

Exchange Programmes for Fellowships 2025 GUIDELINES

1. Eligibility requirements for fellows:

Applications are accepted from radiologists within three-four years after certification, who desire to subspecialise in the chosen field. The applicant has to be member of ESR and the respective subspecialty society.

Each fellow is requested to choose one topic only. From within this topic one preferred training centre has to be chosen with the option of two alternative choices. The places for the Exchange Programmes for Fellowships available for 2025 are limited and not every application can be considered. The applications will be carefully reviewed by an Evaluation Committee taking into account the following aspects:

- previous ESOR/ECR activities
- possibility of the applicant to become a country luminary in the field
- the degree of motivation
- letter(s) of support
- qualities of his/her CV

The selected candidates will be asked to provide additional documents to the training centre for administrative purposes. **A valid Covid-19 vaccination certificate will be required by most hospitals.** The selected fellows are further asked to take care of their health insurance and are responsible for their visa.

2. Communication (training centre, trainee, ESOR Office):

According to the data submitted, the evaluation committee members will do their utmost to come up to the selected trainee's expectations regarding the choice of the training centre. The details of each selected fellow will be announced to the respective centre, which will then contact its trainee to communicate the possible starting date. On the day the trainee is expected to start, the training centre is asked to report to the ESOR Office whether the fellow has arrived. The ESOR Office, Mrs. Isabella Davicino (isabella.davicino@myesr.org), should be copied in all correspondence.

It is the trainee's responsibility to communicate with the centre regarding the details of the training and whether more responsibilities than observer status can be obtained. ESOR solely acts as facilitator and coordinator between the training centre and the trainee.

3. Programme structure:

The programme structure of each topic is outlined on the ESOR website.

4. Duration of fellowship:

The fellowship is a three-month training and ends after this period. The fellowship needs to be done in a row and cannot be split up. A prolongation on an official ESR/ESOR basis is not possible. If the respective training centre intends to employ the fellow as trainee or offer an additional fellowship it is a decision absolutely besides the ESOR project. **The training must be completed by the end of December 2025 at the very latest.**

5. Language:

Each fellow is expected to be fluent in English. The training has to be offered in English, except if the fellow speaks the language of the training centre.

In non-native English-speaking training centres teaching would be in English, while major radiological conferences and reporting may be in the local language. Some knowledge of the local language may be an advantage.

6. Financial issues:

Each fellow will receive a grant upon completion of the training, and after the delivery of the following documents:

- General report
- Final report
- Photo
- Self-assessment module for Education on Demand
- Receipts of expenses directly connected to the training period (i.e. flight tickets, accommodation, public transportation, etc.)
- Grant Form (provided by the ESOR office in due time)

The grant (up to a maximum of €3.500) is intended to contribute in part to travel and accommodation expenses during the training period. ESOR cannot guarantee that the grant will cover these costs in full. During the period of the training the fellow is responsible for covering his/her expenses and his/her own health insurance. The training itself is offered for free. Kindly note that in order to be eligible for the grant payment of € 3.500, — all final documents (final report, general report, expenses receipts, photo, Self-assessment module and grant form) **MUST** be submitted immediately after the end of the fellowship.

7. Housing:

The training centre is asked to support the fellow in searching or booking of housing. Most centres have the possibility to take advantage of internal campus booking platforms for students. In terms of costs and easy administration, such services, if available, are highly preferred. The trainee shall be informed of all necessary details at least 6 weeks prior to the start of the fellowship.

8. Report:

Training Centre:

A final report is expected from the training centre's tutor once the training has been completed.

This is to confirm and describe:

- the exposure of the fellow to a number of clinical cases
- the participation in mentored imaging studies in which he/she was actively involved in performance and/or interpretation
- attendance in lectures, clinical rounds and tutorials
- documented training from an established teaching file or previous cases

Furthermore feedback may also be added by the tutor.

Fellow:

Final report:

After completion of the training period each fellow is requested to submit a detailed final report.

The detailed final report should describe the theoretical and practical experiences gained throughout the training period. We would additionally welcome views as to what degree the expectations were fulfilled.

The following structure could be used:

- name:
- topic:
- training centre:
- training period:
- head of department (first name, last name, e-mail address):
- tutor(s) (first name, last name, e-mail address):
- introduction:
- daily activities/schedule:
- other activities:
- submission of abstract(s) to which congress(es)
- submission of paper(s) to which journal(s)

- final comments (e.g. experience, benefits, ...):
- acknowledgments (optional):

General report:

In addition to the final report, which has to be submitted as soon as the training is finished, fellows are requested to provide us with a general report.

The following structure could be used:

- hospital in home country:
- topic:
- training centre:
- a brief description of your experiences, benefits, etc. (approx. **100 words**)

The general report has to be submitted by the end of the training period.

Photo:

Furthermore each fellow is asked to send us a portrait photo meeting the following requirements:

File Format: **JPG**

Size: no less than **5x5 cm**

Resolution: **300 dpi**.

ESOR is publishing an annual report with all ESOR activities of the respective year. The general report and the photo will be printed in the ESOR Annual Report.

9. Submission of case report to Eurorad as part of Fellowship

Each fellow will be asked to submit a case report to Eurorad (www.eurorad.org) as part of the fellowship. Each submitted case undergoes a regular peer-review process, and every published case receives a DOI for future reference along with a Certificate of Publication. However, the cases are not PubMed indexed. Eurorad is not a Journal and does not have an impact factor. All fellows will be provided with more detailed information and guidance via email.

10. Certificate of completion

Upon receipt of the final report by both the training centre and the fellow as outlined above, a certificate of attendance will be issued by ESR/ESOR.

Please do not hesitate to contact the ESOR Office (isabella.davicino@myesr.org) in case of questions or requests.