

ERASMUS INTENSIVE LANGUAGE COURSES

FORMAL ELIGIBILITY CHECK AND QUALITY ASSESSMENT

APPLICANT INSTITUTION:

REFERENCE NUMBER:

FORMAL ELIGIBILITY CHECK DONE BY:

Date : / / (dd/mm/yyyy)

INDEPENDENT EXPERT'S NAME:

Date : / / (dd/mm/yyyy)

I. FORMAL ELIGIBILITY CHECK

(BY THE NA)

- Application submitted on 14 March 2008 at the latest (postmark date).
- The application form has been submitted using the correct application form.
- The form is completed in full.
- The application form bears the original signature of the person legally authorised to sign on behalf of the applicant institution/organisation, as well as the original stamp of this institution/organisation.
- The Organising Institution is either a higher education institution that holds an Erasmus University Charter or an other organisation specialised in language training in the less widely used and taught languages of the host country.
- The duration is 2-6 weeks, with a minimum of 60 teaching hours in total and at least 15 teaching hours a week.

DECISION on formal eligibility

YES

NO

If the application is not eligible on the basis of one or several of the criteria above, please give details if necessary.

Signature by NA staff member:

Name:

Date / / (dd/mm/yyyy)

II. QUALITY ASSESSMENT (BY EXTERNAL EXPERTS)	
	SCORE
Objectives (clear, realistic, address a relevant language and are oriented towards the needs of the target group)	/10 points
Capabilities and expertise of the applicant	/10 points
Teaching methods	/10 points
Recognition arrangements	/10 points
Assessment methods	/10 points
Course facilities (teaching aids, library, language laboratory)	/10 points
Cultural component	/10 points
Envisaged output and impact on participants	/10 points
Dissemination of information and results	/10 points
Link and relevance to the specific and operational objectives of Erasmus in the LLP (see Assessment Handbook 2.2)	/10 points

III. ASSESSMENT CONCLUSION	
OVERALL SCORE	/100 points

IV. OVERALL COMMENTS AND RECOMMENDATIONS

The comments and recommendations – at least two of each – should relate to your assessment of the strengths, weaknesses and potential of the application, relative to the award criteria. The comments and recommendations should justify the assessment conclusion.

Please formulate very carefully, your comments and recommendations will be sent to the applicant if rejected.

Comments on the proposal:

Recommendations to the applicant:

V. SIGNATURE OF THE EXPERT

Signature of the expert:

Name:

Date / / (dd/mm/yyyy)