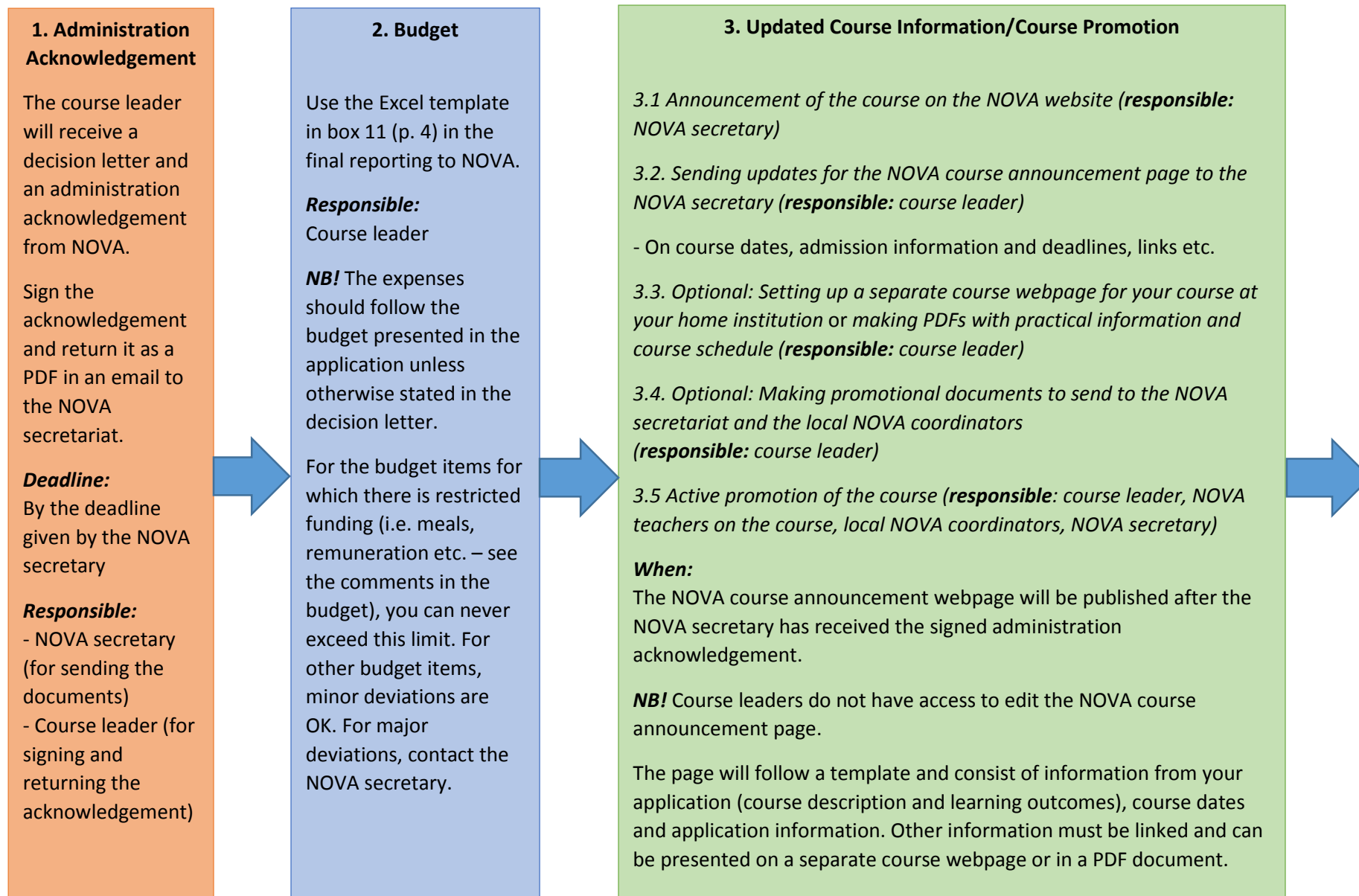


Administrating and Reporting a NOVA PhD or Master's Course Grant applied for in 2015



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4. Admission

4.1. *Contacting your local administration in advance concerning admission*

(responsible: course leader/local NOVA coordinator)

4.2. *Sending links for admission information and for application to the NOVA secretary* **(responsible:** course leader/local NOVA coordinator)

E.g. links for:

- your university's information webpage on admission and the central application system
- web form that you have created for handling admission
- course leader's email address

4.3. *Informing the NOVA secretary of application opening and closing dates* **(responsible:** course leader/local coordinator)

Guidelines: the application should be open at least 3 months before course start and the confirmation should start at least 2 months before course start so that students have time for practical organisation and apply for travel grants.

NB! The minimum number of students is 12 NOVA students. The course organiser must contact the NOVA secretariat if it has difficulties attracting enough students. The course organiser is responsible for applying a cancellation policy of its choice that aims to reduce the risk of financial loss.

NB! Remember to ask for the students' dates of birth, as this information is needed when filling in the NOVA diploma.

5. Advance Disbursement

An advance disbursement of up to 60% of the maximum grant can be requested when the list of enrolled students is finalised.

Send an email to the NOVA secretary.

Responsible:
Course leader

NB! An advance disbursement is not guaranteed.

6. Course Evaluation

6.1. *Sending the students' email addresses to the NOVA secretary* **(responsible:** course leader/local NOVA coordinator)

Deadline: By the deadline given by the NOVA secretary.

6.2. *Course Evaluation* **(responsible:** course leader)

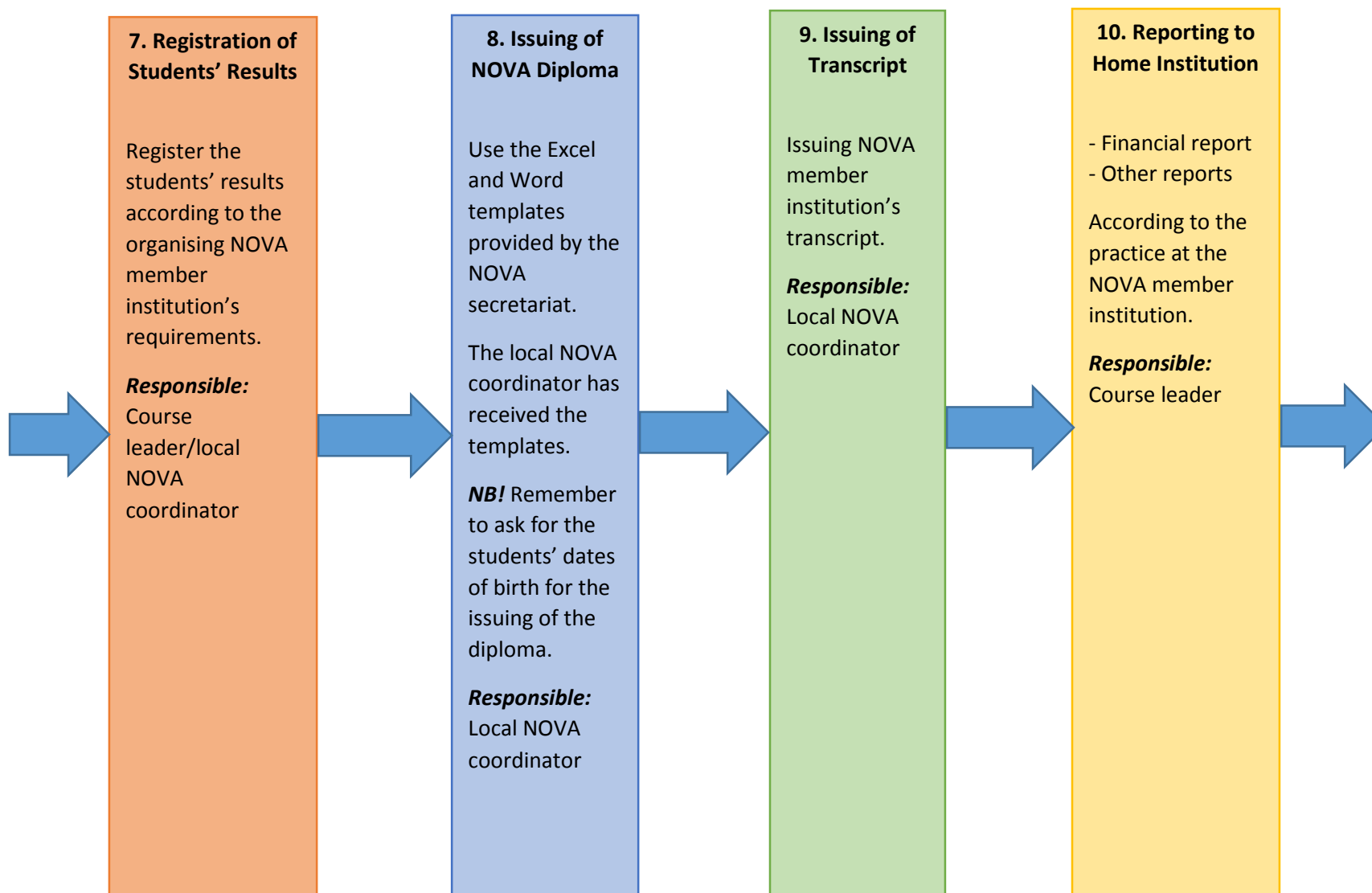
Schedule 10 minutes on the last day of the on-site course for the students to fill in the on-line course evaluation from NOVA. They will receive a link to the evaluation by email ca. at noon local time.

6.3. *Result of student course evaluation* **(responsible:** NOVA secretary)

The result will be sent to the course leader and the official signatory.

NB! The course evaluation is mandatory for the students.

Adminstrating and Reporting a NOVA PhD or Master's Course Grant applied for in 2015



Administering and Reporting a NOVA PhD or Master's Course Grant applied for in 2015

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](#), [Master's course](#)

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.

Administrating and Reporting a NOVA PhD or Master's Course Grant applied for in 2015

