

## **Guide to Administer NOVA PhD Courses 2008-2009**

This is a short guide providing basic information in how to operate the web-based system for administrating NOVA PhD courses.

The Course Leader (Head Applicant) is responsible for administrating the course in the NOVA PhD data base. Matters that are mandatory for each PhD course include: (Click on link to go this section in the guide)

- [Registering Students](#)
- [Registering Examination](#)
- [Print and register Course Evaluations](#)
- [Administer and print the Final report](#)

### **General instructions**

- Use the button **Back** in data-base view and **not** the back function in your Internet browser (Internet Explorer, Firefox etc).
- Click **Home** to get to the entry page.
- Make sure to click **Save** after updating information, before leaving the particular window.

## Log in and Navigate to Main Menu

1. Go to: <http://www.nova-university.org/novadb>
2. Log in with your registered e-mail address and your password.

If you have **forgotten your password**, click on **Have you forgotten...**, enter your email address. An e-mail with your password will automatically be sent.

3. Under **Administration of application and courses** click **Go**.

Applications with your name included are listed, and you can view them, but not make any changes.

4. Select the PhD course that should be administrated.

You are now at the main menu for PhD course administration.

## Main Menu

In the main menu course information details are shown and there are series of options. Click on the item in the column to the right of the screen dump, to get to the particular section in the manual.

**NOVA**  
UNIVERSITY NETWORK

PhD course admin - Project Number: 56-070412-230    Admin. guide    Back    Home

Year:

ECTS:

Head administrator: Salla Marttila SLU    [Set additional administrator](#)

Course title:

Course leader:

Is series of events:

Link to webpage:    

Abstract:

**OPTIONS:**

- Students & Course items        [Students and items](#)
- Examination        [Examination](#)
- Send network information to subscribers        [Information for subscribers](#)
- Budget        [Budget](#)
- Course evaluation            [Print Evaluation form](#)  
[Course Evaluation](#)
- Update course schedule        [Update Schedule](#)
- Final report        [Final Report](#)

Course group  
Marttila Salla SLU

## **Students and items**

### **Course items**

A course can if applicable be split into modules (items). Each module must correspond to a minimum of 1 ECTS.

### **Register Students**

Registration of students is mandatory for all courses and is required for receiving an advance payment (up to 60 % of maximum grant).

It is important for the system (and for the amount of the course grant) to be able to recognize NOVA PhD students. Participating NOVA Licentiate (and qualified MSc) students are to be reported as PhD students.

You can update the information given for each student and add new students at any time.

Students can be registered in two modes:

**Add single student** – register one student at a time. Compulsory fields are indicated with an asterisk. Click **Add this student** after each student entry.

**Add student batch** – a list based on students registered on former network activities are listed. Tick those students participating in the course. Click **add** to add the students

## **Examination**

Reporting results of examination is required to receive final payment.

Tick the square for students who have passed the examination. Leave blank for students who have failed or not completed the course.

If the course has been split into modules (items), a column for each module is present.

## **Send network information to subscribers**

An email (with optional attachment) can be distributed to all or selected network members. Tick the square of listed email addresses.

## **Budget**

The accepted course budget from the application can here be viewed, but should not be changed. Please contact NOVA secretariat if you have question on the budget.

## Print evaluation form

An evaluation form that should be filled in by the students will be viewed and can be printed. The form consists of a set of 14 predefined statements that should be graded from 1-5.

## Course evaluation

The course leader is responsible for registering the students' evaluations.

Register the student evaluation forms in **To student evaluation**. Enter grade (1-5 or blank) for each student and question in the matrix

**Make sure you click on Save before leaving the registration page!**

Enter the most characteristic comments by entering to **Students' written comments**. The course leader's comments on the students' comments should also be entered.

**Make sure you click on Save before leaving the registration page!**

The course leaders Comments to the result of each evaluated item should be entered in the Course Evaluation main window.

Printing evaluation reports can be done in Final report (see below).

## Update course schedule

If changes are made in course schedule (from that given in the application), the updated schedule should promptly be uploaded. The schedule is uploaded as a file (preferably as pdf). Locate and select the new schedule by using **browse**. Click **Change**.

## Final report

Under section **NOVA funding** the maximum grant allocated the course and any advance payment are listed. It is the responsibility of the NOVA secretariat to register advance payments.

**To make a Final Report; follow the following procedures:**

1. Under section **Costs** the actual expenses should be entered. Before entering the **Final costs** (actual costs), the preferred currency and exchange rate should be entered. Enter EUR (exchange rate =1), DKK, ISK, NOK, or SEK. Use the link **currency converter** to get current rates.

The item **administration** is automatically calculated (10 % of total expenses). **Total expenses** is calculated as the sum of all items and is the amount that, after deduction of any advance payment, can be requested from NOVA. Note that the requested amount can never exceed the **total budget** (= max. grant).

The final payment can be requested from NOVA, when the final report has been submitted.

2. Click **Print reports and final signature**.

A number of reports can be printed:

**Mandatory reports to send to NOVA are Financial Report and Summary Report.** Head applicant and the head accountant sign the Financial Report. Summary report should be signed by the Head Applicant. These two documents shall be sent to NOVA secretariat for approval before you can request the final payment.

Reports on **student evaluation, student matrix, written comments, self evaluation** can be printed separately or as one document using **print all**. Send these reports a set of all reports to NOVA, together with the mandatory reports.

Once the reports have been approved by NOVA, you will be notified and your final grant requisition in the form of a formal invoice should be sent to NOVA.

**Still having problems?**

**Do not hesitate to contact the NOVA secretariat.**