

# NEURO-ONCOLOGY FELLOWSHIP MATCH RULES and CODES OF CONDUCT

## CODES OF CONDUCT FOR FELLOWSHIP PROGRAMS

### Neuro-Oncology Fellowship Programs:

1. Shall abide by the Neuro-Oncology Fellowship Match Participation Agreement, which is linked separately.
2. Shall note that only programs participating in the SF Match Neuro-Oncology Fellowship will be listed on the SF Match and on the SNO Fellowship website.
3. Shall, if the Fellowship Program is affiliated with a Residency program, encourage candidates to apply to fellowship programs that participate in the SF Match process. Program directors are strongly encouraged to promote the official match process by writing letters of recommendation only for participating Fellowship Programs.
4. Shall advise all applicants of receipt of their application within ten (10) business days of receipt of the application.
5. Shall extend interview invitations, interview rejections or interview wait list status to applicants within 30 days of the program's application close date. Those applications on the programs' wait list should be notified that their application has been received and that they will be informed regarding an interview as soon as possible. Note: The candidate application deadline is February 28<sup>th</sup>. Applications received less than 30 days prior (i.e. January 28 or later) shall be notified of their application status as soon as the program is able, but no later than the first Friday after the February 28 deadline.
6. Shall provide a fair interview process in recognition of the time and money an applicant spends to attend an interview, to include an overview of the program and chance to meet the faculty, fellow(s), and residents involved during the current fellowship year. The program should also provide contact information for current and past fellows.
7. Shall not pressure an applicant to reveal its place on the applicant's rank list.
8. Shall not, prior to the Match, guarantee an applicant that they will match at the program.
9. Shall agree to the Neuro-Oncology Fellowship Match Participation Agreement, where exists an explanation of the process for evaluating potential violations of both the Participation Agreement and this Code of Conduct, and where exists the possible sanctions which are applicable when violations are confirmed by the Match Committee and SNO.

## **RULES/ CODES OF CONDUCT FOR RESIDENTS APPLYING FOR FELLOWSHIPS**

### **Residents Applying For Fellowships:**

1. Shall abide by the **Neuro-Oncology Fellowship Match Participation Agreement**, which is linked separately.
2. Shall, if a Fellowship Program application deadline is approaching and all letters of recommendation are not complete, write to the SF Match stating that a letter of recommendation was requested so that the application can be completed and processed and sent to the Fellowship Program in a timely manner.
3. Shall abide by the following Interview Etiquette:
  - It is recommended that residents only accept those interview invitations that he/she intends to go on, and not cancel interviews. Accepting an interview spot and then cancelling deprives another deserving applicant of a chance to have an interview.
  - If a resident needs to cancel an interview, he/she should contact the program as soon as possible and include an explanation, in writing, of why he/she is cancelling the interview. The applicant should also confirm that the program has received notice of his/her cancellation through electronic mail.
4. Shall, if accepting a position outside of the Match, immediately notify the SF Match and SNO (Linda Greer at linda@soc-neuro-onc.org) of the position which the resident has accepted, and also notify the programs he/she has applied to, of the intent to withdraw from the Match.
5. Shall not ask a Fellowship Program how he/she will be ranked. After an interview is complete, direct communication between the fellowship faculty and the applicant is discouraged. Writing a brief thank you with feedback or comments about the program is acceptable. Further discussion with current or past fellows to better understand a program is appropriate. Additional/ Supplemental application materials is appropriate if warranted, including new or additional references from attendings, if desired. Note that these additional materials may or may not be reviewed, depending on the program's application and interview policies.
6. Shall, if submitting a rank list to more than one subspecialty Match, accept and commit to the position of the Match that accepts him/her first. He/ she must also formally withdraw from any other subspecialty Matching Programs to which he/ she has applied, and must also individually notify all Fellowship Programs at which he/ she has interviewed or has an interview pending, that he/ she has matched in another subspecialty's matching program, and is withdrawing his/ her application from that program.
7. Shall agree to the **Neuro-Oncology Fellowship Match Participation Agreement**, where exists an explanation of the process for evaluating potential violations of both the Participation Agreement and this Code of Conduct, and where exists the possible sanctions which are applicable when violations are confirmed by the Match Committee and the SNO.

All match related comments and complaints should be submitted to SNO  
c/o Linda Greer at linda@soc-neuro-onc.org