



NCIUL

Faculty of Politics &
International Relations

FACULTY HANDBOOK

Your Faculty 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 NC Italian Institution London. 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.

Contents

Your Faculty Handbook	2
Information in Alternative Formats.....	2
Introduction to Niccolò Cusano Italian Institution London	5
Message from the Director Stefano Bandecchi	5
Foreword from the Dean, Faculty of Politics & International Relations	6
1. Academic Calendar	7
Term Dates.....	7
Face-to-face September 2018 Starters	7
Distance Learners September 2018 Starters	7
1.2 Room Allocations.....	7
2. Contact and Communication	7
2.1 Programme Staff List and Contact Details.....	7
2.2 Staff Roles and Responsibilities.....	10
Dean of Politics & International Relations	10
Module Leaders.....	10
Tutors	10
2.3 External Examiners	10
2.4 Administrative Staff	11
2.5 Communication between NCIUL and Students	11
2.6 Your Contact and Personal Details.....	12
3. Support and Opportunities for Personal Development	12
3.1 Induction Arrangements	12
3.1.1 Face-to-Face Students.....	12
3.1.2 Distance Students	12
3.2 Tutoring Scheme and Your Personal Development Plan (PDP).....	13
3.3 Study Skills.....	13
3.4 Careers Advice	14
3.5 Support for International Students	14
3.6 Student Representatives	14
3.7 Counselling and Tutor Support.....	15
3.8 Support for Students with Disabilities	15
3.9 Support for Mature and Part-time Students	16
3.10 Financial Advice and Support.....	16
3.11 Accommodation Support	16
4. Facilities and Services.....	16

4.1 Library Resources	16
4.2 Computing Facilities	17
4.3 Technical Support	17
5. Assessment and Progression Regulations	17
5.1 Assessment	17
5.2 Assignment Length	17
5.3 Coursework Deadlines and Late Submission	18
5.4 Feedback	18
5.5 Examination Regulations	18
5.6 Re-sits	18
5.7 Disciplinary Procedures	19
5.8 Complaints and Appeals Procedures	19
5.9 Academic Integrity	19
6. Disclaimer	19

Introduction to Niccolò Cusano Italian Institution London

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

Foreword from the Dean, Faculty of Politics & International Relations

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

NCIUL is an exciting modern institution that offers world-class online and face to face 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.

Dr Luisa Morettin
Dean and Programme Leader

1. Academic Calendar

Term Dates

Face-to-face September 2019 Starters

Induction is the week beginning the **16th 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 2020 Starters

Induction is the week beginning the **14th 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	
Orna Almog	Module Leader: Introduction to Islamic History Government and Politics of the Middle East
Saverio Angiò	Module Leader: International Security
Roberto Baldoli	Module Leader: Strategy

Valentina Caivano	Module Tutor: Geopolitics
Marios Calu	Module Leader: Introduction to International Relations Themes and Issues in International Relations
Marios Filis	Module Leader: Democratic Systems Dissertation Research Methods Research Skills and Dissertation
Ernesto Gallo	Module Leader: Introduction to Politics American Politics Democracy in Crisis. 1900-2015
Ioannis Gkliatis	Module Leader: Global Business Planning
Peter Hough	Module Leader: Problems in Global Politics Political Economy Statecraft and Diplomacy 20 th Century European Politics Imperialism and Culture Prosperity and Poverty Comparative Politics
James Johnson	Module Leader: Government and Politics of China International Security



Vicky Kapogianni	Module Leader: International Legal Issues
Dimitrios Koufopoulos	Module Leader: Global Business Planning Strategic Management
Marzia Maccaferri	Module Leader: 20 th Century International History British Government and Politics
Maria Chiara Malaguti	Module leader: International Law International Migration and Refugee Law
Nazrin Mehdiyeva	Module Leader: Post-Communist Russia
Luisa Morettin	Module Leader: Genocide Geopolitics Origins and Causes of War The Arab-Israeli Conflict
Tonson Sango	Module leader: Africa and Globalization Insurgencies and Counterinsurgencies
Gabriele Serafini	Module leader: History of Economic Thought
Dimitris Skleparis	Module leader: International Migration

Neil Southern	Module leader: Terrorism and Fundamentalism in the 20th and 21st Century
Adele Cecilia Tedeschi	Module leader: International Law

2.2 Staff Roles and Responsibilities

Dean of Politics & International Relations

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

The Dean of Politics & International Relations is Dr Luisa Morettin.

Contact: Luisa.morettin@nciul.ac.uk.

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.

Tutors

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 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.

2.3 External Examiners

External examiners are another an important part of our 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 Politics & International Relations 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.

Our address:

NCIUL

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

Opening Hours: Monday to Friday, from 9:00 am to 5:00 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/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 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 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 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://www.nciul.ac.uk/student-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 NCIUL 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 close links with Dilemma Consultancy in Hampstead, London and has arranged for all students to receive 6 x individual counselling sessions per year. If you would like to take advantage of this opportunity please contact either HR or the Chair of the Ethics Committee.

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 Sunderland University Campus, first floor, during term times.

Monday- Thursday: 8.30am- 8.30pm

Friday: 8.30am- 8pm

Address:

University of Sunderland in London

197 Marsh Wall

London

E14 9SG

To contact the Library, please phone +44(0)2075317333 or email londonlibrary@sunderland.ac.uk. The online catalogue for research is always accessible at <http://londonlibrary.sunderland.ac.uk>.

There is also a small departmental library, located on our administrative campus that has copies of all key texts. These can be accessed for urgent matters with authorisation from the Dean of Politics & International Relations.

Apart from 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 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 University of Sunderland 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.

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 University of Sunderland 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://www.nciul.ac.uk/institution-courses/specifications/regulations/>

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://www.nciul.ac.uk/myncu/>).

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 Institution's e-learning platform <http://elearning.nciul.ac.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://www.nciul.ac.uk/institution-courses/specifications/regulations/>.

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 Assessment and Examination Handbook, available in your MyNCU (<http://nciul.ac.uk/myncu/>), and <http://nciul.ac.uk/policies/>.

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/institution-courses/specifications/regulations/>.

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 with NCIUL. 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.ac.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



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