



Network for Education
in International Health

tropEd Recognition

**Practical Information on
the tropEd Recognition Certificate**

(Version May 2015)

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1. What is tropEd recognition

tropEd recognition is the recognition of the Master level training provided and the Master Degree awarded, to individual students, by or through tropEd Home Institutions. It is not an extra degree but recognition of quality standards in education and training in the tropEd network. For the Home Institution tropEd recognition is a measure of external quality assessment. The recognition certificate is issued to individual graduates.

2. Prerequisites of tropEd recognition

To obtain tropEd recognition of a Masters degree in International Health, a student and his/her home institution must prove:

- A total of minimum 60 ECTS credit points from a combination of taught and research components defined as eligible (accredited) by tropEd
- Mobility through completion of courses in at least two institutions in different countries, with at least 10 taught credit points outside the home institution's country (distance or e-learning modules are not considered "foreign credits")
- Not more than 10 credits obtained via distance or e-learning
- Number of credits obtained (based on grade reports) for an accredited core course (20 credits), accredited advanced modules (20-25 credits) and a thesis (15-20 credits)
- Pass marks for all modules and research project (thesis)
- Master degree obtained from Home Institution
- Completion of the masters programme (based on the date the degree is awarded) within 5 years from the date of first registration in a tropEd-accredited course or module
- At least two years of relevant professional experience of which at least one year in low- and middle-income countries/societies (latter based on employer statements)
- Presence of an external examiner (thesis defence or oral exam) or an external thesis supervisor (name and institutional affiliation)

3. Procedure of issuing the recognition certificate

The tropEd recognition procedure is agreed upon in the tropEd General Assembly.

3.1. Prerequisites to the application procedure

To be eligible for starting this procedure a candidate must have received a MIH master degree from one of the tropEd Home Institutions.

3.2. Application

3.2.1. Who will send the application to whom?

An application for tropEd recognition will be prepared by the student with or without confirmation of home institution and should be addressed to the person in charge of the Recognition Reviewing Committee (see annex 3)

3.2.2. Time for the application

An Application can be submitted (electronically or via hard copy) any time during the year. However, Recognition Certificates are only issued two to three times a year, which is during the tropEd General Assembly meetings. During a specific GA, only applications submitted at least 14 days before the start of that GA will be evaluated.

3.2.3 Required documents for the application

Please fill in the application form in annex 1 and attach a PDF file as required. The PDF file should including the following content. The order of the documents will be indicated in the application form.

- a. copies of Masters (in International Health) Degree Certificate with signed Diploma Supplement or transcript of records showing all the courses taken
- b. copies of signed grade reports for all taught modules
- c. copies of Employment certificates or reference(s) from work/research in low- and middle income countries/societies
- d. copy of a comprehensive (dated and signed) CV of the graduate
- e. a signed statement from home-institution on external thesis supervision and/or assessment.

Please make sure to send **ONLY COPIES** of the required documents to the reviewing committee. Do not send originals. No documents will be sent back.

3.3 Evaluation of the applications

This evaluation procedure is undertaken by the Recognition Reviewing Committee. Members of this Committee are elected by the General Assembly for a 2 years period.

In order to double check the accreditation status of the courses the candidate has taken, the reviewer will use a historic database of accredited modules in the network. This database is available via tropEd intranet.

In case further clarification is needed for the evaluation, the reviewing committee will contact the student or the Home Institution. As soon as the evaluation is successfully completed, a short notice will be sent to the student and the home institution.

In case of conflicting results during the reviewing process, the case will be brought to the GA (also to get an impression what kind of complications might arise), where a decision will be taken.

3.4 Costs

No extra cost will be charged from the student and Home Institution.

3.5 Certificate printing and signing

The Recognition Reviewing Committee will prepare the Certificate of tropEd recognition for the successful candidate and bring the certificate to the General Assembly. The General Secretary and the President of the Network will then duly sign the Certificate.

This Certificate is only valid with the proper signatures.

3.6 Delivery of the Certificate

The Recognition Reviewing Committee will post/deliver the Certificate to the student. It can be also posted to the Home Institution's representative as you wish. The home Institution will then forward the certificate to the students and get the confirmation of the receipt.

A electronic copy is kept at the tropEd secretariat.

3.7 Time frame of the reviewing process

The whole application and reviewing procedure (except if complications arise) should be finished within one GA meeting period.

3.8 Archiving of the reviewing documents

After the completion of the whole procedure an electronic copy of the recognition certificate will be archived at the tropEd Secretariat. The reviewing report (comments on the check list by two reviewers) and the application files will be archived by the Reviewing Committee leader.



Network for Education
in International Health

Annex 1: Application for tropEd recognition

*** Version 05 May 2015**

Student identity:

Family name, given name:

Home institution registration number:

Date of graduation:

Email address:

I herewith apply for tropEd recognition of my MSc International Health training. By submitting this application I confirm that I have understood and agreed to the following issues:

- I have to submit several documents as evidence that I fulfil the prerequisites for tropEd recognition
- All these documents have to be combined into a single PDF file in a predefined order as specified below
- The PDF must be complete and readable
- The table "Prerequisites and Submitted Documents" in this form must be filled in
- An incomplete PDF may lead to a rejection of my application, and no re-submission may be allowed
- My file name has been saved as "first name + surname + home institution"
- I furthermore confirm that all documents in the submitted PDF file are genuine facsimiles of genuine original documents.

If my application is approved, I would like the tropEd recognition certificate to be sent to the following address:

Place, date:

Prerequisites and Submitted Documents

| Prerequisite | Documents as evidence in single PDF file | Page number in PDF file |
|---|---|-------------------------|
| 1. A total of minimum 60 ECTS credit points (1800 hours SIT) from a combination of taught and research components defined as eligible (accredited) by tropEd | a. Transcript AND ... b. Grade report of the core course AND ... c. Grade reports of all advanced modules in the same order as listed in the transcript | |
| 2. Mobility through completion of courses in at least two institutions in different countries, with at least 10 taught credit points (300 hours SIT) outside the home institution's country (distance or e-learning modules are not considered "foreign credits") | | |
| 3. Not more than 10 credits obtained via distance or e-learning | | |
| 4. Number of credits obtained (based on grade reports) for an accredited core course (20 credits), accredited advanced modules (20-25 credits) and a thesis (15-20 credits) | | |
| 5. Pass marks for all modules and research project (thesis) | | |
| 6. Completion of the masters programme (based on the date the degree is awarded) within 5 years from the date of first registration in a tropEd-accredited course or module | | |
| 7. Master degree obtained from Home Institution | MSciH Diploma | |
| 8. Presence of an external examiner (thesis defence or oral exam) or an external | Related document from home institution to confirm the external examiner or | |

| | | |
|--|---|--|
| thesis supervisor (name and institutional affiliation) | external thesis supervisor | |
| 9. At least two years of relevant professional experience of which at least one year in low- and middle-income countries/societies (latter based on employer statements) | a. Curriculum vitae AND ... b. Employer statements | |
| | | |

Place, date:

Name of Applicant:

Optional from home institution:

I have verified documents #1 to 8# and have found them to be genuine.

I have verified documents #1 to 8# and have found the following documents not to be genuine (insert document number(s), explain):

I was not able to verify documents (insert document number(s)) because of missing documentation (not applicable to document #9).

Place, date:

Name:

Function:

Annex 2 Sample of tropEd Recognition Certificate



TropEd recognition

The programme of study that has led to the award

Master in International Health

conferred on

Amenu Wondu Teshome

born on 22 February 1982 in Nekemte, Ethiopia

by the VU University Amsterdam / Royal Tropical Institute
on 10 December 2010

has satisfied the requirements of the

tropEd Masters Programme in International Health

See diploma supplement for details of training undertaken.
This recognition is only valid in conjunction with
the original Master of International Health degree certificate.

For the tropEd Executive Committee:

Berlin, May 2011

Mrs. Lorraine Dardis Dr. Axel Hoffmann, PhD
President, tropEd Network Executive Secretary, tropEd Network

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| | |
|--------------------------|--|
| Member since 2009 | Belgium Prince Leopold Institute for Tropical Medicine, Antwerpen |
| Danmark | Department of International Health, Immunology and Microbiology, University of Copenhagen |
| France | Centre René Dubois pour l'Université Victor Segalen, Bordeaux II |
| Germany | Institut für Tropenmedizin, Charité-Universitätmedizin Berlin, Humboldt and Free University Berlin |
| | Instituto de Púdic Health, Riu Piedra, Riu Piedra University, Barcelona |
| Italy | Center of Malattie Tropicali e Tropical University degli Studi di Bologna |
| Mexico | Instituto Nacional de Salud Pública |
| Netherlands | * Kennelijk Instituut voor de Tropen Amsterdam |
| Norway | Centre for International Health University of Bergen |
| Portugal | Instituto de Higiene e Medicina Tropical Universidade Nova de Lisboa |
| Spain | Sección de Medicina Tropical Hospital Clinic, Universidad de Barcelona |
| Sweden | Division of Global Health, Department of Public Health Science, Karolinska Institutet, Stockholm |
| | Department of Women's and Children's Health, Uppsala University |
| Switzerland | Schweizerische Tropen- und Public Health, Universität, Basel |
| United Kingdom | Institute for International Health and Development, Queen Margaret University, Edinburgh |
| | London School of Hygiene and Tropical Medicine |
| | Centre for International Health and Development, University College London |
| | * Collaborating institutions |
| China | Tangji Medical College, Heilongjiang University of Science and Technology |
| | School of Public Health, Fudan University |
| France | Institut Pasteur, Institut d'Épidémiologie et Santé Publique |
| Germany | IZHIM – Capacity Building International |
| Indonesia | Faculty of Medicine, Gadjah Mada University |
| Italy | Fondazione Don Giovanni Calabria per la Medicina Tropicali, Reggio Emilia |
| South Africa | School of Child & Adolescent Health and the Life of Infection Diseases and Molecular Medicine, University of Cape Town |
| Spain | Universitat Autònoma de Barcelona |
| Tanzania | Muhimbili University |
| Tanzania | Rhoit Kari University |
| Uganda | Kampala School of Public Health |

Annex 3 Contact information tropEd recognition Reviewing Committee

In charge of the Reviewing Committee :

Mr. Govert van Heusden

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