Course Handbook

Construction

BSc (Honours) Construction Management
(Architectural Technology)
(Quantity Surveying)
(Site Management)

Colchester Institute

University Centre Colchester

Contents

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1. Welcome

Welcome to your course, BSc (Hons) Construction Management at University Centre Colchester.

Construction is at the forefront of the UK economy, with ground-breaking technology, techniques and design, through to heritage management. There are multiple roles and jobs available within the industry, with opportunities stretching from Architecture, Surveying, Engineering, Design, Management, Quantity Surveying, Conservation, Health and Safety and Environmental Sustainability. Today, many of our graduates are working in the Construction industry in the UK and across the globe.

This course is part of UCC's academic provision, which covers three key areas of the employment market: The Arts, Social Sciences and Applied Technologies.

You have chosen this programme because of the skills and interests you have developed before starting a degree-level course, and because the course content on offer at University Centre Colchester will develop you as a future practitioner in your field.

The experience of university-level training can be rich, rewarding and surprising, not least because it introduces you to new concepts and ideas. At Colchester, we believe that we can support such development by also enabling you to attend lectures that may not be part of your chosen programme, but that would enrich substantially your Higher Education experience. If that is something that you are interested in pursuing, and can be accommodated within your timetable, please talk to your course leader who will be happy to support you.

We hope you enjoy your course, being part of the student community, and all the musical activities that of this programme.

For further information about the course, please see

- https://www.colchester.ac.uk/course/bsc-hons-construction-management-architectural-technology/

- https://www.colchester.ac.uk/course/bsc-hons-in-construction-management-commercial-management/

- https://www.colchester.ac.uk/course/bsc-hons-in-construction-management-site-management/

2. Your course team

Your course team consists of academic, administrative and technical staff, who between them have a wealth of experience and expertise. The following list of staff are the key points of contact for this course.

Name	Title	Room	Email
Mark Cherry	Head of School	HE204	Bill.martin@colchester.ac.uk
Brenda Rich	Course Leader	HE204	Brenda.rich@colchester.ac.uk
Michelle Box	Lecturer	W305	Michelle.box@colchester.ac.uk
Emmanuel Onimowo	Lecturer	W305	Emmanuel.onimowo@colchester.ac.uk
Geoff Eaton	Lecturer	W305	Geoff.Eaton@colchester.ac.uk

To view staff profiles, please log on to www.colchester.ac.uk/ucc

In addition to the above staff you might also benefit from working with visiting lecturers whose industry connection provides an important, and highly valued, contribution to your course.

Their details can be found on our website at www.colchester.ac.uk/ucc

3. Your course

The School of Construction is dedicated to the development of responsible and knowledgeable professionals. We aim to instil adaptability and confidence in an ever-changing industry. The course structure means that you will come into contact with, and gain a fuller understanding of all the professional roles in the Industry. The programme aims to produce graduates who possess a wide range of construction management techniques that can be applied effectively to the construction process. This will embody 'key themes' applied to construction working practices, while fully encouraging the option to seek professional chartership.

The structure and content of your course are set out in documents that can be found in the appendix to this handbook.

The modules guide (appendix A) are the reference documents that contain the schedule of lectures for each module. You can also see what the course work requirements are, and how your work will be marked.

The programme specification is an overarching document that itemises course structure and content, and most importantly, what you should be able to do by the end of the course. All programme specifications, including the module descriptors, are available on request from UCC Academic Services.

Learning Outcomes

All learning outcomes are written in such a way that they conform to the expectations set out in the [Framework for Higher Education Qualifications](#) which in turn ensures that the learning outcomes for your course are equivalent to those of similar programmes in other universities and colleges in the UK.

The design of this programme has been shaped by the national subject benchmark for Construction:

https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-land-construction-real-estate-and-surveying.pdf?sfvrsn=f9f3c881_4

A benchmark describes the characteristics of a subject, and the abilities and skills students develop when studying a subject. Benchmark statements are written by panels of national experts, and revised regularly. An introduction to subject benchmarks can be found here:

https://www.qaa.ac.uk/quality-code/subject-benchmark-statements

. To ensure that courses develop a wide range of skills, University Centre Colchester designs programmes in each subject by also taking subject benchmark statements of other disciplines into consideration. For example, the element of communication is an important component in your skill development, and we have taken note of the subject benchmark statements of other Arts, Social Sciences and Applied Technology programmes that also promote the development of communication skills.

4. Teaching, Learning and Assessment

Teaching and Learning

University Centre Colchester's Teaching & Learning strategy can be found here:

https://www.colchester.ac.uk/wp-content/uploads/2020/04/UCC-Assessment-Procedures-2020-21.pdf

Assessment

Course work across all programmes at University Centre Colchester can consist of different forms of assessment, ranging from essay or presentation-based submissions to live performances, exhibitions and edited video material, amongst others. We positively welcome and encourage alternative forms of assessment, which are linked to the specific requirements of a subject area.

All assessments are carried out according to the information set out in the relevant module guides. Please see appendix A for further details.

Most Schools in University Centre Colchester use the [Harvard referencing system](#), except for the School of Art, which uses [Chicago](#). PGCE programmes validated by the University of Huddersfield use APA referencing.

In addition to the information given out by the lecturing team, Colchester Institute library also offers advice sessions for students on how to use citation guidelines.

If any part of your research work requires ethical approval, or if you are not sure whether this might apply to one of your forthcoming submissions, please speak to your module or personal tutor.

Placements and work-based learning

This course does include placement or work-based learning.

A placement or work-based learning situation is part of the Work Based Project module which students take in 2 or 3 of the courses. It involves the student investigating and evaluating practical construction problems related to an existing or new building structure. There will be taught elements of the module but also individual analysis and exploration. This Module can be completed by those students who already have a fulltime Construction Industry employer, or for those students who are still seeking an employer, the School of Construction will assist them in finding work experience with a notable local firm. Many of our students, who have taken up work experience, go on to receive job-offers from their host company.

Submitting course work

All submission of course work must follow the arrangements set out in the respective module guides.

You must submit all pieces of assessment required for each module on or before the submission date published in the module guide. Failure to do so is highly likely to result in failure of the module overall, and may put your place on the course at risk.

Please remember that is your responsibility to meet the given submission dates, and that only very specific, and documented, situations for exemptions are acceptable to University Centre Colchester. These can be found in the relevant policy:

https://www.colchester.ac.uk/wp-content/uploads/2019/11/UEA-Extenuating-Circumstances-Regs-Version-1.0.pdf

Formative and summative feedback

Tutor feedback about your work falls into two distinct categories. The first is weekly, ongoing feedback that is part of the teaching process. Your lecturers will invite contributions to the taught sessions by asking you questions, or seeking group feedback from the class, which in turn leads to a tutor's response to your comments or contributions. It is called formative feedback because of the immediate, and non-

assessed, nature of an exchange of views, which nevertheless contributes to your studies.

The second type of feedback you receive is called <u>summative feedback</u>. It is usually associated with marks given to formally submitted piece of course work. Summative marks are used determine the grade you receive for a module.

However, it's worth remembering that a number of summative assessments will still have a formative effect on your development, because each piece of work you complete contributes to your overall achievements as a student.

In addition to formative feedback in class and summative assessments about your course work, you will also receive two individual <u>academic tutorials</u> per module per semester, which also support your development.

Academic integrity

The term 'academic integrity' can cover a range of issues in connection with the use of the work of others. For students, this is particularly relevant as much of their time is spent coming into contact with the published thoughts of others.

What that means in practical terms is that students must at all times indicate the sources of the material they are using. From a literal quotation to the adapting of an idea, it is vital that other authors are referenced at all times. The part of a submission that isn't linked to someone else's work is therefore seen as the student's own contribution.

All universities use software that detects what may have been copied from a non-disclosed source. This practice is called a plagiarism check. Plagiarism is a serious academic offence which can lead to course work being failed and, in some circumstances, students losing their place on a course.
It is therefore essential that students act responsibly, and with academic integrity, by <u>always</u> disclosing their sources.

Other examples of breaches of academic integrity include the copying from peers, the use of commissioned course work from third parties, or any attempt to pass off the work of others as one's own.

University Centre Colchester's policy on academic integrity can be found here:

https://www.colchester.ac.uk/wp-content/uploads/2020/04/UCC-Academic-Offence-Policy-2020-21.pdf

External Examiners

Each course has an External Examiner, usually an academic or highly experienced practitioner in their field, whose role it is to ensure that the standards of your

programme are comparable to those found at other UK institutions offering similar courses.

5. Communication

All tutors, administrative and technical staff communicate with you via your colchester.ac email account. It is your responsibility to ensure the account is working, and that you check emails regularly.

University Centre Colchester will not accept any liability arising as a result of students not maintaining, or checking, their colchester.ac email account.

Written feedback to course work will be uploaded on Moodle within the time scale specified.

Students are expected to communicate with tutors, administrators and technical staff via their colchester.ac email accounts.

Email etiquette is an important element of working together. Please note that some staff may not be available every weekday. The colchester.ac.uk email signatures are likely to indicate on which days your tutors are available.

6. Extra Costs

This course does involve the purchase of any specialist equipment, visits, field trips, clothing or consumables which students are required to purchase whilst completing the programme.

Personal Protective Equipment – Site Boots (£10-£50)
Scale rule (£5+)
Scientific Calculator (£10)

7. Support and Guidance

At the beginning of each academic year you will assigned a personal tutor who may or may not be part of the course team that teaches you.

The personal tutor is your first point of contact for all non-academic concerns. You are entitled to a personal tutorial of up to 30 minutes for semester. Personal tutorials are available on request, and are likely to be initiated by you as and when the need arises.

Other forms of support include the UCC Students' Union and the UCC Academic Services office that will be happy to assist with specific enquiries:

https://portal.colchester.ac.uk/support_departments/he_operations/he%20student%20portal/Pages/default.aspx

8. The Student Voice

University Centre Colchester believes that for learning to be effective it can never be one-sided. We are keen to involve you, the student, in the decision making process about what we teach, and how. For that to work as well as it should, we need your participation and feedback.

During the course you will have many opportunities to share your views, both in formal and informal environments.

You can contribute how we shape the content and delivery of courses by taking part in Learning & Teaching Forums, becoming a course representative, joining the Students' Union, completing module evaluations, or by sitting on one of our committees.

UCC Academic Board and UCC Learning & Teaching committee hold both open and closed sessions, to guarantee an effective level of transparency on generic issues and to afford strict confidentiality to those topics that need to be raised confidentially.

Students are encouraged to make representations to the agenda items of open sessions of our boards and committees, either through a student course representative or as one of up to two guests of the Student Union representative. To enable this to happen, the meetings take place over lunch periods during which students are less likely to be in timetabled sessions.

An annual committee schedule is available on the UCC Academic Services website:

https://portal.colchester.ac.uk/support_departments/he_operations/ucc_staff_portal/Pages/UCC-Meeting-Structure-and-notes.aspx

Students also take part in the nationwide Graduate Outcomes Survey and the National Students Survey, which are advertised extensively by University Centre Colchester.

9. Rules and Regulations (the 'must-read' for students)

Your course is delivered and assessed according to University Centre Colchester's Academic Award regulations. These can be accessed at:

https://www.colchester.ac.uk/ucc/ucc-policies-and-procedures/

The above link also provides access to a range of key policies, which we strongly recommend you read.

10.   The Awarding Body

The awarding body for this programme is the University of East Anglia, www.uea.ac.uk

You can find the information about our partnerships at: www.colchester.ac.uk/ucc/partnerships

11.   Professional Recognition

Some courses at University Centre Colchester cater for a subject area in which a professional recognition/accreditation, alongside the degree qualification, is a standard expectation. This applies particularly to Industry-linked programmes, but may be less prominent in the Arts or Social Sciences.

For the School of Construction, the professional accreditation comes directly from the Charted Institute of Building (CIOB), which gives us the opportunity to stay current with Construction Industry legislation and reforms, which may influence learning needs.

CIOB accreditation is an internationally recognised seal of quality assurance for the teaching institute and a gold standard for educational programmes in the built environment. The award of accreditation signifies that both the teaching institute and the programme have met the highest standards of quality. (CIOB, 2021)

12.   Next steps

Thank you for reading this introductory handbook to your course. The best way to think of this document is as a resource that supports your studies at University Centre Colchester, and that provides most of the necessary information and links for the completion of your academic assignments. The course handbook should always be read in conjunction with University Centre Colchester's student handbook.

Before starting a new module, it is useful to read the relevant module guide. It helps you prepare for lectures, read (and think) around the topics, and plan you workload in advance.

Above all, it gives a structure to your studies and enables you to get the most out of the programme.

13.   Regulatory Organisations

Office for Students (OfS)

The Office for Students is the independent regulator of Higher Education in England. Colchester Institute is a provider registered with the OfS.

www.officeforstudents.org.uk

Quality Assurance Agency (QAA)

The Quality Assurance Agency is appointed by the Office for Students. Its role is to safeguard standards of Higher Education in the UK, and in select countries abroad. The QAA carries out its work through institutional reviews and a range of advisory services to the Higher Education sector.

www.qaa.ac.uk

Office of the Independent Adjudicator (OIA)

The office of the Independent Adjudicator is an independent body set up to review student complaints in Higher Education

https://www.oiahe.org.uk/

14.   Appendix: Programme module guides

https://moodle.ccacolchester.com/course/index.php?categoryid=708

https://moodle.ccacolchester.com/course/index.php?categoryid=709