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.
Mission and Values

We create positive change in our students, staff, business partners and wider communities, enabling them to develop their full potential by providing excellent higher education, innovation and research.

Our values:

- The pursuit of excellence in all that we do.
- Equality of opportunity for all, supporting the rights and freedoms of our diverse community.
- The advancement and protection of knowledge, freedom of speech and enquiry.
- Supporting the health, safety and wellbeing of all.

Student Charter

The Student Charter has been developed by the University and the Students’ Union so that students gain the maximum from their UCLan experience. It is a two-way commitment or ‘contract’ between the University and each individual student. It acts as a means of establishing in black and white what students can expect from the University and the Union in terms of support, and in return what we expect from our students. Read the full Student Charter

Supporting Diversity at UCLan

UCLan recognises and values individual difference and has a public duty to promote equality and remove discrimination in relation to race, gender, disability, religion or belief, sexual orientation and age. During your time at UCLan we expect you to be able to

- experience "an integrated community based on mutual respect and tolerance where all staff and students can feel safe, valued and supported."
- contribute to creating a positive environment where discriminatory practices and discrimination no longer happen.

Please review the UCLan Equality and Diversity Policy for further information.
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1. Introduction to the Course

1.1 Welcome to the course

Welcome to the MSc in Urban environmental Management. We hope that you will enjoy your studies, and we want this to be a positive learning experience for you. The course will involve some hard work, but we hope that you find it interesting, challenging and enjoyable! We know that you can succeed: we want you to succeed and will provide you with the learning and support environment that will assist with this. Good luck!

When you first start this course you will receive a lot of information. Much of this will naturally pass you by, so remember ...if in doubt ask!

This Handbook is designed to introduce you to the MSc in Urban environmental management and to act as a guide to the more formal aspects of this course, including methods of assessment and teaching. We hope that you find it easy to read and suggest that you keep it as a source of reference throughout the year. On enrolment you will also be given a copy of the University Regulations.

Further information and background can be found on the Centre for Waste Management website: http://www.uclan.ac.uk/cwm

1.2 Rationale, Aims and Learning Outcomes of the Course

This Master’s degree programme is primarily geared towards professionals who have a degree in another discipline and want to focus their career on selected aspects of Urban and Environmental Management. The underlying ethos is that urban and environmental management requires both scientific and managerial expertise to integrate spatial and other forms of official intervention, particularly those related to urban & regional planning and to policy & management for environmental protection, energy and waste. It provides an opportunity to use techniques from a variety of disciplines, for example ecology, urban design, building restoration and environmental auditing.

It is designed to enhance your career prospects by enabling you to demonstrate that you can apply scientific expertise to practical, business and managerial situations, and to the understanding, implementation and response to rapidly evolving policies, interventions and market opportunities in the urban environment.

The flexibility of the course delivery allows full-time students to partake in a relatively rapid expansion of their knowledge base, whilst the part time route allows those in employment within relevant industries to support their practical knowledge with academic rigour. The programme will enable you to develop your own interests within a structured and integrated programme, developing management skills underpinned by a sound technical knowledge.

1.3 Course Team

The School of Forensic and Applied Science is located in Kirkham Building and in Firth Building. Centre for Waste Management is presently located in KM110
<table>
<thead>
<tr>
<th>Name and research interests</th>
<th>Role</th>
<th>Room</th>
<th>Email</th>
<th>Direct phone no. (all 01772)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Karl S Williams</td>
<td>Course Leader and Module Tutor</td>
<td>Km108</td>
<td><a href="mailto:kswilliams@uclan.ac.uk">kswilliams@uclan.ac.uk</a></td>
<td>893496</td>
</tr>
<tr>
<td>Engineering, Processing, waste management Green Chemistry Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Hannah Neate</td>
<td>Module Tutor</td>
<td>KM105</td>
<td><a href="mailto:hneate@uclan.ac.uk">hneate@uclan.ac.uk</a></td>
<td>893493</td>
</tr>
<tr>
<td>management systems; sustainability; spatial planning; work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Chris Lowe</td>
<td>Module Tutor</td>
<td>KM102</td>
<td><a href="mailto:cnlowe@uclan.ac.uk">cnlowe@uclan.ac.uk</a></td>
<td>893960</td>
</tr>
<tr>
<td>Soil ecology, environmental and waste management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Kevin Butt</td>
<td>Module Tutor</td>
<td>KM108</td>
<td><a href="mailto:krbutt@uclan.ac.uk">krbutt@uclan.ac.uk</a></td>
<td>893966</td>
</tr>
<tr>
<td>Reader in Ecology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note.** If using an internal phone you only need to dial the extension number, i.e. the last four digits of the numbers above

**Technical Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Room</th>
<th>Email</th>
<th>Direct phone no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siobhan Quigg</td>
<td>Technician</td>
<td>KM126</td>
<td><a href="mailto:SMQuigg1@uclan.ac.uk">SMQuigg1@uclan.ac.uk</a></td>
<td>893490</td>
</tr>
</tbody>
</table>

**1.4 Academic advisor**

I must maintain contact with my Academic advisor who is:

Name:

Email:

Room Number:

Telephone Number:

If there are issues which you need to discuss or you have problems of an academic or personal nature, your academic advisor should normally be the person you talk to first. However, the University does have a range of services providing support across the whole range of the academic and personal matters.

**1.5 School office administration details**

Campus Admin Services provides academic administration support for students and staff and are located at Foster Building and is 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. Course specific information is also available via school Blackboard sites.

The hub telephone number for the is 0177289 1990 or 1991

The hub email contact is FosterHub@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.

If you do not receive a reply to an email within a day please resend the email and leave a message on the member of staff's phone. Also check with the School Office to see if the member of staff is available. Most lecturers spend time working away from Preston and it is often not possible to reply to emails when doing this. Email is not 100% reliable so a letter or note in the lecturer's mail box in the School Office may be a useful back up. If you find it difficult to contact a member of staff it may be best to arrange a meeting, or to find a time when you can speak on the phone. Information will also be provided using NOTIFICATION in Blackboard.

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

Dr Joseph Akunna Director of Postgraduate Env Education
Urban Water Technology Centre, School of Contemporary Sciences
University of Abertay Dundee, Dundee DD1 1HG, United Kingdom.

2. Structure of the course

2.1 Overall structure

The flexibility of the course delivery allows full-time students to partake in a relatively rapid expansion of their knowledge base, whilst the part time route allows those in employment within waste related industries to support their practical knowledge with academic rigour. The programme will enable you to develop your own interests within a structured and integrated programme, developing management skills underpinned by a sound technical knowledge

The course consists of nine modules. The modules have been developed in close consultation with professional bodies operating within industry and environmental
management and represent the current and future requirements of these organisations. There are two other exit awards, a Postgraduate Certificate and a Postgraduate Diploma. The requirements for these qualifications and also for the MSc are described in the following table. The complete descriptions for the nine modules are provided later in this Handbook, with a provisional timetable for the course.

2.2 Modules available

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 7</td>
<td>NT4011</td>
<td>Dissertation</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>NT4007</td>
<td>Environmental Management Within Organisations</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>NT4040</td>
<td>Resources: Life Cycle Analysis and Carbon Accounting</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>NT4013</td>
<td>Practical Aspects of Waste Management (option)</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>NT4032</td>
<td>Applied Ecology (option)</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>NT4033</td>
<td>Environmental Pollution and Control</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>NT4055</td>
<td>Urban Cultures and the Creative City</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>BN4108</td>
<td>Urban Regeneration</td>
<td>20</td>
</tr>
</tbody>
</table>

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

The full list of options indicated may not all be delivered every year, and this may depend on how many students choose that particular option. When accepting your offer of a place to study on this course, you are accepting that not all of these options will be running. At (or before) the start of each year, you will have an opportunity to discuss your course and preferred options with your tutor. The University will do all it reasonably can to ensure that you are able to undertake your preferred options.

2.2.1 Progression

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.

2.3 Study Time

2.3.1 Weekly timetable

The courses run from 09:00 (10:00) - 18:00 depending on the contact days. This will cover lectures workshops and field trips. However, they maybe times outside of this due to circumstances beyond the control of the course team. Any such changes will be kept to a minimum.
For times and venues please consult the electronic timetable.

Full time students;

<table>
<thead>
<tr>
<th>Semester</th>
<th>Module Code</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>NT4011</td>
<td>Dissertation</td>
</tr>
<tr>
<td></td>
<td>NT4033</td>
<td>Environmental Pollution and Control</td>
</tr>
<tr>
<td></td>
<td>NT4013</td>
<td>Practical Aspects of Waste Management</td>
</tr>
<tr>
<td></td>
<td>NT4030</td>
<td>Practical Application of Renewable Energy</td>
</tr>
<tr>
<td></td>
<td>NT4032</td>
<td>Applied Ecology</td>
</tr>
<tr>
<td></td>
<td>NT4055</td>
<td>Urban Cultures and the Creative City</td>
</tr>
<tr>
<td>2.</td>
<td>NT4011</td>
<td>Dissertation</td>
</tr>
<tr>
<td></td>
<td>NT4040</td>
<td>Resources: Life Cycle Analysis and Carbon Accounting</td>
</tr>
<tr>
<td></td>
<td>BN4108</td>
<td>Urban Regeneration</td>
</tr>
<tr>
<td></td>
<td>NT4007</td>
<td>Environmental Management within Organisations</td>
</tr>
<tr>
<td>3</td>
<td>NT4011</td>
<td>Dissertation</td>
</tr>
</tbody>
</table>

Part time Students (2 year programme). First year take modules on a Thursday and Second year take modules on a Tuesday.

2.3.2 Expected Hours of Study

The normal amount of work involved in achieving a successful outcome to your studies is to study for 200 hours per 20 credit you need to achieve – this includes attendance at UCLan and time spent in private study.

The normal estimate of overall workload for successful study is 35 hours contact time and 165 hours independent study per module credit. Class and lecture attendance requirements vary between modules. Many modules require some ‘off spot’ attendance, e.g. occasional fieldtrips. It is usual to ask students to prepare for seminars and workshops by locating and reading appropriate material. Students may be asked to leave seminars and workshops, including assessed sessions, if they have not done the required preparation. They may also be required to leave any fieldwork and laboratory sessions if they do not have appropriate PPE, footwear or clothing.

2.3.3 Attendance Requirements

You are required to attend all timetabled learning activities for each module. Students should report non-attendance to the hub email – FosterHubAttendance@uclan.ac.uk or by telephoning the hub on 01772 891990 or 01772 891991.

For international students it is your responsibilities under the Visas and Immigration (UKVI)UK Border Agency (UKBA), Points Based System (PBS) - you MUST attend your course of study regularly; under PBS, UCLan is obliged to tell UKBA UKVI 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 attendance.

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 can check your own attendance through myUCLan.

2.4 Data Protection

All of the personal information obtained from you and other sources in connection with your studies at the University will be held securely and will be used by the University both during your course and after you leave the University for a variety of purposes. These are all explained during the enrolment process at the commencement of your studies. If you would like a more detailed explanation of the University’s policy on the use and disclosure of personal information, please contact the Information Governance Officer, Clerk to the Board Service, University of Central Lancashire, Preston, PR1 2HE or email DPFOIA@uclan.ac.uk.

3. Approaches to Teaching and Learning

3.1 Expertise of Staff

The course team has the disciplinary breadth and depth necessary to deliver this wide ranging programme. Please see their lists of publications and other personal details in their CVs which can be accessed through the School website. A brief summary is:

Dr Karl S Williams Course leader and Module tutor:

Director of Centre for Waste Management. Post graduate certificate in Academic Practice (PGCAP) Brighton University Master of Technology (MTech) Brunel University

PhD University of Leeds BEng (Hons) in Materials Science and Engineering University of Leeds, Chartered Engineer: Engineering Council (CEng) Member of the Institute of Materials, Minerals and Mining (MIMMM) Associate Member of the Institute of Environmental; Management and Assessment (AMIEMA) Member of Chartered Institution of Waste Management MCIWM and Chartered Waste Manager Fellow of Higher Education Academy FHEA Accreditation as a teacher in Higher Education (SEEDA)

Dr Chris Lowe. Module Tutor:

BSc (Hons) Biology, MSc Environmental Biology. PhD thesis on the use of soil fauna (earthworms) in land restoration. Member of UCLan Earthworm Research Group and Centre for Waste Management. Graduate member of the CIWM (GMCIWM) and Associate Member of the Institute of Environmental; Management and Assessment (AMIEMA)
3.2 Learning and Teaching Methods

3.2.1 How Will I Learn?

To learn properly, you have to actively engage with the material – you have to work at understanding it, and think about what you're doing. This means you have to become aware of your own learning process. Different people have differing learning styles, and you need to identify yours. If you're used to learning by rote, or just doing what an instructor tells you, it may take you a while to get used to it. But the learning is your responsibility; it's not a case of us teaching you how to learn. Each of you learns in your particular way, depending on your experience, aptitudes and interests. We'll try to give you information and guidance that we think will help you, but you have to consider how it works for you, and let us know if you think you're having any difficulty.

So think about what we give you, make sure you understand it in your own terms, and ask questions if you don't understand or are just simply confused. If you want to discuss this then talk to other students, use the discussion group or contact your tutor.

3.2.2 Learn Actively – Reflect on What You're Learning

If you have not studied for some time you may need to spend some extra time studying to keep up. It is important to spend this extra time when it is required, since the course continually builds upon previously developed ideas and skills. Extra input early in the course will make things a lot easier for you!

3.2.3 Study Time

The following advice should help you to organise your study time:

a) Try to find a place to work that is physically comfortable but free from distractions. The best working environment has ambient background light with brighter light from a desk lamp for your working space.

b) Spend two or three minutes at the beginning of each session reviewing what you are planning to do in that session and write brief notes or headings on what you will be doing.

c) Aim to work for a specified length of time before taking a break. Do not try to study for too long at once. Frequent short breaks are best, and coffee may help!

d) Read through your notes, annotate them and highlight the key points. This will help you focus on the most important points and act as an aide memoir when reading through the notes more rapidly a second time.

e) You need to supplement the information in the taught sessions with readings from other sources such as books and journals. These provide essential material for
deepening your understanding, provide references for assignments, and provide material for answering questions in examinations.

f) You should allocate a proportion of your study time to your assignments and practicing for examinations. Tackling exercises and problems is an essential part of learning and understanding.

3.3 Study Skills

At UCLAN there are many ways of supporting your study with us. There are a variety of services to support students and these include:

WISER: https://portal.uclan.ac.uk/webapps/portal/frameset.jsp?tab_tab_group_id=33_1

LIS: https://portal.uclan.ac.uk/webapps/portal/frameset.jsp?tab_tab_group_id=25_1

The 'i' is a modern, friendly Student Information Centre which operates along the lines of a One Stop Shop. They provide a range of information, guidance and support related to study or student life. Read Services provided in The 'i' to view the main services they provide. During their opening hours call in personally and speak to the staff on reception, many of whom are former students of UCLan.

Ethos of The “i”

Our main aim is to help students make the very best of their time at the University of Central Lancashire by providing a high-quality information and referral service which is accessible to all.

Description

The 'i' is the first point of call for advice and support on all aspects of University life, from accommodation to Access to Learning grants, child care to car parking or student portable credits to Sconul Access, as well as offering a wide range of products at The <i>shop.</i>

We are happy to help and provide advice regarding UCLan, study, student life or other relevant information to;

- Students, both past and present
- UCLan members of staff
- Visitors to UCLan

In May 2013, The 'i' was awarded Matrix Accreditation which is the quality standard for information, advice and guidance services and was previously awarded "Best University Support Service" in the 2012 Students' Union Teaching Awards. The relocation of the 'i' to the Library in August 2013 will create a centralised student information point at the heart of the campus.

At The 'i' you can ask about;

- Council Tax exemption/reduction
- Student status letters
- Library queries
- Basic IT queries
- Corporate cards
- Student portable credit
- Tuition fees
• Student loans
• Financial support
• IT and stationery sales
• International/Visa information
• Study abroad
• Course information
• Exams, Results, Transcripts, Certificates and Graduation
• Help with electives
• PC Clinic
• Counselling, academic guidance, changing course (Fresh Start)
• Other UCLan support services
• Life in Preston
• All other aspects of university life

If a query requires more specialist help, we will assist as much as we can before referring on to the most appropriate person or team in the University with the appropriate expertise.

Facilities within The 'i' located on the ground floor of the library include:
• Comfy seating area
• Confidential meeting rooms
• Computer and internet access
• Internal telephone access
• Computer access for wheelchair users
• Printer
• Wireless network

Keep up to date with current student information
• Why not follow us on Twitter: http://twitter.com/TheiUCLan
• You can also like us on Facebook at: www.facebook.com/uclanthei

Online information
You can view details of our services, opening times and drop-in sessions. The Student Portal is available giving direct access to personalised information such as students’ timetables and Library Accounts, with an additional link through to the Student Support web pages offering a comprehensive website covering all aspects of student life.

Contact Details
The 'i'
Learning & Information Services,
Ground Floor, Library Building
University of Central Lancashire
Preston PR1 2HE

✉: ti@uclan.ac.uk
📞 01772 895000
3.4 Learning Resources

3.4.1 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. 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.

3.4.2 Electronic Resources

LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts. All material for this course is available on E-Learn via Blackboard.

3.5 Personal Development Planning

The way you bring together subject knowledge and study skills, and develop the graduate skills listed above, constitutes your personal development. Most of the detail of PDP is given in Student's Guide to GBACE and more concisely in the PDP section in the programme specification at the end of this course handbook.

What you need to know now is that PDP takes many forms, and is there to help you carry out your studies and to enable you to make the most of these in your future life. PDP is partly achieved through ‘reflection’: how you make the most of your experiences (good and bad). It is partly about ensuring that your degree demonstrates skills such as team-working, effective communication and problem solving. Employers may require evidence of this, and identifying opportunities to show them it is itself something of a challenge. PDP seeks to provide you with useful information. Our career workshops and on-line material should help you with some of the initial hurdles, and the applied, vocational nature of Urban and environmental Management will give you a useful boost.

There are three main elements to PDP in Urban and environmental Management. The first is the Structured Learning Environment, this might be a lecture, workshop seminar or fieldwork. The Structured Learning Environment is the place where you and your lecturers are face to face and where you encounter data and evidence that build up into your knowledge of the subject. The second important element is Feedback, responses from your lecturers and other students that let you know how successful you have been at learning and developing as a geographer (and as an individual). The final very important element is Reflection. This is the process of you thinking through and understanding how and why you have developed and learned as you did - what you have done well at and what needs further work. Each of these three elements are supported at every level of the master’s programme as shown in the table below.

<table>
<thead>
<tr>
<th>Level</th>
<th>Structured Learning Environment</th>
<th>Feedback</th>
<th>Reflection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic knowledge of the subject</td>
<td>Assessment (feed forward) and in seminars</td>
<td>Careers workshop, CV construction</td>
</tr>
</tbody>
</table>
3.6 Preparing for Your Career

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

- 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 Pebblepad, 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.

It's your future: take charge of it!

Careers 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.

Graduates from these programmes have developed careers throughout the waste / environmental management industry. Recent employers include consultancy firms, local government, NGOs, contractors, landfill site operators and the Environment Agency. This strong employment record underlines the School’s philosophy in delivering programmes which offer high quality applied science provision within a multidisciplinary environment.
4. Student Support, Guidance and Conduct

The School prides itself at being in the vanguard of Student Support at this University; for over ten years we have proactively sought to ensure that new students engage with us and their potential nurtured. The moment you enrol you will be placed into a Student Support Group, with between 6 and 8 other new students, Together you will be provided with opportunities to work, rest and play, thus providing mutual support at the point of greatest need. Make sure that you seize every opportunity to develop those ‘team player’ skills which will be so important to a successful career in the Built and Natural Environment.

The University offers a comprehensive range of support services to ensure that when you need help it’s there for you. Student Services provide an Advisory and Counselling Centre to help and the Health Centre can provide you with a caring and confidential service on a range of medical matters, the Student Union also offers advice.

We’ll also make sure that you receive all the academic support you might need:

4.1 Academic advisors

Assigned on your very first day with us, someone you’ll work closely with throughout your degree. If you’ve any problems getting on with your studies your Academic advisor will help you resolve them

4.2 Student Support

The 'i' is a central Student Information Centre and your first point of contact. You can obtain information on a wide range 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).

4.3 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 one 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.

4.3.1 Assessment Arrangements for Students with a Disability

Arrangements are made for students who have a disability/learning difficulty for which valid supporting evidence can be made available. Contact the Disability Adviser for advice and information, disability@uclan.ac.uk.

4.4 Health and Safety

As a student of the University you are responsible for the safety of yourself and for that of others around you. You must understand and follow all the regulations and safety codes necessary for a safe campus environment. Please help to keep it safe by
reporting any incidents, accidents or potentially unsafe situations to a member of staff as soon as possible.

Safety assessments have been undertaken for each module of your course and you will be advised of all applicable safety codes and any specific safety issues during the induction to your course and modules. You must ensure that you understand and apply all necessary safety codes. These form an essential element of your personal development and contribute to the safety of others.

4.5 Conduct

You will be expected to abide by the Regulations for the Conduct of Students in the University. UCLan expects you to behave in a respectful manner demonstrated by using appropriate language in class, and switching mobile phones / other devices off prior to attending classes.

If your behaviour is considered to be unacceptable, any member of staff is able to issue an informal oral warning and the University will support staff by invoking formal procedures where necessary. You can read more about UCLan expectations in the regulations for the Conduct of Students.

4.6 Students’ Union

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 ongoing 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 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 http://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.

If your course is for students not studying on the main campus please include the following : – as one of the thousands of students who are not studying on the main UCLan campus in Preston, the Students Union is still your union, please check http://www.uclansu.co.uk/ for full details on what we may be running in your partner institution information.

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 registered, 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 makes use of a range of assessment strategies from in class presentations to on-line activities as well as the more traditional essays and projects. Some of the assessments will be undertaken in groups or individually The different methods are to thoroughly test your knowledge of the subjects and your ability to apply that knowledge in real world situations.

5.2 Notification of Assignments and Examination Arrangements

All assessment deadlines will be clearly stated within the Module Information Packs as well as being shown on E-learn (Blackboard). All assessments will be via electronic submission with the deadline for submission being 17:00 on a particular date. The marking criteria for each assignment will be explained by individual module tutors and where appropriate will be available on-line. All assignments will need to be uploaded additionally to “Turn-it-in”.

5.3 Referencing

The referencing style to be used is Harvard. A reference guide is available on E-learn. All students who are unfamiliar with this style of referencing are strongly advised to download the reference manual. Failure to reference correctly has serious consequences (please see section 5.7). Referencing will be covered during Induction.

5.4 Dealing with Difficulties in Meeting Assessment Deadlines

Assignments must be submitted no later than the date on your assignment instructions / brief. If you anticipate that you will have difficulty in meeting assessment deadlines or you have missed or are likely to miss in-semester tests you must report this at the
earliest possible opportunity to the individual module leader. They will be able to advise you of the most appropriate course of action.

**Authorisation of the late submission** of work requires written permission. Your School is authorised to give permission for **one extension period of between 1 and 10 working days** where appropriate evidence of good reason has been accepted and where submission within this timescale would be reasonable taking into account your circumstances ([Academic Regulations](https://www.uclan.ac.uk/students/study/examinations_and_awards/extenuating_circumstances.php)).

You should complete and submit an **extension request form**, with any supporting evidence, to your School office. Further information is available on the Student Portal at:

https://www.uclan.ac.uk/students/study/examinations_and_awards/extenuating_circumstances.php

We aim to let you know if the extension has been granted within 1 working day of the receipt of the request.

If you are unable to submit work within 10 working days after the submission date due to verifiable extenuating circumstances, you may submit a case for consideration in accordance with the University's Policies and Procedures on Extenuating Circumstances ([Academic Regulations Assessment Handbook](https://www.uclan.ac.uk/students/study/examinations_and_awards/extenuating_circumstances.php)).

**5.4.1 Extenuating circumstances**

Some students face significant events in their personal life that occur after their course has started, which have a greater impact on their studies than can be solved by the use of an extension. If this applies to you, the University is ready to support you both with regard to your course and your personal wellbeing through a process called Extenuating Circumstances (see [Academic Regulations and Assessment Handbook](https://www.uclan.ac.uk/students/study/examinations_and_awards/extenuating_circumstances.php)).

Normally extenuating circumstances will relate to a change in your circumstances since you commenced your course, which have had a significant, adverse effect on your studies. Everyday occurrences such as colds or known conditions such as hay-fever will not qualify unless the effects are unusually severe and this is corroborated by a medical note. The University does not look sympathetically on absences or delays caused by holiday commitments or by work commitments in the case of full-time students. The normal work commitments of part-time students would not constitute an extenuating circumstance. A disability or learning difficulty does not constitute an extenuating circumstance (see [Academic Regulations](https://www.uclan.ac.uk/students/study/examinations_and_awards/extenuating_circumstances.php)).

Further information is available on the Student Portal at:

https://www.uclan.ac.uk/students/study/examinations_and_awards/extenuating_circumstances.php

You can apply for extenuating circumstances online via myUCLan. You must apply no later than 3 days after any examination or assessment submission date. Do not wait until you receive your assessment results to submit a claim. It is in your own interests to submit the claim as soon as possible.

You will be expected to re-submit claims for extenuating circumstances for each semester. All evidence that is provided relating to extenuating circumstances will be
treated in a sensitive and confidential manner. Supporting evidence will not be kept for longer than is necessary and will be destroyed shortly after the end of the current academic year.

Further information about the submission process is available at: https://www.uclan.ac.uk/students/study/examinations_and_awards/extenuating_circumstance_submission.php

In determining assessment recommendations, Assessment Boards will consider properly submitted claims from students who believe their performance has been adversely affected by extenuating circumstances. N.B. Assessment Boards are not permitted to alter individual assessment marks to take account of extenuating circumstances (Academic Regulations and Assessment Handbook).

5.4.2 Late Submissions
If you submit work late and unauthorised, a universal penalty will be applied in relation to your work:

- If you submit work within 5 working days following the published submission date you will obtain the minimum pass mark for that element of assessment.
- Work submitted later than 5 working days after the published submission date will be awarded a mark of 0% for that element of assessment.
- Unauthorised late submission at resubmission will automatically be awarded a mark of 0% for that element of assessment.

5.5 Feedback Following Assessments
UCLan is committed to giving you clear, legible and informative feedback for all your assessments (Academic Regulations). You are expected to review and reflect on your feedback and learn from each experience to improve your performance as you progress through the course.

You will be provided with generic feedback for in-module formative and summative elements of assessment which contribute to a module within 15 working days of the scheduled submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 15 days of publication of results. Feedback may be oral, written, posted on a website or other.

5.6 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.

5.7 Appeals against assessment board decisions

If you consider that you have a reason to appeal against an assessment board decision, please bear in mind that your reasons must fall within the grounds specified in the University Academic Regulations. You cannot appeal simply because you disagree with the mark given. The specified grounds for appeal are:
1. that an Assessment Board has given insufficient weight to extenuating circumstances;
2. that the student’s academic performance has been adversely affected by extenuating circumstances which the student has, for good reason, been unable to make known to the Assessment Board;
3. that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;
4. that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations.

If you want to appeal, then you must do so within 14 days of your results being published. The onus is on you to find out your results and submit your appeal on time. Contact the Students’ Union Advice and Representation Centre by emailing: suadvice@uclan.ac.uk for support and guidance.

6. Course regulations

6.1 Course requirements

To obtained the MSc students must undertake and pass all modules including the dissertation module NT4011

6.2 Classification of Awards

The University publishes the principles underpinning the way in which awards and results are decided in Academic Regulation. Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations. In simple terms a postgraduate degree classification is based on the average mark obtained across all modules:

The course consists of nine modules. The modules have been developed in close consultation with professional bodies operating within the waste industry and environmental management and represent the current and future requirements of these organisations. There are two other exit awards, a Postgraduate Certificate and a Postgraduate Diploma. The requirements for these qualifications and also for the MSc are described in the following table. The complete descriptions for the nine modules are provided later in this Handbook.

<table>
<thead>
<tr>
<th>Awards</th>
<th>Credits Required</th>
<th>Distinction</th>
<th>Merit</th>
<th>Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters Degree in Urban Environmental Management</td>
<td>Requires 180 credits at Level 7.</td>
<td>For the award of Distinction overall APM of ≥70% must be achieved including ≥70% in NT4011</td>
<td>For the award of Merit overall APM of ≥60% must be achieved including ≥60% in NT4011</td>
<td>For the award of Pass overall APM of ≥50% must be achieved including ≥50% in NT4011</td>
</tr>
</tbody>
</table>
Postgraduate Diploma in Urban Environmental Management
Requires 120 credits at level 7
For the award of Merit overall APM of ≥60% must be achieved
For the award of Pass overall APM of ≥50% must be achieved

Postgraduate Certificate in Urban Environmental Management
Requires 60 credits at level 7
For the award of Merit overall APM of ≥60% must be achieved
For the award of Pass overall APM of ≥50% must be achieved

APM: Averages pass mark

6.2.1 Borderline Results
The core module in determining a borderline grade is the dissertation module. How well a student undertakes this module will determine the overall grade for the MSc

6.2.2 Further Requirements
There is no further requirement for this course other than those already stated.

7. Student voice
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 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).

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 President 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.

Talk to us
Let us have your comments by in person or by letter, telephone or by e-mail. They will be logged and they will be considered by the Course Team.
7.1 Course Representatives and School Presidents

A course representative is a student who represents their fellow students' views and opinions to the course team, school, university and students’ union. Course representatives work proactively and diplomatically to improve the academic and non-academic experiences of students.

The role of a course representative is extremely beneficial to both students on your course and the university. It enables students to have ownership of their student experience and voice their opinions and share positive practice with the course team, primarily the Student Staff Liaison Committee Meetings (see below).

Course representatives will be elected every year either in April or September. Alongside receiving recognition, support and respect being a course representative is a great opportunity to enhance your employability skills. If you are interested in becoming a course representative and wish to find out more about the role visit the Students’ Union website or by emailing: coursereps@uclan.ac.uk.

School Presidents meanwhile are annually elected representatives who voice the opinions of students within each school. They communicate and engage with students in their school to gain feedback and work in partnership with senior management to create positive change. They are also trained to support and signpost course representatives where needed. If you wish to find out who is your School President or more about the role visit the Students’ Union website or email: coursereps@uclan.ac.uk.

7.2 Student Staff Liaison Committee Meetings (SSLC)

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

- 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.
7.3 Complaints

The University recognises that there may be occasions when you have cause for complaint about the service you have received, when this happens, the complaints procedure is intended to provide an accessible, fair and straightforward system which ensures as effective, prompt and appropriate response. Click on this link for more information Complaints Procedure.
8. Appendices
8.1 Programme Specification

**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**

<table>
<thead>
<tr>
<th>1. Awarding Institution / Body</th>
<th>University of Central Lancashire</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Teaching Institution</td>
<td>University of Central Lancashire</td>
</tr>
<tr>
<td>3. University Department/Centre</td>
<td>Forensic and Applied Sciences</td>
</tr>
<tr>
<td>4. External Accreditation</td>
<td>Institute of Energy</td>
</tr>
<tr>
<td>5. Title of Final Award</td>
<td>MSc Urban Environmental Management</td>
</tr>
<tr>
<td>6. Modes of Attendance offered</td>
<td>Full time / Part time</td>
</tr>
<tr>
<td>7. UCAS Code</td>
<td>-</td>
</tr>
<tr>
<td>8. Relevant Subject Benchmarking Group(s)</td>
<td>Master degree in Environmental Sciences and Environmental Studies 2007</td>
</tr>
<tr>
<td>9. Other external influences</td>
<td>Chartered Institution of Wastes Management, Institute of Environmental Management and Assessment. Royal Institution of Chartered Surveyors Royal Town Planning Institute</td>
</tr>
<tr>
<td>10. Date of production/revision of this form</td>
<td>January 2015 (PCR)</td>
</tr>
</tbody>
</table>

**11. Aims of the Programme**

- Enhance student's critical approach to theories, techniques and methods in urban management. This will refine and enhance academic competence in a variety of disciplinary backgrounds, and provide an applied focus for postgraduate study with a strong professional and industrial orientation.

- Provide students with a learning environment in which they will demonstrate their capacity for independent study, their ability to collaborate with others in team settings, and their capacity for critical thought and reflection.

- Ensure critical awareness of contemporary issues in urban environmental management informed by leading edge research and practice and the capacity to apply emerging principles and skills to urban scenarios.

- Equip students with research skills to successfully undertake a advanced piece of independent research at postgraduate level.

- Enable students to evaluate the complex environmental, social and economic interactions in urban environmental management, and to critically assess and evaluate to policy and business management frameworks.
- Provide the skills and tools required to implement environmental management strategies
- Equip students with a variety of approaches to involve people in decision-making
- Enhance students' employability and their ability to liaise effectively with specialists
12. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

<table>
<thead>
<tr>
<th>Students will be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 Evaluate project planning and management for the urban environment</td>
</tr>
<tr>
<td>A2 Evaluate and assess strategic planning for organisations and ventures</td>
</tr>
<tr>
<td>A3 Critically evaluate the involvement of people in management decisions</td>
</tr>
<tr>
<td>A4 Utilise and interpret information in an appropriate fashion,</td>
</tr>
<tr>
<td>A5 Evaluate research methodology and documenting research/field work</td>
</tr>
<tr>
<td>A6 Evaluate the use of selected environmental management techniques</td>
</tr>
</tbody>
</table>

Teaching and Learning Methods

Teaching will be through lectures, case studies, seminars and site visits supported by materials developed by external experts. The modules will provide a wide range of approaches to teaching and learning being visual and audio. The dissertation allows for student centred study, developing a high level of Masters level research skills appropriate to their strengths.

The dissertation allows students to develop a detailed knowledge in a particular aspect of urban environmental management, or related environmental issues.

Assessment methods

A variety of assessments including essays, reports and presentations thoroughly test the students' knowledge of the subjects and their ability to apply that knowledge.

B. Subject-specific skills

<table>
<thead>
<tr>
<th>Students will be able to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1 Adapt sustainable waste management strategies in light of public attitudes and behaviour to issues within the urban environment</td>
</tr>
<tr>
<td>B2 Critically appraise the philosophical and theoretical underpinning to urban regeneration</td>
</tr>
<tr>
<td>B3 Assess the integration of urban planning</td>
</tr>
<tr>
<td>B4 Evaluate application of ecology in everyday use</td>
</tr>
<tr>
<td>B5 Evaluate and design environmental management systems</td>
</tr>
<tr>
<td>B6 Critically review the role of pollution control in urban regeneration</td>
</tr>
</tbody>
</table>

Teaching and Learning Methods

Teaching will be through lectures, case studies, seminars and site visits supported by materials developed by external experts.

The dissertation allows for student centred study, developing a high level of master's level research skills appropriate to their strengths. The dissertation allows students to develop a detailed knowledge in a particular aspect of urban environmental management, or related environmental issues.

Assessment methods

A variety of assessments including essays, reports, presentations and examinations thoroughly test the students’ knowledge of the subjects and their ability to apply that knowledge.

C. Thinking Skills

| C1. Applying a combination of technical, policy and business knowledge to problem solving |
| C2. Obtaining, synthesising and applying information from a range of sources |
| C3. Applying a range of management techniques to project appraisal and planning |

Teaching and Learning Methods

Various methods will enhance the students’ thinking skills, including case studies allowing application of knowledge to real-life scenarios. As a postgraduate programme, this will build on expertise acquired in previous courses. It also provides opportunities for professionals with experience of the waste management industry to place this expertise in an academic context, and for continuing professional development (CPD).

Assessment methods

A variety of assessments: essays, project reports, individual and group presentations. These include a dissertation, which involves considerable analytical skills and also the ability to synthesize complex information.
D. Other skills relevant to employability and personal development

D1. Writing and communicating at appropriate level (thorough: technical reports, management data and plans)
D2. Employing numerical skills
D3. Utilising IT skills
D4. Working collaboratively in teams and with other stakeholders
D5. Interpreting information
D6. Communicating in an effective manner
D7. Planning and management of both resources and time
D8. Critical evaluation of project and management information

Teaching and Learning Methods

There will be opportunities to develop IT, writing and presentation skills in assignments. Feedback on these through the year will improve the students’ other skills. The dissertation will involve considerable time management assisted through tools such as Gantt Charts.

Assessment methods

A variety of assessments including essays, reports and presentations thoroughly test the students’ knowledge of the subjects and their ability to apply that knowledge

13. Programme Structures

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 7</td>
<td>NT4011</td>
<td>Dissertation</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>NT4007</td>
<td>Environmental Management Within Organisations</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>NT4055</td>
<td>Urban Cultures and the Creative City</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>NT4033</td>
<td>Environmental Pollution and control</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>NT4040</td>
<td>Resources: Life Cycle Analysis and Carbon Accounting</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>BN4108</td>
<td>Urban Regeneration</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>NT4032</td>
<td>Applied Ecology (optional)</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>NT4013</td>
<td>Practical Aspects of Waste Management (optional)</td>
<td>20</td>
</tr>
</tbody>
</table>

14. Awards and Credits

Masters Degree in Urban and Environmental Management
Requires 180 credits at Level 7.
For the award of Distinction overall APM of 70% or above must be achieved including 70% or above in NT4011
For the award of Merit overall APM of 60% or above must be achieved including 60% or above in NT4011

Postgraduate Diploma in Urban and Environmental Management
Requires 120 credits at level 7

Postgraduate Certificate in Urban and Environmental Management
Requires 60 credits at level 7
### 15. Personal Development Planning

The objectives of Personal Development Planning are embedded within the ethos and disciplinary and vocationally relevant content of the Urban Environmental Management programme. Academic advisors will be assigned to all students and will assist them in developing and implementing their own Personal Development Plans. These seek to build on and enhance students’ skills of reflection on their academic, personal and professional development, increase self awareness of individual skills, qualities, attitudes and capabilities; improve their learning and performance by encouraging and enabling student to take responsibility for their own development and further develop the necessary skills for independent learning. By the completion of their programme of study, and in the process of achieving this objective, students should be able to identify their own strengths, weaknesses and needs and direction for change; set goals and plan action for developing, monitoring and reviewing their own progress; compile their own records of learning experiences and achievement, including progress reviews, personal reflections and action plans; plan realistically for their career progression and manage their own career development and lifelong learning. All of this is facilitated by the pragmatic and purposeful nature the School of Built and Natural Environment, by their numerous points of contact with the ‘world of work’, especially relating to waste management, and by students’ engagement with issues of policy, politics and business.

### 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.

The minimum entry requirement for the course is a recognised Bachelor Degree with honours at lower class second or above or its equivalent.

IELTS 6.5 and above

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](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](http://www.uclan.ac.uk/information/services/sss/admissions/index.php)

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### 17. Key sources of information about the programme

- Fact Sheet (to be available on the GBACE & UCLAN websites)
- University Prospectus
18. Curriculum Skills Map

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

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Core (C), Compulsory (COMP) or Option (O)</th>
<th>Programme Learning Outcomes</th>
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<td>NT4040</td>
<td>Resources: Life Cycle Analysis and Carbon Accounting</td>
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<td>NT4055</td>
<td>Urban Cultures and the Creative City</td>
<td>COMP</td>
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