



MBA Programme Student Handbook

www.regenteuropeanuniversity.com

Contents

Welcome message from the President	3
Welcome message from the Rector & Chief Executive Officer	4
Welcome from the Director of University	5
Mission Statement	6
REU – Governance Chart	7
The Academic Senate, and University Committees	8
Course Representatives and the Student Forum	8
Our Team	9
Your Programme	10
Quality and Standards	11
Assessment and Awards	11
Assessment Methods	11
Assessment Format and Submission Requirements	11
Late Submissions and Extenuating Circumstances	11
Exceptional Circumstances affecting Submissions	11
Academic Integrity	12
Marking and Feedback	13
Credit Awards, and Alternative Qualifications	13
Appeals Against Assessment Decisions	13
Online Conduct and Digital Learning Environment	14
Our VLE	14
Learning Resources and IT Facilities	15
Making a Complaint	15
Refund Policy	15
Quick Reference Guide	15

Welcome message from the President

Dear Students,

It is with profound joy and responsibility that I welcome you to Regent European University.

Our university stands in the heart of the Republic of San Marino, a land whose history embodies *libertas* — liberty — and the enduring pursuit of knowledge. For centuries, San Marino has been a symbol of independence and resilience, reminding us that true freedom flourishes only where education enlightens minds and empowers people.

At REU, we believe that education is not merely a transmission of knowledge, but a transformation of the whole person. It awakens curiosity, cultivates critical thought, and inspires the courage to shape a better future. As the Latin wisdom teaches us, *Educatio est libertatis fundamentum* — education is the foundation of freedom.

We invite you to embrace this journey with passion, commitment, and hope. Here, you will not only acquire skills for your profession but also experience the deeper meaning of learning: the discovery of yourself, your values, and your capacity to serve the world. Welcome to Regent European University — where liberty meets learning, and where your story becomes part of a greater legacy.

Warm regards,

Prof. Dr. Maurizio Bragagni, OBE
President, Regent European University



Welcome message from the Rector & Chief Executive Officer

Dear Students,

It is with great pride and joy that we welcome you to Regent European University (REU). As part of the Regent Global family, you are joining a community built on the belief that education has the power to transform lives, unlock potential, and create leaders who serve with wisdom and purpose.

Situated in the historic Republic of San Marino, REU stands in a land that has long been a beacon of liberty and resilience. These values resonate deeply with our own journey and mission: to cultivate freedom of thought, strength of character, and the courage to shape a better world.

Regent Global was founded with a vision to deliver education that goes beyond knowledge - an education that unites skills, mindset, and values. Our commitment is not only to prepare you for professional success, but to inspire you to think critically, act ethically, and embrace challenges as opportunities for growth. At REU, you will be encouraged to pursue academic excellence, entrepreneurial spirit, and a global outlook, while never losing sight of the deeper purpose of learning: becoming the best version of yourself.

By joining Regent European University, you step into a community that carries forward a tradition of learning while shaping a future defined by courage, character, and vision. We wish you the best of luck on this exciting journey.

With warm regards,

Prof. Dr. Selva & Dr. Tharshiny Pankaj
Rector & Chief Executive Officer Regent European University



Welcome from the Director of University

Dear Students,

On behalf of faculty and other team at Regent European University (REU), it is my distinct pleasure to extend a warm and heartfelt welcome to you - congratulations on taking this pivotal step toward your future. You have chosen a university that will provide a transformative online learning environment that nurtures intellectual growth, ethical leadership and personal development preparing graduates to thrive in a rapidly evolving world.

This new chapter in your life promises to be a metamorphic experience, filled with immense learning, personal growth, and exciting opportunities. You are joining a diverse and vibrant community of students and scholars who are not just here to get a degree, but to become the next generation of global leaders, thinkers, and innovators.

We have flexible, technology-enabled platform and a supportive international culture to ensure that education is both inclusive and impactful – shaping principled leaders for the challenges of tomorrow by combining AI with unique human capabilities NI to opens potential.

The entire REU community is excited to have you join us. We look forward to witnessing your achievements and supporting you on this incredible journey. Welcome aboard!

With gratitude,

Mehedi Alam
Director of University Regent European University



Mission Statement

From the ancient libraries of Alexandria to today's state-of-the-art digital classrooms, education remains the driving force behind humanity's progress and personal growth.

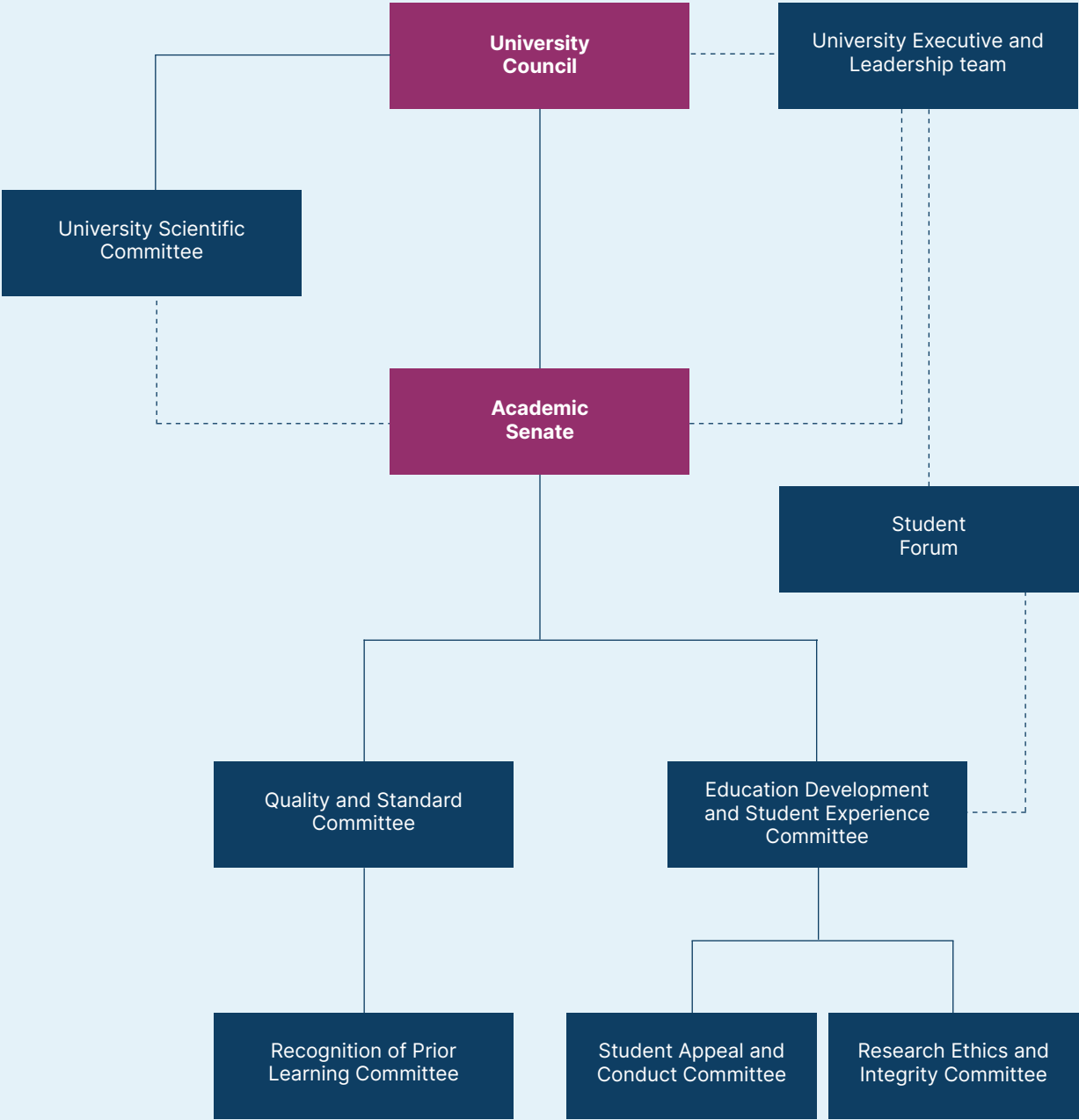
Regent European University stands at the crossroads of tradition and innovation, bridging the rich educational heritage of the United Kingdom with the enduring spirit of libertas (freedom) that defines the Republic of San Marino. Born from this unique partnership, the University embodies a dual identity that honours both European excellence and British academic rigor.

By harnessing educational science, our new university aims to accelerate both learning and personal development, creating well-rounded individuals ready to take on the world. Our university is committed to enabling success and social mobility for all students, particularly those from non-traditional and underrepresented backgrounds. Through meaningful partnerships locally, nationally, and globally, we remain socially embedded and responsive to the communities we serve, empowering our students to succeed both during their studies and in their future endeavours.

At Regent European University, education is the foundation of intellectual freedom and principled characters - where each student's story becomes part of a greater legacy of transformation and service to the world.



REU Governance Chart



The Academic Senate, and University Committees

Regent European University is governed by the Academic Senate, and the body of Governors.

The President of the Student Forum one student from each academic Department, elected by the students body.

Standing Committees:

- Education Development and Student Experience Committee (EDSEC)
 - Research Ethics and Integrity Committee (REIC)
 - Student Appeals and Conduct Committee (SACC)
- Quality and Standards Committee (QSC)
 - Recognition of Prior Learning Committee (RPL)

Course Representatives and the Student Forum

REU is committed to ensuring that our students have a voice, that it is heard and that they are able to shape their time learning with us as well as to contribute to future developments. The Student Forum is key to this. It reports to both the University Executive – providing a rapid route to raise and discuss matters with the University leadership – and to the Education Development and Student Experience Committee – enabling student matters to form part of the continuing development of academic policies and procedures.

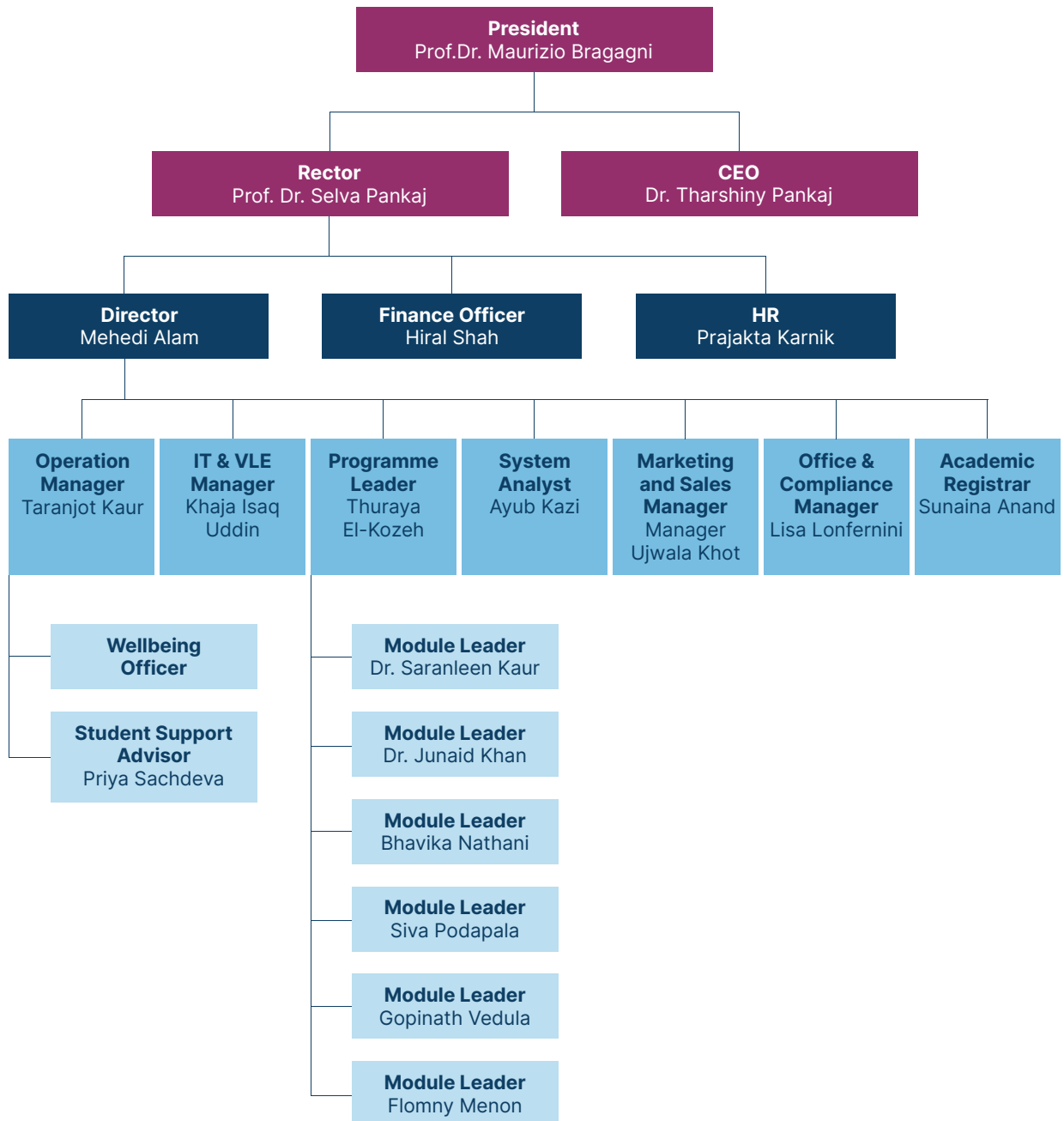
The Student Forum reflects the centrality of students and the student experience to REU's ethos and approach; its purpose is to ensure that the student voice has clear channels both to the Executive and to the Education Development and Student Experience Committee (EDSEC) and that that voice informs and shapes the approach to learning at REU.

The Student Forum is composed of:

- A student elected President (Chair)
- Three students elected by students from each Department
- A member of the University Executive nominated by it
- The senior staff member responsible for student services
- Up to two further senior members of academic staff
- Up to two further co-opted members (time limited)

The Student Forum is Chaired by its President. The President is a student and may either be elected by students or be the elected President of the Students' Association, if one is established. The university will provide secretarial support.

Our Team



How to Use This Handbook

This handbook contains essential information for your online learning journey.
Bookmark the online version and download the PDF for offline reference.

Your Programme

Programme Structure

- **Total Credits:** 90 ECTS / 180 UK Credits
- **Programme Duration:** 12 months

Programme Leader

Thuraya El KozeH

Email

Thuraya.ElKozeH@regenteuropeanuniversity.com

Academic Calendar - Term Dates
Term 1 : 22.06.2026 -27.09.2026
M70001 - Business Organisation, Structure and Culture
M70003 - Marketing: Fundamentals, Analysis and Decision Making
M70004 - Digital Transformation in Business
Summer Break: 24.08.2026 - 05.09.2026
Term 2 : 28.0.2026 - 3.01.2027
M70006 - Behavioural Economics to improve Financial Performance
M70009 - Research Methods for Capstone Project
Winter Break: 21.12.2026 - 2.01.2027
Term 3: 4.01.2027 - 11.04.2027
M70007 - Disruptive Business Strategies: Brand Driven Story telling
M70008 - Global Business Operations
Spring Break: 22.03.2027 - 03.04.2027
Term 4: 12.04.2027 - 11.07.2027
M70010 - Capstone Business Research Project

- **Module Format:** Each module is structured over six Topics, each of them broken down in two Sections.
- **Assessment Methods:** A range of assessment methods will enable students to demonstrate achievement of the learning outcomes for each module, including coursework, reports, production of visual prompts when appropriate, group and pair work, and oral elaboration of contents. Participation to live sessions and online activities will also be considered an essential element to the recognition of achievement.
- **Learning Approach:** Learning and teaching activities are designed to enable on self-paced learning with recorded lectures and interactive online materials, within a structured progression framework where live sessions are important touchpoints to engage with peers, exchange experiences and perspectives, and apply theory to practice under the guidance of an experienced tutor.

Quality and Standards

Regent European University (REU) is dedicated to establishing a robust culture of quality, which is deeply embedded in our founding documents, our commitment to providing innovative and transformative learning experiences, and our adherence to principles of integrity and professionalism. This dedication aligns with the standards and expectations of the European Higher Education Area (EHEA).

The policies and procedures of REU support the institution in ensuring that it consistently delivers learning opportunities, teaching and means of assessment that enable students to demonstrate that they meet the expected requirements of their study programme and to grow and develop as individuals.

Full details on our Quality Assurance and Enhancement Policy are available on REU website, along with the [Core Governance Documents](#).

Assessment and Awards

Assessment Methods

REU employs diverse assessment methodologies to evaluate your achievement of learning outcomes, including online examinations, coursework, projects, presentations, and other specialized activities. All assessments are conducted online and submitted digitally through the University's assessment portal.

Assessments may incorporate verification elements such as timed components, synchronous online discussions, or other measures to ensure work authenticity. Assessment specifications, submission requirements, and deadlines are published on Canvas, and you are responsible for accessing and adhering

to all relevant information. The assessment format for each module is detailed in the respective Module Specification.

Assessment Format and Submission Requirements

All summative assessments are conducted online and may include individual or collaborative elements. Electronic submission through designated University systems is mandatory - work submitted via alternative methods (including email) will not be accepted or marked unless specifically authorized in writing.

Key submission requirements include:

- Adherence to specified referencing standards
- Compliance with word count limitations
- Submission in required file formats
- Meeting published deadlines

Detailed submission procedures, formatting requirements, and technical specifications are outlined in the Assignment Briefs for each module.

Late Submissions and Extenuating Circumstances

Late Submissions: Assessments submitted after the deadline without prior approval will be subject to the following penalties:

- **Within 10 days of deadline:** Maximum grade capped at Pass (50%)
- **After 10 days:** Treated as non-submission, requiring resubmission during the next assessment period.

Exceptional Circumstances affecting Submissions

If exceptional circumstances beyond your control prevent you from submitting work on time, you may apply for an extension. Extenuating circumstances are defined as serious, unexpected events that significantly impact your ability to complete assessments.

Examples of circumstances that may be considered:

- Serious illness or injury (self or close family member requiring care)
- Bereavement of close family member
- Serious accident or emergency
- Significant technological failure beyond your control
- Legal proceedings directly involving the student

Examples that will NOT normally be considered:

- Poor time management or workload planning
- Minor illness (cold, headache, etc.)
- Computer problems that could have been anticipated
- Work or travel commitments
- Financial difficulties
- Relationship problems

Application Process: Students seeking extenuating circumstances must complete an Extension Request Form and submit it to the Programme Leader within 5 working days of the assessment deadline, supported by appropriate documentary evidence (medical certificates, official documentation, etc.).

The Extension Request Form and detailed guidance on extenuating circumstances are available on Canvas.

Academic Integrity

Academic integrity forms the foundation of scholarly work and professional practice. You are expected to conduct all academic activities with honesty, transparency, and appropriate acknowledgment of sources.

Prohibited Practices Include:

Plagiarism - Presenting others' ideas, words, or work without proper attribution, including:

- Inadequate citation or referencing

- Auto-plagiarism (resubmitting previous work without permission)
- Failure to acknowledge AI-generated content where applicable

All academic work must follow Harvard referencing style. For proper citation formats and examples, consult the University's **Harvard Referencing Guide** and '[Cite Them Right](#)' online resource

Collusion and Unauthorized Collaboration -

Exceeding permitted collaboration boundaries or sharing work when individual submission is required

Examination Misconduct - Any attempt to gain unfair advantage during assessments, including use of unauthorized materials or communication with others

Contract Cheating - Commissioning or purchasing academic work from third parties, including essay mills or assignment services

Fabrication and Falsification - Creating false information, manipulating data inappropriately, or inventing research results

Use of Artificial Intelligence Tools: AI tools may be used for research assistance, grammar checking, or translation where explicitly permitted by your module guidelines. However, you must declare all AI usage in your work and cannot use such tools to generate substantial portions of assessed work or circumvent assessment objectives.

Consequences: Academic misconduct penalties range from formal warnings and resubmission requirements to module failure or exclusion from the University, depending on the severity and circumstances of the breach.

Support and Guidance: If you are uncertain about academic integrity requirements or proper citation practices, seek guidance from your module tutor before submission. The University provides academic writing support and resources to help you maintain the highest standards of academic integrity.

Marking and Feedback

Your work will be marked using criterion-referenced marking schemes that enable clear distinction between different levels of achievement. The pass grade is set at 50% of available marks.

Feedback Requirements: You will receive feedback for all forms of assessment, including examinations, within 20 working days of the submission deadline. Feedback will include:

- Major strengths of your work
- Areas for improvement and how marks could have been enhanced
- Your grade and any penalties applied

Important Notes:

- Course tutors can only begin marking once the final deadline has passed;
- Students who submit late work forfeit the right to feedback unless there were approved extenuating circumstances;
- All grades are subject to internal and external moderation before being finalized by the Assessment Board, and might change during the review process;
- If feedback is delayed beyond 20 working days, your Module Leader will inform you of the reasons and provide a revised timeline.

Full details on marking procedures, moderation processes, and Assessment Board functions are available in the Assessment Regulations on the University website, along with the [Core Governance Documents](#).

Credit Awards, and Alternative Qualifications

Credits are awarded in alignment with both the European Higher Education System (EHEA) and the UK Quality Assurance framework. REU uses the European Credit Transfer System (ECTS), where 60 ECTS credits represent one full academic year of study.

Credits are awarded upon successful completion of modules, with a pass grade of 50% or above. All course and module requirements must be met, as specified in your Programme Handbook and individual Module Specifications.

If you do not complete your full MBA programme, you might be eligible for a Postgraduate Diploma or Postgraduate Certificate as an alternative qualification.

Postgraduate Diploma Requirements: To be awarded a Postgraduate Diploma, you need to successfully complete 60 ECTS (120 UK Credits) from relevant units at postgraduate level (FHEQ level 7), along with meeting all the specific requirements for your course.

Postgraduate Certificate Requirements: To be awarded a Postgraduate Certificate, you need to successfully complete 30 ECTS (60 UK Credits) from relevant units at postgraduate level (FHEQ level 7), along with meeting all the specific requirements for your course.

Your course specification will clearly outline which units count towards these alternative award requirements.

Full details on the Awards of Credits Policy are available in the Assessment Regulations on REU website, along with the [Core Governance Documents](#).

Appeals Against Assessment Decisions

You have the right to appeal assessment decisions if you believe there have been procedural errors, bias, or other grounds that may have affected your assessment outcome.

Grounds for Appeal: Appeals may be submitted based on:

- Procedural irregularities in the assessment process
- Evidence of bias or conflict of interest
- New material evidence not available at the time of assessment
- Disproportionate penalties applied

Important Limitations: You cannot appeal against the academic judgment of your tutors regarding the quality or merit of your work.

Process and Timelines: Appeals must be submitted within 20 working days of the official notification of the assessment decision. You are encouraged to first attempt informal resolution through discussion with relevant academic staff before proceeding to a formal appeal.

The appeals process and detailed procedures are set out in the Assessment Regulations and the Complaints and Appeals Policy, both available on the REU website along with other [Core Governance Documents](#).

Online Conduct and Digital Learning Environment

As an online MBA programme, REU brings together a diverse international community of professionals from different cultures, time zones, and backgrounds. This diversity is one of our greatest strengths, and we expect all students to contribute to a respectful, inclusive, and collaborative learning environment.

Building Our Online Community: Your active participation helps create a vibrant learning community. Engage respectfully in discussion forums, group work, and peer interactions, recognizing that cultural perspectives and communication styles may vary across our global cohort. Professional courtesy and constructive dialogue are expected in all online interactions.

Asynchronous Learning: Much of your learning will occur through asynchronous activities that allow flexibility across different time zones. Check Canvas regularly, respond to discussion posts thoughtfully, and meet deadlines consistently to maintain the flow of collaborative learning with your peers.

Live Session Participation: While we understand the challenges of coordinating across multiple time zones, live sessions are integral to your learning experience and community building. Plan ahead to attend scheduled synchronous sessions, including lectures, seminars, and group meetings. If you cannot attend due to time zone conflicts or other commitments, review recorded sessions promptly and engage with any follow-up activities.

Responsible IT Use: Ensure you have reliable internet access and backup plans for technical difficulties. Familiarize yourself with Canvas and other required platforms early in your programme. Respect intellectual property by not sharing or distributing course materials beyond the student community.

Professional Standards: Maintain the same professional standards online that you would expect in a face-to-face business environment, including appropriate communication, punctual participation, and respectful interaction with faculty and peers.

Our VLE

Canvas

The University's 'virtual learning environment' – Canvas – is accessible via desktop, laptop and mobile device.

Here you will get access to online programme information and access to other online resources while at Regent European University. You can also communicate and collaborate with your fellow students and programme tutors.

Canvas can be accessed directly via <https://rcl.instructure.com/>

Learning Resources and IT Facilities

Academic Resources and the Digital Library

All students of Regent European University can access a wide range of academic e-resources through Regent Digital.

These are EBSCO, ProQuest, VLeBooks and Citethemright.

- **EBSCO** offers you access to thousands of up-to-date electronic journal articles, reports and e-resources, including from our 'Business Source Complete' and CINAHL Plus.
- **ProQuest** offers you three extensive databases covering computing, health and other publicly available resources.
- **VLeBooks** offers access to some of our most recent and up to date core e-books.
- **Citethemright** provides you with an essential one-stop shop of online tools, guidance and tutorials to support academic referencing for assignments.

All of them can be accessed through Canvas, our VLE platform.

Making a Complaint

Student complaints procedure applies to complaints from prospective students, current students and recent students about something the University (or a member of University staff) has done or not done.

The Complaints and Appeals Procedure is available on the University website, section [Core Governance Documents](#).

Refund Policy

- Withdrawal requests submitted 7 days or fewer before the course start date are not eligible for a refund.
- Students who submit a formal withdrawal request 8 days or more before the course start date, as stated in their Offer Letter, are eligible for a refund of tuition fees paid.
- An administrative charge of €250 will be deducted from the refunded amount.
- Students will be liable for full payment of fees if they withdraw during the academic term or within 7 days of the commencement of the course.

For tuition fees paid directly by the student, any eligible refund will be issued only to the originating bank account from which the payment was made to the University.

Further details on the refund policy, including methods and eligibility criteria, are available on the University website alongside the [Core Governance Documents](#).

Quick Reference Guide

Student Support
Student.support@regenteuropeanuniversity.com
Response Time: 24 hours
Technical Support
It.officer@regenteuropeanuniversity.com
Response Time: Urgent queries: Immediate-4 hours Ordinary queries: 48 hours
Academic Support
Thuraya.elkozeh@regenteuropeanuniversity.com
Response Time: 48 hours
Finance Queries
finance@regenteuropeanuniversity.com
Response Time: 48 hours



SM HUB San Marino
Via Consiglio dei Sessanta 99
Repubblica di San Marino