



NCIUL

**COVID-19 CONTINGENCY PLAN
2020**

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1.0. Introduction

- 1.0 NCIUL is treating Covid-19 as a major incident. Our top priority is always the health and safety of our students, staff and those who make up our wider community in London and Rome.
- 1.1 NCIUL would like to reassure all staff, students and business partners that it is following the Public Health guidance issued by the Government and NHS. In line with the latest advice from the UK government, NCIUL has now instituted a working from home policy for all our staff.
- 1.2 NCIUL has been closely monitoring the Coronavirus (Covid-19) outbreak and liaising with government and NHS agencies to get their latest advice on public health guidance. Following lockdown restrictions implemented by the UK and Scottish Governments, only 'essential-services' should be operating from Tuesday 24 March 2020 onwards.
- 1.3 For further information daily update, we would encourage all our staff and students to visit <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>, which is updated daily at 14:00.

2.0 Health Advice

- 2.1 The Health and Safety of the NCIUL community is a top priority for our institution. NCIUL will continue working with local and government Health Officials to monitor the situation and respond appropriately.
- 2.2 Given widespread community transmission in the UK, everyone must take crucial measures to keep the virus from spreading further. NCIUL has advised staff and students alike to work and study from home and follow the UK government, Public Health England and the Foreign and Commonwealth Office advice and instructions. In addition, NCIUL will continue to take all appropriate and necessary steps, as required by the official advice, to keep our community safe.
- 2.3 NCIUL students, academic and administrative staff alike are advised to only go outside for food, health reasons, maintaining social distance (**6ft away or 2 meters distance**) from other people, and wash their hands as on a regular basis (<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>)
- 2.4 Students, academic and administrative staff are not allowed to return to NCIUL premises until the government will declare it is safe to do so. Human Resources will send regular updates to all staff to keep them posted on any further development.

3.0 Learning and Teaching

- 3.1. Since NCIUL is a distance-learning provider; it has been investing in digital technology and remote learning expertise. That means that NCIUL is well placed to deliver remote learning.
- 3.2 NCIUL has a robust, engaging digital technology available to use right now, and our community of lecturers and students are already familiar with it.
- 3.3 Faculties are continuing to provide detailed guidance and surgery hours/support to our students via our VLE platform and by email.
- 3.4 Online learning does not mean 'remote learning' whereby students do not have access to their lecturers and experts in the specific subjects. Indeed, in addition to our vast number of lectures and online materials, all our lecturers are delivering online live seminars and students are expected to attend their usual timetabled lessons virtually.
- 3.5 We are closely monitoring how everything is going and has gone and seeing what we can learn for the future.

4.0 Staff Support

- 4.1 NCIUL has provided additional guidance to Faculty Deans and lecturers regarding support available and sensitivities around those who have been impacted by this health emergency.
- 4.2 Many research activities can continue, with staff working flexibly and accessing NCIUL systems remotely where needed.
- 4.3 Academic staffs are holding regular meetings online, deepening and strengthening relationships, and benefiting from each other's ideas.
- 4.4 NCIUL will update and continue to email staff with the latest guidance.
- 4.5 In case of lecturers falling ill, they will be replaced, where possible, by other colleagues with a similar area of expertise. Should that not be possible, the online materials and pre-recorded lectures together with a recommended topical bibliography will enable student to reach their learning objectives.
- 4.6 Staff who have any concerns, or need any support, should speak to their line manager or email hr@nciul.ac.uk.

5.0 Student Support

- 5.1 NCIUL takes the health and safety of its students very seriously. As a result, each Dean of Faculty is touching base with their students over the period of emergency to check-in and offer support.

- 5.2 Lecturers are communicating with students through Group Discussion Forums, Instant Chat, student's NCIUL and private email.
- 5.3 Students can contact their lecturers during the weekly timetabled student support hour and also by email outside the above-mentioned support hour.
- 5.4 Student are actively encouraged to liaise with their Tutor in case they need advice or support.
- 5.5 News reporting about emerging illnesses can be upsetting for many to hear. Students experiencing high levels of anxiety can liaise with our staff by email at the Faculty of Psychology (psy.support@nciul.ac.uk)
- 5.6 NCIUL will update and continue to email students with the latest guidance.
- 5.7 Students have constant access to online course materials and recorded live seminar sessions. For any technical and VLE support, students can contact the IT Help desk at vle@nciul.ac.uk
- 5.8 NCIUL recognises that many of the students are facing disruption as a result of the virus; for example, through taking time out of study to return home, because of additional caring or work responsibilities, or because they may be self-isolating or feeling unwell.
- 5.9 If students feel they need extra time to complete their assignments, they can have a two-week extension for all the assignments submitted through Turnitin. Students will be given two submission options on the Turnitin – original deadline and extension deadline.
- 6.0 Any student who requires any extension should fill an Extenuating Circumstances Form and email it to the Registry Team at registry@nciul.ac.uk

6.0 Assessment Strategy

- 6.1 NCIUL's approach to any major disruption to its operations is to minimise the impact on students while maintaining academic standards.
- 6.2 For undergraduate students in first and second year (depending on how long COVID-19 lasts), NCIUL has decided that in light of the current COVID-19 situation, we will be replacing all examinations by written assignments.
- 6.3 All mid-semester assessment is conducted remotely to be submitted via Turnitin via our VLE platform. Each Faculty will provide details and support regarding all assessments and any changes to deadlines will be updated on Turnitin.
- 6.4 Students will receive a targeted 'assignment clinic' immediately after the Easter break.
- 6.5 Student performance this semester will be confirmed based on their marks achieved over the coursework they have submitted.

- 6.6 Feedback and grades will be provided remotely. Students will also be able to contact their lecturers directly during their timetabled weekly student support hour as well as by email outside the student support hour.
- 6.7 NCIUL is not expecting to offer the normal, centrally scheduled on campus Resit Exams in the summer. Instead NCIUL will be offering additional assessments in order to determine whether students have met relevant learning outcomes.

Keys and Important Information

NCIUL Main Switchboard	020 3846 1730
NCIUL Address	Northern & Shell Tower, 4 Selsdon Way, Isle of Dogs, London E14 9GL
Email	Covid-19@nciul.ac.uk
Coronavirus Symptoms	https://111.nhs.uk/covid19
IT Help desk	vle@nciul.ac.uk
Registry Team	register@nciul.ac.uk
Faculty of Psychology	psy.support@nciul.ac.uk)