



STUDENT AGREEMENT

Academic Session: 2019/20

Student Details

Date: _____ ID number:

Mode of Study: (3 Yrs) (4 Yrs) (5 Yrs)

Title: (Mr/Miss/Ms/Mrs) Forenames: Surname:

Marital Status: Previous Surname:

Date of Birth: Nationality:

Home Address: Term Address (if different):

Postcode: Postcode:

Mobile telephone: Home telephone: E-mail address:

EMERGENCY CONTACT DETAILS

Name of who to contact in case of Emergency: Mobile telephone:

Home / Work telephone: Other means of contact, e.g. email address:

If you change any of the above during the year, please notify the Student Administrator "immediately as we may need to contact you urgently in regard to clinic timetable changes etc.

Print Name: _____ Student Administrator

Date: _____ Date:

Signature: _____ Signature:

1. Introduction

This Agreement sets out the rights and obligations between ACEAM and our students. It is intended to provide a framework through which we can work together to create a positive educational environment and academic achievement.

2. Agreement

The standard enrolment conditions for students at ACEAM are set out below. These conditions comprise part of the Agreement between you and ACEAM about your program of study. The Agreement between you and ACEAM starts when you notify ACEAM in writing upon your decision to accept the offer on our program and pay the required deposit to secure your place.

3. Criminal Convictions

When you apply to ACEAM, you must provide an enhanced disclosure form; any conviction, whether spent or not, must be disclosed. You will not be able to take responsibility for any treatment in clinic until your disclosure form has been approved. In the event of any convictions being disclosed an ACEAM panel will consider whether such convictions are compatible with student membership of ACEAM and with a place on our program.

4. Special Learning Needs

The College welcomes applications from students with special needs. However, it would be helpful to the College to know in advance about the nature of your special needs and you will be required to write if any special learning needs apply to you to the Student Administrator, in confidence, giving details of any learning need or disability provision required.

5. ACEAM's Obligations

ACEAM will provide you with the tuition and learning support associated with your program subject to these conditions, with reasonable care and skill. ACEAM will make all reasonable efforts to deliver your program as described in ACEAM's published literature for the relevant academic year. However, ACEAM manages its resources efficiently and shall be entitled:

- To alter the timetable, location, number of classes and method of delivery of your program, provided such alterations are reasonable; To make reasonable variations to the content and syllabus of your program;
- ACEAM will make available to you the learning support facilities and other services considered appropriate, but may vary on its provisions from time to time (for example, ACEAM may think it appropriate to change the way it provides Library or IT support).

6. Your Obligations

You are required to:

- Read the ACEAM Student Handbook, Course Handbook and other documentation provided to you upon enrolment and make yourself aware of the rights and responsibilities as an ACEAM student. You must undertake to seek clarification of any points that are not clear to you.
- Comply with all ACEAM (and where relevant the Shen Zhou open university) protocols, regulations and codes of conduct as applicable.
- Attend compulsory lectures, courses, tutorials, examinations and other activities which form part of your program, subject to absence for medical or other agreed reasons;
- Conduct yourself appropriately, and according to Clinic protocols and guidelines when in the clinic setting, whether as observer or practitioner. Be aware of and abide by the Hellenic Society of Chinese Medicine (HSCM) code of safe practice and code of professional conduct.

Print Name:

Student Administrator

Date:

Date:

Signature:

Signature:

- Submit by required deadlines course work and other assignment required for your program subject to extenuating circumstances.
- Reach the level of academic attainment required by the program by the faculty board;
- Promise not to use acupuncture or acupressure on any person outside the confines of the ACEAM clinic until you have graduated.
- Provide the Student Administrator with an emergency contact name and details which ACEAM may use at its discretion;
- Notify the student Administrator of any changes to the information which you have submitted on application or enrolment, for example, if you change your address.
- Specific ACEAM applied examination regulations are in the European Traditional Chinese Medicine Association (ETCMA) Codes of professional conduct; This is part of your clinic teaming and the codes are found here: <https://www.etcma.org/about/documents/>

7. Payment:

It is your responsibility to make sure your tuition fee and all other expenses relating to your program are paid. The tuition fee is stated in the fee information provided to you as reviewed and revised each academic year. You are bound by ACEAM's regulations on the payment of the tuition fee, refunds in the event of termination of your studies and the consequences of non-payment, as amended from time to time. These are set out in published literature for prospective candidates, attached to the formal offer letter, and also included in the invoice terms and conditions, given to each student when fees become due. Therefore, we specifically declare that we are unable to offer any tuition fee refunds. Please note that if you withdraw from the program, for whatever reason, you are liable to pay all fees due for the academic year. If you decide to "interrupt" or defer your studies, you may offset the fees paid against those due upon your return to study.

8. Academic Rules and Regulations

You must comply with all relevant regulations relating to your program, as amended from time to time. These are available in the Student Handbook, Course Handbooks, Course documentation, ACEAM website.

They include the following:

- Academic regulations of the Shen Zhou university
- Faculty rules on academic progress and the consequences of poor academic performance;
- Extenuating circumstances procedures - Appendix in Student Handbook
- Regulations on Fitness to Practise
- Regulations on suspension or extension of studies;
- Assessment and Examination regulations

9. Other College Rules and Regulations

You must comply with all other relevant rules and regulations of ACEAM, as amended from time to time. These are to be found in your Student Handbook, or are held separately (and you may request to view these) and include the following:

- Student disciplinary regulations (Student Handbook)
- Grievance and complaints procedures; (Student Handbook)
- Health and safety regulations; (separate policy)
- Data protection information and confidential information; (separate policy)

Print Name:

Student Administrator

Date:

Date:

Signature:

Signature:

10. ACEAM's Liabilities

ACEAM cannot accept responsibility, and expressly excludes liability, for:

- Any loss or damage to your property, including damage or loss inside the classroom, unless caused by the negligence of ACEAM or its employees.
- Death or any personal injury suffered by you, unless caused by the negligence of ACEAM or its employees.

Although ACEAM will try to ensure that online material for your use has reasonable security and protections, you use such material provided by ACEAM at your own risk.

ACEAM shall not be liable for loss or damage suffered by you as a result of the use of any online material provided or made available by ACEAM, including any contamination of software or loss of files.

11. Termination of Agreement

This Agreement will end automatically, subject to your rights of internal appeal, if your studies with ACEAM are terminated as a result of the following circumstances:

- Action taken against you in accordance with ACEAM's disciplinary or fitness to practise procedures;
- A decision of the faculty board, based on your academic performance; non-payment of fees, in accordance with ACEAM's regulations on payment of fees.
- If, between accepting an offer and starting your program, there is a change in your circumstances which, in the reasonable opinion of ACEAM, makes it inappropriate for you to study on the program;
- If ACEAM becomes aware of information about you which it did not know before (for example, unspent criminal convictions) which, in the reasonable opinion of ACEAM, makes it inappropriate for you to study on the program;
- If, in the reasonable opinion of ACEAM, you have failed to provide ACEAM with all relevant information, or have supplied false or misleading information, relating to your application for the program.

12. General

Neither you nor ACEAM shall be liable to each other for any failure or delay in performing obligations, if the failure or delay is due to any force majeure cause beyond that party's reasonable control, for example fire, flood or industrial dispute.

This Agreement shall be governed by and construed in all respects in accordance with the Greek law and the parties agree to submit to the jurisdiction of the courts of Athens, Greece.

13. ACEAM Diplomas

Upon successful completion of your studies, ACEAM will be rewarding you with a professional bachelor's level diploma in addition to an accredited diploma from Shenzhou Open University, Amsterdam, Holland. The professional training program diploma from both institutions will reflect the program and the years of study you signed up for. We offer 4 different diplomas.

- The 3+1 "Diploma in Acupuncture" equals the 3 years (FCM + 2 years of Acupuncture 1 & 2) + 1 year that includes Foundation of Western Medical Health Sciences (FWMHS). Please Note: There is an exemption granted for medical doctors, physiotherapists, and other medical health professional or those who possess the equivalent coursework required by their primary accredited diploma. We will waive these courses if the student can provide an accredited transcript showing that they have been completed with a minimum passed grade of "C" or higher.

Print Name:

Student Administrator

Date:

Date:

Signature:

Signature:

- The 3+1 “Diploma in Chinese Herbal Medicine” equals the 3 years (FCM + 2 years of Chinese Herbal Medicine I & 2) +1 year that includes Foundation of Western Medical Health Sciences (FWMHS). Please Note: There is an exemption granted for medical doctors, physiotherapists, and other medical health professional or those who possess the equivalent coursework required by their primary accredited diploma. We will waive these courses if the student can provide an accredited transcript showing that they have been completed with a minimum passed grade of “C” or higher.
- The 3+2+1 “Diploma in Oriental Medicine” equals the 3 years (FCM + 2 years of Acupuncture I & 2), plus Chinese Herbal Medicine I & 2, plus +1 year that includes Foundation of Western Medical Health Sciences (FWMHS). Please Note: There is an exemption granted for medical doctors, physiotherapists, and other medical health professional or those who possess the equivalent coursework required by their primary accredited diploma. We will waive these courses if the student can provide an accredited transcript showing that they have been completed with a minimum passed grade of “C” or higher.
- The 3+1 “Diploma in Asian Bodywork & Massage – Tuina” equals the 3 years (FCM + 2 years of Tuina I & 2), plus +1 year that includes Foundation of Western Medical Health Sciences (FWMHS). Please Note: There is an exemption granted for medical doctors, physiotherapists, and other medical health professional or those who possess the equivalent coursework required by their primary accredited diploma. We will waive these courses if the student can provide an accredited transcript showing that they have been completed with a minimum passed grade of “C” or higher.

Graduates are free to practice entry-level East Asian Healing Arts according to their local CAM legislation. You must refer to the legal framework applied to the country you wish to live and work in as a CAM practitioner.

STUDENT DECLARATION

I have read the Student Agreement terms and I am aware of my responsibility for payment of fees, good conduct and will abide by the terms of this Agreement.

I confirm that the personal information given on this form is true, complete and accurate and no information requested or other relevant information has been omitted.

Print Name:

Student Administrator

Date:

Date:

Signature:

Signature: