APPLICATION PROCESS – OPEN CALL 2018

NOVA PhD Courses/Activities and Competence-Enhancing Courses, Master's Courses > EUR 5 000, Course Series

1. Application

NOVA online application:

- Application form: single course or course series

Deadlines 2018:

- 1: 3 May.
- 2: 25 Oct.

Responsible:

- Single course
 Head 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.

Check that all fields in the application 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 fill in the approval form.

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.

NO*

or

YES

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To 1. Application 5. Decision on 3. Submission of 4. Technical Evaluation of Application by the **Application Application to NOVA NOVA Secretariat** Decision time: The Confirmation email of 4.1 Processing of application and official approval subsequent NOVA board by the home institution internal evaluation of → possible changes in the application meeting. application Board meetings 2018: 4.2 Collecting evaluations of previous NOVA Deadlines 2018: - 1: 8 Jun. courses that the head applicant(s) has been - 1: 17 May - 2: 29 Nov. - 2: 8 Nov. involved in to be sent to the NOVA Board Responsible: Responsible: Responsible: NO* **NOVA Board** Local NOVA coordinator **NOVA** secretary NB! The NOVA **NB!** The application is **NB!** Normally, no further information will be secretariat will send an submitted to NOVA only asked. The NOVA Board will only review complete or email to the head when the local applications that that meet NOVA's requirements and are in accordance with NOVA's regulations. applicant(s) with the coordinator has sent a result as soon as The NOVA secretary will correspond with the local confirmation email to possible after the board NOVA coordinator if further information is the NOVA secretary. YES meeting. required. 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, if necessary.

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