



CANADIAN COLLEGE OF TRADITIONAL CHINESE MEDICINE

Admissions and Academic Policies

1. Academic Requirements

1.1. Scanned original copy along with notarized English translated copies of one of the following:

- The National Senior High School Examination with a minimum grade of 65% or C in relevant subjects (School Leaving Certificate), OR
- Graduation Certificate awarded by senior (upper) middle school; may be academic or vocationally oriented with a minimum of C or 65% in relevant subjects

1.2. High school transcripts must show all courses completed and grades achieved for all years of study.

1.3. Non-refundable \$250 application fee; plus, additional \$100 for international students.

1.4. Two letters of recommendation attesting to your individual learning capacities, skills and attitude.

1.5. Demonstrated understanding of the responsibilities associated with being a health care professional.

1.6. Personal letter (200-300 words) detailing your abilities, purpose and motivation for studying at Canadian College of Traditional Chinese Medicine.

1.7. Language Requirement

Proficiency in English is important to successfully participate in theory classes as well as to perform adequately at the teaching clinic where students take charge of patients and dispense treatment.

If English is not a student's first language, or if their previous education was in another language, students will be required to demonstrate proficiency in English by completing and submitting the results of the following evaluation methods:

International English Language Testing (IELTS) Academic Level with scores at or above the following levels: Overall 6.0 AND No band below 5.5

2. Transfer of Credits:

In some cases, students who have completed coursework in other Chinese Medicine programs and/or other post-secondary institutions may be eligible for transfer credit. Applicants wishing to transfer credit from other programs should indicate this on their application to CCTCM and submit official transcripts of all previous post-secondary studies. Applicants must include a copy of the syllabus and evaluation scheme for any courses they hope to transfer. A grade of 60% or "C" is required for consideration of transfer credit to CCTCM.



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If the documents are in a language other than English, applicants must also include a notarized English translation. International applicants who wish to be considered for advanced standing or transfer credit must also submit course descriptions, course syllabus, and grading schemes in English.

3. Academic Dishonesty

- 3.1. Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. The offence is deemed to have been committed if the person ought reasonably to have known.
- 3.2. Academic honesty requires that persons do not falsely claim credit for the ideas, writing or other intellectual property of others, either by presenting such works as their own or through impersonation. Similarly, academic honesty requires that persons do not cheat (attempt to gain an improper advantage in an academic evaluation), nor attempt or actually alter, suppress, falsify or fabricate any research data or results, official academic record, application or document. Finally, academic honesty requires that persons do not aid or abet others to commit an offence of academic dishonesty, including intentional acts to disrupt academic activities.
- 3.3. Suspected breaches of academic honesty will be investigated and charges shall be laid if reasonable and probable grounds exist. A student who is charged with a breach of academic honesty shall be presumed innocent until, based upon clear and compelling evidence, a committee determines the student has violated the academic honesty standards. A finding of academic misconduct will lead to a penalty.
- 3.4. In some cases, non-academic discipline may apply. Some academic offences constitute offences under the Criminal Code of Canada; a student charged under College regulations may also be subject to criminal charges. Charges may also be laid against CCTCM students for matters which arise at other educational institutions.

4. Methods to Evaluate Student Work

- 4.1. Consider the different kinds of work for students to do for the course. The work might include: quizzes, examinations, lab reports, essays, class participation, and oral presentations.
- 4.2. For the work that's most significant will carry the most weight, identify what's most important for the course.
- 4.3. Transform the characteristics into grading criteria for the most significant work, distinguishing excellent work (A-level) from very good (B-level), fair to good (C-level), poor (D-level), and unacceptable work.



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- 4.4. Use different grading scales for different assignments. Grading scales include:
 - 4.4.1. letter grades with pluses and minuses (for papers, essays, essay exams, etc.)
 - 4.4.2. 100-point numerical scale (for exams, certain types of projects, etc.)
 - 4.4.3. check +, check, check- (for quizzes, homework, response papers, quick reports or presentations, etc.)
 - 4.4.4. pass-fail or credit-no-credit (for preparatory work)
5. Withdrawals and Dismissals
 - 5.1. If for any reason the College determines that you are not suitable for instruction under the programs offered, it may dismiss and cancel your enrollment. Any tuition reimbursement will be in accordance with the Tuition Refund Policy.
 - 5.2. It is the student's responsibility to officially notify the College in writing, when withdrawing from a program. Students are encouraged to provide as much detail as they can about their withdrawal decision to the office. The earlier the College is notified of withdrawal, the better able the College will be to assist students with the academic, financial, logistical consequences of their withdrawal.
 - 5.3. Students must withdraw from any courses associated with their study. Students who withdraw should note that they are not likely to receive academic credit for work that they have completed up to that point.
 - 5.4. There are circumstances under which faculty/staff leaders, program coordinators, and host institutions have the authority to dismiss students from a program. These circumstances include but are not limited to the following:
 - 5.4.1. Students who become ineligible due to academic probation.
 - 5.4.2. Students whose conduct before or during the program is deemed undesirable and whose actions are in violation of the CCTCM Statement of Student Rights and Responsibilities will be dismissed from the program and will be subject to campus disciplinary reviews.
 - 5.4.3. Students whose conduct is in violation of the rules and guidelines of other institution.
 - 5.4.4. Students whose conduct is in violation of regulations set forth by the on-site faculty/staff leader or school staff.
 - 5.4.5. Students whose conduct is in violation of the country's civil and/or criminal statutes.
 - 5.4.6. Failure to participate in required pre, on-site, and post travel orientations, programs and assignments.



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5.5. Students dismissed from the program for any reason will receive no credit for completed work, will be considered as not having completed the program, and will not be entitled to any refund.