



## Phoenix Academy of Acupuncture and Herbal Medicine

### Admission policy

#### Principle

The application for the Chinese Herbal Medicine Diploma is open to existing healthcare practitioners who have a reasonable level of understanding of Chinese medicine.

The course is advertised on the website of the Academy and by emailing to subscribed users of Phoenix Medical Supplier.

All application will be dealt with in a professional manner with timely response. All applicants are treated equally, fairly with respects.

Whenever evidence is required by consideration, the request of such evidence should comply with all legal requirements.

The decision on application should be fair and evidence based.

The enrolment procedure is transparent, and all fees incurred by the course will be clearly explained.

A cold-down period of 2 weeks is provided to all enrolled students, who can regret the decision of joining the course, and withdraw from the cost with full refund deducting the real cost.

#### Entry Requirements

The courses of PAHMA are all open to practitioners who have completed a course of training at professional licentiate level, preferably in Chinese acupuncture, and are still in good practising status.

A typical applicant should meet the following requirements with supporting documents:

- Holding a professional status/licence in healthcare practice and practising some forms of Chinese medicine, for example acupuncture,
- English level at GCSE C, or equivalent
- English level at IELTS at 6.0 for those their English is not their first language.
- Completed a course/module of Chinese medicine theory of 60 hours learning or above at level 4
- Completed a course/module of Chinese medicine diagnosis of 60 hours learning or above at level 4
- Practiced healthcare therapy directly facing patients (acupuncture, for example, acupuncture for at least 400 hours, including that under professional supervision.
- A reference provided by a professional/academic/line manager
- Declaration of noncriminal record, fitness to practice, and special learning need for further assessment
- Sufficient IT and writing skills for online lecture/seminar and approach to Moodle system, and sufficient internet connection at home.
- Capacity to pay the cost of the course

## **Application Process**

All application should be submitted to the administration office by emailing the completed form, or by post.

On receipt of the application, the administrator will check the supporting documentation, and require further information/evidence if some key information is needed.

A personal ID / proof of identity, and proof of address are also required along with other documents.

The application is then registered.

The course tutor is responsible for the next step, by agreeing an interview online or in person to help the final decision.

The decision should be made with 1 week in the form of unconditional offer, conditional offer, or rejection.

The decision is then sent to the applicant within 1 week, in together with an acceptance form, registration form and fee payment instructions.

The enrolment could then be processed.

## **Enrolment Procedure:**

Student can do it online or in person

Student should sign the registration form, and complete all items

A photo should be taken for the use of Moodle

A declaration of non-criminal record, fit to practice, and special need of learning should be signed by the student.

Fee agreement. Students can pay the annual fee in single payment or instalment.

An enrolment contact between the student and Phoenix Academy is then signed.

When above steps are completed, a student ID is issue with student number.

## **Enrolment Contract**

### **The Duty of Students:**

Committed to the course learning

Preparing for the future practice of Chinese herbal medicine in all other aspects, not included in teaching sessions, for example, purchase the essential equipment.

Attending the arranged teaching activities and meet the attendance requirement of 80%.

Attending all arranged clinical sessions, and meeting the total hours

Spend enough time in home study

Produce all assignments timely and independent.

Be honest in assessment, complying with law and anti-plagiarism regulations.

Report to the course team of any reason of missing attendance, difficulty to meet the deadline of assignment timely.

Behave professionally in clinical setting, and following instructions of supervisor.

Follow the professional Code of Conduct and Code of Safe Practice

### **The Duty of Phoenix:**

Committed to the best standards of education in TCM herbal medicine

Organise the teaching, discussion, assessment and clinical training according to the course definition documents

Supply enough teaching materials, mainly handout, video content, and third-party materials for students

Maintain the quality of teaching and clinical training

Maintain the quality of assessment

Listen to students' voice and improve the learning experience

Deep records of student learning according to Personal information regulations

Recruiting patients for online clinic

Organise proper academic board/ board of examiners meetings

Arrange high quality support to students' need in learning