



## Course Addendum: Changes to 2020/21 Teaching In Response to Covid-19

Whilst we hope to deliver as much activity on-campus as possible, the government's guidance and social distancing measures will inform how much teaching we can deliver face-to-face in the 2020/21 academic year. Working to government guidelines we have adapted the delivery of our courses to a model of blending learning, which consists of a mix of online and on-campus activities. We are equipped to move between blended learning to fully online, or face-to-face, as the Covid-19 situation evolves.

The learning outcomes of your course remain the same but there are changes to its delivery, assessment and structure, as set out in the Changes section of this document. The subsequent pages of this document contain the original teaching and learning schedule of this course, for your reference.

24<sup>th</sup> July 2020

### Course Details

Course Title(s)	All courses in Construction, Property and Surveying - BEA
Course Code	
	1225 MSc Construction Project Management (Cognate) (FT)
	1226 MSc Construction Project Management (Cognate) (PT)
	5416 MSc Construction Project Management (Non - Cognate) (FT)
	5417 MSc Construction Project Management (Non - Cognate) (PT)
	4071 MSc Quantity Surveying (Top Up)
	4129 PgDip Quantity Surveying (Non - Cognate) (FT)
	4962 PgDip Quantity Surveying (Non-Cognate) (PT)
	5107 PgDip Quantity Surveying (Cognate) (FT)
	5108 PgDip Quantity Surveying (Cognate) (PT)
	5283 MSc Quantity Surveying (Cognate) (FT)
	5285 MSc Quantity Surveying (Cognate) (PT)
	5284 MSc Quantity Surveying (Non - Cognate) (FT)
	5286 MSc Quantity Surveying (Non-Cognate) (PT)
	4072 MSc Building Surveying (Top Up)
	4132 PgDip Building Surveying (Non - Cognate) (FT)
	4961 PgDip Building Surveying (Non - Cognate) (PT)
	5105 PgDip Building Surveying (Cognate) (FT)
	5106 PgDip Building Surveying (Cognate) (PT)
	5279 MSc Building Surveying (Cognate) (FT)
	5282 MSc Building Surveying (Cognate) (PT)
	5280 MSc Building Surveying (Non - Cognate) (FT)
	5281 MSc Building Surveying (Non - Cognate) (PT)
	4074 MSc Real Estate (Top Up)
	4131 PgDip Real Estate (Non - Cognate) (FT)
	4964 PgDip Real Estate (Non-Cognate) (PT)
	5291 MSc Real Estate (Non - Cognate) (FT)
	5292 MSc Real Estate (Non - Cognate) (PT)
	4664 Associate Student Programme (PG) - One Year (RBEA) (FT)

	2216 BSc (Hons) Commercial Management (Quantity Surveying) (FT) 2305 BSc (Hons) Commercial Management (Quantity Surveying) (PT) 2308 BSc (Hons) Architectural Technology (PT) 2309 BSc (Hons) Architectural Technology (FT) 4951 BSc (Hons) Architectural Technology (Construction Design Management Apprenticeship) (PT) 2312 BSc (Hons) Construction Management (FT) 2313 BSc (Hons) Construction Management (PT) 4950 BSc (Hons) Construction Management (Construction Site Management Apprenticeship) (PT) 4595 BSc (Hons) Building Surveying (PT) 4596 BSc (Hons) Building Surveying (FT) 4924 BSc (Hons) Building Surveying 4 yrs (Surveying Apprenticeship) (PT) 4926 BSc (Hons) Building Surveying 5yrs (Surveying Apprenticeship) (PT) 4597 BSc (Hons) Quantity Surveying (PT) 4598 BSc (Hons) Quantity Surveying (FT) 4925 BSc (Hons) Quantity Surveying 4yrs (Surveying Apprenticeship) (PT) 4927 BSc (Hons) Quantity Surveying 5yrs (Surveying Apprenticeship) (PT) 4949 BSc (Hons) Quantity Surveying (Construction Quantity Surveyor Apprenticeship) (PT) 2315 HNC Construction (PT) 4580 HNC Construction (FT) 4955 HNC Construction (Construction Surveying Technician Apprenticeship) (PT) 4956 HNC Construction (Construction Site Supervisor Apprenticeship) (PT) 4957 HNC Construction (Construction Design and Build Technician Apprenticeship) (PT) 3188 Extended Degree Programme In Built Environment (FT) 3189 Extended Degree Programme In Built Environment (PT)
DESE	Mahmood Dato
HoD	Joseph Kangwa
Shared Modules?	

### Changes to the mode of delivery and course composition

Module code and name	Changes to delivery mode	Changes to contact hours		
<b>Year 1 (Level 4) Full-time groups</b>	<p>All lectures will be delivered online and recorded; a combination of on-line recorded and live timetabled sessions.</p> <p>All tutorials will be live online during timetabled sessions.</p> <p>Labs will be on-campus. For those unable to attend; the labs will be recorded and uploaded online; experimental data will be provided, for analysis and report writing.</p> <p>Any computing work will be via a link connected to the university server; you will need a laptop to access this link.</p>	Contact: (as published in Timetable)	<b>CURRENT</b> 20%	<b>NEW</b> 20%
		Private Study:	80%	80%

<p><b>Continuing, FT &amp; PT, UGs</b> <b>New and Continuing, FT &amp; PT, PGs</b></p>	<p>There will be some on-campus timetabled sessions to meet with your lecturers, to offer academic support.</p> <p>All sessions may revert to on-campus if all Government restrictions are lifted during Semester 1.</p> <p>All lectures will be delivered online and recorded; a combination of on-line recorded and live timetabled sessions.</p> <p>All tutorials will be live online during timetabled sessions.</p> <p>Labs will be recorded and uploaded online; experimental data will be provided, for analysis and report writing.</p> <p>Any computing work will be via a link connected to the university server; you will need a laptop to access this link.</p> <p>There will be on-campus advanced booking drop-in sessions to meet with your lecturers, to offer academic support.</p> <p>All sessions may revert to on-campus if all Government restrictions are lifted during Semester 1.</p>			
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### Changes to assessment strategy

	<p>All assessments, coursework, labs and exams, will be online Exams will be open book, open from 2pm, and submission by 7pm, on the same day</p>	
Module code and name	Changes to weightings of assessment	
	Current	New
All modules	No changes required	

**Original Course Specification**

For reference, the following pages contain the original teaching and learning schedule of this course, prior to the changes implemented in response to Covid-19.

<b>A. Course Information</b>																								
<b>Final award title(s)</b>	MSc Real Estate																							
<b>Intermediate exit award title(s)</b>	PgDip Real Estate PgCert Real Estate																							
<b>UCAS Code</b>		<b>Course Code(s)</b>	Full-time: 5291, 4131, Part-time: 3745, 5292, 4964																					
	London South Bank University																							
<b>School</b>	<input type="checkbox"/> ASC <input type="checkbox"/> ACI <input checked="" type="checkbox"/> BEA <input type="checkbox"/> BUS <input type="checkbox"/> ENG <input type="checkbox"/> HSC <input type="checkbox"/> LSS																							
<b>Division</b>	The Built Environment																							
<b>Course Director</b>	Scott King																							
<b>Delivery site(s) for course(s)</b>	<input checked="" type="checkbox"/> Southwark <input type="checkbox"/> Havering <input type="checkbox"/> Other:																							
<b>Mode(s) of delivery</b>	<input checked="" type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time <input type="checkbox"/> other please specify																							
<b>Length of course/start and finish dates</b>	<table border="1"> <thead> <tr> <th>Mode</th> <th>Length years</th> <th>Start - month</th> <th>Finish - month</th> </tr> </thead> <tbody> <tr> <td>Full time</td> <td>1 year</td> <td>September</td> <td>September</td> </tr> <tr> <td>Full time with placement/ sandwich year</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Part time</td> <td>Part-time: 2 years</td> <td>September</td> <td>September</td> </tr> <tr> <td>Part time with Placement/ sandwich year</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Mode	Length years	Start - month	Finish - month	Full time	1 year	September	September	Full time with placement/ sandwich year				Part time	Part-time: 2 years	September	September	Part time with Placement/ sandwich year						
	Mode	Length years	Start - month	Finish - month																				
	Full time	1 year	September	September																				
	Full time with placement/ sandwich year																							
	Part time	Part-time: 2 years	September	September																				
Part time with Placement/ sandwich year																								
<b>Is this course generally suitable for students on a Tier 4 visa?</b>	Please complete the International Office questionnaire Yes <input type="checkbox"/> No <input type="checkbox"/> Students are advised that the structure/nature of the course is suitable for those on a Tier 4 visa but other factors will be taken into account before a CAS number is allocated.																							
<b>Approval dates:</b>	Course(s) validated / Subject to validation	2006																						
	Course specification last updated and signed off	September 2019																						

<b>Professional, Statutory &amp; Regulatory Body accreditation</b>	Royal Institution of Chartered Surveyors (RICS)	
<b>Reference points:</b>	Internal	Corporate Strategy 2015-2020 Academic Quality and Enhancement Manual School Strategy LSBU Academic Regulations
	External	QAA Quality Code for Higher Education 2013 Framework for Higher Education Qualifications Subject Benchmark Statements (Dated) PSRB Competitions and Markets Authority SEEC Level Descriptors 2016
<b>B. Course Aims and Features</b>		
<b>Distinctive features of course</b>	<p>This course is intended for non-surveying graduates who are working, or intending to work, in this area of the property industry. It is specifically designed for non-cognate degree holders.</p> <p>Three supplementary modules at the beginning of the course bring students up to speed in relation to valuations, construction and planning, and law before they embark on the Masters level modules. These supplementary modules are a distinguishing feature of the course and are highly valued by students and their employers.</p> <p>The postgraduate modules cover advanced valuations, applied valuations and the management of property interests, corporate real estate management, property investment appraisal and real estate economics and finance.</p> <p>Students also select one option from a wide selection of modules that are offered to all our postgraduate students. In order to complete the MSc stage, students undertake a major dissertation on a topic approved by their supervisor.</p>	
<b>Course Aims</b>	<p>The course aims to provide, in support of the University's mission statement, a high quality education that offers opportunities to students with a diverse range of non-cognate educational backgrounds to embark on a career in quantity surveying within the construction industry.</p> <p>The MSc Real Estate aims to:</p> <ol style="list-style-type: none"> <li>1. Provide an intellectually demanding and vocationally relevant learning experience for non-cognate graduates and professionals that is recognised and accredited by the Royal Institution of Chartered Surveyors (RICS).</li> <li>2. Develop a critical understanding of the knowledge, techniques and skills required for professional competence as general practice surveyors.</li> <li>3. Expose students to current research and practice and develop their ability to synthesise the theoretical and practical aspects of general practice real estate.</li> <li>4. Develop qualities and transferable skills that are required to exercise initiative, make decisions in complex and unpredictable contexts,</li> </ol>	

	<p>embrace change and engage in future study or research and career development.</p> <p>5. Further develop students' research and analytical skills to an advanced level.</p> <p>6. Enable students to develop specialist knowledge of an aspect of real estate through supervised research.</p>
<p><b>Course Learning Outcomes</b></p>	<p><b>a) Students will have knowledge and understanding of:</b></p> <p>A1 The property industry, the main actors, their roles and inter-relationships in property management, investment and development.</p> <p>A2 The legal system, tort, contract, interests in land, landlord and tenant.</p> <p>A3 The economics and market operation of the property industry.</p> <p>A4 Concepts, procedures and techniques for the management, valuation and appraisal of property.</p> <p>A5 The financing of property in portfolio and project context.</p> <p>A6 Real estate strategy in the occupier's sector and corporate strategy in the property sector.</p> <p>A7 Specialist knowledge through study of an option module.</p> <p>A8 Professional practice, professional and ethical responsibilities, best practice in relation to health, safety and welfare and sustainability in the context of construction.</p> <p><b>b) Students will develop their intellectual skills such that they are able to:</b></p> <p>B1 Assemble information and data from a variety of sources and discern and establish connections.</p> <p>B2 Identify and critically analyse issues with reference to pertinent argument and evidence.</p> <p>B3 Critically evaluate current theory and practice in relation to the management, valuation and appraisal of property.</p> <p>B4 Appraise complex and unfamiliar problems and apply professional judgement in order to devise solutions and/or recommend appropriate actions.</p> <p>B5 Select and use appropriate research methods to undertake independent research at postgraduate level.</p> <p><b>c) Students will acquire and develop practical skills such that they are able to:</b></p> <p>C1 Collect, analyse and use property-related data for the purpose of management, valuation and appraisal.</p> <p>C2 Select and use valuation and appraisal techniques in a property context.</p> <p>C3 Use relevant software packages.</p> <p><b>d) Students will acquire and develop transferrable skills such that they are able to:</b></p> <p>D1 Effectively communicate complex ideas, information and data by oral, written and visual means in a form appropriate to the intended audience.</p> <p>D2 Apply statistical and numerical skills at an advanced level.</p>

D3 Use information and communication technology (ICT) to locate and access opinion, information and data from a wide range of sources and communicate information to others.  
 D4 Solve problems and make decisions as a member of a team.  
 D5 Learn effectively and independently.

### **C. Teaching and Learning Strategy**

Acquisition of the above is achieved by a combination of formal lectures, discussion, student-led seminars, tutorials, workshops, directed reading, coursework, case study, project work and supervised research. Guest speakers from industry have a significant involvement in the course, contributing direct experience of current practice and case study material. Students are expected to take responsibility for their learning within the framework provided by academic staff. Online access to learning material is available via the Blackboard virtual learning environment.

B1 and B2 are addressed in all modules through classroom discussion and coursework and developed by feedback from academic staff. These skills are most explicitly addressed in the Dissertation module. Library and Information Services staff lead workshops on the use of ICT for information gathering and research. B3 is developed by exposing students to relevant research and current practice and asking them to evaluate both in classroom discussion, in-class tests and in the preparation of a report on a set of issues arising from the management of an industrial park. B4 is developed through project work, using live projects and case study material. B5 is developed through teaching research methods and by students undertaking and writing up a substantial piece of independent, supervised research for their Masters dissertation.

C1 is developed in the Valuations module at Level 6 and the Applied Valuations and the Management of Property Interests and Real Estate Economics and Finance modules at Level 7. Students learn to use software for valuations, investment and development appraisal through workshop activity and use of software in project work in several of the modules in the course.

Aspects of D1 are developed throughout the course through classroom discussion, individual and group presentations, essay and report writing and the production of a dissertation. D2 is taught and developed in the Real Estate Economics and Finance and Advanced Valuations modules. Library and Information Services staff are involved in teaching ICT skills. There is online access to help and self-teach packages. Group work in a number of modules develops teamwork skills. D4 is developed in the preparation of a group report in the Applied Valuations and the Management of Property Interests module. D5 is acquired throughout the course and is supported by direction and guidance provided in module guides.

### **D. Assessment**

Assessment involves a combination of unseen and open book examinations, in-course tests, research essays, reports, analytical exercises, use of software applications, seminar presentations, individual and group project work and a 15-20,000-word dissertation. Assessment of B3 involves project work that simulates problems that students will encounter in industry; it involves teamwork and culminates in presenting recommendations. Practical skills are assessed through coursework and project work. Communication skills are assessed through all means of assessment already mentioned.

### **E. Academic Regulations**

## F. Entry Requirements

In order to be considered for entry to the course applicants will be required to have one of the following qualifications:

- a) A good Honours degree (normally an upper second class Honours degree); or
- b) Corporate membership of a professional institute of comparable standing to the RICS; or
- c) A qualification regarded as equivalent to the above; or
- d) A lower-level qualification together with considerable experience may be acceptable.

Those applying for entry on the basis of experience will be asked to submit a record of work experience that has been certified by a partner/director who has supervised the applicant's work and this record will provide the basis for interview with the Course Director. The duration of work experience will normally be at least 10 years and the work experience must satisfy criteria in relation to relevance, breadth and level of responsibility.

Part-time students will normally be currently employed in a surveying practice or property company. Applicants must normally be able to show that their employers support their application and that attendance on a regular basis will be possible throughout the duration of the course.

All students are expected to have competency in spoken and written English at a level appropriate for postgraduate study. Applicants for whom English is a foreign language should hold a recognised qualification in English; i.e. British Council IELTS (minimum overall score of 6.5 and minimum of 6.0 in each component) or an equivalent qualification.

Module Code	Module Title	Level	Semester	Credit value	Assessment
EBB-6-173	<b>Valuations</b>	6	1	20	Presentation and MCT
EBB-6-172	<b>Construction and Planning</b>	6	1	20	Individual and group assignment
EBB-6-157	<b>Institutional and Legal Context for Property</b>	6	1	20	Various individual exercises
EBB-7-174	<b>Advanced Valuations</b>	7		20	Presentation and report and exam
EBB-7-180	<b>Applied Valuations and the Management of Property Interests</b>	7		20	Written coursework and in class test
EBB-7-181	<b>Corporate Real Estate Management</b>	7		20	Written assignment
EBB-7-182	<b>Property Investment Appraisal</b>	7		20	Written assignment and exam
EBB-7-179	<b>Real Estate Economics and Finance</b>	7		20	Essay and exam
EBE-7-148	<b>Dissertation</b>	7		60	Proposal and dissertation
	<b>OPTION MODULES</b>				



EBB-7-189	Building Control	7		20	Group presentation and individual assignment
BEA-7-532	Construction & Real Estate in China	7		20	Report and presentation
EBB-7-191	International Real Estate and Construction	7		20	Individual report and group report
EBB-7-192	Legal Resolution of Property and Construction Disputes	7		20	Individual and group assignment
EBB-7-195	Building Information Modelling and Collaborative Working	7		20	Individual and group assignment

### I. Timetable information

confirmed timetable is normally available one month prior to the start of the course.

full time student will attend on multiple days.

part time student will attend on one day per week

### J. Costs and financial support

#### Course related costs

- provide information about other course-related costs (explain what is and what is not included in the tuition fees, e.g. such additional expenses as cost of books or other learning materials, specialist equipment, uniforms, clothing required for work placements, field trips, bench fees).

#### Tuition fees/financial support/accommodation and living costs

- Information on tuition fees/financial support can be found by clicking on the following link - <http://www.lsbu.ac.uk/courses/undergraduate/fees-and-funding> or
- <http://www.lsbu.ac.uk/courses/postgraduate/fees-and-funding>
- Information on living costs and accommodation can be found by clicking the following link- <https://my.lsbu.ac.uk/my/portal/Student-Life-Centre/International-Students/Starting-at-LSBU/#expenses>

## List of Appendices

Appendix A: Curriculum Map

Appendix B: Personal Development Planning (postgraduate courses)

Appendix C: Terminology

## Appendix A: Curriculum Map

This map provides a design aid to help course teams identify where course outcomes are being developed, taught and assessed within the course. It also provides a checklist for quality assurance purposes and may be used in validation, accreditation and external examining processes. Making the learning outcomes explicit will also help students to monitor their own learning and development as the course progresses.

Modules			Course outcomes																				
Level	Title	Code	A1	A2	A3	A4	A5	A6	A7	A8	B1	B2	B3	B4	B5	C1	C2	C3	D1	D2	D3	D4	D5
6	Valuations		X		X	X					X	X	X	X		X	X		X	X			X
6	Institutional and Legal Context for Property		X	X						X	X	X		X					X		X	X	X
6	Construction and Planning		X								X	X		X					X			X	X
7	Real Estate Economics and Finance		X		X		X				X	X		X					X	X	X		X
7	Corporate Real Estate Management		X	X				X			X	X	X	X		X			X	X	X		X
7	Management of Property Interests		X	X		X				X	X	X	X	X		X	X	X	X	X	X	X	X
7	Advanced Valuations		X	X	X	X				X	X	X	X	X		X	X	X	X	X	X		X
7	Property Investment Appraisal		X		X	X	X				X	X	X	X		X	X	X	X	X	X		X
7	Option module *								X														
7	Dissertation **										X	X		X	X				X	X	X		X
7	Real Estate and Construction in China***		X	X	X	X	X				X	X	X	X	X				X	X	X	X	X

\* Option module learning outcomes depend on choice of module. \*\*\* Outcome of Proposed New Option module indicated.

\*\* A Dissertation may address one or more programme outcomes A1-A8 depending on choice of research topic.

## Appendix B: Personal Development Planning

Personal Development Planning (PDP) is a structured process by which an individual reflects upon their own learning, performance and/or achievement and identifies ways in which they might improve themselves academically and more broadly. Course teams are asked to indicate where/how in the course/across the modules this process is supported.

Approach to PDP	Level 7
<p>1 Supporting the development and recognition of skills through the personal tutor system.</p>	<p>All students are allocated a personal tutor (in this case this person will also be the Course Director), who they meet for the first time during orientation. The tutor is normally a chartered surveyor or real estate specialist whose advice will be informed by detailed knowledge of the surveying profession. Personal tutors are available during published 'surgery' hours (minimum two hours per week).</p> <p>During orientation students are given a course guide that provides them with a holistic overview of their studies and an introduction to all University support facilities. They are introduced to LSBU student support services and the virtual learning environment.</p>
<p>2 Supporting the development and recognition of skills in academic modules/modules.</p>	<p>The course provides a vocationally relevant learning experience for cognate graduates seeking to develop a career in general practice surveying. The course is accredited by the Royal Institution of Chartered Surveyors (RICS).</p> <p>Students are from a wide range of backgrounds, part-time and full-time students are jointly taught and there is some joint teaching with students from other courses. In this context students develop awareness of their own professional discipline and other disciplines within the built environment. The course provides excellent networking opportunities.</p> <p>The course is intensive and students learn to manage their time and meet deadlines for assignment submission that are spelt out in course and module guides. Team-working skills are developed through group project work in the Applied Valuations and the Management of Property Interests module.</p> <p>The course develops skills and competencies that are specific to a career in general practice real estate. The ability to learn independently and reflect critically is developed throughout the course. Reflection is encouraged</p>

	<p>through tutorial support and feedback. Students learn to use a variety of paper-based and electronic information sources. A wide range of assignment work develops the ability to critically analyse with reference to pertinent argument and evidence and compare theory with practice.</p> <p>Oral presentation, discussion and negotiation skills are developed through class seminars and tutorials, individual and group student presentations.</p> <p>Numeracy skills are developed in most of the modules. IT skills that are developed include using word processing to produce business reports, use of spreadsheets for financial appraisal, use of presentation software, online databases and project planning software.</p>
<p>3 Supporting the development and recognition of skills through purpose designed modules/modules.</p>	<p>There is substantial opportunity for development of interpersonal skills in the Dissertation module as many students liaise with outside bodies and market practitioners in the collection of information and data, as well as possible interviews.</p>
<p>4 Supporting the development and recognition of skills through research projects and dissertations work.</p>	<p>Students learn Masters level research skills in the research methods component of the Dissertation module and apply them in researching and writing up an MSc dissertation of 15-20,000 words. This provides the opportunity to work, under supervision, in planning, researching and writing up an independent piece of work of a demanding nature. Students develop this piece of work over a period of 6-9 months, during which progress is continually reviewed by the student's supervisor.</p> <p>The dissertation helps develop time management, information gathering and critical appraisal skills. It also offers opportunities to develop communication skills through discussion with supervisors and interviewing skills as part of the primary research. Other qualitative or quantitative research techniques may be developed depending on the choice of research question. IT skills are developed in the writing up and presentation of the dissertation.</p>

<p>5 Supporting the development and recognition of career management skills.</p>	<p>Career management skills are informed by several course modules. The following explicitly address the roles and responsibilities of general practice surveyors, the range of specialisms that they can pursue, current developments and future prospects for surveying firms and the profession: Institutional and Legal Context for Property; Valuations, Applied Valuations.</p> <p>All students are encouraged to become student members of the RICS when starting the course. Representatives of the RICS make a presentation to all students within the first few weeks of each academic year and students are encouraged to participate in RICS social and CPD events.</p> <p>The Department organises careers events and fairs and facilitates communication between employers and students. The University also provides support services for CV preparation and interview training.</p> <p>Contact between students and industry is also achieved by regular participation of practitioners as guest lecturers.</p>
<p>6 Supporting the development and recognition of career management skills through work placements or work experience.</p>	<p>Part-time students gain experience at work that counts towards the 24 months of approved professional experience that needs to be achieved in order to obtain membership of the RICS. This experience is provided by the employing firm as part of a training programme that is agreed between the employer and the RICS.</p>
<p>7 Supporting the development of skills by recognising that they can be developed through extra curricula activities.</p>	<p>The University offers opportunities to all students to develop leadership and teamwork skills through involvement in university clubs and teams.</p>
<p>8 Supporting the development of the skills and attitudes as a basis for continuing professional development.</p>	<p>The Department organises CPD events for surveying students that are available to current students and alumni.</p> <p>Students are also kept informed about CPD events organised by the RICS.</p>
<p>9 Other approaches to personal development planning.</p>	
<p>10 The means by which self-reflection, evaluation and planned development is supported e.g. electronic or paper-based learning log or diary.</p>	<p>Most part-time students will be logging their work experience in logbooks provided by the RICS. Experience is mapped against the competencies that students need to demonstrate in order to</p>

	pass the RICS Assessment of Professional Competence (APC). This recording and mapping is supervised by the employer and the documentation is submitted to the RICS for approval. Full-time students are able to start logging work experience for the APC as soon as they graduate from the course and obtain relevant employment.
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## Appendix C: Terminology

[Please provide a selection of definitions according to your own course and context to help prospective students who may not be familiar with terms used in higher education. Some examples are listed below]

<b>awarding body</b>	a UK higher education provider (typically a university) with the power to award higher education qualifications such as degrees
<b>bursary</b>	a financial award made to students to support their studies; sometimes used interchangeably with 'scholarship'
<b>collaborative provision</b>	a formal arrangement between a degree-awarding body and a partner organisation, allowing for the latter to provide higher education on behalf of the former
<b>compulsory module</b>	a module that students are required to take
<b>contact hours</b>	the time allocated to direct contact between a student and a member of staff through, for example, timetabled lectures, seminars and tutorials
<b>coursework</b>	student work that contributes towards the final result but is not assessed by written examination
<b>current students</b>	students enrolled on a course who have not yet completed their studies or been awarded their qualification
<b>delivery organisation</b>	an organisation that delivers learning opportunities on behalf of a degree-awarding body

<b>distance-learning course</b>	a course of study that does not involve face-to-face contact between students and tutors
<b>extracurricular</b>	activities undertaken by students outside their studies
<b>feedback (on assessment)</b>	advice to students following their completion of a piece of assessed or examined work
<b>formative assessment</b>	a type of assessment designed to help students learn more effectively, to progress in their studies and to prepare for summative assessment; formative assessment does not contribute to the final mark, grade or class of degree awarded to students

<b>higher education provider</b>	organisations that deliver higher education
<b>independent learning</b>	learning that occurs outside the classroom that might include preparation for scheduled sessions, follow-up work, wider reading or practice, completion of assessment tasks, or revision
<b>intensity of study</b>	the time taken to complete a part-time course compared to the equivalent full-time version: for example, half-time study would equate to 0.5 intensity of study
<b>lecture</b>	a presentation or talk on a particular topic; in general lectures involve larger groups of students than seminars and tutorials
<b>learning zone</b>	a flexible student space that supports independent and social learning
<b>material information</b>	information students need to make an informed decision, such as about what and where to study
<b>mode of study</b>	different ways of studying, such as full-time, part-time, e-learning or work-based learning
<b>modular course</b>	a course delivered using modules
<b>module</b>	a self-contained, formally structured unit of study, with a coherent and explicit set of learning outcomes and assessment criteria; some providers use the word 'course' or 'course unit' to refer to individual modules
<b>national teaching fellowship</b>	a national award for individuals who have made an outstanding impact on student learning and the teaching profession
<b>navigability (of websites)</b>	the ease with which users can obtain the information they require from a website
<b>optional module</b>	a module or course unit that students choose to take
<b>performance (examinations)</b>	a type of examination used in performance-based subjects such as drama and music
<b>professional body</b>	an organisation that oversees the activities of a particular profession and represents the interests of its members
<b>prospective student</b>	those applying or considering applying for any programme, at any level and employing any mode of study, with a higher education provider



<b>regulated course</b>	a course that is regulated by a regulatory body
<b>regulatory body</b>	an organisation recognised by government as being responsible for the regulation or approval of a particular range of issues and activities
<b>scholarship</b>	a type of bursary that recognises academic achievement and potential, and which is sometimes used interchangeably with 'bursary'
<b>semester</b>	either of the parts of an academic year that is divided into two for purposes of teaching and assessment (in contrast to division into terms)
<b>seminar</b>	seminars generally involve smaller numbers than lectures and enable students to engage in discussion of a particular topic and/or to explore it in more detail than might be covered in a lecture
<b>summative assessment</b>	formal assessment of students' work, contributing to the final result
<b>term</b>	any of the parts of an academic year that is divided into three or more for purposes of teaching and assessment (in contrast to division into semesters)
<b>total study time</b>	the total time required to study a module, unit or course, including all class contact, independent learning, revision and assessment
<b>tutorial</b>	one-to-one or small group supervision, feedback or detailed discussion on a particular topic or project
<b>work/study placement</b>	a planned period of experience outside the institution (for example, in a workplace or at another higher education institution) to help students develop particular skills, knowledge or understanding as part of their course
<b>workload</b>	see 'total study time'
<b>written examination</b>	a question or set of questions relating to a particular area of study to which candidates write answers usually (but not always) under timed conditions

