

ESMO Palliative Care Fellowship GUIDELINES AND APPLICATION INSTRUCTIONS

*Applies to
ESMO Palliative Care Observation Fellowship – 1 month*

Please read and follow these guidelines carefully to ensure that your application is completed correctly and can be processed without delay.

Applicants are encouraged to start their application early due to the complexity of the online application process and to obtain the documentation needed in time.

Before you start, please consult also the [General Terms and Conditions Fellowships](#) (applicable for all ESMO Fellowships)

1. General information

- All application material must be submitted in English language only.
- Part of the application consists of completing an online application form, while some documents need to be uploaded in the online application process. Uploaded documents must be in PDF or MS Word - PDF format is preferred to ensure proper conversion. Uploaded documents must not be password protected.
- Some of the fields will be automatically filled in with your myESMO profile information – please verify the correctness of the details in these fields and update your profile in [myESMO](#) if necessary.
- You do not have to finish your application in one go, but can save it and return to it later.
- Do not forget to submit before midnight Central European Time (CET) of the deadline date – applications that have been started but not submitted or incomplete applications, will not be taken into consideration.

2. How to get assistance

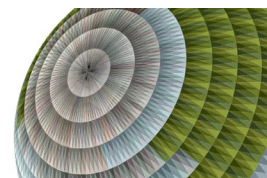
Any questions, technical or about content, please contact us by sending an email to designatedcentres@esmo.org

3. Timelines

- Applications generally open each year in Autumn/Winter to be commenced the following year.
- Deadlines vary depending on the type of fellowship – refer to the [Fellowship Offers webpage for details](#)
- Notification (acceptance/decline) will usually be sent by email 1-2 months after the deadline, depending upon the volume of applications received.

4. After submission

- You can retrieve your saved, not yet submitted application by returning to the online application page for the fellowship you are applying for and entering your myESMO login details.
- You cannot, however, make changes to an already submitted application. To request changes, send an email to designatedcentres@esmo.org clearly stating the details you would like to change and/or including the attachment to be replaced.
- In case you wish to withdraw your application: inform ESMO immediately by emailing designatedcentres@esmo.org stating your name, type of PC fellowship and your reason for withdrawal.



5. Criteria for applicants

All below criteria must be fulfilled by applicants:

- Be an ESMO member in good standing at the time of application – [renew your membership here](#)
- Be a qualified practising oncologist
- Be proficient in English and/or in the community language of the host institute

6. Details and documentation to be included

Some details are to be entered directly in the online form:

- Personal details: contact details, date of birth, country
- Details about home and host institutes
- CV details: work experience, education, personal skills and competences, publication lists (max 5 peer-reviewed articles, max 5 abstracts)
- Type of fellowship

Other details must be uploaded as separate documents:

- a. Recommendation letter from your department head at your home institute
- b. Acceptance letter from the person responsible for you while completing your fellowship at the host institute
- c. Description of the 1 month visit programme (with a weekly programme) for Palliative Care Observation Fellowships (arranged by you with the host institute)
- d. Statement of your fellowship objectives and how the acquired skills will be used in the home in your home institute/country

See below for more details about each element to be uploaded

a. Recommendation letter:

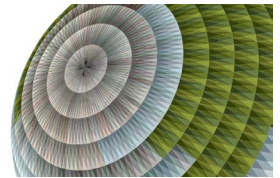
Letter of recommendation from the candidate's department head/mentor or supervisor

- maximum 1 page, preferably pdf format
- must be written in English, on the institute's letter head and duly signed and dated
- must include the following:
 - attest the applicant's proficiency in the working language at the proposed host institute and/or English
 - state in detail that the applicant has the required work experience for the fellowship in question (see point 5 above)
 - confirm the level of institutional commitment to the applicant's career development

b. Acceptance letter:

Letter of acceptance from the person responsible for the fellow at the host facility confirming the agreement and dates for the proposed fellowship

- maximum 1 page, preferably pdf format
- must be written in English, on the institute's letter head and duly signed and dated
- must include the following:
 - name of fellow
 - intended start date of the fellowship and confirmation that the fellow will carry out the fellowship at the institute
 - training plan for the applicant, including intended structure of the mentor/investigator interaction during the proposed fellowship (a weekly programme)
 - assurance that the host institute will provide adequate facilities and support for performance of the proposed work.
 - the reason why he/she is an ideal candidate



c. Detailed description of observer palliative care fellowship:

Outline of the fellowship proposal including timelines. This is the most important component of your application and must include the weekly timeline in as much detail as possible, with details of what the skills and knowledge will be acquired during the stay. It must be prepared by yourself and the supervisor at the host institute.

- maximum 2 pages, preferably pdf format
- must be written in English
- should include sufficient scientific data such as
 - aim of the visit
 - feasibility of the visit and work plan
 - proposed timeline and detailed weekly planning
 - host scientific expertise in the field
 - quality of the group/supervisors
 - fellowship goals

d. Motivation letter:

The applicant's personal motivation for seeking the fellowship in question. Must be prepared by the applicant.

- maximum 1 page, preferably pdf format
- must be written in English and signed and dated by the applicant
- must include the following:
 - personal motivation for the fellowship
 - statement of goals
 - explanation of how the acquired techniques will be used in the home institute and/or country