

Study programme "Real Estate Management"

Main attributes

Title	Real Estate Management
Identification code	IKN0
Education classification code	41581
Level and type	First Level (Short Cycle) 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	26.05.2021 - 27.05.2027; Accreditation certificate No 2022/35
Volume (credit points)	120.0
Duration of studies (years)	Full time studies - 2,0; Extramural - 2,5
Degree or/and qualification to be obtained	- / house manager
Qualification level to be obtained	The 5th level of European Qualifications Framework (EQF) and Latvian Qualifications Framework (LQF); the 5th level of professional qualification
Programme prerequisites	General or 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	<p>The tasks of the study programme are the following:</p> <ul style="list-style-type: none"> -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:</p> <ul style="list-style-type: none"> - able to responsibly and independently perform the duties of a house manager in accordance with the laws and regulations of the Republic of Latvia and European Union law; - able to plan and ensure administrative activities; - able to provide economic management and maintenance of houses; - able to organize technical servicing and maintenance of house constructions and engineering systems; - able to ensure the maintenance of the house and the land plot attached to it; - able to create and ensure working conditions appropriate to the environment, labor protection and fire safety in accordance with the requirements of labor protection, environmental protection and fire safety for the performance of direct work; - able to plan, organize and control house renovation and reconstruction works; - able to organize and control the execution of financial and legal work to be performed by the house manager in accordance with management agreements; - able to know and comply with the laws, standards and other regulatory enactments of the Republic of Latvia related to house management, house reconstruction, renovation or restoration; - able to review and coordinate all types of contracts related to house management, reconstruction, renovation or restoration work and ensure their control; - able to organize the execution of house management and administration works in accordance with technical regulations and concluded contracts; - able to know the basics and forms of management methods, the basics of collaborative psychology and management psychology and be able to apply them; - able to draw up annual and long-term economic and reconstruction, renovation or restoration work plans and coordinate with the owners; - able to organize the preparation of budget planning, reports and financial statements (including the preparation and coordination of revenue and expenditure estimates); - able to organize the calculation, collection and settlement of payments specified in house management in accordance with the procedures specified in regulatory enactments with service providers and analyze the results of house management activities; - able to orientate in the classification of houses, types of building structures and technical indicators; - able to organize inspection, supervision and maintenance of houses, building structures and engineering systems; - able to know the engineering communications used in the operation of houses. - able to orientate in the documentation and technological processes of reconstruction, renovation or restoration projects; - able to know the structural solutions of buildings: the basics of strength and durability of buildings, the basic principles of design of load-bearing and enclosing structures, engineering communications solutions and construction basics; - able to orientate in the supply of building materials, know the basic properties of building materials; - able to evaluate the performers of reconstruction, renovation or restoration work; - able to manage and implement energy saving measures in house operation.
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	63.0
1	DE0262	Mathematics	3.0
2	IV0175	Economic Statistics	3.0
3	IV0182	General and Occupational Safety	3.0
4	IV0178	Law on construction and rules on construction	3.0
5	IV0070	Computer Science (basic course)	4.0
6	IV0177	Fundamentals of Building Construction and Construction Products	3.0
7	IV0171	Commercial Calculus in Property Management	3.0
8	IV0181	Management of Ecology	3.0
9	IV0172	National Economy and Financial Market	3.0
10	IV0069	Real Estate Economics	4.0
11	IV0176	Evaluation of Technical State of Buildings and Structures	3.0
12	IV0059	Real Estate Marketing	4.0
13	IV0170	Legal Basis of Real Estate and Movable Property	6.0
14	IV0180	Organisation of Real Estate Management and Administration	3.0
15	IV0101	Energy Efficiency in House and Building Management	5.0
16	IV0105	Service Lines of Houses and Buildings	5.0
17	DE0265	Electrical Equipment and Power Engineering (for architects)	3.0
18	IV0145	Civil Defence	2.0
B		Compulsory Elective Study Courses	
B1		Field-Specific Study Courses	15.0
1	IV0185	Project Management of the Civil Construction Business and Real Estate Management	6.0
2	IV0179	Valuation of Building Structures	3.0
3	IV0186	Management and Maintenance of Real Estate (study project)	3.0
4	IV0174	Practical Aspects Building Construction Business	3.0
5	IV0019	Financial Accounting of the Property	4.0
6	IV0088	The Financial Aspects of Real Estate Dealings	4.0
7	IV0168	Evaluation of Technical State of Buildings and Structures (study project)	3.0
8	IV0027	The Real Estate: Entrepreneurship and Planning	4.0
9	IV0099	Investments in Real Estate	5.0
10	IV0038	Property and Taxes	4.0
11	IV0184	Insurance of Real Estate	3.0
B2		Humanities and Social Sciences Study Courses	3.0
1	DE0254	Business Etiquette	3.0
2	DE0263	Organizational Psychology	3.0
B6		Languages	3.0
1	DE0249	English	3.0
2	DE0264	German	3.0
3	DE0261	Russian	3.0
D		Practical Placement	24.0
1	IV0183	Practical Placement	12.0
2	IV0169	Qualifying Practical Placement	12.0
E		Final Examination	12.0
1	IV0173	Qualification Work	12.0