

Exchange Programmes for Fellowships 2026 GUIDELINES

1. Eligibility requirements for applicants

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

2. Selection process of grant winners and assignment to host training centers

As the number of grants is limited it will not be possible to consider every single application. After the application deadline, expert committees will review and score all applications received via the ESR MyUser area based on the following criteria:

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

Once the evaluation process has been completed, it will be the duty of the ESOR Scientific & Educational Director to select and assign the highest scored candidates to different host training centers based on good geopolitical spread and gender balance. It is not possible to change the topic or assigned host training center after the official assignment has been made by ESOR.

3. Responsibilities of ESOR grant winners

Selected candidates are asked to confirm their acceptance of the fellowship grant to the ESOR Office within seven days upon notification. After the official acceptance of the fellowship, **fellows are asked to make all further arrangements directly with their host training centers** without any delay:

a. ESOR fellows are asked to fix the exact dates of their fellowship in accordance with their tutors at the host centers and to announce these dates to the ESOR Office as soon as possible. **Please note that the fellowship needs to be completed by the end of December 2026 at the very latest. It is not possible to postpone the fellowship to a later date nor to divide the fellowship into various intervals.** Fellows are expected to introduce themselves personally to their tutors on the first day of their fellowship, which is why it is important for them to select a starting date when their tutors are available onsite at the host centers.

b. It will be the responsibility of the ESOR Fellows to communicate with the host centers regarding the details of their training and whether more responsibilities than observer status can be obtained. The training itself will be provided for free by the host centers. **ESOR solely acts as facilitator and coordinator between the training centre and the fellows.** It might be helpful to ask for an online meeting with the assigned tutor before the actual start of the fellowship to prepare the three-month training period in advance (pls enquire whether there are any tasks that can be done in advance and/or in preparation of the fellowship).

c. ESOR Fellows will be asked by the HR departments of the host training centers to provide **further additional documents** to complete the administrative process before the actual start the fellowship.

d. It will be the responsibility of the **ESOR fellow to proactively search for accommodation well in advance of the fellowship** and to seek advice from the host institution on where to look best for accommodation close to the host training center. In most cases, host centers will not be in the position to provide accommodation on the campus.

e. **It will be the responsibility of ESOR fellows to take care of their travel arrangements, health insurance as well as visa application.** The host institution may provide guidance with regard to visa applications and issue fellows a respective letter of confirmation upon request.

g. ESOR Fellows should ask their tutors on their first day to confirm to the ESOR Office via email that they have started their fellowship.

4. Programme structure of the fellowship:

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

5. Duration of fellowship:

The fellowship is a three-month training that ends after this period. **The three months need 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 or offer an additional fellowship it is a decision absolutely besides the ESOR project.

6. Language:

Each fellow is expected to be fluent in English. The training is offered in English, except if the fellow speaks the language of the training centre. In non-native English-speaking training centres, teaching will be in English, while major radiological conferences and reporting may be in the local language. Some knowledge of the local language may thus be an advantage.

7. Financial issues:

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

- General report
- Portrait picture
- Final report
- Final report from the tutor
- Receipts of expenses directly connected to the training period (i.e. flight tickets, accommodation, public transportation)
- Screenshot of submitted Eurorad case
- Grant Form (provided by the ESOR office in due time)

The grant 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 fellows are responsible for covering their expenses and health insurance. The training itself is offered for free.** All documents need to be submitted to the ESOR Office immediately after the end of the fellowship.

8. Reports:

Training Centre:

The fellows shall ask their tutors at the host center to issue a report on their performance towards the end of the three-month training before the fellows leave the host center.

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
- potential publications and submissions of abstracts
- documented training from an established teaching file or previous cases

Further feedback may be added by the tutor. The report should be on official letterhead and signed by the tutor and provided to the ESOR Office via email in pdf format either by the fellow or the tutor directly.

Fellow:

Final report:

Towards the end of the three-month 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:
- potential publications / submission of abstracts to ECR:
- final comments (e.g. experience, benefits, ...):
- acknowledgments (optional):

General report:

In addition to the final report, fellows are asked to provide a general report which will be published in the ESOR Annual Report on the ESOR website. Please click here to view previous reports: <https://www.esor.org/about/annual-reports/>

The following structure could be used:

- hospital in home country (incl. city, country):
- topic:
- host centre (incl. City, country):
- a brief description of your experiences, benefits, etc. (approx. **150 words**)

Photo:

Each fellow is asked to send the ESOR Office a portrait picture for the ESOR Annual Report meeting the following requirements:

File Format: **JPG**

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

Resolution: **300 dpi**.

9. Submission to Eurorad as part of the Fellowship

Each fellow is 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. It is important to add a screenshot of the submitted case to all requested documents.

10. Certificate of completion

Upon the completion of the fellowship and the provision of all above-mentioned documents, a certificate of completion will be issued by ESOR. For further information, please write to: isabella.davicino@myesr.org