

## Clinical Visiting Fellowship

### 1. Extent of the support

Selected fellows

- are invited to visit the centre for a duration of two weeks (between July 2022 and June 2023), prolongation (organised with the centre directly) is encouraged.
- receive a grant of € 1,250, which will be transferred to the fellow's bank account on the day of arrival in the centre (if the arrival falls on a bank holiday or weekend, the grant will be transferred on the following working day).
- receive free registration to the subsequent UEG Week, after successful completion of the fellowship and the submission of a full report.

Participants are not insured by UEG either for medical expenses or for accidents that may occur during travel to and from the centre and their place of residence, or during their stay. It is within the institution's and the fellow's responsibility to fulfil all legal requirements set forth by the laws applicable, in particular with respect to labour law and the obligations against the institutions of the social welfare system. Accommodation, visa, travel arrangements, leave of absence and other kinds of insurances is within the fellow's responsibility. Finally, UEG is not liable for the actions, activities, health or safety of the fellows. Further, UEG does not cover any costs of accommodation, and travel expenses.

### 2. Application criteria

This application is freely available for all myUEG Young GI Associates. Main carers of children can apply for an extension of the age limit (2 years per child) to become a Young GI Associate". To do so, please fill out this form and send it to [Katharina Rieck ([k.rieck@ueg.eu](mailto:k.rieck@ueg.eu))

Applicants for the fellowship programme must

- be clinicians in the field of digestive health
- be fluent in English
- reside in Europe or the Mediterranean area (countries that are bordering the Mediterranean Sea)
- must be in the last two years of clinical training when the fellowships start (by July 1, 2022). Candidates that have already finished their training are also eligible.

Max. five applicants from the same department are accepted.

**Applications that do not adhere to these criteria or late submissions will not be accepted.**

### 3. Application process

To apply, candidates must submit:

- **Application form:** including personal contact details, previous international fellowships<sup>1</sup> and name of preferred host centre (top three priorities from list provided by UEG; the host centre must be different from the home institution and preferably located in a different country)
- **Curriculum vitae:** including max. five most relevant peer reviewed publications and specification of language skills
- **Motivation letter:** including specification of area of interest, expectations (what specific experience is sought and how this would fit into the individual career development), how the acquired information and knowledge will be used in the home institute, what obstacles does the candidate face in their career/current workplace
- **Letter of recommendation:** signed by the head of the department, must include the full contact information of the person recommending the candidate; the confirmation that the candidate is in training in digestive health; details on the candidates work experience and a confirmation that leave of absence is allowed

**NOTE: CV, recommendation letter and motivation letter must not exceed one page each; otherwise, the application will be automatically rejected.**

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<sup>1</sup> Previous international fellowships: Previous fellowships and observerships at another institution in another country for a significant period of time (longer than 4 weeks). Courses, or shorter short observer/fellowships will not be considered.

**The three documents must contain all above-mentioned details.**

Find more useful tips for your application on page 3!

Applications of selected candidates will be sent to the host centres. Upon request, host centres might also receive applications from unsuccessful applicants to facilitate potential exchange independently of the UEG Clinical Visiting Fellowship.

**Deadline for application: February 24, 2022**

#### **4. Selection**

Each candidate will be reviewed by the Young Talent Group. The criteria have no absolute delimitations and certainly no legal weight.

Reviewers will rate the following criteria:

- Extent and level of education, CV (0-2 points)
- Motivation letter: clear and realistic aims (What you want to learn and take back to your home institution) (0-4 points)
- How the acquired information and knowledge will be used in the home institute (0-5 points)
- Overall quality of the application (0-3 points)

Only the most suitable candidates will be preferred, however gender balance and regional balance are considered when making the final selection. Especially the support of candidates from low-income countries (according to the Human Development Index<sup>2</sup>) will be pursued. Candidates who have participated in fewer fellowship programmes than their competitors are prioritised.

All applicants will be informed about the status of their application in June 2022.

#### **5. Reporting**

Successful candidates will be required to submit the following reporting documents within one month after their visit:

- Written report (½ A4 page)
- Completed feedback form

Once these documents are fully submitted, the candidates will receive free registration to the subsequent UEG Week.

Fellows are strongly (not mandatory) encouraged to

- Participate in a dedicated session at UEG Week and act as testimonials (e.g. meet interested young clinicians at UEG Week and give recommendations)
- Write an article for the Young GI Angle or other UEG publications
- Post on the UEG Facebook page during the fellowship
- Submit an abstract to UEG Week
- Participate in UEG's educational and career development programmes

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<sup>2</sup> Human Development Indices are listed in the Human Development Report which is published annually by the United Nations Development Programme (UNDP). The full report 2020 is available at <http://report.hdr.undp.org/>

## Tips for your application

### **Before applying**

- Read the application criteria (item 2 above) thoroughly and make sure you are eligible for the programme at all.
- Make sure to consider all host centres that apply to your field of interest and read more about what they can offer. There might be the perfect centre for you in a city you would not have considered in the first place.
- Consider that hosts in smaller centres might be able to supervise you more closely.
- Consider that in some centres/countries you will be allowed to practice hands-on training, and in others you won't. The detailed overview of centres will include more information about that.

### **When applying**

- Read the information about the application process (item 3 above) thoroughly and make sure you meet all requirements. You do not want your application to be rejected just because of formalities!
- Make sure your CV, recommendation letter and motivation letter do not exceed three pages together (one page each!), otherwise your application will be rejected without exception.
- Choose three centres that would be a good match for you: Can they offer what you want to learn? Do you meet their requirements?
- Make sure the documents you upload are complete and meet the formal requirements (page limit!):

- **Your CV**

- includes a list of not more than five relevant peer reviewed publications
- specifies your previous clinical and/or research experience and positions that you have held
- specifies your language skills
- is max. 1 page

*The CV will be rated with 0-2 points.*

- **Your motivation letter**

- specifies your area of interest
- specifies your expectations (what specific experience is sought and how this would fit into your individual career development). Please be realistic when describing these.
- specifies how you will use the acquired information and knowledge in your home institution
- specifies what obstacles you face in your career/current workplace
- is max. 1 page

*The motivation letter in general is rated with 0-4 points, and how the acquired information and knowledge will be used in your home institute will be rated with 0-5 points. The overall quality of your application will be rated 0-3 points.*

- **The letter of recommendation**

- includes your head of department's full contact information
- confirms that you are in training in digestive health
- provides details on your work experience
- confirms that you will be allowed to leave your department for the fellowship
- is signed by your head of department
- is max. 1 page

*The submission of a recommendation letter (including above mentioned items) is mandatory, but the letter itself will not be rated.*