

**MA/PG Dip Housing Policy and Management (FT)**  
**MA/PG Dip Housing Policy and Management with**  
**Professional Practice (PT)**  
Programme Handbook

**School of the**

**Built Environment**



# The Programme Team

## Programme Leader

Each programme has a Programme Leader, ultimately responsible for its smooth running and organisation. The Programme Leaders for each of the Housing programmes are:

### Full-time Programmes

MA /PG Dip Housing Policy and Management      Andrea Willett

### Part-time Programmes

MA /PG Dip Housing Policy and Management with Professional Practice      Andrea Willett

## Teaching Team

The main staff you will come across from the School are as follows:-

<b>Name</b>	<b>Room</b>	<b>Telephone</b>	<b>Email</b>
Julie Clarke	A217B	0191 227 4833	julie.clarke@northumbria.ac.uk
Paul Grainger	A219	0191 227 4694	paul.grainger@northumbria.ac.uk
Rachel Kirk	A219	0191 243 7280	rachel.kirk@northumbria.ac.uk
Lesley Matthews	B205	0191 243 7987	l.matthews@northumbria.ac.uk
Andrea Willett	A219	0191 243 7281	a.willett@northumbria.ac.uk
Katy Parles	B201	0191 227 3638	katy.parles@northumbria.ac.uk (Senior Administrator)
Julie Rowe	B201	0191 243 7504	julie.rowe@northumbria.ac.uk (Postgraduate Programme Admin)

## Guidance Tutor

You will be allocated a Guidance Tutor, a member of academic staff who has the duty of providing you with advice on academic, procedural and (where desired and appropriate) personal matters. Where possible, you will retain the same Guidance Tutor throughout your time at Northumbria.

You will be expected to consult with your Guidance Tutor each semester including whenever modular or progression results are available. You may in addition ask for a meeting with your Guidance Tutor at any time.

## How to contact Tutors

### Appointments

Academic staff teach on many modules/Programmes and it is advisable to make an appointment if you wish to see them. Occasionally you may be able to have an immediate appointment, but don't be disappointed if you are asked to return at a mutually convenient time. Please contact staff to cancel if you are unable to make the arranged appointment. The Programme Leaders normally allocate time during the week when they will be available, but please feel free to see them at any time if the situation is urgent.

### Notice Board and Blackboard/eLearning Portal

The main point of contact for staff with students is the Programme notice board or via the eLearning Portal (Blackboard) announcements. This could be timetable changes, assessment information or personal messages.

**YOU MUST REGULARLY CHECK THE NOTICEBOARDS AND eLEARNING PORTAL ANNOUNCEMENTS AND YOUR EMAIL ACCOUNTS.** It is particularly important to check notices at the start of the semester when timetable changes are more likely and towards the assessment period when important information will be displayed.

### Email

While the telephone usually gives immediate access, email is used extensively throughout the University and is a very effective method of two-way communication between students and staff. You should automatically be allocated an email address by the University once you have enrolled.

Do remember that the Northumbria email address will be the one that is used to make contact with you so do make sure that you check it regularly, particularly if you use a personal email account. You must regularly delete old emails from your University email account, otherwise your inbox will become full and you will stop receiving emails.

## Room Locations

Much of your teaching will take place in Ellison Building, but you may be required to go to other parts of the University for classes. The building/room abbreviations will be explained when you receive your timetable.

## Programme Structures

In line with other academic institutions, the University operates a unitised system of programmes.

Each postgraduate programme is made up of modules at Level 7.

### Level 7

Study at this level involves students in critical evaluation of key themes, and the application of theoretical constructs to practice situations.

## Modules

Each taught module on the programmes carries credit points.

Single module = 10 credit points          Double module = 20 credit points

Each 10 credits represents 100 hours of student work load which on average equates to about 6–7 hours per week of lectures, seminars, preparation, revision, assessment, etc.

## The Degree Award – Credit Requirements

To obtain a qualification, a student must achieve a certain number of credit points as follows:

Full-time programmes

PG Diploma      120 credit points

MA                  180 credit points (including the PG Dip)

Part-time programmes

PG Diploma      120 credit points

MA                  180 credit points (including the PG Dip)

There is a national requirement that all programmes of study have a publicly available 'Programme Specification'. The Programme Specification provides an account of the 'Learning Outcomes' (broadly – the student's capabilities by the end of the programme) and how these are to be achieved in a structured way by progression through the programme.

This section of the handbook is based on the Programme Specification for your programme. The full and definitive version can be found at <http://www.northumbria.ac.uk/programmespecs/>

## Postgraduate Programmes

### Part-time Postgraduate Diploma (PG Dip) Housing Policy and Management with Professional Practice

Part-time students undertake two years of study to complete the following modules.

Year A			
<b>Semester 1</b>	Housing Management BE0802	Housing System BE0789	Sustainability: Policies and Practices BE1032 (10 credits)
<b>Semester 2</b>	(20 credits)	(20 credits)	Delivering change BE1034 (10 credits)

Year B			
<b>Semester 1</b>	Organisational Development and Strategic Management BE1005	Partnership and Regeneration BE0790	Research: Ethics, Theories and Methods BE1101 (10 credits)
<b>Semester 2</b>	(20 credits)	(20 credits)	Professional Housing Practice BE1033 (10 credits)

### Full-time Postgraduate Diploma (PG Dip) Housing Policy and Management

<b>Semester 1</b>	Housing Management BE0802	Housing System BE0789	Sustainability: Policies and Practices BE1032 (10 credits)	Organisational Development and Strategic Management BE1005	Partnership and Regeneration BE0790	Research: Ethics, Theories and Methods BE1101 (10 credits)
<b>Semester 2</b>	(20 credits)	(20 credits)	Delivering Change BE1034 (10 credits)	(20 credits)	(20 credits)	Housing Project BE1035 (10 credits)

Option to exit with PG Dip Housing Policy and Management  
or  
to progress to the MA Housing Policy and Management by undertaking research to produce a Dissertation.

# Learning Outcomes for MA Housing Policy and Management and MA Housing Policy and Management with Professional Practice

## Knowledge and Understanding

On successful completion of the programme **Housing Policy and Management** students will be able to demonstrate:

- An advanced understanding of the operation of the UK and other housing systems and the key influences on them
- Comparative knowledge and critical understanding of housing policy and practice issues
- A critical awareness of current housing issues informed by recent research
- The core knowledge and understanding required for membership of the CIH

## Intellectual Skills

On successful completion of the programme **Housing Policy and Management** students will be able to:

- Critically evaluate alternative systems of housing provision
- Critically analyse and appraise policy and practice through the application and development of theoretical frameworks and models
- Critically evaluate housing issues informed by current research and advanced scholarship and develop new critiques, hypotheses, methodologies and insights and propose new solutions
- Apply and evaluate appropriate research techniques to undertake applied research

## Professional Practice Skills

On successful completion of the programme **Housing Policy and Management** students will:

- Have demonstrated CIH core skills essential to housing practice
- Be able to evaluate and update their practical skills to reflect changing practice needs

## Transferable/Key skills

On successful completion of the programme **Housing Policy and Management** students will:

- Be able to demonstrate University Key Skills in managing and applying intellect, communication, working with others, self-management, using IT and numeracy
- Be able to evaluate and update their transferable skills to reflect changing employment circumstances
- have become effective lifelong learners with the capacity to identify new learning needs and learn independently for continuing professional development
- Be able to deal with complex and unpredictable situations and take decisions, solve problems, produce new insights and set agendas
- Be able to exercise initiative and personal responsibility

## Assessment Regulations for Northumbria Awards (ARNA)

The Assessment Regulations for Northumbria Awards (ARNA) are the standard regulations which apply to all of the University's academic programmes. Any variations to ARNA have to be approved for a particular programme.

For full details please go to the <http://northumbria.ac.uk/sd/central/ar/lts/assess/>

## Postgraduate Diploma

To attain the Postgraduate Diploma award a student is required to successfully complete 120 credits at Level 7 (ARNA Section 12.20).

## Referral Opportunities

If you fail a module you will usually be offered a re-sit to be taken in the summer immediately following the failure. Eligibility for referral will depend on your average mark for the level. An overall average of 50% at the first attempt is required. Provided that the overall average qualifiers have been met there is no limit to the number of modules which may be re-sat. A student who passes a module after referral is awarded a pass mark of 50%. The regulations governing referrals are included in ARNA Section 5.

## Compensation

Failure in modules may be compensated at the discretion of the Examination Board. By disregarding failed modules worth up to 20 credits when the award is made. For full details see ARNA Section 7.4

## How the Award is Determined (For full details see ARNA Section 12.20)

<b>Award</b>	To achieve the award a student must attain the 120 credits and obtain an average of 50% at the first attempt. Any referred modules must be passed. Compensation rules apply (see Section 7.3 ARNA for full details).
<b>Distinction/Commendation</b>	A Distinction will be awarded to a student who has attained an overall average of 70% or more. A Commendation will be awarded to a student who has attained an overall average of between 60% and 70%. If you are just below a boundary the Exam Board will refer to the level of performance in modules and the higher class of award will be made where the majority of credits are in the higher class. (See Section 8 ARNA).

## MA Housing Policy and Management

Students successfully completing the Postgraduate Diploma may proceed to the Masters programme. To obtain the award students must successfully complete a 60 credit point Masters dissertation by achieving a mark of at least 50%.

### Referral Opportunity

There is one opportunity to resit a failed Masters dissertation irrespective of the overall average achieved at the first attempt.

<b>Distinction/Commendation</b>	A Distinction will be awarded to a student who has attained a mark of 70% or more. A Commendation will be awarded to a student who has attained a mark of between 60% and 70%.
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### Extended programme

All students completing the Masters programme are allowed to extend their programme of study, by delaying once the hand-in date for their dissertation to the next opportunity. Students wishing to take this extension must have the agreement of the Programme Leader before the first hand-in date.

## Module Descriptors

A Module Descriptor gives information about each module (subject) delivered on your programme.

### How to Obtain a Module Descriptor from the University's Website

First, open up Internet Explorer or Netscape Navigator and log into the Northumbria University website at <http://northumbria.ac.uk/>. Click on:

Students  
My Northumbria  
Module Search  
Type in Module code  
Click on 'Go'

Or alternatively, type the following address into your browser:

<http://sits.unn.ac.uk/live/webserv/mod.php>

