



NCIUL

Psychology

**Faculty
Handbook**

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Your Programme Handbook

The purpose of this handbook is to introduce you to your programme of study and to direct you to other general information about studying at NCIUL. The material in this handbook is as accurate as possible at the date of production. If major changes are made, you will be informed of them in a timely manner and we will amend the online Handbook, available to all registered staff and students from NCIUL. If you are in any doubt about the contents of the Handbook, you should therefore check the online version.

Your comments on any improvements to this handbook are welcome. Please put them in writing (an email will suffice) with the name of the handbook to **studentoffice@nciul.ac.uk**.

Information in Alternative Formats

This handbook can be found on online under Useful Documents.

If you have a disability which makes navigating the website difficult and you would like to receive information in an alternative format, please contact the Student Office.

We can supply sections from this publication as:

- a Word document with enlarged type – sent by email or supplied on a CD or memory stick
- printed copy with enlarged type
- printed copy on non-white paper
- as a Braille text

Other formats may be possible. We will do our best to respond promptly. To help us, please be as specific as you can about the information you require and include details of your disability.

Introduction to NCIUL

Message from the Director Stefano Bandecchi

Welcome to NCIUL, an institution with an international style of education. The staff in our faculties have an almost limitless breadth of academic and business experience, offering our students a challenging, inspiring, and practical foundation for their future endeavours.

Our Partnership with the Open University, one of the biggest and most respected universities in the UK reflects our vision of seeking to develop high value and accessible educational services. With the help of the latest technology, NCIUL can deliver educational programmes through means other than the traditional classroom setting. NCIUL's curricula are comprehensive and at the same time adhere to exemplary international standards; they are based upon the principle of true international collaboration of knowledge building and sharing, using the latest research; our ultimate goal is to produce self-directed and competent leaders.

NCIUL, in its drive to promote and accelerate leadership as well as professional development not only among its student body but also its faculty and other employees, harnesses current research, relevant curricular offerings and responsive support services. By taking this stance, NCIUL is assured that it plays a significant role in the creation and delivery of relevant knowledge and skills, thereby contributing to society in general. In its aim to serve as centre of knowledge and be part of the global education and science community, NCIUL also assumes responsibility for ongoing enhancement of a well-rounded, research oriented academic programme. NCIUL takes pride in the opportunities and knowledge it offers to the international education landscape, and values each student as they contribute to this legacy.

We are proud of our achievements and we believe that every incoming student adds to our legacy. Our faculty members are encouraged to provide our students with fundamentals that they will use for the rest of their careers, as well as fostering learning experiences and lessons that will serve them personally and professionally.

I am confident that NCIUL can meet and exceed your expectations. We are proud of the opportunities and experiences that NCIUL can provide every day, and we hope you will become part of our community.

**Kind Regards,
Stefano Bandecchi
Director**

A Foreword from the Faculty of Psychology

Welcome! Your new life at **NCIUL** starts here.

NCIUL is an exciting new Institution that offers world-class online and face to face higher education programmes, designed to help you enhance your skills and develop your intellectual interests. We value flexible learning, offering students' choice in pace, place and mode of delivery. We believe flexible learning empowers our students to become independent and autonomous, and can help foster attributes that will help manage the complexities of 21st century life. We also know how important it is for us to support and enhance your learning experience, so that you successfully complete your programme. We offer a personalised tutor system, designed with the intent of helping you make the most of your time at NCIUL (more on this later).

This handbook contains information about your programme of study as well as other general information about studying at NCIUL. Please read it thoroughly, and if there is any information you do not understand, talk it through with your personal tutor.

We hope that your time as a student at NCIUL is successful and enjoyable.

Prof Franco Orsucci

Dean of the Faculty of Psychology and Social Sciences

1. Academic Calendar

Term Dates

Face-to-face September 2019 Starters:

Induction is the end of **September 2019**.

Visit <http://www.nciul.ac.uk/student-life/student-activities-resources/academic-calendar/> for more information on NCIUL Academic Calendar. A specific timetable will be available in your MyNCU page.

Distance Learners September 2019 Starters:

Induction is the end of **September 2019**.

Visit <http://www.nciul.ac.uk/student-life/student-activities-resources/academic-calendar/> for more information on NCIUL Academic Calendar. A specific timetable will be available in your MyNCU page.

1.2 Room Allocations

Room allocations as well as the above term dates, and submission dates can be found on MyNCU.

2. Contact and Communication

2.1 Programme Staff List and Contact Details

Academic staff and your personal tutors have individual webpages that are accessible through the website. There, you can find contact details, the modules they are responsible for and a brief biography and research interest.

Staff List		
Staff Name	Role	Contact details
Dr Giulio de Felice	Junior Lecturer in Psychology Associated Modules Psychodynamic Psychology Clinical Psychopathology Group Dynamics	Giulio.defelice@nciul.ac.uk Appointments available upon request

Ms Carla Finale	Psychology Tutor Associated Modules Developmental Psychology Forensic Psychology Educational Psychology	<u>Carla.finale@nciul.ac.uk</u> During term time, tutors are available: Monday- Thursday 9.30am- 4.30pm Friday 9.30am- 4pm During the holidays, tutors are available: <i>Monday – Friday</i> 10.00am – 3pm
Dr Jayanthiny Kangatharan	Senior Lecturer in Psychology Module Leader Developmental Psychology Cognitive psychology Consciousness and language science Associated Modules Dissertation Research Project	<u>Jayanthiny.Kangatharan@nciul.ac.uk</u> Appointments available upon request
Dr Vladimir Kolodin	Senior Lecturer in Psychology Associated Modules Advanced Research Methods	<u>vladimir.kolodin@nciul.ac.uk</u> Appointments available upon request

<p>Dr Francesco Melchiori</p>	<p>Senior Lecturer in Psychology</p> <p>Associated Modules Introduction to Research Methods Intermediate Research Methods Advanced Research Methods Research project</p>	<p><u>Francesco.melchiori@unicusa.no.it</u></p> <p>Appointments available upon request</p>
<p>Prof Franco Orsucci</p>	<p>Dean of School of Psychology and Social Sciences</p> <p>Module Leader Philosophical Issues in Psychology Consciousness and Language Sciences Group Dynamics</p> <p>Associated Modules: Cognitive Psychology Group Dynamics Research Project</p>	<p><u>Franco.Orsucci@nciul.ac.uk</u></p> <p>Appointments available upon request</p>

<p>Dr Massimiliano Papera</p>	<p>Senior Lecturer in Psychology Associate Dean</p> <p>Module Leader Introduction to Research Methods Intermediate Research Methods Biological Psychology Advanced Psychobiology Individual differences in attention, memory and awareness</p>	<p><u>Massimiliano.Papera@nciul.ac.uk</u></p> <p>Appointments available upon request</p>
<p>Ms Carla Finale</p>	<p>Psychology Tutor</p> <p>Associated Modules Conceptual and Historical Issues in Psychology Forensic Psychology</p>	<p><u>Carla.finale@nciul.ac.uk</u></p> <p>During term time, tutors are available: Monday- Thursday 9.30am- 4.30pm Friday 9.30am- 4pm</p> <p>During the holidays, tutors are available: <i>Monday – Friday</i> 10.00am – 3pm</p>

Dr Sara Parsi di Landrone	Co-Associate Dean, Faculty of Psychology and Social Sciences Senior Lecturer Associated Modules Psychopathology and the clinical Interview Psychology of Sexuality and Gender Introduction to Psychology	sara.parsidilandrone@nciul.ac.uk Appointments available upon request
Dr Stephen Tallett	Senior Lecturer in Psychology Module Leader Qualitative Research Methods Social Psychology Occupational Psychology Associated Modules Dissertation Research project	Stephen.Tallett@nciul.ac.uk Appointments available upon request
Dr Nicoletta Vegni	Senior Lecturer in Psychology Associated Modules Clinical Psychopathology Dissertation	nicoletta.vegni@nciul.as.uk Appointments available upon request
Mr Pietro Caggiano	Lecturer in Psychology Associated Modules Advanced Psychobiology Biological Psychology	Pietro.Caggiano@nciul.ac.uk Appointments available upon request

Dr Claudette Portelli	Senior Lecturer in Psychology Module Leader Personality and Individual Differences Cyberpsychology Associated Modules Dissertation Research project	<u>Claudette.Portelli@nciul.ac.uk</u> Appointments available upon request
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2.2 Staff Roles and Responsibilities

Dean of Psychology

The Dean has general executive management responsibility for overall functioning of the Faculty.

The Dean of Psychology and Social Science is **Prof Franco Orsucci**

Contact: Franco.Orsucci@nciul.ac.uk

Associate Dean of Psychology

The Associate Dean is responsible for co-ordinating the academic staff and for maintaining the quality of the programme. They also monitor student progress and address staff and student issues. They also offer supervision, advice and support to all students.

Module Leaders

Have a responsibility for individual modules, which make up the programme. They evaluate assignments, give feedback to students, as well as monitor student progress and can modify the module's curriculum to fit needs. Each module has a module leader.

Psychology Tutors

Psychology Tutors are the first point of contact for all your academic matters from assignment help to seeking support from other services. You will be required to have a one-to-one, 1 hour tutorial (either face-to-face or through Skype) with your psychology tutor at least once every 4 months. However, they can be contacted by email or by the telephone and have appointed office hours where you can drop-in at any point during the working day. Please check their pages for more information.

Your psychology tutor is:

Ms Carla Finale, contact Carla.finale@nciul.ac.uk

2.3 External Examiners

External examiners are another an important part of the psychology programmes at NCIUL. They are responsible for:

- moderating summatively assessed work at module and programme level;
- evaluating all forms of assessment which contribute to your degree result;
- evaluating, and helping ensure fairness and consistency in the assessment process;
- commenting on draft examination papers and assessment tasks as appropriate;
- reporting on the structure, content, academic standards and teaching of programmes;
- commenting, if invited to do so, on any alleged cases of assessment irregularities.

Appointment of the External Examiners for the Faculty of Psychology and Social Sciences is pending and will be included here once made.

Please do not contact the external examiners directly. External Examiners are required to remain impartial at all times and they do not participate in determining marks for individual students. Students should not attempt to contact any External Examiner, and External Examiners are not permitted to respond to contacts made by students or anyone on behalf of a student.

If a student is found to have contacted an external examiner they may be subject to NCIUL disciplinary procedures. If you need clarification with regard to a mark you have been awarded for a piece of assessment, you should contact your personal tutor or programme/module leader in the first instance.

2.4 Administrative Staff

The Student Office deals with all your administrative needs during your time on the programme and it is located at our administrative campus, top floor.

Northern & Shell Tower, 4 Selsdon Way, London E14 9GL

Opening Hours: Monday to Friday, from 9:00 am to 4:00 pm.

Contact details:

email: studentoffice@nciul.ac.uk phone: +44 (0) 2038461730

Other key contact details are available at <http://www.nciul.ac.uk>

2.5 Communication between NCIUL and Students

Academic staff members and the NCIUL administrative team will usually communicate with you by email, using the preferred email you gave during your enrolment. When you write to staff, please remember to always provide:

- full name and registration number;
- address the person you are contacting with politeness and not too informally;
- clearly explain the reasons of your email;
- check everything before pushing the 'send' button.

Staff will aim to respond within 3 working days, however in exceptional circumstances this may not be possible. If you are having difficulty in contacting a member of staff, please contact the administrative office instead.

2.6 Your Contact and Personal Details

NCIUL will keep contact details and other personal data about you on our secure computer system. This data is treated as strictly confidential and are stored on encrypted databases on secure servers. You can request to review this data by contacting the Student Office. Please refer to <http://nciul.ac.uk/resources/policies/>.

It is very important that you keep us informed of any changes to your personal contact details and of your emergency contact at all times. Some data can be changed on your personal page on MyNCU (for example, such as your address, telephone number or email address). However please note that you cannot change your first and last (family) names online. This has to be done in person at NCIUL with the academic registrar. Official supporting documentation (marriage certificate, passport etc.) will need to be provided.

3. Support and Opportunities for Personal Development

3.1 Induction Arrangements

3.1.1 Face-to-Face Students

In your acceptance letter, you will be given the date of a one day induction programme (you can also find this information on the website). On the induction day, you will:

- Acquire your NCIUL student card
- Get an overview of NCIUL relevant policies and procedures
- Have a VLE tutorial
- Get an overview of the programme, including meeting the faculty
- Meet with your personal tutors

- Attend an organised social event to meet other students

3.1.2 Distance Students

Distance learners will be posted their NCIUL student cards before the programme begins. You will also be asked to acknowledge you have read the following procedures:

- Relevant policies and procedures
- VLE documentation

You will be able to meet the faculty and personal tutors in regularly scheduled 'Meet the Team' and 'Introduction to the Programme' video conference calls (dates are given in your welcome pack).

You will also be able to access a 'Welcome Forum', where you can interact with other students in regularly scheduled online activities which can be completed at any time. For example, there will be forum activities for you to do, designed to introduce you to other students.

3.2 Tutoring Scheme and Your Personal Development Plan (PDP)

You will be introduced to PDP on your induction. PDP is a process which aims to improve your ability to understand what and how you are learning and will help you to get the most out of your student experience by helping you to take responsibility for your own learning and raising your awareness of the variety of opportunities for development. This process is important for all NCIUL students and it will help you organise your personal, educational and career development.

Your tutors will support you in developing your PDP. It is a programme requirement that you have one-to-one, 1 hour tutorial (either face-to-face or through Skype) with your psychology tutor at least once every 4 months. Tutors can be contacted by email or by the telephone and have appointed office hours where you can drop-in at any point during the working day. Please check their pages for more information.

The process of personal development planning usually includes the following elements:

THINKING: about where you stand now, where your interests lie, what your strengths and weaknesses are and the improvements you would like to achieve.

PLANNING: where you want to go, what skills and knowledge you need to get there and how you might acquire them.

ACTION: setting yourself goals and specific targets and monitoring your progress towards them.

REFLECTING: reviewing your academic achievements and deciding on further areas for personal, academic and career development.

3.3 Study Skills

Seminars and workshops on research and study skills, as well as academic writing, tutorials for ICT skills, effective communication and oral presentation, will be offered throughout the year for students who would like to enhance specific skills or have a desire for deepen their employability skills. These are optional, but we strongly recommend you try and attend them. Details of these will be given on the VLE.

3.4 Careers Advice

Whilst studying at NCIUL it is important to start thinking about your future career. There will also be a series of optional workshops you can attend to help you work on your CV and help you determine your career goals. You can also approach personal tutors and module leaders for advice and the Student Office can give you information on internships, placements and other work experience.

3.5 Support for International Students

The Student Office provides support to international students in the form of signposting to language courses, information concerning life in the UK and organising events so that international students can connect with each other. Information about these events can be found on our website.

3.6 Student Representatives

Student feedback is extremely important and at the start of your year, we will ask for volunteers to be nominate themselves for election as a student representative. Please visit <http://nciul.ac.uk/students-life/student-activities-resources/student-council/>.

NCIUL Student Council is the elected body representing all students, whose goal is to ensure the empowerment and enhancement of student life and educational opportunities, as well as providing support for students over a wide range of areas be it personal or social. Student representatives will also support NCIUL through proactive engagement with our Institution and feedback, providing a friendly atmosphere for incoming international students and promoting culture and clubs.

The Student Council elects representatives to Institution Boards and Committees, such as the Equality and Diversity Committee and the Student Experience and Quality Enhancement Committee.

If you are elected you will attend a training day, detailing your responsibilities. Being a student representative means you will develop transferable skills such as:

Communication

Being a good representative is about communicating with staff and students. You will find that your experiences of meetings and dealing with your constituents will improve your verbal and written language skills.

Organisation

Many representatives play a proactive role in organising social events, second-hand book sales, student research presentations or open days.

Meeting skills

Attending meetings should give you experience of formal meeting structures with a Chair, Secretary, agenda and minutes and familiarise you with how business is processed.

Negotiation skills and conflict management

Your skills in these important areas will develop naturally through involvement in the system, as you help to resolve possible areas of disagreement and seek solutions to problems.

Time management

It is an important skill to be able to fit your student representative commitments around your degree. You will get used to setting objectives and priorities to ensure that you make the best use of your time.

Public speaking and confidence

It is possible that you will develop public speaking skills and become more confident, e.g. by making announcements in lectures to update students on the issues discussed at the Academic Board meeting.

We encourage students to nominate themselves as student representatives. It is a chance to get involved with something challenging, rewarding and exciting that can really help to enhance your time here, giving you an understanding of the way NCIUL works and allows you to get to know a wide variety of people.

Students need a variety of voices and views to represent them, no experience is required and training is provided. Student representatives are an important part of making things better.

3.7 Counselling and Tutor Support

If at any time, you experience mental distress, your personal tutor can also make recommendations and refer you to the appropriate mental health service.

NCIUL has an extended external network of Institutes and organizations that would help tackle any psychological issues or support our students' life.

3.8 Support for Students with Disabilities

NCIUL welcomes students with disabilities, from physical to mental disabilities, long term medical conditions, as well as specific learning disabilities. In order to offer the best support during your learning experience at NCIUL, we suggest you disclose and register your disability with the Student Office. Your personal situation will be treated with fairness, equality and respect, and you we will do our best to support you.

3.9 Support for Mature and Part-time Students

At NCIUL, we welcome mature and part-time students. We are well aware that being a part-time or a mature student can bring challenges in terms of studying, and balancing your personal and work life with your new life as student. You can find support and guidance from your tutor, as well as the Student Office.

3.10 Financial Advice and Support

We understand that at some point you may experience financial difficulties and may not be responsible for such issues. The Student Office can advise you on services that can help you manage your resources and finances.

3.11 Accommodation Support

NCIUL may be able to assist you in organising accommodation for the duration of your stay. However, NCIUL can only facilitate you in dealing with accommodation issues. If you require any help in these matters, please contact the Student Office.

4. Facilities and Services

4.1 Library Resources

You can access the main Library at NCIUL Campus, first floor, during term times. At the first floor of our premises, there is also a small departmental library that has copies of all key texts. These can be accessed for urgent matters with authorisation from the Associate Dean of Psychology Dr Parsi di Landrone.

Monday- Thursday: 8.30am- 8.30pm

Friday: 8.30am- 8pm

Address:

Northern & Shell Tower,
4 Selsdon Way,
London
E14 9GL

To contact the Library, please phone at (+44) (0)203846 1730, or at (+44) (0) 7983576721, or email irena.troci@nciul.ac.uk.

If you plan to consult a book at our Library, please make an official request via email before coming to the campus. That would avoid you wasting time, if the resource is not available.

Apart from the NCIUL's library, there are many other libraries not far away from our campus. You can take membership and use books as per their rules and regulations. Generally, you need to have a proof of your identity and proof of address in order to apply for membership of the library. The following libraries are within easy reach in terms of locality:

- Cubitt Town Library - Strattondale Street, London E143HG
- Limehouse District Public Library - 638 Commercial Rd, London E147HS

Both face-to-face students and distance learners have institutional access to online journals, books and databases. You can access these through the VLE.

All our main textbooks are now available as hardcopies in a specific section at the NCIUL Library. The same textbooks are available as eBooks for distance learning students.

The small number of handbooks for which an eBook version does not exist yet are being replaced by updated versions or different handbooks for which an eBook version exists.

Below are a range of databases relevant to Psychology available, onsite and offsite, through our subscription to the NCIUL Library. Password protected access will be provided by the Library IT team at enrolment stage.

Core Databases

- APA PsycNET - searches across PsycINFO (articles, books & dissertations), PsycEXTRA (grey literature), PsycTESTS (tests and measures) and PsycARTICLES / PDF guide / tutorials

- PubMed - free version of Medline which indexes journal articles for medicine, nursing, the health care system and preclinical sciences - PDF guide / tutorials: Part 1 & Part 2.

Additional databases

- ACM Digital Library - electronic journals and proceedings of the ACM. Coverage includes Human Computer Interaction (HCI)
- AgeInfo - now available via Social Policy and Practice
- Cochrane Library - systematic reviews, critical assessments of reviews & controlled trials register – guide
- Community Care Inform databases: Adults / Children - two databases providing information about social care/policy regarding children, young persons, families and adults - contains expert-written, practice-related information: topic guides, case studies, articles & guidance to key legislation
- Embase - health biomedicine - guide / training videos
- Google Scholar: searches scholarly literature from a variety of disciplines. Sources include articles, books and theses. Off-campus users: you can access a greater number of articles via Google Scholar (GS) by either, connecting to GS through the library website, or clicking on 'Settings' within GS (then set your 'library links' to 'University of Bath')
- Index to Theses - covers theses for higher degrees from British and Irish Universities (1716 to present)
- International Bibliography of the Social Sciences (IBSS) - database covering social science books and journals - guide / video
- MIT CogNet - searchable collection of cognitive science material, including books, journals, reference works, conference proceedings and videos/lectures
- PILOTS - electronic index to literature on PTSD and other mental health consequences of exposure to traumatic events
- Sage Research Methods - articles, case studies, eBooks & videos on the subject of research methodologies (quantitative, qualitative and mixed), literature reviews & data analysis
- ScienceDirect - database containing scientific and medical journals and books. You will be able to view the complete text of a journal article if the Library has a subscription
- Scopus - the world's largest abstracts and citations database of peer-reviewed journals and patents. It searches across the health, life, physical and social sciences, engineering and humanities. PDF guide / training videos. SCOPUS can also be used to track authors and analyse journal performance. Journal metrics guide.
- Social Policy and Practice: simultaneously searches databases including AgeInfo, ChildData and Social Care Online: a large proportion of its references relate to grey literature e.g. reports, legislation, local/national government

documents, organisations, policies, press coverage and service user knowledge
- the focus is on applied research & practice

- Web of Science Core Collection - search for on a wide variety of topics –

Other Useful Databases:

- **Box of Broadcasts (BOB):** innovative shared online off-air TV and radio recording service for UK higher and further education institutions. Choose and record any broadcast programme from 60+ TV and radio channels, schedule recordings in advance, edit programmes into clips, create playlists, embed clips into QMplus, share what you are watching with others and search a growing archive of material. Discover more about BoB National features by viewing their video tutorials.
- **Directory of Open Access Journals (DOAJ):** Online directory containing open access material in many subjects. To find relevant articles/journals search for your subject.
- **JSTOR:** Multi-disciplinary database which provides access to citations, abstracts and outlines for journals, books and primary sources connected to Psychology. In many cases it also offers full-text access if it is within our subscription. Searching for topics rather than browsing may give you more full-text items.
- **Oxford Reference:** an online resource that brings together two million digitized entries from OUP's Dictionaries, Companions and Encyclopaedias. Good for checking a fact or finding key information on a person, concept or term.

4.2 Computing Facilities

In case you need to use a computer and software, for individual and team project purposes, you can access our Computer lab. For more information on opening hours, location and terms of use, please visit our website.

Computer facilities and software resources are also accessible at the NCIUL Library.

4.3 Technical Support

If you need technical help to upload the coursework, tutors are available to provide assistance.

5. Assessment and Progression Regulations

5.1 Assessment

NCIUL promotes continuous assessment as a meaning to achieve learning. Modules can have formative or summative assessments. Formative assessment helps students gauge how much they have learnt during the term, but does not contribute to the overall module grade. Summative assessment can have different forms, and does contribute to the final grade.

Specific rules of assessment for all NCIUL students can be found at <http://nciul.ac.uk/catalogues-prospect-institutional-regulations-validated-awards-ou/>.

5.2 Assignment Length

The length of an assignment varies among modules. Guidance is provided by Module Leaders or tutors at the beginning of each module, and is included in all module specifications. Please refer to your Programme Handbook for detailed information. You can download it from your MyNCU (<http://elearning.nciul.co.uk/>), or visit <http://nciul.ac.uk/programme-course-specifications/>.

In general terms, the word length (unless otherwise stated in the module specification):

- includes references in the main body of the text, footnotes and endnotes;
- excludes abstract, list of contents and abbreviations, numerical tables, figures, list of resources, bibliography.

5.3 Coursework Deadlines and Late Submission

Coursework, if not indicated otherwise, must be uploaded and submitted to the NCIUL's e-learning platform <http://elearning.nciul.co.uk/>. Guidance on how to upload your work is available through the submission system. If students need technical or theoretical help to upload the coursework, tutors are always available to provide assistance. The system will generate a receipt of submission for every uploaded assignment.

Late submission of an assignment will incur a penalty, consisting in a deduction from your mark; this is a 10% reduction for each working day the assignment is late down to the pass mark and no further for the first 6 working days. After 7 working days of delay, the coursework assignments will be marked 0 (zero). More detailed information can be found at <http://nciul.ac.uk/catalogues-prospect-institutional-regulations-validated-awards-ou/>.

5.4 Feedback

At NCIUL, academic staff aim to provide students with effective feedback in class, as well while assessing assignments, in a timely wise period. The purpose of feedback is to help understanding what a student is doing right, if there are things they need to improve upon and give an indication of how to make those improvements. Feedback can be written or oral, and can be given individually or related to group performance. In any case, students can always discuss the given feedback with a member of our staff (module leader or tutor) after class, or arrange an individual appointment if they

need more guidance. We aim to provide students with feedback before their next assignment, and no later than 10 working days after submission of their assignment.

5.5 Examination Regulations

Please refer to the Examination Booklet, available at <http://elearning.nciul.co.uk/>, and <http://nciul.ac.uk/catalogues-prospect-institutional-regulations-validated-awards-ou/>.

5.6 Re-sits

If a student does not pass a module the first time, it is possible to re-sit it. However, students are NOT allowed to re-sit a module that has already been passed, to improve their grades.

Students will be allowed two opportunities to pass a module (the first attempt plus a second one). More information is available at <http://nciul.ac.uk/catalogues-prospect-institutional-regulations-validated-awards-ou/>.

5.7 Disciplinary Procedures

When you enrol on a programme of learning at NCIUL you sign and commit to a Code of Conduct. If your behaviour, attendance record or academic standards are persistently below the standards required of the Code and are not resolved by informal discussion and negotiation, then disciplinary proceedings may be started against you. The disciplinary procedure is a formal process which applies to all learners enrolled at the Institution. There are two types of activity in which disciplinary action may be required. Please visit <http://www.nciul.ac.uk/policies/> for more info.

5.8 Complaints and Appeals Procedures

NCIUL endeavours to create a positive learning environment for students, one in which each student has the opportunity to achieve their personal best. Part of the maintenance of that positive environment is fair and open complaints & appeals procedure made available to all students. Please visit <http://www.nciul.ac.uk/policies/> for more info.

5.9 Academic Integrity

Since NCIUL is a strong community that believes in the importance of respect, fairness, equality, diversity and has a strong code of ethics, all students are expected to behave with honesty and integrity in relation to course- work, examinations and other assessed work.

Academic offences can include plagiarism, false authorship, collusion, falsifying data

or evidence, unethical research behaviour and cheating in an examination (this list is not exhaustive). In case a student is found responsible in breaking the Student Conduct in any form, several penalties may be imposed, from a zero (0) mark in a module to expulsion from NCIUL with no warning. More information in these matters and how to avoid plagiarism (i.e., advice on academic referencing), can be found in MyNCU personal page (<http://elearning.nciul.co.uk>), under NCIUL Study Guide.

6. Disclaimer

This Handbook does not replace NCIUL's regulations. All students will be required, as a condition of enrolment, to abide by and submit to the procedures of NCIUL which are amended from time to time.

Every effort has been made to ensure the accuracy of the information contained within this Handbook, but it is subject to alteration without notice. NCIUL will use all reasonable endeavours to deliver programmes in accordance with the descriptions set out in this Handbook. However, NCIUL reserves the right to make variations to the contents or methods of delivery of programmes, to discontinue programmes and to merge or combine programmes, if such action is reasonably considered to be necessary by NCIUL. If NCIUL discontinues any programme it will use its reasonable endeavours to provide a suitable alternative programme.



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