



With the support of the
Erasmus+ Programme
of the European Union



EUROPUBHEALTH+ MASTER COURSE

ACADEMIC GUIDELINES



- **University of Sheffield – School of Health and Related Research, UK**
- **University College Dublin – School of Public Health, Physiotherapy and Sports Science, IRELAND**
- **University of Liege – Faculty of Medicine, BELGIUM**
- **University of Granada - Andalusian School of Public Health, SPAIN**
- **Maastricht University - Faculty of Health, Medicine and Life Sciences, THE NETHERLANDS**
- **Jagiellonian University - Institute of Public Health, Krakow, POLAND**
- **University of Rennes 1 - Faculty of Law and Political Sciences, FRANCE**
- **EHESP School of Public Health, FRANCE (Coordinating institution)**

As from 2020 intake

Dear student,

Welcome to the Erasmus Mundus Joint Master Degree in Public Health, Europubhealth+ (EPH+).

Our consortium's objective is to provide an innovative answer to the challenge of training outstanding international professionals to work in the field of public health. This international experience will allow an acquisition of conceptual knowledge, analytical tools and interdisciplinary competencies. At the end of the course, you will be able to:

- analyse and address the determinants of health from a population perspective.
- propose, plan, implement and evaluate, in a culturally appropriate approach, evidence-based policies and interventions for the effective improvement of population health in international, national, and local contexts.

These academic guidelines have been written to summarize the main academic milestones of your two-year course. They are intended to give you general practical advice and guidance, particularly in connection with the EPH+ dissertation and placement.

Here, you will find reminders and information about:

- the course's global organization and deadlines
- the modules' objectives and national or transnational assessments
- the placement, dissertation and viva assessments.

Each student will have a specific academic pathway depending on the different institutions he or she will be attending. Therefore, each consortium partner institution will complete these guidelines with specific information about its own internal rules and organization.

To graduate from EPH+, you must comply with both these guidelines and the local rules of each university you will attend during the course.

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1- Academic calendar

YEAR 1 – 60 ECTS

YEAR 2 – 60 ECTS

FOUNDATIONS OF PUBLIC HEALTH 57 ECTS	INTEGRATION MODULE 3 ECTS	SPECIALISATION Taught Courses / Internship, Thesis 57 ECTS	INTEGRATION MODULE 3 ECTS
<p>UNIVERSITY OF GRANADA – Andalusian School of Public Health Spain September - June</p>	<p>Building innovative and sustainable solutions to global health challenges</p> <p>EHESP Rennes France</p> <p>June-July (Weeks 25-27)</p> <p>All students Year 1 + Year 2</p>	<p>Health Services Management UGR – EASP Granada, Spain – September - June</p>	<p>Building innovative and sustainable solutions to global health challenges</p> <p>EHESP Rennes France</p> <p>June-July (Weeks 25-27)</p> <p>All students Year 1 + Year 2</p>
<p>UNIVERSITY OF SHEFFIELD - SchARR United Kingdom September - June</p>		<p>Advanced Biostatistics and Epidemiology EHESP Paris, France – August - June</p>	
<p>UNIVERSITY COLLEGE DUBLIN School of PHPSS September - June</p>		<p>Environmental and Occupational Health Sciences EHESP Paris, France – August - June</p>	
<p>UNIVERSITY OF LIEGE Faculty of Medicine Belgium September - June</p>		<p>Governance of Health Systems in Transition JU Krakow, Poland – September - June</p>	
		<p>Leadership in European Public Health UMaastricht, The Netherlands - August - June</p>	
		<p>Health Law URennes 1/EHESP Rennes, September - June</p>	
		<p>Health Promotion and Prevention EHESP Rennes, September - June</p>	

Languages of instruction:

Spanish
 English
 French

	Name of University	Start date	End date
Year 1	ScHARR - University of Sheffield	Mid-September	End of May
	University College Dublin	Mid-September	End of May
	University of Liege	Mid-September	Early June
	EASP Granada	Mid-September	Early June
	EHESP Rennes	Mid-June (Week n°25)	Early July (Week n°27)
Year 2	Maastricht University	Late August	Mid-June
	EHESP Paris	Late August	Mid-June
	EHESP Rennes	Early September	Mid-June
	University of Rennes 1	Early September	Mid-June
	EASP Granada	Mid-September	Mid-June
	Jagiellonian University Krakow	Late September	Mid-June
	EHESP Rennes	Mid-June (Week n°25)	Early July (Week n°27)

2- Course and assessment stages

To obtain the EPH+ double Master degree, students must:

- meet the minimum attendance rate and related rules applying in their host institutions
- validate all modules according to the local grading scheme and rules.

Attendance:

Regular course attendance is mandatory. **Each partner institution has its own specific regulations concerning minimum attendance rate to classes. Students must comply with the local regulations of their host institution.**

Long absences must be reported to the EPH+ coordinating institution through your course director. They may only be justified for exceptional reasons that must be well-documented (health problems, serious family problems...).

The consortium's specific policy for absences of scholarship holders is **outlined in the EPH+ Student Agreement.**

Europubhealth+ assessment process

YEAR 1	Year 1 modules (September to June)		Integration module (June-July)
	Assessment and award of credits by Year 1 host institution 57 ECTS		Transnational integrated assessment and credits awarded by EHESP 3 ECTS
Year 1 Assessment committee (July Year 1)			
<ul style="list-style-type: none"> • Achievement of 60 ECTS = admission in year 2: • Year 2 institution recognises the credits awarded by the year 1 host institution • Year 1 and Year 2 institutions both decide admission for year 2 			
YEAR 2	Year 2 modules (August/September to January/February)	Placement + dissertation + viva (January/February to May/June)	Integration module (June-July)
	Assessment and award of credits by Year 2 institution 57 ECTS		Transnational integrated assessment and credits awarded by EHESP 3 ECTS
Final assessment committee (July Year 2)			
Award of 120 ECTS: Students are awarded Year 1 and Year 2 master degrees, an EPH+ joint achievement certificate and diploma supplement.			

Grading scheme and grade distribution guidance

The grading scales and marking approaches vary from one partner institution to another. The following table highlights these various scales.

	Jagiellonian University, Krakow		University of Maastricht		University of Liege		Univ. Rennes 1 ⁽²⁾ EHESP Paris		EASP – Univ. Granada		University of Sheffield		University College Dublin		Integration Modules	
	Mark	National categories	Mark	National categories	Mark	National categories	Mark	National categories	Mark	National categories	Mark	National categories ⁽³⁾	Mark	National categories	Mark	National categories
Category 1 Excellent performance, high command of all aspects of relevant material no or only few minor weaknesses	5	Very good	10	Outstanding	18 to 20	Excellent	16 to 20	Very good	90-100	Excellent	70 and above	Distinction	A- to A+	Excellent	91-100	Excellent
Category 2 Good performance high command of most aspects with minor weaknesses	4,5	Good plus	9	Very good	16 to 17.99	Very good	14 to 15,9	Good	70 to 89	Very good	65 to 69	Merit	B- to B+	Very Good	80 to 90	Very good
Category 3 Good performance displaying good command of relevant but also some weaknesses	4	Good	8	Good	14 to 15.99	Good	12 to 13,9	Satisfactory			60 to 64		C- to C+	Good	70 to 79	Good
Category 4 Fair performance displaying some command with some major weaknesses	3,5	Fair Plus	7	More than satisfactory	12 to 13.99	Satisfactory	11 to 11,9	Sufficient	50 to 69	Sufficient	55 to 59	Pass	D to D+	Satisfactory	60 to 69	Satisfactory
Category 5 Performance meeting only minimum requirements	3	Fair	6	Satisfactory	10 to 11.99	Acceptable	10 to 10,9	Sufficient			50 to 54		D-	Acceptable	50 to 59	Sufficient
Category 6 Performance not meeting only minimum requirements	2	Fail	< 6	Fail	8 to 9.99	Fail	5 to 9,99	Fail	0 to 49	Fail	40 to 49	Fail	E- to E+	Marginal	0 to 49	Fail
Category 7 Performance unacceptable in all aspects	2	Fail			0 to 8	Fail	0 to 4,9	Fail			0 to 39	Fail	G- to F+	Fail	0 to 49	Fail

No automatic correspondence between categories can be concluded.

⁽²⁾ The University of Rennes 1 and EHESP: National rules of compensation between modules and semesters apply.

⁽³⁾ This scale applies to the master award. For individual modules, only marks are reported.

Note that a conversion of a “pass/fail” assessment into a numerical mark might be necessary for the mutual recognition of credits between degree-awarding institutions.

3- Year 1 and Year 2 modules

Organization

Each institution has its own specific regulations for course work and failure. Students must at the very minimum comply with these regulations.

Assessment

All marks are taken into account by the EPH+ assessment committee to decide whether students are admitted into Year 2 and if they are granted the EPH+ double-degree at the end of the second year. Thus:

- **a student must successfully complete all first year modules, including the Integration module in Rennes, with a pass mark to satisfactorily gain entry to the second year specialization.**
- For students who have to resit a failed module during the second semester of their first year, **admission into Year 2 may be provisional until the final resit mark is known**, which cannot be later than the starting date of the second year course.

Failure

On failure of a first or second year module, students will be given the opportunity to resit the module in question.

In the event of a student failing a module twice during the first year (i.e. after he/she had the opportunity to resit the module in question) the student will not be allowed to progress into the second year specialization.

In the event of a student failing a module twice during the second year (i.e. after he/she had the opportunity to resit the module in question) the student will not be granted the EPH+ double-degree.

An EPH+ student cannot pass one degree and fail the other. A student cannot be awarded the EPH+ double-degree until he/she satisfies the academic requirements for obtaining both national degrees.

If he/she satisfies local requirements and under certain conditions, the Student may be given the possibility to complete the local Master course and graduate from his/her first year university outside the EPH+ programme.

Cheating/Plagiarism

EPH+ students have to comply with each institution's regulations as regards cheating and plagiarism.

If a student were to be expelled from one institution for cheating or plagiarism reasons based on the local rules, he/she will have to be expelled from the EPH+ programme as well.

4- Integration modules: "Building innovative and sustainable solutions to global health challenges"

Objectives

At the end of each year, a 3-ECTS integration module focusing on the development of cross-cutting competencies brings together Year 1 and Year 2 students for three weeks in Rennes (France).

The integration module combines cross cutting skills and emerging topics, including project management, professional skills, transnational teamwork and intercultural competences. It is a blend of problem based learning (PBL) and development of operational and analytical skills necessary to tackle global health challenges. The module aims to:

- foster the development of culturally sensitive practice
- develop critical thinking, team-work, project management, communication skills, advocacy and leadership skills.

Organization

Students from Year 1 & Year 2 are asked to work in small student led teams in which they fulfil different roles. The students design and defend an innovative and sustainable public health intervention to address a global health challenge. Groups are tutored by international visiting professors and faculty members from EHESP.

Assessment

Work will be presented to a faculty panel who may include members of the consortium and will assess whether the minimum required standards have been achieved or not. Failure to meet such standards implies that extra work or development will be required.

5- Placement/internship

Objectives

For all specializations, a placement is mandatory. It lasts between 8 and 16 weeks depending on each specialisation course and represents at least 20 ECTS combined with the dissertation and viva, as well as the student's career development plans, to which it relates as much as possible. It aims to:

- **Involve students in the development of a public health project;**
- Give students the chance to **gain valuable experience of the public health work area** notably by providing students with the opportunity to carry out research, observe practices and organisations in order to **put them in perspective with their learning and employment objectives;**
- Provide students with **experience in developing job applications** and general career plans, both for the short and long term.

Organization

Placement is organized under the second year institution's responsibility according to:

- **Local rules and specialization objectives** as regards legal and educational questions;
- **Erasmus+ rules and EPH+ decisions as regards international mobility** and scholarship payments during placement.

Students are informed by their second year institution about placement rules and organization at the latest at the beginning of the second academic year. They are then expected to actively seek a placement opportunity from the beginning of the second year course. In some very rare specific cases, when it is justified and agreed on beforehand with the academic supervisor, placement may also take place during the summer break between Year 1 and Year 2.

All placement projects must be discussed and validated with the designated academic supervisor in each second year institution. The academic supervisor also validates coherence between the placement and the dissertation project. He/she may offer advice on placement opportunities and procedures.

For each placement, students are allocated a **field supervisor on site**. He/she is in charge of tutoring the student, according to the placement educational objectives, and provides the academic supervisor with feedback about the student's input/progress during the placement. The field supervisor is also in charge of informing the second year institution if a student is absent or if an accident were to occur on site.

The **form presented in Annex 1** may be used to agree on and assess a placement project.

Assessment

Placement assessment is based on a comparison of what has been measurably achieved by the student during the placement with what was originally negotiated and set out as reasonable aims at the start of the placement. The academic supervisor has the responsibility of assessing the student in a formative manner after consultation with the field supervisor and discussion with the student.

In order to help the student gain insights into professional practice and the attainment or non-attainment of objectives, it is suggested that the student during the time of placement keeps a diary on a regular basis. This will facilitate feedback both during and at the end of the placement by providing indications of the different steps and information about possible concrete and psychological obstacles towards fulfilling the previously agreed objectives.

International mobility during placement

In order to meet placement objectives and ensure supervision, the EPH+ consortium gives priority to placements in the second year country. **In case of a placement planned to take place outside of the second year country, it has to be validated by both the second year institution and the EPH+ coordinator.** Both parties must be informed of such a project at least 1 month before the student's departure to the targeted country.

For scholarship holders, the decision of maintaining scholarship payments is in compliance with the Erasmus+ rules and, if necessary, the approval of the European Agency.

6- Dissertation

Objectives

In keeping with the postgraduate nature of the EPH+ programme, **students are required to conduct research that demonstrates their competence as an individual who collects, analyses and presents different types of data.**

The dissertation should be the student’s own original work and comply with accepted standards for scientific reports, including a fully referenced bibliography of all sources consulted.

Public health research is health research at the population and organizational level: it uses statistical, social and behavioral science methods, linking with laboratory and clinical medicine, and with wider fields including environment, nutrition and economic sciences. Thus, ‘public health research’ here includes both research aimed directly at the prevention of disease (and promotion of health) and research on systems and services for health and healthcare.

Organization

All members of the consortium are involved in the dissertation process:

- **Year 1 institutions are in charge of introducing students to the methodological and core competencies to conduct research**
- **Year 2 institutions provide dissertation supervision and assessment**
- **The EPH+ coordinator (EHESP) oversees the whole process so that Year 1 institutions can recognize dissertation work and marks to deliver their own degree.**

The dissertation research is supervised by Year 2 institutions in compliance with the **specialization objectives and rules**. Thus, formal requirements are determined by Year 2 institutions in accordance with the EPH+ following rules and process:

- An **academic supervisor is allocated for each student** at the beginning of Year 2 and is in charge of advising students throughout the whole process;
- Students are required to **submit ‘milestone’ progress reports at regular intervals**. This will help structure their work, allow supervisory staff to assess their progress and crucially ensure that it complies with academic requirements.

Suggested milestone progress reports and deadlines

Second year institutions will either:

- **Propose a list of topics to students**, showing which topics can be supervised and by whom, sometimes in connection with placement proposals

OR

- **Validate a topic proposed by a student** (connected to the student’s previous experience or particular knowledge relating to public health), decide who will be the dissertation supervisor and agree on the placement project.

Deadlines during Year 2	Tasks
September/November*	Academic supervisor assignment and contact Dissertation research outline and feasibility study (1 page with abstract, question(s), aim, method, analysis, research ethics implications...) in connection with the placement project when requested. The form presented in Annex 2 may be used.
Between November and January*	Research proposal (about 6 pages -to be approved by supervisor) <ul style="list-style-type: none"> • Scope, aims and implications of the study • Theoretical approach and resources to be used in the dissertation (key authors, references and concepts) • Methodology to tackle the question(s) raised • Research ethics and governance requirements as appropriate • A written plan setting out the stages and their timing.
January/February*	Intermediary progress report: annotated plan of the dissertation to give a clear idea of the contents of the dissertation and, importantly, the thread of argumentation running through the dissertation and the research process. This plan should include: <ul style="list-style-type: none"> • What question has been raised by the dissertation and why.

	<ul style="list-style-type: none"> • The contextual background of the study, the methodology employed and why, as well as reasons for not employing other possible methodologies. • Results • Discussion of results.
March/April*	Preliminary draft(s) of dissertation to be submitted
May/June*	Dissertation submission + viva , according to each specialization calendar.

**Depending on the pathway.*

Ethics

All students must include in their reports evidence that they have considered the ethical implications of the research they plan to conduct.

Before beginning any research the appropriate ethical approval of dissertation work must be obtained by the 2nd year university relevant authorities, and in some cases by the relevant authorities of the 1st year university as well.

Any research involving human subjects must take into consideration the ethical implications of their involvement, as well as how personal details are exploited in the form of secondary data. Students completing dissertations which do not involve human participation may be required to complete a declaration for a literature or systematic review, or use of secondary data. Templates are provided by each institution.

Assessment/Viva/Posters

Following submission, **students' dissertations will be reviewed and marked according to Year 2 institution's requirements.**

Following the review of the dissertation, a **viva is organised in accordance with usual practices of the Year 2 institution.**

The viva /oral defence panel will be constituted in accordance with the local rules. It may involve:

- The student's supervisor(s) and academic staff from the Year 2 institution
- Independent public health experts or representatives from external institutions
- Staff from partner institutions (a Year 1 representative may be associated with the discussion but may not necessarily be involved in the actual assessment of the student).

The panel may also be supplemented by the presence of the placement field supervisor.

At the end of Year 2 during integration modules in Rennes, students are expected to prepare a scientific poster based on their dissertation work.

Dissertation failure

Under EPH+ consortium rules, **students who fail to achieve a pass mark for their dissertation will be granted one calendar year** from the date of the initial dissertation submission to resubmit a revised dissertation. They will have to be administratively registered at the 2nd year institution for this additional academic year and pay the corresponding fees.

They should not expect to receive regular supervision in order to revise their dissertation but will receive feedback on why the dissertation failed to meet the pass standard.

Students re-siting will receive no additional financial support for travelling, accommodation or study expenses. They must make their own arrangements for any necessary travel, accommodation, visa and insurance requirements in connexion to resubmitting dissertation and viva examination.

Because EPH+ is a joint Master programme based on mutual academic recognition, **the students concerned will not be awarded a Master degree from their first year university without satisfying the academic requirements for obtaining both national degrees.**

7- Appeals

Each party shall notify students of assessment and examination results and shall make arrangements for graduation in accordance with their rules and conventions. Appeals against assessment decisions in modules or the dissertation shall be considered in accordance with the appeals procedures contained in the regulations of the institution awarding the corresponding credits.

9 - The official documents after completion of the course

On successful completion of the 120 ECTS of the EPH+ programme, students are awarded:

- **An EPH+ joint certificate of achievement** during the graduation ceremony
- **Two national Master degrees** after Year 1 and Year 2 relevant examination boards have officially approved the results
- **An EPH+ joint diploma supplement.**

These four documents are evidence that students successfully completed the EPH+ programme and Year 1 and Year 2 institutions' expectations. They are drafted and delivered in accordance with:

- EPH+ consortium decision for the joint certificate of achievement
- Local rules for each degree (Year 1 and Year 2 institutions/authorities issue their own degree, which is delivered to students according to national rules and deadlines)
- European framework for joint diploma supplements.

The purpose of the joint diploma supplement is to support students' mobility. It is designed to provide sufficient data to allow fair academic and professional recognition of qualifications (degrees, transcripts...). It provides a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification. The supplement includes the marks obtained and its equivalence in each national grading scale.

EUROPUBHEALTH+ FIELDWORK/PLACEMENT: AIMS & ASSESSMENT

NAME OF STUDENT: Tel: E-mail:
FIELD SUPERVISOR Tel : E-mail:
ACADEMIC SUPERVISOR Tel : E-mail:
PLACEMENT/FIELDWORK SITE & ADDRESS
PERIOD OF FIELDWORK/PLACEMENT :
BROAD AREA OF PUBLIC HEALTH FIELDWORK PLACEMENT:



SPECIFIC LEARNING ACTIVITIES & OBJECTIVES

Individual learning objectives identified & prior agreed between student & supervisors for placement/fieldwork activities	Related public health core functions	Degree of achievement of learning objectives based on observation & review of placement/fieldwork activities : 1 Highly satisfactory 2 Satisfactory 3 Not entirely satisfactory may be improved 4 Needs improving	COMMENTS OF STUDENTS & SUPERVISORS

SIGNATURE OF SUPERVISORS
DATE

SIGNATURE OF STUDENT



NAME OF STUDENT:

DISSERTATION RESEARCH OUTLINE

E-mail:

DATE:

Phone n°:

QUESTIONS TO FACILITATE DISSERTATION TOPIC DEFINITION	STUDENT'S ANSWERS
<p>1. WHAT IS THE RESEARCH PROJECT ABOUT?</p> <p>1.1 What main questions linked to public health are to be investigated?</p> <p>1.2 What is the aim of the project? Why is it important?</p> <p>1.3 What concepts and theories will this research be based on?</p> <p>1.4 What further questions may be raised by this project?</p> <p>1.5 What political, social, economic and legal questions are involved?</p> <p>1.6 What are the current guidelines, regulations or legislation governing this area? Are future initiatives planned in the near future?</p>	
<p>2. WHAT METHODS DO YOU PROPOSE TO USE TO TACKLE THIS SUBJECT?</p> <p>2.1 What data or information will be gathered or accessed?</p> <p>2.2 How will the data or information be gathered or accessed?</p> <p>2.3 When will the data or information be gathered or accessed?</p> <p>2.4 Where will the data or information be gathered or accessed?</p> <p>2.5 How will the data or information be treated?</p> <p>2.6 Do you have/will you need ethical approval for the proposed research? What ethical aspects are involved in researching this question?</p>	
<p>CITE REFERENCES YOU KNOW DEALING WITH THIS SUBJECT WHICH YOU FEEL ARE RELEVANT (Max 5)</p>	
<p>WHAT KEY-WORDS WOULD YOU USE TO DESCRIBE YOUR PROJECT?</p>	
TITLE	
Student's Preliminary Suggestion(s) for title	
Agreement 2 nd Year Dissertation Coordinator /Supervisor	
Comments from 2 nd Year Coordinator/Supervisor	
Ethical approval of 1 st Year Coordinator (if required)	
FINALIZED AGREED TITLE:	