

## TropEd Recognition

February 11/02/2022

### 1. What is tropEd recognition

tropEd recognition is the recognition, for individual students, of master's level courses taken in the tropEd network and transferred to a Master degree in the student's own higher education institution, member of the tropEd network. It is not an extra degree but recognition of quality and mobility in education and training, in the tropEd network.

For the student's own institution tropEd recognition, as obtained by its graduates, is a measure of programme internationalisation and joint international quality assurance (e.g. through tropEd course accreditation). The recognition certificate is issued to individual graduates.

### 2. Prerequisites for tropEd recognition

To obtain tropEd recognition, a student and his/hers/their institution (tropEd member) must provide proof of:

1. A total of minimum 60 ECTS credit points from a combination of taught and research components leading to a Master degree at the student's institution.
2. A specific Master degree in the broad field of International and Global Health, obtained from the institution
3. Successful completion of a tropEd accredited core course of minimum 18 credits. For recognition maximum 20 core course credits are taken into account.
4. Credits obtained (based on grade reports) comprise a minimum of 40 credits from taught courses and a minimum of 15 credits from a research component (master thesis)
5. Mobility through completion of courses in at least one other tropEd member institution; more specifically at least 10 taught credit points (physical or virtual) from advanced modules outside the student's own institution.
6. Pass marks for all modules and research component (thesis)
7. Graduation within 5 years (based on the date the degree is awarded) after the start date of the core course or first course at the own institution. Extension of this period can be granted if requested and motivated by the student and his/hers/their institution. An extension will be endorsed by the GA on a case-by-case basis.
8. At least one year of professional experience<sup>1</sup> of which at least 6 months should be work experience or internship (as exposure) in a low or middle income setting or with vulnerable population groups (e.g. migrants), based on employer/internship statements<sup>2</sup>.
9. Proof of involvement of a person external to the student's institution in the master thesis process (can e.g. be a jury member, thesis supervisor, co-supervisor, oversight by external examiner)

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<sup>1</sup> Professional experience should not be older, or longer ago, than 10 years at the moment of application for tropEd recognition.

<sup>2</sup> Professional experience can still be gained within 18 months after graduation but before expiry of the 5 year period after start date of the core course or first course at own institution.

### 3. Procedure of issuing the recognition certificate

The award of 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 an IH/GH related master degree from one of the tropEd member 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 the student's institution and should be addressed (via email) to the person in charge of the Recognition Reviewing Committee from tropEd (see annex 3)

#### 3.2.2. Time for the application

An application can be submitted (electronically) any time during the year and preferably within or as soon as soon as possible after the 5 years' period for completing the programme. However, Recognition Certificates are only issued two to three times a year, which is during the tropEd General Assembly (GA) 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 PFD file as required (see below content and order).

- a. copy of the IH/GH Master's Degree Certificate with a 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/Internship certificates or reference(s) from work/research in low- and middle income countries/societies
- d. signed statement from home-institution on external involvement in the master thesis process.
- e. copy of a comprehensive (dated and signed) CV of the graduate

Please make sure to send the documents **as a single PDF**. Do not send originals. No documents will be sent back.

#### 3.3 Evaluation of the applications

This evaluation procedure is undertaken by the tropEd Recognition Reviewing Committee. The two members of this Committee are elected by the General Assembly for a 2 years period. In order to double check the accreditation status of courses the candidate has taken, the reviewer will use a historic database of accredited modules in the network. This database is available via the tropEd member section on the website. In case further clarification is needed for the evaluation, the reviewing committee will contact the student or the tropEd representative of the student's institution. As soon as the evaluation is successfully completed, a short notice will be sent to the

student and 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/or their institution.

### **3.5 Certificate printing and signing**

The Recognition Reviewing Committee will prepare the Certificate of tropEd Recognition for the applicant 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. The certificate can be signed and delivered electronically.

### **3.6 Delivery of the Certificate**

The Recognition Reviewing Committee will post/deliver a printed Certificate to the tropEd representative of the student's institution through the tropEd secretariat. The tropEd representative of the student's institution will forward the certificate to the student 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 (4 months).

### **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.

Note: The data of the application file will only be shared among members of the Reviewing committee and only for tropEd recognition review purposes and will be deleted 5 years after the General Assembly meeting in which a recognition decision was taken.

Network for Education in International Health

[www.troped.org](http://www.troped.org)

Annex 1: Application for tropEd recognition

Student identity:

Family name, given name:

tropEd member / Home institution (name/contact details):

Date of graduation:

Student's Email:

I herewith apply for tropEd recognition of my mobility in the tropEd network within the framework of my MSc degree in IH/GH. 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 requirements for tropEd recognition
- All these documents have to be combined into a single PDF file
- The PDF must be complete and readable
- An incomplete PDF may lead to a rejection of my application
- My file name has been saved as "first name + surname + 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:

Student's signature

Place, date:

Annex: Application Pdf.