



Activity Plan

2007

Decided 2007-01-31

Activity plan 2007

Activity	Goals	Responsibility	Funding from NOVA
A. MSc area			180 000€, C. included
1. Priority areas a. 2007 i. Agroecology ii. Aquaculture iii. Biosystems Eng (NORBE) iv. UFUG	<p>The goal is that each of the old priority areas, from the fall of 2007, shall be able to continue on national basis, with relevant types of Nordic cooperation. This means that we terminate the old project from the fall of 2007, and continue funding network meetings, and eventually new project ideas.</p> <p>In the short run we talk about Joint Programmes.</p> <p>In the longer run we aim for Joint Degrees (possible only in Norway and Iceland today)</p>	<p>Starting already in January 2007, <u>national teams</u> must take on a large responsibility for making each national process work. <u>Departments</u> need to take responsibility for planning semester packages and programme structures, <u>administrators</u> must take on admission, credit transfer, course recognition and degree procedures.</p> <p><u>NOVA</u> web page will be used for marketing and information.</p>	
b. New areas i. Apiculture (BeeNOVA) ii. Landscape analysis iii. Soil science iv. Green health	<p>NOVA board has agreed to down-size priority for Joint Programmes.</p> <p>Apiculture (BeeNOVA) has been running for about a year, and is doing well on the area of intensive courses (and PhD courses).</p> <p>The other three areas have run planning projects and are prepared to start cooperation on both MSc and PhD level.</p> <p>The question whether NOVA shall have priority MSc areas or not was discussed at the November board meeting.</p>	<p><u>KUF</u> is responsible for suggesting principles for selecting new projects. New priority areas, or a set of selection criteria? Must be stated in the new NOVA strategy.</p> <p>The new areas must be informed about their possibilities as soon as possible.</p>	
2. Intensive courses (IC) a. Establishing joint windows	<p>NOVA board has agreed to up-grade the priority for Intensive courses.</p> <p>Two joint windows were decided by the Board at the November 2006 meeting.</p> <p>Each local team should report back to KUF what actions that have been taken to establish windows, in June 2007.</p>	<p>After decision in the Board (Nov 7, 2006), <u>KUF</u> must take responsibility for initiating a plan to establish joint windows at each member institution. Report to EC in May 2007. May also be discussed at the annual NOVA seminar.</p>	
b. Well functioning NOVA administration	<p>A test project with a number of intensive courses has been run by KUF during 2006. After evaluating the project the goal now is to establish well functioning routines at NOVA for applications and administration. Should run from 2007.</p>	<p>New procedures were decided by <u>KUF</u> at the November 2006 meeting. New application call was launched Dec. 14 for 2007 (incl Jan 2008). Next full call for 2008 – Jan. 2009 will be launched as soon as possible.</p>	

c. Interest for intensive courses	<p>There is a need to develop an interest for IC among teachers as well as students at the member institutions. National incentives to stimulate teachers to organize intensive NOVA courses could be discussed.</p> <p>Information about IC and windows must be spread to the students, the goal is that we have links to the NOVA web page (on relevant places) on all member sites before June 2007.</p>	<p>There is a significant responsibility for <u>national teams</u> to increase interest and awareness among teachers for IC. Actions taken shall be reported to KUF in June 2007.</p> <p>KUF shall discuss the possibility to implement national incentives and report to the Board before the end of June 2007.</p> <p><u>National teams</u> also have responsibility for the establishment of links to the NOVA web page on national sites. Report to KUF in June 2007.</p>	
d. Practicalities i. Accommodation ii. National funding	<p>From the test project run during 2006, it has become clear that we have two main problems:</p> <p>* It is difficult for students to find accommodation for intensive periods. Teacher often find themselves doing an unacceptable amount of job to find solutions.</p> <p>* Teachers are often not aware of national principles for basic internal funding. NOVA funding is mainly for mobility, and small extra expenses. ICs should primarily run as low budget on campus courses.</p>	<p><u>Local coordinators</u> will report to KUF by the end of January 2007, on the matters of student accommodation, mobility funding and procedures for course application and registration.</p> <p>Besides increasing interest among teachers, national IC funding principles must be clarified. This is a responsibility for local administrations, via <u>local NOVA coordinators</u>.</p>	
e. Number of intensive courses during 2007	<p>Four intensive courses have run during 2006, partly funded by NOVA. At least three are planned for 2007, only one of which will run. NOVA has set aside funding for another seven courses, primarily for the August 2007 and January 2008 windows.</p>	<p><u>NOVA secretariat</u> has launched a call for applications, deadline January 15, 2007, after KUF has decided on a revised procedure. <u>Local teams</u> may take a responsibility for seeking relevant areas.</p> <p>Next call for applications will be launched in the spring of 2007, deadline June 30. Full priority will be on courses run in the Summer and Winter mobility windows.</p>	
f. NOVA course data-base	<p>Information about options for Nordic studies and cooperation is vital, for teachers as well as students. The goal is to have the NOVA course data-base continuously updated, with relevant area concepts, including intensive courses.</p>	<p>The <u>new NOVA secretariat</u> is responsible for updating the NOVA course data-base, but information must come from each <u>area network</u> or <u>course responsible person</u>.</p>	

3. Mobility in general	Administrative matters in relation to mobility are also a more general question. It is not clear how mobility in a larger scale than today will be funded in the future, and it is certainly not clear how responsibility for arranging accommodation will work. The goal is for NOVA to set a standard regarding how to arrange for visiting international students.	Besides reporting to EC on the matters of mobility funding, accommodation and course application/registration procedures in relation to ICs, <u>local coordinators</u> are responsible for developing and informing about national procedures for mobility funding and accommodation arrangements.	
4. Administrative procedures	Certain needs for coordinating administrative procedures in relation to Master courses, semester packages and programmes have become evident.	<u>NOVA Secretariat</u> will take responsibility for arranging a workshop for coordinating MSc level procedures. The workshop will take place during the fall of 2007, and will partly be funded by Nordplus grants.	

B. PhD area			350 000€
1. PhD courses 2007	<p>15 PhD courses have so far received funding for 2007. The total amount decided by KUF is 367.000 euro (budget frame is 350.000 euro). The goal is to have at least 225 NOVA PhD students (on average 15 per course).</p> <p>Joensuu students participate 2007 on full cost. Students from BOVA are funded by NordForsk, administrated by the BOVA secretariat. BOVA students will pay a small fee from 2008.</p> <p>Students from other institutions are of increasing interest, especially as NOVA sometimes have significant co-donors. Other students shall pay full cost from 2008.</p>	<p><u>Course responsible persons</u>, with the help of the course group (<u>network</u>) are responsible for running the courses and also recruiting students.</p>	
a. PhD courses 2008 b. Application procedure	<p>New application round is due to occur in March 2007, deadline April 15. The goal is to have at least the same amounts of applications as in 2006 (30). Partners from Joensuu may send in applications to NOVA, on the normal premises.</p>	<p><u>NOVA secretariat</u> is responsible for setting the technical premises for a good application round.</p> <p><u>NOVA secretariat</u> has the responsibility for setting up the information on the NOVA site, and for sending it to the group of old course leaders we know of (around 50). <u>National teams</u> are responsible for spreading the information around. NOVA news will also be used.</p> <p>Deadline for application is April 15, 2007, announcement will be launched as soon as possible.</p>	
b. Evaluation procedure	<p>A revised procedure for evaluation of the 2007 applications are under process. KUF will take a decision on the new procedure at the next KUF meeting in November 2006. The goal is that the new procedures will help KUF to make an even better selection of courses for 2008.</p>	<p><u>KUF</u> is responsible for deciding on a revised procedure. <u>NOVA secretariat</u> is responsible for the information about the new procedure, including the technical and scientific criteria that will be assessed.</p> <p><u>NOVA secretary</u> is responsible for assessing the technical criteria, and for serving KUF with a relevant material.</p> <p><u>KUF</u> is responsible for assessing the scientific criteria. This imposes a larger responsibility on KUF than before.</p>	
3. Forestry area	<p>Referring to a report from NOVA regarding an overview of Nordic-Baltic-NW Russian research training, it is suggested that NOVA take responsibility for coordinating within the NOVA sphere.</p>	<p><u>KUF</u> is responsible for initiating this project.</p>	

C. Other projects			
1. NOVA Peditnet	<p>NOVA Peditnet is now running for the third year. After a slow start it now seems they have found their role. Especially in relation to various concepts of distance learning, NOVA in general and Peditnet in particular should take a leading role.</p> <p>The goal is that Peditnet structures the personal responsibility within the network, and that Peditnet takes part as pedagogical support in all relevant NOVA projects.</p> <p>Experiences are gathered in several of the NOVA projects. The goal is that Peditnet shall arrange a seminar for exchange of experiences during 2007.</p>	<p><u>Steering group</u> in the network has main responsibility for developing the work within Peditnet, KUF has the responsibility for taking an over all decision on the role of NOVA and of the prioritisation of the development of distance learning pedagogy and technology.</p>	
2. Other projects			

D. Administrative issues		<p>The Executive Committee (EC), is constituted by:</p> <ul style="list-style-type: none"> • Chairman of the Board • Chairman of KUF • Secretary General • Central NOVA coordinator • One student representative 	136 500€ NVH included
1. New NOVA strategy	A new strategy is under development, and the goal is to have it decided no later than by the end of March 2007.	<u>Chairmen of the Board and KUF</u> have the responsibility to work on the new strategy, the Board is responsible for the decision.	
2. New working schedule for a. The NOVA Board b. KUF	In large, the new organisation from 2007 is set. However there is a significant need to be very clear about the responsibilities of each body. This can be described in a new and more detailed work schedule. In the schedule we may also have a declaration of principles for manning the Board, KUF and the different chairmanships. The new schedules shall be decided by the Board and implemented in the new strategy.	<u>EC</u> is responsible for developing draft documents of the working schedules for the Board and KUF, <u>the Board</u> shall take the final decisions.	
c. The NOVA secretariat/EC	The new NOVA secretariat will act as the NOVA Executive Committee (EC). There is a need to set down a detailed working schedule for the new secretariat. The document should also contain a mandate from the Board, for the chairmen of the Board and KUF to take on a certain decision power. The new working schedule, for EC, shall be decided by the Board and implemented in the new strategy.	<u>EC</u> is responsible for developing and deciding on the working schedule for the secretariat.	
d. The local NOVA teams	In “The New NOVA”, the responsibility for giving support to the networks/projects must rest to a much more significance degree on the local NOVA Teams. This is already stated in the current strategic document, but has not been functioning well in most of the member institutions. The new instructions shall be decided by the Board and implemented in the new strategy.	<u>EC</u> is responsible for developing a draft document of the working schedule to the local NOVA Teams, the decision shall be taken by the Board.	

3. Planning and reporting local activities	To get an overview of the work in the local NOVA Teams, they should be asked to present annual plans for their activities. The plans should be reported to EC and KUF, and local coordinators should follow up on these plans at the KUF meetings. The plans shall be reported to EC no later than the end of February 2007.	The <u>local NOVA Teams</u> are responsible for producing annual plans for their activities. The plans shall be reported to EC, in time to be presented at the first KUF meeting in 2007. <u>Local coordinators</u> are responsible for reporting on the activities at each KUF meeting.	
4. Principles for taking on new members	Joensuu has been invited to be a new member from 2008, more new members may be in line for membership in the future. There is a need to consider principles for taking on new members. The goal is to have these principles decided before the end of June 2007.	<u>EC</u> has the responsibility to suggest draft principles for taking on new members, <u>the Board</u> shall take the decision.	
5. Principles for internal funding	Before we set the new strategy, and certainly before we invite new members to negotiation, we must be clear about the principles of member fees. GNP is now used as the basis, and national agreements between UMB and NVH respectively HU-AF and –V. Joensuu, and eventually also Århus Univ. in a longer perspective, should also be considered. Another most urgent issue is the expenses for central and local overheads, charged today by SLU and to a certain extent by HU-AF. The situation we have today is simply not viable.	<u>EC</u> has been given the responsibility to suggest new principles for internal funding. <u>The Board</u> is responsible for taking the decision. <u>SLU</u> has been asked to suggest a solution at the January board meeting, <u>HU-AF</u> has informed the secretariat that charging central overheads was a mistake.	

6. NOVA-BOVA cooperation	<p>The rectors of the BOVA universities are expecting some kind of will from the NOVA side, to show interest in the development of a strong cooperation in the region.</p> <p>NOVA-BOVA rector meetings every 2nd/3rd year might be considered.</p> <p>The goal is to have a plan for the NOVA-BOVA cooperation before the end of June 2007.</p>	<u>EC</u> is responsible for developing the plan, and KUF shall send the plan to the Board for the final decision.	
7. Political forum	NOVA shall be a forum for creating an Internordic platform for exchanges of ideas and best practice at all levels of the institutions.	<u>The Board</u> has the responsibility for creating the NOVA political forum.	
8. NSF <ul style="list-style-type: none"> a. National representatives in scientific networks b. Marketing among fellow students c. Actors in the local NOVA Teams 	NSF continues to have important duties in the NOVA activities. Students from local environments can participate in network meetings and report to national NSF representatives. NSF should play an active role in marketing NOVA among fellow students. NSF representatives should also have an active role in the local NOVA Teams, and actively report back their observations to KUF	<u>NSF board</u> is responsible for stimulating members and finding national area representatives.	20 000€ annual seminar included
9. Annual seminar			10 000€ NSF excluded

