



HÖGSKOLAN I GÄVLE

PROGRAMME SYLLABUS

FIRST CYCLE

**STUDY PROGRAMME IN REAL ESTATE
BROKERING**

Programme Code: SMÄKK

Established by the Board of Humanities, Care and
Social Sciences 2006-05-09

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Social Sciences 2007-02-01

Programme Syllabus

**Study Programme in Real Estate Brokering
180 HE credits**

(Fastighetsmäklarprogrammet)

**This programme syllabus applies to students admitted to the autumn
semester of 2007 or later.**

STUDY PROGRAMME IN REAL ESTATE BROKERING
180 HE credits
at Högskolan i Gävle

1. General Arrangement

The programme consists of 180 HE credits, of which the first 120 are adapted to the theoretical educational requirements of the Board of Supervision of Estate Agents, in order to be registered as an estate agent in Sweden. Thus, the arrangement of the programme makes it possible to apply for an estate agent qualification after only two years of studies.

2 Expected Learning Outcomes

Below, the expected learning outcomes of the programme are stated, both general and specific.

2.1 Expected Learning Outcomes According to the Higher Education Act¹

First-cycle studies should essentially expand upon the knowledge that students acquired in national or specially designed programmes in upper-secondary school, or equivalent knowledge.

First-cycle studies should develop the students':

- ability to make independent and critical assessments,
- ability to independently discern, formulate and solve problems, and
- readiness to address changes in the working life.

Within the field of the education, the students should, in addition to knowledge and skills, develop the ability to:

- search and evaluate knowledge on an academic level,
- follow the knowledge development, and
- exchange knowledge also with individuals without expertise in the area.

2.2 Expected Learning Outcomes According to the Higher Education Ordinance, Appendix 2

For a bachelor's degree, the student should:

Knowledge and Understanding

- demonstrate knowledge and understanding of the main field of study of the education, including knowledge of the disciplinary foundation of the field, knowledge of applicable methods in the area, specialisation in some part of the field and orientation in current research.

¹ Chapter 1, section 7, 8 (SFS 1992:1434)

Skills and Abilities

- demonstrate the ability to search, collect, evaluate and critically interpret relevant information in a problem, and to discuss phenomena, issues and situations,
- demonstrate the ability to independently identify, formulate and solve problems and to carry out assignments within given periods of time,
- demonstrate the ability to account for and discuss information, problems and solutions in dialogue with different groups, orally and in writing, and
- demonstrate the skills required to work independently within the field of the education.

Judgement and Approach

- demonstrate the ability to make assessments with consideration to relevant scientific, social and ethical aspects, within the programme's main field of study
- demonstrate an understanding of the role of knowledge in society and of people's responsibility for how it is used, and
- demonstrate the ability to identify the own need of additional knowledge and to develop the own skills.

2.3 Specific Expected Learning Outcomes for the Programme

The programme shall provide the theoretical knowledge that constitutes a formal basis in order to be registered as an estate agent in Sweden by the Board of Supervision of Estate Agents. This knowledge² is provided during the two first years on the programme.

The goal is also to give the students good opportunities in competing with other estate managers on the market and also a good foundation for further higher education studies⁴, during the third year and by controlling the elective broadening and specialisation³ of the Board of Supervision of Estate Agents.

The learning outcomes including the 180 HE credits worth of studies are based on the student's future professional practice. After the programme, the student should...

- *...know and be able to apply* the laws and customs regulating the activities of an estate agent.
- *understand and be able to relate* to the technology and tools used in the profession.
- *understand and be able to relate* to the business economy philosophy.
- *have the ability to carry out* the estate agent profession in a legal and, for the customers, satisfactory way within the framework of a profitable enterprise.

² See KAMFS 2005:3; FMN 2005:1.

³ See section 3.2 below.

3. Description of the Programme

Here, the programme's main field of study, the programme's knowledge fields according to the requirements of the Board of Supervision of Estate Agents and the progression and structure of the programme are described.

3.1 Main Field of Study

Business administration constitutes the programme's main field of study. The progression of the programme occurs through increased complexity of the course contents and increased independence in the student's knowledge acquisition. The programme ends with an independent degree project in business administration, in which the student is expected to show the ability to apply knowledge acquired in the education.

3.2 Knowledge Fields

In the theoretical educational requirements stated by the Board of Supervision of Estate Agents, 120 HE credits are included. 97.5 HE credits are specified while 22.5 HE credits are elective broadening or specialisation. The specified 97.5 HE credits are described in detail, but are divided into what the Board of Supervision of Estate Agents call knowledge fields, according to the following:

- Real Estate Brokering, at least 30 HE credits
- Civil Law and Real-estate Law, at least 30 HE credits
- Tax Law, at least 7.5 HE credits
- Economics, at least 15 HE credits
- Building Technology and Valuation Technique, at least 15 HE credits

The elective 22.5 HE credits shall consist of a broadening of specialisation in one of the above knowledge fields.

The first two years of the programme are completely based on these requirements. In addition to the 97.5 HE credits specified by the Board of Supervision of Estate Agents, the programme also includes additional 7.5 HE credits in Tax Law (thus, the students take a total of 15 HE credits in tax law), Marketing A, 7.5 HE credits and Sales Techniques and Ethics B, 7.5 HE credits. Marketing A constitutes the basis and entry requirements in order to take the course Sales Techniques and Ethics B, 7.5 HE credits, which is a sales course specialising in the sales processes that the estate agent is involved in. These 22.5 HE credits have been approved as elective courses by the Board of Supervision of Estate Agents. The additional 7.5 HE credits in tax law constitute both a broadening and specialisation in the field of tax law.

Marketing A, 7.5 HE credits, constitutes a broadening of the real estate brokering field, while Sales Techniques and Ethics B, 7.5 HE credits, constitute a specialisation of the same knowledge field.

The first two years of the programme ends with courses of 30 HE credits in real estate brokering. The courses should be considered an application of the knowledge in economics, law and technology, acquired by the student during

the first 1.5 years of the programme. Thus, the brokering courses constitute a progression from previous parts and are therefore classified as B level courses.

The programme also gives the foundation for taking C-courses in Marketing and Management Accounting (including real estate valuation). However, there are no courses in organisation, so the students who want to obtain a broader business administration foundation must apply and attend basic courses (A and B level) within organisation themselves.

3.3 Continuous Connection to the Profession

As mentioned in above section 3.2, the second year on the programme ends with courses in real estate brokering and intends to practically connect previously completed parts. Clear progression and emphasis on the fact that these parts constitute an application of previously completed parts are the reasons that the brokering parts are placed last of the 120 compulsory HE credits.

For the student to become familiar with the profession and the sector, the programme begins with a programme start for 2-3 days. Participation during these days is very important! These days include registration, presentation and the main act; selected inspiring guest lecturers who will provide an image of the sector and the profession. Credits are not given for these introductory days. The programme start occurs the week before the semester and course introduction. To further emphasise the connection to the profession throughout the programme, a guest lecture or equivalent, placing the course in an estate manager context is included within the framework of each independent course, during the first two years. The lecture shall explain to the future estate agents the need of acquiring knowledge that each course aims to provide.

3.4 Teaching and Examination

The teaching on the programme is given as lectures, seminars and project work. Both individual work and group assignments occur, where the ability to present knowledge and achieved results is exercised, both orally and in writing. Attendance is compulsory at certain teaching parts.

Different examination formats occur in the programme, of which the most common are written examinations, written assignments and seminar assignments. Certain examination via the Internet may also occur.

3.5 Internationalisation

Some student exchanges are not intended to take place within the framework of the first two years of the programme, since these are organised based on the requirements specific for estate agents in Sweden. As an elective course in the third year, however, Services Marketing C, 7.5 HE credits, is available, a course given in English and which is also available for exchange students.

3.6 Student Influence

The programme council is connected to the programme, and consists of representatives from the working life, teachers and students. The programme

council is advisory, and the programme coordinator is the chairman. Gefle Student Union appoints student representatives.

3.7 Sustainable Development

Elements of environment and sustainable development in a wide sense are included in almost all of the courses on the programme. Economics is primarily about preserving resources, and law is mainly about what you can and cannot do in order to preserve and create order.

3.8 Lifelong Learning

Through the idea of progression and continuous connections between theory and the profession described in section 3.3, a lifelong learning is promoted.

4. Courses in the Programme

Below, the courses included in the programme and the order in which they are given are stated.

4.1 Study Path

F = First Cycle

Year 1.

Period	Course Code	Course Name	HE credits	Level	Main Field of Study
1:1	FE103A	Management Accounting and Control A	7.5	F	BA
1:1	FE104A	Financial Accounting A	7.5	F	BA
1:2	2JÖ06A	Legal Survey Course A	15	F	Law
1:3	2FR06B	Real Estate Law B	15	F	Law
1:4	7BB09A	Building Technology A	7.5	F	Tech
1:4	2FF99A	Real Estate Valuation B	7.5	F	BA

Year 2.

Period	Course Code	Course Name	HE credits	Level	Main Field of Study
2:1	2BE01A	Tax Law A	15	F	Law
2:2	2MD99A	Marketing A	7.5	F	BA
2:2		Sales Techniques and Ethics B ⁴	7.5	F	BA
2:3-4		Real Estate Brokering B	30	F	BA

Year 3.

Period	Course Code	Course Name	HE credits	Level	Main Field of Study
3:1	2MP99B	Marketing B	7.5	F	BA

⁴ Students who want a Higher Education Qualification after 120 HE credits worth of studies must write an individual assignment of 7.5 HE credits. For these students, it is appropriate to exchange Sales Techniques and Ethics B, 7.5 HE, credits for the course Degree Project B, 7.5 HE credits.

3:1	2FV05C	Real Estate Valuation C	7.5	F	BA
3:2		Elective course	7.5	F	BA/Law/Eco/Tech
3:2		Elective course	7.5	F	BA/Law/Eco/Tech
3:3		Elective course	7.5	F	BA/Law/Eco/Tech
3:3		Method C	7.5	F	BA
3:4		Degree Project C with Specialisation Real Estate Brokering	15	F	BA

4.2 Concerning the Elective Courses in the Programme

In the third year of the programme, courses of 22.5 HE credits are included elective courses.

Below, a number of courses that may be appropriate are stated 6. When choosing, the student should think about preparing for Degree Project C so that required basic knowledge for the choice of subject is achieved.

Elective Courses					
Period⁵	Course Code	Course Name	HE credits	Level	Main Field of Study
3:2 (1)	2SM03D	Services Marketing C ⁶	7.5	F	BA
3:2 (1)	2HB98A	Tenancy and Condominium A	7.5	F	Law
3:2 (2)		Brokering of Real Estate Properties C ⁷	7.5	F	BA
3:2 (2)		Microeconomics and Interest Rate A	7.5	F	Eco
3:3 (1)		Real Estate Brokering C	7.5	F	BA
3:3 (1)	7ME14B	Building Physics B	7.5	F	Tech

5. Entry Requirements

Qualified for admission to the Study Programme in Real Estate Brokering 180 HE credits are those who both fulfil the conditions for general entry requirements for higher education stated in the Higher Education Ordinance, and fulfil the following specific entry requirements:

<i>Subject</i>	<i>Course</i>
Mathematics	Ma C
Social Studies	Sh A

⁵ The parenthesis marks the order within the stated period. 3:2 (1) means year 3, the first half of period 2. Two courses have the same code (e.g. 3:2 (1)) which means that they run simultaneously and thus constitute alternatives to one another.

⁶ If interested in writing the Degree Project C in marketing, the student is recommended to take the course Services Marketing C, 7.5 HE credits.

⁷ Real Estate Valuation C, 7.5 HE credits, and Tenancy and Condominium B, 7.5 HE credits, constitute the entry requirements for the course Brokering of Real Estate Properties C, 7.5 HE credits.

The grade for each of the above subjects must be at least Pass.

6 Grades

Grades are given for courses included in the programme, according to the current course syllabus.

7. Examination Regulations

Information about the regulations that apply to higher education qualifications are given here.

7.1 Title of Qualification

Degree of Bachelor of Science
Filosofie kandidatexamen

University Diploma.
Högskoleexamen

7.2 Qualification Criteria

Bachelor's degree is achieved when the student has successfully completed required courses of 180 HE credits with certain specialisation decided by each higher education institution, including at least 90 HE credits of progressive specialisation in the main field of study of the programme.

For a bachelor's degree, the student must have successfully completed an individual assignment (degree project) of at least 15 HE credits within the framework of the required courses and the programme's main field of study.

Higher education qualification is achieved when the student has successfully completed required courses of 120 HE credits with a certain specialisation decided by each higher education institution. For higher education qualification, the student must have successfully completed an individual assignment (degree project) within the framework of the required courses, in the main field of study of the programme.

7.3 Degree Certificates

Students who fulfil the requirements for higher education qualification will receive degree certificates on request.

8. Further Instructions

Information about additional regulations important for the education is given here.

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- To be able to be registered as an estate agent by the Board of Supervision of Estate Agents, at least 10 weeks of supervised placement at an authorised estate agent in Sweden is required, in addition to the theoretical education of 120 HE credits. The placement should be carried out during or after the theoretical education (more information on www.fastighetsmaklarnamnden.se). Be aware that it is the student's responsibility to arrange the placement. Thus, this is not assisted by the Higher education institution.
- In order for the student to attend courses in the third year, a pass grade on all of the previous courses is required.
- Through the arrangement with focus on the requirements of the Board of Supervision of Estate Agents, basic courses in organisation are not included in the programme. Normally, these are included in the higher education qualifications with business administration as the main field of study. Högskolan i Gävle and KTH have formally been asked and explicitly accepted the business administration contents of the programme as a basis for further studies on master level¹⁰.
- The student has the right to review of previously attended courses for credit transfer within the programme. A starting point at the review is the application of restrictive assessment. This is to avoid uncertainties concerning the contents and value of the education towards the Board of Supervision of Estate Agents.
- An appointed programme coordinator is responsible for the programme in contact with students. The programme coordinator is responsible for the organisation and composition of the programme as a whole, but not for independent courses. For each individual course, there is an appointed course coordinator. The programme coordinator, however, may together with students and the programme council promote changes on course level (e.g. regarding contents and implementation).