



INTERNATIONAL ASSOCIATION OF DENTAL STUDENTS



INTERNATIONAL CLINICAL EXCHANGE PROGRAM - REGULATIONS & POLICIES

4th Edition

lead author: Omar Al Bairat, 2015/2016 International Exchange Officer

Re edited by: Tan Sze Hao, 2017/2018 International Exchange Officer

Re edited by: Mustafa Hacilar, 2018/2019 International Exchange Officer

Re edited by: Kseniia Rusakova, 2022/2024 Vice President of Exchanges

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INTERNATIONAL ASSOCIATION OF DENTAL STUDENTS

c/o FDI World Dental Federation Tour de Cointrin

Avenue Louis-Casati, 71, 1216

Cointrin - Geneva Switzerland Web: www.iads-web.org



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1. INTRODUCTION

1.1. Definitions

- 1.1.1. The International Association of Dental Students (IADS) is a non-governmental organization that represents dental students worldwide.
- 1.1.2. The IADS International Clinical Exchange Program (ICEP) is a student-run, cultural and educational clinical exchange program, which aims to provide dental students worldwide with clerkship opportunities in the clinical departments of the dental schools represented by IADS association members.
- 1.1.3. The IADS Exchange Portal is the main website where dental students worldwide can search for and apply towards internship positions available through the ICEP. Access to the Exchange Portal is open to the public. Registered and recognized dental students may use the Exchange Portal to go through the ICEP application process. IADS officials, and officials of IADS members are given varying degrees of privileged access to the administration section of the Exchange Portal depending on their roles, in order to maintain and efficiently manage the IADS ICEP.

1.2. Scope of Regulation

- 1.2.1. These regulations are the legislative grounds for the governance of all aspects of the ICEP. They shall be executed in compliance with the IADS constitution and are subject to the decisions of the IADS General Assembly.
- 1.2.2. Policies in this document shall be respected and followed by all IADS members participating in the ICEP.

1.3. Eligibility

- 1.3.1. All members of IADS may participate in the ICEP, with varying levels of exchange possibilities depending on their IADS membership type.
- 1.3.2. All dental students wishing to go in exchange through the ICEP should be represented in the association.
- 1.3.3. All exchange students should be legally adults in their countries of residence by the date of their exchange start date or submit proof of parental authorization to go in exchange.
- 1.3.4. All applications to a clinical internship in the ICEP should go through the IADS Exchange Portal.
- 1.3.5. Any Individuals should apply as Individual membership before register as new user in the ICEP portal. In order for their account to be approved.



2. ORGANISATION

2.1. Exchange Officers

2.1.1. Local Exchange Officers

- 2.1.1.1. Each dental school that is represented in IADS, and that wishes to participate in the ICEP, either by sending or receiving students, should have a Local Exchange Officer (LEO).
- 2.1.1.2. The LEO coordinates efforts to send and receive dental students in clinical exchange to and from his school.
- 2.1.1.3. The LEO represents his dental school during meetings with fellow IADS exchange officers.
- 2.1.1.4. The LEO is responsible for managing his school's incoming exchange program. In the case of a Full Local Member, the LEO is responsible for signing
- 2.1.1.5. exchange contracts with other exchange officers.
- 2.1.1.6. The LEO has the following responsibilities on the IADS Exchange Portal:
 - 2.1.1.6.1. The LEO is responsible for updating his School's profile on the Exchange Portal.
 - 2.1.1.6.2. The LEO is responsible for approving the registration of his school's dental students and certifying to the veracity of their submitted authentication details (Student's Name, Last Name and Email) on the Exchange Portal.
 - 2.1.1.6.3. The LEO is responsible for managing the dental students registered on the Exchange Portal that are assigned to his school.
 - 2.1.1.6.4. The LEO is responsible for managing clinical internships at his school on the Exchange Portal.
 - 2.1.1.6.5. The LEO is responsible for approving clinical internship applications by his school's students on the Exchange Portal.
 - 2.1.1.6.6. The LEO is responsible for accepting and confirming applications of foreign students to his school on the Exchange Portal.

2.1.2. National Exchange Officers

- 2.1.2.1. All country members of IADS should have a National Exchange Officer (NEO).
- 2.1.2.2. The NEO manages the ICEP activities on a national level.
- 2.1.2.3. The NEO is responsible for signing exchange contracts with exchange officers of other IADS members.
- 2.1.2.4. The NEO should be in close and continuous communication with LEOs in his country, providing guidance and assistance to his LEOs in case of need.
- 2.1.2.5. The NEO has the same responsibilities as the LEOs on the IADS Exchange Portal, only more widely as the NEOs manage all of the schools in their countries that they represent within IADS.
- 2.1.2.6. NEO are responsible to conduct all ICEP exchange using current IADS Exchange portal.
- 2.1.2.7. NEO are responsible to report on the exchange capitation fee collected every 3 months if not consequences will be taken.



2.1.3. IADS Vice President of Exchanges

- 2.1.3.1. The IADS Vice President of Exchanges (VPE) is the director of the ICEP.
- 2.1.3.2. The VPE is responsible for managing the ICEP on an international level, coordinating efforts to maintain the program and keep it developing to benefit more dental students worldwide each year.
- 2.1.3.3. The VPE should be in close and continuous communication with NEOs, and if possible LEOs, of all active members of IADS, providing guidance and assistance to all IADS exchange officers in case of need.
- 2.1.3.4. Act as a mediator between exchange officers in case of conflict.
- 2.1.3.5. The VPE is responsible for managing, monitoring and advancing the ICEP through the IADS Exchange Portal.
- 2.1.3.6. The VPE is responsible for governing and overseeing the proper utilization of the IADS Exchange Portal.
- 2.1.3.7. The VPE is responsible for evaluating the submitted clinical exchange reports and issuing clinical exchange certificates.
- 2.1.3.8. The VPE is responsible for adding, updating, approving, or suspending (when needed) Dental Students, Dental Schools, IADS Members, Clinical Internships, Internship Applications, Bilateral Contracts and Uploaded Documents submissions on the IADS Exchange Portal.

2.1.4. Secretary of the Exchange Board

- 2.1.4.1 To in charge with all the administration work of ICEP and Exchange Board.
- 2.1.4.2 To attend IADS Exchange meeting alongside with VPE, prepare the meeting agenda and write the minutes of these meetings.
- 2.1.4.3 Issue any official statement for VPE in ICEP matter.
- 2.1.4.4 In coordination with editorial board team for project supervision.

2.2. Dental Schools' Incoming Exchange Program

- 2.2.1. Dental schools represented by a Full IADS Member may organize an incoming exchange program, in which they host dental students for a clerkship in their clinical departments.
- 2.2.2. The minimum requirements for a school to organize an incoming exchange program are:



- 2.2.2.1. The school should have an active exchange committee, headed by a Local Exchange Officer.
- 2.2.2.2. The exchange duration should be at least one week (5 working days at the clinic).
- 2.2.2.3. Allow the incoming students to access the school's clinical department to at least observe dental procedures on patients.
- 2.2.2.4. Allowing incoming students to assist or work under supervision is encouraged, but given that some state regulations does not allow foreign trained students to treat patients, this shall not be enforced as a strict requirement.
- 2.2.2.5. Accommodation should be provided by the local exchange committee, either: In University Dormitories. In a rented apartment. In a hotel or hostel. At a local dental student's home as a host family.
- 2.2.2.6. The final ICEP plan must be submitted at least 30 days before the start of the program.
- 2.2.3. In order for the clerkship positions available in the clinical department of a hosting school to be published on the IADS Exchange Portal, the school's LEO or NEO should submit an **IADS Clinical Exchange Availability Form** (Document A) through the administration console of the IADS Exchange Portal, which will be evaluated by the VPE before approving its publication.

2.3. Exchange Types

2.3.1. Unilateral Exchange

2.3.2. Definition

- 2.3.2.1. A Unilateral Exchange is when a Full IADS Member accepts the application of a student to their incoming exchange program without a prior exchange agreement with the IADS member representing the applying student.

2.3.3. Unilateral Exchange Fee

- 2.3.3.1. A Unilateral Exchange fee may be collected from the exchange student by the hosting Full Member in order to cover the expenses involved in processing the application (e.g. Postage, Copy, Visa Procedures), and providing accommodation for the exchange student during the whole period of clerkship.
- 2.3.3.2. The ICEP shall not be used as a means for profit generation, therefore any raised amounts of money from unilateral exchange fees should be used towards developing the incoming exchange program of the hosting Full Member.
- 2.3.3.3. The Unilateral Exchange Fee shall be paid in full by the exchange student to the hosting Full Member's bank account using an international bank transfer, and a digital copy of the proof of payment should be uploaded to the IADS Exchange Portal before the exchange confirmation deadline. Any additional costs relative to the bank transfer are at the expense of the exchange student.
Payment of exchange fee should be done by participant within 7 working days after getting of Notice of Acceptance. In the absence of payment, the host country has the right to refuse the student's participation in the ICEP.
- 2.3.3.4. In a unilateral exchange, the sending IADS Member shall not collect any amount of money from their outgoing students, except when the IADS member pays on behalf of the outgoing students the unilateral exchange fee because of banking obstacles (e.g. the student's bank cannot process an international bank payment).



2.3.4. Bilateral Exchange

2.3.4.1. Definition

- 2.3.4.1.1. A Bilateral Exchange is when two Full IADS Members agree to send and receive dental students to each other's incoming exchange programs.
- 2.3.4.1.2. The goal of a bilateral exchange is to reduce the costs of exchange for students and build trust-based relationships between members of our association.

2.3.4.2. Requirements for Bilateral Exchange

2.3.4.2.1. *Bilateral Exchange Contract*

- 2.3.4.2.1.1. All Bilateral Exchanges should be enforced by a Bilateral Exchange Contract (Document E).
- 2.3.4.2.1.2. Bilateral Exchange Contracts can personally be signed and stamped by the acting exchange officers of Full IADS members on the same contract paper. However, IADS also understands that such conditions are not met on every occasion. Bilateral contracts can also be signed through an online meeting with the attendance of; Engaging parties, IEO and the General Secretary of IADS.
- 2.3.4.2.1.3. Bilateral Exchange Contracts should be uploaded to the IADS exchange portal and approved by the IEO in order to become enforceable.
- 2.3.4.2.1.4. Reneging on a bilateral exchange position is grounds for sanctions against the defaulting parties depending on the severity of the situation.

2.3.4.2.2. *Active Incoming Exchange Programs*

- 2.3.4.2.2.1. Both agreeing Full IADS members should have active incoming exchange programs at, at least, one school they represent.
- 2.3.4.2.2.2. Both agreeing Full IADS members' incoming exchange programs should respect the minimum requirements as specified in Article of these regulations.

2.3.4.2.3. *Additional Requirements*

- 2.3.4.2.3.1. The parties may agree on additional requirements on a per bilateral exchange contract basis.
- 2.3.4.2.3.2. In case of insufficient participants in the program, the host country has the right to convert the ICEP into a unilateral with prior discussion with the VPE.

2.3.4.3. Bilateral Exchange Fee

- 2.3.4.3.1. A Bilateral Exchange fee may be collected from the applying students by the Full IADS Member representing them.
- 2.3.4.3.2. The fee collected from the outgoing exchange students should be used to cover the expenses of incoming exchange students of the Full IADS members that have signed bilateral exchange contracts with the sending Full IADS member.
- 2.3.4.3.3. The goal of the bilateral exchange fee is to ensure that students pay an adequate amount of money that is within the norms of their country's living costs in order to cover the exchange expenses in another country where the cost of living differs. This means that each student going in bilateral exchange would pay relatively the same amount of money that costs them to live in their own home country for the same period as for the exchange.
- 2.3.4.3.4. The ICEP shall not be used as a means for profit generation, therefore any raised amounts of money from bilateral exchange fees should be used towards developing the incoming exchange program of the hosting Full Member.



- 2.3.4.3.5. The Bilateral Exchange Fee shall be paid in full to the sending Full Member by the exchange student, and a digital copy of the proof of payment should be uploaded to the IADS Exchange Portal before the exchange confirmation deadline.

2.4. Exchange Application Procedure

2.4.1. Student Registration on the IADS Exchange Portal

- 2.4.1.1. The dental student wishing to go in an IADS unilateral exchange, should sign up for an account on the IADS Exchange Portal, providing their Name, Last Name, Personal Email, Telephone Number and Dental School Name.
- 2.4.1.2. Registered dental students should select their dental school from the list of IADS Registered Dental schools on their student profile settings page. If they cannot find their dental school in this list, they should contact their LEO (or NEO) to make sure they are assigned to the correct school on the IADS Exchange Portal.
- 2.4.1.3. Registered dental students that are assigned to an IADS Registered Dental School, have to be approved by an official of the member representing their dental school in IADS (generally their LEO, or NEO), after which the dental student may apply for internships available on the IADS Exchange Portal's database.

2.4.2. Internship Search and Application Submission

- 2.4.2.1. Approved dental students on the IADS Exchange Portal can at any time apply for an internship.
- 2.4.2.2. Through 'IADS Internships' section of the IADS Exchange Portal, the dental students may search for clerkships that are available for their preferred dates.
- 2.4.2.3. After finding the suitable clerkship, the dental students should upload a digital copy of the signed IADS Clinical Exchange Application Form (Document B), passport (valid for 6 months after the end of the ICEP), CV, ML, choose a start date for the ICEP and submit their application.

2.4.3. Outgoing Exchange Officer's Approval and Exchange Type Choice

- 2.4.3.1. The LEO, or NEO of the applying student is tasked with verifying the validity of the application, making sure the student has not made a mistake while submitting his application, and that all of the uploaded supporting documents are legitimate.
- 2.4.3.2. If a Bilateral Exchange Contract is in force between the sending Full IADS Member and the hosting Full IADS Member, its validity covers the requested exchange dates, and unfulfilled Bilateral Exchange positions are still available, the outgoing exchange officer must flag the application as a Bilateral Exchange Application.
- 2.4.3.3. If the submitted application file is judged to be correct by the sending Full IADS member's standards, the outgoing exchange officer approves the application.

2.4.4. Incoming Exchange Officer's Application Evaluation

- 2.4.4.1. The LEO, or NEO of the host Full Member should evaluate approved applications to their available internships.



- 2.4.4.2. If the application is lacking, the incoming exchange officer may request more supporting documents through the application's message board, or they may reject the application, at which point an official **Notice of Rejection** (Document C) should be issued to the applicant citing the reasons for refusal during 3 days after the deadline of applications. A digital copy of the Notice of Rejection should be uploaded to the Exchange Portal before flagging the application as refused.
- 2.4.4.3. If the application is judged to be acceptable, an official **Notice of Acceptance** (Document D) should be issued to the applicant during 2 days after the deadline of applications. A digital copy of the Notice of Acceptance should be uploaded on the Exchange Portal before flagging the application as accepted. It is advisable for the participant to provide airfare information to their Exchange Officer at least 30 days prior to the start of the ICEP. In case of delay, a reason must be provided.
- 2.4.5. Payment of the Exchange Fee**
- 2.4.5.1. After receiving the Notice of Acceptance, the student should proceed with paying the Exchange Fee during 7 working days.
- 2.4.5.2. In case of a Unilateral Exchange, the student must pay the fee via international bank transfer to the hosting Full IADS Member's Bank Account and upload proof of payment alongside the Notice of Confirmation to the application's supporting documents database on the Exchange Portal.
- 2.4.5.3. In case of a Bilateral Exchange, the sending Full IADS Member may collect the exchange fee from the student and upload proof of payment alongside the Notice of Confirmation.
- 2.4.5.4. Once the payment is validated before the deadline the hosting Member must flag the application as confirmed and prepare to accommodate the student for his exchange.

2.5. IADS Clinical Exchange Reports

- 2.5.1. ICEP Report**
- 2.5.1.1. A Report as well as photos/videos must be submitted by the participant within 7 days of the end of the program.
- 2.5.2. Exchange Officer's Semiannual Report**
- 2.5.2.1. A report that is submitted by exchange officers summarizing and describing their schools' clinical exchange activities (incoming, outgoing, bilateral contracts) spanning a half-year period.
- 2.5.2.2. Deadlines to submit each semiannual report are:
- 2.5.2.2.1. March-August Period: 2 weeks before the General Assembly of the Annual Congress.



- 2.5.3.2.2. September-February Period: 2 weeks before the General Assembly of the Mid-Year Meeting.

2.6. IADS Clinical Exchange Certificates

2.6.1. Exchange Certificates

- 2.6.1.1. An exchange certificate is issued by the VPE to exchange students who have successfully completed a clinical exchange within the IADS ICEP.
- 2.6.1.2. The exchange student should be present in the clinical department at least 80% of the exchange duration in order to be considered for certification.

2.6.2.1. Exchange Officer Certificates

- 2.6.2.1. The VPE shall issue certificates to Exchange officers that have overseen their members' involvement in the IADS ICEP.
- 2.6.2.2. To be eligible for an exchange certificate, the exchange officer should submit at least one exchange officer's report on the IADS Exchange Portal.

2.7. ICEP Financing

2.7.1. IADS Exchange Capitation Fee

2.7.1.1. Definition

- 2.7.1.1.1. All IADS members raising funds through the IADS ICEP shall pay a capitation fee to IADS.

2.7.1.2. Objectives

- 2.7.1.2.1. The goal of collecting the IADS exchange capitation fee is to enable the association to cover the expenses ensued by developing and maintaining the IADS ICEP.
- 2.7.1.2.2. Expenses relative to the IADS ICEP are, but not limited to:
- Marketing and advertising the IADS ICEP.
 - Hosting the IADS Exchange Portal at a professional web server provider's data-center.
 - Contracting professional web developers to maintain the technical availability of the IADS Exchange Portal.
 - Giving out prizes to encourage exchange officials that are the most active and deserving within the IADS ICEP community.
 - Creating and maintaining trust funds to alleviate the IADS exchange expenses of needy but academically and clinically gifted dental students.



2.7.1.3. Fee Calculation

2.7.1.3.1. *Unilateral Exchange Capitation Fee*

2.7.1.3.1.1. For each unilateral exchange fee collected by a hosting Full IADS member, the hosting member shall pay IADS a capitation fee equal to 10% of the collected exchange fee. Total amount of the Exchange Capitation Fee shouldn't be less than 15 Euro (i.e. a student pays the hosting member 95€ for unilateral exchange. The member is therefore accountable towards IADS for the sum of 15€ as the Exchange Capitation fee)

2.7.1.3.2. *Bilateral Exchange Capitation Fee*

2.7.1.3.2.1. For each bilateral exchange fee collected by a sending Full IADS member, the sending member shall pay IADS a capitation fee equal to 5% of the collected exchange fee. Total amount of the capitation Fee Shouldn't be less than 10 Euro (i.e. a student pays his member representative 100€ for bilateral exchange. The member is therefore accountable towards IADS for the sum of 10€ as the Exchange Capitation fee)

2.7.1.4. *Invoicing*

2.7.1.4.1. The IADS VPF shall calculate the exchange capitation fees of all fulfilled exchange fee payments during the past financial year and add them to the Membership invoice of the concerned Full IADS members.

2.8. IADS Exchange Board

2.8.1 *Definition*

Is a council board which consist of the VPE and members of the EB which gather to improve, solves problem regarding IADS ICEP programme. Established on regular basis each 12-months upon decision of ExCo (Executive Order) or annually by Executive Order within 30 days from electing the new corresponding VPE by IADS GA.

2.8.2 *Role*

1. To discuss of any urgent matter regarding ICEP
2. Discuss and plan for the future or improvement of ICEP
3. Discussion of topic to be discuss in NEO meeting
4. Promised to help run the ICEP smoothly

3. GENERAL EXCHANGE RULES

3.1. **Exchange Student's Responsibility**

- 3.1.1. Exchange Students going in exchange through the ICEP should abide by the rules, regulations and policies of this document.
- 3.1.2. By submitting an application for exchange through the IADS ICEP the exchange students agree to the terms set by this document.



- 3.1.3. Exchange Students are responsible for their behaviour during their stay at the hosting member's country, and they should abide by the laws of the country they are in.
- 3.1.4. IADS, the sending IADS member, and the hosting IADS member are not responsible for the actions of the exchange student and are therefore not liable for any damages or legal action caused by the exchange student during his stay.

3.2. Exchange Officers' Responsibility

- 3.2.1. Exchange Officers signing documents (contracts, application forms, etc.) to facilitate clinical exchange of students through the ICEP are responsible for their actions as official representatives of their student organizations.
- 3.2.2. Reneging on a signed exchange availability form, bilateral contract, application form, notice of acceptance or notice of confirmation is grounds for disciplinary action and sanctions towards the signee and the represented member organization, depending on the severity of the situation.

3.3 Member Organizations' Responsibility

- 3.3.1 Each Member Organization may examine an application for an exchange within their organization, even if such examination is not its responsibility under the criteria laid in this Regulations. In such an event, that Member Organization or the NEO shall become a responsible authority within the meaning of this Regulation and shall assume the obligations associated with that responsibility. Where appropriate, NEO/LEO shall inform the VPE that the Member Organization is conducting a procedure for determining the outgoing exchange student.
- 3.3.2 If misuse of the point 3.3.1 brought up to the attention of the IADS Officials, IADS has the authority to form an ad hoc committee to investigate the issue and take necessary actions about the situation.
Member Organizations shall accept personal responsibility for all work done by their NEOs or done under their supervision or their direction.
- 3.3.3

3.4. Disciplinary Sanctions

- 3.4.1. Individuals or member organizations that have caused harm to the good functioning of the IADS ICEP by reneging on their contractual responsibilities, not respecting the rules of this document, not respecting deadlines, or by negligence of their duties are open to disciplinary actions by the governing bodies of the association.
Disciplinary sanctions may range from a public reprimand all the way to the stripping of membership by the General Assembly, depending on the severity of the situation
- 3.4.2.



4. UNFORESEEN SITUATIONS DURING THE IADS ICEP

4.1. Visa Refusal

- 4.1.1. The participant, who receives a Notice of Acceptance but is denied a visa, will receive a refund of 100% of the Exchange Fee within 14 days after sending a letter with answer from the visa center/embassy/council to the VPE and host Exchange Officer.

4.2. Refund Policy

- 4.2.1. If a participant refused from the ICEP **more than 30 days** before the start of the program: will receive a full refund of the Exchange Fee within 14 days after submitting an official letter stating the reason to the VPE and host Exchange Officer by email.
- 4.2.2. If a participant refused from the ICEP **from 30 to 14 days** before the start of the program: will receive a refund of 80% of the Exchange Fee within 14 days after submitting an official letter stating the reason to the VPE and host Exchange Officer by email.
- 4.2.3. If a participant refused from the ICEP **from 13 to 7 days** before the start of the program: will receive a refund of 50% of the Exchange Fee within 14 days after submitting an official letter stating the reason to the VPE and host Exchange Officer by email.
- 4.2.4. If a participant refused from the ICEP **less than 7 days** before the start of the program: will not receive a refund of the Exchange Fee.

4.3. Refusal to participate by the student

- 4.3.1. If a participant unable to attend the ICEP after receiving the Notice of Acceptance, an official letter and supporting documents stating the reason for cancellation must be submitted to the VPE and host Exchange Officer within twenty-four hours.
- 4.3.1.1. If the reason is accepted as valid, the student will receive a refund according to the time specified in the Refund Policy.
- 4.3.1.2. If the reason is not valid, lack of the official letter and supporting documents, the student will not receive a refund and will be restricted from participating in IADS ICEP for the following year.

4.4. Refusal from the host country

- 4.4.1. After sending the Notice of Acceptance, the host country is solely responsible for making changes to the ICEP and need to notify the VPE, outgoing NEO and participants in the form of an Official Letter stating the reason for the changes or cancellation of the program.



- 4.4.2. In case of changes in the ICEP conditions with which the future participants don't agree or in case of complete cancellation of the program, they will receive a full refund within 14 days from the date of sending the Official Letter from the host Exchange Officer.
- 4.4.2.1. In case of no action from the host association, her activity in IADS ICEP is suspended and the issue of further work of the country association will be decided at the nearest IADS General Assembly.

APPENDIX – DOCUMENT A IADS CLINICAL EXCHANGE AVAILABILITY FORM



IADS INTERNATIONAL CLINICAL EXCHANGE PROGRAM

CLINICAL EXCHANGE AVAILABILITY FORM

On behalf of the Full IADS Member:

I, _____, the acting IADS Exchange
Officer of the dental school:

Attest to the availability of clerkship positions, for students coming in
exchange through the IADS International Clinical Exchange Program, at the
clinical department of the aforementioned dental school.

The duration of exchange is: _____ (in weeks)

The available periods for exchange and the number of available positions
during each period are:

FROM (dd/mm/yyyy)	TO (dd/mm/yyyy)	NUMBER OF ACCEPTED EXCHANGE STUDENTS
___/___/_____	___/___/_____	_____
___/___/_____	___/___/_____	_____
___/___/_____	___/___/_____	_____
___/___/_____	___/___/_____	_____
___/___/_____	___/___/_____	_____

Incoming Exchange Officer Stamp & Signature

Head of Clinical Department's Stamp & Signature

____d/____m/____y
Signature Date

APPENDIX – DOCUMENT B IADS CLINICAL EXCHANGE APPLICATION FORM



IADS INTERNATIONAL CLINICAL EXCHANGE PROGRAM

APPLICATION FOR CLINICAL EXCHANGE

Name: _____

Date Of Birth: ____d/____m/____y **Sex:** ☐ M ☐ F

Address:

Telephone: _____

Email (in CAPITALS):

Dental School Name & Address:

Telephone: _____ **Fax:** _____

Year of study: _____ **Languages spoken:** _____

Applying to:

Dental School & Country Names

Dates for exchange (Arrival/Departure):

____d/____m/____y to ____d/____m/____y

or: _____ weeks, in _____ (month) _____ (year)

Applicant's Signature

Outgoing Exchange Officer Stamp & Signature

Dean's Stamp & Signature

____d/____m/____y
Application Date

INTERNATIONAL ASSOCIATION OF DENTAL STUDENTS

Cointrin - Geneva Switzerland Web: www.iads-web.org

Avenue Louis-Casati, 71, 1216

c/o FDI World Dental Federation Tour de Cointrin



APPENDIX – DOCUMENT C NOTICE OF REJECTION

IADS INTERNATIONAL CLINICAL EXCHANGE PROGRAM

NOTICE OF REJECTION

To: _____, Outgoing Exchange Officer
representing:

Outgoing Exchange Officer

representing:

Outgoing IADS Member

Regarding: _____ Applicant's Name

Applicant's Name

I am sorry to inform you that the aforementioned student's application for a clinical exchange organized by:

Incoming IADS Member

has been rejected for the following reason(s):

- ☐ Application was made after the deadline
☐ Exchange is not possible within the specified dates
☐ Incomplete application file
☐ Other:

Cordially,

Incoming Exchange Officer's Signature & Stamp

____d/____m/____y
Rejection Date

INTERNATIONAL ASSOCIATION OF DENTAL STUDENTS

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APPENDIX – DOCUMENT D NOTICE OF ACCEPTANCE**IADS INTERNATIONAL CLINICAL EXCHANGE PROGRAM****NOTICE OF ACCEPTANCE**

To: _____,
representing: _____

Outgoing Exchange Officer

Outgoing IADS Member

Regarding: _____

Applicant's Name

I am pleased to inform you that the aforementioned student has been accepted for a unilateral/bilateral clinical exchange organized by:

Incoming IADS Member

at the following school:

Name and Address of School/Dental Clinic

between the following dates: ____d/____m/____y to ____d/____m/____y

Accommodation will be provided at the following address:

Accommodation Address

Our LEO/School Representative responsible for hosting your student is:

LEO/School Representative's Name and Contact details

Kindly confirm the student's participation in exchange before:

____d/____m/____y

Confirmation Deadline

Cordially,

Incoming Exchange Officer's Signature & Stamp

____d/____m/____y

Acceptance Date

APPENDIX – DOCUMENT E BILATERAL EXCHANGE CONTRACT



IADS INTERNATIONAL CLINICAL EXCHANGE PROGRAM

BILATERAL EXCHANGE CONTRACT

On behalf of the full IADS member:

_____,
MEMBER A

I, _____,
EXCHANGE OFFICER A

agree to make bilateral IADS clinical exchanges with the full IADS member:

_____,
MEMBER B

herein represented by:

_____,
EXCHANGE OFFICER B

based on the following requirements:

Number of students to be hosted by:

Member A: _____ Member B: _____

Exchange Duration: _____ (in weeks)

Contract Validity Period: From ____d/____m/____y to ____d/____m/____y

Additional requirements (if any):

Exchange Officer A Stamp & Signature

Exchange Officer B Stamp & Signature

____d/____m/____y
Agreement Date