

## Board meeting No. 46

June 1st, 2007, 13.30 - 16.00 (GMT+1)

Place for the meeting: Uppsala

### Agenda

|              | <b>Items</b>   |
|--------------|--|
| <b>46.1</b>  | <b>Opening of meeting and agenda</b>   |
| <b>46.2</b>  | <b>Follow-up of decisions from meeting No 45</b>                               |
| <b>46.3</b>  | <b>Formal decisions on the annual report 2006</b>                              |
| <b>46.4</b>  | <b>Follow-up on Activity plan and prognoses 2007</b>                           |
| <b>46.5</b>  | <b>The new NOVA strategy</b>   |
| <b>46.6</b>  | <b>Financial frame for 2008, including new funding model</b>                   |
| <b>46.7</b>  | <b>Central and local overheads at SLU</b>                                      |
| <b>46.8</b>  | <b>Report on administrative issues in relation to intensive master courses</b> |
| <b>46.9</b>  | <b>Other items – NOVA/BOVA letter of intent</b>                                |
| <b>46.10</b> | <b>End of meeting</b>  |

### Board Meeting, No 46 Uppsala

|          |   |  |
|----------|---|--|
| Present: | Lars Moe<br>Jukka Kola<br>Lisa Sennerby-Forsse<br>Marlene Areskog<br>Knut Hove<br>Per Holten Andersen | NVH, Chairman<br>HU-AF<br>SLU<br>NSF, SLU<br>UMB<br>LIFE                                   |
| Others:  | Knut Wålstedt<br>Trine Hvoslef-Eide<br>Hannah J. Jørgensen<br>Timo Soveri<br>Olafur Arnalds           | NOVA Secretary General<br>UMB, Chairman of KUF<br>Central NOVA coordinator<br>HU-V<br>LBHI |
| Absent:  | Anti Sukura<br>Agust Sigurdsson   | HU-V<br>LBHI   |

## **46.1 Opening of meeting and agenda**

Opening of meeting, excuses from Anti Sukura and Agust Sigurdson.

## **46.2 Follow-up of decisions from meeting No 45**

Item: Follow up of decisions from meeting number 45.

Material: Minutes from meeting number 45.

Presented by: Knut Wålstedt

All items from the last meeting have either been handled or will be discussed as separate items taken up at this meeting.

The Board decided:

- To accept the follow-up from the previous Board meeting

## **46.3 Annual Report 2006**

Item: Annual report 2006

Material: Printed Annual Report 2006 and its appendix (handed out at seminar)

Presented by: Knut Wålstedt

The printed NOVA report for 2006 and copies of the appendix were handed out at the annual NOVA seminar. The former, was circulated by email to the Board members for a preliminary acceptance prior to printing. There were some suggestions to minor adjustments of the appendix. All Board members are encouraged to check the presented data for their own institution.

The Board decided:

- To formally accept the Annual report for 2006.
- That the appendix is accepted with minor adjustments and can be published on the NOVA website.
- Each Board member will check that numbers reported for their institution are correct and report back to Knut Wålstedt.

#### **46.4 Follow-up on Activity plan and prognoses 2007**

Item: Activity follow up and prognoses.

Material: Activity plan 2007, Budget and prognoses for 2007.

Presented by: Trine Hvoslef-Eide and Knut Wålstedt.

There were no comments to the activity plan. Activity plans for local teams were presented to KUF in March – it would be better if, in future, these are presented in November. There were no comments to the budget and prognoses for 2007.

Lars Moe and Knut Wålstedt informed the Board that they have visited the Nordic Council of Ministers and of the information they have received from there.

The Board decided:

- To accept the activity follow-up and prognoses for 2007.
- That after the new strategy has been sent out, local teams will be asked to present their activity plans for 2008 in November 2007.

#### **46.5 The new NOVA strategy for 2007– 2010**

Item: The NOVA strategy for 2007–2010.

Material: The 2<sup>nd</sup> draft NOVA Strategy for 2007–2010 and comments received to the 1<sup>st</sup> draft from NOVA member institutions.

Presented by: Lars Moe, Hannah Joan Jørgensen

The draft strategy was discussed. Some modifications were agreed on. Specific aims for the numbers of NOVA PhD and MSc courses that shall be arranged annually by 2010 were agreed on.

The interpretation of the following sentence “A main working principle for NOVA is that all approved NOVA activities are by default recognised by all NOVA members” was discussed. It was agreed that this means that the defined course content and ECTS points for a course at another NOVA institution will be accepted by the other NOVA institutions. It was, however, emphasised that it is up to each institution to decide whether or not a particular course is a suitable part of the curriculum for a particular student.

The Board decided:

- To accept the NOVA strategy 2007–2010 with the agreed adjustments.
- The Chairman is given the authority to make the suggested adjustments (the new document will be circulated to Board members for final comments)

## **46.6 New funding model (a) and the financial frame for 2008 (b)**

### a) New funding model

Item: Including new funding model

Material: Suggested new funding model  
Excel model for calculating the member fee

Presented by: Knut Wålstedt

Two new models for calculating membership fees were presented. The preferred model uses a mixture of full time student equivalents (FSE) plus PhD students, and government funding as a basis for calculating the fees. FSE/PhD students are weighted 60% while government funding is weighted 40%.

The Board decided:

- To use the funding model which is based on FSE/PhD and government funding weighted at 60% and 40%, respectively, as the basis for calculating the fee for each member institution in 2008.

### b) Financial frame for 2008

Item: Financial frame for 2008

Material: Written suggestion and calculations

Presented by: Knut Wålstedt

It was agreed that the internal funding is expanded with 15.000 Euro because Joensuu is expected to join NOVA for 2008. There were no comments to the suggested frame for 2008.

The Board decided:

- To set the preliminary budget frame for 2008 to 715.000 Euro, and that the budget frame for PhD courses for 2008 is expanded to 400.000.

## 46.7 Central and local overheads at SLU

Item: Central and local overheads at SLU

Material: Letter to SLU  
Decision taken by SLU  
NOVA network projects – definitions and rules for NOVA funding

Presenting: Lisa Sennerby-Forsse and Knut Wålstedt

The suggested principles for funding internal overheads at SLU were explained by Knut Wålstedt.

The Board decided:

- The Board accepts information that the suggested solution for funding internal overheads at SLU in SLU-based NOVA projects will give a fair distribution of costs between member institutions. The functioning of the chosen solution will be evaluated at the end of 2008.
- NOVA will automatically impose an additional 10% to all new network projects which may be used to cover local administrative expenses, or other expenses. Funding approved for salary (project assistance, max 5.000 Euro per year) may also be used to cover national overheads.

## 46.8 Report on administrative issues in relation to intensive master courses

Item: Report on administration issues of intensive master courses

Material: Answers from coordinators  
Interpretation and summary of "problem areas"

Presented by: Hannah Joan Jørgensen and Knut Wålstedt

There was a short discussion on the described administration procedures; agreement that there is a need for simple procedures and that these must be easily accessible. The Board agreed that accommodation must be guaranteed for the students who participate in these courses and that this must be the responsibility of the host institution. An evaluation of this will be requested from KUF.

The Board decided:

- That the issue will be sent back to KUF with the recommendation that each member institution produces documents with relevant national information for:
  - Students applying for a NOVA intensive MSc course.
  - Teachers arranging a NOVA intensive MSc courses.
- That this information should be available on the NOVA website, and as handouts.
- That each local administration is recommended to seek as simple procedures as possible for visiting NOVA students (should be simpler than in normal course administration).
- That NOVA shall evaluate how one may guarantee that visiting students for intensive NOVA MSC course get accommodation while they attend the course, and that this question will be passed on to KUF.

#### **46.9 Other items – NOVA/BOVA letter of intent**

The Executive Committee met with representatives of BOVA on the 10<sup>th</sup> May. A letter of intent was signed by the Chairman of the NOVA Board and the Rektor of BOVA. No amendments were requested by the Board.

Per Holten Andersen requested that information about the Erasmus Mundus involvements of the NOVA member institutions is collected and presented to the Board.

The Board decided:

- To accept the letter of intent signed by the NOVA Chairman and the BOVA Rector.
- That the EC will collect information about the Erasmus Mundus involvements of the NOVA institutions and present this to the Board.

#### **46. 10 End of meeting**

Marlene Areskog has finished her studies and is now leaving NSF, she was gratefully acknowledged for her efforts in the Board and for her involvement in NSF. The meeting was closed at 16.00.

## **Memory notes**

### **46.1 Opening of meeting and agenda**

Opening of meeting, excuses from Anti Sukura and Agust Sigurdsson who could not make it to the meeting.

There were no remarks to the agenda.

### **45.2 Follow-up of decisions from meeting No 45**

Knut Wålstedt informed the Board that all the follow-up decisions from the last meeting have either been handled or will be dealt with as separate items in this meeting.

### **46.3 Annual Report 2006**

The report was prepared in the format which was decided on in the last Board meeting. The main report was preliminarily accepted by the Board on the 14th of May after it had been circulated by email. It was, therefore, already printed and was handed out at the seminar. The appendix was also copied and handed out at the seminar. This will be published on the NOVA websited after acceptance by the Board.

There was general agreement that the new report is good, that it reads well. Further, that an adequate amount of statistics is presented in the appendix. There were, however, a few suggested amendments to the appendix:

- Knut Hove asked for the sentence "this is due to a temporary cut in government funding of €5 mill for UMB" on pg 14 to be removed.
- The sentence "Number of degrees (Figure 5.) show good correlation with the number of full time student equivalents" on pg 15 must be removed since it is incorrect.

All Board members must double-check the figures (with respect to funding) for their own institution and report back to Knut Wålstedt if changes are needed.

### **46.4 Follow-up on Activity plan and prognoses 2007**

There were no comments to the activity plan, but the link between the main activity plan and the local activity plans was discussed. There was agreement that the concept of local activity plans is good and that these need to be in concordance with the main NOVA activity plan and should be followed up annually by KUF. It is also important that the new strategy is implemented through the local teams, and that this is reflected in the local activity plans. In future, activity plans should be prepared and presented by November.

Lars Moe and Knut informed the Board that they have made a visit to the Nordic Council of Ministers (NCM), to discuss future prospects for funding after changes in NCM. The changes in NCM may have a negative impact on NOVA's opportunities for external funding from this

source. However, further information is needed especially with respect to the long-term strategy of NCM. Lars Moe will seek additional information.

The Board was also informed that Nordplus is extending to include the Baltic countries, and are operating with additional funds of 4 million DKR.

#### **46.5 The new NOVA strategy for 2007– 2010**

The draft strategy was discussed. There was general agreement that the new strategy document is good and that it is more operational than previously.

- There was some discussion regarding the vision and mission statements.
- Activities in NSF should be mentioned as a key strategic area for the strategic period
- Some Board members meant that these statements should be combined.
- The mention of “research” in the vision statement is confusing and should be avoided
- The word “abundance” should not be used in the strategy (pg 6 and 7)
- Under the key strategic areas, networks and forums should be listed separately.
- Concrete aims under the heading “networks” should be removed, rather this should be a consequence of aims for new PhD and MSc courses.
- The sentence “...all approved NOVA activities are by default mutually recognised by all NOVA members...” means that individual institution shall accept the described course content and ECTS points for courses held by other NOVA institutions, but it is up to each institution to decide whether or not a particular course fits in the curriculum of their own students.
- The description of joint programmes and joint degrees needs to be re-written in order to become clearer.
- The word “equal” should be removed from the sentence “...prioritise BOVA as an equal partner...” on pg 10

The EC will make the requested modifications to the strategy document and will circulate it to the Board for a final approval.

There was a short discussion regarding how long NOVA should fund courses. One could expect courses that are “up and running”, and that there is a need for, should be able to continue operating without support from NOVA. This question needs to be evaluated by KUF.

#### **46.6 New funding model (a) and the financial frame for 2008 (b)**

##### **a) New funding model**

The options for new internal funding models were elaborated in the material to the meeting and by Knut Wålstedt at the meeting. Two new models for calculating membership fees were presented.

The preferred model uses a mixture of full time student equivalents (FSE) plus PhD students, and government funding as a basis for calculating the fees. FSE/PhD students are weighted 60% while government funding is weighted 40%.

All Board members are encouraged to double-check the figures on funding from their own institution.

#### b) Financial frame for 2008

It was agreed that the internal funding is expanded with 15.000 Euro because Joensuu is expected to join NOVA before 2008. There were no comments to the suggested frame for 2008.

#### **46.7 Central and local overheads at SLU**

The suggested principles for funding internal overheads at SLU were explained by Knut Wålstedt, and have been presented in the written material to the Board meeting.

SLU has been the only NOVA institution to charge local overheads on projects financed by NOVA. Therefore, SLU was requested by the NOVA Board to re-evaluate its handling of NOVA funded projects.

The NOVA Secretary general, Knut Wålstedt, and SLU have suggested the following solution: each project will be budgeted with administrative costs of up to €5000 irrespective of which country/institution is responsible. If a project arranged at SLU cannot cover its administrative costs within that frame, the responsibility for covering the extra costs lies with SLU and not with NOVA.

#### **46.8 Report on administrative issues in relation to intensive master courses**

There was a short discussion on the answers received from the local coordinators regarding the administrative procedures of the intensive MSc courses. There are differences between the institutions on how they collect applications and register students. It is a problem for students that the local procedures at each institution are often difficult to find and that they are often quite complicated. There was agreement in the Board that there is a need for simple procedures and that these must be easily accessible. The Board will leave it up to KUF to follow up on these issues, and ask that local administrations prepare detailed descriptions on how their local procedures work both for students and teachers.

The Board agreed that accommodation must be guaranteed for the students who participate in these courses and that this must be the responsibility of the host institution, and that this needs evaluation. This question is also forwarded to KUF.

#### **46.9 Other items – NOVA/BOVA letter of intent**

The Executive Committee travelled to Latvia in mid May and met with the rector of BOVA, the chairman of CC (the BOVA operative committee) and the central BOVA coordinator. A letter of intent was signed by the Chairman of the NOVA Board and the Rektor of BOVA. The document was presented to the Board members who were given the opportunity to request amendments. There were, however, no requests for amendments, and the Board approved the document.

Per Holten Andersen requested that information about the Erasmus Mundus involvements of the NOVA member institutions is collected and presented to the Board. The EC will be responsible for gathering this information.

**End of meeting**

Marlene Areskog has finished her studies and is now leaving NSF, she was gratefully acknowledged for her efforts in the Board and for her involvement in NSF.