



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT



18/19

Postgraduate
Degrees in Real Estate and Construction

SUPPORTED
ONLINE EDUCATION
WITH UCEM.AC.UK



Realising your potential in the Built Environment



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Our Patron

His Royal Highness, The Prince of Wales



CLARENCE HOUSE

The University College of Estate Management is a distinguished institution, making a strong contribution to education and training in the professions that are of fundamental importance in building communities fit for the future.

We live in a rapidly urbanizing world. More than half of our global population now lives in towns and cities, and by 2050 another three billion people will reportedly be added to that number. For anyone considering a career in the built environment, this will be the defining context of your working life. The challenge is to build better places for people to live, work and thrive, within the finite resource capacity of the Earth.

Developing new housing, offices, schools and hospitals, while at the same time keeping ecological systems and human communities in good health, will require more than tinkering with current approaches. It will require us to find different ways of doing things and I am pleased that one of U.C.E.M.'s strong partnerships is with my own Foundation for Building Community, which works in precisely this area.

We need to start thinking much more imaginatively about how we can develop urban settlements that are not only sustainable, but also work for their communities at a human scale. Our aspiration can no longer be to build places and structures that allow people merely to survive.

U.C.E.M. is already playing an important part in that process through the contribution it makes to the lives and careers of its students, as well as those who depend upon their professional skills. So I was delighted to see the grant of Taught Degree Awarding Powers in 2012, followed by the award of the University College title in 2015. These are important steps in the continued growth and development of this high quality, independent Higher Education Institution.

I wish all those of you who work in and with U.C.E.M., students and faculty alike, all the very best for this academic year, and will observe your progress with great interest.



Welcome from our Principal

Ashley Wheaton, UCEM Principal and CEO



“ Thank you for looking at our 2018/19 postgraduate prospectus. I’m delighted that you are considering studying with us.”

At UCEM, we are dedicated to ensuring your success and providing the best possible learning experience for all our students. From our Admissions Team to our Academic Team, and everyone in-between, the UCEM workforce is here to support you through your studies and ensure you join the path to a rewarding career.

We will reach an important milestone in 2019 – our centenary year. In the time since 1919, when we were founded as The College of Estate Management, we have supported around 150,000 students across the world. We have some exciting events lined up to mark the institution’s 100th birthday so please keep an eye on our website in the lead-up to, and during, 2019.

We have a large network of alumni and students around the world working in some of the most exciting roles the Built Environment has to offer. I hope their stories inspire you as you carry out your studies and make your own way in the real estate and construction world.

We are steadfast in our aspiration to be the **leading, vocational, online university** and I look forward to welcoming you to our global community.



Leading

UCEM is the leading provider of supported online education for the Built Environment.

At a glance: Why UCEM?

- UCEM is the leading provider of supported online education for the Built Environment
- UCEM programmes are recognised and accredited by professional bodies including RICS, CIOB and CABE. Our accredited degree programmes provide a route to professional membership through Graduate Route 1
- UCEM programmes offer a range of modules that allow you to choose a specialism to support your career path
- Designed for busy working professionals, supported online education offers the flexibility to fit your studies around your work. If your circumstances change, we can help you find a way to complete your studies, whether this means slowing down or picking up the pace
- All your learning materials are included online
- Our supported online education model offers you access to our materials wherever you are in the world. If your work requires you to change location or travel, you can take us with you!
- You will be supported every step of the way by our Tutors, who are experienced practitioners in their respective fields. Our professional support staff are also there to support you with any other difficulties you may experience during your studies.

About us

An introduction to University College of Estate Management

UCEM is the leading provider of supported online education for the Built Environment. We are a British Higher Education Institution (HEI), and due to our private funding, we are classed as an Alternative Provider, yet remain subject to the same quality standards as all UK HEIs, monitored by UK HE regulator, QAA.

UCEM underwent QAA Higher Education Review (Alternative Providers) between 20 – 22 September 2016.

The following areas were judged to have met UK expectations:

- The setting and maintenance of the academic standards of the awards offered by the provider and the maintenance of the academic standards of the awards offered on behalf of degree-awarding bodies;
- The quality of student learning opportunities;
- The quality of the information about learning opportunities;
- The enhancement of student learning opportunities.

As part of the review, UCEM was assessed against the expectations relating to the four judgments set out in the UK Quality Code for Higher Education in terms of whether it meets the expectation, available at www.qaa.ac.uk, and the level of risk associated with the outcome.

UCEM met expectations and was assessed as being low risk in all areas.

The QAA review team also identified the following features of good practice at UCEM:

- The robust assessment design and approval procedures that utilise the expertise of both academic and professional staff;
- The use of integrated academic and support teams to take a strategic and collegiate approach to the design, delivery and support of student learning opportunities.

In September 2017, QAA visited UCEM for its annual monitoring report for specific course designation and gave UCEM the highest outcome – 'making commendable progress'.



Realising your potential in the Built Environment



Since our foundation in 1919 we've helped more than 150,000 people around the world to progress their careers through study. Globally, at any one time, we have more than 3,500 individuals studying our undergraduate and postgraduate programmes.

In 2012, we were awarded Taught Degree Awarding Powers (TDAP), which came into effect in 2013, meaning we could award our own degrees. Our programmes, formerly taught through correspondence, transitioned to being taught through supported online education.

In 2015, we were awarded University College status by the UK Government and the Privy Council, and we changed our name from The College of Estate Management to University College of Estate Management.

Built Environment focus:

- We provide programmes specialising in real estate and construction, delivered by Tutors with extensive industry experience
- Our ongoing recognition and accreditation by professional bodies ensures our programmes remain relevant to key professions within the industry
- We're passionate about delivering a high quality experience through supported online education.

Our degrees are accredited by professional bodies including:



Our heritage

The institution was founded as The College of Estate Management (CEM) – a non-profit-making body with temporary headquarters at 34 Russell Square, London – on 22 December, 1919.

That same year, CEM purchased 35 Lincoln's Inn Fields – its original home. CEM had its Royal Charter granted in 1922 and its coat of arms approved in 1928.

In 1959, CEM developed its own diplomas in Estate Management and Quantity Surveying.

CEM left London for Reading in 1967 when it became associated with the University of Reading.

The arrangement between the two institutions saw CEM's full-time students become part of the University of Reading whilst correspondence students remained part of the College.



CEM staff members outside St Alban's Grove.

In 1977, Her Majesty The Queen became Patron of CEM – a role she relinquished in 1998 due to other commitments and recommended that His Royal Highness The Prince of Wales take her place, which he duly did.

The College Property Award, which is awarded to an individual or organisation who/which has made an outstanding contribution to the property sector, was inaugurated in 1987.

The institution made its first leap into the online world when it launched the first College Virtual Learning Environment (VLE) to provide programme materials electronically in 2001.

Following the award of Taught Degree Awarding Powers in 2013 and the achievement of University College title in 2015, University College of Estate Management (UCEM) left the University of Reading campus as an independent institution, moving to its Horizons office in the centre of Reading in 2016.



The-then Prince of Wales (who later became King Edward VIII) after unveiling a bronze tablet to mark the granting of CEM's Royal Charter in 1923.

UCEM through the decades

Did you know?

- Former Prime Minister, Neville Chamberlain (then the Minister of Health) opened a new wing accommodating lecture halls and administrative offices at CEM's Lincoln's Inn Fields base in 1927.
- During the Second World War, The College of Estate Management was active in its provision of education to those on the front line:
 - At the end of 1940, the College volunteered to take part in a scheme inaugurated by the War Office for the supply of vocational training courses to those serving in the Forces. A total of 13,283 servicemen received this support from CEM by 1945, with the scheme extending to the British North African and Central Mediterranean Forces and those serving in India and the Far East;
 - CEM courses were sent free of charge to British prisoners of war in Germany, with the help of the British Red Cross, and many returning prisoners of war expressed their gratitude for this service;
 - Provision was made in 1943 for supplying a course in Elementary Agriculture to members of the Women's Land Army, with a peak of 1,275 students taking this course.



The UCEM lamp

■ A lamp from one of the institution's early premises, St Alban's Grove, is fixed into position at UCEM's Horizons office on the outdoor decking. The institution moved into St Alban's Grove after its original home at Lincoln's Inn Fields was bombed during the Second World War, and the lamp also found residence at the University of Reading when CEM was located there.

■ Students raised funds for a portrait to be painted of the institution's first Principal, Richard Parry, upon his retirement in 1923 – a catalyst for the tradition of organising a painting of the Principal upon their retirement that has remained ever since. All portraits of previous Principals of the institution are located at UCEM's Horizons office.

■ Prince Charles visited the institution's premises at the University of Reading in 1995. His Royal Highness The Prince of Wales stayed for two hours and met with staff members who showed him CEM course materials and discussed their roles within the organisation.



Sustainability

Sustainability supports UCEM's vision and core purpose to provide truly accessible, relevant and cost-effective education, enabling students to enhance careers, increase professionalism and contribute to a better Built Environment.

Sustainability is as much about our future as what we do today. The Built Environment encourages sustainable thinking and UCEM is leading the way in educating the sector's future leaders.

Sustainability Statement

UCEM's Sustainability Working Group (SWG) takes collective responsibility for the institution's sustainability agenda, comprising operational and academic activities, aligned with our ambition to become the 'leading vocational online university'. UCEM strives for excellence in economic, environmental and social responsibility. A key strategic aim is 'to develop and implement genuine sustainability credentials' through our Sustainability Statement which reflects our vision to ensure that:

“UCEM fully accepts its responsibilities to the natural environment and the global society. We are committed to driving forward the sustainability agenda and will play a positive and transformative role that will contribute to securing an economically, politically, environmentally and socially sustainable future.”

This statement outlines our commitment to the principles of sustainable development and is designed to drive our successes, focus our activities and inspire us to support the best possible practice. UCEM is committed to:

- Ensuring our students are conversant in best practice to nurture sustainable built environments through our learning and teaching provision;
- Making sustainability a central focus for UCEM at organisational, departmental and individual levels through driving forward long-term and effective behavioural change;
- Establishing UCEM as a leader in the sustainability agenda through actively influencing industry and conducting research.

Horizons

Our Horizons office in Reading, UK, has been recognised as 'Excellent' on the BREEAM rating scale (the world's leading building sustainability assessment method). This has been further recognised through a Green Apple Gold Award for our environmental and social benefits, innovation, economic and environmental impact, as well as UCEM's commitment to educating others about our approach to sustainability. The Green Apple award led to UCEM becoming Green World Ambassadors, with the institution being held up as a shining light for 'helping others to help the environment'.

To look at our **Horizons sustainability case study** please visit:
<https://onlineacademy.ucem.ac.uk/shop/free-online-courses/horizons/>



“UCEM offered a flexible learning approach I could fit in with my full-time job and came highly recommended by colleagues.

“Supported online learning works very well for me. All webinars and learning materials can be accessed at any time so I am able to fit my studies around my life. I use the VLE daily and find it a very useful tool for discussion and clarification. The module and programme discussion forums are a good substitute for face-to-face support and the Tutors have always been quick to respond to any queries.

“I chose to study the MSc Construction Management programme as the areas covered within the programme are relevant to all aspects of construction management. I already feel more confident and knowledgeable in my current working role, and will have a solid foundation to progress professionally.

“Having been out of education for almost 10 years, the thought of writing essays initially terrified me. However, I was given support and encouragement by the Tutors and Module Leaders, and it made me feel a lot more comfortable submitting that first assignment!

“The best thing about UCEM is the flexibility and support. Even though I live in Cornwall, I feel connected and involved in the UCEM student community.”

**Bex Gibson, MSc Construction Management,
 Project Officer, FX Plus,
 Cornwall, UK**



Vocational

Our **vocational** programmes are accredited by professional bodies, including RICS and CIOB, and offer a pathway to Chartered status.

What the professional bodies say

"As RICS celebrate their 150th anniversary it is fantastic to see UCEM approach their centenary of educating future surveying professionals, in the UK and around the world. As the world rapidly urbanises and cities grow faster than ever before, the need for surveying professionals has never been greater. UCEM's focus on global thinking, standards and professionalism is a remarkable contribution to, not only, the surveying profession, but the entire built environment."

*John Hughes FRICS,
RICS President 2017-2018 and UCEM Alumnus,
Royal Institution of Chartered Surveyors (RICS)*



"In the modern world, flexibility is the key to success. That means being able to take opportunities as they come up and see them through. Construction management in its widest sense needs flexibility backed by a sound knowledge base.

"The partnership of the CIOB and UCEM is founded on that philosophy. UCEM is a world-class organisation with excellent programmes that bring out the best in their students, evidenced by the many high-level roles carried out by UCEM graduates around the world."

*Chris Blythe OBE,
CEO,
Chartered Institute of Building (CIOB)*



"We are delighted that UCEM is part of our network of academic affiliates. With this, we are looking forward to working in partnership on building engineering within the industry, helping to raise standards, share knowledge and develop individuals from starting out in their careers to becoming Chartered Professionals."

Dr John Hooper,
Chief Executive,
Chartered Association of Building Engineers (CABE)



"On behalf of the Hong Kong Institute of Construction Managers, I wish to extend my warmest congratulations to University College of Estate Management on more than nine decades of educating professionals within the Built Environment.

"During this time, UCEM has reached out to a worldwide student cohort which has reaped benefits in the construction and real estate industries in many different parts of the world.

"I hope UCEM continues to be a beacon of educational excellence in the years to come and I look forward to continuing HKICM's working relationship with the institution."

Cr Tang Chi Wang,
President,
Hong Kong Institute of
Construction Managers (HKICM)



"The relationship between CMI and UCEM continues to grow and the partnership between us will be enhanced by the Master's Degree Apprenticeship. This will broaden the appeal of UCEM's offering to the Built Environment with a focus on promoting the highest standards in management and leadership within graduates."

Ian Myson,
Director of HE Partnerships,
Chartered Management Institute (CMI)



Great student feedback

An independent survey* showed that students appreciate the quality and value of our online learning approach:

- 91.2% of students were satisfied with the overall experience at UCEM
- 91.9% of students were satisfied with our Virtual Learning Environment
- 88.6% of students were satisfied with the overall UCEM learning experience
- 90.5% of students were satisfied with overall support
- 95% of students were satisfied with the subject area expertise of lecturers
- 90% of students were satisfied with UCEM programme content.

* i-graduate Distance Education (DE) Barometer Autumn 2016





"The key draw to UCEM for me was that my studies could be flexible around my work commitments. I have a very onerous job so the fact that UCEM's programme could be completed in my own time was extremely helpful.

"I did not have to worry about missing lectures due to work commitments. I found the experience of supported online education very positive. The VLE system works well - all core learning materials are on the VLE at the start of each module so you can check what topics you will be studying when, easily access the reading resources, and see when assignments and exams are scheduled which allowed me to plan accordingly.

"The weekly online discussion forums are useful as they provide guidance as to what topics you should be reading and when, as well as insights from other students and your Tutor. Again, you can do this in your own time - there are international students so posts are being uploaded around the clock.

"The support from the Tutors and the online student support function was very good - when I wrote on the VLE, they always wrote back with comprehensive feedback in a timely manner. For example, I needed an extension on an assignment due to work commitments and the Tutor accommodated me with this request which enhanced my student experience.

"My current day-to-day role is predominantly asset management of a real estate investment portfolio. The UCEM MSc Real Estate programme was very beneficial as it included many topics which relate to my current job and thus greatly furthered my knowledge base."

Jodie Ronan, MSc Real Estate,
COO, Ronan Group Real Estate,
County Dublin, Republic of Ireland



"I chose UCEM because the institution is one of the best online learning providers and has competitive programme fees.

"The supported online education model was amazingly well organised and prepared, and was more efficient than conventional teaching. The Tutors are experienced and induce students to think more critically.

"My studies have enabled me to enhance my knowledge of contract administration and gain a competitive edge in dealing with contractual matters and risks in construction projects.

"What stood out for me was the prestige of the University College, the consistency of the teaching materials and the exposure to international trends and practice."

Yashwant Tohooloo, MSc Quantity Surveying,
Proposal Executive, Forges Tardieu Ltd,
Mauritius

"The VLE is well designed and provides plenty of documentation and support on all kind of subjects. I have found the Tutors to be both supportive and available; whenever you have a question, they reply to your message on the forums very quickly and are always there, like the Module Leaders, to reassure you during the most challenging moments.

"I am interested in pursuing a career working for an international firm, serving international clients and perhaps even with the opportunity to work overseas in the future. Studying UCEM's MSc Real Estate programme has already allowed me to start a career in surveying and serving international clients, and it will certainly help me to achieve my other ambitions."

Vilma Segonds, MSc Real Estate,
Junior Valuer, Cushman & Wakefield,
Paris, France





Online

We offer supported **online** education whereby all our learning materials are hosted on our Virtual Learning Environment (VLE) with the support of a range of dedicated UCEM teams.

How we teach

Supported online education

Students study in an online environment with structured weekly learning materials further supported and enhanced through interactions with Tutors and other students. Students are further assisted by the excellent student support services which we provide.

Why supported online education?

- We provide you with the resources and tools you need to build your knowledge and skills. These are made available online via our Virtual Learning Environment (VLE), which hosts a comprehensive e-Library and study support materials
- Rich online learning resources - delivered across a range of learning media, we guide your weekly study to achieve learning outcomes
- Fully supported - from student queries, e-Library resource support to careers advice, we are here to help you (turn to page 41 for more information on the support we provide)
- Accessible learning - access to your learning materials to study wherever you are with an internet connection (some materials are downloadable for study offline)
- Flexible - choose your speed of study and change it if needed
- Earn while you learn - designed to fit around your work and personal commitments.

What you'll need

You will need access to:

- A personal computer with audio playback capabilities;
- The internet via a broadband connection;
- Email;
- Headphones with a microphone.

You should be able to:

- Create, use and save documents produced in word processing and spreadsheet software, e.g. Microsoft Word and Excel;
- Use a web browser:
 - Google Chrome: minimum version – 30.0, recommended version – latest;
 - Mozilla Firefox: minimum version 25.0, recommended version – latest;
 - Apple Safari: minimum version 8, recommended version – latest;
 - Microsoft Internet Explorer: minimum version 11, recommended version – latest;
- Open PDF documents with freely available Adobe Reader software.

Note: Employers may operate policies limiting access to the internet and the use of email at work. If you intend studying during the working week, you should check that access is possible.

Virtual Learning Environment

Your learning platform

We teach all our programmes online so you can learn when you want to and wherever you are, around your work and other commitments.

Technological advances mean there has never been a better time to continue your education through online education. We're always exploring alternative media and new, interactive ways to learn. We continually invest in our online facilities to enhance our teaching resources, tools and techniques through our online Virtual Learning Environment (VLE).

Accessible

The VLE is the gateway to your learning journey and our global learning community. Turn on your computer, connect to the internet and it's there. Take it with you when you need to – you can access the VLE on your mobile device, tablet or laptop on your coffee break, on the train wherever you are.

The VLE contains your structured weekly learning for each module. Learning materials are provided through a variety of media ranging from e-textbooks, videos and infographics through to interactive e-learning resources which can support your study both online and offline. Join the conversation and hear a variety of perspectives and opinions – an essential part of gaining the widest range of insights you can take with you into the world of work.

Our online guidance from highly experienced Tutors helps you to make the most of your learning experience, and our dedicated professional services team provide regular support and information.

e-Library

Through the VLE, you can access our e-Library which gives you access to e-books, journals, articles and other online resources that you will need throughout your study with us.

Getting started

Four weeks before you start a programme, and only once you have registered, you will be given access to the Induction Module which will allow you to get used to studying using the VLE. This module is compulsory for all students so it's worth starting as soon as you are given access.

What's happening on the VLE?

- An Induction Module to prepare you for online learning
- Online assignment submission, feedback and results
- Access to online careers support and guidance, UCEM Job Shop and a Careers and Employability Advisor
- Discussion forums shared by fellow students, Tutors and UCEM staff
- Information on how to access UCEM student support services
- Access to libraries of periodicals to support you in writing your assignments, projects and dissertations
- Comprehensive study skills section providing support on developing academic writing.



Structured learning, week by week

Each module is divided into weeks on the VLE. Within each weekly tab is an overview of what you are expected to learn that week and the corresponding activities to support this progression.

All the material has been created and refined by our Tutors, with the support of our Online Education Department, and ensures you will learn what you need to in order to pass the programme. The materials are created to be as diverse and engaging as possible so you can enjoy the learning experience.

There are also plenty of opportunities for you to share your thoughts and ask your Tutor and fellow students questions through our discussion forums and webinars.



"What I liked about the UCEM MSc Building Surveying programme was that I could work alongside studying. This is important to me as I couldn't afford to undertake studies without a full-time job.

"UCEM's Tutors care about your success and are happy to help with areas you are struggling with. The VLE [Virtual Learning Environment] has a feedback system built into it which allows Tutors to improve the programme.

"I've enjoyed being the Student Rep for UK students on the programme. It's more work but I enjoy speaking with students to understand how they want to change the programme. I like to think I am helping to create a better programme for future students.

"I want to become an RICS Chartered Building Surveyor and eventually a partner within a firm. The Careers Service at UCEM has helped me to become more employable within the sector.

"The best thing about studying with UCEM is whenever I get marks back from a piece of work, I know I am one step closer to becoming Chartered."

*James Terry, MSc Building Surveying Student Rep,
Cambridge, UK*

"I chose to study with UCEM due to a combination of the quality promised on the VLE, my confidence in the expertise and knowledge of the Tutors, the reputation that UCEM has, and the simplicity and convenience of online learning.

"Supported online learning is largely a positive experience. The ability to study whenever we like is very helpful. The discussion forums are of great use, as are the webinars.

"The best things about studying with UCEM are: the quality of the teaching material; the access to the e-Library and the resources it offers; access to RICS's 'isurv' information service; the knowledge and experience of the Tutors; the support from fellow students through the discussion forums and informal WhatsApp groups; the flexibility of study time; and the recognition UCEM has in the industry."

*David Clayton, MSc Building Surveying,
Self-employed Building Surveyor,
Herefordshire, UK*



"There is no doubt that the MBA Construction and Real Estate programme is designed for ambitious construction professionals who will gain an advanced academic understanding of management principles within the real estate and construction industries.

"The programme enabled me to be confident in applying RICS/CIOB recommended practices. It also improved my strategic thinking, corporate policymaking, procedural action, implementation of cost control measures and sustainability ethics. I was promoted by my company as a direct result of having obtained the MBA qualification."

*Clement Gunasekar, MBA Construction and Real Estate,
Cost Control Manager, Al Fara'a General Contracting,
UAE*



University College

University College of Estate Management's core purpose is to provide truly accessible, relevant and cost-effective education, enabling students to enhance careers, increase professionalism and contribute to a better Built Environment.

Our programmes at a glance

Our postgraduate programmes

Our postgraduate degree programmes are accredited by professional bodies, such as the Royal Institution of Chartered Surveyors (RICS) and the Chartered Institute of Building (CIOB) which allows students to progress to professional membership and gain Chartered status. We currently offer the following postgraduate conversion programmes, designed for people who hold an unrelated undergraduate degree:

Conversion programmes

- MSc Building Surveying
- MSc Construction Management
- MSc Quantity Surveying
- MSc Real Estate.

Specialist programmes

- MBA Construction and Real Estate.

Our programmes enable you to:

- Develop specialist skills;
- Gain in-depth industry knowledge;
- Obtain insights into the Built Environment sector;
- Gain an RICS/CIOB/CMI/HKICM and/or CABE accredited degree*;
- Start your path to APC and professional status;
- Further expand your network with fellow students.

*Please see the programme pages for specific accreditation details.

2018/19 intake dates

Autumn: Apply by 6 August 2018 to start on 3 September 2018

Spring: Apply by 4 February 2019 to start on 4 March 2019

Fees summary

Fees are £1,100 per module. Each MSc programme comprises eight modules with a total cost of £8,800 and the MBA comprises seven modules plus the Postgraduate Project costing £2,250 with a total cost of £9,950.

MSc Building Surveying

Building surveying is a growing, international, professional discipline dealing with the inspection, maintenance and refurbishment of buildings. The MSc Building Surveying programme is a supported online programme and a great way to obtain an RICS/ CIOB/ CABE/ HKICM-accredited degree covering the core technical disciplines of the building surveying specialism and their role within the wider context of Built Environment professional disciplines.

The programme benefits from a range of contemporary, well-supported teaching and learning techniques, including practical project work to improve your career prospects in the public and commercial sectors throughout the UK and overseas.

This programme is also registered with the Hong Kong Non-local Courses Registry (NCR registration number 252539). It is a matter of discretion for individual employers to recognise any qualification to which these programmes may lead.



A word from the Programme Leader

"Building surveying is the broadest of the Built Environment professional disciplines, covering all aspects of design, construction, maintenance and assessment of the man-made environment.

"The MSc Building Surveying programme will provide you with a grounding in the major Built Environment subjects and is for those wishing to start, change or progress your career. The programme at UCEM is taught by a range of specialists in their related field, as well as professional Building Surveyors."

James Ritson

BA (Hons) Dip Arch MA FRGS

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AWARD:

MSc Building Surveying

DURATION:

2 years

DATES:

Apply by 6 August 2018

to start on 3 September 2018

Apply by 4 February 2019

to start on 4 March 2019

FEES:

£1,100 per module for students commencing in the 2018/19 academic year x 8 modules (usually students undertake 2 modules per semester).

Total programme fee: £8,800

TIME COMMITMENT:

15-20 hours a week for 42 weeks per annum

You will normally study two modules concurrently per six-month semester.

Each 20-credit module equates to a total of 200 study hours broken down between directed online learning, self-directed learning and assessment. The breakdown between these three types of activity may vary between modules but on average is as follows:

Directed online learning (50%)

Self-directed reading (17%)

Assessment (33%)

Programme structure

Year 1

- Law for Surveyors
- Costing and Contracts
- Sustainable and Innovative Construction
- Planning and Development

Year 2

- Building Pathology
- Maintenance and Adaptation of Buildings
- Postgraduate Project
- **Elective modules* (choose one):**
 - Property Management
 - Management of Construction

* The elective modules are generally provided each year. Any changes that are made will be implemented as outlined in the accuracy of information (see p.53).

For further information about the programme, including aims, learning outcomes, structure and assessment, please see the programme specifications which can be found at www.ucem.ac.uk/specs

Module descriptions can be found at www.ucem.ac.uk/mscbs

Programme benefits

- Gain expertise in the core technical knowledge and skills required for the building surveying profession
- After successfully completing your degree, you are able to proceed to the RICS Assessment of Professional Competence to gain Chartered status
- Enables you to apply to become a member of the CIOB.

To apply

Please see page 42 or visit www.ucem.ac.uk/mscbs

Admissions and Enquiries Team contact details

e: enquiries@ucem.ac.uk

t: 0800 019 9697 (freephone UK)

t: +44 (0)118 921 4696 (international)

As is standard practice in Higher Education, the programme is being reviewed in 2018 as part of an ongoing cycle of continuous reflection and improvement. This will mean that there will be changes to your programme from September 2019, which you need to be aware of before you commence your study with UCEM. For more information on the proposed changes, please visit: www.ucem.ac.uk/2019-changes

Programme accredited by:



RICS



CIOB



CABE



HKICM
Hong Kong Institute of
Construction Management



MSc Construction Management

Construction Managers are globally recognised professionals who are involved in a wide spectrum of built environment projects, ranging from simple residential buildings to complex commercial, industrial or infrastructure projects. Construction management is the essential link between the expression of a client's wish for a built asset and its construction and eventual operation.

Construction managers employ the use of specialised skills in planning and managing the complex challenges of this construction phase. Our internationally recognised MSc Construction Management programme is a fully online programme that offers great flexibility for you to earn while you learn wherever you are in the world. This RICS, CIOB and CABE accredited programme will help you become a leader in construction management by developing the range of skills required such as project management, human resource management and considerations for a safe and sustainable built environment.



A word from the Programme Leader

"Our MSc Construction Management programme prepares you for an exciting career in construction by developing the specialised knowledge and skills required to interpret project designs, and plan, manage and implement the construction cycle from inception to practical completion in a sustainable manner. Our graduates are highly recognised in industry and our programme qualifies you to gain accreditation of the widely recognised CIOB and RICS professional bodies."

Dr Afolabi Dania

BSc (Hons) MSc PhD

e: a.dania@ucem.ac.uk

t: +44 (0)118 467 2055

AWARD:

MSc Construction Management

DURATION:

2 years

DATES:

Apply by 6 August 2018

to start on 3 September 2018

Apply by 4 February 2019

to start on 4 March 2019

FEES:

£1,100 per module for students commencing in the 2018/19 academic year x 8 modules (usually students undertake 2 modules per semester).

Total programme fee: £8,800

TIME COMMITMENT:

15-20 hours a week for 42 weeks per annum

You will normally study two modules concurrently per six-month semester.

Each 20-credit module equates to a total of 200 study hours broken down between directed online learning, self-directed learning and assessment. The breakdown between these three types of activity may vary between modules but on average is as follows:

Directed online learning (50%)

Self-directed reading (17%)

Assessment (33%)

Programme structure

Year 1

- Law for Surveyors
- Contract Administration and Practice
- Sustainable and Innovative Construction
- Procurement and Tendering

Year 2

- Management Finance and Science
- Management of Construction
- Postgraduate Project
- **Elective modules* (choose one):**
Strategic Management of Change
Managing and Leading People

* The elective modules are generally provided each year, any changes that are made will be implemented as outlined in the accuracy of information (see p.53)

For further information about the programme, including aims, learning outcomes, structure and assessment, please see the programme specifications which can be found at www.ucem.ac.uk/specs

Module descriptions can be found at www.ucem.ac.uk/msccm

Programme benefits

- Develop technical and leadership skills required in the development and delivery of innovative international construction projects
- Explore financial, legal and management solutions to complex construction problems at both strategic and operational levels
- Obtain a professionally recognised and accredited degree with progression to membership of the Chartered Institute of Building (CIOB), the Royal Institution of Chartered Surveyors (RICS) and the Chartered Association of Building Engineers (CABE).

To apply

Please see page 42 or visit www.ucem.ac.uk/msccm

Admissions and Enquiries Team contact details

e: enquiries@ucem.ac.uk

t: 0800 019 9697 (freephone UK)

t: +44 (0)118 921 4696 (international)

As is standard practice in Higher Education, the programme is being reviewed in 2018 as part of an ongoing cycle of continuous reflection and improvement. This will mean that there will be changes to your programme from September 2019, which you need to be aware of before you commence your study with UCEM. For more information on the proposed changes, please visit: www.ucem.ac.uk/2019-changes

Programme accredited by:



RICS



CIOB



CABE



MSc Quantity Surveying

The MSc Quantity Surveying programme is a postgraduate conversion programme which is designed to align your skills to the educational requirements of the industry's professional bodies.

The programme gives you an informed view of the key areas of knowledge required to develop your quantity surveying (QS) skills including quantification and measurement of construction works, cost management, contract practice and procedures, procurement and building economics. There is also a research project which will provide an in-depth assessment of a topic of your choice.

This programme is also registered with the Hong Kong Non-local courses Registry (NCR registration number 252542). It is a matter of discretion for individual employers to recognise any qualification to which these programmes may lead.



A word from the Programme Leader

"My aim is to help professionals, whose first degree or career path was not necessarily in the construction industry or did not enable them to progress to full membership at that time, to fulfil their dreams to become full members of the RICS and CIOB professional institutions. Our MSc Quantity Surveying programme is a conversion programme that is fully accredited by these institutions and provides the academic requirements for full membership.

"This continues to be a successful programme that offers a leading, online experience from a provider specialising in accessible, relevant and cost-effective education."

Malcolm Kirkpatrick

MRICS ICIOB PCTHE FHEA

e: m.kirkpatrick@ucem.ac.uk

t: +44 (0)118 921 4690

AWARD:

MSc Quantity Surveying

DURATION:

2 years

DATES:

Apply by 6 August 2018

to start on 3 September 2018

Apply by 4 February 2019

to start on 4 March 2019

FEES:

£1,100 per module for students commencing in the 2018/19 academic year x 8 modules (usually students undertake 2 modules per semester).

Total programme fee: £8,800

TIME COMMITMENT:

15-20 hours a week for 42 weeks per annum

You will normally study two modules concurrently per six-month semester.

Each 20-credit module equates to a total of 200 study hours broken down between directed online learning, self-directed learning and assessment. The breakdown between these three types of activity may vary between modules but on average is as follows:

Directed online learning (50%)

Self-directed reading (17%)

Assessment (33%)

Programme structure

Year 1

- Law for Surveyors
- Contract Administration and Practice
- Sustainable and Innovative Construction
- Building Economics

Year 2

- Professional Cost Management
- Procurement and Tendering
- Management of Construction
- Postgraduate Project

For further information about the programme, including aims, learning outcomes, structure and assessment, please see the programme specifications which can be found at

www.ucem.ac.uk/specs

Module descriptions can be found at

www.ucem.ac.uk/mscqs

Programme benefits

- Access to RICS Graduate Route 1 - allows you to progress to Chartered status
- Allows entry to CIOB Chartered membership
- Build your career by specialising in quantity surveying and contract cost management.

To apply

Please see page 42 or visit www.ucem.ac.uk/mscqs

Admissions and Enquiries Team contact details

e: enquiries@ucem.ac.uk

t: 0800 019 9697 (freephone UK)

t: +44 (0)118 921 4696 (international)

As is standard practice in Higher Education, the programme is being reviewed in 2018 as part of an ongoing cycle of continuous reflection and improvement. This will mean that there will be changes to your programme from September 2019, which you need to be aware of before you commence your study with UCEM. For more information on the proposed changes, please visit: www.ucem.ac.uk/2019-changes

Programme accredited by:



RICS



CIOB



cabe



HKICM



MSc Real Estate

This is an online postgraduate conversion programme during which you'll develop the knowledge, understanding and critical thinking required to practise as a Valuer or Property Surveyor.

It offers a range of modules which address the competencies required for these disciplines, and it is recognised as meeting the RICS educational requirements for membership (Graduate Route 1).

This programme is also registered with the Hong Kong Non-local Courses Registry (NCR registration number 252545). It is a matter of discretion for individual employers to recognise any qualification to which these programmes may lead.



A word from the Programme Leader

"The MSc Real Estate programme is a richly interactive programme led by experienced real estate professionals and respected academics for aspiring surveyors. Our students come from a wide variety of disciplines and the programme is a fast route towards membership of RICS."

David Hourihan

MSc Proplnv FRICS FHEA

e: d.hourihan@ucem.ac.uk

t: +44 (0)118 921 4789

AWARD:

MSc Real Estate

DURATION:

2 years

DATES:

Apply by 6 August 2018

to start on 3 September 2018

Apply by 4 February 2019

to start on 4 March 2019

FEES:

£1,100 per module for students commencing in the 2018/19 academic year x 8 modules (usually students undertake 2 modules per semester).

Total programme fee £8,800

TIME COMMITMENT:

15-20 hours a week for 42 weeks per annum

You will normally study two modules concurrently per six-month semester.

Each 20-credit module equates to a total of 200 study hours broken down between directed online learning, self-directed learning and assessment. The breakdown between these three types of activity may vary between modules but on average is as follows:

Directed online learning (50%)

Self-directed reading (17%)

Assessment (33%)

Programme structure

Year 1

- Law for Surveyors
- Valuation and Ethics
- Property Transactions
- **Elective modules* (choose one):**
 - Planning and Development
 - Sustainable and Innovative Construction

Year 2

- Property Management
- Postgraduate Project
- **Elective modules* (choose one):**
 - Real Estate Investment
 - Applied Valuation
 - Planning and Development
 - Statutory Valuations**
- **Elective modules* (choose one):**
 - Applied Valuation
 - Management Finance and Science
 - Principles of Marketing
 - Planning and Development
 - Sustainable and Innovative Construction

* The elective modules are generally provided each year, any changes that are made will be implemented as outlined in the accuracy of information (see p.53)

**Please note that student numbers will be limited to 45 per semester on this module.

For further information about the programme, including aims, learning outcomes, structure and assessment, please see the programme specifications which can be found at www.ucem.ac.uk/specs

Module descriptions can be found at www.ucem.ac.uk/mscre

Programme benefits

- Accredited by RICS as meeting the educational requirements for membership
- Develop the skills and knowledge required to pursue a career in valuation, development, management, agency and investment in real estate management
- Recognised by Ireland's Property Services Regulatory Authority (PSRA).

To apply

Please see page 42 or visit www.ucem.ac.uk/mscqs

Admissions & Enquiries Team contact details

e: enquiries@ucem.ac.uk

t: 0800 019 9697 (freephone UK)

t: +44 (0)118 921 4696 (international)

As is standard practice in Higher Education, the programme is being reviewed in 2018 as part of an ongoing cycle of continuous reflection and improvement. This will mean that there will be changes to your programme from September 2019, which you need to be aware of before you commence your study with UCEM. For more information on the proposed changes, please visit: www.ucem.ac.uk/2019-changes

Programme accredited by:



MBA Construction and Real Estate

Our MBA programme, accredited by the CIOB, CABE, CMI and RICS, is a leading, specialist MBA that focuses on business and management principles within the international construction and real estate industries. The programme attracts real estate and construction professionals from all continents, offering virtual networking and exchanges of experiences in different international contexts.

Completion of the MBA will also gain you a CMI Level 7 (postgraduate) qualification in Strategic Management and Leadership.

This programme is also registered with the Hong Kong Non-local courses Registry (NCR registration number 252666). It is a matter of discretion for individual employers to recognise any qualification to which these programmes may lead.



A word from the Programme Leader

"Our online MBA Construction and Real Estate programme combines quality and international excellence with the flexibility to enhance your ability to successfully perform within various business environments. The programmes can help you sharpen your existing skills and acquire new knowledge and fresh perspectives into your professional goals. You can manage your studies around other personal and professional commitments, with support from our student services' teams and our body of experienced academic tutors and practitioners."

Peter Escreet

BSc (Hons) MBA MSc Surv MCI0B FCMI

e: p.escreet@ucem.ac.uk

t: +44 (0)118 467 2038

AWARD:

MBA Construction and Real Estate

DURATION:

2 years

DATES:

Apply by 6 August 2018

to start on 3 September 2018

Apply by 4 February 2019

to start on 4 March 2019

FEES:

£1,100 per module for students commencing in the 2018/19 academic year x 7 modules (usually students undertake 2 modules per semester), plus the Postgraduate Project which costs £2,250.

Total programme fee: £9,950

TIME COMMITMENT:

15-20 hours a week for 42 weeks per annum

You will normally study two modules concurrently per six-month semester.

Each 20 credit module equates to a total of 200 study hours broken down between directed online learning, self-directed learning and assessment. The breakdown between these three types of activity may vary between modules but on average is as follows:

Directed online learning (50%)

Self-directed reading (17%)

Assessment (33%)

Programme structure

Year 1

- Strategic Management of Change
- Managing and Leading People
- Principles of Marketing
- Management Finance and Science

Year 2

- Planning and Development
- Postgraduate Project
- **Elective modules* (choose one):**
Real Estate Investment
Property Management
- **Elective modules* (choose one):**
Management of Construction
Procurement and Tendering

* The elective modules are generally provided each year, any changes that are made will be implemented as outlined in the accuracy of information (see p.53)

For further information about the programme including aims, learning outcomes, structure and assessment please see the programme specifications which can be found at www.ucem.ac.uk/specs

Module descriptions can be found at www.ucem.ac.uk/mba

Programme benefits

- A specialist MBA for the construction and real estate industries
- Develop leadership skills
- Improve your career prospects
- Become eligible to apply for membership of RICS/CIOB
- Accredited by the Chartered Management Institute (CMI). This means that students completing the MBA will also achieve a CMI Level 7 (postgraduate) qualification in Strategic Management and Leadership. The CMI qualification will provide students with the opportunity to achieve membership of the leading professional body for managers and enhanced access to Chartered Manager status.

To apply

Please see page 42 or visit www.ucem.ac.uk/mba

Admissions & enquiries

e: enquiries@ucem.ac.uk

t: 0800 019 9697 (freephone UK)

t: +44 (0)118 921 4696 (international)

As is standard practice in Higher Education, the programme is being reviewed in 2018 as part of an ongoing cycle of continuous reflection and improvement. This will mean that there will be changes to your programme from September 2019, which you need to be aware of before you commence your study with UCem. For more information on the proposed changes, please visit: www.ucem.ac.uk/2019-changes

Programme accredited by:



RICS



CIOB



General programme information

MSc entry requirements

Entrants onto our MSc programmes are normally* required to have attained one of the following:

- A Bachelor's degree with honours at lower second standard (2:2), or equivalent;
- A Bachelor's degree, or equivalent, plus experience in a relevant field;
- A Level 5 qualification as defined by the Framework for Higher Education Qualifications for England, Wales and Northern Ireland (FHEQ), plus five years' relevant experience;
- A professional qualification plus five years' relevant experience.

*Applicants who do not meet the requirements stated above, but who wish to be considered for this programme should visit www.ucem.ac.uk/about-ucem/code-of-practice and refer to Admissions and Recognition of Prior Learning for the policy on non-standard admission.

MBA entry requirements

Entrants onto the MBA are normally required to have attained one of the following:

- A Bachelor's degree with honours at lower second standard (2:2) and three years' experience;
- A Level 5 qualification as defined by the Framework for Higher Education Qualifications for England, Wales and Northern Ireland (FHEQ) Level 5, plus eight years' relevant work experience - two of which should be at appropriate senior management level;
- A professional qualification, plus five years' relevant experience - two of which should be at appropriate senior management level.

Assessment

Modules are assessed through a variety of assessments such as coursework and examinations. Combinations of module assessment vary across programmes and from module to module. In line with the supported online education offering at UCEM, online resources will be made available in preparation of, and in conjunction with, assessments.

Where examinations are applicable, examination periods for postgraduate programmes will be held in January and July for the September and March semesters respectively.

Award details

When you successfully complete all elements of the programme, you will be awarded a degree and will be entitled to use the designatory letters MSc or MBA.

Staff qualifications and experience

All our programmes are taught by a team of full-time academic staff and associate Tutors. UCEM academic staff and associates have extensive, relevant industry experience in addition to their academic qualifications. Please see www.ucem.ac.uk/academicstaff for further information about the qualifications and experience of UCEM's academic staff.

English language entry requirements

Entrants onto our postgraduate programmes are normally required to have attained one of the following:

- Grade C or above in English (Language or 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;
- 88 or above in the Internet option, 230 or above in the computer-based option or 570 or above in the paper-based option, of the Teaching of English as a Foreign Language (TOEFL) test;
- Grade C or above in Use of English at A/S Level.

Fees and funding

Programme fees

Your programme fees are fixed for the duration of your studies. This means that the fee you pay per module will not increase from one year to the next, as long as you remain registered on the same programme. Different fees may be applicable if you decided to transfer to a different programme.

Payment options

You can pay your fees for the semester as a one-off payment by credit/debit card, bank/building society cheque, banker's draft, or direct bank transfer. If you wish to pay for the semester in five instalments, you can do so online using a credit/debit card. The initial instalment will be taken on the day of registration. The remaining monthly instalments will begin on the 1st of the month after the start date of your programme.

Student finance

Students living in England and Wales may apply to Student Finance for a Postgraduate Loan to help towards programme and living costs. Eligible students may apply for funding for up to £5,140 each academic year.

Retake fees

You may be required to pay a retake fee if you are unable to pass a module at the first attempt, and are then offered a further attempt. The retake fee is 50% of the full module fee in each case. If you defer or suspend your studies, or are deemed to have not sat the module assessment by the Board of Examiners, you will not be required to pay a retake fee, provided you re-join the module at the first available opportunity. If you defer or suspend your Project module, however, a 50% module fee will be charged upon your return.

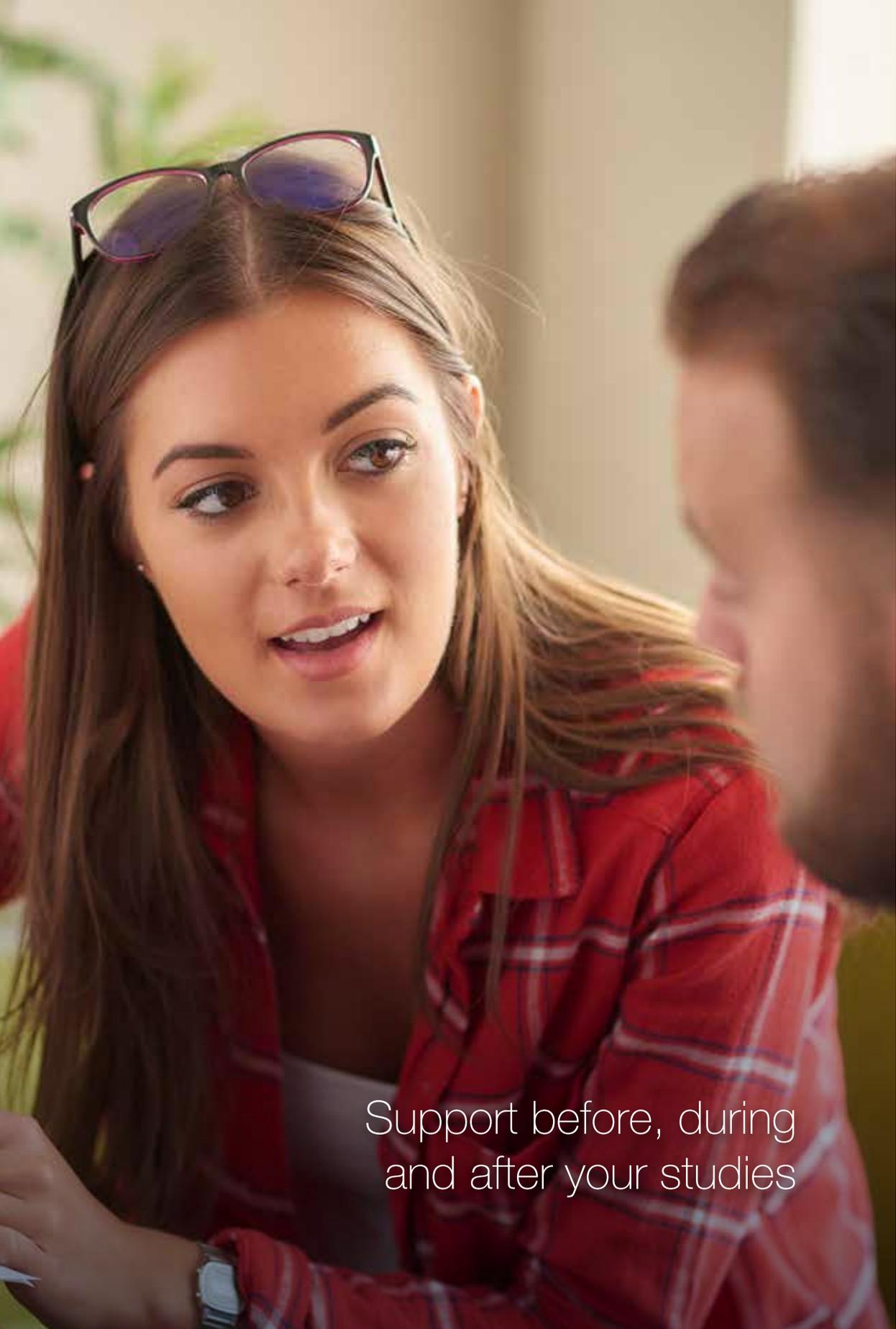
Additional costs

UCEM provides examination centres all over the world in addition to the UK. You should expect to incur travel costs to attend your nearest examination centre, for those modules which contain examinations.

Programme materials

The fees include the provision of online material for your modules, access to the VLE, academic support, the e-Library Service and student services, including the Student Advice Team and the Careers Service. All module material is provided online. Where the textbook is a 'core text', the book will be available as an 'e-book' for you to download on to your electronic device.

For further details, please go to: www.ucem.ac.uk/fees-and-funding



Support before, during
and after your studies

Support before your studies

In our long history we have helped put more than 150,000 property and construction professionals on the right track. We know what we're doing, so - whenever you need to - you know you can depend on our experience and our dedication to your success.

Prior to application

Prior to making an application to study on one of our programmes, please check the website for the most up-to-date information: www.ucem.ac.uk

When completing the online application form, you should ensure you have details of all your qualifications and employment history to hand as you will be asked to provide this information when completing the form.

You will also be required to provide the following verified supporting documentation with your application form:

- Proof of identification
- Qualification certificates.

In addition to this you will also be able to upload the following documents:

- Curriculum vitae (CV)
- Academic transcript and syllabus information (if you want to apply for credit transfer/exemptions)
- A personal statement or a reference from your employer.



Sophie Elliott
Head of Admissions and Student Registration
enquiries@ucem.ac.uk

Enquiries Team

When considering studying a programme with UCEM, your first port of call is our Enquiries Team.

The Enquiries Team offer helpful, engaging information, advice, and guidance on UCEM programmes and signpost enquirers to the relevant team within the institution, when specialist responses are required.

They endeavour to advise on which programme would suit prospective students best, depending on their educational or professional aspirations, and can also provide information on the different payment options available, including the New Student Bursary Scheme offered by UCEM.

Apply at

www.ucem.ac.uk/apply

Please note that we are unable to assess your application without copies of your qualification certificates. You will be prompted to upload these documents at the relevant section of the application form. If you are unable to upload your documents you can log back in to your application form and upload them later.

It's simple and it's fast...

The Admissions Team will send you an email acknowledgement of your application. With our new applicant portal you can now track the progress of your application. As soon as you've been accepted for the programme, we'll send you details of what to do next.



Jade Dunstan
Admissions Officer
admissions@ucem.ac.uk

Admissions Team

The Admissions Team are on hand to help once you have submitted your application to study with UCEM. They guide applicants from the submission of an application, through to their registration on to a UCEM programme. They assess academic and professional qualifications against the programme entry requirements and are able to assess the equivalency of qualifications from all around the world.

The Admissions Team work closely with the academic team and register students onto their respective programmes.

Here to help

We hope we've answered your questions and that you're ready to take the next step and apply. If you need further assistance, then please call or email us with any questions. We are happy to give advice on the programme you're considering.

UK freephone 0800 019 9697

International +44 (0)118 921 4696

Email enquiries@ucem.ac.uk



The Enquiries and Admissions Teams

Induction Module

Four weeks before starting your programme, and only once you have registered, you will be given access to the Virtual Learning Environment (VLE) and you are required to complete the Induction Module.

Doing this will help you to familiarise yourself with the VLE and become comfortable with the various learning materials UCEM provides.

Among the features of the Induction Module are: a welcome video from our Principal, Ashley Wheaton; quick-start guides to help you navigate your way around the VLE; guidance on referencing and avoiding plagiarism; and information about the non-curricular services provided by UCEM such as our Disability and Wellbeing Team and Careers Service.

There is then a short questionnaire testing your comprehension of the VLE so you can assess which areas you may need to return to so you are well-equipped to begin studying with UCEM.



Support during your studies

The support you'll receive

The staff at UCEM are dedicated in providing students with the support they need to complete their studies, and we are with you every step of the way.

Academic support

Our academic staff are on hand to provide the guidance and support you need to complete your coursework and prepare for your exams.

- Programme Leaders provide an introductory webinar and a series of surgery sessions for students during the semester, each with a clear academic purpose
- Module Leaders will provide a welcome and induction to all students at the start of a module
- Module Tutors will be your main point of contact for any module you are studying.

Professional support services

'Student Central' is the main online area that, as a student, you will go to for all the queries you may have that are related to your studies with student services, including Finance, IT and the e-Library.

Benefits of Student Central are:

- Student Central is run by a team of dedicated, professional Student Advisors, who are here to help and support you with your studies;
- One area for you to go to online to ask any question you may have;
- Student Central contains over 400 FAQs, so that you can find answers to common queries where you can provide feedback to enhance our service;
- The Student Advisors will respond to all queries received within two working days, and if the answer to your question will take more than two days, the team will keep you updated on what is happening;
- You will have your own area in Student Central, where you can see all the questions that you have asked whilst you have been studying with UCEM;
- You will be able to access Student Central through the 'Student Services' page on the VLE, so it is easy for you to find.



Sharon Gault
Student Advice Manager



Richard Higgins
Disability and Wellbeing Administrator
disabilitysupport@ucem.ac.uk



Gail Martin
Programme Administration Manager

Student Advice Team

The Student Advice Team provide support through the VLE, including the provision of key programme dates and information.

Any questions you have about your studies should be directed to the Student Advice Team in the first instance. They have access to a wealth of information and will provide you with adequate advice, information and support, but also direct queries to other relevant teams when necessary.

Disability and Wellbeing Team

The Disability and Wellbeing Team provide students with disabilities and additional needs with the support they need to be successful in their studies. The Team is made aware of students with additional needs from application forms, the Student Advice Team and directly from the students themselves, and all information provided is dealt with confidentially.

Programme Administration Team

The Programme Administration Team organise webinar sessions throughout your studies.

They also seek student feedback and take actions based on this. When called upon, the Programme Administration Team support both the mitigating circumstances and academic misconduct processes.



Martyn Knox
Assessment Officer (Coursework)

Coursework Team

The Coursework Team can offer help and advice on the submission process for your assignments, and works to ensure that your assignments are made available to the correct marker as soon after the submission deadline as possible.

They also liaise with Tutors on your behalf to ensure that marking is completed by the specified date, so that moderation can be dealt with before marks and feedback are released to you.

The team also deals with any queries regarding submissions and assignment marking referred to them by the Student Advice team.



Gina Columbine
Assessment Officer (Exams PG)

Examinations Team

The Examination Team arrange exams and venues throughout the world. They provide the necessary information needed to sit exams. The team also arrange exam scripts to be marked. They liaise with Module Tutors on providing exam summative feedback. They help facilitate the moderation process leading to the publication of results after Progression and Award Boards attended by External Examiners.

The team help answer any queries about examinations and results.



Student Registration Team

Student Registration Team

The Student Registration Team assist with the progression of UCEM students through their programme of study. The team invites students to register before each block of study and can advise on the flexibility of UCEM programmes, actioning deferrals and suspensions, and increasing or decreasing the number of modules taken by students, when appropriate and permitted. Once you have enrolled as a student, log an enquiry through Student Central on the VLE to contact the Registration Team.



Phil Russell
Head of Learning and Teaching Enhancement

Learning and Teaching Enhancement (L&TE) Team

The Learning and Teaching Enhancement (L&TE) Team help you get started in your Induction Module and develop the study support resources available in the 'Study Skills' section of the VLE. In addition to this, the L&TE Team offer Academic Programme Support. This can be requested through Student Central and provides information, advice and guidance on how best to approach your studies.



Bridget Wells
Careers and Employability Advisor
careers@ucem.ac.uk

Careers Service

UCEM's Careers Service is available to prospective and current students and alumni. The Careers Team provides high-quality, industry-focused careers information, advice and guidance, alongside targeted support such as the UCEM Mentoring Programme which connects students with experienced alumni. The Careers Team engages with industry and professional bodies to provide relevant and accurate information to our enquirers, whilst employers can use the UCEM Job Shop to advertise work and placement opportunities directly to our students.

"The few enquiries I had before joining UCEM were handled with such a personal touch which I appreciated. It gave me the impression that this institution genuinely cares, and this caring is reflected in its teams' attitude.

"These pre-enrolment enquiries of mine were also handled with a distinguished level of professionalism that was unmatched by any of the other institutions that I was communicating with. After enrolment, this level of professionalism only multiplied, as I experienced later.

"In addition to the institution's high level of professionalism and caring approach, I also value the progression towards membership of the CIOB and RICS this programme grants.

"Finally, the reasonable costs associated with the programme was a major selling point for me, especially considering that I'm self-financing my education.

"The experience of supported online learning has significantly widened my horizons, and was as convenient as I hoped it would be, in the sense that I could continue my education, pursuing a degree whilst fulfilling my tough job obligations, and yet still have a life away from work and study."

**Mohammad Bader, MSc Construction Management,
Project Director, Millennium Challenge Corporation,
Jordan**





"The support from UCEM has gone beyond my expectations. Feedback on the VLE is quick. It is a pleasant surprise that I receive courtesy phone calls from UCEM. The flexibility in enrolling on Programme Leader webinars is appealing to me as I sometimes work long hours and travel often.

"I aspire to be a business executive on asset management related to hospitality. With UCEM's help, I have a better understanding of all the stakeholders involved and utilise resources more effectively.

"The recognition of UCEM programmes is an important part of the institution's appeal and I enjoy choosing which modules to study to suit my preferences."

*Celia Lee, MSc Real Estate,
Director of Operations, Agon Hotels and Resorts Ltd,
Hong Kong*



"The MBA programme was well structured and, with appropriate online and offline efforts put in by myself as a student, was very rewarding."

*Niels Donkervoort, MBA Construction and Real Estate,
Manager Infrastructure and Urban Renewal Advisory,
PwC Australia,
Melbourne, Australia*



UCEM

by numbers*

1919 the year the institution was founded

16 the age of our youngest student

30.5 the average age of a UCEM student

65 the age of our oldest student

9 the number of international representatives covering different parts of the world who are engaged with UCEM

4,096 the number of students currently studying with UCEM

6 the central tenets of UCEM's core purpose to provide accessible, relevant, cost-effective education, to enhance careers, increase professionalism and contribute to a better Built Environment

88 different countries represented by our student population

300+ the number of staff and associated tutors employed by UCEM at any one time

2019 UCEM's Centenary year

*this information is correct as of October 2017

Support after your studies

Alumni Association - A global community of leading talent in the Built Environment

The UCEM Alumni Association is an interactive hub, connecting past students for future benefit. Any area of business thrives on support and collaboration, particularly as you move up to the higher levels in your career.

Our Alumni Association offers the forums to share ideas, provides accessible CPD which demonstrates best practice and connects networks that can leverage the experience of others. Communicating excellence in the Built Environment is also driven by a global view – an awareness of projects around the world, developing economies and emerging social, environmental, and technological trends.

The Association is exclusive to our Alumni members and provides the following benefits:

- A dedicated LinkedIn group for alumni, where you can network and keep up-to-date on UCEM news and events;
- A range of networking, social and professional development events and seminars;
- A 15% discount to UCEM Online Academy's formal CPD and seminars;
- Access to our Careers Service and help building your CV for up to three years after graduation.

Seamless connection

Following graduation, you will automatically become a member of the UCEM Alumni Association. Towards the end of your studies, you will be formally invited to sign up to our Alumni Association updates so, if you want to hear directly from us with information such as upcoming networking events or CPD offers, you can opt-in to do so.

For more information, please contact the Alumni Relations Team:

Mo Fahey
Alumni Relationship Manager
alumni@ucem.ac.uk



Alumni Association - an invaluable resource:

- **Keeping you in touch**
Be among the first to hear about UCEM's range of networking, social and professional development events and seminars
- **Delivering CPD discounts and other offers**
Keep knowledge and skills up-to-date, and your career on track
- **Building your network**
Interact with fellow alumni and network with other industry professionals through UCEM's social media communities.



UCEM policies

www.ucem.ac.uk/policies

Student Charter

UCEM is committed to providing a high-quality learning experience through both its programme provision and its range of services. It encourages a positive environment in which informal contact and feedback from students and prospective students are welcomed.

You can view our charter on the UCEM website.

www.ucem.ac.uk/study-with-ucem/studying-with-ucem/student-charter/

We have designed the charter to:

- Demonstrate UCEM's commitment to providing excellence in teaching, academic support and research to maximise learning potential;
- Outline the principles of the partnership between UCEM and our students;
- Outline student responsibilities and entitlements.

Admissions and Recognition of Prior Learning

UCEM is committed to promoting equal opportunities for all students. The Admissions and Recognition of Prior Learning Code of Practice is designed to meet the required legal obligations and ensure fairness for all applicants. For more information please visit www.ucem.ac.uk/about-ucem/code-of-practice and refer to the Admissions and Recognition of Prior Learning Code of Practice for the policy on the admissions process and non-standard admission.

Safeguarding

UCEM is committed to safeguarding and promoting the welfare of young people and vulnerable adults. The Board of Trustees and UCEM staff recognise that a safe environment and the provision of clear processes for communication and

taking action ensure the best outcomes for all students. UCEM sets out its expectations and commitments around effective safeguarding practices in its Safeguarding procedure, which can be found at www.ucem.ac.uk/about-ucem/code-of-practice

Prevent

UCEM has a duty under the Counter-Terrorism and Security Act (2015) 'to have due regard to the need to prevent people from being drawn into terrorism'. UCEM's Safeguarding and Prevent Codes of Practice provides high-level information on the requirements of the Prevent Duty and UCEM's approach to complying with this duty. UCEM has also produced a detailed procedure to advise students and staff on the process for raising concerns. To view the procedure visit www.ucem.ac.uk/about-ucem/code-of-practice

Data Protection

UCEM is registered with the Information Commissioner under the terms of the General Data Protection Regulation 2018 and holds all information in accordance with that Act.

For full details of the policy please visit www.ucem.ac.uk/policies

Disabilities and additional needs

You may not think of yourself as disabled but if you have a long-term health condition, specific learning difference (such as dyslexia) or mental health difficulty, then you may be entitled to reasonable adjustment to support your study. We use the terms 'disabled' or 'disability' to cover all these conditions.

Our flexible system of learning excels at supporting students with a disability and our Disability and Wellbeing Team is committed to providing the best possible

support for disabled learners. Our experienced staff can offer advice and guidance in specific areas of disability including, dyslexia and specific learning differences; Asperger's syndrome; visual and hearing impairment, and physical/medical impairments.

We know that each person's disability can affect them in different ways so the support we offer is flexible and tailored to each individual. We encourage all students with disabilities to contact us so that we can discuss meeting their individual needs. For more information, please visit our website www.ucem.ac.uk/study-with-ucem/disability-wellbeing-support

If you have any questions, or if you would like to discuss your situation further, please contact our Disability and Wellbeing Team either by emailing disabilitysupport@ucem.ac.uk or by calling +44 (0)118 467 2036

Equal opportunities

UCEM is committed to a policy of equal opportunities. This means no one is discriminated against as defined in the Equality Act 2010 with reference to 'protected characteristics'. It is against the law to discriminate based on a person's age, disability, sex, gender reassignment, race including colour, nationality, ethnic or national origin, religion or belief, sexual orientation, marital or civil partnership status, being pregnant or on maternity leave. UCEM has an Equality and Diversity Code of Practice which can be found at www.ucem.ac.uk/about-ucem/code-of-practice

Accuracy of information

This prospectus was issued in January 2018 and the information was correct at the time of going to press. While University College of Estate Management makes every effort to ensure the contents and

statements made in this publication are fair and accurate, there may be changes following publication which affect the contents. Applicants prior to making an application must therefore review the up to-date information that is available on the website. Alternatively, you can contact the Admissions Team at admissions@ucem.ac.uk to confirm the details of the programme.

UCEM has the right to revise and amend the programme in order to:

- comply with external professional, accrediting or other regulatory body requirements;
- implement changes for the benefit of students as a consequence of evidence from programme monitoring;
- ensure the curriculum is current and relevant to intended learning outcomes and/or standards of any relevant professional, accrediting and/or regulatory bodies and/or requirements of employers;
- implement feedback and other recommendations from External Examiners.

This is subject to consultation with relevant students and other stakeholders, setting out the reasons for the proposed amendment(s), and compliance with the requirements of the UCEM Code of Practice on Programme Monitoring, Amendment, Review and Discontinuation.

Should such an eventuality occur during the admissions and registration process, applicants will be informed immediately of any change and the alternative arrangements that have been put in place. Existing students will be informed of when the changes will be effective from, which will usually be the next academic year (1 September).

Patron: **HRH The Prince of Wales**

Realising your potential in the Built Environment

Accessible, flexible and cost-effective
education producing leading talent for
a better Built Environment

University College of Estate Management

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