

## Conditions of Enrolment for Online Course Students

### PLEASE READ CAREFULLY

**Please note that in order to study at the Faculty, you must be aged 18 years or over. There is no upper age limit.**

**The Faculty reserves the right to cancel an online course if it attracts an insufficient number of students.** In this unusual event, the Faculty will refund your fee in full. No refunds will be paid on student cancellations.

### Your Operating System and Browser

The Faculty uses Zoom Meetings software to host its online classes.

**Before you enrol for the first time** check the **System Requirements for Zoom**, on the Zoom website:

<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-andLinux>

to make sure your system will work with Zoom. The Faculty will not refund fees to students who cannot join the course because their system is not supported by Zoom.

### Joining the Online Course

You can join the course using a PC, Mac, tablet or phone. A laptop or tablet is preferable as the sessions will include slide presentations and charts which may be difficult to see on a small screen.

You will need the following:

- Good internet access
- Webcam
- A good quality built-in microphone or external head-set (see 'Sound Quality' below)

When you first enrol, you will be sent an email confirming your enrolment and containing instructions for navigating the Zoom environment. These instructions can also be downloaded from the Faculty's Online Courses webpage at <https://www.astrology.org.uk/courses-overview/online-courses/>

Before each session, you will be sent a link by email which allows you to enter that particular session.

Sessions are held once per week, or twice per week if you are taking the 'Fast Track' class which begins in January. Sessions run from 6.30-8.30pm UK local time (either Universal Time or British Summer Time, depending on the time of year). Each term consists of 10 sessions. There will be an induction session a few days before the first class, for participants to meet the course tutors and get used to the Zoom platform.

Please make sure you access the classroom about 15 minutes before the start time, as each session will begin promptly at 6.30pm.

### Sound Quality

The Faculty will do its best to ensure the sound quality is consistently excellent, however, this is partly dependent on the quality of the broadband connections of everyone in the meeting. For best results on a laptop or PC, use a high-quality headset that plugs into the microphone jack of your sound card; this usually gives better audio results than the built-in mic.

### Recordings

The online course sessions will be recorded and the recordings will be made available to enrolled participants only, for streaming, for 1 month after the seminar. The Faculty cannot be held responsible for the quality of these recordings. Please also bear in mind that the quality of the audio that you hear during playback depends greatly on the quality of your computer's equipment (sound card, microphone, and speakers).

Access to the recordings and course material is strictly limited to enrolled participants and is not for sharing or redistribution.

### Course Structure

**The Foundation Course** is designed in three modules. The Online Foundation Class which begins in October each year consists of autumn, spring and summer terms, with one module per term, ending in June. The 'Fast Track' Online Foundation Class runs from January to June or early July, usually with two terms before Easter and one after Easter. The Foundation Course can thus take up to one year to complete if you attend the modules consecutively. Alternatively, you can spread out your learning if you find you need to take a break between modules, and can rejoin the course in a future year (or move to one of the other methods of learning, such as Distance Learning by Email).

**The Diploma Course** is designed in six modules, each of which is available via Email Distance Learning or as Classes in London. **At present, the Diploma is not available as an online course.** (See the 'Distance Learning' or 'London Classes' pages of our website under the 'Courses' tab).

The Diploma Course can take you two years to complete. However, students may take longer than this choosing to take a break in between modules to take time to absorb the material, deepen their understanding and practise working on charts. Tutors may suggest that a student take a break between levels or modules to develop and practise.

### Taking Your Time

Studying astrology can evoke changes in how we see life and experience the world, and in our lives, and for this reason it is important that students take their time with their studies and view study as a journey rather than a destination. There are times where there is greater studying activity and other times of greater reflection or adjustment, both of which are of immense value. It is important that students take responsibility for managing themselves through this process.

### Books

The Reading List for each module suggests background reading for your course and we would strongly encourage you to do as much additional reading around each subject as time allows, since you will benefit from being able to draw on a wide range of material.

There are a few set text books which you will need to buy for some of the modules, as follows:

- ***Raphael's Ephemeris*** (essential set text for Foundation Course Modules 2 and 3).
- An ***Ephemeris for both the 20th and 21st centuries*** (essential throughout the Diploma Course).
- ***The Combination of Stellar Influences*** by Reinhold Ebertin (essential set text for Module 7).
- ***Mundane Astrology*** by Michael Baigent, Nicholas Campion & Charles Harvey (essential set text for Module 8).

**Please Note:** You are advised to make sure you buy a copy of the set text for your module **before** you enrol on it. Details of specialist astrological outlets for online ordering and worldwide delivery are listed on the 'Essential Books for Purchase' document which you will find on the 'Enrolment' page of the website at [www.astrology.org.uk](http://www.astrology.org.uk) (under 'Courses').

### Course Material

Each module is accompanied by written course material which summarises the subjects learnt at each stage, in the form of a series of articles. In addition, you will find a Student Manual and a series of exercises – these have been designed for students following the course by Distance Learning, but your tutor may use some of them as the basis for homework exercises during the online course.

### Working on Your Own Chart

Throughout the Certificate and Diploma classes, you will often be required to work on your own birth chart. Partly this is for practical reasons – whenever you learn a new technique or idea, the process of applying it to your own chart can help you engage with the technique or idea more fully. As every student soon discovers, astrology comes alive when you really see it working in your own chart.

But there are also more subtle processes at work. Firstly, as you progress through the modules, you will become increasingly aware of the potential power of astrology as a tool for understanding the character and experiences of another human being – and you will also become increasingly aware that whenever you look at another person's chart, you inevitably see it through the lens of your own personality. Much like the principle in quantum physics which suggests that the act of observation can change the outcome of an experiment, the personality of the astrologer is crucial to the energy and nature of a chart reading, whether this is a simple exercise on a sample chart in the Foundation Course material or the readings you may eventually give to clients as a professional astrologer. Astrological training therefore brings with it the need to develop an awareness of our own personal biases or predispositions, so that we can more effectively bracket these out when we read someone else's chart.

Secondly, astrology encourages a participative process that strengthens as we deepen our relationship with the symbols, eventually bringing us to a deeper understanding of ourselves, of life in general and of our relationship to the cosmos.

The Faculty therefore places a lot of emphasis on the idea that learning astrology is a multi-layered process of growing awareness and personal development, with the work you do on your own chart being central to this process.

If you do not know the exact time of your birth, it is still possible for us to provide you with a birth chart if you know the time to within a few hours – some parts of the chart will be speculative, but as you gain more experience of astrology it should be possible (with the help of your tutor) to narrow this down until you arrive at a chart which feels like a close fit. Alternatively, you can pay a professional astrologer to have your birth chart ‘rectified’, a skilled process of matching significant dates and events to astrological signifiers in order to arrive at a suggested time of birth – if you wish to do this, you will find a list of Faculty-trained astrologers who do rectification work on our website at [www.astrology.org.uk](http://www.astrology.org.uk)

If you do not know your birth time, you should indicate this on the enrolment form, so that your tutor is aware of it.

### Additional Homework

During the course of the module, your tutors may set some short homework exercises in addition to the exercise or presentation work that you must do to gain your 20 module credits. Such additional homework is entirely optional and you are not obliged to complete it in order to gain the module credits. It will either be marked by your tutor or will be in the form of self-study or specific preparation or reading for the following class.

### Your Tutor

Your tutor’s aim is to ensure that you have a rewarding and individually-supported learning experience. He/she will support you throughout each module, suggest extra reading, provide specific examples and generally ensure that you have all the guidance and feedback you need to successfully complete each module.

Each module is typically taught by two tutors, who work closely together in their preparation for the seminars. If you go on to study the Diploma, you will therefore come to experience a variety of tutors over the course of your time with us, allowing you to broaden your understanding and encouraging you to develop your own astrological methodology.

### Working towards the Certificate and Diploma

The Faculty’s courses and exams allow you to accumulate credits as you work through your studies. You will automatically receive 20 credits when you complete each module, whether studied at Classes, by Distance Learning, Online, or at Summer School. In addition to the module credits, you will receive 60 credits when you pass each of the interpretation exams – Certificate, Intermediate and Advanced – making a total of 360 credits required to obtain the Diploma qualification, as follows:

**Foundation Course leading to the Certificate**

<b>Module 1</b>	<b>20 credits</b>	<b>120 credits</b>
<b>Module 2</b>	<b>20 credits</b>	
<b>Module 3</b>	<b>20 credits</b>	
<b>Certificate Interpretation Exam</b>	<b>60 credits</b>	

**Diploma Level One**

<b>Module 4</b> Module 4 [Module 4a: Transits Module 4b: Solar Returns]	<b>20 credits</b> [15 credits 5 credits]	<b>120 credits</b>
<b>Module 5</b> [Module 5a: Secondary Progressions Module 5b: Solar Arc Directions]	<b>20 credits</b> [15 credits 5 credits]	
<b>Module 6</b>	<b>20 credits</b>	
<b>Intermediate Interpretation Exam</b>	<b>60 credits</b>	

**Diploma Level Two**

Modules 7a, 7c, 8b and 9 are compulsory = 45 module credits. Then, choose from Modules 7b, 8a, 8c or *The Astrology of the Family* to make up the remaining 15 module credits (see below)

<b>Module 7</b> [Module 7a: Midpoints (compulsory) Module 7b: Harmonics (optional) Module 7c: Synastry (compulsory)]	<b>20 credits</b> [5 credits 5 credits 10 credits]	<b>120 credits</b>
<b>Module 8</b> [Module 8a: A*C*G & Relocation (optional) Module 8b: Mundane Astrology (compulsory) Module 8c: Electional Astrology (optional)]	<b>20 credits</b> [5 credits 10 credits 5 credits]	
<b>Module 9</b>	<b>20 credits</b>	
<b>Advanced Interpretation Exam</b>	<b>60 credits</b>	

**Additional Optional Module: The Astrology of the Family**

An additional optional half-module is now also available – *The Astrology of the Family*. It attracts 10 credits towards the Diploma and may be taken instead of one or two of the optional subjects (part-modules) included within Modules 7 and 8 above.

<b>The Astrology of the Family</b>	<b>10 credits</b>
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### Attendance at the Online Sessions

In order to gain the credits, you are required to attend a minimum of 75% of the online sessions which make up each module, i.e. a minimum of 8 of the 10 sessions.

You will also be required to complete a short home study exercise *or* to present a piece of chart work in class. At the end of the module, if you have fulfilled these requirements, you will be awarded 20 credits, **but you must complete the credit-associated exercise within six weeks of the final class in order to gain your credits.** N.B. Diploma students on Modules 4, 5, 7 and 8, where there are two or three separate subject areas taught by more than one tutor, **will need to hand in their credits homework exercise to the relevant tutor 6 weeks after the class in question.** The tutor/s will advise you of the date by which the homework needs to be completed.

Module credits will expire after 6 years unless you validate them by passing the relevant exam at that level. In other words, if you have obtained all Foundation Course module credits, you will need to pass the Certificate Interpretation Exam within six years of completing Module Three in order to validate these credits. The same system of validation applies to Levels One and Two of the Diploma course.

For details of the credits system and gaining the Faculty's Diploma, go to the Examinations page under 'Courses' at [www.astrology.org.uk](http://www.astrology.org.uk) and download the 'Exam Rules & Regulations' document.

### No Pressure!

There is no pressure on you to take any of the examinations. Whether or not you intend to take the examinations with a view to becoming a qualified astrologer, our nine modules provide a structured and comprehensive astrological education in themselves. The exam process however is a valuable learning process in itself which some students can benefit from significantly.

### English as a Second Language

Students will need a good standard of reading, writing and speaking English to be able to take the course. If you are unsure of this, you can check your language on the following university access website: <http://www.open.ac.uk/courses/do-it/english-skills>. If you need to develop your language skills we advise that you take an English language course first.

As a general guide, your English language skills should be equivalent to one of the following qualifications:

G.C.S.E. English Language Grades A- C  
IELTS Levels 5.5-6.5  
TEOFL 87-109  
Cambridge First Certificate in English

### Privacy and Protecting your Confidentiality

Your tutor will respect your privacy at all times, and any work you submit will be treated as strictly confidential between yourself and your tutor. The only exception to this rule is when the Head Tutor occasionally requests examples of the tutor's work for purposes of monitoring tuition standards. In such cases, any communication between yourself and your tutor will be kept confidential by the Head Tutor.

Furthermore, Faculty tutors are under an obligation to keep all tuition records and material in a safe place, and all such material held by your tutor will be destroyed three months after each level of study has been completed or after three years if a level is not completed.

Tutoring records held centrally will be destroyed after you have successfully completed the requisite level exam or otherwise where the level is not completed will be destroyed after 10 years.

### Keeping your coursework

It is your responsibility to keep copies of your coursework and tutor feedback. Your coursework will not be retained for longer than three months after you have completed a level of study or not longer than three years if you don't complete all requisite modules at a level of study.

### Enrolling on Module 9

Students who attend Module 9 are required to conduct a 'live' chart consultation with a client and submit a recording of the consultation to their tutor for feedback. Conducting a reading with a client requires a secure knowledge of forecasting and synastry techniques, as well as a sensitive and empathetic approach to chart work. For this reason, Module 9 is only open to students who have completed Modules 1-7.

### Right to Cease Tuition

In the unlikely event that the Faculty considers it not to be in the best interest of a student or the school to continue to provide tuition to a student we will arrange with the student to end the ongoing provision of tuition.

### Student Registration Fee

The Faculty is a non-profit making organisation and exists for the purpose of providing courses of study and exams for its students. It is a Company Limited by Guarantee. Payment of the Student Registration fee and subsequent re-enrolment on any course of study constitutes agreement to the following clause:

*I understand that by making this application, I am agreeing to become a member of the Faculty of Astrological Studies, a Company Limited by Guarantee, and understand that in accordance with its Articles of Association every member undertakes to contribute such amount as may be required (not exceeding £1) to the Company's assets in the event of a Winding Up whilst they are Members or within one year after their membership ceases.*

Payment of the Student Registration fee means that you become an Associate Member of the Faculty for the entire period of your studies with us, unless you take a break of more than one year.

Associate Membership status entitles you to attend our Annual General Meeting in November.

If we do not hear from you for over a year, your Associate Membership of the Faculty will cease, although you will still be eligible to receive regular information from us about Faculty events.

Whether or not your Associate Membership has expired, as a past registered student of the Faculty you will always be able to enrol on further modules, take exam papers and attend Faculty Summer Schools at the student price in future and will not be expected to re-register. If you do enrol on a further module or exam paper, you will once again qualify for Associate Membership status unless you again take a break of more than one year from the date of your last enrolment.

A Copy of the Articles of Association can be found on the Faculty website. In addition, as an Associate Member you are entitled to request a copy of the Faculty's abbreviated Annual Accounts – if you wish to receive a copy, please write to our Finance Officer Deborah Morgan at [deborah.morgan@astrology.org.uk](mailto:deborah.morgan@astrology.org.uk)

### Student Feedback Sheet

A Student Feedback Form is included with each module and we would be very grateful if you would take a few minutes to complete this form and email it to the Head Tutor, Cat Cox, at [feedback@astrology.org.uk](mailto:feedback@astrology.org.uk) on completion of each module. This will greatly help us to continue to improve our material and method of tuition, with a view to ensuring that your studies are as fruitful and enjoyable as possible.

For any queries about your studies, please write to the Head Tutor, Cat Cox, at [head.tutor@astrology.org.uk](mailto:head.tutor@astrology.org.uk)

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