



Name of evaluator: \_\_\_\_\_

**COMENIUS IN-SERVICE TRAINING  
COMMON EUROPEAN QUALITY ASSESSMENT FORM  
2013**

**IST reference N°**

**Name of the applicant:**

**The IST activity applied for:**

- Structured training course**
- Job-shadowing / work placement**
- European conference or seminar**

**Note on the points system:** The ratings of the application against the quality criteria result in a total number of points out of a maximum of 100. National Agencies may add **15** points for national criteria.

Each main criterion is given a total maximum number of points.

Please note that applications scoring less than 60 points (out of 100; points for national priorities are not included) in the quality assessment should not be selected for funding.

**Section 3 of the Application Form: Description of the proposed training activity**

		Points	Max.
	<b>Content and duration</b>		<b>30</b>
	The activity programme is well structured. It employs adequate methodology/activities in relation to the stated training objectives, and the duration is coherent with the foreseen activities.		<b>10</b>
	The content of the training activity is related to the applicant's professional activity and is also compatible with the objectives of the Comenius programme. <i>If the training activity does not meet these criteria at all (i.e. 0 points are allocated), the application should be rejected at this stage.</i>		<b>10</b>
	The applicant intends to undertake concrete and adequate preparatory activities before the actual training activity.		<b>5</b>
	The applicant has the necessary language competence to be able to benefit from the training activity.		<b>5</b>
	<b>Relevance and impact</b>		<b>40</b>
	There is a clear match between the training selected and the applicant's training needs in the field of school education.		<b>10</b>
	It is clearly described how the beneficiary intends to incorporate the results of the training in his/her professional activities in the field of school education.		<b>10</b>
	It is clearly demonstrated that the applicant will benefit from the training in terms of personal and professional development.		<b>10</b>
	It is clear that the training activity will have a positive impact on other stakeholders, i.e. pupils/learners, the beneficiary's institution, other institutions.		<b>10</b>
	<b>European added value</b>		<b>10</b>
	The training activity has a strong European focus in terms of subject matter, and the profile of participants and trainers, and it will have a greater potential value than similar training in the applicant's home country.		<b>5</b>
	It is clearly demonstrated that the applicant's participation in the training activity will contribute to increasing the European dimension of his/her home institution.		<b>5</b>

	<b>Dissemination of results</b>		<b>10</b>
	The applicant has a well defined plan how to effectively disseminate the results of the training upon return, so as to maximise its impact on the home institution.		<b>10</b>

**Additional points for applications for training events resulting from EU-funded projects (Socrates/LLP Centralised Actions)**

	<b>The applicant applies for a training event resulting from a Socrates or an LLP centralised project</b>		<b>10</b>
	<b>TOTAL POINTS FOR THE QUALITY ASSESSMENT</b>		<b>100</b>

**National award criteria for 2013**

	The applicant has no previous participation in the Comenius In-Service Training action.		<b>3</b>
	The applicant has selected a course / seminar from the In-Service Training for school and adult educators Comenius - Grundtvig database		<b>3</b>
	The applicant is of a different discipline and not a foreign language teacher		<b>3</b>
	The applicant belongs to a disadvantaged social group (special needs, immigrants)		<b>3</b>
	The applicant has 5-23 years of service		<b>3</b>
	<b>TOTAL POINTS FOR NATIONAL AWARD CRITERIA</b>		<b>15</b>

**OVERALL COMMENTS:**

*Please be as specific and clear as possible, avoid personal judgement and use neutral language. In the case of less good quality applications, please explain points which you feel could be improved.*

*Your comments may be sent as feedback to unsuccessful applicants.*

*I hereby declare to the best of my knowledge that I have no conflict of interest (including family, emotional life, political affinity, economic interest or any other shared interest) with the person who has submitted this grant application. Furthermore, I confirm that I will not communicate to any third party any information that may be disclosed to me in the context of my work as an evaluator.*

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Date

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Name and signature