

EASL SCHOOLS OF HEPATOLOGY GUIDELINES

The format, designed to host 25 students, is “flipped-classroom” based, learner-centric and problem-oriented. Preparation for the onsite learning consists of online course(s), ice-breaker webinar(s) and educational materials provided by the School organisers and hosted on EASL Campus. Students are expected to take the online course(s) and complete the pre-assessments one month before the start of the EASL School.

Once onsite, students should work in small groups under the guidance of experienced tutors (Emphasising on teamwork and cooperation). The post-assessments and surveys are conducted on EASL Campus.

GENERAL INFORMATION



LOCATION:
At the organisers' institution, in Europe



PARTICIPANTS:
25 students under 35 years old / or still in training



DATE:
In summer: June-July - not conflicting with EASL events



DURATION:
2 days (1 full day + a half day)

ROLES:

ORGANISERS

- Build the school's programme
- Create the content of the elearning
- Review applications
- Host the school in the organisers' institution

EASL OFFICE

- Handle School & student review process and selection
- Create elearning system
- CME accreditation
- Manage School logistics & monitor budget

DETAILED INFORMATION ABOUT OVERALL PROJECT:

SCHOOL PROPOSALS' SELECTION

REQUIREMENTS FOR APPLICATIONS:

- Only EASL members may apply to host an EASL School. If you are not a member yet, you can become an EASL member now: <https://easl.eu/join-the-community/>
- EASL Schools must be hosted in dedicated European centres of excellence and be able to accommodate plenary sessions and breakout groups.
- EASL Schools must be led by experts of the hosting institution (Maximum 2-3 external experts are allowed).
- EASL Schools programme must be based on the flipped classroom-model and not exceed two days.

**Call to host an EASL school:
Aug. to Sept. Year N-2**



- The programme should include enough time for workshops, hands-on practice and discussion.
 - Day one: experimental hands-on sessions in groups.
 - Day two:
 - Experimental hands-on sessions in groups.
 - State-of-the-art lecture by a renowned expert.
 - Students' evaluation of the school programme and format (Mandatory).
- The majority of the speakers should come from the hosting institution. The number of speakers not belonging to the hosting institution, should not exceed 2-3 of the overall programme.
- EASL cannot fund travel costs for non-European speakers.
- Course organisers must handle internal and external faculty invitations.

SCHOOLS SELECTION:

- The Educational Committee reviews the proposals and select three Clinical Schools and one Basic Science School.
- When selected, school organisers provide the updated programme based on the EASL Educational Committee's feedback (if any) detailing topics, speakers and schedule.
- A date is determined with the organisers and EASL office for hosting the school.
- EASL office handles the School's accreditation with the cooperation of the course organisers who provide the required documents (COI disclosure, director declaration, etc.).

SCHOOLS ANNOUNCEMENTS & COMMUNICATION **May to June Year N-1**



- Website is set up by the EASL office.
- Course organisers must provide the following information to build the dedicated webpage:
 - Title
 - Summary
 - Target audience & any pre-requisite for applicants to attend the School
 - Learning objectives / outcomes
 - Top three reasons to attend
 - Bios and pictures of the school organisers
- EASL office handles communication.

STUDENTS SELECTION



APPLICANT REQUIREMENTS:

- Application is free, reserved for EASL members and open to young fellows under the age of 35 (born after 30 June 1988) and/or still in training. The age limit is extended for candidates with children (time allowed for parental leave in line with EU standards – 1.5 years per child for mothers and respective time taken off for fathers).
- Students can only apply to one EASL School per year.

APPLICATION PROCESS:

- Applicants should provide the following information:
 - Full name & contact details
 - Nationality & date of birth
 - Participation in previous EASL Schools of Hepatology
 - List of publications / abstracts
 - Training, positions, year of completion
 - Referee name & contact details
 - CV (pdf format)
 - Letter of motivation (pdf format)
 - Letter of recommendation (pdf format)
 - Copy of ID with birth date or proof of training

**Applications:
Nov. Year N-1 to Jan. Year N**

EASL Schools' candidates apply through the EASL website.

REVIEW PROCESS:

February to March Year N

- Applications are reviewed by two members of the EASL Educational Committee and one school organiser.
- Reviewers rate each application based on the following criteria:
 - CV (0 to 5 points)
 - Publication list (0 to 5 points)
 - Letter of motivation (0 to 5 points)
 - Letter of recommendation (0 to 5 points)
 - Reviewer's appreciation (0 to 5 points)
- EASL office provides instructions and timeline to reviewers.
- The selection is based on the applicants' average scores. The first 25 students with the best scores are selected.

BLENDED LEARNING

March Year N to post-school

The EASL Schools of Hepatology are based on a flipped classroom model that combines online courses/live webinars with face-to-face interaction. Process is as follows:

- Course organisers provide the learning material (articles, videos, podcasts...).
- EASL office build the online course on EASL Campus and enrol students.
- EASL office organise a live webinar lead by the course organisers where students will meet and groups will be formed.
- Students take the online course then complete the pre-assessment test (one month max.).
- Test results are shared with course organisers one week prior to the School.
- School takes place (experimental hands-on sessions in groups and state-of-the-art lecture)
- Post-assessment test (same set of questions as evaluation test) and student accreditation through EASL Campus - at the end of the school programme.



TRAVEL & HOUSING COVERAGE POLICY

April Year N

FACULTY

- Economy class roundtrip tickets. Travel allowance up to 500 € (including transport to and from airport).
- Two nights of accommodation
- Maximum 2-3 external faculty. EASL cannot fund travel costs for non-European speakers.

STUDENTS:

- Economy class roundtrip tickets. Travel allowance up to 400 € (transport to and from airport is not covered by EASL)
- Two nights of accommodation

Visas are not covered by EASL.



ACCOMMODATION

EASL Standards:

- 3* Hotel
- One room per participant
- Breakfast, VAT and WIFI included in the room rate
- Extras to be paid individually by participants

The cancellation of any hotel room is subject to the hotel's policy and could be charged to the occupant.



LOGISTICAL ASPECTS



- EASL office organise all logistical aspects of the school in collaboration with the course organisers.
- The conference and workshop rooms should be provided by the course organisers within the hosting institution (course organisers to handle the booking). Technical requirements:
 - Beamer and screen in the room
 - Computer
 - Wi-Fi
- One social event on the first evening of the school is organised by EASL office (for faculty and students).
- Depending on the type of school, consumables might be needed to organise the group workshops (mice, needles, scalpel, etc...). EASL allocates a dedicated budget for material. School organisers must inform EASL office of all material required at the commencement of school organisation. This is also applicable for rented material such as sonography machines etc...
- The logistical organisation is under the supervision of EASL office. Nevertheless, the course organisers are free to take care of the practical organisation.

OBSERVERS

Course organisers are allowed to invite up to five observers. These observers will not be invited to social events but EASL will cover their catering during the conference. Observers should be announced before student selection in order to involve them in the programme.




SUPPORT


- The School of Hepatology programmes are financially covered by EASL. No local fundraising is allowed.
- The costs of the conference are controlled and approved by the Treasurer via the EASL Office.
- EASL Office provides a preliminary budget to the organisers as soon as the scientific programme is approved.



Need more information?

 schools@easloffice.eu

 Rue Daubin 7, 1203 Genève, Switzerland

 easl.eu/events/easl-courses-schools-masterclasses/#easl-schools