

Course Handbook
MSc Construction Project Management
2018/19

Course Leader:

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School of Engineering



Please read this Handbook in conjunction with the University's Student Handbook.

All course materials, including lecture notes and other additional materials related to your course and provided to you, whether electronically or in hard copy, as part of your study, are the property of (or licensed to) UCLan and MUST not be distributed, sold, published, made available to others or copied other than for your personal study use unless you have gained written permission to do so from the Dean of School. This applies to the materials in their entirety and to any part of the materials.

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1. Welcome to the course

Firstly, congratulations on securing your place on our Postgraduate Construction Project Management course: I hope you find your time with us demanding, rewarding and enjoyable. Studying at postgraduate level poses great challenges and it is the aim of the Course team to help you meet these challenges and achieve success through hard work and commitment.

This programme leads to the target award of Master of Science in Construction Project Management by full time or part time study including block mode attendance. Should you wish to leave the programme before completing all of the requisite modules, you may do so and can achieve what is called an 'exit' award of a Postgraduate Diploma (six modules) or a Postgraduate Certificate (three modules) in Construction Project Management, subject to the successful completion of the required modules for these awards. The full MSc comprises seven modules.

The MSc programme has been developed following themes implemented upon various professional industrial training and management development courses. These courses relate to companies such as Pochin Construction and GEC Tarmac (formerly Railtrack Rail Maintenance), GEC Alstom, Lancashire Engineering Partnership and Leyland Product Design, with programmes involving a range of training and education aimed at enhancing the skills of qualified engineers and managers. Our MSc formalises this training and education into a full academic qualification, for which there is a strong demand both in the UK and overseas.

May I wish you the very best of luck in your studies and indeed in your career.

Dr Adebayo Oladapo
Course Leader for MSc Construction Project Management

1.1 Rationale, aims and learning outcomes of the course

Course Rationale and Overview

The themes of sustainability, enterprise and employability, and internationalisation are central to the programme. The programme has been structured so that there is a final target award of MSc in Construction Project Management and also exit awards - should you wish to leave or take a break from your studies – of a PG Diploma in Construction Project Management and PG Certificate in Construction Project Management. The following overview identifies these three elements in relation to the defined exits awards.

The PG Certificate has been designed with a central compulsory component that includes the modules of Risk & Value Management and Project Team and Leadership Development contributing towards the PG Certificate award. This will provide a common skills set for all candidates. The Risk & Value Management module will help you develop a range of numerical and quantitative skills, enabling you to identify, analyse and manage inherent risks to optimize value within contemporary construction projects. The Project Team & Leadership Development module enables you to practice and develop the interpersonal skills that are prerequisites to the successful management of a construction project. The Project Planning, Control and Analysis module develops the fundamental operational management skills required by professional construction project managers. Progression to the PG Diploma will only be allowed if the candidate has successfully completed all of the required elements of the PG Certificate or the candidate has relevant Accreditation for Prior Learning (APL).

The PG Diploma presents a move towards specialist knowledge by completion of two modules in Strategic Project Management and Advanced Construction Technology. These modules feature a study of the technical tools and solutions for achieving construction project success, including studies of typical construction projects and consideration of current issues relating to the practice and process of construction. For example, the Strategic Project Management module enables students to review and develop their strategic construction project management skills sets. In addition, the Health & Safety Management module identifies the impact of human factors on the success or failure of construction projects. Progression to the Masters phase will only be allowed if the student has successfully completed all of the required elements of the PG Diploma or the candidate has relevant APL.

The MSc phase of the programme involves the completion of the dissertation. The dissertation is a triple module focusing upon personal management, research methodology and information management issues for research projects. The dissertation element is the main focus of the MSc and should be seen by students as the final phase of the study skills and philosophical approaches that have been developed in each of the certificate and diploma phase modules. The dissertation module will feature project titles that relate

to the practice of construction project management. The dissertation, which will be approximately 10,000 words in length will be based upon a related subject area and will seek to develop research skills in providing evidence of how a research project can be designed and managed to arrive at the project findings and make recommendations.

The aims of the programme are to establish and develop:

<ul style="list-style-type: none"> • A critical awareness of contemporary issues in construction project management informed by leading edge construction technology, research and practice and the capacity to apply emerging principles and project management skills to standard and unpredictable workplace scenarios
<ul style="list-style-type: none"> • A detailed understanding of Project Management knowledge areas and control methods which can be applied within the construction project management and engineering process
<ul style="list-style-type: none"> • Effective use of IT and other innovative tools, techniques and methodologies as applied to construction project management and the research process
<ul style="list-style-type: none"> • The capacity to undertake and reflect upon strategic and complex decision-making in the construction project management process
<ul style="list-style-type: none"> • Leadership and team skills, personal and interpersonal skills which can be applied to the construction project management process
<ul style="list-style-type: none"> • Relevant skills in order to pursue life-long learning and continuous development in the context of workplace practice within the subject specialism and international construction project management
<ul style="list-style-type: none"> • The ability to identify, retrieve and assess the rigour and value of published research as the source of alternative perspectives that inform and underpin the construction project management decision making process and investigative research
<ul style="list-style-type: none"> • Creative and innovative approaches to investigative research including the review, evaluation and selection with justification of appropriate research methodologies and the communication of findings in an objective, coherent and professional manner
<ul style="list-style-type: none"> • Skills in research methods and applications

The Course has the following learning outcomes:

<p>A1. Comprehensively appraise the principles of construction project management in the context of contemporary issues and the implementation process in the workplace.</p> <p>A2. Critically evaluate contemporary roles and responsibilities of the construction project manager, together with the leadership and organisation skills essential to the discharge of this function in the workplace.</p> <p>A3. Select appropriate decision-making and information management tools for construction project planning and project control.</p> <p>A4. Identify, select and critically evaluate appropriate research methodologies relevant to advanced study in the field of construction project management.</p>
<p>B1. Critically appraise strategic techniques and solutions to construction project management scenarios and provide innovative solutions to workplace problems</p> <p>B2. Pursue a critical research oriented approach to investigate the application of health and safety, and advanced construction technology within construction project environments through review and evaluation of external factors and leading edge research.</p> <p>B3. Observe and reflect upon group interaction within simulated exercises.</p> <p>B4. Select and apply appropriate methods of data analysis to construction project management scenarios</p>
<p>C1. Critically appraise and evaluate concepts of quality, time and financial management to the process of construction management.</p>

C2. Apply appropriate theoretical concepts of construction project management to contemporary projects.
C3. Employ appropriate IT and other innovative tools and techniques of project management to contemporary construction project scenarios
C4. Review and evaluate methodologies used in a range of research projects and justify the selection of methodologies appropriate to the theoretical perspective or conceptual framework employed in the research

D1. Organise tasks to meet priorities and deadlines within a construction project environment.
D2. Select appropriate research strategies and tools to undertake an in-depth research project conducted in the field of construction project management in a workplace situation.
D3. Apply skills of oral and written communication in the preparation of clear, fully evidenced and referenced reports and case studies in unbiased and objective form
D4. Appraise and evaluate own performance and capabilities through reflective critical analysis.

1.2 Course Team

The names and details of key members of the team.

Adebayo Oladapo BSc, MSc, PhD (Construction Management), MNIQS, FHEA
Senior lecturer in Quantity Surveying, Course Leader for MSc Construction Project Management, module leader for BN4206

Harris Building, Room HB242
☎ 01772 894227 (ext.4227), ✉ aaoladapo@uclan.ac.uk

Paul Watson BSc, PhD
Academic Lead for Construction & Civil engineering, module leader for BN4400

Harris Building, Room HB318a
☎ 01772 893320 (ext.3320), ✉ pdjwatson@uclan.ac.uk

Godfaurd John BEng, MSc, PhD (Construction Management), MStructE, FHEA
Senior Lecturer in Project Management and Performance of Structures, Course Leader for BSc Civil Engineering, module leader for BN4010 and BN4410

Harris Building, Room HB240
☎ 01772 893227 (ext.3227), ✉ gajohn@uclan.ac.uk

Champika Liyanage BSc, PhD (Facilities Management), FHEA
Reader in Facilities Management, Research Degrees Tutor, module leader for BN4609

Harris Building, Room HB242
☎ 01772 893221 (ext.3221), ✉ cliyanage@uclan.ac.uk

Stanley Njuangang BSc, MSc, PhD.
Lecturer in Construction, module leader for BN4420
Harris Building, Room HB320
☎ 01772 894214(ext.4214), ✉ Snjuangang1@uclan.ac.uk

1.3 Expertise of staff

Dr Paul Watson has more than 25 years' experience of working higher education. He started his career as an optimisation process engineer with Thames Water after graduating from the University of London in 1987 (with an upper second in Geological Engineering), before moving back into academia in 1988 studying for a PhD (in Geotextile Filters) at Queen Mary, London. Prior to the completion of his PhD, he joined Kingston University in 1992 as a junior academic in civil engineering, successfully gaining his doctorate in 1995.

Dr. Adebayo Oladapo has more than 30 years of experience working in industry and higher education in several countries and organisations in Africa and Europe. He has a wide range of industry and teaching expertise in financial management of construction, risk and value management, quality management, procurement management and quantitative data analysis. He is research active within the area of [built environment and sustainability](#) and is a member of the [Centre for Sustainable Development](#)

Dr. Champika Liyanage is a Reader in Facilities Management. She is also the Research Degree Tutor within the Civil Engineering and Construction side of the School of Engineering. She is actively involved in research relating to sustainability; health and wellbeing; and facilities and infrastructure management. She has also published over 100 journal and conferences papers to-date. She has won several awards for her research and publications. She is a member of [Centre for Sustainable Development](#), [WellSust](#) and EuroFM research groups.

Dr. Godfaurd John is research active within the area of [built environment and sustainability](#) and is a member of the [Centre for Sustainable Development](#). He has a wide range of industry and teaching expertise in civil engineering, project planning and health & safety management.

Dr Stanley is research active within the area of [built environment and sustainability](#) and is a member of the [Centre for Sustainable Development](#). His research interests are in facilities management, maintenance management, construction Management, infection control, performance measurement and management, Private Finance Initiatives (PFI) and sustainability

1.4 Academic Advisor

You will be assigned an Academic Advisor who will provide additional academic support during the year. They will be the first point of call for many of the questions that you might have during the year. Your Academic Advisor will be able to help you with personal development, including developing skills in self-awareness, reflection and action planning.



1.5 Administration details

Course Administration Service provides academic administration support for students and staff and are located in the following hubs which open from 8.45am until 5.15pm Monday to Thursday and until 4.00pm on Fridays. The hub can provide general assistance and advice regarding specific processes such as extenuating circumstances, extensions and appeals.

Computing and Technology Building

Art, Design and Fashion

Computing

Journalism, Media and Performance

Engineering

telephone: 01772 891994/891995

email: CandTHub@uclan.ac.uk

1.6 Communication



The University expects you to use your UCLan email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread.

There is a Blackboard course level space where you will find documentation relating to your course – for example student handbooks, support and advice regarding student placements and job hunting, along with other useful information.

It is important to keep all your contact details up to date as you may be contacted by post, e-mail or telephone.

The office hours for the course team members are 9.00 am – 5.pm Monday – Friday. Please e-mail staff to make an appointment

1.7 External Examiner

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. The name of this person, their position and home institution can be found below. If you wish to make contact with your External Examiner, you should do this through your Course Leader and not directly. External Examiner reports will be made available to you electronically. The School will also send a sample of student coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range.

The name and details of the external examiner are as follows:

Dr Taha Elhag
Associate Professor
School of Energy, Geoscience, Infrastructure and Society
Dubai Campus
Heriot Watt University

External Examiner reports for the Engineering courses can be accessed electronically via the Engineering@UCLan Blackboard pages.



2. Structure of the course

2.1 Overall structure

MSc Construction Project Management without/with optional placement

Award	Module Code	Module Title	Credits
Master of Science (MSc)	BN4010	Project Planning, Control and Analysis	20
	BN4206	Risk and Value Management	20
	BN4400	Advanced Construction Technology	20
	BN4410	Health and Safety Management	20
	BN4430	Project Team and Leadership Development	20
	BN4440	Strategic Project Management	20
	BN4609	Masters Dissertation	60
MSc with Work Placement (Optional)	EL4102	<i>Extra optional module:</i> Work Placement (Engineering) OR	60
MSc with Professional Placement (Optional)	EL4101	<i>Extra optional module:</i> Professional Placement (Engineering)	120

Please note that some of the optional modules may not be available every year if a minimum number of students is not enrolled in the module

In all, there are 7 compulsory modules totalling 180 credit points to pass for the award of Master of Science in Construction Project Management.

Full time students are required to take all the modules in a semester. Part time students can take a maximum of 2 modules per semester.

2.2 Modules available

Each module is a self-contained block of learning with defined aims, learning outcomes and assessment. A standard module is worth 20 credits. It equates to the learning activity expected from one sixth of a full-time undergraduate year. Modules may be developed as half or double modules with credit allocated up to a maximum of 120 credits per module.

The following modules are compulsory on the course.

BN4010-Project Planning, Control and Analysis

This module is concerned with developing the planning, control and analysis skills of the student in the context of scheduling resources in complex projects. It presents a holistic view of planning complex projects, and focuses on the selection and application of internationally accepted tools, technologies, and techniques requisite for sustainable planning. This module includes computerised planning utilising industry standard applications such as Microsoft Project/Primavera P6, and includes advanced simulation and nD planning methodologies. The skills developed within this module are directly transferable in to the international workplace.

(20 credits)

BN4206-Risk and Value Management

This module is intended to build upon, and add to, the student's knowledge gained in the study of other units in order to develop a co-ordinated professional approach to the assessment and management of risk and value in relation to engineering and management processes, security and insurance.

(20 credits)

BN4410-Health and Safety Management

This module will consider the requirements and applications of health, welfare and safety legislation relevant to the construction, engineering and associated industries. The module will seek to analyse and appraise the development of systems and cultures in the management and control of safety and health with particular emphasis upon human factors and continuous improvement processes.

(20 credits)

BN4400-Advanced Construction Technology

This module considers the development of construction techniques and processes with regard to the production of buildings subject to contemporary industry and project environments. It will seek to extend knowledge of sustainable practices with regard to the use of materials, advanced technologies and the assembly of components. It will seek to develop the study and analysis of the production process and debate how the use of technology can reduce failures and defects, increase efficiency and ensure zero carbon construction.

(20 credits)

BN4430-Project Team and Leadership Development

This module will provide the opportunity for students to evaluate the role of the Project Manager regarding human aspects of project management, including team skills and leadership. The module incorporates reflective learning for personal, educational and career development where students are supported in developing their understanding of the contribution that reflective review and action planning may make to their learning and personal development, with emphasis placed upon transferability into the workplace.

(20 credits)

BN4440-Strategic Project Management

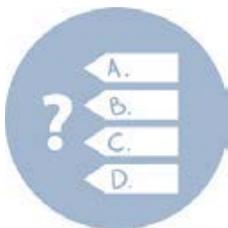
This module aims to develop generic and specific advanced project management skills covering both the production and business management remits. It provides a basis for critical thinking and analysis, cognisant of the three core drivers of sustainable development, internationalisation, enterprise and employability. In this respect, a series of project-driven simulated exercises are used to critique extant production and project management theories and concepts in order to not only procure strategic and financial awareness, but also holistically evaluate outcomes against conventional thinking.

(20 credits)

BN4609-Dissertation

The aims of the module are to develop research skills. Students will be required to carry out an in-depth study, on an individual basis, which includes theoretical, experimental or investigative analysis or a combination of these. Part of this study requires the preparation of a research proposal that sets out the aim and objectives, and formulates a research problem or hypothesis related to the programme's subject specialism. The work should be based on proven research/investigative techniques make an original contribution to knowledge and demonstrate advanced scholarship in the research discipline.

(60 credits)



2.3 Course requirements

Entry Requirements

The requirements for admissions shall be in accordance with the Regulations as set out in the University's Admissions Policy.

Applicants must possess an honours degree in an engineering, construction or management discipline. International applicants are also required to provide evidence of English Language competence and an IELTS score of 6.5 (or equivalent).

Final Degree Award

The award of the Master of Science in Construction Project Management requires a student to pass all the 7 modules with a minimum mark of 50% in each module

2.4 Progression Information

Discussions about your progression through the course normally take place in February each year. It is an opportunity for you to make plans for your study over the next academic year. The course team will tell you about the various modules / combinations available and you will both agree on the most appropriate (and legal) course of study for you.

2.5 Study Time

2.5.1 Weekly timetable

UCLan has an online timetabling system that provides students with a personalised timetable that only shows the teaching events you are registered on. We try to avoid making changes to your timetable, but sometimes we have to. If a change is made, such as a room change or the event is cancelled, your online timetable will be updated. Therefore, we ask that you do not print your timetable but try to check it on a regular basis - ideally before you come to University each day.

Checking your timetable each week will be necessary as some modules will be roomed in different locations each week. If changes are made to your timetable, you will also receive an email to your UCLan email account or if we are able to give less than 24 hours' notice, we may even be able to send you a text to alert you of the change, so please ensure UCLan has your correct mobile number. [Click here to go to the Student Portal and your timetable](#)

2.5.2 Expected hours of study

20 credits is a standard module size and equals 200 notional learning hours.

The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per each credit you need to achieve – this includes attendance at UCLan and time spent in private study.



2.5.3 Attendance Requirements

You are required to attend all timetabled learning activities for each module. Notification of illness or exceptional requests for leave of absence must be made to:

✉ CandTHubAttendance@uclan.ac.uk

☎ +44 1772 891994 or 01772 891995.

Exceptional absence requests are made to Jonathan Francis (Academic):

☎ +44 1772 893229 | ✉ jfrancis1@uclan.ac.uk

For international students, you have additional responsibilities under the **UK Visas and Immigration** Points Based System (PBS) – in that you **MUST** attend your course of study regularly. Under the PBS, UCLan is obliged to tell **UK Visas and Immigration** if you withdraw from a course, defer or suspend your studies, or if you fail to attend the course regularly.

If you have not gained the required authorisation for leave of absence, do not respond to communications from the University and if you are absent for four weeks or more, you may be deemed to have withdrawn from the course. If this is the case, then the date of withdrawal will be recorded as the last day of your attendance.

Your attendance is being monitored through SAM where you can check your attendance record through myUCLan.

Each time you are asked to enter your details on SAM you must remember that the University has a responsibility to keep information up to date and that **you must only enter your own details on the system**. To enter any other names would result in inaccurate records and be dishonest. Any student who is found to make false entries can be disciplined under the student guide to regulations.

You are encouraged to seek the advice of your Academic Advisor and/or Course Leader if your personal circumstances make it difficult to meet your study obligations

3. Approaches to teaching and learning

3.1 Learning and teaching methods

Construction Project Management is a broad subject area incorporating many disciplines such as risk management, project planning and health & safety management. Consequently the subject matter covered is broad and diverse and the course team therefore uses a diverse portfolio of teaching and assessment methods to reflect the nature of this subject. There are formal lectures, workshops, group and individual presentations. You are also encouraged to engage in independent study. Most of the course is delivered by university staff but, where appropriate, experts in their own field are brought in as guest lecturers to speak with authority from their industry experience and expertise.

As with all university education **you** are responsible for your own learning; the lectures are merely the starting point and you will have to undertake a substantial amount of study in order to succeed.

The MSc Construction Project Management programme uses a number of different assessment techniques that will allow you to demonstrate your understanding of concepts and issues covered. These may be broadly categorised as 'coursework', which may be in the form of individual or group assignments, practical problem-solving exercises and presentations.

It should be emphasised that the purpose of assessment is to not only grade you, and provide information to facilitate management of the course, but also to provide feedback to you.

You should keep all the returned assessment work in a file as you may have to submit this at the end of the year for the external examiners to assess.

Individual module leaders will distribute information on the methods of assessment used, and their weighting, at the start of each module.

3.2 Study skills

The university provides various resources to support your learning. These include general computing facilities, the library, and study areas to name a few. In addition to the general resources available, you also have access to academic support provided by WISER <http://www.uclan.ac.uk/students/study/wiser/index.php>



3.3 Learning resources

3.3.1 Learning Information Services (LIS)

Extensive **resources** are available to support your studies provided by LIS – library and IT staff. Take advantage of the free training sessions designed to

enable you to gain all the skills you need for your research and study. Library opening times can be found at the following link:

https://www.uclan.ac.uk/students/study/library/opening_hours.php

3.3.2 Electronic Resources

LIS provides access to a huge range of electronic resources – e-journals and databases, e-books, images and texts.

Blackboard (our virtual learning environment) will be used on this course. Here you will find notes and other important resources for your course. It is important that you check your Blackboard areas on a regular basis for updates

3.4 Personal development planning

Within your course you will develop skills outside of the core project management skills. These include personal development where you will reflect on your performance and actively engage to improve your skills. Skills in PDP such as self-reflection, recording, target setting, action planning and monitoring will be highlighted as key lead indicators of success in the assignment feedback you receive from your tutors.

Over the duration of the course, and including reference to extra-curricular student activities, tutors will take formal responsibility for supporting students through their personal development in the following areas:

- Self Awareness
- Study Skills
- Reviewing Progress
- Career Plans
- Making job Applications



3.5 Preparing for your career

Your future is important to us, so to make sure that you achieve your full potential whilst at the university and beyond. Your course has been designed with employability learning integrated into it. This is not extra to your degree, but an important part of it which will help you to show potential employers just how valuable your degree is. These “Employability Essentials” take you on a journey of development that will help you to write the personal story of your time at Uclan:

- To begin with, you will explore your identity, your likes and dislikes, the things that are important to you and what you want to get out of life.
- Later, you will investigate a range of options including jobs and work experience, postgraduate study and self-employment,
- You will then be ready to learn how to successfully tackle the recruitment process.

You will be able to record your journey using the University's e-portfolio system, which will leave you with a permanent record of all the fantastic things you have achieved during your time at UCLan.

Careers (careers@uclan.ac.uk) offers a range of support for you including:-

- career and employability advice and guidance appointments
- support to find work placements, internships, voluntary opportunities, part-time employment and live projects

- workshops, seminars, modules, certificates and events to develop your skills

Daily drop-in service available from 09:00-17:00 for CV checks and initial careers information. For more information come along and visit the team (in Foster Building near the main entrance) or access our careers and employability resources via the Student Portal.

4. Student Support

The 'i' is a central Student Information Centre and your first point of contact. You can obtain information on a wide range of topics including Council Tax Exemption Certificates, Bank and Confirmation of Study Letters, Portable Financial Credits, (continuing students only, Printing and Printer Credit, UCLan Cards, the 'i' shop and UCLan Financial Support Bursary (first year students only).



4.1 Academic Advisors

Academic advisers provide help for students with problems and are responsible for overseeing the progress of students, their welfare, academic counselling and guidance. Your Academic Advisor is allocated when you enrol. You must see your Academic Advisor when requested and meet at least once per semester. Ensure they know you and have your current email address.

Please seek help relating to lecture materials and practical classes from the module tutor in the first instance. If necessary make an appointment to seek additional support. Please remember that academic staff are busy people and may not be able to give you instant help.

Although Academic Advisers and Course Leaders will deal with most of the day-to-day questions which arise, the Dean of School is always willing to see students and an appointment can be made through the Student Hub. Advice relating to administrative issues may be obtained from the Student Hub.

4.2 Students with disabilities

If you have a disability that may affect your studies, please either contact the Disability Advisory Service - disability@uclan.ac.uk - or let a member of the course team know as soon as possible. With your agreement information will be passed on to the Disability Advisory Service. The University will make reasonable adjustments to accommodate your needs and to provide appropriate support for you to complete your study successfully. Where necessary, you will be asked for evidence to help identify appropriate adjustments.

4.3 Students' Union One Stop Shop

The Students' Union is the representative body for all UCLan students. The organisation exists separately from the University and is led by the elected officers of the Student Affairs Committee (SAC) as well as representatives on the Students' Council. The Students' Union building is located at the heart of the Preston campus, and is the hub for all student activities. Representation and campaigning for students' rights is at the core of what we do and is encompassed by our tag line of, *Making Life Better for Students*. Should you wish to make a change to any aspect of your student experience, whether it be academically related or not, then the Union is where your voice can be heard, actions taken, or campaigns launched.

Your Union is also the home to a fantastic range of student-led societies, sports teams and multitudes of volunteering opportunities. You can also receive help in finding part-time work, whilst you study. Not sure where to go pop into the Opportunities Centre on the ground floor of the Students' Union building and someone will point you in the right direction.

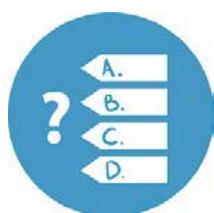
We hope your time at University is trouble free, but should you come into difficulties around anything from academic appeals, to issues with housing, benefits or debt, then our dedicated staff team in the Advice and Representation Centre are on hand to help. As we are independently run from the university, we can offer truly impartial advice.

More information on all these things, as well as details about all our (not-for-profit) commercial services, including our student supermarket (Essentials) and student-bar (Source) can be found at <https://www.uclansu.co.uk/>

The Opportunities Centre is the Union's One Stop Shop to find employment or volunteering whilst you study. With thousands of jobs and voluntary positions advertised, agency work through the Bridge and information on over 2000 volunteer positions within the Union.

5. Assessment

Please note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are enrolled, and to do so at the times scheduled unless authorised extensions, special arrangements for disability, or extenuating circumstances allow you to defer your assessment



5.1 Assessment Strategy

The Course Team recognises the main purpose of assessment as:

- The diagnosis of strengths and weaknesses of individual students
- Encouragement to students to be involved in determining their own performance
- Evaluation as to whether or not the student has met the learning outcomes of the module and the programme in order to progress to the next level or achieve an exit award

Assessment is continuous and uses both formative and summative methods. Formative assessment relates to the continuing and systematic appraisal of the degree of learning. This helps you by providing feedback on the appropriateness of your study skills in meeting the learning objectives. It also assists the academic staff by providing information about the appropriateness of the learning environment in facilitating student learning. Formative assessment includes strategies that encourage you and your tutor to build on our strengths and to plan remedial help to correct identified weaknesses. Formative assessment encourages the development of personal self-awareness and self-evaluation such that corrective change can be instigated by the individual.

5.2 Notification of assignments and examination arrangements

You will be notified of assessments by your module tutors. They will advise you of the requirements, the marking criteria and of the respective submission dates during one or more of the timetabled sessions.

Submission of coursework assignments is typically by one of two methods. Paper

submissions are made to the assignment boxes located in specified rooms in Harris Building (Each assignment must have a signed 'Assignment Submission Form' attached. Electronic submissions are made through the Blackboard site for the module, using the **Turnitin** software.

5.3 Referencing

For most of your assignments you will be expected to do some further reading, and you are required to think and produce increasingly original work around the work of others. Do not fall into the 'plagiarism trap' either deliberately or by accident. You need to give suitable credit to those that have produced the work that you are using.

The default referencing style is the Harvard referencing system (a guide to this system prepared by the Lancashire Business School can be found at

http://www.uclan.ac.uk/students/study/wiser/files/LBS_referencing.doc)

Please use the Harvard system unless you are directed differently in your assignment brief.

5.4 Confidential material

Students should be aware of the ethical and legal responsibilities to respect confidentiality and maintain the anonymity of individuals and organisations within their assignments.

5.5 Cheating, plagiarism, collusion or re-presentation

You are required to sign a declaration indicating that individual work submitted for an assessment is your own.

If you attempt to influence the standard of the award you obtain through cheating, plagiarism or collusion, it will be considered as a serious academic and disciplinary offence as described within the [Academic Regulations](#) and the [Assessment Handbook](#).

- Cheating is any deliberate attempt to deceive and covers a range of offences described in the [Assessment Handbook](#).
- Plagiarism describes copying from the works of another person without suitably attributing the published or unpublished works of others. This means that all quotes, ideas, opinions, music and images should be acknowledged and referenced within your assignments.
- Collusion is an attempt to deceive the examiners by disguising the true authorship of an assignment by copying, or imitating in close detail another student's work - this includes with the other student's consent and also when 2 or more students divide the elements of an assignment amongst themselves and copy one another's answers. It does not include the normal situation in which you learn from your peers and share ideas, as this generates the knowledge and understanding necessary for each individual to independently undertake an assignment; nor should it be confused with group work on an assignment which is specifically authorised in the assignment brief.
- Re-presentation is an attempt to gain credit twice for the same piece of work.

The process of investigation and penalties which will be applied can be reviewed in the [Assessment Handbook](#). If an allegation is found to be proven then the appropriate penalty will be implemented:

In the case of a single offence of cheating, plagiarism, collusion or re-presentation:

- the penalty will be 0% for the element of assessment, and an overall fail for the module.

- the plagiarised element of assessment must be resubmitted to the required standard and the mark for the module following resubmission will be restricted to the minimum pass mark.
- when it is detected for the first time on a resubmission for an already failed module, no further resubmission for the module will be permitted, and the appropriate fail grade will be awarded.

In the event of a repeat offence of cheating, plagiarism, collusion or re-presentation (irrespective of whether the repeat offence involves the same form of unfair means) on the same or any other module within the course:

- the appropriate penalty will be 0% for the module with no opportunity for re-assessment. This penalty does not preclude you being able to retake the module in a subsequent year.

The penalties will apply if you transfer from one UCLan course to another during your period of study and module credits gained on the former course are transferred to the current course. Contact the [Students' Union Advice and Representation Centre](#) by emailing: suadvice@uclan.ac.uk for support and guidance.

6. Classification of Awards

The University publishes the principles underpinning the way in which awards and results are decided in [Academic Regulations](#). Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations.

To be eligible for the award of MSc you must normally pass all the modules with an overall APM of 50% or better.

The award will be an MSc in Construction Project Management.

The APM is calculated using a rather complicated formula as stated in academic regulations.

$$APM = \frac{m_1 l_1 c_1 + m_2 l_2 c_2 + \dots + m_n l_n c_n}{l_1 c_1 + l_2 c_2 + \dots + l_n c_n}$$

Put simply, the APM calculation takes into account the mark you got in a module (m), the size or credit of the module (c) and also the level of the module (l).

Your APM is calculated using all the seven modules you studied.

Candidates who are considered by the Board of Examiners to have shown exceptional levels of performance may be awarded an **MSc with Distinction**. Normally this would require a candidate to pass a total of seven modules with an overall APM of 70% or better.

Candidates who pass the 7 modules with an APM of 60-69 are awarded **MSc with Merit**

Candidates who pass the 7 modules with an APM of 50-59 are awarded **MSc**

The following exit awards are available:

Award	Credits/levels required
PGDip Project Management	120 credits (6 modules) at level 7
PGCert Project Management	60 credits (3 modules) at level 7



7. Student Feedback

You can play an important part in the process of improving the quality of this course through the feedback you give.

In addition to the on-going discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning. We aim to respond to your feedback and let you know of our plans for improvement. The course team encourages student feedback in all areas and recognises that additional items for discussion may also be raised regarding:

- Update on actions completed
- Feedback about the previous year – discussion of external examiner’s report; outcomes of National /UCLan student surveys.
- Review of enrolment / induction experience;
- Course organisation and management (from each individual year group, and the course overall);
- Experience of modules - teaching, assessment, feedback;
- Experience of academic support which may include e.g. Personal Development Planning, academic advisor arrangements and The Card;
- Other aspects of University life relevant to student experience e.g. learning resources, IT, library;
- Any other issues raised by students or staff.

All module tutors as well as course leaders and schools gather feedback to gauge how well we are doing and continually improve.

The Students Union can support you in voicing your opinion, provide on-going advice and support, and encourage your involvement in all feedback opportunities. They will be requesting that you complete the National Student Survey (during semester 2 for students in their final year of study) or the UCLan Student Survey (all other students). International students also have an opportunity to participate in the International Student Survey (ISS). The Students’ Union and University work closely together to ensure that the student voice is heard in all matters of student-life. We encourage students to provide constructive feedback throughout their time at university, through course reps, surveys and any other appropriate means. The Union’s Student Affairs Committee (SAC), members of Students’ Council and School Presidents each have particular representative responsibilities, and are involved with decision

making committees as high as the University Board. Therefore it is very important students engage with the democratic processes of the Students' Union and elect the students they see as most able to represent them.

7.1 Student Staff Liaison Committee meetings (SSLCs)

Details of the Protocol for the operation of SSLCs is included in section 8.2 of the University Student Handbook.

The purpose of a SSLC meeting is to provide the opportunity for course representatives to feedback to staff about the course, the overall student experience and to inform developments which will improve future courses. These meetings are normally scheduled once per semester. Meetings will be facilitated using guidelines and a record of the meeting will be provided with any decisions and / or responses made and / or actions taken as a result of the discussions held. The meetings include discussion of items forwarded by course representatives, normally related to the following agenda items (dependent on time of year).

The course team encourage student feedback in all areas and recognise that additional items for discussion may also be raised at the meeting, including:

- Update on actions completed since the last meeting
- Feedback about the previous year – discussion of external examiner's report; outcomes of National /UCLan student surveys.
- Review of enrolment / induction experience;
- Course organisation and management (from each individual year group, and the course overall);
- Experience of modules - teaching, assessment, feedback;
- Experience of academic support which may include e.g. Personal Development Planning, academic advisor arrangements;
- Other aspects of University life relevant to student experience e.g. learning resources, IT, library;
- Any other issues raised by students or staff.

Minutes of SSLC meetings are recorded on blackboard and agendas for meetings are emailed to the elected reps. Usually a speaker from the SU will briefly attend induction to explain what a rep is and hold an impromptu election.

8. Appendices

8.1 Programme Specification(s)

UNIVERSITY OF CENTRAL LANCASHIRE

Programme Specification

This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

Sources of information on the programme can be found in Section 17

1. Awarding Institution / Body	UNIVERSITY OF CENTRAL LANCASHIRE
2. Teaching Institution and Location of Delivery	University of Central Lancashire – Preston Campus University of Central Lancashire – Westlakes Campus University of Mauritius Enterprise (UoM) Hong Kong College of Technology (HKCT)
3. University School/Centre	School of Engineering
4. External Accreditation	Association of Project Management (APM),

5. Title of Final Award	<p>MSc in Construction Project Management</p> <p>MSc in Construction Project Management with Professional Placement</p> <p>MSc in Construction Project Management with Work Placement</p>
6. Modes of Attendance offered	Full-time & Part-time
7. UCAS Code	
8. Relevant Subject Benchmarking Group(s)	NA
9. Other external influences	<p>International Project Management Association - IPMA Competence Baseline,</p> <p>British Standards - BS 6079-1:2010. Project management. Principles and guidelines for the management of projects</p>
10. Date of production/revision of this form	July 2017
11. Aims of the Programme The aims of the programme are to establish and develop :	
<ul style="list-style-type: none"> • A critical awareness of contemporary issues in construction project management informed by leading edge construction technology, research and practice and the capacity to apply emerging principles and project management skills to standard and unpredictable workplace scenarios 	
<ul style="list-style-type: none"> • A detailed understanding of Project Management knowledge areas and control methods which can be applied within the construction project management and engineering process 	

<ul style="list-style-type: none"> • Effective use of IT and other innovative tools, techniques and methodologies as applied to construction project management and the research process
<ul style="list-style-type: none"> • The capacity to undertake and reflect upon strategic and complex decision-making in the construction project management process
<ul style="list-style-type: none"> • Leadership and team skills, personal and interpersonal skills which can be applied to the construction project management process
<ul style="list-style-type: none"> • Relevant skills in order to pursue life-long learning and continuous development in the context of workplace practice within the subject specialism and international construction project management
<ul style="list-style-type: none"> • The ability to identify, retrieve and assess the rigour and value of published research as the source of alternative perspectives that inform and underpin the construction project management decision making process and investigative research
<ul style="list-style-type: none"> • Creative and innovative approaches to investigative research including the review, evaluation and selection with justification of appropriate research methodologies and the communication of findings in an objective, coherent and professional manner
<ul style="list-style-type: none"> • Develop the student's research methods and applications
<p>12. Learning Outcomes, Teaching, Learning and Assessment Methods</p>
<p>A. Knowledge and Understanding</p>
<p>A1. Comprehensively appraise the principles of construction project management in the context of contemporary issues and the implementation process in the workplace.</p> <p>A2. Critically evaluate contemporary roles and responsibilities of the construction project manager, together with the leadership and organisation skills essential to the discharge of this function in the workplace.</p> <p>A3. Select appropriate decision-making and information management tools for construction project planning and project control.</p> <p>A4. Identify, select and critically evaluate appropriate research methodologies relevant to advanced study in the field of construction project management.</p>
<p>Teaching and Learning Methods</p>
<p>The teaching methods employed will involve lectures, tutorials and the use of ICT workshops. Case study work will be undertaken together with practical tasks contained within project simulation exercises.</p>
<p>Assessment methods</p>
<p>By completion of written coursework submissions, Learning Logs, online quizzes using the WebCT platform, oral presentation and defence of papers, and using a variety of scenarios and example applications. Peer assessment will additionally be incorporated into the assessment of some modules. The student will be assessed on an individual and group basis.</p>

B. Subject-specific skills

- B1. Critically appraise strategic techniques and solutions to construction project management scenarios and provide innovative solutions to workplace problems
- B2. Pursue a critical research oriented approach to investigate the application of health and safety, and advanced construction technology within construction project environments through review and evaluation of external factors and leading edge research.
- B3. Observe and reflect upon group interaction within simulated exercises.
- B4. Select and apply appropriate methods of data analysis to construction project management scenarios

Teaching and Learning Methods

The teaching methods employed will involve lectures, tutorials and the use of ICT workshops. Case study work will be undertaken together with practical tasks contained within project simulation exercises.

Assessment methods

By completion of written coursework submissions, Learning Logs, oral presentation and defence of papers, and using a variety of scenarios and example applications. Peer assessment will additionally be incorporated into the assessment of some modules. The student will be assessed on an individual and group basis.

C. Thinking Skills

- C1. Critically appraise and evaluate concepts of quality, time and financial management to the process of management.
- C2. Apply appropriate theoretical concepts of construction project management to contemporary projects.
- C3. Employ appropriate IT and other innovative tools and techniques of project management to contemporary construction project scenarios
- C4. Review and evaluate methodologies used in a range of research projects and justify the selection of methodologies appropriate to the theoretical perspective or conceptual framework employed in the research

Teaching and Learning Methods

The teaching methods employed will involve lectures, tutorials and the use of ICT workshops. Case study work will be undertaken together with practical tasks contained within project simulation exercises.

Assessment methods

By completion of written coursework submissions, Learning Logs, oral presentation and defence of papers, and using a variety of scenarios and example applications. Peer assessment will additionally be incorporated into the assessment of some modules. The student will be assessed on an individual and group basis.

D. Other skills relevant to employability and personal development

- D1. Organise tasks to meet priorities and deadlines within a construction project environment.
- D2. Select appropriate research strategies and tools to undertake an in-depth research project conducted in the field of construction project management in a workplace situation.
- D3. Apply skills of oral and written communication in the preparation of clear, fully evidenced and referenced reports and case studies in unbiased and objective form
- D4. Appraise and evaluate own performance and capabilities through reflective critical analysis.

Teaching and Learning Methods

The teaching methods employed will involve lectures, tutorials and the use of ICT workshops. Case study work will be undertaken together with practical tasks contained within project simulation exercises. Further use of research skills within the research methods module will enable high-level research skills and information management and processing to be developed and applied to the subject area.

Assessment methods

By completion of written coursework submissions, learning logs, oral presentation and defence of papers, and using a variety of scenarios and example applications. Peer assessment will additionally be incorporated into the assessment of some modules.

13. Programme Structures*				14. Awards and Credits*
Level	Module Code	Module Title	Credit rating	
Level 7	BN4609	Master's Dissertation	60	Masters of Science in Construction Project Management with pass/merit/distinction Final award Requires 180 credits at Level 7 Postgraduate Diploma in Construction Project Management with pass/merit/distinction (Exit award) Requires 120 credits at Level 7 Postgraduate Certificate in Construction Project Management with pass/merit/distinction (Exit award) Requires 60 credits at Level 7
	BN4400	Advanced construction technology	20	
	BN4410	Health and safety management	20	
	BN4440	Strategic project management	20	
	BN4430	Project team and leadership development	20	
	BN4206	Risk and value management	20	
	BN4010	Project planning, control and analysis	20	

	*EL4101	<p>Optional Module for Professional Placement</p> <p>Professional Placement (Engineering)</p>	120	<p>Masters of Science in Construction Project Management with Professional Placement with pass/merit/distinction</p> <p>Requires 180 credits at Level 7 plus successful completion of EL4101</p>
	*EL4102	<p>Optional Module for Work Placement</p> <p>Work Placement (Engineering)</p>	60	<p>Masters of Science in Construction Project Management with Work Placement with pass/merit/distinction</p> <p>Requires 180 credits at Level 7 plus successful completion of EL4102</p>
* Preston Campus only				

15. Personal Development Planning

The programme features defined PDP elements, these being:

- Alignment with the Association of Project Management knowledge areas (edition 5). Each module contributes to the APM *Evidence Map*. This enables candidates to contribute to the attainment of the APM's project management competencies for APM membership.
- Module BN4430, Project Team and Leadership Development, requires the student to candidates complete a self-reflective analysis of their leadership and team working skills from which transferable skills can be identified. This analysis is reviewed with tutors in workshop and tutorial sessions and action planning is used to drive the development process.

16. Admissions criteria

Programme Specifications include minimum entry requirements, including academic qualifications, together with appropriate experience and skills required for entry to study. These criteria may be expressed as a range rather than a specific grade. Amendments to entry requirements may have been made after these documents were published and you should consult the University's website for the most up to date information.

Students will be informed of their personal minimum entry criteria in their offer letter.

General

The minimum entry requirement for the course is a recognised British honours degree or its equivalent in a construction or an engineering discipline that demonstrates an awareness of the construction processes and procedures.

Those with non-cognate degrees are required to satisfactorily complete a bridging course module that satisfies the pre-masters requirements of the CIOB Educational Framework.

Applicants who do not satisfy the standard minimum entry requirement can be admitted on the basis of equivalent prior experience or learning details of which can be found at: <http://www.uclan.ac.uk/information/services/sss/accreditation/index.php>

*The course is subject to the **University's Admissions Policy & Code of Practice** which can be accessed at the following link:* <http://www.uclan.ac.uk/information/services/sss/admissions/index.php>

Applicants will be required to have a minimum level of proficiency in English Language equivalent to IELTS grade 6.5. Students who do not meet minimum language entry requirements may be offered a place on an UCLan preparatory English programme, for which the minimum level required is IELTS 3.5.

Selection Procedure

Notwithstanding the foregoing requirements the Admissions tutor will normally interview all non-standard applicants. This will provide the opportunity to visit the School and speak to staff. In each case, account will be taken of such factors as motivation, enthusiasm and overall suitability for the course.

Admissions requirement in conjunction with the Course Leader.

17. Key sources of information about the programme

- UCLan School of Engineering website: <http://www.uclan.ac.uk/engineering>
- MSc Construction Project Management website: http://www.uclan.ac.uk/courses/msc_pgdipl_pgcert_construction_project_management.php
- UCLan Postgraduate course prospectus
- Course Leader: Dr Adebayo Oladapo
 - Tel: +44 (0)1772 894227
 - Email: aaoladapo@uclan.ac.uk

18. Curriculum Skills Map

Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	Programme Learning Outcomes															
				Knowledge and understanding				Subject-specific Skills				Thinking Skills				Other skills relevant to employability and personal development			

				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4	
LEVEL 7	BN4609	MASTER'S DISSERTATION	COMP				✓	✓	✓		✓		✓		✓		✓	✓		
	BN4400	ADVANCED CONSTRUCTION TECHNOLOGY	COMP			✓	✓		✓				✓		✓		✓	✓		
	BN4410	HEALTH & SAFETY MANAGEMENT	COMP	✓	✓	✓					✓		✓	✓	✓		✓	✓		
	BN4440	STRATEGIC PROJECT MANAGEMENT	COMP			✓		✓			✓		✓		✓	✓	✓			
	BN4430	PROJECT TEAM & LEADERSHIP DEVELOPMENT	COMP	✓	✓	✓		✓			✓		✓				✓			✓

BN4206	RISK & VALUE MANAGEMENT	COMP	✓	✓	✓						✓		✓		✓			✓
BN4010	PROJECT PLANNING, CONTROL AND ANALYSIS	COMP	✓					✓				✓		✓				
EL4101	PROFESSIONAL PLACEMENT (ENGINEERING)	OPT	✓				✓		✓				✓	✓		✓		✓
EL4102	WORK PLACEMENT (ENGINEERING)	OPT	✓				✓						✓	✓		✓		✓

Note: Mapping to other external frameworks, e.g. professional/statutory bodies, will be included within Student Course Handbooks

19. LEARNING OUTCOMES FOR EXIT AWARDS:

Learning outcomes for the award of Postgraduate Diploma in Construction Project Management with pass/merit/distinction

Requires 120 credits at Level 7

A1. Comprehensively appraise the principles of construction project management in the context of contemporary issues and the implementation process in the workplace.

A2. Critically evaluate contemporary roles and responsibilities of the construction project manager, together with the leadership and organisation skills essential to the discharge of this function in the workplace.

A3. Select appropriate decision-making and information management tools for construction project planning and project control.

B1. Critically appraise strategic techniques and solutions to construction project management scenarios and provide innovative solutions to workplace problems

B3. Observe and reflect upon group interaction within simulated exercises.

B4. Select and apply appropriate methods of data analysis to construction project management scenarios.

C1. Critically appraise and evaluate concepts of quality, time and financial management to the process of management.

C2. Apply appropriate theoretical concepts of construction project management to contemporary projects.

C3. Employ appropriate IT and other innovative tools and techniques of project management to contemporary construction project scenarios

D1. Organise tasks to meet priorities and deadlines within a construction project environment.

D3. Apply skills of oral and written communication in the preparation of clear, fully evidenced and referenced reports and case studies in unbiased and objective forms.

Learning outcomes for the award of Postgraduate Certificate in Construction Project Management with pass/merit/distinction

Requires 60 credits at Level 7

A1. Comprehensively appraise the principles of construction project management in the context of contemporary issues and the implementation process in the workplace.

A3. Select appropriate decision-making and information management tools for construction project planning and project control.

B4. Select and apply appropriate methods of data analysis to construction project management scenarios.

C1. Critically appraise and evaluate concepts of quality, time and financial management to the process of management.

C3. Employ appropriate IT and other innovative tools and techniques of project management to contemporary construction project scenarios

D1. Organise tasks to meet priorities and deadlines within a construction project environment.

D3. Apply skills of oral and written communication in the preparation of clear, fully evidenced and referenced reports and case studies in unbiased and objective forms.