BSc Hons Building Surveying

The Programme Team

Programme Leader
Each programme has a programme leader, ultimately responsible for its smooth running and organisation.

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 the course.

The year tutors are:
Year 1 Minnie Fraser
Year 2 Christopher Reeves
Year 3 Kenneth Kelly
Year 4 Kenneth Kelly

Teaching team

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

Name	Room	Tel	Email
Graham Capper	B307	227 4696	graham.capper@northumbria.ac.uk
Minnie Fraser	A207	243 7285	minnie.fraser@northumbria.ac.uk
Kenneth Kelly	B309	243 7805	kenneth.kelly@northumbria.ac.uk
Mark Kirk	B309	243 7540	mark.kirk@northumbria.ac.uk
John Lonsdale	A207	227 3532	john.lonsdale@northumbria.ac.uk
Christopher Reeves	A207	243 7286	christopher.reeves@northumbria.ac.uk
Kevin Thomas	B313	227 4743	kevin.thomas@northumbria.ac.uk
Cara Hatcher	A213	243 7645	cara.hatcher@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.

Guidance tutors

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.

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 see them straight away, 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 the eLearning Portal

The main means of contact for staff with students are email and the eLearning Portal (also known as Blackboard). 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. Students are reminded that it is important that they keep their contact and home addresses 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.

Blackboard is Northumbria's learning environment for staff and students. Developed by LTech, it is based upon the Blackboard learning platform and allows students, amongst other things, 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. For most students Blackboard provides their first and best port of call on the internet.

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 (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 unitised system of programmes. Each undergraduate degree is made up of three academic levels – levels 4, 5 and 6.

Level 4

Level 4 modules introduce the student to a range of formation 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 to examine the holistic dimension of the building process from inception to completion.

Level 5

Level 5 modules extend the factual knowledge and understanding in each of the main subject areas and are intended to increase a student's ability to take responsibility for their own learning.

Placement Year – Building Surveyors

The professional placement year within each course provides students with opportunities of experience and insight into 'real world' practices and problems which are intended to build on and develop their own interpersonal skills and effectiveness but also importantly, opportunities to 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 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 approx 10–15 hours per week. Your own self-managed study time should amount to approx 30–35 hours per week.

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 (incl. 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 fully accredited by the Royal Institution of Chartered Surveyors (RICS). The Department works very closely with this professional body and we ensure that the content of our courses matches their requirements.

Surveying

The first year has modules common to other surveying programmes, to introduce you to surveying as a multi-disciplinary profession. Your study of the common elements of surveying will give you an understanding of the complementary and overlapping professional roles. In subsequent semesters you will specialise in your chosen discipline, whilst maintaining the first semester acquaintance with fellow students on the other courses by way of joint projects.

Building Surveying

Building Surveying developed as a profession concerned with the constructional aspects of buildings, particularly buildings in use. Today these skills are very important as buildings must be made to respond to the demands of the population and legislation.

Current issues include:
- Sustainable development
- Building Information Modelling (BIM)
- Maximization of business/property efficiency brought about by flexible working conditions
- Procurement and management of high tech infrastructure

The role of the building surveyor is becoming more and more interesting as the redevelopment of brownfield sites produces new challenges. The 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 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/

BSc(Hons) Building Surveying

Full-time Programme 2014-15

Year 1					
BE0825 Evolution of the Built Environment (20 credits)	BE1271 Construction Technology (20 credits)	BE1353 Law for Surveyors (20 credits)	BE1245 Building Information Modelling for Surveyors (20 credits)	BE1246 Surveying Buildings (20 credits)	BE1352 Professional Surveying Skills Project (10 credits) / BE1263 Group Project (10)

Year 2					
BE1385 Sustainable Building Technologies (20 credits	BE2386 Planning and Building Legislation (20 credits)	BE1387 Contract Administration and Practice (20 credits)	BE1388 Inspection Survey and Appraisal (20 credits)	BE1389 Building Performance and Pathology (20 credits)	BE1384 Business and Career Awareness (10 credits) / BE1390 Interdisciplinary Project (10 credits)

EE0500 Professional Placement (40 Credits)

Final Year

Final Year					
BE1391 Research Methods (10 credits)	BE0450 Building Advice Centre (20 credits)	BE1392 Design and Construction Economics (20 credits)	BE1394 Dissertation (30 credits)	BE1393 Heritage and Conservation (20 credits)	BE1395 Facilities and Asset Management (20 credits)

Part-time Programme

The part-time degree takes five years to complete.

Year 1

BE1246 Surveying Buildings (20 credits)	BE1352 Professional Surveying Skills Project (10 credits)	BE1271 Construction Technology (20 credits)
	BE1263 Group Project (10 credits)	

Year 2

BE0825 Evolution of the Built Environment (20 credits)	BE1353 Law for Surveyors (20 credits)	BE1245 Building Information Modelling for Surveyors (20 credits)

Year 3

BE0974 Professional Practice for Building Surveyors (20 credits)	BE1385 Sustainable Building Technologies (20 credits)	BE1387 Contract Administration and Practice (20 credits)	BE1388 Inspections, Survey and Appraisal (20 credits)

Year 4

BE1094 Building Surveying – Work Based Learning (20 credits)	BE1386 Planning and Building Legislation (20 credits)	BE1389 Building Performance and Pathology (20 credits)	BE1393 Heritage and Conservation (20 credits)

Year 5

BE1391 Research Methods (20 credits)	BE0983 Building Pathology (20 credits)	BE1394 Dissertation (30 credits)	BE1395 Facilities and Asset Management (20 credits)

Learning outcomes for BSc (Hons) Building Surveying

Knowledge and Understanding

On completion of this programme, the building surveying student will be able to:

Building Design and Technology

- Propose and justify design solutions including an understanding of layouts, legislation, structural forms, materials and whole life issues.
- Interpret and define a client's brief and appraise materials, components, elements and buildings.
- Demonstrate an understanding of construction technology, building functional and performance requirements, maintenance and repair plus the requirements for and incorporation of services.
- Demonstrate an understanding of the principal methods of specification, measurement and valuation.
- Appreciate the concept of sustainability, the need to preserve scarce natural resources and the implications on site selection, design, construction, the property in occupation, refurbishment, re-use, and demolition.

Management

- Understand the theory and practice of management within business, construction and property organisations. Demonstrate an
- understanding of the aims, underlying principles and practices involved in property management, facilities management and project management.
- Use management techniques to plan, coordinate, monitor and review contracts.
- Demonstrate an understanding of professional ethics, codes of conduct, professional practice and their influence on society, communities and stakeholders.
- Recognise the multidisciplinary nature of construction and property and the diverse needs and requirements of stakeholders.

Law

- Demonstrate an understanding of the legal framework in which the construction industry and property market operates to include land use, contract, tort, property, constitutional and administrative aspects.
- Understand the legal obligations of the members of a project team, and advise on the use of various standard forms and warranties. Demonstrate
- an understanding of the law governing dispute resolution, building control, property ownership and occupation and equal opportunities.

Building Economics

- Understand the macro and micro context in which the construction industry and property markets operate.
- Demonstrate an understanding of cost and apply cost control techniques over the whole life of a project from inception, through design to maintenance and disposal.
- Critically appraise project proposals and tender documentation.

Planning and Building Control

- Demonstrate an understanding of the principles of planning and the administrative framework for planning and apply knowledge of planning applications and other statutory approvals.
- Demonstrate an understanding of development and project briefs, including site briefs and the principles and practices underlying development appraisal.
- Demonstrate and apply the principles and responsibilities imposed by law, codes of practice and regulations relating to health and safety.
- Understand and use the principles of fire-safety design.
- Assess the compliance of a design in respect of building legislation, including building regulations, fire precautions and accessibility.
- Apply to property the principles of environmental assessment and accessibility.

Conservation

- Understand the principles, techniques and methods applied to conservation and restoration. Propose and
- justify materials and methods used in a conservation and/or in a restoration project.

Intellectual Skills

On completion of this programme, the building surveying student will be able to:

- Develop a competency in research methods and the capacity to locate, collect, synthesise, analyse and display complex information from multiple sources, including the acknowledgment and referencing of these sources.
- Apply mathematical and statistical techniques to given and potential scenarios.
- Develop the skills to interpret and apply the standards, conventions and techniques used to convey information and communicate in a professional manner in construction, surveying and property.
- Use language skills and presentation techniques intuitively. Develop and
- apply study skills.
- Develop their capacity for the critical evaluation of arguments and evidence.
- Identify and analysed the relationship between academic theory and professional practice. The
- ability to negotiate with both professionals and lay people.
- Apply knowledge to identify, select, assemble and analyse information relevant to the preparation of a brief.

Practical Skills

On completion of this programme, the building surveying student will be able to: Deal

- with conflict.
- Apply basic research methods, process and analyse information.
- Communicate effectively with customers, clients, colleagues, team members and the wider community. Carry out
- environmental assessments.
- Carry out risk assessments.
- Inspect, measure, record, appraise and analyse and report on buildings, elements, components and materials.
- Apply information and communication technology, including CAD, in support of professional building surveying activities. Make
- presentations.
- Manage their time and that of a team where necessary.
- Manage projects.
- Use negotiating skills and engage positively in team working.

Transferable/Key Skills

On completion of this programme, the building surveying student will be able to:

- Problem-solve, manage and apply intellectual skills, critically reflect, analyse, evaluate and report.
- Carry out independent and self-managed learning, analyse their own personal strengths and weaknesses and formulate strategies for improvement.
- Work with others; demonstrate an understanding of team work theories, build, maintain and improve relationships, make positive contributions to teams.
- Communicate effectively using appropriate styles and methods.
- Understand and use IT, including the application of CAD tools in design and specification and IT to support research and to interpret, analyse and manipulate data.
- Apply skills of numeracy and mathematical reasoning.
- Appreciate the changing nature of industry and society and their impact on continuing professional development and independent lifelong learning.
- Plan and programme work, including working under pressure, establishing priorities, scheduling tasks and completing to an agreed timescale.
- Summarise legal and other documents.
- Question standard practice and apply professional judgement in making recommendations and solving problems for future best practice.
- Use creativity and innovation in design.
- Apply leadership qualities as necessary.
- Use business management activities to contribute to the achievement of corporate objectives. Use the basic
- principles and skills of negotiation in conflict avoidance and dispute resolution.
- Identify and understand the role of the professional in practice with regard to due diligence, ethics and codes of conduct.

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

First, 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.