

Organise your Own Event (OYOE)

Evaluation Criteria

2016 Edition

Applications have to comply with the following minimum requirements in order to be considered for evaluation:

- All sections in the application form must be filled out and submitted before the deadline
- Contact person/s is/are member/s of one of the following three ESAA organizations: ESN, GaragErasmus, OCEANS Network
- Application complies with the geographical scope (see list of eligible countries in the application guideline)
- Proposed event is in line with the general objective of supporting the worldwide promotion of Erasmus+ programmes, skills development and networking for ESAA members.

Applications will be assessed by the Evaluation Committee, by giving points for each of the following criteria:

Note to applicants: Please note that the questions below each criteria are guiding questions and need not be all answered in the application.

- Aim and objectives (1 - 5 points)**
 - Are the aims and objectives clearly stated in the application?
 - Do the aims and objectives align with the ones listed in the application guidelines?
 - Does the event have a specific target group?
- Impact (1 - 5 points)**
 - What is the added value of the event for the ESAA community?
 - Does the event actively promote ERASMUS+?
 - Does the event have a multiplier effect?
- Relevance (1 - 5 points)**
 - What is the relevance of the event for the target group (eg. potential, outgoing/incoming, returning exchange students)?
- Collaborations (1 - 3 points)**
 - Does the event receive (monetary, ideational, etc.) support from universities, local governments, other sponsors?
 - Does the project involve and/or reach more than one ESAA member organization?
- Budget (1 - 5 points)**
 - Is there a clear outline of the budget?
 - Is the budget cost efficient?
 - Does the budget exceed the maximum amount of EUR 5000? If so, is alternative funding secured?
- Planning (1 - 5 points)**

- Does the team have a clear and realistic implementation plan for the proposed activity/activities?
- At which planning stage is the team currently?
- g. **Outcome (1 - 5 points)**
 - Does the event have a clear suggested outcome?
 - How is the team planning to measure/prove the outcome of the event?
- h. **Added value (1 - 2 points)**
 - Does the event target students with special needs, from disadvantaged backgrounds or from remote areas?
- i. **Co-funding with ESAA Degree Mobility Strand (1 - 2 points)**
- j. **Geographical diversification (1 - 3 points)**
 - Does the event happen in a Region* not covered by a previous event during the year?

Total points: 40 PTS

Selection process:

1. In order to be considered approvable, a project should have more than 60% (72 points) of the total points achievable.
2. While more than one project/activity in the same country for each round of applications should not be an exclusion criteria, the Evaluation Committee will also try to ensure a wider distribution of events across regions/countries.
3. There will be a limited budget per round. In case the projects that received a “passed” are exceeding the budget per round, it will be created a ranking list based on their score. The projects that are not falling under the financing will be put in the reserve list. If the budget is not fully spent in the first round of applications, the excess budget left from the previous round will be moved to the next round within the respective application year.
5. ESAA’s service provider ICUnet will double check that the approved projects are matching with ESAA contractual criteria.
6. The proposed list of financed project will be submitted by the Evaluation Committee to the ESAA CMS Board for approval.
7. The Evaluation Committee aims to give you feedback on your application within 15 days of the deadline.