

CEPI Education Real Estate Agent



Elsebeth Riis Pedersen, from Niels Brock Copenhagen Business School, signs the Mission Statement with the help of Frans AJ Burgering.

1. THE EUREDUC PROGRAMME

- The objective of the Eureduc programme is to set up a European common basic syllabus for Property Agents and/or Managers in the most important universities, business schools and vocational schools in the EU Member States.
- This syllabus should be in conformity with the minimum educational requirements drawn up by CEPI.

2. MINIMUM EDUCATIONAL REQUIREMENTS

In conformity with the Process of Bologna, the minimum educational requirements for property managers and agents who are individual members of CEAB and EPAG, comprise the following:

2.1. PROPERTY MANAGERS

1. DURATION AND LEVEL

A post-secondary course which will normally last minimum six (6) semesters equivalent to 180 ECTS (*) in a high vocational school, business school or university.

The following may also be taken into consideration: an equivalent programme of minimum 180 ECTS in a high vocational school, business school, university, or in a school awarding a diploma of company manager, or in a post-secondary school for social advancement, or an equivalent course delivered on a part-time or distant learning basis.

On successful completion, there will be a diploma, certificate or other evidence of formal qualification, awarded by a State recognised Body or education Establishment designated in accordance with its own laws, regulations or administrative provisions.

(*) ECTS : European Credit Transfer System

For national or policy reasons, one may, in addition, express references in hours.

2. MODULES

Law	minimum 25 ECTS
	Property, planning, contracts, taxation

Economics and Bookkeeping	minimum 20 ECTS
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Investing in Real Estate	minimum 10 ECTS Types of investments, actual developments in public policy pertaining real estate, property appraisal systems, integral quality care and property qualification systems/programme of demands, property indices (performance measuring systems), financing investments - financing and yield calculations - financial arithmetic
Sorts of Management	minimum 5 ECTS Portfolio management, property management, asset management (facility management), residential real estate, office buildings, shops and shopping centres, parking lots
Maintenance Management	minimum 15 ECTS Introduction, maintenance policy, property management, life cycle of real estate, long-range maintenance planning, inspection, measuring technical quality, mechanical/technical and data installations
Structural Building Engineering	minimum 10 ECTS Building and development projects, building law and regulations, building defects
Information, Communication (+data processing) and Ethics	minimum 5 ECTS

The abovementioned ECTS cover half of the 180 ECTS required. The dissertation is included in the programme, with 15 ECTS.

3. GENERAL GUIDELINES

- The foregoing are minimum requirements.
 - CEAB Member Associations must provide the above minimum educational requirements for their individual members to ensure compliance with the CEAB resolution by December 31, 2004. Since January 1st, 2005 new member associations are required to fulfil these requirements within three years of admission as a member of CEAB.
 - All CEAB Member Associations will require individual members to attend seminars, lectures, courses and professional meetings to update their knowledge of all aspects of the real estate profession.
- If required, evidence of attendance will be obtained.

2.2. ESTATE AGENTS

1. DURATION AND LEVEL

A post-secondary course which will normally last minimum six (6) semesters and 180 ECTS (*) in a high vocational school, business school or university.

The following may also be taken into consideration: an equivalent programme of minimum 180 ECTS in a high vocational school, business school, university, in a school awarding a diploma of company manager, in a post-secondary school for social advancement, or an equivalent course delivered on a part-time or distant learning basis.

On successful completion, there will be a diploma, certificate or other evidence of formal qualification, awarded by a State recognised Body or education Establishment designated in accordance with its own laws, regulations or administrative provision.

(*) ECTS : European Credit Transfer System.

For national or policy reasons, one may, in addition, express references in hours.

2. MODULES

Law	<p>minimum 30 ECTS</p> <p>National legal system, contracts, taxation, commercial, property planning, land law, all other relevant matters of legal nature, basic understanding in relevant European legal system (Treaty of Rome, Maastricht, Amsterdam, Nice) and functioning of the EU bodies</p>
Economics	<p>minimum 7,5 ECTS</p> <p>National economics, basic understanding of European economics, provision of knowledge on the function and operation of economics, local and national taxation, understanding of investment and finance criteria, accounting procedures</p>
Practice Knowledge	<p>minimum 30 ECTS</p> <p>Office procedures, information technology, quality assurance, marketing, structure and operation of the real estate market, real estate transactions, communication, business ethics, code of conduct, consumer protection</p>
Technical	<p>minimum 7,5 ECTS</p> <p>Methods of building construction, identification of building styles and finishes, interpretation of drawings, services, environmental factors, building regulations and town planning, health and safety in the workplace</p>
Valuations	<p>minimum 7,5 ECTS</p> <p>Theory and framework of valuation methods, principles of investment pricing, valuation appraisals, approved European valuation standards</p>
Business Management	<p>minimum 7,5 ECTS</p> <p>Communication and practices of management, business accounting, marketing, data processing and data banks.</p>

The abovementioned ECTS cover half of the 180 ECTS required. The dissertation is included in the programme, with 15 ECTS.

3. GENERAL GUIDELINES

- The foregoing are minimum requirements.
 - EPAG Member Associations must provide the above minimum educational requirements for their individual members to ensure compliance with the EPAG resolution by December 31, 2004. Since January 1, 2005 new member associations are required to fulfil these requirements within three years of admission as a member of EPAG.
 - All EPAG Member Associations will require individual members to attend seminars, lectures, courses and professional meetings to update their knowledge of all aspects of the real estate profession.
- If required, evidence of attendance will be obtained.

3. THE EUREDUC MEETINGS

- The first Eureduc meeting took place in Brussels, in September 2001. During this meeting, CEPI minimum educational requirements were presented and discussed. The courses currently given by the various establishments were also discussed. Following this meeting, it seemed essential to amend several criteria concerning the general organisation of the studies. These modifications were approved by the General Assembly in Dublin on November 9, 2001 and sent to the participating educational establishments for approval. The European Commission was represented by Catherine Heldmaier-Régner (DG "Internal Market", Regulated Professions).
- The second Eureduc meeting took also place in Brussels, on November 22, 2002. The main item on the agenda was the official signing of the Mission Statement by which the participating educational establishments committed themselves to implement CEPI minimum educational requirements in their syllabus.

The European Commission was represented by Dr. Margot Fröhlinger (Head of Unit at DG "Internal Market") and Catherine Heldmaier-Régnier (DG "Internal Market", Regulated Professions).

C. Heldmaier delivered a speech on the proposition of the Directive on the recognition of professional qualifications and M. Fröhlinger made a speech on the new strategy for internal market services.

4. THE MISSION STATEMENT



5. ESTABLISHMENTS SIGNATORIES OF THE MISSION STATEMENT

At the end of 2002, the following educational establishments have signed the Mission Statement:

BELGIQUE - BELGIË

IRAM Institut Reine Astrid de Mons (promotion sociale)
Katholieke Hogeschool St-Lieven - departement Aalst - opleiding bachelor in het Vastgoed
IFAPME Institut de formation permanente pour les classes moyennes et les petites et moyennes entreprises
Hogeschool Gent
Hogeschool Antwerpen
Mons Formation.be
VIZO

DANMARK

Handelsgymnasiet Mariager Fjord - Hobro
Tietgen Business College - Odense
NOEA Institute of Applied Management - Aalborg
Niels Brock Copenhagen Business College
The Business Academy, Aarhus Business College - Viby

DEUTSCHLAND

Deutsche Immobilien-Akademie an der Universität Freiburg GmbH (DIA)
Immobilienakademie GmbH - Grasbrunn/München

ESPAÑA

Escuela universitaria de Estudios Empresariales - Málaga
Universidad de Alicante

FRANCE

Lycée Valentine Labbé - Lille
Université J. Moulin Lyon III - Institut de droit immobilier et d'administration de biens (IDIAB)
FNAIM Développement
Ecole Supérieure des Professions immobilières (ESPI)
Institut d'Administration des Entreprises de Lille (IAE)
Institut supérieur de l'Immobilier (INSIM) - Toulouse
Lycée René Descartes - Rennes

IRELAND

Dublin Institute of Technology - Faculty of the Built Environment
Limerick Institute of Technology

ITALIA

Università degli Studi di Palermo

	Università degli studi di Genova
LUXEMBOURG	CIGDL Chambre immobilière du Grand Duché de Luxembourg
MAGYAROSZAG	Füti Omega Ingatlaniskola - Budapest
NORGE	Norwegian School of Management BI
NEDERLAND	Hanzehogeschool - Groningen Fontys Hogeschool Management, Economie en Recht – Eindhoven NVM – Studiecentrum Opleiding Makelaardij
POLSKA	Akademia Ekonomiczna w Krakowie (The Krakow University of Economics) Uniwersytet Gdanski, Wydział Zarządzania - Gdansk Malopolska Wyzsza Szkola Ekonomiczna (Malopolska School of Economics - MWSE) - Tarnow Uniersyte Lodzki - Department of Investment & Real Estate - Lodz Poznan University of Economics Wyzsza Szkola Gospodarowania Nieruchomosciami w Warszawi
PORTUGAL	Escola Superior de Actividades Imobiliárias - Lisboa
ÖSTERREICH	Fachhochschul-Studiengänge der Wiener Wirtschaft Fachhochschul-Kufstein Tirol Bildungs GmbH
UNITED KINGDOM	University of the West of England (UWE) - Faculty of Built Environment - Bristol North East Wales Institute of Higher Education (NEWI)
SVERIGE	Karlstad University Malmö University University of Gävle
CONFÉDÉRATION HELVÉTIQUE	Realis Bildungszentrum Immobilienberufe

6. EDUCATIONAL ESTABLISHMENTS GRANTED WITH THE *CEPI EUR* LABEL

Having analysed the study programmes proposed, the following universities and schools are in

conformity with CEPI minimum educational requirements and have been granted with the **CEPI Eur** label.

BELGIQUE - BELGIË

- **Institut Reine Astrid - IRAM - Promotion Sociale - Mons**
 - Graduat en immobilier
- **Institut de formation permanente pour les Classes moyennes et les moyennes entreprises (IFAPME):** (Namur - Wavre - Gembloux - Charleroi - Créalys - La Louvière - Mons - Tournai - Verviers - Libramont - Dinant - Liège - Huy - Arlon - Waremme)
 - Diplôme de chef d'entreprise – agent immobilier et administrateur de biens
- **Hogeschool Antwerpen**
 - Bachelor in het Vastgoed : afstudeerrichting landmeten/makelaardij
- **Hogeschool Gent – Technology Department**
 - Bouw optie Vastgoed
 - Bouw optie Beheer
- **Instituut voor het zelfstandig ondernemen (VIZO)**
 - Diploma Ondernemersopleiding Vastgoedmakelaar
- **Katholieke Hogeschool St-Lieven - departement Aalst - Opleiding Vastgoed - Aalst**
 - Bachelor

DANMARK

- **Handelsgymnasiet Mariager Fjord - Hobro**
 - AP Degree Financial Management
- **Institute of Applied Management - North Jutland**
 - AP Degree Financial Management
- **Niels Brock Copenhagen Business College**
 - AP Degree Financial Management
- **Tietgen Business College**
 - AP Degree Financial Management

DEUTSCHLAND

- **Deutsche Immobilien-Akademie an der Universität Freiburg GmbH (DIA)**
 - Diplom-Immobilienwirt
- **Immobilienakademie GmbH - Grasbrunn/München**
 - Immobilienverwalter (ebs/DDIV) (Weiterbildung)

ESPAÑA

- **Universidad de Alicante**
 - Degree in real estate studies (DEI)
- **Escuela universitaria de Estudios Empresariales - Málaga**
 - Graduado en estudios inmobiliarios

FRANCE

- **Lycée Valentine Labbé - Lille**
 - BTS Professions immobilières
- **FNAIM Développement**
 - Brevet de technicien supérieur des professions immobilières
- **Université Jean Moulin - Lyon 3 - Institut de droit immobilier et d'administration de biens (IDIAB)**
 - DEUST "administrateurs de biens"
 - licence professionnelle "droit et gestion immobiliers"
- **Ecole supérieure des professions immobilières (ESPI) - Paris**

- Chargé d'affaires en immobilier (2 ans)
- chargé d'affaires supérieur en immobilier (3 ans - bachelor)
- référence de l'ESPI (4 ans - master)
- **Institut d'administration des entreprises de Lille (IAE)**
- licence professionnelle en management des organisations - managements des entreprises immobilières
- **Institut supérieur de l'Immobilier (INSIM) - Toulouse (Balma)**
- attaché commercial, chargé d'affaires et de gestion en immobilier
- **Lycée René Descartes - Rennes**
- BTS Professions immobilières

IRELAND

- **Dublin Institute of Technology - Faculty of the Built Environment**
- Certificate "Auctioneering, Valuation & Estate Agency"
- Property Economics Degree

ITALIA

- **Università degli studi di Genova**
- (corso di perfezionamento in amministratori di condominio)
- **Università degli studi di Palermo**
- Laurea in Scienze dell'Amministrazione

MAGYAROSZAG

- **Füti Omega Ingatlaniskola - Budapest**
- diplomas: property manager, estate agent, condominium manager, valuer

NEDERLAND

- **Hanzehogeschool - Faculty of Economics - Department of Management, Economics and Law - Groningen**
- Estate Agent
- Property Management
- **NVM-SOM (Studien Centrum Opleidingen Makelaardij) - Nieuwegein**
- Diploma Makelaar-taxateur onroerende zaken
- Praktijdiploma Wonen/MKB Makelaar-taxateur o.z.
- Diploma post HBO Opleiding Commercieel Vastgoed
- **Fontys Hogeschool, Management, Economie en Recht - Eindhoven**
- BBA (opleiding Vastgoed en Makelaardij)

ÖSTERREICH

- **Fachhochschul- Studiengänge Immobilienwirtschaft - Wien**
- FH – Study Programme Real Estate Management
- **Fachhochschul- Akademie Kufstein - Tirol**
- Facility Management
- Real Estate & Facility Management

POLSKA

- **Akademia Ekonomiczna w Krakowie (The Krakow University of Economics)**
- MA Degree (full time) Real Estate & Investment Economics
- **Uniwersytet Gdanski, Wydział Zarządzania - Gdansk**
- Faculty of Business Administration
- Master and Bachelor Degree (full and part time) - Investment and Real Estate
- **Malopolska Wyzsza Szkola Ekonomiczna (Malopolska**

School of Economics - MWSE) - Tarnow

- Master's level – Real estate and insurance management (full time & part time)

• Uniwersyte Łodzki - Department of Investment & Real Estate - Lodz

- M.Sc. Degree Investment and Real Estate

• Poznan University of Economics

• Wyzsza Szkola Gospodarowania Nieruchomosciami w Warszawi

- Bachelor Degree in Real Estate Economics

PORTUGAL

• Escola Superior de Actividades Imobiliárias - Lisboa

UNITED KINGDOM

• North East Wales Institute of Higher Education (Newi) - Wrexham

- Estate Agent

- Estate Management

• University of the West of England (UWE) - Bristol

- BSC Built and Natural Environments

- BSC Real Estate (Valuation and Management)

- BSC Real Estate and Leisure Management

SUOMI -FINLAND

• Real Estate Training and Education Institute - Helsinki

- Building and housing management - property management

- Professional Exam for building and housing managers (by law) - first level

- Training and Qualification for building and housing managers (our own exam) - second level (ITS)

- Advanced Training and Qualification for building, housing and property managers (our own exam) - third level (AIT)

- Technical management

- Training and Qualification for Technical Property managers (our own exam) (ITS-TEK)

- Asset, Property and Facility Management

- Post graduate Exam in Asset, Property and Facilities Management (our own exam) PGP

SVERIGE

• Malmö University - Malmö

- Diploma Real Estate Agency

• Karlstad University (Dept of Business and Economics) - Karlstad

- Bachelor of Science with a Major in Business Administration

NORGE

• BI Norwegian School of Management - Oslo

**7. EURO EDUCATION PROGRAMME (STUDENTS EDUCATION PROGRAMME ABROAD)
WITHIN THE FRAMEWORK OF CEPI EUREDUC PROGRAMME**

Preamble

In order to achieve a full European mind amongst real estate professionals, it should be useful for CEPI to set up a system allowing students to follow a minimum of one full major module and

15 ECTS (European Credit Transfer System) of estate agent and/or property management studies at an educational establishment recognised by CEPI and granted the **CEPI Eur** label.

1. DEFINITIONS

1.1. **The student** : any real estate student, property agent or manager, citizen of one of the EU Member States, who is studying in his last year (two last semesters) at an establishment recognized by CEPI and granted the CEPI Eur label and who meets the Education Programme Guidelines laid down by CEPI.

1.2. **The educational establishment accepted by CEPI** : a university, high-vocational school or professional school, signatory of CEPI "Mission Statement" and granted the **CEPI Eur** label within the framework of CEPI Eureduc Programme.

1.3. **The tutor of origin** : an academic in charge of the student, in relation to the student's studies to become an estate agent and/or property manager, at the educational establishment accepted by CEPI in the student's country.

1.4. **The host tutor** : an academic responsible for welcoming and advising the student during his stay in the host country, at the educational establishment accepted by CEPI in the host country.

2. PROCEDURE

2.1. **The training** will consist of a minimum three months stay, in order to attend at least a full major module and 15 ECTS given for student estate agents and/or property managers in an education establishment accepted by CEPI, under supervision of a tutor of origin and a host tutor. The period chosen shall take into account the exams period and holidays in the host establishment. If requested by the student, the host tutor may propose a training period at the same time in a real estate professional company.

2.2. **The training application form** is sent to CEPI by the applicant, using CEPI's official form, and must be accompanied by the written agreement of both the tutor of origin and the host tutor as defined above. The student will have a preliminary interview (which may be conducted by telephone) with the host tutor. The training application form must be sent to CEPI by *February 15* of each year in order to schedule the organisation of the stay between September and May of the following academic year.

2.3. **The final decision** is taken by CEPI which informs all parties of that decision.

2.4. Where a prospective student has a problem identifying a host tutor, CEPI will endeavour to appoint the **host tutor** and to that end the student must advise CEPI of the difficulty one calendar month in advance of the *February 15* deadline set out in 2.2, i.e. by January 15.

2.5. Given the inevitable differences in diploma levels, academic traditions and educational systems, **a flexible and personalised programme** will be drawn up by the host tutor and the student and sent to CEPI.

3. PARTICULAR GUIDELINES

3.1. THE STUDENT

- is collecting information on the programmes of the various establishments and will choose according to the syllabus
- shall make a direct and oral contact with the host tutor before presenting his/her candidature to CEPI
- commits himself to draw up a detailed report (minimum 10 pages) the topic of which will be

chosen by himself in agreement of his host tutor. This report will be sent to the CEPI Secretariat within two months of the end of the attendance at the courses abroad. On CEPI's request, the student agrees in advance that CEPI may publish his report in any publication considered by CEPI as useful -

- must have a good knowledge of the language of the host country in order to be able to understand the given courses and ensure constructive working relations with the host tutor. The Euro Education training course that the student undergoes may not fall within the scope of the Erasmus programme and the student will be responsible for the cost of travel, accommodation and other incidental costs, save for those attributed to other parties in this document.

3.2. THE TUTOR OF ORIGIN commits himself to make contact with the host tutor and to pay attention to the work done by the student during his training abroad.

3.3. THE HOST TUTOR commits himself:

- to check, before signing the agreement, whether the student meets the guidelines,
- to draw up a flexible and personalised curriculum, in collaboration with the student,
- to help the student to find accommodation in the host country, which will be at the student's own expense
- to help the student to meet the students of the host educational establishment,
- to give advice and to help the student,
- if needed, to try to find a solution for possible problems during the training period,
- to supervise and sign the student's detailed report to be sent to CEPI.

The host tutor is advised to maintain a reasonable contact with the tutor of origin.

3.4. THE HOST ESTABLISHMENT

- The establishment will take out all legal insurances to cover the student.

On successful completion of his final examination, the host establishment will deliver a certificate signed on the Establishment's behalf by a senior academic or administrator authorised to do so.

This certificate will mention the courses followed by the student, the number of ECTS accomplished and the results of the final examination.

3.5. THE CONSEIL EUROPEEN DES PROFESSIONS IMMOBILIERES (CEPI)

- commits itself to give a grant of € 250 to each student. This amount is to cover part of the travel expenses and of the printing of the detailed report. This amount will be paid to the student as soon as the student submits his detailed report to CEPI as required under 3.1 above,
- as soon as the student's detailed report is accepted by CEPI competent authorities, will grant the student a certificate attesting his training period abroad,
- does not take any responsibility for the student's costs of illness, accidents, theft or loss of belongings or any other incidents that may occur,
- does not take any responsibility in case of dispute between the student and the tutor of origin or the host tutor,
- restricts the number of trainees at CEPI's charge to 10 a year.
- publishes, on its website www.cepi.be all data on the project as well as the registration forms.



Application form online

The application form should be returned to CEPI together with all the other documents after meeting with the host tutor.

January 2007