



Network for Education
in International Health

tropEd Membership Guidelines

tropEd Secretariat

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1. Membership Categories:

The Network is composed of tropEd Member Institutions (full members), and individual members (persons without voting rights in the General Assembly).

1.1 Member Institutions

Member Institutions must be accepted by the General Assembly upon proposal of two other full members. Full membership is open to educational and research institutions or independent departments of such institutions recognised as an institution of higher education by a national authority; they should aim at offering at least one course or module in the tropEd network. Each full member shall appoint a natural person as authorised representative in order to represent the institution in the association. The tropEd Secretariat has to be informed about a change of these persons. Full members are obliged to promote the work and purpose of the association. They agree in particular to fulfil the following obligations:

- a.) subscribe to the definition of International Health as agreed by the tropEd Network;
- b.) provide evidence of their work experience in low- and middle-income countries;
- c.) have an equal opportunities policy according to which no individual may be disadvantaged because of his or her descent, colour of skin, gender, religion, disability or any other characteristics;
- d.) offer courses or modules consistent with the objectives of the tropEd Professional Profile in International Health as approved by the General Assembly;
- e.) facilitate and participate in site visits to membership applicants;
- f.) assess student effort in accordance with the European Credit Transfer System (ECTS) as established in 1988 by the European Commission;
- g.) pay an annual membership fee as decided by the General Assembly each year and specified in the Rules for Membership Fees, which is used toward the work of the association;
- h.) if offering a core course, facilitate training of students in other institutions;
- i.) issue transcripts or other certificates to successful participants in tropEd-approved courses or modules;
- j.) participate at least once a year in General Assembly meetings;
- k.) provide the tropEd Secretariat with relevant information on students in the tropEd Masters Programmes and other information necessary to facilitate their training, in accordance with current data protection legislation;
- l.) submit the institutional annual report on time.

1.2 Individual Members

Individuals who are active in or provide relevant contributions to the tropEd Network, may join the association as individual members. They must be accepted by the General Assembly upon proposal of two full members. The individual membership ends with the death of the individual or with the withdrawal or exclusion of the individual member.

Individual members agree in particular to fulfil the following obligations:

- a.) subscribe to the definition of International Health as agreed by the tropEd Network and to promote the work and purpose of the association;
- b.) provide evidence on their work experience in low- and middle-income countries and of their activities in or contributions to the work and purpose of the tropEd Network;
- c.) pay an annual membership fee as decided by the General Assembly each year and specified in the Rules for Membership Fees, which is used toward the work of the association;
- d.) participate regularly in General Assembly meetings.

2. Membership Application

2.1 Application Procedure

An institution that is interested in becoming a member to the tropEd Network is required to send a Letter of Intent to the tropEd Secretariat. Based on the letter, the tropEd Secretariat will consult the Executive Committee (EC) which in turn will decide whether to invite the aspirant to the next General Assembly, in order to briefly present the institution and its teaching provision in the field of international health (15 minutes presentation). The participants of the GA will, with the aspirant ante portas, discuss and then vote on whether to proceed with the membership process. If the GA agrees, the applying institute will be asked to fill in a Self-Evaluation Report Form within a time frame of 6 months. This report has to be sent to the Secretariat, which will forward it to the EC. The EC will discuss the report and request possible additional responses if questions are open. It will then identify a suitable person for a Membership Site Visit, which should be an EC member or a similarly experience member of the network. The EC will send the site visitor to perform an at least two-day evaluation site visit of the institute and assess the teaching and institutional arrangements based on the Self-Evaluation Report Form. In addition, discussions with students and teaching faculty will be sought by the site visitor. A Site Visit Report will be presented by the site visitor to the next GA at a later meeting with the presence of the applying institution. After hearing the report, GA members can pose further questions to the evaluator and the applicant. The application is then discussed in the GA (with the applicant not present)

and the GA will vote on membership status by majority vote. In case of a positive vote of the GA, the new member institution will have the status of a tropEd Member Institution.

Individuals applying for a tropEd Individual Membership need to send a Letter of Intent to the tropEd Secretariat. The application will then be presented at the next GA, where at least two members need to second the application. The GA will then vote for accepting the application.

2.2 Application time frame

A Letter of Intent could be sent to the tropEd Secretariat at any time. The representative of the applicant institution will be invited to the next tropEd General Assembly, which are usually held three times a year.

After the initial meeting, the self-evaluation report from the applicant should be sent to the Secretariat within six months. From the initial meeting to the decision making on the membership issue, this application process should be completed within one year.

2.3 Application costs

tropEd does not take any application fees from the applicant. However, the applicant must cover the travel costs to the two General Assembly meetings (initial self-presentation and final Site-Visit Report presentation), the site visit costs and allocate enough human resources to support the application process and the coordinating tasks afterwards.

3. Institutional Self-Evaluation Report

In case the General Assembly considered an applicant as a suitable candidate for tropEd membership, a self-evaluation report form will be requested to be filled in order to get first hand information related to the collaboration in the future.

The completed form and relevant annexes should be sent to tropEd Secretariat within six months from the initial meeting.

4. Site Visit

4.1 Site Visitor

A member of the Executive Committee (or an experienced member of the GA) will be nominated as a site visitor. He or she should not be from the same country as the

institution to be evaluated. His or her Institution should not have an existing teaching or research collaboration with the institution to be evaluated. He or she should have proven experience in evaluating teaching institutions.

4.2 Costs of the site visit

Travel and accommodation, visa, insurance costs of the evaluator are to be covered by the evaluated institution. The evaluator will work on a voluntary basis without any consultancy fees.

4.3 Preparation of the Site Visit

The assigned evaluator for this site visit should read the self-evaluation report very carefully and keep close contact with the coordinator of the evaluated institution in order to arrange the site visit effectively: dates, agenda of visits and meetings, list of people to be interviewed, etc. The site visitor should explore and report on the aspects indicated in the guidelines for membership site visit.

4.4 Report of the Site Visit

Report of the site visit should be produced and sent to the GA members no later than one month after the visit and two weeks before the GA meeting where it is going to be presented. A short presentation on the report (maximum 15 minutes) will be made in the GA meeting. An agenda of the visit and any other relevant documents should be attached as annexes.

5. tropEd Representative

Each accepted member shall appoint a natural person as authorised representative and a substitute for such representative to represent the institution in the association. The Executive Committee has to be informed about a change of these persons. The tropEd representative should regularly join the tropEd General Assembly meetings, should implement and follow-up the decisions from the GA in the respective institutions, should answer the queries and requests of tropEd students timely, should actively participate in the tropEd activities such as task forces, working groups, etc, should ensure the provision of necessary student and course documents, hand-in the tropEd membership annual report and should also represent tropEd in the respective institutions and outside.

6. Membership Fee

The annual membership fee for a tropEd Institutional Member is structured by income level of the country where the institution is located, according to the Development Assistance Committee of the OECD (www.oecd.org).

The fee for institutions located in Low- and Middle-Income Countries is € 500.- per calendar year.

The fee for institutions located in High-Income Countries is € 1500.- per calendar year.

The fee for individual members is € 50.- per calendar year.

The membership fees are mainly used for covering the salary and travel costs of staff of the tropEd Secretariat, the maintenance of tropEd website, financial and tax controlling, and bank account fees.

7. Institutional Annual report

The tropEd General Assembly monitors any changes of institutions and individuals affecting the status of membership on a regular basis, and takes action if needed. An annual report is to be provided by each member institution, which also includes information about the number of tropEd students hosted. This report is a precondition for the continuation of membership.

Some major changes at institutions may result in discussion at the GA, such as important institutional, structural or organisational changes, major changes that affect the academic programs offered, changes that affect the national/international accreditation or quality assurance of academic programs.

tropEd member institutions are obliged to report any of the following major changes to the GA:

- Change in mission statement
- Change in accreditation status of institution itself or International or Global Health training programmes
- Changes in degree of autonomy (mergers, association with other institutions)
- Major reorganisations (change director/dean/rector)
- Changes in student exchange (mobility) policy
- Changes of policy on public relations, especially with regard to international co-operations
- Change of structure of masters programme;

Other minor changes should also be notified to the GA; such as:
change of the title and address of the institute; change of tropEd representative; change of grading system; change of semester time slot;

The results of the analysis of the tropEd Annual Report will be presented in the second GA meeting of the consecutive year.

8. Review of tropEd Membership

Based on the annual report and the best knowledge of the changes related to tropEd member institutes, the GA will decide on the necessity for a new site visit and review of the tropEd membership.

In case the new site visit was decided from the GA, the result will be presented and discussed in the next GA. Decision on tropEd membership will be made then.

Every five to seven years, tropEd full members should host at least one tropEd GA meeting. During the meeting time, host institution should give a relative detailed presentation on the development of the past five to seven years in their institute; if possible, session with other staffs of the institute to meet the GA group should be arranged; student representatives from the hosting institute are welcomed to talk with the GA members; a short round trip is welcomed to show the infrastructure and facilities. GA will discuss further collaboration with the host institution and give suggestions.

9. Termination of tropEd membership

tropEd membership terminates with the extinction of the legal capacity of the legal entity, with the dissolution of the institution or department, or with the withdrawal or exclusion of the member.

In case of termination of a full membership the remaining full members will continue the association. Leaving members are not entitled to the association's assets or to any part of these. Termination of membership in the association can only be declared to the end of the current calendar year. It has to be declared in writing to the Executive Committee no later than by September 30 of that year.

Members are expected to participate at least once a year in General Assembly meetings and to be in regular contact with the Secretariat. Institutions which do not participate in any of the activities or meetings or which have not paid their membership fee during the period of one year or have not submitted the tropEd membership annual

report will receive a reminder from the tropEd Secretariat. They will be regarded as having withdrawn from the network if no satisfactory response is given within three months.

A member can be excluded if it culpably impaired the reputation or the interest of the association in a serious manner, or if they breached the incumbent obligations according to the statutes. The Executive Committee must give the opportunity to the respective member before the decision on exclusion is made, to explain themselves either in person or in written form. A written statement of the aggrieved party has to be called out in the Executive Committee meeting. The decision on exclusion has to be provided with evidence and has to be declared in written form. The decision is legally effective even in case the message has not been responded to by the addressee. The excluded member has the right to appeal against the decision on exclusion at the General Assembly. The appeal must arrive in written form at the Executive Committee within a period of one month starting at the day of receiving the letter of exclusion. The Executive Committee has to bring forward the appeal to the next General Assembly meeting, in case the appeal arrived within the stated period of time. The membership is suspended in this period. The General Assembly takes the final decision on the exclusion.