



CALL FOR APPLICATION 2018-2019

*BOVA University Network for many years offers a range of courses on Master and Doctoral level for international students. According to the BOVA UN strategy these activities stay among the main BOVA UN activities. BOVA UN stimulates the continuation of the organization of successful courses and development of new courses. To ensure long term planning this call is referable to the BOVA activities for the period **March 2018 – September 2019**.*

The following procedure to apply for funds for the organisation of BOVA courses is developed and approved by the BOVA CC and supported by the BOVA Rectors' Board.

I. BOVA Intensive Master Courses (BIMC)

BOVA Intensive Master Courses have been the main activity type for many years and have played an important positive role in the students' and teachers' mobility and enhanced the development of the competences of the academic staff and students. The continuation of courses has been indicated as necessary and valuable both in students' and teachers' evaluation forms.

Teacher teams from BOVA member universities are welcome to apply for the organization of BOVA Intensive Master Courses in 2018 (spring and autumn semesters) and 2019 (spring semester).

BOVA Intensive Master Course (BIMC) should fulfill the following basic criteria:

- last for a minimum of five days (should have a distance learning part as compulsory part);
- have partner teachers from at least two BOVA member universities (host university included);
- invitation of teachers from NOVA UN and other European HEI in the teaching team is very advisable;
- visiting students from at least two member universities;
- minimum number of Master students should be fixed at 10;
- course time – spring and autumn semester 2018; spring semester 2019.

II. BOVA Intensive Doctoral Courses (BIDC)

BOVA Intensive Doctoral Courses have become quite an important activity in the last years and they must be developed further in order to offer high quality courses recognizable on international level. To give the BOVA Doctoral students, young researchers a wider and deeper knowledge in specific fields - this goal can be reached by joint efforts and development of BOVA Doctoral courses.

Teacher teams from BOVA member universities are welcome to apply for the organization of BOVA Intensive Doctoral Courses in 2018 and 2019.

BOVA Intensive Doctoral course (BIDC) should fulfill the following basic criteria:

- last for a minimum of five days (preferably have a distance learning part);
- have partner teachers from at least two BOVA member universities (host university included); inclusion of top level professionals outside BOVA UN in the teaching team is very commendable (NOVA UN, EU countries and others);
- visiting students from at least two member universities;
- minimum number of PhD students in a specialized course should be fixed at 10 with a possible exception for veterinary medicine, where the number of participants may be lower if accepted by the BOVA CC. The minimum

Deadline for application is December 7, 2017

number of participants for general courses should be 15. General courses should be open for teachers from member universities as well.

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III. BOVA Intensive Bachelor Courses (BIBC)

Teacher teams from BOVA member universities are welcome to apply for the organization of BOVA Intensive Bachelor Courses in 2018 (spring and autumn semesters) and 2019 (spring semester).

BOVA Intensive Master Course (BIMC) should fulfil the following basic criteria:

- last for a minimum of five days;
- have partner teachers from at least two BOVA member universities (host university included); invitation of teachers from NOVA UN and other European HEI in the teaching team is very advisable;
- visiting students from at least two member universities;
- minimum number of Bachelor students should be fixed at 20 to 25 from all institutions;
- course time – spring and autumn semester 2018 and Spring semester 2019 (preferable time – till September first).

IV. FUNDING POLICY (*corresponds to both types of courses*)

- 1) BOVA courses are funded by each member institution (hosting the course) and contribution from other member institutions.
- 2) Application to all possible donors is supported and advisable. Applicants will be supported by the BOVA Secretariat and BOVA coordinators in the preparation of these applications.
- 3) If the approved course could not receive the external funds or gets partial financing from the external sources applicant' university is responsible for the financial management of course: internal funds shall be used to run the course at basic or minimized costs.
- 4) Local BOVA teacher's remuneration shall be used by each member institution.
- 5) Non-BOVA teachers might paid be from the course budget (if no other sources are available).
- 6) ERASMUS and NORDPLUS mobility grants should be used for teachers' mobility in all relevant cases.
- 7) NORDPLUS mobility grants should be used for MSc students' mobility.

Submitted applications will be evaluated by the BOVA CC and the approved courses will be announced at the beginning of December 2017.

The final list of courses will be approved by the BOVA Rector's Board at the beginning of January 2018.

Approval of the course will be sent to the course leader with a copy to respective BOVA coordinator by the BOVA Secretariat.

After the approval the course leader in cooperation with the local BOVA coordinator shall start preparatory work on the course:

- a) a detailed course program should be worked out or improved/completed and submitted to the BOVA Secretariat no later than 2 months before the course (distance part) starts;
- b) course advertisement (a course flyer) should be produced no later than 2 months before the course (distance part) starts;
- c) all useful information as regards the course shall be sent to BOVA Secretary to be placed on BOVA webpage;
- d) course teachers' team is responsible for the preparation and distribution of the study material in English before the lectures starts;
- e) distance part should be developed and placed on web Moodle platform at home universities.
- f) list of sources of pre-reading materials or links to web Moodle platform should be distributed before the distance learning period starts;
- g) within one week after the deadline the course leader together with the local BOVA coordinator shall inform the course applicant about having been accepted to the course and provide him/her with practical information about location, travel, accommodation, board and other things.

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BOVA CC chairman has the responsibility to cancel the accepted course if it does not fulfill all requirements. Local course organizers are asked to inform the BOVA CC chairman and BOVA secretariat if any inadequacy will appear in the preparatory stage in order to solve the problem or cancel the course.

To submit your application, please fill in the following forms and attach requested documents:

1. *BOVA course Application form;*
2. *Nordplus course budget form (if the course applies for Nordplus funding);*
3. *CV of course leader (pdf);*
4. *Confirmation letters from invited teachers (pdf);*
5. *Covering letter, signed by legal person of home institution.*

You may find it useful to consult the local BOVA coordinators when planning your courses.

Send filled papers to BOVA Secretariat: jurgita.belicke@ismuni.lt

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