Annex 2

to the Regulations on the Procedure for Awarding Scholarships
within the framework of the project "Skills4Deca"

APPLICATION EVALUATION TABLE

The table shall be completed separately for each applicant. Each Committee member shall complete an individual evaluation table; the final evaluation shall be determined as the arithmetic mean of the consolidated weighted evaluation scores awarded by the Committee members.

Applicant's first name, surname	
Application registration No. / date of receipt	
Committee member's first name, surname	
Evaluation date	

STAGE I – ADMINISTRATIVE COMPLIANCE

Administrative Criterion	Complies	Does Not Comply	Notes
Completed application form with signed declaration submitted (Annex 1)	☐	☐	
Certificate confirming student/listener status submitted	☐	☐	
Copy of identity document submitted	☐	☐	
Motivation letter submitted (up to 3000 characters)	☐	☐	
CV submitted	☐	☐	
Application is signed	☐	☐	
Application submitted within the specified deadline	☐	☐	

Overall administrative compliance result:

☐ Complies (to be forwarded for quality assessment) ☐ Does Not Comply (the application will not be evaluated further)

STAGE II – QUALITY ASSESSMENT

4.2.2. Motivation and Commitment (MC) (max. 5 points)

The assessment is based on the Applicant's motivation letter. The Committee member determines the level according to the fulfilment of the indicators and assigns a specific score within the range corresponding to that level.

Evaluation Level	Indicators (in the motivation letter)	Points
General, without connection to the course	- No specific study module content or topic mentioned - Only general interest described ("I want to learn", "the topic interests me") - No personal or professional context provided - No justification given for choosing this particular study module	*0-1*
Relevant, but superficial	- Study module topics or content are mentioned only in general terms - General interest in the field of energy efficiency or construction is described - A connection to professional activity can be inferred, but is not clearly formulated - Goals are formulated generally ("develop skills", "expand knowledge")	*2-3*
Clear objectives, specific application	- At least 2 specific study module content elements are mentioned (software: IDA-ICE, THERM, Delphin, AutoCAD, BIM; standards: LBN, EN 16798; methods: Glaser method, U-value measurements, blower door test, etc.) - Specific objectives are formulated: what exactly will be learned and how it will be applied - A concrete plan for applying the knowledge is described (a project, career development, thesis, cross-disciplinary knowledge, etc.) - A justified choice of this particular study module is provided (why this one specifically, and not another)	*4-5*
	Assigned points for MC:	**_____ / 5**

4.2.3. Education or Professional Profile (EPP) (max. 5 points)

The assessment evaluates the extent to which completion of the Study Modules (Skills4Deca e-courses) is related to the Applicant's work experience or career change (requalification/skills development). The assessment is primarily based on the CV, employer's certificate, or copy of the employment contract.

Evaluation Level	Indicators EPP	Points
Application relevance is unclear	- No connection between the professional field and the study modules is indicated - No future plans in this field are formulated;	*0-1*
Partial relevance to work or future plans	- Relevant interests (construction, architecture, engineering, environmental protection, energy, etc.) - Intended application is indicated, but without specifics (general improvement) - Partial connection with the Applicant's current career direction - Supporting documents regarding relevant education have been submitted	*2-3*
Direct impact on career or requalification (or skills development)	- Direct relevance to the Applicant's ongoing education and knowledge multidisciplinary (for example, energy auditing, design, building renovation or ICT application in housing decarbonization) - Clear requalification/skills development objective with a specific transition (from which field to which field) - A concrete plan is described explaining how completion of the e-courses will improve work performance or career opportunities (new responsibilities, certification, new job position) - Supporting documents submitted (employer's certificate regarding the current position (or copy of employment contract), CV with work/study experience)	*4-5*
	Assigned points for EPP:	**_____ / 5**

4.2.4. Interest in Digital Skills and Development Potential (DP) (max. 5 points)

The Applicant's status is determined based on the information provided in the application regarding motivation to learn digital tools and technologies, willingness to develop digital skills during the e-course studies, and ability to learn and adapt. Previous experience in the field of digital technologies is not mandatory. The assessment is primarily based on the motivation description and other information submitted by the Applicant.

Evaluation Level	Indicators DP	Points
Low interest or development potential	- No motivation provided for learning digital tools and technologies - No willingness described to engage in e-course studies - No identifiable interest in developing digital skills - Motivations are very general or incomplete	*0-1*
Partial interest and development potential	- General interest in improving digital skills is indicated - Willingness to complete e-courses is described, but without specific objectives - A desire to develop or adapt to new technologies is evident - Motivation is justified, but lacks specificity or examples	*2-3*
High interest and strong development potential	- Clearly formulated motivation to learn digital tools and technologies - Specific objectives for developing digital skills and their application are described - Strong willingness to learn, improve, and adapt is evident - The Applicant provides specific examples or future plans for applying the acquired skills	*4-5*
	Assigned points for DP:	**_____ / 5**

SUMMARY

Criterion	Motivation and Commitment (MC)	Education or Professional Profile (EPP)	Interest in Digital Skills and Development Potential (DP)	TOTAL
Points	_____ / 5	_____ / 5	_____ / 5	_____ / 15
Weighting	50%	30%	20%	K*

** see Section 4.4 of the Regulations: K=((MC×50) + (EPP×30) + (DP×20))/5*

Committee Member's justification for the evaluation (brief):

Committee Member's recommendation:

☐ Grant the scholarship ☐ Refuse to grant the scholarship ☐ Include in the reserve list

Committee Member's signature: _____ Date: _____