



## **Phoenix Academy of Acupuncture and Herbal Medicine**

### **Admission Policy**

Phoenix Academy invites qualified candidates to apply for the 3-Year Chinese Herbal Medicine Diploma, in line with the criteria outlined below.

We are committed to handling all applications in a fair, professional, and timely manner. Decisions regarding applications will be made impartially, based on the evidence provided.

If any supporting documentation is required for consideration, such as proof of prior learning or qualifications, we will respectfully request that these documents be submitted and verified before progressing with the application process.

Our goal is to ensure that the enrolment process is transparent, and that all course-related fees are clearly communicated. We offer a two-week cooling-off period for all enrolled students, giving them the opportunity to reconsider their decision. During this time, students may withdraw from the course and receive a full refund, minus any actual costs incurred.

#### **1. Entry Requirements**

The 3-Year Chinese Herbal Medicine Diploma is open to candidates who have successfully completed a degree-level course in acupuncture and have direct access to patients. Graduates with medical degrees will need to complete our Foundation Diploma before beginning the 3-Year Chinese Herbal Medicine Diploma Programme.

For overseas students, who will not practice in the UK, proof of qualifications equivalent to UK Level 6 education is required for consideration.

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

- Successfully completed a degree-level course in acupuncture,
- English level at IELTS at 6.0 for those where English is not their first language, with a minimum of 5.5 in each component.
- A reference provided by a professional/academic/line manager
- Declaration of noncriminal record
- Declaration of fitness to practice
- Declaration of any special learning needs 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

## **2. Application Process**

All applications should be submitted to the administration office by completing and signing the registration form online.

On receipt of the application, the administrator will check the supporting documentation, and, if required, request further information/evidence.

A personal ID / proof of identity, and proof of address are also required along with other documents, evidencing qualifications and recognised proof or prior learning etc.

The application is then registered.

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

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

## **3. Enrolment Procedure:**

Student can enrol online, completing the registration form as part of their application.

A declaration of non-criminal record, fitness to practice, and any medically confirmed special educational needs be submitted, signed by the student.

There is a fee agreement to sign. Students can pay the annual fee in a single payment or in instalments.

## **4. Our Commitment to our Students:**

Phoenix Academy is committed to delivering the highest standards of education in TCM herbal medicine.

We will ensure that all teaching and learning opportunities, assessments and clinical training, guidance and resources we deliver will meet the high standards required in order to support our learners to be fully informed, effective and competent practitioners of Chinese herbal medicine.

We are committed to maintaining high quality teaching and learning materials, the ongoing development of our curriculum and our policies, amending and updating where appropriate, in order to benefit our students at all times.

We remain open at all times to receiving and responding to students' feedback.

We ensure that our students will have appropriate access to clinics for their clinical practice and will receive the supervision and guidance required.

We ensure that students will have access to the administration team and their professors for their academic, administrative and pastoral support needs.

## **5. What we expect of our students:**

We expect our students to be committed to their study and to engage fully with the programme.

This entails attending the arranged teaching activities and meeting the attendance requirement of 80%; attending all arranged clinical sessions, and meeting the required total hours; submitting all assessments and online quizzes by the set deadlines, unless otherwise sanctioned.

We also require students to be able and willing to spend enough time in home study, beyond their teaching hours.

Students must have access to and the ability to navigate, adequate technology, such as a pc or laptop and adequate Wi-Fi in order to fully access our online programme and resources.

## **6. Contact Information**

Chunyan Glover or Joe Quieros

Phoenix Academy of Acupuncture and Herbal Medicine

Email: [office@phoenixtcm.org.uk](mailto:office@phoenixtcm.org.uk)

Telephone: 0044 1245 350822