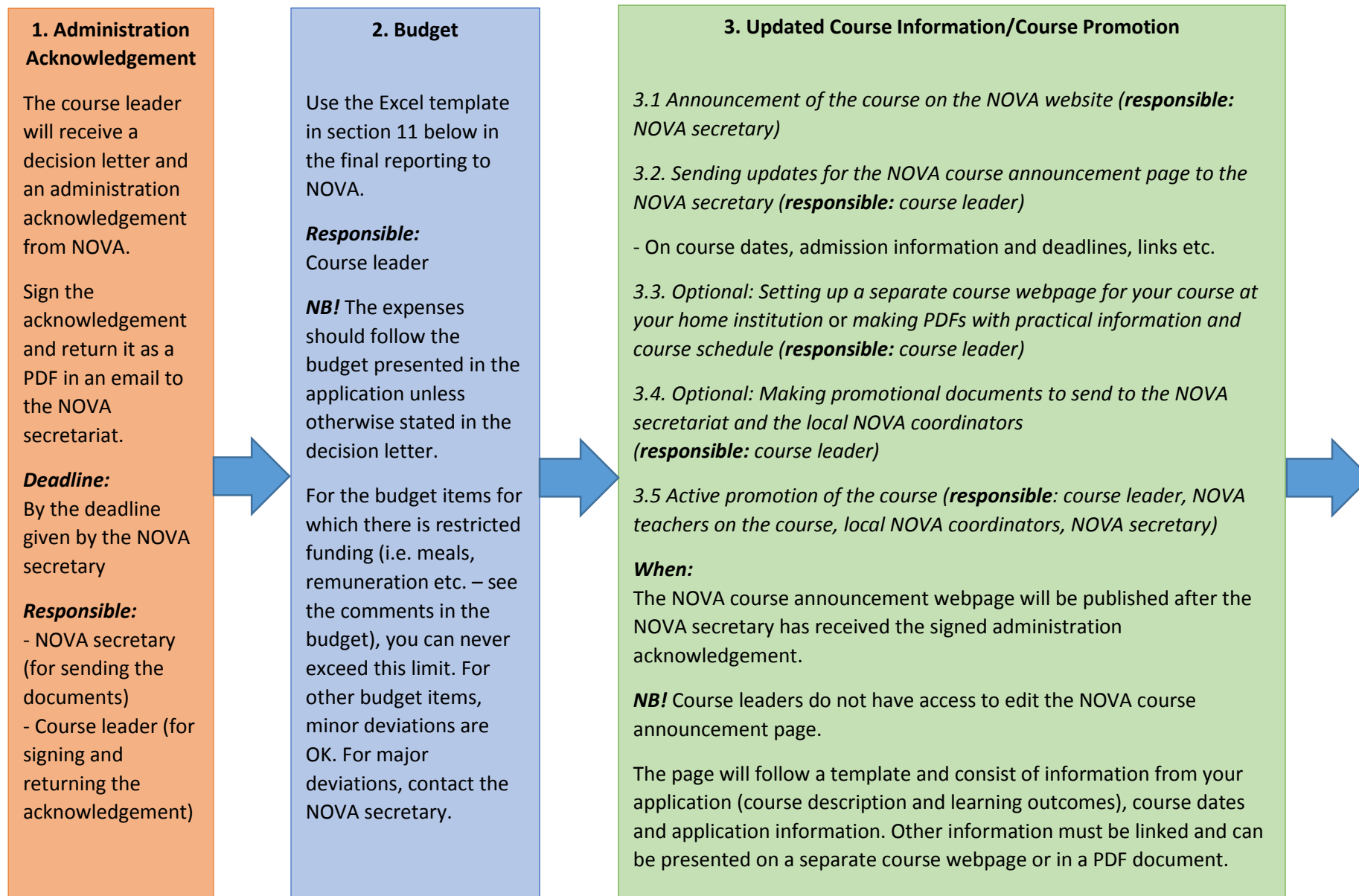
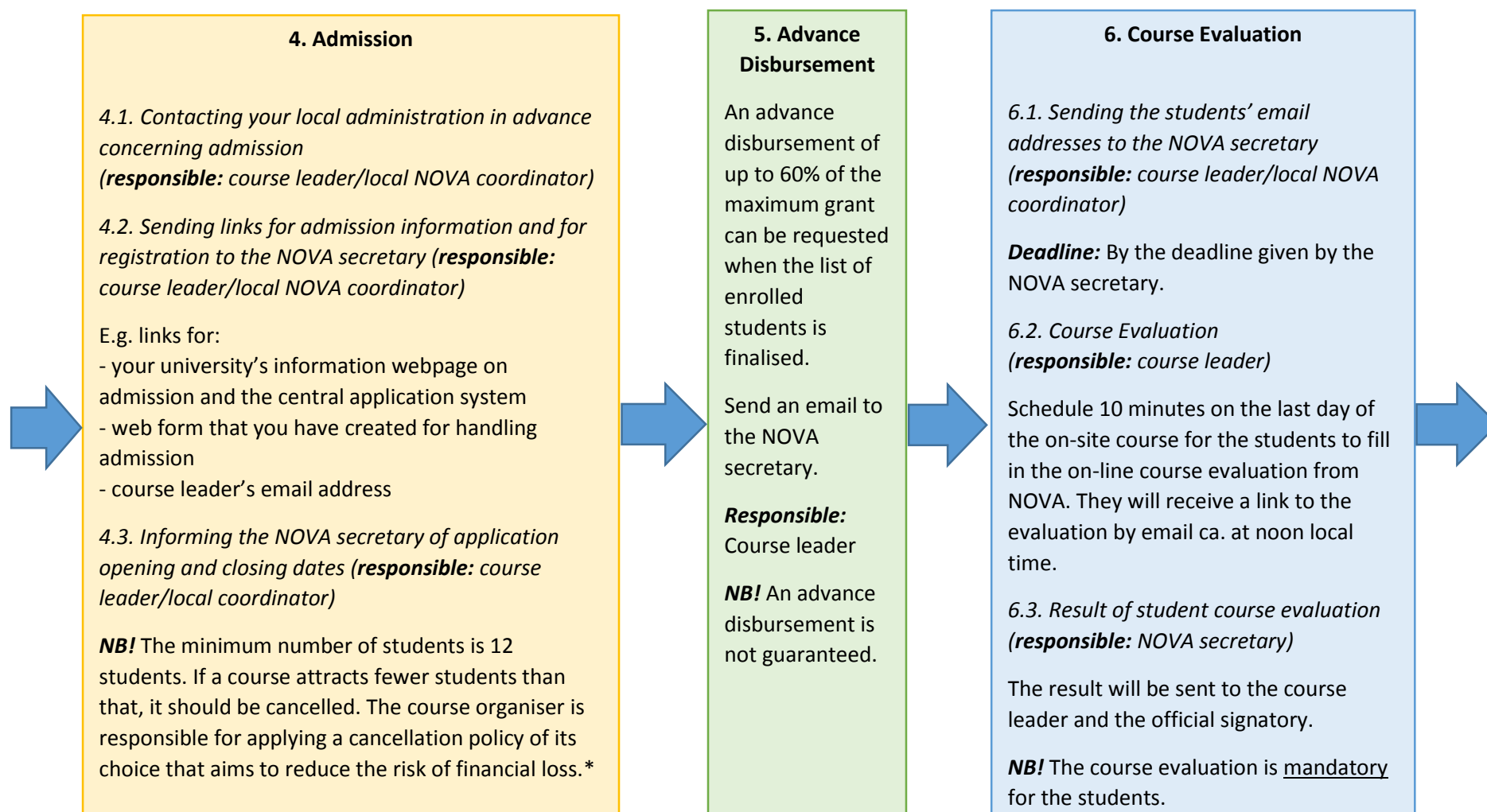


Administrating and Reporting a NOVA PhD or Master's Course Grant applied for in 2014

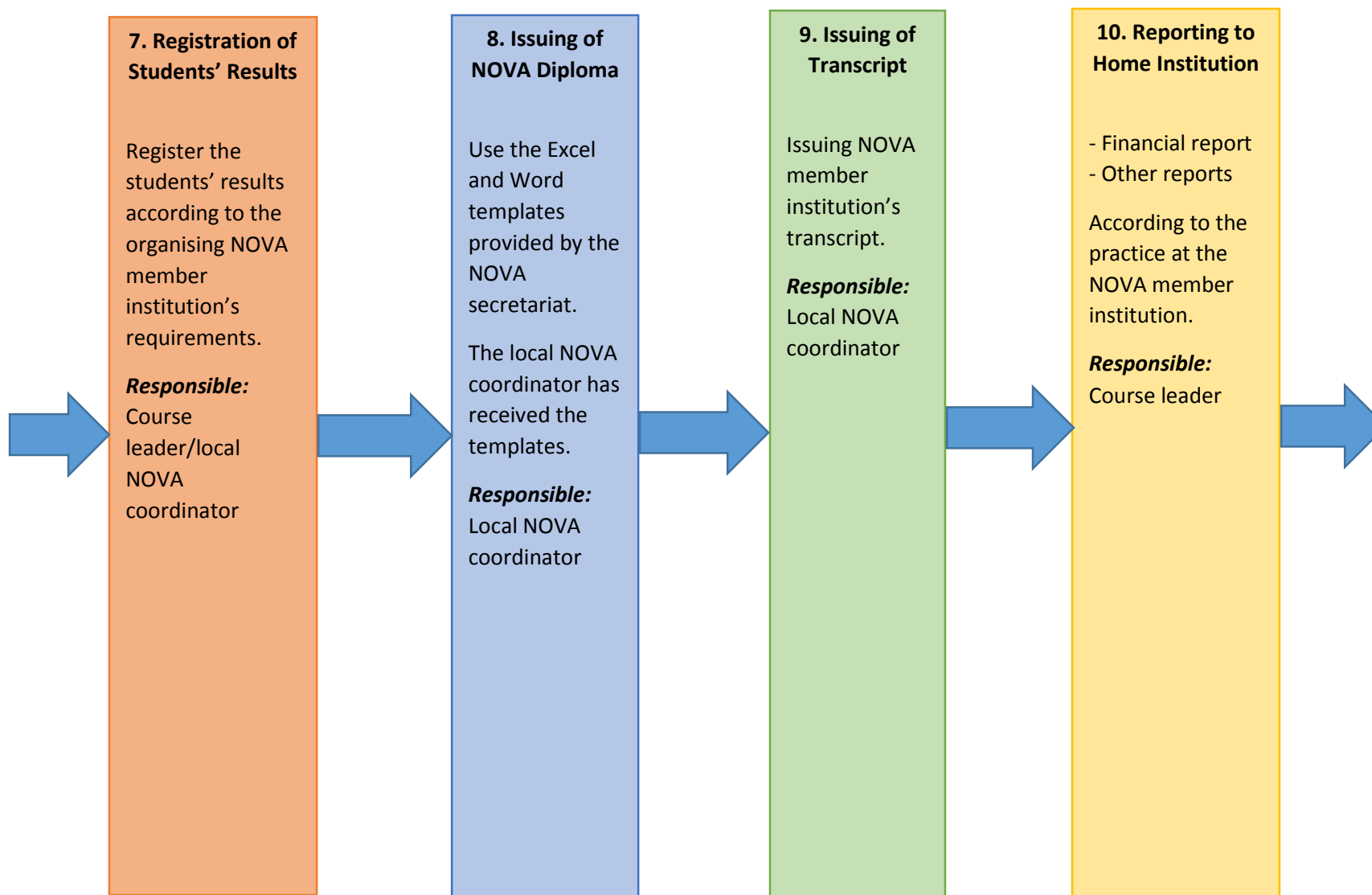


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*On courses running from 2016, the minimum number of 12 NOVA students will be strictly applied, according to the Board's decision.

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11. Reporting to NOVA

Submit the final report in the [online reporting system](#). It is required to answer all questions and to use the financial report template.

You will be asked for the following information:

11.1. *Financial report* – Templates: [PhD course xls](#), [PhD course xlsx](#), [Master's course xls](#), [Master's course xlsx](#)

Upload the financial report as an Excel-file **AND** a PDF of the financial report and the student matrix with your, the head accountant's and the local coordinator's signatures (select "print", "fit sheet on one page" or "fit all columns on one page").

NB! Please register the students in the correct [category](#).

In the student matrix (sheet no 2 in the financial report), you will be asked to fill in these student data:

- a) no of participating students (total and per institution/student category)
- b) no of students passed
- c) ECTS produced (total and per institution/student category)

11.2. *Possible external funding*

11.3. *Self-evaluation (including comment on student evaluation)*

11.4. *Bank and account information:*

- a) name and address of local NOVA member institution (recipient)
- b) name and address of local NOVA member institution's bank
- c) account no, IBAN, SWIFT
- d) reference

11.5 *Updated course description/course schedule if there have been important changes*

Deadline:

By the deadline stated in the decision letter. 3 months after the end of the on-site course. NOVA applies a very strict policy for reporting deadlines. Only in very exceptional cases, grants are paid if the reporting is late.

Responsible:

Course leader

The local NOVA coordinator must be able to confirm the student data and the bank and account information.

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