



Network for Education  
in International Health

## **Minutes of tropEd General Assembly Meeting**

**8<sup>th</sup> to 9<sup>th</sup> September 2013**

**Copenhagen School of Global Health, Kobenhavns Universitet**

### **Participants:**

Andreas Müller (AM), Würzburg;

Annelies Wilder Smith (AWS),  
Heidelberg, Singapour;

Axel Hoffmann (AH), Basel;

Bernadette Peterhans (BP), Basel;

Carina Källestål (CK), Uppsala;

Cláudia Conceição (CC), Lisbon;

Craig Higgins (CH), London SHTM

Curt Löfgren (CL), Umea;

Daniel Lozano (DL), San Simon;

Deborah Didio (DD), Bordeaux;

Faustino Torrico (FT), San Simon;

Govert van Heusden (GvH), Antwerp;

Guenter Froeschl (GF), Munchen;

Helen Ward (HW), Singapour;

Laura Magaña (LM), Cuernavaca;

Mathias Borchert (MB), Berlin;

Ning Beyer (NB), Basel;

Nuria Casamitjana (NC), Barcelona;

Pauline Grys (PG), Heidelberg;

Peter Hill (PH), Brisbane;

Prisca Zwanikken (PZ), Amsterdam

Rodney Renold (RR), London IGH;

Shirley Pollak (SP), Copenhagen;

Stuart Anderson (SA), London SHTM;

Thorkild Tylleskar (TT), Bergen;

Trine Pernille Klokke (TPK), Bergen;

Wongsa Laohasiriwong (WL), Khon  
Kaen;

14 Full members, 5 Collaborating institutions

## **1. Review of minutes of the GA meeting in Shanghai, May 2013**

In annex 3, Annual report 2012, the definition of student and the MIH applicant were not quite clear to all members. Therefore the statistic is not really reflected the real situation. Clearer definition need to be added to the instruction of questionnaire.

The GA decided, if a member institution hasn't filled in the annual report online after receiving two reminders, they will receive a letter from the secretariat. All members should be aware of the consequences of not filling in the annual report, which is the exclusion of the network membership. We should emphasise that in the invitation of the annual report and be clear in the tropEd regulations.

## **2. Agenda of Copenhagen GA meeting is accepted as it is.**

## **3. Information points from the tropEd Secretariat**

### **3.1 Candidates for president election**

AH repeated the responsibilities of the president and the procedure of the election. This year NC will finish her terms of presidency and she cannot be re-elected again since she has already fulfilled two terms. Candidates for President should be representatives from full member institutions. Who would like to stand for the election should inform the Secretariat before the election session the next day.

### **3.2 Memorandum of Understanding (MoU)**

DD has revised the first draft of the MoU according to the suggestions from Shanghai GA. "Institute should be open to send and receive students" need to be added to this document. This document has not necessarily to be signed by all members, only the ones who need it.

The revision of network statutes still needs to be voted in January GA. The suggestion on revision of the statutes needs to be sent to the members at least four weeks before the meeting, maybe end of November.

The MoU will be uploaded to the intranet. If a member needs this document, they can download it and sign together with tropEd network.

### **3.3 ECTS limitation on distance learning**

The GA decided to discuss the quality requirement and assurance of distance learning at first before just arise the limitation of ECTS credits student can take through distance learning. Some questions such as "Whether student in distance learning courses can get all the access to the resources?" are very important to make sure the student get the same quality of ECTS credits through distance learning as with face to face courses. The task force on distance learning will prepare and present the documents in January meeting for discussion.

### **3.4 25-30 hours SIT per ECTS credits**

So far in tropEd network we only allow to count 30 SIT hours per ECTS. However, for several institutions this is contradictory to the national regulation. According to the ECTS user guide, the GA agreed to allow counting 25-30 hours SIT equal to one ECTS credits. But in one week still

45 hours of SIT can not be exceeded. However, member institution must make their calculation according to their national regulations. A list of national regulations on ECTS and SIT counting will be added to the handbook of course accreditation. For example, Amsterdam 28h, Sweden 27h, Denmark, 25h, etc. If a course re-accreditation is only affected on this specific issue, the SIT and ECTS credits counts, it needs only to go through the EC.

### **3.5 New university application as full member directly**

In the tropEd statutes, the only difference between full members and collaborating institutions is, whether they are institutions of higher education. There is no regulation on whether an institution is from Europe or another continent. Since 2005, we give a two year probation time as collaborating member for the new members. But it is not coherent with the statutes. A new higher education institution member can offer courses from the very beginning and can be active. In such a case there is no reason to be a collaborating member instead of a full member. The GA agreed to give the new applicant the right to apply for a full membership directly. We keep the two year probation time. After two years, the GA will vote again to confirm this full membership. This information will be adapted in the tropEd membership documents.

### **3.6 Definition of tropEd student**

tropEd student is a MIH student from a tropEd home institution who takes an option to choose a track which allows to take at least one course outside the home institution during his/her master study.

## **4. New applicants:**

**Department for Infectious Diseases and Tropical Medicine,  
Ludwig-Maximilians Universität München**

Guenter Froeschl, who is a tropEd Master graduate from Amsterdam, presented the Department of Infectious Diseases and Tropical Medicine in München. He has given a brief introduction of the position and the history of the university. The Centre of International Health (CIH) is a super faculty institution founded four years ago within the university. It covers not only the medical faculty, but also the faculty of law, faculty of business etc. It gives a platform to work jointly related to International Health from different disciplines. The main activity of CIH is teaching. They do not coordinate research projects by themselves, but will support the student to go through research projects collaborated with other partners. They are also working on developing national training packages for many countries. They do have the Master programs on Public Health, Epidemiology, Occupational Health and Community Mental Health. On PhD level, they have the International Health and Public Health programme. What they can offer to tropEd right now is the advanced modules on Infectious Disease Diagnostics, Academic Teaching and Learning Sciences, Imaging Techniques in Low-Resource-Settings, Occupational Safety and Health, Research Skills, Qualitative Methods in Research and Policy and Politics in Health Systems. At the same time, they can offer a big range of topics for master thesis, such as: Infectious Disease Epidemiology, Health Systems Research, Learning Sciences, Occupational Safety and Health, Mountain Medicine,

Environmental Health, etc. For more information **please see Annex 1**

### **Questions and answers:**

Q: Do you intend to offer the full masters or only advanced courses?

A: We will start with the advanced modules. For the long run, maybe introduce the core course as well.

Q: What would you like to benefit from the network?

A: Send our student out to widen the expertise and receive students.

Q: Learning Science? Student can do a thesis on this topic?

A: in München, every lecturer must take an academic teaching course. Yes, as thesis topic is possible.

Q: You offer supervision on thesis projects. Do you have capacity to tutoring for all these topics?

A: yes.

Q: What are the proportions of students from LMIC?

A: In different programmes differently. In average about 35-40%, more or less onethird.

Q: PhD on international health and public health, what are the differences?

A: Offered by different departments.

Q: Do you have existing programmes to accept external students?

A: Yes.

Q: When do you plan to offer a core course? And how large will be the class?

A: We need at least two years to develop it. Maybe 10 students.

After the close discussion in the GA, we agreed that the CIH in München is maybe one of the strong partners in the network in the near future. However, due to the unclear situation of some existing members, suggestion was given to postpone the decision making on the membership issue of München. After voting, 14 votes are supporting to proceed of the application procedure from München, 2 votes against. The GA then welcomed the CIH to go on with the self-evaluation procedure.

## **5. New applicants:**

### **Lee Kong Chian School of Medicine, Singapore**

AWS (Heidelberg, Singapore) and HW (Imperial, London) introduced the new applicant, LKC School of Medicine to the network. It is a relative new medical school in Singapore. One master programme on Global Health is under planning and the professional training is now under Imperial College London. For more details **please see Annex 2**

### **Questions and Answers:**

Q: Link to low-middle income countries?

A: LKC try to reach out to the region. We plan to have promotion activities. In Imperial there are very strong link with low and middle income countries.

Q: What are the expectations to benefit from the network?

A: At this stage, LKC would like to receive students from the network

Q: What are the differences between master of public health and professional training on public health?

A: One year master course and four year professional training programme.

Q: Accreditation body in Singapour?

A: For short courses, accreditation is not necessary, but a master programme will be accredited by the national agency.

Q: Why Singapore not Imperial apply for the membership?

A: LKC give the credit point.

Q: Are these course parts of the master programme right now?

A: No. At the moment stand alone.

Q: Mix of students? From Singapore or from low and middle income countries?

A: We hope to get students from the whole region and from Europe.

Q: Masters programme in not on the web.

A: It is new and does not exists yet in Singapore. Professional education is in Imperial College London.

Q: Background of students?

A: Mainly for non-medicals.

After close discussion in the GA, we thought it is still too early to consider the membership of LKC in tropEd. Since the master's programme still not exists, many issues cannot be reviewed during the self-evaluation and the site visit. The members cannot introduce this new member to their students too, since it still takes a long time to allow students taken course there. Therefore the GA decided to give the feedback to LKC that we will still wait until the master's programme is developed, then we can discuss about the membership again.

## **6. New Home Institution:**

Antwerp running a core course and started the masters programme this year. It now fulfills the criteria to become a home institution. Therefore the GA is pleased to announce Antwerp as a home institution from now on.

## **7. Update on tropEd thesis guidelines**

tropEd general thesis guidelines was made during the time of applying for the Erasmus Mundus scholarship. It is not a binding document within the network but has given some member institutions much help to support their own thesis process and quality assurance. It is a document for both supervisors and students. It gives an idea what the advisors/students can expect through the thesis process. Important for this document is, we must always repeat the sentence, that in case of contradiction, the institutional regulation will overrule.

This revision has taken out some references related to EM programme and added the assessment criteria and supervision criteria. We will collect more criteria from UCL, Heidelberg, LSHTM, Uppsala and review the assessment criteria again. GvH and CK will send out the second version of general thesis guidelines before Christmas with adaptations. The GA will discuss it again in January GA.

The other question is: whether to combine the ethical guideline into the thesis guideline? The GA would prefer to keep it separated. Since the current version was made in 2008, we will need a review on it. NC and AWS will give a proof reading of the ethical guidelines and give the suggestion on necessary revision before the end of November. The GA will discuss it in January meeting.

## **8. Keywords management**

Once a year the GA will check the list of keywords and delete the unnecessary ones. PG and CC will have a try in 2014.

The EM consortium members are trying to organize themselves and summarize the experiences, make a SWOT analysis, and the existing activities in order to prepare the new fund application. AH will contact the EU people and organize the initial meeting for the new fund application, when more information received.

**11. Professor Ib Bygbjerg** gave an interesting presentation about the development from Tropical Medicine to Global Health in Copenhagen. He recalled the early stage of the education in DTMPH in Copenhagen. By showing what Copenhagen has reached nowadays, he thanked tropEd for all inspiration and assistance over the years. He has drawn an interesting picture to present the historical visualization of Global Health. **For more details please see Annex 3**



### 13.Preparation of 8th ECTMIH

## 14. World Health Summit 2013

NC and AH will join the WHS in Berlin. They are invited to join the meeting of EAGHA for preparing the launch of World Federation of Academic Institutions for Global Health. This is an association of networks. tropEd will keep the contact to other health related networks. tropEd would like to organize an alumni events within the tropEd 20 years anniversary instead of within the WHS in Berlin.

**15. Accreditation and re-accreditation of advanced modules - Please see Annex 4**

## **16. Election of president**

AH verified that 14 full member institutions are legally represented at the meeting. He stated that the assembly is authorized to take decisions on the composition of the Executive Committee.

PG stood for election of tropEd President. After voting, she received 13 votes from presented 14 full member institutions and one abstention. AH then announced that PG was elected as new President-Elect and will join into the tropEd Executive Committee for three years. PG accepted the position and thanked the GA for the vote of confidence.

After this election, CK will become the tropEd president and GvH will become the tropEd president past. AH thanked NC for her six years presidency and her contribution to the network. Since NC is the contact person to many other networks, the EC would like to always invite her to the EC phone conferences in order to be updated.

## **17. Update on EM PhD programme**

The Trans Global Health programme is a part of the Erasmus Mundus Joint PhD programme. This three-year programme enables PhD students to get a double degree, from two different partner institutes in two different European countries: in the Netherlands – VU University Amsterdam, University of Amsterdam, or Amsterdam Medical Centre (AMC); France – University Bordeaux Segalen; Belgium – Institute of Tropical Medicine Antwerp; or Spain – University of Barcelona Institute for Global Health. The first year eight students have already started the programme. (5 non- EU, 3 EU, 4 in Amsterdam, 1 in Barcelona, 1 in Bordeaux, 2 in Antwerp) The one-week course in Amsterdam next week will gather all students together and launch the programme officially. The fund is about 32000 Euro per year for a PhD contract. There are still some fund for mobility and some for the administrative management. Five publications in peer reviewed journals are required to complete the PhD programme.

Teams for three topics are organized and collaborated together with other partners in Mexico, Hanoi, etc. The call will be published soon. Student can apply one of these topics and draft their own project. The selection will be following soon. We should publish this programme on tropEd website as well. There are already many tropEd alumni apply for this PhD programme.

## **18. External evaluation**

We can invite someone to the January meeting to evaluate the network. This person should know a little about the network. However, we cannot afford an expensive evaluation honorary, so this person must do this work partly as volunteer. We still need to draft the terms of references for this review. If someone knows any candidate, please inform the EC.

## **19. PR strategy**

A new PR task force is established. NC, PG, SP, RR, NB are in this group. Maybe a phone conference can be organized. They hope to propose something in the January meeting.

## 20. Work plan 2014 / Academic sessions in GA in 2014

A Task force will meet in Berlin to prepare the strategy discussion session in Umea. SP, PG, AH, NC will join this meeting. They will draft the agenda of the Umea meeting.

## 21. Upcoming meeting, dates & locations

22-24 Jan. 2014	Umea Wed.to Fri.
21-24 May 2014	Edinburgh
23-26 Sep. 2014?	Bergen
Jan. 2015	Australia
May 2015	Heidelberg
Sep. 2015	Basel (Conference/20 years Jubiläum)

## 22. To Do List

Nr.	Tasks	Who	When
1	Add the clear instruction about how to count the Nr. of student and Nr. of applicants	NB	Before the next invitation of annual report 2013
2	Send a letter if members has not fill in the annual report after two reminders	NB & AH	April 2014
3	Remind of the consequences of membership exclusion in the invitation letter of annual report	NB	Jan. 2013
4	Revise the MoU and add one sentence	DD	Asap.
5	Upload the MoU on intranet	NB	Asap.
6	Send out the draft of revision of statutes	AH	November 2013
7	Prepare the document for the discussion on distance based learning	Task force	Before Jan. meeting
8	Add a list of national regulation on SIT counting to handbook of course accreditation	NB	ASAP
9	Re-accreditation through EC meeting	EC and NB	Any time
10	Revise the tropEd membership file	NB	ASAP
11	Assist CIH München continue with the application procedure.	NB	
12	Give feedback to LKC regarding the membership application.	AH	ASAP
13	Review the thesis assessment criteria; take the references from other institutions.	GvH, CK	Send out the revised version before Christmas
14	Review the Ethical guidelines	NC, AWS	Before End of November
15	Revise the handbook of course accreditation regarding the Keywords management	NB	ASAP
16.	Go through the existing List of keywords	PG, CC	In Jan. 2014
17.	Organize the initial meeting for new EU fund	AH	When ready
18.	Add PhD programme to tropEd website	NB	ASAP
19.	Inform the EC if there is a candidate for the external evaluation	All	ASAP
20.	PR task force phone conference	NC, PG, SP, RR, NB	Before Jan. meeting
21.	Preparation meeting for Umea GA in Berlin in Oct.	SP, PG, AH, NC	23 <sup>rd</sup> . Oct.



