



Procedure of how to do an exit interview/questionnaire

1. Whenever a student is about to finish their masters study, the home institution should send his/her email address to the Secretariat at least two weeks before the final exam/thesis defence.
2. The Secretariat will invite the student per email to fill in the exit interview questionnaire. The student will receive a link to access this questionnaire before the deadline.
3. After the questionnaire is completed, the student will submit it online directly to the Secretariat.
4. When the questionnaire is not submitted by the deadline, Secretariat will send a reminder to both the student and the home institution.
5. Home institution will help to remind the student to fill it in.
6. When questionnaire received and the student has given his contact details. Secretariat will give feedback to the home institution.
7. The tropEd Secretariat will analyze the data and report to the General Assembly once a year.

tropEd Secretariat contact:

Ning Beyer

Swiss Tropical and Public Health Institute

Socinstr. 57, P.O. Box

CH - 4002 Basel

German mobile phone: 0049 176 7343 9872

tel +41 61 284 8361

fax +41 61 284 81 06

e-mail: ning.beyer@unibas.ch

Skype name: Ning.Beyer