

Activity Plan 2016-2017

Approved by the NOVA Board on 10 December 2015.

1. NOVA strategy

Background: The NOVA strategy is valid from 1 January 2014 to 31 December 2017. The changes resulting from the strategy are more or less implemented.

Measures to be taken	Responsibility
<ul style="list-style-type: none"> Continue working according to the strategy and to simplify and streamline the work Revision of the NOVA strategy should take place in 2017. 	Secretariat, Board, local coordinators Secretariat, Board, local coordinators

2. Visibility and communication

Background: The secretariat has developed a new NOVA website in 2015, according to the Board's decision. Continuing developing the website is the most important task for the secretariat.

Measures to be taken	Responsibility
<ul style="list-style-type: none"> Continue developing the NOVA website NOVA promotion locally, for example at teachers' and students' meetings Active, systematic promotion of NOVA courses to students at the NOVA member institutions, through the NOVA website, emails, Facebook and other local activities 	Secretariat Local NOVA actors: Board members, NOVA coordinators, NSB members Secretariat and local coordinators

3. Quality PhD courses

Background: NOVA's main focus is to increase the number of courses. The goal is to organise 25-30 high quality PhD courses each year. Approximately 70% of the NOVA's total activity budget will be allocated to the PhD courses. The course organiser may invite international experts to teach in courses.

Measures to be taken	Responsibility	Funding
Supporting course organisers and developing new courses: <ul style="list-style-type: none"> There is one annual open call for applications for PhD courses, with three application deadlines and a 10-11 month application window. The call will be advertised as much as possible through web, email, and local contacts. Feedback from the course participants (both students and course organisers) will be collected and used in developing NOVA 	Secretariat, local actors, course leaders Secretariat, course leaders, Board	According to the NOVA strategy 2014-2017

4. Master's level education

Background: NOVA UN supports Master's level courses specifically in the areas where the Nordic cooperation has particularly added value.

Measures to be taken	Responsibility	Funding
<ul style="list-style-type: none"> There is one annual open call for applications for Master's courses exceeding EUR 5 000, with three application deadlines and a 10-11 month application window. The call will be advertised as much as possible through web, email, and local contacts. NOVA will continue having an all-year open call for NOVA Intensive Master Courses (NIMC) not exceeding EUR 5 000. NOVA will continue supporting the mobility of NOVA Master's students (NOVA guarantee). 	Secretariat, local actors, course leaders	According to the Board's decision in the budgets for 2016 and 2017, respectively

5. NOVA Student Board

Background: The NOVA Student Board works towards the goals of NOVA UN and contributes actively to the NOVA Board by bringing the students' perspective to the table.

Measures to be taken	Responsibility	Funding
<ul style="list-style-type: none"> Giving financial support (for a maximum of two live meetings per year*) NSB accounting Maintaining contact and communication between NSB and other NOVA entities Active contact between local NSB members and local NOVA coordinators 	NOVA Secretariat NSB Board, secretariat, Board Local coordinators, NSB members	7 000 €

*The NSB has proposed that it will have one live meeting a year and to organise the NSB meeting immediately before the NOVA strategy seminar to be cost efficient.

6. Cooperation with the BOVA University Network

Background: During the strategic period of 2014–2017 NOVA will prioritise BOVA as a partner for cooperation. NOVA member institutions will receive BOVA students to their courses, and will encourage NOVA students to attend BOVA courses. The cooperation with BOVA will follow the agreement signed in June 2015.

Measures to be taken	Responsibility
<ul style="list-style-type: none"> Joint meetings between the NOVA and BOVA coordinators will take place annually concerning exchange of information and ideas for joint activities and plans for the implementation of activities on operational level NOVA PhD courses are promoted to be held at BOVA institutions* A joint report of results from the NOVA/BOVA collaboration will be prepared annually Coordinating the schedules of NOVA and BOVA PhD courses so that courses of similar topics will not overlap. 	NOVA and BOVA secretariat NOVA and BOVA secretariat, local coordinators of NOVA and BOVA NOVA and BOVA secretariat, Nordplus-coordinator Local coordinators, secretariats of NOVA and BOVA

*According to the cooperation agreement of NOVA and BOVA, in case of a NOVA course held in a BOVA member institute, the BOVA host will participate in the course arrangements.

7. Annual strategy seminar

Background: Once a year, a strategy seminar will be arranged. Participants are the Board members, local NOVA coordinators, the Nordplus coordinator and the NOVA Student Board. The purpose of the seminar will be to examine how well the goals have been met and prepare an activity plan for a two-year period at a time (the next activity plan will be prepared in 2017, for the years 2018-2019).

Measures to be taken	Responsibility	Funding
<ul style="list-style-type: none"> Organising the strategy seminar, to be held in 2016 and 2017 Prepare a follow up of the activities and strategy implementation 	EC, secretariat, hosting institution Secretariat	10 000 €

8. External funding

Background: NOVA UN activities should be increased by external funding. A task force was appointed in June 2015 in order to investigate on external funding possibilities.

Measures to be taken	Responsibility
<ul style="list-style-type: none"> The task force shall investigate on external funding possibilities and present a final report on its work to the NOVA Board by the NOVA strategy seminar 2016. 	Task force, secretariat, Board