



Terms and Conditions

Last updated August 2024.

- **Data privacy**
 - Fellows acknowledge that their name will be listed on the ESVS website and other communication channels, as having enrolled and completed the Fellowship Programme.

- **Selection**
 - ESVS has the right to decide internally, how many applications will be accepted, during the application process.
 - The number of self-funded applicants doesn't negatively affect the number of grants given.
 - Self-funded applications are selected on a first-come, first-served basis and require an assessment of files and workshop choices before being granted. A meeting may be necessary to discuss choices.
 - Fellows acknowledge that they will need to accept the Fellowship level they were advised to take, by the ESVS, following registration.

- **Workshop programme**
 - The draft programme may change before starting the programme and for this reason, the final choices of workshops are decided, in agreement with the Fellowship Lead, at the same time as the outcome of the application is given, for all applicants.
 - The ESVS workshop offer may vary throughout the year. Fellows will be contacted in due course if the programme changes and will be offered alternatives by the ESVS.
 - People who participated in a relevant Fellowship workshop up to 12 months before they register to the Fellowship Programme are exceptionally allowed to use that workshop as part of their programme.

- **Workshop conduct**
 - Fellows acknowledge that a certificate of completion of the Fellowship Programme is based on attendance and they commit to attend the workshops they registered to, and/or the ones that were re-booked by ESVS.
 - Fellows commit to travelling with reasonable time ahead of and after the workshops to ensure full attendance at workshops.
 - Fellows commit to filling in the evaluations survey after each workshop.

- **Placement Centre**
 - Each centre will provide a different educational experience and this is to be discussed and agreed, between the Fellow and institution, independently of ESVS.
 - The placement can happen at any time in the Programme.
 - ESVS has a signed agreement from each centre, which generally states:
 - *With this agreement, we hereby agree to review, consider and arrange applications for a 2-week placement in Helsinki University Hospital for participants on the ESVS Fellowship Programme.*
 - *In agreeing to this we accept to provide a good quality educational experience for Fellows who have a basic to advanced level of expertise, that aims to enhance*



their professional skills and experience. This includes exposure to clinical cases, surgical procedures, and everyday decision making of the leading European experts in this field and their teams.

- *ESVS will provide member applicants and self-funded applicants (once registered) the contact details for the institution and key person responsible as well as more details about the centre. Thereafter, the Fellows will be responsible for all communication with the hospital administration regarding their application, including the date of their placement, as well as ensuring that they are in possession of all necessary documentation (including any visas).*
- *There is no salary for this position and the Fellow should make their own arrangements and cover their own costs for travel and accommodation.*

- **Payment terms**

- Registration to the Fellowship Programme takes place in May whilst payment will be requested upon acceptance of the Fellowship application in June/July and must be paid in full within 30 days of acceptance by ESVS, either online, on the ESVS website, or by bank transfer.
- Payment not received within 30 days of registration will lead to rejection of the participant.
- Fellowship fees are due even if the participant is not able to attend workshops.
- ESVS holds no responsibility for the participants' travels and accommodation, or any other expenses related to the workshops. Costs are not included in the Fellowship Programme registration fees.

- **Subsistence grant**

- A subsistence grant may be provided for travel and accommodation, in the case of grant recipients.
- Fellows will receive the subsistence grant in two instalments.

- **Requests to change a workshop**

- If a Fellow wants to change workshops after they have started the programme, ESVS will endeavour to re-book them based on the workshop's availability, as long as the workshop level is equivalent, and only if the request comes up no later than 4 weeks before the workshop. If a place is not available, the participant will have to attend the originally registered session.

- **Participant unable to attend a workshop**

- Force Majeure: in case of force majeure, ESVS will endeavour to re-book the participant to another workshop, based on workshop availability, as long as the workshop level is equivalent.
- outside force majeure: the participant will be re-booked on the same workshop (or equivalent) when it runs again.

- **Workshop cancellation**

- If ESVS cancels a Fellowship workshop, participants will be re-booked on another workshop based on the workshop's availability, as long as the workshop level is equivalent. Participants will not be eligible to claim back from ESVS, any expenses that might have occurred in relation to the cancelled workshop. Participants are advised not



to book travel and accommodation until the course confirmation is announced, by, at the latest, one month before the workshop.

- **Programme completion**

- After two years, a final Fellowship interview takes place online, to complete the Fellowship. Participants would express impressions from the course and be informally questioned about their progression and key takeaways.
- Completion of the course is attained if all the workshops are attended, the placement rotation takes place and the final interview is undertaken.
- ESVS is ultimately solely responsible for deciding whether the participant is granted the certificate of attendance, or not.
- All participants who complete the Programme, receive a certificate of completion/attendance at the Annual Meeting or by mail, showing a summary of all CME credits combined.
- No formal examination takes place.
- Fellows acknowledge that a celebration for Fellowship completion may be organised by the ESVS, and if so, that travel and attendance will be at their own costs.
- ESVS disclaimer: ESVS is not responsible for the clinical performance of people who have completed the Fellowship Programme.

- **Industry involvement**

- The ESVS Aortic Fellowship Programme is solely developed by the ESVS, free of any industry influence.
- Fellows acknowledge that they will be given access to industry devices for training purposes and that names of devices and brands will be disclosed for training purposes.
- Commercial names of medical devices/software/equipment may appear in the content of workshops because they are linked to specific medical procedures, which are the focus of the training material. Other products in the market can be used to perform the aforementioned medical procedures. ESVS does not endorse any particular product.
- Fellows acknowledge that ESVS grants might be funded by industry.