

Activity Plan 2012

NB This activity plan will be reviewed and renewed as Activity Plan for 2012-2013
at KUF meeting on September 12th 2012 and at Board meeting on October 18th 2012.

<u>Activity</u>	<u>Background and Goals</u>	<u>Responsibility</u>
External Funding	A follow-up of previous funding from the Nordic Council of Ministers shall be undertaken and presented to Board meeting 61, on February 2, 2012. Information about application terms and next call shall also be presented.	<u>Secretariat</u> .
Network activities	<p>A NOVA network is a platform for collaboration between NOVA members with a common interest in a specific subject area. The goal with NOVA networks is to stimulate activities, and to ensure that all NOVA activities within the area of PhD, MSc and BSc level education are carried out with as much Nordic cooperation as possible.</p> <p>Guidelines for NOVA networks were revised during 2010 >>></p> <p>Networks that organize PhD courses are registered in NOVA's application database; from January 1st 2012 other NOVA grant applications on MSc and BSc level will also be registered in the NOVA database.</p>	<p>The <u>local NOVA teams</u> have a significant responsibility to support the network activities. There must be a close relation and good communication between <u>project/course leadership</u> and the local NOVA coordinators/teams.</p> <p>The <u>Secretariat</u> is responsible for surveying existing networks</p> <p>The <u>NOVA</u> webpage will be used for marketing and information on network activities. The secretariat holds the responsibility for the NOVA web, while <u>individual networks</u> hold the responsibility for their individual network web pages. The secretariat should survey the networks' web pages and inform the networks on necessary updates and revisions.</p>
New Areas	<p>Efforts to create networks were initiated during 2010, resulting in two new networks on Small Animal Clinical Science and Carbon Dynamics in Managed Terrestrial Ecosystems. In 2011 new network of Animal Welfare has been established and one dormant network within veterinary science has been activated. This work should continue during 2012.</p> <p>Funding: Included with funding of MSc courses, projects, planning grants and BSc summer courses</p>	<p><u>KUF</u>, with support from the local teams, is responsible for making progress in the establishment of new networks, for example by communicating with and encouraging key persons. <u>KUF</u> shall also follow up the progress in June 2012. <u>Local teams</u> shall; based on knowledge of and contacts within their university/faculty, actively participate in this work. Reports should be given at the KUF meeting in June.</p>
A	<p>MSc level (including new areas, planning grants and NOVA N+ guarantee).</p> <p>Funding 2012: 110 000 €.</p>	
A1 .a) MSc Intensive courses (NIMC) application and administration procedures.	<p>In total 4 NIMC courses have run during 2011. 2 NIMC courses have received funding for 2012 and 2 planning grants (Dec 2011).</p> <p>NOVA will announce two calls for proposals for NIMC 2012. Deadlines will be 15 April and 15 October. Application rules and evaluation criteria should be clearly presented.</p>	<p>The <u>Secretariat</u> holds the responsibility for announcing calls and the administration of applications.</p> <p><u>Local coordinators</u> are responsible for spreading the information at their university/faculty.</p> <p>The <u>Secretariat</u> provides <u>EC</u> and <u>KUF</u> with basic data for decision on funding.</p>

b) Interest for intensive courses	There is still a need to develop the interest for NIMC among teachers as well as students at the member institutions. National incentives to attract teachers to organize intensive NOVA courses should be discussed further. Intensive summer courses are especially welcome due to easier mobility of many students during the summer.	<u>Local teams</u> need to increase interest and awareness among students and teachers for NIMCs.
c) Combined funding	The combination of national and NOVA funding of NIMCs, coupled with Nordplus mobility grants is functioning well. Mobility among students has been similar in recent years. NOVA/BOVA N+ Network received increased allocation for students mobility this year compared to previous years and therefore it is expected that NOVA N+ guarantee will be budgeted to 55.000 € in 2012	The Secretariat, in close cooperation with the <u>local teams</u> , are responsible for providing nationally adapted documents with information to students and teachers on funding and mobility grants for NIMC.
B.	PhD level Funding 2012: 450 000 €.	
B1 - PhD courses	<p>In total 21 PhD courses were run during 2011 and one course was cancelled. 16 courses have received funding for 2012. Total amount for those is 448.780 €.</p> <p>The secretariat will make a survey on the use of funding, e.g. proportion of regained (funding not used). Based on these findings annual amount of funding should be revised and build up of equity through amount of regained funding should decrease.</p> <p>By providing support to course organizers and by promotion of courses (mainly on the web), NOVA's goal is to secure that all funded courses will run and attract on average at least 15 students per course.</p>	<p><u>Course leaders</u> have the main responsibility for recruiting students.</p> <p><u>The secretariat</u> will report to the Board on proportion of regained/funding not used in January.</p> <p><u>Local teams and secretariat</u> should market courses in their organisations and web.</p>
B2 - Applications and funding for PhD courses 2012.	<p>Funding rules and evaluation criteria should be clearly described in the application guide. The application system and attached instructions should be clear and instructive, in order to promote applications of high quality.</p> <p>New call for proposals will be announced in February 2012 with deadline April 15.</p> <p>The number of applications 2011 was 19 (13+ 6). The goal for 2012 is to get at least 30 high quality applications, also including applications for new areas (See "New areas" above").</p>	<p><u>NOVA Secretariat</u> has the responsibility for publishing relevant information on the NOVA web, and for distributing it to former course leaders. <u>Local teams</u> are responsible for spreading the information at their university/faculty.</p> <p><u>NOVA Secretariat</u> is responsible for the administration and the technical premises of the applications and should provide KUF with basic data on the scientific and pedagogical aspects for decision on funding.</p>

C.	Other projects	
C1 – NSB	<p>NSB has an important role as the students' voice within NOVA and should actively participate in the NOVA activities both locally and centrally. NSB should play an active role in marketing NOVA among students. Budget, activity and financial reports should be submitted to the secretariat.</p> <p>Suggested funding 2012: 21 000 €.</p>	<p><u>NSB</u> has responsibility for organisation, activities and finances of NSB. <u>NSB</u> is responsible for budget and reports.</p>
C2 - Planning and reporting local activities	<p>To get an overview of the work in the local NOVA Teams, two year activity plans should be reported to EC and KUF, and followed up on KUF meetings. The local activity plans should follow the structure of the general NOVA activity plan (this document).</p>	<p>The <u>Local NOVA teams</u> are responsible for producing two year plans for their activities. The current local activity plans for 2012 are to be renewed at KUF meeting in September 2012 as activity plans for 2012-2013. Local Activity plans for 2014-2015 should be submitted to EC no later than mid November 2014.</p> <p><u>Local coordinators</u> are responsible for reporting on the activities at each KUF meeting. Local activity reports for 2012-2013 are to be submitted to the secretariat for the KUF meeting at the latest mid February 2014.</p>
C3 – NOVA/BOVA cooperation	<p>The cooperation with BOVA will follow the agreement signed in Oct 2008. The NOVA Board agreed on meeting 59 to prolong the agreement in the same manner until a joint NOVA/BOVA seminar will be held in the Baltic's 2012. A joint KUF/BOVA-CC meeting will be held in conjunction with the seminar.</p>	<p>The <u>Secretariat</u> shall keep the running contacts with BOVA and coordinate the activities. KUF decides on involvement and commitments in specific projects.</p>
C4 – Policy forum	<p>NOVA shall be a forum for creating an Internordic platform for exchanges of ideas and best practice at all levels of the institutions. To achieve this, NOVA aims at the following:</p> <ol style="list-style-type: none"> 1) The annual NOVA seminar shall be the main policy forum. The seminar is open for all NOVA staff members. The board decides the theme and supervises the program and the event. 2) In connection to the autumn board meeting, time will be allocated for discussion, exchange of experiences and ideas etc. of a topic that the board members feel is relevant. The topic for discussion will be prepared by the EC. 3) Additional political forums for specific functions or subject themes may be arranged and financially supported by NOVA after approval in KUF. These will not be scheduled to a certain frequency, but arranged when there is a call or necessity. 	<p><u>The Board</u> has the responsibility for creating the NOVA policy forums.</p>

C5 - Annual seminar	In 2012 NOVA annual seminar will be a joint NOVA/BOVA seminar and take in the Tartu, Estonia, at the Estonian University of Life Sciences (EMU) 3-4 May 2012. Suggested theme is <i>Bridging countries – bridging generations: Life Sciences in Europe in 2020</i> . Opportunities will be given for presentations by networks in new areas. Funding for seminar 2012: 25 000 €.	<u>EC, NOVA Secretariat and local HU-V team</u> are responsible for planning and organizing the 2012 annual NOVA seminar. The programme should be anchored in the <u>Board</u> .
C6 – NOVA visibility / Promotional campaign	Visibility of NOVA is essential to its growth and development. Suggested funding: 10 000 €.	<u>EC, Secretariat and local teams</u> have the responsibility of involving information officers from the member institutions to develop promotional campaign of NOVA.
C7 – Normal mobility	Normal mobility will be encouraged to MSc and BSc students at the NOVA member institutions.	<u>Local teams local coordinators and local study advisors</u> are responsible for providing best information available on existing MSc and BSc courses within the NOVA and BOVA networks for visiting students.
D.	Administrative issues and Secretariat Suggested funding 100.200 €.	
D1 - NOVA strategy	The new strategy 2010-2014 should be implemented in all NOVA activities.	<u>EC and KUF</u> have the responsibility to plan and monitor the implementation of the new strategy.
D2 – Moving chairmanship	From January 1 st 2012 HU-V will chair of NOVA.	<u>EC and the secretariat</u> are responsible for planning and effectuating a shift in chair from January 2012.
D3 - The NOVA secretariat/EC	Following the transfer of chair, the NOVA Secretariat and EC will be in Helsinki until December 31 st 2013. An overlapping NOVA coordinator will be employed at HU-V from 1 st December 2011, and the former NOVA coordinator will be overlapping for one month period in January.	<u>HU-V</u> is responsible for establishing the new secretariat and EC. <u>Secretariat</u> is responsible for making guidelines for the rotating secretariat.
D4 – Nordplus coordination	With rotating secretariat coordination of Nordplus activities will be the responsibility of the hosting institution, where local NOVA coordinator acts as Nordplus coordinator.	<u>Local Teams</u> are responsible for arranging the administration of the locally run Nordplus network. <u>NOVA Secretariat</u> and Nordplus coordinator are responsible for central network administration.
D5 - The local NOVA teams	The organization with a rotation NOVA secretariat has emphasized the role of the local NOVA team to provide support and assistance within the home university.	<u>Local Teams</u>
D7 - Document handling and administrative systems	The rotational system of chair and secretariat increase the importance of having document and data handling systems that are simple, well functioning, and easily transferable. The work to achieve this, and to make sure that a well functioning document bank is implemented, has high priority. All applications should be made on-line for simple data collection. Funding: See A1 above.	<u>Secretariat</u> is responsible for implementing a system for document and data handling with the described qualities. <i>Please note: Development of online registration of all application similar to the PhD applications is under development. When ready, the secretariat will announce it and implement.</i>
E.	Meeting Dates 2012	

E1 - Board	2 February - video meeting (<i>starts at 09:30 Scandinavian time</i>) 3 May – Tartu, Estonia and 18 October LIFE, Copenhagen.	
E2 - KUF	6 March - video meeting; (<i>starts at 12:00 Scandinavian time</i>) 5 June UEF-F in Joensuu (<i>starts at 9:00 local time</i>) 12 September (<i>starts at 12:00 Scandinavian time</i>) 22 November SLU in Uppsala KUF-BOVA CC meeting: 3-4 May – Tartu, Estonia.	