

Student Handbook



Regent
College
London

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1 Introduction and Welcome

1.1 Welcome from the CEO

As CEO & Co-founder of the Regent Group, I welcome you all to RCL Dubai – Regent’s first international branch campus in the UAE. Back home in the UK, our students vouch for our unparalleled quality in delivery of foundation, undergraduate and postgraduate qualifications. UAE is a country full of opportunities and growth and therefore we chose Dubai to be mark Regent’s first international presence.

Our vision in the UAE is to become synonymous with vocational education and facilitate countless opportunities for our learners. With the growing and thriving economy here in the UAE, there is a demand for skilled workforce now more than ever.

In Dubai, we plan to bring to you a 100% digital paperless campus aligning ourselves with the vision of the UAE. Our teachings will be supplemented with an executive leadership programme ‘Thinking into Character (TiC)’ which is designed and authored by myself. I have developed TiC after gathering years of research both as an educator and as a student at Harvard Business School, Stanford University, and London Business School but most importantly as an entrepreneur while learning the nuances of running Regent Group for the past 22 years. We have helped our UK students achieve growth mindset, understand financial wellbeing, learn wealth creation, and achieve what they really want, and it is now time, we bring these tools and techniques to Dubai.

Our first cohort joined in September 2022. We continue to build on our 2022-23 success and welcome students to Regent. My team and I are all geared to welcome you. I also personally look forward to meeting you in person at our Dubai Campus. Lastly, I invite you all to experience RCL Dubai and everything that it has to offer.

Best wishes,

Dr. Selva Pankaj (CEO / PRINCIPAL)

FRSA, FCMA, CGMA, MBA, Hon EdD, Hon DLitt

2 Regent College London FZ LLC

Regent College London FZ LLC is a values-driven Technical Vocational Educational Training provider introducing a 21st century education model for students in UAE and abroad.

Our continuous innovation and techno-centric approach towards higher education allows students from all walks of life to truly advance in the current global market. With a modern purpose-built campus in Dubai Knowledge Park (DKP), Regent offers exceptional career pathways in various in-demand fields of study. We not only focus on providing globally recognized education but also in still a growth mindset in our students which empowers them to truly scale great heights in any career.

RCL Dubai is built around 4 pillars of higher education and training, and professional development:

Vocational Training

Regent believes in education and training that holds relevance and accreditation in today's market and beyond. Our vocational education and training arm focuses primarily in providing real-world, practical, and professional skills as a pathway into the workforce or universities worldwide.

Vocational training courses at Regent covers a wide spectrum of industries like Business, Computing, and Information Technology (IT). These courses cover more industry-oriented professional skills with minimal emphasis on theory-based knowledge and non-traditional learning outcomes. It boosts practical application and employs a 'learn-by-doing' approach, giving students the relevant technical skills sought after by recruiters worldwide. Awarded by Pearson, the world's largest education company, these qualifications ensure the highest recognition of student skills and employability on a global scale.

Higher Education

Regent Education prides itself in developing key partnerships with reputed universities worldwide. Students from across the globe can pave a rewarding career pathway with RCL Dubai and take advantage of many higher education opportunities with respected universities in UK and USA.

Regent Education has also ventured into bringing top-tier universities to Dubai offering a comprehensive higher education model in the growing education hub of UAE.

Consultancy

Regent Group has built a global network of higher education experts and consultants offering an array of services like:

- Set up K-12 schools
- Teacher training with Ed Thinking into Character (TiC)
- Investment management of advancing investors and operators to set up K12 English curriculum schools
- Special needs (SEN) education and consulting.
- Research and enrichment services to educational institutions in the MENA region.

Executive Education at Regent is a unique guide towards new levels of management excellence and leadership practices. Our exclusive management development course, Certificate in Management Programme (CMP), delves deeply into how to embrace a growth mindset and develop distinctive characteristics that guarantee professional and academic success.

Thinking into Character (TiC)

Thinking into Character is a suite of transformational learning programmes that instil a high growth mindset and develop leadership qualities.

Spearheaded by Dr. Selva Pankaj, CEO and Co-Founder of Regent Group, attendees will obtain a deep insight into professional and personal achievement, wealth creation, wellbeing and continuous success, and self-fulfilment. TiC is built on the philosophies and teachings of world leading experts like Andrew Carnegie, Napoleon Hill, Bob Proctor and many more.

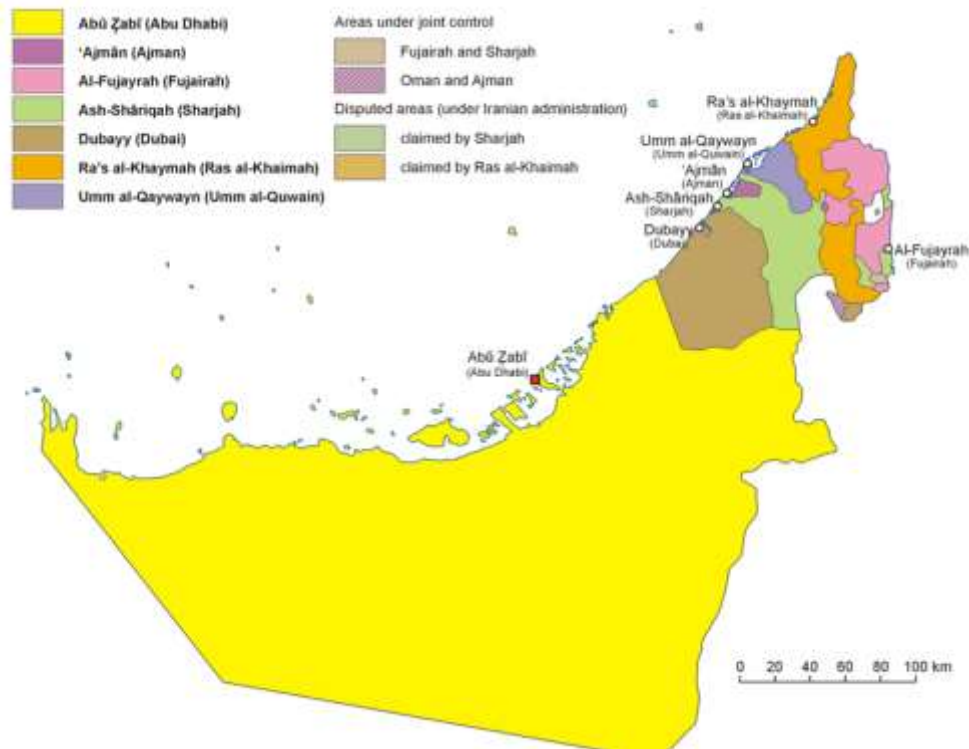
Benefits of the TiC Programme include:

- Learn how to identify, set and achieve inspiring goals
- Improve your self-image and re-write your life script
- Close the gap between your intentions and your actions
- Understand how to turn non-productive habits into productive habits
- Overcome challenges and barriers to success
- Develop your leadership qualities

3 Location

3.1 The United Arab Emirates.

The UAE is a union of seven Emirates, occupies a land mass of 77km² and has a population of around 10.2 million residents. UAE nationals (Emiratis) comprise around 1.4million citizens¹.



The Emirates, as shown above are:

Abu Dhabi (Capital)

Ajman

Dubai (location of Regent College London FZ LLC)

Fujairah

Sharjah

Ras al-Khaimah

Umm al-Quwain

The Union between the seven Emirates was constructed in 2 December 1971. The founding president of the UAE was His Highness, the late Sheikh Zayed bin Sultan Al Nahyan (PBUH). The signing of the Union is commemorated each year as ‘National Day’ celebrations.

The UAE has an incredibly rich culture and history. Students at Regent are encouraged to learn about the UAE culture and history, and develop the attributes espoused by the UAEs leaders.

¹ [United Arab Emirates](#) Accessed 31 July 2023

Tolerance and Respect:

The UAE is a beacon of tolerance and unity, and embraces the contributions of residents from numerous nationalities, faiths, social economic backgrounds and ages. As a student, actively embrace the tolerance and unity agenda and be a role model for others.

Linked to Tolerance, the UAE is a very respectful country and there exist an expectation that all citizens, residents and visitors also conduct themselves respectfully.

Behaviours to avoid include:

- Taking pictures of others and posting online without permission
- Using cuss words / bad language and being derogatory to other people
- Using hand gestures that might be construed as being offensive
- Wearing clothes that are inappropriate to the UAE context
- Participating in public displays of affection

As a student, you should also be aware of the UAE and Islamic context. Not all Muslims of the opposite gender will want to shake hands during a greeting. To a person of the opposite gender, placing your right hand across your chest (to your heart) with a welcome greeting is respectful to Islam and likely to be more welcoming than seeking to shake hands with someone from the opposite gender.

3.2 Dubai

Dubai is the second largest Emirate and, although is not the capital, is perhaps the most well-known of the Seven Emirates.

Dubai has become a global tourist destination and is home to a number of iconic landmarks including the Burj al Arab, the Burj Khalifa, the Frame, the Palm, and Dubai Mall.

Dubai is governed by His Highness Sheikh Mohammed bin Rashid Al Maktoum. His Highness Sheikh Mohammed is a prolific-and-visionary leader, and has written numerous books relating to Dubai, Happiness and his story. His Highness can often be seen walking among residents and citizens in and around his beloved Dubai. Such is the admiration for the ruling families, that photographs of His Highness, the late Sheikh Zayed bin Sultan Al Nahyan (PBUH), His Highness Sheikh Mohammed and his son, His Excellency Sheikh Hamdan bin Mohammed Al Maktoum can be seen in many buildings in Dubai.

3.3 Dubai Knowledge Park

Dubai Knowledge Park, the home of Regent College London FZ LLC , exemplifies what is possible with vision and great planning. Dubai Knowledge Park is a community in which education providers are near-neighbours to world-renown business organisations.

Dubai Knowledge Park is well served by public transport; bus stops, a tram line and a Metro station are very close to our campus. Additionally, our campus is very near to major road connections.

Within Dubai Knowledge Park, you will thrive in a safe-and-vibrant student community in which you can socialise, relax under the shade of tree-lined walkways, or enjoy a meal / coffee or juice from one of the many food outlets.

A few minutes' walk from Regent College London FZ LLC Campus is an air-conditioned food hall. The food hall is serviced by a variety of food outlets, all providing meals at student-friendly prices. The food court provides ample space to eat, relax and connect with other students.

Outside the food court, and near to our campus, are a number of other cafes and coffee shops. Additionally, we are only a few minutes' walk from local Mosque, a cash machine (ATM), and a water refill station.

A little further away, but still within walking distance, students at Regent College London FZ LLC can find a printing shop, a supermarket and a hotel.

In terms of Dubai landmarks, Regent College London FZ LLC is near many of Dubai's 'must-visit' destinations. These include:

- The Palm Jumeirah (5.3 km)
- Jumeriah Beach Residence (5.8 km),
- Burj Al Arab (6.9 km)
- Kite beach (4.5 km)
- Dubai Frame (16.6 km)
- Burj Khalifa (17 km)
- Museum of the future (16.6 km)
- Miracle Gardens (15 km)

Abu Dhabi, the capital of the UAE, is around 130 km from our campus, and can be easily reached by public transport. Within the Emirate of Abu Dhabi visitors will find numerous additional cultural and social attractions. These include the Grand Mosque, Emirates Palace, Qasr al Hosn, the Louvre, the iconic Etihad Towers, and various theme parks in Yas Island.

To maximize the benefit of studying in Dubai, we encourage you to visit some of the amazing locations in Dubai, Abu Dhabi and the other five emirates.

In summary, Regent College London FZ LLC is located in a fabulous location, amply served by public transport, and is nestled close to other educational institutions and world-renowned businesses. We are very close to several amazing and must-see tourist locations.

Wherever you venture you will feel safe and inspired by Dubai's uplifting and energising heartbeat.

4 Student Benefits

As a student, you will gain addition benefits. These benefits include:

Student ID Cards

Upon joining Regent College London FZ LLC , you will receive your student ID card.

Transportation

In addition to the above, you can apply online for a discounted NOL card through the Roads and Transport Authority (RTA) website. To apply, you will need to contact us at student.services@regenteducation.ae to gain No Objection Certificate (NOC). Using the NOC, your Emirates ID and passport size photographs you can then apply for the NOL card.



5 Thriving as a Student

Thriving as a student does not happen by chance. Thriving, and creating meaningful learning, requires you to develop a range of attributes and behaviours, along with a commitment to succeed. All of which combine to form a study strategy. Some of these enabling attributes and behaviours are set below, as our interconnected **Coder Learning Strategies**.

Collaboration Strategies

Organizational Strategies

Deepening and connecting Strategies

Engagement Strategies

Reflective Strategies

Collaboration Strategies

Learning is enhanced when we create opportunities to discuss our ideas, seek alternative perspectives and have our work ‘considerately reviewed’ by our ‘critical friend(s)’. Great collaborations support the development of our subject skills and simultaneously develop our transferable skills, e.g., our listening skills, our verbal and non-verbal communication skills and our consensus building skills.

Develop and strengthen your Collaboration Strategy by:

- Creating a mutually respectful and welcoming persona.
- Developing a positive culture of sharing ideas, concepts and knowledge.
- Cultivating a ‘feedback seeking behaviour’, and seeking to engage with (and benefit from) students with different levels of experience, expertise and alternative ways of thinking.
- Asking-and-answering questions in a helpful, motivational and non-confrontational manner.
- Speaking as if you are correct, listening as if you are wrong.

Organizational Strategies

Learning is enhanced when we are organised and take deliberate steps to plan and manage our time, activities and response to assignments.

Develop and strengthen your Organizational Strategy by:

- Creating and using a ‘Study Plan’ in which you schedule your daily, weekly and monthly activities. Be sure to include some time for social activities too.
- Identify any assignment deadlines and the anticipated time for you to complete the assignments.
- Regularly reviewing your Study Plan (and assignment deadlines), and taking corrective action when you deviate from your plan.
- Organizing your time and any other commitments enabling you to commit to your learning, and assignments, without distractions.
- Reading the Assignment Brief (multiple times) to be sure you understand precisely what the needed and what evidence is you need to show you have met the Learning Aims.

Deepening and Connecting Strategies

Learning is enhanced when we actively seek to deepen our knowledge, make connections between topics, and can abstract small details to larger themes.

Develop and strengthen your Deepening Strategies by:

- Developing your conceptual understanding (deep approach to learning) and avoiding a focus on memorization (surface approach to learning).
- Classifying the learning activities, teaching materials, concepts, and linking new learned knowledge to previously gained knowledge.
- Constructing analogies and being able to describe what you have learned in different ways / formats and to different audiences.
- Honing your intellectual curiosity such that you actively seek new learning in each lesson, Unit and assignment task.
- Having a growth mindset in which you actively seek to learn from setbacks.

Engagement Strategies

Learning is not a spectator sport. Meaningful learning is only achieved when we are committed, and engage intentionally, fulsomely, and regularly.

Develop and strengthen your Engagement Strategies by:

- Attending your classes in a meaningful way, e.g., actively contributing to in-class discussions, asking questions and taking notes.
- Helping your study pattern to become an 'engagement habit'.
- Plan how to use your study time so that your effort leads to learning and is not simply 'busy-and-unproductive work'.
- Recognize own progress and achievements, and make connections of those achievements to your study pattern.
- Modify your study pattern, form a new engagement habit, if you are not making sufficient progress.

Reflective Strategies

Learning is enhanced when we take 'intentional action' to reflect on our effort, learning strategies and performance, and ask ourselves "*how well are these strategies supporting my chances of success?*"

Develop and strengthen your Reflective Strategies by:

- Regularly using a log-book / learning diary / mind map to record your learning.
- Create a Skills / Attributes matrix to highlight your current capabilities and create a plan to enhance the areas that need prioritized attention.
- Engaging in all formative tasks / assignments so that you can show your strengths and areas you might need additional help with.
- Reviewing recent and past assignment feedback (comments on your assignments) and use those comments to help guide some of your ongoing learning.
- Systematically highlighting 'troublesome / uncertain' project concepts to focus on and developing plans to resolve the troublesome knowledge.

6 Student Responsibilities

6.1 Code of Conduct

As a central principle, we expect all our learners (and staff) to feel safe, valued and able to learn within a diverse community of learners.

In support of this central principle is our Code of Conduct. The Code of Conduct elaborates more on what is expected from all our RCL community members. In presenting the Code of Conduct we focus on the positive (expected behaviours) and seek to avoid creating a long list of behaviours to avoid. It is expected that a student will interpret what not to do based on the positive ideals set out below.

Our Code of Conduct requires you to:

Be ambassadors of RCL

As Ambassadors of RCL our students:

- Are respectful of the local environment and the campus.
- Demonstrate the highest standards of ethics and integrity.
- Use the campus and all associated facilities as intended.
- Represent themselves and RCL in ways that displays the highest standards.
- Adhere to the appropriate **dress codes**, ensuring their attire is neat, modest, and respectful of the cultural and academic environment for both boys and girls.

Uphold the values of the UAE

As citizens of the UAE, our students:

- Will be model citizens and make the UAE proud they are living and studying in the UAE.
- Seek to learn about the traditions and culture of the UAE.
- Respect the traditions and culture of the UAE.

Be champions of the uplifting virtues of Tolerance

As champions of Tolerance, our students will:

- Treat others with dignity and respect at all times.
- Seek to learn more about others' nationalities, cultures, faiths and backgrounds.
- Be willing to share knowledge details of their own nationality, culture, faith and background.

Be Community Minded

As Community members, our students will:

- Seek to help fellow students where they are able to do so.
- Be actively engaged in RCL activity to help build and strengthen the sense of community.
- Advise staff members when other students may be straying from our expected behaviours.

In situations where we have **minor concerns** that a student is straying from the expected behaviours, Regent College London FZ LLC will:

Discuss the concerns with the student and re-assert expectations on required behaviours.
Monitor the behaviour to ensure the behaviours becomes aligned with what is required.

In situations where we have **major concerns** or the minor concern is repeated, Regent College London FZ LLC will:

Investigate of the concern and take any needed actions:

The Investigating Team to be identified by the RCL Leadership Team). The Investigating Team to present the facts of the investigation to the Leadership Team. The Leadership Team to decide of consequence.

In situations where we have significant concerns that actions may be deemed to be illegal, the RCL Leadership will additionally consult with the relevant authorities.

Regent College London FZ LLC will make any needed determinations of consequences based on the desire to uphold our central principle and the components of our Code of Conduct.

In extreme situations, RCL reserve the right to permanently exclude the student from RCL.

6.2 Academic Integrity

Academic integrity describes honest and good studentship. Having academic and personal integrity is a value we expect of all our students at Regent. Academic and personal integrity is a marker of a great character and will serve you well in your future lives.

Given the above, we take any breaches of academic integrity very seriously at Regent.

Academic misconduct represents inappropriate study behaviours.

Academic misconduct typically is characterised as:

- Plagiarism: Claiming other people's ideas as your own
- Falsification: Falsifying data in assignment reports or Extenuating Circumstances Form
- Collusion: Working with other students and using their ideas when the task is not a collaborative task
- Cheating: Accessing restricted resources / tools (phones etc.) during exams etc.
- Contract Cheating: Using the services of an 'writing agency'
- Using AI tools: Gaining output from AI tools (such as ChatGPT) when strictly noted as being prohibited.

When submitting any assignments, you must declare that the work is yours and you have not committed acts that might be considered as academic misconduct.

To support you, Regent will run workshops relating to Academic Integrity.

6.3 Referencing

During their studies, you will be expected to read texts, journals, and draw on information from websites etc. To avoid any allegation of academic misconduct, you should understand how to cite these additional resources. Citing, often referred to as referencing, is the way in which you demonstrate to the teacher you have reviewed the work of others, but have not claimed that work (or ideas) as your own work.

Essentially, referencing requires two components.

1. The insertion of the idea, or claim, evidence etc. in the text,
2. The source in which the idea, claim, evidence etc., can be found.

There are protocols you need to follow to ensure they are referencing correctly. At Regent we use the Harvard Referencing format.

To support you, Regent will provide workshops on referencing. Alongside these workshops, you are advised to [visit websites](#) dedicated to referencing and how to avoid accidental plagiarism.

6.4 Student feedback

At the end of the academic year, Pearson will administer their annual Student Survey. In addition to the Survey from Pearson, Regent will administer our own survey. The timing will be such to avoid overlap and 'survey fatigue'. However, we will want to gain your insights into areas of strength and areas in need of additional attention. Please be sure to complete the surveys – doing so helps us strengthen our provision.

Alongside these formal feedback devices, you can approach your teachers, programme leader and the Academic Dean to share your experiences and raise any areas of concerns.

6.5 Student Visa

Any student who has gained visa sponsorship by Regent College London FZ LLC will be required to demonstrate attendance and study behaviours commensurate with being a student. We reserve the right to cancel the student visa if the student regularly fails to attend classes and commit meaningfully to their studies. As an example, a student who does not attend for two (2) weeks will be at risk of having their student visa cancelled.

7 Core Learning Technologies

7.1 Canvas

Alongside your interactions in the learning lounges, teachers will interact with learners via our Learning Management System (Canvas).

Canvas is online space in which unit-related materials and learning resources will be shared with learners.

Each Unit will have a designated Canvas course site. Each Unit course site will typically include:

- Unit descriptions
- Assignment Briefs
- Lecture notes
- PowerPoint slides
- Useful links

It is your responsibility to regularly visit / re-visit Canvas to ensure you are keeping themselves up to date.

7.2 Turnitin

As part of our process to uphold the highest standards of academic integrity, all student assignment as submitted to Turnitin. Turnitin is an online tool that compares the student's assignment submission with a large database. The output of the comparison (student's work – Turnitin database) is a measure of similarity – presented as a percentage. This indicates the percentage of student work that can be found in other sources. Alongside, the percentage (the Similarity) Turnitin also highlights where the work is identical, and what source it potentially originated from.

8 Skills, Knowledge and Employability

Each programme has been carefully designed to support your development and strengthening of a set of skills.

Cognitive skills

- Problem Solving
- Critical Thinking/Analysis
- Decision Making
- Effective Communication
- Digital Literacy
- Numeracy
- Creativity

Intra-personal Skills

- Plan Prioritise
- Self-Management
- Independent learning
- Self-Reflection

Interpersonal Skills

- Team Work
- Leadership
- Cultural Awareness

You will gain these skills as they progress through their studies. To maximise your learning, you are actively encouraged to record the learning and the evidence to share with prospective employers how you have gained these skills.

You are advised to view the programme specification and review the Outcome and Skills unique to your studies.

Alongside the above, we have developed a Canvas site dedicated to employability and great studentship. Such includes guidance on searching for employment, cv writing, preparation of a cover letter and interview advice.

9 Health, Safety and Wellbeing (HS&W)

9.1 General matters relating to HS&W

The Health, Safety and Wellbeing (HS&W) of our community (students, staff, visitors) is our number one priority. In support of this priority, the responsibility for HS&W rests with all our community members and the actions and behaviours of our community members should always be aligned with this priority.

Our Health and Safety Policy sets out key information. In terms of some key HS&W items for the Student Handbook:

Students, staff and visitors must refrain from:

- Leaving any bags in walkways
- Keeping fire doors propped open
- Leaving power cables across the floor such that they might create a 'trip hazard'.
- Running
- Shouting

Additionally, please let a staff member know immediately:

- If you inadvertently spill drink or food such that it could create a hazard
- If see a potential hazard
- If you see a student or staff member behaving in ways that might compromise our collective health, safety and / or wellbeing.

Please take a few moments to identify the fire escape routes.

If the fire alarm is sounded, please be sure to evacuate the building **swiftly and calmly and gather at the designated 'assembly point'**. Avoid running, and please refrain from taking any personal belongings during an evacuation procedure. Please also be sure to follow any given instructions relating to evacuation.

Please note: Our campus is a non-smoking campus. And so, please refrain from smoking (including electronic smoking devices) in and around the campus.

9.2 Medication and First Aid.

A first aid box is available in the main Administration Office should you have a need. If you need first aid assistance, please advise a staff member.

If you have an emergency situation, please call 999 (Police), 998 (Ambulance), 997 (Fire Department).

If you take medication or need medication for your personal health and wellbeing (e.g., insulin pens, inhaler, EpiPen etc), please let Student Services know. Please also let us know if you have any allergies.

10 Policies

A dedicated [Policy section](#) is available on our website. That Policy section includes:

- Learner Registration & Certification Policy
- Compensation and Refund Policy
- Information, Advice and Guidance
- Academic Honesty Policy
- Admissions Policy
- Equity and Diversity Policy
- Malpractice and Maladministration Policy
- Health and Safety Policy
- Student / Learner Support Policy
- Recognition of Prior Learning
- Reasonable Adjustment and Special Consideration Policy
- IT Backup and Restoration Policy
- Complaint Policy
- Contingency and Adverse Effect Policy
- Data Protection Policy
- CPD Policy
- Conflict of Interest Policy
- Appeal Policy
- Assessment and IV Policy
- Inclusive Education
- Safeguarding of Learner
- Miscellaneous
- Standardisation
- Learning work placement Policy
- Changes in Circumstances
- Learner Protection Commitment Protocol (LPCP)
- Extenuating Circumstances

11 Contact Details

Business Manager

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12 Emergency Numbers / Useful Numbers

For all local and international students, RCL Dubai requires them to be familiar with the following UAE emergency numbers.

In case of an emergency, you can call the following numbers while anywhere in the UAE:

999 for Police

998 for Ambulance

997 for Fire Department (Civil Defence)

996 for Coastguard

911 for electricity failure

922 for water failure

For immediate Student Services support, you can call or WhatsApp on +971 4 873 9200 / +971 52 170 9821.


A Final Note

The Handbook is periodically updated, and you must follow the rules and regulations always listed in the Handbook and Policies.

Regent College London FZ LLC reserves the right to change, update and add any needed clarifications, rules and regulations to ensure the Student Handbook is up to date and serving the institution well.

Document Information

PURPOSE	Document Information
Title	Student Handbook
Document version	1.4
Purpose	This Handbook provides students with details of Regent and how to maximize their time at Regent. Alongside location details, the Handbook sets out Regent's Student Code of Conduct, Student Responsibilities, Curriculum Organization and study advice.
Audience	<p>The document describes the programme to</p> <p>Students, prospective students.</p> <p>Teaching teams and staff members</p> <p>Internal and external reviewers</p> <p>External Examiners (EEs)</p> <p>Employers / work experience / placement providers</p> <p>Professional, statutory and regulatory bodies (PSRBs)</p>
Category	Non-Policy - Handbook
Next review date	August 2025 (and on-going as needed)



REGENT COLLEGE LONDON FZ LLC FZ-LLC
Dubai Knowledge Park, Block 4B, First Floor
Al Sufouh – Dubai, United Arab Emirates

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Version 1.4