



UNIVERSITY COLLEGE  
OF ESTATE MANAGEMENT



18/19

Undergraduate  
Degrees in Real Estate and Construction

SUPPORTED  
ONLINE EDUCATION  
WITH [UCEM.AC.UK](http://UCEM.AC.UK)



香港建造師學會

Realising your potential in the Built Environment



# Contents

A message from our Patron	02
Welcome from our Principal	04
<b>Leading</b>	
At a glance: Why UCEM?	07
About us	08
Our heritage	10
UCEM through the decades: Did you know?	11
Sustainability	12
<b>Vocational</b>	
What the professional bodies say	15
Great student feedback	17
<b>Online</b>	
How we teach	21
Virtual Learning Environment	22
UCEM by numbers	26
<b>University College</b>	
Our programmes at a glance	29
Certificate of Higher Education (Cert HE) in Surveying Practice	30
BSc (Hons) Building Surveying	32
BSc (Hons) Construction Management	34
BSc (Hons) Quantity Surveying	36
BSc (Hons) Real Estate	38
General programme information	40
Fees and funding	41
<b>Support before, during and after your studies</b>	
Support services	43
How to apply	44
Alumni Association	50
UCEM policies	52



## 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 undergraduate 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
- 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 professional support staff, as well as our Tutors, who are experienced practitioners in their respective fields.

## 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](http://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 course materials 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/>



“I chose to study with UCEM because it's a highly respected institution with highly relevant course content and is a very cost-effective and flexible way to study.

“My experience of supported online education has been life-changing. My ambition is to qualify as a Chartered Surveyor and so far, so good. I am currently on track to complete my objectives, be an example to my kids and be the first in my family to graduate at degree level.

“The programme has enabled me to engage with fellow students from a wide spectrum of backgrounds, cultures and expertise.

“The programme has given me an insight into aspects of the property industry completely closed off to me before and given me a huge amount of confidence. As a direct example, I acted on behalf a client to help them acquire a £300 million mixed-use development scheme. The programme enabled me to provide my client with concise and objective advice which has been supported with highly professional reports – all skills I picked up on the programme.”

*Paul Westcott, BSc (Hons) Real Estate Management,  
Development Surveyor, Seymours Land and New Homes,  
Reading, 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)*





“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)



## 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



“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)





"The method of learning is perfect for people such as myself who have worked in the industry for many years and never got a qualification. The VLE platform is very user-friendly and easy to navigate. The mixed use of learning resources from videos to case studies really helps those that don't enjoy solely reading from a textbook.

"The VLE is an excellent system. The resources available through the e-Library are a big benefit when researching for assignments. The Tutors are always on hand to provide guidance on some of the more difficult subjects and the point is made to always get back to you within 48 hours.

"I have been in quantity surveying since 1999 and worked myself up to Commercial Manager for national housebuilders in the UK such as Barratt looking after teams of quantity surveyors and buyers. I am now working in a project quantity surveying consultancy in Dubai on some of the largest and most iconic buildings in the world, including the new tallest building in the world. Without the degree, I most certainly would not have got a look in.

"The flexibility of learning with UCEM is great and the cost of the programme is very reasonable."

*Dean Knowland, BSc (Hons) Quantity Surveying,  
Senior Quantity Surveyor, Omnium International,  
Dubai, UAE*

"The Tutors really stand out as masters of their craft, they've been there, done it and the T-shirt is superfluous because their knowledge and enthusiasm is obvious from their interactions on the forums.

"My enthusiasm for the industry has also never tempered and I truly believe that a huge part of that is the continuation of education and support from UCEM that has guided me through a successful BSc graduation. It's infectious. I love my job, and I love the courses."

*Mike Woods, BSc (Hons) Building Surveying,  
Chartered Building Surveyor, R K Lucas & Son,  
Haverfordwest, UK*



"UCEM was the only institution which allowed for the flexibility I needed to fit my lifestyle.

"I have had a really great experience with UCEM. The response time is good when asking any questions and webinars make the learning experience just as good as having a face-to-face lecture.

"My ambition is to start my own practice and to become a member of RICS. UCEM helped me lay the foundations to achieve these goals.

"Staff were always supportive and I would encourage others to study with UCEM."

*Theodora Jack-Ryan, BSc (Hons) Quantity Surveying,  
Assistant Quantity Surveyor, Glossy Bay Construction Ltd,  
Trinidad and Tobago*



## 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 43 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.



“It was really key to take time to complete the Induction Module to become comfortable with the VLE. The fact that I can study at night in a hotel on business or at weekends really helps me fit the programme around my job and family life.

“The use of e-books works really well along with the variety of study materials to suit learning styles. I was surprised how connected I feel with both Tutors and other students through webinars and discussion forums.

“Each module being broken down into weekly blocks of study provides a helpful structure and study plan. I have been really impressed that the Tutors and Module Leaders have a very current understanding of their topic. The relevant industry experience they have is a positive factor. I also found the study skills material on the VLE very helpful.

“The best thing about studying with UCEM is the ability to be able to truly apply the learning to my job. It helps me understand the roles of legal teams, designers and quantity surveyors who I interact with.”

*Gary Worthington, BSc (Hons) Construction Management,  
National Store Development Manager, Screwfix Ltd,  
Yeovil, UK*

“The Tutors are very helpful and have a great sense of humour. They make studying fun, and are always there for a motivational pep talk if needed! I am really enjoying studying with UCEM. The flexibility means I am able to work full time and enjoy my hobbies.

“I think online learning is great. Webinars are great to catch up with your Tutor and discuss assignments and exams. Having them recorded is excellent for me as I’m not always able to join them live if they are during working hours.

“Since studying with UCEM I have progressed twice in my career at Red Kite.

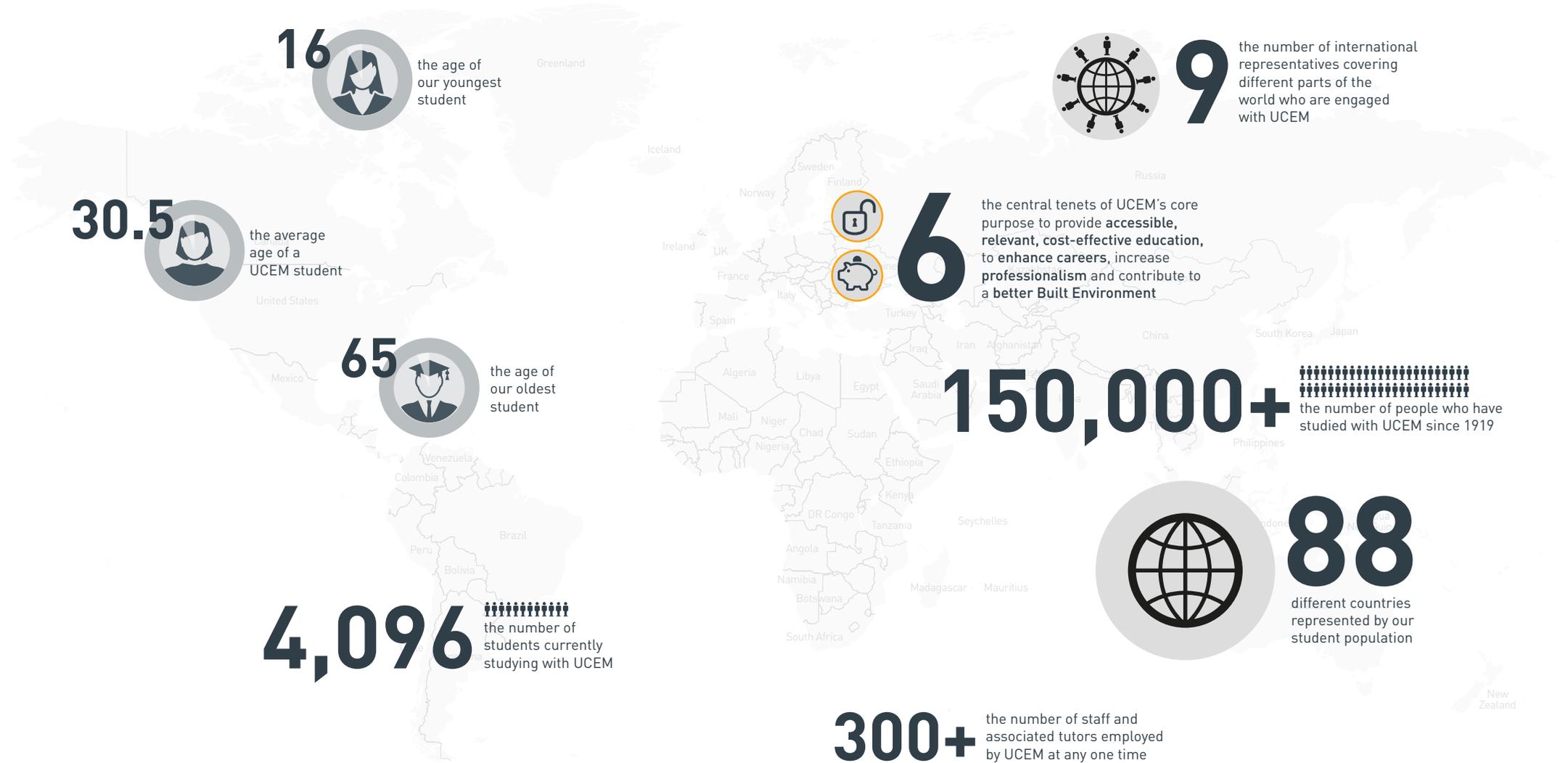
“The best thing about studying with UCEM is the flexibility of study hours. I can study late at night and at weekends which suits my lifestyle. I’ve also really enjoyed connecting with people all over the world and learning different practices in other countries. I returned to UCEM from a six-month study break and have been able to pick up where I left off.”

*Kara Tomes-Meek, Foundation Degree Construction Practice,  
Asset and Leasehold Manager, Red Kite Community Housing,  
High Wycombe, UK*

**1919** the year the institution was founded

# UCEM

by numbers\*



**2019** UCEM's Centenary year

\*this information is correct as of October 2017



## 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 undergraduate programmes

Our Bachelor's 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 get on the pathway to Chartered status.

We also have our Certificate of Higher Education (Cert HE) in Surveying Practice for those who do not meet the entry requirements or do not wish to study a full Bachelor's degree programme.

We currently offer the following higher education and undergraduate qualifications:

- Certificate of Higher Education (Cert HE) in Surveying Practice
- BSc (Hons) Building Surveying
- BSc (Hons) Construction Management
- BSc (Hons) Quantity Surveying
- BSc (Hons) Real Estate Management

### Our programmes enable you to:

- Develop specialist skills;
- Gain in-depth industry knowledge;
- Obtain insights into the Built Environment sector;
- Gain an RICS/CIOB/CABE and/or HKICM 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 3 September 2018 to start on 1 October 2018

**Spring:** Apply by 4 March 2019 to start on 1 April 2019

### Fees summary

Fees are £1,100 per module. Each Bachelor's degree programme comprises 17 modules with a total cost of £18,700.

The Cert HE programme consists of six modules at a cost of £6,600.

## Certificate of Higher Education (Cert HE) in Surveying Practice

The Certificate of Higher Education (Cert HE) in Surveying Practice provides a higher education entry point for students who have insufficient qualifications to enrol onto a degree programme. The Cert HE develops the appropriate and relevant knowledge, skills and techniques at a higher education level and provides a progression to UCEM's BSc (Hons) programmes in order to acquire Level 6 surveying and real estate-related qualifications.



### A word from the Programme Leader

"Our Cert HE qualification provides an entry point for those interested in forging a career in the Built Environment. The Cert HE is an ideal platform to begin your path through to the construction and real estate industries, and the wealth of opportunities which exist in both."

#### David Hunt

BSc (Hons) PGDip MLitt MRICS

e: [d.hunt@ucem.ac.uk](mailto:d.hunt@ucem.ac.uk)

t: +44 (0)118 921 4788

#### AWARD:

Certificate of Higher Education (Cert HE) in Surveying Practice

#### DURATION:

1 year

#### DATES:

Apply by **3 September 2018** to start on 1 October 2018

#### FEES:

£1,100 per module for students commencing in the 2018/19 academic year x 6 modules

**Total programme fee: £6,600**

#### TIME COMMITMENT:

15-20 hours a week for 42 weeks per annum

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 (standard route)

#### Year 1

- Technical and Professional Communication
- People and Organisational Management
- Resources Management
- Introduction to Sustainable Development
- Building, Environment, Technology and Simple Construction

#### → Elective modules (choose one):

*Introduction to Real Estate Practice*

*Introduction to Construction Practice*

*Introduction to Building Surveying Practice*

\* The elective modules are generally provided each year. Any changes that are made will be implemented as outlined in the Accuracy of information policy (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](http://www.ucem.ac.uk/specs)

Module descriptions can be found at

[www.ucem.ac.uk/che](http://www.ucem.ac.uk/che)

**Please note that the Certificate of Higher Education (Cert HE) in Surveying Practice will only be admitting students during the first semester of the 2018/19 academic year.**

#### Programme benefits

- Access route to further HE study
- Entry point onto UCEM's BSc (Hons) programmes
- Choice of electives to suit career aspirations.

#### To apply

Please see page 44 or visit [www.ucem.ac.uk/che](http://www.ucem.ac.uk/che)

#### Admissions and Enquiries Team contact details

e: [enquiries@ucem.ac.uk](mailto:enquiries@ucem.ac.uk)

t: 0800 019 9697 (freephone UK)

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



## BSc (Hons) Building Surveying

The BSc (Hons) Building Surveying programme provides students with a rigorous understanding of the principles and practice involved in building surveying up to Bachelor's degree standard.

This programme is also registered with the Hong Kong Non-local Courses Registry (NCR registration number 252440). 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 such a diverse profession, not only in terms of the type of work we get involved in but also the people who are part of this profession. When I first started working, there were only a few building surveyors around and now, the number of building surveyors and firms has grown exponentially and there is a wealth of opportunities for us. In my view, it is the best built environment qualification to have and it has served me well so far, continues to do so and can do the same for you too."

**Jane Ballantyne**

BSc (Hons) FRICS

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t: +44 (0)118 467 2105

### AWARD:

BSc (Hons) Building Surveying

### DURATION:

4.5 years (standard route)

### DATES:

**Apply by 3 September 2018** to start on 1 October 2018

**Apply by 4 March 2019** to start on 1 April 2019

### FEES:

£1,100 per module for students commencing in the 2018/19 academic year x 17 modules (usually students undertake 2 modules per semester).

**Total programme fee: £18,700**

### TIME COMMITMENT:

15-20 hours a week for 42 weeks per annum  
25-30 hours a week (accelerated route)

*You will normally study two modules at the same time 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 (standard route)

#### Year 1

- Legal Studies
- People and Organisational Management
- Economics
- Building, Environment, Technology and Simple Construction

#### Year 2

- Financial and Resource Management
- Property Law
- Building, Environment, Technology and Framed Structures
- Economics of Property and Construction

#### Year 3

- Planning and Conservation
- Project and Cost Control
- Building, Environment, Technology and Complex Projects
- Design and Structures

#### Year 4

- Building Pathology
- Building Surveying Practice
- **Elective modules\***  
**(choose two - one for each semester):**  
Construction Law  
Commercial Management in Construction  
Commercial Property Management  
Professional Surveying Practice  
Construction Project Management  
International Construction

#### Year 4-4½

- Project - This is a six-month module which will be started in either the April or October semester (it is also possible to start the module in year 4 and study it over a period of two semesters).

\* The elective modules are generally provided each year. Any changes that are made will be implemented as outlined in the Accuracy of information policy (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](http://www.ucem.ac.uk/specs)

Module descriptions can be found at [www.ucem.ac.uk/bs](http://www.ucem.ac.uk/bs)

Standard route (part-time)

Accelerated route (full-time)

### Programme benefits

- Further your career in building, facilities management and property
- Satisfy the academic requirements for Chartered Membership of RICS and/or CIOB
- Learn from the largest provider of qualified building surveyors to the industry
- Strengthen your skills in building surveying.

### To apply

Please see page 44 or visit [www.ucem.ac.uk/bs](http://www.ucem.ac.uk/bs)

### Admissions and Enquiries Team contact details

e: [enquiries@ucem.ac.uk](mailto:enquiries@ucem.ac.uk)

t: 0800 019 9697 (freephone UK)

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

### UCAS code

(accelerated route full-time applications only)

BSc Building Surveying K230.

Programme accredited by:



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](http://www.ucem.ac.uk/2019-changes)

## BSc (Hons) Construction Management

The BSc (Hons) Construction Management programme provides students with a rigorous understanding of the principles, practices and ethics involved in construction management in a worldwide context. It provides the academic underpinning necessary to prepare students for a career as a Chartered Builder or in other related professions, and provides students with the opportunity to satisfy the academic requirements for Chartered Membership of the CIOB and RICS\*.

This programme is also registered with the Hong Kong Non-local Courses Registry (NCR registration number 252715). 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

"By studying our BSc (Hons) Construction Management programme, you can: enhance your career with greater job opportunities and promotion prospects; increase your skillset and confidence; work overseas in the many construction management roles available; forge a career in the industry if you are new to it; and gain professional membership of respected professional bodies, such as RICS and CIOB.

"Construction is an exciting industry that improves year-on-year in terms of technological advancement and safety. Very few days are the same. If you enjoy a challenge, are interested in shaping the world we live in, and one of the above points relates to you then you should study our programme."

#### Graham Hough

CertEd MSc MCI0B

e: g.f.hough@ucem.ac.uk

t: +44 (0)118 921 4659

#### AWARD:

BSc (Hons) Construction Management

#### DURATION:

4.5 years (standard route)

#### DATES:

Apply by 3 September 2018 to start on 1 October 2018

Apply by 4 March 2019 to start on 1 April 2019

#### FEES:

£1,100 per module for students commencing in the 2018/19 academic year x 17 modules (usually students undertake 2 modules per semester).

Total programme fee: £18,700

#### TIME COMMITMENT:

15-20 hours a week for 42 weeks per annum  
25-30 hours a week (accelerated route)

You will normally study two modules at the same time 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 (standard route)

#### Year 1

- Legal Studies
- People and Organisational Management
- Economics
- Building, Environment, Technology and Simple Construction

#### Year 2

- Financial and Resource Management
- Measurement and Quantification of Construction Work
- Building, Environment, Technology and Framed Structures
- Economics of Property and Construction

#### Year 3

- Contract Procedures
- Construction Site Management
- Building, Environment, Technology and Complex Projects
- Building Structures

#### Year 4

- Integrated Management Project
- Construction Project Management
- **Elective modules\*\***  
(choose two - one for each semester):  
Commercial Management in Construction \*  
Construction Law  
Maintenance Management  
International Construction

#### UCAS code

(accelerated route full-time applications only)

BSc Construction Management K220

#### Year 4-4½

- Project - This is a six-month module which will be started in either the April or October semester (it is also possible to start the module in year 4 and study it over a period of two semesters).

\* Commercial Management in Construction is a compulsory module for students seeking RICS membership.

\*\* The elective modules are generally provided each year. Any changes that are made will be implemented as outlined in the Accuracy of information policy (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](http://www.ucem.ac.uk/specs)

Module descriptions can be found at [www.ucem.ac.uk/cm](http://www.ucem.ac.uk/cm)

#### Programme benefits

- Work as a construction site manager, site engineer, contracts surveyor, estimator, buyer or planner
- Gain employment in such roles by gaining one of the industry's most in-demand qualifications
- Progress towards Membership of RICS\*, CIOB and/or CABE
- Achieve your goals faster with the leading programme in this field that allows you to combine work and study through supported online learning.

#### To apply

Please see page 44 or visit [ucem.ac.uk/cm](http://ucem.ac.uk/cm)

#### Admissions and Enquiries Team contact details

e: [enquiries@ucem.ac.uk](mailto:enquiries@ucem.ac.uk)

t: 0800 019 9697 (freephone UK)

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

Programme accredited by:



RICS



CIOB



CABE



HKICM

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](http://www.ucem.ac.uk/2019-changes)

## BSc (Hons) Quantity Surveying

UCEM's BSc (Hons) Quantity Surveying programme provides students with the academic underpinning necessary to prepare them for a career as a professional surveyor recognised by RICS, CIOB and/or other related international professional bodies. The programme provides students with a rigorous understanding of the principles and practices involved in quantity surveying.

This programme is also registered with the Hong Kong Non-local Courses Registry (NCR registration number 252441). 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

"By studying our BSc (Hons) Quantity Surveying programme, you can progress your career anywhere in the world or start on the ladder for a sought-after career, if new to the industry. You will enjoy a flexible learning experience which is highly regarded within the industry, being accredited by global professional bodies, such as RICS and CIOB.

"Our BSc (Hons) Quantity Surveying programme enables students to be part of an exciting and competitive industry by keeping pace with changes generally in the industry and associated with legislation and technology. This ensures that our graduates are equipped to face the challenges involved with working in a dynamic and competitive marketplace."

#### Amanda Milambo

BSc MSc PGCAP FHEA

e: a.milambo@ucem.ac.uk

t: +44 (0)118 921 4602

#### AWARD:

BSc (Hons) Quantity Surveying

#### DURATION:

4.5 years (standard route)

#### DATES:

Apply by **3 September 2018** to start on 1 October 2018

Apply by **4 March 2019** to start on 1 April 2019

#### FEES:

£1,100 per module for students commencing in the 2018/19 academic year x 17 modules (usually students undertake 2 modules per semester).

**Total programme fee: £18,700**

#### TIME COMMITMENT:

15-20 hours a week for 42 weeks per annum  
25-30 hours a week (accelerated route)

You will normally study two modules at the same time 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 (standard route)

#### Year 1

- Legal Studies
- People and Organisational Management
- Economics
- Building, Environment, Technology and Simple Construction

#### Year 2

- Financial and Resource Management
- Measurement and Quantification of Construction Work
- Building, Environment, Technology and Framed Structures
- Economics of Property and Construction

#### Year 3

- Contract Procedures
- Estimating and Tendering of Construction Projects
- Building, Environment, Technology and Complex Projects
- Building Economics

#### Year 4

- Construction Law
- Contemporary QS Practice
- **Elective modules\***  
(choose two - one for each semester):  
International Construction  
Maintenance Management  
Construction Project Management  
Commercial Management in Construction  
Commercial Property Management

#### Year 4-4½

- Project - This is a six-month module which will be started in either the April or October semester (it is also possible to start the module in year 4 and study it over a period of two semesters).

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

#### Programme benefits

- Enrich your CV with a degree accredited by RICS and CIOB that allows you to progress to Chartered Membership
- Strengthen your skills in quantity surveying, cost consultancy, project management, estimating and facilities management
- Study the leading programme in this subject area that allows you to combine work and study through supported online education.

#### To apply

Please see page 44 or visit [www.ucem.ac.uk/qs](http://www.ucem.ac.uk/qs)

#### Admissions and Enquiries Team contact details

e: enquiries@ucem.ac.uk

t: 0800 019 9697 (freephone UK)

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

#### UCAS code

[accelerated route full-time applications only]

BSc Quantity Surveying K240.

Programme accredited by:



RICS



CIOB



cabe



HKICM  
Hong Kong Institute of Construction Management



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](http://www.ucem.ac.uk/2019-changes)

## BSc (Hons) Real Estate Management

The BSc (Hons) Real Estate Management programme provides the academic learning necessary to enable graduates to access the Assessment of Professional Competence (APC) programme of the Royal Institution of Chartered Surveyors (RICS) and to qualify as Chartered Surveyors in the commercial property and valuation specialisms.

This programme is also registered with the Hong Kong Non-local Courses Registry (NCR registration number 252439). 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 opportunity of a long and rewarding career in real estate is exciting. The continuing internationalisation of professional practice, the growing speed of the emerging markets and the challenges of new digital technologies make this a great time to be studying at UCEM.

"The BSc (Hons) Real Estate Management programme provides you with a rigorous academic platform that underpins your career trajectory to Chartered status and with the skillset to rise to the challenges encountered in the workplace. The programme assumes no prior knowledge and each level of the programme deepens and extends from first principles. The programme is RICS-accredited and will enable you to enter the profession with a well-recognised and highly regarded degree."

#### John Mansfield

BSc (Hons) MSc MRICS

e: j.mansfield@ucem.ac.uk

t: +44 (0)118 467 7936

#### AWARD:

BSc (Hons) Real Estate Management

#### DURATION:

4.5 years (standard route)

#### DATES:

Apply by 3 September 2018 to start on 1 October 2018

Apply by 4 March 2019 to start on 1 April 2019

#### FEES:

£1,100 per module for students commencing in the 2018/19 academic year x 17 modules (usually students undertake 2 modules per semester).

**Total programme fee: £18,700**

#### TIME COMMITMENT:

15-20 hours a week for 42 weeks per annum

25-30 hours a week (accelerated route)

*You will normally study two modules at the same time 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 (standard route)

#### Year 1

- Legal Studies
- People and Organisational Management
- Economics
- Building, Environment, Technology and Simple Construction

#### Year 2

- Financial and Resource Management
- Property Law
- Building, Environment, Technology and Framed Structures
- Economics of Property and Construction

#### Year 3

- Development Process and Appraisal
- Planning Policy and Practice
- Valuation Context and Principles
- Valuation Core Methods

#### Year 4

- Commercial Property Management
- Applied Valuation
- **Elective modules\***  
(choose two - one for each semester):  
Construction Law  
Professional Surveying Practice  
Investment  
Statutory Valuations\*\*

#### Year 4-4½

- Project - This is a six-month module which will be started in either the April or October semester (it is also possible to start the module in year 4 and study it over a period of two semesters).

\* The elective modules are generally provided each year. Any changes that are made will be implemented as outlined in the Accuracy of information policy (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](http://www.ucem.ac.uk/specs)

Module descriptions can be found at [www.ucem.ac.uk/rem](http://www.ucem.ac.uk/rem)

#### To apply

Please see page 44 or visit [www.ucem.ac.uk/rem](http://www.ucem.ac.uk/rem)

#### Admissions and Enquiries Team contact details

e: [enquiries@ucem.ac.uk](mailto:enquiries@ucem.ac.uk)

t: 0800 019 9697 (freephone UK)

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

#### Programme benefits

- Accredited by RICS, providing a route to professional qualification as a Chartered Surveyor
- Modular structure covers all core subjects relevant to commercial real estate practitioners
- Opportunity to study different specialisms in the final part of the programme through elective modules
- Flexible learning programme enables part-time study to be combined with employment, as well as full-time study
- Recognised by Ireland's Property Services Regulatory Authority (PSRA).

#### UCAS code

(accelerated route full-time applications only)

BSc Real Estate Management D440.

Programme accredited by:



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](http://www.ucem.ac.uk/2019-changes)

## General programme information

### BSc entry requirements

#### Unless otherwise stated you should have:

- 96 UCAS points (e.g. A Levels, BTECs, IBs);
- (or)** an equivalent level of attainment through recognised qualifications not included in the UCAS tariff. Recognised qualifications include: HNDs, HNCs, professional qualifications from recognised institutions, certain armed forces qualifications and partially completed degrees. There are also a wide range of international qualifications that are deemed to have UCAS point equivalent values;
- Grade 4 or C, or above in English (Language or Literature) at GCSE or its equivalent;
- Maths Grade 4 or C, or above at GCSE or its equivalent.

Applicants with fewer than 96 UCAS tariff points, but who wish to be considered for this programme should visit [www.ucem.ac.uk/about-ucem/code-of-practice](http://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 non-standard admission.

Specific entry and English language requirements can be found on our website under entry requirements for each programme.

To check your qualifications on the UCAS tariff please go to: [www.ucas.com/tariff](http://www.ucas.com/tariff)

You will be required to provide copies of your qualification certificates and proof of ID that have been verified to be true copies of the original by someone in a professional occupation.

### Cert HE

You will normally be at least 18 years old and have Grade 4 or C, or above in GCSE English & Mathematics (or equivalent). Consideration will be given for relevant experience. If you don't have these GCSEs or are under the age of 18, please contact the Programme Leader to discuss your application.

### 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 undergraduate programmes will be held in February and August for the October and April 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 BSc with appropriate. If applicable, you will be entitled to denote Honours, i.e. BSc (Hons), which is a current requirement for Membership of RICS.

### Degree apprenticeships

Please note that these programmes may be available to study as degree apprenticeships if you are eligible to undertake these. For more details visit: [www.ucem.ac.uk/develop-talent-for-your-business/apprenticeships/](http://www.ucem.ac.uk/develop-talent-for-your-business/apprenticeships/)

## 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

Part-time students from England and Wales can apply to Student Finance England/Wales for a tuition fee loan. Eligible students may apply for funding for up to £4,625 for each academic year. Students on our full-time BSc programmes can apply for a full-time student loan of up to £6,165 per year.

For further details, please go to:

[www.ucem.ac.uk/our-programmes/student-finance.aspx](http://www.ucem.ac.uk/our-programmes/student-finance.aspx)

### 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 and student services, including Student Advice 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.

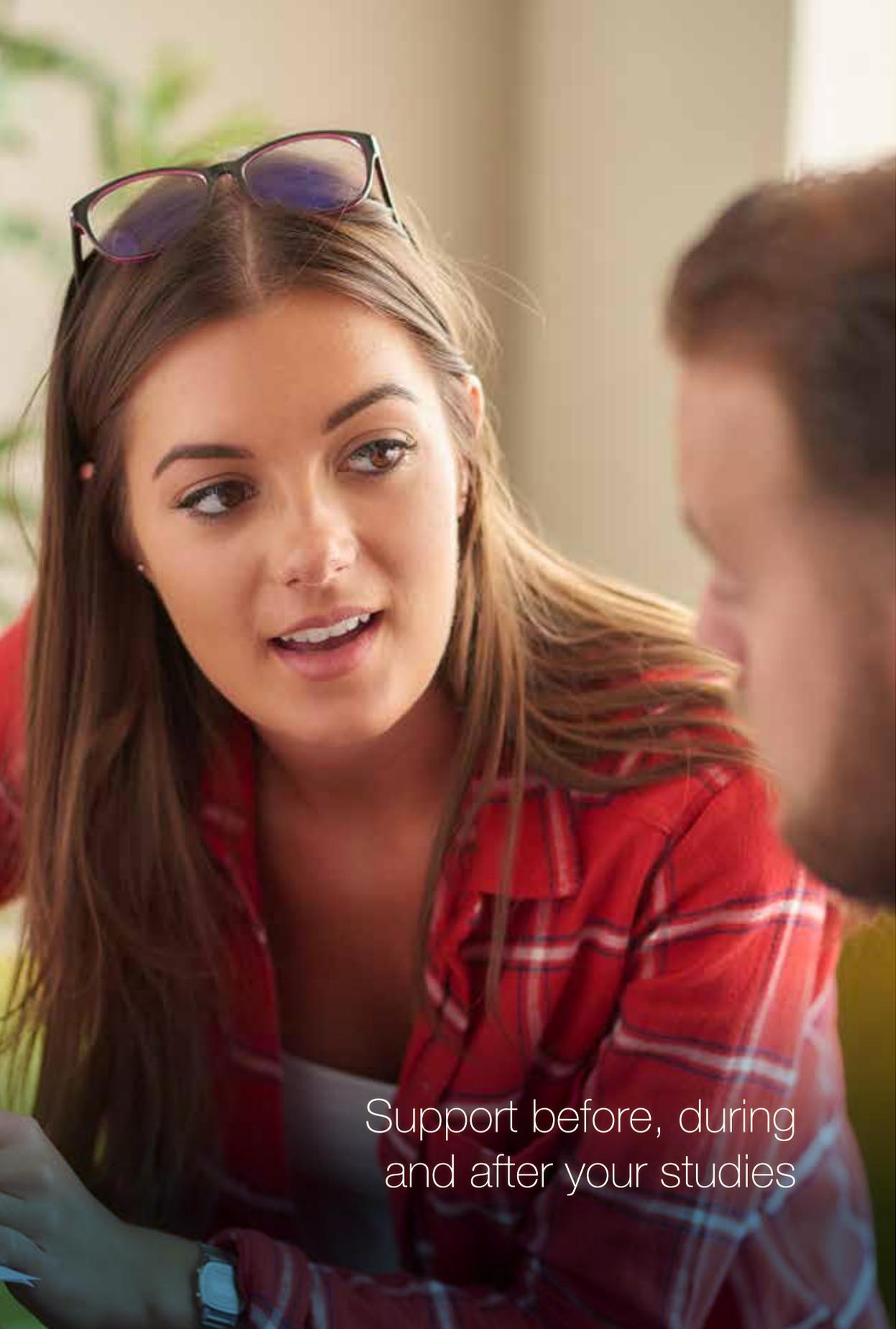
### Bursary scheme

Our bursary scheme is designed to assist those new students who are able to demonstrate need. It is open to new undergraduate students from all countries and will provide a discount of up to 50% of fees for the duration of the programme.

To apply for a bursary from UCEM, you must first be offered a place on a degree. Once an offer has been made, you will have access to your Student Registration Agreement. At this stage you can apply for a bursary by completing the appropriate bursary application form found at [www.ucem.ac.uk/fees-and-funding](http://www.ucem.ac.uk/fees-and-funding), and submitting it by email with the necessary documentation to the Finance Team at UCEM. If your application is successful, you will be notified before the programme start date.

For further details, please go to:

[www.ucem.ac.uk/fees-and-funding](http://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](http://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](mailto: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](http://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](mailto: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](mailto: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 all 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.



Montanna Banks  
Assessment Officer (Exams UG)

### 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. We provide 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.

"Due to me wanting to further my career in construction management, with a possible move abroad, I chose UCEM's degree as it would provide me with further knowledge for both self-improvement and progression, along with a worldwide recognised qualification.

"The support was excellent from day one. After having panicked a bit during the first semester, where I was having trouble with one of the assignments, the student support services on the VLE were very quick to offer advice and guidance, which helped me pass the assignment with a First.

"The resources on the VLE for learning were excellent. I used them regularly to further my understanding of the topics. The Module Leaders and Tutors were also excellent, providing regular feedback on the weekly discussion forums, which further gave me confidence that I had made the right decision to learn.

"The best things about studying with UCEM were the support services, the Module Leaders and Tutors, being able to learn at my own pace in my own time and making some good friends along the way."

**Sukh Seehra, BSc (Hons) Construction Management,  
Site Manager,  
London, UK**



## 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](http://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/](http://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](http://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](http://www.ucem.ac.uk/about-ucem/code-of-practice)

## Prevent policy

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](http://www.ucem.ac.uk/about-ucem/code-of-practice)

## Data Protection

UCEM is registered with the Information Commissioner under the terms of the Data Protection Act 1998 and holds all information in accordance with that Act.

For full details of the policy please visit [www.ucem.ac.uk/policies](http://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](http://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](mailto:disabilitysupport@ucem.ac.uk) or by calling +44 (0)118 921 4677.*

## 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](http://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](mailto: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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