

Please tick the programme you wish to apply for
Please send this form as DOC or PDF editable file (no jpg or other formats)

IFCC Professional Scientific Exchange Programme (PSEP)

*Applications may come from any IFCC Full Member or Affiliate Member national society.
The purpose of a PSEP is to exchange or develop high level scientific information or skills.*

IFCC Professional Management Exchange Programme (PMEP)

*Applications may only come from IFCC Full Member or Affiliate Member national societies that are in countries where quality management and/or laboratory accreditation are at an early stage of development.
The purpose of a PMEPE is to develop appropriate quality management skills in order to improve the performance and quality of service offered to patients by the base laboratory.*

APPLICANT

Last Name

First Name Middle Name

E-mail

Date and place of birth

Name of Member Society

Please, attach

- **CURRICULUM VITAE**
- **COPY OF PASSPORT OR IDENTITY DOCUMENT**
- **LETTER OF SUPPORT OF NATIONAL IFCC SOCIETY**

APPLICANT INSTITUTION

Name

Address

Address

ZIP Code – City Country

Please, attach:

- **LETTER OF SUPPORT OF THE HEAD OF APPLICANT’S DEPARTMENT**

PERIOD OF EXCHANGE (1-3 months [minimum 1 month; maximum 3 months])

From..... to.....

HOST INSTITUTION

Name

Address

Address

ZIP Code – City Country

Please, attach:

- **LETTER OF SUPPORT OF THE HEAD OF THE HOST LABORATORY**

AIM OF THE VISIT

Please, attach a detailed description of the aim of the Professional Exchange Programme, including:

- Scientific and technological background description of applicant's and host Institutions
- Professional Exchange Programme Objective
- Project Plan (technique, time-schedule)
- Impact of the project on the participating institutions

IFCC FINANCIAL CONTRIBUTION

- **TRAVEL** (either train or return economy flight will be sponsored)

From: _____ To: _____ Estimated cost _____

- **ALLOWANCE** (CHF 1.500,00/month) number of months: _____

The monthly allowance will be paid at the beginning of the Exchange Programme.

Economy return travel expenses will be reimbursed at the end of the Exchange Programme provided the applicant will send by e-mail the e-ticket to the IFCC Office. Please double check the final travel cost with the IFCC office, otherwise an average ticket fare will be refunded.

- I declare I haven't received funding from IFCC for each other PEPs
 - Where appropriate, submit a scientific paper for publication in the electronic journal of IFCC (for **eJIFCC** author's guidelines, please visit the IFCC website: www.ifcc.org)
 - I declare I'm aware that scientific publications resulting from this exchange programme have to acknowledge IFCC's support.

I agree with the above terms and conditions.

DOCUMENTS IN ATTACHMENT:

- CURRICULUM VITAE
- COPY OF PASSPORT OR IDENTITY DOCUMENT
- LETTER OF SUPPORT OF NATIONAL IFCC SOCIETY
- LETTER OF SUPPORT OF THE HEAD OF APPLICANT'S DEPARTMENT
- LETTER OF SUPPORT OF THE HEAD OF THE HOST LABORATORY
- DETAILED PROJECT DESCRIPTION

DATE **SIGNATURE**

Please return the completed form to:
IFCC OFFICE: ifcc@ifcc.org