure relating to this application;
- I am not related with applicant/ partner/ partners by professional subordination;

2) I hereby oblige myself to keep confidential any and all information or documents which I may be disclosed or receive or prepare in the course or as a result of the assessment. I agree that this Information should be used exclusively for the purposes of the assessment and not to disclose it to third parties.

If any of circumstances, referred to under point 1), appear, I oblige myself to inform the Programme Operator immediately.

Date

Signature of the expert