

Enrollment FAQ's – 2017 - 2018

➤ DENTISTRY degree

ENROLLMENT PROCESS 2017-2018

1. BASIC INFORMATION

- Academic year dates
 - o First year subjects: 18 September
 - o 2nd year subjects: 14 September
- ONLINE enrollment link:
 - https://app.uem.es/Matricula/servlet/uem.prematricula.ServletPool?prematriculaInformacionGeneral=a&codCampus=MAD&_ga=2.3607344.1464056674.1498475114-1060342904.1495206275
- Enrollment modification link:
 - https://app.uem.es/InstanciasWeb/Entrar.do?_ga=2.29165628.1464056674.1498475114-1060342904.1495206275

2. ENROLLMENT REQUIREMENTS

In order to Access the online enrollment platform, you should:

Para poder acceder a la plataforma online de matrícula es imprescindible:

- Have received all your grades (without a *) on your academic record
- Have paid the reservation fee

Each Student will have to enroll complying with the following periods:

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3. GENERAL NORMS FOR ENROLLMENT

- It is **COMPULSORY** to enroll all the pending subjects from previous years.
 - Idioma Moderno subject included
- You **CANNOT** register in subjects that are overlapping
 - If you enroll a subject overlapping other, the subject will automatically be cancelled by the Academic Coordinator.
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- Any subject enrolled in the wrong group (for example if clinic subjects do not correspond to the theoretical one) will be cancelled by the Academic Coordinator
- The subjects cancelled by the Academic Coordinator can be registered again during the first enrollment modification period depending on the available seats.
 - The modification period will go from the 13th to the 24th of September.
 - Once the enrollment modification period over, **WE WON'T ACCEPT ANY NEW MODIFICATION.**
 - **You cannot modify the clinic groups.**
- You can register a minimum of 30 ECTS and a maximum of 72 ECTS per year.

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4. WHEN SHOULD YOU ENROLL?

We have organized two different enrollment periods, one for students with pending subjects in July and one for those without any resit.

Students with **NO** resit in the July Extraordinary Call or SAI

4 - 6 July	ONE to ONE
8 - 17 July	ONLINE

Any enrollment requested **out** of the **dates** marked as **ONLINE** will be **automatically denied**

NO ENROLLMENT

18 - 26 July

Those students that enroll **CLINIC LESSONS (4th and 5th year)** must do their enrollment **before** **August the 29th** to be able to choose the clinic group. After this deadline, the group will be preassigned by the Academic Coordinator.

Students with **AT LEAST ONE** resit in the July Extraordinary Call or SAI

27 July - 30 July	ONLINE
31 July	ONE to ONE
1 August - 3 September	ONLINE
5 - 6 September	ONE to ONE
7 - 8 September	ONLINE

If you want to know the difference between online and face to face enrollment, go on Reading!

- **FACE TO FACE ENROLLMENT**

- You will have to request an appointment in order to do your face to face enrollment at the university in one of our computer rooms with the Registration team and your Academic Coordinator
- To request an appointment:

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- Click on the following link and choose your day and time:
<http://valencia.universidadeuropea.es/solicitud-de-matricula-tutorizada-de-odontologia>
- THE SYSTEM WILL ONLY ALLOW YOU TO REQUEST AN APPOINTMENT 48H IN ADVANCE
- In your request you have to indicate your academic number and your email.
- Please have a look at the timetable prior to coming to the appointment. If you have any doubt, don't hesitate to contact your Academic Coordinator.

- **ONLINE ENROLLMENT:**

- If you do the online enrollment, you will be able to do it anywhere with your computer.

- **ENROLLMENT MODIFICATION PERIOD**

- **Official dates:**
 - 1st semester: from the 13th to the 24th of September 2017
 - 2nd semester: from the 29th of January to the 9th of February 2018
- If you want to know the criteria that you should follow in order to be able to request an enrollment modification, please read our FAQs document (Chapter 1.B) or click on <http://valencia.universidadeuropea.es/soy-alumno-uev/atencion-al-estudiante/matriculacion-y-modificacion-de-matricula>

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5. GROUP CODES

3.1 Theoretical groups

	Grado en ODONTOLOGÍA Docencia en ESPAÑOL	Grado en ODONTOLOGÍA Docencia en INGLÉS	Grado en ODONTOLOGÍA - Inglés Docencia en INGLÉS
1º	M11+M12 M13+M14 T11+T12 T13+T14	M15 M16	M11+M12 M13+M14
2º	M21+M22 M23+M24 T21+T22 T23+T24	M25	M21+M22+M23+M24
3º	M31+M32 T31+T32	M33+M34	
4º	M41+M42 M43+M44	T41+T42	
5º	M51 M52	T51	

3.2 Theoretical groups that are compatible with different academic courses

	Grado en ODONTOLOGÍA Docencia en INGLÉS	Grado en ODONTOLOGÍA - Inglés Docencia en INGLÉS
1º+2º	M15 // M25 M16 // M25	M11+M12 // M21+M22+M23 M13+M14 // M21+M22+M23
2º-3º	M25 //M33+M34	
3º-4º	M33+M34 //T41+T42 (OJO PRACTICAS!!)	

3.3 Theoretical and Clinic groups (4º y 5º)

THEORY GROUPS	PRACTICAL GROUPS	THEORY GROUPS	PRACTICAL GROUPS
M41+M42	M4A	M51	M5A
	M4B		M5B
	M4C		M5C
M43+M44	M4E	M52	M5D
	M4F		M5E
	M4G		M5F
T41+T42	T4A	T51	T5A
	T4B		T5B
	T4C		T5C

6. REQUISITES TO ACCESS YEARS 4 AND 5 ACCORDING TO THE PLAN OF STUDIES:

According to the plan of studies you belong to, the Degree in Dentistry has established several prerequisites for the different 4 and 5 year subjects. Check your prerequisites in the following tables:

ENROLLMENT PRE-REQUIREMENTS	
4TH YEAR ENROLLMENT	
In order to enroll: - “Introducción a la Práctica Clínica de Adultos” - “Introducción a la Práctica Clínica de Infantil” You must:	<ul style="list-style-type: none"> - Have passed 100% of the credits belonging to 1st and 2nd year . - Have passed at least 90% of the credits belonging to 3rd year <p><i>You can only have one 3rd year subjects pending</i></p>

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ENROLLMENT PRE-REQUIREMENTS	
5TH YEAR ENROLLMENT	
In order to enroll Practicum I, Practicum II, TFG I, TFG II y Pacientes especiales you must:	<ul style="list-style-type: none">- Have passed “Introducción a la Práctica Clínica de Adultos” e “Introducción a la Práctica Clínica de Infantil” from 4th year- Have passed 100% of the credits belonging to 1st, 2nd and 3rd year.- Have passed at least 90% of the credits belonging to 4th year <p><i>You can only have two 4th year subjects pending</i></p>
In order to read the Trabajo Fin de Grado :	<ul style="list-style-type: none">- You must have passed “Practicum I and II” and 95% of the credits of the degree (you can only have up to 15 ETCS pending).

7. SPECIAL CONDITIONS TO ENROLL CLINIC SUBJECTS

When a Student enroll a clinic subject, he/she should provide CUO with the following documents:

- **Negative certificate of sexual crimes**
- **A written proof that you have been immunized against Hepatitis B**

Student with clinic subjects from year 4 will received a specific training (organized by the Director of the Clinic and the Academic Coordinator) about their work in the clinic. These training meetings are compulsory and they will take place between the 11th and the 13th of September, prior to the beginning of the academic year.

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CHECK THE CLINIC GROUPS CORRESPONDING TO THE THEORETICAL GROUPS (see section 3.3)

The group selected will apply during both Semesters i.e. you should choose the same group for S1 and S2.
You have to enroll in the same group for Adults and Children making sure that it is compatible with Clinic subjects (practical subjects) and the theoretical ones.

Group timetables for Clinic groups (CUO) can be seen on our webpage:

<http://valencia.universidadeuropea.es/soy-alumno-uev/informacion-academica/horarios>

Students in the Dentistry degree that wish to enroll clinical practices must have passed a B1 level of Spanish test. Failing to demonstrate that level will prevent students from enrolling the clinic subjects.

You cannot enroll part II of any practical subject if you have not passes part I

Clinic practices from years 4 and 5 can be done within the same Academic Year.

8. 5th YEAR ELECTIVE SUBJECTS

Students have to enroll elective subjects for a total of 12 EXTS.

During year 5, the following elective subjects will be offered:

ELECTIVE SUBJECTS	ECTS	Semester
Ergonomía y organización de la consulta	3	1 ST y 2 ND
Idioma Moderno Avanzado	3	1 ST y 2 ND
Implantología Avanzada	3	1 ST y 2 ND
Riesgos profesionales	3	1 ST y 2 ND
Estética Dental	3	1 ST y 2 ND
Actividades Universitarias	6	1 ST y 2 ND
Odontología social	3	1 ST y 2 ND

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Warning: before choosing the elective subjects, you must make sure that they are compatible with the theoretical groups (M51,M52, M53, T51, T52) and the practical groups (clinic groups) (check the timetable on the web, theory and practices at CUO)

11. CONTACT PERSON

- Student Services – Dentistry Academic Coordinator: **Ana Pellín Carcelen**
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