Administrating and Reporting a NOVA PhD or Master's Course
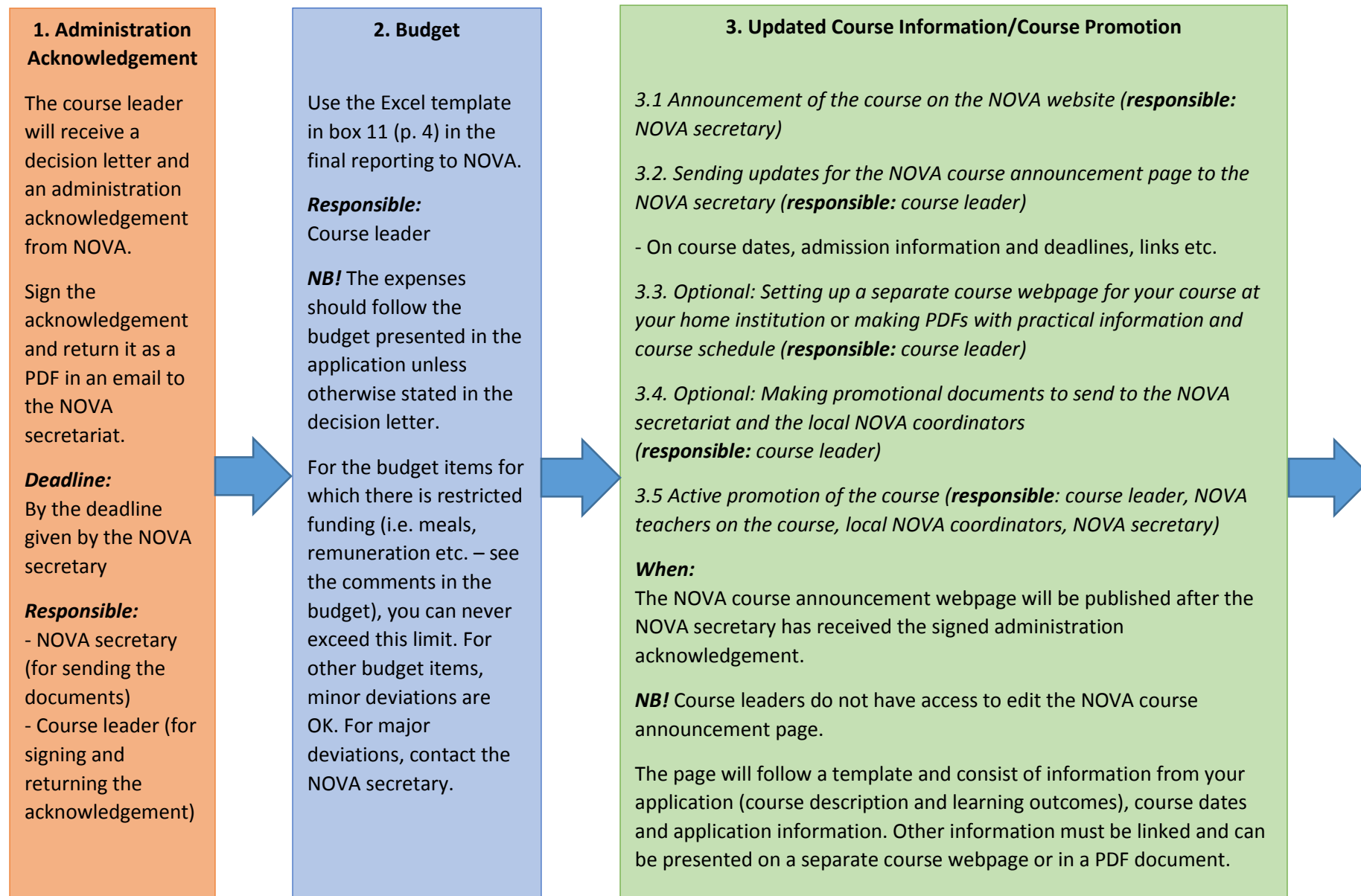## Grant applied in 2017 and course running in 2017

1. Administration Acknowledgement

The course leader will receive a decision letter and an administration acknowledgement from NOVA.

Sign the acknowledgement and return it as a PDF in an email to the NOVA secretariat.

Deadline:
By the deadline given by the NOVA secretary

Responsible:
- NOVA secretary (for sending the documents)
- Course leader (for signing and returning the acknowledgement)

2. Budget

Use the Excel template in box 11 (p. 4) in the final reporting to NOVA.

Responsible:
Course leader

NB! The expenses should follow the budget presented in the application unless otherwise stated in the decision letter.

For the budget items for which there is restricted funding (i.e. meals, remuneration etc. – see the comments in the budget), you can never exceed this limit. For other budget items, minor deviations are OK. For major deviations, contact the NOVA secretary.

3. Updated Course Information/Course Promotion

*3.1 Announcement of the course on the NOVA website (**responsible: NOVA secretary**)*

*3.2. Sending updates for the NOVA course announcement page to the NOVA secretary (**responsible: course leader**)*

- On course dates, admission information and deadlines, links etc.

*3.3. Optional: Setting up a separate course webpage for your course at your home institution or making PDFs with practical information and course schedule (**responsible: course leader**)*

*3.4. Optional: Making promotional documents to send to the NOVA secretariat and the local NOVA coordinators (**responsible: course leader**)*

*3.5 Active promotion of the course (**responsible: course leader, NOVA teachers on the course, local NOVA coordinators, NOVA secretary**)*

When:
The NOVA course announcement webpage will be published after the NOVA secretary has received the signed administration acknowledgement.

NB! Course leaders do not have access to edit the NOVA course announcement page.

The page will follow a template and consist of information from your application (course description and learning outcomes), course dates and application information. Other information must be linked and can be presented on a separate course webpage or in a PDF document.

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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 information on admission and application, link to application, application opening and closing dates 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

Deadline: As soon as possible and by the deadline given by the NOVA secretary in the administration acknowledgement

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! *New rule from 25 Nov. 2016*: To be able to hold the course, there must be minimum 10 registered and qualified NOVA students.

The course organiser must contact the NOVA secretariat if experiencing difficulties attracting enough students. The course organiser is responsible for applying a cancellation policy of their 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

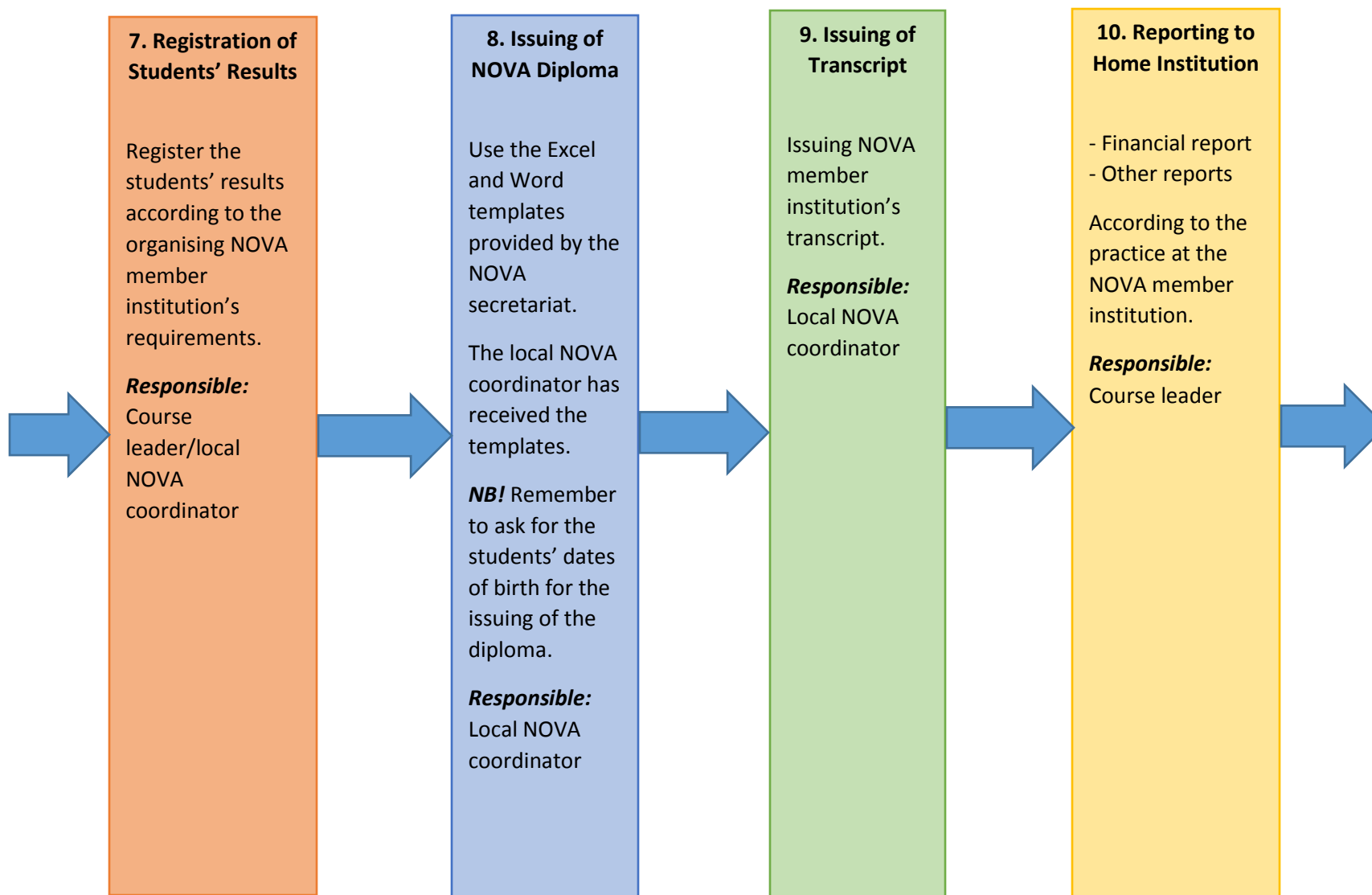*6.2. Course Evaluation (**responsible: course leader**)*

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 <u>mandatory</u> for the students.

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7. Registration of Students' Results

Register the students' results according to the organising NOVA member institution's requirements.

Responsible:
Course leader/local NOVA coordinator

8. Issuing of NOVA Diploma

Use the Excel and Word templates provided by the NOVA secretariat.

The local NOVA coordinator has received the templates.

NB! Remember to ask for the students' dates of birth for the issuing of the diploma.

Responsible:
Local NOVA coordinator

9. Issuing of Transcript

Issuing NOVA member institution's transcript.

Responsible:
Local NOVA coordinator

10. Reporting to Home Institution

- Financial report
- Other reports

According to the practice at the NOVA member institution.

Responsible:
Course leader

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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, 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 administration acknowledgement. 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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12. Processing of Final Report to NOVA

Responsible:
NOVA secretary

13. Payment of NOVA Grant

NOVA will make the final disbursement after it has approved the final report.

Responsible:
NOVA secretary

14. Course Evaluation

- Student evaluation
- Course leader's comment to the student evaluation
- Course leader's self-evaluation

The course evaluation will be sent to the official signatory and will be used in the evaluation of later applications to NOVA from the course leader/course group members.

On course series, NOVA funding for the 2nd-4th courses in the series depends among others on the student evaluations of previous courses in the series.

Responsible:
NOVA secretary