

## Checklist for Peers – Forms to fill out

- Peer Application Form  
(2 months before the planned Peer Visit at the latest)
- Peer Contract (signed, 2 originals, in due time before the Peer Visit)
- Peer Visit Agenda (2 weeks before the Peer Visit at the latest, drawn up together with the VET Provider)
- Meta-evaluation of Peers  
(due 1 month after the Peer Visit at the latest)
- Peer Review Report  
(due 1 month after the Peer Visit at the latest)
- Peer questionnaire  
(due 1 month after the Peer Visit at the latest)

→ Send all forms to *öibf*, Judith Proinger [j.proinger@oeibf.at](mailto:j.proinger@oeibf.at) or [peer-review@oeibf.at](mailto:peer-review@oeibf.at) or upload them on the Peer Review Platform.

→ Indicate the date (year\_month\_day, e.g. 07\_04\_20) and your name in the document name.