



# Da Vinci College of Holistic Medicine (DCHM)

## Student Handbook

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## INTRODUCTION

The Da Vinci College of Holistic Medicine (DCHM) is committed to an education for all students on all programmes and modules, which does not discriminate against students on the grounds of age, colour, culture, disability, ethnic origin, family responsibility, gender, length and type of work experiences, marital status, nationality, race, religion, sexual orientation, socio-economic status or students with special needs.

For DCHM to move forward we must accept that we all (students and staff) have a duty to be more sensitive to these issues and that there is a requirement for us to reconsider the philosophy/approach and content of whole courses; individual modules; teaching and learning and assessment.

This Handbook is intended for all students taking units at the DCHM. You will find it a useful source of information at the start of your programme but you should also keep it for reference purposes throughout your studies and your stay at the Da Vinci Holistic Health Centre in Larnaca, Cyprus.

I hope that you will become a full and active participant as a student and share your experiences with other students either online as well as during your clinical practicum's in Cyprus.

I'm sure you will make many new friends with other students following the same line of study as yourself. Students are always welcome to make suggestions for improvements to the course. If students and staff work together, co-operatively, the full benefits of the student's training can be realised. Doing this is also a preparation for organisational life after university where 'teamwork' and 'commitment' are increasingly valued.

The Da Vinci College of Holistic Medicine is staffed by a team of enthusiastic and caring professionals, both teaching and support staff. If you can match this by participating fully and giving your best, then I am sure that your time spent studying at the DaVinci College of Natural Medicine will be both enjoyable and rewarding.

### Student Affairs Office

#### 1 Essential Information

This section is intended to cover some of the basics you need to know. It is not a substitute for reading the whole booklet but contains items of critical importance you need to be aware of from day one.

##### 1.1 General Enquiries – Registry

If you have any concerns or queries regarding either administrative matters or attendance it is usually best to contact [admin@collegenaturalmedicine.com](mailto:admin@collegenaturalmedicine.com) with your questions. The Registry is open at the following times throughout the year:

Monday	9.30am-4.30pm
Tuesday	9.30am-4.30pm
Wednesday	9.30am-4.30pm
Thursday	9.30am-4.30pm

Friday 9.30am-4.30pm

The Registry staff may be contacted by telephone, fax or email – please see the first page of this handbook for details.

### Contacting Lecturers/Tutors

You may e-mail tutors directly to make an appointment or mention your needs in the email and they will respond appropriately. Contact details can be found in section 3.1.1.

### Enrolment and Registration

All students appreciate the importance of enrolment – if you are not enrolled you will not be entitled to use any College facilities such as the Learning Resource Centre.

In addition to enrolment, it is also of great importance that you register for the correct pathway and for the individual units you are to take. If you are not registered for a unit, your name will not appear on the class list, which will mean that you will not be allocated to a seminar/workshop group, and cannot be assessed in the unit. Therefore, if you are not registered for a unit you will not be credited with the marks you will earn whilst studying.

### New Students

As a new student you will register on your units during the initial registration agreement after receiving the Student Evaluation Report.

### Continuing Students

Continuing students are reminded that all registration is completed whenever a new course is taken, no matter what time of the year this may be.

### Your Address

It is vital that the DCHM has an accurate record of both your local and home addresses from the point of registering to the point of completing all courses. This information will be collected at enrolment and it is particularly important that overseas students provide a local address at this point. If you move at any point during your studies you must communicate with the DCHM Registry ([admin@collegenaturalmedicine.com](mailto:admin@collegenaturalmedicine.com)) and inform staff there of your new address.

Please be aware that it will take some time for your record to be amended and it is therefore helpful if you notify us before you move. Any failure on your part to supply accurate information with respect to your contact address (es) is likely to result in any post or books being sent to you going astray with additional expenses incurred.

### Notice Boards

You should check the relevant online news board for your Subject Area/Year each time you log online – otherwise you may miss an important announcement. The online news board is your way of getting information about any course changes, course work requirements or exam dates and times.

### Attendance

The only attendance required is for the Clinical Practicum's at the DaVinci Holistic Health Centre in Larnaca. All other academic work is completed online. Attendance for the clinical practicum is imperative in order to be awarded your Bachelor or Doctor of Science in Holistic Medicine, but not relevant for the stand-alone Diploma courses.

If there are medical reasons for any absence, medical evidence (e.g. certificate) must be presented to the Academic Director who will note this in the register. Other holistic medical centres in other countries will also be considered for clinical practice if they reach the required standards. Students should propose the Centre they have in mind to the Admin Director or Academic Director. Students will need to make their own financial arrangements with these Centres.

### Submitting Assignments and Deadlines

All written assignments, whenever required, must be submitted via email to the Course Tutors (see page 2). Assignments must contain an assignment front sheet or else they will not be accepted. Students will be contacted via e-mail that their essay has been submitted in an unacceptable way, and they should resubmit with the appropriate front sheet.

Assignment deadlines are strictly enforced. Normally the Course Tutor will not accept assignments submitted after the deadline. Under very exceptional circumstances, the Course Tutor may agree to an extension of up to one week on the submission of assignments. This request must be made in writing to the Course Tutor and in advance of the deadline. Reasons and any supporting evidence must be provided with this request. If an extension is granted, the assignment should be submitted in the normal way (as described above).

Marked assignments will be returned to you by your Course Tutor via email.

### 1.8 Plagiarism and Other Forms of Cheating

For the purposes of the DCHM Regulations, an assessment offence is defined as any action(s) or behaviour likely to confer an unfair advantage in assessment, whether by advantaging the alleged offender or disadvantaging (deliberately or unconsciously) another or others.

Examples of such offences are given below: the list is not exhaustive.

1. Copying the work of another candidate
2. The submission of material (written, visual or oral), originally produced by another person or persons, without due acknowledgement\*, so that the work could be assumed to be the student's own. For the purposes of these Regulations, this includes incorporation of significant extracts or elements taken from the work of (an) other(s), without acknowledgement or reference\*, and the submission of work produced in collaboration for an assignment based on the assessment of individual work. (Such offences are typically described as plagiarism and collusion)

\*(Note: The incorporation of significant elements of (an)other(s) work, even with acknowledgement or reference, is unacceptable academic practice and will normally result in failure of that item or stage of assessment.)

3. Being party to any arrangement whereby the work of one candidate is represented as that of another.

If an examiner suspects that a candidate has breached the regulations, the matter will be dealt with under the Procedures established by the Discipline committee. If it is

determined that a breach of regulations has taken place, a range of penalties may be prescribed which includes exclusion from the course.

## 1.9 Assessment and Progression

In order to demonstrate achievement, learners must undertake assessment activities that include a series of tasks or assignments, reflecting typical practice in the sector concerned. In order to judge the level of achievement, assessment criteria are used for the pass grade and grade descriptors for the merit and distinction grades. A pass grade is achieved by meeting all the requirements defined in the assessment criteria for each individual unit.

**Achievement of a merit or distinction grade:** All the assessment criteria and merit grade descriptors need to be completed within a unit to achieve a merit grade. All the assessment criteria, merit and distinction grade descriptors must be completed within a unit to achieve a distinction grade – marks over 85% are worthy of a distinction.

### 1.11 Not Passing a Unit and Opportunities for Reassessment

Normally students are entitled to resubmit an assignment from a specific lesson in order to achieve a pass – there is a fee of 50 Euros for doing this. If a student has not passed a specific lesson at the first opportunity, but does achieve a pass through retrieval work at a second opportunity the marks obtained at the point of passing will be those awarded to the lesson. Once an assignment is passed you have no further opportunities at assessment on that lesson. Note for instance, a student who suffers a serious injury and cannot submit an assignment will be entitled to a later opportunity.

Finally, you should always check your formal subject area and unit regulations contained elsewhere in this handbook to determine what constitutes a pass for a unit.

### 1.12 Publication of Assessment Results

Please note all assessment results will be passed back to the students in less than 15 days from submitting.

Assessment results are sent personally to each individual student.

## 1.13 Academic Appeals

### 1.13.1 Assessment Appeals for DCHM courses

- a) In view of the specific assessment processes within DCHM courses, the following procedure will be implemented where a student wishes to appeal against a grade for a submitted assignment.
- b) Students will have a full opportunity to raise matters of concern to them without fear of disadvantage and in the knowledge that their privacy and confidentiality will be respected. All appeals will be dealt with in a timely manner, using simple and transparent procedures.
- c) In the first instance, the student should speak to the member of staff concerned in order to give the assessor the opportunity to explain the grade and to

give the student an opportunity to explain his or her dissatisfaction with it. In this way, it may be possible to resolve the matter immediately and informally.

d) If a satisfactory resolution cannot be agreed between the assessor and the student, a phone or skype conference will be arranged between the student, the assessor and the internal verifier to discuss the assessment decision. The aim of the college will be to resolve the issue during this conference.

e) If it is not possible to reach a satisfactory resolution of the appeal during the conference call between the student, the assessor and the internal verifier, the student will be asked to detail in writing the reasons why s/he feels the assessment was not representative of the assignment and why the matter has not been resolved. The course director will then arrange for the student's work to be referred to the academic board.

### 1.14 Complaints

If you feel that the College has not delivered the standard of service, which it would be reasonable to expect, you may be entitled to lodge a complaint. The Complaints Procedure should be used for serious matters, and not for minor things such as occasional lapses of good manners or disputes of a private nature between staff and students. Complaints can be lodged by students, prospective students and members of the general public, but cannot be made by a third party.

Separate procedures exist for the following, which therefore cannot form the substance of a complaint:

- ❖ appeals against the decisions of Assessment Boards;
- ❖ appeals against decisions taken under disciplinary proceedings;
- ❖ complaints about businesses operating on DCHM premises, but not owned by the DCHM;
- ❖ complaints relating to personal harassment or discrimination on sexual, religious, racial or other grounds.

The procedure has three possible stages:

1. Complaint raised informally with the staff concerned at the local level (Stage 1)
2. Complaint to Academic Dean or other line manager (Stage 2)
3. Appeal to a Complaints Review Panel (Stage 3)

Every reasonable effort should be made to raise the complaint informally. If no satisfactory outcome is reached, you can lodge a formal complaint with the Complaints Liaison Officer, based in the Quality Assurance Department.

A complaint must normally be lodged within two calendar months of the incident that gave rise to the complaint; this ensures that the people involved still remember the case, and the facts can be established.

## 2 Programme Operation

### 2.1 Programme Delivery

Students are required to complete all required modules in order to achieve the full qualification of Bachelors of Science in Holistic Medicine. The Doctor of Science in Holistic Medicine will require further modules, plus a dissertation. This may be through traditional classroom teaching during the students stay at the DaVinci Natural Health Centre in Larnaca, open learning, distance learning or a combination of these.

### 2.2 Student Requirements for Bachelors and Doctoral courses

Each student's requirements will vary depending on their past educational achievements which they will obtain credits for. This is evaluated before the student is firmly accepted by the College based on transcripts and diplomas and degree certificates that they submit to the College.

Based on this evaluation of previous educational achievements, the student will be given exemption from whatever courses they have already covered. The remaining courses required for completion of the Bachelors and Doctoral degree will be clearly indicated in the Student Evaluation Report that is duly signed by each student before completing the course.

#### Period of Registration

The maximum period of registration, including intermissions and subject to the continuing availability of the pathway will be:

- B.Sc in Holistic Medicine - 5 years
- D.Sc in Holistic Medicine - 3 years

Students must take at least one module per semester and cannot stop taking courses for longer periods.

If for extraordinary circumstances the student requires more time, there will be a retainer fee of 150 euros per semester until the student completes their study.

### 2.5 Course Organisation

The organisation and administration of the course will be carried out through the following:

- ❖ The Course Management Team
- ❖ The Course Management Team consists of the Subject Area Course Director, Administrator, and Academic Director.

#### External Verification

External verifiers are responsible for providing an independent check that proper standards are being maintained.

At present these are:

1. Pastoral Medicine Association, USA
2. Complementary Medicine Association, UK
3. International Association for Distance Learning, UK

### 3 Advice and Support Available

#### 3.1 Support for you while you study

Following a Higher Education course inevitably takes a number of years and many things will happen to you during the time you are studying. Some events are predictable, but others are unexpected. Some are relatively insignificant, but others can seriously affect your studies.

The DCHM strives for excellence in supporting students in many ways. You will always be able to find a sympathetic person who will try to help you if at all possible.

Obviously it would take a very special kind of person to be able to sort out every different type of problem that might arise. The most important thing is to find the RIGHT person to help you. The first person to contact in many cases will be your subject leaders. Even if they are not the "best" person to solve your problem they will know someone else who is!

#### 3.2 Course Directors

Course Directors are responsible for the delivery of their specific subject. They cooperate with the Academic Director regarding all academic matters regarding their course. Students will be assigned a course director when they enrol for their chosen course.

As far as possible any problems or questions concerning individual modules should be addressed to the course tutor or director. In most cases this can be done online via email and skype talks. Occasionally, it may be necessary to speak to the unit leader outside these times. General academic advice can also be obtained from the Academic Director.

#### 3.3 Administrative Director

Sometimes your question or problem might not be related to your course but comes from your personal life. Other times you might not feel able to approach the person suggested above. In these cases you can see your Administrative Director, who is also a qualified counsellor and psychologist.

#### 3.4 General Enquiries

For general enquiries concerning enrolment, payment of fees, communicate with the Administrative Director or Academic Director.

#### 3.5 Course/Pathway Enquires - Registry

Most enquiries and administrative matters concerning registration for specific courses, course regulations, and other issues relating to student support can be dealt with by the Academic Director. If in doubt about where to go - go there. If necessary

you will be referred to others who can help you. If your enquiry cannot be dealt with immediately, or if you wish certain issues to be discussed in confidence, an appointment may be made for an individual interview via phone, skype or other means.

### 3.6 Personal Issues

Support for students with a variety of personal, domestic and financial problems can be obtained from the Administrative Director who is also a qualified psychotherapist and Counsellor. To arrange a phone or skype interview, simply email her on [drmaria@collegenaturalmedicine.com](mailto:drmaria@collegenaturalmedicine.com) and ask for an appointment. This service is completely independent of academic departments and entirely confidential.

### 3.7 Warning and Disclaimer

It is imperative that the student make certain that the academic awards given by the Da Vinci College of Holistic Medicine are accepted in their country of work. Every country has their own rules and regulations and it is impossible for the DCHM to keep track of all these countries and their changing regulations.

The DCHM cannot therefore be held responsible for students not being legally covered with these academic awards from DHCM.

### 3.8 How You Can Have Your Say And Make Suggestions

Students can and do make a vital contribution to the development of the programmes. They do this through the online forum or by writing to the Academic Director by email direct to them.

### 3.9 Student Feedback Surveys

There are regular surveys to gauge student attitudes and obtain feedback and suggestions from as wide a cross-section of students in the Area as possible.

If you do have a comment or complaint about a particular course, it is usually best to discuss it immediately with the course tutor. Do not feel you have to wait to go through the formal mechanisms. Remember that a considerate and constructive approach is likely to be most effective.

It is, of course, just as important to offer praise and support where this is warranted - through formal and informal mechanisms. We are always on the lookout to generalise 'best-practice' and students can often be in the best position to point out something that could usefully be disseminated.

#### 4.0 Graduation

Students graduating will be notified within 7 working days and their Diplomas will be awarded within a further 7 working days.

