

INTERNATIONAL CANCER FOUNDATION (ICF)

GENERAL CONDITIONS FOR THE CLINICAL UNIT VISIT (CUV) FELLOWSHIPS (2027-2028)

1. Purpose of the Programme

The International Cancer Foundation (ICF) Clinical Unit Visit (CUV) Fellowship (the “Fellowship”) is an educational and observational programme of approximately eight (8) weeks’ duration, intended to support early-career oncologists through structured placements at recognised cancer centres (the “Host Institute”).

The Fellowship aims to:

- Facilitate the acquisition of clinical and/or research competencies;
- Promote international collaboration;
- Enable the transfer of knowledge to the Fellow’s home institution.

The Fellowship does not constitute employment, paid work, independent medical practice, direct patient treatment, clinical responsibility, or replacement of staff at the Host Institute.

2. Duration and Timing

The standard duration of the Fellowship is eight (8) weeks. Fellowships of this duration are prioritised.

Shortened, split, postponed, or otherwise modified Fellowships may be approved only exceptionally and require prior written approval by ICF. Approval of such arrangements does not create a precedent for future cases.

If the duration is reduced, ICF may reduce both the Fellow’s Grant and the Host Institute contribution proportionally.

The Fellowship must:

- Commence within twelve (12) months from the date of notification;
- Be completed within the timeframe approved by ICF.

The Fellowship:

- Cannot be awarded retrospectively;
- May not support or extend an already ongoing activity;
- Must be conducted exclusively in person;
- May not be extended beyond the approved period without prior written approval by ICF.

3. Host Country and Host Institute Eligibility

The Fellowship may only take place at a Host Institute and in a host country approved by ICF.

ICF reserves the right not to support Fellowships in certain countries, institutions, or settings due to administrative, legal, financial, insurance, visa, or programme-related considerations.

Applicants must consult the current programme information before submitting or confirming a proposed Host Institute.

Any change of host country, Host Institute, department, or Mentor after selection requires prior written

approval by ICF.

4. Host Institute Confirmation

If a formal acceptance letter from the Host Institute has not been provided at the time of application, the Fellowship shall remain conditional.

The Fellowship will be confirmed only upon receipt of a valid acceptance letter indicating:

- Name of the Fellow;
- Name of the Host Institute and department or unit;
- Proposed start and end dates;
- Duration of the Fellowship;
- Name, title, position, and contact details of the designated Mentor;
- General scope of the planned activities;
- Confirmation that the Host Institute agrees to receive the Fellow for the approved period.

The acceptance letter should be written in English, issued on the Host Institute's letterhead, signed and dated by the Mentor or another authorised representative.

Failure to provide such confirmation may result in suspension or withdrawal of the Fellowship.

5. Confirmation of Acceptance by the Selected Fellow

Selected applicants must confirm in writing whether they accept the Fellowship by the deadline indicated by ICF.

If a selected applicant does not confirm acceptance by the deadline, or is no longer able or willing to proceed, ICF may withdraw the offer and reallocate the Fellowship.

The Fellowship remains subject to completion of the required administrative steps, including confirmation of the Host Institute details and signature of the Fellowship Agreement.

6. Fellowship Funding

6.1 Grant

For a standard eight (8)-week Fellowship, the Fellow shall receive a grant of EUR 6,000.

The Grant is intended as a contribution towards accommodation and living expenses during the approved Fellowship period.

The Grant:

- Does not constitute a salary or employment compensation;
- Does not guarantee full coverage of all costs.

The Fellow remains responsible for assessing whether the Grant is sufficient for the planned stay and for covering any additional costs.

ICF reserves the right to:

- Reduce the Grant on a pro-rata basis for shorter approved Fellowships;
- Adjust the Grant where no relocation takes place.

No financial support shall be provided for activities undertaken prior to formal approval.

6.2 Payment Terms



The Grant is paid in one instalment, typically 4–6 weeks prior to the start date, subject to:

- Signed Fellowship Agreement;
- Complete and accurate bank details in the name of the Fellow, capable of receiving international transfers, unless otherwise agreed;
- Validation of all required documentation by ICF.

Any bank transfer or intermediary fees shall be shared equally between ICF and the Fellow.

Where a visa is required, payment of the Grant is subject to prior confirmation that the necessary visa has been approved.

Applicants and recipients must take visa processing times into account when agreeing Fellowship dates with the Host Institute and Mentor. Fellowship dates should allow sufficient time for visa approval, grant processing, travel, accommodation, and other practical arrangements.

ICF recommends that Fellows do not make non-refundable travel or accommodation bookings before the required visa has been approved. If bookings are made before visa approval, the Fellow does so at their own risk.

ICF cannot be held responsible for delays or costs resulting from visa processing timelines or from bookings made before visa approval.

6.3 Travel Costs

ICF reimburses reasonable travel expenses to and from the approved Host Institute after completion of the Fellowship, within the limits below.

Flights (economy class):

- Up to EUR 600 (Europe)
- Up to EUR 2,000 (outside Europe)

Alternative transport:

- Car: EUR 0.60/km
- Train: second class

Travel reimbursement is not paid in advance.

Eligible travel costs must be directly related to travel between the Fellow's home location and the Host Institute location.

If, on an exceptional basis, ICF approves a Fellowship where the Fellow's home institution and Host Institute are located in the same city, no travel cost reimbursement will be provided.

ICF may also exclude travel reimbursement where no relocation or substantial travel is required.

ICF does not reimburse personal expenses, meals, accommodation extras, insurance, luggage insurance, visa fees, passport fees, dependents' costs, or other additional costs unless explicitly approved in writing by ICF.

Reimbursement is made after completion, subject to:

- Completed Statement of Expenses, with amounts in local currency and EUR using the OANDA exchange rate on the date of purchase, where applicable;
- Supporting documentation, such as tickets, invoices, receipts, and boarding passes;
- Submission as a single PDF;
- Complete bank details for an account able to receive international transfers.

Incomplete, late, unclear, or non-compliant reimbursement claims may be rejected.

6.4 Host Institute Contribution

For a standard eight (8)-week Fellowship, ICF provides EUR 1,000 to the Host Institute to contribute to administrative and hosting costs, such as access badges and coordination.

If the Fellowship duration is reduced, the Host Institute contribution may be reduced proportionally.

The Host Institute contribution can only be processed once ICF has received the signed Fellowship Agreement and complete Host Institute bank details.

The Fellow is responsible for ensuring that the Host Institute provides complete bank details to ICF.

7. Responsibilities of the Fellow

The Fellow undertakes to:

- Define a structured programme with the Host Institute and Mentor;
- Actively participate in all agreed activities;
- Comply with all applicable laws and institutional policies;
- Adhere to the professional standards, rules, access conditions, confidentiality requirements, and supervision arrangements of the Host Institute;
- Maintain strict confidentiality and comply with data protection laws;
- Inform ICF in advance of any proposed change to the Fellowship dates, duration, Host Institute, department, Mentor, or structure;
- Respond to ICF communications in a timely manner;
- Submit all reports and documentation on time;
- Complete post-fellowship and follow-up surveys, where required;
- Acknowledge ICF support in all outputs;
- Apply and share knowledge gained in their home institution;
- Obtain any visa, work permit, institutional approval, insurance, or other authorisation required for the Fellowship;
- Avoid making non-refundable travel or accommodation bookings before visa approval, where a visa is required.

The Fellow is solely responsible for organising and covering any costs related to:

- Travel;
- Accommodation;
- Visa and immigration procedures;
- Work permits or institutional authorisations, where required;
- Insurance;
- Local transport and daily logistics;
- Taxes or other personal obligations.

The Fellow acknowledges that hands-on clinical practice, patient interaction, access to specific departments, clinical exposure, research access, or specific outcomes are not guaranteed.



8. Role of the Host Institute

The Host Institute is expected to:

- Provide a structured educational and/or research programme;
- Ensure supervision through a designated Mentor;
- Facilitate integration into the clinical and/or research environment;
- Support the Fellow's development where feasible;
- Review and sign the final report;
- Where feasible, maintain professional interaction for up to 12 months after completion.

The Host Institute operates independently from ICF.

The Host Institute defines the Fellow's access, supervision, activities, schedule, patient-related exposure, research-related access, and available resources according to its own policies and applicable laws.

ICF does not control or supervise the Host Institute and does not guarantee any specific level of access, exposure, outcome, or resource.

The Host Institute Information Sheet may be shared with the Host Institute and Mentor to clarify the nature of the Fellowship and the administrative process.

9. Responsibilities of ICF

ICF undertakes to:

- Administer the programme;
- Provide funding and reimbursements in line with these General Conditions;
- Review documentation;
- Issue certificates upon completion and approval of the required documentation;
- Provide guidance where appropriate;
- Provide, upon request, a visa support letter confirming the Fellowship.

Visa support letters:

- Are issued for administrative purposes only;
- Do not constitute a guarantee, sponsorship, or legal commitment;
- Do not guarantee visa approval.

ICF cannot intervene with embassies, consulates, immigration authorities, or Host Institute administrative processes.

ICF does not arrange travel, accommodation, visas, insurance, or local logistics.

10. Insurance, Liability, and Legal Responsibilities

ICF does not provide insurance.

The Fellow is responsible for:

- Health, travel, accident, and liability insurance;
- Visas and work permits;
- Taxes.

ICF and ESMO are not liable for any damages, loss, or injury.

11. Fellowship Conditions

The Fellowship:

- May be awarded only once;
- Is non-transferable;
- May not be deferred without approval;
- Does not create any employment relationship.

The Fellowship must take place at the Host Institute, with the Mentor, and during the period approved by ICF.

Any change after approval requires prior written approval by ICF. This includes changes to dates, duration, Host Institute, host country, department, Mentor, structure, postponement, interruption, or withdrawal.

12. Reporting and Certification

The Fellow must submit the final report within one (1) month after completion of the Fellowship, using the official ICF template.

The final report must be shared with the Host Institute and home institution and must be signed by the Fellow and the Host Mentor.

The Fellow must complete any required post-fellowship and follow-up surveys.

A certificate is issued only after completion of the Fellowship and approval of all required documentation by ICF.

13. Publications and Acknowledgement

All outputs must acknowledge ICF support using the prescribed wording.

The Fellow shall provide copies of publications and is encouraged to consider ESMO journals.

16. Early Termination

Any interruption must be approved by ICF.

ICF may request reimbursement of funds in case of early termination.

17. Communication and Visibility

The Fellow agrees to support reasonable ICF communication and visibility efforts related to the Fellowship.

ICF may request photos, a short testimonial, a post-fellowship summary, or permission to share information about the Fellowship through ICF communication channels.

Unless otherwise communicated by the Fellow, ICF may use submitted Fellowship materials for communication purposes, subject to confidentiality, data protection, and institutional requirements.

18. Governing Law and Jurisdiction

Swiss law applies.

Jurisdiction: Lugano, Switzerland.