APPLICATION PROCESS

NOVA Master's Courses < EUR 5 000

1. Application

NOVA online application:

- Application form

Applications are accepted continuously.

Responsible:

Head applicant

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:

Home institution

The institution must evaluate the information on the 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, if necessary.

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

or

YES

NO*

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

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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: Confirmation email of 4.1 Processing of application and official approval - within 2 months from by the home institution internal evaluation of submission of → possible changes in the application application application to NOVA by Deadline 2019: the local NOVA - 2 weeks after the 4.2 Collecting evaluations of previous NOVA coordinator courses that the head applicant has been involved NOVA secretariat has Responsible: in to be sent to the NOVA Chair noticed the local NOVA **NOVA Chair** coordinator of the NO* Responsible: application **NOVA** secretary NB! The NOVA secretariat will send an Responsible: **NB!** Normally, no further information will be asked. or email to the head Local NOVA coordinator Only complete applications and budgets will be applicant with the result **NB!** The application is sent to the NOVA Chair. The NOVA secretary will as soon as possible after submitted to NOVA only correspond with the local NOVA coordinator if the decision is made. when the local further information is required. YES coordinator has sent a The head applicant, in accordance with the official confirmation email to signatory and the local NOVA coordinator, is the NOVA secretary. 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.