



LEEDS  
BECKETT  
UNIVERSITY

# Course Specification

## BEng (Hons) Building Services Engineering

Programme Code: BEBSE

2020/21

**Undergraduate Material Information**  
**IMPORTANT INFORMATION FOR APPLICANTS/PROSPECTIVE STUDENTS**

**Version date: July 2020**

# **Undergraduate Material Course Information** **Summary**

**Revised Course Structure and Delivery Information for Academic Year 2020/21 in Response to Coronavirus Covid-19 and Associated Public Health England Guidance as at 3 July 2020**

**PART 1 of 2: Important General Information about Course Delivery for Leeds Beckett University Awards in 2020/21 (Information Specific to Your Course is Provided in PART 2)**

## **Introduction**

This document contains important information about Leeds Beckett University's planned approach to course delivery and assessment in 2020/21. It provides an update to the information previously available in our online prospectus. You should read this document carefully so that you are aware of any changes that affect your course.

Information is provided in two parts:

The University is informed by Public Health England (PHE) Covid-19 advice and guidance for maintaining a Covid-secure learning and working environment. We have made arrangements to continue to provide a high-quality educational experience in a way that protects the safety and wellbeing of both students and staff. We are engaging closely with Leeds Beckett Students' Union to inform the arrangements and will also be informed by feedback provided by our individual students.

Public Health England guidance continues to evolve, so the arrangements for delivery of your course and use of the campus may need to change during the academic year to continue to protect students and staff.

The taught content advertised at each level of study, or its equivalent, will be delivered across the academic year 2020/21. We have identified an appropriate mix of blended learning – a mix of face-to-face, on-campus, online and digital content and teaching and learning for each subject, reflecting what will maximise learning as well as supporting more vulnerable learners and enabling the university as a whole to minimise transmission risk.

Covid-19 social distancing measures will be implemented during 2020/21 for teaching, learning, assessment and student support.

In the event of further government lockdowns, either local or national, we will prioritise digital and online learning and support to enable students to continue with their studies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice. We may revert to different proportions of on-campus learning and online learning delivery later in the academic calendar year or a later teaching block. Learning will remain accessible for students who are unable to attend on campus sessions.

## **How we will communicate with you**

We have sent information to applicants who have accepted an offer by email on the plans for delivery of your course in 2020/21, the academic calendar (teaching block delivery or alternative) applicable for your course and on the options available to you as a prospective student, to enable you to make informed choices.

As the situation evolves, further information on local course delivery arrangements will be provided to you in emails from your School.

In addition to the course specific information set out in this document and the above communications, the University's Covid-19 microsite contains information for students and applicants, including information relating to University accommodation and University facilities and services. The Covid-19 microsite is regularly reviewed and updated as the situation, advice and planning evolve and is available at:

<https://www.leedsbeckett.ac.uk/COVID19/#tabplaceholder2>.

## **Key terms and conditions**

Further important information for applicants and students is available on our web site: <https://www.leedsbeckett.ac.uk/information-for-applicants-and-students/>. This includes information about the student contract, fees and funding, your rights of cancellation, the

student protection plan and the University complaints process. It is essential that you read the information on this webpage carefully as it sets out the rights and obligations that will form the contract between you and the University upon accepting an offer and information about how to make a complaint.

## **Start dates**

Our academic year will begin at the normal time. Start dates will be notified to direct applicants via their offer letter or for UCAS applicants, via UCAS Track. The length of the course is confirmed in the information about your course in Part 2 of this document below.

## **Location of delivery**

In academic year 2020/21, it is planned that your course will be delivered via a blend of online and digital learning and on-campus teaching and learning, with the necessary Covid-19 social distancing and other measures in place on campus informed by Public Health England advice and guidance.

Information on how blended teaching and learning will be delivered and the location of any on-campus delivery is provided in a subsequent section of this document entitled '**Teaching and Learning Activities**'.

Information on the delivery of placements and other off-campus learning opportunities is provided in a subsequent section of this document entitled '**Placements and Other Off-Campus Learning Opportunities**'

## **Course Fees**

Your course fee is stated in your offer letter. The course fee published for 2020/21 on the University's Online Prospectus and included in your offer letter has not changed. Other additional costs remain as published on our original Online Prospectus information in addition to the areas of costs outlined below.

The course will be delivered via a blended approach that includes online teaching and learning, digital learning and on campus sessions. If a further lockdown is necessary then delivery will be continued and supported via online and digital learning. Students are advised that they will need a personal digital device for this purpose. The University's wide range of student support services available for students also includes a laptop loans scheme. Students may wish to bring an existing personal device or purchase or lease a laptop or similar device for their personal use which would be an additional cost. The costs of this would vary depending on your individual requirements but can be in the region of £400-800 depending on the device.

The University is developing a means-tested Covid-19 Financial Assistance Package to support students to acquire a laptop should this be needed. Students may also apply for a living expenses fund for unexpected personal hardship as a result of the Covid-19 Crisis.

Students will need to follow the Public Health England advice and any specific national requirements for maintaining personal safety and hygiene to protect themselves and others from the Covid-19 risks. These personal safety measures such as the wearing of face coverings will be an additional cost that students need to consider.

Where PPE is an essential requirement for the nature of the course you are undertaking this will be detailed below.

## **Timetable Information**

This course will be scheduled using teaching block-based delivery and will be specified in timetable information.

The 2020/21 academic calendar and term dates are available on our web site at:

<https://www.leedsbeckett.ac.uk/-/media/files/academic-calendars/2021-student-calendar-sept.pdf?la=en>

The academic year 2020/21 will start on the dates notified to you.

Taught sessions will normally be scheduled and included in your timetable. This will include on-campus sessions that you should attend. In 2020/21, depending on your course, this may also include scheduled online teaching and learning sessions where student engagement is required at a specified time and tutor pre-recorded lectures and scheduled discussion sessions. Module information will be made available online by the school for enrolled students.

Timetables will be made available to students during induction week via:

1. The Student Portal (MyBeckett)
2. The Leeds Beckett app

You should discuss any difficulties relating to your engagement with timetabled sessions with your Course Administrator.

## **Policies, Standards and Regulations** ([www.leedsbeckett.ac.uk/public-information](http://www.leedsbeckett.ac.uk/public-information))

Covid-19 social distancing measures will be in place for teaching, learning, assessment and student support in 2020/21. This means that there will be operational requirements and protocols in place for the way in which your course is delivered and the way in which

University activities, facilities, and spaces operate which students and staff will need to follow.

In the event of further government lockdowns either local or national in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue with their studies. We may need to implement approved emergency Covid-19 pandemic academic regulations to take account of the impact of Covid-19 general extenuating circumstances.

## **Sandwich Placements, Other Placements and Other Off-Campus Learning Opportunities**

Covid-19 response measures are likely to impact on the arrangements for placements, field trips, volunteering and other off-campus activities. If available, these are likely to operate with appropriate social distancing arrangements. Employers may reduce the availability of placement or volunteering opportunities due to the impact of Covid-19 on their operations.

The availability or type of placements with employers, study abroad or volunteering opportunities, may be restricted. The University follows the UK Government's Foreign and Commonwealth travel advice and is also informed by any specific in-country international travel restrictions or requirements.

The University's current position is that we will not facilitate outward (from UK) international/overseas placements, study abroad or volunteering activity in 2020/21. This is to protect students and minimise the risk of you being stranded abroad in the event of a lockdown and the introduction of national/local travel restrictions. We will only consider international placements for students whose domicile address is in the country of their placement.

Inward Exchange study (from other EU countries to the UK under this scheme) will be supported where these align with the teaching blocks academic calendar delivery dates. There may be other national or international travel restrictions or quarantine measures or specific work-place Covid-19 measures that impact on these opportunities.

Should the Covid-19 response and alert level be amended any activity may also be subject to Covid-19 employer, local or in-country requirements applicable at the time of the placement/activity. We will keep the position under review for teaching blocks 2 and 3 or semester 2, informed by Public Health England and the UK Government's Foreign and Commonwealth travel advice.

Students will have access to advice and support from the University careers and employability team during their studies via the online resources and support.

Further information on placements or other off-campus learning opportunities applicable to your course is provided below.

## **Professional Accreditation or Recognition Associated with the Course**

We will prioritise face-to-face teaching and practical teaching to meet any requirements of relevant professional, statutory and regulatory bodies (PSRB) if your course includes these elements. This will ensure that your course retains its full professional status.

Specific information on applicable professional statutory or regulatory body recognition or requirements for your course is summarised below.

## **Teaching and Learning Activities**

The way we will deliver this course and teaching, learning and assessment activities in 2020/21 will be informed by Public Health England advice and guidance on Covid-19 secure requirements and the need for social distancing for the protection of students and staff.

You will experience a blended approach to learning for 2020/21; this is a mix of face-to-face, on campus online, and digital content, teaching and learning.

We are working within the government 2 metre social distancing measures for Teaching Block 1 so we are not planning to deliver large-group teaching on campus throughout 2020/2021. This will ensure that maximum space will be available for small-group teaching.

In most cases, the taught content will also be available online so you can still access it if you are not able to attend campus due to the pandemic (for example, due to self-isolation, shielding or travel restrictions). There will be digital content and recorded lectures available online to support students who may be unable to travel to campus. In some circumstances, other formal taught sessions may also be recorded.

In the event of a further government lockdown in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue with their studies and study towards achieving any specified professional statutory and regulatory body accreditation requirements where this applies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice (see Introduction section above).

Further information on local course delivery arrangements will continue to be available from your School.

Students will be kept up to date with new information when this is available via this University web site.

## **Learning Support**

### **Our approach to delivering student support in 2020/21**

Given the planned social distancing measures in place on campus for 2020/21 to ensure safe delivery of services for students and staff, some of the arrangements for student support will be accessible online.

We are committed to ensuring you continue to have opportunities to access the learning and wellbeing support that you need over the forthcoming year. General learning spaces, including access to libraries, will be available to be booked online; and where specialist space is needed, this will either be provided: as normal; created in newly adapted spaces; or replicated as part of an enhanced suite of online resources.

We want to provide a safe environment for students and staff, so on-campus delivery of student support services will be limited. This may mean that campus-based school offices will operate within defined core office hours. However, full access to advice, learning support and specialist services will be delivered via telephone, email, video calls and online live chat. The Students' Union will also be implementing social distancing arrangements for student advice services.

### **Access to Library support in 2020/21**

The Library offers access to thousands of resources via MyBeckett or the Library website (<http://libguides.leedsbeckett.ac.uk/home>) which also provides full details of all our services.

In response to Covid-19, and the need for social distancing for the protection of students and staff, the libraries will be available via a booking system in 2020/21 for students to study, access PCs and laptops, printer/ copiers, and other equipment, and to use the books and journals.

The Library and Student IT Advice Service is available by online chat, email or phone, and provides support on using the University's online and digital services, finding information, borrowing, Office 365, MyBeckett, online meetings, saving your work, passwords, etc.

- online (including 24/7 chat): [http://libguides.leedsbeckett.ac.uk/contact\\_us](http://libguides.leedsbeckett.ac.uk/contact_us)
- by phone - 0113 812 1000 (24/7 IT support)

The Library Academic Support Team can help you develop your academic skills such as critical thinking, academic writing and analysing data, and research skills such as how to find, use and evaluate information for your studies. The team liaises with your lecturers to provide the information resources you need for your subject and to arrange academic skills sessions to support you in your studies. They also have a wide range of short tutorials



available on the Library's YouTube channel:

<https://www.youtube.com/channel/UCFFd5u75zmy00EnkM9F2zPQ>

### **Support from your School**

If you have a question or a problem relating to your course, your Course Administrator is there to help you. Course Administrators work closely with academic staff and can make referrals to teaching staff or to university specialist support services as appropriate. They can also arrange for a confirmation of attendance letter, and a transcript on your behalf. You may also like to contact your Course Representative or the Students' Union Advice team for additional support with course related questions.

### **Student Advice and Support**

If you have any questions about life at our University in general, you may contact the Student Advice Hub to speak to one of our Student Services Advisers. This team, consisting of recent graduates, are able to support you throughout your time here. They will make sure you have access to and are aware of the support, specialist services, and opportunities our University provides. Our Student Advice Hub will be operating via live chat, video, telephone and email services. Telephone lines - 0113 812 3000 will open as usual 09.00-17.00 Mon-Fri. You can book an appointment via telephone or online video chat with an adviser via the link at: <https://www.leedsbeckett.ac.uk/studenthub/student-experience-team/>. This is where contact details for all specialist support services can also be found. You can also email the team at [studentadvicehub@leedsbeckett.ac.uk](mailto:studentadvicehub@leedsbeckett.ac.uk).

### **Range of Support Services Available**

There is a range of support for disabled or vulnerable students. Any student with a disability, who may or may not have declared this to the University and wishes to discuss their learning support for the year ahead or their status as a Covid-19 extremely vulnerable person, should contact their Disability Adviser for their School who is based in Student Services to discuss their support needs in the first instance. The service contact details are [disabilityadvice@leedsbeckett.ac.uk](mailto:disabilityadvice@leedsbeckett.ac.uk) or telephone 0113 812 5831. Students who are classed as Covid-19 Extremely Vulnerable (i.e. you have received a Shielding Letter from the NHS) but who do not regard themselves as disabled, and have not registered with the Disability Team, should discuss any support arrangements they may need, directly with their Course Director and if resident in halls, their Residential Life Team.

Once enrolled, you will have access to our virtual learning environment, MyBeckett. Within this system you will see two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The Support tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students' Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access to online appointments/registration. The Opportunities tab is the place to explore the options you have for jobs, work placements, volunteering, and a wide range of other opportunities. For example, you can find out here how to get help with your CV, prepare for

an interview, get a part-time job or voluntary role, take part in an international project, or join societies closer to home.

You can also access details of all University student support teams at our web A-Z of Services. This can be found at <https://www.leedsbeckett.ac.uk/studenthub/student-support/>. Here you can obtain further information including service contact details, access self-help resources or book an appointment with a range of support services.

In order to provide you with information on student services support in 2020/21 in response to the changing Covid-19 position, updated information will be provided on our University Covid-19 microsite.

## Part 2: Important Information Specific to BEng (Hons) Building Services Engineering for 2020/21

**Award** Bachelor of Engineering with Honours Building Services Engineering

**Contained Awards** Bachelor of Engineering Building Services Engineering  
Diploma of Higher Education Building Services Engineering  
Certificate of Higher Education Building Services Engineering

**Awarding Body** Leeds Beckett University

**Level of Qualification & Credits** Level 6 of the Framework for Higher Education Qualifications, with 120 credit points at each of Levels 4, 5 and 6 of the UK Credit Framework for Higher Education (360 credits in total)

### Course Lengths & Standard Timescales

The standard start date for Leeds Beckett University induction week is reproduced below and relates to the majority of students starting a course in September 2020. A proportion of courses have alternate start dates which are displayed on the online prospectus and additionally will be notified to the students concerned via the offer letter. Non-September starters will also have their start dates confirmed in their offer letters.

- 3 years (full time, campus based)  
Starts 21<sup>st</sup> September 2020/ Ends June 2023
- 4 years (full time, sandwich, campus based)  
Starts 21<sup>st</sup> September 2020/ Ends June 2024
- 5 years (part time, campus based)  
Starts 21<sup>st</sup> September 2020/ Ends June 2025

### Timetable Information

This course will be taught via teaching block-based delivery. Details of on campus and other scheduled sessions will be confirmed in your timetable.

Further information on learning and teaching activities and your modules is provided in a later section of this document.

## Placements and Other Off-Campus Learning Opportunities

### Summary

Leeds Beckett is dedicated to improving the employability of our students and one of the ways in which we do this is to support our students to gain valuable work experience through work-based placements. Our placement teams have developed strong links with companies, many of whom repeatedly recruit our students into excellent placement roles and the teams are dedicated to supporting students through every stage of the placement process. More information about the many benefits of undertaking a work placement, along with details about how to contact our placement teams can be found here: <http://www.leedsbeckett.ac.uk/studenthub/placement-information/>

### Length

40 weeks, undertaken between year 2 (level 5) and year 3 (level 6)

### Location

The student is responsible for obtaining their own placement, with assistance from the University. The location will vary, dependant on the location of the opportunity.

### Policies, Standards and Regulations ([www.leedsbeckett.ac.uk/public-information](http://www.leedsbeckett.ac.uk/public-information))

There are no additional or non-standard regulations which relate to your course.

### Key Contacts

**Your Course Director** Mike White

**Your Academic Advisor** Each Student will be allocated an Academic Advisor once they commence their studies at the University. The Academic Advisor will be a member of the Engineering Academic Staff.

**Your Course Administrator** Josh Bates - [J.J.Bates@leedsbeckett.ac.uk](mailto:J.J.Bates@leedsbeckett.ac.uk)

### Professional Accreditation or Recognition Associated with the Course

**Professional Body** Chartered Institution of Building Services Engineers (CIBSE)

Chartered Institution of Water and Environmental Management (CIWEM)

### Accreditation/ Recognition Summary

On successful completion of the course and appropriate industrial experience students will be eligible to make application for Associate Member of CIBSE and incorporated Engineer Status with the Engineering Council.

### **Course Overview:**

#### **Aims**

The aims of the programme are to:

- Provide the knowledge and understanding of the scientific, mathematical and engineering principles and methodologies that underpin Building Services Engineering
- To enable students to undertake independent critical analysis, enhancing their intellectual development and developing their ability to produce optimal solutions to complex engineering problems
- Develop a range of graduate skills relevant to a career in the modern building services engineering industry including all forms of digital and multi-media communication, problem-solving, individual motivation and team working
- To ensure that successful graduates will have the potential to contribute to advances in engineering and be capable of accepting extensive managerial responsibilities
- To establish an appropriate foundation for a lifetime of continuing professional development
- The programme also aims to provide the educational requirements for graduate membership of CIBSE and engineering council accreditation for IEng status

#### **Course Learning Outcomes**

At the end of the course, students will be able to:

1	Demonstrate the underlying concepts of engineering design and principles, showing ability in the analysis of building energy performance, the application and appraisal of appropriate concept design and its communication to stakeholders from a local, national and global perspective whilst taking into consideration the complex needs of a diverse client base and unfamiliar environments
2	Demonstrate the competent use and application of industry standard building services engineering software, thus illustrating the student's digital literacy in the resolution of building services design problems.
3	Demonstrate the understanding and use of, commercial and financial judgement and managerial skills in the planning organisation, control and

	successful delivery of building services projects and enterprises whilst being aware of the impact these techniques can have in a global context
4	Demonstrate knowledge, understanding, critical thinking and analysis of fundamental issues relating to a Building Services Engineering practitioner operating in diverse social and cultural contexts
5	Identify and analyse broadly defined problems, evaluate optional strategies and optimise appropriate solutions to building services projects and be able to communicate these solutions to a diverse client base and promote low carbon solutions and sustainability in unfamiliar environments
6	Use a range of skills appropriate to the working environment, including working effectively with diverse construction professionals, using appropriate digital technologies, and communicating effectively with all stakeholders, locally and internationally

### **Teaching and Learning Activities and Your Modules**

Students will be expected to review the asynchronous lectures that are to be posted weekly and to engage with these for their tutorial sessions. The tutorials will take different formats depending upon the module and subject matter for that week. Academic staff will be available during the working week for one to one discussion via online meeting platforms with students as well as email conversations.

Drafts of coursework may be submitted to module tutors for review and guidance which may come in the form of either directed personal responses or a group-based response where similar questions have been raised several times. The use of the VLE, MyBeckett, will be the central focal point of module delivery where relevant modular information will be found. Each module team will direct students to the relevant areas and tasks that have been set, with regular support to help student engagement.

For this course Students can expect to attend two 1-hour sessions on campus per week, plus two 3-hour lab sessions per term for modules requiring lab work. This is subject to any review of COVID 19 guidance or any further local/government lockdowns.

<b>Full time delivery Level 4</b>	
<b>Teaching Block 1</b>	<b>Core (Y/N)</b>
Advanced Mathematics	Y
Mechanical Services	Y
<b>Teaching Block 2</b>	<b>Core (Y/N)</b>
Electrical and Electronic Principles	Y
Building Services Science	Y
<b>Teaching Block 3</b>	<b>Core (Y/N)</b>
Thermofluids	Y
Building Services Design Principles	Y

<b>Part Time delivery - Level 4</b>	
<b>Teaching Block 1</b>	<b>Core (Y/N)</b>
Advanced Mathematics	Y
Electrical and Electronic Principles	Y
<b>Teaching Block 2</b>	<b>Core (Y/N)</b>
Electrical and Electronic Principles	Y
Building Services Science	Y
<b>Teaching Block 3</b>	<b>Core (Y/N)</b>
Thermofluids	Y

<b>Part Time delivery - Level 4</b>	
Building Services Design Principles	Y

*\*Full time students will study 40 credits per teaching Block (2 x 20 credits)*

*\*Part time students will study 30 credits per teaching block with the exception of block 3 where this will be 20 credits*

### **Level 5 Core Modules (2021/22 for FT students and 2021/22 and 2022/23 for standard PT students)**

Engineering Mathematics

Electrical Services and Lighting Systems

Air-conditioning and Refrigeration Systems

BMS and Control Systems

Construction Communications and Application

Group Design Project

### **Level 6 Core Modules (2022/23 for FT students, 2023/24 for returning Sandwich placement students and 2023/24 and 2024/25 for standard PT students)**

Engineering Mathematics

Electrical Services and Lighting Systems

Air-conditioning and Refrigeration Systems

BMS and Control Systems

Construction Communications and Application

Group Design Project

### **Assessment Balance and Scheduled Learning and Teaching Activities by Level**

The assessment balance and overall workload associated with this course are calculated from the core modules undertaken by a typical student. They have been reviewed and confirmed as representative by the Course Director.

A standard module equates to 200 notional learning hours, which may be comprised of teaching, learning and assessment, placement activities and independent study. Sandwich placement years spent out of the University are not be included in the calculation unless



they are credit bearing and attributed to a level of the course. Modules may have more than 1 component of assessment.

Level 4 is assessed by a mix of online time-controlled tests and coursework

Level 5 is assessed by examinations predominantly, with some coursework and practical assessments.

Level 6 is assessed by coursework predominantly, with some examinations.

<b>Overall Workload</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
Teaching, Learning and Assessment	228 hours	216 hours	230 hours
Independent Study	972 hours	984 hours	970 hours
Placement (Full time only)		40 weeks	

### **Learning Support Arrangements**

In line with the University's expectations the programme operates an Academic Advisor system. All students are allocated to an Academic Advisor who is the first point of contact for non-academic/module related pastoral support. Students enrolled on the programme will be supported throughout their studies by the same Academic Advisor (where possible) and the course team. Where possible, all Academic Advisors will be engaged in the delivery of credit-bearing modules on the Course. This will ensure that students will have regular contact with their Academic Advisor and that they can support them in their personal, academic and career development. It is expected that students will meet with their Academic Advisor, outside of credit-bearing provision and induction programme, a minimum of five times per year. Academic Advisors use a variety of ways to arrange meetings with their students which may include tutor arranged appointments and student arranged appointments online or face-to-face where appropriate and safe to do so.

Module Leaders are responsible for delivering the substantive content of modules, including the online content and should therefore be the first port of call with relation to engaging with the online teaching and learning. There should be comprehensive instructions for how to access and use this content, but where students have queries, they can contact the Module Leader in the first instance for clarification. Similarly, the Module Leader will provide guidance on the module assessment both in terms of an assessment brief and instructions on how to submit assessments online.

Students will be expected to purchase appropriate BS standard safety boots for use in labs or potential site visits.