

Programme Specification

BSc (Hons) Construction & Surveying (Top up)

Awarding Institution	University of Bolton
Teaching Institution	University of Bolton
Faculty offering the programme	Faculty of Advanced Engineering & Sciences
Programme(s) accredited by	
Final award(s)	BSc (Hons)
Exit or Fallback award(s)	None
Programme title(s)	Construction and Surveying
UCAS Code	K220
JACS Code	K220
University Course Code(s)	CSA0009
QAA Benchmark Statement(s)	Construction, Property and Surveying
Other internal and external reference points	None
Language of study	English
Mode of study and normal period of study	Full time – 1 year

Admissions criteria

Successful completion of the Faculty's Foundation degree in Construction & Surveying.

Other certified prior learning deemed equivalent to the above in accordance with the University's policies on Accreditation of Prior Certificated Learning (APCL).

Non-certified prior learning deemed equivalent to the above in accordance with the University's policies on the Accreditation of Prior Experiential Learning (APEL).

Non Standard Entry

Cases dealt with by admissions tutor on individual basis.

Additional admissions matters

None

Fitness to practise declaration

Not applicable

Aims of the programme

1. To develop a deep knowledge and understanding of the discipline of construction technology and management.
2. The development of skills and competences to perform within the management of construction activities.
3. To embed an awareness of the social, economic, financial, professional issues, environmental, pillars of sustainability affecting construction professional.
4. To provide the foundation for leadership, social and business awareness.
5. To develop an understanding of the ethical and legal responsibilities of the Construction professional.
6. To identify hazards and manage risk in environmental and health & safety issues and to address political aspects of construction management.
7. To produce graduates who are articulate, numerate and literate.
8. To instil imagination, reflection, versatility, confidence and inquisitiveness.
9. To develop excellence in written, verbal and visual communications.
10. To provide the appropriate educational base and inspire an ethos for the pursuit of professional membership of a relevant professional body.
11. To encourage a commitment to lifelong learning and Continuing Professional Development.

Distinctive features of the programme

1. A vocationally oriented course leading to employment within the field of Construction Management.
2. The programme makes widespread use of site visits and guest speakers from industry regularly providing specialist lectures.
3. The programme makes extensive use of CAD facilities, drawing office and field based work to underpin theoretical concepts introduced within the programme.
4. The programme curricula and design benefits from consultation with the Industrial Advisory Board (IAB) that comprises representatives from Consultants, Building Engineers, Contractors, Local Government and Government Agencies. The IAB meets at least twice yearly.

Programme learning outcomes

On completion of this programme of study graduates should be able to:

1. use a range of established techniques to initiate and undertake critical analysis of information, and to propose solutions to well-defined problems arising from that analysis in their field of study or work context;
2. effectively communicate information, arguments and analysis in a variety of forms to specialist and non-specialist audiences, and deploy key techniques of the discipline effectively in their field of study and in a work context;
3. undertake further training, develop existing skills and acquire new competences that will enable them to assume responsibility within organisations;
4. demonstrate the qualities and transferable skills necessary for employment and progression to other qualifications requiring the exercise of personal responsibility and decision-making.

K. Knowledge and understanding

On successful completion of the programme you will be able to demonstrate systematic knowledge and understanding of:

1. The nature of the relevant specific discipline and its relationships within the context of the subject.

2. How to describe and apply a range of relevant key concepts, theories and principles.
3. The ability to identify and recognise relevant issues and why they are important.
4. How to recognise and apply all relevant aspects of management and other specialism's within the context of regulatory requirements, the needs of society and ethical correctness.
5. The financial and cost factors affecting development projects.
6. Procurement and contract processes.
7. The processes for the control of work within projects.

C. Cognitive, intellectual or thinking skills

On successful completion of the programme you will be able to demonstrate the ability to:

1. Investigate factors affecting potential developments.
2. Develop project designs and documentation.
3. Understand construction and installation operations.
4. Produce basic valuations of built assets.
5. Investigate questions and problems of a routine nature and devise solutions.
6. Use methods for acquiring knowledge and apply appropriate research strategies and methods.
7. Gather and summarise information, cite evidence and make judgements about merits, contrast points of view and develop ensuing discussion, making judgements of a routine nature.

P. Practical, professional or subject-specific skills

On successful completion of the programme you will be able to demonstrate the ability to:

1. Identify and explain the nature of the various working interactions and relationships in a professional context.
2. Survey, map and test specified characteristics of the natural and built environment.
3. Understand strategies and the requirements of environmental sustainability.
4. Understand organisational strategies and processes in a relevant industry.
5. Identify project requirements and the processes for project development. Identify the reasons for disputes.
6. Identify the reasons for disputes.
7. Contribute to the processing of property transactions and agreements.
8. Plan and control the use and maintenance of property, systems and services.
9. Participate in teams in the context of effective professional practice.

T. Transferable, key or personal skills

On successful completion of the programme you will be able to demonstrate the ability to:

1. Select and apply ICT applications appropriate to the discipline.
2. Present original ideas and reflections via a range of methods to convey appropriate standards of literacy and the use of numeric data.

3. Understand interpersonal relationships and understand and apply leadership, teamwork and self-development.
4. Demonstrate a basic understanding of the workings of business and other types of organisation.
5. Summarise and use a range of appropriate means of communication, including information technology for a particular topic or audience.
6. Make judgements of a routine nature.

Programme structure

Level	Module Code	Module title	Core/ Option (C/O)	Credits	Length (1 or 2 Trimesters)
HE6	CAS6001	Facilities Management & Property Law	O	20*	1
HE6	CAS6003	Risk & Value Management	O	20*	1
HE6	CAS6004	Sustainable Technology	C	20	1
HE6	CAS6005	Historic Building Conservation	O	20*	1
HE6	CAS6006	Project Management & Law	O	20*	1
HE6	CIE6002	Dissertation	C	40	2
TOTAL CREDITS AT COMPLETION OF LEVEL HE6 (Award BSc (Hons) Construction & Surveying)				120	

You have the option to choose four from the five options listed

Learning and teaching strategies

The diverse nature of the Construction and Surveying programme necessitates the deployment of a variety of teaching and learning methods in order to ensure the acquisition and development of the appropriate concepts, knowledge and skills. Many of these will be experienced during formally timetabled classes whilst others will be appropriate to student centred learning.

Whilst there are significant opportunities to spend time with the tutors and technicians during timetabled classes, practical work and tutorials, there is an expectation that you will devote an equivalent amount of time to personal study. This personal study time might be spent, for example, engaging in general background reading, revisiting practical work, attending technical meetings and lectures provided by the professional bodies, preparing for seminar activities, working on assignments or revising for examinations. During the early stages of studies, guidance will be provided on how you can make the best use of their personal study time. However, as you progress through the programme, this guidance will become less structured and prescriptive.

The learning and teaching methods described below are those most commonly adopted by the programme during the formally timetabled sessions. However, individual module tutors are free to introduce techniques that they view as especially suitable in aiding learning in their specialist area. (Each Module Guide will identify specific teaching and learning strategies)

Lectures: Lectures play an important part throughout the course and will feature in all modules at levels HE4 & HE5 and the majority of the modules at level HE6 of the programme. They involve the dissemination of theoretical and empirical information by a lecturer and provide a basic framework that you can build upon through your reading and through other classroom activities. Guest Lectures by specialists from industry, the professional bodies and other academic institutions, enhance the learning experience.

Practical Sessions: Tutor-led practical sessions which can take place in laboratories, be field based or located in computer suites or studios, are a key aspect of this programme. These may comprise demonstrations by staff members, hands-on practical activities or project work. These activities help develop subject specific practical skills; specifically, the ability to: effectively deploy the methods and tools used in the development of a product, solve practical problems by making and testing prototypes; and make effective use of specialist software. During practical sessions, there is also an opportunity to develop time management and communications skills as well as the ability to work as part of a team.

Site Visits: Site visits are an important aspect of the programme as they provide the opportunity for you to view state-of-the-art projects. Such events also help to promote a synthesis between academic and professional based activities.

Seminars: Seminars involve meetings in groups with a tutor to discuss further reading, issues and problems arising from lecture material, or to undertake case studies or problem-solving exercises. It is common for further reading on a particular topic to be assigned, and you may be required to present an oral synopsis to provide a basis for discussion. Seminars play an important part in encouraging you to think critically about the subject, to analyse theory and information in a systematic fashion, and to enhance understanding of conceptual issues.

Workshops: Workshops are also employed in some modules and may involve the development of skills, e.g. research methods, the application of statistics, presentations etc, as well as problem solving through the evaluation of case-study material. Assistance with assignment work may be offered in workshops, and they play an important part in increasing your confidence in dealing with the subject matter.

Tutorials: These are usually individually based but may be shared with others who are studying a similar area/issue. You should prepare for tutorials, which are usually associated with an assignment, by bringing any plans for discussion.

Informal Group Study Sessions: Laptops can be booked out from the library issue desk and used for group work in the Social Learning Zone. Furthermore, there are a number of group study rooms in the library which can also be booked

for meetings and/or presentation practice.

Learning activities (KIS entry)

	Course Year
	1
Scheduled learning and teaching activities	23%
Guided independent study	77%
Placement/study abroad	0%

Assessment strategy

The assessment strategy for the programme is designed to ensure that you achieve the overall aims and learning outcomes of the programme, as well as the learning outcomes for individual modules; they may take the form of assessment of individual performance during practical work, time constrained examinations, essays, making presentations, writing up of laboratory work, analytical or design assignments, research assignments, design submissions, personal development plans, dissertation.

Assessments serve several functions. The obvious and primary function is to evaluate your achievement. However, assessment also serves to help you to organise and develop their learning. Feedback from assessment serves an important educational function and can help develop skills and understanding of personal strengths and weaknesses. To this end, several modules will adopt “formative” assessment methods in the early stages which will result in qualitative feedback and does not contribute to the mark for the module; this enables you to gain understanding and development of knowledge, skills and abilities that can then be applied to the “summative” assessment to provide the definitive mark for the module.

The various assessment methods deployed by the programme are described below.

Essay: For a number of modules, you will be required to produce a coursework essay or essays. Essays assess understanding of the thrust of the question set, whether you have introduced and appreciate the relevance of appropriate material to the topic in hand and understand its implications, whether they can analyse and evaluate information and whether they can communicate ideas clearly. Coursework essays are typically set to assess the learning outcomes related to understanding key concepts, demonstrating critical evaluations, and

demonstrating the capacity to think independently. The required length of coursework essays can vary depending upon the purpose of the assignment for which the work is assessed. You will be given guidance by the teaching staff on any specific requirements.

Reports: A number of modules require you to write reports, which are sometimes based on a given case-study. These reports identify published background research and rationale for their study, the way in which the study was carried out, and the results and analysis of information. Usually, a standard format is used to aid clear, precise and unambiguous expression. You are given explicit guidance on the format required for the report.

Presentations: You are required to make oral presentations (e.g. from notes or from an essay, using presentational aids where appropriate) in a number of modules. Some modules may specify such a presentation as part of their assessment, whilst seminar presentations in other modules may not be part of the formal assessment. To augment the tutor's assessment; some modules will also make use of "peer review" where fellow students assess their peers against pre-determined assessment guidelines.

Project Work: Many modules make use of project work for assessment. Project work may be undertaken by individuals or groups working together. Project briefs may be set by the tutor, an external company or by you depending on the requirements of the module. Live project work is a key feature of this course, with many project briefs being set by external companies, addressing real-life problems and issues. Some of the products developed as a result of these live projects have been successful in getting to market. In the final year dissertation, you are expected to design and conduct an investigation into a selected topic area, setting their own aims and objectives, and critically appraising the outcomes.

Practical Work: Individual performance is assessed during field-based practical work. Assessment guidelines are issued at the start of a module and these can include the assessment of motivational skills, theoretical knowledge, the ability to work in a group, communication skills as well as practical skills associated with carrying out a particular task. There is also an emphasis on the assessment of ability to perform the work safely in accordance with the appropriate risk assessment. At level HE5, you will have the opportunity to engage in peer review.

The assessment methods for each module are identified in the Module Guides given out at the beginning of the teaching period. Furthermore, the Programme Handbook provides information on assignment submission dates in the "Assessment Timing Matrix" and this allows you to plan their work load effectively.

Assessment methods (KIS entry)

	Course Year 1
Written exams	45%
Coursework	55%
Practical exams	0%

Assessment regulations

The programme uses the Assessment Regulations for the Undergraduate Modular Framework.

The overall pass mark for all modules is 40 percent. The mark awarded will be made up, where specified, of the weighted average of the examination and coursework assessment marks.

Normally, you will be expected to have achieved an overall module mark of 40 percent, with no item defined in the assessment pattern for the module having a mark below 35 percent, in order to be awarded the credit for a module.

For the full and current version of the Assessment Regulations, refer to the document “*Assessment Regulations for Undergraduate Modular Programmes (Main Document)*” at the following university intranet site:

<http://www.bolton.ac.uk/Quality/QAECContents/APPR/Home.aspx>

Grade Bands and classifications

Grade Bands

Grade Description	Mark %	Honours Degree Classification
Work of exceptional quality	70+	i
Work of very good quality	60-69	ii.i
Work of good quality	50-59	ii.ii
Work of satisfactory quality	40-49	iii
Borderline fail	35-39	
Fail	Below 35	

Honours classification

You will normally be awarded the honours classification resulting from the application of either Rule ACM20 or Rule ACM6.

Rule ACM20

A weighted average of the marks from modules worth a total of 200 credits at Levels HE5 and HE6 combined, including the marks from modules worth no more than 80 credits at least at Level HE5 (weighted 30 percent) and marks from modules worth at least 120 credits at Level HE6 (weighted 70 percent), which represent the best marks achieved by you at those Levels.

Where the average falls unequivocally into one of the following bands: 48.00 - 49.99, 58.00 - 59.99, 68.00 - 69.99; and you have achieved marks clearly in an honours classification category higher than their average for modules worth at least 110 credits, then you will be awarded an honours degree in the classification category one higher than that indicated by your average.

Rule ACM6 (an alternative if you do not have sufficient marks at Levels HE5 and 6 to apply ACM20)

A simple average of the equally weighted marks from modules worth 120 credits at Level HE6 which represent the best marks achieved by you at that Level.

Where the average falls unequivocally into one of the following bands: 48.00 – 49.99, 58.00 – 59.99, 68.00 – 69.99; and you have achieved marks clearly in an honours classification category higher than their average for modules worth at least 70 credits, then you will be awarded an honours degree in the classification category one higher than that indicated by their average.

Where you have marks available for fewer than 120 credits at Level HE6, honours classification shall normally be based **solely** on a simple average of the available marks for modules at Level HE6, subject to there being marks for a **minimum of 60 credits awarded by the University. Upgrading of the honours classification will not normally be available where there are marks available for fewer than 120 credits at Level HE6**, unless this is explicitly approved.

Role of external examiners

External examiners are appointed for all programmes of study. They oversee the assessment process and their duties include: approving assessment tasks, reviewing assessment marks, attending assessment boards and reporting to the University on the assessment process.

Support for student learning

- The programme is managed by a programme leader
- Induction programme introduces you to the University and their programme

- Each student has a personal tutor, responsible for support and guidance
- Personal Development Planning (PDP) integrated into all programmes
- Feedback on formative and summative assessments
- A Student Centre providing a one-stop shop for information and advice
- University support services include housing, counselling, financial advice, careers and a disability
- A Chaplaincy
- Excellent library and IT services
- Student Liaison Officers attached to each Faculty
- The Students' Union advice services
- Faculty and Programme Handbooks which provide information about the programme and University regulations
- English language support for International students
- The opportunity to develop skills for employment
- Specialist teaching facilities/resources
- Support for placement learning including mentors
- Support from professional bodies

Methods for evaluating and enhancing the quality of learning opportunities

- Programme committees with student representation
- Module questionnaires
- Students surveys, e.g. National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES)
- Annual quality monitoring and action planning through Programme Quality Enhancement Plans (PQEPs), Data Analysis Report (DARs) Subject Annual Self Evaluation Report (SASERs), Faculty Quality Enhancement Plans (FQEPs), University Quality Enhancement Plan (UQEP)
- Peer review of teaching
- Professional Development programme for staff
- External examiner reports
- Industrial Advisory Board
- Professional body reports

Other sources of information

Student portal

<http://www.bolton.ac.uk/Students/Home.aspx>

Students Union

<http://www.ubsu.org.uk/>

Faculty Handbook (available via the following webpage)

<http://www.bolton.ac.uk/Students>

Programme Handbook

<http://data.bolton.ac.uk/staff>

Student Entitlement Statement (available via the following webpage)

<http://www.bolton.ac.uk/Students/AdviceAndSupport/StudentServices/>

Module database: <http://modules.bolton.ac.uk>

External examiners reports

<http://www.bolton.ac.uk/Quality/QAECContents/ExternalExaminersReports/Home.aspx>

Document control

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Approved by:	Prof Rob Campbell Chair, University Validation Panel
Date approved:	June 2012
Effective from:	2012/13
Document History:	

Learning outcomes map

Module Title	Module Code	Status C/O/E	K1	K2	K3	K4	K5	K6	K7	C1	C2	C3	C4	C5	C6	C7	P1	P2	P3	P4	P5	P6	P7	P8	P9	T1	T2	T3	T4	T5	T6
Level HE 6																															
Facilities Management & Property Law	CAS6001	C	tda	tda	tda	tda	d	d	d	d	d	d	tda	d	da	da	tda	d	tda	d	d	d	d	d	d	tda	tda	da	da	da	da
Risk & Value Management	CAS6003	C		dt	tda			tda	tda	tda	dt					tda			dt	dt		dt	dt	dt	dt				dt		d
Sustainable Construction	CAS6004	C	tda	tda	tda	tda	d	d	tda	tda	d	tda		tda	da	da	tda		tda	dt	td	tda				d	tda				da
Historic Building Conservation	CAS6005	C	tda	tda	tda	tda	d	d	d	da	d	da		tda	da	da	tda	d	tda	d	d			d	d	d	tda	d	d	da	da
Project Management & Law	CAS6006	C	tda	tda		td		tda	tda	da					da	tda	td		d	dt	da	tda						td		da	da
Dissertation	CIE6002	C		da	da	da			da					da	da	da		da								da	da			da	da

K. Knowledge and understanding

P. Practical, professional and subject specific skills

C. Cognitive, Intellectual and thinking skills

T. Transferable, key or personal skills

Complete the grid using the following (Developed = D, Taught = T, Assessed = A)

BSc (Hons) Construction & Surveying

PROGRAMME LEARNING OUTCOMES

QAA Subject Benchmark Statement 2008 (Construction Property & Surveying)

Key

a = assessed

d = developed

t = taught

Level 3 (HE6)							
Facilities Management & Property Law	Risk & Value Management Sustainable Construction	Sustainable Construction	Historic Building Conservation	Project Management & Law	Dissertation		
CA56001	CA56003	CA56004	CA56005	CA56006	CIE6002		
Subject knowledge and understanding	Recognise the nature of the relevant specific discipline and its relationships within the context of the subject.	tda		tda	tda		
	Describe and apply a range of relevant key concepts, theories and principles.	tda	dt	tda	tda	da	
	Identify and recognise relevant issues and why they are important.	tda	dta	tda	tda	da	
	Recognise and apply all relevant aspects of management and other specialism's within the context of regulatory requirements, the needs of society and ethical correctness.	tda		tda	tda	td	da
	Select and apply ICT applications appropriate to the discipline.	tda		d	d		da
	Present original ideas and reflections via a range of methods to convey appropriate standards of literacy and the use of numeric data.	tda		tda	tda		da
	Identify and explain the nature of the various working interactions and relationships in a professional context.	tda		tda	tda	td	
Subject-specific skills	Survey, map and test specified characteristics of the natural and built environment.	d			d		da
	Understand strategies and the requirements of environmental sustainability.	tda	dt	tda	tda	d	
	Understand organisational strategies and processes in a relevant industry.	d	dt	td	d	td	
	Identify project requirements and the processes for project development.	d		td	d	da	
	Investigate factors affecting potential developments.	d	dta	tda	d/a	da	
	Understand the financial and cost factors affecting development projects.	d		d	d		
	Develop project designs and documentation.	d	dt	d	d		
	Understand procurement and contract processes.	d	dta	d	d	tda	
	Understand construction and installation operations.	d		tda	d/a		
	Understand the processes for the control of work within projects.	d	dta	tda	d	tda	da

	Identify the reasons for disputes.	d	dt	tda		tda	
	Produce basic valuations of built assets.	tda					
	Contribute to the processing of property transactions and agreements	d	dt				
	Plan and control the use and maintenance of property, systems and services.	d	dt		d		
	Investigate questions and problems of a routine nature and devise solutions.	d		tda	tda		da
	Participate in teams in the context of effective professional practice.	d	dt		d		
Generic skills	Use methods for acquiring knowledge and apply appropriate research strategies and methods.	da		da	d/a	da	da
	Gather and summarise information, cite evidence and make judgements about merits, contrast points of view and develop ensuing discussion, making judgements of a routine nature.	da	dta	da	d/a	tda	da
	Understand interpersonal relationships and understand and apply leadership, teamwork and self-development.	da			d	td	
	Demonstrate a basic understanding of the workings of business and other types of organisation.	da	dt		d		
	Summarise and use a range of appropriate means of communication, including information technology for a particular topic or audience.	da			da	da	da
	Make judgements of a routine nature.	da	d	da	da	da	da

Module listing

Module title	Mod Code	New? ✓	Level	Credits	Type	Core/Option C/O	Pre-requisite module	Assessment 1			Assessment 2			Assessment 3		
								Assessment type	Assessment %	Add Y if final item	Assessment type	Assessment %	Add Y if final item	Assessment type	Assessment %	Add Y if final item
Facilities Management & Property Law	CAS6001	✓	HE6	20	Standard	O		CWK	50		EXAM	50	Y			
Risk & Value Management	CAS6003	✓	HE6	20	Standard	O		CWK	50		EXAM	50	Y			
Sustainable Construction	CAS6004	✓	HE6	20	Standard	C		CWK	50		EXAM	50	Y			
Historic Building Conservation	CAS6005	✓	HE6	20	Standard	O		CWK	50		EXAM	50	Y			
Project Management & Law	CAS6006	✓	HE6	20	Standard	O		CWK	50		EXAM	50	Y			
Dissertation	CIE6002	✓	HE6	40	Dissertation	C		CWK	100	Y						

* or equivalent

Bolton Key Core Curriculum requirements

Module Title	Module Code	C/O	Employability											Bolton Values		
			PDP	Communication	Team work	Organisation & Planning	Numeracy	Problem solving	Flexibility & adaptability	Action planning	Self awareness	Initiative	Personal impact & confidence	Inter-nationalisation	Environmental sustainability	Social, public and ethical responsibility
Facilities Management & Property Law	CAS6001	O		tda	td	tda	tda	dta	d	td	td	td	td	d	d	
Risk & Value Management	CAS6003	O		tda	d	d	tda	d				d		tda	tda	tda
Sustainable Construction	CAS6004	C	da	tda	td			dta	tda	d	d	d	d	tda	tda	td
Historic Building Conservation	CAS6005	O		tda	td	td		dta	tda	d	d	d	td	td	tda	td
Project Management & Law	CAS6006	O		tda	d	td	tda	dta	d	d	td	tda	td	td	tda	tda
Dissertation	CIE6002	C		da		da	da	da	da	da	da	da	da			da

Complete the grid using the following (Developed = D, Taught = T, Assessed = A)