



Admission and recognition regulations according to VAE for the part-time postgraduate study programs of the

University for Digital Technologies in Medicine and Dentistry

in Luxembourg

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DTMD University for Digital Technologies in Medicine and Dentistry has issued the following admission and recognition regulations for its part-time postgraduate programs:

1. DTMD University for Digital Technologies in Medicine and Dentistry is committed to the qualifying recognition of skills and abilities acquired within and/or outside the formal education system, as well as competency-based professional qualifications.
2. When admitting students to a program of study or recognizing their personal competencies (gender- and inclusion-responsive in the broadest sense), DTMD University pursues a deliberate paradigm shift from an input to an outcome approach and consistently bases its admission and placement on learning outcomes rather than formal qualifications, regardless of where and how these were achieved. The focus of placement is on analyzing what skills, abilities, and knowledge potential participants in a DTMD University program have actually acquired.
3. All professional and extra-professional activities can be the subject of a qualifying recognition of acquired competences according to the VAE procedure ("Validation des Acquis de l'Expérience"), under the general condition that the training and/or professional activities have been either continuous or interrupted for at least 3 years (5,000 hours) and are related to the (new) educational degree sought at DTMD University, especially the Master of Science. The aim of the VAE process is to assess and recognize diverse professional as well as non-professional competencies acquired over the course of a lifetime in various fields.
4. Successfully completed structured curricular continuing education measures of the medical and dental associations as well as other medical and dental professional and professional organizations are also recognized and credited according to the VAE procedure. The DTMD University Examination Committee regularly determines which continuing education measures are to be taken into account and how. In total, however, a maximum of 25% of the credits required for a Master's degree can be achieved via a recognition decision by the DTMD University Examination Board.
5. The VAE procedure at DTMD University is open to all those interested in an educational measure at DTMD University, regardless of age (work-related and/or educational experience is taken into account from the age of 18), level of study or previous professional career. In contrast to state procedures for the qualifying recognition of acquired competencies, which can lead to the issuance of master's degrees, diplomas and certificates, DTMD University's UAE procedure opens the door for candidates to enter a master's program, to enter a higher semester of a master's program or to be exempted from certain courses of a program at DTMD University. In this sense, the UAE makes it possible to shorten educational careers by awarding credits (ECVET according to the Bruges/Copenhagen process or ECTS with regard to the Bologna process) for individual program modules. Certificates, diplomas or titles are not acquired in the process.

6. The respective doctoral regulations apply to the doctoral studies of the DTMD University. According to §§ 6 Para. 2 and 7, admission to the doctoral procedure by way of aptitude testing can be granted to those who have obtained a Bachelor's degree in a course of study in the field of the doctorate at a German or foreign university with an overall grade of "very good" and who can expect outstanding doctoral results. The examination board and the rectorate of DTMD University must be consulted beforehand.

Candidates without a master's or bachelor's degree, but with at least five years of clinical practice and exceptional practical skills and experience, may be admitted to the doctoral program by the following route: They apply to the examination board of the DTMD University for equivalency with the bachelor's degree and go through a DTMD master's degree with an overall grade of "good". On the basis of this master's degree, they are entitled to apply for admission to doctoral studies. The successfully completed Master's degree means that the applicants can be placed directly into the 2nd year of the doctorate, because their Master's thesis can be recognized as the exposé of the doctorate (= completion of the 1st year of the doctorate).
7. Credit for learning results in the exemption from participation periods and/or from credits in a study program. Learning outcomes from formal, non-formal or informal learning processes can be credited. Credit for informally acquired learning outcomes is generally awarded via individual proof of competence, e.g. via evaluation or assessment interviews.
8. Individual crediting of learning outcomes, experiences and competencies is carried out by the DTMD University Examination Board. This reports to the President's Office and is chaired by the President or the Associate Dean for Teaching. The individual evaluation and assessment interviews are conducted by two university lecturers, with the primary aim of determining whether the candidate is expected to have a good chance of successfully completing the course of study on the basis of his or her previous educational and professional biography and his or her motivation to study. Minutes must be kept of the VAE colloquium.
9. The first step in a VAE recognition process is usually the determination of competencies, which is requirement- and/or development-oriented. The lecturers conducting the interview must inform the candidates in detail about the methodological and professional requirements as well as the workload of the planned study program and ensure that applicants are fully aware of the demands and burdens associated with an apprenticeship or part-time study program.
10. As a rule, learning outcomes from formal learning processes are recognized on an individual basis. In exceptional cases, blanket recognition is also possible. The latter is particularly the case when crediting modalities are contractually agreed for courses in different education systems.
11. The results of the VAE colloquia shall be communicated to the applicants immediately after the interview. Within 14 days, the applicant will receive a written

Confirmation with the invitation to apply for a study place. In the event of a rejection, the applicant has the right to file a substantiated appeal with the Examination Office. This must be submitted in writing to the Examination Office no later than 14 days after notification of the rejection (day of the colloquium). The examination board decides on the objection and, if necessary, invites the applicant to a new interview.

12. The following documents must be submitted for the VAE application (online application, as pdf files):
 - a) A fully completed UAE application with date and signature.
 - b) Valid official identity document.
 - c) Recent photograph in passport photo format and quality.
 - d) Training and employment contracts to be invoked as requirements for proof of competence.
 - e) A qualifying overview of professional competencies acquired through own activities.
 - f) For documents that are not available in German, French or English, a translation by a sworn translator in German, French or English must be submitted.
 - g) Evidence of advanced language skills in German and English.
13. The following documents must be submitted in digital form by lateral entrants for admission to the program at DTMD University or for placement in a higher semester:
 - a) the most recent enrollment certificate from a state-recognized and accredited university in Germany or abroad, showing the number of semesters of study and university semesters. The certificate of enrollment must refer to the subject for which a candidate is applying. A missing certificate of enrollment for the desired subject will result in rejection of the application. Official recognition in a country of the European Higher Education Area must be available for the study program in question.
 - b) A transcript of records showing the subject- or module-related credit points achieved (ECVET or ECTS credits) for the modules for which recognition is requested.
 - c) A record of student workload in the subjects or modules for which credit is sought.
 - d) Possibly evidence of extracurricular or other achievements relevant to subject-specific selection and placement procedures (after consultation with the examination office).
 - e) Proof(s) of completed vocational training(s) or activity(ies).
 - f) Evidence of advanced language skills in German and English.
14. Any application for hardship must be accompanied by a detailed statement of reasons and supporting documents.
15. If there is a bilateral agreement between a domestic or foreign partner educational institution and DTMD University for the recognition of services rendered at this educational institution, applicants of this educational institution will be notified with the application.

Upon admission to the DTMD, the student is automatically exempt from certain credits and/or admitted to a higher semester at the DTMD.

16. After submission of the complete application documents, the VAE Commission or the Examination Office will arrange a colloquium date with the applicant, if required.
17. For holding a UAE colloquium, DTMD University may charge the applicant a fee corresponding to the total administrative effort for the procedure in preparation, organization and follow-up. The fee is to be broken down into individual items.

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Prof. Dr. André Reuter
Rector and founder of DTMD University