



Enrollment regulations for the part-time postgraduate continuing education programs of the

DTMD University for Digital Technologies in Medicine and Dentistry

Château de Wiltz,
Luxembourg

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Preamble

The DTMD University for Digital Technologies in Medicine and Dentistry, located in Wiltz Castle/Luxembourg, offers postgraduate in-service study programs for physicians, medical assistants, dentists and dental technicians, both on its own and in cooperation with renowned international colleges and universities. In addition, it conducts curricular continuing education courses for medical professionals and dental technicians.

The DTMD's university study programs focus primarily on postgraduate, evidence-based in-service training with an emphasis on future-oriented digital technologies for medicine and dentistry, on special continuing education modules in digitization for dental technicians, and on digital hygiene management in health care and nursing.

All of DTMD University's continuing education programs recognize that data-based computational medicine will significantly change the future of medical teaching, research, and care and therefore give priority to digital innovations in the health disciplines.

The start of studies for all students at DTMD University begins with matriculation. Matriculation or enrollment at DTMD is a prerequisite for using the university's facilities. This includes, among other things, participation in courses and university examinations as well as the use of the DTMD University online campus. By registering a person in the matriculation register (master roll), the university administration effects the admission of a person as a student and as a member of the university.

The Presidential Board of DTMD University has issued the following enrollment regulations. These regulations are valid in their current version as soon as they have been published on the online campus of DTMD University.

1. The modularization of DMDT University's degree programs in accordance with the Bologna requirements is specifically designed to provide a European training and in-service training program with sustainable practical relevance. It is primarily aimed at professionals from the healthcare and nursing sectors.
2. The study programs of the DTMD University are free of admission, i.e. there are usually no further special requirements beyond the general job-related admission requirements. If, in the event of capacity bottlenecks due to excessive enrollment, the university cannot guarantee that students will be taught in small groups of max. 30 persons, the DTMD Examination Office may, at the request of the Presidential Board, prescribe special admission modalities such as selection interviews, internships or a study aptitude test as selection criteria.

3. Enrollment takes place at the DTMD University Registrar's Office. As soon as the confirmation of enrollment is received, students are listed in the university register. At the same time, an online record sheet is created for each student (m/f/d). This serves as an overview of the modules to be taken in the individual semesters and study sections and provides access to the respective semester plan.
4. In order to be able to enroll at DTMD University, it is a prerequisite that no obstacles to enrollment exist, including a certificate of licensure, confirmation of a completed education or apprenticeship, and proof of at least three years of professional practice. Students who do not meet these requirements can only be admitted as guest students.
5. In justified exceptional cases, the university may allow individual potential students to participate in courses and examinations prior to admission. The associated study periods and examinations taken will be recognized upon application.
6. The procedure for enrollment, re-registration, leave of absence, exmatriculation, and admission as a guest student or part-time student, including deadlines and retention periods for documents relevant to evidence of a degree or examination, are governed by DTMD University's framework examination regulations.
7. The deadlines specified in the application procedure must be met. Failure to meet the deadline will result in non-admission to the program. After submission of the complete application documents and receipt of the tuition fees for the first study period, applicants will receive a written confirmation by mail with, among other things, the following information: Start of semester, chosen course of study and matriculation number. The student ID card, which serves to identify the student, and the access data for the online campus of the DTMD will be sent by separate mail. For the creation of the student ID card, a portrait photo must be uploaded in digital form under "Personal data" in the online area of the DTMD University homepage. The enrollment certificate can be downloaded later in PDF format in the online area of DTMD.
8. A copy of the bank statement or transfer voucher for the tuition fees or semester fees/fees must be enclosed with the application for studies. In the case of transfers from abroad, care must be taken to also transfer the bank charges incurred. Enrollment will not take place until the specified amount has been received in full in the account of DTMD SARL, (Rue du Château, LU-9516 WILTZ) with BCEE (IBAN: LU04 0019 5055 1668 3000; BIC: BCEELULL) and all other requirements have been met.
9. The following documents must be submitted for application to the first semester:
 - a. A complete printout of the application for admission (PDF printout of the online application) with date and signature.
 - b. A copy of a valid official identity document.
 - c. Two recent photographs in passport photo format and quality.

- d. Appropriate proof(s) of completed professional training(s) or activity(ies), such as license to practice.
 - e. Appropriate evidence of actual professional activity.
 - f. Evidence of advanced language skills in German and English.
 - g. For certificates that are not available in German, French or English, a translation by a sworn translator in German, French or English must be submitted.
 - h. The following additional documents must be submitted by transfer students and/or transfer students applying to a higher semester:
 - A current certificate of enrollment from a state-recognized and accredited institution of higher education showing the number of semesters of study and higher education. The enrollment certificate must relate to the subject for which a candidate is applying. Failure to provide a certificate of enrollment in 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 in question.
 - A transcript of records showing the subject- or module-related performance points (ECVET or ECTS credits) achieved for the modules for which recognition is requested.
 - A record of student workload in the subjects or modules for which credit is sought.
 - i. Candidates from a partner university of DTMD University may be considered for other requirements for a change of university location. You can possibly change without any special requirements.
10. A request for hardship must be accompanied by a detailed statement of reasons and supporting documents.
11. With their enrollment, students acknowledge that they have no claim to the performance of the course by a particular lecturer. These can be determined or exchanged by the university depending on the availability of the lecturer or the curricula. Legal recourse is excluded in this respect.
12. The submitted documents become the property of DTMD University and will not be returned.

Luxembourg, November 20, 2019



Prof. Dr. André Reuter University
President