



# Welcome

*...choosing to study at SPCNM allows you to embark on a life-changing journey that will continue to influence many aspects of your life - Dr Patsy Paxton - Director*

## 2018

**Disclaimer:** Although every reasonable effort is made to ensure accuracy, the information in this document is provided as a general guide only for students and is subject to change. All students enrolled with SPCNM should consult its official document, which is available on Moodle/student handbook to ensure that they are aware of, and comply with, all regulations, requirements and policies. The information contained in this document is correct at the time of print, August 2017.

## WHAT IS ON-LINE LEARNING

*On-line learning is a flexible learning option that uses electronic technology to present the learning material.*

On-line learning may incorporate a range of approaches, including making material available on-line, interactive activities, synchronous and asynchronous communication via chat groups and forum discussion, and student participation in co-operative learning activities.

An on-line learning course offers an equivalent experience to the face-to-face course and both enable the student to meet the learning outcomes for the course. The assessments over the two modes of delivery are identical.

South Pacific College of Natural Medicine (SPCNM) uses Moodle as our learning management system, and you can flexibly access Moodle from wherever you have internet access and on any device, even your phone! Additionally, we highly recommend that you attend the on-site sessions that are offered per semester.

On-line learning offers greater flexibility than face-to-face learning as it means you can study when you want, where you want, and at a speed that suits your style (within limits, of course!). Many of our students take a blend of face-to-face classes at our physical campus (Ellerslie, Auckland) and on-line learning courses, because this is what suits them best.

The flexibility of on-line learning allows you to fit your studies around your other life commitments.

Note that the first two years of the Bachelor of Natural Medicine programme are available by both the on-site learning option and the on-line learning option. The third (final clinical) year is delivered on campus only. You can study just one course at a time, or take up to four courses per semester. The degree can be completed in three years full-time or up to six years part-time. This is a 360 credit programme.

The NZ Certificate in Study and Career Preparation (Natural Medicine) Level 4 is 20 weeks fulltime or 1 year part-time (including holiday weeks) and is currently only available on-line. This a 60 credit programme.

## KEY DATES FOR 2018



<b>Semester 1 (12 Feb – 29 June 2018)</b>	<b>Term 1</b>	<b>12 Feb – 13 Apr</b>
	On-site learning weekends (BNatMed)	10-11 Mar 26-27 May
	Waitangi Day	6 <sup>th</sup> Feb
	Easter	30 Mar - 2 Apr
	Anzac Day	25 Apr (Wednesday)
	<b>Term 2</b>	<b>30 Apr – 29 Jun</b>
Queen's Birthday	4 <sup>th</sup> Jun	
<b>Semester 2 (23 Jul – 7 Dec 2018)</b>	<b>Term 3</b>	<b>23 July – 21 Sept</b>
	On-site learning weekends (NZCertSCP)	4-5 Aug 13-14 Oct
	On-site learning weekends (BNatMed)	4-5 Aug 27-28 Oct
	<b>Term 4</b>	<b>8 Oct – 7 Dec</b>
	Labour Day	22 Oct
	Graduation Day	14 Dec
SPCNM closes for Xmas holiday	21 Dec	

## ORIENTATION

In order to ensure successful study on-line – all new **students must complete the on-line orientation programme before their first semester of study**. This is an invaluable resource that will further equip you with knowledge about processes at the College.

## TESTS

Some courses include tests. Tests are a reflection of the course material studied in a course and are designed to check knowledge, understanding and the ability to apply this knowledge. In addition to 'normal' exam-style, some tests may be open book where students may take in any texts and their own study notes; or electronic, to be completed on Moodle. Guidelines for tests will be published in the Course guidelines.

On-line learners who reside in the Auckland area are expected to sit the tests on campus. Those outside the Auckland area must appoint, at their own cost, a test supervisor. This should be someone in a trustworthy capacity, like a school principal or a Justice of the Peace.

Please complete the Test Supervisor Approval Form and return it to Jill Tuwhare ([jill.tuwhare@spcnm.ac.nz](mailto:jill.tuwhare@spcnm.ac.nz)).

## COMMUNICATION

All students are issued with an SPCNM email address that should be used exclusively for all communication with the College. Please note that your lecturers will only contact you using this email account. Students are obliged to monitor and manage this email account regularly and responsibly. Students must adhere to the Internet Use and ICT policy (*refer to Student Handbook*). All communications forwarded to your email address will be considered to have been received by you. Instructions for accessing your student email will be provided to you in your Acceptance pack.

## HOW DOES ON-LINE LEARNING WORK?

Students who study on-line learning must complete the required work within the semester framework. Our on-line delivery is through Moodle. Learning material is made available to students on a weekly basis, and they are expected to work through the material (readings, slides, a few video clips, forums, mini-tests, etc).

Students are expected to regularly participate in on-line forums and become part of a virtual classroom where they interact with other SPCNM students studying the same course, and the course lecturer.

Participating students need to re-enrol in their courses at the beginning of each semester and courses must be completed within that semester.

## COMPUTER REQUIREMENTS

For all students, the use of a computer and access to the internet is obligatory. To study on-line you will need **a reasonably high level of computer (preferably a Level 4) skills such as internet browsing, word processing and email. Access to a printer is also highly recommended as some assignments are submitted in hard copy. It is important to check that your computer meets the requirements before the start of academic year. Please contact us if you have question about this.**

Minimum hardware requirement:

### Windows PC

- Windows 7 or later

### Mac

- OS X 10.9 Mavericks or later

Minimum software requirement

- An up-to-date internet browser (e.g., Chrome, Firefox, Safari). You will also need to have the latest Adobe Acrobat and Flash players installed.
- A comprehensive word processing package such as Microsoft Office. You will need to ensure that your word processor is able to save files in .doc format and is able to insert footnotes into documents.

## HOW MUCH TIME WILL MY STUDIES TAKE?

All SPCNM's courses are 15 credit courses. Each credit approximates to 10 hours of total study time, so each 15 credit course will take about 150 hours of study or approximately 10 hours per week. This includes working through the course materials, the reading associated with the course, and all assessment tasks. However, this is a guide only, and will vary somewhat from student to student, from course to course, and from week to week. In addition, while the 10 hour per credit guideline is designed to encourage all students meet the learning outcomes of each course, students who wish to delve deeper into a subject and pursue further reading and research of their own, will inevitably spend more time.

BNatMed students can choose to study part-time or full-time. Students can choose from one course (*part-time*) up to the full-time load of four courses (60 credits) per semester. Full-time study will require an average of 20-45 hours per week for study (*this includes self-directed learning*).

NZCertSCP students can study full-time (4 courses) or part-time (2 courses per semester) and must complete the 4 courses within that period.

Students must be realistic about how much study they are able to undertake alongside employment, family commitments and their personal circumstances. Note students usually find that full-time employment makes it possible to study only one or two courses per semester. All our courses for the BNatMed and NZCertSCP are semester length (20 weeks).

## BOOKS & STUDY RESOURCES

Books required for each course are listed in the relevant Course Guidelines. Learning materials commonly refer to sections in the required texts so it is essential that student acquire these texts. Limited copies of the recommended books are available in the library. Students are eligible for discounts with Student ID if books are purchased from the following Auckland bookshops:

Academy Books	<a href="http://www.academybooks.co.nz">http://www.academybooks.co.nz</a>
University Bookshop	<a href="https://ubiq.co.nz">https://ubiq.co.nz</a>
Elsevier titles	<a href="http://www.elsevierhealth.com.au/">http://www.elsevierhealth.com.au/</a>

*Some texts are also available on online sites such as Fishpond, The Nile, Book Depository, and Amazon. Please order well in advance from online and international sources, as previously students have not ordered in time to receive their books by the start of the semester.*

## ASSIGNMENTS (refer to Student Handbook for assignment format):

All assignments are due at 9am on the due date. Please ensure that your name and student ID appear on the outside of your assignment and that you use the correct Assignment Cover Sheet. All written assessments are submitted via Moodle.

## STUDENT SUPPORT FOR ON-LINE STUDY

All SPCNM courses have their own on-line Lecturer. Students interact with their lecturer by means of SPCNM's on-line learning management system called Moodle.

In addition to helping students with their learning in each course, lecturers are responsible for grading assessments and facilitating class discussions. **Students are encouraged to be involved in Moodle discussions forums as they are an integral part of the learning process.**

In addition to course specific lecturers, SPCNM also has:

- *On-site Weekends* – it is highly recommended you attend these weekends as it will give you an opportunity to meet your lecturer and also your fellow students.
- *Academic Support staff* - they provide assistance with academic matters i.e. access resources, support in using APA6 referencing, Endnote and user education for the databases.
- *Pastoral Care* - provide assistance with non-academic matters.

SPCNM staff are available by email and phone. Students outside of Auckland are also welcome to drop into our College. Our College office is open from 9.00am to 5.30pm Monday to Friday, except on public holidays.

## ACCESS TO SPCNM LIBRARY

SPCNM students have access to databases for research. Databases can be accessed remotely. Students need to have a current ID card in order to borrow books from the library. The library hours are from 8.30am to 5:00pm Monday to Friday, and closed for lunch from 12:30pm to 1:00pm. Use of the Library (including the computers, wireless and internet) is free for all students, although the cost of return postage for items sent out will be borne by the borrower.