

# Rules and Regulations for ESASO Fellowship Programme

## **Art. 1**

### ***Field of application***

This document regulates the admission and the participation procedures to the ESASO Fellowship Programme.

## **Art. 2**

### ***Duration, period and content***

The ESASO Fellowship lasts 12 consecutive months in a host Institution with a specific programme covering educational and/or research objectives.

Normally Fellowships starts in October/November of current year. However, a different individual arrangement with the Institutions is possible.

## **Art. 3**

### ***Application process***

- 3.1 The candidate must submit a complete fellowship application form via e-mail to the ESASO Head Office in Lugano before the appropriate fellowship application deadline.
- 3.2 Fellowship applications received after the fellowship application deadline or that are not complete will not be considered.
- 3.3 Generally, all applicants are required to have completed their residency training in ophthalmology. Previous participation in ESASO modules, although desired, is not a mandatory condition for acceptance.
- 3.4 Each application is reviewed by the Fellowships Committee if all the requirements have been satisfied.
- 3.5 The selected applicants will then be invited for an interview to Lugano, Switzerland. Applicants who do not qualify will be informed by email.

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**Art. 4**  
**Ranking**

The ESASO Fellowship Committee will assign a score to each applicant participating in the interview and will issue a ranking of the candidates that are admitted to the Fellowship.

The Fellowship will be assigned to the admitted applicant with the best score in the ranking.

**Art. 5**  
**Acceptance**

The selected candidate will be informed and must accept the fellowship offer in writing within 7 (seven) days after receiving the request. ESASO will cancel fellowship applications from candidates that fail to confirm within the prescribed time.

In this case, the successive admitted applicant in the ranking will be contacted and so on.

**Art. 6**  
**Fellow's obligations**

The Fellow must:

- a. do his or her best to successfully complete the programme for which the fellowship was granted;
- b. attend all the Fellowship from the beginning to the end of the 12 months;
- c. have the knowledge of the local language required by the host Institution;
- d. comply with any additional conditions prescribed by ESASO that are deemed necessary to achieve the aim of the fellowship programme;
- e. follow the instructions of the Institution regarding the fellowship;
- f. sign a letter of acceptance of the Fellowship and all the commitments;
- g. have valid international health insurance (illness and accident);
- h. have valid international occupational hazard insurance (if requested by the Institution);
- i. sign a declaration exonerating ESASO of all liability;
- j. arrange his/her own accommodation (if requested, ESASO head office can help the Fellow find a suitable accommodation);
- k. observe Swiss laws and the laws of the country where the course or programme is held.



**Art. 7**

**Immigration procedures**

When Fellowship programme is held in a country other than the fellowship holder's home country, the fellowship holder must obtain an entry visa and must comply with the immigration procedures. The fellowship will be cancelled if the fellowship holder does not comply with these immigration procedures or cannot obtain a visa for any reason.

**Art. 8**

**Grant**

The grant is paid by bank transfer in monthly instalments.

No other costs (travel arrangements, accommodation, transportation, taxes, visa etc.) will be reimbursed / paid separately.

**Art. 9**

**Daily activity**

The timetable, daily schedule and holidays are arranged with the Fellowship tutor.

The daily presence, according to the defined schedule, is mandatory.

During the Fellowship the surgical activities depends on the local law and are defined with the centre and the tutor.

**Art. 10**

**Fellow's Evaluation of the Fellowship Programme**

Fellows must fill out a written assessment of the Fellowship every 3 months, using the appropriate assessment form. These evaluations are extremely important and are essential to the completion of the Fellowship.

Fellow will send to ESASO the completed questionnaire.

**Art. 11**

**Fellow's Testimonial and questionnaire of satisfaction**

The Fellow must be available during the Fellowship period to answer questionnaires and statistics that ESASO could request.

He must write 1 or 2 Testimonial (1 at the beginning and 1 at the end of the Fellowship) that ESASO can freely publish in the ESASO website and in other social media (Facebook, e-LOS etc.).



**Art. 12**

**Photographs and/or videos and media**

The Fellow agrees that photographs and/or videos can be taken during the Fellowship period and photographs and/or videos and information about the Fellowship and the Fellowship holder can be reproduced and diffused by ESASO (website, newsletter or Facebook).

**Art. 13**

**ESASO activities**

The Fellow is available to be involved in ESASO activities as congresses, symposiums, courses and modules.

**Art. 14**

**Liability**

ESASO and the Institution providing the programme accept no responsibility for the consequences of any illness, accident or other risk that the fellowship application and/or acceptance of the fellowship may entail.

Under extraordinary circumstances may the ESASO Fellowship Committee modify the present Regulation.

In all cases not covered by this Regulation, and if unforeseen developments or situations arise, ESASO's decisions will be binding.

**Art. 15**

**Withdrawal of fellowship**

15.1 If the fellowship holder decides to end his or her course or programme early, the fellowship holder must inform the Institution and ESASO immediately.

15.2 The fellowship application will be cancelled, or the fellowship will be terminated at any point by ESASO and all fellowship costs can be claimed back from the fellowship holder if:

- a. it becomes clear or if there is reasonable doubt that the fellowship holder will not be able to successfully complete the programme within the fellowship period;
- b. the fellowship holder does not comply with immigration procedures or for whatever reason cannot or cannot timely obtain a visa, residence permit or



- any other documents required by the law of the country where the course or programme is held;
- c. the fellowship holder cannot be insured during the fellowship period;
  - d. the fellowship holder supplied information on the application form or accompanying documents (which formed the basis for the award) that is found to be inaccurate;
  - e. the fellowship holder makes a false declaration of any sort, such as a misrepresentation regarding his or her ability in the language of instruction;
  - f. it becomes clear that the fellowship holder does not or will not comply with the eligibility criteria (anymore);
  - g. the fellowship holder commits a criminal offence;
  - h. the fellowship holder fails to observe the Fellowship rules and regulations;
  - i. the fellowship holder refuses to follow instructions issued by the Institution or ESASO in connection with the fellowship and/or programme;
  - j. the fellowship holder arrives in the country too late to take part in the intended course or programme;
  - k. the fellowship holder is forced to withdraw from the course or programme;
  - l. if the fellowship holder decides to end his or her course or programme early;
  - m. the fellowship holder is not available on a full-time basis to pursue the course or programme without interruption and/or is not physically and mentally able to participate in the entire programme.
  - n. the fellowship holder experiences a change in circumstances, including but not limited to a breakdown in relations between the fellowship holder, the institution or the supervisor or promoter as a result of which the activities for which the fellowship was provided can no longer be continued in their present form;
  - o. the fellowship holder has his or her enrolment terminated by the institution for whatever reason;
  - p. the fellowship holder does not participate in the course or programme without the explicit permission of the institution and/or without notifying the institution.



***Art. 16***

**Problems and conflicts**

- 16.1 The fellowship holder must solve possible problems with the Institution;
- 16.2 If a conflict arises between the fellowship holder and the Institution regarding the fellowship, either party can ask ESASO Fellowship Committee to mediate.
- 16.3 Mediation can only take place when both parties agree to participate. In such cases, ESASO Fellowship Committee's decision is binding.

***Art. 17***

**Validity**

The present Regulation will take effect on 01.07.2020.