



**International College of Dentists
USA Section**

International Student Exchange Program

A Manual for Program Organization and Implementation

Academic Enrichment Today - Global Leadership Tomorrow

Table of Contents

Introduction	3
Organization	4
Implementation	5
Exchange Agenda	7
Student Responsibilities	8
ICD Mentor/Host Responsibilities	8
Finance	9
Post Exchange Review	10
Appendix A Implementation Schedule	12
Appendix B US Institution Letter of Intent	14
Appendix C Foreign Institution Letter of Intent	15
Appendix D US Student Letter of Application	16
Appendix E USA Section Archival Library Record	17

I. Introduction

A. Objective of the ICD International Student Exchange.

To prepare dental students for future leadership in the global community by providing opportunities for their professional and cultural enrichment through the sharing of knowledge and experiences with students of other countries, so they can benefit from their exposure to the many aspects of oral health beyond national boundaries. Upon return from an Exchange, they are expected to share their insight to dental education, dental practice, and oral health in other lands with their colleagues and fulfill the objectives of the program.

B. Background.

The International College of Dentists is dedicated to the recognition of outstanding achievement and meritorious service among its members and the continued progress of the profession of dentistry “for the benefit of all humankind.” As an “International” organization it is unlike many other honorary dental organizations in the United States for it embraces concern for oral health in the community of nations.

Dental schools that will be “World Class” in the 21st Century must respond to more than traditional challenges of past years. They must endow their students with an appreciation for global health and their potential for professional leadership in the international community and contribution to oral health in the world-at-large. In a rapidly changing world of technological marvels, diminishing barriers to communication, the ease and simplicity of information transfer, ease of travel, and expanded opportunities for extramural service, the ICD USA Section International Student Exchange Program, hereafter referred to as the International Student Exchange Program, adds new and rewarding dimensions to contemporary dental education.

C. History of the ICD International Student Exchange.

In order to promote a mutual understanding and appreciation for dentistry in the global community, the ICD USA Section first established the International Student Exchange in 1990 between Case Western Reserve’s School of Dental Medicine and Guy’s Hospital Dental School in London. Exchange students observed dental education, practice, and oral health in foreign countries, were exposed to the varied cultures and national histories, and formed lasting peer friendships. Upon return to their home countries, they shared their experiences and knowledge with classmates, the ICD, and the local professional community. The original program has grown and several other dental schools have conducted Exchanges of varied numbers of student participants and Exchange durations. In recent years, most

Exchanges have been reciprocal with similar numbers from both the US and the foreign dental schools. The numbers of participating students from each country, in each Exchange, have ranged from one to four, for periods of two or more weeks, and involved 3rd and 4th year students. Whenever possible, participating students accommodated visiting colleagues in their quarters. The ICD USA Section provided financial support of up to \$900 USD for airfare and \$300 USD in personal funds for the Exchange students. Financial support of the Exchange has now been increased up to \$1200 USD for airfare and \$300 USD in personal funds. The positive outcomes of past International Student Exchanges have prompted an initiative to enhance the Exchange program and expand participation among US dental schools.

D. Purpose of the Manual.

This manual is intended to provide guidelines for the organization and implementation of International Student Exchanges, in joint ventures with dental schools and the USA Section of the International College of Dentists. Its application is amenable to modifications appropriate to the circumstances of individual dental schools.

II. Organization.

A. The Exchange is directed at the national level by the International Student Exchange Committee of the USA Section. The Committee is appointed by the President of the USA Section. It coordinates the activities of the national program and provides necessary guidance to ICD Districts with operating International Student Exchanges, or those with dental schools expressing interest in the establishment of an Exchange. The Committee also develops and implements fund-raising programs at the national level and coordinates fund-raising activities at all levels.

B. The Regent of each ICD District having a dental school(s) that may elect to participate in the International Student Exchange coordinates the activities of the District Exchanges, provides necessary guidance to assure compliance with national standards for the local component Exchanges, and coordinates fund-raising initiatives at component levels.

C. Chairpersons of local component chapters, appointed by the respective ICD Regent, encourage and form alliances with local participating dental schools: to establish International Student Exchanges; to assist in planning the Exchange agendas; to interface local ICD Fellows with visiting foreign students; to provide hospitality, and acquaint visiting students with professional, cultural, and historical attributes of the area; and, to develop and implement local fund-raising to supplement primary national level financial support for local Exchange programs.

D. The Dean of a participating dental school recommends an ICD Fellow or other faculty person to serve as the Faculty Coordinator for the International Student Exchange. This individual is appointed by the District Regent to serve in that capacity and is responsible for organizing and facilitating the process of dental student selections for participation in the Exchange, and assisting dental school faculty and the local ICD component in the development and implementation of activities for the Exchange students visiting from the foreign dental school.

II. Implementation.

A. Many foreign dental schools have extended holidays during the summer months (May-August). The curricula of most US dental schools are limited in curricular activity during the same period. Therefore, it is practical to schedule the Exchanges during the Fall, Winter, or Spring months if there is to be interaction between US and foreign exchange students in the full course of their respective Academic Years and its curricular activities. The Exchange may be of 2 or more weeks' duration. A 2-week Exchange affords a sufficient experience and minimizes US and foreign student absence from curricular requirements, the host institution's obligations, and individual student and institutional costs.

B. Optimally, students should be selected from Year III (Junior) classes and number 1 or 2 from each participating US and foreign dental school. It is desirable to have students travel in pairs to a foreign country whenever circumstances permit. Students who have completed their Exchange are required to apprise their respective faculty and student bodies of their experiences upon their return.

C. Organizing and implementing an International Student Exchange at a particular dental school begins with the local ICD component Chairperson meeting with the Dean(s) of the dental school(s), in their area. They introduce, describe, and promote the International Student Exchange Program to the Dean, inform the Dean of details of the Exchange, its contribution to the education of dental students in the 21st Century, and the shared responsibilities of both the ICD USA Section and a participating dental school. Once a dental school decides to participate, an appropriate Letter of Intent (LOI) is concluded with the dental school. This is communicated to the District Regent and National level International Student Exchange Committee no later than mid-November of the Academic year preceding that in which the Exchange will occur. An Academic Year is commonly defined as the period from 1 July to 31 June, and embraces two Calendar Years.

D. The participating dental school invites the participation of a foreign dental school to participate in the Exchange for a particular Academic Year. This solicitation includes: all Exchange particulars; clearly identifies the fact that the Exchange is reciprocal for a like number of students from each participating institution; and, that it is primarily funded by the ICD's USA Section. Student lodging is to be provided by reciprocal Exchange partners whenever possible. The

willingness of the foreign dental school to participate should be assured by an appropriate Letter of Intent from the foreign dental school not later than the end of February of the Academic Year preceding that in which the Exchange will occur.

E. Once agreement has been concluded with a foreign dental school, the participating US dental school's Faculty Coordinator establishes mutually acceptable dates for the reciprocal exchanges, timelines for all critical preparatory actions, and an Exchange Agenda. This is accomplished in coordination with the District Regent, the local ICD component, the administration of the US dental school, and the administration of the foreign dental school. This should be accomplished by the end of March in the academic year preceding that in which the Exchange will occur.

F. The dental school's Faculty Coordinator prepares a letter to be sent to the Year II (Sophomore) class of the student body describing the objectives, attributes, and benefits of the Exchange, identifying the number of students to be selected and inviting letter application for participation. The letter to the Year II class should identify the following expectations: that an applicant will be in the upper half of his/her class academically; have good communication skills and the ability to represent favorably his/her dental school and the dental profession; be able to act as a host to the reciprocal Exchange student, providing lodging or assisting in making such arrangements; and, provide the selection committee a one page essay in which they state the reasons why they feel they should be selected for the Exchange. This invitation should be issued by the end of April with response to be submitted by the end of May of the academic year preceding that in which the Exchange will occur.

G. A Selection Committee comprised of representatives from the dental school and the local ICD component reviews the student applications and selects the student(s) to be awarded the opportunity to participate in the Exchange. Selectee(s) is/are reported to the District Regent and the National Level International Student Exchange Committee. The foreign dental school is asked to select its candidates in a similar manner and inform the dental school. This information is forwarded to the District and National level committees. The selections should be made and the awardee(s) informed by end of June of the new academic year, the year in which the Exchanges will be accomplished

H. The dental school's Faculty Coordinator meets with the awardee(s) to provide information about the dental school they will be visiting in the foreign country, matters of travel, pertinent visa requirements, foreign area health and safety factors, immunization requirements, cost of living expectations, and the requirement to provide the Dental School and local ICD component a report of their Exchange experience upon its completion. The student(s) should also be provided telephone numbers and email addresses for the Faculty Coordinator and the dental school administration in the event there is a need for direct and/or immediate contact during the Exchange. All this information will be provided Exchange students at least 60 days prior to departure, when circumstances permit.

I. The local ICD component will inform local ICD Fellows of the Exchange, the student participants from the local and foreign dental schools, and the planned Exchange agenda and ask for volunteers to host students while visiting the area. The ICD hosts can assist in such activities as visits to local private practices, social and cultural events, sponsored luncheons and dinners, and area touring. Local ICD Fellow participation lends an important complement to the Exchange student experience.

IV. Exchange Agenda.

A. The purpose of the Exchange is to provide participating students from US and foreign dental schools with the measure of global professional and cultural enrichment that will prepare them for leadership roles as they encounter future challenges and opportunities in the 21st Century. The Exchange agenda should be sufficiently comprehensive to achieve this expectation.

B. Suggested agenda activities:

1. A dental school visit to include introduction to its organizational structure, undergraduate and postgraduate curricula, both the undergraduate and postgraduate didactic and clinical facilities, observation of selected lectures and seminars, observation of student clinical activities, and an orientation to basic science and clinical research activities;

2. A visit to select private dental practices that reflect the state of the art in equipment, materials, and techniques employed in the delivery of contemporary patient care;

3. A visit to the offices of the headquarters of the organization that represents organized dentistry for insight to the mission, structure, regulation, conduct of patient services and related activities of the dental profession within the pertinent jurisdiction;

4. Attendance at professional meetings and continuing dental education venues that may occur and offer visiting students insight to the scope, breadth, and benefit of life-long learning opportunities;

5. Visits to area historical and cultural attractions to complement the professional aspects of the agenda;

6. Extended ICD hospitality by visits to homes of ICD Fellows for dining and other social gatherings that acquaint visiting foreign students with life in the area and country visited.

V. Student Responsibilities.

A. Students participating in the ICD International Student Exchange are expected to reflect the highest personal and professional standards in their conduct of all planned Exchange agenda activities. They serve as student ambassadors who represent the dental profession in their country, their dental school, and the International College of Dentists.

B. Prior to departure to the Exchange site, the participating student is responsible for obtaining:

1. Any necessary immunizations and medications medically recommended for travel to the area of the Exchange site;

2. A national passport that may be required for travel to and entry to the country in which the Exchange site is located;

3. A visa that may be required for travel to and entry to the country in which the Exchange site is located.

C. Students participating in the International Student Exchange and serving as hosts for a reciprocal visiting student(s) are expected to acquaint the visiting counterpart with all aspects of student life in his/her school environment, introduce them to other students, include them in school and student social events, and facilitate their participation in all planned activities of the Exchange agenda.

D. Students participating in the International Student Exchange and serving as hosts for a reciprocal visiting student are expected to provide lodging for the Exchange student visiting their dental school, if possible. When a host student's physical and financial circumstances deny this option, the host student is expected to assist the dental school Faculty Coordinator and local ICD component in obtaining suitable alternative lodging arrangements.

E. When in a foreign country, Exchange students who may encounter difficulties in fulfilling their commitment to the Exchange agenda should immediately contact the Faculty Coordinator of their parent dental school. If not immediately available, others in the administration of their dental school should be contacted. The local ICD component should be advised of any problem and be consulted as to its resolution. Rapid resolution of problems at an Exchange site is critical to its continuance and success.

VI. ICD Mentor/Host Responsibilities.

A. In addition to the participating dental school, the ICD mentor/host responsibilities are those shared with the local ICD component and the dental

school's Faculty Coordinator. Both work as a team, in close alliance, to assure fulfillment of the agenda activities and the Exchange objective;

B. The dental school's Faculty Coordinator exercises his/her mentor/host responsibilities from the vantage point of being on site in the dental school wherein most agenda activities occur. The dental school's Faculty Coordinator informs the local ICD component of all Agenda activities and encourages ICD Fellow participation as may be appropriate to the activity.

C. The local ICD component works closely with the dental school's Faculty Coordinator to provide such support services for the Exchange. These may include sponsored meals, entertainment, area touring, and transportation to and from dental practices. It is essential that local ICD Fellows be a party to the Exchange so as to impart to the students the ICD's image and role in professional leadership.

VII. Finance.

A. Sources of financial support for the International Student Exchanges.

1. National Level.

a. The USA Section of the ICD plans for and incorporates financial support of the International Student Exchange Program in its Annual Budget. These funds are dedicated to both initial and long-term support of the Program.

b. Solicitation of additional financial support of the Exchange Program at the national level are best directed to such prospective donors as internationally-oriented health foundations, manufacturers of equipment and materials for the health services, the pharmaceutical industry, and the dental industry. Fund solicitation from the national level should bear the signature and prestige of the ICD USA Section President to lend import to the requests.

c. Monies raised at the national level should be segregated for current and future support of the International Student Exchange. Their disbursement should be managed by the national-level International Student Exchange Committee and disbursed as a supplemental funding source for student exchanges.

2. Local Level.

a. Monies raised at the ICD District and local component level support an Exchange, in association with a local dental school. These fund solicitations should not conflict with solicitations conducted at the national level.

b. Monies obtained from these solicitations should be deposited in a fund dedicated to supplemental support of the International Student Exchange at

the local level, and disbursed appropriate to identified Exchange needs. These disbursements should be managed by the local ICD component.

B. Allocation of Funds to Support International Student Exchanges.

1. National Level.

a. The allocation of funds from the national level to provide primary support of an Exchange is limited by the number of approved requests received at the national level and the funds available for disbursement at the time of the request. Requests will be honored in the order received. Requests are reviewed and approved or denied by the national level International Student Exchange Committee;

b. Requests directed to the Chairperson of the International Student Exchange Committee for fund allocations to a local level Exchange must come from the District Regent.

c. Requests for support of the students who will participate in an International Student Exchange is based upon the following allocation per student:

- 1) Airfare – not to exceed \$1200 USD
- 2) Personal Expenses - \$300 USD

d. For a reciprocal Exchange with a foreign dental school, funds should be requested for both the US Exchange student and the foreign Exchange student. For example, if there are two students from a US dental school participating in the Exchange, then support should be requested for four students.

2. Local Level.

a. The allocation of funds solicited and maintained at the local level should be disbursed for local supplemental support of activities in which the local ICD component is involved,

b. The ICD local component should review requests for funds and authorize their appropriate disbursement.

VIII. Post Exchange Review.

A. Students from dental schools participating in the International Student Exchange have opportunities for professional and cultural educational experiences. They have an obligation to provide a written report with photographs of their Exchange experiences to their parent dental school and the local ICD component, which will forward copies to the District Regent and the International Student Exchange Committee. An archival record of the report will reside in the

Headquarters of the ICD USA Section. Oral presentations to assemblies of faculty, students, and local ICD Fellows are excellent media for communication of their experiences and encourage interest in and support for future ICD Exchanges.

B. Written and oral reports should include mention of all Exchange activities, with emphasis on the following:

1. The mission, organization, tuition, curriculum, facilities, technology, teaching methodologies, patient services, requirements for graduation from the visited foreign dental school, and professional career opportunities for graduates;

2. Student organizations, student body diversity, student lodging, student support services;

3. Oral Health Status of population in country visited (DMFT rates, etc.);

4. Dental care organization in the country visited; the governmental and private financing of dental care; availability and accessibility of oral health services; needs, demands, and utilization of oral health services;

5. Visits to dental practices to observe facilities, staffing, dental equipment and materials, the manner of care delivery, and methods of financial reimbursement of practitioners for patient services;

6. Historic and cultural sites visited, and their contribution to the overall Exchange experience;

7. Hospitality accorded Exchange students by ICD Fellows and other sponsors in the country visited;

8. Personal student critique of Exchange experience; impact upon exchange student's education in parent dental school; and, perception of impact upon the student's future professional activities in the global community.

**International College of Dentists USA Section
International Student Exchange**

Appendix A

Implementation Schedule

- 1. Mid-November of Academic Year (1 July-30 June) preceding Academic Year of proposed Exchange:**
 - a. Local ICD Component Chairperson meets with Dean of US Dental School and secures Dental School participation in the International Student Exchange Program; Dean appoints Dental School's Faculty Coordinator;**
 - b. Local ICD Component Chairperson informs District Regent and National Level International Student Exchange Committee of proposed Exchange and receives approval to proceed with Exchange implementation;**
 - c. Local ICD Component requests and secures approval and commitment of funds for primary support of proposed Exchange from the National Level International Student Exchange Committee.**

- 2. End of February of Academic Year Preceding Academic Year of proposed Exchange:**
 - a. Dean of US Dental School secures participation of foreign dental school in International Student Exchange;**
 - b. Local ICD Component informs District Regent and National Level International Student Exchange Committee.**

- 3. End of March of Academic Year preceding Academic Year of Exchange:**
 - a. Deans of participating dental schools establish mutually acceptable dates for the reciprocal student Exchange;**
 - b. Dean of US dental school informs local ICD Component, District Regent, and National Level International Student Exchange Committee.**

- 4. End of April of Academic Year Preceding Academic Year of Exchange:**
 - a. Students of appropriate class year are invited to apply for participation in International Student Exchange, in writing from dental school dean or dean's designated representative;**
 - b. Student applications due by end of May.**

- 5. End of June of Academic Year preceding Academic Year of Student Exchange:**
 - a. Selection Committee reviews student applications and selects awardee(s);**
 - b. Awardee(s) informed of selection by Dean of dental school or designated representative by end of June.**

- 6. Sixty (60) days prior to Exchange in New Academic Year:**
 - a. Dental school's Faculty Coordinator provides awardee(s) complete orientation to details and requirements of the Exchange;**
 - b. Travel itinerary information for US and foreign Exchange students exchanged with participating dental schools.**

- 7. Sixty (60) to ninety (90) days prior to receipt of Exchange students(s) from participating foreign dental school:**
 - a. Dental school's Faculty Coordinator prepares Exchange agenda for visiting foreign student(s) in association with participating dental school and local ICD Component;**
 - b. Dental school's Faculty Coordinator coordinates implementation of all planned Exchange activities with dental school faculty, students, and the local ICD Component;**
 - c. Dental school's Faculty Coordinator submits planned Exchange agenda to administration of foreign dental school for review/comment/acceptance, and requests planned agenda for US Exchange student(s).**

- 8. Following student(s) return from Exchange experience:**
 - a. The Dental School Faculty Coordinator receives a written report of the Exchange to include photographs from the US Exchange student(s) not later than 60 days following return from the foreign dental school; copies of the report are provided to the participating dental school, the local ICD Component, the District Regent, and the International Student Exchange Committee;**
 - b. All recipients of the Exchange student report review and render a critique to serve as an assessment of the Exchange and its contribution to the global professional and cultural enrichment of dental education.**

**International College of Dentists USA Section
International Student Exchange**

Appendix B

**US Institution Letter of Intent
(Example)**

(Date)

**Dr. _____, Chairman
International Student Exchange Committee
International College of Dentists USA Section
(Address)**

Dear Dr. _____:

In a recent meeting with Dr. _____, a Fellow of the International College of Dentists, I was apprized of the exceptional opportunity for professional and cultural curricular enrichment afforded Dental Students of the Junior Class by participation in the ICD USA Section's International Student Exchange.

This appears to be a very beneficial complement to curricula of the 21st Century as it enhances student preparation for contribution to oral health in the global community. I am pleased to inform you that I wish to provide this opportunity to Junior students of the School of Dentistry, the University of _____, and I look forward to our collaboration with the USA Section of the International College of Dentists in this endeavor.

I have reviewed the Manual for Program Organization and Implementation and find that it provides the guidance necessary for initiation of a student exchange, in association with the local International College component. I do not anticipate any difficulty in fulfilling the objectives, requirements, and expectations of the International Student Exchange as presented in the Manual.

Thank you for bringing this opportunity to my attention. I expect there will be a high level of interest among the student body.

Sincerely,

(Signature)

Name

Dean

**International College of Dentists USA Section
International Student Exchange**

**Appendix C
Foreign Institution Letter of Intent
(Example)**

(Date)

Dean _____
School of Dentistry
University of _____
(Address)
(Country)

Dear Dean _____:

Thank you for your kind letter inviting the participation of Junior year equivalent students from my institution in a reciprocal International Student Exchange. I am pleased, indeed, that the USA Section of the International College of Dentists provides such an opportunity for the professional and cultural enrichment of dental students, as it does much to prepares them for the challenges and opportunities that await them in the future.

I will be pleased to participate in this exchange with the School of Dentistry and I look forward to its initiation. I know there will be considerable interest among our students.

I appreciate your sending me the ICD USA Section's Manual for Program Organization and Implementation. It provides the information necessary for commencing this project and I am sure that we will be able to fulfill its objectives, its requirements, and its expectations.

Regards,

(Signature)
Name
Dean

**International College of Dentists USA Section
International Student Exchange**

Appendix D

**US Student Letter of Application
(Example)**

(Date)

**Dean or Other Designated Representative of Dental School
Dental School, University of _____
Street Address
City, State**

Dear _____:

I wish to apply for participation in the ICD USA Section International Student Exchange opportunity described in the letter of invitation sent to my class.

I am member of the Sophomore class, in good academic standing and I anticipate advancing to the Junior class at the end of the current Academic Year.

I am particularly interested in this opportunity for professional and cultural enrichment of my dental education because of my keen interest in global health and the many international opportunities that may be available to my generation of oral health practitioners in the years to come.

I believe this opportunity will contribute to my dental education and my professional future for the following reasons (personal statement in support of application).

If selected for the ICD USA Section International Student Exchange, I am aware that I must fulfill the expectations of those who have selected me for this opportunity , the organizations they represent, and the State and Nation in which I live, and I will accept this responsibility without reservation.

Sincerely.

**(Signature)
Name of Applicant
Dental Student, Sophomore Class**

**International College of Dentists USA Section
International Student Exchange**

Appendix E

USA Section Archival Library Record*

Local USA ICD Component _____

Component Chairperson _____

Address _____

Phone _____ **Fax** _____

Email _____

US Dental School _____

Faculty Exchange Coordinator _____

Number of Students Exchanged _____ **Dates of Student Exchange** _____

Address _____

Phone _____ **Fax** _____

Email _____

Foreign Dental School _____

Number of Students Exchanged _____ **Dates of Student Exchange** _____

Faculty Exchange Coordinator _____

Address _____

Phone _____ **Fax** _____

Email _____

Comments _____

***USA Section Archival Library Record to be submitted to Registrar, USA Section,
International College of Dentists, 51 Monroe Street, Ste. 1400, Rockville, MD 20850**