

## Part 1: Guideline for the teachers:

### Organizing a Nordplus intensive course during the academic year 2015 – 2016 or in the summer 2016

#### What is a Nordplus intensive course? It is....

... at least **five working days** long

... at **Bachelor or master level**

... **organized anytime** during the academic year 2015 – 2016 or in the summer 2015

- (the best time for veterinary course would be in January, June or August)

... **located in one or more Nordic and/or Baltic countries**

... **has teachers and students from at least three different NOVA or BOVA countries**

... **gives ECTS points to students which will be included in their degree**

...can be similar to the courses already organized in the faculty for local students only or something totally new.

#### Part one 1: planning the course:

1. **November - December 2014:** Look for suitable teachers from partner universities or institutions to course lecturers' team. Partner institutions are listed on these websites: [http://www.nova-university.org/page.cfm?open=2&MenySidor\\_id=2](http://www.nova-university.org/page.cfm?open=2&MenySidor_id=2) You can also ask (*name of the local NOVA coordinator*) to help in finding suitable teachers.
2. Contact (*name of the local NOVA coordinator*) **by January 15, 2015** and suggest an idea/topic for the intensive course.
3. **January 2015:**
  - **To do with other teachers:** Decide the location and time of the course and write a course abstract. Decide which institutions/teachers are responsible of which topic of the course. Also write down the possible pre- or post-course assignments for students and plan how the outcomes of the course will be distributed to wider audience.
  - **With the help of local NOVA coordinator:** Compile the course budget.
4. **Local NOVA coordinator** takes care that all the necessary information of the course will be sent to the Central NOVA-BOVA Nordplus Coordinator **by January 26 at latest.**

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The decision on accepted Nordplus courses will be known in June 2015 at latest.

**Part 2: after the course plan has been accepted:**

1. **Prepare the final list of material or compendium for the course** and write the final course schedule.
2. **You and your departmental coordinator will be invited by the NOVA coordinator** to discuss the task division concerning the course.
3. **Run the course** with your Nordic and/or Baltic colleagues and with enthusiastic students from Nordic and Baltic countries. **Lead** course programme during the course (*both the distance part and meeting in person*).

**Organizational tasks to be taken care by the local coordinator/departmental secretary:**

1. **Sending advertisement information** on the course to partner universities or institutions. (*local coordinator*)
2. **Taking care of student registrations** to the course and setting the deadline for applications (*local coordinator*).
3. **Deliver copies of literature/compendium** to the students for the possible distance learning part (*departmental secretary*)
4. Taking care of organization of students arrival, accommodation, meals etc. (*departmental secretary*)
5. Taking care of **social programme/cultural part** (*local student association/local coordinator/teacher*)
6. Preparing a **financial report** on the course. (*departmental secretary*)
7. **Collecting feedback** from course participants (*local coordinator/central Nordplus coordinator*)