



# Discover your world

2012  
2013

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## International Real Estate and Facility Management

Professional  
Bachelor's  
Programme

in 3 or 4 years

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# 1 Introduction

## International Real Estate and Facility Management

Professional Bachelor International Real Estate and Facility Management in 3 or 4 years

This English-taught programme prepares you for a career in the facility management industry. In 3 or 4 years' time, you will become a professional in coordinating and directing all the support services of an organisation.

### Right in the middle of things!

- > Can you create the work place of the future in a sustainable way?
  - > Are you service minded?
  - > Can you manage the catering, cleaning services and security in an international company?
- After your graduation in Breda, you as a Facility Manager are a team player who ensures that guests feel comfortable and staff can perform well in their work.

### Your future?

Most large companies and organisations have taken on a Facility Manager. If not, one will be engaged through a professional company. As a Facility Manager you organise and manage the supporting department of an organisation. You direct the Facility Department and you are responsible for the possible outsourcing of work (for example cleaning services). The Facility Manager holds a key position in the organisation and in an innovatory manner he takes care that all facilities are in order.

### Career examples

You might work in the trade and industry for the authorities or at organisations in the field of health services. Worldwide facility managers are at the heart of organisations such as:

- > multinationals
- > hospitals
- > airports
- > hotels
- > event organisations
- > catering, cleaning and security organisations

After graduation you often start your career as an assistant and from that position on you can develop yourself to an executive, adviser or manager.

### Labour market prospects

In Keuzegids HBO Voltijd 2012 (an independent guide containing a systematic quality comparison of study programmes in higher education) you can find an indication of the labour market prospects for recent graduates (average starter salary and percentage of unemployed among recent graduates). For the International Real Estate and Facility Management programme, the starter salary of recent graduates amounts to 1,953 euros a month before tax. Approximately 73% of the graduates have found a job at bachelor's level.

Graduating from NHTV will earn you a Bachelor's degree in Business Administration in Facility Management - and infinite international career opportunities!



Linda Leijten,  
Graduate

*'I'm a project manager for "Ondernemers Congres en Zakenfestival". Together with a team of colleagues, I am responsible for organising a series of conferences. This mainly involves operational activities, such as arranging conference venues, catering services, communication with speakers/partners, handling registrations, etc. It is a very interesting and varied job. No two days are the same.'*

## Why NHTV?

Why study facility management at NHTV Breda

- > approx. 120 students entering every year, allowing for personalised coaching
- > practice-oriented learning through close collaboration with the industry
- > projects for real clients in the in-school training company
- > international classroom, approx. 10% foreign students
- > accredited by the International Facility Management Association

## Label of excellence

International Real Estate and Facility Management has been awarded a label of excellence for close collaboration with the facility management industry by the Dutch Government and has received an international accreditation by the International Facility Management Association (IFMA). The programme was valued positively in the Nationale Studentenenquête 2011 (Student Survey). International Real Estate and Facility Management was also voted no. 2 in its own category by Keuzegids HBO Voltijd 2012.

This English-taught programme prepares you for a career in the facility industry.

# 2 Admission requirements

## Admission requirements Dutch students

### havo

N+T > ec or m&o  
N+G > ec or m&o  
E+M > admissible  
C+M > (ec or m&o) +  
(wia or wib)

### vwo

N+T > ec or m&o  
N+G > ec or m&o  
E+M > admissible  
C+M > ec or m&o

### mbo

mbo 4 admissible

You are also admissible with a hbo/wo degree or a hbo/wo propaedeutic certificate.

### What to do if you do not meet the admission requirements?

- > If you miss any of the compulsory subjects, check out your possibilities at [www.nhtv.nl](http://www.nhtv.nl) (information is in Dutch).
- > If you are aged 21 or over, you may appeal to the 21+ arrangement. Please contact [facilitymanagement@nhtv.nl](mailto:facilitymanagement@nhtv.nl).

### Brush up course - better results!

NHTV's Online School offers an online course to increase your knowledge of financial management.

## Admission requirements foreign students

You can apply for this programme if you have completed secondary school, Abitur, Artium, Avgångsbetyg från Gymnasieskolan, COU, Senior High School - A levels or secondary vocational education. If your qualifications are not mentioned above, please contact International Office ([international.office@nhtv.nl](mailto:international.office@nhtv.nl)).

### Test Of English as a Foreign Language (TOEFL test)

As a non-native speaker of English, you must also show sufficient results of a TOEFL test (minimum score 550 paper-based, 213 computer-based or 80 internet-based), an IELTS test (minimum overall band score 6.0 and a minimum sub score for Speaking 6.0) or a Cambridge Advanced Certificate.

### English Language Preparatory Course

The preparatory course aims to prepare you for studying in English and helps you to acquire the study skills and the high level of proficiency in English required for studying at NHTV Breda University of Applied sciences.

### Brush up course - better results!

NHTV's OnlineSchool offers an online course to increase your knowledge of financial management.

## 3 Course characteristics

NHTV offers International Real Estate and Facility Management as either a 3- or 4-year course, depending on your prior level of education.

### 3-year course

You will benefit from the intensive 3-year programme in two respects: you gain one year in time, and save one year of tuition fees.

### Admission requirements

You can follow the 3-year programme if you already have:

- > a pre-university education (e.g. vwo or Hochschulereifezeugnis)
- > a vocational education in a related field (e.g. mbo-degree Facilitaire Dienstverlening level 4)
- > a related propaedeutic certificate
- > a diploma of a higher education or university study programme
- > previously acquired competencies

Please contact [facilitymanagement@nhtv.nl](mailto:facilitymanagement@nhtv.nl) to discuss which track would be most appropriate for you.

### Curriculum

#### Year 1

One of the main modules in the first year is Internal Client, which focuses on the perceptions of facility service users. Another key module is Visitor Management. The school's training company Sibelicious will help you obtain practical experience on a weekly basis.

#### Study trips

The first year includes a one-week study trip to an English speaking country to get acquainted with the international facility management industry. In the past, students have visited London, Dublin, Glasgow, Bournemouth, Brighton and Malta.

#### Year 2

Projects in the second year are Corporate Real Estate Management, Supply Chain Management, Management & Organisation and Imagineering. During this year you will organise a facility event.

#### Six-month international company placement

In the last six months of the second year, you will take part in an international placement with a facility-related company. Our placement office is in touch with large companies such as Amgen, Camelot, Shell, Jones Lang LaSalle and Sodexo in Belgium, Germany, New Zealand, Ireland, Scotland, England, Australia, the Netherlands Antilles and South Africa.

#### Year 3

The third year starts off with the Strategy and Communication module. During this period you will also write your Personal Development Plan and participate in an international conference in a European city related to current facility management topics.



Josje Versteegen,  
Student

*'Before I made my choice for the International Real Estate and Facility Management programme, I visited the open days and attended the orientation days. Finally I chose NHTV because of its teaching style and the interaction between students and lecturers. The school has a very informal atmosphere and everything is well organised. A tutor is assigned to each student and can be consulted at all times. What I like about the study programme is that you work in theme blocks.'*

### *International research assignments*

In the period from January to June you put your Personal Development Plan into practice. To help achieve this goal, the NHTV Associate Professorship in Facility Management commissions several international research assignments.

### *Graduation*

An assessment interview will give you the opportunity to demonstrate that you are competent to enter the international facility management industry. Upon succeeding, you will be awarded the Bachelor's Degree in Business Administration in Facility Management.

## **4-year course**

### **Admission requirements**

You can enter the 4-year programme if you have completed vocational education (mbo level 4) or higher secondary education, for example:

- > havo
- > Abitur
- > Artium
- > Avgångsbetyg från Gymnasieskolan
- > COU
- > Senior High School - A levels
- > Baccalauréat

### **Curriculum**

#### ***First year (Orientation)***

Two of the main modules in the first year are Internal Client, which focuses on the perceptions of users of facility services, and Visitor Management. The final project in this year is a Corporate Real Estate Management project in which you use all your acquired knowledge and skills. The school's training company Sibelicious will help you obtain practical experience on a weekly basis.

#### ***Practical components***

During the first year you will receive a broad introduction to the professional field through company visits, guest lectures and excursions, as well as a field trip to an English speaking country and a four-week operational placement in a facility organisation.

#### ***Second year (Specialisation)***

In your second year, you will work on real-life project assignments commissioned by the facility management industry. These concrete assignments focus on four different subjects: Management & Organisation, Corporate Real Estate Management, Supply Chain Management and Imagineering. Other courses are Finance, Methods & Technique and Law.

#### ***Field trip***

You will go on a field trip which focuses on another culture and the following skills: working together, leadership, improvisation, coordination, cross-cultural management and organisation. In the last few years students have been to Romania, Poland, Bosnia, Hungary, the Ukraine, Lithuania and Slovakia.

#### ***Six-month international company placement***

You will take part in a six-month placement with an international company abroad. Our placement office is in touch with large companies such as Amgen, Camelot, Shell, Jones Lang LaSalle and Sodexo in Belgium, Germany, New Zealand, Ireland, Scotland, England, Australia, the Netherlands Antilles and South Africa.

#### ***Third year (Integration)***

The main module of the third year is Strategy and Communication. You will develop a clear vision on the international Facility Management industry, learn about strategic management and accounting for your choices. You will also write a Personal Development Plan in which you will present and support your personal competency development plan for the graduation year.



**Vincent de Groot,**  
Student International  
Real Estate and Facility  
Management

*'When I was offered the opportunity by the NHTV Placement Office to do my work placement in China I realised that this was a "once in a lifetime opportunity". In the Sofitel Hyland Shanghai Hotel I was the right-hand man of their F&B director. I worked on the design of new restaurants and realised various events and VIP dinners. A work placement abroad is one of the most valuable experiences during your studies. It makes you grow up faster, it gives you a new, more positive view on life and you learn more about yourself than you have ever known before.'*

### *International conference*

At the end of the third academic year you will organise an international conference related to current European facility management topics. Every year this conference takes place in a different European city. In the last few years this conference has been organised in Rome, Berlin, Madrid, Copenhagen and Lisbon.

### **Fourth year (Graduation)**

You propose how to design your graduation phase. You can choose from various ideas, such as a large-scale project, a double degree, another placement, a research assignment or an advanced (pre-master's) course. A supervisor will coach you in taking this final step.

## **What's more?**

### **Academic degree in one year**

In the fourth year, all NHTV students are offered the opportunity of studying a pre-master's programme in Strategic Business Management & Marketing. This degree enables you to continue with a Master of Science programme at several universities and earn a Master of Science (MSc) degree in one year's time.

### **Exchange programmes**

Studying abroad for a while gives you an opportunity to broaden your horizons. You live in an international environment, meet people with different cultural backgrounds and accumulate knowledge. In addition, you will considerably enhance your command of modern foreign languages. The long and the short of it is that studying abroad is a wonderful opportunity... Why not seize it?! NHTV has built partnerships with a large number of universities all over the world who will be happy to accommodate your exchange.

### **Obtain a master's degree**

Obtain the degree 'Master of Business Administration' International Real Estate and Facility professional, by applying for our 15-month MBA programme. This is a joint venture between NHTV Breda (the Netherlands) and Fachhochschule Kufstein (Austria). Both are Universities of Applied Sciences. This master offers students the opportunity of studying in Europe, Asia and the USA. Visit [www.mba-refm.eu](http://www.mba-refm.eu) for more information on this MBA programme.

### **Other master's programmes**

Other master's programmes you can follow after this bachelor's programme are for example:

- > Master Imagineering (NHTV)
- > Master in Supply Chain Management
- > Master in Business Administration
- > Master in Human Resource Management
- > Master in Business Communications
- > Master in Organisation Sciences

## **Educational vision**

### **Ten competencies**

In order to become a hotel manager, you need a balanced mix of knowledge, skills and attitude. Therefore you will be taught ten specific competencies, for example:

- > You will be able to create a service experience
- > You can prepare, manage and improve the business and organisational processes of your company
- > You will master the skill of initiating change in a planned manner

### **Teaching methods**

At the heart of our programme we use action learning. This means you must be able to take on a great deal of responsibility, as the number of supervised classes per week is limited. The remaining hours are spent working independently or on assignments in small groups.

The educational practice is based on four teaching methods:

- > Problem-Based Learning: you work on problems in groups within a professional context
- > Project-Based Learning: you work with other students on a concrete project assignment, commissioned by the hospitality industry
- > Individual Academic Learning: an individual study of academic literature and managerial models
- > Demand-Based Education: you propose how to design your graduation phase

### **In-school training company**

At the heart of the programme is Sibelicious, our in-school training company. In a real-life setting, you get to learn what Facility Management is all about. Together with your fellow students, you organise, cater for, manage and service real customers, who come in daily for lunch, dinner, a meeting or a congress.

In your first year you will work for your second year peers, who will manage you. In your second year, you yourself will take up the manager's position and be responsible for budgets and dealing with the staff from a specific Sibelicious department.

You will get to know all the different aspects of the business - from the first contact with the client, to drafting a proposal and budget, right up to the execution of an actual event and the after-care. In addition, you work in the kitchen, restaurant and banqueting for both internal and external guests to provide them with a first class experience. The Service Desk is a separate section of Sibelicious where you get to take charge of the coordination of cleaning, maintenance, and distributing office supplies.

## **4 Study costs**

### **Tuition fees**

In the academic year 2012-2013 the statutory fee is 1,771 euros.

You pay the statutory tuition fee if you:

- > have the Dutch nationality or the nationality of another country that is part of the EEA, or the Surinamese or Swiss nationality and
- > live in the Netherlands, Belgium, Luxembourg, or one of the German federal states of Northern Rhineland-Westphalia, Lower Saxony or Bremen at the time of enrolment (reference date 30 September) and
- > don't already have a bachelor's or master's degree at the start of the academic year

If this does not apply to you, check the tuition fee regulations at [www.nhtv.nl/fee](http://www.nhtv.nl/fee) to see whether there are other conditions through which you are eligible for the statutory tuition fee. In all other cases you pay the institution tuition fee. In the academic year 2012-2013 the institution fee is 7,578 euros.

### **Attention**

The Dutch government has submitted a legislative proposal to the Lower House with the intention of increasing the statutory tuition fee for 'langstudeerders' (slow-progressing students: 6 years or more) as well as withdrawing their 'OV-chipkaart' (student pass for public transport). More information on this subject and the consequences for you as a student can be found on the web pages 'Kabinetsplannen voor studiefinanciering' from the DUO - IB-Groep (in Dutch). More information in English will follow as soon as possible.

### **Additional costs**

Besides the nationally-set tuition fee, please take into account the cost of:

- > a laptop (approximately 600 euros), download the list with technical requirements
- > the introduction programme (135 euros)
- > textbooks (a maximum of 400 euros in the first year)
- > company visits and excursions  
(first year: 400 euros, second year: 375 euros and third year: 350 euros)
- > facilities of the training company (Sibelicious) and the Food & Beverage components of the curriculum, including use of restaurant and kitchen utensils and clothing (first year: 275 euros; second year: 100 euros and a uniform for Sibelicious 85 euros)
- > second/third-year placements
- > placement contribution. The acquisition, mediation and supervision of placements abroad involve extra costs. Therefore we ask our students to contribute 275 euros

Note: all prices are subject to change

# 5 Application

## Application Dutch students

This programme has no intake restrictions other than the admission requirements.

### Application deadline

> 1st September for Dutch students

### How do I apply?

Dutch students must apply through Studielink. You will find a detailed application manual at [www.nhtv.nl](http://www.nhtv.nl).

### Orientation days

We strongly recommend that you attend one of our orientation days. Participation in one of these events will provide you - and us - with a clear insight into your qualifications, level of English and suitability for International Real Estate and Facility Management.

## Application foreign students

This programme has no intake restrictions other than the admission requirements.

### Application deadlines

- > 1st June for EEA students
- > 1st June for non-EEA students living in the Netherlands
- > 1st May for non-EEA students

### How do I apply?

Students from abroad must apply through Studielink and the International Office of NHTV.

#### Step 1

If you meet the admission requirements, please register with Studielink. This is the national administration system for higher education in the Netherlands. Check out [www.nhtv.nl](http://www.nhtv.nl) for a manual application and enrolment.

Please note: We won't start processing your application until you are registered with Studielink.

#### Step 2

Fill in the application form foreign students. Please make sure you submit all additional documents requested in the application form and sent the digital files to [applicationpackages@nhtv.nl](mailto:applicationpackages@nhtv.nl).

#### Outcome

After a SKYPE or a face-to-face interview, our International Office will contact you with the decision as soon as possible.

#### Questions?

Students from abroad who have any further questions may contact International Office ([international.office@nhtv.nl](mailto:international.office@nhtv.nl)).



Susan Perdijk,  
Student

*'I joined in on an orientation day. Accompanied by several first years students, I spent the whole day at NHTV. At the end of the day I knew all the ins and outs of the school (from serious business to the latest gossip!), I saw that this is definitely my type of people and that it is a small school, which is perfect for me. During the introduction week, called InterSib, I had a lot of fun with people I met at the orientation day. And still now, in my second year, I have contact with people I met at my orientation day. There is a lot of choice regarding studies in the Netherlands, so orientation is very important.'*

# 6 Find out for yourself

How do you find out whether a study programme really suits you? Keep in mind that you want to broaden your horizon, by exploring areas that really interest you and most importantly find a place you will feel at home. Come visit us, take a look and find out for yourself!

## Open days and evening all NHTV academies

12  
NOV

OPEN DAY: 10.00 - 15.00 hrs.

10  
MAR

OPEN DAY: 10.00 - 15.00 hrs.

19  
APR

OPEN EVENING: 19.30 - 21.30 hrs.

## NHTV Breda - An overview of all programmes

In the brochure 'NHTV Breda - An overview of all programmes' you will find information on:

- > All NHTV's programmes
- > NHTV's international character
- > NHTV's educational vision
- > Holland and Breda facts
- > Studentlife

You can download the brochure at [www.nhtv.nl](http://www.nhtv.nl).

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