

### Action Plan 2013

<i>Activity</i>	<i>Background and Goals</i>	<i>Responsibility</i>
<b>ACADEMIC ACTIVITIES:</b>		
<b>BIMC (BOVA Intensive Master Courses)</b>	<i>Based on the evaluation results of the submitted applications for the organisation of BIMC to implement the activity and run up to 6 courses on the internal funding (including 3 courses granted by Nordplus): ASU - 2; LLU - 3; EMU – 2.</i>	BOVA course leader is responsible for the course content and its implementation; Local BOVA coordinator + course leader are responsible for the distribution of information among the students and the organizational staff of the course.
<b>BIDC (BOVA Intensive Doctoral courses) and other International Doctoral courses</b>	<i>Absence of applications for BIDC for the year 2013, therefore all intensive Doctoral courses in English running at member institutions are open for BOVA students.</i>	BOVA Secretary General collects all information regarding all Intensive Doctoral courses in English. Local BOVA coordinators are responsible for the distribution of information among the interested students.
<b>Nordplus Intensive Master courses</b>	<i>Continue the cooperation between NOVA and BOVA in order to develop joint master courses. 3 courses in 2013 have Nordplus ICG, these activities should be well performed. 4 + 2 courses initiated on BOVA side, which have the Baltic-Nordic dimension or might interest NOVA students are recommended for the joint NOVA/BOVA Nordplus network application for the year 2013/2014: ASU - 1, LLU - 3; EMU - 2</i>	Course leader is responsible for the course content and its implementation. Local BOVA coordinator + other BOVA and NOVA coordinators are responsible for the information distribution among students. BOVA Secretary General is responsible for the preparation of all information and budget calculations on the BOVA side, and later in the coordination of the implementation of Nordplus courses and submitting the final reports to the NOVA Central Nordplus Coordinator.
<b>Call for Application</b>	<i>BOVA will announce the new call for application (for both types of courses BIMC and BIDC in one) on March 1 for the year 2014-2015 with the deadline on May 30. In long term perspective applicants will have the right to submit also applications for the year 2015 at any time. Planned number of applications: BIMC – 11; BIDC -2.</i>	BOVA Secretariat is responsible for announcing calls and the administration of applications. BOVA coordinators are responsible for spreading and collecting information, assisting to fill in application forms. Local BOVA teams do the promotion among the teaching staff to ensure submission of planned

		number of applications. BOVA CC is responsible for the evaluation of courses and suggestions to the BOVA RB for the financial approval.
<b>Courses/seminars for teachers</b>	<i>Separate courses will be organised in each member institution for the teaching staff involved in current BOVA courses helping them to develop the distance part of BOVA courses and place it on the Moodle platform. At least one course or seminar at each member institution (except LSMU-VA).</i>	E-learning specialists, teaching staff, BOVA coordinators.
<b>WG of BOVA e-learning specialists</b>	<i>Continuation of collaboration according the yearly working plan of WG. 1. Assistance to place e-learning parts of BOVA courses on Moodle; 2. Evaluation of work done by lecturers, suggestions for improvement; At least 1 workshop face to face or video to develop new ideas of more intensive and proper use of modern IT means in BOVA activities.</i>	E-learning WG, BOVA Secretariat
<b>Students and teachers mobility between BOVA and NOVA member institutions</b>	<i>Nordplus mobility grants will be available for the Baltic students to go to NOVA or to BOVA courses (express mobility and long term mobility). NOVA students are welcome to the BOVA courses and other courses in BOVA member universities. BOVA teachers as well could apply for Nordplus Mobility Grants. In 2013-14 BOVA should use available Nordplus grant sums for mobility. In total 21 500 EUR for about 50 mobility. In addition student mobility to NORDPLUS courses (having Nordplus ICG should be ensure). The planned total mobility number for students is 165, and for teachers – 40.</i>	BOVA and NOVA Secretariats are responsible for the linkage on respective homepages and coordination of respective coordinators. Nordplus coordinators are responsible for students' and teachers' information and flow of documentation.
<b>NOVA/BOVA Nordplus network meetings</b>	<i>Traditionally every year NOVA and BOVA Nordplus coordinators arrange at least one face to face meeting with the aim of spreading the newest information about study options in NOVA and BOVA and discuss effective</i>	BOVA secretariat/ BOVA Nordplus coordinators.

	<p>ways of Nordplus project realization.  Venue and time of meeting – ASU, September 2013.  Additionally video meetings will be organised during the year.</p>	
<b>NOVA PhD courses in Baltics</b>	<p>BOVA UN has some good experience in assisting to organize NOVA PhD courses in the Baltics. If NOVA side is interested, this process should be continued.  At least 2 NOVA PhD courses are planned to be held in the Baltics.</p>	Full support in the organisation from BOVA coordinators and BOVA Secretariat.
<b>Mobility of BOVA doctoral students to NOVA PhD courses</b>	<p>Students from BOVA universities are welcome if a place is available, but they must pay for travel and accommodation. Students from any of the BOVA UN members are relieved from course fee.  Each member university searches for possible funds (including EU funds) and continues to support BOVA students' participation in the NOVA PhD courses.  At least 25 BOVA students are expected to participate in the NOVA PhD courses.</p>	BOVA Secretary General & coordinators spread information about courses. Fund raising is the responsibility of each member institution; this is not the task of BOVA coordinators.
<b>Seminar for academic staff and administration</b>	<p><i>Seminar</i> for the staff of the Study Departments on organizational and quality assurance issues in study process <i>or</i>  <i>Seminar</i> for the staff of the Study Departments, BOVA WG on JME and academic staff involved in the development of Joint master programs.  Final decision about seminar depends on the results of the WG on JME.</p>	BOVA Secretariat + BOVA CC, final decision on which type of seminar to organize. BOVA Secretariat is responsible for all other organisational issues.
<b>BOVA WG</b>	<p>WG on Joint Master Education and WG for Development of Doctoral Education continuing their tasks.</p> <ol style="list-style-type: none"> <li><u>WG JME</u>: perform surveys, identify perspective areas for joint study programmes, work out a framework for the development of JMP, organise joint meetings with academic networks in perspective areas.</li> <li><u>WG DDE</u>: arrange joint meetings to continue the development of joint activities until the beginning of September. Then propose the perspective topics or areas of joint courses with NOVA.</li> </ol>	WG continues activities according to their mandate and based on the proposals from BOVA CC and BOVA RB following their action plan of WG for 2013.

<b>BOVA Student Council</b>	<p><i>Established Student Council should continue their activity according to the work plan and continue collaboration between students within BOVA and NOVA, thus promoting BOVA among the students:</i></p> <ol style="list-style-type: none"> <li><i>1. Organize a joint meeting with NOVA SB at ASU, February 2013;</i></li> <li><i>2. make publicity for BOVA activities at each member institution.</i></li> </ol>	<p>BOVA SC. Representatives of BOVA SC are invited to take part in BOVA CC and BOVA RB meetings and other relevant events.</p>
<b>Academic networks</b>	<p><i>Registration of BOVA Academic Networks should be performed.</i></p> <ol style="list-style-type: none"> <li><i>1. Finally decide the process for the registration of BOVA academic networks.</i></li> <li><i>2. Invite academic networks for registration (including all BOVA teachers groups which have offered BOVA courses).</i></li> </ol> <p><i>Continue to support the BOVA AN in planning activities at least three networks per year):</i></p> <ol style="list-style-type: none"> <li><i>1. Spread information about possible support for planning activities;</i></li> <li><i>2. Supervise and assist the work of academic networks.</i></li> </ol>	<p>BOVA CC is responsible for defending the criteria for BOVA AN and BOVA Secretariat for working out the registration procedure and implementing it. Support for Academic networks for planning activities (number of networks) depends on the BOVA RB decision and goes in accordance with “Guidelines for the BOVA academic network to apply for financial support”. BOVA Secretary General is responsible for the coordination.</p>
<b>Application to the external donors</b>	<p><i>a) Nordplus application – a common application with NOVA regarding student and teacher mobility. This application includes Norpdplus NOVA/BOVA Intensive courses as well.</i></p> <p><i>b) Application to ERASMUS IP. Submit renewed application to Latvia National Agency on ERASMUS IP “Veterinary Public Health”. Investigate possible actions to submit ERASMUS IP in Estonia and Lithuania on different topics.</i></p> <p><i>At least two applications planned.</i></p> <p><i>c) Other possible projects fitting to the mutual benefit of all BOVA member institution.</i></p>	<p>a) BOVA Secretary General works together with NOVA Nordplus Central Coordinator. Deadline March 1;</p> <p>b) BOVA Secretary General works together with BOVA coordinators and respective teaching staff. Deadline March 8;</p> <p>c) be aware of the possible calls for applications, which correspond to BOVA operation.</p>
<b>Information flow</b>	<p><i>BOVA UN uses the BOVA webpage for information exchange. The information to be spread is placed on the webpage at the request of BOVA coordinators or by the incentive of BOVA Secretary General. Webpage is used</i></p>	<p>BOVA Secretary General is the main webpage administrator and places all the information and news on the webpage. Information supply very much depends on the local BOVA coordinators or other</p>

	<p><i>to spread the information on news and events taking place at each BOVA member institution.</i></p> <p><i>Information on the webpage should be updated at least 1 per week.</i></p> <p><i>BOVA newsletter or news should be produced at least once per month if relevant activities taking place.</i></p> <p><i>Other means of information dissemination and promotion of BOVA include meetings, seminars etc.</i></p>	<p>persons from BOVA member institutions.</p> <p>Each single player in BOVA activities has the right and responsibility to disseminate corresponding BOVA information to the society.</p>
<p><b>Study programs running on English at member institutions</b></p>	<p><i>Recently a lot of programmes in English were opened in each BOVA institution.</i></p> <p><i>Investigation on the needs and possible help from other BOVA member institutions conducting some parts of the program should run. By this study could be initiated as well with the development of mobility system of visiting lectures with BOVA.</i></p> <ol style="list-style-type: none"> <li><i>1. Exchange of information on the number of foreign students studying at BOVA member institutions and programmes (beginning of the year and after new admission).</i></li> <li><i>2. In accordance with the above-mentioned data investigate possible cooperation in the exchange of lecturers for foreign students.</i></li> <li><i>3. Continue the marketing of Study programmes in English using BOVA webpage.</i></li> </ol>	<p>BOVA CC in cooperation with the WG on Joint master Education + BOVA Secretary General, BOVA coordinators</p>
<p><b>ADMINISTRATIVE ACTIVITIES:</b></p>		
<p><b>BOVA RB meetings</b></p>	<p><i>1 – 2 face to face meetings.</i></p> <p><i>Additional meetings in case of need - video meetings.</i></p>	<p>BOVA RB, BOVA Secretariat</p>
<p><b>BOVA CC meetings</b></p>	<p><i>2 – 4 meetings, (at least 1 face to face meeting; other meeting could be video meetings, including a joint meeting with NOVA KUF).</i></p>	<p>BOVA CC, BOVA Secretariat</p>
<p><b>BOVA coordinators meetings</b></p>	<p><i>The weekly Skype meetings; 3-4 face to face meetings combined with other activities or meetings.</i></p>	<p>BOVA Secretariat, BOVA coordinators</p>