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Annex to: NOVA guidelines reb 2020923

SLU:s guidelines for funding for PhD courses within the NOVA 2020 charter – the SLU NOVA

1. NOVA members

[NOVA the Nordic Forestry, Veterinary and Agricultural University Network](#),

- Sveriges lantbruksuniversitet (Swedish University of Agricultural Science), Sweden (“SLU”)
- Norges miljø- og biovitenskapelige universitet (Norwegian University of Life Sciences), Norway (“NMBU”)
- Landbúnaðarháskóli Íslands (Agricultural University of Iceland), Iceland (“LBHI”)
- Itä-Suomen Yliopisto - Forest (University of Eastern Finland - School of Forest Sciences), Finland (“UEF”)
- Helsingin yliopisto - Eläinlääketieteellinen tiedekunta (University of Helsinki - Faculty of Veterinary Medicine), Finland, (“UH-V”)
- Helsingin yliopisto - Maatalous-metsätieteellinen tiedekunta (University of Helsinki - Faculty of Agricultura and Forestry), Finland, (“UH-AF”)

BOVA UN (BOVA)

- The Baltic Forestry, Veterinary and Agricultural University Network (bovauniversity.org)

2. Requirements

Eligibility criteria:

- a) The main applicant must have a doctoral degree and be employed at SLU in order to be eligible to apply for SLU NOVA funding.
- b) The head of the department of the main applicant, must guarantee (by signing the application) that the main applicant is qualified to organise the course and that the department hosts and provides the necessary administrative support for the course.
- c) The course plan must be approved by the faculty board (FUN) and registered in Ladok prior to submission of the SLU NOVA application.
- d) If the course is the first in a planned course series to be organized alternately between NOVA partners, signed approvals from heads of partner departments must be submitted with the proposal.
- e) If the course is part of an ongoing course series, course plans and summarized course evaluations of preceding courses must be submitted with the proposal.

Further information to be provided in the application:

- a) Name, title and affiliation of colleagues collaborating in the planning and execution of the course (of which at least one is employed by another NOVA member).
- b) Name, title and affiliation of internationally recognized scientists who will contribute substantially to the learning activities, e.g. lectures and/or tutoring, of the course.
- c) A preliminary schedule that describes the general outline of the course as well as the responsibilities of each teacher. Courses including classroom/field/lab module and distance learning modules are encouraged.
- d) A description of mandatory assignments.
- e) A description of specific networking activities for students and teachers.
- f) Plans for recruitment that will ensure participation of at least 10 PhD students, among which should be participants from at least two NOVA institutions, or at least one NOVA institution and one BOVA institution.
- g) A description of the added value of organizing the course as a NOVA course.

3. Funding

Funds for the NOVA member fee and the NOVA courses will be decided on a yearly basis of the Vice Chancellor. The extent of the yearly call for applications will be adapted to the size of the funds.

- a) Approved applications will be granted a total budget frame of SEK 100 000 plus SEK 10 000 for administration. Administration of the course, including financial reporting, will follow the standard procedure at the department responsible for the course.
- b) A grant corresponding to actual costs, not exceeding the approved total budget frame of SEK 100 000, will be disbursed after the end of the course and after the final report (see 5g below), including a financial report presenting the actual costs, has been submitted to and accepted by FUR.
- c) PhD courses that have to be cancelled due to too few participants can receive SEK 10 000 for administration.

- d) NOVA (and BOVA) students are exempt from paying course fees. PhD students from other universities and participants from the industry can be charged a course fee
- e) The course organiser is not obliged to cover expenses for accommodation or food for course participants

4. Evaluation process

- a) The SLU NOVA coordinator screens all submitted applications with regards to the eligibility criteria and forward only applications that fulfil the criteria to FUR for assessment, ranking and final approval.
- b) A working group, appointed by FUR, prepare the FUR approval. Based on the information provided in the applications, a preliminary evaluation and ranking is suggested.
- c) Final ranking and approval is done by FUR based on the recommendations from the working group and in relation to available funding.

5. Course organiser's responsibilities

- a) Provide information and updates regarding the course for the NOVA course web page as requested by the SLU NOVA coordinator nova@slu.se.
- b) Provide the SLU NOVA coordinator nova@slu.se with opening and closing dates for application, information on admission and on how to apply for the course, as soon as possible after receiving approval from SLU NOVA and at the latest by the deadline set by FUR.
- c) Open the admission process at least 6 months before the starting date of the course.
- d) Adopt a cancellation policy that ensures judicious use of funds and reduces the risk of financial loss. [In support of this, there is a requirement of a minimum participant number of 10 PhD students. Among those, should be participants from at least two NOVA institutions or at least one NOVA institution and one BOVA institution. If these criteria are not fulfilled, the course should be cancelled.]
- e) Ensure that, if the number of seats is limited, visiting students from other NOVA members are given priority to a minimum of 25 % of the seats.
- f) Provide the students with the possibility to fill in an online course evaluation fulfilling SLU's requirements described at: [web based course evaluation](#).
- g) No later than three months after the course is finalised, provide the SLU NOVA coordinator nova@slu.se with
 - a. the result of the course evaluation, including a comment.
 - b. Information on the final number of participating students (total and per institution/student category), number of students who passed, updated course description/course schedule if there have been significant changes.
 - c. Financial report over actual costs using [SLU:s projektkalkyl](#).
- h) Register the SLU students' results in Ladok and transfer results of non-SLU students according to their institution's requirements.

- i) Issue NOVA diplomas and transcripts/course certificates.