



EVALUATOR'S CODE OF CONDUCT

Your **primary role** as an evaluator is to review and assess the projects submitted to the Regional Service-Learning Award based on the **quality of their service-learning methodology** and to provide an informed **expert opinion**. Throughout the evaluation process, evaluators are expected to adhere to the following principles:

Independence

- Evaluators assess submitted projects solely in a personal and professional capacity; they do not represent their organisation, institution, or country.
- Evaluators base their judgments strictly on the information provided in the application and supporting materials.

Objectivity

- Evaluators assess each project *as submitted*, not based on its potential or hypothetical improvements.
- Evaluators make their judgments strictly in relation to the official RSLA evaluation criteria.
- Evaluators apply the same standards and expectations to all submissions, while recognising the specific implementation context of each project.

Avoidance of Conflict of Interest

Evaluators must declare any known or potential conflicts of interest before the evaluation begins and immediately inform the RSLA coordination team if any arise during the process.

A conflict of interest exists when an evaluator:

- was involved in preparing the application or implementing the submitted service-learning experience;
- has a close family or personal relationship with any person representing the applicant;
- is employed, contracted, or otherwise directly connected with the applicant organisation.

If a conflict of interest is identified before or during the evaluation, the evaluator must notify the RSLA coordination body immediately. A different evaluator will be assigned.

If an evaluator feels unable to provide a clear, transparent, and objective assessment, they are expected to request reassignment of the project to another evaluator who can do so.

Confidentiality

Confidentiality must be maintained at all times—before, during, and after the evaluation process.



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- Evaluators may contact the school directly in the national language if additional materials are needed. The national coordinator must be copied on all communication with schools.
- All communication regarding results, deadlines, or outcomes of the 3rd evaluation phase must be conducted exclusively through the RSLA coordinating body. Evaluators must not inform applicants directly about results or internal procedures.

Date:

Name:

Signature:



TOKA

Národní
Asociace
Dobrovolnictví

IDS
«INTERAKTIVNĚ OTVORĚNÉ ŠKOLE»
MILANČANSKO LOUZANSKO

Centre for
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