

## Nottingham Trent University Course Specification

### Basic Course Information

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| 1. | Awarding Institution:                         | Nottingham Trent University  |
| 2. | School/Campus:                                | Architecture, Design and the Built Environment   |
| 3. | Final Award, Course Title and Modes of Study: | BSc (Honours) Property Finance and Investment<br>Sandwich, full-time and part-time   |
| 4. | Normal Duration:                              | Sandwich 4 years; Full-time 3 years; Part-time by arrangement.<br><br>Any sandwich or full-time student can transfer to complete their studies by part-time mode. Each full-time year can be studied part-time over two years. |
| 5. | UCAS Code:                                    | NN23   |

### 6. Overview and general educational aims of the course

The course is one of four in the Real Estate and Surveying Framework. The other three comprise BSc (Honours) Building Surveying, Planning and Development, and Real Estate. All of the courses are accredited by the Royal Institution of Chartered Surveyors (RICS). In addition accreditation is being sought from the Royal Town Planning Institute (RTPI) for BSc (Honours) Planning and Development. Accreditation is also being sought from the Chartered Institute of Building (CIOB) and the Association of Building Engineers (ABE) in respect of the BSc (Honours) Building Surveying.

Most students who study the Property Finance and Investment course aspire to become Chartered Surveyors. The RICS is the world's leading professional body in land, property and construction and becoming a qualified member gives you access to interesting, varied and well remunerated careers in property and surveying in the UK and internationally. But even if you decide not to pursue a career in property and surveying your degree is highly regarded and therefore the course offers a firm foundation for pursuing other careers in different and varied business sectors.

The modules you will study in your first year apply to all of the four property and surveying courses in the Framework. This enables you to develop a multidisciplinary perspective and also have the benefit of flexibility, with the ability to switch to any of the other property and surveying courses at the commencement of your second year.

Each course in the Framework provides you with education in the core surveying competencies in areas such as business planning, client care, and communication and negotiation. In addition Property Finance and Investment provides you with a detailed curriculum that develops your specialist and technical knowledge and skills in areas such as finance and funding, investment appraisal and valuation and portfolio management. In addition you will develop 'softer' skills such as communication, research, self-management and problem solving.

Therefore on graduation you will be equipped with a blend of knowledge, understanding, skills and attributes that will enable you to develop your career in Property Finance and Investment and proceed to full membership of your chosen professional body.

The general educational aims of the course are:

<ol style="list-style-type: none"> <li>1. To provide you with an intellectually challenging and professionally relevant education at Honours Degree level to enable you to pursue a career in Property Finance and Investment with the prospect of gaining full membership of the RICS.</li> <li>2. To enable you to develop your practical and theoretical knowledge and critical understanding of issues and subjects relevant to Property Finance and Investment; and your personal, interpersonal and professional skills and capabilities, including those of self-direction, self-management and commercial awareness.</li> <li>3. To provide you with a critical appreciation of how the global nature of property and surveying, and the sustainable use, development, investment and finance of building assets and the development of a sustainable environment are related to the practical and theoretical aspects of the curriculum.</li> <li>4. To enable you to critically evaluate current practice and theory, employ professional reflection, and propose solutions for complex problems in a dynamic and multi-disciplinary work environment.</li> <li>5. To ensure that when you graduate you will meet the academic and professional expectations and standards of relevant professional bodies and potential Property Finance and Investment employers, and that you are imbued with the target attributes of a graduate of Nottingham Trent University (NTU) including a respect for and appreciation of cultural and social diversity.</li> </ol>
<p>7. <b>Course outcomes</b> Course outcomes describe what you should know and be able to do by the end of your course if you take advantage of the opportunities for learning that we provide.</p>
<p><b>Knowledge and understanding</b> By the end of the course you should be able to:</p>
<ol style="list-style-type: none"> <li>1. Recognise and analyse the roles of the Property Finance and Investment Surveyor and allied professionals, their professional and technical contribution to their field of Finance and Investment practice and professional and business inter-relationships within and outside of the discipline (B)</li> <li>2. Recognise, analyse and apply the principles of professional ethics, professional judgement and the duty of care (B)</li> <li>3. Recognise, analyse and apply relevant aspects of the political, legal, managerial, economic, business, financial, technological, environmental, physical, ethical and social contexts in which Property Finance and Investment Surveyor operates (B)</li> <li>4. Describe, apply and analyse key concepts, theories, models and principles appropriate to the work of Property Finance and Investment Surveyor (B)</li> <li>5. Recognise and analyse the dynamic nature of the property, planning and surveying industries and professions and explain and evaluate how drivers for change may influence future developments (B)</li> <li>6. Recognise and appreciate the nature and application of research to the work and skills of the Property Finance and Investment Surveyor (B)</li> <li>7. Recognise and analyse the international nature and contexts of the property, planning and surveying industries and professions and develop an appreciation of cultural and social diversity (B)</li> </ol> <p>Note: (B) indicates alignment with QAA Benchmark standard for Construction, Property and Surveying (2008)</p>
<p><b>Skills, qualities and attributes</b> By the end of the course you should be able to:</p>
<ol style="list-style-type: none"> <li>1. Communicate information, recommendations and provide appropriate advice to different clients/employers over a range of relevant issues (B)</li> </ol>

2. Use processes, appropriate research strategies and methods for acquiring knowledge (B)
3. Gather and summarise information, cite evidence and make judgements about the merits of particular issues, contrast points of view and develop ensuing discussions (B)
4. Understand and apply interpersonal relationships, leadership, teamwork, self-development and self-management of learning (B)
5. Assimilate and use a range of appropriate means of communication, including information technology for appropriate audiences (B)
6. Investigate questions and problems of both routine and non-routine natures in familiar an unfamiliar contexts (B)

Note: (B) indicates alignment with QAA Benchmark standard for Construction, Property and Surveying (2008)

#### 8. **Teaching and Learning Methods**

A variety of teaching and learning methods are used to deliver modules throughout the course.

Your study time for each module will be divided between the contact time spent in formally organised and tutored sessions, and non-contact time.

The amount of contact time within a module is tailored to suit the requirements of each module but as an indicative guide an average 'taught' module is likely to have a ratio of around 3:1 i.e. for a 20 credit point module 150 hours of non-contact time and 50 hours of contact time.

The formal teaching sessions and activities may include lectures, seminars, workshops, tutorials, surgeries, demonstrations and hands-on tests and experiments in laboratories, hands-on computer sessions, oral and poster presentations, and field visits.

The vocational nature of the course is enhanced by the incorporation of guest lectures delivered by external practitioner experts, and the use of case studies and projects (some live) and field trips including UK locations in the first year and a residential field trip to a European location in the second year of your studies.

In the final year you will carry out a focussed and detailed piece of research on a selected topic of contemporary interest.

The course is designed to progressively build your skills in independent and autonomous learning as you progress from year to year. Effectively utilising the non-contact time for each module will be very important to your success. Your tutors help in this by providing specific directed learning tasks for some of your non-contact time. Additionally Module Handbooks provide an overview of each module and this together with tutor guidance will help you to decide which topics to focus on for your independent study.

In the first year you study the same subjects as the other three courses in the Property, Real Estate and Surveying Undergraduate Framework, building a foundation in the core competencies and subjects applicable across all property and surveying disciplines and enabling you to immediately recognise the multi-disciplinary nature of the property and surveying industries and profession. As you progress through the course you will apply the knowledge and skills that you develop to increasingly complex problems. At Level 2 (NQF 5) the inter-disciplinary nature of the industry is further emphasised by studying some of the curricula with the other courses within the

Real Estate and Surveying Undergraduate Framework.

Another distinguishing feature of your study is that in the first term of your first year you study only two modules, Surveying Skills, and Professional, Academic and Business Skills. As well as being multidisciplinary these modules are also practical and holistic. They will involve you in project and other learning activities that help you to grasp the 'big picture' of some of the activities that form important components of the operation of property markets and the work of Chartered Surveyors and other built environment professionals.

During your studies you will have the opportunity to familiarise yourself with and utilise industry-standard software, including, for example, digital mapping; development appraisal; property and environmental risk information. You will also utilise industry-standard information systems and databases, and be expected to use a wide variety of web resources produced by professional, academic and industry organisations.

## 9. **Assessment Methods**

The assessment of the course is aligned to the learning outcomes and you will be assessed by a variety of different methods. This should enable you to demonstrate achievement of the course's knowledge and understanding learning outcomes and skills, qualities and attributes.

Assessments comprise coursework and examinations. You will undertake any formal examinations for a module at the end of the academic year following the conclusion of all teaching delivery and a period of consolidation and revision.

The balance and use of assessment types in modules across the course is reviewed each year by the Course Team and a Course Assessment Plan is produced providing full details of the type and timing of assessment and feedback throughout your year. This is available to you at the commencement of each year and will help you to plan your study.

Modules are coursework assessed or assessed by a combination of coursework and examination. None of the modules that you study will be assessed by end of module examination alone. Where more than one piece of coursework is assessed within a module you will be given feedback on the first piece of assessment before the final piece(s) of assessment are completed. This will enable you to reflect on your strengths and weaknesses in the module and help you to further enhance your performance in future assessments.

Coursework may include project (individual or group work), reports, structured essays and other written assignments, portfolios, and oral and/or poster presentations.

The following gives you a greater insight into the variety of coursework that you may be required to undertake:

**Projects:** Group based project activity is undertaken to encourage and help develop your team working skills, as well as enabling you to engage in challenging multi-disciplinary activities and practical and applied case studies. A research project, pursued individually, will enable you to investigate a chosen topic in depth thereby developing your skills in critical evaluation and how to identify, source, collect and analyse quantitative and/or qualitative data.

**Independent reports, structured essays and other written assignments:**

These will test your knowledge and understanding of specific topics and your ability to undertake research, evaluate ideas and arguments, and communicate your findings in written form. Such work should normally be appropriately referenced against literature and web sources. Some assessments will require the production of professional reports enabling you to gain experience in simulated client advice and problem-solving as well developing your professional report writing skills.

**Portfolios:** These may include a range of activities and materials that you produce to support your engagement and learning activities in a module. These will then be collated and presented for formal assessment normally together with a reflection on the learning that you have undertaken.

**Oral and poster presentations:** These are used to assess your knowledge and skills of specific issues and topics and direct your learning accordingly. They also provide you with a supportive and friendly environment to practice and enhance your presentation skills. Posters presentations test your ability to synthesise arguments and present them in a highly condensed and accessible form. Posters are frequently used at academic research conferences.

Assessment will always involve a range of methods but please be aware that the above list is indicative. The balance of assessment methods used across the course may vary from year to year.

10. **Course structure and curriculum**

Module Ref	Module Title	Level	Credit Points	Status	Total Contact Hours	Element and Weighting	
PRMD10008	Professional, Academic and Business Skills	1	20	Core	60	100%CWK	-
PRMD10009	Surveying Skills	1	20	Core	60	100%CWK	
PRMD10014	Construction	1	20	Core	60	70% CWK	30% EXM
PRMD10015	Economics and Valuation	1	20	Core	60	70% CWK	30% EXM
PRMD10016	Law	1	20	Core	60	70% CWK	30% EXM
PRMD10017	Planning and Land Use	1	20	Core	60	70% CWK	30% EXM
PRMD20018	Valuation	2	20	Core	70	100%CWK	
PRMD20020	Real Estate Economics	2	20	Core	70	100%CWK	
PRMD20023	Property Management and Agency	2	40	Core	100	50% CWK	50% EXM
PRMD20013	Property Development:	2	20	Core	70	50% CWK	50% EXM

	Principles and Practice						
PRMD20021	Employability and Commercial Awareness	2	20	Core	60	100%CWK	
PRMD30023	Investment Appraisal and Valuation	3	20	Core	60	100%CWK	
PRMD30025	Portfolio and Fund Management	3	40	Core	100	50% CWK	50% EXM
PRMD30020	Real Estate Funding	3	40	Core	100	50% CWK	50% EXM
PRMD30022	Research Project	3	20	Core	50	100%CWK	

\*At any time during your studies as a full-time and or sandwich student you are able to transfer to and complete your studies by part-time study mode. The timing and sequencing of modules will be individually negotiated.

If you undertake the sandwich option you will be awarded a Diploma in Professional Practice for the successful completion of a one-year placement (a minimum of 36 weeks work experience). A Certificate in Professional Practice is available for the successful completion of shorter periods of placement work experience (a minimum of 10 weeks).

#### **Work Placement Year**

##### **Diploma/Certificate of Professional Practice**

Working in conjunction with the work placement office, you are assisted in identifying appropriate work placement opportunities which are then secured through a process of application and competitive interview. In order to qualify for the Diploma of Professional Practice you will normally have:

- Completed 36 weeks (minimum requirement) of Professional Practice Placement with an approved organisation.
- Received a satisfactory report from the employer.
- Successfully completed the Professional Practice submission requirements.

A Certificate in Professional Practice is available for the successful completion of shorter periods of placement work experience (a minimum of 10 weeks).

*NOTE: A Sandwich award will not be conferred with a Certificate in Professional Practice*

Further information regarding the placement learning framework can be found by visiting the Placement Information area of the NOW Workspace.

#### **11. Admission to the course**

For current information regarding all entry requirements for this course, please see the 'Applying' tab on the course information web page.

#### **12. Support for Learning**

The University's electronic learning platform, NTU Online Workspace (NOW) will be used to support your academic studies on the course. NOW will be used for

disseminating course and module information, and also enable module teams to utilise interactive electronic learning materials and to set-up student discussion groups. NOW will also provide an interface with personal development planning facilities, university intranet, library and e-mail services.

The academic staff responsible for the delivery of Property Finance and Investment are highly motivated and qualified. Staff teaching on your course hold RICS, RTPI, CIOB memberships among others and affiliation to the Investment Property Forum (IPF). Many have considerable experience of working in practice across the planning, development, surveying and property investment professions. They deliver well developed and appropriate learning and teaching activities and will support you academically as you engage with learning challenges. They are themselves supported by guest lecturers and speakers from practice who ensure that the material presented is up to date and relevant to current professional activity.

In addition to Module Leaders and their teaching teams there is also a Course Leader responsible for academic leadership of Property Finance and Investment and Levels 1 and 2 tutors who look after the pastoral and academic interests of all students studying on the Real Estate and Surveying Undergraduate Framework at those respective levels. You will also be allocated a Personal Tutor at the start of your studies. Aside from the academic staff who support your learning you also have access to a team of dedicated Course Administrators based in the subject area's Administration Office in the Maudslay building.

If you are a sandwich student there is a dedicated Placement Office responsible for helping you to find suitable placement work experience and to manage your period in industry. In addition academic staff will keep in touch with you and your employer during the placement period, including visiting you and your employer, and inviting you and your Property Finance and Investment student colleagues to a 'day-back' at NTU. The 'day-back' provides an opportunity to reflect on your placement experience and learn from the experience of others and to begin the preparation for re-engaging with your academic studies in the final year of your course.

You will have access to NTU's excellent Library and Learning Resources (LLR). LLR gives you access to a wide range of resources, both print and online, as well as IT facilities, group and individual study spaces. LLR has a large team of dedicated and enthusiastic staff who will support you with your learning requirements. Print and online resources include books, journals, DVDs, videos, and postgraduate research theses. The LLS catalogue, online resources can be accessed from any NTU networked computer or off-site from your laptop.

In addition to LLR the School has its own study centre where students can meet and work on their own or in groups and have access to further subject specific learning materials including undergraduate research projects, industry journals, brochures and reports.

As well as having access to all networked computers around the campus you have access to the School's computer rooms equipped with networked machines loaded with a range a subject specific software, which you will use in conjunction with project work.

NTU has excellent Student Support Services. These are in place to smooth your transition to University life and offer you help and guidance if you face any difficulties during your studies. Services include financial, disability, counselling, faith, physical and mental health and wellbeing, and international and mature student support.

NTU has invested heavily in its physical estate and has fully equipped state of the art teaching rooms and lecture theatres that you will be taught in. The School is based in the Arkwright and Maudslay Buildings where there are well equipped laboratories, workshops and learning studios.

Finally there are varied opportunities for keeping physically fit and active and this will help energise you for the mental exertion of your learning experiences. You will have access to sports and fitness facilities and clubs as well as a sports injury and physiotherapy clinic.

### 13. **Graduate destinations / employability**

NTU has consistently outperformed other universities with regard to its graduate employment record. Over 95% of graduates secure relevant employment or enter further study within six months of graduating (HESA Survey 2008-2009). Within the University the professional property and surveying courses regularly outperform virtually all other NTU courses in terms of graduate employment.

The course is a stepping stone towards professional careers and qualifications being accredited by the Royal Institutions of Chartered Surveyors (RICS).

Most, if not all, students on the course aspire to become qualified Chartered Surveyors. The RICS is the world's leading professional body in land, property and construction.

If you aspire to becoming a Chartered Surveyor you will need to complete two years of relevant professional work experience (the Assessment of Professional Competence (APC)). The Property Finance and Investment course is designed to prepare graduates for future employment leading to professional qualification in a number of the RICS' APC Pathways, namely; Property Finance and Investment, Commercial Property Practice, Environment, Planning and Development, Residential Property Practice and Valuation pathways (subject to the type of experience you gain whilst undertaking your professional training in employment).

It is worth noting that if you undertake a sandwich placement option; this will normally count as the first year of your professional work experience. Undertaking a placement will also provide other benefits. It will help you to make decisions about which part of the profession/industry you wish to work in when you graduate, enable you to form a network of professional contacts, and enhance your CV for that all important first graduate job. In previous years many students have returned to the final year of their studies having secured a job offer for when they graduate.

If you decide not to undertake the sandwich placement option we highly recommend that you get as much relevant work experience as possible during the student vacations. This will improve your graduate employment opportunities as many employers require not only that their graduate trainees have completed an appropriate degree to a good standard but that they have gained relevant work experience.

Completing this degree will therefore start you on the path to a professional career in the dynamic and varied property and surveying industries and profession. There are many types of employers that you may work for as a Property Finance and Investment Surveyor including, national, regional and international real estate consultancies, banks and other financial institutions, local authorities, property departments of national and international companies; and global property investment companies.

In addition to offering a wide variety of employer types the profession also offers a tremendously diverse range of interesting and exciting work as well as the possibility of being well remunerated. Additionally high-flyers are able to quickly rise to senior and very well paid leadership positions within the property and surveying profession. Many previous students have done just that and are now senior professionals leading national and international firms or heading up major departments in various organisations.

A career in Property Finance and Investment is therefore diverse and exciting and as a global profession there are opportunities to work with international clients or in international markets and immerse yourself in different and varied cultures.

**14. Course standards and quality**

The course is subject to, and fully complies with the University's requirements in respect of course standards and quality; this involves:

1. The appointment of External Examiners to the course (there are a total of four External Examiners across the Real Estate and Surveying Undergraduate Framework; two practitioners and two academics. One of these external examiners will have specific responsibility for Property Finance and Investment. External Examiners report to the Vice-Chancellor of the University and accrediting professional bodies.
2. Annual monitoring of the course and the production of an annual Course Standards and Quality Report (PSQR). Among other things the PSQR provides the formal response to the External Examiners Reports.
3. Periodic review of the course.
4. A Course Committee which includes student representatives.

In addition to this the course will fully conform to the requirements of the accrediting professional bodies. We have a long-standing Partnership agreement with the Royal Institution of Chartered Surveyors and conform to their threshold requirements for accredited courses. The thresholds set standards for the quality of teaching, research publication and kudos, employability and the entry level of new course entrants. We have consistently out-performed the minimum requirements of the thresholds.

The Property Finance and Investment Course Leader provides academic leadership and management for the course and in addition there are Course Tutors with specific responsibility for managing Levels 1 and 2 of the Undergraduate Framework in Real Estate and Surveying. Module Leaders are responsible for managing individual modules delivered across the course.

You will have opportunities to provide us with feedback and comments on your learning experiences. One channel of receiving this is via your Course Representatives who sit on the Course Committee. In addition to this there are less formal staff-student meetings which provide a forum for a cross section of students to discuss course issues with the tutors responsible for its management. All students have the opportunity to provide feedback by way of completing questionnaires at the mid-point and end of each academic year. Course managers value this feedback and use it to reflect on the efficacy of the student learning experience and to develop further enhancements to the course. Your feedback and our response to it are made available to the External Examiners and in addition to this External Examiners are encouraged to meet with students during a mid-year visit.

**15. Assessment regulations**

This course is subject to the University's Common Assessment Regulations (located in

its [Academic Standards and Quality Handbook](#)). Any course specific assessment features are described below:

You need to obtain 360 CPs (120 CPs in each of the years) to obtain the honours degree award. Students who do not obtain 360 credit points may be eligible for one of the following awards:

- Certificate of Higher Education – 120CPs at Level 1 (NQF 4) (NQF 4);
- Diploma of Higher Education – 120CPs at Level 1 (NQF 4) (NQF 4) and 120CPs at Level 2 (NQF 5) (NQF 5);
- Ordinary degree – 120CPs at Level 1 (NQF 4) (NQF 4), 120CPs at Level 2 (NQF 5) (NQF 5), and 60 CPs at Level 3 (NQF 6) (NQF 6).

Your final degree classification will be based on an aggregate of your year two mark (20%) and your final year mark (80%).

16. **Additional Information**

Collaborative partner(s):	None
Course referenced to national QAA Benchmark Statements:	QAA Benchmark Statement for Construction, Property and Surveying (2008)
Course recognised by:	Royal Institution of Chartered Surveyors (RICS)
Date implemented:	September 2012
Any additional information:	

This is one of four courses in Real Estate and Surveying Undergraduate Framework.

The other three courses in the framework comprise:

- BSc (Honours) Building Surveying
- BSc (Honours) Planning and Development
- BSc (Honours) Real Estate