

**ESMO Palliative Care Fellowship  
GUIDELINES AND APPLICATION INSTRUCTIONS**

*Applies to  
ESMO Palliative Care Observation Fellowship – Minimum 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 also consult the [General Terms and Conditions Fellowships](#) (applicable for all ESMO Fellowships).

**1. General information**

- All application materials must be submitted in English language only.
- The application consists of completing an online application form with specified supporting documents to be uploaded. The uploaded documents must be in PDF format. Documents must not be password protected.
- Some of the fields will be automatically filled in using your ESMO membership details, '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 the designated deadline time and 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](mailto: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](#)
- Notifications of acceptance or decline will usually be sent via email 2 months after the deadline closure, depending upon the volume of applications received.

**4. 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 make changes to an already submitted application. To request changes, send an email to [designatedcentres@esmo.org](mailto:designatedcentres@esmo.org) clearly stating the details you would like to change and/or including the attachment to be replaced. Please note that changes may not be accepted once your application is submitted.
- In case you wish to withdraw your application: inform ESMO immediately by emailing [designatedcentres@esmo.org](mailto:designatedcentres@esmo.org) stating your name 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 – not still in training
- 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).

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. A schedule for the proposed fellowship (with a weekly programme) for the palliative care observations (arranged by you with the host institute)
- d. Statement of your fellowship objectives and how the acquired skills will impact within your home institute, including how these services and clinical skills are currently not available in your institute/country.

***See below for more details about each element to be uploaded***

**a. Profile picture:**

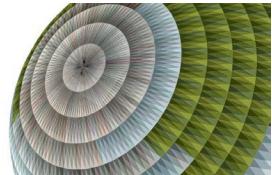
As part of the application, you are required to submit a profile image of yourself. This should be a clear photograph of your head and shoulders in a professional manner, which clearly identifies you as the candidate. The photograph should:

- be embedded into a pdf document for submission.
- should be a recent photo which clearly identifies you (other people should not be included in the image)
- the photograph should be of good quality, without blurring or the use of filters or effects
- by submitting the image, you agree for the photo to be used on the ESMO website for the fellowship:
  - following the fellowship, you will be required to submit a report for which your profile picture will be used. The image may also be used by ESMO for future promotion and presentations regarding the fellowship programme.

**b. Recommendation letter:**

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

- maximum 1 page, pdf format
- must be written in English, on the institute's letter head and duly signed and dated
- must include the following:
  - attest to 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.

**c. 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, pdf format
- must be written in English, on the institute's letter head and duly signed and dated
- must include the following:
  - name of fellowship candidate
  - 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 interaction during the proposed fellowship (weekly programme)
  - assurance that the host institute will provide adequate facilities and support for performance of the proposed work.
  - the reason why the fellow is an ideal candidate.

**d. Detailed description of palliative care fellowship:**

Outline of the fellowship proposal including timelines. This is an important component of the application and must include a weekly timeline in as much detail as possible, outlining what skills and knowledge will be acquired during the stay. It must be prepared by the fellowship candidate and the mentor at the host institute.

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

**e. Motivation letter:**

Should detail the applicant's personal motivation for seeking the fellowship in question. The letter must be prepared by the applicant.

- maximum 1 page, 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.