APPLICATION PROCESS – OPEN CALL 2017

NOVA PhD Courses, Master's Courses > EUR 5 000, Course Series

1. Application

NOVA online application:

- Application form: single course or course series

- Budget template:

PhD course, Master's course

Deadlines 2017:

- 1: 13 Feb.
- 2: to be confirmed
- 3: to be confirmed

Responsible:

- Single courseHead applicant
- Course series

Main responsibility: Head applicant
Each co-head applicant is

responsible for his/her institution's course and course budget.

NB! There are explanatory texts guiding you through the application and budget.

Check that all fields in the application and the budget are filled in.

2. Internal Evaluation by the Home Institution before Submission to NOVA

- 2.1 Internal check of application (responsible: local NOVA coordinator)
- → Possible changes in the application
- 2.2 Internal evaluation of application (responsible: official signatory)
- → Possible changes in the application
- 2.3 Official approval by the home institution (responsible: official signatory)
- 2.4 Check of signature on official approval by home institution (responsible: local NOVA coordinator)

Responsible:

- Single course:

Home institution

- Course series:

The institution of the overall head applicant has the main responsibility for evaluating the application including the <u>course description</u>, <u>learning outcomes</u> and <u>Nordic dimension</u>. Each institution must evaluate the information on its course and its course budget and fill in the <u>approval form</u>.

NB! The local NOVA coordinator will get access to the online application and can edit it after the head applicant has submitted it. It is not possible for the head applicant to access the application after having pressed on "submit" in the online application. A record of persons changing the application is kept.

The head applicant, in accordance with the official signatory and the local NOVA coordinator, is responsible for any changes in the application. The local NOVA coordinator is responsible for registering any changes in the application and for uploading a revised budget, if necessary.

The official signatory of the home institution can be a Head of Department, a Dean, a Vice-Dean or someone who is higher ranked.

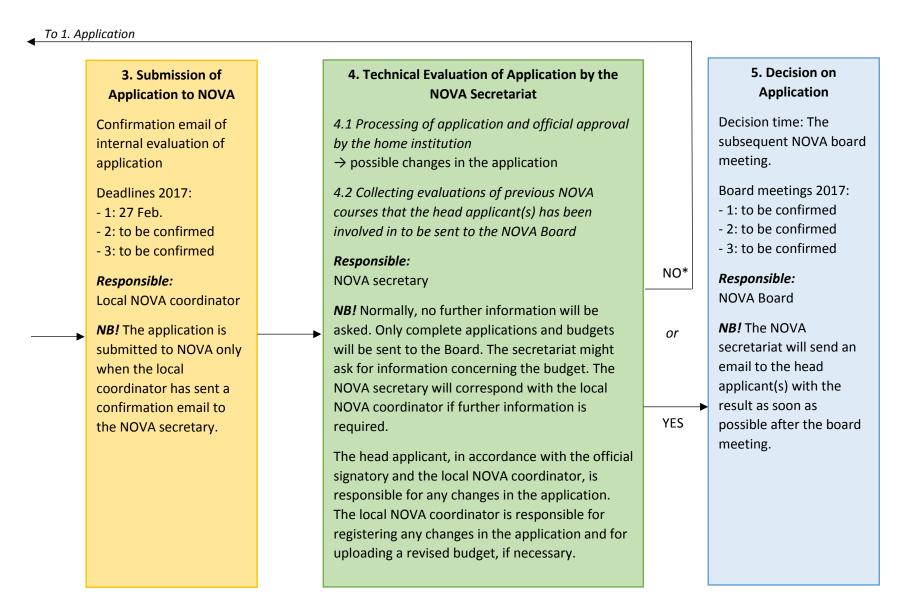
YES

NO*

f the overall, head applicant has the main responsibility for evaluating the

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^{*}If the application is not approved by the home institution (2.) or the NOVA secretariat (4.), the application process must restart.