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Study programme "Real Estate Management"

Main attributes

Title	Real Estate Management
Identification code	IKN0
Education classification code	41818
Level and type	First Level Professional Higher Education
Higher education study field	Management and Administration, Real Estate Management
Head of the study field	Inga Lapiņa
Department responsible	Faculty of Engineering Economics and Management
Head of the study programme	Ineta Geipele
Professional classification code	242221
The type of study programme	Full time, Extramural
Language	Latvian
Accreditation	25.08.2016 - 31.12.2020; Accreditation certificate No 2019/06
Volume (credit points)	80.0
Duration of studies (years)	Full time studies - 2,0; Extramural - 2,5
Degree or/and qualification to be obtained	Qualification of House Manager
Qualification level to be obtained	The 5th level of European Qualifications Framework (EQF) and Latvian Qualifications Framework (LQF); the 4th level of Latvian Professional Qualifications
Programme prerequisites	General Secondary Education or 4-year Vocational Secondary Education

Description

Abstract	The study programme is designed in consultation with industry professional organizations, so that students acquire a thorough knowledge of house management, are able to apply knowledge in practice, as well as have the competencies to properly analyse the situations, make independent decisions and show their understanding of professional ethics. The programme provides students with the professional knowledge corresponding to house manager specialty, educating and training house management staff.
Aim	The aims of the first level professional higher education study programme "Real Estate Management" are to provide the first level professional higher education in real estate management in accordance with the adopted professional standard – real estate manager (PS0286) – and pursuant to the Cabinet Regulations No.141 "Regulations regarding the State Standard for the First Level Professional Higher Education" as of 20 March 2001 to ensure that the students acquire relevant theoretical knowledge and practical skills meeting the requirements of first-level professional higher education, which allows commencing professional activities as a real estate manager (PS 0286): to ensure management of residential and non-residential houses, planning of reconstruction, renovation and refurbishment works, implementation and control of work completion.
Tasks	The tasks of the study programme are the following: -to ensure acquisition of broad and up-to-date general knowledge allowing graduates to become involved in tackling problems of national economy and solving the issues concerning business performance in a particular institution or company; -to stimulate students' interest in further education and personal development, enhancement of academic and professional knowledge; - to seek after perfection in knowledge by constantly developing economic thinking; -to implement the study programme so as to develop students' intellect, to stimulate their personal development and facilitate the use of their intellectual abilities in practical work; -to develop relevant competencies required in the labour market; to provide students with an opportunity to acquire the qualification closely related to their future job, to enhance their qualification, if required through retraining; -to develop students' analytical abilities and skills required for formulating the professional issues, solving related tasks and developing projects; -to stimulate students to become positive, responsible, capable and efficient personalities able to act independently and make the right decisions as well as develop students' interest in socially responsible processes.

Learning outcomes	<p>Upon successful completion of the study programme, the graduates who have obtained the Qualification of House Manager are able:</p> <ul style="list-style-type: none"> •to responsibly and independently perform duties of the real estate manager in accordance with the legislation of the Republic of Latvia and the EU laws; •to plan and provide administrative activities; •to ensure economic activities related to building management and maintenance; •to provide technical services and maintenance of building constructions and engineering systems; •to provide the maintenance of houses and the allotted land; •to create and ensure working conditions appropriate for the environment, labour protection and fire protection in accordance with the occupational health and safety, environmental and fire protection requirements; •to carry out reconstruction and renovation or restoration project planning, to control the compliance of real costs to the projects; •to organize and control the performance of financial and legal jobs in accordance with the management contracts that have to be carried out by the house manager; •to demonstrate a profound knowledge and understanding of the Latvian law, standards and other regulations related to real estate management, reconstruction, renovation or restoration; •to review and consider all types of contracts that are related to building management, reconstruction, renovation or restoration works and to ensure their monitoring; •to ensure house administration and management task performance in compliance with technical rules and signed agreements; •to demonstrate an in-depth knowledge and understanding of basic methods and forms of business management, cooperation psychology and the fundamentals of psychology and to apply the acquired knowledge; •to elaborate annual and long-term plans related to economic activity and reconstruction, renovation or restoration work and to coordinate plans with the owners; •to write budget planning reports, accounting and financial reports, including the elaboration and coordination of revenue-expenditure estimates. •to ensure payment calculation, collection and providing of payment to service providers according to the provisions determined in laws and regulations and to analyse performance results of building management; •to demonstrate their understanding of the classification of buildings, building types and technical indicators; •to ensure survey, monitoring and technical maintenance of engineering, technical and building structures and buildings; •to demonstrate their understanding of documentation and technological processes related to reconstruction, renovation or restoration; •to demonstrate a profound knowledge and understanding of building construction solutions: basics of building resistance and sustainability, basic principles of designing of bearing and boundary constructions, engineering solutions and construction of foundations, solutions to utilities and fundamentals of construction; •to demonstrate an in-depth knowledge of building materials available and their characteristics; •to evaluate reconstruction, renovation or restoration workers' productivity; •to implement energy-saving measures in building management; •to organize and supervise the emergency work (prevention of accidents and mitigation of consequences, etc.); •to organize provision of building refurbishment works; •to collect necessary materials and submit them to the court for initiation of the proceedings; •to communicate with other employees, business partners, owners, tenants, lessees, state, municipal and public institutions, creating a positive communication environment; •to work in a team/group, as well as work independently; •to plan and organise their own work and the work of employees, who are under supervision; •to continuously acquire new knowledge and improve it; •to work with specific software; •to speak the official language according to the State Language Law and to read field-specific literature in at least two foreign languages; •to ensure fulfilment of the labour protection, fire safety, environmental protection requirements and internal policy regulations; •to ensure record keeping in accordance with the provisions set out in respective laws and regulations.
Final/state examination procedure, assessment	<p>The study programme is to be completed with the state qualification examination, one part of which is the defence of the qualification paper assessed according to a 10-point grading scale. The evaluation criteria for assessing the qualification paper are the following:</p> <ul style="list-style-type: none"> – systematization, consolidation and expansion of theoretical knowledge and experience; – independent studies of literature and other sources of information, including texts in foreign languages; – ability to formulate theoretical approaches and resolve the problems being investigated, which include writing specific executive summaries, making complex generalizations and coming up with novelty elements; – analysis of a topical business problem; – elaboration of practical solutions, recommendations and proposals; – development and consolidation of independent business research skills and ability to present the acquired practical results.
Description of the future employment	<p>The graduates may hold positions in state budget institutions, municipalities, and commercial companies, non-governmental, international and national organizations that operate in the fields of real estate administration, management or related fields.</p>
Special enrollment requirements	<p>To state-funded places in full-time study programmes students are admitted in an open and equal competition, which is carried out on the basis of the results of the centralised secondary school examinations. For the applicants of the Faculty of Engineering Economics and Management two best results out of the following study subjects – mathematics, physics, a foreign language, the Latvian language – are taken into account. Applicants for the self-financed studies are admitted without exams.</p>
Opportunity to continue studies	<p>Graduates are eligible to continue studies at bachelor study programmes or the second-level professional higher education study programmes. There is an opportunity to transfer credits.</p> <p>There is also an opportunity to continue studies at the bachelor study programme "Real Estate Management" (full-time studies – 5 semesters, part-time studies – 6 semesters) and to obtain a Bachelor's Degree in Real Estate Management and Qualification of Real Estate Manager (5th level professional qualification).</p>

Courses

No	Code	Name	Credit points
A		Compulsory study courses	42.0
1	DMS206	Mathematics	2.0
2	IÄS207	Economic Statistics	2.0
3	IDA403	General and Occupational Safety	2.0
4	IBO424	Law on construction and rules on construction	2.0
5	IUE218	Computer Science (basic course)	3.0
6	IBO489	Fundamentals of Building Construction and Construction Products	2.0
7	IBO476	Commercial Calculus in Property Management	2.0
8	IBO308	Management of Ecology	2.0
9	IBO437	National Economy and Financial Market	2.0
10	IBO515	Real Estate Economics	3.0
11	IBO455	Evaluation of Technical State of Buildings and Structures	2.0
12	IBO409	Real Estate Marketing	3.0
13	IBO417	Legal Basis of Real Estate and Movable Property	4.0
14	IBO465	Organisation of Real Estate Management and Administration	2.0
15	IBO497	Energy Efficiency in House and Building Management	3.0
16	IBO492	Service Lines of Houses and Buildings	3.0
17	EEM462	Electrical Equipment and Power Engineering (for architects)	2.0
18	ICA105	Civil Defence	1.0
B		Compulsory elective study courses	
B1		Field-specific study course	10.0
1	IBO480	Project Management of the Civil Construction Business and Real Estate Management	4.0
2	IBO470	Valuation of Building Structures	2.0
3	IBO474	Management and Maintenance of Real Estate (study project)	2.0
4	IBO430	Practical Aspects Building Construction Business	2.0
5	IBO471	Financial Accounting of the Property	3.0
6	IBO454	The Financial Aspects of Real Estate Dealings	3.0
7	IBO462	Evaluation of Technical State of Buildings and Structures (study project)	2.0
8	IBO528	The Real Estate: Entrepreneurship and Planning	3.0
9	IBO425	Investments in Real Estate	3.0
10	IBO428	Property and Taxes	3.0
11	IBO468	Insurance of Real Estate	2.0
B2		Humanities and social sciences study courses	2.0
1	HFL330	Business Etiquette	2.0
2	HSP489	Organizational Psychology	2.0
B6		Languages	2.0
1	HDG403	English	2.0
2	HDG521	German	2.0
3	VID701	Russian	2.0
D		Practical Placement	16.0
1	IBO716	Practical Placement	8.0
2	IBO717	Qualifying Practical Placement	8.0
E		Final examination	8.0
1	IBO008	Qualification Work	8.0