

PHOENIX RISING ACADEMY



of esoteric studies and creative arts

STUDENT HANDBOOK

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Knowledge to live by

Student Regulations

All students will be required to abide by the Academy's Terms, Conditions, and Regulations as a condition of enrolment. These include, without prejudice to the generality of that statement, academic regulations, arrangements for appeals and grievances, disciplinary regulations and regulations covering the use of the website <http://www.phoenixrising.org.gr>, the online learning facility and the electronic library.

1. General Principle

- 1.1. All students are required as a condition of registration to abide by and submit to these General Regulations and to other Regulations and Procedures approved and amended by the Academy from time to time relating to conduct and performance while they remain students of the Academy.

2. Attendance

- 2.1. With regard to online courses, attendance refers to online presence during scheduled "chat" sessions with tutors. The same regulations apply to onsite courses.
- 2.2. All students must be in attendance as appropriate to their programme of study by the first day of term and must remain in attendance until the last day of term.
- 2.3. No student may be absent from classes or other assigned academic activities except for illness without prior permission from the Faculty member concerned.
- 2.4. Students who are absent more than three times during a 9 week course, or more than once during a six week course without a serious medical or other justification, supported by independent evidence, will automatically fail the course. They will not receive a course certificate, nor will they receive a refund. Their access codes will be cancelled and they will only be permitted to re-enroll at the faculty member's and the Director's discretion.
- 2.5. Students who wish to withdraw from the Academy during term will normally be required to give two week's notice to the Faculty concerned. Fee regulations apply in this case.
- 2.6. A student who is prevented by illness from attending classes or scheduled online sessions must complete, sign and send to the Academy a certificate. After seven successive days of illness the student must ensure that a certificate signed by a medical practitioner or other supporting evidence is submitted.
- 2.7. Students must present themselves punctually for Academy examinations and oral presentations in accordance with instructions given to them. A student who is prevented by illness from attending any examination or part of any examination must ensure that a certificate signed by a medical practitioner or other supporting evidence is sent to the faculty member concerned.
- 2.8. A student who is not able to present themselves for examinations or oral presentations due to technical failure (internet connection, computer failure, etc) must communicate with the Academy at the designated telephone number and leave a voicemail message if the lines are not open. Failure to do so will result in grade penalization as outlined on the relevant page of the Academy website:
<http://www.phoenixrising.org.gr/en/academy/course-requirements/>

3. Registration

- 3.1. Students are responsible for registering for each class or course during the open registration period before the term in which it is offered.
- 3.2. Every student, whether auditing a course, a scholarship student, or any other category of student, must follow the registration process as designated on the PHOENIX RISING ACADEMY website. This begins with completing and submitting the form on this page:
<http://www.phoenixrising.org.gr/application-form/>
- 3.3. **Language Requirements**
The majority of our online courses are taught in English ONLY. Although a few courses may also be taught in Greek, students whose native language is not English must hold at least an Advanced level English Certificate (Any internationally accepted C1 or C2 certificate is acceptable, such as Michigan ALCE or ECPE, Cambridge CAE or CPE, TOEFL score of 110 or above) in order to apply successfully. In a very few cases we may be able to

accept students without such certification who are able to demonstrate a satisfactory use of English. Contact PHOENIX RISING ACADEMY at admissions@phoenixrising.org.gr for further information.

- 3.4. Registration is only taken during the designated registration period. Students who without good reason fail to register at the appointed time will be required to pay the designated Late Fee charges, assuming there are places available.
- 3.5. Students may not vary the date for oral examinations and presentations without prior permission which should be sought from the Course Instructor concerned.
- 3.6. Any alteration in the particulars given on the Registration Form, and especially in respect of home and term-time addresses, email addresses and telephone numbers, must be notified without delay to the Admissions Office.

4. Enrollment Policies

- 4.1. The Academy reserves the right to make changes in curricula, enrollment requirements, course offerings, and all academic regulations, at any time when, in the judgment of the Executive Director, such changes are for the best interest of the students.
- 4.2. The Academy assumes that students, through the act of registration, accept all published academic regulations appearing in this website, catalogue, course schedule or in any other official announcement.
- 4.3. Unforeseen circumstances may interfere with the scheduling of any particular course. Each faculty member concerned works closely with students facing such problems in an effort to resolve them. Classes may be cancelled for such circumstances as insufficient enrollment.
- 4.4. **Auditing a Course:** students and auditors may be permitted to audit individual courses with approval from the Instructor and the Academy Director. Auditing students have full access to the course material and may participate in the scheduled chat sessions, but may not request further support from the course instructor. Auditing students will not be awarded a certificate of attendance.
- 4.5. **Advanced Courses:** Most of our Advanced courses have prerequisite Introductory Courses. Exceptions will be made only in those cases where students can demonstrate a firm background knowledge of the concepts covered in the prerequisite course. If you believe this applies to you, please [contact us](mailto:admissions@phoenixrising.org.gr) at admissions@phoenixrising.org.gr prior to enrolment.
- 4.6. Students may add or drop a class at any time before midnight of the seventh calendar day of the term. Students adding a class may do so from the main Registration page of the website. Students dropping a class may do so by e-mailing admissions@phoenixrising.org.gr
- 4.7. Students dropping a course by e-mailing admissions@phoenixrising.org.gr by midnight of the seventh calendar day of the term will receive a refund of 50% less the merchant's fee charged by any processing agent. Registration and late fees are non-refundable in all cases. No refunds will be given after that date.

5. Student Records

5.1. Confidentiality Statement

PHOENIX RISING ACADEMY will disclose information from a student's education records only with the written consent of the student, except to Academy officials with legitimate educational interests;

- 5.2 An Academy official is a person employed by the Academy in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the Academy has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Advisors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- 5.3 A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 5.4 To officials of other institutions in which the student seeks or intends to enroll provided that the student has previously requested a release of his/her record;
- 5.5 To organizations conducting studies for or on behalf of the Academy, and accrediting organizations;
- 5.6 In connection with a student's application for, and receipt of, financial aid;
- 5.7 To comply with a judicial order or lawfully issued subpoena;
- 5.8 To appropriate parties in a health or safety emergency; or
- 5.9 To the alleged victim of any crime of violence by a PHOENIX RISING ACADEMY student, instructor or staff member, the results of any related disciplinary proceedings conducted by the Academy.
- 5.10 The Academy may disclose the result of a disciplinary proceeding to a parent or guardian so long as the student is under the age of 21 at the time of the incident and the incident involved violation of any state, or local law.
- 5.11 To students currently registered in a particular class, the names and email addresses of others on the roster may be disclosed in order to facilitate class discussion.
- 5.12 In addition to our policy about the Academy's disclosure of student information, the PHOENIX RISING ACADEMY policy includes the following statement about confidentiality:

Student e-mails, addresses, and such personal information as students may discover about each other may be used only for purposes of networking within the academy. Use for solicitation, fund-raising, advertising, promotion, or any type of commercial purpose is specifically prohibited without written permission from the Academy. Violation of this policy may be grounds for dismissal from PHOENIX RISING ACADEMY.

6. Technology Requirements and Competencies Minimum technical requirements

All students must:

- 6.1. Have proficiency and access to an up-to-date computer including Skype with voice-to-voice capability and reliable Internet access, preferably high-speed.
- 6.2. For most students the computer requirement can be met with Windows XP/Vista, Macintosh, or Linux computer that is capable of accessing the Internet with one of the standard web browsers. For most students the Skype requirement can be met with a free account at www.skype.com and a working sound card and microphone plus broadband Internet access.
- 6.3 Be able to attend and participate in online chat class sessions; and
- 6.4 Be able to read web pages, text documents, and other materials that may be posted by an instructor or linked from other websites.
- 6.5 Many courses will have audio or video components that require you to have a working sound card and microphone, plus broadband Internet access. Many courses may require that you upload or download documents with a .doc file extension. Students are responsible for their own software.

7. Academic Calendar

The academic year calendar at PHOENIX RISING ACADEMY is divided into three 11-week academic terms: Autumn, Winter, and Spring, and sessions.

2011 Winter Term

October 15 th 2010	Begin Winter Registration
October 25 th 2010	Early-Bird Registration Ends
December 15 th 2010	End Winter Registration
January 17 th 2011	Begin Winter Term Courses
January 24 th 2011	Last Date for Class Withdrawal

Courses do not all end on the same date due to duration differences. Please check your Course description for end dates.

2011 Spring Term

January 10 th 2011	Begin Spring Registration
January 20 th 2011	Early-Bird Registration Ends
March 10 th 2011	End Winter Registration
April 4 th 2011	Begin Spring Term Courses
April 11 th 2011	Last Date for Class Withdrawal

Courses do not all end on the same date due to duration differences. Please check your Course description for end dates.

8. Grading Policies

Grades are submitted in accordance with the academic calendar and students are notified by PHOENIX RISING ACADEMY via e-mail. If you have not received your grade within 30 days, please e-mail admissions@phoenixrising.org.gr promptly. On occasion, students and teachers may have differing opinions about grades. If you wish to request a grade review, email the Academy Director at phoenix@phoenixrising.org.gr.

- 8.1. In order to receive a certificate of attendance for the course, students are expected to achieve an overall grade of at least C (60%). Assessment and evaluation methods are described here: <http://www.phoenixrising.org.gr/en/academy/course-requirements/> and any further instructions will be given within the online learning system by your course instructor.

A = (90-100%)

- Consistently demonstrates excellent work and participation;
- Exceeds expectations in academic, participation and/or appropriate standards;
- Original ideas, research and and synthesis;
- Insightful academically, personally and/or professionally;
- Critical logic, presentation and methodology;
- Critical analysis, contrast, comparison and evaluation; and
- Astute development and use of content.

A- = (85-90%)

- Regularly demonstrates strong work and participation;
- Exceeds expectations in academic, participation and/or appropriate standards;
- Original research and synthesis;
- Insightful academically, personally and/or professionally;
- Appropriate logic, presentation and methodology;
- Incisive analysis, contrast, comparison and evaluation;
- Creative use of content.

B+ = (81-85%)

- Consistently demonstrates appropriate work and practice;
- Meets expectations in academic, participation and/or appropriate standards;
- Competent and reflective research;
- Thoughtful academically, personally and/or professionally;
- Appropriate logic, presentation and methodology;
- Appropriate analysis, contrast, comparison and evaluation; and
- Competent and reflective use of content.

B = (76-80%)

- Consistently demonstrates appropriate work and practice;
- Meets expectations in academic, participation and/or appropriate standards;
- Competent research;
- Thoughtful academically, personally and/or professionally;
- Appropriate logic, presentation and methodology;
- Appropriate analysis, contrast, comparison and evaluation; and
- Competent use of content.

B- = (71-75%)

- Regularly demonstrates appropriate work and practice;
- Meets most expectations in academic, participation and/or appropriate standards;
- Adequate research;
- Adequately thoughtful academically, personally and/or professionally;
- Adequate logic, presentation and methodology;
- Adequate analysis, contrast, comparison and evaluation; and
- Regular competent use of content.

C+ = (66-70%)

- Demonstrates inconsistent quality in work and practice;
- Meets academic, participation and/or appropriate standards;
- Incomplete/inadequate research;
- Functional academically, personally and/or professionally;
- Adequate logic, presentation and methodology;
- Adequate analysis, contrast, comparison and evaluation; and
- Competent use of content.

C = (60-65%)

- Demonstrates inconsistent quality in work and practice;
- Inconsistently meets academic, participation and/or appropriate standards;
- Incomplete/inadequate research;
- Inconsistently functional academically, personally and/or professionally;
- Adequate logic, presentation and methodology;
- Adequate analysis, contrast, comparison and evaluation; and
- Competent use of content.

C- = (55-60%)

A C- in terms of performance alone constitutes a failing grade. A C- awarded due to late assignments, may be considered a "C by concession," subject to the Instructor's and Academy Director's discretion. This will only be applied in cases of lateness or justified absence, and does not apply to work of poor quality, cases of plagiarism, unjustified lateness or absence, failure to complete assignments, or failure to be present for online oral presentations. Following discussion with all parties involved, the Academy Director's decision is final.

N = 0.0 Not acceptable

T = Audit, no grade

9. Communication Policies

PHOENIX RISING ACADEMY'S primary method of communicating with students, as well as providing forms, paperwork, and coursework is electronic. Students are responsible for providing their e-mail addresses to PHOENIX RISING ACADEMY during the application process and for notifying the Academy and each instructor of their current classes of any change of e-mail address and other contact information. Students are responsible for confirming, prior to the start of each term, that the computer they will be using is able to access each part of the PHOENIX RISING ACADEMY website including all parts of the classroom Moodle and/or Skype as required by each class.

The Academy's telephone lines are open during registration periods only. They are not for use by students on a casual basis. If students urgently need to speak with an Academy official, they should email phoenix@phoenixrising.org.gr marking "URGENT" in the subject line, and including their telephone number and a brief description of the issue in the email. This address is monitored constantly and an Academy representative will make every effort to contact the student at the first opportunity.

9.1 All faculty members have designated "office hours" which you will be advised of when you begin your course. These are the hours when they will respond to student queries above and

beyond chatroom discussion. Faculty members are not obliged to respond to students' queries outside these hours. If the communication is of an urgent nature, then email both your instructor and cc to phoenix@phoenixrising.org.gr with the word URGENT in the subject line. Urgent issues are cases such as a family or medical problem preventing you from completing an assignment on time, a technical or other serious issue that may prevent you from being present during the online scheduled session, technical issues preventing you entering the online learning facility, and so forth. Do NOT use this system for simple queries – send a normal email and your tutor will respond during office hours. Abuse of this system may affect your continuing tuition.

10. Student Conduct Policies

PHOENIX RISING ACADEMY expects each student to take responsibility for knowing the information contained in this handbook and the PHOENIX RISING ACADEMY website www.phoenixrising.org.gr, including all policies that affect your program of study and participation in Academy activities. You are expected to monitor your own progress toward the certificate of your choice. In particular, you are responsible for keeping your own records, including all records of official grades earned, copies of student papers and posted homework regardless of format, and all official communications to or from Academy administration. You are responsible for keeping copies of the syllabi of all courses.

10.1 Student e-mails, addresses, and such personal information as students may discover about each other may be used only for purposes of networking within the academy. Use for solicitation, fund-raising, advertising, promotion, or any type of commercial purpose is specifically prohibited without written permission from the Academy. Violation of this policy may be grounds for dismissal from PHOENIX RISING ACADEMY.

10.2 Other grounds for dismissal from PHOENIX RISING ACADEMY may include, but are not limited to, such actions as:

- Misrepresenting yourself, your education, your experience, or your connection with PHOENIX RISING ACADEMY.
- Misrepresenting the quality or quantity of your studies.
- Plagiarism or Academic Dishonesty. PHOENIX RISING ACADEMY maintains a zero-tolerance policy regarding plagiarism and other forms of academic dishonesty. Sanctions for violation of this policy will include a rehabilitative, reparative and punitive aspect depending on the nature and severity of the violation, the nature and severity of the harm caused, and the interest in encouraging and promoting quality and reliable scholarship. Specific sanctions may include expulsion from PHOENIX RISING ACADEMY, probationary regulation of conditionally continued enrollment and/or reporting to appropriate law enforcement authorities.
- All the course material you acquire during the course of your studies at PHOENIX RISING ACADEMY is subject to copyright. This includes the syllabus, course content, structure, and related articles and materials provided by your instructor. Unauthorised sharing or copying includes reproduction, modification, copying or distribution or use for commercial purposes of any of the materials or content on the PHOENIX RISING ACADEMY website and its subdomains www.courses.phoenixrising.org.gr and www.el.phoenixrising.org.gr. Any other use of the material and content of this Website is strictly prohibited and you agree not to (and agree not to assist or facilitate any third party to) copy, reproduce, transmit, publish, display, distribute, commercially exploit or create derivative works of such material and content. No licence is granted to you in these Conditions to use any trade mark of www.phoenixrising.org.gr or its affiliated companies. Unauthorised sharing or copying of any of this material for any other use than for personal study is considered a breach of copyright and is specifically prohibited without written permission from the Academy. Violation of this policy may be grounds for dismissal from PHOENIX RISING ACADEMY and/or reporting to appropriate law enforcement authorities.

A few last words

PHOENIX RISING ACADEMY is an educational institution, but it is also an idea, with firm foundations in certain key values. As an institution, we embrace and strive to implement and instill the following values which inform our policies on academic and personal integrity.

Individual Autonomy

In the digital age where cascades of information are competing for our attention, and education has come to consist of rote learning and marketable degrees, we are committed to providing a learning process wherein students can hone the skill of discernment, to judge and form their own informed opinions about the materials and traditions we study. We seek to guide students to their own informed conclusions, not to impose rigid positions. The Academic Study of Western Esotericism may be an academic approach, but the subject matter commands particular respect, and it is this same respect we seek to share and promote.

Correct Scholarship

Regardless of individual spiritual paths, we are an academic institution. Academic rigour is encouraged and required at all stages in the learning process. The correct understanding of primary and secondary sources does not preclude one's personal approach to them, but it is important to learn and to maintain a scholarly approach. Discovering the balance between the objective, scholarly view, and the personal, experiential view, can be one of the most rewarding aspects of this kind of study. At PHOENIX RISING ACADEMY we offer the first of these, but it is you, the students, who will discover the balance for yourselves.

Holistic values and respect for Nature

One of the key reasons for the establishment of PHOENIX RISING ACADEMY was the perceived need for a holistic approach to education. We hold that when an individual is in a position to discern the nature of the human condition, and their own self-determination through it, respect and nurturing of Nature is a natural outcome.

Creative Growth

Too often creativity is stifled because it is misrepresented as artistic, musical, or literary mastery. We are all creative, in a myriad of ways. We are creative in the way we approach problems, interact with people, and think about life. All too often in conventional education we are not allowed the space to explore the bounds of this faculty, and we have been taught since childhood that an overactive imagination is a bad thing. In developing the discernment and the balance between scholarly study and imaginal discovery, we can explore whole new worlds of creativity, all the while nurtured and supported by strong and reliable foundations provided by cross-disciplinary scholarly methods. These are complementary to each other, in the same way that the wick of a candle is complementary to the flame.

A Love of Learning

This may well be our greatest priority. We are confident that through the approaches outlined above, we can provide students with a new outlook on what it means to learn – not in the sense of factual knowledge, but in the sense of creative growth and new perspectives on the world, and on ourselves as autonomous individuals, as well as members of a wondrous species, and also, of a like-minded community that shares these values.

PHOENIX RISING ACADEMY is committed to offering the best introduction to the manifold aspects of Western Esotericism and the Creative Arts, as laid out in our mission statement. As we embark on our first year of teaching, no doubt, we will encounter issues not yet addressed, discover editing mistakes or technical hitches, and realize that some procedures need additional changes in order to function smoothly. We appreciate your understanding during this time of new beginnings, and always welcome your feedback and suggestions. We will do our best to ensure that your experience with PHOENIX RISING ACADEMY fulfills your expectations and our promises.