

MSc Real Estate Management
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.

MSc Real Estate Management

Introduction to your programme

This booklet is the first source of information and guidance for the masters degree programme and hopefully will contain answers to most of your queries. However, if there are gaps which the booklet does not fill, then please ask your programme leader Gill Robson or your guidance tutor. Real estate managers are concerned in practice with complex issues and processes involving the use, management,

valuation, exchange and development of property and ensuring client's needs are met. Effective real estate professionals are able to creatively apply a range of technical legal and economic knowledge and skills to secure their objectives. Real estate managers need to be highly educated and competent, capable of dealing effectively with complex issues and problems in a wholly professional manner.

This programme is intended to achieve this end by providing a post-graduate educational opportunity for able and motivated graduates. The programme seeks to improve the intellectual development and research ability of entrants to the real estate management

profession; in particular their ability to think beyond established practices and boundaries. The programme is intended to provide personnel with advanced skills and leadership potential to the profession. The admissions policy, curriculum and module design, teaching learning and assessment for the programme have been designed to produce an advanced learning experience which builds upon undergraduate studies. The UK programme will provide a focus on property as a sustainable business asset, not only from an investors and owners viewpoint but also from a business occupiers viewpoint, the preferred modules reflecting the current legislation and challenges in the UK market.

The Programme Team

The programme is managed by a team consisting of the Programme Leader, Module Tutors and the Programme Administrator.

Programme Leader

The Programme Leader is concerned with the management and progress of all students studying on that programme. For MSc Real Estate Management the Programme Leader is Gill Robson.

Module Tutors

The Programme Leader and Module Tutors are responsible for giving counselling and advice on academic issues. In relation to academic issues, students are advised to discuss any matter with the relevant Module Tutor in the first instance. If the module tutor cannot resolve the matter, then you should arrange a meeting with the Programme Leader.

Guidance Tutor

You will be allocated a Guidance Tutor, a member of academic staff who had 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.

Programme Administrator

The Programme Administrator is Julie Rowe who can be contacted at the School Office Room B201, telephone 0191 2437504 email julie.rowe@northumbria.ac.uk. Students who change their address or contact numbers must inform the Programme Administrator.

The Teaching Team

Name	Room	Tel	Email
Graham Capper	B307	227 4696	graham.capper@northumbria.ac.uk
Mary Lou Downie	B301	227 4938	marylou.downie@northumbria.ac.uk
Andy Dunhill	B225	227 4741	andy.dunhill@northumbria.ac.uk
Peter Fisher	B224	227 4542	peter.fisher@northumbria.ac.uk
Dom Fearon	A217b	243 7287	dom.fearon@northumbria.ac.uk
Paul Greenhalgh	B225	227 4593	paul.greenhalgh@northumbria.ac.uk
John Holmes	B307	227 3651	john.holmes@northumbria.ac.uk
Elaine Paterson	B223	227 4695	elaine.paterson@northumbria.ac.uk
Rob Pickard	WJ204	227 4107	rob.pickard@northumbria.ac.uk
Martin Robinson	A207	243 7610	martin.robinson@northumbria.ac.uk
Gill Robson	B226	243 7883	gill.robson@northumbria.ac.uk
Simon Robson	B309	227 4730	simon.robson@northumbria.ac.uk
Lu Lu Wang	A221	227 3294	lulu.wang@northumbria.ac.uk
Andrea Willett	A219	243 7281	a.willett@northumbria.ac.uk
Lynne Winter	A221	227 3294	l.winter@northumbria.ac.uk

Property Staff Research Interests

Peter Fisher

Property Research, Development Economics

Mary Lou Downie

International Property Valuation,

Paul Greenhalgh

Urban Regeneration, Local Property Markets

Elaine Paterson

Conservation and Urban Design

Simon Robson

Transport Development Finance

Gill Robson

International Property Valuation

Cheryl Williamson

Shopping Centre Tenant Mix

John Holmes

Sustainable Development

How to contact your 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 do not 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 she will be available, but please feel free to see them at any time if the situation is urgent.

Notice Board and Blackboard

The main point of contact for staff with students is the Programme notice board No. 5 on A block second floor corridor or via ELearning Portal announcements. This could be timetable changes, assessment information or personal messages.

YOU MUST REGULARLY CHECK THE NOTICEBOARDS AND BLACKBOARD ELP 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.



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 but they are also listed on the campus map located under section 6: university facilities.

Email

While the telephone usually gives immediate access, e-mail 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 e-mail 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, particularly if you use a personal e-mail account. Also remember to delete old messages, as you have a limited mailbox memory, and once it's full, you won't receive mail!

Educational Aims

The programme aims to produce Property Masters graduates who are able to:-

- integrate disparate sources of information and use advanced techniques to solve complex property problems;
- creatively apply specialist property knowledge to contribute to the work of a multi-disciplinary team to best meet client requirements;
- critically examine existing estate management practice, evaluate alternative approaches and initiate necessary change;
- actively develop their careers towards strategic and leadership positions in the property profession.

The level 7 learning outcomes of the programme are expressed as knowledge and understanding, intellectual Skills, practical skills, transferable/key skills with an emphasis on critical evaluation and use of research methods throughout.

The teaching and learning strategy aims to provide the methodology to enable students

- to understand, critically analyse and apply the principles of Estate Management engaging and enthusing students about the breadth, dynamism and excitement of the property profession.
- to provide graduates with the intellectual skills to confidently apply creative solutions to achieve clients' property objectives

Students receive a mixture of learning experiences, including lectures, seminar discussion, simulated practical skills sessions, field study visits, work with IT delivery is also supported by the use of a range of academic and work-based learning materials and by the use of expert external speakers. There is a strong emphasis on independent learning developing their capacity to reason, and particularly on using recent research to develop a critical awareness of current issues. The strategy encourages students to become effective lifelong learners with the capacity to identify new learning needs, but primarily to learn independently. Group work, presentations and other seminars activities will encourage a reflective approach, develop communication and team working skills. Formative assessment will be achieved through the students' preparation for and participation in seminars, coupled with wide use of Blackboard for provision of course materials and student feedback, as well as direct contact with the module tutor.

Programme Learning Outcomes

■ Knowledge and Understanding

On completion of the programme the students will demonstrate

1. a critical awareness of the technological, socio-economic, business and environmental context in which real estate exists
2. comparative knowledge of the legal, financial and organisational structures in which property is developed, occupied and managed
3. advanced knowledge of the core theories relating to the key elements of the real estate discipline
4. critical evaluation of professional, environmental and ethical issues in real estate informed by current research
5. a reasoned appreciation of the interaction of business, property owners and other stakeholders in the built environment

■ Intellectual Skills

On completion of the programme the students will be able to

1. collect, synthesise and interpret information relevant to the real estate profession
2. critically analyse and appraise theory and practice of real estate management
3. critically evaluate evidence and arguments pertaining to real estate theory informed by recent research
4. apply and evaluate appropriate research techniques to undertake applied research
5. appraise standard practice, apply professional judgement and be creative in problem solving and identifying best practice

■ Practical Skills

On completion of the programme the students will be able to

1. summarise, interpret and apply legal, statutory and other documents
2. measure, record and appraise property and evaluate its utility
3. recognise property market sectors and analyse relative performance
4. locate, extract and analyse information from a variety of sources
5. use statistical concepts to interpret, analyse and validate data

■ Transferable/Key Skills

On completion of the programme the students will be able to

1. work effectively as members of a team
2. manage their time effectively to meet deadlines
3. apply research methods effectively
4. use numeracy skills, including statistical analysis
5. apply specialist IT software packages
6. negotiate and manage conflict

Master student will -	Undergraduate student will -
Display mastery of a complex and specialist area of knowledge	Critically review, extend a systematic body of knowledge /key aspects
Employ advanced research skills to conduct research	
Accept accountability for decision making and supervision	Accept personal / group outcomes accountability for
Much of study informed by the forefront of defined aspects of the discipline	At least some of study informed by the forefront of defined aspects of the discipline
Shown originality in application of knowledge, and originality, autonomy and self direction in tackling and solving problems	Evaluate evidence and arguments and reach sound judgements
Deal with complex issues systematically and creatively	

Programme Structures

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/>

Modules

The 180 point Masters programme is made up of 120 taught credit points and 60 credit dissertation.

There are 8 taught modules.

Each module on the course carries credit points

Single module = 10 credit points

Double module = 20 credit points

Triple module = 30 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.

Staff contact time will be approximately 10-15 hours per week. Your own self managed study time should amount to approximately 30-35 hours per week.

Full Time Year One						
Semester 1	Applied Research Methods (Real Estate) BE1099 (10 Credits)	Sustainable Real Estate BE0981 (10 Credits)	Commercial Property Valuation BE0977	Property Markets, Investment and Finance BE0978	Urban Regeneration and Development BE0979	Commercial Property Asset Management BE0980
Semester 2	UK & International Urban Planning BE1145 (10 Credits)	Law for Commercial Property BE 1003 (10 Credits)	(20 credits)	(20 credits)	(20 credits)	(20 credits)
June to September						
	BE 1100 MSc Dissertation – Real Estate	BE 1100 MSc Dissertation – Real Estate	BE 1100 MSc Dissertation – Real Estate	BE 1100 MSc Dissertation – Real Estate	BE 1100 MSc Dissertation - Real Estate	BE 1100 MSc Dissertation - Real Estate
	M	M	M	M	M	M

Full time programme

The normal pathway will take 12 months running from September to September. Students who have met the programme requirements at the progression board in June will be able to progress to the dissertation commencing in July and submitting in September. The Graduation ceremony will be in December for students receiving awards.

Students who are referred in June but are successful in resits in September will progress to dissertation commencing in September and submitting in April the following year. The Graduation ceremony will be in July for students receiving awards.

Extended programme

All students 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 commencement of the dissertation module. For example a full time student with no referrals may chose to commence the dissertation in September to submit in April with the graduation ceremony in July.

A comparison of the full time programme is timetabled below.

12 month pathway		Referral / extended pathway	
	Key dates		Key dates
Semester 1	September	Semester 1	September
Graduate Job Applications	Some firms have closing dates November – January	Graduate Job Applications	Some firms have closing dates November - January
Semester 2	February	Semester 2	February
Progression Board	June	Progression Board	June
		Resits	August
Dissertation	June – September 2005	Dissertation	September – April
Employment	Recommended start September 2005	Employment	May be June for non resits, post September for resit students
Award Board	November	Award Board	June
Graduation ceremony	December	Graduation ceremony	July

Students who are referred in June but are successful in September will progress to dissertation commencing in September and submitting in April of the third year. The Graduation ceremony will be in December for students receiving awards.

Extended programme

All students 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 commencement of the dissertation module. For example part time students may chose to commence the dissertation in September but submit in September of the third year with the graduation ceremony in December for students receiving awards

Generic Assessment Criteria for Your Masters programme

Each coursework brief will give you the individual marking scheme for that particular assessment task and your tutor will give you feedback in their preferred manner. Some staff may use their own particular assessment criteria to give you feedback but to help you initially understand the performance level required, the grid below is designed to explain the difference in achievement at different percentage bands. You may use to self assess your own work before you submit it!

Please note the pass mark is 50% for this programme.

Northumbria University Generic Assessment Criteria for Taught Postgraduate Programmes 2008/9

Work at level 7 is required to 'Display mastery of a complex and specialised area of knowledge and skills, employing advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for related decision making including use of supervision' (NICATS summary descriptor)

These are intended for guidance and do not replace the need for judgement by examiners.

Mark Range	Grade	Generic Assessment Criteria
70-100	Distinction	Excellent work providing evidence to a very high level of the knowledge, understanding and skills appropriate to level 7. All learning outcomes met, many at high level. Marks at the high end of this range indicate outstanding work where all learning outcomes are met at a high level. Excellent in all or most of: use of primary sources of literature from a range of perspectives; development of analysis and structure of argument; critical evaluation and creative use of theory, research methods and findings; presentation of information to the intended audience
60-69	Commendation	Commendable work providing evidence to a high level of the knowledge, understanding and skills appropriate to level 7. All learning outcomes met, many are more than satisfied. Good in all or most of: use of up-to-date material from a variety of sources; development of analysis and structure of argument; critical evaluation of relevant theory, research methods and findings to the problem in question; presentation of information to the intended audience
55-59	Pass	Satisfactory work providing evidence of the knowledge, understanding and skills appropriate to level 7. All learning outcomes are met. Satisfactory in all or most of: use of relevant material from a variety of sources; development of analysis and structure of argument; evaluation of theory; application of relevant theory, research methods and findings to the problem in question; presentation of information to the intended audience.
50-54	Pass	Adequate work providing evidence of the knowledge, understanding and skills appropriate to level 7 but only at a bare pass level. All learning outcomes are met (or nearly met and balanced by strengths elsewhere). Adequate in all of (or most of, with balancing strength elsewhere): use of relevant material; development of analysis and structure of argument; evaluation of theory; application of relevant theory, research methods and findings to the problem in question; presentation of information to the intended audience.
40-49	Fail	Work is not acceptable in providing evidence of the knowledge, understanding and skills appropriate to level 7. However a majority of the learning outcomes are met and others are nearly satisfied. Adequate in most but not all of the following aspects : use of relevant material; development of analysis and structure of argument; evaluation of theory; application of relevant theory, research methods and findings to the problem in question; presentation of information to the intended audience
1-39	Fail	Work is not acceptable and provides little evidence of the knowledge, understanding and skills appropriate to level 7. Few of the learning outcomes are met. Inadequate in some of the following aspects or seriously inadequate in at least one: use of relevant material; development of analysis and structure of argument; evaluation of theory; application of relevant theory, research methods and findings to the problem in question; presentation of information to the intended audience.
0	Fail	Work not submitted OR Work giving evidence of serious academic misconduct (subject to regulations in ARNA Appendix 1) OR Work showing no evidence of the knowledge, understanding and skills appropriate to level 7. None of the learning outcomes are met

ASk - Academic English and Study Skills for International Students

The School of the Built Environment together with the English Language Centre offer a weekly 2-hour class in academic skills (ASk) for all international students. There are no exams or assessment for ASk - the classes are there to help you improve your language and study skills and are based around the assignments and other tasks you have to complete during your course. The academic skills that will be taught include the following:

- Academic style and vocabulary
- Referencing using the Harvard system
- Avoiding plagiarism (by paraphrasing, summarising and direct quotation)
- Critical analysis
- Reading academic texts
- Academic speaking

It is also possible for students to ask the teacher for help or advice after the class, as well as by phone or e-mail. It is hoped that you will find the classes useful and we look forward to meeting you in the new semester. Contact details of the tutor are as follows:

Stephen Parkin
English Language Centre
Room 114, Squires Workshop
Email: stephen.parkin@unn.ac.uk
Tel: 0191-227-3192

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

The MSc Award

To attain an MSc award a student is required to successfully complete 180 credits at Level 7. These credits comprise 120 credits of taught modules and a 60 credits dissertation. Following completion of the taught elements, there is a progression point when students will be required to achieve an overall average of 50% to be eligible for referral and must successfully complete any referrals before they progress to the dissertation element of the award. A failed Masters dissertation cannot be sand must be resat. For full details see ARNA section 7.4.

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>



Professional/accrediting body requirements

Students are recommended to apply for student membership (free of charge) to the Royal Institution of Chartered Surveyors at the beginning of the programme which will give you access to their services, library and the local organisation and events. Details are available at <http://www.rics.org/> . A workshop will take place in semester 1 to give you information on the RICS and APC, and the RICS have an office in the School.

Timetable

There will be a timetable given to you at the commencement of each semester showing modules, times, rooms and staff. You will be allocated to a seminar group and should not change your group without consent of the programme leader. Changes and extra sessions are notified to you via the programme notice board located on floor 2 A block corridor or via ELearning Portal.