



tropEd Self Evaluation Form

For institutions applying for tropEd membership

tropEd Secretariat

Teaching & Training Unit
Division of Infectious Diseases and Tropical Medicine
Klinikum der Universität München (LMU)
Leopoldstr. 5
80802 Munich, Germany
Tel: +49 89 4400 59815
E-mail: tropedsecretariat@gmail.com
Internet: www.troped.org

Self-Evaluation Report

1. Background

- 1.1 Organization
- 1.2 Mission, Goals and Objectives
- 1.3 Governance

2. Academic Programs

- 2.1 Degree Programs Offered (professional, academic and doctoral)
- 2.2 Competencies and objectives
- 2.3 Attaining objectives and graduation
- 2.4 Tutoring
- 2.5 Evaluation
- 2.6 Cross-cultural Awareness
- 2.7 Extra-Curricular Activities
- 2.8 Accreditations and certifications
- 2.9 Quality assurance procedures

3. Faculty

- 3.1 Characteristics and Qualifications
- 3.2 Recruitment and Retention
- 3.3 Diversity
- 3.4 Organization (Academic Staff, Academic Groups, Degree Program Coordinators)

4. Students

- 4.1 Admission policies and procedures
- 4.2 Diversity
- 4.3 Advising and Counseling
- 4.4 Student Roles in the School
- 4.5 Alumni Tracking

5. Research

6. Services

7. Resources

- 7.1 Budget statement
- 7.2 Space Available to the School (offices, classrooms, common space for student use, laboratories, library, etc.)
- 7.3 Information and Communication Technologies

8. International Collaboration

9. Suitability /Eligibility of Course or Module to be Submitted

10. Equality of Opportunity and Trans-cultural issues

1. Background

Brief information can be given and supported by material i.e. annual report etc.

1.1 Organization

1.2 Mission, Goals and Objectives

1.3 Governance

Please provide details on the organisation of the Master's programme and the modules to be offered, i.e.: How do you ensure continuity of information exchange among modules and among module co-ordinators?

2. Academic Programmes

2.1 Degree programmes offered: (professional, academic and doctoral)
Please provide a list of the programmes.

2.2 Competencies and objectives:
Please provide details of the Master's programme of which the modules offered to the tropEd programme are a component.

2.3 Attaining objectives and graduation:
What are assessment methods? Please provide details.
How often are students assessed in the same module?
Are assessments taking account of previous module contents?
Are there explicit criteria or guidelines set for assessment and supervised by the course co-ordinator? Please provide details.
Are there external evaluators?

2.4 Tutoring:
Do you offer academic support/tutoring to students? Please provide details.
Do you offer pastoral support? Please provide details.
Does each student have a designated tutor? If there are no designated tutors, please justify this or explain steps being taken to provide such a system.
Do you offer staff training on the tutor's role (academic and/or pastoral)?

2.5 Evaluation:
How is the course evaluated by students?
How often?
Please provide the course evaluation format.
Is the course monitored by students? How often? Please describe the process.

2.6 Cross-cultural Awareness:
Do you offer training in working in a trans-cultural environment for staff?
Do you offer training for students to work in a cross-cultural environment?
How much of your course material, i.e. case studies, reading material is based on low- and middle-income societies, can you indicate the diversity?

- 2.7 Extra-curricular activities:
What activities do you organise for the students? How often?
- 2.8 Accreditations and certifications:
National and international; of the Master's programmes. Please provide evidence that the Master's programme is recognised nationally.
- 2.9 Quality assurance procedures:
Is the Master's programme and its modules subject to an internal quality assurance process?
How frequent is the quality assurance process?
Please outline the process briefly, for the Master's programme, for the modules.

3. Faculty

- 3.1 Characteristics and Qualifications:
Please provide numbers and indicate whether there is sufficient staff to deliver the course as specified.
- 3.2 Recruitment and Retention:
including any staff training programme
- 3.3 Diversity
- 3.4 Organization: (academic Staff, academic groups, degree programme coordinators)
Please provide evidence by short CV's of main staff involved in Master's programme and the modules.
Is there a named co-ordinator for the course overall who is accessible to the students throughout the course?

4. Students

- 4.1 Admission policies and procedures:
Please also provide admission criteria and show how the criteria and procedures are available to students.
- 4.2 Diversity:
Please show the mix of the student body regarding profession, discipline, gender, country of origin.
- 4.3 Advising and Counselling:
Do you make any provision for students having academic difficulties? Please provide details.
Do you have a student handbook setting out all above information?
- 4.4 Students' role in the school:
Please explain in what way students are involved in the monitoring and evaluation of the courses, in other academic activities, in research activities.

- 4.5 Alumni Tracing:
Please explain shortly how alumni are traced and involved in the academic programmes.

5. Research

Please give a brief overview of the research activities.

6. Services

Please give a brief overview of services, i.e. continuing education.

7. Resources

- 7.1 Budget statement:
Please give a brief overview of finances available for teaching and training activities
- 7.2 Space available to the school: (offices, classrooms, common space for student use, laboratories, library, etc.)
Are the classrooms suitable for group work?
Does your institution provide access to a library for all the students taking this course?
If relevant, are there sufficient laboratory facilities?
If the course includes laboratory work, is there a suitable health and safety policy in place?
- 7.3 Information and Communication Technologies:
Are there sufficient computers for students to be able to work in groups of no more than two during sessions which require the use of computer packages?
Please provide the proper numbers.
Is there reasonable access to computers for students wishing to do additional computer-based work outside time-tabled class hours? Please provide opening hours.
- If you have identified problems of resources above, please outline steps you intend to take to remedy this situation specifying the timetable for remedial action.

8. International Collaboration

Please give an overview of the partnerships and collaborative agreements of your institution / school.

9. Suitability/Eligibility of Course or Module to be Submitted

These questions are intended to determine whether or not the course on offer is compatible with the objectives of the tropEd Masters Programme in International Health and if it is of a postgraduate standard. It is not the intention of tropEd to pass judgement on the academic proficiency of member institutions but rather the tropEd

Steering Committee will seek to ensure that all approved courses are suitably monitored by the institutions which deliver them.

- Does your department/teaching unit subscribe to the definition of international health agreed by tropEd? If yes: how was it discussed?
- Is the course offered consistent with the objectives of the international health master's programme as set out by the tropEd Steering Committee?
- If yes, please show evidence.
- Is the course you are submitting for approval recognised by your own institution as being of postgraduate standard?
- If yes, how – (approval process?) – make a distinction between internal and external processes.

tropEd does not expect to make a detailed appraisal of the teaching material used by member institutions. It does, however, expect a complete set of all teaching materials provided to students during the relevant course to be collected and stored for inspection on request. This record should include statements of objectives by session or topic, lecture notes, handouts, reading lists, articles used etc. This archive should be both comprehensive and regularly updated. It will be held by the institution delivering the course in question but should be made available to tropEd members by arrangement.

For the module to be submitted:

- Do you have a clear module outline/programme? *(Please attach outline)*
- Do you provide students with clear learning objectives for the module as a whole? *(Please attach document)*
- Do you clearly state the hours to be devoted to each topic/subject/area/session? *(Please attach document)*
- Do you provide students with clear learning objectives for each topic/subject/area/session?
- Do you feel that the number of hours allowed per topic/subject/area/session is sufficient to meet the stated learning objectives? Please explain why.
- Do you provide staff with guidance on teaching objectives by topic/subject area/session? *(Please attach document)*
- Do you provide students with details of assessment procedures in advance?
- What range of teaching methods do you use? Please list methods, including an estimate of the percentage of time taken up by the key approaches together with a note of the rationale for their use.
- Do you advise students on your aims as regards teaching methods as set out above? If yes, how?

10. Equality of Opportunity and Trans-cultural Issues

10.1 Do you have an equal opportunities policy? If so, please provide the respective document.

- 10.2 If not, which steps are you taking to introduce an equal opportunities policy or to ensure that equality of opportunity is guaranteed? Please specify the time-scale involved.
- 10.3 Do you have an established complaints procedure for students? Please include details.
- 10.4 If not, which steps are you taking to introduce a complaints procedure and what is the time-scale is involved?