Programme syllabus

School of Constructional Technology and Real Estate Agency
Högskoleutbildning i byggteknik och fastighetsförmedling

*120.0 credits*

*Valid for students admitted to the education from spring 10 (HT - Autumn term; VT - Spring term).*

This is a translation of the Swedish, legally binding, programme syllabus.

**Programme objectives**

The University Diploma in Constructional Technology and Real Estate Agency programme educates the student for work as a real estate agent. This is a theoretical profile and fulfils the real estate committee’s theoretical requirements to be registered as a real estate agent.

Beyond the requirements which are specified in the Higher Education Ordinance, the student must, as a graduate of the programme in Constructional Technology and Real Estate Agency at KTH, show:

**Knowledge and understanding**

- Understanding which is required for independently working with real estate
- Understanding for business economy, law, constructional technology and psychology
- Understanding for mediation of property and real estate with specialisation within private properties
- Understanding of real estate agents’ code of conduct
- Understanding for the brokerage process’s different parts such as, acquisition, appraisal, marketing, bidding, contract writing, service, and admission, and be able to see the process in its entirety

**Skills and abilities**

- Explain the significance of independent middle-men and be able to act in accordance with this
- Plan and carry out customer meetings, partly with focus on the individual meeting and partly service in general through the industry’s general channels, be able to market objects
- Evaluate properties and real estate and be able to judge the needs of special inspection and be able to interpret inspection protocols performed by authorised inspectors
- Handle bids and transactions between buyer and seller and compile a complete economic estimate for the customer
- Design contracts which take consideration to both the buyer’s and seller’s rights, obligations and wishes be keen on both the buyer’s and seller’s needs and wishes in order to be able adapt the service in accordance
- To be able to communicate relevant questions in the mediation process and connect the appropriate parts
- Be able to work independently and in groups, and take responsibility for one’s own learning

**Ability to make judgements and adopt a standpoint**

- Develop a responsible approach to the real estate agent role in accordance with the applicable legislation and good real estate agents’ code of conduct.
Extent and content of the programme

The regular study time is 2 years, which comprises 120 higher education credits, with courses given on the first level. The education is carried out in Swedish.

Eligibility and selection

For eligibility to the programme, basic eligibility and special eligibility are required in Mathematics course C, and Social science A or the corresponding. In each and every of these subjects, the lowest accepted grade is passed or 3. For about 10% of the places, a special selection is done among applicants with at least 2 years and up to 3 years practical work experience within the area construction and real estate. At most, 3 years of full-time or corresponding part-time can be counted. The entire work period must be acquired before the deadline for application and, at the earliest, 6 years before. If more applicants have the same amount of experience, we will cast lots to determine who gets the place.

For more, see KTH’s admission policy.

Implementation of the education

Structure of the education

The courses in the programme comprise 7.5, 15, and 22.5 higher education credits. Lectures and examination forms vary from course to course. Normally, a portion of the course is constituted by lectures which give first contact with concepts and theories.

Applicable details concerning study years, terms, study periods, can be found in the KTH-handbook and study handbook on the student web.

The programme includes theoretical elements within the mediation process, constructional technology, law and economy and the form of instruction is lectures, exercises, seminars, and project work.

The instruction in the law courses is carried out at the Campus Valhallavägen, three courses comprising 30 higher education, while the instruction in the other courses occur at the Haninge Campus.

At the end of study year 2, an independent work is carried out.

Study year 1

The first course taken is the introduction course in Estate Agency. The course provides an orientation in the industry and the profession. An introduction is given about property and the real estate market, players in the market, ethical rules, real estate agent laws, English for agents, IT-support, and more.

The course Construction physics, Constructional technology, and installation is an extensive course which provide knowledge in constructional technology, foundation, and framework and their different build materials. Energy and energy judgments are also included as an important part. In the course element installation, different heating systems, ventilation needs and water and drainage technology, are described. The course also includes an element of humidity and humidity mechanics, humidity shielding, mould, and mycology. The student also learns to calculate humidity quotas, humidity content, and relative humidity.

The Law overview course provides the fundamental knowledge about the Swedish judicial system. It gives the student an introduction to civil rights as well as public rights. The course gives a broad overview of the civil law with personality of laws, contract law, option to buy, consumer law, real estate law, promissory notes and the right to claim, surety and security, property law and insolvency law, law of damages, family law (including inheritance and will), intellectual property law, employment and labour law, and right of association. In addition, criminal law, procedural law, European law, administrative law including fundamental state laws, and market law including competition law. Also, an orientation to the Swedish legal system’s structure, sources of law, and judicial method is given.
The courses *Real estate law* and *Special real estate law for real estate agents* covers the different parts of real estate law from a real estate agent’s responsibility in connection with the execution of real estate agents’ assignments. It also covers, in depth, transfers of permanent ownerships and tenant-owner flats, and law questions related to it.

The courses also cover public law principles and rules about permanent ownership. A portion of the course covers the relationship between private physical and judicial persons. Another portion covers the rules about when and how public authorities can intervene in individuals’ maintenance and disposal over their property.

A real estate agent needs good knowledge within economy. In the course *Economy I* knowledge about economic concepts, budgeting, estimates, and establishment of yearly accounts is covered. The course also give deeper knowledge about budgeting of results as well as liquidation, product and investing estimates, practical bookkeeping and analysis of yearly accounts.

**Study year 2**

Study year two begins with a course in *Property Appraisal*. The course gives common knowledge about the Swedish commercial real estate market. It also provides knowledge about evaluation concepts, property market analysis and evaluation according to the regional pricing method, I/K method, and cash-flow method.

In the course *Economy management/Financing properties*, a deepened knowledge in Economy is provided. The student learns to do yearly budgeting and financing plans with personal, as well as, investor capital. The student learns strategies and goals for the real estate industry, how one finds relevant ratios for a real estate agency concerning technical and administrative maintenance and how one establishes a constructional technology maintenance plan.

As the second course in the subject area constructional technology, the course *Adaption and renovation* is taken. This course provides knowledge and terminology of different construction elements, availability questions and conversions. The course teaches students to see the need of renovation with the help of a value analysis.

The course *Tax law I and II* provides, among other things, the knowledge about rules about income tax, social fees, value-added tax, property tax, and stamp tax.

The programme is concluded with the course *The Mediation process*. The course is a summary and continuation of earlier courses. It concentrates on the mediation of a property. The student uses previously acquired knowledge in site leasehold, damages, commission, credit and insurance market, the Marketing Act, object descriptions, living-cost estimates, and final agreement. In the course, a larger, independent work is carried out (degree project).

**Courses**

The programme is course-based. Lists of courses are included in appendix 1.

**Grading system**

Courses in the first and the second cycle are graded on a scale from A to F. A-E are passing grades, A is the highest grade. The grades pass (P) and fail (F) are used for courses under certain circumstances.

**Conditions for participation in the programme**

In order to take the courses Real estate law, Economy management/Financing properties and the concluding course The mediation process, the knowledge from previous courses is required. Information about what these requirements are, can be found in the respective course plan. Contact must be made with the study guidance if the knowledge requirements are not fulfilled.

Term enrolment and selection of courses

The student must complete term enrolment prior to each term, via Mina Sidor, at the latest November 15th, and May 15th, respectively. The term enrolment lays the foundation for term registration. This makes it possibility to register grades and provide student aide from CSN.

The programme consists only of obligatory courses. The student does not select any courses.
Course registration

Every student must, at the first scheduled lecture, sign a course registration’s list. A student who has registered themselves in a course and has thereafter decided not to continue with the course, must contact the course responsible teacher as soon as possible.

It is the student’s responsibility to ensure that possible course prerequisites are fulfilled before the start of a new course. Information about prerequisites can be found in the respective course plans.

Temporary postponement

Temporary postponement means that the student does not participate in lectures during at least one term.

Granted temporary postponement gives the student the right to return to the studies at a predetermined point in time. During the temporary postponement, the student may complement incomplete courses, or participate in examinations from earlier started courses.

The application for temporary postponement is submitted to the study guidance, which approves or rejects the application. When the student decides to return to the studies, a new application must be submitted according to the above.

Recognition of previous academic studies

The student has the right to receive credit for education from another higher education institution/university within Sweden or abroad. The condition is that the course(s) are of such a nature and have such content that they correspond to the learning outcome goals which apply for the programme. Recognition of an entire course is approved by the GA. Elements of a course can be approved by the examiner.

Studies abroad

Not possible within this programme.

Degree project

The programme has no degree project. Instead a larger independent work of 7.5 higher education credits in the concluding course the Mediation process is included.

The work comprises a theoretical and/or experimental work with a corresponding report and oral presentation.

Degree

In order to complete the degree of University Diploma in Constructional Technology and Real Estate Agency successfully, passing grades in all courses which are in the student’s study plan must be achieved. The study plan consists only of obligatory courses. The study programme must comprise at least 120 higher education credits.

Courses which, content-wise, overlap other courses in the programme may not be counted towards the 120 higher education credits which comprise the degree.

In order to receive the degree, the student must apply for it on a special form and attach the receipt for the paid student union fee

Appendix 1 - Course list
Appendix 2 - Programme syllabus descriptions
Appendix 1: Course list

School of Constructional Technology and Real Estate Agency (TFASH), Programme syllabus for studies starting in spring 2010

**General courses**

**Year 1**

Mandatory courses (60.0 credits)

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
<th>Credits</th>
<th>Edu. level</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS1700</td>
<td>Real Estate Agency, Introduction</td>
<td>7.5</td>
<td>First cycle</td>
</tr>
<tr>
<td>HS1701</td>
<td>Business Administration I</td>
<td>7.5</td>
<td>First cycle</td>
</tr>
<tr>
<td>HS1703</td>
<td>Property Law</td>
<td>7.5</td>
<td>First cycle</td>
</tr>
<tr>
<td>HS1707</td>
<td>Land Law for Estate Agents</td>
<td>7.5</td>
<td>First cycle</td>
</tr>
<tr>
<td>HS1713</td>
<td>Introduction to Swedish Law</td>
<td>7.5</td>
<td>First cycle</td>
</tr>
<tr>
<td>HS1714</td>
<td>Building Physics, Techniques, Heating and Ventilation</td>
<td>15.0</td>
<td>First cycle</td>
</tr>
</tbody>
</table>

**Year 2**

Mandatory courses (60.0 credits)

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
<th>Credits</th>
<th>Edu. level</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS1704</td>
<td>Management Control and Financing of Real Estate</td>
<td>7.5</td>
<td>First cycle</td>
</tr>
<tr>
<td>HS1706</td>
<td>Real Estate Valuation</td>
<td>7.5</td>
<td>First cycle</td>
</tr>
<tr>
<td>HS1709</td>
<td>Real Estate Agency Process</td>
<td>22.5</td>
<td>First cycle</td>
</tr>
<tr>
<td>HS1710</td>
<td>Adapting and Reconstruction of Existing Buildings</td>
<td>7.5</td>
<td>First cycle</td>
</tr>
<tr>
<td>HS1711</td>
<td>Tax Law I</td>
<td>7.5</td>
<td>First cycle</td>
</tr>
<tr>
<td>HS1712</td>
<td>Tax Law II</td>
<td>7.5</td>
<td>First cycle</td>
</tr>
</tbody>
</table>
Appendix 2: Specialisations

School of Constructional Technology and Real Estate Agency (TFASH), Programme syllabus for studies starting in spring 2010

This programme has no specialisations.