

Canterbury College of Natural Medicine



Student Handbook 2010



Canterbury College and Clinic of Natural Medicine

131 Victoria Street
PO Box 4529
Christchurch
New Zealand

PH +64 3 366 0373

FX +64 3 366 5342

E ccnm@ccnm.ac.nz

W www.ccnm.ac.nz

CONTENTS PAGE

WELCOME FROM THE DIRECTOR	4
CCNM INFORMATION	5
COLLEGE STRUCTURE	5
COLLEGE PHILOSOPHY	5
CCNM STAFF	6
COLLEGE ADMINISTRATION STAFF	6
ACADEMIC TUTORS	7
STUDENT SUPPORT.....	9
STUDENT HEALTH SCHEME	9
COUNSELLING	10
EDUCATIONAL KINESIOLOGIST	10
STUDY SUPPORT.....	10
ELIGIBILITY FOR SUPPORT SERVICES	11
GETTING HELP WHEN YOU NEED IT	11
ENROLMENT DETAILS	12
ENROLLING FOR THE FIRST TIME	12
RE-ENROLMENT	12
CHANGING YOUR COURSE OF STUDY	12
WITHDRAWING FROM YOUR COURSE OF STUDY.....	12
TUITION FEES.....	13
COURSE FEES	13
PAYMENT OF FEES	13
LATE PAYMENT OF FEES	14
PUBLIC TRUST - FEE PROTECTION	14
STUDY LINK - STUDENT LOANS & ALLOWANCES	14
MISCELLANEOUS FEES	14
GENERAL INFORMATION.....	15
COLLEGE INFORMATION.....	15
STUDENT INFORMATION.....	15
MESSAGES FOR STUDENTS	17
TEACHING ROOMS.....	17
LIBRARY.....	17
SMOKING.....	18
PETS	18
CAR PARKING.....	18
SECURITY	18
ACADEMIC INFORMATION.....	19
PRE-REQUISITES & CO-REQUISITES	19
ATTENDANCE CRITERIA	19
ACADEMIC ASSESSMENT.....	20
EXAMINATIONS	21
FAILURE TO PASS AN ASSESSMENT	23
HOME PRACTICUM REQUIREMENTS	26
COURSE REQUIREMENTS FOR YEAR 3 STUDENTS	27
ACADEMIC RESULTS	28
COURSE EVALUATIONS	30
INFORMATION FOR STUDENTS WHO DON'T ACHIEVE COURSE REQUIREMENTS.....	30

COURSE ALTERATIONS	30
RESTRICTION ON PROFESSIONAL PRACTICE	30
THE COLLEGE CLINIC	31
CLINICAL PRACTICE	31
PRACTITIONER VISITS	32
CLINICAL ASSESSMENT	32
IF PROBLEMS ARISE IN THE CLINIC	32
TREATING CLIENTS OUTSIDE OF THE CLINIC.....	33
OCCUPATIONAL SAFETY & HEALTH	34
FIRST AID	34
INJURIES AND ACCIDENTS	34
HEALTH & SAFETY POLICY AND PROCEDURES	34
POLICIES & PROCEDURES	35
APPENDIX 1: PRE-REQUISITES & CO-REQUISITES 2010.....	61
CERTIFICATE IN HERBAL STUDIES.....	61
DIPLOMA IN REFLEXOLOGY & RELAXATION MASSAGE	63
DIPLOMA IN CLINICAL HERBAL MEDICINE.....	64
DIPLOMA IN CLINICAL NUTRITION	66

WELCOME FROM THE DIRECTOR

Welcome to CCNM, it's great to have you with us!

Studying natural medicine is not an easy path – it requires passion, dedication and focus on the task at hand – but it is an extremely rewarding one and the staff and tutors here at CCNM are committed to helping you achieve your goals for the coming year.

Whether you are studying with us for the first time or are returning to CCNM to complete your studies, we hope that 2010 is a positive and rewarding time for you; a time when you discover opportunities for personal growth and fulfilment and when you see the academic rewards for your hard work.

The Student Handbook provides you with general guidelines, explanations, and other vital information you about studying at CCNM that you will need during your time here. The Student Handbook should be your first port of call if you have any questions about CCNM policies and procedures, guidelines or general information. However if there is anything that you are unsure of, the Student Services Manager is there to help you.

Best wishes for the coming year,



Diane McCauley

CCNM INFORMATION

College Structure

The College is a private company originally incorporated in 1993.

The College has two Directors, Diane and Mike McCauley. Both work hard to ensure that a high standard of professionalism is the result of all education at the College and in the Clinic.

College Philosophy

The philosophy of the College is:

“To provide students with an environment that stimulates learning and a desire for excellence and professionalism in Natural Medicine.”

Our aim is to achieve this goal by working together in a supportive environment, where individuals - staff and students are valued and respected.

Canterbury College of Natural Medicine recognises the Treaty of Waitangi as significant in fostering desirable relations between the peoples of New Zealand. In this same vein, we at the College and Clinic aim to be responsive to the aspirations, needs, and concerns of Māori students, clients, and staff.

Canterbury College of Natural Medicine has an approved Code of Practice for the Pastoral Care of International Students. This code is a guide to providing services to our foreign students. Please refer to the Policy of Compliance with the Code of Practice for the Pastoral Care of International Students for further information.

CCNM STAFF

College Administration Staff

CCNM Directors:	Di and Mike McCauley Ph: 03 366 0373 di@ccnm.ac.nz
CCNM Manager:	Suzanne Hunt Ph 03 943 0100 suzanne@ccnm.ac.nz
Student Services Manager:	Elizabeth Pullar Ph 03 943 0103 elizabeth@ccnm.ac.nz
Group Leader: Herbal Medicine & Nutrition	Samantha Brown Ph: 03 943 0104 sam@ccnm.ac.nz
Group Leader: Massage Therapy & Reflexology	Sharyn Andrews Ph: 03 366 0373 sharyn@ccnm.ac.nz
Student Administrator:	Michelle Kirton Ph 03 943 0102 admin@ccnm.ac.nz
Student Recruitment Officer:	Kathy Combe Ph: 03 366 0373 kathy@ccnm.ac.nz
Accounts:	Rui Ma Ph: 03 366 accounts@ccnm.ac.nz
Receptionist:	Jenna Reynolds (Mon, Tues, Wed & Thurs 8.30-5.00) Tracey Knowles (Tues, Wed, Thurs 4.30-8.30 & Friday 8.30-5.00) Ph: 03 366 0373 ccnm@ccnm.ac.nz

Appointments are available with all administration staff between 9:00 am - 5:00 pm
Monday-Friday

Academic Tutors

Sharyn Andrews	Massage Therapy Clinical Training
Xanthe Ashton	Reflexology Foot Care Clinical Case Studies
Melissa Barber	Anatomy and Physiology
Valmai Becker	Herbal Manufacturing
Nicci Blaine	Practice Management
Robert Braun	Botany
Peter Brunt	Food and Culture Food as Medicine Food and Politics Food Safety and Toxicity Nutrigenomics Critique of Nutrition Research
Cheryl Cantlon	Special Needs Massage
Anita Roy-Chaudhuri	Environmental Medicine Lifespan Nutrition Phytopharmacology
Nadine Driver	Nutritional Biochemistry Research Skills
Caryl Evans	Neuromuscular Technique Clinical Training Practitioner Skills
Carol Ewington	Clinical Training Special Needs Massage
Julia Fettes	Philosophy of Herbal Medicine Pharmacognosy Critique of Herbal Medicine Research
Patricia Greenhough	Learning Styles
Edi Guzy	Massage Therapy Anatomy & Physiology Interview & Assessment Skills Special Needs Massage Clinical Training
Bev Hair	Communication Skills/Ethics
Angela Hall	Allied Modalities
Robin Havard	Nutritional Biochemistry Nutritional Pharmacology Nutritional Influences on Illness Clinical Training
Emma Jackson	Clinical Training

Prasanna Karunasekera	Pathophysiology Allopathic Prescriptions Differential Diagnosis
Bart Kay	Sports Nutrition
Rebekah Lynch	Botany Aromatherapy
Charles McGrosky	Advanced Sports Massage
Kate McCleary	Clinical Training
Lenette Moore	Bach Flowers
Vicki Pratt	Clinical Training
Elizabeth Schmidt	Biochemistry Pathophysiology
Christine Tuffnell	Herbal Therapeutics
Lynn Wilson	Sports Massage Manikin Workshop
Loris Wysocki	Materia Medica Client Assessment Phytopharmacology
Heather Wright	Manikin Workshop

STUDENT SUPPORT

Student Health Scheme

The Student Health Scheme is provided for Certificate in Herbal Studies, Diploma in Massage, Aromatherapy, Reflexology & Relaxation Massage, Clinical Nutrition and Clinical Herbal Medicine students to use in their current year of study during the academic terms.

Distance students please note the clinic is not available during seminar and exam weeks.

We would like to encourage all students to use the student health scheme. You do not need to be “ill” to visit the Clinic. The idea is to improve and maintain your health and to expose you to other therapeutic approaches to health and well-being.

Treatments offered at the clinic:

Herbal Medicine Consultations	No limit
Massage Therapy or Reflexology	One per month (maximum of 10)*

Check with clinic reception each semester for specific hours for each therapy.

Products from the dispensary are not covered by the Health Scheme however students do receive a 10% discount on products purchased.

* Provided there are student appointments available. Students in clinic have to accommodate the paying client base also.

If massage and reflexology appointments are unavailable in clinic, you can negotiate treatment with students studying in these qualifications and be treated as a Home Practicum client.

Booking an appointment:

All appointments under the Student Health Scheme can be booked at the clinic and you are required to show your student ID card to receive your student discount. Please make appointments either by phoning 366-0373 or by visiting Reception.

If you make an appointment, please keep it. ***If you need to cancel an appointment, 24 hours notice is required*** so we can re-allocate the consultation to another client. If you do not give 24 hours notice of cancellation and this happens a second time within one month this will be counted as your complimentary massage for the month.

Health Scheme for Other Students

Certificate in Natural Health Studies and Certificate in Massage students can access all services provided under the student health scheme at their own cost.

Counselling

The college offers a counselling service to students enrolled in NZQA approved qualifications. Students are entitled to up to six sessions at no charge. Counsellors will use professional judgment if a student requires further sessions.

The College Counsellors can help with:

- Personal conflict
- Conflict resolution
- Advocacy
- Stress

To make an appointment with a Counsellor, please see College Reception. For distance students, appointments can be arranged via telephone where required.

Educational Kinesiologist

All College students are eligible for up to two (2) personal appointments with an Educational Kinesiologist over the duration of their qualification. These sessions must be approved by the Student Services Manager.

For distance students, appointments can be arranged via telephone where required.

To make an appointment with the Educational Kinesiologist, please see the Student Services Manager for contact details.

Study Support

Students who identify or who are identified as being in need of additional academic support are eligible for academic support. Academic support includes but is not limited to:

- Personal tutoring sessions
- Group tutoring
- 'Study buddy'
- Student Study Assistance Contract

Eligibility for Support Services

All students unless otherwise identified are eligible for the student support services as outlined above at any time over the duration of their qualification.

Getting Help When You Need It

If at any point in your studies you start feeling overwhelmed, then you should talk to the Student Services Manager straight away.

It is really important to seek help before your worries start impacting on your studies – there are plenty of support options CCNM can give to help you stay within Course Criteria.

Academic Support

If you need additional support in your academic studies, there are a number of things that you can do:

1. Talk to your class mates – see if they can help you
2. Talk to your tutor after class, or make a time to talk to them
3. Attend any extra tutorials offered (there is a Science tutorial each fortnight)
4. Read the recommended readings – sometimes a different approach helps things ‘click’

If you are still having problems then you can approach the Student Services Manager to arrange:

5. 1-on-1 tutoring in the subject
6. Appointment with Educational Kinesiologist
7. Student Study Assistance Contract

Emotional Support

At times studying can be stressful, especially when unexpected things crop up in your personal life. If you need some support at any point during your time at CCNM you can:

1. Make an appointment to talk with the College Student Services Manager
2. Ask to make an appointment with the Counsellor
3. Access the student health scheme to help manage your stress

ENROLMENT DETAILS

Enrolling for the First Time

You will have received a MOE Enrolment Form with your letter of offer for a place on one of CCNM's qualifications. This Enrolment Form must be returned to CCNM and constitutes the formal *contract* between you and CCNM for the delivery of education as identified on the Form.

In the Enrolment Form you must identify the courses that you are going to complete over the coming 6-month or 12-month period. This is referred to as your Course of Study. When CCNM have been formally advised of your Course of Study, and you have paid the \$250.00 deposit you will be sent an invoice for the fees applicable to the courses you have identified in the Form.

Re-Enrolment

Each time you come to the end of your Course of Study you will be asked to re-enrol, until you reach a point where you have completed the qualification in which you are enrolled.

You are responsible for ensuring that you meet the pre-requisite and co-requisite courses for any course you are enrolling in. For a list of courses and their pre and co requisites, please refer to Appendix 1.

Changing your Course of Study

If you wish to make changes to your Course of Study you must advise the Student Services Manager of the changes within 8 days of the commencement date of the Course of Study in writing in order to be eligible for any refunds relating to the change.

Withdrawing from your Course of Study

If you wish to withdraw from all or part of a Course of Study you must advise the Student Services Manager in writing within 8 days of the commencement date of the Course of Study in order to be eligible for a refund of fees as outlined in the Withdrawal Policy.

The refund for students will consist of all the fees relating to the courses from which you are withdrawing, less \$500 or 10% whichever is the lesser amount.

Please note: After 8 days from the beginning of your course of study a refund of fees will not be considered.

Withdrawing outside the 8 day period:

Should you be choose to withdraw from or be required to withdraw from a Course of Study outside of the 8-day withdrawal period, you will not be eligible for a refund of fees.

This also applies:

- Where a student has been stood-down, suspended or excluded,
- Where a student wishes to transfer to another school,
- Where a student returns home for any reason,
- If the enrolment application is found to be inaccurate in any way and the contract is terminated.

Please note: The college does not have a deferral of study policy any changes to enrolment or withdrawal from course of study must be completed within the first 8 days of your course of study.

TUITION FEES

Course Fees

The course fees for CCNM Courses Fees are set in conjunction with the New Zealand Qualification Authority each year.

You will be invoiced for your course once you have returned your MOE Enrolment Form to CCNM and confirmed your Course of Study as indicated on your MOE enrolment form.. If you are studying part time you will only be charged the fees relevant to your Course of Study.

Payment of Fees

You will be issued an invoice for your course fees once you have returned your Enrolment Form to CCNM. **Your course fees must be paid in full within 10 days of the date of invoice and before you commence your study.**

If you are paying your fees via Student Loan or Training & Incentive Allowance, CCNM must have evidence of your Student Loan or Allowance being approved within 10 days of the date of invoice.

If you enrol late and are invoiced within 10 days of the commencement date of Course of Study, you must pay your fees or provide evidence of an approved Student Loan or Training and Incentive Allowance before the start date of your Course of Study.

Late Payment of Fees

Your fees will be considered late if:

1. Fees are paid later than 10 days from the issuing date of the invoice; or
2. Evidence of a Student Loan or Training and Incentives Allowance is not provided to the College within 10 days from the issuing date of the fee statement; or

Where an invoice for course fees is issued less than 10 days prior to the commencement date of the current academic period:

3. Fees are not paid in full prior to the commencement date of the Course of Study; or
4. Evidence of a Student Loan or Training and Incentives Allowance is not provided to the College prior to the commencement date of the Course of Study.

Late payment of fees, without prior approval from the College may result in a penalty of 10% of the total outstanding fees being added to the account.

Students who have not paid their fees or provided evidence of a Student Loan or Training and Incentives Allowance to the college by the commencement date of the Course of Study will not be permitted to attend class until such time as the outstanding fees have been paid or evidence of a Student Loan or Training and Incentive Allowance provided to the College.

Further delay in payment will result in legal action.

Public Trust - Fee Protection

Canterbury College of Natural Medicine has in place a Public Trust account, which is approved by New Zealand Qualification Authority. This is to meet unused tutorial fees should the college not be able to continue providing tuition. At the time of enrolment you will be issued a Public Trust application form, you are required to initial each page of the form and return to CCNM as outlined in your confirmation of enrolment letter. This is a requirement before you commence your course of study.

Study Link - Student Loans & Allowances

For full information on these, please contact Studylink by email: www.studylink.govt.nz or on freephone 0800 88 99 00.

Miscellaneous Fees

Replacement Fees

Diploma Replacement Fee	\$45.00
-------------------------	---------

Transcript Replacement Fee	\$15.00
Locker Key Replacement Fee	\$10.00
Student I.D. Card Replacement Fee	\$35.00
Photocopy Card Replacement Fee	\$5.00
<u>Resit/ Resubmit Fees</u>	
Resubmit Fee	\$40.00
Resit Fee – Written	\$40.00
Resit Fee – Practical	\$60.00
Late Marking Fee	\$40.00
<u>Other</u>	
Search Fee (academic record files prior to 2006)	\$25.00
Reference Letter (any kind for inactive students)	\$10.00

GENERAL INFORMATION

College Information

Office Hours

The College Reception and Administration Office hours are:

8.30am-5.00pm Monday-Friday

If for any reason the office is closed, a notice will indicate the re-opening time.

Contact Details

College contact details are below:

College Reception phone: 366-0373
College fax: 366-5342
College email: ccnm@ccnm.ac.nz
College website: www.ccnm.ac.nz

Student Information

Telephone/Cell Phones

There is no onsite telephone available to students however if you need to use a phone urgently please ask the administration office. The College expects students will make all necessary phone calls before coming on campus. Cell phones are to be either on silent or turned off during all scheduled classes and exams.

Student ID Cards

These can be used in the community as any other Student ID Cards. ID cards are available to students who are enrolled in NZQA accredited programmes at the College. You should have provided 2 passport-sized photos with your application to the College. One of these will be used for your ID card.

The cost of the card is \$5.00 and payment for this is required before collecting your card from reception.

Students on a full-time course are also eligible for an ISIC Card. The University Students Association, who also provides an information sheet detailing discounts available to students with the card, issues these cards.

To acquire one of these cards you will need a letter from the college verifying that you are on a full-time course.

Photocopy

If you require photocopying to be done please see College Reception, the charge for this is \$0.10 per page. Reception will endeavour to complete your request at the time you visit but please be prepared you may be required to drop your copying off and pick up from reception at a later time. This will however be a same day service.

Locker Hire

Locker keys will be issued to students at the beginning of the year. Locker hire is \$20.00, \$5.00 of this cost will be returned to students at the end of the course of study once keys have been returned to the College. Lockers are given on a first in first served basis so please ensure you see Reception during the first week of semester to secure one.

Student Representation

Students are encouraged to have a student representative for their intake. You should elect a representative to act as liaison with tutors, the Student Services Manager and the College Manager. Once decided please give the names of class representatives to the Student Services Manager. Regular meetings allow students to take an active part in creating the college environment.

Suggestion Box

If you wish to raise an issue of a general nature or offer ideas on improving college administration and communication, please approach College Reception who will ensure the information is passed to the appropriate person. It is always helpful to have suggestions in

writing and also examples if you can provide these also. Students will receive a response to any suggestions.

A suggestion box for general College house keeping and other ideas (not course curriculum) is in the kitchen. The suggestion box is cleared weekly and discussed at weekly administration meetings. A response is made in writing and left on the notice board in the kitchen or responded to in the newsletter.

Notice Boards

The whiteboard outside the kitchen is for day to day college administration notices please ensure you read them as these usually involve all onsite students! The kitchen notice board in the kitchen is for “everything else”, ie: second hand texts, sales, and information on other courses.

It is each student’s responsibility to obtain any information given out in class when they are absent - check with tutors and classmates.

Student Room / Kitchen

This is a place for you to make a hot drink, socialise and take a break between classes. Tea coffee and milo is available, as well as cooking facilities and utensils. A fridge is also provided for your use.

A microwave oven has not been provided. Please refer to the special report on microwave ovens in ‘What Doctors Don’t Tell You’, March 2000, before suggesting the college provides one.

Messages for Students

The student’s name will be written on the whiteboard in the corridor outside the Kitchen. If urgent or in an emergency, the student will be given the message in person. If you would like messages from or about your child/children given to straight away you regardless of content, then please clarify this with College Reception.

Teaching Rooms

You are welcome to use rooms that are not in use for study purposes. If you wish to book a room then please see College reception. Please leave the rooms tidy and organised so that others do not have to spend teaching time re-organising the room. Last one out please turn out the light, close the doors, lock the windows and turn off the heaters.

The Aspen & Rata rooms are located upstairs and the Oak Room is located downstairs.

Library

The College Library is open during from 8.30 am to 5:00 pm Monday-Friday.

Procedures for issuing books are clearly displayed on the library notice board. Please be responsible and follow these procedures. Reference books are held in the Library and may only be used on the premises and by arrangement with the College staff.

All books, tapes, etc., should be returned to the library returns box at reception. If you file returned books on the shelves they will remain issued in your name and you will be responsible for replacing them should they go missing. Notices concerning overdue books will be posted on the notice boards in the kitchen.

The Librarian is Kate McCleary.

The library is for your use. Please treat books, etc., with care and return them promptly. Fines are at a rate of 50 cents per day up to a maximum of two months, thereafter a replacement cost is charged.

Library Borrowing for Distance Students

Distance students who live out of Christchurch may order books through the College Librarian please email or phone Reception if you would like to do this. Ordered books will then be couriered to the student. It is the student's responsibility to courier the books back to the College within the three week borrowing period.

Smoking

Smoking is **not** permitted in the college building, in the side garden, or at the student entrance at the back of the building.

Smokers – if you need to smoke during the day please walk to Hagley Park.

If you want to give up smoking we recommend you make an appointment with the herbal medicine students in the clinic and use massage for stress reduction.

Pets

Pets are not permitted on the College premises.

Car Parking

There is no student car parking available at the college at any time. It is recommended you park around Hagley Park, Bealey Ave, Salisbury Street. Most of these locations are within 5 minutes walking distance.

Security

The College is located very conveniently to both Hagley Park and the centre of town. However this desirable location also comes with a security risk.

Unfortunately, the security risk extends to unattended rooms within the College. If you find that anything has gone missing, please inform College Reception immediately.

In order to ensure the building is secure, please lock doors and windows carefully if required to do so. Please report immediately to administration if you notice anyone hanging about.

Should you need to bring substantial amounts of money into the College or Clinic, Kathy is able to secure it for you during office hours.

ACADEMIC INFORMATION

Pre-Requisites & Co-Requisites

Some of the courses that you will study have pre-requisite and co-requisite courses.

Pre-requisites are courses that you must have completed BEFORE you can take the course in which you are enrolling.

Co-Requisites are courses that you must have completed BEFORE or AT THE SAME TIME as the course in which you are enrolling.

A list of all the pre-requisite and co-requisite courses is available on the CCNM website, at the back of this handbook or from the Student Services Manager.

Attendance Criteria

On-Site Students

You are required to attend **all** scheduled classes at the College; however exceptions will be made in medical or extenuating circumstances. If you are unable to attend a scheduled class, it is expected that you will inform the tutor before class starts, via the College Reception – Phone 366-0373 ext 11.

A minimum of 80% attendance is required for a course in most cases in order for students to successfully meet the criteria for a pass. However there are a number of courses that require 100% attendance. A list of these can be found on page 45 of this handbook.

Students who arrive more than fifteen (15) minutes late to class, without prior notification to the College will be marked absent on the class roll.

Should an absence from class prevent you from sitting an exam, a medical certificate should be obtained to ensure you have an opportunity to resit the exam.

If at any point during your studies, due to a change in circumstances, you feel you are unable to remain within the 80% attendance criteria you should see the Student Services Manager.

Distance Students

Seminar Attendance

Distance students are required to attend **all** seminars connected with their qualification. Non-attendance at the compulsory seminar programme constitutes inadequate completion of a years programme and means you will not meet the course pass criteria.

Any reason for inadequate attendance i.e. less than 100% must be explained to the Student Services Manager in writing.

Tracking for Distance Students

In the first two years of the qualification, students spend most of the year working extramurally. Since the learner's active participation in a distance-learning program cannot be monitored with a "class role sheet" in the conventional way, an alternative procedure has been adopted.

Using "assessment tracking sheets" the lateness of students returned work is recorded, by the Student Services Manager. Any student who does not hand in an assignment on the due date will be contacted by phone and the situation discussed. Students may be required to enter into a Student Study Assistance Contract (SSAC). Continued failure by a student to hand an assignment in on time without prior arrangement with the college may jeopardise their place at CCNM.

Year 3 Clinical Herbal Medicine & Clinical Nutrition Students

The third year of training for you is a combination of on-site attendance and distance learning.

100% attendance at the Clinic Orientation or the Course Seminars, which occur throughout the year, is required. If you miss any of these you must explain your reasons to the Student Services Manager in writing.

90% minimum attendance is expected for Clinic Practice.

Academic Assessment

Each course has a number of assessment items that you must complete in order to pass. Academic assessment is continuous throughout each semester may include a combination of written examinations, assignments, attendance and practical work.

To successfully complete each course, you must pass each assessment to the minimum pass standard.

Examinations

Written Exams & Tests

Mid Semester Exam exams will be scheduled during class time throughout the semester. End of semester exams will be scheduled during the Exam Block at the end of the semester.

It is the students' responsibility to be on time to all scheduled exams and tests. Any student who is more than fifteen (15) minutes late to a scheduled exam or test will not be permitted to enter the exam room and undertake the exam.

An additional 5 minutes per hour will be provided immediately prior to the exam or test for reading of the exam paper. Students are not permitted to write on the paper during this time.

If a student completes the exam prior to the scheduled finish time they will be permitted to leave the room however will not be permitted to re-enter the room. No student will be readmitted to the exam room after they have left, unless during the full period of their absence they have been under complete supervision. No extension of the time allotted for the exam will be given to compensate for lost time.

During the final fifteen (15) minutes of the exam or test, no students may leave the exam room. The exam supervisor will announce to the students when only fifteen (15) minutes remains.

Students will be supervised during all exams or tests.

Off Campus Exams

If you live outside of Christchurch and cannot travel to CCM to sit an exam, you can organise a supervisor and sit your exams off site.

You are responsible for making all arrangements and for meeting all costs associated with completing the exam off-site. For more information you should read the Policy for Distance Exams on page 45 of this Handbook.

Practical Assessment

Students will be assessed by the course tutor and assistant examiner(s) where required. Where there is more than 1 examiner, students will be assigned to an examiner by the course tutor.

Practical assessments will start at the scheduled time as outlined in the course manual or as instructed by the class tutor. It is the students' responsibility to be on time to all scheduled practical assessment. Any student who is more than fifteen (15) minutes late to a scheduled practical will not be permitted to undertake the assessment.

Exam Support

If you have difficulties with exams or have a diagnosed or suspected learning difficulty, please talk to your tutor and Student Services Manager at the beginning of the year, or as soon as it

becomes evident that problems are being experienced. This is very important so that support-work may be implemented in time to help you succeed with your studies.

If you require extra time for an exam or any other special considerations, it must be approved by the Student Services Manager well prior to the scheduled date of an exam or test and supporting documentation of an existing learning disability must be provided.

English as a Second Language

Student for whom English is a second language will be extended an extra 10 minutes per hour for exams and tests. This must be communicated to the tutor by the Student Services Manager well prior to the scheduled date of an exam or test.

Academic Misconduct

The College has a firm policy on academic misconduct. Academic misconduct will not be tolerated under any circumstances and will be dealt with accordingly. Refer to the Policy on Academic Misconduct for further information.

Failure to Sit an Examination

Students who do not attend a scheduled exam, test or practical assessment without prior arrangement with the College in recognition of medical or extenuating circumstances will receive zero marks for the exam.

Medical Certificates

A medical certificate is required for students who do not attend a scheduled exam, test or practical assessment for medical reasons. A medical certificate can be obtained from:

- Your local GP; or
- The Student Herbs Clinic

If you want to get a medical certificate from the Student Herb Clinic, you should:

- Make an appointment with one of the available student practitioners
- Attend the appointment

Where a certificate is issued, you should take it to the Student Services Manager so decisions about extensions or exemptions from course work or exams can be made. Please note, clinic practitioner or tutors are not authorised to make these decision.

Exam Block

Exam block runs for 2 weeks for each diploma at the end of each semester and will follow a 1 week study week. A final exam block schedule will be distributed to students 4 week prior to the commencement date.

Failure to Pass an Assessment

Resits & Resubmits

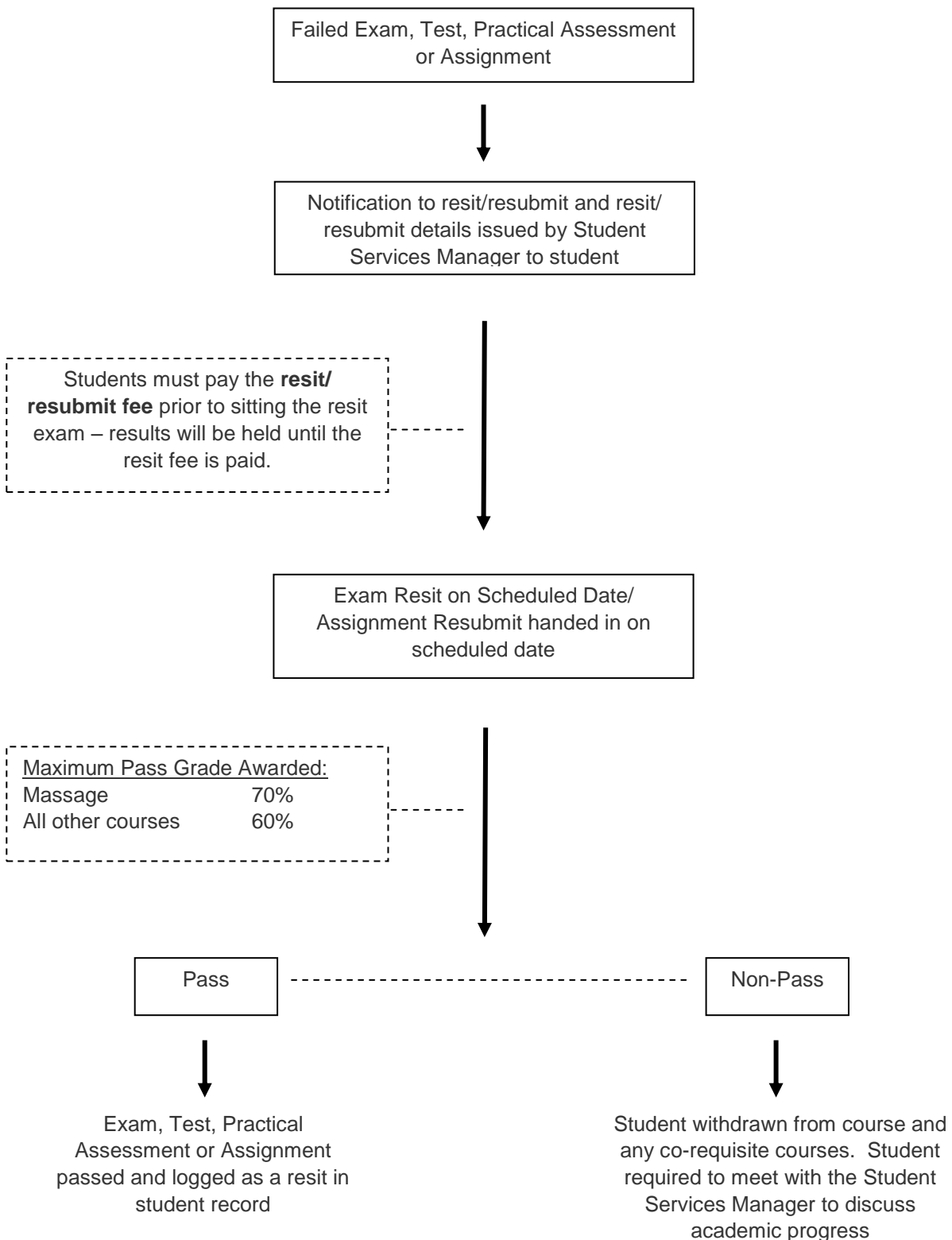
You may be given the opportunity to resubmit assignments or resit exams if they:

1. Do not pass; or
2. Do not attend an exam, test or practical for medical or extenuating circumstances.

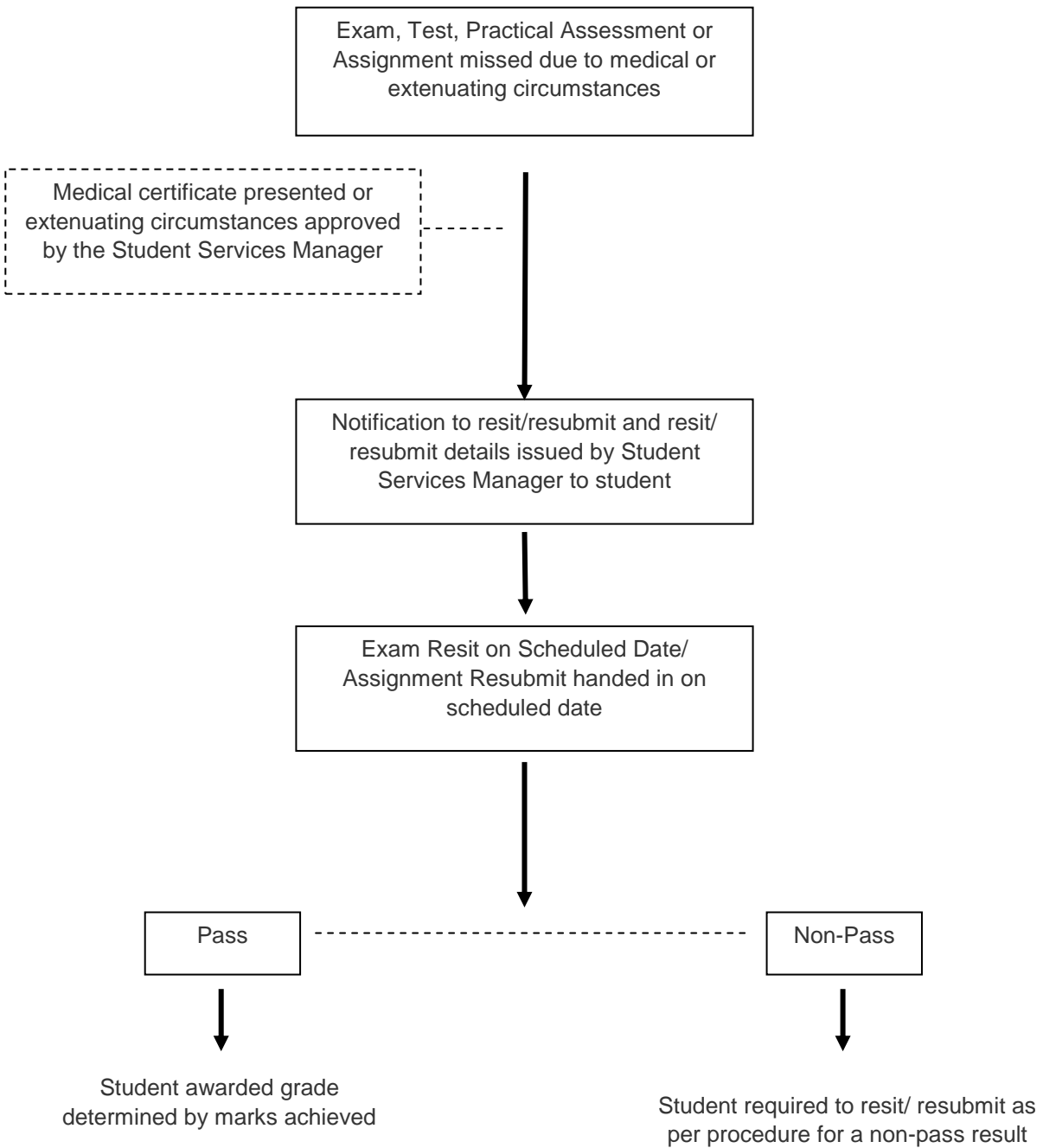
There are a limited number of resubmits and resits are permissible. You should refer to the Policy on Resits and Resubmits for Students for specific information about the number of resits you may take while you are studying at CCNM. If you resubmit or resit an assessment because you have not passed in the first instance, there is a fee involved to do so.

Resit dates for exams will be advised as required by the Student Services Manager. Resits are usually scheduled on a Wednesday evening from 5:30 pm.

Resit/ Resubmit Procedure – Non-Pass Result



Resit/ Resubmit Procedure – Medical or Extenuating Circumstances



NB students required to resit or resubmit any academic assessment as a result of medical or extenuating circumstances are not required to pay a resit/ resubmit fee and grade shall be determined by the marks achieved.

Appeal of Results

The College has a procedure to follow should a student wish to have the grade for an individual assessment reconsidered, or appeal against a grade awarded. Please consult the Policy on Reconsideration and Appeal of Grades.

Home Practicum Requirements

A part of the additional study time that you need to allocate for yourself is taken up by Home Practicum requirements.

Home practicum massages must be recorded in your Home Practicum Log and the client receiving the consultation must sign each entry. If the client does not sign an entry it will not be considered legitimate.

Home Practicum Logs will be checked regularly throughout each course to monitor students' progress.

You should conduct Home Practicum at your home on as wide a variety of clients as possible. The purpose is for you to practice the practical techniques learnt in class and to build strength, confidence, and skills to prepare for and support Clinical Practice.

We advise you not to let these massages accumulate, otherwise it puts strain on arms and hands and could lead to Occupation Overuse problems. Home Practicum should continue throughout the duration of the course, regardless if the target hours are achieved early on. New techniques will be introduced throughout the course and it is important to consolidate classroom learning with practice at home.

The Home Practicum Log outlines for students a clear protocol which they are expected to follow. This protocol provides an opportunity for people to offer the student a donation to cover the cost of laundering linen and providing oils and heating. Students are to view this as a donation and are not to promote it as a consultation fee.

Refer to the courses below for associated Home Practicum Hours:

Diploma in Massage Therapy

MAS101 Massage 1	20 hours
MAS102 Massage 2	20 hours
NMT201 Neuromuscular Technique 1	30 hours
NMT202 Neuromuscular Technique 2	30 hours
SPN101 Special Needs Massage	10 hours
SPT201 Sports Massage	10 hours

120-hours of massage practice is required in total– this is to occur at your home and drawn from friends, contacts and family.

Diploma in Reflexology & Relaxation Massage

MAS101 Massage 1	20 hours
MAS102 Massage 2	20 hours
REF101 Reflexology 1	20 hours
REF102 Reflexology 2	10 hours
REF201 Reflexology 3	10 hours

80-hours of reflexology and massage practice is required in total– this is to occur at your home and drawn from friends, contacts and family.

Course Requirements for Year 3 Students

This information is covered in the clinic protocols.

Clinical Oral Examination – A clinical oral exam occurs in the final year and assesses the overall clinical competency of the students.

Clinical Oral Examinations will be held before a panel of three examiners. There will be representatives on the panel drawn from:

- Member of the profession
- College tutor/clinical supervisor
- College Director

Academic Results

Notice of Results

At the end of each semester, you will receive a Results Notice telling you your overall grade for the courses that you have completed that semester.

Academic Transcripts

At the end of your qualification you will receive an Academic Transcripts of your results in **all** courses you have completed during your studies at CCNM. They are a record that all academic and clinical requirements have been achieved and that you are eligible to graduate.

NB: Academic Transcripts will be held until such time as all outstanding monies are paid to CCNM.

Students are not eligible to practice as a graduate from the College until they have received their Academic Transcript. Failure to comply with this regulation is considered by the College as a serious breach of College policy.

Diplomas Awarded With Distinction

Diplomas may be awarded with distinction for exceptional all-round performance. The criteria for awarding a diploma with distinction are:

1. Achievement of not less than 85% in every academic exam, test, practical assessment and assignment;
2. Demonstration of competency (where mark is determined by competent/ not) in all practical assessments at the first attempt;
3. Course work that demonstrates a high level of understanding and exceptional extracurricular reading and research;
4. Outstanding performance in clinic demonstrating professional attitude and ethical behaviour.

Diplomas Awarded With Merit

Diplomas may be awarded with distinction for exceptional all-round performance. The criteria for awarding a diploma with distinction are:

5. Achievement of not less than 80% in every academic exam, test, practical assessment and assignment;
6. Demonstration of competency (where mark is determined by competent/ not) in all practical assessments at the first attempt;
7. Course work that demonstrates a high level of understanding and exceptional extracurricular reading and research;
8. Outstanding performance in clinic demonstrating professional attitude and ethical behaviour.

Presentation of Diplomas

Diplomas for all graduating students will be presented by students at a formal graduation ceremony in February/ March following successful completion of all the requirements for the award of the qualification in which they are enrolled.

Course Evaluations

You will be given an opportunity throughout the year to evaluate all of your courses. You are asked to share information, ideas and comments so that the growth and development of the College will continue in a way that is beneficial to all students at the College.

Information for Students who don't Achieve Course Requirements

If you do not achieve course requirements (i.e. pass all assessment and meet the attendance criteria) you may be given the opportunity to re-enrol and complete with the next available intake.

You will be subject to all courses fees and charges associated with completing the course.

NB. You should also be aware that repeating a course will impact on the courses that you are able to complete given the pre-requisite and co-requisite requirements. You should discuss your study options with the Student Services Manager before re-enrolling.

As part of your re-enrolment, you may be required to sign a Student Study Assistance Contract.

Course Alterations

It is the policy of the College to take all responsible steps to assure that qualifications and courses will not be altered. The College reserves the right to make any adjustments that become necessary, maintaining qualification and course quality. Students will be advised of any changes to courses or fees.

Restriction on Professional Practice

It is College policy that whilst in training at the College, a student must not work in a formal or professional setting, nor 'under supervision' of a professional practitioner. Breaching of this protocol is considered a serious breach of College policy and could affect a student's place in the course.

THE COLLEGE CLINIC

Clinical Practice

Clinical training is completed through Mint Clinic (previously the Canterbury Clinic of Natural Medicine). The Clinic has been established to give you clinical experience under supervision. It is in Clinical Practice that you integrate theoretical and practical skills and develop the many skills to become a professional.

Clinical Practice commences with clinical orientation and is completed on the last day a student therapist is rostered in Clinic.

Attendance

90% attendance is required for Clinical Practice. Students who fall outside of this criteria are required to make up each shift they miss at a time arranged with the Clinic Supervisor.

No student may exempt himself or herself from Clinical Practice without prior consultation with the Student Services Manager.

If a student is unable to attend clinic, it is required that the student inform the clinic administration as early as possible – 03 365 5410 or 03 366 0373 ext 12.

Clinic Clients

Clients attending the student clinic are informed that the clinic is a teaching facility and therefore differs from other professional clinics in the following ways:

- Consultations are by students who are supervised by tutors
- There is a change of student practitioners at the start of each year
- To facilitate student-learning clients may be asked to rotate to another student after 4 – 6 sessions.

Clinic Guidelines

Mint Clinic is a professional clinic and has its own ethical guidelines. These will be outlined during clinic orientation. While the Clinic is open students are asked not to use the clinic corridor to gain access to Victoria Street.

If you wish to contact a fellow student or tutor working in the Clinic please, check with the Clinic Receptionist first; while in the Clinic, students are in a professional role and not available to socialise with their classmates or friends. Please remember that this part of the building is being used by clients and is a “public window” for the College and the professionalism of your course.

Clinic Uniform

The clinic uniform is to be worn at all times when working in the Clinic. A clinic t-shirt is provided when students commence clinic. Students are required to provide their own dark blue or black trousers, skirt or ‘dress’ shorts.

You must wear your clinic uniform on any college-arranged excursion where students are to do treatments as part of the visit, such as visits to homes for the elderly.

Practitioner Visits

Students enrolled in the body therapy qualifications are required to have two treatments with a qualified and experienced practitioner as part of Clinical Practice in the third semester in order to gauge their own experience and progress. Students should see two different practitioners for these visits.

Specific information on practitioner visits together with forms and Clinic Assessment Logs will be given out at a Clinic Orientation.

For Herbal Medicine and Nutrition students, the Case Management Log will be given out during the first class for Case Management.

Clinical Assessment

Clinical requirements and protocols are outlined at Clinical Orientation. Students are given a Clinic Handbook outlining all clinical protocols and procedures.

If Problems Arise in the Clinic

Please talk to the person concerned.

Seek support or advice if this is difficult (see below).

If the problem involves a client, seek immediate advice from your clinical tutor or Sharyn Andrews (Clinic Supervisor). Inform the Clinic Supervisor immediately of any problems in the Clinic especially involving clients or if a student feels uncomfortable in Clinic for any reason.

If a conflict arises with the tutor during a consultation, please deal with it in the student room after the consultation has been completed. It is considered unprofessional to argue with or challenge a tutor's role or advice while taking a case history or giving a treatment to a client.

Seek advice from Sharyn if you are unsure how to proceed.

To resolve any problem the following people are available:

- Your clinical tutor
- Clinic Supervisor – Sharyn Andrews
- Clinic Director – Mike McCauley
- College counsellor(s)
- College Director, Di Dale
- Student Services Manager

A mediation session with an outside facilitator can be arranged if all else fails.

Treating Clients Outside of the Clinic

Students may not ask a fee from clients at Home Practicum consultations. Home Practicum clients are asked to read and sign a statement in your log, which indicates that you are a student in training and the protocol you are expected to follow. It is suggested that a donation to cover laundering and heating costs is acceptable. **This is voluntary and should not exceed \$20.00.**

Please note: you are not permitted to work in a professional setting as an assistant or student therapist or teach workshops in your chosen area of study whilst training at the College. This rule safeguards both you and the College.

OCCUPATIONAL SAFETY & HEALTH

First Aid

A first aid kit can be found in the following locations:

- College Reception;
- College Common Room/Kitchen.

Clinic Reception will happily assist you if available. There are usually plenty of therapists available if you need advice.

Injuries and Accidents

The College and Clinic are required to meet employer duties set down in the Health and Safety in Employment Act. This means providing a safe and healthy environment for staff, students, and the public, as well as recording and reporting any accidents or injuries to anyone.

Please report any accidents or injuries to College Reception.

Health & Safety Policy and Procedures

A copy of the Colleges Health & Safety Information and Procedures manual and reporting forms are held at College reception.

Emergency evacuation procedures are in each class room. In case of emergency, students should follow the instructions of their tutor at all times.

POLICIES & PROCEDURES

Contents

Code of Conduct.....	36
Complaints Procedures.....	36
Complaints Procedure – Flow Chart.....	38
Disciplinary Procedures.....	39
Policy on Contribution to the Achievement of Maori Development Aspirations.....	39
Policy on Internal Student Attendance.....	40
Policy on Extramural Student Attendance.....	41
Policy on Student Assignments.....	42
Policy on Student Exams, Tests and Practical Assessment.....	44
Policy on Resubmission of Assignments.....	46
Policy on Resit of Exam, Test or Practical Assessment	47
Policy on Reconsideration and Appeal of Grades....	49
Policy on Academic Misconduct.....	50
Policy on Cross Credits, Internal Credit Transfers and Recognition of Prior Learning.....	51
Policy on Student Support Services.....	55
Policy on Student Study Assistance Contracts (SSAC)	56
Policy on Enrolments.....	57
Policy on Payment of Fees.....	58
Policy on Refunds & Withdrawals.....	59

Code of Conduct

The College reserves the right to withhold a Diploma or Certificate if the course requirements and college standards are not met to the satisfaction of the College Directors, or if all fees and monies owing are not paid by the due dates.

For practitioner based qualifications that contain clinical training in order to continue in a programme of study students must meet academic criteria and conduct themselves in a professional manner that reflects the code of ethics and conduct of the profession they are training to enter.

Standards pertaining to housekeeping and other domestic matters are outlined in this handbook, on notice boards or by the tutors.

Clinic standards are outlined in the Clinic Handbook for massage, reflexology, aromatherapy, nutrition and herbal students.

Harassment

Should a student be subject to harassment, either sexual, racial, or of a general nature, they can consult the harassment policy and procedure located in:

- Each classroom
- Clinic student rooms
- College reception
- College notice board (outside the kitchen)

Counsellors are available for your support. They are Ruby Myerscough and TBA.

Complaints Procedures

Copies of the formal complaints procedure are located in:

- Each classroom
- Library
- Clinic student rooms
- College reception

A summary follows:

If a complaint has to do with the course or the teaching of the course, the best option is to first approach the tutor, with the concern.

If the problem is with a fellow student, approach the individual first.

If the problem is financial, please talk to the Financial Manager. If the problem cannot be accommodated within the guidelines given to the Financial Manager then a student can proceed to the next step.

If a problem remains unresolved discuss it with the Student Services Manager. Please note, writing the issues down means that they are not clouded with the passage of time and represent a more accurate sequence of events.

If the problem still needs resolution then arrange a meeting with both College Directors.

If you require support to approach a tutor, college administration staff, or either or both of the College Directors, the counsellors are available to act as advocate either on your behalf or as advocate directly with the person(s) concerned.

The Role of Counsellors

Although the College employs the counsellors, they act as independent practitioners in their role as counsellors and as advocates for the students or staff. They are bound by the rules of their profession which includes confidentiality, and as advocates, impartiality. Their role at the College is as counsellors, but also for conflict resolution where necessary.

For students the procedure is as follows:

Make an appointment with a counsellor and explain your wish for them to act as advocate for you.

If you are already a client of a counsellor, she may suggest you request the other counsellor act as advocate. This will be worked out between you and your counsellor.

You now need to put into writing the concern(s) you are experiencing. If requested the counsellor will assist in drafting a letter.

If a meeting is appropriate or suggested, the counsellor, at your request, will attend the meeting as either advocate or support or both.

Having followed this process, if you remain unsatisfied, the next step will apply. The counsellor is available to also advocate and or support you at this stage.

If the problem remains unresolved following assistance from counsellors you may request a meeting with the Advisory, Ethics and Complaints Committee, which would be convened if necessary. (The structure of this Committee includes college staff and non-college staff. Students may have a representative or support person on this committee.)

Failing satisfaction within the College structure, it is suggested that advice be sought from an outside facilitator, the Ombudsman's office, or the New Zealand Qualifications Authority (refer to contact details below). The counsellor can act as support to help facilitate this process.

Notes to Complaints Procedure

There may be exceptional circumstances under which this stepwise process is inappropriate. If in doubt, approach the College Director and ask if an exception can be made.

Your success, and that of the College, depends in part in making this system work. So please use it.

At any level of this process, both parties may involve a mediator acceptable to both. Complaints Committee members will be available for this purpose, and will seek a facilitator independent of the College if this is requested.

A Complaints Committee will be convened on an as needed basis.

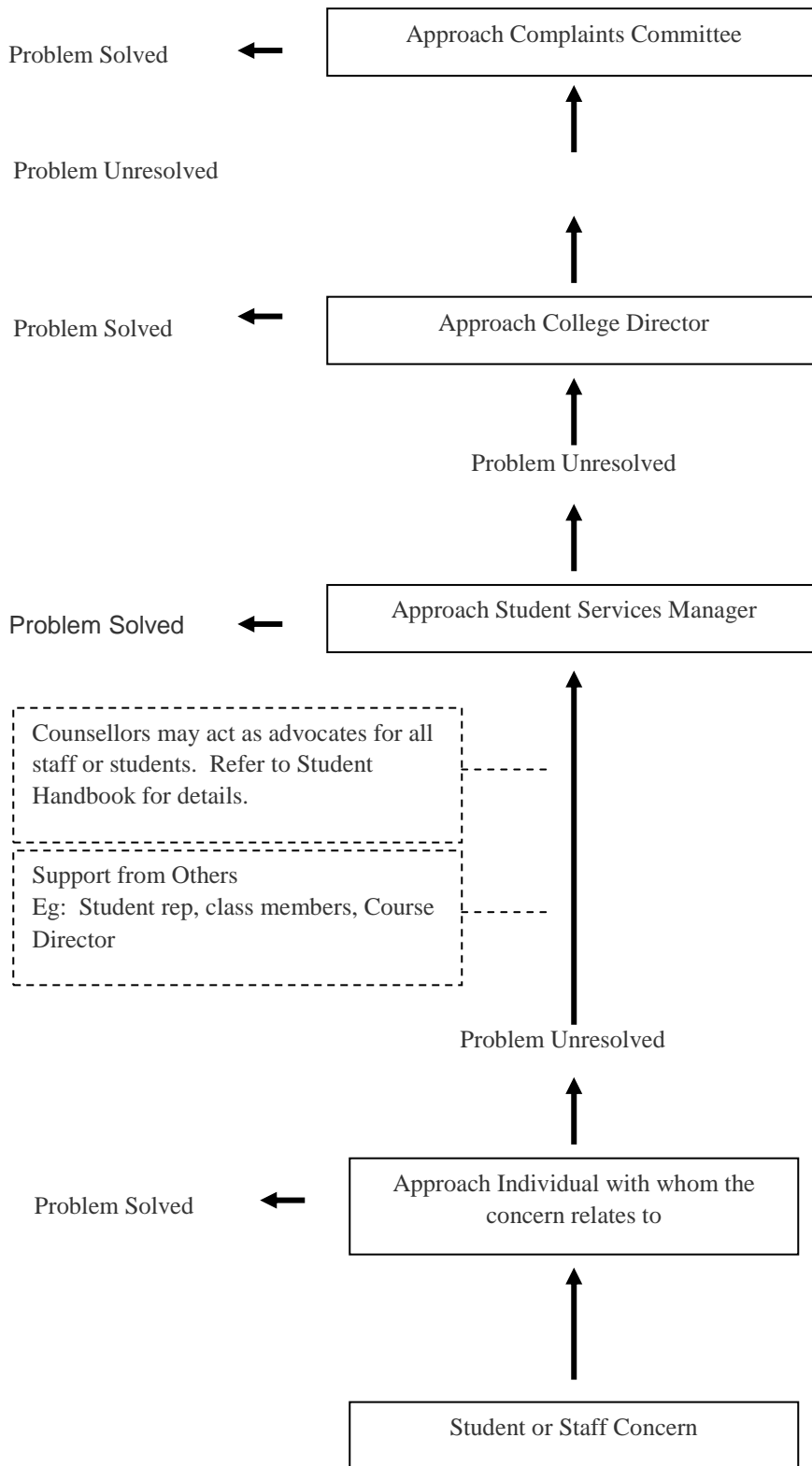
Contact Details

Failing satisfaction within the College structure, it is suggested that advice be sought from an outside facilitator, the Ombudsman's office, or the New Zealand Qualifications Authority.

New Zealand Qualifications Authority
PH: +64 4 463 3000
E: helpdesk@nzqa.govt.nz
A: PO Box 160
Wellington 6011
New Zealand

International Education Appeal Authority
PH: +64 4 918 8300
E: info.ieaa@minedu.govt.nz
A: PO Box 12083
Wellington
New Zealand

Complaints Procedure – Flow Chart



Disciplinary Procedures

Behaviour that falls into the categories below is considered a serious infringement of the College ethos and policies and may result in the students' withdrawal from the qualification.

Dishonest practices may include:

- Unethical behaviour in the College and Clinic
- Dishonest conduct in examinations
- Behaviour towards members of the college staff or students that could be deemed dishonest, disrespectful, or threatening
- Breach of confidentiality
- Persistent failure to comply with college rules and/or regulations

Protocol for Disciplinary Procedures:

1. The issue is identified.
2. An immediate informal meeting will be held with the Directors / Student Services Managers.
3. Depending on the issue, the student may be immediately suspended until the formal protocol has been worked through and the issue resolved.

Subsequent to the informal meeting, a letter will be written to the student(s) outlining the following:

1. A date for a formal meeting with both Directors
2. The name of an independent person to act as chairperson
3. An invitation to prepare a case to justify and/or explain their behaviour or actions
4. An invitation to bring a support person to the meeting

A formal meeting will be held and at the end of it, a date will be identified for when a decision will be sent in writing to the student(s) concerned.

As a consequence of a suspension, the student concerned would be expected to 'make-up' any lost time and meet any extra costs for future supervision or re-examination.

Policy on Contribution to the Achievement of Maori Development Aspirations

Policy Contents

General Comments
Acknowledgement of the Principles of the Treaty of Waitangi
Te Reo Maori
College Innovation

General Comments

This policy applies to all NZQA approved qualifications delivered at Canterbury College of Natural Medicine.

Acknowledgement of the Principles of the Treaty of Waitangi

Canterbury College of Natural Medicine acknowledges the Treaty of Waitangi as significant in forming the largely bicultural society of Aotearoa (New Zealand).

CCNM is committed to upholding the principles of the Treaty of Waitangi and this is reflected in the teaching and the collaboration with Iwi and other Maori organizations and the local Maori community. Through this approach, CCNM aims to:

Support all students including Maori students to achieve their academic potential
Expand the Maori professional workforce in the area of natural health
Collaborate with Maori in research in the area of natural medicine
Promote understanding of the Treaty of Waitangi as it relates to health

CCNM collaboration with Maori organisations and local community will be measured through an annual audit process.

Te Reo Maori

Canterbury College of Natural Medicine is committed to delivering education that is accessible and relevant to Maori students.

Canterbury College of Natural Medicine acknowledges that there are two official languages of Aotearoa; English and te reo Maori. The College provides access for students to assessments in te reo Maori if requested.

College Innovation

The College delivers a Treaty of Waitangi workshop during professional development that is compulsory for all new staff members.

The same workshop is delivered to all diploma students as part of the curriculum of CSE101 - Communication Skills and Ethics, to encourage understanding and awareness of our responsibilities as health professionals to the Treaty.

Policy on Internal Student Attendance

Policy Contents

General Comments
Minimum Attendance Requirements
Courses Requiring 100% Attendance
Attendance at Clinic
Gross Absence
Related Policy

General Comments

This policy applies to all NZQA approved qualifications delivered by the Canterbury College of Natural Medicine delivered at the CCNM premises:

Certificate in Natural Health Studies
Diploma in Aromatherapy
Diploma in Massage Therapy
Diploma in Reflexology & Relaxation Massage

Minimum Attendance Requirements

Students are expected to attend all scheduled classes. However the College recognises that in medical or extenuating circumstances a student may not be able to attend class. There is a minimum attendance for each course studied as part of the diploma qualifications. Generally this is 80% unless otherwise stated. Specific attendance requirements are outlined at the front of each individual course manual.

Students who attend less than the required number of hours are required to meet with the College Registrar to discuss the factors contributing to their poor attendance.

Students who attend less than the required number of hours, and have legitimate extenuating circumstances,

will need to address the missed hours and class content with the relevant tutor and complete requirements to the satisfaction of the tutor. The cost of making up missed hours and class content will be incurred by the student.

If the explanation of circumstances around poor attendance is not satisfactory, or if the student fails to address missed hours and class content, they will be withdrawn from the course and any co-requisite courses. Studylink will be informed at this time that the student has been withdrawn from the course/s.

The College is under no obligation to provide an opportunity to make up missed hours and class content under any circumstances.

In the instance that a student is unable to attend a class it is the student's responsibility to contact College Reception prior to the commencement of the class to advise the college of their absence. The college reception contact number is (03) 366 0373 ext 11.

Late Arrivals to Scheduled Classes

If a student arrives at class more than fifteen (15) minutes after the scheduled start time of the class, without prior notification to the College of their late arrival or significant medical or extenuating circumstances, will be marked absent on the roll for that class.

These hours will count towards the maximum hours students are permitted to miss for any given course.

Courses Requiring 100% Attendance

There are a number of courses, or sections of courses that require 100% attendance by the student. Specific attendance requirements are outlined at the front of each individual course manual.

For all students, the sections of courses requiring 100% attendance include but are not limited to:

SPN201 Special Needs Massage
Infant & Pregnancy Massage

CHS301 Clinical Health Science
Sections requiring 100% attendance:
Clinic Orientation
Manikin Workshop

INT102 Interview / Assessment Skills 2

Sections requiring 100% attendance:

Range of Motion of the Spine

CSE101 Communication Skills & Ethics

Sections requiring 100% attendance:

Treaty of Waitangi Workshop

Attendance at Clinic

Students are expected to attend all scheduled clinic times. However the College recognises that in medical or extenuating circumstances a student may not be able to attend clinic. There is a 90% minimum attendance for clinic as outlined in the Clinic Protocols handed out at the commencement of clinic.

The clinic is run on a professional model and students are expected to behave as professionals. If for any reason a student is unable to attend their scheduled clinic shift it is the student's responsibility to find a replacement for the shift to ensure that service to clients is not interrupted.

In the instance that a replacement cannot be found the student must contact the Clinic *at least 24* hours prior to the scheduled clinic shift. The contact number for clinic is (03) 365 5410.

Gross Absence

If a student does not attend scheduled classes for a consecutive period lasting for three weeks and has not communicated adequately with the College about this, they will be withdrawn from the qualification. In these circumstances Studylink will be informed.

Policy on Extramural Student Attendance

Policy Contents

General Comments

Minimum Attendance Requirements

Attendance Tracking

Courses Requiring 100% Attendance

Attendance at Clinic

Gross Absence

Related Policy

General Comments

This policy applies to all NZQA approved qualifications delivered by the Canterbury College of Natural Medicine extramurally:

Certificate in Herbal Studies

Diploma in Clinical Herbal Medicine

Diploma in Clinical Nutrition

Graduate Diploma in Nutrition Medicine

And the Certificate in Massage

Minimum Attendance Requirements

Certificate in Herbal Studies

Diploma in Clinical Herbal Medicine

Diploma in Clinical Nutrition

Students are expected to attend two seminar weeks per year, scheduled at the beginning of each semester. 100% attendance is required for the two seminar weeks.

Students who fail to meet the attendance requirements of seminar week will be required to give an explanation for their absence in writing to the College Registrar. Students should note that non attendance at the compulsory seminar weeks constitutes inadequate completion of the programme for the year.

In exceptional circumstances, permission may be granted by the College for a student to receive recorded seminar material in lieu of attendance. Each request will be considered on a case by case basis and will be approved only by prior arrangement with the College, not retrospectively.

Certificate in Massage

Students are expected to attend all scheduled weekend workshops. A minimum of 80% attendance is required for the scheduled workshop hours for each course.

Students who attend less than the required number of hours, and have legitimate extenuating circumstances, will need to address the missed hours and class content with the relevant tutor and complete requirements to the satisfaction of the tutor. The cost of making up missed hours and class content will be incurred by the student.

If the explanation of circumstances around poor attendance is not satisfactory, or if the student fails to address missed hours and class content, they will be

withdrawn from the course and any co-requisite courses. Studylink will be informed at this time that the student has been withdrawn from the course/s.

Attendance Tracking

Given student's active participation in a distance learning programme cannot be monitored through attendance records, an alternative procedure is applied.

The procedure applies to monitor student's engagement in their qualification and allows students who receive Studylink Assistance to be tracked. Students should note that the College is required to inform Studylink of learners who fall behind in their course activities and are receiving student loans and/or allowances. Students are tracked using 'assessment tracking sheets'. In this way the lateness of student's return work is recorded by the College Registrar.

Any student who submits more than two (2) assignments late by more than one (1) week will be required to meet with the College Registrar to discuss the circumstances causing the lateness and/or to determine if there is any academic support that can be offered to the student.

Students who continue to submit assessments late may be withdrawn from the course and any co-requisites. Studylink will be informed at this time that the student has been withdrawn from the course.

Study in a less than full time programme may jeopardise the student's eligibility to student loans and allowances.

Courses Requiring 100% Attendance

There are a number of courses, or sections of courses that require 100% attendance by the student. Specific attendance requirements are outlined at the front of each individual course manual.

For all extramural students, courses requiring 100% attendance include but are not limited to:

All Seminar Weeks
All 3rd year Seminar Sessions

DFD301 Differential Diagnosis 1
DFD302 Differential Diagnosis 2

For all extramural students, the sections of courses requiring 100% attendance include but are not limited to:

CHS301 Clinical Health Science
Sections requiring 100% attendance:
Clinic Orientation

Attendance at Clinic

Students are expected to attend all scheduled clinic times. However the College recognises that in medical or extenuating circumstances a student may not be able to attend clinic. There is a 90% minimum attendance for clinic as outlined in the Clinic Protocols handed out at the commencement of clinic.

The clinic is run on a professional model and students are expected to behave as professionals. If for any reason a student is unable to attend their scheduled clinic shift it is the student's responsibility to find a replacement for the shift to ensure that service to clients is not interrupted.

In the instance that a replacement cannot be found the student must contact the Clinic *at least* 24 hours prior to the scheduled clinic shift. The contact number for clinic is (03) 365 5410.

Gross Absence

If a student does not hand in assessment for a consecutive period lasting for three weeks and has not communicated adequately with the College about this, they will be withdrawn from the qualification. In these circumstances Studylink will be informed.

Policy on Student Assignments

Policy Contents

General Comments
Late Assignments with Extensions
Late Assignments without Extensions
Student Study Assistance
Continuance in the Qualification
Related Policies

General Comments

This policy applies to all NZQA approved qualifications and pre-requisite courses delivered by Canterbury College of Natural Medicine.

For the purpose of this policy an 'assignment' is defined as an assessment where a student has free access to notes and textbooks. This includes case studies prepared as part of the assessment for a course of study.

Assignments are a formal part of the way competency and understanding is assessed in a qualification. It is advisable for students to start to prepare assignments well before their due date and if help is needed, to seek it early. Tutors cannot however provide answers to assignment questions.

The work submitted in an assignment must be the sole work of the individual student, and students are required to sign a statement on the Assignment Cover Sheet certifying to that fact.

Pass grades for assignments are:

Certificate in Massage	70%
Diploma in Massage Therapy	70%
All Other Courses	60%

It is anticipated that results for assignments will be returned to the student within two (2) working weeks of sitting the assessment, where possible. In circumstances where post-moderation is required, marked assignments shall be returned to students within four (4) weeks of the due date.

Late Assignments with Extensions

Extensions will generally be granted to extend the due date of an assignment by one (1) week.

An extension will only be granted for medical or extenuating circumstances.

Medical circumstances include but are not limited to onset of illness or physical disability or continuing medical concerns.

Extenuating circumstances include but are not limited to significant personal crisis, family crisis or a death in the family.

An extension will be granted by the College Registrar in consultation with the course tutor.

A student wishing to be granted an extension for an assignment should approach the College Registrar before the due date of the assignment with evidence supporting their request (which may include a medical certificate). The College Registrar will consult the course tutor and if appropriate a new due date will be set.

Any assignment submitted within the time frame identified to the student will be marked without penalty.

Late Assignments without Extensions

The College is under no obligation to mark an assignment submitted late without prior arrangement with the College Registrar.

Assignments submitted after the due date without prior arrangement with the College Registrar, and deserving of a pass grade, will be awarded the minimum pass grade only.

Any assignment that is handed in after the due date will receive, if deserving, the minimum pass mark and a late fee of \$40. This invoice will be mailed out and must be paid in order to receive back the assignment.

Any assignments handed in after one (1) week of the due date will be failed.

Student Study Assistance

Any student who submits more than two (2) assignments late by more than one (1) week will be required to meet with the College Registrar to discuss the circumstances causing the lateness and/or to determine if there is any academic support that can be offered to the student.

Continuance in the Qualification

Assignments must be completed by the due date and on time in order for a student to progress through the individual course.

Policy on Student Exams, Tests and Practical Assessment

Policy Contents

General Comments
Sitting Assessment
Written Exams & Tests
Practical Assessments
Off Campus Exams
Failure to Sit an Exam
Student Study Assistance
Related Policies

General Comments

This policy applies to all NZQA approved qualifications and pre-requisite courses delivered by Canterbury College of Natural Medicine.

Canterbury College of Natural Medicine requires students to continuously meet minimum pass grades for assessments. Students are not committed to the success or failure of a final exam at the end of each course. To continue progressing through each qualification, students must meet the assessment criteria set down for each individual course.

Exams, tests and practical assessments are a formal part of the way competency and understanding is assessed in a qualification. It is advisable for students to start to prepare for their exams, tests and practical assessments well before the exam date and if help is needed, to seek it early. Tutors cannot however provide answers to questions relating to content.

Pass grades for exams, tests and practical assessment are:

Certificate in Massage	70%
Diploma in Massage Therapy	70%
All Other Courses	60%

It is anticipated that results for exams, tests and practical assessments will be returned to the student within two (2) working weeks of sitting the assessment, where possible. In circumstances where post-moderation is required, marked assessment shall be returned to students within four (4) weeks of sitting the assessment.

Sitting Assessment

Assessment details for each particular course are identified in the course manual. Depending on the course there may be up to 10 assessments for students to complete over the duration of the course.

The tutor in consultation with the course coordinator may require any student to be examined orally in addition to the scheduled assessments when:

The students' performance in an essential requirement or significant proportion of the module is border-line.

Where there is doubt about submitted course work being the student's own.

In all such cases the tutor will explain in advance to the student the purpose and status of the oral examination in relation to the published assessment schedule.

Assessments are scheduled at the beginning of each academic year. Students are required to complete all assessment as directed in the course manual. All exams, tests and practical assessments are to be completed on the College premises unless prior arrangement has been made with the College.

Distance learning students are able to make arrangements with the College to sit their exams and tests at an alternative venue where travel to Christchurch is unreasonable. Please refer below for further guidelines.

Written Exams & Tests

The following applies to all written exams and tests scheduled by the Canterbury College of Natural Medicine and completed at the College premises.

General Protocols

Students will be supervised during all exams or tests.

Exams and tests will start at the scheduled time as outlined in the course manual. It is the students' responsibility to be on time to all scheduled exams and tests. Any student who is more than fifteen (15) minutes late to a scheduled exam or test will not be permitted to enter the exam room and undertake the exam.

An additional 5 minutes per hour will be provided immediately prior to the exam or test for reading of the exam paper. Students are not permitted to write on the paper during this time.

All answers must be written in blue or black ink. Mistakes must be crossed out and neatly corrected. Any exam or test paper that is submitted in which the student has used white out (twink), red ink or pencil will not be accepted for marking.

Scrap paper and additional note paper will be provided where necessary. All paper used must be handed in with the exam or test paper.

If a student completes the exam prior to the scheduled finish time they will be permitted to leave the room however will not be permitted to re-enter the room.

No student will be readmitted to the exam room after they have left, unless during the full period of their absence they have been under complete supervision. No extension of the time allotted for the exam will be given to compensate for lost time.

During the final fifteen (15) minutes of the exam or test, no students may leave the exam room. The exam supervisor will announce to the students when only fifteen (15) minutes remains.

If a student requires extra time for an exam or any other special considerations, these must be discussed with the tutor and approved by the College Registrar well prior to the scheduled date of an exam or test.

English as a Second Language

Student for whom English is a second language will be extended an extra 10 minutes per hour for exams and tests. This must be communicated to the tutor by the College Registrar well prior to the scheduled date of an exam or test.

Student Behaviour

All bags, backpacks, books, notes, cell phones and other electrical devices etc are to be left at the front of the class room when the student enters.

Cell phones and other electrical devices must be turned off when entering the class room.

Essential oils or Rescue Remedy will be permitted in an exam or test to aid individual performance or to settle nerves, however use of these aids must not be disruptive to other students.

Students must conduct themselves properly throughout the exam and are not allowed to communicate or try to communicate with other students.

Practical Assessments

The following applies to all practical assessments scheduled at the College:

Students will be supervised during all practical assessments.

Students will be assessed by the course tutor and assistant examiner(s) where required. Where there is more than 1 examiner, students will be assigned to an examiner by the course tutor.

Practical assessments will start at the scheduled time as outlined in the course manual or as instructed by the class tutor. It is the students' responsibility to be on time to all scheduled practical assessment. Any student who is more than fifteen (15) minutes late to a scheduled practical will not be permitted to undertake the assessment.

Where a practical assessment is taking place during scheduled class time, students are expected to be present for the entire scheduled class, regardless of the length of the practical assessment, unless other instructions are provided by the course tutor.

If a student requires extra time for an exam or any other special considerations, these must be discussed with the tutor and approved by the College Registrar well prior to the scheduled date of an exam or test.

Of Campus Exams

In addition to meeting all the requirements as outlined above in 'Written Exams and Tests' the following applies to all students completing an exam or test outside of the College premises:

Students are responsible for organising exams and tests held off site.

Student will be permitted to sit their exam in a suitable venue as determined by the College Registrar.

Student must confirm a suitable supervisor for their exam eg. Justice of the Peace, Polytechnic or Training College approved by the College Registrar.

Communication of the above arrangements must be communicated to the College at least two weeks prior to the scheduled exam date.

The student will meet all costs incurred in setting up this arrangement.

Failure to Sit an Exam

Students who do not attend a scheduled exam, test or practical assessment without prior arrangement with the College in recognition of medical or extenuating circumstances will receive zero marks for the exam.

The College is under no obligation to provide an opportunity for students to resit an exam, test or practical assessment where reason for the absence has not been communicated to the College prior to the exam or test or has occurred for other medical, extenuating or deserving circumstances as approved by the College Registrar.

Student Study Assistance

Any student who receives a non-pass result for more than two (2) assessments will be required to meet with the College Registrar to discuss the circumstances causing the result and/or to determine if there is any academic support that can be offered to the student.

Continuance in the Qualification

Assessment must be completed on the scheduled date, unless by prior in order for a student to progress through the individual course.

Policy on Resubmission of Assignments

Policy Contents

General Comments
Resubmit Procedure
Resubmit Penalties
Resubmit Grades
Maximum Number of Resubmits

General Comments

Students may be given the opportunity to resubmit an assignment if they receive a non-pass grade for an assignment.

Students who are required to resubmit an assignment are required to resubmit the whole assignment. Resubmits of partial assignment of single questions will not be accepted.

Resubmit Procedure

The tutor will inform any student, excluding distance learning student's, who receives a non-passing grade for an assignment that the assignment requires improvement and will need to be resubmitted.

For distance learning students the College Registrar will inform them if an assignment needs to be resubmitted.

The College Registrar will issue a resubmit form for all students and due date for the assignment. It is usual for students to receive a period of two weeks to resubmit the assignment unless the tutor has asked otherwise.

Resubmit Penalties

Students required to resubmit an assignment will incur a resubmission fee of \$40.00.

The resubmitted assignment will not be marked until the fee is paid.

Any resubmitted assignment deserving of a passing grade will be awarded the minimum pass grade only.

Resubmit Grades

Resubmitted assignments will be awarded at most the minimum pass grade only:

Massage Therapy	70%
Aromatherapy	60%
Clinical Herbal Medicine	60%
Reflexology	60%
Herbal Studies	60%
Clinical Nutrition	60%

Maximum Number of Resubmits

Students studying in the Diploma in Clinical Herbal Medicine and Diploma in Clinical Nutrition may have a maximum of twelve (12) opportunities to resubmit over the duration of the qualification, and not more than two (2) in each academic semester.

Students studying in the Diploma in Massage Therapy, Diploma in Reflexology & Relaxation Massage and Diploma in Aromatherapy may have a maximum of six (6) opportunities to resubmit over the duration of the qualification, and not more than two (2) in each academic semester.

Students studying in the Certificate in Herbal Studies may have a maximum of four (4) opportunities to resubmit over the duration of the qualification, and not more than two (2) in each academic semester.

Students studying in the Certificate in Natural Health Studies and Certificate in Massage may have a maximum of two (2) opportunities to resubmit over the duration of the qualification.

Students studying in the Graduate Diploma in Nutrition Medicine may have a maximum of two (2) opportunities to resubmit across the duration of the qualification.

No more than one resubmit can be taken in any given course.

Students who, because of these resubmit constraints do not meet individual course requirements will be withdrawn from that course along with any co-requisite courses. Studylink will be informed at this time that the student has been withdrawn from the course/s.

Failure to Pass a Resubmit

Students who receive a non-pass grade for an assignment and the subsequent resubmitted assignment will be immediately withdrawn from the course and any pre and co requisites. Studylink will be informed at this time that the student has been withdrawn from the course/s.

This may jeopardise the student's ability to continue in the qualification.

Policy on Resit of Exam, Test or Practical Assessment

Policy Contents

General Comments
Resit Application Procedure
 Failed Assessments
 Medical or Extenuating Circumstances
Non-Attendance at Resits
Resit Penalties
Resit grades
Maximum Number of Resits

General Comments

Students may be given the opportunity to resit assessments if they:

Do not pass an exam, test, or practical; or
Do not attend an exam, test or practical for medical or extenuating circumstances.

Resit Application Procedure

Failed Assessment

The College Registrar will notify the student in writing that a resit is required and issue a resit form.

Students needing to complete a resit for a written exam or test will be notified by the College Registrar about arrangements for a resit no later than one week after the results are handed back in class or received by mail.

Students must resit a written test or exam on the scheduled date identified by the College Registrar.

Resit dates are scheduled by the College Registrar at the beginning of each academic year. Student resits will be scheduled on the next available resit date following notification of marks from the course tutor to the College Registrar. Students will be given at least 7 days notice of a resit.

Students who are required to resit a practical exam are required to contact the tutor to schedule a resit time and date that is suitable to both.

Medical or Extenuating Circumstances

Students who miss an exam for medical reasons are required to present a medical certificate.

Students who miss an exam due to extenuating circumstances need to present their case to the College Registrar. The College reserves the right to investigate circumstances further if information presented appears to be insufficient or inaccurate.

Non-Attendance at Resits

Failure of a student to attend a re-sit, without a prior acceptable excuse or explanation, will be treated as a serious lack of commitment by the student and will jeopardise their chances to complete the associated module and to continue in the qualification.

Any student who does not attend a resit without prior explanation will be required to have an interview with the College Registrar to assess their situation.

The college is under no obligation to provide another resit opportunity where a student cannot provide an adequate reason for their absence from the scheduled assessment. The College reserves the right to investigate circumstances further if information presented appears to be insufficient or inaccurate.

Resit Penalties

Students who do not pass an exam, test or practical are required to pay a resit fee, as outlined below:

Resit of written test or exam:	\$40.00
Resit of practical:	\$60.00

Students who do not pass an exam, test or practical are subject to a grade penalty and will only receive the minimum pass grade for the resit assessment.

Students who miss an exam due to extenuating or medical circumstances are not required to pay a resit fee and will not be subject to the grade penalty.

Resit Grades

Assessments taken under resit arrangements for a non-pass result in an exam, test or practical, and deserving of a pass grade, will be awarded at most the minimum pass grade only:

Massage Therapy	70%
Aromatherapy	60%
Clinical Herbal Medicine	60%
Reflexology	60%
Herbal Studies	60%
Clinical Nutrition	60%

There will be no penalty on the grade awarded to an assessment taken under resit arrangements where there are medical or extenuating circumstances.

Maximum Number of Resits

Students studying in the Diploma in Clinical Herbal Medicine and Diploma in Clinical Nutrition may have a maximum of twelve (12) opportunities to resit over the duration of the qualification, and not more than two (2) in each academic semester.

Students studying in the Diploma in Massage Therapy, Diploma in Reflexology & Relaxation Massage and Diploma in Aromatherapy may have a maximum of six (6) opportunities to resit over the duration of the qualification, and not more than two (2) in each academic semester.

Students studying in the Certificate in Herbal Studies may have a maximum of four (4) opportunities to resit over the duration of the qualification, and not more than two (2) in each academic semester.

Students studying in the Certificate in Natural Health Studies and Certificate in Massage may have a maximum of two (2) opportunities to resit over the duration of the qualification.

Students studying in the Graduate Diploma in Nutrition Medicine may have a maximum of two (2) opportunities to resit across the duration of the qualification.

No more than one resit can be taken in any given course.

Students who, because of these resit constraints do not meet individual course requirements will be withdrawn from that course along with any co-requisite courses. Studylink will be informed at this time that the student has been withdrawn from the course/s.

Dates and times for resit of Practical Exams need to be coordinated by the student with the individual tutor.

Failure to Pass a Resit

Students who do not pass an exam, test or practical and who do not pass the subsequent resit exam, test or practical will be immediately withdrawn from the course and any pre and co-requisites. Studylink will be informed at this time that the student has been withdrawn from the course/s.

This may jeopardise the student's ability to continue in the qualification.

Policy on Reconsideration and Appeal of Grades

Policy Contents

General Comments
Reconsideration of Grades for Individual Assessments
Appeal on Grades for Individual Assessments

General Comments

This policy applies to all courses, and covers all formal assessments such as theory examinations, practical exams, orals, assignments and presentations made by students to their class for assessment purposes.

Reconsideration of Grades for Individual Assessments

In the event that a student believes their assessment has been incorrectly graded or inaccurately tallied they may approach their tutor to discuss the matter.

The tutor will:

Explain what constitutes a correct answer to specific assessment questions and explain how the student's answer was lacking;

If appropriate, alter the student's marks for specific assessment questions;

Re-tally the marks and if appropriate, alter the student's grade for the assessment.

If, after approaching a tutor for reconsideration of a grade, a student still believes their assessment has been incorrectly graded or inaccurately tallied they may consider lodging an appeal against the grade awarded.

Appeals of Grades for Individual Assessments

An application to appeal against a grade awarded to an individual assessment can only be made after a reconsideration of the grade by the grading tutor has occurred and the student remains unsatisfied with the fairness of the grade awarded.

Any appeal against a grade must be made within 10 working days from the date on which the grade was first communicated to the student. The fee for making an appeal against a grade is \$20.00 and needs to be paid at the time of application.

An application for appeal has to be made in writing to the College Director, indicate the areas of the assessment the student believes to be incorrectly or inaccurately graded and include a brief explanation as to why the student holds this belief.

An appeal against grades will be considered by the College Director. The appeal will be discussed at the next tutor meeting and/ or programme committee meeting.

If the student is judged to have a reasonable argument for appeal, the assessment will be re-graded by a different tutor who is competent in the relevant subject area and/ or sent to an external moderator for assessment.

Students should be made aware that an appeal against a grade may result in the grade being raised, unchanged or reduced.

Students will be informed of the outcome of their appeal where possible within 4 weeks of the appeal being made.

Policy on Academic Misconduct

Policy Contents

General Comments
Definition of Misconduct
Penalties for Academic Misconduct
Procedures
Making a Complaint of Academic Misconduct
Dealing with a Complaint of Academic Misconduct
Recording Academic Misconduct
Appeal of Penalty

General Comments

This policy applies to all NZQA accredited qualifications delivered by the Canterbury College of Natural Medicine and the Certificate in Massage.

This policy outlines the expectations of the College of how students conduct themselves in their academic studies and identifies conduct that is contrary to these standards.

The College expects students to conduct themselves in an honest, ethical manner and in accordance with the accepted standards of academic conduct and the CCNM Code of Ethics.

Definition of Misconduct

For the purpose of this policy academic misconduct is defined as dishonest or improper practice, or behavior that does not comply with formal instructions promulgated by the College, Course Tutor or Clinic Tutors, or academic behavior that is in breach of the CCNM Code of Ethics.

Examples of academic misconduct include, but are not limited to:

- Presentation of copied, falsified, or improperly obtained data or information;
- Assistance given to another student or received from another student in the presentation and material of that student's individual work, if the assistance is unacceptable according to the instruction for that work. Please note that Study Groups and shared resources are not an example of academic misconduct.
- Assistance given to a student from persons outside the College in the presentation and

material of that student's individual work, if the assistance is unacceptable according to the instruction for that work.

- Cheating (dishonest conduct in assessment);
- Plagiarism (knowingly presenting the work or property of another person as if it was one's own).

Penalties for Academic Misconduct

On determining that academic misconduct has taken place, the penalty that may be imposed on the student is one or more of the following:

- A reduced or nil grade for the assessment item in which academic misconduct has occurred;
- A fail grade in the course in which academic misconduct has occurred;
- Exclusion from enrolment in the qualification for a specified period of time;
- Exclusion from the qualification; re-enrolment in the qualification is at the discretion of the College Directors based on the students case for re-enrolment.

Procedures

Making a Complaint of Academic Misconduct

A tutor who has reason to believe a student has committed an act of academic misconduct, as defined in this policy, may take the following courses of action:

Request the student to attend a meeting with the course tutor to discuss the incident. On the basis of that interview the course tutors may decide to:

- Take no further action; or
- Provide the student with a warning together with advice on what is acceptable academic conduct; or
- Make a formal complaint of academic misconduct to the College Registrar, setting out the nature of the complaint in writing and providing all evidence available in support of the complaint; or
- Without interview, make a formal complaint of academic misconduct to the College Registrar, setting out the nature of the complaint in writing and providing all evidence available in support of the complaint.

Dealing with a Complaint of Academic Misconduct

On receiving a complaint of academic misconduct, the College Registrar shall advise the student of the complaint raised, providing the student with a description of the complaint and a copy of all evidence relevant to the complaint.

The College Registrar may seek evidence from other sources when evaluating the complaint.

The College Registrar will consider the complaint in light of evidence provided and the student's response to the complaint and may take one of the following actions:

- Dismiss the complaint. In this case no record of the complaint will be kept on the student file;
- Provide the student with a warning together with advice of proper standards of academic conduct in compliance with the CCNM Code of Ethics;
- Where satisfied that academic misconduct, as defined by this policy, has occurred may impose a penalty as defined in this policy;
- Where further investigation is required, refer the complaint to a Programme Committee.

Student will be informed of the outcome of the complaint in writing.

Recording Academic Misconduct

Where a penalty is incurred by the student for academic misconduct, the College Registrar shall be advised of the penalty for the purpose of recording the decision in the student's file.

Appeal of Penalty

Where a penalty for academic misconduct has been incurred by a student, a student may appeal to a Complaints Committee. A Complaints Committee will be convened in response to a student appeal and will involve 5 individual, including at least a representative for the student, representative for the College and an impartial committee member.

Students must appeal the decision in writing within 10 working days of the date the student was first advised in writing of the outcome of the complaint of academic misconduct.

All appeals should be made in writing the College Director.

A \$20.00 fee applies to all appeals made to the College.

Policy on Cross Credits, Internal Credit Transfers and Recognition of Prior Learning

Policy Contents

General Comments
Cross Credits
Credit Transfer
Recognition of Prior Learning
Application Process
Considerations for Students Accessing Student Allowances
Considerations for International Students
General Comments

This policy applies to all formal NZQA accredited qualifications delivered at the Canterbury College of Natural Medicine (CCNM).

All applications for Cross Credit, Internal Credit Transfers and Recognition of Prior Learning in any course of a diploma or certificate qualification must be made in writing to the College Registrar.

Applications should be made as early as possible prior to the commencement of the course and at the latest two weeks prior to the commencement of the course. All applications must be made prior to the commencement of the course of study. No consideration will be given to late applications.

Please note there are no partial credits granted for individual courses, e.g. one piece of assessment.

The application fee is \$50 per application. Additional costs depend on what is required to establish credentials and will be charged on an hourly rate.

Cross Credit (CC) (Formal Training in a Related Qualification or Institution)

A Cross Credit application may be made when the applicant has successfully completed papers from another training provider where programme content and

learning outcomes are comparable and the applicant can provide documentation to prove this.

Prospective students who have been offered a place in a formal qualification at CCNM or enrolled students who have already completed formal training in a related institution or area of study are eligible to apply for cross credit in a course they have studied at another institution. **Each case will be viewed on its own merits.**

Proof of formal training must be arranged by the applicant through the institution concerned and academic transcripts outlining course subjects, objectives, credits, level and grades must be provided by the applicant to CCNM.

CCNM academic staff will review (compare) course objectives, levels and credits and if a match occurs will grant the cross credit.

Please note that, for an application to be considered, grades attained in previous formal training must exceed CCNM academic criteria for minimum pass grades in all assessments as outlined below.

Diploma in Massage Therapy	70%
All other Qualifications	60%

All applications for *Cross Credit* for any course in a certificate or diploma qualification must be made on the official form (contact the college) and addressed to the College Registrar.

An application fee of \$50 should be included with the application.

Where academic staff are required to make a comparative analysis of learning outcomes the applicant will also be charged evaluation time at \$50 per hour (GST inclusive). The applicant will be notified by the College Registrar of the estimated time and cost of making a comparative analysis prior to the analysis being completed.

Applicants must apply for Cross Credit prior to the commencement date of the course. The College strongly recommends applications are made as early as possible.

Applications made and cross credit(s) approved prior to the applicants acceptance of a place to study at CCNM will not be included in the course fees charged.

Applications made and cross credit(s) approved following the applicants acceptance of a place to study at CCNM will be included in the course fee charged and applicants will be eligible for a refund of fees per the policy for withdrawals in the Student Handbook.

Per the withdrawal policy in the Student Handbook, the refund shall be the course fee minus \$500 or 10% of the total course fee, whichever is the lesser.

Applications should be made at least two weeks prior to the commencement of the course to ensure there is sufficient time for the application to be processed and for applicants to work through the appeals process prior to the final withdrawal date by which students are eligible for a refund of course fees.

No consideration will be given to applications received after the commencement date of the course.

Internal Credit Transfer (ICT)

Applicants who have already completed a formal qualification at CCNM may be eligible to apply for an Internal Credit Transfer for courses with comparable content and learning outcomes, and where appropriate documentation of successful completion can be provided.

All CCNM formal qualifications include a core curriculum to enable students to transfer between qualifications more easily.

For example: a student may complete the Diploma in Aromatherapy and then the Diploma in Massage Therapy. ANA101 – Anatomy & Physiology 1 is a component of both qualifications the student can apply and gain an Internal Credit Transfer for that component of the qualification.

Internal Credit Transfer incurs no fee.

All applications for *Internal Credit Transfer* for any course in a certificate or diploma qualification must be made on the official form (contact the college) and addressed to the College Registrar.

**Recognition of Prior Learning (RPL)
(Work Experience in a Related Profession or Industry)**

Prospective students who have been offered a place in a formal qualification at CCNM who have extensive work experience in a profession related to the qualification or course in which they are enrolling are eligible to apply for Recognition of Prior Learning.

Applicants are required to present evidence that they have met the learning outcomes of a course.

Evidence required may include but is not limited to the following:

Portfolio - collection of information assembled in providing evidence of the applicant's knowledge and skills.

Challenge Test – The applicant will be required to demonstrate knowledge or skills and establish competency through written, oral or practical test depending on the subject matter.

Attestation - where earlier life and work experiences are formally confirmed by a suitable qualified assessor and matched against comparable learning outcomes.

Formal Interview- this involves a meeting between the applicant and the course tutor and may include a 3rd party.

All applications for *Recognition of Prior Learning* for any course within a formal qualification must be made on the official form (contact the college) and addressed to the College Registrar.

An application fee of \$50 has to be included with the application.

Where the RPL is approved, the cost will be 35% of the course fee.

Where academic staff are required to make a comparative analysis of learning outcomes the applicant will also be charged evaluation time at \$50 per hour (GST inclusive). The applicant will be notified by the College Registrar of the estimated time and cost of making a comparative analysis prior to the analysis being completed.

Applicants must apply for Recognition of Prior Learning prior to the commencement date of the course. The College strongly recommends applications are to be made as early as possible prior to the commencement of the course.

Applications made and Recognition of Prior Learning approved prior to the applicants acceptance of a place to study at CCNM will not be included in the course fees charged.

Applications made and Recognition of Prior Learning approved following the applicants acceptance of a place to study at CCNM will be included in the course fee charged and applicants will be eligible for a refund of fees per the policy for withdrawals in the Student Handbook.

Per the withdrawal policy in the Student Handbook, the refund shall be the course fee minus the lesser amount \$500 or 10% of the total course fee.

Applications should be made at least two weeks prior to the commencement of the course to ensure there is sufficient time for the application to be processed and for applicant to work through the appeals process prior to the final withdrawal date by which students are eligible for a refund of course fees.

No consideration will be given to late applications received after the commencement date of the course.

Application Process

Applicants must have a valid letter of offer for a place to study in a formal qualification at CCNM before they can apply for CC/ ICT/ RPL.

Application for CC/ ICT/ RPL must be made in writing to the College Registrar.

Applications should be made at least two weeks prior to the commencement of the course to ensure there is sufficient time for the application to be processed and for applicants to work through the appeals process prior to the final withdrawal date by which students are eligible for a refund of course fees.

No consideration will be given to applications received after the commencement date of the course or to incomplete applications.

The College Registrar will advise the applicant in putting together the information required for the application if required.

In the process of assisting with the application CCNM staff may provide an initial evaluation of the application, however only written confirmation of the application outcome by the appropriate academic staff is binding.

Steps for Application for Cross Credit or Internal Credit Transfer:

Complete an application form – forms are available from CCNM reception or by downloading the relevant form from our website www.ccnm.ac.nz

Attach appropriate evidence – evidence must include proof of formal training at the institution attended by the applicant, academic transcripts outlining subjects, objectives, hours and grades.

Submit Application – send completed form, evidence and fee to the College Registrar.

Steps for Application for Recognition of Prior Learning:

Complete an application form – forms are available from CCNM reception or by downloading the relevant form from our website www.ccnm.ac.nz

Attach appropriate evidence – provide evidence of the experience, skills and academic achievements that could gain exemption from a particular course(s) and attach it to the completed form. Please also attach any supplementary supporting material.

Submit Application – send completed form, evidence and fee to the College Registrar.

Applicants will be notified of the outcome of their application within 10 working days of the date the application was received by the CCNM.

Appeal of Decision

Any appeal against the outcome of an application for Cross Credit, Internal Credit Transfer or Recognition of Prior Learning outcome must be made in writing to the College within 10 working days from the date on which the outcome was first communicated to the applicant. This date shall be the date on which the letter was sent to the student.

The applicant has to include a clear outline of the reasons for their appeal and provide any supporting evidence to their claim in their letter.

The fee for making an appeal against an outcome is \$20.00 and must be paid at the time of application.

An application for appeal is to be made in writing to the College Registrar, indicating the areas of the outcome the applicant believes to be incorrectly or inaccurately assessed and include a brief explanation as to why the applicant holds this belief.

An appeal against outcome will be considered by the College Registrar and reviewed Programme Committee. A programme committee meeting will be convened within 10 working days of the appeal being received at the College.

If the applicant is found to have a reasonable argument for appeal, the application will be re-evaluated by a different academic staff member who is competent in the relevant subject area and/ or sent to an external expert for assessment.

Applicants will be informed of the outcome of their appeal where possible within 10 working days of the appeal being made.

Please note, applications made later than two weeks prior to the commencement date may not be finalised prior to the withdrawal date for a refund on course fees, where the student chooses to appeal the initial outcome of their application.

Where the application is made less than two weeks prior to the commencement date of the course the College will make every effort to ensure the application is dealt with in a speedy and timely manner.

In the case of an application not being finalised within 10 working days of the commencement date of the course, the applicant will not be eligible for a refund on course fees.

Considerations for Student Accessing Student Allowances

Applicants are advised that successful application for Cross Credit, Internal Credit Transfer or Recognition of Prior Learning will result in a reduced number of credits and hours studied as part of the qualification and may impact on applicant's eligibility to receive a student allowance.

Considerations for International Students

English translations must be made for all documents in language other than English.

Applicants are advised that successful application for Cross Credit, Internal Credit Transfer or Recognition of Prior Learning will result in a reduced number of credits and hours studied as part of the qualification and may conflict with the applicant's study visa conditions.

For minimum hours of study required for visa conditions please contact Immigration New Zealand or visit www.immigration.govt.nz

Policy on Student Support Services

Policy Contents

General Comments
Support Services
Student Health Scheme
Educational Kinesiologist
Study Support
Eligibility for Support Services
Related Policies

General Comments

This policy applies to all NZQA accredited qualifications delivered by the Canterbury College of Natural Medicine, unless otherwise identified.

Support Services

The College offers a number of support services to its students:

- Student Health Scheme
- Educational Kinesiologist
- Study Support

Student Health Scheme

Student studying in the Certificate in Herbal Studies and all Diploma qualifications are eligible for the Student Health Scheme.

The student health scheme is provided for students to use in the current year of study during the academic term. All students are encouraged to make use of the student health scheme. The scheme includes the following services:

Herbal Medicine Consultations	no limit
Massage/ Reflexology	one (1) per month*

* Provided there are student appointments available. Students in clinic have to accommodate the paying client base also.

Students should check with Clinic reception for hours of operation for each service. The student clinic services are not available during seminar or exam weeks.

Counselling

Counselling appointments are available to all students enrolled in NZQA approved qualifications. Students are permitted up to six (6) appointments with the College Counsellor/s.

Students can make an appointment with the counsellor/s at any time and don't require a referral from CCNM administration.

Additional counselling appointments to the approved six (6) may be approved at the discretion of CCNM Administration should either the student or counsellor indicates they are required.

Educational Kinesiologist

Student studying in the Certificate in Herbal Studies and all Diploma qualifications complete a group session with an Educational Kinesiologist at the commencement of their qualification.

Students studying in an NZQA approved qualification are eligible for up to two (2) personal appointments over the duration of their qualification.

Study Support

Student who identify or who are identified as being in need of additional academic support are eligible for academic support. Academic support includes but is not limited to:

Personal tutoring sessions
Group tutoring
'Study buddy'
Student Study Assistance Contract

Eligibility for Support Services

All students are eligible for the student support services as outlined above at any time over the duration of their qualification unless otherwise identified.

Policy on Student Study Assistance Contracts (SSAC)

Policy Contents

General Comments
Definition of a SSAC
Criteria for Entering a SSAC
Procedure for Entering a SSAC
Related Policies

General Comments

This policy applies to all students enrolled in all NZQA accredited qualifications delivered by the Canterbury College of Natural Medicine and the Certificate in Massage.

Definition of a SSAC

A Student Study Assistance Contract (SSAC) is an agreement reached between a student and CCNM, which sets out the specific criteria that a student agrees to undertake in order to overcome the difficulties which more than likely prevent them from meeting course requirements.

This criteria is additional to the student's undertaking when they enrol in the course to meet academic and course criteria.

Criteria for Entering a SSAC

The Course Coordinator or College Registrar may ask a student to go on a SSAC if the student:

- Is in danger of falling outside academic criteria;
- Has fallen outside academic criteria;
- Is experiencing significant medical or extenuating circumstances that are impacting on their ability to meet course criteria; or
- Fails to comply with academic and clinic policies and procedures.

Situations in which a student will automatically be required to go on a SSAC include but are not limited to the following:

- The student has reached their maximum number of resits;
- The student has reached their maximum number of resubmits;
- The student has submitted more than four (4) assignments in late by more than one (1) week;
- The student fails to attend a scheduled exam without providing a medical certificate or acceptable documentation;
- The student is identified, by a tutor in writing to the College Registrar, to have significant performance or behavioural issues;
- The student has been identified, by a tutor in writing to the College Registrar, as needing additional assistance to academic, practical and/or clinical requirements of the qualification; or
- The student identified significant medical or extenuating circumstances that are impacting on their ability to meet academic and course criteria.

If a student declines to go on to a SSAC or does not meet the conditions of the SSAC, they will be required to meet with the College Director to discuss their continuance in the course and may result in withdrawal from the course.

Procedure for Entering a SSAC

The student, Student Services Manager (and if required, the course tutor, will meet to discuss the situation.

An evaluation is made to assess the student's learning needs.

Options will then be explored with the student to establish a program best suited to individual requirements.

The program decided on will be outlined to the student in writing.

Options that may be implemented include but might not be limited to:

- Study buddy/group
- Monthly review meetings with the Course Coordinator
- Study planning / timetabling / priority and goal setting
- Counselling support
- Academic support / mentor
- Stress management program
- Health check
- Individual study skills session

Students of the diploma in clinical herbal medicine may be required to complete a clinical assessment before being accepted into clinical practice

SSAC for Distance Students

All of the aforementioned support services that may be implemented under the study assistance policy are available to all students enrolled in NZQA approved qualifications, including students completing their qualification via distance learning.

Where possible, services will be delivered in a face-to-face environment, however for students outside of Christchurch, it is more likely services will be delivered via telephone or email support.

Policy on Enrolments

Policy Contents

General Comments
New Enrolments
Re-Enrolments
Compulsory Costs
Related Policy

General Comments

This policy applies to all qualifications delivered by the Canterbury College of Natural Medicine.

New Enrolments

The following process applies for all new enrolments at Canterbury College of Natural Medicine:

Following the application and interview* process, successful applicants will be sent a Letter of Offer. This letter will include an Enrolment Form.

New Students are required to fill out the Enrolment Form and return it to the College, along with a \$250 deposit on fees, to confirm their place on the course.

The returned Enrolment Form constitutes the students contract with the College for the deliver of education as identified by the student in the Enrolment Form and is a binding contract.

Upon receipt of the Enrolment Form and deposit, students will be issued with an invoice. This invoice will include the individual course tuition fees and compulsory costs relating to their studies at the College.

Upon receipt of the invoice, students have 10 days from the date of issue to pay their fees in full or confirm Student Loan or Training and Incentive Allowance arrangements.

When fees have been paid in full or evidence of Student Loan or Training and Incentive Allowance has been received by the College, the Enrolment will be complete and a student enrolment confirmed.

* Interview is at the discretion of CCNM Administration for Certificate qualification applicants.

Re-Enrolments

Where a student has already previously been enrolled in a Course of Study at CCNM and is required to re-enrol in a further Course of Study in order to continue and/ or complete the requirements for the award of the qualification they are working towards, they are required to re-enrol.

Re-Enrolment Forms will be issued to all students enrolled in a Course of Study and who are not expected to complete the requirements for the award of the qualification they are working towards in that Course of Study, by the College.

All Re-Enrolment Forms must be received by the College no later than 14 days prior to the commencement date of the Course of Study.

Re-Enrolment Form submitted less than 14 days prior to the commencement date of the Course of Study will attract a late administration fee of \$50.00.

Upon return of the Re-Enrolment Form to the College, students will be issued an invoice for the new Course of Study as identified on the Re-Enrolment Form and any compulsory costs.

Upon receipt of the invoice the enrolment process as outline above in points 4 and 5 apply.

Compulsory Costs

Compulsory qualification costs are:

For Course of Study (annual):
Public Trust Insurance Fee \$28.00
ID Card

For changes to a Course of Study that require an extension to the Public Trust Form:
Public Trust Insurance Fee \$14.00

Policy on Payment of Fees

Policy Contents

General Comments
Payment of Fees
Study Link
Late Payment of Fees
Related Policy

General Comments

This policy applies to all qualifications delivered by the Canterbury College of Natural Medicine.

Payment of Fees

Tuition fees are identified to students in their letter of offer.

All new students enrolling in a qualification are required to return \$250 deposit on fees with their Acceptance Form and Enrolment Form.

Upon receipt of the Enrolment Form and deposit, students will be issued with a Statement of Fees. This Statement will include the individual course tuition fees, compulsory costs relating to their Course of Study as identified in the Enrolment Form and reflect the \$250 deposit already paid to the College.

Upon receipt of the Statement of Fees, students have 10 days from the date of issue to pay their fees in full or confirm Student Loan or Training and Incentive Allowance arrangements.

When fees have been paid in full or evidence of Student Loan or Training and Incentive Allowance has been received by the College, the Enrolment will be complete and a student enrolment confirmed.

Late Enrolments

In the case of late enrolment in a Course of Study, where a Statement of Fees is issued less than 10 days prior to the commencement date of a Course of Study, all fees must be paid in full or evidence of an approved Student Loan or Training & Incentive Allowance submitted to the College prior to the aforementioned commencement date.

Study Link/ Training & Incentive Allowance

Students applying for Student Loan or Training and Incentive Allowance to pay their fees are required to identify the fact on their acceptance form.

Students are required to provide evidence to the College that their Student Loan or Training and Incentive Allowance has been approved within 10 days of the issuing date of the fee statement in lieu of full payment of fees.

It is the student's responsibility to ensure Study Link or WINZ has all the required information to process their application.

Late Payment of Fees

Fees will be considered late when:

Fees are paid later than 10 days from the issuing date of the fee statement; or

Evidence of a Student Loan or Training and Incentives Allowance is not provided to the College within 10 days from the issuing date of the fee statement; or

Where a fee statement is issued less than 10 days prior to the commencement date of the current academic period:

Fees are not paid in full prior to the commencement date of the Course of Study; or

Evidence of a Student Loan or Training and Incentives Allowance is not provided to the College prior to the commencement date of the Course of Study.

Late payment of fees, without prior approval from the College may result in a penalty of 10% of the total outstanding fees being added to the account.

Students who have not paid their fees or provided evidence of a Student Loan or Training and Incentives Allowance to the college by the commencement date of the Course of Study will not be permitted to attend class until such time as the outstanding fees have been paid or evidence of a Student Loan or Training and Incentive Allowance provided to the College.

Further delay in payment will result in legal action.

Policy on Refunds & Withdrawals

Policy Contents

General Comments
Withdrawal from a Course or Qualification
Refund of Fees
Dispute of Rights to a Refund
Related Policy

General Comments

This policy applies to all qualifications delivered by the Canterbury College of Natural Medicine.

Student Withdrawal from a Course or Qualification

Where a student wishes to withdraw from a course of study delivered by CCNM, they must advise the College of their withdrawal either in person, by telephone, email or letter.

Notification of withdrawal should be given to the Student Services Manager or College Director.

Refunds of Fees

To be eligible to receive a refund of fees paid, notification of withdrawal from course(s) and/ or qualification must be received from the student by the College within 8 days of the commencement date of their Course of Study.

A student's Course of Study is identified on the Enrolment Form and may be an enrolment for a full time or part-time Course of Study over a six (6) month or twelve (12) month period. (Please note if a course of study includes courses over 2 semesters, the start date of the Course of Study is based on the start date of the 1st semester courses).

Within that 8 day period students will be eligible for a refund of fees, minus \$500 or 10% of total fees paid, whichever is the lesser amount.

After that 8 day period students are not eligible for a refund.

This policy also applies when:

- A student has been stood down, suspended or excluded;

- A student wishes to transfer to another school;
- A student returns home for any reason;
- If the enrollment application is found to be inaccurate in any way the contract is terminated.

Dispute of Right to Refund of Fees

Students who wish to dispute their right to a refund on fees should address their complaint to the College Manager in writing.

APPENDIX 1: PRE-REQUISITES & CO-REQUISITES 2010

Pre-Requisites: must be completed prior to completing the courses
 Co-Requisites: must be completed before or at the same time as the course

Certificate in Herbal Studies

Course Code	Course Title	Pre-Requisites	Co-Requisites
SEMESTER 1			
BOT101	Botany 1	none	none
HRB101	Materia Medica 1	none	none
HRB103	Manufacturing of Herbal Preparations 1	none	none
HRB105	Philosophy of Herbal Medicine 1	none	none
PRM201	Practice Management	none	none
SEMESTER 2			
BOT102	Botany Herbal Horticulture	BOT101	none
HRB102	Materia Medica 2	HRB101	none
HRB104	Manufacturing of Herbal Preparations 2	HRB103	none
HRB106	Philosophy of Herbal Medicine 2	HRB105	none
PHM101	Pharmacognosy	BOT101	none

Diploma in Massage Therapy
Pre-Requisite & Co-Requisite Information

Course Code	Course Title	Pre-Requisites	Co-Requisites
SEMESTER 1			
ANA101	Anatomy & Physiology 1	ANA001	none
ANA103	Anatomy & Physiology 3	ANA001	none
ARO101	Aromatherapy 1	none	none
CSE101	Communication Skills & Ethics 1	none	none
INT101	Interview & Assessment Skills 1	none	MAS101, ANA101
MAS101	Massage 1	MAS001	PRA101, INT101
PRA101	Practitioner Skills	none	MAS101
SEMESTER 2			
ALL101	Allied Modalities	none	none
ANA102	Anatomy & Physiology 2	ANA101	none
INT201	Interview & Assessment Skills 2	INT101, MAS101, ANA101, ANA103	none
MAS102	Massage 2	MAS101, ANA101	none
NMT201	Neuromuscular Technique 1	MAS101, ANA101, ANA103, INT101	MAS102, PTH201, INT201
PTH201	Pathophysiology 1	ANA101	none
SEMESTER 3			
CHS301	Clinical Health Science 1a	ANA102, ANA103, MAS102, CSE101, ARO101, INT201, PTH201, ALL101, NMT201	PTH202, NMT202, SPN201, SPT201
NMT202	Neuromuscular Technique 2	NMT201	none
PRM201 *	Practice Management	None	none
PTH202	Pathophysiology 2	PTH201, ANA102	none
SPN201	Special Needs Massage	MAS102, ANA102, CSE101, PTH201	none
SPT201	Sports Massage	ANA102, ANA103, MAS102, PTH201, NMT201, INT201	PTH202

Pre-Requisites: must be completed prior to completing the courses
 Co-Requisites: must be completed before or at the same time as the course
 Eg, for MAS101 students must have completed MAS001 (pre-requisite) and have completed or be completing (during the same semester) INT101 and PRA101 (co-requisite).

* Highly recommended to be completed in final semester of study

Diploma in Reflexology & Relaxation Massage

Course Code	Course Title	Pre-Requisites	Co-Requisites
-------------	--------------	----------------	---------------

SEMESTER 1

ANA101	Anatomy & Physiology 1	ANA001	none
CSE101	Communication Skills & Ethics	none	none
INT101	Interview & Assessment Skills 1	none	MAS101
MAS101	Massage 1	MAS001	PRA101, INT101
PRA101	Practitioner Skills	none	MAS101
REF101	Reflexology 1	none	REF103
REF103	Foot Care	none	REF101

SEMESTER 2

ALL101	Allied Modalities	none	none
ANA102	Anatomy & Physiology 2	ANA101	none
ARO101	Aromatherapy 1	none	none
MAS102	Massage 2	MAS101, ANA101	none
PTH201	Pathophysiology 1	ANA101	none
REF102	Reflexology 2	REF101, REF103	none
REF202	Reflexology Case Studies 1	REF101, REF103, ANA101	ANA102

SEMESTER 3

CHS301	Clinical Health Science 1a	ANA102, MAS102, CSE101, ARO101, PTH201, ALL101, REF102, REF202	PTH202, REF201, REF203
PRM201 *	Practice Management	none	none
PTH202	Pathophysiology 2	PTH201, ANA102	none
REF201	Reflexology 3	REF102	none
REF203	Reflexology Case Studies 2	REF202	none

Pre-Requisites: must be completed prior to completing the courses
 Co-Requisites: must be completed before or at the same time as the course

Eg, for MAS101 students must have completed MAS001 (pre-requisite) and have completed or be completing (during the same semester) INT101 and PRA101 (co-requisite).

* Highly recommended to be completed in final semester of study

Diploma in Clinical Herbal Medicine

Course Code	Course Title	Pre-Requisites	Co-Requisites
SEMESTER 1			
ANA101	Anatomy & Physiology 1	ANA001	none
BCF001	Bach Flowers 1	none	none
BIO101	Biochemistry 1	CHM001	none
BOT101	Botany 1	none	none
HRB101	Materia Medica 1	none	none
HRB105	Philosophy of Herbal Medicine 1	none	none
SEMESTER 2			
ANA102	Anatomy & Physiology 2	ANA101	none
BCF002	Bach Flowers 2	BCF001	none
BIO102	Biochemistry 2	BIO101	none
HRB102	Materia Medica 2	HRB101	none
HRB106	Philosophy of Herbal Medicine 2	HRB105	none
PHM101	Pharmacognosy	BOT101	none
PTH201	Pathophysiology 1	ANA101	none
SEMESTER 3			
CSE101	Communication Skills & Ethics 1	none	none
CLA301	Client Assessment 1	none	PTH201, CSE101
HRB201	Herbal Therapeutics 1	HRB102	PTH201
HRB203	Phytopharmacology 1	HRB102, BIO102	none
NUT201	Nutritional Biochemistry 1	BIO102, ANA102	PTH201
PTH202	Pathophysiology 2	PTH201, ANA102	none
SEMESTER 4			
CLA302	Client Assessment 2	CLA301	PTH202, CSE101
HRB202	Herbal Therapeutics 2	HRB201	PTH202
HRB204	Phytopharmacology 2	HRB203	None
NUT202	Nutritional Biochemistry 2	NUT201	PTH202
RES201	Critique of Herbal Medicine Research	HRB201	none
SEMESTER 5			

CHS301	Clinically Applied Health Science 1a	ANA102, PTH202, CSE101, NUT202, HRB202, HRB204, CLA302	CSE201, DFD301, PHA201, CHS303
CHS303	Clinically Applied Health Science 2a	none	CHS301, DFD301, PHA201
CSE201	Communication Skills & Ethics 2	CSE101	
DFD301	Differential Diagnosis 1	none	CHS301, CHS303
PHA201	Allopathic Prescriptions 1	PTH202, HRB204, NUT202	none

SEMESTER 6

CHS302	Clinically Applied Health Science 1b	CHS301	CHS304, DFD302, PHA202
CHS304	Clinically Applied Health Science 2b	CHS303	CHS302, DFD302, PHA202
DFD302	Differential Diagnosis 2	DFD301	CHS302, CHS304
PHA202	Allopathic Prescriptions 2	PHA201	none
PRM201 *	Practice Management	none	none

* Highly recommended to be completed in final semester of study

Diploma in Clinical Nutrition

Course Code	Course Title	Pre-Requisites	Co-Requisites
SEMESTER 1			
ANA101	Anatomy & Physiology 1	ANA001	none
BIO101	Biochemistry 1	CHM001	none
NUT101	Food as Medicine 1	none	none
NUT103	Food Safety & Toxicity	none	none
NUT104	Food & Culture	none	none
SEMESTER 2			
ANA102	Anatomy & Physiology 2	ANA101	none
BIO102	Biochemistry 2	BIO101	none
NUT102	Food as Medicine 2	NUT101	none
NUT105	Food & Politics	none	none
PTH201	Pathophysiology 1	ANA101	none
SEMESTER 3			
CSE101	Communication Skills & Ethics 1	none	none
CLA301	Client Assessment 1	none	PTH201, CSE101
CLA203	Functional Testing 1	PTH201	none
NUT201	Nutritional Biochemistry 1	BIO102, ANA102	PTH201
PHA201	Allopathic Prescriptions 1	PTH201	PTH202, NUT201
PTH202	Pathophysiology 2	PTH201	none
SEMESTER 4			
CLA302	Client Assessment 2	CLA301	PTH202
CLA204	Functional Testing 2	CLA203	none
NUT202	Nutritional Biochemistry 2	NUT201	PTH202
NUT203	Nutrigenomics	none	none
PHA202	Allopathic Prescriptions 2	PHA201	NUT202
RES201	Critique of Herbal Medicine Research	NUT102, NUT103, NUT104	none

SEMESTER 5

CHS301	Clinically Applied Health Science 1a	ANA102, PTH202, CSE101, NUT202, HRB202, HRB204, CLA302	CSE201, DFD301, PHA201, CHS303
CHS303	Clinically Applied Health Science 2a	none	CHS301, DFD301, PHA201
CSE201	Communication Skills & Ethics 2	CSE201	none
DFD301	Differential Diagnosis 1	none	CHS301, CHS303

SEMESTER 6

CHS302	Clinically Applied Health Science 1b	CHS301	CHS304, DFD302, PHA202
CHS304	Clinically Applied Health Science 2b	CHS303	CHS302, DFD302, PHA202
DFD302	Differential Diagnosis 2	DFD302	CHS302, CHS304
PRM201 *	Practice Management	none	none

Pre-Requisites: must be completed prior to completing the courses
 Co-Requisites: must be completed before or at the same time as the course

Eg, for ANA101 students must have completed ANA001 (pre-requisite)
 * Highly recommended to be completed in final semester of study