



| **egea**

Protocol Appendix G

Entity Ranking List

INTRODUCTION

This Appendix explains the way of creating the Entity Ranking List, which is used, among others, for making the Participant and Waiting list for the Annual and Regional Congresses.

PART I: ENTITY RANKING LIST PROCEDURE

III.1. The Entity Ranking List is made by the Event Advisor by giving points for each entity's activity during the previous working year and it is valid for all the congresses organised during the current Working Year.

III.2. All activities, organised by member entities or candidate members, which fulfil the following criteria are taken into consideration when making the Entity Ranking List.

III.2.1. The activity and all its details are published in advance through the activities calendar on the EGEA website and are accessible for all individuals of EGEA. It is the responsibility of the organisers to make sure that the activity and its details are known. Exchanges are exceptional as they are accessible only for individuals in the two participating entities.

III.2.2. The activity and all its details are required to be reported by the organisers to the Database of Events. The Event Advisor can set a deadline for organisers to report their activity.

III.2.3. The activity page needs to be written in English, even if it is not the main language of the activity.

III.2.4. The activity needs to be aimed for and attended by participants not only from the organising entity/ies.

III.2.5. If the participants list cannot be verified from the activity registration form on the EGEA website, the Event Advisor has the right to request it from the organisers by the given deadline.

III.3. Points for the Entity Ranking List will be calculated according to the formula for live-events: (number of days of the organised activity) x (number of participants).

- III.3.1.** Points will be awarded only for participants belonging to EGEA or its partner organisations.
- III.3.2.** A maximum of 10 participants from the organising entity/ies will be considered. This rule does not apply for exchanges, where only participants from visiting entity/ies will be considered.
- III.3.3.** If an activity is organised by more than one entity, each entity will receive 10% less points for every involved organising entity. Exchanges are excluded from this rule.
- III. 3.4.** Activities which are green approved in accordance with the criteria and procedure described in the Green Book, receive an additional 20% of points (= (number of days of the organised activity) x (number of participants) x 1.2).
- III.4.** Points for the Entity Ranking List will be calculated according to the formula for online-events:
- III.5.1.** For each activity organised by one entity 10 ERL points will be granted.
- III.5.2.** If the activity was organised by multiple entities – each entity gets 5 ERL points.
- III.5.2.** For scientific activities additional 5 points shall be granted per entity.
- III.5.** In the new Entity Ranking List, entities will get 50% of the points they received in the previous year.
- III.6.** If entities receive the same amount of points, their order will be established by a random draw.