

## **MSc/PGDip in Property Investment**

### **For students entering in 2011 & 2012**

|                               |  |
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| <b>Awarding Institution:</b>  | The University of Reading                    |
| <b>Teaching Institution:</b>  | The College of Estate Management             |
| <b>Faculty:</b>               | Science                                      |
| <b>Programme length:</b>      | 28 months                                    |
| <b>Date of Specification:</b> | May 2012                                     |
| <b>Programme Director:</b>    | John Story (Course Leader)                   |
| <b>Board of Studies:</b>      | CEM Board for Postgraduate Programmes        |
| <b>Accreditation:</b>         | The Royal Institution of Chartered Surveyors |

### **Summary of Programme aims**

The Programme is designed to educate students to compare and analyse property and other types of investment within the framework of the whole investment market, and to provide graduates with the skills and knowledge to work effectively in the market. It includes an understanding of the economic and financial framework of decision-making, of specific investment markets, investment theory, investment techniques, forecasting, portfolio management and performance measurement.

**Transferable skills** The University's Strategy for Teaching and Learning identifies a number of generic transferable skills which all students are expected to develop during their degree study. The MSc is designed to enable students to develop their skills relating to communication, information handling, numeracy, problem-solving, self-management and use of information technology. Verbal presentation skills will be encouraged within the limited parameters of the face-to-face elements of the distance-taught programme.

These transferable skills are developed progressively and in parallel with the specific subject competencies studied. The distance-learning nature of the Programme promotes self discipline, self-motivation and effective time management.

### **Programme structure and content**

#### **Structure**

The MSc is delivered through supported distance-learning and extends over three academic years starting in December each year. The Programme is divided into three parts.

**Part 1: Principles of Investment** is a series of five modules which set out the context of property investment and provide students with the fundamental skills required within the profession.

**Part 2: Investment in Practice** consists of three compulsory modules and three optional modules (from which students must choose two) which examine the practice of property investment in the broader investment context. Module 11 is an integrative assignment designed to draw together the totality of knowledge and skills developed in the course.

**Part 3: Research** consists of two modules and is structured for the student to complete a research methodology module before undertaking a dissertation that critically examines a specific aspect of property investment practice.

The structure and components are outlined in Table 1. Study is designed to meet the Quality Assurance Agency National Qualifications Framework for awards at level 7. In addition to the framework requirements, the design also takes account of professional body guidelines, specifically those issued by the RICS for accredited courses.

### **Content**

The Programme comprises structured independent study, online interactivity, face-to-face teaching for a total of four days per year in two sessions (for each part), and formative and summative assessment. The summative assessment includes assignments, examinations and dissertation assessed by course tutors. The Programme will comprise 60 credits per year, totalling 180 credits.

All students studying for the MSc are required to complete a total of 12 prescribed modules. Each module carries an allocation of credits as set out in Table 1, with each credit equating to ten hours of combined study.

The formal research component of the programme is completed at Part 3. The taught Research Methods module and Dissertation together constitute 60 credits and require students to spend about 400 hours preparing their research dissertation.

### **Modular arrangements**

Each module is designated credits at level 6 or 7. Parts 1 and 2 are designed as a stand-alone unit of study and are offered within a discrete distance-taught Diploma programme.

**TABLE 1: Components of the MSc in Property Investment****PART 1**

| <b><u>Modules</u></b>  | <b><u>Assessment</u></b>                           | <b><u>Weighting</u></b> | <b><u>Module Credits</u></b> | <b><u>Study Hours</u></b> | <b><u>Status</u></b> |
|--|--|-------------------------|------------------------------|---------------------------|----------------------|
| Module 1: P101VFTI<br>Valuation Fundamentals and<br>Theory of Investment | Two assignments<br>One 2-hour exam                 | 20% each<br>60%         | 20 (level 6)                 | 200                       | Compulsory           |
| Module 2: P102PM<br>Portfolio Management                                 | One assignment<br>One 2-hour exam                  | 40%<br>60%              | 10 (level 7)                 | 100                       | Compulsory           |
| Module 3: P113ET<br>Economics  | One assignment<br>One 2-hour exam                  | 40%<br>60%              | 10 (level 7)                 | 100                       | Compulsory           |
| Module 4: P105FMA<br>Financial and Management<br>Accounting              | One assignment<br>One 2-hour exam                  | 40%<br>60%              | 10 (level 6)                 | 100                       | Compulsory           |
| Module 5: P115IT<br>IT Skills and Decision Making                        | One assignment<br>(project based, in<br>two parts) | 100%                    | 10 (level 7)                 | 100                       | Compulsory           |

**PART 2**

|   |                                    |                 |              |     |            |
|---|------------------------------------|-----------------|--------------|-----|------------|
| Module 6: P216<br>Investment Techniques and<br>Forecasting        | Two assignments<br>One 3-hour exam | 20% each<br>60% | 10 (level 7) | 100 | Compulsory |
| Module 7 (option): P217FIFT<br>Investment Financing<br>Techniques | One assignment<br>One 2-hour exam  | 40%<br>60%      | 10 (level 7) | 100 | Optional   |
| Module 8 (option): P218IPI<br>Indirect Property Investment        | One assignment<br>One 2-hour exam  | 40%<br>60%      | 10 (level 7) | 100 | Optional   |
| Module 9 (option): P219II<br>International Investment             | One assignment<br>One 2-hour exam  | 40%<br>60%      | 10 (level 7) | 100 | Optional   |
| Module 10: P209PPM<br>Portfolio Performance<br>Measurement        | One assignment<br>One 2-hour exam  | 40%<br>60%      | 10 (level 7) | 100 | Compulsory |
| Module 11: P211IA<br>Integrative Assignment                       | One assignment<br>(project based)  | 100%            | 20 (level 7) | 200 | Compulsory |

### **PART 3**

|  |                                    |                  |              |     |                       |
|--|------------------------------------|------------------|--------------|-----|-----------------------|
| Module 12: PM301RM<br>Research Methods | Two assignments<br>(project based) | 1) 40%<br>2) 60% | 20 (level 7) | 200 | Compulsory<br>for MSc |
| Module 11: PM302DIS<br>Dissertation    | One submission                     | 100%             | 40 (level 7) | 400 | Compulsory<br>for MSc |

### **Progression requirements**

Progression is subject to the relevant regulations but is based on a pass mark of 50

[For details refer to the *Assessment, progression and award regulations* please go to <http://www.cem.ac.uk/our-courses/postgraduate-study/postgraduate-diploma-msc-property-investment.aspx>]

For those retaking modules or postponing their course, it should be noted that there is a six year maximum course duration.

### **Summary of teaching and assessment**

The MSc is distance-taught and makes use of a variety of pedagogic and assessment methods suited to this mode of study. All students will be required to have access to a computer and appropriate software applications, have an email address, and have access to the Internet. The Programme and module designs incorporate best practice in the design, delivery and support of online-enhanced distance-learning.

**Teaching** The Programme will have a broad cross-section of participants with a variety of experience. The knowledge content will cover the fundamentals of investment and will have strong strategic focus. The learning method will be intensive and challenging, and considerable autonomous learning will be required.

The underlying structure of learning will be based on a programme of distance-learning supported by face-to-face days. Internal and external tutors will lead and present seminars and workshops, and distance-learning study materials and reference work will be supplemented by College on-line resources.

### *Online learning component*

An educational aim of the Programme is to develop progressively the online learning skills of the student. Each module within the Programme will be included in the virtual learning environment (VLE) through which students can access academic and support staff, each other, and resources. Successful online

learning includes the four components of dialogue, involvement, support and control.

*Support* is considered in more detail below. At a learning level the Programme includes provision for periodic face-to-face teaching, online tutor access, peer support, advice from experts, and feedback on performance which is critical to the retention of students and maintenance of motivation.

#### *MSc Dissertation Supervision*

Supervisors will be selected in the light of a student's chosen topic, with the intention of matching their experience and academic skills with the subject areas chosen. Existing College academic staff are significantly involved. The College is also able to call upon its extensive body of associate tutors, where they have appropriate qualifications.

#### **Assessment**

Assessment is in accordance with the University's Statutes and Ordinances.

**[For details of the regulations governing assessment refer to the *Assessment, progression and award regulations* please go to <http://www.cem.ac.uk/our-courses/postgraduate-study/postgraduate-diploma-msc-property-investment.aspx>]**

#### *Late submission of coursework and extension of time*

Students who submit their coursework on or before the due date shown in the course timetable will receive the awarded mark in full. A student may submit an assignment up to seven days after the due date but will forfeit 10 of the awarded marks. An assignment received eight or more days after the due date without an agreed extension will be marked at zero. However, the student will receive feedback on the work with an indication of the standard achieved.

Applications for extensions of time are made initially to the Course Administrator who, acting under the delegated authority of the Course Leader, may grant up to *seven* extra days at his/her discretion. Only in exceptional circumstances may a later submission date be given, and applications must be made in writing to the Course Leader supplying written evidence in support. Students are limited to a maximum number of automatic extensions in any one registration period (see the Virtual Learning Environment for details).

Where an extension is agreed, this date becomes the new submission due date and the rules on forfeiture of marks apply from this date.

### **Admission requirements**

Candidates for admission to the MSc Programme will normally be expected to have:

- ❑ a first degree equivalent to a UK honours degree at a minimum level of 2.2
- ❑ at least three years relevant professional experience.

Candidates who are qualified members or fellows of the Royal Institution of Chartered Surveyors with at least three years' relevant post-qualification experience will also be eligible for admission.

Candidates with lower qualifications may in exceptional circumstances have their case referred to the Faculty Director of Teaching and Learning. At the College's discretion, such candidates may be admitted on the Diploma course only.

### **English language**

The language of instruction is English.

For those students whose first language is not English, there is an English language requirement of at least one of the following:

- Grade B or above in English Language or English Literature at GCSE or its equivalent
- Grade 6.0 or above, with at least 6.5 in the reading and writing modules, in the International English Language Testing System (IELTS) test administered by the British Council in the Social Sciences academic module.
- 570 or above in the paper-based version, or 82 or above in the new internet option, of the Teaching of English as Foreign Language (TOEFL) test
- Grade C or above in Use of English at A/S Level Admissions arrangements

All applications are subject to approval by the College's Admissions Committee and the Course Leader.

### **Support for students and their learning**

Learning support is provided by the College and includes written study material, material on-line and text books. The College is committed to web-based learning which provides additional support from tutors and access to College research reports, ATHENS, course material and discussion groups. All students with access to a PC and the internet can access the online support provided.

Students who live locally (within 35 miles or 30 minutes travel time from Reading) can also join the University of Reading Library as External Borrowers.

There are four intensive face-to-face tuition days arranged in Reading during each calendar year for Parts 1 and 2, and two days for Part 3. These are not compulsory, but students are strongly encouraged to attend.

A workshop approach will be encouraged in order to help students develop their group working skills through online activity and the accelerated formation of a community of learners.

Student guidance and pastoral care is provided by the Course Leader, the subject tutors, the Course Administrator and other administrative staff within the College. It is not anticipated that the University Careers Advisory Service, the University's Special Needs Advisor, Study Advisors or the Students' Union will be called upon to support the student's learning experience and welfare support.

### **Career prospects**

It is anticipated that all students will be in full-time employment before and during their studies, and will be seeking the award either for personal development, to further their career prospects, or possibly to gain membership of the RICS.

### **Opportunities for study abroad or for placements**

Virtually all our students are in full-time employment. Overseas students get the chance to study in the UK for up to two weeks over the duration of the Programme.

**Programme outcomes:**

| <b><i>Knowledge and understanding</i></b>   |   |
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| <p><b>A. On completion of the programme, students will have knowledge and understanding of the following subject matter:</b></p> <ol style="list-style-type: none"><li>1. The principles and practice of property investment.</li><li>2. Investment theory, risk, return and performance measurement.</li><li>3. Portfolio management, including diversification and decision-making theory.</li><li>4. The economic background to property investment.</li><li>5. Tax and its effect on the property investment market.</li><li>6. Company reports and accounts and the treatment of assets and liabilities.</li><li>7. The effects of IT on commercial property assets.</li><li>8. Cash flow analysis, evaluation and forecasting.</li><li>9. Investment financing techniques.</li><li>10. The techniques and practice of portfolio performance measurement.</li><li>11. Property as an international investment medium.</li><li>12. Principles and practice of indirect property investment.</li><li>13. The research process, research methods and the presentation of results.</li></ol> | <p><b>The outcomes will be delivered through the following teaching/learning methods and strategies:</b></p> <ul style="list-style-type: none"><li>• This programme adheres to best practice in the design and delivery of distance-learning.</li><li>• The acquisition of knowledge is accomplished in each module of the programme through the provision of designed distance-learning resources including tailored reference materials, research reports, textbooks, web-based resources, and materials sourced by the student.</li><li>• Exchanges with tutors and peers and access to resources will be enabled through the virtual learning environment and by e-mail.</li><li>• This programme adheres to best practice in the design and delivery of distance-learning.</li><li>• The acquisition of knowledge is accomplished in each module of the programme through the provision of designed distance-learning resources including tailored reference materials, research reports, textbooks, web-based resources, and materials sourced by the student.</li><li>• Exchanges with tutors and peers and access to resources will be enabled through the virtual learning environment and by e-mail.</li><li>• Further support, advice, guidance and activity will occur through lectures and assignments.</li><li>• In the research dissertation, self-directed learning and supervisor consultation will extend the student's knowledge, understanding and research skills.</li></ul> <p><b>Assessment of the outcomes will be made as follows:</b></p> <ul style="list-style-type: none"><li>• Students are required to complete up to three pieces of coursework for each module.</li><li>• Coursework assignments will require students to analyse a problem or situation, research it, and propose solutions based on critical analysis, in the</li></ul> |

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|  | <p>form of extended essays or reports.</p> <ul style="list-style-type: none"> <li>• Coursework will be assessed against defined criteria communicated to the students beforehand.</li> <li>• Integration of concepts and principles between modules will be encouraged throughout the programme, and particularly in the project at the end of Year 2.</li> <li>• Dissertations are assessed according to strict guidelines and a common marking scheme.</li> </ul> |
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| <b><i>Intellectual skills</i></b>  |  |
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| <p><b>B. On completion of the Programme a student will be able to apply the following intellectual skills:</b></p> <ol style="list-style-type: none"> <li>1. Integrate theory and practice relevant to their particular learning needs including the ability to transfer knowledge, techniques and methods between subject areas.</li> <li>2. Research, collect and synthesise information from a variety of sources.</li> <li>3. Analyse and interpret information presented in a variety of forms and formats.</li> <li>4. Think logically and critically in respect of the appropriate application of knowledge developed experientially.</li> <li>5. Define, solve and advise on problems, demonstrating powers of critical appraisal and synthesis.</li> <li>6. Select and apply appropriate quantitative techniques of analysis and appraisal.</li> <li>7. Adapt and apply knowledge and skills in a changing professional environment and within varying contexts.</li> </ol> | <p><b>The outcomes will be delivered through the following teaching/learning methods and strategies:</b></p> <ul style="list-style-type: none"> <li>• Assignments and examination questions will require students to employ logic and intellectual skills in analysing problems, situations and scenarios.</li> <li>• The reference material to be drawn on includes study papers, text books and other recommended reading, as well as web-based resources and information researched individually.</li> <li>• The coursework and self-assessment varies across the modules but collectively covers skills 1–7.</li> <li>• Feedback includes tutor comment on coursework, advice by email, telephone and direct conversation, and web-based answer guides.</li> <li>• Web-based discussion boards within the VLE facilitate communication between students and tutors.</li> <li>• The dissertation process embraces skills 1–6.</li> </ul> <p><b>Assessment of these outcomes will be made by the following:</b></p> <ul style="list-style-type: none"> <li>• Intellectual skills are assessed through coursework assignments, examinations and a dissertation.</li> <li>• All summative assessment are made against defined criteria, including demonstration of intellectual skills.</li> </ul> |

**Practical skills**

**C. On completion of the Programme a student will be able to apply the following practical skills:**

1. Locate information sources, assemble and present information in a variety of contexts and media.
2. Collate, manipulate and store data and information electronically.
3. Provide advice and guidance, communicating both formally and informally either face-to-face, through email or via discussion forum.
4. Collect, record, analyse and present statistical data.
5. Apply a variety of specialist analysis and appraisal techniques applicable to practice in the property investment industry and profession.
6. Use quantitative techniques as a basis for decision-making.
7. Write reports in clear standard English.
8. Multi-task and prioritise work to meet scheduled deadlines.

**The outcomes will be delivered through the following teaching/learning methods and strategies:**

- All skills will be developed through completing the coursework, assignments and examinations.
- In particular, Skills 1, 2, 4, 5, 6 and 7 are developed through the Dissertation Module.
- Skills 3–6 are variously developed in face-to-face tutorial discussions, web-based activities and coursework within the taught modules.
- Skills 4–5 are further extended through the dissertation process.

**Assessment of these outcomes will be made by:**

- Assessment of these skills is mainly undertaken through module coursework.
- Skills 3, 5, 6 and 8 will be displayed at face-to-face teaching sessions.
- Skills 4–7 are also assessed through examination

### ***Transferable skills***

**D. On completion of the programme a student will be able to demonstrate the following transferable skills:**

1. Communication skills
2. IT skills
3. Literacy
4. Numeracy
5. Problem-solving skills
6. Time management skills
7. Autonomous learning
8. Research skills
9. Business awareness

**The outcomes will be delivered through the following teaching/learning methods and strategies:**

- **Communication skills:** Whereas oral communication is limited by the medium of the course, written communication is important to the success of the students.
- **IT skills:** All MSc students are expected to have access to PCs, e-mail and the Internet. The course is supported by the dedicated virtual learning environment (VLE), which will be used to make learning activities and reference information available and significant use will be made of the discussion boards. Students have the option of submitting their coursework via the web. Completion of coursework will necessitate familiarity with Word and Excel. Support and advice on IT aspects of the course is available to students.
- **Literacy and Numeracy:** These not only relate to desirable minimum requirements for the course but are skills that are encouraged and developed through assignment tasks and tutor feedback on style as well as content. Completion of assessment requires a mixture of essays, calculation, reports, graphical presentations and dissertation writing. Guidance on the nature of these formats is provided throughout the course
- **Problem-solving skills:** These will be developed through the successful completion of many of the assignments and particularly in the projects at the end of Parts 1 and 2.
- **Time management and autonomous learning:** By its nature, distance-learning requires students to develop the discipline of independent study. The flexibility on time, place and pace that it offers still requires students to manage their time to complete

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| <p><b>On completion of the programme a student will be able to demonstrate the following transferable skills: [continued]</b></p> <ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. IT skills</li> <li>3. Literacy</li> <li>4. Numeracy</li> <li>5. Problem-solving skills</li> <li>6. Time management skills</li> <li>7. Autonomous learning</li> <li>8. Research skills</li> <li>9. Business awareness</li> </ol> | <p>the required study and coursework by the milestone dates indicated in the programme of studies.</p> <ul style="list-style-type: none"> <li>• <b>Research skills:</b> The course is geared to the detailed examination of the property investment market. During their study students will be expected to reflect on business practice and to find key information from various sources. This enquiry skill developed to support study during the first two years will be formally converted into academic research skills in Part 3 when the taught research methods module is taken and the dissertation is completed.</li> </ul> <p><b>Assessment of outcomes:</b></p> <ul style="list-style-type: none"> <li>• To a greater or lesser degree all the coursework and much of the examination in this course will require the student to demonstrate each of these transferable skills. For instance, to complete an assignment they must manage their time, assimilate the problem information forming the assignment, conduct the required research or investigation of their workplace, discuss their findings, generate a solution, create a document with text and calculation, save and send the document electronically.</li> </ul> |
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*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 expect 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.

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| Chair of Board of Studies            | Sylvia Osborn |
| Signature (signed as Chair's Action) |               |
| Date                                 |               |