INTERNATIONAL COLLEGE OF HERBAL MEDICINE

Post Graduate Programme in Herbal Medicine

PROSPECTUS 2007
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OUR CONCEPT

The International College of Herbal Medicine provides a flexible two year active programme of continuing professional development and postgraduate study to enable long lasting connections, support, and contact with the global community of medical herbalists. Medical Herbalists and Health Professionals will receive advanced and clinically oriented training from mentors in herbal medicine who are internationally recognised experts.

OUR AIMS

The aim of providing this postgraduate study programme is to assist the qualified medical herbalist and health professional to:

- improve their ability to take better care of patients/clients
- develop ongoing relationships with skilled clinical herbalists forming a global network
- participate in an educational programme that is innovative, challenging and personalised
- develop confidence and expertise in clinical practice
- increase their competency in clinical practice building on their prior training and experience
- improve their ability to communicate with other health professionals

WHY IS THERE A NEED FOR THIS COURSE?

Qualified practitioners need:

- to continually improve their ability to provide better care for their patients/clients
- ongoing education in herbal medicine at the postgraduate level
- an active programme of continuing professional development to improve their knowledge base and clinical skills in an increasingly complex health environment
- to sort out ‘fact’ from ‘fiction’ in the herbal industry
- to be aware of the current clinical issues and controversies in herbal medicine globally and locally
- to be able to integrate their practice in a conventional health care setting (if desired)
- to access practitioners and leaders in the various aspects of herbal medicine practice globally

EDUCATIONAL GOALS

During the two-year course the student will:
• study 9 postgraduate Units of work on advanced aspects of Herbal Medicine
• develop a personal student/mentor relationship with internationally recognised experts in herbal medicine
• participate in an on-line clinical discussion group that is facilitated by clinicians with herbal and medical expertise
• have access to herbal and medical expertise for their own clients/patients
• have continuing access to an online current library with abstracts, critical literature reviews, articles, patient educational handouts and other students’ work
• communicate with other health professionals in the most condensed, efficient manner for clinical discussion and research
• prepare a research review or protocol for research

The goals will be achieved by:
• offering a range of study Units designed to meet the needs of the postgraduate practitioner
• on-line access to the mentor for each Unit
• on-line weekly access to clinicians with herbal and medical expertise
• participation in Clinical Discussion Groups
• access to the College library

Assessment will be through the project work associated with each Unit, the active participation in the clinical discussion group and the preparation of the research paper.

WHY IS THIS COURSE UNIQUE?

This postgraduate Diploma provides support for practitioners and qualified health professionals who wish to excel in their ability to help their patients/clients.

• all mentors are active practitioners, authors, and researchers who have extensive practical and teaching experience
• students will have person to person contact with mentors with herbal and medical expertise
• the College has an international focus
• this course is an extension to the Clinical Herbal Medicine programme
DIRECTORS AND MENTORS

ISLA BURGESS  Dip. PE; DipTchg; DipHerbMed; MNZAMH; MNHAA.

Director, Associate Director for New Zealand and Australia

Isla is a graduate in education of the University of Otago, Dunedin, New Zealand. She established the first four year diploma course in herbal medicine in Australasia at the Waikato Centre for Herbal Studies and has been largely responsible for the training of medical herbalists at the centre over the last 10 years. She developed a practical, innovative course drawing on 25 years practice and investigation in the field of medicinal plants and their therapeutic uses.
In 2001 she developed this Post-Graduate course in Clinical Herbal Medicine involving a range of Internationally recognized practitioners from the US, Britain, Australia and New Zealand.
In 2004 she began a three year Diploma in Clinical Herbal Medicine, online.
She has presented papers at conferences and seminars, both nationally and internationally and is the author of Weeds Heal - A Working Herbal. A gardener at heart, Isla continually delights in the potential of unopened packets of seeds.

NICKY BAILLIE  MBChB; Dip HerbMed; MNZAMH.

Medical Director

Nicky graduated from Auckland Medical School, New Zealand in 1992 and completed her training at Whakatane Hospital. She is a General Practitioner and medical herbalist based at Bethlehem Medical Centre, Tauranga. She has a Diploma in Herbal Medicine from Waikato Centre for Herbal Studies, and now lectures there regularly. She has done original clinical research in herbal medicine and speaks regularly at medical conferences on herbal medicine both nationally and internationally.

AMANDA MCQUADE CRAWFORD  BA; MNIMH.

Associate Director, United States

Amanda received her BA in Medieval History from Vassar College and a Diploma in Herbal Medicine from England - becoming a member of the
National Institute of Medical Herbalists in 1986. She currently is in private practice in California. Amanda is a well known international public speaker and author. She has more than 20 years experience in clinical herbal medicine and is a founding member of the American Herbalists Guild and the founder of the National College of Phytotherapy in New Mexico. She serves on numerous professional advisory boards and scientific review panels including The American Herbal Pharmacopeia and is the author of The Herbal Menopause Book and Herbal Remedies for Women.

NICK BURGESS MHM; MNHAA.

Director of Marketing.

Nick has recently completed a Masters degree in Herbal Medicine from the University of Sydney and has been in practice for eighteen years as a medical herbalist. He is a past President of the National Herbalists Association of Australia (NHAA). He has been a Board member of the NHAA for thirteen years and has played an active role in the political advancement of herbal medicines in Australia. He is also a member of the College of Practitioners of Phytotherapy in the UK. Nick is a well known international speaker and author, and teaches herbal medicine to undergraduate students in Sydney's major natural therapy colleges. In 1999, Nick was appointed to the Complementary Medicines Evaluation Committee for the Government of Australia and served as chair to the Herbal Working Party. He is a marketing consultant for Phytomedicine, Australia. Nick is an excellent plant photographer.

ASSUNTA HUNTER ND; MWH; MNHAA.

Assunta completed a Masters degree in Woman's Health from Melbourne University and has done advanced academic research on women's health. Since 1989 Assunta has practiced in a women's health clinic and lectured to naturopathic and herbal medicine students. She has written the course on research methodology for complementary medicine for Southern Cross University’s naturopathic degree programme and currently lectures extensively to health care professionals on herbal medicine. She has published many papers on herbal medicine and is an active member of herbal and naturopathic professional associations and a member of the
Complementary Medicines Consultative Forum, an Australian federal government committee giving advice on complementary medicine - and it all started in a herb garden!

WOJCIECH KIELCZYNSKI MD; PhD; MNIMH; MNHAA.

Wojciech (pron. “Voytek”), following a family tradition of training as Medical Doctor and Herbalist, obtained his medical degree at the University of Warsaw, Poland in 1975 where he also earned a PhD by thesis, in work on thyroid immunology. He became a member of The National Institute of Medical Herbalists, England in 1985. After arriving in Australia in 1983, he spent two years in Western Australia investigating Australian flora and medicinal use of plants by native peoples and has since worked as a Senior Medical Scientist at the Royal Melbourne Hospital and the Walter and Eliza Hall Institute in Melbourne where he was a founding member of the Traditional Medicines Evaluation Committee. Currently he is in private practice in Melbourne, is involved in medical education in herbal medicine and lectures widely in Australia and overseas. He is a member of the National Herbalist Association of Australia, the Victorian Herbalists Association and the Australasian College of Herbal Medicine. Wojciech travels to remote Siberia not infrequently to collect rare species of medicinal plants.

THOMAS M. MOSS BA(Chem); MD; MNHAA.

Tom is Board Certified in Family Practice, and is a Fellow of the American Academy of Family Practice. He has been successfully integrating herbal medicine, nutrition, and lifestyle changes in his practice for over 16 years and is a founding faculty member for an elective in Alternative Medicine for US medical students. He lectures internationally to medical professionals on herbal and alternative medicine and has been a guest faculty member for various medical schools and medical centers. He serves as a consultant for local media and has published in both herbal and medical journals. He is co-founder and medical director of Core Healing International which is dedicated to research and education in the natural therapy field. He is a 1982 graduate of the University of North Carolina School of Medicine and completed his residency training at Roanoke Memorial Hospital in Roanoke, Virginia. Tom is in private practice in Arizona, USA, plays guitar in a rock and roll band (but really enjoys acoustic) and has a passion for gardening.
PHIL RASMUSSEN Mpharm; MPS; DipHerbMed; MNIMH; MCPP; MNHAA; MNZAMH.

Phil completed a Masters degree in Pharmacology and became a member of the National Institute of Medical Herbalists in 1993 after many years experience as a Pharmacist. He has lectured in phytopharmacology for many years and is in private practice as a medical herbalist. He established a phytotherapy service for a government-funded Detoxification Unit in Auckland, New Zealand and has founded a company, Phytomed, which manufactures and supplies herbal medicines to New Zealand health practitioners. Phil is a regular speaker at Conferences both nationally and internationally.

AVIVA ROMM CPM; MAHG.

Aviva is a Certified Professional Midwife and Clinical Herbalist, in practice since 1986. She is the Executive Director and Director of Education and Certification for the American Herbalists Guild, as well as the Executive Editor of the Journal of the American Herbalists Guild. Aviva is a well known lecturer and writer on herbal medicine and is the author of Naturally Healthy Babies and Children, The Natural Pregnancy Book, ADHD Alternatives, Guide to Midwifery Care, and the forthcoming Vaccinations: A Thoughtful Parents Guide, and Natural Health After Birth.

KERRY CALDOCK RGN; BA; PHD; MNIMH.

Kerry was interested in herbs and plant remedies from the age of 15. So herbal medicine has been a theme throughout Kerry's broadly-based career. This started with registration as a nurse in 1980. Kerry then went on to gain a bachelor's degree in Psychology in 1987 and joined the research team at the Centre for Social Policy Research and Development at the University of Wales (Bangor). During her nine years at the Centre, Kerry gained a PhD and published widely in the fields of Gerontology, Health and Social Policy. She qualified as a medical herbalist and joined the National Institute of Medical Herbalists in 1993. Research and practice ran together for a couple of years but the practice became very much full time and Kerry combined this with developing an organically run herb farm in Wales making tinctures and other plant products. In addition to some television, radio and teaching work, she was also responsible for keeping abreast of research into herbal medicine and compiling research abstracts for the European Journal of Herbal Medicine for several years. Kerry
moved recently to the Highlands of Scotland and enjoys the hill walking and herbal foraging that the area provides in abundance.

KEVIN SPELMAN AHG.

Kevin Spelman is an eclectic herbalist, clinician, writer and medical researcher trained in biomedical sciences, Ayurvedic medicine, and western herbal medicine. He is currently on the faculty at Tai Sophia Institute, Southwest College of Naturopathic Medicine, Scherer's Institute of Natural Healing and is a frequent guest lecture at the National College of Naturopathic Medicine. As an international researcher, Kevin studied nutrient levels in young women in West Africa and worked with children in Central America. He has practiced clinical herbal medicine for over a decade and has continually cultivated the growth of professional and competent clinical herbalism by being a founding board and faculty member of the first bachelors of science in botanical medicine in the US and more recently contributed to the first Master’s degree in the clinical use of botanical medicine in the United States.

Mr. Spelman also serves on the board of both the Botanical Medicine Academy and the council of the American Herbalist Guild.

ELIGIBILITY FOR ENROLMENT

Any person who is a professional member of the

- New Zealand Association of Medical Herbalists (NZAMH)
- National Herbalists Association of Australia (NHAA)
- National Institute of Medical Herbalists (NIMH)
- American Herbalists Guild (AHG)
- European Herbal Practitioners Association (EHPA)

Other Health Professionals will be considered under the following guidelines:

- Doctors of Medicine – Pre-requisite Units may be required unless prior study in phytotherapy meets admission standards requiring demonstration of equivalent knowledge and skills.

- Naturopaths and Homeopaths will be accepted directly if they are professional members of the above organisations, otherwise they will be required to complete the pre-requisite course

- Midwives and nurses holding a current registration will be required to complete the pre-requisite course
The College will consider other applications on an individual basis. All students will need to have studied undergraduate courses in health sciences and herbal medicine. The postgraduate course does not include undergraduate subjects with the exception of the pre-requisite Units.

ACCREDITATION and CONTINUING EDUCATION HOURS

Physicians may earn 50 CME points per semester / Unit or 200 CME points for total course completion from the Royal Australian College of General Practitioners Quality Assurance and Continuing Education Program. CME point allocation is not guaranteed and is subject to review by the RACGP. The Course is currently accepted for Continuing Education hours by the New Zealand Association of Medical Herbalists, National Herbalists Association of Australia.

A certificate of study hours is available on request for each unit and a Diploma will be issued on completion.

UNIT DESCRIPTIONS and COURSE OUTLINE

Units of work are written and overseen by a mentor. The postgraduate Diploma course requires that 8 Units be completed over two years for eight months of each year through Internet access of study material and interaction with the mentor. The student is also required to participate in an on-line Clinical Discussion group for eight months of each year. Some course participants may need to complete the pre-requisite course (refer Eligibility for Enrolment) or demonstrate equivalent knowledge and skills.

PREREQUISITE UNITS

Materia Medica
This Unit will include 20 detailed herb profiles with a clinical therapeutic focus, a clinical appraisal of a further 20 herbs and a therapeutic comment on a further 60-70 herbs. Students will use and expand on some of the herb profiles given, use a selection of herbal medicines provided by the College and submit evaluation reports.

Educational Objectives: At the end of this study paper the student will have a working knowledge of 40 commonly prescribed herbs and be familiar with the main therapeutic uses of those herbs, contraindications, safety, dosing and interactions. They will also be actively involved in prescribing 10 of the herbs studied.

Understanding the Craft of Herbal Medicine
Detailed information on therapeutic actions, pharmacology, formulas, and dosing in herbal medicine. This Unit will cover both the traditional view of therapeutic
actions of herbs and the rationale from a scientific perspective. Basic herbal pharmacology, individualising formulas, approaches to dosing and methods of dispensing will also be included.

Educational Objectives: On completion of this Unit, the student will be able to prescribe individual formulas and dose appropriately.

The two pre-requisite Units will prepare the health practitioner for the Postgraduate Diploma course.

YEAR ONE

Clinical Vignettes
Understanding the precise action and application of herbal medicine through informative case studies commonly seen in clinical practice. This Unit will assist the student treat his/her client with common conditions that are often not easily resolved.

Educational Objectives: At the end of this Unit the student will have a better knowledge base from which they can prescribe individually for people with these conditions.

Therapeutic Issues in Women’s Health 1
Recent approaches to treating women with Fibroids, Endometriosis, Androgenic Hirsutism and PCOD. Recent research e.g. on insulin, essential fatty acids and growth hormone, and clinical experience adds much to our treatment of women with these conditions. This Unit gives current thinking on approaches to treatment and expected clinical outcomes.

Educational Objectives: At the end of this Unit the learner will have a better knowledge base from which they can prescribe individually for people with these conditions.

Children and Herbal Medicine Practice
An evaluation of the application of herbal medicine for children with conditions commonly seen in clinical practice. What are realistic guidelines for the use of herbal medicine in children’s health? How often is there a discrepancy between the theory and the practice? What factors affect this?

Educational Objectives: This unit will assist the student in the effective treatment of children in their clinical practice.

The Special Case of Pregnancy
In depth guidelines for pregnancy and childbirth. Through case studies the use of herbs safely during pregnancy and childbirth will be covered including an examination of recent claims of potential problems.
Educational Objectives: At the end of this Unit the student will have an increased knowledge base to be able to prescribe herbs during pregnancy and childbirth.

**Clinical Discussion Group**
Clinicians with herbal and medical expertise facilitate the opportunity to present difficult cases to the experts through a discussion list and specific learning group participation. Therapeutic and practical clinical issues will be posted for research and discussion. This will give students practical support in their clinical practice as well the opportunity to gain knowledge from other practitioners experiences.

Educational Objectives: At the end of the two years the student will have learned to communicate effectively with their peers and other health practitioners as well as being a more effective practitioner.

**YEAR TWO**

**Therapeutic Issues in Women’s Health 2**
The Menopause Experience. A practical clinical appraisal of the use of herbal medicine to treat the symptoms of menopause including the treatment of hot flushes, use of phytoestrogens, the soy debate, ‘natural’ progesterone cream and the current use of HRT.

Educational Objectives: At the end of this Unit the student will be able to give informed advice to women going through menopause.

**Drug/Herb Interactions**
Practical appraisals of the possible and probable herb/drug interactions and their relevance in clinical practice. This Unit will review the current perspective on herb/drug interactions in a practical and realistic way including appropriate patient information guidelines.

Educational Objectives: At the end of this Unit the student will be able to evaluate potential drug/herb interactions from a clinical perspective

**Challenges in Clinical Practice 1**
A case studies approach to the herbal treatment of people with diabetes and cancer and dementia.

Educational Objectives: At the end of this Unit the student will have a better knowledge base from which they can prescribe individually for people with these conditions.

**Therapeutic Issues in Men’s Health**
Herbal medicine can be very effective for the treatment of sexual dysfunction, benign prostatic hyperplasia, and other male reproductive health conditions.
Educational Objectives: At the end of this Unit the student will prescribe more appropriately and be a more effective practitioner.

**Clinical Discussion Group continues.**

**Clinical Research/Evaluating the Herbal/Medical Literature**
Guided preparation of a peer reviewed paper for publication or the design of a clinical research protocol. This will be a part of the Clinical Discussion Group in the second year.

Educational Objectives: At the end of this Unit the student will complete a research protocol (observational study - cross sectional or longitudinal, or experimental study) or write a research report if data available.

**Evaluating the Herbal/Medical Literature**
The anatomy and physiology of clinical research and how to evaluate critically and navigate the evidence. How true and clinically applicable are the conclusions you have tracked down in the Herbal/Medical literature?

Educational Objectives: At the end of this Unit the student will have perspective on the validity of what they read.

**UNIT MENTORS**

**AMANDA MCQUADE CRAWFORD**  
Understanding the Craft of Herbal Medicine

**ASSUNTA HUNTER**  
Therapeutic Issues in Women’s Health 1

**ISLA BURGESS/AVIVA ROMM**  
The Special Case of Pregnancy

**ISLA BURGESS**
Clinical Vignettes  
Understanding the Craft of Herbal Medicine  
Therapeutic Issues in Women’s Health 2 Menopause  
Clinical Discussion Group

**NICKY BAILLIE**
Materia Medica  
Clinical Discussion Group

**PHIL RASMUSSEN**
Drug/Herb Interactions

**THOMAS MOSS**
Children and Herbal Medicine Practice

**WOJCIECH KIELCZYNSKI**
Challenges in Clinical Practice

**KEVIN SPELMAN**
Therapeutic Issues in men’s Health
Mentors to be confirmed individually for Clinical Research

EDUCATIONAL CREDIT HOURS
Each Unit will require a minimum of 10 hours study time per week. The Clinical Discussion Group requires a minimum of 5 hours per week and the Research Project will be variable, but a minimum of 1.5 hours per week.

For the entire course
  Minimum Unit Hours = 720 hours
  Clinical Discussion Group = 320 hours
  Research Paper = 100 hours

  Total Diploma = 1140 hours

OUTLINE OF THE DIPLOMA COURSE
The course will cover the following elements:
The Development and Maintenance of Professional Competence - 1140 Hours
  Drug/herb Interactions
  Clinical Vignettes
  Clinical Discussion Group
  Children and Herbal Medicine Practice
  Therapeutic Issues in Women’s Health 1
  The Special Case of Pregnancy
  Therapeutic Issues in Women’s Health 2
  Clinical Research
  Challenges in Clinical Practice
  Evaluating the Herbal/Medical Literature

Contribution to the Development of Herbal Medicine - 100 Hours
  Clinical Research

Interaction with Other Health Professionals (Referrals, Language, Correspondence, Etc.) – 400 Hours
  Drug/Herb Interactions
  Clinical Discussion Group

Postgraduate Herbal Therapeutic Education - 980 Hours
  Clinical Vignettes
Children and Herbal Medicine Practice
Clinical Research
Challenges in Clinical Practice
Therapeutic Issues in Women’s Health 1
Therapeutic Issues in Women’s Health 2
The Special Case of Pregnancy
Therapeutic Issues in Men’s Health
Clinical Discussion Group

Postgraduate Continuing Professional Clinical Development
- 1140 Hours

Drug/Herb Interactions
Clinical Vignettes
Children and Herbal Medicine Practice
Clinical Research
Clinical Discussion Group
Challenges in Clinical Practice
Therapeutic Issues in Women’s Health 1
Therapeutic Issues in Women’s Health 2
Therapeutic Issues in Men’s Health
Evaluating the Herbal/Medical Literature
The Special Case of Pregnancy

Herbal Medicine and Medical Practice - 160 Hours

Drug/Herb Interactions
Evaluating the Herbal/Medical Literature

Research and Interpretative Skills – variable
Evaluating the Herbal/Medical Literature
Clinical Research
Project work associated with each Unit

Postgraduate Philosophy of Herbal Medicine - 40 Hours
Challenges in Clinical Practice

Mastery of Theoretically Sophisticated Subject Matter - 580 Hours

Drug/Herb Interactions
Evaluating the Herbal/Medical Literature
Clinical Research
Clinical Discussion Group

To Evaluate Critically the Discussions and Findings in the Literature
- 340 Hours

Evaluating the Herbal/Medical Literature
Clinical Research
Clinical Discussion Group
To Research, Analyse, Argue from Evidence - 180 Hours

Evaluating the Herbal/Medical Literature Clinical Research

To apply knowledge to new situations - 580 hours

Drug/Herb Interactions
Challenges in Clinical Practice
Clinical Research
Clinical Discussion Group

To Engage in Intellectual Analysis, Criticism and Problem Solving – 420 hours

Clinical Research
Clinical Discussion Group

TIMETABLE

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<th>Time</th>
<th>Year One</th>
<th>Year Two</th>
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<tr>
<td>AUGUST/SEPTEMBER</td>
<td>Materia Medica</td>
<td>Therapeutic Issues in Men’s Health</td>
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<td>Clinical Vignettes</td>
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<td>OCTOBER/NOVEMBER</td>
<td>Understanding the Craft of Herbal Medicine</td>
<td>Clinical Research/Evaluating the Herbal/Medical Literature</td>
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<td>The Special Case of Pregnancy</td>
<td>Challenges in Clinical Practice</td>
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<td>DECEMBER-JANUARY</td>
<td>Break</td>
<td>Break</td>
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<tr>
<td>FEBRUARY/MARCH</td>
<td>Materia Medica</td>
<td>Therapeutic Issues in Women’s Health</td>
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<tr>
<td>APRIL/MAY</td>
<td>Understanding the Craft of Herbal Medicine</td>
<td>Drug/Herb Interactions</td>
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<td>Children and Herbal Medicine Practice</td>
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The Clinical Discussion Group runs over the two years.
The Clinical Research Unit runs over the second year.

ENROLMENT PROCEDURE

Enrolment can best be done through the web site of the International College of Herbal Medicine at www.HerbCollege.com; click on HOW TO ENROL from the menu bar. Prospective students are requested to familiarize themselves with the curriculum, faculty, and web site of the College, and follow these steps on line.

1) Read Eligibility for Enrolment and Course Outline
2) Read Payment Options
3) Read the Policies and Procedures
4) Read Terms and Conditions of Enrolment
5) Complete the Enrolment Questionnaire and Agreement.

Students will receive confirmation of their application by e-mail together with a ‘Getting Started’ attachment. The College extends welcome and acknowledgment of enrolled student’s sincere intention to aspire to Quality Herbal Practice.

We are confident that the experience in the programme will meet the highest expectations and will be a most rewarding experience.

**ENROLMENT OPTIONS**

A student is able to begin the course at any time.

**YEAR ONE ENROLMENT**

A student enrols for FOUR Units plus Clinical Discussion Group.

**YEAR TWO ENROLMENT**

A student enrols for FOUR Units plus the Clinical Discussion Group and Clinical Research Unit.

**INDIVIDUAL UNIT STUDY**

A student may apply to study for individual Units if they wish. A certificate with hours will be issued for each successfully completed Unit on request.

**CLINICAL DISCUSSION GROUP**

To be eligible for the Clinical Discussion Group the student must enrol for all of the first or second years courses.

**PRE-REQUISITE UNITS**

If required, a student is able to study Materia Medica and Understanding the Craft of Herbal Medicine alongside the Year One units.

**COURSE FEES AND PAYMENT OPTION**

**NOTE ON SECURITY**

When students log on to the College CAMPUS through [www.HerbCollege.com](http://www.HerbCollege.com) a closed padlock in the grey status bar at the bottom of your browser will appear. This means the CAMPUS application is protected by one of the highest levels of security available on the Internet - all of the student areas are now strongly encrypted (128-bit encryption) to prevent unauthorised access. This is in addition to the username/password security already in place. ENROLMENT applications are protected by a digital certificate which guarantees that your records will only go to icohm’s web server. You can check the certificate information by double-clicking on the padlock in the status bar (Internet Explorer) or the “Security” button in the Netscape menu bar.
PAYMENT
Fees can be paid by Credit Card (via WorldPay® - through our secure web site), Cheque (New Zealand only or by arrangement), Bank Draft, or Cashier’s Cheque in the currency of the student’s residency. Please allow 5-10 days for clearance for other than New Zealand cheques.

FEES

INDIVIDUAL UNITS (US, AUS, CAN, NZ) $450.00
(For UK and Europe £270.00/EUR 375.00)
Payable on enrolment.

YEAR ONE COURSE FEES (US, AUS, CAN, NZ) $1600.00 incl CDG
YEAR TWO COURSE FEES (US, AUS, CAN, NZ) $1800.00 incl CDG and Clinical Research
(For UK and Europe
Year One £950.00/EUR 1335.00)
Year Two £1050.00/Eur 1490
Payable on enrolment*.

*PAYMENT OPTIONS – These can be discussed with the College.

PRE-REQUISITE COURSE FEES (US, AUS, CAN, NZ)
Materia Medica - includes 12 herb samples for clinical use - $600.00 ( £350.00 EUR 500.00)
Payable on Enrolment.
Understanding the Craft of Herbal Medicine $450.00 (£265.00 EUR375.00)
Payable on Enrolment.

POLICIES AND PROCEDURES
WHAT YOU CAN EXPECT FROM THE INTERNATIONAL COLLEGE OF HERBAL MEDICINE
The College will to the best of its ability:

- maintain high standards in the provision of postgraduate education by ensuring that the mentors are experts in their field and the course work suited to the postgraduate student. This will be peer reviewed
- ensure that the student is supported in their study through the interactive nature of the programme and Clinical Discussion Group
- provide the best security cover possible through the latest Internet
Technologies

- ensure that student details are confidential as part of the best security possible
- promote humane, environmentally safe and ecologically sound practices

It is not the intention of the College to:

- pass on its mailing list
- be aligned with or promote any proprietary products.

The student is requested to:

- not reproduce course work for any purpose other than for personal use as it is the property of the College
- complete the Units in the time allocated, if due to illness or other emergency, a request for deferment may be made to the College together with an appropriate certificate, and the course continued the next time it is offered. A fee will be required to cover this
- complete project work for each Unit by the requested date. If this is not possible then assessment would be made the next time the course is offered for a small fee
- show respect towards other students, their opinions and practice
- TREAT ALL CASE STUDY MATERIAL AS CONFIDENTIAL AND NOT TO DISCUSS THESE OUTSIDE OF COLLEGE MEMBERSHIP

COURSE DESIGN

The two year programme is designed to run sequentially although it is possible to enter it at any time. For those requiring pre-requisite study, Materia Medica is to be studied first followed by Understanding the Craft of Herbal Medicine.

ASSESSMENT

Assessment for the Diploma will be made on the project work associated with each Unit, the research paper, and requested work for the Clinical Discussion Group. The student will receive one of the following:

- CP - Complete pass
- PP - Partial Pass - Unit requirements are incomplete
- RU - The Unit or project work needs to be repeated

WITHDRAWAL FROM OR POSTPONEMENT OF STUDY

Once a student begins the study (Unit or Course) for which they have enrolled there will be no refund. If the student has a valid reason for withdrawing from the
course they must do so IN WRITING within three weeks of beginning their study. 75% of the remaining Course fees will be refunded. If the student has a valid reason for postponement of their study, they need to apply to the College IN WRITING and may be granted up to one years leave.

CROSS CREDITS
As this is an entirely new programme cross crediting is not an option at this stage. The Directors will review this in future.

REPEAT STUDY POLICY
If a student wishes to repeat a paper or the project they will need to do so the following year. Unit fee including $350.00 (plus GST if applicable) Project fee $50.00 (plus GST if app)

APPEALS
The College operates on the following appeals procedure; Firstly contact the College and explain what the problem is and it may be resolved easily. If that is not sufficient then a time to talk with the Director will be arranged. If necessary then other Directors and Associate Directors will be contacted and a resolve decided on which will be final.

CHANGES TO COURSE STRUCTURE

The course curriculum will develop and respond to the changing needs of the medical herbalist and health practitioner. The College reserves the right to alter the content, mentors and fees of any course or Unit.

Students will be informed by E-mail of any changes. If there are insufficient numbers for any Unit the College reserves the right to cancel or postpone that Unit in consultation with the mentor for that Unit.

TERMS AND CONDITIONS OF ENROLMENT
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5. That you complete project work for each Unit by the requested date. If this is not possible then assessment would be made the next time the course is offered for a small fee.

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11. That the College maintains high standards in the provision of postgraduate education by ensuring that the mentors are experts in their field and the course work suited to the postgraduate student

12. That the College provides the best Internet security possible

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14. That the College promotes humane, environmentally safe and ecologically sound practices

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ENROLMENT
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