BSc (Hons) Real Estate

The Programme Team

Programme Leader

Each programme has a programme leader, ultimately responsible for its smooth running and organisation. The programme leader for Real Estate and Planning and Real Estate Development is Cara Hatcher.

Year Tutors

The role of year tutors is to coordinate 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	Dom Fearon
Year 2	Jane Stonehouse
Placement	Jane Stonehouse
Year 4	Lynn Johnson

Teaching Team

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

Name	Room	Tel	Email
Dom Fearon	A217b	243 7287	dom.fearon@northumbria.ac.uk
Minnie Fraser	A207	243 7285	minnie.fraser@northumbria.ac.uk
Hannah Furness	A217b	227 3065	hannah.furness@northumbria.ac.uk
Paul Greenhalgh	B301	227 4593	paul.greenhalgh@northumbria.ac.uk
John Holmes	B307	227 3651	john.holmes@northumbria.ac.uk
Lynn Johnson	A215	227 3675	lynn.johnson@northumbria.ac.uk
Cara Hatcher	A215	243 7645	cara.hatcher@northumbria.ac.uk
Ken Kelly	B309	243 7805	kenneth.kelly@northumbria.ac.uk
Mark Kirk	B309	243 7540	mark.kirk@northumbria.ac.uk
Dave McGuinness	A219	227 3655	david.mcguinness@northumbria.ac.uk
Chris Reeves	A207	243 7286	christopher.reeves@northumbria.ac.uk
Simon Robson	PB208	227 4730	simon.robson@northumbria.ac.uk
Jane Stonehouse	A215	243 7883	jane.stonehouse@northumbria.ac.uk
Kevin Thomas	B313	227 4743	kevin.thomas@northumbria.ac.uk
Emine Thompson	A201	227 4867	emine.thompson@northumbria.ac.uk
Becky Thomson	B302	243 7933	becky.thomson@northumbria.ac.uk
Rachel Williams	A219	227 3442	rachel2.williams@northumbria.ac.uk

Programme Administration

Each programme has dedicated programme support who are responsible for the administration of your programme. Your Programme Support Coordinators are based in room B201 Ellison Building and can be contacted on 0191 227 4722.

How to contact Tutors

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.

Appointments

Academic staff teach on many modules/programmes and it is advisable to make an appointment if you wish to see them. Occasionally an immediate appointment may be available, 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.

Email and eLearning Portal

The main means of contact for staff with students are email and the (Blackboard) eLearning Portal (Blackboard).
You will be allocated an email address automatically by the University once you have enrolled.

Do remember that your Northumbria email address will be the one that is used to make contact with you by both academic and non-academic staff within the University, so make sure that you check it regularly, particularly if you also use a personal email account. Students are requested to manage their email account effectively by deleting read mail and emptying the deleted items folder on a regular basis, especially emails with large attachments.

Students are reminded that it is important that they keep their contact and home addresses and telephone numbers up-to-date, to ensure they receive any correspondence from the University. Students are requested to amend their details via the eLearning Portal or by advising the Student Support Team. Please ensure we have your current mobile telephone number.

eLearning Portal

The eLearning Portal (Blackboard) is Northumbria's learning environment for staff and students. It is based upon the Blackboard learning platform and allows students to access learning over the internet, communicate with one another and their tutors, and take online assessments.

Incorporated within the portal are access to Library Services, the Students' Union, Student Support Services and many other facilities.

Notice Boards

Where possible we will send information via email or the eLearning Portal but in some cases we put relevant information on notice boards. **You must check the notice boards regularly.** The locations of our notice boards will be provided on enrolment. Alternatively they are available from the Student Support Team (located in B201, Ellison Building).

It is particularly important to check the notices at the start of the semester when timetable changes are more likely and towards the assessment period when important information such as exam rooms and pass lists will be displayed.

Notice boards in relation to news and events, the Library Service, Student Services, the Students' Union and Team Northumbria are located on the second floor of A Block, Ellison Building.

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 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 our Partnership Agreement with the Royal Institution of Chartered Surveyors (RICS). We work very closely with this professional body to ensure that the content of our programmes matches their needs.

Surveying

The first year has modules common to four programmes – Building Surveying, Real Estate, Planning and Real Estate Development 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.

Real Estate

A real 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-occupied property, portfolios, shopping centres and commercial estates
- Valuation and investment advice
- Property finance and funding
- Urban planning

Real Estate

The content of the degree has evolved to respond to current issues whilst ensuring that they reflect the requirements of both the RICS and prospective employers of graduates.

Each programme aims to develop in students, a range of 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 www.northumbria.ac.uk/programmespecs/

Sandwich Degree Programmes

The first and second years have a series of common modules. Year 3 is an optional placement year when students can study the EE0500 Professional Placement module for the year. The final year modules are specific to the programme you are studying. The grid structures for each year are shown below

BSc (Hons) Real Estate

Year 1

BE0825 Evolution of the Built Environment (20)	BE1271 Construction Technology (20)	BE1353 Law for Surveyors (20)	BE1354 Principals of Valuation (20)	BE1355 Business and Economics for Surveyors (20)	BE1352 Professional Surveying Skills Project (10)
					BE1356 Corporate Occupiers Project (10)

Year 2

BE1358 Urban Planning and City Development (20)	BE1359 Applied Valuation (20)	BE1360 Property Asset Management (20)	BE1361 Property Marketing and Agency (20)	BE1357 Career and Professional Development (10)	BE1362 Surveying Buildings (10)
				BE1363 Real Estate Economics (10)	BE1364 Interdisciplinary Project (10)

Final Year

BE1365 Commercial Real Estate Appraisal (20)	BE1366 Real Estate Development (20)	BE1368 Corporate Real Estate Management (20)	BE1376 Dissertation (30)	BE1369 Real Estate Investment and Finance (20)	BE0109 Urban Regeneration (option) (10)	BE1367 Compulsory Purchase and Compensation (option) (10)

Part-time Programmes

The part-time degree takes five years to complete.

BSc (Hons) Real Estate

Year 1		
BE1271 Construction Technology (20)	BE1355 Business and Economics for Surveyors (20)	BE1352 Professional Surveying Skills Project (10)
		BE1356 Corporate Occupiers Project (10)

Year 2		
BE0825 Evolution of the Built Environment (20)	BE1353 Law for Surveyors (20)	BE1354 Principals of Valuation (20)

Year 3			
BE1360 Property Asset Management (20)	BE1361 Property Marketing and Agency (20)	BE1373 Worked based Learning (20)	BE1362 Surveying Buildings (10)
			BE1363 Real Estate Economics (10)

BSc (Hons) Real Estate (continued...)

Year 4

BE1358 Urban Planning and City Development (20)	BE1359 Applied Valuation (20)	BE1368 Corporate Real Estate Management (20)	BE1374 Urban Regeneration (10)
			BE1376 Dissertation (30)

Year 5

BE1365 Commercial Real Estate Appraisal (20)	BE1366 Real Estate Development (20)	BE1369 Real Estate Investment and Finance (20)	BE1376 Dissertation (30)

Programme Learning Outcomes

Real Estate

Real Estate 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 real estate 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 real estate students will:
- have acquired and applied skills appropriate to the study of professional real estate in Higher Education
- have developed the capacity to collect, synthesise and interpret information relevant to real estate 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 real estate 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 real estate 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
- apply IT systems and packages to understand the potential of IT in a professional context
- work with professional people and clients
- analyse data and extract appropriate information
- negotiate and manage conflict

Field Study Visit

During Year 2, a discipline-specific field study visit may be undertaken to London. Year tutors will advise you as to the location of the visit. You may 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: www.northumbria.ac.uk/arna

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

Log into the Northumbria University website at northumbria.ac.uk/. Click on:

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

Or alternatively, type the following address into your browser:

http://nuweb.northumbria.ac.uk/live/webserv/mod.php

Assessment Processes Explained

Why are assessments necessary ?

Assessment makes an essential contribution to your education. It acts to motivate you to focus and reflect on your learning and to apply and synthesise your knowledge. It also permits you to gauge your progress and act to address any weaknesses. Assessment methods are therefore an integral part of the learning process. From the University's perspective, it enables your tutors to monitor your progress, measure your attainment, maintain standards on the programme, and determine your final degree classification.

How can you be sure that the assessments are appropriate and relevant ?

The mix of assessments across each programme is carefully selected to enable students to demonstrate a range of skills and knowledge which become progressively more challenging level-by-level. Assessment techniques are chosen to fit the subject discipline and reflect the expectations of employers and accreditation bodies. Each assessment task is aligned with module and programme learning outcomes and contributes in part to the development of discipline- specific knowledge and understanding, academic, practical or transferable skills.

How can you be sure that the assessments which are set are fair ?

Individual assessment tasks are written by Module Leaders and are subject to peer-review by other staff in the Department before they are agreed and distributed to students. In addition, External Examiners, who are colleagues from other Universities and (for professionally accredited programmes) from industry, are appointed to ensure that the standards at Northumbria are appropriate, and a key role is to review the assessment questions and marking schemes.

How do we inform you about the criteria we use to judge your work ?

Generic grade descriptors by level of study are supplied within your Handbook. These reflect the increasing demands and expectations of standards as students progress through their programme. In addition, you are supplied with specific assessment criteria at the module level as part of your coursework specifications.

How do we undertake marking ?

Marking involves staff allocating marks according to defined marking criteria that have been approved in advance. Assessments may be marked by a single staff member or a team of markers (depending on the size of the module). These are invariably the staff who delivered the module and their expertise in the subject discipline is assured. If the work is marked by a team, initial meetings and sample marking is undertaken to establish common expectations in relation to the marking criteria to minimise variations across markers.

How do you know that marking is fair ?

Once all the marking has been completed for an assessment, a sample of the work is selected for 'moderation'. The sample size is proportional to the number of scripts and is selected from the whole range of marks. Student work is anonymous during the marking and moderation process and your name will only be revealed once all the marks have been agreed following the sample check. Prior to the Examination Board, the External Examiner also verifies the appropriateness of the marks awarded within the sample, and it is only at the Exam Board stage that the marks are fully approved. If there are disparities between markers during the moderation process, then additional work may be sampled and third markers may be called upon to resolve any differences. By the end of the whole process the Exam Board must report that it is satisfied that the marks that have been awarded are a true reflection of the quality of the work.

Why does it take 4 weeks to mark your work ?

Although 20 working days (4 weeks) may seem to you like a long time for work to be marked and returned to you, it is important that we allocate sufficient time for staff to carefully consider the work, so that the mark allocated fairly reflects the quality of your submission. Tutors' marking workloads have to be considered in relation to the other academic duties they have to perform. We estimate that, on average, each assessment takes approximately 20-30 minutes to mark and provide feedback. In addition, once marked, all assessments have to be moderated (see above) to ensure fairness and consistency.

What level of feedback should you expect ?

Feedback is a vital part of your learning process and will occur throughout your engagement with academic staff. Informal levels of feedback will often occur in lectures, seminars, lab work and project activities, and through the use of in-class activities and questioning. More formal feedback occurs during the assessment process and usually involves staff writing comments on scripts that are returned to students. Whilst there will invariably be differences in the styles that individual staff members adopt to provide feedback, their comments should serve three main purposes: (1) to explain the mark awarded;
(2) to identify strengths within the work; and (3) to indicate areas that could be improved on for future work.

What should you do with the feedback you receive ?

It is imperative that you collect all your assessment scripts so that you benefit from the feedback comments provided by the tutors. Your feedback provides you with the key opportunity to use assessment to improve your learning. Hence, if you have any problems understanding the feedback on your work, you should arrange a meeting with the staff member to clarify their comments.

It is important to review the comments you have received on all your work to identify any consistent issues that have arisen across several pieces of assessment.

This will help you formulate an action plan to deal with recurring weaknesses affecting your attainment. The Skills Plus programme managed by the University Library is an extremely valuable resource for students who require general advice such as 'Writing Assignments', 'Preparing for Exams' or 'Thinking Critically

The libraries at City Campus and Coach Lane provide access to a wide range of print and electronic resources including over half a million print books, over 700,000 eBooks and more than 50,000 electronic journals. More details can be found on the University Library website: http://library.northumbria.ac.uk/home

City Campus Library (number 14 on City Campus map) is housed near the Student Union building (number 30 on City Campus map). **Coach Lane Library** is situated on the East Side of the Campus, in F Block (number 16 on Coach Lane Campus map).

City Campus library is open 24/7 during term time and from 9am to midnight during vacation times. Coach Lane library is open 7am until midnight (Monday to Friday), 9am until midnight (Saturday and Sunday). Opening hours are prominently displayed in the foyers of the library buildings, any changes are advertised on the Library website and on social media. Opening hours vary during bank holidays and are subject to change, so please check before you travel.

You will need to keep your smartcard with you to gain access to and leave the libraries. Your Smartcard is a universal card which not only gives access to the Libraries and other University buildings, but it also allows you to print, copy, scan, borrow books and make cashless payments.

The Library Catalogue can be accessed on and off-campus through the University Library website and the dedicated catalogue computers on each floor of both Libraries. The catalogue can be used to search for books and eBooks located in the University Library. It is quick and easy to use and will give you the information you need to locate the material on the shelves or read online. eBooks can be read on and off-campus, anytime, anywhere. NORA can be used to search for, and retrieve, up-to-date scholarly materials including articles, reports and statistics that are relevant to your studies. You can browse through all the online resources relating to your subject in one place including databases, journals and websites.

Students are entitled to borrow up to 15 items at any one time. Items can be issued using the self-issue machines on the ground floor of City and Coach Lane Libraries. You can renew your library books online through the MyLibrary section of MyNorthumbria or via the Library Catalogue.

Northumbria students can use other libraries such as the Robinson Library at Newcastle University and Newcastle City Library using the SCONUL access scheme. For more information see the Library SCONUL information page: http://library.northumbria.ac.uk/sconul-holiday

The Northumbria Skills Programme is a comprehensive skills programme designed to develop the key skills you need to succeed at university and beyond provided by the Library. It runs throughout the year and provides classroom style skills sessions on many topics including academic writing skills, giving accomplished presentations, and referencing your work correctly, as well as regular drop in surgeries. Some sessions are bookable; simply consult the timetable on the Northumbria Skills Programme website: http://library.northumbria.ac.uk/skillsdev-nsp

Skills Plus is the Library's collection of online learning materials, with a focus on digital literacy and study skills that can be accessed on and off-campus. Using these resources is an excellent way to develop your skills through a range of online tutorials with quizzes, video demonstrations and printable help guides. http://nuweb2.northumbria.ac.uk/library/skillsplus/topics.html?l3-0

If you need help or advice, on or off campus, you can contact Ask4Help. The Ask4Help service provides you with help and support to access a range of University services including Library, Disability Support, Student Finance and Careers. The quickest way to find answers to some of the most popular questions asked by students is to look at Ask4help online. You can also contact us by phone and speak to a member of our dedicated enquiry team or email us your questions.

www.northumbria.ac.uk/ask4help
ask4help@northumbria.ac.uk
0191 227 4646

Northumbria Students' Union (NSU) is here to make sure you have the best experience possible. NSU is one of the largest and most exciting Unions in the country and that's all because of YOU. We represent you, the student, on all levels, on the issues students are concerned about; receiving a great academic experience, being very employable when you graduate, being safe on campus and in the city and having a fantastic time while a student.

NSU is run by students for students. You can have your say in what NSU does and how it is run, by contacting your Sabbatical Officers or by coming along to Student Council

MEMBERSHIP: As a student of Northumbria University you are automatically a member of the Students' Union. We also sell NUS Extra Card from the Students' Union at both Coach Lane and City Campus giving you discounts in shops and online, but you don't need one to use any of our services.

DIVERSE: Your Students' Union is a place which brings together students from all walks of life, all parts of the country and the world and many different cultures. NSU provides lots of opportunities for you to Get Involved, make lasting friendships, increase employability and have FUN!

INDEPENDENT: NSU is independent of the University, with its own staff, services and decision-making structure. Run by students for students, providing the best services and opportunities for students we push for change from the University to deliver for students. Find our more at our You Said, SU Did page. If you need advice about academic appeals or other issues, we can help. Check out the Advice Page.

VALUE: Your NSU offers the best value for money, and everything you spend goes straight back into the Students' Union to fund all the activities that we run for you.

If you would like more information check out the website www.mynsu.co.uk or come and see us at our offices in City, Coach Lane and London.