Terms and Conditions

Last updated September 2026 – subject to change

- **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 is necessary to discuss choices.
  - Fellows acknowledge that they will need to accept the Fellowship level/workshops 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, during an initial meeting, 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 xxx 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 or in up to 4 instalments.
  - Payment not received by the deadlines agreed, 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. These costs are not included in the Fellowship Programme registration fees.

- **Subsistence grant**
  - A subsistence grant of EUR 3,500 will be provided for travel and accommodation, in the case of grant recipients.
  - Fellows will receive the subsistence grant in three instalments, at 6, 18 months and the end of the programme, based on receipts received. Submission of receipts deadlines:
    1. End of March year 1
    2. End of March year 2
    3. Last workshop Oct/Nov year 2.
  - Please note that for each face-to-face workshop, approximately EUR 500 is earmarked. Whilst the amounts can fluctuate above and below this for each workshop, the final amount cannot exceed EUR 3,500 and relate only to travel (flights, trains, transfers etc.) and accommodation, specifically for the dates of the course.
  - Any remaining funds unclaimed, remain with ESVS.

- **Requests to modify Fellowship Programme**
  - If a Fellow wants to modify their Fellowship Programme, a request must be made before the workshop in question has been 'confirmed' by ESVS. Here 'confirmed' means that an official email has been sent inviting participants to make their travel arrangements, generally one month before.
  - If the request is received in good time, the Fellowship Team will endeavour to fulfil the request, although the ability to do so will depend on workshop availability. If an agreement about the new programme cannot be reached, the original programme is maintained. One modification is permitted during the course of the programme.

- **Participant unable to attend a workshop**

- ESVS advises all Fellows to refrain from making travel and hotel arrangements before any workshop has been 'confirmed'. ESVS bears no responsibility for reimbursing costs incurred by Fellows who cannot attend workshops.
- Once a workshop has been confirmed, attendance is compulsory and failure to attend will result in a Fellow being unable to complete their Programme.

- **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.

- **Programme completion**
  - After two years, a final Fellowship interview takes place online or in person, to complete the Fellowship.
  - Completion of the course is attained if all the workshops are attended, the placement rotation takes place, the final interview is undertaken and an evaluation survey is completed.
  - 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.