

## Minutes: tropEd General Assembly Meeting & Erasmus Mundus Consortium Meeting

22nd to 25th September 2010

Division of Global Health/IHCAR, Department of Public Health Sciences, Karolinska Institute, Stockholm

### Participants:

Amanguli Yasheng (AY), Berlin;  
Asli Kulane (AK), Stockholm ;  
Axel Hoffmann (AH), Basel;  
Bernadette Peterhans (BP), Basel;  
Carina Källestal (CK), Uppsala ;  
Deborah Didio (DD), Bordeaux;  
Gideo Kwesigabo (GK), Dar esSalaam;  
Govert van Heusden (GvH), Antwerpen;  
Henry sui heng Lynn (HL), Shanghai;  
Institi Kandarina (IK), Yogyakarta;

Lisanne Gerstel (LG), Amsterdam;  
Lorraine Dardis (LD), London CIHD;  
Natascha Petersen (NP), Heidelberg;  
Pascal Millet (PM), Bordeaux;  
Shirley Pollak (SP), Copenhagen;  
Steffen Kratochwill (SK), Student Representative;  
Stuart Anderson (SA), London LSHTM;  
Ulla Harjunmaa (UH), Tampere;  
Ulrike Taschbach-Hörsch (UTH), Bonn.

### Guests:

Lyn Gilbert (LG), Sydney; Tania C Sorrel (TCS), Sydney;  
University of Sydney, Australia

11 full members + 3 collaboration institutions + 2 guests

### QA Standing Committee Meeting

(Members: AH, LD, SP, SG, SA, BP, NP, AY, GvH, DD, PM)

#### 1. tropEd Log frame

tropEd logframe has been extensively worked on in the past two years and in the activity and output were finalized in Mexico tropEd meeting. Objectives, activity and output have been combined into one file. After QA members go through the file, assign the activities to the QA members who will be the leading person in getting these activities done. The final document will be circulated among tropEd members and a workplan 2011 will be generated, which will be valid after the GA meeting.

#### 2. tropEd work plan:

Workplan 2010 is reviewed by the QA members one by one and the workplan 2011 is generated:

- 1) tropEd website: new website should be functioning in 2011 - major task in the next three years.
- 2) PR strategy paper for the promotion of tropEd: NP (draft)
- 3) Alumni questionnaire: a responsible person will approach home institution to use the alumni questionnaire (need to be conducted in every second year. Questionnaire should target the alumni who have finished for two years). The data gathered through the questionnaire will be presented in the conference in October.
- 4) Each home institution need to transfer the data to LG from KIT, Amsterdam in January 2011.
- 5) Thematic track inventory of the module - GvH will present it in January meeting.

- 6) Revision of job description of tropEd secretariat - September 2010
- 7) tropEd office report: first report in January 2011
- 8) Stakeholder concept paper - PZ, 2012/2013
- 9) Hierarchy of the tropEd documents - September 2010
- 10) Annual report: circulated in May 2011 and will always be attached to minutes
- 11) Thematic themes should be added to course accreditation form - May 2011 onwards
- 12) Checklist according to logframe to check progress on OVI's from the GA minutes and suggest what needs to be revised - done for Sep 2010; BP for September 2011; someone else will be assigned for 2012 onward;
- 13) Exit interview: after the masters programme, the home institution should ask the student to do the exit interview. Suggestion: evaluation could be given before the oral defence
- 14) Criteria for collaboration institute to become full member – Suggestion in January 2011 by AH
- 15) Student representation - A tropEd student based in Heidelberg, Mr. Steffen Kratochwill, is selected as student representative and will serve the tropEd students from April 2010 to May 2012.

### 3. Category 2 modules re-accreditation:

Bergen\_The HIV pandemic: Research challenges to improve prevention, support and care: **Category 1**

Copenhagen\_Research Design: **Category 1**

4. Other modules that were submitted to the tropEd GA meeting in Stockholm were evenly distributed among the tropEd EC members.

tropEd Secretariat will circulate the alumni questionnaire, and questionnaire will need to be used by the home institutions before January 2011

Annual report (agreed version) - should be attached to the minutes

Exit evaluation form should be attached to the minutes

## tropEd General Assembly Meeting

1. Welcome Address - Head of the Division of Global Health/IHCAR, Professor Vinod Diwan, gave a warm welcome address to the GA members with short introduction to Karolinska Institute.

2. Review of meeting agenda and of minutes of the Mexico meeting:

Meeting agenda is reviewed by the tropEd GA, no changes were made. Minutes of the Mexico tropEd meeting is reviewed and approved by the tropEd GA. The approved minutes will be updated on the tropEd forum.

3. Information points from the tropEd Secretariat

1) Change of tropEd secretariat: From 2011 onward, the tropEd secretariat will need to be hosted by another university. A discussion will take place on the third day of this tropEd meeting keeping in mind that the files of tropEd has to be kept for 20 years. The Swiss Tropical and Public Health Institute in Basel is willing to take over the responsibility.

2) tropEd Membership: overview of membership status

tropEd member institutions have obligations to pay the membership fees on time, attend the meeting at least once a year and submit the yearly report on time. Therefore there has to be a system in place to ensure the active participation of those members who failed to attend the meeting for more than a year or who failed to pay the membership fee.

- University of Cape Town (UCT): non-active member. PM from the University of Bordeaux will approach the tropEd representation at the UCT to discuss the active participation to the tropEd meetings.

- Institute Pasteur (IP): has failed to attend the meeting for more than a year. PM, as mentor of the IP, will contact the tropEd representative in IP to discuss the active participation to the network.

Paris VII and Valencia: will be excluded from the network.

3) tropEd work plan 2010: workplan 2010 is reviewed by QA group, and will be presented on the third day of this meeting. QA logframe will be presented as well to receive comments from the tropEd GA comments. After the discussion on the third day meeting session, the workplan 2011 will be generated, distributed to the GA members and discussed in the January meeting 2011.

4) tropEd President Election: All GA full members are called for nomination and the election will be take place on the second day of the tropEd meeting.

- *The President is elected from among the full members at the General Assembly one year prior to taking office. He or she will become a member of the Executive Committee for three years: one as President-Elect, one as President and one as past President. No person may be elected as President who has directly before acted as President, President-Elect or past President for two successive periods of office.*

Student Issue: will be discussed on the third day of the tropEd meeting.

PM will approach the colleagues in UCT and IP and remind them of the active participation of the meeting.

4. Module allocation for review: modules are distributed among the tropEd GA members on a volunteer basis.

5. New Institution Presentation: Centre for Infectious Diseases and Microbiology (CIDM), Sydney Medical School, University of Sydney, Australia (*Prof. Tania C Sorrell & Prof. Lyn Gilbert*)

TCS from University of Sydney gave a presentation, introducing the CIDM and also gave tropEd GA the reasons why they are interested in joining the network. (See ppt presentation in tropEd forum)

LG presented two modules that they are planning to submit to tropEd network:

- a. Prevention and control of infection and spread of multi-resistant organisms in various settings.
- B. Zoonosis

#### **Q&A Session:**

Q: Where is your financial support coming from?

A: government grant and the co-funding from other research grants.

Q: With so many collaboration most of the time and energy could go into the coordination work. So is there a specific focus?

A: There are different working groups to work on particular programmes. There is priority of course.

Q: Collaboration with the department of veterinary medicine?

A: Veterinary school had a lot of discussion in developing international programmes that involve interactions and generate modules and masters programme that pull in human health and veterinary. There are a lot of informal collaboration with the veterinarian institutions, combination of both existing for common infections and some rare infections. There are research grants for this type of collaboration. For example, there is a very interesting research collaboration in Bali in Indonesia, which focus on Avian Influenza that involved a human epidemiologist, a veterinary epidemiologist and a medical anthropologist.

**Discussion:** Commitment is coming from the Dean and they have already well prepared the modules. Due to the interesting virtual collaboration that they had within their institution, it is somehow not clear who will be the tropEd representative. The self-evaluation report will be sent to colleagues in Sydney and the site visitor will be confirmed after the submission of the self-evaluation report. Cost for the site visit will always be from the applying institutions.

\* It would be ideal to combine the site visits to the two universities in Australia.

6. Introduction of ongoing teaching and research activities of the IHCAR, Karolinska Institute

A. Definition of Global Health: KI institute presented their definition of Global Health and asked for GA members' comments. An interesting discussion went on among the group, especially on the difference between International Health and Global Health. No common understanding has been reached after the discussion.

B. Presentation of a PhD study in South Africa (see ppt presentation in tropEd forum).

7. Election of tropEd President:

The meeting chairperson verified that 11 full member institutions are legally represented at the meeting. The chairperson, GvH, stated that the assembly is quadrate and able to take decisions on the composition of the Executive Committee. GvD provided a summary on the responsibilities of the president-elect. Three candidates (NC, NP, and SP) stood for election of tropEd President. After voting, NC received six votes from presented 11 full member institutions, NP

received two votes and SP received three votes. NC was then selected as new President-Elect by having the majority of the votes.

The chairperson GvH then announced that NC, as new president-elect, is elected into the tropEd Executive Committee for three years. Although not personally presented the meeting, NC accepted the position and thanked the GA for the vote of confidence via telephone.

#### **8. Accreditation and re-accreditation of advanced modules (Details see Annex I)**

Modules from Uppsala and Yogyakarta were discussed on the third day of the tropEd meeting by two groups of GA members. The group distribution was as follow:

Uppsala Modules: SA, AY, CK, AH, UH

Yogyakarta Modules: LD, NP, BP, IK

#### **10. QA Group Feedback: Action Points**

Workplan 2011 - website, thematic area for the modules, re-accreditation of member institution strategy and the office report; In January meeting QA group will need to streamline the tropEd secretariat work, hierarchy of the tropEd document and the logframe, so that these documents correspondent to each other; Annual report will be circulated in early 2011 and the summary will be reported in May meeting; Exit Interview is ready for use; Alumni Survey is also ready. Home institutions are requested to conduct the survey and get some information from the alumni for presenting in the conference in October 2011.

2012/2013 - future employer questionnaire; Terms of References (TOR) for the external evaluation

Final version of the logframe will be sent out after the meeting (BP)

Logframe will be reviewed by BP and put it into a five year plan

After cross checked with the logframe, there were several action points missing

- A. Monitoring system, task for secretariat, guidelines for EC responsibilities
- B. ToT learning seminar / webinar / research presentation of host institutions
- C. Increase visibility (Brochure and evt. Facebook up to date and available)
- D. Pool of expert, inventory of the teaching exchange
- E. Organize administrative meeting in every two years

The draft will be circulated by the end of 2010. The final version of workplan 2011 should be presented in GA meeting in January and final decision will be made there.

#### **12. Hierarchy of the tropEd documents (SA)**

Over the years, tropEd have developed roughly 20-25 documents and a rationalization of the documents need to be made.

- 1) Legal document (tropEd Status), highest level;
- 2) Various degrees of regulation (tropEd Profile);
- 3) Procedure and guidelines and strategic plan

All the latest version of the documents - will be updated on the tropEd forum

Round email to tropEd members to join the tropEd forum

#### **13. Outline for TOR for external evaluation (UK, SA)**

Discussion focused on what tropEd wants from an external evaluation: should the evaluation focus on Masters Programme in International Health or should focus on how the tropEd network functions? How valid the tropEd MIH degree is? How do we get the masters programme better recognized? Some tropEd members pointed out that we may also look into the areas where we did not think of before through external evaluation.

In 2011, QA group will be divided into subgroups to work on the TOR for external evaluation: First to look at where we are, what is the current situation and the strength and the weaknesses of the network - realistically create a small document on how we will go about it. This document will be presented in January 2011 meeting.

**14. Institution five years re-accreditation form (NP; SP)**

The form needs to be reviewed; especially some questions should be added to the form. This paper will be circulated among GA members after being finalized.

**15. Criteria for continuation of the membership and for exclusion of the non-active members**

**16. Job description tropEd secretariat (AY)** - a summary of the tropEd secretary job description is presented and compared with the description of tropEd secretariat work in the tropEd Statutes and tropEd profile.

Action Point:

2011 - tropEd student statistics need to be done;

- list of tropEd students should be added to the yearly report ;
- tropEd EC will look into the job description and inform the tropEd GA after the phone conference in mid October;
- Job description of tropEd Secretary and the job description of Assistant to the tropEd Secretary will be separated;
- AY will cross check the job description with the tropEd logframe and submit it to tropEd EC in early October.

**17. Change of tropEd secretariat:** the tropEd secretariat will be moved from Berlin to a new institution. An invitation will be circulated among GA members for hosting the tropEd secretariat. The transition of tropEd secretariat in Berlin to a new location will start from the 1<sup>st</sup> December.

**18. Student issue:** newly selected Heidelberg based tropEd student representative, Steffen Kratochwill, made a short presentation and pointed out problems existed in three main areas - the tropEd website, the quality of modules and the tutoring at the home institutions.

**19. Upcoming meeting, dates & locations**

27th to 29th Jan, 2011	Bordeaux
19th to 21st May, 2011	Berlin
6th - 8th Oct, 2011	Barcelona
Jan 2012	(open)

**20. Annexes:**

Annex I - Minutes of Course Accreditation

Annex II - tropEd GA To Do List from GA meeting in Stockholm 2010

Annex III - Exit Evaluation

## Annex I: Minutes of course accreditation, tropEd GA meeting in Stockholm, 2010

No.	Institution	Course Title	Comments
1	Basel	Practical Medical Parasitology with Updates	New course; GvH, PM; <b>Category 4</b> 9. Should focus on last two objectives and develop a module for tropEd students' needs. 10. Day 1 to 5 should be more detailed. Most of the content is practical lab exercises, not an advanced module
2	Copenhagen	Non-Communicable Diseases-Prevention & Control	New course; GvH, NP; <b>Category 2</b> 2. Email of the tropEd representative 7. lecture hours and group work hours could be stated in the contact hours 9. Words used in the objective 'Examine, Analysis, Assess and evaluate' are a bit overshooting; point 10 'be able' should be deleted; 10. Point A8 and point 10: student presentation, site visits and journal clubs etc belong to learning method Point B: the respiratory diseases are missing Point E5: already mentioned under point E1 and E2.
3	Copenhagen	Core course	Re-accreditation; LD, LG; <b>Category 3</b> 1. better call 'core course' instead of 'core module' to avoid confusion 4. Field trip should be mentioned 6. Field trip venue should be mentioned 7. SIT should be 600; facilitated group work hours should be included in the contact hours; self study time needs to be broken down; overall lack of coherence with the table attached; 10. Specific objective does not reflect the depth of the core course 11. field trip could be a bit more elaborated table: Concept and research method: what kind of QA research method are included? 12. point 4: in table it is 3,5 ECTS credits (110 hrs), need to be addressed 14. field trip need to be elaborated; Essays, case studies and computer based exercises are not mentioned in the assessment; written assignments in preparation for the written 48 hour essay based exam were not mentioned in the assessment 15. Other type of assessment methods could be included 16. It is a three year or 4 year bachelor degree? Under 'Basic IT', what 'do research online' means? 17. If there is cancellation, is there a notice period? 18. Any selection criteria? 19. Will the fee cover the field trip as well?
4	Heidelberg	Core course	RE-accreditation; LD, BP <b>Category 2</b> 7. Contact hours need to be elaborated 10. 'At the end of the module students should be able to ...' should be added instead of using 'be ale to ' in every objective; Module 3 title 'Determinants of Health' is a mismatch with the content. It should be 'Health Problems and Determinants of Health'; module 4: type of qualitative method should be introduced; module 5: key milestones: global, national or international?

			<p>12. Introduction and orientation: 0.5 ECTS?</p> <p>14. new techniques used could be reflected; percentage on tutorials, group work and interaction</p> <p>15. What type of group exercise? Final oral exam is the core course oral exam or the final thesis defence?</p> <p>What kind of responses on student feedback was made under the lessons learned or major changes?</p> <p>Table 1: 'health systems' – level of interdiction to international health and health systems can not be seen</p>
5	Heidelberg	Pension Provision for Aging Population- Online Course/Blended Learning	<p>New module; AH, SA; <b>Category 4</b></p> <p>Where is the focus on developing countries? Is there any link to health? This module could be recognized by tropEd unless there is a clear link of improving health of elderly people. Are there possibilities for African participants to attend this module?</p>
6	Shanghai	Introduction to Modern Statistical Methods in Public Health Research	<p>New course; AH, SP; <b>Category 2</b></p> <p>12. Written exam is open book or quiz? Is there re-sit possibility?</p> <p>13. At least 'one semester of biostatistics and one semester of epidemiology' – is this suitable for tropEd students?</p>
7	Stockholm	HIV and other viral infections	<p>Re-accreditation; GvH, PM; <b>Category 3</b></p> <p>Comments from previous meeting were not replied or discussed</p> <p>1. Viral infection is missing in the content</p> <p>2. tropEd representative name is missing</p> <p>6. course venue is missing</p> <p>7. Heavy contact hours (SIT should not be more than 45 hours per week, therefore contact hours should be less than 45 hours)</p> <p>9. Half of the objectives are done in the core course.</p> <p>12. What type of written exam?</p> <p>13. No prerequisites? English test requirements?</p> <p>20. 'Prof Jan Andersson is ...' what is this for?</p> <p>22. Lessons learned is same with other modules, copy pasted.</p>
8	Stockholm	Tuberculosis and other bacterial infections	<p>Re-accreditation; GvH, PM; <b>Category 3</b></p> <p>1. Why title can not be changed if you do not talk about other bacterial infection?</p> <p>Comments from last meeting were not taken.</p>
9	Uppsala	Quantitative Research Methods in Global Health	<p>New course; AH, HL; <b>Category 3</b></p> <p>1. title is 'global health' but the content is concentrated on the maternal and child health'</p> <p>2. tropEd representative name and email address is missing</p> <p>4. mode of the teaching or learning form is missing</p> <p>9. point 5 is overlapped with the core module</p> <p>10. last point is too advanced</p> <p>11. point 2 and 3 are not reflected in the learning objective and the content</p>

			<p>12. add more assignments so that students do not need to worry about 80% final exam</p> <p>13. second paragraph: core course goes beyond the prerequisite</p>
10	Uppsala	Heath Program Management	<p>AH, SA <b>Category 2</b></p> <p>2. tropEd representative and email are missing</p> <p>3. Email of the course coordinator is missing</p> <p>9. 'At the end of the module the student should be able to ...' could be used single time</p> <p>10. Could a bit more detailed since these headings are all included in the core course</p>
11	Uppsala	Public health in humanitarian action	<p>AH, AY <b>Category 1</b></p> <p>2. Name and email of the tropEd representative is missing</p> <p>4. Mode of teaching and learning is missing</p> <p>10. Last point of the content belong to the learning method</p> <p>14. How many seats are available for tropEd students?</p> <p>15. It is 'tropEd network' not 'tropEd Europe Network'</p>
12	Uppsala	Advanced Information Seeking in Health with Focus on Lower-Income Countries: The Key to the Locked Room	<p>New course; AH, UH, <b>Category 3</b></p> <p>2. tropEd representative's name of email address is missing</p> <p>4. Mode of teaching and learning is missing</p> <p>7. SIT does not match the ECTS points. Student assessment hours should also be included in the SIT. Direct contact hours could be explained in a bit more details, e.g. how many lecture hrs and how many group work hrs.</p> <p>9. objective should be shortened; A lot words are too basic, e.g. 'be aware, understand, be familiar etc.'</p> <p>10. Content need to be rationalized. It is not clear if it is more practical oriented or more lectures.</p> <p>12. Will students be graded?</p> <p>14. How many seats are available for tropEd students?</p> <p>15. It is 'tropEd network' not 'tropEd Europe Network'</p>
13	Yogyakarta	Health Financing Policy and Health Insurance Management in Developing Countries	<p>New course LD, NP <b>Category 3</b></p> <p>Under 1: Does the title cover the LO's and content? See below.</p> <p>Under 2: instead of contact person there should be the name and e-mail of Gadjah Mada tropEd representative</p> <p>Under 4: it should specify whether it is a classroom based module, e-learning or blended format</p> <p>Under 5: exact dates should be mentioned</p> <p>Under 7: the % of lectures and/or group-work in contact hours should be specified</p> <p>Under 9: the Los go much deeper (advanced) than what is reflected in the description of content. Content seems at "core course" level, LO1 "understand" should be reworded (is not an active verb), LO2 could be worded "apply" and could specify which economic principles!</p>



			<p>They should then also appear in the content. LO3 “Use a” can be dropped. LO 6 &amp; 7 need rewording (not clear)</p> <p>From the LO’s it is not clear that “management capacity of health insurance” (see title) will be reached!</p> <p>Under 10: it looks like core course content, more detail is needed to clarify the advanced nature of content. Health financing models... which models will be discussed? It could be clarified that the first week is about theory (advanced level) and the second week about relevance / application in low resource settings.</p> <p>Under 11: which documents available for reading?</p> <p>Under 12: more details about assignment should be given (length, individual?)</p> <p>Under 14: 10 includes tropEd students?</p> <p>Under 18: Stockholm to be added</p>
14	Yogyakarta	Community Empowerment in Cardiovascular Prevention: A Strategy to Engage Community Participation in Developing Countries	<p>New course LD, BP <b>Category 3</b></p> <p>Very relevant course lacking in tropEd</p> <p>Under 1. The title is not very precise and more an article title than a course title. It is suggested that the title could make clear whether the focus is on learning about community empowerment, the cardiovascular project only being a case study to illustrate theory.</p> <p>Under 2: instead of contact person there should be the name and e-mail of Gadjah Mada tropEd representative</p> <p>Under 4: it should specify whether it is a classroom based module, e-learning or blended format</p> <p>Under 7: the hours of student investment time (SIT) should be mentioned with the % of contact hours (lectures, group-work), self-study and field work (if applicable)</p> <p>Under 9: the last two learning objectives could go under 11 (learning methods), the other objectives should also state the learning of transferable skills or tools for community empowerment. Objectives 1 and 2 are focused on the case-study and not on learning about community empowerment as such. “Demonstrate” is an ability of fairly low cognitive level for an advanced module.</p> <p>Under 10: the content should be aligned with the Los and title. The methodological tools for community empowerment are not reflected in the content.</p> <p>Under 11: there could be some more detail and especially explanation about the field work (related to the case study). Is it observation? Note: is there not a danger of creating expectations in the community if students investigate whereby these expectations cannot be fulfilled afterwards? Are ethical problems avoided?</p> <p>Under 12: it might be a lot for a course of two weeks. Length (in words) of individual assignment should be mentioned, also how participation in class will be assessed (criteria?)</p> <p>Under 13: forth and fifth sentences can be taken out (low added value for tropEd students) however “general study requirements” (first sentence) should be specified: what</p>

			<p>are they, other than language requirements?</p> <p>Under 14: 20 includes tropEd students? Second sentence can go out. If participants should have a certain health related background, this should be mentioned under 13</p> <p>Under 18: it should say: "new course Stockholm 2010"</p>
15	Stockholm	Health Policy and Management	<p>Re-accreditation; GvH, SP; Category 3</p> <p>2: Institute address, tropEd representative name and email address</p> <p>4. teaching module is missing</p> <p>7. SIT and ECTS does not match</p> <p>9. limited information for students considering the long duration</p> <p>10. 'introduce' is too basic; second paragraph is unclear</p> <p>11. 'Week 1, 2 and part of 3' are content, not methods</p> <p>12. There are two assessment procedures, redundant; assessment procedure is unclear</p>

### Category 2 modules:

1	Bergen	The HIV Pandemic	<p><b>Category 1</b></p> <p>Spelling mistake of the course coordinator</p>
2	Copenhagen	Research Design	<p><b>Category 1</b></p> <p>SIT mismatch</p>

## Annex II: tropEd GA Meeting TO DO LIST - Stockholm 09.2010

No.	Task	Responsible Person (s)	Deadline
1	Final version of the Exit Evaluation will be sent to tropEd Secretariat	BP	One week after the meeting
2	tropEd Secretariat will circulate the Exit and Alumni Questionnaire to tropEd home institutions and be attached to the minutes	AY	One week after the meeting
3	Annual report agreed version along with the minutes - should be attached to the minutes	AY	Four weeks after the meeting
4	Approach the tropEd representatives in Cape Town and Institute Pasteur and remind them to participate the meetings actively.	PM	By the end of September
5	Home institution will need to carry out alumni survey and transfer the result data to LG in KIT.	LG	January meeting 2011
6	Activities in the Logframe will be categorized into a five year time frame	BP	January meeting 2011
7	Workplan 2011 will be sent out	BP	At least two weeks before the January meeting
8	All the latest version of the documents should be updated on the tropEd forum	AY	Two weeks after the meeting
9	Send out round emails to tropEd members to join the tropEd forum	AY	One week after the meeting
10	Cross check the job description with the tropEd logframe, submit to tropEd EC	AY	First week of October
11	Job description of tropEd Secretary and the job description of Assistant to the tropEd Secretary has to be separated	AY, AH	First week of October
12	tropEd Brochure***	NP, AY, tropEd EC	November 2010
13	tropEd 'MDGs' will be attached to the tropEd minutes	GvH, AY	
14	Send out 5-Year Institutional Review to EC	AY	One week after the meeting
15	Self-evaluation report will be sent to colleagues in Sydney	AH, AY	One week after the meeting
16	Preparation of proposal for evaluation plan and tools and present it to GA	QA group	Jan 2011 GA Meeting
17	tropEd website task force	tropEd EC	October EC meeting
18	PR strategy	NP	Jan 2011
19	Next tropEd meeting	Bordeaux	27th to 29th Jan, 2011

## Annex III: Exit Evaluation

### TropEd Exit Evaluation

Dear participant, congratulations are in order upon your successful completion of the MIH! The purpose of this questionnaire is to gain some of your valuable insight into the MIH program and suggestions on how it can be improved. **Please answer all questions. This will not take more than 30 minutes.**

1. Why did you choose to do a tropEd – MIH?
2. How satisfied are you with the overall tropEd MIH programme?  
Please give a number between 0-10. (0-totally unsatisfied, 10-completely satisfied)   
Please explain why:
3. What was your motivation to choose the specific home institution?
4. Did you know that you had the choice of starting the tropEd MIH at different home institutions (Amsterdam, Antwerp, Basel, Bordeaux, Berlin, Copenhagen, Edinburgh, London UCL, Heidelberg)?  
Yes ☐ No ☐
5. How satisfied are you with the information provided about the tropEd MIH before starting the programme? (e.g. time frame, module selection, money required, tutorship, thesis supervision, etc.)  
  
Please give a number between 0-10. (0-totally unsatisfied, 10-completely satisfied)   
  
Please give suggestions for improvement
6. Did you receive sufficient support at the home institute?  
Sufficient support ☐ In sufficient support ☐  
  
Please give suggestions for improvement:
7. Did you always get a place in the advanced module you wanted to take?  
Yes ☐ No ☐  
  
If no, what was the reason?
8. Did you receive sufficient support in your thesis process?  
  
Yes ☐ No ☐  
  
Please give suggestions for improvement
9. What did you like the most in the tropEd MIH programme?

10. What in your opinion can be improved?

In terms of administration?

In terms of tutoring?

Library and computer facilities?

Others?

11. What surprised you the most?

12. What suggestions can you give for the improvement of the tropEd MIH programme?

13. What is next for you after the tropEd MIH?

- a. Job wise?
- b. Further education wise?
- c. Follow up of thesis?

14. Has the tropEd MIH programme contributed to your career prospects?

Yes ☐

Partly ☐

No ☐

If so in what way?

15. Region of origin:  (Europe, Africa, Asia, Latin America, North America, Australia)

When did you start your MIH?

Month:  Year:

When did you finalize your MIH?

Month:  Year:

16. Please tick appropriate section:

- ☐ Full scholarship recipient (Provided by )
- ☐ Self-payer
- ☐ Partial scholarship recipient (Provided by )
- ☐ Employer funded (Current employer )
- ☐ Other: please specify

Approximately how much money (Euro) did you spend on:

Course module fees	<input type="text"/>
Thesis study	<input type="text"/>
Living expenses	<input type="text"/>

Travel costs	
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17. If on a scholarship, how was the handling of the scholarship money? (0-10.  
0-Totally unsatisfied and 10-completely satisfied)
- Please give reasons for your rating

18. Would you recommend the tropEd MIH programme?  
Yes ☐ No ☐

Please explain

19. Please give other suggestions and comments

(Cont'd)

Separate paper:

1. Would you like to keep up contact?

If so: please provide your contact details below and hand in this paper separately to the secretariat or send an email

Name:

Country:

Address:

Email:

2. Would you agree to receive additional questionnaires in the future to assess what tropEd students do after their MIH (Current job, position, etc.)

Yes ☐

No ☐

Thank you!!