

## MSF WaCA CONDITIONS AND STUDENT COMMITMENTS FOR LEAP

This document provides information and guidance on the WaCA conditions for staff enrolled on the LEAP programme, and the level of commitment expected from LEAP students. This also includes information on the responsibilities of students on the programme, the responsibilities of managing students, and the support available for students.

### WaCA CONDITIONS FOR LEAP

Specific conditions have been set for WaCA staff enrolled on the LEAP programme. These are as follows:

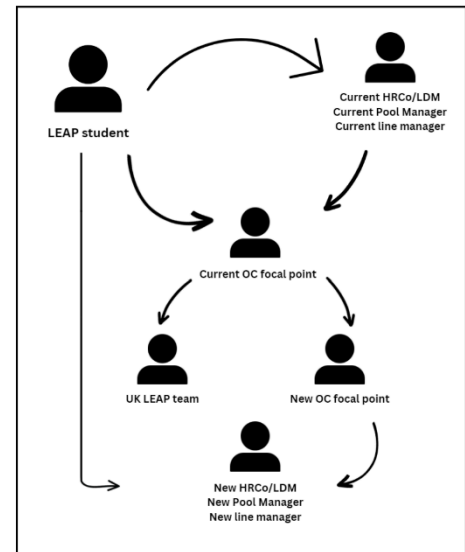
- WaCA staff must first undertake the pathway for which they are validated initially. This will be either the postgraduate certificate (PG Cert) or the PG Diploma (PG Dip). There may be opportunities to progress to the master's pathway at a later stage.
- Before choosing modules, candidates must attend a module choice webinar held by the HCRI and consult with their line manager or pool manager. The WaCA LEAP focal point and the MSF UK LEAP team are also available for queries concerning module selection.
- The core modules, as well as some optional modules, require face-to-face presence in the UK. Depending on the chosen pathway, this may require travel to the UK up to three times during your studies. WaCA LEAP students are allowed a maximum of two trips per year – one long up to 5 weeks and one short up to 2 weeks.
- A candidate can defer their study start date 3 times. After that, the candidate will be withdrawn from the programme, and must reapply in case of continued interest in the programme.
- A minimum of 1 module per semester can be taken. Most students now study three modules per academic year, one per study block.
- Staff must commit to a 24-month working back period after completing the course.

### STUDENT COMMITMENT

LEAP represents an excellent opportunity for MSF staff to develop their skills and broaden their understanding of humanitarian management and leadership. To get the most out of the programme, it is important that students demonstrate a high level of commitment. The following has been created to show the responsibilities of students enrolled on the programme.

**Whilst enrolled on the LEAP Programme, I will commit to:**

- Ensuring I discuss my module choices each semester with my line manager or pool manager before they are confirmed, to ensure that together we agree that the workload and timing of studies are reasonable. Referring to the WaCA LEAP focal point and MSF UK LEAP team with any queries.
- Engaging with all course material and participating in class and online discussion boards.
- Submitting all assignments on time.
- Giving appropriate notice and informing the University of Manchester (UoM), as well as the WaCA LEAP focal point and the MSF UK LEAP team, of my intention to drop or change a module.
- Notifying my current and future line manager and HRCo/L&DM that I am a LEAP student if I move to another mission.
- Following the necessary chain of communication (see diagram to the right) if I move to another section, informing all parties of my status as a LEAP student as soon as the change is confirmed.
- Reading the student handbook, student information pack, and all other information sent to me by UoM.
- Using my student email regularly to check for updates from the University.
- Treating staff and fellow students equally and respectfully.
- Traveling to the UK to attend the face-to-face period on the dates agreed. In the event I foresee travel issues of any kind, alerting the WaCA LEAP focal point and the MSF UK LEAP team as soon as possible.
- Communicating face-to-face dates and study leave arrangements (see below) with my line manager in the field or at HQ as soon as possible.
- Maintaining appropriate communication, including notification of any absences or inability to submit work on time.
- Notifying my line manager, WaCA LEAP focal point, and UoM of any change in personal circumstance, which impacts my ability to continue the course, including, my MSF employment status.



Due to the nature of MSF's work, it is recognised that occasionally staff may be working in difficult conditions that influence their ability to meet all these conditions. Therefore, we ask all LEAP students to please plan and give pre-warning if you foresee any impending situations, which may affect your studies. In such circumstances, please notify your line manager, the University of Manchester, and the MSF UK LEAP team immediately.

## WaCA STUDY LEAVE POLICY

As LEAP studies are demanding, the employee will need to devote personal time using the weekly rest, their annual paid leave or taking unpaid leave, whenever the contract allows it. For the candidates who are not on an open-ended contract (for instance, most of the international mobile

staff), we encourage employees to use their off-assignment time, depending on their contractual situation, to focus on the course.

The annual leave entitlement of the employee is determined by the contract.

**In addition to the leave entitlement contractually settled, MSF WaCA will cover part of the absences needed for the course while the employee is on contract.**

#### **Assuming 1 online module per semester:**

- 1 week per semester (usually 10 weeks) to follow their studies will be covered by MSF for the employee under contract.
- This usually equates to 10% of working time during the semester.
- This absence from work will be counted as training paid days.
- The exact configuration of this leave, e.g. if it is taken as a half day a week, 1 day every 2 weeks, or 2 days every month, should be decided between the student and their line manager.
- Should the employee need more days to follow lessons per semester he/she will use their paid leaves (weekly rest or annual entitlement) and their own time.
- MSF will only consider the extra 'training' days allowance of the current semester. 'Training' days from previous semesters that haven't been taken will be lost.

As LEAP students are required to manage academic commitments alongside their professional and personal duties, they shouldn't take more than two modules in one semester. This has been agreed upon as an acceptable and manageable workload by all partners and OCs. If circumstances allow, a student may request to study two modules a semester, but must first consult with their line manager, the WACA LEAP focal point. The academic course directors must approve their request before two modules can be selected.

While the person is under contract, it is the responsibility of the HRCo/L&D Manager to follow and encode the training and absences related to the long-term studies sponsorship. The mission is responsible to allow this extra time to the student and support the student in taking it.

Students must discuss and agree on these arrangements with their manager before applying to LEAP and they can vary according to the context of a mission.

## **SUPPORT FOR LEAP STUDENTS**

It is widely recognised that for students to fulfil their commitments, the appropriate support must be in place.

Staff enrolled on the LEAP programme will receive support from their mission, WaCA, the University of Manchester/Liverpool School of Tropical Medicine, and the MSF UK LEAP team, to ensure they are able to complete their studies with minimal issue.

It is the specific responsibility of the current line manager to support the LEAP student's participation in the programme and to enable them to succeed by allowing them the time to study both online and face-to-face in Manchester/Liverpool when necessary.

**Whilst enrolled on the LEAP Programme, WaCA staff will receive the following support:**

For access to the online studies:

<b>Support provided:</b>	<b>Responsibility of:</b>
Access to a quiet space to study	Current mission*
Access to a laptop/PC and headset	Current mission*
Internet connection	Current mission*
Full access to university learning and student support services	UoM/LSTM

\*For the period in between mission or for LHS when outside MSF premises, the applicant has the responsibility to ensure they have the dedicated IT material and internet connection.

For access to the face-to-face studies:

WaCA staff are allowed a maximum of two trips to the UK per year – one long up to 5 weeks and one short up to 2 weeks.

<b>Support provided:</b>	<b>Responsibility of:</b>
Flights to and from the UK	WaCA*
Accommodation for the face-to-face period	MSF UK
Per diems	WaCA*
Letter of support from MSF	MSF UK
Letter of invitation from the university	UoM
Transport to airport and visa centres	WaCA*
Cover or reimbursement for the cost of visas	WaCA*
Certificate of insurance for the duration of the training period	WaCA*
Full access to university learning and student support services	UoM/LSTM

For those aspects organised by WaCA, all costs linked to LEAP will be under WACA HQ budget, but the practical management of certain aspects (travel, visa, per diem etc.) will be done at mission level when applicable and then costs will be invoiced to HQ.

## WHO TO CONTACT?

For all enquiries relating to student administration and course content: Manchester LEAP team at the Humanitarian and Conflict Response Institute (HCRI) at [leapmsf@manchester.ac.uk](mailto:leapmsf@manchester.ac.uk)

For all other enquiries, the WaCA LEAP focal point at [learning.waca@waca.msf.org](mailto:learning.waca@waca.msf.org) and the MSF UK LEAP team at [LEAP@london.msf.org](mailto:LEAP@london.msf.org).

## SIGNATORIES

Please sign below and return this form to [learning.waca@waca.msf.org](mailto:learning.waca@waca.msf.org).

Please note that this form needs to be signed and sent to WaCA L&D before the start of your studies. Without this form, you will not be able to start your studies.

Student name and signature:

Date signed: \_\_\_\_\_

Line manager name and signature (if currently under contract)

Date signed: \_\_\_\_\_

Career and pool manager name and signature (if currently under contract)

Date signed: \_\_\_\_\_

HRCo/L&D manager name and signature (if currently under contract)

Date signed: \_\_\_\_\_