



# Short clinical exchange programme (SCEP)

## Application procedure

1. The interested fellow (Fellow 1) contacts the CREC (contact details and fields of expertise are published on the EACS webpage). The fellow is advised to contact the CRECs in advance as some information about the visit will be required in the application form (Host institution, objectives, tasks performed during the visit, length of visit, starting date, wish to organise a reciprocal visit).
2. If all interested, the CREC and the Fellow 1's institution agree on the details of the exchange.
3. Fellow 1 applies to the programme (the EACS application form will be available after mid-November) and specifies if both institutions wish to organise a reciprocal visit. Fellow 1 will have to describe the tasks he/she will perform at the CREC.
4. Applications are reviewed by the Steering Committee (EACS).
5. Review decisions are sent to the candidates and the centers.
6. If selected, a MoU is signed for Fellow 1. Fees and means of payment are detailed in the document. Electronic copies with handwriting signatures will be accepted.
7. The visit will start within 4 months of the acceptance of the Fellow 1 to the programme.
8. If the Fellow 1's institution wishes to host a reciprocal fellow, the CREC will appoint a candidate and send his/her contact details to EACS, who will contact Fellow 2 and Fellow 1's institution with application information.
9. Fellow 2 will have to apply within 4 months after the acceptance of Fellow 1 to the programme. Fellow 2 will apply to the programme with a simplified application form (provided by EACS). Fellow 2 will have to describe the tasks he/she will perform in the Fellow 1's institution.
10. A second MoU is drafted and signed for Fellow 2.
11. The reciprocal visit will start within 4 months of application.
12. A short report should be submitted by each fellow within 10 working days after completion of the visit or reciprocal visit.

### ***Who is who?***

**CREC:** Center wishing to host a fellow, from the EACS list of centers

**Fellow 1's institution:** Center which sends a fellow to a CREC and which has the opportunity to host a reciprocal visit

**Fellow 1:** Fellow from the sending institution who is hosted by a CREC

**Fellow 2:** Fellow from the CREC who is hosted by the sending institution for a reciprocal visit

**Visit:** Visit of the Fellow 1 to the CREC

**Reciprocal visit:** Visit of the Fellow 2 to the sending institution

## Timeline

The selection of the fellows will be finalised around mid-February. The visits of Fellows 1 can start between the beginning of March and the beginning of July. This means that all visits will have ended by the beginning of August at the latest and that Fellows 1 have 4 months to start the programme after their acceptance.

Fellows 2 have 4 months after the acceptance of Fellows 1 to apply for a reciprocal visit, which means that they have until mid-June to apply. The reciprocal visits must start within 4 months of application. This means that all reciprocal visits will have ended by mid-November.