



Name of evaluator: _____

<p style="text-align: center;">COMENIUS <u>INDIVIDUAL PUPIL MOBILITY</u> COMMON EUROPEAN ELIGIBILITY CHECKLIST 2013</p>

Reference N°

Name of the applicant institution:	
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I. Overall eligibility

Please note that if the sending school and at least one host school are eligible, the application is eligible.

Ref.		YES
1.	The application has been submitted by the applicant institution on 3 December 2012 at the latest (postmark date).	
2.	The application has been submitted using the correct application form.	
3.	The application has been submitted according to the instructions published by the National Agency.	
4.	The application is not hand written (except for the signature of the Declaration and the letter of intent).	
5.	The application is completed in full.	
6.	The sending school and the host school (s) are (or have been) members of the same Comenius School Partnership	
7.	The application form has been completed using one of the official languages of the EU.	
8.	Either the country of origin or the country of destination is a Member State of the EU.	
9.	The institution is located in one of the countries participating in the Comenius Individual Pupil Mobility (all LLP countries except for Cyprus, Germany, Ireland and United Kingdom).	
10.	The application form has been signed by the legal representative of the applicant institution (sending school) or a person duly authorised by the legal representative. The legal representative of the host school or a person duly authorised by the legal representative has signed the letter of intent.	
11.	The applicant school caters for the age group of pupils eligible for the action (i.e. at least 14 years on the day of departure)	
12.	The applicant institution has fulfilled its contractual obligations in relation to any earlier grants received from the National Agency. (exclusion criterion)	
	<i>(If applicable, add national administrative priorities)</i>	

II. Eligibility check per host school (check the points 6, 8, 9, 10) from the list above)

Add lines if there are more than three host schools.

Host school number	Host school name	Eligible YES/NO	If not eligible, indicate the reference number from part I.
1			
2			
3			

The application is eligible: Yes
No

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

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 organisation(s) or any of the persons having 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.

Date

Name and signature