

Research Camp Guidelines

European Dental Students' Association

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Written by: Adam Javorček, Maria-Victoria Olteanu, Jimmy Huy Thien Le

Based on *Mobility Project Guidelines* written by: Stefano Glisci, Tin Crnić, Rareş Dop, Marta Adam



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Trinity College Dublin, The University of Dublin

Lincoln Place Dublin 2

Ireland D02 F859

Preface

These guidelines aim to provide instructions on organising a Research Camp. If you're reading this, you have probably considered embarking on a great adventure. It is a long journey in which you will develop or further explore the skills to host an international event for a group of students. This is a true challenge but something you will appreciate in the end. Don't worry; you'll experience the entire process alongside the Mobility & Research officers, who will assist you with any uncertainties.



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LIST OF ABBREVIATIONS AND ACRONYMS

LOC Local Organizing Committee

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1. What is a Research Camp?

A Research Camp is an exchange programme that allows students to visit other dental faculties in foreign countries for a few days or weeks. The purpose is educational; students can gain insight into other dental faculties and build new friendships.

Hosting dental schools set up a program for foreign students, including lectures, workshops, visits to the university's departments, sightseeing, and a social program. The aim is to be educational, cultural and social. Nothing broadens horizons like travelling; learning more about different cultures, lifestyles, and religions makes us appreciate what we have.

In addition to the standard Mobility Projects, EDSA also supports academically focused exchanges such as the *Research Camps*. This programme is designed to enhance participants' research literacy and presentation skills through lectures, workshops, and interactive research sessions, while maintaining the same cultural and social exchange principles that define all Mobility Projects.

2. What is required to organise a Research Camp?

Mandatory Requirements before the official announcement of the project:

1. Being an EDSA member.
2. Written approval from the dean (*letter of intent*) of the faculty where the Research Camp takes place.
3. Written approval from the National or Local EDSA Delegate or Association.
4. Approval from EDSA Mobility & Research Officers (mobility@edsaweb.org; research@edsaweb.org).
5. Contract between the LOC president and the Mobility & Research Officers.

3. Date and Number of Participants

After getting the approval, you need to create a team and select a date.

- Consider periods when European dental students are having their exams.



- Always consult the Mobility & Research Officers when selecting a date and number of participants. Research Camps and other EDSA events cannot overlap.
- The number of participants can increase when the LOC is more experienced after previous Research Camps or other Mobility Projects that have been organised.
- The Mobility & Research Officers and Co-Leads are there to help you throughout the whole organising process. Don't be afraid to reach out to them.
- The Research Summer Camp is structured as an 8-day programme, which should be reflected when setting the project timeline and capacity. Given the intensive academic schedule, a balanced ratio of academic, cultural, and leisure days should be planned to avoid cognitive overload.

4. LOC members

The LOC should consist of 6-8 members. It shouldn't be too small to handle the workload or too large, leading to inefficiency. Positions that require more time may have several members assigned. Try to select experienced people from your faculty; it is advantageous if they have participated in previous Research Camps, Mobility Projects and/or other EDSA events.

Example of team members:

-
- **LOC President** – manages the plan and leads the team.
 - **Treasurer** – in charge of the finances, budget planning, participation fees, and refunds.
 - **Social Media Manager** – in charge of Facebook/Instagram account, website, etc.
 - **Communication Manager** – responsible for responding to participants' messages, application form, and feedback form.
 - **Social and Cultural Activities Manager** – organising social activities, restaurants, guided tours, nights out, etc.
 - **Workshops/Lectures Organiser** – in charge of the academic activities.
 - **Research Manager** – in charge of organising a research training and competition.
 - **Sponsorship Manager** – responsible for finding sponsorships, communicating with them, and maintaining a good relationship.
-



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Suggestions on the selection process:

- Get extensive support for active members of the students' association;
- Involve people from different years of study;
- Choose in priority people fluent in English and who can be easily reached
- To improve efficiency, think about implementing tools like Asana, Monday, Slack, Grammarly, etc.;
- Ensure the team speaks as many languages as possible besides English.

The LOC is responsible for leading the group and ensuring its safety during the project. Participants will have many questions. To familiarise the participants, the LOC members can be showcased through social media accounts.

5. Project Planning and Brochure

To organise a Research Camp, you need to provide a project plan that will inform future collaborators and sponsors. Present a well-structured project plan to your university and potential partners. Create an official brochure and Instagram page (optionally, a website) and send it to the Mobility & Research Officers for feedback.

The brochure will be helpful to promote your Research Camp:

- Use examples of previous successful Research Camps and also Mobility Projects arranged in other faculties (photos, reels, interviews, websites...);
- Ensure that the pictures you use are copyright-free or get the author's consent.

You need to consider that you need at least 4 to 6 months to organise this project, from when the brochure is published to when the Research Camp takes place.

After everything is planned and the project is accepted, the Mobility & Research Officers will help you throughout the organising process.

6. Budget Planning

Budget Plan example:

Income:

- Participants fee (around 350-450 €/one week)
- Sponsorships



- Faculty
- University

Outcome:

- Accommodation
- Food
- Social and cultural activities
- Transport
- Others

6.1. Money Return Policy

In the registration form and when sending payment information via email, you must inform participants about the money return policy to prevent refund discussions if a participant cannot attend the exchange.

Money Return Policy example:

.....

The "EVP Zagreb 2024 participation fee" will not be refunded by the LOC to participants in case of cancellation after (set the date) . If you cancel with a valid reason (set the dates), 50 % of the fee will be refunded. If you cancel with a valid reason before (set the dates), 90 % of the participation fee will be refunded.

.....

There may be bank wire transfer fees through the transaction. To get the full amount from the participant, you may include the following sentence in the email:

.....

Bank wire transfer fees are not included in the participation fee amount for the (name of the event).

.....

6.2.Sponsors, fundraising

This phase can be challenging because you put so much effort without certainty about receiving responses or facing multiple rejections. However, it is incredibly gratifying when a company responds positively. First, you have to make a list of the possible contributors.

To help you, here are some categories you can consider:

1. Dental companies
2. Pharmaceutical companies



3. Travel companies/sports/fun
4. Media/communication/medical journals/magazines
5. Banks/big companies/ministries
6. Faculty/University
7. City (e.g. reduced prices on transportation)

Tips for reaching out to sponsors:

- Try to reach them before their budget plan for the upcoming year is made (e.g., if you are organising the event in spring 2021, it would be great to reach out to them already in September 2020).
- Calling them is the best strategy rather than sending emails or messages.
- Offer different partnership options so they can consider several packages.
- You must explain to sponsors that students will become future doctors interested in products presented to them during your Research Camp.
- Value sponsors and cultivate relationships for future projects.
- More small sponsors can be better than one big sponsor.

7. Food and Accommodation

Accommodation is a key component that will decide the number of participants. Aim for rooms for two or three people, each with its own bathroom.

Examples of options for accommodation:

- Hotel (rooms per two or three)
- Students dormitories
- Alternatively Airbnb

Including breakfast at the accommodation is very helpful and saves time. Remember that all meals (breakfast, lunch, dinner) and guaranteed accommodation must be included in the participation fee.

8. Schedule

8.1. Academic Program

The *Research Summer Camp* follows a balanced 8-day framework that integrates education, research engagement, cultural immersion, and recreation. Four days



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are devoted primarily to academic and research content. At least one full day should be dedicated to a 'fun' touristic or adventure activity, such as rafting or canyoning in the mountains, or alternatively, a day by the sea..

For the *Research Summer Camp*, the academic component spans **4 days**, with **4–6 hours per day** of lectures and workshops on research methodology, academic writing, and data interpretation.

A dedicated 5th **"Research Theory Day"** is included in the program. The morning focuses on theoretical instruction — proper citation (APA7/Harvard), source evaluation, and academic integrity — while the afternoon serves as a hands-on interactive session.

Each participant will deliver a short pre-prepared presentation on a topic of their choice. Presentations will be reviewed and constructively critiqued ("dissected") by an LOC-selected Researcher (PhD student, Professor, etc.), with additional input from the Research Officer or an experienced EDSA representative if present.

The emphasis is on learning through feedback rather than strict grading. Although participants are asked to apply referencing and source-evaluation principles, small errors are expected and serve as the basis for collective discussion and improvement.

8.2.Cultural Program

Focus on city tours, museums, historical heritage, natural heritage, and gastronomy.

Consider collaborating with these partners:

- Tourism office of the city
- Promotion Office for the area/county
- Local Office of Erasmus Student Network (ESN)
- Cultural associations in the city

The cultural component remains integral to the *Research Summer Camp*, allowing participants to explore the local context of the host city while complementing the academic focus of the program.



8.3.Social Program

Inspiration for the local social program activities:

- Traditional bars
- Clubs
- Festivals
- Local events
- Gala Night
- Exchange Fair (an event where students bring something authentic from their country, e.g., food, drinks, traditional clothing).

At least **one full day** should be allocated to a “*fun*” touristic or adventure activity to promote social bonding — for instance, a mountain trip with rafting or canyoning, or alternatively a day at the sea.

Depending on the academic schedule and budget planning, two leisure days can be included, e.g., one mountain excursion and one seaside visit; to be mentioned that all activities should be covered by participation fee / sponsorships.

The choice of destination depends on the host location, with the latter providing easier access to both types of activities and international transport.

9. Transportation

Participants should be looked after from arrival at the airport until departure. Offer them guidance on travelling from the airport or, if possible, welcome every student at the airport and drive them to their accommodation.

Throughout the project, you should manage transportation (public transport passes, shuttle buses, car rides, etc.).

10. How do you correctly host foreign students?

Give every participant a name tag featuring the full name, country of origin and some valuable information such as the phone numbers of the LOC, the address of the faculty and the address of the accommodation.



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Students must be informed to avoid getting lost, and it is crucial to include all possible options regarding transportation from the airport, accommodation, etc.

Create a Google form to find out when participants come from their countries at least a week before the Research Camp.

Create PDFs that can be accessed offline where you can include information such as phone numbers, emergency numbers, prices, money exchange ratio, and helpful smartphone apps (airport, public transportation, basic words/phrases, discount programs, taxi ...).

11. Social Media

Mobility & Research Officers and Co-leads will help you promote your Research Camp through:

- EDSA Instagram profile
- Official EDSA website page

Communicate with students using different social media:

- Instagram
- Email
- WhatsApp Groups

12. Application Process

Follow the Application Form guide that you can find here:

https://drive.google.com/file/d/1Etyndb5o_6JyUqafXNPlqd3pgPxhVxV2/view?usp=share_link

Add this to the Application Form description: "All the given information will not be forwarded to the third party and will be solely used for the registration process or any needed document for students to attend the event (e.g. *Invitation letter*)".

Always discuss with the Mobility & Research officers when it would be suitable to open the registration process and how the project will be promoted on the EDSA networks.



The *Research Camp* is open to all member countries of EDSA, regardless of prior research experience. However, applicants who have already engaged in academic or research activities during their studies may receive preference during the selection process, provided that inclusivity and diversity among participants are preserved.

13. Selection Process

The selection process for mobility projects shall be carried out by the Local Organising Committee (LOC), which should consult with the Mobility & Research Officers. The LOC shall request input from the delegate of the participant's country in order to verify the applicant's status as a dental student and as a member of the respective national association. In order to ensure efficiency, the national delegate shall be notified by the LOC or by the Mobility & Research Officers and given a deadline of 72 hours to provide their confirmation. Should no response be received within this period, the applicant shall nevertheless remain eligible for inclusion among the candidates.

For the *Research Summer Camp*, in addition to the general eligibility criteria, the LOC may assess applicants' motivation to learn research methodology and, where applicable, their prior exposure to scientific or academic work. These factors should serve as secondary selection criteria to ensure a balanced group of both novice and experienced participants.

14. At the End of the Research Camp

GIVING RESEARCH CAMP PARTICIPATION CERTIFICATES TO EACH PARTICIPANT IS A MUST.

Participants will likely use these certificates to prove to their universities and professors that they participated in this program. The certificates should have a signature from the dean and the LOC president.

Feedback forms are a great way to collect information from participants to improve future projects. To get the most sincere opinion of the program, it is recommended that the form be anonymous (no names, age, gender, country, or university).



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Goodbye gifts are optional, but everyone wishes to bring back some memories of a wonderful experience.

After the project's end, photos from different activities and/or articles/impressions from participants must be sent to the Mobility & Research Officers to be used as evidence or promoting material. Also, a project report has to be filled out.



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15. Organising Strategy example

Example: Research Summer Camp Timeline

5 months before:

- Form LOC, confirm university and faculty approvals, outline 8-day program structure.

4 months before:

- Begin sponsorship outreach and academic speaker invitations; draft brochure highlighting both research and leisure components, book facilities at your university and collaborative buildings.

3 months before:

- Promote the event through EDSA channels and social media; open applications; take care of accommodation, transport, meals.

2 months before:

- Finalise academic schedule (4 academic days + 1 research theory day), secure leisure day logistics; blend in the cultural, touristic and social programs as well.

1 month before:

- Close applications, send pre-camp preparation guidelines for the short research presentations.
- Create the Groups and reach out to the participants.



16. Sample Research Camp Programme (8-days)

Day	Theme / Focus	Schedule Overview	Learning Units	Learning Objectives
1 – Arrival & Welcome	Orientation & Networking	Morning–Afternoon: Arrival & check-in 18:00–20:00 Welcome dinner & icebreakers 20:00–22:00 Informal evening walk / welcome drinks	No formal learning units	Build group cohesion, introduce logistics, set expectations
2 – Restorative & Prosthodontics	Adhesion, materials & aesthetics	09:00–10:30 Lecture – Modern Adhesive Dentistry 11:00–13:00 Workshop – Composite layering technique 13:00–15:30 Lunch & relaxation Afternoon – free time or small group mentoring 19:00 Dinner	1 lecture + 1 workshop	Apply adhesive principles, improve direct restorative aesthetics
3 – Endodontics & Microsurgery	Precision & magnification	09:00–10:30 Lecture – Complex root canal anatomy and planning 11:00–13:00 Hands-on – Canal shaping & obturation 13:00–15:30 Lunch & rest Afternoon – optional	1 lecture + 1 hands-on	Improve fine motor skills and planning in endodontic procedures



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		microscope practice corner 20:00 Pub quiz		
4 – Research Theory Day	Academic integrity, writing & critical appraisal	09:00–11:00 Lecture – Literature search & reference management 11:30–13:00 Lecture – Citation styles & plagiarism avoidance 13:00–15:30 Lunch & free time 15:30–18:00 Roundtable workshop – Critique of participant presentations (pre-camp prepared PPTs) 19:30 Karaoke / open evening	2 lectures + 1 roundtable workshop	Strengthen research methodology, referencing accuracy, and analytical critique
5 – Periodontology & Implantology	Surgical & soft-tissue management	09:00–10:30 Lecture – Peri-implant tissue biology 11:00–13:00 Workshop – Flap design & suturing 13:00–15:30 Lunch & relaxation Afternoon – optional implant simulation station	1 lecture + 1 workshop	Acquire basic surgical competence and understanding of peri-implant tissues



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		19:30 Local wine / craft beer tasting		
6 – Excursion / Cultural Day	Outdoor and team-building	Full-day cultural/nature excursion with group task Evening: Group dinner / barbecue	No formal learning units	Foster teamwork and cultural awareness
7 – Orthodontics & Interdisciplinary Dentistry	Function, aesthetics & digital workflows	09:00–10:30 Lecture – Aligners & biomechanics 11:00–13:00 Workshop – Digital smile design or cephalometric analysis 13:00–15:30 Lunch & relaxation Afternoon – free, optional 15-min keynote 19:30 Farewell gala & certificate dinner	1 lecture + 1 workshop	Integrate interdisciplinary case planning and digital technologies
8 – Reflection & Departure	Closure & collaboration	09:30–11:00 Reflection & feedback session (including certificate handout - can be moved to previous night) 11:00–12:00 Departures	No formal learning units	Reflection, certificates & departures

