



# CALL FOR APPLICATIONS

## 2022/2023

*BOVA University Network has been offering for many years a range of courses at Master and Doctoral levels for international students. Based on the BOVA CC call held in April 2022, the focus now will move to Bachelor and Master level courses. BOVA UN wishes to stimulate the continuation of the organization of successful courses and the development of new courses. To ensure long term planning, this call is for the BOVA activities for the period **October 2022 – June 2023**.*

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

### **I. BOVA Intensive Master Courses**

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 2022 (autumn semester) and 2023 (spring semester).

*BOVA Intensive Master Course (BIMC) should fulfill 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 encouraged;
- visiting students from at least two member universities;
- minimum number of Master students should be fixed at 10;
- course period – 2022/2023 academic year

### **II. BOVA Intensive Bachelor Courses**

Teacher teams from BOVA member universities are welcome to apply for the organization of BOVA Intensive Online Bachelor Courses in 2022 (autumn semester) and 2023 (spring semester).

*BOVA Intensive Online Bachelor 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 encouraged;
- visiting students from at least two member universities;
- minimum number of Bachelor students should be fixed at 20 from all institutions;
- course period – 2022/2023 academic year

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

- 1) BOVA courses are funded by each member institution (hosting the course) and with 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 does not receive external funds or gets partial financing from external sources the applicant university is responsible for the financial management of the course: internal funds shall be used to run the course at basic or minimized costs.
- 4) Course leader will receive 500 EUR enumeration from BOVA the budget (taxes apply).
- 5) Non-BOVA teachers may be paid from the course budget (if no other sources are available).

***Submitted applications will be evaluated by the BOVA CC and approved courses will be announced at the beginning of September 2022.***

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

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

- a) a detailed course program should be prepared or improved/completed and submitted to the BOVA Secretariat no later than two months before the course starts;
- b) course advertisement (a course flyer) should be produced no later than two months before the course starts;
- c) all useful information about the course shall be sent to the BOVA Secretary to be placed on the 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 the web Moodle platform of the applicant university;
- f) list of sources of pre-reading materials or links to the web Moodle platform should be distributed before the distance learning period starts;
- g) within one week after the course application deadline the course leader together with the local BOVA coordinator shall inform the course applicant about having been accepted onto the course and provide him/her with practical information about location, travel, accommodation, board and other things.

***Deadline for application is August 5, 2022***

**The 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 in good time.

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

1. *BOVA course Application form;*
2. *CV of course leader (pdf);*
3. *Confirmation letters from invited teachers (pdf);*
4. *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 the BOVA Secretariat: [karoli.koiv@emu.ee](mailto:karoli.koiv@emu.ee)**