

College of  
Medicine and  
Healing Arts



# Student/Learner Handbook

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# College of Medicine and Healing Arts

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*“Come, come, whoever you are,  
wonderer, worshipper, lover of leaving,  
it doesn’t matter.*

*Ours is not a caravan of despair,  
Come, even if you have broken  
your vow a thousand times.  
Come, yet again, come, come.”*

Mevlana Jelaluddin Rumi

1207 – 1273



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# Introduction & Background

Welcome to the College of Medicine and Healing Arts, which was established in Leicester, England (UK) and is a leading organisation for the practice, research, and training in the wisdom and science of Tibb: Whole-Person Healthcare & Medicine.

College of Medicine and Healing Arts is dedicated to develop and synthesise traditional knowledge and forms of medicine such as Unani Tibb and Tibb-un-Nabawi, along with useful and beneficial research and innovations from Complimentary & Alternative Medicine (CAM).

Mohsin Health (providing consultations, natural remedies and trusted health information), since 1978, and College of Medicine and Healing Arts (CoMHA), since 2011, are the pioneers and custodians of this knowledge and these skills.

Tibb: Whole-Person Healthcare & Medicine is a living tradition of natural medicine that has been practiced throughout human history in different cultures. As a dynamic inclusive tradition, it developed over centuries in the East alongside coming into contact with many other forms of health and medicine.

This inclusive tradition integrated into it the wide spectrum of knowledge from various cultures. Due to this diversity and richness, Tibb is referred to by many different names: Hippocratic, Eastern, Islamic, Greco–Arabic, Sufi, Humoural medicine, Yunani, Hikmah and Tibb.

As a Student at the College of Medicine and Healing Arts, you are expected to abide by certain common rules, regulations and norms in order to ensure the smooth functioning of the College and avoid any damage or hurt to others' interests. This Handbook is a guide towards successful completion of your training with the College.

The College welcomes you into its fold and we look forward to serving you further. Details of the programmes the College offers are available in the next section.



# Available Programmes

## Online Health Education

Visit [www.CoMHA.org.uk](http://www.CoMHA.org.uk) or sign up to our email newsletter at [www.CoMHA.org.uk/newsletter](http://www.CoMHA.org.uk/newsletter) to see the latest information about our online programmes which are for personal benefit.

## Professional Diploma Programmes

These programmes are suitable for those interested in learning traditional (Tibb) and modern (Complimentary & Alternative) skills to help their patients and clients.

- Diploma in Herbal & Naturopathic Medicine (Tibb)
- Diploma in Counselling & Psychotherapy (Nafsiyat)

**For Full Details See Our Prospectus  
at [www.CoMHA.org.uk/Prospectus](http://www.CoMHA.org.uk/Prospectus)**



# Delivery of Classes

In-person classes for professional Diplomas are delivered and facilitated primarily by the Principal M Salim Khan. Occasionally, guest lecturers are invited to help with the delivery of classes. Training materials and delivery of the classes are in English.

The classes are delivered in a setting and method according to the Tibb tradition, however there is a use of appropriate modern technologies where useful.

# Assessment Criteria for Professional Diplomas

These criteria are for successful completion of our Diploma programmes. If you have any difficulties in meeting your College commitments, please inform us without delay.

<b>Student Handbook</b>
Students are expected to follow the instructions and guidelines stated in this handbook, including the items in these assessment criteria. Failure to do so may result in the student failing the programme. Breaches in code of conduct, confidentiality, and other important matters may result in the student being expelled from the College.
<b>Code of Conduct</b>
Students will be assessed on: • appropriate contributions in class (asking and answering questions, etc.), • interactions with their class facilitator(s) and other students, • contributions to group work.  Students are expected to show respect for teachers and college resources, and show respect for other visitors to the college and clinic. They are expected to show care and consideration for their fellow students.  Confidentiality must be maintained in all interactions with the course facilitator, fellow students, patients and staff. Confidentiality must be maintained with all written information. Any resource materials are for the purposes of College students' own studies and not to be used for any other purpose. See page 26 for more details.  Explicit permission must be obtained before any pictures and/or audio/video recordings can be taken.

<b>Code of Conduct (Continued)</b>
<p>Dress and grooming should be clean, smart and professional, appropriate and respectful of the Tibb tradition.</p> <p>The College maintains a Facebook group for all students to participate. Students are discouraged from creating groups on any platform (WhatsApp, Facebook, etc.) outside of the College's own Facebook group (group name is Tibb: Whole-Person Healthcare &amp; Medicine).</p>
<b>Attendance</b>
<p>The College provides information about the dates for required in-person class attendance. Students must attend a minimum of 80% of classes to pass.</p>
<b>Timekeeping</b>
<p>The College provides a schedule for every class. Students are expected to be prompt at the start of each session. Late students may not be admitted into class.</p>
<b>Confidentiality</b>
<p>All students must read, sign and submit the confidentiality agreement on the last page of this handbook, when they begin any professional Diploma programme with the College.</p>
<b>Dealing with Patient/Clients</b>
<p>Some of the patients and clients at teaching clinics may be friends, family and colleagues of yours. You must deal with all patients, and especially these patients, with attention to: • respect for boundaries, • clarity with regard to fees and payment, • promptness in communication between the clinic and patients, • patient records must be kept in strictest confidence due to patient confidentiality laws – follow clinic guidance.</p>
<b>Homework/Assignments</b>
<p>Students are expected to submit their homework and assignments by due dates. Guidelines for presentation are stated on the assignment questions.</p>
<b>'Physician Heal Thyself'</b>
<p>Each student must demonstrate and document how they use the ...</p>

<b>‘Physician Heal Thyself’ (Continued)</b>
... knowledge from the programme to improve aspects of their own health and wellbeing. Students can demonstrate this using a reflective journal.
<b>Group Assessment</b>
Groups are an important resource for learning and for future intra-professional relationships. The College expects its students to demonstrate cooperative work and contributing to each other’s learning.
<b>Evaluation Interviews</b>
At each Stage of the programme, students will demonstrate that they are suitable to continue with the programme via a one-to-one interview.
<b>Business Skills</b>
Students are expected to provide a certificate of attendance to show they have attended a one- or two-day course covering: • Business Planning, • Book-keeping and Accounts, • National Insurance and Tax, • Marketing.
<b>First Aid Training</b>
Students must gain a First Aid Certificate and training in emergency procedures from a recognised provider such as St John’s Ambulance, British Red Cross, Health & Safety Executive, etc. Students must provide the College with a photocopy or electronic scan of their certificate.
<b>Case Studies</b>
Students are expected to record ten patient/client case studies and present these to the College. Students are expected to interact professionally, carefully following the instructions and guidelines that the College will provide. Patient/client confidentiality is of utmost importance.
<b>Exams</b>
In addition to continuous assessment throughout, each student will have to sit a written exam paper in exam conditions. Students must also pass a viva exam in which their practical and professional skills will be assessed.
<b>Fees</b>
The College provides information to each student about the amounts and due dates for fees. Students need to ensure they obtain this information.

# Attendance and Visa

For Diploma programmes, students are expected to be in full attendance on all in-person programmes days at the College of Medicine and Healing Arts for teaching and assessment. In cases where students cannot attend classes for compelling reasons such as personal illness or illness of close relatives there must be written evidence provided to substantiate the absence.

A minimum attendance of **80%** is required. Students who do not, without leave of absence, attend may have their studies terminated. For absences which intrude on this scheduled time, students will need the permission of the Principal of the College of Medicine and Healing Arts.

## Visa Matters for International Students

All responsibility for attaining the relevant travel authorisations and documents to attend our programmes rests solely with the student. The College will not accept any responsibility for students in relation to travel and border control.

The College does not sponsor any student visas. Admission onto our programmes does not guarantee any visa status.

If the student wishes to have evidence of their acceptance onto the programme, the College can provide a letter of acceptance.

# Code of Conduct for Students and Learners

## A) Premises and Clinic Discipline

1. A Student shall not do anything to obstruct, impede or prevent an officer, employee or agent of the College of Medicine and Healing Arts from entering the premises and clinic or carrying out his functions, duties or responsibilities therein.
2. A Student shall use the premises and clinic with proper care and not cause damage to any part of the grounds or buildings or to any article or fixture therein.
3. A Student shall, in using the premises, clinic and the facilities therein, take all care to ensure that he does not thereby cause any inconvenience, annoyance, obstruction or nuisance to any other person.
4. A Student attends the premises and clinic at the absolute discretion and pleasure of the College of Medicine and Healing Arts.
5. The Principal of the College of Medicine and Healing Arts or any other person authorised by him may from time to time, give orally or in writing such orders, instructions or directions as he/she may deem necessary or expedient for the

maintenance of good order and discipline in the premises and clinic.

6. No person shall enter or remain in the premises or clinic except those are authorised to do so. Provided that this paragraph shall not apply to an officer, or agent of the College of Medicine and Healing Arts who enters the premises and clinic for the purpose of carrying out his functions, duties or responsibilities.

## B) Pharmacy

1. Students are not allowed to dispense any medicine without supervision.
2. Students are responsible for ensuring their own safety and the safety of other individuals whilst in the pharmacy.
3. If Students dispense any restricted medicaments they must note it in the relevant register.
4. Students are required to work with method and clinical hygiene, replace all medicaments to their appropriate place and leave the pharmacy clean and tidy.
5. Students are required to pay for any damage they cause to pharmacy equipment, including the cost of replacement if there is a breakage.

## C) Confidentiality

1. Students are responsible for ensuring that information and resources are for their own professional practice as therapists and not to be divulged or sold for other purposes, such as using the College of Medicine and Healing Arts information and resources for setting up their own training courses.
2. Any loss of confidential information may result in termination. Students are required to read and sign the Confidentiality Agreement. This is mandatory for registering as a Student of the College of Medicine and Healing Arts.

## D) Attire for Students and Trainees

1. According to the College of Medicine and Healing Arts ethos, the attire should be professional and respectful of the Tibb tradition, observing Health & Safety requirements and hygiene standards.

## E) Examination and Treatment of Patients

1. Students must only see, examine, and treat Patients at the College of Medicine and Healing Arts Clinic under supervision of an authorised Clinician.
2. Students may not prescribe, advise treatments or recommend medicaments or foods not conforming to the principles of Tibb Tradition and Naturopathic Medicine.



3. The Student may, however advise the Patient to seek alternative medical help when, in his/her professional opinion, such a response is the most appropriate one for a given case under supervision of an authorised Clinician.
4. The Student should obtain the written consent of a Patient prior to the physical examination and/or treatment of any sexually sensitive area of the Patient, and it is recommended that a chaperone of the Patient's sex is present during such an examination. Plus, vulnerable adults and children Patients under sixteen years of age must be accompanied by a parent or guardian.
5. If, for the purposes of accurate diagnosis, examination of a sexually sensitive area is necessary, the reasons for such an examination, and a description of the procedure, must be given to a Patient prior to such an examination, and permission sought should be recorded by the Student in his/her Patient notes.
6. For the purposes of this code, sexually sensitive areas are defined as the internal and external genitalia; the anus, rectum and perianal area and the breasts.
7. If the Patient is required to disrobe for examination or treatment, the Student must either provide a screen behind which the Patient may undress, leave the room where the consultation is being held until the Patient has undressed, or provide some other means whereby the privacy of a disrobing Patient may be ensured.

8. The right of a Patient to refuse any particular treatment should be respected by the Student.
9. Except with the express consent of the Patient, or in the case of a minor his/her parent or guardian, no third party may be present during consultation or treatment.
10. A child Patient must be accompanied by a parent/guardian and a Written consent for the examination and/or treatment of a minor should be obtained from the parent/guardian prior to any such treatment or examination being performed.

## F) Patient Records and Confidentiality

1. The Student shall maintain careful records of all Patient contacts, consultations, treatments, etc and shall in all cases be identified by Patient's full name, address and D.O.B (Date of Birth).
2. All information held by the Student with regard to a Patient shall at all times remain strictly confidential except with the explicit and unequivocal consent of the Patient in the circumstances given below as well as explicit permission of the Supervisor.
3. Prior to confidential information regarding a Patient being shared with another person (including other practitioners, administrative and clinic staff, medical professionals and relatives of the Patient except in the case of the designated

guardian or parent of a minor), the consent of the Patient must be obtained, with the Patient being made aware of:

- what information is to be shared
- with whom any such information is to be shared
- how such information may or will be recorded

As well as:

- The possible benefits or drawbacks there may be of passing on such information.
- The above may only be done with the prior explicit permission of the Supervisor.

4. Information held by a Student with regard to a particular Patient will be available for inspection by that Patient upon the request of that Patient, and will be made available for such an inspection within a reasonable period of time in accordance with the requirements of the Patient and providing that, in the professional opinion of the Student, disclosure of such notes would not be detrimental to the current treatment being undergone by the Patient with the permission of the clinic Supervisor. Current Patient rights legislations need to be respected in this matter.
5. The Patient may appeal directly to the Principal if he or she believes that access to his or her case notes is being unfairly withheld by the Student. The Principal may override the decision of a Student with regard to non-disclosure of Patient records, after consultation with the Student to make such records available for inspection by the Patient.

6. The Student will explain any medical or specialist terms in any such recorded information to a Patient during the inspection of such information.
7. The Student is held personally responsible for ensuring all information held by him/herself with regard to a Patient remains confidential and remains the property of the College.
8. The Student is responsible for the safe physical keeping of all Patient records both in a hardcopy and/or electronic format.

## G) General Norms

1. Students shall not act contrary to the Tibb code of conduct or neglect duties which are obligatory upon them in private or in public within or outside the College of Medicine and Healing Arts.
2. A Student shall not:
  - a. act in any manner that constitutes or appears to constitute a threat or intimidation or is injurious, physically or mentally, to the well-being and safety of any other Student or any member of staff of the College of Medicine and Healing Arts or the security and harmony of its premises and clinic;
  - b. act in any manner that constitutes or appears to constitute contempt of an official body, a staff member or an officer of the College of Medicine and Healing Arts;

- c. conduct himself/herself whether within or outside the premises and clinic, in any manner that is detrimental or prejudicial to the interests, well-being or good name of the College of Medicine and Healing Arts;
- d. violate any provision of the rules and regulations of the College of Medicine and Healing Arts;
- e. disrupt or interfere with any teaching study, research, administrative work, or any activity conducted at the College of Medicine and Healing Arts;
- f. prevent, obstruct, or interfere with any officer or employee of the College of Medicine and Healing Arts from carrying out his /her work duty or function;
- g. prevent or obstruct any Student from attending any lecture, tutorial or class, or from engaging in any legitimate activity;
- h. damage or cause to be damaged in any manner any property of the College of Medicine and Healing Arts;
- i. contravene or fail to comply with any instruction or requirement by the College of Medicine and Healing Arts Librarian, a member of the library staff or other library employee in respect of the use of the library, its books and other facilities therein;
- j. miss any lecture, tutorial, class or other instruction relating to his course of study, he/she shall not absent himself/herself there from without the prior permission of

- his/her tutor or the Principal of College of Medicine and Healing Arts, unless the circumstances do not permit such prior permission to be obtained;
- k. have in possession or under custody or control any article which is considered as obscene and objectionable under the professional, moral, norms and values;
  - l. have in possession or under custody or control any liquor or dangerous drugs;
  - m. give, supply, provide or offer any liquor or dangerous drugs to any person;
  - n. Consume orally or smoke or inhale, or introduce into his/her body by injection or in any other manner whatsoever, any dangerous drugs. Nothing in this rule shall be deemed to prevent a Student from any treatment by or under the prescription of a qualified medical practitioner;
  - o. Anything which may be prejudicial to the cleanliness and neatness of premises and clinic.
  - p. dress in a manner considered improper by the professional code of conduct;
  - q. To attract undue attention to themselves while on the premises and clinic.

- r. A Student who fails to comply with any of the above instructions will be considered to have committed a disciplinary offence.

## H) Disciplinary Procedure

1. A Disciplinary Committee will consider the cases where Students have committed disciplinary offences.
2. If the Student fails to attend the disciplinary hearing without a satisfactory explanation, he/she will be deemed to be guilty of the disciplinary offence.
3. In arriving at its decision, the Disciplinary Committee will take into account any explanation given by the Student and/or representation made on his/her behalf, consider other relevant documents and if necessary examine witnesses.
4. A Student found guilty of a disciplinary offence shall be liable to one of the following punishments:
  - a. Reprimand;
  - b. Suspension from any or all of the facilities of the College of Medicine and Healing Arts for a specified period;
  - c. Expulsion from the College;
5. If a Student is dissatisfied with the decision of the Disciplinary Committee he/she may appeal in writing to the Principal of the College giving the grounds for his/her appeal.
6. The decision of the Principal of the College of Medicine and Healing Arts shall be final.

# Library Regulations:

## A) Discipline

1. All users of the Library are required to conduct themselves quietly and to obey instructions from the Library staff.
2. Bags, cases and coats must be kept tidy and to a minimum.
3. Food and/or drinks may not be taken into or consumed in the Library. Smoking is not permitted.
4. Under no circumstances may books or journals be removed from the Library premises without written permission from the College Principal. Readers are reminded that any breach of this rule can render them liable to a fine and disciplinary action within the College of Medicine and Healing Arts.
5. Mobile phones must be switched off before entering the Library.

## B) Fines and Penalties

1. Damage to library material, including the removal of pages from books and journals, will be regarded as an offence under the Code of Misconduct. Penalties can range from fines up to £200 for minor offences and the requirement to pay for the damage, to fines up to £1,000 for major offences and possible exclusion from the College of Medicine and Healing Arts.



# Withdrawal and Refund Policy

1. The College of Medicine and Healing Arts' refund and withdrawal policy operates on a Stage basis.
2. Any Student who wishes to withdraw from the College can do so by giving a written notice to the College Principal.
3. In the case of any Student not being able to attend class, they must notify the Principal in writing at least 30 days before the scheduled date of the class. In this case, the fees paid for that stage or class will be refunded to them, with a deduction of 10% as an admin fee. If any Student decides to withdraw but does not notify the Principal in writing, at least 30 days before the scheduled date of the class, the College will not refund their fees.
4. In the case of a Student attending a class and during that class they wish to withdraw, there is no refund of fees.
5. In the case of a Student having attended a class and retrospectively asking for a refund, there is no refund of fees.
6. If the College is unable to run a class, Students may choose either to have their fees for that stage/class refunded in full, or they may wish to transfer to the next available stage/class.

# Appeals Relating to Academic/Professional Decisions

1. All academic decisions will be taken by the Principal who will ensure the observance of the standards which are generally followed in institutions of professional and higher education. External examiners will help maintain the standards.
2. Every effort will be made to ensure fairness and equity in reaching academic and professional decisions.
3. If a Student feels aggrieved over a formal decision, he/she should seek an interview with the Board of Advisors and clarify the position.
4. A Student may lodge an appeal on only either of these grounds:
  - a. Some material administrative error or the failure to conduct the assessment in accordance with the approved regulations or any irregularity.
  - b. If the Student's performance had been adversely affected by illness or any other good cause which might have had a bearing on the assessment.

5. The appellant should produce firm evidence to support the above.
  
6. The Registrar of the College of Medicine and Healing Arts will receive this appeal. If it is valid, it will be forwarded to the Board of Advisors, who will constitute an Appeals Committee, consisting of two persons who shall not be otherwise involved with the original assessment. If the Appeals Committee feels that the assessment should be reviewed, the Principal will be asked to reconsider his/her assessment.

# Complaints Procedure

## The College of Medicine and Healing Arts Complaints Policy

We are committed to providing high-quality educational services to all our clients. If something goes wrong, we ask you to tell us about it. This will help us improve our standards.

If you have a complaint, please write to the Principal of the College with the details. We have eight weeks to consider your complaint.

### What will happen next?

1. We will send you a letter acknowledging receipt of your complaint within five working days (excluding weekends and bank holidays) of receiving it, enclosing a copy of this procedure.
2. We will then investigate your complaint. The Principal of the College of Medicine and Healing Arts will review your matter file and speak to the member of staff who acted for you.
3. The Principal of the College of Medicine and Healing Arts will then invite you to a meeting to discuss and hopefully resolve your complaint. She/he will do this within 30 working days of sending you the acknowledgement letter.
4. Within 14 working days (excluding weekends and bank holidays) of the meeting, the Principal of the College of Medicine and

Healing Arts will write to you to confirm what took place and any solutions s/he has agreed with you.

5. If you do not want a meeting or it is not possible, the Principal of the College of Medicine and Healing Arts will send you a detailed written reply to your complaint, including his/her suggestions for resolving the matter, within 30 working days of sending you the acknowledgement letter.

# Confidentiality Agreement

As a requisite part of registration for a professional Diploma programme at the College of Medicine and Healing Arts, please complete, sign, and return this document to the College.

**While pursuing your studies and training with the College of Medicine and Healing Arts (CoMHA) and its affiliated organisations, you will have access to sensitive and confidential information. You are required to comply with the following conditions:**

1. All information imparted, whether in written, oral, or electronic format, or any information that you may learn relating to our clients/patients, products, courses, publications, business, and professional affairs, (“the information”), is to remain strictly confidential. The information may not be disclosed to any third party without explicit written permission from the College.
2. Recognise that all information, including course notes and Continuing Professional Development (CPD) notes, along with their intellectual property rights, remain the College’s property and are for your individual use only. The use of the information should strictly be for the purpose of your study and learning, and not for any other reasons. Information, resources, and materials may not be shared with others without explicit written permission from the College.
3. All information about our organisation, affiliated organisations, clients, patients, students, staff members, and any related person is to remain confidential and in trust with you. You will exercise utmost caution in ensuring that sensitive information, such as patient records and financial details are kept out of reach and sight, and otherwise not disclosed without explicit written permission from the College.

4. You are not permitted to practice until you have fulfilled all the assessment criteria listed in the student handbook, which includes passing written and practical examinations, and receiving a letter of completion from the College or a Diploma qualification certificate.
5. You are prohibited from delivering talks, lectures, teaching, or training on the subjects learned in the programme, without explicit written permission from the College.
6. Should you breach any of the conditions on this agreement, you will be removed from the programme and will no longer be considered a student of the College.

**The obligations of confidentiality shall not extend to information:**

- a) That you can conclusively prove was already in your possession beforehand.
- b) That is or enters the public domain through means other than your default.
- c) That you learn from a third party who is not under confidentiality, acting in good faith.
- d) That you are legally obligated to disclose to a governmental or other regulatory authority.

**We would also ask you:**

7. Should you devise any modification, extension, or improvement to our products, services, or any related information during your training, you are to promptly disclose it to us and hold it in trust for our exclusive use and direction.

**Please confirm your acceptance of these terms by signing a SEPERATE copy of the confidentiality agreement which will be provided to you by the College. This copy is only an example for your information.**

# Student/Learner Handbook



*“Honour your body, which is your representative in this universe. Its magnificence is no accident. It is the framework through which your work must come; through which the spirit and the spirit within the spirit speaks. The flesh and the spirit are two phases of your actuality in space and time. Who ignores one, falls apart in shambles. So it is written...”*

