

SCHOLARSHIP AND TRAINING FUND
MOBILITY PROJECTS IN HIGHER EDUCATION
FORMAL ASSESSMENT FORM

I. Identification of the project

Number of the Application	
Name of the applying institution	
Project start date	Project end date

II. Formal and Eligibility check

Criteria	YES	NO	N/A
Applying institution is eligible to apply for funding under <i>Mobility Projects in Higher Education</i> – it is holding Erasmus Charter for Higher Education (ECHE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application has been submitted in the online system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application has been completed using the proper application template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application has been submitted in compliance with the timing published in the <i>Call for Proposals</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application form is complete (all compulsory parts have been completed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two originals of the application form were submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application is signed by the legal representative of the applying institution or by a person for whom an appropriate letter of authority was enclosed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duration of the project is in compliance with the timing published in <i>Call for Proposals</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Polish and English parts are consistent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enclosed partner interinstitutional agreements are matching the model published at www.fss.org.pl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applying Institution has fulfilled all obligations arising from any previous agreements concluded with the Foundation for the Development of the Education System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obligatory appendices have been enclosed to the application form:			
Originals of partner interinstitutional agreements for all partner institutions stipulated in the application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correct and complete enclosures to the public aid declaration (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Universities of public sector have enclosed:			
Properly certified as a true copy, document confirming the appointment of the rector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the application has been signed by a person other than the rector, a document certified as a true copy (letter of authority or other) providing information on the legal entitlement to sign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

the application by this person together with the appointment of this person on the position currently held			
Universities of private sector have enclosed:			
Properly certified as a true copy, confirmation that the university is registered in the register of private schools run by the Ministry of Science and Higher Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly certified as a true copy statute of the University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly certified as a true copy document confirming the appointment of the person legally entitled to sign the application if the entitlement derives from the statute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the application has been signed by a person other than the legal representative quoted in the statute, a document (letter of authority or other) providing information on the legal entitlement of this person to sign the application together with the act of appointment of this person on the position currently held, and with the act of appointment of the person who signed the letter of authority. All the documents are to be certified as a true copy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
by a legal councillor, lawyer, notary, legal representative of the Applying Institution or a person authorised by a legal representative authorised to certify the consistency of documents with their originals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A balance sheet and profit and loss account for the past two full financial years and other financial documents constituting the part of the report according to the Accounting Act. Submitted copies should be properly certified as true copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Certificate from a relevant taxation office on not being in arrears with tax payments and a certificate from the Social Insurance Institution on not being in arrears with premium payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. Final formal and eligibility assessment

Application meets formal and eligibility criteria	<input type="checkbox"/>
Application does not meet formal and eligibility criteria and is rejected without the possibility of supplementation	<input type="checkbox"/>
Final formal and eligibility assessment is withhold – application form is directed to supplementation	<input type="checkbox"/>

IV. Formal items to be supplemented

Confirmation of sending the application in compliance with the timing published in the <i>Call for Proposals</i> (if date of the postmark is not readable)	<input type="checkbox"/>
Part of a supplement – one of the pages, but not the first page and not the page with original signatures	<input type="checkbox"/>
Remarks	

Declaration

Being warned about the criminal liability from article 271 and 272 of the Penal code I hereby declare, as below:

1. I am not the applicant nor have I prepared the project documentation;
2. I do not stay in the matrimony, in the relationship of the blood or relationship or the affinity in a straight line, kinships or affinities in the collateral line up to the second degree and I am not bound on account of the adoption, care or the supervision with the applicant/ with partner(s), his legal deputy or members of management authorities or supervisory bodies of the applicant/partner(s);
3. Within 3 years before the date of the announcement of the *Call for Proposals* there was neither the employment relationship or mandate contract between me and the applicant, nor was I a member of management authorities or supervisory bodies within the applicant's institution;

4. I remain in no such a legal or actual relationship with any of the applicants, that may present justified doubts as for my impartiality;
5. I make the obligation to maintain the confidentiality of information or documents revealed to me, or created by me, or prepared by me in due the process of the project assessment or as its result, and I hereby agree that this information should only be used for the purpose of the present assessment and should not be disclosed to any third party.

Should any such relation appear, I will without any delay, file a written statement of exempting me from the formal and eligibility assessment procedure.

Date

signature of the evaluator