

**Estate Management
Planning Development & Surveying**
Programme Handbook

School of the

Built Environment



What is the Built Environment?



People

Buildings are for people and they have an enormous impact on our daily lives. They are for home, work, leisure and function. They can be inspiring or depressing, but whichever way we look at it, buildings are the fabric of the society which inhabits them. Working in the Built Environment you will play a part in delivering a unique and innovative product for this society.

History

Buildings last a long time, especially if they are well built and designed. They give an identity to a location and there are countless examples of this across the globe. You will learn how architecture and building technology has evolved since the past and how time has given us the rich built environment we have today.



Teamwork

Working as a team is essential to the development, design and construction of successful buildings. This is one of the most important skills you will learn, and you will have lots of practice of this in the School of the Built Environment. You will also have the opportunity to work in one of the most creative and dynamic of businesses with likeminded individuals who want to create great buildings.

Sustainability

The Built Environment produces lots of pollution. It will be your job to make sure new buildings produce much less for the future as well as working on the old buildings to clean them up. There is a world out there that needs your help to survive.



The Future

– is in your hands. You will be developing, designing and constructing the buildings of the future. Take this responsibility seriously; study the interplay of architecture, society, culture and the economy to build buildings which will stand the test of time.

The Programme Team

Programme Leader

Each programme has a Programme Leader, ultimately responsible for its smooth running and organisation. The Programme Leader for the Estate Management programme is Andy Dunhill and the Programme Leader for the Planning and Development Surveying programme is Elaine Paterson.

Year Tutors

The role of Year Tutors is to co-ordinate the teaching, coursework, visiting speakers, attendance, etc. and generally ensure the smooth running of that year of the programme.

The Year Tutors are:

Year 1 Julie Clarke
Year 2 Lynne Winter
Year 3 Andy Dunhill
Year 4 Martin Robinson

Teaching Team

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

Name	Room	Tel	Email
Julie Clarke	A217b	227 4833	julie.clarke@northumbria.ac.uk
Mary Lou Downie	B301	227 4938	marylou.downie@northumbria.ac.uk
Andy Dunhill	B225	227 4741	andy.dunhill@northumbria.ac.uk
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Elaine Paterson	B223	227 4695	elaine.paterson@northumbria.ac.uk
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Emine Thompson	A201	227 4867	emine.thompson@northumbria.ac.uk
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Cheryl Williamson	A208	227 4076	cheryl.williamson@northumbria.ac.uk
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Craig Wilson	A216	243 7282	craig2.wilson@northumbria.ac.uk
Lynne Winter	A221	227 3294	l.winter@northumbria.ac.uk
Lyndsay Yarde			lyndsay.yarde@northumbria.ac.uk
Maureen Claydon	The Hub	227 3507	maureen.claydon@northumbria.ac.uk
Ian Watson	The Hub	227 3507	ian.watson@northumbria.ac.uk

Programme Administration

Duncan Attwell	B201	243 7346	duncan.attwell@northumbria.ac.uk (Senior Administrator)
Suzanne Stelling	B201	243 7558	s.stelling@northumbria.ac.uk (Programme Administrator)

Guidance Tutors

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 during induction week, and regularly thereafter, including whenever modular or progression results are available, and whenever option choices have to be made.

You may in addition ask for a meeting with your Guidance Tutor at any time. Many professional bodies (e.g. RICS) and employers encourage us to engage in this process to help our students develop to their fullest potential. Professional development is a natural part of personal development.

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 Leader normally allocates time during the week when he/she 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 via Blackboard eLearning Portal, email or the notice board. This could be timetable changes, assessment information or personal messages.

YOU MUST REGULARLY CHECK THE NOTICEBOARDS AND BLACKBOARD eLEARNING PORTAL ANNOUNCEMENTS. 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 e-mail address will be the one that is used to make contact with you so do make sure that you check it regularly. You must regularly delete old emails from your University 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 modularised system of programmes. Each undergraduate degree is made up of three academic levels – Levels 4, 5 and 6.

Level 4

Modules introduce the student to a range of foundation studies to ensure a basic knowledge and understanding of the main programme subject areas to underpin the whole academic programme along with an insight into the structure of the industry and the professions operating within the Built Environment. Project activity aims to provide the bridge and link between all discrete subject areas.

Level 5

These modules build on those in Level 4 and extend the factual knowledge and understanding in each of the main subject areas. There is an increased emphasis on the student's ability to take responsibility for their own learning.

Placement Year

The professional placement year forms a critical element within each programme by providing students with opportunities of experience and insight into professional practices and problems. Students build on and develop their own interpersonal skills and effectiveness and also, importantly, investigate and examine research issues of practical relevance which may form the basis of their Level 6 dissertation activities. It is also intended that this experience will be used to introduce and enable practical relevance to Level 6 subject modules.

Level 6 – Final Year

This consolidates Levels 4 and 5 and provides the final academic challenge for the student as demonstrated by an ability to deal with decision-making at strategic levels; identification and analysis of problems; to synthesise solutions. A major focus of activity will be the modules devoted to the Dissertation where opportunities will be provided for each student to demonstrate their full range of personal transferable skills.

Modules

Each module on the programme carries credit points. At each level you will study 120 credits.

Single module = 10 credit points Double module = 20 credit points Triple module = 30 credit points

Each 10 credits represent 100 hours of student work load throughout the academic year. On average, this equates to about 36 hours per week of lectures, seminars, preparation, revision, assessment and self-managed study time.

The Degree Award

Credit Requirements

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

Full-time degree (no placement year) 360 credit points (120 per academic year)

Sandwich degree (inc. placement year) 400 credit points (as above with 40 extra credits for the placement)

Part-time degree 360 credit points

Educational Aims of the Programme

You have chosen to study for a degree that is included within the School's Partnership Agreement with the Royal Institution of Chartered Surveyors (RICS). The School works very closely with this professional body and we ensure that the content of our programmes matches their needs.

Surveying

The first year has modules common to five programmes, Building Surveying, Estate Management, Planning and Development Surveying, Commercial Quantity Surveying and Quantity Surveying, to introduce you to Surveying as a multidisciplinary profession. Your study of the common elements of Surveying will give you an understanding of the complementary and overlapping professional roles. In subsequent years, you will specialise in your chosen discipline, whilst maintaining the first year acquaintance with fellow students on the other programmes by way of joint projects.

Estate Management

The Estate Manager will be involved in the following:

- The sale, purchase and leasing of property
- Negotiation of rent reviews and landlord and tenant advice
- Management of single and multi-occupation property, portfolios, shopping centres and commercial estates
- Valuation and investment advice
- Property finance and funding
- Town and Country Planning

The first two years are common with Planning and Development Surveying. In the final year the Estate Management degree focuses on valuation, property management and investment finance issues.

Planning and Development Surveying

The role of a Planning and Development Surveyor includes:

- Assessing land and property use requirements for public and private sector clients
- Advising on planning and development policy and control issues
- Undertaking development and regeneration appraisal and managing related planning and implementation processes
- Providing advice on compulsory purchase matters including the assessment of compensation

The Planning and Development Surveying Degree will provide students with the skills and knowledge related to the above. The first two years are common with Estate Management. In the final year, the Planning and Development Surveying degree has a greater focus on planning issues. The modules which have a greater focus include Urban Design and Environmental Management and Conservation.

Estate Management and Planning and Development Surveying

The content of the degrees has evolved to respond to current planning and development issues whilst ensuring that it reflects the requirements of both the RICS and prospective employers of graduates.

Each programme aims to develop a range of student's abilities to enable them to:

- work collaboratively within an interdisciplinary environment
- evaluate and apply acquisition methodologies
- be independent thinkers and learners
- demonstrate the appropriate use of IT
- challenge routine and influence change
- evaluate data and solve problems
- manage information
- communicate effectively

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' of a programme of study (broadly – the student's capabilities at 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://allertonavenue.campus.unn.ac.uk:8080/programmespecs/>.

Sandwich Degree Programmes

The structure of the first, second and third years have a series of common modules. The final year modules are specific to the programme you are studying. The grid structures for each year are shown below.

BSc (Hons) Estate Management/Planning and Development Surveying

Common First Year Structure (Level 4) – Both Programmes						
Semester 1	Sustainable Development BE0966 (10 Credits)	Property Development Project BE0113 (10 Credits)	Constructional Environmental & Structural Technologies BE0823 (20 Credits)	Business in the Built Environment BE1060 (20 Credits)	Introduction to Valuation BE0087 (20 Credits)	The Evolution of the Built Environment BE0825 (20 Credits)
Semester 2	Property Information Management BE0867 (10 Credits)	Law for Property Professionals BE1112 (10 Credits)				
Common Second Year Structure (Level 5) – Both Programmes						
Semester 1	Commercial Property Law BE0700 (10 credits)	Career and Business Development BE0871 (10 credits)	Town and County Planning BE0781 (20 credits)	Intermediate Valuation BE0868 (20 credits)	Property Management BE0869 (20 credits)	Commercial Property Marketing BE0870 (20 credits)
Semester 2	Surveying Buildings BE0780 (10 credits)	Property Economics BE0865 (10 credits)				
Common Year 3 (Level 5) - Placement Year – Both Programmes						
Professional Experience Placement EM/PDS BE0651 (40 credits)						

Year 4 (Final Year) – Grids Specific to Each Programme

BSc (Hons) Estate Management – Year 4 (Level 6)						
Semester 1	OPTION MODULE* – see choice (10 credits)	Dissertation (EM and PDS) BE0583	Advanced Valuation BE0872	Commercial Property BE0873	Planning and Property Development BE0874	Property and Investment Finance BE0875
Semester 2	(30 credits)		(20 credits)	(20 credits)	(20 credits)	(20 credits)

* Students choose either BE0109 Urban Regeneration or BE0124 Land Acquisition and Compensation

BSc (Hons) Planning and Development Surveying – Year 4 (Level 6)						
Semester 1	Dissertation (EM and PDS) BE0583	Urban Regeneration BE0109 (10 credits)	Land Acquisition and Compensation BE0124 (10 credits)	Environmental Management and Development BE0841	Planning and Property Development BE0874	Urban Design and Conservation BE0878
Semester 2	(30 credits)		Planning and Development Practice BE0168 (10 credits)	(20 credits)	(20 credits)	(20 credits)

Part-time Programmes

The part-time degree takes five years to complete.

BSc (Hons) Estate Management / Planning and Development Surveying

Part-time Year 1 (Level 4)			
Semester 1	Sustainable Development BE0966 (10 credits)	Constructional Environmental and Structural Technology BE0823 (20 credits)	Business in the Built Environment BE1060 (20 credits)
Semester 2	Law for Property Professionals BE1112 (10 Credits)		

Part-time Year 2 (Level 4)			
Semester 1	Property Development Project BE0113 (10 credits)	Introduction to Valuation BE0087 (20 credits)	The Evolution of the Built Environment BE0825 (20 credits)
Semester 2	Property Information Management BE0867 (10 credits)		

Part-time Year 3 (Level 5)				
Semester 1	Commercial Property Law BE0700 (10 credits)	Work-based Learning (Professional Competence) BE0876 (10 Credits)	Property Management BE0869 (10 credits)	Commercial Property Marketing BE0870 (20 credits)
Semester 2	Surveying Buildings (Part-time Mode) BE0862 (10 credits)		Property Economics BE0865 (20 credits)	

BSc (Hons) Estate Management

Part-time Year 4 (Levels 5 + 6)				
Semester 1	Work-based Learning (Project) BE0877 (10 credits)	Town and County Planning BE0781	Intermediate Valuation BE0868	Commercial Property BE0873
Semester 2	Dissertation (EM and PDS) BE0583 (30 credits)	(20 credits)	(20 credits)	(20 Credits)

Part-time Year 5 (Level 6)				
Semester 1	Dissertation (EM and PDS) BE0583	Advanced Valuation BE0872	Planning and Property Development BE0874	Property Investment and Finance BE0875
Semester 2	(30 credits)	(20 credits)	(20 credits)	(20 credits)

BSc (Hons) Planning and Development Surveying

Part Time Year 4 (Levels 5 + 6)				
Semester 1	Work-based Learning BE0877 (10 credits)	Town and County Planning BE0781	Environmental Management and Development BE0841	Intermediate Valuation BE0868
Semester 2	Dissertation (EM and PDS) BE0583 (30 credits)	(20 credits)	(20 credits)	(20 Credits)

Part time Year 5 (Level 6)				
Semester 1	OPTION CHOICE * (10 Credits)	Dissertation (EM and PDS) BE0583	Planning and Property Development BE0874	Urban Design and Conservation BE0878
Semester 2	Planning and Development Practice (10 credits)	(30 credits)	(20 credits)	(20 credits)

Students chose either BE0109 Urban Regeneration or BE0124 Land Acquisition & Compensation

Programme Learning Outcomes

Estate Management

Estate Management is an interdisciplinary and applied subject, key elements of which are:

- urban land and property markets, for both occupation and investment purposes
- the development, management and valuation of real property as a physical, operational and financial asset by and on behalf of a diverse range of organisations
- the legal, socio-economic and environmental context in which land and buildings are developed, used and managed

Knowledge and understanding

On successful completion of the programme **Estate Management** students will have:

- an awareness of the technological, socio-economic, geographical and environmental context within which real estate exists
- a comprehension of the legal, financial and organisational structures within which property is developed, occupied and managed
- an understanding of the main theories relating to the key elements of the discipline and their application
- identified and be able to apply professional practice in the management of land and buildings
- an appreciation of the different needs of clients, users and other stakeholders in the Built Environment

Intellectual Skills

On successful completion of the programme **Estate Management** students will:

- have acquired and applied skills appropriate to the study of professional estate management in Higher Education
- have developed the capacity to collect, synthesise and interpret information relevant to estate management studies
- have identified and analysed the relationship between theory and practice
- be able to critically evaluate evidence and arguments pertaining to the use and management of land and buildings
- question standard practice, and apply professional judgement in making recommendations and solving problems for future best practice

Practical Skills

On successful completion of the programme **Estate Management** students will be able to:

- summarise, interpret and apply legal, statutory and other documents
- measure, record and appraise property and its utility
- recognise the different sectors of the property market and analyse their relative performance
- locate, extract and analyse information, including visual material, from multiple sources
- demonstrate skills in the use of communication and information technology
- use statistical concepts to interpret, analyse and manipulate data
- observe and understand professional requirements

Transferable/Key Skills

On successful completion of the programme **Estate Management** students will be able to:

- work effectively with others within the context of a team
- exercise independent learning and self-managed development
- apply basic research methods
- use numeracy skills, including statistical analysis
- apply IT systems and packages
- work with professional people and clients
- analyse data and extract appropriate information
- negotiate and manage conflict

Planning and Development Surveying

Planning and Development Surveying is an interdisciplinary and applied subject, key elements of which are:

- urban land and property markets, for both occupation, investment and development purposes
- the planning, development, management and valuation of real property as a physical, operational and financial asset by and on behalf of a diverse range of organisations
- the legal, socio-economic and environmental context in which land and buildings are developed, used and managed

Knowledge and Understanding

On successful completion of the programme **Planning and Development Surveying** students will have:

- an awareness of the technological, socio-economic, geographical and environmental context within which real estate exists
- a comprehension of the legal, financial and organisational structures within which property is planned, developed, occupied and managed
- an understanding of the main theories relating to the key elements of the discipline and their application
- identified and be able to apply professional practice in the management of land and buildings
- an appreciation of the different needs of clients, users and other stakeholders in the Built Environment
- a comprehension of contemporary debates around the use, planning, development, and management of land and buildings

Intellectual Skills

On successful completion of the programme **Planning and Development Surveying** students will:

- have acquired and applied skills appropriate to the study of professional planning and development surveying in higher education
- have developed the capacity to collect, synthesise and interpret information relevant to planning and development studies
- have identified and analysed the relationship between theory and practice
- be able to critically evaluate evidence and arguments pertaining to the use, planning, development and management of land and buildings
- question standard practice, and apply professional judgement in making recommendations and solving problems for future best practice

Practical Skills

On successful completion of the programme **Planning and Development Surveying** students will be able to:

- summarise, interpret and apply legal, statutory, policy and other documents
- measure, record and appraise property and its utility
- locate, extract and analyse information, including visual material, from multiple sources
- demonstrate skills in the use of communication and information technology
- use statistical concepts to interpret, analyse and manipulate data
- observe and understand professional requirements

Transferable/Key Skills

On successful completion of the programme **Planning and Development Surveying** students will be able to:

- work effectively with others within the context of a team
- exercise independent learning and self-managed development
- apply basic research methods
- use numeracy skills, including statistical analysis and apply IT systems and packages
- work with professional people and clients
- analyse data and extract appropriate information

Field Study Visit

During Years 1 and 2, discipline-specific field study visits may be undertaken. These visits are expected to last three days. Year Tutors will advise you as to the location of the visit. You will be required to contribute to the accommodation, travel and subsistence charges of your particular field study visit. The purpose of these visits is to show you relevant issues to your studies in another location and to help you get to know your peer group.

Assessment Regulations for Northumbria Awards

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: <http://northumbria.ac.uk/sd/central/ar/lts/assess/>

Compensation

Failure in modules may be compensated at the discretion of the Examination Board and subject to Professional Body requirements. Compensation is only applied provided the level average has been met and is only permitted where a module mark of at least 30% has been attained. Up to 20 credits may be compensated at both Level 4 and Level 5.

Non-compensatable Modules

There is a requirement that certain modules must be passed for a student to progress. A module mark of at least 40% must be attained in all modules. Details of the non-compensatable modules are given below;

Year/level	Module No.	Module Title	Credits
1st Year (Level 4)	BE0087	Introduction to Valuation	20
2nd Year (Level 5)	BE0868	Intermediate Valuation	20
2nd Year (Level 5)	BE0869	Property Management	20

Module Descriptors

Module Descriptors give 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:

1. Students
2. My Northumbria
3. Module Search
4. Type in module code
5. Click on 'Go'

Or alternatively, type the following address into your browser:

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

