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European Dental
Students' Association

Mobility Project Guidelines

European Dental Students' Association

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Preface

These guidelines aim to provide instructions on organising a Mobility project. 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 officer, who will assist you with any uncertainties.

LIST OF ABBREVIATIONS AND ACRONYMS

LOC Local Organizing Committee
EVP European Visiting Programme

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1. What is a Mobility Project?

The Mobility Project 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.

EDSA offers three mobility projects:

- European Visiting Programme (EVP)
- Winter Camp
- Summer Camp

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 Mobility Project aims 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.

2. What is required to organise a Mobility Project?

Mandatory Requirements before the official announcement of the project:

1. Being an EDSA member or in the process of applying for EDSA membership.
2. Approval from the dean of the faculty where the Mobility Project takes place.
3. Approval from National or Local EDSA Delegate.
4. Approval from EDSA Mobility Officer (mobility@edsaweb.org).
5. Contract between the LOC president and the Mobility Officer.

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 Officer when selecting a date and number of participants. Mobility Projects and other EDSA events cannot overlap.
- The number of participants can increase when the LOC is more experienced after previous Mobility Projects have been organised.
- The Mobility Officer and Mobility Co-Lead are there to help you throughout the whole organising process. Don't be afraid to reach out to them.

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 Mobility Projects and/or other EDSA events.

Example of team members:

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- **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.
 - **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 Mobility Project, 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 Officer for feedback.

The brochure will be helpful to promote your Mobility Project:

- Use examples of previous successful 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 Mobility Project takes place.

After everything is planned and the project is accepted, the Mobility Officer 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:

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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.

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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 Mobility Project.
- 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) must be included in the participation fee.



8. Schedule

8.1. Academic Program

- Welcome speeches: dean, national association president and LOC president
- Organise lectures and workshops at the faculty. The aim of the project is not to provide students with clinical rotation experience, although you can arrange a visit to the dental clinic)
- Lectures are given by professors about their research and/or new trends in the dental field.
- Workshops can be organised in collaboration with a manufacturer (e.g., *ceramics, suturing*) and by visiting added-value facilities, such as surgery room, 3D imaging lab, microscope, etc.

Things to consider for the organisers:

- Do not necessarily specify each workshop in order not to create inconveniences if problems occur.
- Visits may require approval from both the clinic and department heads. Make sure you have written authorisation.

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

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).

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.

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 Mobility Project.

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 officer and Mobility Co-lead will help you promote your Mobility Project 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_6JyUqafXNP1qd3pgPxhVxV2/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 student to attend the event (e.g. *Invitation letter*)".

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

13. At the End of the Mobility Project

GIVING MOBILITY PROJECT 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).

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 Officer to be used as evidence or promoting material. Also, a project report has to be filled out.

14. Organising Strategy example

5 months before the project:

- Find your team, gather approvals, create a brochure and project plan

4 months before:

- Sponsors, media, book the facilities at your university

3 months before:

- Promoting on social media, accommodation, transport, application process

2 months before:

- Create a weekly schedule (organise cultural, academic and social programs), end of the application process

1 month before:

- Create Groups for the realisation

