

2012

LINQED Exchange Project Proposal Assessment, Evaluation and Selection

LINQED education exchange project proposal selection template



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For Executive Committee members use only



LINQED project proposal assessment, evaluation and selection

The selected proposal should be at the excellent/good level.

Determine whether the current project proposal is eligible or not. If there is a negative answer to the following statement, no further assessment will be proceeded.

Project title

Eligibility check

Yes	No	OUTCOMES	<i><indicate eligible or not></i>
<input type="checkbox"/>	<input type="checkbox"/>	Was the application form submitted within the deadline?	
<input type="checkbox"/>	<input type="checkbox"/>	Is the submitted application complete?	
<input type="checkbox"/>	<input type="checkbox"/>	Is the application form properly signed and stamped?	
<input type="checkbox"/>	<input type="checkbox"/>	Is the project established between LINQED members ?	
<input type="checkbox"/>	<input type="checkbox"/>	Is the exchange activities at postgraduate level ?	
<input type="checkbox"/>	<input type="checkbox"/>	Do the beneficiaries (teacher, pedagogical support staff or students) meet required language proficiency?	
<input type="checkbox"/>	<input type="checkbox"/>	Does the implementation of the project begin and end before the end of 2013 (framework agreement)?	
<input type="checkbox"/>	<input type="checkbox"/>	Are institutional benefits and motivation clearly stated?	
<input type="checkbox"/>	<input type="checkbox"/>	Will the output of exchange activities be documented?	
<input type="checkbox"/>	<input type="checkbox"/>	Does the proposal clearly define the financial responsibilities of project partner institutions, LINQED and individuals (if applicable)?	
<input type="checkbox"/>	<input type="checkbox"/>	The amount of contribution asked from LINQED does not exceed a quarter of the annual exchange budget (2012: maximum 10,000 €).	

Quality check

Rate the quality of project proposal, as Excellent (3), Competent (2), Needs work (1), or Insufficient (0). You may circle the number or write a checkmark through the rated box for each outcome.

OUTCOMES				
Excellent	Good	Needs Work	Insufficient	<p><i><indicate the number of excellent, good, needs work and insufficient></i> Number of excellent: Number of good: Number of needs work: Number of insufficient:</p> <p><i><If the proposal is accepted with COMMENTS. The given comments should be specific and instructive></i></p>
RELEVANCE				
3	2	1	0	The project goals and expected output contribute to achieve the overall objectives of LINQED education exchange.
3	2	1	0	The exchange project will meet particular needs and constraints of the target groups, institution(s) and country/countries.
3	2	1	0	The planned activities are relevant to the objective of the exchange project.
QUALITATIVE ORGANISATION AND IMPLEMENTATION				
3	2	1	0	There is a balanced distribution of tasks and exchange activities among the partners (application form Section B).
3	2	1	0	Efficient monitoring of the project course (from both the academic and administrative point of view) is planned (Section C.5).
3	2	1	0	The beneficiary selection procedures are transparent.
3	2	1	0	The rights, obligations and responsibilities of the beneficiaries are clearly defined.
3	2	1	0	The necessary practical (e.g. housing, coaching, assistance with visa, etc.) and academic arrangements for the reception of incoming beneficiaries is planned (application form Section B).

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BUDGET & FINANCE				
3	2	1	0	The value for money is well demonstrated (i.e., the budget requested is reasonable in relation to the foreseen activities and the number of partners) (Section C.4).
3	2	1	0	There is coherence between the budget allocated to each cost category and the activities carried out under that category.
EXPECTED OUTPUTS AND POTENTIAL LONG TERM EFFECT (section C.5)				
3	2	1	0	The expected outputs and results of the project are described in a concrete, visible and/or measurable way.
3	2	1	0	The proposal makes it clear by whom/ where/ when and in which way the results will be used or developed further (i.e., immediate impact).
3	2	1	0	The project strategy will have long-lasting effects (use of the results after the end of the project, who, when and where) for further activities or investments.

Priority check

Four levels: Excellent: 110-90, Good: 90-80, Satisfactory: 80-70, Insufficient: 70-40)

OUTCOMES < indicate a level >

Criteria	Parameter & Scale		
Duration of the exchange project	2 weeks or more	less than 2 week	
	10	5	
Partners location	2 continents or more	1 continent	
	10	5	
	South-South exchange	South-North exchange	
	10	5	
Number of beneficiaries	3 or more than 3	less than 3 persons	
	10	5	
Engagement ¹	active	passive	
	15	5	
Exchange Group	teacher	pedagogical support staff	student
	15	10	5
Area for exchange			
Student	short courses / taught modules	master thesis	individual study programme
	15	10	5
Pedagogical support staff & Teacher	related to quality assurance (student assessment)	Teaching or following courses	related to elearning
	15	10	5
Other	Innovative and creative ²		
	10		

¹ For instance, pedagogical support staff/teachers are sent to Ecuador for experiencing problem-based learning. If the beneficiaries mostly *observe* the learning setting, then such action is *passive*. If the beneficiaries are *involved* in the learning processes as students/tutors/facilitators, etc, then their actions are defined as *active*. According the description of the foreseen actions in the proposal, the engagement level is categorized.

² If the proposed exchange project offers a way which has never been implemented before at the hosting or sending institution to improve the quality of education in these institutions, it is considered to be “innovative” or “creative”.

Final judgement

Three results: accepted, accepted with revision, rejected

< indicate a result >

Comments

< if the result is 'accepted with revision', please give concrete suggestions and comments for applicants to improve the proposal for resubmission >

< is the result is 'rejected' please specify the reasons >