

## **Admission and Recognition Regulations according to VAE for Master's programmes at DTMD University**

**Last updated: 15 September 2017**

The DTMD University for Digital Technologies in Medicine and Dentistry has issued the following admission and recognition regulations for its Master's programs:

1. The DTMD University for Digital Technologies in Medicine and Dentistry commits itself to the qualified recognition of skills and abilities acquired within and/or outside the formal education-system as well as competence-based professional degrees.
2. When admitting a student to a course of study and/or recognising personal competences, DTMD University pursues a targeted paradigm shift from the input to the outcome approach and consistently orients its admission and assessment towards learning outcomes rather than formal qualifications, irrespective of where and how these have been achieved. The focus of the assessment is on analysing what skills, abilities and knowledge a potential participant in a DTMD University Master's course has actually acquired.
3. All professional and/or extra-professional activities may be subject to a qualifying recognition of acquired competences according to the VAE (Validation des Acquis de l'Expérience) procedure, provided that the training measures and/or the professional activities have been either continuous or intermittent for at least 3 years (5,000 hours) and are related to the (new) Master of Science degree to be obtained at DTMD University. The aim of the VAE procedure is the assessment and recognition of various (professional) competences acquired over the course of one's life in various fields.
4. Successfully completed structured curricular further education measures of the Medical and Dental Chambers as well as other medical and dental professional and state organisations are also recognised and credited according to the VAE procedure. The DTMD Examination Commission regularly determines which training measures are to be considered and how. In total, however, a maximum of 25% of the credits required for a Master's degree can be obtained via a recognition decision of the DTMD Examination Commission.
5. The VAE procedure at DTMD University is open to all those interested in a DTMD training measure, regardless of their age (professional and/or educational experience is taken into account from the age of 18), academic level or previous professional career.

6. In contrast to state procedures for the qualifying recognition of acquired competences, which can lead to the issue of master's certificates, diplomas and certificates, DTMD's VAE procedure only allows candidates access to the Master's programme, entry into a higher semester of a Master's degree or exemption from certain courses of a degree programme at DTMD University. In this sense, the UAE makes it possible to shorten training careers by awarding or crediting credits (ECTS) for individual programme modules. No certificates, diplomas or titles can be obtained.
7. The crediting of learning outcomes leads to the exemption of participation times and/or of credits in a study programme. Learning outcomes from formal, non-formal or informal learning processes can be taken into account. Informally acquired learning outcomes are generally credited by means of individual proof of competence, e.g. evaluation and/or assessment interviews.
8. Individual credits of learning outcomes, experiences and competences are carried out by the examination commission of the DTMD University. It reports to the Presidium and is headed by the President or the Prorector Teaching. The individual evaluation and assessment interviews are conducted by two university lecturers. The primary aim is to determine whether the candidate has a good chance of successfully completing his or her studies on the basis of his or her educational and professional biography to date and the motivation he or she needs to demonstrate. Minutes shall be taken of the UAE Colloquium.
9. The first step in a UAE recognition procedure is usually the identification of competences, which are carried out in a demand- and/or development-oriented manner. The lecturers who conduct the interview must inform the candidates in detail about the methodological and technical requirements as well as the workload of the planned study programme and ensure that applicants are fully aware of the requirements and burdens associated with an in-service training-programme.
10. Learning outcomes from formal learning processes are usually credited individually. In special exceptional cases a pauschale recognition is also possible. The latter is particularly the case when contractual credit modalities are laid down for courses in different education systems.
11. The results of the UAE colloquia must be communicated to the applicants immediately after the application. Within 14 days the applicant will receive a written confirmation with the request to apply for a place. In the event of a rejection of the decision, the applicant has the right to a substantially substantiated objection at the Examination Office.
12. The following documents must be submitted for the UAE application:
  - a) A complete printout of the UAE application (PDF printout of the online application) with date and signature.
  - b) A copy of a valid official identity document.
  - c) Two recent photos in passport photo format and quality.
  - d) An officially certified copy of all training and employment contracts that are to be used as a prerequisite for proof of competence.
  - e) A qualified overview of the professional competences acquired through one's own activities.

- f) For documents that are not available in German, French or English, a translation by a sworn translator into German, French or English must be submitted.
  - g) Proof of further language skills in German and English.
13. The following documents must be submitted by lateral entrants for admission to studies at DTMD University or for placement in a higher semester:
- a) the last certificate of enrolment from a state-recognised and accredited higher education institution in Switzerland or abroad, indicating the number of semesters of study and higher education. The matriculation certificate must refer to the subject for which a candidate is applying. A missing matriculation certificate of the desired subject leads to the rejection of the application. The studies in question must be officially recognised in a country of the European Higher Education Area.
  - b) A certificate of achievement, from which the achieved performance points (ECTS credits) for the modules for which recognition is applied for are shown in relation to the subject or module.
  - c) Proof of the student workload in the subjects or modules for which recognition is requested.
  - d) Possible evidence of extracurricular or other performance relevant to specific selection and grading procedures (after consultation with the Examination Office).
  - e) Proof(s) of completed vocational training(s) or activity(s).
  - f) Proof of further language skills in German and English.
14. Any application for hardship must be accompanied by a detailed statement of reasons and supporting evidence.
15. If a bilateral contract exists between a domestic or foreign partner educational institution and DTMD University for the recognition of services rendered at this educational institution, applicants from this educational institution are automatically exempted from certain credits and/or admitted to a higher semester at DTMD with the application for admission to studies at DTMD.
16. The submitted documents become the property of DTMD University and will not be returned.
17. After submission of the complete application documents, the UAE Commission or the Examination Office will arrange a colloquium appointment with the applicant, if required.
18. The DTMD University may charge the participant a fee for holding a UAE Colloquium.

Luxembourg, 15 September 2017



Prof. Dr. André Reuter  
university president