

PROGRAMME SPECIFICATION

PROGRAMME SUMMARY

Programme Title:	Graduate Development Programme leading to MSc in Surveying
Awarding Institution:	The University of Reading / The College of Estate Management
Teaching Institution:	The College of Estate Management
UoR Faculty:	Faculty of Science (Construction Management and Engineering)
For students entering in:	2011 and in 2012
Programme Director:	Paul Halford (Course Leader)
Board of Studies:	CEM Board of Studies for Postgraduate Courses.
Accreditation:	The Royal Institution of Chartered Surveyors (recognised by The Hong Kong Institute of Surveyors) The Chartered Institute of Building
Programme length:	28 months (MSc study) within 36-month Graduate Development Programme
Date of specification:	Autumn 2012

The Graduate Development Programme includes two pathways leading to either the award of the MSc in Surveying by The University of Reading (MSc route) or the award of a Postgraduate Diploma in Surveying by The College of Estate Management or by the University of Reading for those students who register for, but do not complete, the full MSc programme (Diploma route). Within this specification all references to the MSc should be interpreted as applying to both routes except where specifically stated.

SUMMARY OF PROGRAMME AIMS

The qualifications examine the theories, concepts, principles and variables that influence the practice of surveying. This is considered within both the micro-context of planning, development, management and renewal of the built asset and the macro-context of business demands, constraints and impacts. In comparison with established master's programmes, this focus offers a wider dimension to the qualifications and promotes investigation and enquiry into the broader academic issues that surround surveying practice.

The course is designed to provide students with advanced academic understanding of legal, economic, technological and management processes to Masters level, whilst developing the underpinning knowledge relevant to the accrediting professional bodies

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 study.

The programme is designed to enable students to develop their skills relating to communication, information handling, numeracy, problem-solving, self-management and use of information technology. Oral presentation skills are encouraged within the limited parameters of the face-to-face elements of the distance-taught programme, but team working and collaborative learning are positively structured into many of the online activities.

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

PROGRAMME STRUCTURE AND CONTENT

The Graduate Development Programme is delivered through supported distance learning and extends over three years starting in February or October for Foundation / May for Parts 1, 2 and 3 each year. The programme is divided into four stages:

Foundation is a single module aimed at non-cognate degree holders entering the industry with minimal knowledge of the sector and may be exempted for more experienced students. It is not included within the MSc programme.

Part 1: Fundamentals is a sequence of four modules designed to bring students up to speed in the processes of technology, law, practice, economics and finance. Exemptions may be given from assessment in up to two modules for students presenting proof of certificated prior learning in Building Technology or Law. Modules receiving exemption are not included within the MSc programme (see Table 1).

Part 2: Application is a series of four modules which students elect to study by choosing one module from each of four baskets. The modules are designed as stand-alone blocks of study in specialist areas relevant to a student's practice and the requirements for professional competence.

Part 3: Students have two options at Part 3. They may take the **Research** option in which they study a research methods module before undertaking a dissertation that critically examines a specific aspect of surveying practice. Alternatively they may take the **Practice** option and complete one further taught module selected from a single baskets, and an integrated work-based project.

All students studying for the MSc are required to complete a total of eight or nine modules which are either prescribed or elected by the student. These are in addition to the three conversion modules. Each module carries an allocation of credits as set out in Table 1, with each credit point equating to ten hours of combined study.

The course structure and modules are defined in Table 1. Study is designed to meet the Quality Assurance Agency (QAA), National Qualifications Framework for awards at levels 5, 6 and 7.

Table 1: Programme Modules				
Module Code	Module Title	Credits	Assessment Coursework / Examination	Level

CONVERSION STUDY (These credits do not count towards the Postgraduate Diploma or MSc in Surveying)

FOUNDATION (Required for Non-Cognate Degree Holders)				
K001URB	The Context of Urban and Rural Business	20	CW Only	5

PART 1 FUNDAMENTALS OF PRACTICE (Students follow either Real Estate or Construction Route)				
K102TEC	The Technology of Buildings	20	CW Only	6
K103LAW	Introduction to Law	20	CW & Exam	6

POSTGRADUATE STUDY (Credits earned from this point count towards the Postgraduate Diploma or MSc in Surveying)

either	K104FEP	Fundamentals of Real Estate Practice	20	CW & Exam	6
or	K105FCP	Fundamentals of Construction Practice	20	CW & Exam	6
either	K106MAF	Real Estate Markets and Finance	20	CW Only	7
or	K107CMF	Construction Markets and Finance	20	CW Only	7

PART 2 APPLICATIONS IN PRACTICE (Students choose one module from each basket)

Basket A

either	K201PLW	Planning Law	20	CW & Exam	7
or	K202ALW	Rural Property Law	20	CW & Exam	7
or	K203REL	Real Estate Law	20	CW & Exam	7
or	K204CLW	Construction Law	20	CW & Exam	7
or	K205CMP	Compulsory Purchase and Planning Compensation	20	CW & Exam	7

Basket B

either	K206AVS	Applied Valuation & International Standards	20	CW & Exam	7
or	K207CEV	Construction Economics and Value Management	20	CW & Exam	7
or	K210REE	Real Estate Economics	20	CW & Exam	7
or	K212AFM	Agriculture and Rural Environmental Management	20	CW & Exam	7

Basket C

either	K208RVH	Housing Policy and Development	20	CW Only	7
or	K211PM	Project Management	20	CW Only	7
or	K214UEM	Commercial Property Management	20	CW Only	7
or	K216DA	Development Appraisal	20	CW Only	7
or	K218CT	Construction Technology	20	CW Only	7
or	K221MAB	Maintenance and Adaptation of Buildings	20	CW Only	7
or	K222QCP	Civil Engineering QS Practice	20	CW Only	7
or	K223QMP	M&E QS Practice	20	CW Only	7
or	K225CPI	Commercial Property Investment	20	CW Only	7
or	K234CQS	Contemporary QS Practice	20	CW Only	7
or	K209RV	Applied Rural Valuation	20	CW Only	7

Basket D

either	K215CM	Construction Management	20	CW Only	7
or	K217DR	Dispute Resolution	20	CW Only	7
or	K220ADP	Acquisition & Disposal of Land and Real Estate	20	CW Only	7
or	K224PPP	Planning Policy and Practice	20	CW Only	7
or	K227LTP	Landlord and Tenant Practice	20	CW Only	7
or	K228BPI	Building Pathology and Inspection	20	CW Only	7
or	K229REM	Sustainable Rural Estate Management	20	CW Only	7
or	K232FM	Facilities Management	20	CW Only	7
or	K233NLT	International Property Taxation	20	CW Only	7
or	K236CPR	Construction Procurement	20	CW Only	7

PART 3 PRACTICE OF SURVEYING (Alternative to Part 3 Research)					
	K303PRO	Integrated Work-Based Project	40	CW Only	7
Basket E					
either	K330CPM	Consultancy and Practice Management	20	CW Only	7
or	K338PST	Construction Project Management	20	CW Only	7
or	K337SUS	Sustainable Futures	20	CW Only	7
or	K331MSM	Marketing and Business Development	20	CW Only	7

PART 3 RESEARCH (Alternative to Part 3 Practice of Surveying)					
	K301RM	Research Methods	20	CW Only	7
and	K302DIS	Dissertation	40	CW Only	7

PART TIME OR MODULAR ARRANGEMENTS

The Programme is distance taught and designed for students who are employed within the land, construction and real estate industry.

Each module is designated as 20 or 40 credits at level 5, 6 or 7.

- A student completing (or exempted from) the initial conversion studies and progressing through to Part 3 will complete a total of 180 credits for the award of the University of Reading MSc in Surveying. Of these, 160 credits must be studied at level 7 and 20 at level 6.
- A student leaving the programme at the end of Part 2 will be entitled to the award of either a University of Reading or a College of Estate Management Postgraduate Diploma in Surveying on completion of 120 credits. Of these, 100 credits must be studied at level 7 and 20 at level 6.
- A student leaving the programme before the end of Part 2 will, at the discretion of the Examination Results Board, be entitled to the award of a University of Reading Postgraduate Certificate in Surveying or a College of Estate Management Postgraduate Certificate in Surveying if they have completed 60 credits. Of these, 40 credits must be at level 7. Certificates will generally only be awarded to credit study where this is incomplete and no further retake attempts are permissible.
- A student leaving during the Foundation or Part 1 courses will not be eligible for any award as no level 7 modules will have been completed.
- Note no credits at levels 5 or 6 which are earned for the exemptible modules will count towards the above requirements.

Each module is scheduled for 9 weeks study with a 1 week break between each. The exceptions are the Dissertation and Integrated Work-Based Report at Part 3 which are scheduled for 27 weeks. Students are expected to average 14 hours per week in completing their study, with an additional 5 hours per week required for experiential learning within their workplace as necessary. The schedule of study for one cohort is illustrated in Table 2.

PROGRESSION & AWARD REQUIREMENTS

ASSESSMENT

Assessment is in accordance with the University's Statutes and Ordinances, modified as appropriate to distance learning students.

For details refer to the *Assessment, progression and award regulations* available on the *Virtual Learning Environment*. Also available at:

<http://www.cem.ac.uk/our-programmes/regulations>

The programme designates modules as either examined or assessed, depending on which is the most appropriate means of providing meaningful assessment of the syllabus content. The weighting of the assessment components is summarised in the Assessment, Progression & Award Regulations on the Virtual Learning Environment.

Coursework

The coursework is made up of at least two major assignments for each taught module. These are designed to test the students' understanding of a significant proportion of the syllabus studied in the module and are assessed by the module tutors.

The size and weighting of the assignments for assessed-only modules is significantly higher than for examined modules and involve students in the preparation of project solutions and substantive reports. Much of this will be based on workplace practice and procedure. The major assessment at Part 3 is either a report based on the integrated work-based project or a dissertation which integrates study from across the subjects studied during the Programme.

Online participation

A high proportion of the study within each module requires students to be active online. This involves their participation in discussions and debates about issues identified or raised within the learning activities. This is considered to be an essential element of the distance-based learning process and, to give incentive to the students to engage, a participation mark of 10 marks is included in the overall mark for each assignment (excluding all modules at Part 3)

The mark awarded by the group tutor is based on the student's frequency of participation and the quality of both their input to activities and their responses to other students.

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 Programme Administrator who, acting under the delegated authority of the Programme Director, 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 Programme Director supplying written evidence in

support. Students are limited to a maximum of 4 automatic extensions in any one registration period (one only for Foundation).

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

The exception to the above is the final piece of coursework due at the end of Parts 1 and 2, and the dissertation or integrated work-based report at Part 3. No extension of time is permitted and the due date shown in the course timetable is the final date for submission.

ADMISSION REQUIREMENTS

Entrants to the programme are normally required to have obtained:

1. Either:
 - a bachelor's degree or higher degree from a recognised university or institution world-wide. The degree may be in surveying, a surveying related subject or in an unrelated subject; or
 - an RICS accredited Diploma of equal standing to a surveying degree (or equivalent).
2. Be in relevant employment within the land, real estate or construction industry.
3. Have proven competence to study and communicate in the English language

A student not currently in relevant employment may be offered a place on the course at the discretion of the Course Director where there is evidence that they are actively seeking employment and have a suitable mentor identified.

A student is registered with the University of Reading for the MSc in Surveying from the start of Part 2.

SUPPORT FOR STUDENTS AND THEIR LEARNING

Students have access to module tutors and support staff involved in the programme through email and the virtual learning environment.

All new students commencing the programme are recommended to review the study skills resources on the virtual learning environment which provides practice in writing at the appropriate academic level expected.

During their studies students have access to an online resource providing guidance on a range of issues related to study skills. Tutors may refer students to relevant sections of this where deficiencies in student's work is found.

Students are encouraged to identify mentors within their workplace who can guide and assist them in their study. Guidance is provided for mentors on supporting the learner and ways in which they can assist them in gaining the maximum from the learning experience.

There may be up to three intensive face-to-face tuition days arranged during each academic period. These are not mandatory given the primarily online nature of the programme but are recommended as offering periods of contact during which students will have the opportunity for

group work and problem-solving. This benefits the online activity through the accelerated formation of a community of learners. Where tuition is provided in countries outside the UK, due regard is given to the cultural differences that may inhibit group activity.

Where face-to-face tuition is offered at Reading in the UK, the equivalent will be offered in Hong Kong to comply with the requirements for local registration.

Learning support is provided by the College and includes written study material, material on CD-ROM, DVD and video tape. In addition the College is committed to web-based learning which provides additional support from tutors, access to College research reports, course material and discussion groups. All students must have access to a PC and the internet to access the online support provided. The College operates its own IT help service for students.

In addition to the support provided by the College, students have access to various online facilities including ATHENS access to a number of online journals.

Student guidance and pastoral care is provided by the Course Leader, the Subject Tutors, the Course Administrators and other administrative staff within the College.


CAREER PROSPECTS


The majority of Programme students are in relevant employment before and during their studies, and are studying either for personal development or to further their career prospects or gain membership of one of the professional institutions. The College also offers careers support in the Academic Support section on the Virtual Learning Environment.

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

<p>A. On completion of the programme a student will have knowledge and understanding of the following subject matter:</p> <ol style="list-style-type: none"> 1. The contexts, people, relationships and activities involved in conducting business within the land, property and construction environment. 2. The management functions within an organisation and the sources, measurement, interpretation and presentation of data and information 3. The principles that influence the design, construction and performance of buildings. 4. The principals of law and the legal framework that underpins practice in the surveying profession. 5. The practices and procedures involved in the procurement, execution and delivery of professional work in the rural, property or construction sectors 6. The economic and financial frameworks that influence practice in the rural, property and construction sectors 7. The specific principles of law or statute that affect practice and procedure in relation to either planning and development, agricultural tenancy, land, real estate ownership and occupancy, compulsory purchase or construction. 8. The philosophy and methodology of aspects of consultancy, marketing and management relevant to business, projects, professional practice, strategy, facilities or estates. 9. The professional and personal skills required by managers in formulating strategies and plans to manage stages in the lifecycle of the land or property asset. 10. The research process, research methods and the presentation of results in respect of land, construction and real estate problems 		<p>The outcomes will be delivered through the following teaching/learning methods and strategies:</p> <ul style="list-style-type: none"> ▫ The programme adheres to best practice in the design and delivery of distance learning. ▫ 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, video, CD-ROM, web-based resources and materials sourced through the student's workplace. ▫ Development of understanding and intellectual skills will occur through engaging the student in interactive learning activities designed for a problem based learning approach. These learning activities will include tests and self-assessment exercises delivered through Questionmark. Exchanges with tutors and peers and access to resources will be enabled through the virtual learning environment. A significant proportion of activities will require the student to undertake research and reflection within their own workplace. ▫ Additionally support, advice, guidance and real time activity will occur through tutorials, guest lectures, seminars and team project work in face -to-face sessions. ▫ In the dissertation module, self directed learning and supervisor consultation will further extend the student's knowledge and understanding.
<p>B. On completion of the programme a student will have knowledge and understanding of permutations of the following subject matter:</p> <ol style="list-style-type: none"> 1. The theoretical and practical problems in the preparation of valuations in accordance with professional regulations in the real estate and rural sectors. 2. The concepts of value, its relationship with development opportunity and factors that influence the estimation and control of building costs. 		

<ol style="list-style-type: none"> 3. The practice and procedures for managing public and private property in the commercial, retail, industrial and residential sectors. 4. The concepts and theories of real estate economics and the operation of commercial property markets 5. The impact of property and development on the environment and policies to mitigate against adverse environmental effects 6. The principles of corporate finance and the role of property in investment strategies and the optimisation of real estate investment. 7. The role of real estate in corporate asset management and theories for the management of investment portfolios. 8. The management of property assets including the relevant application of landlord and tenant legislation, rent reviews, lease renewals, rental valuations and transactions advice. 9. The appraisal of financial viability in development and identification of sources and methods of finance. 10. The issues related to construction and property disputes including dispute avoidance and methods of dispute resolution 11. The principles and applications of construction technology in developing new industrial and commercial buildings 12. The structural behaviour of components and their influence on the design, construction and maintenance of buildings and other structures. 13. The procedures for the acquisition and disposal of land and property. 14. The concepts, constraints and feasibility of adapting and refurbishing existing buildings for new use and developing design solutions for alternative use. 15. The practice and procedures for resolving complex issues related to the measurement of building, civil engineering or mechanical and electrical work. 16. The processes and impact of town and country planning on the use and development of land and its sustainability. 17. The role, importance and limitations of planning policy relating to housing, design, retail development and urban regeneration decision making 18. The development of policies appropriate to the management and conservation of land. 19. The principles of building pathology in the assessment of faults and defects in existing buildings and the process of dilapidation surveys. 		<p><i>Assessment of these outcomes will be made by:</i></p> <ul style="list-style-type: none"> ▫ Students are required to complete a minimum of two pieces of coursework in each module which are assessed within strict time frames. ▫ Coursework will require the student to prepare analyses, calculations, critical evaluations, designs, summaries, simulations etc in the form of extended essays or reports. ▫ Coursework will be assessed against defined criteria communicated to students beforehand. ▫ Approximately half of the modules are examined using an unseen closed book approach. The remaining modules are assessed on major pieces of coursework only. ▫ At least one module requires a formal report to be written as the final piece of coursework to demonstrate ability to combine concepts and ideas. ▫ Integration of concepts and principles between modules will be encouraged throughout the programme. ▫ Dissertations are assessed according to strict guidelines and a common marking scheme.
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Intellectual skills

On completion of the programme a student will be able to apply the following intellectual skills:

1. Integrate theory and practice relevant to their particular learning needs including the ability to transfer knowledge, techniques and methods between subject areas.
2. Research, collect and synthesise information from a variety of sources.
3. Analyse and interpret information presented in a variety of forms and formats.
4. Think logically and critically in respect of the appropriate application of knowledge developed experientially.
5. Reflect on and critically deconstruct workplace practices and procedures.
6. Define, solve and advise on problems demonstrating powers of critical appraisal and synthesis.
7. Select and apply appropriate quantitative techniques of analysis and appraisal.
8. Plan, execute and write reports appropriate to an internal and external business client.
9. Adapt and apply knowledge and skills in a changing professional environment and within varying contexts.

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

- The problem based approach to learning will require the student to employ considerable logic and intellectual skills in analysing problems, situations and scenarios before determining the appropriate learning materials to make reference to in order to arrive at an individual or collective solution.
- The reference materials to be drawn upon include texts, papers and web-based resources provided with the course and workplace documents and information found locally.
- The coursework and self-assessment varies across the modules but collectively covers skills 1-9.
- Feedback includes tutor comments on coursework, e-mailed advice, feedback from Questionmark diagnostic and formative tests and web-based answer guides.
- Web-based discussion boards within the VLE facilitate communication between tutors and students.
- The dissertation process further embraces intellectual skills 1-7.

Assessment of these outcomes will be made by:

- Intellectual skills are assessed through coursework assignments, problems, reports and appraisals and through unseen examination and dissertation submission.
- All summative assessment will be made against defined criteria including demonstration of intellectual skills.

Practical Skills

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 land and real estate professions and construction industry.
6. Use quantitative techniques as a basis for decision making.
7. Write reports in clear standard English and draft comprehensible sketches and diagrams.
8. Multitask and prioritise work to meet scheduled deadlines.
9. Work collaboratively with other people to complete tasks to deadlines.

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

- All skills will be developed through completing the module learning activities and coursework.
- 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 syndicate exercises 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, 8 and 9 will be expected to be demonstrated at face-to-face teaching sessions.
- Skills 4-7 are also assessed through unseen examination.

Transferable Skills

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 Programme, written communication is central to the success of students in the Programme.
- **IT skills:** All MSc students are expected to have access to PCs, e-mail and the Internet. The Programme is supported by the open areas of the College web-site. More specifically, the dedicated virtual learning environment 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. Students will also have access to online power-point presentations. 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 Programme 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, formal valuations and costings, reports, graphical presentations as well as dissertation writing. Guidance on the nature of these formats is provided throughout the course.
- **Problem-solving skills:** The fundamental pedagogy underpinning the design and delivery of the programme is centred on problem based learning with the student being introduced to topics through commonly found professional problems for which they must determine appropriate solutions.
- **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 the student to manage their time to complete the required study and coursework by the milestone dates indicated in the programme of studies.
- **Research and business skills:** The programme is geared to the detailed examination of practice in the land, real estate and construction sectors. During their study students will be expected to investigate and reflect on business practice and to source key documents and information from within their workplace. This enquiry skill developed to support study during the first two years will be formally converted into academic research skills in year three when the taught research methods module is taken and the dissertation is completed.

Assessment of outcomes:

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.

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. 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.