Programme Title: BSc (External) Degree in Property Management   UCAS code: N/A

For students entering in 2013

Awarding Institution:	University of Reading
Teaching Institution:	College of Estate Management
Relevant QAA subject benchmarking group(s):	Construction, Property & Surveying
Programme length:	4 years for students entering Part 1
Date of specification:	July 2013
Programme Director/Leader	Richard Sykes
Programme Adviser:	N/A
Board of Studies:	Undergraduate Board of Studies (CEM)
Optional Placement Year:	N/A
Accreditation:	Recognised by the Institute of Professional Auctioneers and Valuers

Summary of programme aims

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

Transferable skills

During the course of their studies, all students will be expected to enhance their academic and personal transferable skills in line with the University's Strategy for Learning and Teaching. In following this programme, students will have had the opportunity to develop such skills, in particular relating to career management, communication, interpersonal skills, learning skills, numeracy, self management, use of IT and problem-solving, and will have been encouraged to further develop and enhance the full set of skills through a variety of opportunities available outside their curriculum.

Programme content

Part 1 (Dec - Sept)		*Credits*	*Level*
Compulsory modules			
Mod Code	*Module Title*		
F101ECO	Economics 1	20	4
F102LAW	Introduction to Law	20	4
F103TEC	Building Technology 1 (low rise)	30	4
F107MAN	People and Information Management	20	4

Part 2 (Dec – Sept)			
Mod Code	*Module Title*		
F104TEC	Building Technology 2 (high rise)	30	4
F105ECO	Economics of Property and Construction	20	5
F106LAW	Property Law	20	5
F108MAN	Managing Products and Finance	20	5

Part 3 (Dec - Sept)		*Credits*	*Level*
Compulsory modules			
Mod Code	*Module Title*		
F209VAL	Valuation & Investment 1	20	6
F210VAL	Valuation & Investment 2	30	6

| F212PLN | Planning Practice & Policy | 20 | 5 |
| F214CPM | Commercial Property Management | 20 | 5 |

Part 4 (Dec - Sept) *Credits* *Level*

Compulsory modules

| F317PRO | Project | 30 | 6 |

Optional modules: (three from the following)

Mod Code	*Module Title*		
F306LAW	Environmental Law	20	6
F310MM	Maintenance Management	20	6
F313AV	Applied Valuation	20	6
F314INV	Investment	20	6
F315SV	Statutory Valuation	20	6
F316DEV	Development	20	6
F320FM	Facilities Management	20	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 Part 1 may proceed to Part 2 at the discretion of the Examinations Board. They may then have a further attempt at that module at the same time as undertaking their Part 2 modules.

Students who fail one module at Part 2 may proceed to Part 3 at the discretion of the Examinations Board. They may then have a further attempt at that module at the same time as undertaking their Part 3 modules.

Students who fail one module at Part 3 may proceed to Part 4 on the same basis as above.

Students with certain exemption and progression profiles may be allowed to do a combination of modules from different parts in order to balance their workload between years of their course.

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

Students are allowed three attempts at each module at each part of the course

For further information see http://www.cem.ac.uk/our-programmes/regulations

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 Part 4. Details are provided in the module descriptors.

The overall classification of the Degree is based upon Part 4 results. Part 3 results can be taken into consideration in appropriate circumstances

Assessment classifications are as follows:

Mark	Interpretation
70-100%	First Class
60-69%	Upper Second
50-59%	Lower Second
40-49%	Third

Failing categories

30-39%	Below threshold standard (BTS)
0-29%	Unsatisfactory work

Details of the Assessment, Progression and Award Regulations can be found in the CEM Academic Support section on the Virtual Learning Environment (VLE)

Late submission of coursework and extension of time:

Assignments submitted within seven days of the due date (one week) will be subject to a 10-mark deduction. Assignments submitted more than seven days (one week) after the due date will be subject to 'feedback only', i.e. a mark of 0 will be awarded, but feedback will still be given. Mitigating circumstances that have been notified to the Course Administrator within 28 days of the original submission date will be considered by the Board of Examiners and, if appropriate, marks may be reinstated.

Students are allowed a set number of extensions per block of study, irrespective of how many modules are being studied – information on the number of extensions permitted on the course is available on the VLE. Where an extension is granted, this date becomes the new due date and the rules on forfeiture of marks apply from this date.

No extensions are permitted for projects.

For further information see the CEM Student Handbook on the Virtual Learning Environment (VLE).

Admission requirements

- A cognate* Level 4 or 5 qualification or equivalent; for example Higher National Certificate (HNC), Higher National Diploma (HND), Foundation Degree, Certificate or Diploma of Higher Education
- English language proficiency
- Mathematics Grade C or above at GCSE or equivalent

*A cognate qualification is one awarded in a surveying, building or construction management discipline.

Qualification covering management and/or law will also be considered.

**Advanced standing (exemptions):

Students who have studied a cognate subject to an equivalent or higher academic level, may be eligible for module exemptions.

**From 2013, entry to this programme is only available to those eligible for advanced standing.

Students who are unsure of their eligibility can contact the CEM Admissions Team.

Admissions: Course Leader and the Admissions Officer (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. It is a requirement of the course that students have personal access to a computer with internet facilities, both for the College's website and for the wealth of internet technical information.

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, Student Services staff and 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 a professional surveying qualification. The course is widely seen as enhancing career prospects but often leads 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.

Programme Outcomes

Knowledge and Understanding

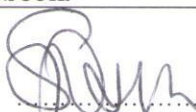| **A. Knowledge and understanding of:**	**Teaching/learning methods and strategies**
1 the academic and theoretical principles specific for professional expertise in their chosen discipline. 2 the technology required for constructing a range of buildings and their associated services. 3 the legal background 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 includes a project which is a piece of individual research work.

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 parts, but at Parts 3 and 4 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 Part 4.

C. Practical skills – able to:		**Teaching/learning methods and strategies**
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	→	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:	Teaching/learning methods and strategies
1 communicate effectively including using IT 2 work as part of a team 3 be self-motivated 4 manage time 5 develop CPD discipline, including web-based CPD 6 develop a capacity for independent thought	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 module description and in the student handbook.

Signed by: ....

Sylvia Osborn
Chair of the Undergraduate Board of Studies

Date: ....14 September 2013