
ADAM SMITH COLLEGE
INSPIRING LEARNING

Course Handbook

**BSc Quantity Surveying/
Construction Project
Management**

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Welcome to Adam Smith College

This is the Course Handbook for the BSc Quantity Surveying/Constriction Project Management. On behalf of the Course Team I would like to warmly welcome you to Adam Smith College. We feel sure that you will enjoy your time spent here.

To help you make the most of your time at College and to familiarise you with your course we have produced this course handbook. In here you will find information about the structure of your course, the teaching and learning styles used and the ways in which your work will be assessed and graded.

There is a considerable amount of information contained in this handbook, some of which will be of greater relevance to you as you work through the course than it is at the start of your studies in the College. However, we recommend that you read this Course Handbook through carefully **now**, then keep it safely - you will need to use it through your course.

We hope you will find the handbook a useful guide to your course and wish you every success in your studies.

Martina Brady

Curriculum Head: BSc Quantity Surveying/Constriction Project Management

Information about your course

Your course is:

BSc Quantity Surveying/Constriction Project Management

Your Curriculum Head is:

Martina Brady

His/Her office is:

S2.15

His/Her telephone number is:

01592 223063

His/Her email address is:

martinabrady@adamsmith.ac.uk

Your Curriculum Head

Each course in the Adam Smith College is assigned a Curriculum Head, whose role is to provide you with advice and support through your course of study. This falls roughly into two categories – guidance related to your studies and pastoral care to help you deal with any difficulties you might encounter of, for example, a personal, financial or health-related nature.

At the beginning of your course you will agree your learning targets with your Curriculum Head. These will be recorded on your Learner Agreement which both of you will sign. Throughout your course, your Curriculum Head will monitor your progress and meet with you regularly during the year to discuss how you are getting on.

Your Curriculum Head will also be available at a set time each week when you can meet if there's something you need to discuss. However, if something comes up which has to be dealt with urgently, you can ask to speak to your Curriculum Head at any time. He/she might not be able to meet you immediately – Curriculum Heads have classes to teach and other students to look after – but he/she will offer you an appointment as soon as possible or refer you to another appropriate member of staff.

Your Curriculum Head may not always be able to personally provide you with the sort of help or support you need, in which case he/she might recommend that you are referred to a member of the College's Guidance or Learning Support staff.

So, if at any time throughout your course, you experience difficulties which are affecting your progress as a student, your Curriculum Head should be your first contact. Please remember that unresolved problems rarely just go away. On the contrary, they tend to get worse the longer they're not dealt with. So, speak to your Curriculum Head sooner rather than later.

Your attendance at college and part-time employment

Your success as a student depends on full and regular attendance at **all** classes. You should inform your Curriculum Head as soon as possible if you have problems with attendance. Our records show that students who do not attend all their classes have a very high risk of failure.¹

¹ For full details of regulations about attendance, see the College Attendance Policy and Procedure.

We recognise that you may need to undertake part-time work, but we strongly advise you not to take employment of more than 15 hours a week if you are a full time student. Should you need to take employment of more than 15 hours per week we recommend you register as a part time student. A full time student is expected to follow their timetable and negotiate work times around it.

If you are unable to attend any of your classes at college please ensure that an absence form is completed stating a valid reason for your non-attendance.

Your learning

Your College course will provide you with constant opportunities to learn new skills and acquire knowledge in your chosen subject areas. In order to make the most of all the opportunities available, you need to organise and plan your learning and also to manage your time effectively.

You must attend **all** your timetabled classes. You also need to study in your own time and you should plan to spend several hours a week to fulfil your commitment as a full-time student. You need to allocate time for this in your diary.

Prepare for lectures and tutorials by doing any reading or exercises in advance. Always make some notes – there is usually a handout provided. Review these after the class and ask your lecturer if there is anything you do not understand.

Note assignment deadlines and exam dates in your diary and remember to begin assignments early. You will enjoy researching and planning your work if you allow yourself plenty of time. Make sure you understand what you need to do and plan how you are going to tackle it. Seek advice from your lecturer or Curriculum Head if there is anything that needs clarification.

For full details of regulations about attendance, see the College Attendance Policy and Procedure.

In summary:

- ❖ plan your learning strategy
- ❖ allocate enough time
- ❖ attend **all** of your classes
- ❖ start assignments well in advance

- ❖ seek advice and help
- ❖ use the learning resources offered
- ❖ enjoy the learning experience!

Credit for previous learning

Some students have previous experience or qualifications for which they may receive credit on their present course of study. If you have any qualification that may exempt you from part of your course, for example from school or another college, you may apply for Accreditation of Prior Learning (APL). Similarly, if you have undertaken work, paid or voluntary, that has resulted in learning skills or knowledge that is equivalent to units you will be studying here, you may apply for Accreditation of Prior Experiential Learning (APEL). Together these are known as AP(E)L and it means you do not have to duplicate study you have done previously. It does not necessarily have to be in your chosen subject, but it must be at the same level as your course of studies here.²

If you wish to claim for APL/AP(E)L please speak to your Curriculum Head.

Information about Heriot Watt

Approved Learning Partner

Exists between

Heriot-watt University, of Riccarton, Edinburgh, EH14 4AS

And

Adam Smith College, of St Brycedale Avenue, Kirkcaldy, Fife, KY1 1EX

Whereas:

- Heriot-Watt University has developed the BSc quantity surveying/BSc construction project management; and

² For full details of the scheme for crediting previous learning, see the College Credit Transfer and APL/APEL Procedure.

- Heriot-Watt University wishes to market and deliver the programme in fife through an approved learning partner; and
- Adam Smith College has agreed to accept appointment as an approved learning partner in fife

Now, therefore, the parties have agreed as follows:

Definitions

- "awarding body" shall mean Heriot-watt University, of Riccarton, Edinburgh, EH14 4AS, United Kingdom.
- "approved learning partner" shall mean Adam Smith College which has been accepted as an approved learning partner by Heriot-Watt University.
- "approved teacher/tutor" shall mean a teacher/tutor who has been accepted as such by Heriot-watt University under its approved teacher/tutor procedures.
- "programme" shall mean the BSc in Quantity Surveying developed by Heriot-Watt University as stated in clause 5.1 and detailed in the 'schedule 1: approved programmes' hereof.
- "territory" shall mean fife.

Programme Delivery and Learning Support

The minimum level of service to be provided by the approved learning partner.

The approved learning partner will only deliver the programme in the territory.

Assessment

All examinations and summative assessments will be set and the marking undertaken by the awarding body, and will be the sole determinant in awarding the credits.

All examinations will be taught and conducted in accordance with the awarding body's regulations and procedures.

The programme will be assessed in the English language unless otherwise agreed by the parties.

The awarding body will administer all aspects of the arrangements for the examination dates and location

Student Recruitment and Admissions

Student Recruitment - Admissions and Enrolment

Students will not be enrolled for the programme without having paid the appropriate fees to the approved learning partner, in accordance with the fee payment terms outlined in section 14 and 'schedule 1: approved programmes'. Once a student has been accepted on a programme, he/she must complete the appropriate enrolment forms for the awarding body.

Programme Administration

All academic matters related to the programme will be governed by the awarding body's ordinances and regulations.

Discipline cases, where these refer to irregularities concerning coursework or examinations, must be referred to the awarding body.

Appeals relating to progression and degree classification must be referred to the awarding body.

The approved learning partner will be responsible for co-ordinating and collecting information on student enrolment and examination requests, and for passing this information to the awarding body in a timely manner.

The awarding body will be responsible for maintaining student records and the management of student progress.

The issuing of award certificates, results of examinations and transcripts will be the responsibility of the awarding body.

Student complaints, where these refer to course content or delivery, should, in the first instance, be considered by the approved learning partner. If the matter is not satisfactorily resolved at this level, students have the right to refer complaints to the awarding body. These will be

considered in accordance with the student complaints. Policy which can be accessed at:

<http://www.hw.ac.uk/registry/resources/studentcomplaintpolicy.pdf>

Programme Information

Course Leaders

The following lecturing staff will be delivering on the following modules:

Course Title	Course Leader	Email Address
Procurement & Contracts	Alice Kinnaird	alicekinnaird@adamsmith.ac.uk
Construction Practice & Decision	David Greentree	davidgreentree@adamsmith.ac.uk
Site Management & Project	Susan Fleming	susanfleming@adamsmith.ac.uk
Collaborative Project 1 & 2	Martina Brady	martinabrady@adamsmith.ac.uk
Construction Tech 5	Marc Fleming	marcfleming@adamsmith.ac.uk
Safety Management	Martina Brady	martinabrady@adamsmith.ac.uk
Real Estate Development	Altany Craik	altanycraik@adamsmith.ac.uk
Measurement & Value Studies	Martina Brady	martinabrady@adamsmith.ac.uk

Summary of Key Information Website/Services

Heriot Watt University

Please see the www.hw.ac.uk website which contains information about Heriot-Watt University

School of the Built Environment

Please see the www.sbe.hw.ac.uk website which contains information about the school of the built environment

Student Information

Please see the <http://www.sbe.hw.ac.uk/studentinfo/index.htm> website which contains information about sbe programmes

Vision

(virtual student information organisation network) can be accessed here: <http://vision.hw.ac.uk> (or by going to the school website: <http://www.sbe.hw.ac.uk/> then clicking on the link to vision) using the username and password which will be obtained when student has completed and signed enrolment form.

If you experience any difficulties logging in please see this page for assistance: <http://www.hw.ac.uk/edu/vle/login-help.htm>

Exams

The final exam timetable is available via the university website two weeks before the start of each exam diet:

<http://www.hw.ac.uk/registry/examination-timetables.php>

All exams and coursework is set and corrected by Heriot Watt University. Alp centres only have access to exams results which will be distributed to students which will be posted on the department notice board. All results will be posted on the notice board under the student's id number.

Additional Information

Student Study Areas/Library

Students have access to the study areas in the Stenton Campus anytime during the opening hours

Library opening hours:

Monday & Thursday 08.40 to 17.00

Tuesday & Wednesday 08.40 to 21.00

Friday 08.40 to 17.00.

Computing Facilities

All students are working full time and have their own p/c or laptop. If not, or if they need the use of a p/c this is provided at the student resource centres located in all the main campuses. The PC's in the student resource centres have access to a range of software, including ms office, text help, etc. And the internet. They are available for students to use for study and research. Please use the booking system at the library desks. You use your personal login and password on all PC's. Printers are available in each of the library it areas.

Student Support, Communication and Representation

Tutorial Support

Students also discuss their tutorial needs with the tutors/lecturers in one-to-one meetings or through emails.

Communication and Representation

Students should fill in an evaluation form once per semester through which they evaluate their programme. Each class will have a student representative who will be part of the college consultation and representative to support and act for the students' interests.

Orientation

There is an orientation morning at the first day of classes. Members of the course team will brief students on the course content, learning and progression pattern, assessment rules and method. The students are provided with HWU handbooks and guidance notes.

Facilities and Support Services

One-to- one meetings with tutors to discuss questions

Revision sessions for exam preparation

Group discussion on assignments

One-to one guidance on the dissertations and projects.

Approaches to Teaching and Learning

The school of the built environment adopts a flexible, learner-centred, resource-based approach to teaching and learning. Students are encouraged to take responsibility for their teaching and learning at an

early stage. This is very important all students embrace this concept and take responsibility for their learning as failure to this will put unnecessary pressure and may result in failure to complete the year.

Remember Failure to Plan is Planning to Fail

Special Needs

During each exam diet the school needs be informed of those students who have special needs. If a student requires the use of a reader/scribe and/or separate accommodation, this must be organised well in advance of each diet however, the onus is on each student to ensure the necessary arrangements have been made.

Further details for students with special needs can be found on the student welfare service website: www.hw.ac.uk/welfare

The university has recently received a new site licence for software to help dyslexic students in the preparation of documents. If a student feels this would be benefit to them, they should contact the school it support unit (it-support@sbe.hw.ac.uk)

Progression and Assessment

The university operates a common assessment and progression system (CAPS).

Caps grade approximate marks range

- A 70% - 100%
- B 60% - 69%
- C 50% - 59%
- D 40% - 49%
- E 35% - 40% and above the minimum standard for the award of credit points.
- F <34% and below fail reassessment required

Many modules on the course will be marked using a combination of examination and continuous assessment. Information regarding the proportioning may be 60-40 or 70-30. Specific information for each module is given in its respective module descriptor.

The structure of your course

The course consists of a series of units, which will have a total value of 8 credits.

The units you will study for Quantity Surveying are:

Unit Code	Unit Title
D39TF9	Construction Technology 5
D39IQ9	Construction Practice and Decision Making
D39MW9	Measurement & Value Studies 2
D39PZ9	Procurement and Contracts
D49RD9	Real Estate Development
D39SA9	Safety Management
D39XB/XC	Collaborative Project

The units you will study for Construction Project Management are:

Unit Code	Unit Title
D39TF9	Construction Technology 5
D39IQ9	Construction Practice and Decision Making
D39PZ9	Procurement and Contracts
D49RD9	Real Estate Development
D39SA9	Safety Management
D39MG9	Site Management & Project Supervision
D39XB/XC	Collaborative Project

Examinations

Where a module has examination assessment, students must apply to take an examination. Students must apply through their ALP to sit for examinations. If a student is attending a module they are expected to where required submit coursework and to sit the examination. Students cannot defer exams. Failure to present at exams will lead to students being marked absent. This will count as an opportunity. However, students who have mitigating circumstances should inform their alp immediately and provide documentary evidence such as a doctor's medical certificate. Any employer's letters will be reviewed on a case by case basis.

Re-assessment of your work

A student who has been awarded a grade f in a module may be re-assessed in that module. The format of the re-assessment shall be as specified by the school of the appropriate examiner or as detailed in the module descriptor. A student shall be permitted only one re-assessment opportunity which should be taken at the next opportunity.

Submission of your coursework

You are required to submit a number of coursework assignments throughout the year. These are available via your ALP.

All submissions should be presented with the university's coversheet which is available at

http://www.sbe.hw.ac.uk/currentstudents/studentinfo/documents/Coursework_Cover_Sheet_1011.doc

Cheating and plagiarism

There are various forms of academic dishonesty but in the student's context it means cheating in examinations or presenting work for assessment which is not your own.

Plagiarism as a form of cheating takes place when the student 'borrows' or copies information, data or results from an

unacknowledged source, without quotation marks or any indication that the presenter is not the original author or researcher.

If carried out knowingly, cheating and plagiarism have the objective of deceiving examiners and this threatens the integrity of the assessment procedures and the value of your award.

Work produced by someone else may be summarised or repeated providing it is referenced to the original author. As well as text, work such as diagrams, maps and charts must also be acknowledged. In addition to the use of quotation marks when quoting from original sources and secondary material, full reference for both quotes and paraphrases or summaries of published material must be given. All references should then be included in a bibliography at the end of the piece of work. Appropriate references for web-based material must also be given, including the relevant URL.

Any student found to have used unfair means in any examination or assessment procedure will be penalised.³

Support for your learning

The College has a positive policy of supporting students with learning difficulties or disabilities and their interests are represented by the Diversity Committee which reports directly to the Principals Group. The College has a Learning Support team, which can provide help and advice on all aspects of learning support and coping with learning difficulties.

The College offers support in making alternative arrangements for exams and assessment, support with study skills and advice with applications for the Disabled Students Allowance. Support and advice can also be provided in the specification and purchase of specialist equipment and the use of Information Technology.

In order to ensure that you are provided with the appropriate advice and support from the start of your studies it is important that you discuss any difficulties and special requirements with the Learning Support Manager, or with your Curriculum Head, as early as possible.

³ For full details of the College's regulations on cheating and plagiarism, see the College Academic Deceit Procedure.

Your representation

Each course in the College is required to have a Course Team. This meets at least twice a year to review the course and consists of the Curriculum Head, all member of staff who teach units on the course and two representatives from the students on the course.

Prior to each meeting, your course representatives will be given a copy of the agenda and will be asked to consult their fellow students about the items listed and be prepared to report to the meeting on any issues raised.

Following the meeting, the class representatives will receive a copy of the Course Review report to share with their fellow students on the course.

The existence of the formal system of student representation doesn't mean that you should feel this is the only channel open to you. You may of course raise issues directly with a lecturer or your Curriculum Head. Individual problems are often likely to be more easily and quickly resolved in this way.

Your comments, complaints or compliments

Naturally, we hope that your experience at the Adam Smith College will be an enjoyable and rewarding one. However, we do recognise that sometimes things can go wrong and encourage you to make your comments or complaints known to us so that we have the opportunity to resolve the problem and improve our services to you.

Problems are often most quickly and easily sorted by being dealt with informally. So we would ask that, in the first instance, you raise the matter with the appropriate member of staff. If you're not satisfied with the outcome, you can discuss the matter with your Curriculum Head.

Comments or complaints can also be put forward through your course representatives.

Where informal methods have failed to resolve the problem, you can make a formal complaint through the College's Complaint Form, which is available at Reception on all College campuses and in outreach centres or through the Students' Association.

It's always good to hear about what you think we do well and we encourage you to use the Compliments Form available at Reception. Every compliment received will be passed on to the person or department it's about.

What to Expect on your First Day

When you first arrive at the college to start your course you will be introduced to each of the lecturing staff. In addition, you will be required to complete various administrative forms in order to ensure you get your course fees paid and that SQA are properly advised of which subjects you are taking for which Group Award. (E.g. HNC Construction)

You will be required to have your photograph taken in order that we can issue you with a student ID card. This is essential as you cannot access the IT facilities at college unless you have been issued with a current ID.

CAD is a compulsory part of all construction courses and therefore it is vital that you get your ID issued as soon as possible

You will also be required to complete and sign a student agreement explaining the ground rules for a successful student / college relationship which if adhered to will ensure you derive the greatest benefit from your time at college.

Location of important rooms

In addition to form filling you will be given a tour of the college facilities including:

- Reception
- Staff room
- Toilets
- Canteen
- Classes
- CAD suite
- Library

To help you remember the geography of the college in your first few days a plan will be provided with Construction classes identified.

Our Expectations

The Department is committed to providing a positive learning environment for all students to ensure all achieve to their full potential. Your help with this is greatly appreciated and the lecturing team would respectfully remind you of the following expectations which can also be found within the Student Code of Conduct:

- 1 All mobile phones should be set to silent or turned off and kept in your pocket or bag. They should not be used at any time within the classroom environment.
- 2 Both staff and students should expect to be treated with courtesy and respect at all times and anyone using inappropriate language will be asked to leave the class.
- 3 Punctuality and regularity of attendance are vital for success and you will be expected to arrive for your class:
 - On time
 - Prepared to engage with the class activities
 - Equipped with the necessary resources (e.g. pencil, calculator etc.)
- 4 You may not be permitted to join the class if you arrive late as your entry would be considered disruptive to others in the class.
- 5 Please respect our classrooms and workshops and refrain from eating and drinking whilst in these rooms. Only water from suitable plastic containers are permitted in class

The Team

Alice Kinnaird - Department Manager

Alice is a Chartered Quantity Surveyor who worked both in Private Practice and for Central Government before joining the College. She has been the QS on projects as varied as the upgrading of RAF Machrihanish Airbase to the refurbishment of the Procurator Fiscal's Office in Kirkcaldy. Alice has been primarily responsible for the delivery of the Measurement, Estimating and Construction Contracts classes.

Alice spends most of her free time in football stadiums throughout Scotland watching her two sons as they pursue their dream of becoming the next Cristiano Ronaldo.

Marc Fleming – Curriculum Head

Marc is qualified to degree level in Architectural Technology and has worked for several Architectural practices in and around the Dundee, Angus and Fife area. Marc has worked on a wide range of projects ranging from nightclub refurbishments / shop-fits to large scale domestic and industrial developments. Marc has also worked as a secondary school teacher where he taught Graphic Communication, Craft and Design and Product Design.

Marc plays football at Junior Level for Downfield FC in Dundee and enjoys keeping fit as well as travelling.

Susan Fleming – Curriculum Head

Susan has a degree in Architectural Technology after initially pursuing a career in Hairdressing. Susan has also worked caring for horses, and first came to the college to do a course in Horse Management. Susan then retrained to work with SEPA and specialised in ground works and drainage systems. Susan undertakes secondments with Thomas Mitchell Homes and has a specialism in Construction Management.

Susan's hobbies include motor biking and horses.

Alan Tait - Lecturer

Alan is qualified with a BSc in Construction along with HND's in Architectural Technology and Facilities Management. He has worked as a copy draughtsman before joining the college as a technician in the construction department. Alan has also worked with the Estates Department at the college prior to moving to the Lecturing team in Construction, specialisms include Computer Aided design, 3D modelling, Materials Technology and Health and Safety.

Hobbies include cycling, reading and model shipbuilding

Iain MacLellan – Lecturer

Having left school at the age of 16, Iain took on many jobs including a bus driver. Following a change of career Iain gained degree in Civil Engineering and has worked in both private practice and for Fife Council's Engineering Department. Iain's career progressed to Project Manager for the East of Scotland with Scottish Water and more latterly as a Business and Community Liaison Manager with the same company.

Iain has a keen interest in motor bikes as well as playing the guitar.

Jack Meldrum – Lecturer

Jack left school at the age of 16 and Joined the Forces - Royal Engineers. After serving for 6 years he worked in various field within the Construction Industry.

Jack has worked for the college for 13 years as a Commercial Trainer specialising in Autodesk products (CAD).

Jack's hobbies include cycling, diving and reading.

Martina Brady – Lecturer

Martina is qualified with a BSc Quantity Surveying degree from Herriot Watt University. Prior to joining Adam Smith College, Martina worked for private practices. She has worked on projects ranging from Hotel & Casino developments in Galway, Ireland; Nursing home developments in Sydney, Australia & various Apartments and Housing Developments throughout Scotland.

Martina is a keen Tennis player and would have pursued tennis professionally only for the emergence of Martina Hingis.....after all the game only has room for one Martina!!!

Progression Chart

