

ABOUT ESAI



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1. ABOUT ESAI

ESAI (Escola Superior de Actividades Imobiliárias) it's private higher education institution and is the only school in Portugal, public or private, to teach higher education exclusively in the Real Estate area.

Established in 1990, by a group of companies and associations related to real estate, we were at the time of foundation, the pioneers in this type of education in Europe.

With more than 25 years of experience, ESAI provides a unique contribution, the foundation and operational tools to learn how to identify and grab Real Estate opportunities in Portugal and all over the world, in addition to a daily contact with the best professionals in the area.

A. MISSION AND GOALS:

ESAI is a center of creation, development and transmission of science and culture that pursue the following goals:

- ✓ Higher education in the real estate area
- ✓ Scientific and technological research
- ✓ Training and cultural progress, scientific, technical, social and moral
- ✓ Community service
- ✓ Collaboration and partnership with public and private, national or foreign entities, that aimed to the study of education policy, science and culture
- ✓ Cultural, scientific and technical exchange with institutions worldwide that have the same goals and level as ESAI (Check ESAI [Educational Project](#))

B. ESAI RESEARCH

Established in 2003, o Centro de Investigação Científica da Construção e do Imobiliário - CICCOTI – (Scientific Research Centre of Construction and Real Estate) is the only national research unit that adopts exclusively as objects of study, those affecting directly the real estate row.

Although CICCOTI is not a recognized unit by FCT (Foundation for Science and Technology) - all research effort is supported by ESAI as a long-term investment - the results are beginning gradually to emerge as proven by the many protocols with a wide range of public and private entities that seek for ESAI and its researchers to provide consulting services, asset valuation, property taxation and territory management.

Research, innovate and develop new work methods is one of the purposes that have guided the evolution and consolidation of CICCOTI.

ESAI partnership with other institutions, experts in the area and or through its Teachers and researchers within the CICCOTI, has developed a number of initiatives, themed events, scientific and technical forums, free and open to the public.

As the real estate area is characterized by a lack of knowledge and scientific production, this set of events aimed provide an informative view of experts in the field, as well as provide participants practical and specific information, exchange experiences and establish new contacts.

Scientific research, oriented research and professional high level development of teachers in Real Estate Management is at the moment one of the main priorities of ESAI. To do so, the institution has been promoting the participation of teachers, researchers and technicians on activities that leads to their educational, vocational, academic, technical and scientific improvement.

ESAI has always seek to establish partnerships and protocols with national and international institutions and entities.

With these partnerships ESAI has pursue to develop and stimulate a scientific mass through a strategy that promotes research in the field, visible thought articles, books and publications, through the participation in both national and international research networks, through the organization and participation in scientific meetings, exchange of teachers and students, research activity and research training, among others.

C. ESAI STRUCTURE:

DIRECTOR BOARD (CONSELHO DE DIREÇÃO)

ESAI Director (Diretor da ESAI): Dr. Vítor Reis

Course Director (Diretor de Curso): Prof. Doutor João Gomes

Administration Entity Representative (Representante da Administração da Entidade Instituidora):

Dr^a Julie Lefebvre

TECHNICAL-SCIENTIFIC COUNCIL (CONSELHO TÉCNICO-CIENTÍFICO)

President (Presidente): Dr. Vítor Reis

Vice-President (Vice-Presidente): Prof. ^a Doutora Teresa Florentino

Prof. Doutor Paulo Castanheira

Prof. Doutor João Gomes

Doutor Manuel Coelho da Silva

Prof. Doutora Sandra Vieira Gomes

PEDAGOGICAL COUNCIL (CONSELHO PEDAGÓGICO)

President (Presidente): Dr. Vítor Reis

Vice-President (Vice-Presidente): Prof. Doutora Rita Vitorino de Carvalho

Prof. Doutor João Gomes

Prof. Doutora Teresa Florentino

Prof. Doutor Paulo Castanheira

Students

CONSULTIVE COUNCIL (CONSELHO CONSULTIVO)

President: Doutor Manuel Coelho da Silva

Dr. Vítor Reis

Dr.^a Julie Lefebvre

Prof. Doutor João Gomes

Dr. Paulo Jorge Dinis Gouveia

APPJ, Presidente da Direção

APFIPP, Membro da Direção

APEGAC, Presidente

ASAVAL, Presidente

APEMIP, Presidente

AHP, Presidente

APAE, Presidente

IMPIC, Presidente

Turismo de Portugal, Presidente

CML, Pelouro Habitação e Desenvolvimento Local

RICS Portugal, Presidente

DISCIPLINARY COMMITTEE (COMISSÃO DISCIPLINAR)

ESAI Director (Diretor da ESAI): Dr. Vítor Reis

Administration Entity Representative (Representante da Administração da Entidade Instituidora):

Dr^a Julie Lefebvre

EXTERNAL EVALUATION COMMITTEE (COMISSÃO DE AVALIAÇÃO EXTERNA)

Dr. Manuel Coelho da Silva
Prof. Doutor Gabriel Malagueta Feio
Prof. Doutora Maria Manuel Baptista
Dr. Pedro Jorge Braumann
Dr. Paulo Monteiro

D. ESAI COURSES ACCESS REQUIREMENTS

The general conditions of higher education access appear in the Portuguese Higher Education System, provided by [NARIC](#).

ESAI offers:

The Bachelor's Degree (1st cycle) in Real Estate Management (Gestão Imobiliária) achieved after 180 ECTS credits of study. The degree is awarded after the completion of a three-year study programme.

Post-graduate Diplomas: MBA's - Short cycle programmes (between 35 and 60 ECTS) that may be taken as a part professional specialization.

Other specialized training courses in Real State and cross areas.

Access to **Bachelor's Degree (1st cycle)** can be done through the Concurso Nacional de Acesso (National Access Competition,) organized by Direção-Geral do Ensino Superior ([DGES](#)).

Alternative forms of access to Bachelor's Degree are available: special contests (for technological specialization diploma holders, accessibility examination of over 23 years students, accessibility examination for senior and middle courses holders), special policy of access, change, transfer and re-entry on Higher Education Courses. All these alternative forms of access are formalized through an application in the institution. For further information please check: [Condições de Ingresso](#) e [Regulamentos dos Regimes de Acesso](#).

MBA's access is made through direct application at ESAI.

E. CREDITING PREVIOUS LEARNING

According to legislation, training undertaken by students in higher education institutions (national or foreign) can be credited (ie, crediting certified training), as well as their professional experience (ie, accrediting professional experience).

ESAI does the crediting of prior learning of student who joins a course in the institution. For student integration in their new training plan, crediting processes of certified training and professional experience must be submitted at the time of application to access or when registering for classes.

For more information about the crediting process in ESAI (moments, procedures and criteria for crediting processes please check: [Regulamento Creditação de Competências](#)

F. EXAMINATION REGULATIONS, EVALUATION AND CLASSIFICATION

The examinations and evaluation process and regulations are defined in ESAI [Estatutos](#).

The Regulatory Standards of **Bachelor's Degree (1st cycle) in Real Estate Management** is available at [Normas Regulamentares da Licenciatura](#).

G. REGISTRATION AND ENROLLMENT

The registration and enrollment at ESAI courses are made annually via Internet or in the Administrative services, in accordance with regulations and specific calendar. For further information please check: [Condições de Ingresso](#).

The registration and enrollment of foreign students in mobility (Erasmus or other mobility resulting from protocols established with foreign higher education institutions) will be made through the Department of Development and International Relations - DDRI). For further information please check the page [DDRI](#)

H. ECTS GUIDE/ CREDIT SYSTEM

ECTS, the European Credit Transfer System, is a system based on allocation and transfer of academic credits developed by the European Commission to provide common procedures to guarantee the full transferability of credits for university studies abroad in order that they might count towards a final qualification in the home country. It provides a way of measuring and comparing academic merits and transferring them from one institution to another.

Courses are assigned a number of credits depending on the workload students need in order to achieve the expected learning outcomes.

Allocation of credits in ECTS is the process of assigning a number of credits to qualifications, degree programmes or single educational components. Credits are allocated to entire qualifications or programmes according to national legislation or practice, where appropriate, and with reference to national and/or European qualifications frameworks. They are allocated to educational components, such as course units, dissertations, work-based learning and work placements, taking as a basis the allocation of 60 credits per full-time academic year, according to the estimated workload required to achieve the defined learning outcomes for each component.

ESAI uses the ECTS and the Bologna principles in all its training courses and on student mobility.

The number of credits allocated to each course units/module are identified in each the study program and is determined by: The workload is measured in: estimated hours of student work; The number of student working hours includes all forms of work provided (contact hours /training hours/ projects / field work / study and evaluation).

In ESAI the workload of a student for one academic year corresponds to 60 ECTS credits and 30 ECTS for a semester and about 20 ECTS, in case of a quarter.

A detailed analysis is made of Degree programmes of both Higher Education Institutions (HEI's), outcoming and host. This analyses allows credit awarded by one higher education awarding body to be recognised and

count towards the requirements of a programme at another institution; or that allows credit gained on a particular programme to contribute towards the requirements of a different one.

The mobility of an exchange student is guaranteed as long as the student respects the Learning or Training Agreement and gets positive evaluation.

Credits are awarded when appropriate assessment shows that the defined learning outcomes have been achieved at the relevant level.

The number of credits awarded to the student who demonstrates the achievement of learning outcomes is the same as the number of credits allocated to the component.

Evaluation methods include the whole range of written, oral and practical tests/ examinations, projects and portfolios that are used to evaluate the student's progress and ascertain the achievement of the learning outcomes of a course unit or module, whereas assessment criteria are descriptions of what the student is expected to do, in order to demonstrate that a learning outcome has been achieved.

The classification of each course unit/module is expressed through a note on a numerical scale from 0 to 20. The student is considered "approved" in a course unit/module if it obtains not less than 10.

The learning outcomes are classified by a national system and according to ECTS scale ordering the students on a statistical basis system.

The transcript of the notes is carried out in a document that indicates the name of the course unit/module in the institution of origin and the host and assigned respective ECTS (transcript of records). The conversion of notes is based on an official conversion tables used in the country. The mobility is referred in the Diploma Supplement.

For more information about the European Credit Transfer System check: [ECTS Guide/Credit System](#)

I. STUDY PROGRAMS

Degrees and study programs offered at ESAI:

- A Bachelor's Degree (1st cycle) in Real Estate Management (Gestão Imobiliária) achieved after 180 ECTS credits of study. The degree is awarded after the completion of a three-year study program;
- Post-graduate Diplomas: MBA's - Short cycle programs (between 35 and 60 ECTS) that may be taken as a part professional specialization;
- Other specialized training courses in Real State and cross areas.

Any questions can be answer via the Course Director, via the ERASMUS Coordinator or via the Development Department and International Relations (DDRI).

Since, all the courses are taught only in Portuguese, ESAI is working on a Portuguese Language and Culture Course. This course, non-academic grade, will be available for non-Portuguese nationality students, in order to initiate and deepen their training in Portuguese language and culture. Mobility students will be encouraged to take the course of Portuguese Language and Culture in order to improve their language skills for a better and faster integration in the country and in ESAI.

J. OTHER INFO

FACILITIES FOR STUDENTS WITH SPECIAL NEEDS

ESAI is equipped to take in students with physical disabilities, as his required by law of all Public and Private Education Services in Portugal.

ESAI ground floor has toilets and a classroom (auditorium), for users with special mobility needs.

INSURANCE

All ESAI students have a valid school insurance in Portugal for learning activities.

Foreign students in mobility should have an equal valid insurance in Portugal, that they can get personally or from their higher education institution.

Students coming to ESAI must make sure that they are covered by either there Institutions insurance policy or by an insurance, taken on by themselves, before departing their country.

FINANCIAL SUPPORT AND SCHOLARSHIPS

ESAI has in her mission to improve educational chances of success of students through the provision of services, financial support and social benefits as follows:

- ✓ Allocation of scholarships to students in an unfavorable economic situation (order No. 22840/2009 of 15 October, the Ministry of Science, Technology and Higher Education) See [DGES](#) website
- ✓ Students who prove themselves in a difficult economic situation will benefit from special access to reprographic services
- ✓ Discounts for former students in the frequency of new courses

Financial support for Mobility students is funded by the E.U. and students should apply for it at their home Institution.

STUDENTS SUPPORT OFFICES

ESAI has several structures to support their students and foreign students in mobility:

- ✓ [Social Services](#)
- ✓ Psychological Support Office – A Protocol with a specialized clinic call "Psychological Space"
- ✓ Support for integration into labor market and Vocational Guidance
- ✓ Development Department and International Relations ([DDRI](#)) whose mission is to promote internationally ESAI and to design, implement, support, monitor and coordinate international strategy. This department is also responsible for providing all the necessary support to mobility students.

STUDY FACILITIES

There are within the Institution several structures which support the activities of the students:

- [Auditorium](#)

ESAI auditorium has a capacity of approximately 100 people, offering both a noble and sophisticated environment, which makes it ideal for conferences (national and international) and specialization seminars, as well as for presentations or other learning activities.

- [Computer lab/Student Computer Work Room](#)

ESAI has a computer lab which contains 27 computers (all with internet connection), providing to all its students an additional source of potential knowledge.

- [Library/Media Library/Documentation Center](#)

Designed to disseminate and make available all existing documentary and informational resources necessary to scientific and cultural development. It offers scientific quality information services and is available to the entire school community. Among its services, it stands out for providing:

- ✓ Access to scientific database
- ✓ Dissemination of information
- ✓ Acquisition of bibliographical material
- ✓ Loan books
- ✓ Bibliographic information
- ✓ Access to basic subscribed data, free access databases, trials, newspapers and periodicals online, as well as other features.

It has a capacity for 16 people, have a personal computer and WI-FI network.

- Study Room/Resource Room

ESAI has a room whose use is exclusively for students, ensuring thus a placeholder, in which the study, reflection, or even the debate of ideas by students will find themselves protected from the noise and potential outbreaks of distraction otherwise could hypothetically occur. This is an area of work / study with access to all the features that the institution available to students through its WiFi network. This room has capacity for 44 students.

- Centro de Investigação Científica da Construção e do Imobiliário - CICCOTI (Scientific Research Centre of Construction and Real Estate)

This Center is oriented to promote and support research and study in specific areas of Real Estate. Its mission is to promote the results from studies conducted as part of research projects which it includes debates, seminars, conferences and training sessions, in addition to providing specialized services within the area of research. CICCOTI is the only national research unit that adopts exclusively as objects of study, those who affect directly the real estate, especially those that are related to the following themes: real estate rating, real estate taxes, construction and public works (especially from a management point of view of investment and environmental sustainability), territory management and real estate management.

Research, innovate and develop new work methods which are useful to the community and to professionals it has been a guided line to the evolution and consolidation of CICCOTI. There has been more than fifty research projects designed in the center, developed by researchers, teachers, outside professionals and students.

- Copy center - which provides a reprographic support.
- Free Wifi network in all school

INTERNATIONAL PROGRAMS

Acting in a specific area where development of knowledge and science in general, in Portugal, is insufficient, ESAI has always seek to establish partnerships and protocols with national and international institutions and entities.

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With these partnerships ESAI has pursue to develop and stimulate a scientific mass through a strategy that promotes research in the field, visible thought articles, books and publications, through the participation in both national and international research networks, through the organization and participation in scientific meetings, exchange of teachers and students, research activity and research training, among others.

In this context, ESAI works with the following international partners:

- Academia BAI
- IBREP
- Universidade Miguel Hernandez
- Universidade de Alicante
- Universidade de Salford
- Faculdade Católica de Ciências Econômicas da Bahia, (FACCEBA)

- Escola Superior da Gallaecia (ESG-IDS)
- Universidade do Sul de Santa Catarina (UNISUL)
- Fontys Hogeschool Management, Economics and Law
- El Consorcio Axencia para a Calidade do Sistema Universitario de Galicia (ACSUG)
- Universidade de Madrid
- CRS (Council of Residential Specialists, EUA)
- TEGoVA (The European Group of Valuers Associations)
- ATASA (Association of Valuation Companies of Spain)

National partners (among others):

- Escola Superior de Hotelaria e Turismo do Estoril (ESHTE)
- Instituto Politécnico de Bragança
- Instituto Politécnico de Tomar
- Câmara Municipal de Lisboa
- INCI-Instituto da Construção e do Imobiliário
- RICS Portugal, Royal Institution of Chartered Surveyors in Portugal
- Instituto Superior de Ciências do Trabalho e da Empresa (ISCTE)
- Instituto Superior de Tecnologias Avançadas (ISTEC)
- Universidade de Aveiro
- Several Professionals Associations.

LANGUAGE POLICY AND PORTUGUESE LANGUAGE COURSES

Even though, as said, ESAI 1st cycle Degree has a course unit/module of English Applied to Real Estate and some of the investigation and bibliographic support required is in English, the official language of all courses in ESAI is Portuguese.

So ESAI is developing a Portuguese Language Course with assigned ECTS. Mobility participants (non-Portuguese nationality) will be stimulated to attend the Course in order to help them in their academic integration, but also in the daily routine.

Despite attend this course, is being developed a partnership with a specialized institution in languages so students/Teachers incoming and outgoing can enjoy a improvement course in the required language. For the incoming will be the Portuguese, for outgoing will be language required at the host institution.

This partnership will allow the frequency to a more affordable price of a language course, which may be complementary or not to the courses offered by ESAI.

Mobility participants can also take advantage of the online linguistic support provide from the Erasmus+ programme via the [Erasmus+ Online Linguistic Support \(OLS\)](#).

INTERNSHIPS

ESAI has a Support Office to integration and Guidance of Students into labor market.

This Office aims to bring students and alumni close to labor market, by promoting job and internship ads offered by partner employers.

In addition to promote offers, this Office is also dedicated to support students in the process of applying for a job or for an internship.

ESAI has a web page dedicated to [jobs and training offers](#).

Once a month, in their institutional Newsletter, ESAI also presents the existing offers.

For Mobility Students it's possible, upon request and depending on the area of work desired, to have internships managed through our network of contacts.

In general these requests have to be made until the end until June for students coming in the 1st semester or for the whole academic year, and until the end of October for students coming in the 2nd semester only.

CONTACTS AND ACCESS TO ESAI:

Praça Eduardo Mondlane, 7 C **BUS:**
1950-104 Lisboa

755 From **Sete Rios** (  ) to **Poço Do Bispo**

Coordenadas GPS:
N: 38°44'37.23" W:
9°06'48.69"

759 From **Restauradores** (  ) to **estação do Oriente** (  )

749 From **Estação de Entrecampos**(  ) to **ISEL** ()

For further information, please contact:

Administrative services

Monday to Friday: from 01:00 to 09:30 pm

Telephone: +351 21 83 67 010

Fax : +351 21 83 67 019

Email: esai@esai.pt

ERASMUS Coordinator:

Dr. Vitor Reis: vitorreis@esai.pt

Development Department and International Relations (DDRI)

Cristel Ferra: cristelferra@esai.pt

DDRI Office Hours:

Tuesdays and Thursdays from 3:00 to 5:00pm