

Action Plan 2012

<i>Activity</i>	<i>Background and Goals</i>	<i>Responsibility</i>
ACADEMIC ACTIVITIES:		
BIMC (BOVA Intensive Master Courses)	<i>Based on the results of last year's applications for the organisation of BIMC to implement the activity and offer up to 10 courses on the internal funding (including 3 courses granted by Nordplus).</i>	BOVA course leader is responsible for the course content and its implementations; Local BOVA coordinator + course leader are responsible for the distribution of information among students and the organizational staff of the course. Other coordinators organising the information flow to students and help in sending out teachers.
BIDC (BOVA Intensive Doctoral courses) and other International Doctoral courses	<i>Absence of BIDC for the year 2012, therefore all Doctoral courses on English running at member institutions are open for BOVA students which are offered in intensive way.</i>	BOVA Secretary collecting all information regarding all Intensive Doctoral courses on English offered at BOVA member institutions and spread this information. Local BOVA coordinators are responsible for the distribution of information among the interested students.
Nordplus Intensive Master courses	<i>Continuation of cooperation between NOVA and BOVA in order to develop the joint master courses. 3 courses in 2012 have Nordplus ICG, these activity should be qualitatively performed. 6 courses initiated by BOVA sided, which are having Baltic-Nordic dimension suggested to include into the joint NOVA/BOVA Nordplus network application for the year 2012/2013.</i>	Course leader is responsible for the course content and its implementations. Local BOVA coordinator + other BOVA and NOVA coordinators are responsible for the information distribution among students. BOVA secretary responsible for the preparation all information and budget calculations as regards perspective Nordplus courses initiated from BOVA side.
Call for Application	<i>BOVA will announce the New call for application (for both types of courses BIMC and BIDC in one) till March for the year 2013-2014 with deadline May 30. In long term perspective applicants will have rights to submit also applications for the year 2014 at any time.</i>	BOVA Secretariat is responsible for announcing Call and the administration of applications. BOVA coordinators are responsible for spreading and collecting information. BOVA CC is responsible for the evaluation of

		courses and suggestions for the financial approval of the BOVA RB.
Courses/seminars for teachers	<i>Separate courses will be organised in each member institutions for the respective teaching staff involved in this year BOVA courses with the aim to help to develop and place on the Moodle platform the distance part of BOVA courses.</i>	E-learning specialists, teaching staff, BOVA coordinators.
WG of BOVA e-learning specialists	<i>Established good collaboration which led to the introduction of e-learning tools in BOVA activities with certain organisational setup. Continuation of collaboration according to the yearly working plan of WG.</i>	E-learning WG, BOVA coordinators, BOVA Secretariat
Students and teachers mobility between BOVA and NOVA member institutions	<i>Nordplus mobility grants will be available for Baltic students to go to NOVA or to BOVA partner institutions (express mobility and long term mobility). NOVA students are welcome to the BOVA courses and other international courses offered by BOVA member universities. BOVA teachers as well could have Nordplus Mobility Grants.</i>	BOVA and NOVA Secretariats are responsible for the linkage on respective homepages. NOVA/BOVA Nordplus coordinators are responsible for dissemination of information to students and teachers and flow of documentation. BOVA secretariat manages implementation of Nordplus project as regards BOVA side in general, however ensuring the mobility flow from/ to each BOVA or NOVA member institution lies on BOVA coordinators.
NOVA/BOVA Nordplus network meetings	<i>Traditionally every year NOVA and BOVA Nordplus coordinators arrange at least 1 meeting face to face with aim to spread newest information about study options in NOVA and BOVA partner institutions and discuss on effective ways of Nordplus project realization. Venue and time for this year meeting is March 20-23, Iceland and possible second meeting in autumn 2012 in Sweden. Additionally to this video meetings will be organised during the year.</i>	BOVA secretariat/ BOVA Nordplus coordinators - active participation in all activities.
NOVA PhD courses in Baltic	<i>BOVA UN has some good experience in assisting to organize NOVA PhD courses in Baltic. This process should be continued if interest from NOVA side will arise.</i>	Full support in organisational field from BOVA coordinators and BOVA Secretariat side.
Mobility of BOVA doctoral students to	<i>Students from BOVA universities are welcome to NOVA PhD courses if a place is available, but must pay for travel and</i>	BOVA Secretary & coordinators spread information about NOVA PhD courses. Fund

NOVA PhD courses	<i>accommodation. Students from any of the BOVA UN members are relieved from course fee. Each member university searching for possible funds (including EU funds) and continuing to support BOVA students' participation at NOVA PhD courses.</i>	raising is the responsibility of each member institution; and is not obligatory task of BOVA coordinators.
Seminar for academic staff and administration	<i>Based on mutual agreement between BOVA and NOVA will be organised the joint NOVA/BOVA seminar in Tartu on May 3-4, 2012. Financial agreement - each part cover their respective participants costs. Search of the external funds for this seminar.</i>	BOVA Secretariat in cooperation with NOVA secretariat, EMU team are responsible for all preparatory stage of this seminar and further organisational issues. BOVA coordinators responsible for the information spread, completing of team of interest persons to participate in the event from respective institution. BOVA CC and RB involvement in the seminar program development in order to present Baltic side in the seminar plenary session etc.
New Working Groups	<i>Accordingly the new strategic tasks elaborated in the BOVA strategy the need for establishment of 2 new Working groups within BOVA appears: a) WG on Joint Master Education b) WG for Development of Doctoral Education</i>	BOVA member institutions are responsible for the appointment of corresponding persons for these groups. BOVA secretariat preparing mandate for the groups which should be approved by RB. WG starts activities accordingly their mandate.
BOVA Student Council	<i>Established BOVA SC should continue their activity accordingly developed by themselves working plan in order to continue collaboration between students within BOVA and promoting BOVA among the students.</i>	BOVA SC. Representatives of BOVA SC will be invited to majority of BOVA activities such as seminars and meetings.
Academic networks	<i>All academic staff involved in BOVA activities still is not using BOVA umbrella broadly. On the base of existing BOVA courses and involved academic staff in teaching could be formed "BOVA academic networks" thus showing the way of cooperation for other teaching staff interested in joint BOVA actions. Need of attractive and less bureaucratic way of establishment and registration of BOVA academic networks with BOVA (date base, support system etc.) should be elaborated.</i>	BOVA CC in cooperative with WG of e-learning specialist, coordinators and other relevant staff.
Application to the	<i>a) Nordplus application – one common with NOVA</i>	a) BOVA Secretary works together with NOVA

<p>external donors</p>	<p><i>regarding the student' and teachers' mobility and regarding MSc Intensive courses.</i> <i>b) Application to ERASMUS IP.</i> <i>c) ERASMUS MUNDUS (action 2).</i> <i>d) other</i></p>	<p>Nordplus central coordinator. Deadline March 1; b) BOVA Secretary works together with BOVA coordinators and respective teaching staff. Deadline March 9; c) BOVA Secretary works together with BOVA coordinators and in close collaboration with BOVA CC and BOVA RB. Deadline April 30. d) be aware about possible calls for applications which is corresponds to the BOVA operation.</p>
<p>Information flow</p>	<p><i>For information exchange BOVA UN using the BOVA webpage. Traditionally updated information is placed to the webpage by request of BOVA coordinators or by incentive of BOVA secretary.</i> <i>BOVA newsletter send electronically from BOVA webpage should be introduced with preferable frequency - once per month.</i> <i>Other means of information dissemination and promotion of BOVA should be used such as meetings, seminars etc.</i></p>	<p>BOVA Secretariat, BOVA coordinators. Each single player in BOVA activities has rights and responsibility to disseminate corresponding BOVA information to the society.</p>
<p>Study programs running on English at member institutions</p>	<p><i>Based on experience of study program on "Management of biodiversity and multifunctional landscapes" (offered by EMU) where BOVA member institutions help to realise some modules of the programme if such need appears such assistance could be continued. Recently a lot of programmes on English have been opened in each BOVA institution.</i> <i>BOVA partner institution could find ways of collaboration in performing national curricula on English until the joint study programs are not launched.</i></p>	<p>BOVA CC in corporation of WG on Join Master studies + BOVA Secretariat, BOVA coordinators, involvement of directors of study programmes running on English at BOVA member institutions.</p>
<p>Mobility system of visiting lecturers</p>	<p><i>Short term visiting lectures is common practice up to now; in order to keep high international standards invitation of lecturers for long term became essential.</i> <i>Investigation on needed and possible assistance between BOVA member institutions in conducting some parts of the study programs should be done and elaborated proposals for the financial model for such mobility flow, those introducing the mobility system of visiting lectures in the frames of BOVA.</i></p>	<p>BOVA CC in corporation with study pr. directors.</p>

ADMINISTRATIVE ACTIVITIES:		
BOVA strategy	<i>Based on the BOVA seminar results on the development of BOVA strategy, the final version of BOVA strategy will be presented during BOVA RB meeting on February 3, 2012 for the approval.</i>	BOVA WG on development of BOVA strategy, BOVA RB
Normative basis of BOVA UN operation	<i>BOVA has Statutes developed and approved in 2005 and last agreements within BOVA signed in 2005 and earlier. Accordingly nowadays situation the revision of existing BOVA structure should be made leading to the elaboration of new Statues. One general agreement for BOVA is advisable to be worked out based on the previous agreements.</i>	BOVA RB, BOVA CC, BOVA Secretariat
BOVA RB meetings	<i>1st meeting: February 3, 2012. 2nd meeting: May 3, 2012, Tartu in combination with NOVA Board meeting, renewal of NOVA/BOVA cooperation agreement. 3rd meeting: 7 December 2012, Rotation of BOVA rector position and BOVA Secretariat to ASU. Additional meetings in case of need - video meetings.</i>	BOVA RB, BOVA Secretariat
BOVA CC meetings	<i>2 – 4 meetings, (at least 1 face to face meeting + 1 together with NOVA KUF, up to 2 video meetings).</i>	BOVA CC, BOVA Secretariat
BOVA coordinators meetings	<i>The weekly Skype meetings; 3-4 face to face meetings combined with other activities or meetings.</i>	BOVA Secretariat, BOVA coordinators