Rubric for the reviewers of workshops at SEFI conferences

Criteria	Unacceptable	Adjustment(s) needed	Accepted, nice work
Relevance: - Evidence-based relevance of the topic for engineering education and its development in Europe and/or the world. - Effective communication of the topic through title. - Elaboration of the context. - The target audience is specified, if needed.	The relevance of this workshop for the Engineering Education community is insufficient or unclear.	Please develop the workshop to increase its relevance to the participants.	The relevance of this workshop is clear.
Workshop objectives: - Objectives of the workshop are clearly stated. - Key topics are covered in a systematic manner. - Outcome of the work and documentation will be provided.	The workshop lacks clear objectives, and the design does not ensure meaningful outcomes.	Please revise the workshop design to increase clarity of objectives and outcomes.	The workshop has clear objectives, and the implementation ensures meaningful outcomes.
Interactivity: - The workshop is designed around joint action and collaborative participation. - The participants are encouraged to engage and work together actively (e.g., facilitated group/peer discussions, problem-solving challenges, hands-on activities). - The design guarantees that the workshop will have an appropriate duration.	The workshop design does not foster participant engagement and collaboration.	Please revise the workshop design to assure engagement within the given timeframe.	The workshop design guarantees an engaging experience.
Presentation: - Appropriate title, abstract. - Readability and language. - Compliance with the formatting requirements of the provided template for a workshop paper.	This paper is difficult to read and understand.	Please develop the format, structure, word choices, or grammar and spelling.	The paper is fully readable: it's clear, well structured, with satisfactory language.
Conclusion	If one of the first three criteria is unacceptable (not remediable within the provided time), **the workshop is rejected.**	If one of the criteria needs adjustment, **the workshop is accepted but revision is needed.**	If all criteria are accepted, **the workshop is accepted.**

"Accepted, minor changes recommended" is assigned to workshops for which all reviewers recommend conditional acceptance and where only one criterion requires adjustment, assessed as minor. Small adjustments are recommended but not required.