



# Student Handbook

**2020/21**



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## ABOUT THIS HANDBOOK

Your student handbook will be valuable throughout your course. Some of the information contained within will be more relevant as your studies progress, but reading it now will help you understand how we work. This handbook should be read in conjunction with the course specification guide and the academic regulations.

Sometimes the information will need to be updated, so you may want to consult the online version periodically, as well as systems such as your learning portal, making note of any changes and considering how they may affect your course.

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# WELCOME FROM THE DEAN



## **I am delighted to welcome you to the Athena Global Education**

Westford Education Group through Athena Global Education is dedicated to offering our students the highest quality international programs from Europe, US and other leading countries . We carefully select our partner universities to ensure that each program is fully accredited, internationally recognized, and industry appropriate. Our teaching staff, student support staff, and partner staff are focused on one thing: your success , Success in the classroom and success in your career. And whether you take one of our programs from any of our partner universities you will always have Westford right at your side, helping you along each step of your path to success.

Athena has distinguished international faculties educated in renowned universities. Our professors and trainers are excellent in both research and teaching, and they are committed to providing students a top-rate education. Many of them also have significant corporate experience and serve on corporate management boards.

Our reports indicate that our graduates have the functional and industry knowledge they expect from executive education . Our students possess the ability to get things done as effective leaders and as strong team players, not only that they also have the talent to identify and build opportunities.

Wishing you an enriching and enjoyable learning experience and success.”

We warmly welcome you to Athena Global Education, the new era education which is affordable, flexible and accessible.

A handwritten signature in black ink that reads "William Painter".

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**Dr. William E. Painter, PhD**  
**Westford Education Group**

# WHO WE ARE

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*More than a decade of experience in higher education, the Westford Education Group expanded its operation globally significantly. Currently we educate students from more than 143 countries. Athena Global Education is the latest Ed-Tech venture of the group with an objective to make higher education more accessible and affordable.*



Athena Global Education has been established with an objective to fulfil the aspirations of learners with diverse backgrounds from across the globe to attain internationally accredited qualifications and the professional development programmes delivered in an easily accessible and affordable manner in the form of online learning. Athena Global Education has legal presence in UAE, UK and US, and all the learners are legally contracted. The entity operates in UAE as Athena Global Education FZE.

## VISION

Our vision is to empower people, the privileged and underprivileged, by providing access to higher education that is effective, affordable and flexible without any boundaries.

## MISSION

To provide access to affordable quality higher education for masses across the globe, we will ensure to develop up-to-date curriculum and deploy the latest technology to develop relevant learning models which are scalable ensuring the accessibility and affordability as the key focus of everything we develop.

## VALUES

In upholding our vision, we ensure that the following core values are embedded in the development of the Athena Learning Platform and the courses and programmes it supports:

- Accessible
- Affordable
- Accredited
- Flexible
- Stackable
- Effective

Athena Global Education is governed by the Board of Directors (BoD). The Board of Directors governs the organisation's overall strategy and operations, and it's supported by an Executive Council, Academic Council and a number of Committees. The BoD has the ultimate authority within the organisation, but it has to respect the views of the Academic Council in the matters related to the academic operations.

## Board of Directors

Board of Directors are constituted with 9 Members as follows:

- 6 Nominated Directors (Non-Executive)
- 1 elected student member
- 2 Ex-officio members

The general term of the members is for three years. The board should convene once in 4 months, or on demand as per the requirement.

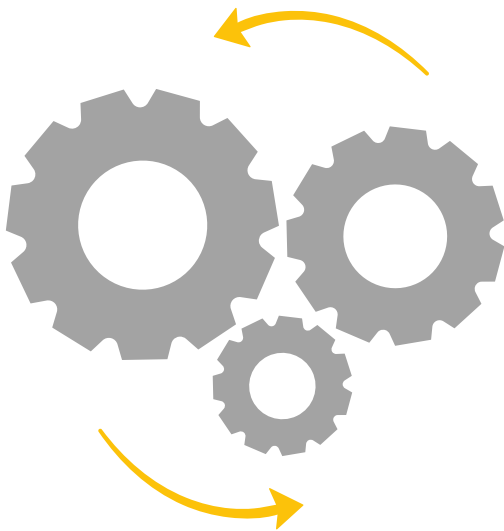
## Academic Council

The Academic Council is the academic authority of Athena Global Education, responsible for academic strategy, policy, priorities and performance. The Academic Council which is subject to the powers of the Board of Directors, is responsible for promoting and sustaining the overall academic operations. It oversees the organisation's academic management, including the curriculum, all aspects of quality and standards associated with the organisation and its academic partners. It has the power to make regulations, including those which (subject to the approval by BoD) delegate any of its powers. The Academic Council meetings concentrate on major issues of academic strategy, policy, priority and performance. The Academic Committee should convene 3 times in a year or on as demand basis.

Academic Council is constituted with 9 members as follows:

- 2 Ex Officio member
- 4 Nominated members
- 1 Faculty member
- 1 Quality assurance and Audits member
- 1 Student Representative

More details about the BoD, Executive Council, Academic Council other committees and boards, its structure, term and powers has been published and the details can be accessed from [www.athena.edu/governance](http://www.athena.edu/governance).





# GETTING STARTED



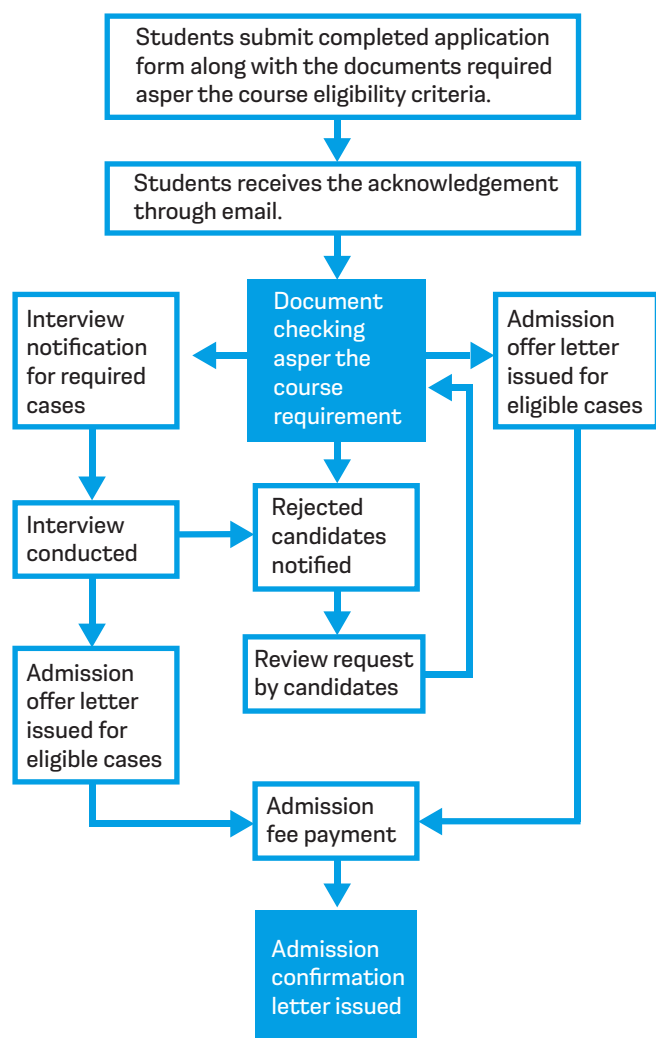
## Admission Process

Athena Global Education (AGE) operates a clearly defined admissions and enrolment procedure which outlines each stage of the admission process from application to registration and induction. It includes the various sources of applications

This Admissions and Enrolment Policy sets out the means by which the College encourages and welcomes suitable individuals from all backgrounds to submit an application and, once an offer has been accepted, the means by which the College ensures the enrolment is completed.

Athena Global Education (AGE) is committed to ensuring that no student who meets our entry requirements is discouraged from applying. All applications are processed on the basis of individual potential. The College strives to achieve the following three objectives:

- Qualifications should be available to everyone who is capable of reaching the required standard;
- Qualifications should be free from any barriers that restrict access and progression;
- There must be equal opportunities for everyone wishing to access the qualification.



Athena Global Education work with different university and awarding bodies and deliver variety of courses to the prospective learners. Each course requires different eligibility criteria which is available at the respective course pages in our website [www.athena.edu](http://www.athena.edu).

## Academic Calendar

We follow a flexible learning schedule for most of our courses which allows the learner to choose schedule for his learning as per his convenience. Such courses allow entry at any point in a calendar year. However, there are courses which have specified entry points with pre-defined schedule and deadline.

The course specification guide available at [www.athena.edu](http://www.athena.edu) for the respective courses clearly define the entry criteria and the schedules. Please refer the course specification guide for your respective course to understand the details of course structure and delivery schedule before applying for the course.

The course specification guide available at [www.athena.edu](http://www.athena.edu)

## Your Time Table

Irrespective of the course you choose is an open schedule or fixed schedule, our student experience officer will work with you to help to develop a study schedule considering a fine balance of work, life and study during your orientation.





# YOUR LEARNING FACILITIES

We have developed a learning portal that you'll find our digital support systems keep you connected to all the resources needed to make your learning is rewarding, resourceful and effective.

## Learning Portal

Your learning starts at the learning portal which is accessible at [www.athena.edu/login](http://www.athena.edu/login) it is easy to create an access to this portal by simply signing up using your e-mail address.

Most of the cases the learner has given access to the course he desired to join and provided access to the course resources and materials to certain modules or portions. This will help the student to understand the learning model and resources prior applying and enrolling to the course.

## Learning Resources

The learner will have unlimited access to the learning resources during the study period which includes multi-level learning materials ranging from basic, intermediate, advanced and expert levels.

The learning resources may varies course to course and the student advice to signup and verify the learning resources and ensure its upto their expectation. This free signup is completely and non obligatory.

## Online Library

The learner will have unlimited access to the online library to the learning platform [www.athena.edu](http://www.athena.edu). The access will be provided through the learning portal in which the student will have access to a large collection of books, journals, articles, white papers and many more useful resources.

Student will also have access to download certain portions of resources for offline reading and referencing.



# YOUR COURSE

**Studying at higher education level, you will be expected to take more responsibility for your own learning. Athena being an online education platform we do expect our learners to be more responsible and organise towards a disciplined schedule. One of the aims of higher education is to develop your skills as a lifelong learner so that you can face new challenges later in life and know how to deal with these successfully.**

## You are responsible

Taking responsibility for your own learning means that you will have to organise your own time in order to ensure that you can engage with your studies. Engagement will include :

- ▶ Accessing the learning resources, watching video lessons and other relevant reading materials provided.
- ▶ Accessing the online library and reading relevant books and journals.
- ▶ Attending study skill workshops conducted through live virtual platform.
- ▶ Attending course and module orientation sessions.
- ▶ Attending review feedback session conducted by personal tutor.
- ▶ Timely completion and submission of projects and assignments.
- ▶ Active participation student online discussion forum.

**Your course will consist of a set of modules, and each module is given a number of academic credits. The number of credits relates to the amount of study time that you will need to do in order to complete the module. As a general rule, 1 credit = 10 hours of study – so, for a 20 credit module you would expect to study for 200 hours.**

## Course Specification Guide

The course specification guide is an important document which contains essential information that you should refer to throughout your period of study. The course specification guide can be downloaded from the respective course pages available at [www.athena.edu/courses](http://www.athena.edu/courses).

The course specification guide will provide the following information to the respective courses :

- ▶ Introduction to the course
- ▶ Awarding bodies and Universities
- ▶ Overview/factual information
- ▶ Course aims and objectives
- ▶ learning outcomes
- ▶ Teaching methods
- ▶ Assessment strategy
- ▶ Course structure
- ▶ Curriculum details
- ▶ Module specifications
  - ▶ Factual information
  - ▶ Aims of the module
  - ▶ Pre-requisite modules or specified entry requirements
  - Information on whether or not the module is compensatable
  - ▶ Intended learning outcomes/ teaching and learning strategy
  - ▶ Indicative content
  - ▶ Assessment methods
  - ▶ Key staff associated with module
  - ▶ Indicative reading list



## Course Levels Explained

The course you are studying will relate to one or more credit levels. In the UK, there are eight credit levels. Levels 4-8 refer to higher education qualifications:

	Level	Equivalent to...
Postgraduate	8	A Doctorate
	7	A Master's Degree
Undergraduate	6	The final year of study of a Bachelor's Degree
	5	The final year of study of a Foundation Degree The second year of a Bachelor's Degree
	4	The first year of study of a higher education qualification
Foundation	3	An entry qualification for higher education

These levels relate to the national Framework for Higher Education Qualifications (FHEQ). The qualification you will achieve is equivalent to all other awards at that level across the country. Course learning outcomes are written to show what you will have achieved having successfully completed your course. For example, the course learning outcomes for a Bachelor's Degree will be written at Level 6, demonstrating what you will have achieved by completing a degree, and will have learning outcomes outlining what you have achieved by completing Levels 4 and 5.

## Your Responsibilities

By accepting the offer of a place on your chosen course, you have entered into a formal contract with the Athena Global Education for the provision of education and other services. As a student, you have accepted and agreed to abide by the terms and conditions, Bye-Laws, Academic Regulations, Rules and Codes of Conduct of the Athena Global Education.



# STUDENT SUPPORT & GUIDANCE

**You have made an important decision to pursue higher education with us and it's our responsibility to look after you. We have made all the necessary steps to ensure to provide you a great learning experience.**

We understand this represents both a significant personal and financial commitment, so we offer a wide range of outstanding support and expertise to help you make the learning seamless and enjoyable.

## Student Experience Officer

Student Experience Officer (SEO) will be your first point of contact for all your administrative and support services. He will be in touch with you from the day one of your study to your graduation and ensure that you will have a smooth journey throughout your learning.

You will be able to post questions to the personal tutor anytime during your study using the 'connect with Student Experience Officer' option provided at your learning portal or e-mail to [support@athena.edu](mailto:support@athena.edu).

## Personal Tutor

You will be allocated a personal tutor for each module you have enrolled. The role of a personal tutor is to provide academic support to you in order to complete your module successfully. The personal tutor will interact with you through different mediums including e-mails, virtual classrooms and also provide feedback to assessments.

You will be able to post questions to the personal tutor anytime during your study using the 'connect with Personal Tutor' option provided at your learning portal.

## Course Advisor

When you submit an enquiry for a course you will be allocated to a course advisor who will provide you all the necessary information about the course. The course advisor will also help you to complete the admission procedure through our online portal.

## IT Help Desk

When you need a technical support you can submit the information to the IT Help Desk through the learning platform all by writing in e-mail to [itsupport@athena.edu](mailto:itsupport@athena.edu).

## Student Welfare and Mentors

Mentors are allocated to every student and they will maintain regular communication with students in order to support the students who may not be making satisfactory progress or who are at risk of withdrawal. They may assist the students in their motivation, personal development, planning and progression as well as helping them to liaise with other staff and support facilities.

To know more about this student welfare and pastoral support please visit [www.athena.edu/policies/welfare\\_representation\\_and\\_feedback\\_policy](http://www.athena.edu/policies/welfare_representation_and_feedback_policy).

## Orientation Arrangements

Upon enrollment to the programme the Student Experience Officer will get in touch with the student to welcome to the program and will arrange a virtual orientation session. During this session the student will be oriented to the learning resources and the best usage of system. The student also will be introduced to the personal tutor for the module. Personal tutor will provide a brief about the module, expectation, learning outcome etc...

## Study Skills

The student will be invited to attend the study skill sessions conducted by the personal tutor or the course leader. This will be a live interactive session, the student will have an opportunity to interact with the faculty and other students.





### Careers Advice

The Student Welfare and Engagement Department will provide necessary support and career advice to the student on the need basis.

### Support for Students With Disabilities

We view disability as a sensitive issue and appreciate the many barriers which hinder the progress of disabled people. The College makes every possible effort to remove these barriers.

**Visual and Audible Impairment:** The College aims to make all reasonable adjustments to the on-line environment. In some cases, an application can be made to the awarding body, proposing alternative assessment methods.

**Learning Difficulties:** The most common type of learning difficulty that we encounter is dyslexia. The College will give impartial advice about external agencies and organisations, who can offer additional support to help learners be successful.

To know more about this student disability and reasonable adjustment policy please visit [www.athena.edu/policies/welfare\\_representation\\_and\\_feedback\\_policy](http://www.athena.edu/policies/welfare_representation_and_feedback_policy).

### Guide to the Virtual Learning Environment (VLE)

Our virtual learning environment is a self guiding and simple to use. We also do a walkthrough to the system during the orientation session in order to ensure the student is well aware about the key functionalities such as accessing all the resources, usage of online library, submission of assessments, participating in discussion forums etc...

The detail guide of the usage of the learning portal can be accessed from [www.athena.edu/lms\\_userguide](http://www.athena.edu/lms_userguide)



# ACADEMIC REGULATIONS

## Assessment

We have developed a clearly defined Assessment Strategy which is focused on setting assessment activity within a well-resourced learning environment that enables all students to add value to their entry position. A series of clearly defined Policies provide a framework for students and staff that 'facilitate successful transitions and academic progression

**Aim of our assessment strategy is the following**

- ▶ To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any specific group of learners or individuals.
- ▶ To ensure that the assessment procedure is open, fair and free from bias and reflects national (UK) standards.
- ▶ To ensure that there is accurate and detailed recording of assessment decisions.

The detailed information about our assessment process and related activities are available at [www.athena.edu/policies/assessment\\_policy](http://www.athena.edu/policies/assessment_policy)

## Marking & Moderation

Athena Global Education ensures best practice for assessment and compliance with the relevant indicators across all courses and validating organisations. All work is marked and feedback provided. The internal verifier (IV) will subsequently review 25% of marked assignments.

The College best practice for assessment requires markers to provide constructive feedback to students against the assessment criteria to promote and encourage effective learning. Feedback given to students will:

- ▶ Be provided in a timely and efficient manner – within 10 working days of submission;
- ▶ Highlight areas of achievement, areas for improvement, and areas of concern, on the part of the student;

- ▶ Indicate areas for further development that could have earned additional marks;
- ▶ Offer comments on style and/or structural issues that are restricting achievement;
- ▶ Be related to each specific Learning Outcome in the assessment;
- ▶ Reflect the marking scheme and/or levels of performance issued to the student

The detailed information about the marking and moderation is available at [www.athena.edu/policies/assessment\\_policy](http://www.athena.edu/policies/assessment_policy)

We do deliver courses in partnership with different awarding bodies and universities and we comply with their respective grading criteria. Please refer to the courses specification guide available at [www.athena.edu](http://www.athena.edu) in the respective course page to understand the exact grading format for the your desired course.

## Assessments, Submission & Late Submission

Assessment may be conducted using various methods and it may be formative or summative. Tasks will be linked to specific assessment criteria and result recorded accordingly. Assessment methods may include but are not limited to:

- ▶ Question and answer sessions;
- ▶ Written assignments e.g. essays and reports;
- ▶ Tests or examinations.

The assessment of all students' submissions will be done through the project submission gateway at the learning portal of Athena Global Education. Student who fail to submit before the deadline will be considered as fail unless student requested for an extension of deadline on the basis of extenuating circumstances.

More details of the student assessment and submission policies and procedures is available at [www.athena.edu/policies/assessment\\_policy](http://www.athena.edu/policies/assessment_policy)

Student's requests for extensions to assessment deadlines will not be approved unless made in accordance with the guidelines. Extensions can be granted due to extenuating circumstances after reviewing on a case to case basis.

## Extenuating Circumstances

Students may suffer from a sudden illness, or other serious and unforeseen event or set of circumstances, which adversely affects their ability to complete an assessment, or the results they obtain for an assessment. In such cases AGE's extenuating circumstances procedures will be applied.

The detailed policy and procedure regarding the extenuating circumstance can be accessed from [www.athena.edu/policies/academic\\_assessment\\_appeal\\_policy](http://www.athena.edu/policies/academic_assessment_appeal_policy)

## Academic Appeals

An academic appeal is defined by the UK Quality Code for Higher Education as 'a request for a review of a decision of an academic body around a mark, outcome or decision. Students may appeal an outcome on the basis of evidence of procedure, but not on the basis of disagreement with academic judgement.'

At Athena Global Education (AGE), a grade challenge is a request for the re-evaluation of the process associated with academic work in a course. Whenever a grade is changed as a result of a grade challenge, an explanation of the re-evaluation and outcome must be documented. The procedures outlined in this policy apply exclusively to the resolution of grade challenges and academic appeals.

We have outlined a multi-level appeal process and policy which can be accessed from [www.athena.edu/policies/academic\\_assessment\\_appeal\\_policy](http://www.athena.edu/policies/academic_assessment_appeal_policy)

## Academic Misconduct

Academic misconduct in respect of assessment, constitutes cheating or plagiarism. Academic misconduct is defined as any improper activity or behaviour by a student which may give that student, or another student, an unpermitted academic advantage in a summative assessment. Athena Global Education follow a detailed procedure for investigating and documenting alleged misconduct in assessment with an established guideline. The detailed policy and procedures about Academic Misconduct can be accessed from [www.athena.edu/policies/academic\\_malpractice\\_policy](http://www.athena.edu/policies/academic_malpractice_policy)





### Provision for Viva Voce Examination

Viva Voce is not a default requirement as per our assessment policy, however it may exceptionally require to conduct a viva voce examinations on demand of Board of Examiners/ Academic Faculties:

- (a)** To confirm the progression/result status of a student;
- (b)** To determine the result status of unusual or borderline cases;
- (c)** When there is conflicting evidence from the various assessment components;
- (d)** As an alternative or additional assessment in cases where poor performance in assessment is the result of exceptional circumstances verified through due processes.

### Deferrals

Most of the course offered by Athena Global Education is a flexible model which allows the learner to choose the schedule and the learner allowed to take up to 180 days break between the modules without any additional charges. If the student exceeds the more than 180 days break, he needs to inform the course leader in writing and seeks the approval. In such cases the student will be charged a re-registration fee according to the course fee schedule. However the student should complete the course with in the maximum period allowed for each course which is defined in the course page.

If the student wishes to defer a module or semester for a pre-defined scheduled course, it should be notified to the course leader and he will advise the possible options available to choose to complete the deferred module or semester. This may vary to course to course and such option will be approved by the course leader based on the future availability of the module delivery.

### Dissertation Projects

During the dissertation the student will be allocated with a guide to support the student research guidance. The student and guide will meet several times during the research and support the student to develop a high standard research project.

## Result Communication & Feedback

Result of assessments will be notified the learner through the learning portal and an email notification will be sent to the learner upon updating the provisional results on the learning portal by the assessor with detailed feedback. Feedback given to students will:

- ▶ Be provided in a timely and efficient manner – within 10 working days of submission;
- ▶ Highlight areas of achievement, areas for improvement, and areas of concern, on the part of the student;
- ▶ Indicate areas for further development that could have earned additional marks;
- ▶ Offer comments on style and/or structural issues that are restricting achievement;
- ▶ Be related to each specific Learning Outcome in the assessment;
- ▶ Reflect the marking scheme and/or levels of performance issued to the students.

More details about the result communication can accessible from [www.athena.edu/policies/assessment\\_policy](http://www.athena.edu/policies/assessment_policy)

## Provision for students with special needs

A prospective learner with any condition requiring additional considerations is encouraged to declare the nature and scope of their condition on the application form. Students with additional considerations and needs (e.g. dyslexia) are then provided with guidance; and arrangements are made for reasonably adjusted assessment procedures. The College ensures a process of reasonable adjustment is available to all such student

The College is fully aware of its responsibilities under the Equality Act 2010 and will make every effort under the requirement of 'reasonable adjustment' to ensure that all assessment opportunities are fully inclusive and do not discriminate against any disabled student.

More detailed policy about students with special need and disability can be accessed from [www.athena.edu/policies/welfare\\_representation\\_and\\_feedback\\_policy](http://www.athena.edu/policies/welfare_representation_and_feedback_policy)

## Degree Classification

Athena Global Education works with multiple University and Awarding bodies to offer variety of course. There are courses with classification such as Pass, Merit, Distinction, but some courses which may not be classified in this way rather it may have just Pass or Fail. The general policy about marks and grades available at [www.athena.edu/policies/awards\\_policy](http://www.athena.edu/policies/awards_policy)

The details of the specific course/degree classification provided in the course specification guide which is available at the respective course pages at [www.athena.edu](http://www.athena.edu)

## Assessment/Examination Board

The Board of Examiners of Athena Global Education consist of 5 Members and is constituted as follows:

- o Academic Head - Chair
- o 1 Course Leader
- o 1 Faculty
- o 1 Independent member
- o 1 External Examiner

More details and functions of the Board of Examiners and the role of External Examiner can be accessed from [www.athena.edu/policies/assessment\\_policy](http://www.athena.edu/policies/assessment_policy)

## Resubmission/ Resit

Resubmission date will be fixed after approval is given by the Board of Examiners/ Assessment Board, for all those students who failed to meet a minimum pass criteria; they will be given another chance to resubmit the assignment/project during the next available time-frame window. All those who could not submit during the initial submission date, or the extended submission date, can submit during the resubmission date, once the approval is given. The maximum grade for the assignment for resubmission/ resit is restricted to a maximum "Pass"; No Merit or Distinction grades will be applicable for the resubmission/ resit cases.

More details about resubmission/resit policies and procedures can be accessed from [www.athena.edu/policies/awards\\_policy](http://www.athena.edu/policies/awards_policy)



## Pass Marks

The minimum mark for passing a module is defined as 40 for undergraduate courses and 50 for the post graduate programs. The course may have different classification such as pass/merit/distinction as per the course specification.

More details about the marking and grading criteria and process can be accessed from [www.athena.edu/policies/awards\\_policies](http://www.athena.edu/policies/awards_policies)

## Retake Provision

Retake will be applicable for students who have failed/ or did not appear in their resit chance given to them. The Board of Examiners/ Assessment Board will ratify and approve the retake decision for all such students, after fulfilling the Resit/ Retake Policy Guidelines on the matter.

More details about retake policies and procedures can be accessed from [www.athena.edu/policies/awards\\_policies](http://www.athena.edu/policies/awards_policies)

## Early Exit Awards

All programmes being conducted by Athena Global Education have made a provision for exit awards at intermediate stages, for which clear modules/ learning outcomes have been stated and laid out in programme specifications.

Where a student leaves a programme with an exit award, they may reapply at a later date to upgrade to a higher award on the same programme, if it is still offered by Athena Global Education.

A student who has withdrawn from a programme or has exhausted all assessment attempts will automatically be considered for an exit award where sufficient credit has been accrued.

More details about early exit awards can be accessed from [www.athena.edu/policies/awards\\_policies](http://www.athena.edu/policies/awards_policies)



# OTHER REGULATIONS

## Equality and Diversity Policy

To provide an Equality and Diversity Policy applicable to all staff, students and others involved with Athena Global Education (AGE) based on best practice in the UK higher education sector.

To provide an Equality and Diversity Policy that supports co-ordination and implementation at a strategic level, reflects Athena Global Education (AGE) core values; and is embedded within appropriate College policies for staff and students.

To provide guidance in the event of an issue covered by this Policy. So, if any student is not satisfied with their treatment under this policy, they can use this policy to seek redress.

## Equality and Diversity Policy Statement

Athena Global Education (AGE) is committed to supporting, developing and promoting equality and diversity in all of its practices and activities and aims to establish an inclusive culture free from discrimination and based upon the values of dignity, courtesy and respect. Athena Global Education (AGE) will support and develop its staff through providing all with access to facilities, personal and career development opportunities and employment on the basis of equality.

Athena Global Education (AGE) is committed to creating and sustaining a positive, supportive and excellent teaching and learning environment for its students. We are committed to providing fair, equitable and mutually supportive learning and a positive working environment for both students and staff.

Athena Global Education (AGE) is committed to eliminating discrimination and advancing equality on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion and belief (including lack of belief), sex and sexual orientation.

Athena Global Education (AGE) values diversity and recognises that the college is greatly enhanced through the wide and disparate range of backgrounds, experiences, views, beliefs and cultures represented within its staff and student groups. The college aims to embrace diversity in all of its activities and proudly acknowledges that variety and difference are intrinsic to the wellbeing and future development of the College.

The College Equality and Diversity Policy underpins the college Mission and Strategic Plan. The Equality and Diversity Policy applies to all students and prospective students, to all applicants for staff positions with the College, to all staff employed on a full-time or part-time basis, to all staff on permanent or temporary contracts, to agency staff, to honorary title/contract holders and visitors undertaking duties in the name of the College and to sub-contractors undertaking work on the College site, and all visitors to the College.

More details about equality and diversity policy and statement can be accessed from [www.athena.edu/policies/equality\\_and\\_diversity\\_policy](http://www.athena.edu/policies/equality_and_diversity_policy)

## Equal Opportunity Statement

Athena Global Education (AGE) is committed to supporting, developing and promoting eq

## Data Protection

Athena Global Education (AGE) is required by law to comply with the Data Protection Act 2018 and is committed to ensuring that every current employee and registered student complies with this Act regarding the confidentiality of any personal data held by the College in whatever medium.

The College needs to keep and process certain information about its past, current and potential employees and students to allow it to function effectively and to monitor performance and achievements. To comply with the law, information must be collected, shared, and used fairly, stored safely and not disclosed to any other person unlawfully. A key part of the 2018 Act was the new General Data Protection Regulations (GDPR), which came into effect on 25 May 2018 and applies to all organisations, including charities and voluntary organisations, that process personal data.

Data held and processed on past, present and future students may include personal information, assessment information; and financial information. The 2018 Act notes that 'If your organisation holds personal data, whether in the form of contact information or any other sorts of personal data (for example, information about ethnicity, religious belief, or bank account or credit card information) elements of the new regulations apply to you' So the College has specific responsibility for all its learner data.

More details about data protection policies from [www.athena.edu/policies/data\\_protection\\_and\\_acceptable\\_use\\_of\\_it\\_policy](http://www.athena.edu/policies/data_protection_and_acceptable_use_of_it_policy)

## Freedom of Information

The College acknowledges its responsibilities under the UK Freedom of Information Act. It will acknowledge any written request for information and inform the applicant whether they 'hold any information falling within the scope of their request' (QAA). They will then respond, within 20 working days, by providing that information.



## Health and Safety

The health and safety policy has been laid down for Athena Global Education, wherein the local regulations on health and safety will be observed by the institute. The aim of this policy is to ensure that all employees of the Institute are healthy, safe and secure in their place of work. This can be done by ensuring that all rules and regulations governing the health and safety aspects of the country are observed, followed and implemented religiously. Secondly the guidelines and directions laid down by Athena Global Education on the matter of Health and Safety should not be compromised ever.

The intent of this policy is to ensure that no employee of Athena Global Education suffers or is subjected to any risk whatsoever because of Health and Safety concerns. All risks arising due to health and safety aspects should be mitigated with proper planning and implementation.

More details about health and safety can be accessed from [www.athena.edu/policies/health\\_and\\_safety\\_policy](http://www.athena.edu/policies/health_and_safety_policy)

## Appeals and Grievance

Athena Global Education follows an established appeal process and policy. The student can appeal against the admission decision, more details and process can be accessed from [www.athena.edu/policies/admission\\_appeals\\_policy\\_and\\_procedures](http://www.athena.edu/policies/admission_appeals_policy_and_procedures)

Similarly the process and policies of the appeals related to assessments and academic related issues can be accessed from [www.athena.edu/policies/academic\\_assessment\\_appeals\\_policy](http://www.athena.edu/policies/academic_assessment_appeals_policy)

Other than the above mentioned situations the student can write to [grievance@athena.edu](mailto:grievance@athena.edu) take up any other issues which the student feels that he is not being treated appropriately.

## Ethics Policy

The purpose of ethics policy aims to :

- ▶ Provide an academic ethics policy which underpins the conduct of the Athena Global Education's (AGE) academic activities to ensure these activities are conducted to the highest ethical standards.

- ▶ Set out ethics principles and responsibilities, outline the ethics review policies and procedures that will be employed to ensure the ethical integrity of this work, and act as a signpost to other existing and relevant policies and procedures.
- ▶ Ensure that academic freedom and endeavour are supported and maintained through proportionate levels of scrutiny in relation to the assessed risk arising as a consequence of the proposed academic activity.

More details about ethics policy can be accessed from [www.athena.edu/policies/ethics\\_policy](http://www.athena.edu/policies/ethics_policy)

## Prevent Policy

Athena Global Education (AGE) is required to function under the UAE Federal Decree-law No. (20) of 2018 on Anti-Money Laundering and Combating the Financing of Terrorism and Financing of Illegal Organisations. As per this law, any person, having the knowledge that funds are the proceeds of a felony or a misdemeanour, and who willfully commits any of the acts defined in this law, shall be considered a perpetrator of the crime of Money Laundering.

Athena Global Education (AGE) will also be required to function under UAE Federal Law No. 7 of 2014 on Combating Terrorism Offences. This law shall apply to the offences set forth thereon and to the felonies and misdemeanours set forth in any other law should they be committed for a terrorist purpose.

Terrorist groups who pose a threat seek to radicalise and recruit people to their cause. Therefore, early intervention is at the heart of Prevent which aims to divert people away from being drawn into terrorist activity.

More details about prevent policy can be accessed from [www.athena.edu/policies/prevent\\_policy](http://www.athena.edu/policies/prevent_policy)

## Student Feedback

We listen to all student feedback carefully to help us to improve your student experience. We are always trying to improve our services – so we welcome your suggestions and opinions. You can always reach us on [feedback@athena.edu](mailto:feedback@athena.edu) at anytime



ACADEMIC WRITING AND CITATION  
LEARNING SKILLS

# HARVARD REFERENCING

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QUICK GUIDE

Watch video about Harvard referencing at [www.athena.edu/harvard\\_referencing](http://www.athena.edu/harvard_referencing)

## Why Reference

Referencing is the method used to ensure that other research influences are recognised within your assignment. Correct referencing helps ensure that you avoid being accused of plagiarism. Most assignments during your time at the Athena Global Education will be assessed on the quality of your referencing which will count towards your grade. Referencing also ensures that you can demonstrate which sources you have used and how your ideas build upon the research of others.

Harvard Referencing includes two main parts:

- A citation within the text of your assignment
- A list of references at the end of your assignment

## Reference in Your Text - Citation

When you summarise, refer to, or quote from an author's work in your document, you need to acknowledge your source in the text. This is called an 'in-text citation'. When using Harvard, you do this by putting the author's name and publication year. If the name of the author appears naturally in your sentence, only the year should be in brackets. If you use a direct quote the page number should also be included.



## In Text Citation

One Author	(John, 2015)	...John (2015) argues that....
Two Authors	(John and Jose, 2015)	...according to John and Jose (2015)....
Three Authors	(James, Jose and John, 2015)	....research by James, Jose and John (2015) showed that....
More than three Authors	(John et al., 2015)	John et al. (2015) proved that....
Organisation	(University of Oxford, 2018)	Information from the University of Oxford (2018) states...

## Examples

Excellent study skills are fundamental to academic success (Cottrell, 2010)  
Cottrell (2010) argues that excellent study skills are fundamental to academic success.  
"The importance of academic skills should not be underestimated" (Cottrell, 2010, p.19)

## The Reference List - Key Examples

### Book with one author

Include the following information:

Author (Published Year) Title of book. Edition (if later than 1st). Place of Publication: Publisher.

**Example:** Storey, N. (2013) Electronics: A systems approach. 5th ed. Harlow: Pearson.

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### Book with more than three authors

Include the following information:

Authors (Published Year) Title of book. Edition (if later than 1st). Place of Publication: Publisher.

**Example:** Epstein, O., Perkin, G.D., Cookson, J., Watt, I.S., Rakhit, R., Robinson, A.W. and Hornett, G.A.W. (2008) Clinical examination. 4th ed. Oxford: Mosby Elsevier.

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**Note:** although et al. should be used for in-text citations where there are more than three authors, you should always name all of the authors (surnames and initials) in your reference list.

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### Journal article

Include the following information:

Author(s) (Published Year) Title of Article. Title of Journal, Volume number (issue number), Page numbers of whole article.

**Example:** Humberstones, B. and Stana, I. (2011) Outdoor learning. Education 3-13: International Journal of Primary, Elementary and Early Years Education, 39(5), pp.529-540.

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### Web page with named author(s)

Include the following information:

Author(s) (Published Year) Title of Webpage [online]. [Accessed date]. Available at: <full web address>.

**Example:** LeBlanc, M. (2015) Friedrich Froebel: His life and influence on education [online]. [Accessed 28 August 2015]. Available at: <<http://www.communityplaythings.co.uk/resources/articles/friedrich-froebel.html>>.

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### Web page with organisation as author

Include the following information:

Organisation name (Published Year) Title of Webpage [online]. [Accessed date]. Available at: < full web address>.

**Example:** Smart Design (2015) Oxo good grips: A startup that keeps on growing [online]. [Accessed 4 March 2015]. Available at: <<http://smartdesignworldwide.com/work/oxo-good-grips/>>.

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### Report accessed online

Include the following information:

Author (Published Year) Title of report [online]. Reference number (if there is one). [Accessed date]. Available at: <full web address>.

**Example:** Department for Education (DfE) (2017) Early education and childcare: Statutory guidance for local authorities [online]. Ref: DFE-00083-2017. [Accessed 13 April 2017]. Available at: <[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596460/early\\_education\\_and\\_childcare\\_statutory\\_guidance\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596460/early_education_and_childcare_statutory_guidance_2017.pdf)>.

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# IMPORTANT LINKS

Equality And Diversity Policy	<a href="http://www.athena.edu/policies/Equality_And_Diversity_Policy">www.athena.edu/policies/Equality_And_Diversity_Policy</a>
Health & Safety Policy	<a href="http://www.athena.edu/policies/Health_and_Safety_Policy">www.athena.edu/policies/Health_and_Safety_Policy</a>
HR Policy	<a href="http://www.athena.edu/policies/HR_Policy">www.athena.edu/policies/HR_Policy</a>
Accreditation Of Prior Learning Policy	<a href="http://www.athena.edu/policies/Accreditation_Of_Prior_Learning_Policy">www.athena.edu/policies/Accreditation_Of_Prior_Learning_Policy</a>
Business Continuity & Student Protection Policy	<a href="http://www.athena.edu/policies/Business_Continuity_and_Student_Protection_Policy">www.athena.edu/policies/Business_Continuity_and_Student_Protection_Policy</a>
Data Protection And Acceptable Use of IT Policy	<a href="http://www.athena.edu/policies/Data_Protection_And_Acceptable_Use_of_IT_Policy">www.athena.edu/policies/Data_Protection_And_Acceptable_Use_of_IT_Policy</a>
IT Policy	<a href="http://www.athena.edu/policies/IT_Policy">www.athena.edu/policies/IT_Policy</a>
Organisation & Governance Policy	<a href="http://www.athena.edu/policies/Organisation_and_Governance_Policy">www.athena.edu/policies/Organisation_and_Governance_Policy</a>
Prevent Policy	<a href="http://www.athena.edu/policies/Prevent_Policy">www.athena.edu/policies/Prevent_Policy</a>
Academic Assessment Appeals Policy	<a href="http://www.athena.edu/policies/Academic_Assessmen_Appeals_Policy">www.athena.edu/policies/Academic_Assessmen_Appeals_Policy</a>
Academic Malpractice Policy	<a href="http://www.athena.edu/policies/Academic_Malpractice_Policy">www.athena.edu/policies/Academic_Malpractice_Policy</a>
Assessment Policy	<a href="http://www.athena.edu/policies/Assessment_Policy">www.athena.edu/policies/Assessment_Policy</a>
Changes to Existing Programmes	<a href="http://www.athena.edu/policies/Changes_to_Existing_Programmes">www.athena.edu/policies/Changes_to_Existing_Programmes</a>
Admission Appeals Policy And Procedure	<a href="http://www.athena.edu/policies/Admission_Appeals_Policy_And_Procedure">www.athena.edu/policies/Admission_Appeals_Policy_And_Procedure</a>
Academic Staffing Structure	<a href="http://www.athena.edu/policies/Academic_Staffing_Structure">www.athena.edu/policies/Academic_Staffing_Structure</a>
Staff Appraisal	<a href="http://www.athena.edu/policies/Staff_Appraisal">www.athena.edu/policies/Staff_Appraisal</a>
Staff Training & Development	<a href="http://www.athena.edu/policies/Staff_Training_and_Development">www.athena.edu/policies/Staff_Training_and_Development</a>
Admission & Enrolment Policy	<a href="http://www.athena.edu/policies/Admission_and_Enrolment_Policy">www.athena.edu/policies/Admission_and_Enrolment_Policy</a>
Learning And Teaching Policy	<a href="http://www.athena.edu/policies/Learning_And_Teaching_Policy">www.athena.edu/policies/Learning_And_Teaching_Policy</a>
Student Code Of Conduct And Disciplinary Policy	<a href="http://www.athena.edu/policies/Student_Code_Of_Conduct_And_Disciplinary_Policy">www.athena.edu/policies/Student_Code_Of_Conduct_And_Disciplinary_Policy</a>
Welfare Representaion And Feedback Policy	<a href="http://www.athena.edu/policies/Welfare_Representaion_And_Feedback_Policy">www.athena.edu/policies/Welfare_Representaion_And_Feedback_Policy</a>
Ethics Policy	<a href="http://www.athena.edu/policies/Ethics_Policy">www.athena.edu/policies/Ethics_Policy</a>
Awards Policy	<a href="http://www.athena.edu/policies/Awards_Policy">www.athena.edu/policies/Awards_Policy</a>





**ATHENA**   
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EDUCATION

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