



Town & Regional Planning  
School of the Environment  
University of Dundee

**MSc in Spatial Planning  
with  
Environmental Assessment  
Marine Spatial Planning  
Sustainable Urban Design  
Urban Conservation**



**PROGRAMME HANDBOOK**

**2011/2012**

# **MSc SPATIAL PLANNING**

## **PROGRAMME HANDBOOK**

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## **1. INTRODUCTION**

Welcome to the MSc programme in Spatial Planning at the University of Dundee.

This handbook contains information about the Spatial Planning programmes. We also include guidance about the assessment system and identify the academic, library and other support services which are available. The specifications for the modules which make up the programme are set out in a separate booklet. You will be provided with a module handbook for each module you will be studying by the module tutors.

We want you to succeed in achieving the personal goals that have led you to studying planning. We hope that you will enjoy your involvement with us.

David Kirk  
Programme Director

### **Planning in the School of the Environment**

The School of the Environment has four component disciplines: Architecture, Environmental Science, Geography and Town and Regional Planning (Spatial Planning). These disciplines share the concern for the management and use of the Earth's resources. The academic staff of the school collaborate in inter-disciplinary research addressing issues such as environmental risk management, social inequalities in territorial and urban contexts and other pressing issues affecting how we organise our cities and town vitality of the natural environment and how we sustain the vitality of the national environment.

Town and Regional Planning is long established at Dundee and our graduates hold positions in public and private organisations across the UK and internationally. We enjoy excellent relationships with planning authorities and environmental agencies throughout Scotland and we draw on experts and practitioners from our alumni and from public and private bodies to be speakers and take part in our projects. This ensures that our students have insight to policy development and can engage with real development plans and projects.

## **2. PROGRAMME**

### **Aims of Programme**

The MSc in Spatial Planning is multi-disciplinary and attracts a wide mix of graduates with differing subject backgrounds and from a diversity of countries. This makes for useful transfer of experience between students.

The Spatial Planning programmes are designed to provide the knowledge, skills and understanding required for graduates wishing to enter into professional careers in urban planning and development.

Spatial planning is the professional practice of reconciling the often competing challenges of providing places where human activities – work, home-life and recreation can take place whilst meeting the requirement for the conservation of natural resources in order that society and nature can go forward on a sustainable basis. Planners are active in the public regulation of development and in conservation and also work for developers in design and implementation teams. Planners engage at all levels of spatial planning from the national and regional levels concerned with the environment, transport and the economy to local levels of place design and community well being.

In a twelve month programme we will aim to introduce you to:

- the scope of planning practice;
- to challenge you to identify and resolve issues that the forces of development and change present;
- to develop your knowledge of the systems and processes of regulation, planning and development management, and real estate development.
- to acquire the creative and technical skills of diagnosis, visioning, planning, designing, programming, and monitoring and evaluation; and
- to develop your personal communication competences and your commitment to professional standards and responsibilities of practice.

Although we will examine the planning systems of United Kingdom in some depth, spatial planning is undertaken throughout the world. We will identify international practices with the aim of drawing comparisons between the suitability and merits of different planning approaches.

We expect you to be active learners. We expect you to attend classes and to take advantage of visiting speakers. But much more than this, we expect you to be self-starters and to engage in critical reading of texts, academic papers, government publications. We look to you to take part in class discussions, prepare presentations and to be useful members of group projects. We expect you to work independently and to seek to develop research and writing skills. We require you to complete assignments on time and written to a high academic standard. It will be a busy but enjoyable year!

### **3. ORGANISATION OF THE PROGRAMME**

The Spatial Planning programme is a 'combined' programme. That is, it has a common core of modules taken by all students, and a set of specialist subject pathways allowing students to follow in greater depth a field of planning which is of special interest. As a result the programme offers a number of award bearing specialist pathways:

- Spatial Planning with Environmental Assessment
- Spatial Planning with Marine Spatial Planning
- Spatial Planning with Sustainable Urban Design
- Spatial Planning with Urban Conservation

The core set of modules are studied over the first and second semesters of the academic session. The specialist subject pathways are begun in late April. Each pathway requires completing a module about the specialist subject and undertaking a research project on a topic of interest identified during the study of the specialism. Although you have been admitted to undertake a named specialist pathway you may elect to transfer to another specialism, however no transfers are possible after March, 2012.

## **Professional Accreditation: The Royal Town Planning Institute**

The programme is approved by the Royal Town Planning Institute (RTPI) as satisfying the education requirements of the Assessment of Professional Competence route to gaining full chartered membership. You are recommended to apply for student membership of the RTPI as soon as you are a registered student on the programme ([www.rtpi.org.uk](http://www.rtpi.org.uk)). Student membership is free and gives you access to the e-materials which are accessed through the RTPI website. You may also join the Scottish Young Planners (Scottish Young Planners). This is an informal network of planners who hold an annual conference and events throughout the year in Scotland. For more information about SYP see ([sypg@rtpi.org.uk](mailto:sypg@rtpi.org.uk)).

### **4. SEMESTER DATES**

The Spatial Planning programmes are 12 month full-time of study, or if taken as part-time study, they are completed over 24 months.

Specific to the Spatial Planning programme, the start and finish dates of each semester are as follows:

Semester 1: 12<sup>th</sup> September – 16<sup>th</sup> December 2011

Semester 2: 16<sup>th</sup> January – 23<sup>rd</sup> March 2012

Semester 3: 23<sup>rd</sup> April – 24<sup>th</sup> August 2012

Classes during semesters 1 and 2 are held on Tuesdays and Thursdays weekly. The classes run from 10.00 – 12.00 and from 14.00 – 16.00. Class attendance is compulsory and punctuality is expected.

Part-time students attend on a one day per week basis.

In semester 3, classes for the specialist module are held on a basis of two all day classes for four weeks (daily class starts and ends are normally 10.00 – 16.00 hours).

In addition to classes, visits to places elsewhere in Scotland may be arranged. Presentations by guest speakers and workshops are organised. Full-time students are expected to attend the

presentations and to take part in workshops and visits. As far as is possible, the dates of these are advised at the start of each semester.

	<b>Tuesdays</b>	<b>Thursdays</b>
Semester 1	TP51011 Concepts of Spatial Planning	TP51012 Spatial Analysis
Semester 2	TP52015 Sustainability in Contemporary Cities	TP52022 Development and Planning Processes

## 5. THE SPATIAL PLANNING PROGRAMME

### The Modules

The programme of modules for the MSc Spatial Planning is delivered over the three semesters in the following sequence:

<b>Semester</b>	<b>Module Code</b>	<b>Module Title</b>
Semester 1	TP51011	Concepts of Spatial Planning
	TP51012	Spatial Analysis
Semester 2	TP52022	Development and Planning Processes
	TP52015	Sustainability in Contemporary Cities
Semester 3		(Specialist pathways)
	TP52011	Environmental Assessment
	TP52010	Sustainable Urban Design
	TP52021	Urban Conservation
	GE53001	Marine Spatial Planning
	TP53001	Research Project

The Spatial Planning modules each carry credit weighting of 30 SCOTCAT credits (equivalent to 15 ECTS credits). This implies a notional total student effort of 300 hours per module. Only a small proportion of this student effort is made up by class tutor contact time, and most of the effort is by independent study and work on assessed assignments.

A module handbook is made available by the module tutors at the start of the delivery of the relevant modules. This contains information as to the learning aims, the subject coverage, the sequencing of classes, the related study syllabus and the assessment requirements.

The core modules are taken over semesters 1 and 2 involve attendance at weekly classes over a period of 10 weeks of classes. A study week (when no classes are held) is taken at a mid point in each semester. The module tutor will advise on the scheduling of the study week.

Out-with the weeks of classes, students are expected to continue to commit effort to study and to the preparation of submissions for assessment.

The classes for the specialist modules are delivered in April and May. Assignments set for the specialist modules are completed thereafter. One of the assignments takes the form of a research proposal and research plan. This is submitted in early June, and thereafter students commit to implementing the research plan submitting their research reports in late August. Over the period May – August, students have a set of one-to-one sessions with their research project supervisor to discuss the progress of their research.

Part-time students may elect to undertake their research project over a longer time period. Their submission dates for the research proposal and for the research report are agreed with the project supervisor.

## **6. HEALTH AND SAFETY INFORMATION**

The School of the Environment is committed to providing a working environment for students that is safe and healthy as far as is reasonable and practical.

The School seeks to meet the requirements of the University's health and safety policies which may be accessed on [www.dundee.ac.uk/safety/general.htm](http://www.dundee.ac.uk/safety/general.htm)

Students are expected to take reasonable care of their own health and safety, and to consider acts and omissions that may affect other's health and safety.

Students are asked to make staff aware of any situations or equipment that pose a safety risk. In the event of an emergency, the call number is 4141.

## **7. ACADEMIC & SUPPORT TEAM:**

### **The School Office, programme leader and support staff contact details**

The address for the School Office is:

School of the Environment  
University of Dundee  
Tower Building  
Dundee DD1 4HT

All enquiries for meetings with academic and support staff are made at the Reception of the School Office. The School Receptionist is Sandra Arnot.

**The Programme Leader** of the Spatial Planning programmes is: David Kirk, Senior Lecturer, Town and Regional Planning  
email: [r.d.kirk@dundee.ac.uk](mailto:r.d.kirk@dundee.ac.uk)

**The Senior Programme Secretary** is:  
Alda Ritchie  
email: [a.ritchie@dundee.ac.uk](mailto:a.ritchie@dundee.ac.uk)

**The School Secretary** is:  
Patricia Michie  
Email: [p.michie@dundee.ac.uk](mailto:p.michie@dundee.ac.uk)

### **The core teaching team contact details:**

Dr Deepak Gopinath, Lecturer	<a href="mailto:d.gopinath@dundee.ac.uk">d.gopinath@dundee.ac.uk</a>
Barbara Illsley, Senior Lecturer	<a href="mailto:b.illsley@dundee.ac.uk">b.illsley@dundee.ac.uk</a>
Dr Bill Lynch, Lecturer	<a href="mailto:w.lynch@dundee.ac.uk">w.lynch@dundee.ac.uk</a>
Dr Dumiso Moyo, Lecturer	<a href="mailto:d.moyo@dundee.ac.uk">d.moyo@dundee.ac.uk</a>
Dr Anne Thomas-Cumming, Lecturer	<a href="mailto:a.c.t.cumming@dundee.ac.uk">a.c.t.cumming@dundee.ac.uk</a>

**Technical support:**

Tracey Dixon

[t.dixon@dundee.ac.uk](mailto:t.dixon@dundee.ac.uk)**Library support:**

Mairi Robb

[m.robb@dundee.ac.uk](mailto:m.robb@dundee.ac.uk)**8. LEARNING & SUPPORT SERVICES:**

The University's home page provides direct access to the web-pages of Student Services, the Library and to MyDundee.

**Student Services**

Student Services provide support for students who have personal, financial, health, disability or work related problems. The range of the services may be viewed by accessing

[www.dundee.ac.uk/student-services/services.htm](http://www.dundee.ac.uk/student-services/services.htm)

Please look at this webpage and the related pages which set out what the various services provide.

**Disclosure of disability**

The University encourages disabled students to make their disability known to the University staff to enable the provision of reasonable adjustments to meet their individual study and related needs.

If you have a disability, we ask you to make this known to the School's disabilities coordinator (Anne Thomas-Cumming [a.c.t.cumming@dundee.ac.uk](mailto:a.c.t.cumming@dundee.ac.uk)) and discuss your needs with her and registering your needs through completing a Disabilities Disclosure Form.

For further information see:

<http://www.dundee.ac.uk/student-services/disability-services/staff-resources/web-disability-disclosure.htm>

**Library facilities:**

The University's Library is a vital student resource for postgraduate study. The extensive range of Library services are set out in the website <http://www.dundee.ac.uk/library/>

The subject resources central for Spatial Planning are identified on the website <http://www.dundee.ac.uk/library/subjects/townplan.php>  
Please become familiar with this website.

The materials available include books, internet databases and other internet resources. The book stock is primarily held in the Main Library, but book stock related to architecture and place design is found in the Duncan of Jordanstone Library in the Matthew Building.

<http://www.dundee.ac.uk/library/subjects/architecture.php>

Book stock and internet resources for Geography and Environmental Science are found on

<http://www.dundee.ac.uk/library/subjects/envsci.php>

**Mairi Robb** is our Subject Librarian. Mairi's contact is [m.robb@dundee.ac.uk](mailto:m.robb@dundee.ac.uk)

### **Library induction services**

The Library Service provides help to ensure you are able to access and use the ever expanding Library resources available. Your first point of contact is Mairi Robb. Mairi will be pleased to put you in touch with help.

### **MyDundee - the Virtual Learning Environment**

MyDundee is the virtual learning environment (VLE) used for your tutors to place digital material for study. You will find on MyDundee the module code and title for each module you are studying on the programme.

Opening on a module you gain access to the module handbook (see Appendix 1) which sets out the learning aims, subject coverage and the schedule of classes and information about the assessments. Tutors place the power-point presentations they have used in classes on this platform. There is often additional material placed by the tutor on the module site including recommended reading and useful sources of information.

You will have access to modules on MyDundee on a semester basis i.e. the material for modules studied in semester 2 and 3 will not be made available until the starts to these semesters.

MyDundee also allows communications between the module tutor and students, and between groups of students. Individual tutors vary in how they make use of these communication facilities.

### **Careers Service**

The University's Careers Service can provide a useful source of guidance about using your qualifications to advance your career. Contact [careers@dundee.ac.uk](mailto:careers@dundee.ac.uk) for appointments. See further information on [www.dundee.ac.uk/careers/contactus.htm](http://www.dundee.ac.uk/careers/contactus.htm)

## **9. ASSESSMENT**

The purpose of assessment is to confirm that the student has successfully achieved the learning outcomes of each module and to provide judgement on the standard of academic achievement demonstrated by the student.

As with all degree programmes the assessment of student achievement on the MSc Spatial Planning is governed by the University's Assessment Policy. This ensures that all students are assessed in a consistent and fair basis.

The Assessment Policy may be accessed on the web-page: <http://www.dundee.ac.uk/academic/assesspolicy.htm>

### **Assessment on the Spatial Planning Programme**

Assessment methods used on the Programme cover a mix of formats including 'live' project work, presentations, individually undertaken coursework assignments and a research project.

The educational aims are to develop subject understanding and to equip students with research and practice skills. Assignments call for diagnosis and problem solving, visioning, forward planning and critical reflection. Assignments are informed by students making effective use of available literature, conducting investigations and accessing sources of data. Attention in assessment is paid to building effective communication capabilities, both written and oral; to acquiring relevant knowledge; to developing interpretative as well as technical skills, and to gaining team work and leadership competences vital for practicing professional planners.

Group based work features in a number of the modules. These are intended to develop your team working skills. The requirements of such activities are engagement and active involvement, agreeing and carrying the allocation of tasks, and living up to agreements to meet and to contribute. We penalise individuals who do not pull their weight in group work.

### **Assignment briefs**

There are no written examinations. Each module with the exception of the Research Project sets a minimum of two assignments.

The assignments for individual modules are set out in the Module Handbook issued for each module. Students are urged to speak with the module tutor about any uncertainty they may have about the coursework task and the required submission. Such clarification should be sought early and in advance submitting coursework.

Students may ask the module tutor for advice on work in preparation for submission. This would be on a draft of incomplete work. The tutor will only provide comments on a single occasion and will not indicate a grade at such a formative stage. A tutor will decline to comment on a draft when the request is made close to the submission date.

### **Submission of written work**

The submission dates for coursework for the modules are contained in the module handbooks. Because the briefs and submission dates are issued well before the submission dates there is adequate time for students to plan their studies and to organise their time such as to be able to submit all submissions on time. The onus is on the student to be organised and to plan ahead.

Coursework is submitted in paper form. The submission must be wordprocessed. The Harvard referencing system must be used.

Two copies of each item of submitted work are required. They must be accompanied by a completed statement (a cover sheet)

attesting that they are the original work of the submitting student(s). The submissions must be 'posted in the pillar-box' to be found in the Reception of the School Office.

### **Penalties for non-compliance with the assignment brief**

The requirements of the assignment briefs should be closely read and adhered to. Students should be aware that the loss of grades will result from:

- Failure to address all required elements of brief
- Failure to comply with the word limit set in the brief will result in a loss of grades
- The late submission of the coursework.

In situations where a delay in submitting coursework is foreseeable, then the student must make the module tutor aware of the problem and seek tutor's agreement to a revised submission date. The School Office must be copied into the revision by the module tutor. When no prior agreement for a revised date has been obtained then the School will apply a penalty. This will be the loss of a grade per day for five days (including Saturday and Sunday). The coursework will not be accepted thereafter.

Part-time students may submit coursework by way of registered post.

### **Plagiarism and Dishonesty**

Dishonesty in the submitted work of a student is viewed most seriously and can lead to the student being reported for disciplining, including termination of studies.

Any action on the part of a student which involves **plagiarism** (defined as the unacknowledged use of another's work as if it were one's own, as may be exemplified by copying from a source without acknowledgement of its origin) is regarded as dishonesty. The University's Code of Practice on Plagiarism and Academic Dishonesty is strictly applied.

<http://www.somis.dundee.ac.uk/academic/Plagiarism.htm>)

The School requires that students retain their submitted coursework in electronic form and they must be able to provide an electronic copy on request. (An electronic copy on disc, additional to two printed paper copies, is required at the time of the submission of the Research Report).

### **The Assessment Scale**

The assessment scale used for marking is the Fifteen-point Literal Assessment Reporting Scale that is approved by the University and applied to all taught degrees. The Scale is reproduced as Appendix 2.

### **The Provisional Nature of Results**

Feedback on submitted coursework is made by tutors using a coursework assessment sheet. Tutors are expected to return marked work within a period of a month, however to ensure consistency across the modules we practice second marking for all assessed work involving two academics. The return of assessed work may at busy times take longer.

The grades advised by way of coursework assessment sheets are always provisional. The formal approval of grades is made by the Programme Examination Board. The Board involves the external examiner for the Programme. He reviews the retained copies of the coursework and the feedback assessments and after discussion of results by the Programme Team with the external examiner final grades are approved by the Programme Examination Board.

### **Resubmission of Failed Assignments**

A student may make good and resubmit coursework which have been failed. Only a single resubmission of the failed work may be made. The Senior Programme Secretary will advise students with failed work by post and email of when the resubmission must be lodged with the School Reception. Fees to register for resubmissions may be required.

## **Award of Degree**

The Programme Examination Board may determine on the basis of a student's overall academic achievement in completing the programme to award the degree on a merit or distinction basis. The criteria guiding this determination are:

- i) for the award of distinction, at least 50% of credits at A3 (i.e. 90 credits for a 180 credit programme) or above plus an overall average of B1 or better with, normally, no module mark below C1;
- ii) for the award of merit, at least 50% of credits at B1 (i.e. 90 credits for a 180 credit programme) or above plus an overall average of B3 or better with, normally, no module mark below C1.

Students who exit with 120 credits are eligible for the award of PG Diploma in Spatial Planning. Note this does not facilitate entry to the RTPi licentiate route to chartered membership.

A meeting of the Programme Examination Board is held annually in late September allowing successfully completing students to register for the November Graduation.

## **Complaints and Appeals**

Complaints and Appeals are dealt with in accordance with the University's Discipline, Complaints and Appeal procedures: <http://www.dundee.ac.uk/academic/dca/>

## **10. COMMUNICATIONS**

Students are expected to use email to make contact with their Programme Director, the module tutors and the support staff. Meetings may be arranged by email, but always students are expected to call at the front desk at the School Reception and make their arrival known to Sandra, the Receptionist. Staff will always contact students by email (using their dundee.ac.uk address).

A Staff Student Representative Committee meets twice per year to review the progress of staff-student communications and to seek to resolve arising issues. The Spatial Planning students nominate a representative to participate on this Committee.

## **Appendix 1: The Contents of a Module Handbook**

A module handbook includes:

- the approved learning outcomes approved for the module
- the scheduling of classes and subject content and the submission dates for assessments and coursework
- the details and format of assessments
- descriptive marking criteria allied to the marking scale
- Details of the mark aggregation process, including weighting of elements among and within assessments
- Information about opportunities to receive formative assessment and feedback

## Appendix 2: The Fifteen-point Literal Assessment Reporting Scale

Reporting Scale*	Descriptor
A1	
A2	Excellent
A3	
B1	
B2	Very good
B3	
C1	
C2	Good
C3	
D1	
D2	Satisfactory
D3	
MF	Marginal fail
CF	Clear fail
BF	Bad fail
QF**	Qualified fail
Other descriptors***	see below

### Note:

\*\* QF indicates that a student has not met the conditions required to have obtained an overall pass. Any queries should be directed to the school concerned.

\*\*\* Relevant descriptor selected from: CA (Certified Absence); AB (Unauthorised Absence); MC (Medical Certificate); WD (Withdrawn); DC (Discounted); ST (Stopped).