BSc in Property Management   **UCAS code: N/A**
For students entering Part 1 in 2009/10

Awarding Institution: The University of Reading
Teaching Institution: College of Estate Management
Relevant QAA subject benchmarking group(s): Surveying
Faculty: Faculty of Science
Programme length: 4 years for students entering Level 1A
Date of specification: September 2009
Programme Director: Gordon Fogg
Board of Studies: CEM Board for Undergraduate Courses
Accreditation: IPAV

Summary of programme aims

The programme aims to provide students with a sound understanding of the principles and practices involved in property management up to degree level standard and to prepare them for progression to Masters level should they so wish.

Transferable skills

The University's Strategy for Teaching and Learning has identified a number of generic transferable skills which all students are expected to have developed by the end of their degree programme. In following this programme, students will have had the opportunity to enhance their skills relating to career management, communication (both written and oral), information handling, numeracy, problem-solving, team working and use of information technology.

This will be demonstrated in the assignment and project work that the student submits and in the face to face sessions where appropriate. The distance learning aspect of the course also encourages self-discipline, self-motivation and good time management.

Programme content

The profile that follows states which modules must be taken (compulsory modules), together with the lists of modules from which the student may select their options. It can be seen that in total there are 360 credits; 120 at FHEQ level 4, 100 at FHEQ level 5 and 140 at FHEQ level 6.

Level 1A (Dec - Sept)   *Credits*   *Level*
Compulsory modules

Mod Code	Module Title	Credits	Formerly	FHEQ
F101ECO	*Economics 1*	20	C	4
F102LAW	*Introduction to Law*	20	C	4
F103TEC	*Technology 1(Low rise)*	30	C	4
F107MAN	*People and Information Management*	20	C	4

Level 1B (Dec - Sept)   *Credits*   *Level*
Compulsory modules

Mod Code	Module Title	Credits	Formerly	FHEQ
F104TEC	*Technology 2 (High rise)*	30	C	4
F105ECO	*Economics of Property and Construction*	20	I	5
F106LAW	*Property Law*	20	I	5
F108MAN	*Managing Products and Finance*	20	I	5

Level 2 (Dec - Sept)

Compulsory modules

Mod Code	Module Title	Credits	Formerly	FHEQ
F209VAL	*Valuation and Investment 1*	20	H	6
F210VAL	*Valuation and Investment 2*	30	H	6
F212PLN	*Planning Practice and Policy*	20	I	5
F214CPM	*Commercial Property Management*	20	I	5

Level 3 (Dec – Sept)

Compulsory modules

Mod Code	Module Title	Credits	Formerly	FHEQ
F317PRO	*Project*	30	H	6

Optional modules (three from):

Mod Code	Module Title	Credits	Formerly	FHEQ
F306LAW	*Environmental Law*	20	H	6
F310MM	*Maintenance Management*	20	H	6
F313AV	*Applied Valuation*	20	H	6
F314INV	*Investment*	20	H	6
F315SV	*Statutory Valuation*	20	H	6
F316DEV	*Development*	20	H	6
F320FM	*Facilities Management*	20	H	6

Progression requirements

Each module is assessed to an overall 40% pass mark. There is no minimum requirement in either examinations or assignments.

Students who fail one module at Level 1A may proceed to Level 1B at the discretion of the Examinations Board. They may then have a further attempt at that module at the same time as sitting their Level 1B examinations.

Students who fail one module at Level 1B may proceed to Level 2 at the discretion of the Examinations Board. They may then have a further attempt at that module at the same time as sitting their Level 2 examinations.

Students who fail one module at Level 2 may proceed to Level 3 on the same basis as above.

Students with certain exemption and progression profiles may be allowed to combine modules from differing levels for purposes of balancing workload between years of the course.

Students who fail more than one module must pass the failed modules before proceeding to the next level, notwithstanding the balancing referred to above.

Students are allowed three attempts at each module at each level of the course.

Summary of teaching and assessment
Teaching is organised in modules that typically involve distance learning study materials supplemented by periods of face to face teaching. All modules are assessed by a mixture of coursework and examinations with the exception of the Project at Level 3. Details are provided in the module specifications.

The overall classification of the Degree is based upon Level 3 results. Level 2 results can be taken into consideration in appropriate circumstances.

Final awards will normally be based upon results at Level 3 according to the following criteria:

First Class
At least 60 credits at Level 3 with marks of at least 40
and
no credits at Level 3 at a mark below 30
and
 [An overall weighted average at Level 3 of at least 70
or
An overall weighted average at Level 3 of at least 68, provided that half or more of the weighted credits have a mark in the range 70-100]

Second Class Division 1
At least 60 credits at Level 3 with marks of at least 40
and
no credits at Level 3 at a mark below 30
and
[An overall weighted average at Level 3 within the range 60.0-69.9
or
An overall weighted average at level 3 of at least 58, provided that half or more of the weighted credits have a mark of 60 or more]

Second Class Division 2
At least 60 credits at Level 3 with marks of at least 40
and
no credits at Level 3 at a mark below 30
and
[an overall weighted average at Level 3 within the range 50.0-59.9
or
An overall weighted average at Level 3 of at least 48, provided that half or more of the weighted credits have a mark of 50 or more]

Third Class
At least 60 credits at Level 3 with marks of at least 40
and
no credits at Level 3 at a mark below 30
and
[An overall weighted average at Level 3 within the range 40.0-49.9
or
An overall weighted average at Level 3 of at least 38, provided that half or more of the weighted credits have a mark of 40 or more]

Pass
At least 60 credits at Level 3 with marks of at least 35
and
[an overall weighted average at Level 3 within the range 35.0-39.9
or
An overall weighted average at Level 3 of at least 33, provided that half or more of the weighted credits have a mark of 35 or more]

In addition, any requirement to retake a module **at Level 3** disqualifies students from any Honours classification

Students who leave the course after level 1B and with a minimum of 120 credits will be awarded a Certificate of Higher Education. Those who leave after level 2 with a minimum of 240 credits and who have passed Valuation and Investment 1 and 2 will be awarded a Diploma of Higher Education in Property Management.

Admission requirements
Entrants to this programme are normally required to have obtained:

Grade C or better in English at GCSE, or equivalent

They will also require at least one of the following:

- A-Levels CD, DDD, equivalent or better.
  (Two AS grades are accepted in place of one A-Level)
- Scottish Highers: 4 required
- NVQ level 4 or 5
- University degree, diploma or certificate,
- Degree or certificate from a recognised technological or other institution.
- HNC or HND
- Professional qualifications from an acceptable institution
- Certain armed forces qualifications

Mature candidates (24 or older) who do not meet these academic requirements may be admitted to the Programme at the discretion of the Admissions Committee

Admissions Tutor: Pauline Makepeace (College of Estate Management)

Support for students and their learning
The University provides learning support for local students through the library, which, across its three sites, holds over a million volumes, subscribes to around 4,000 current periodicals. Students currently have no access to the University computers. Since the majority are based overseas, this is not really relevant. It is a requirement of the course that students have personal access to a computer.

Within the College of Estate Management further support is provided by direct email contact with subject tutors, Web based discussion forums through the use of a VLE and the provision of lecture notes and assignment answers on the College Web pages. There is a Course Adviser to offer advice on the choice of modules within the programme. The course administrators or tutors (as appropriate) provide pastoral care. Text books, DVDs and CDs are currently provided to support the study material.

Career prospects
The students are normally already in relevant employment and are using the Degree as a means of gaining an academic qualification from a prestigious University. The course is designed to enhance career prospects but may lead students to further study at postgraduate level.

Opportunities for study abroad or for placements
Not Applicable. As the programme is on a distance learning basis students are free to travel while they study and examinations can normally be arranged in most countries with sufficient notice.
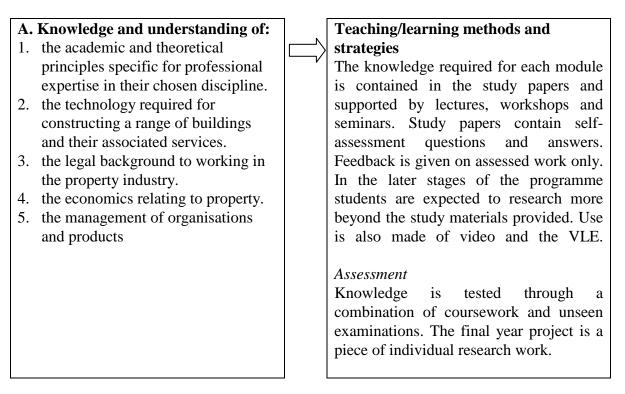
Educational aims of the programme

The programme aims to provide a thorough Degree level education in Estate Management, with a sound understanding of the principles and practices required by the current profession. It aims to produce competent surveyors with the ability to progress to Professional status should they wish.

Programme Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills, qualities and other attributes in the following areas:

Knowledge and Understanding

A. Knowledge and understanding of:	**Teaching/learning methods and strategies**
1. the academic and theoretical principles specific for professional expertise in their chosen discipline. 2. the technology required for constructing a range of buildings and their associated services. 3. the legal background to working in the property industry. 4. the economics relating to property. 5. the management of organisations and products	The knowledge required for each module is contained in the study papers and supported by lectures, workshops and seminars. Study papers contain self-assessment questions and answers. Feedback is given on assessed work only. In the later stages of the programme students are expected to research more beyond the study materials provided. Use is also made of video and the VLE. *Assessment* Knowledge is tested through a combination of coursework and unseen examinations. The final year project is a piece of individual research work.

Skills and other attributes

B. Intellectual skills – able to:	Teaching/learning methods and strategies
1. think logically 2. analyse and solve problems 3. organise tasks into a structured form 4. transfer appropriate knowledge and methods from one topic within a subject to another 5. plan, conduct and write a report on an independent project.	Logic is an important skill in estate management, especially in valuation and dealing with legal issues. Analysing and solving problems are common activities in the day to day employment of a surveyor. The format of the assignments and examination questions will generally be based around practical situations requiring problem solving. More straight forward problems will be used at the lower levels, but at Levels 2 and 3 students will be required to transfer the knowledge from previous modules and apply it to particular problems. Many surveyors are involved in writing reports for clients. The project will develop independent research and report writing skills. *Assessment* Items 1 – 4 will be assessed during the assignments and examinations, with item 5 being tested in the project module at Level 3.

C. Practical skills – able to:
1. carry out valuations for different types of property and for different purposes, taking into account factors such as planning and legal issues, and choosing an appropriate methodology
2. manage property
3. give advice on property matters, such as investment

Teaching/learning methods and strategies
Students are introduced to the economic principles underlying valuation in the two Economics modules. This is built on in the Valuation and Investment modules and the Applied Valuation module. Valuation for compulsory purchase is dealt with in Statutory Valuation. The Introduction to Law and Property Law modules provide the legal background to issues which may affect valuation. Aspects of property management are covered in the Building Technology and Management modules and further expanded in the Commercial Property Management module. Foundations for investment are covered in the two Economics modules and built on in the Investment module.

Assessment
All assessment is in the assignments and examinations.

D. Transferable skills – able to:
1. communicate effectively including using IT
2. work as part of a team
3. be self-motivated
4. manage time
5. develop CPD discipline
6. develop a capacity for independent thought

Teaching/learning methods and strategies
The use of IT is embedded throughout the course. The distance learning aspect of the course encourages self-motivation and time management and, due to the fact that most students are already in employment, it encourages the development of good CPD practice. Team working is difficult to encourage with this type of course but local study groups are encouraged and group exercises at face-to-face sessions are undertaken.

Assessment
Communication in the written form is assessed by assignments and examinations. The ability for independent thought is assessed in the project. The other skills are not directly assessed but their effective use will improve performance in modules.

Please note - This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in the student handbook and on the VLE. The University reserves the right to modify this specification in unforeseen circumstances, or where the process of academic development and feedback from students, quality assurance processes or external sources, such as professional bodies, requires a change to be made. In such circumstances, a revised specification will be issued.