

# **OHM College of Astrological Sciences & Research Centre – Global**

## **Student Admission & Academic Programme Policy**

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Issued By: Academic Assessment Committee (AAC)

### **1. Purpose**

This policy outlines the admission procedures, academic structure, and programme requirements for students enrolling in regular academic programmes offered by OHM College of Astrological Sciences & Research Centre – Global. The objective of this policy is to ensure structured learning, academic discipline, and standardized certification procedures for all enrolled students.

### **2. Scope**

This policy applies to all students enrolling in institutional academic programmes conducted by the college, including online programmes, offline programmes conducted through authorized learning centers, and hybrid learning formats where applicable. This policy does not apply to candidates applying under the Professional Assessment & Certification (Recognition of Prior Learning – RPL) pathway, which is governed by a separate institutional policy.

### **3. Programme Structure**

Academic programmes offered by the institution are designed to accommodate both beginners and working professionals. Programme structure typically includes weekly academic sessions (generally once per week), structured curriculum delivered by authorized faculty, guided study, and practical understanding of astrological principles. Programme duration may vary depending on the certification level.

### **4. Admission Process**

Students seeking admission must follow the institutional admission process: submit admission enquiry or application, complete the institutional admission form, pay the prescribed programme fee, and receive enrollment confirmation from the institution or authorized learning center. Enrollment becomes valid only after confirmation by the institution.

### **5. Eligibility**

Eligibility requirements may vary depending on the academic level applied for. Foundation programmes are open to beginners and interested learners, while advanced or master level programmes may require prior knowledge or completion of foundational study. The institution may guide students toward the appropriate programme level based on their background.

### **6. Attendance Requirement**

Students are expected to attend scheduled classes regularly. A minimum 80% attendance is generally required for eligibility to appear in the final institutional examination. Attendance records may be maintained by the institution or authorized learning centers.

### **7. Assessment & Examination**

Students enrolled in academic programmes must participate in institutional evaluation processes which may include written examinations, practical chart analysis, assignments or case discussions, and a final academic

examination. Successful completion of the programme requires satisfactory performance in the final evaluation.

## **8. Certification**

Upon successful completion of programme requirements and final evaluation, the institution may award certification corresponding to the academic programme completed. Certificates are issued under the authority of OHM College of Astrological Sciences & Research Centre – Global and may include a unique verification identification number for institutional records.

## **9. Fee Policy**

Programme fees represent the cost of academic instruction, institutional resources, and administrative processing. Fees once paid are non-refundable. Fee adjustments or transfers may be considered only under exceptional circumstances and at the discretion of the institution.

## **10. Academic Conduct**

Students are expected to maintain respectful and professional conduct during classes and institutional interactions. Academic misconduct, misrepresentation, or disruptive behaviour may result in disciplinary action including suspension from the programme.

## **11. Institutional Authority**

All academic matters relating to programme structure, evaluation, certification, and student progression are governed by the Academic Assessment Committee (AAC) of the institution. Decisions of the committee shall be considered final.

## **12. Policy Amendments**

The institution reserves the right to modify or update this policy when required to maintain academic standards and institutional development. The latest version of the policy will be made available on the official website of the institution.

### ***Issued By:***

Academic Assessment Committee (AAC)

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