

FIABCI PROFESSIONAL & STUDENT EXCHANGE PROCEDURES & FEES

TYPES OF EXCHANGES

• **PROFESSIONAL EXCHANGES**

1. The purpose of Professional Exchanges is to provide professional members of FIABCI with the opportunity to work with other real estate professionals in other nations.
2. The intent is to allow professionals to gain added expertise, or to become familiar with professional procedures in another nation. This experience is expected to provide both the Exchangee and the Host[s] with networking opportunities. This exchange can be within the professional's real estate specialty or with a professional of a different specialty [an example would be a broker wanting to work with a developer or appraiser].
3. Student members of FIABCI may participate in a professional exchange if it is to obtain practical experience. Usually these students are recent graduates of their professional institution, or they may be in their final "practicum". The intent of this program for students is to provide the exchangee with additional knowledge from practicing real estate professionals, an understanding of practices in other nations and professional contacts for their future real estate careers.
4. The duration of the exchange can vary from one week to a maximum of sixty days.
5. Hosts are expected to provide professional opportunities for the Exchangee.
6. Hosts are not expected to provide Exchangee with lodging but they are expected to assist in finding appropriate lodging for the Exchangee. The Exchangee is expected to pay for his or her own lodging and other living expenses. Exchangees may be invited to stay with hosts, or the hosts may make arrangements for the Exchangee to stay with another family.

• **STUDENT EXCHANGES**

- 1) The purpose of a Student Exchange is to provide the Young Member of FIABCI with an opportunity to advance his or her knowledge of real estate in another nation by attending a FIABCI Academic Member Institution.

The student is typically required to write a thesis for their home school and the Host institution should assist in the research process. The Student Exchangee should provide the Host institution with a copy of the document defining the research required by the school in his or her home country.

- 2) Professionals may also want to take advantage of this type of Exchange if they desire to obtain a license or professional designation from the host nation.
- 3) The duration of the exchange should correspond to a school term [possibly up to four months] and should include an internship lasting two weeks, with a real estate practitioner in the same nation. The time spent with the practitioner is to be arranged either by the Host School or the Exchange Committee representative in that nation. This practical experience can take place either during a school break or immediately following the school term.
- 4) The Professional, after having completed a course, can also follow it up with a two-week internship with a practitioner in the host country.
- 5) Host institutions are expected to make arrangements for the student's lodging which must be at the expense of the student.
- 6) Professionals may request lodging assistance and Host schools should provide them with lodging information.

PROCEDURES

- 1) Applications forms may be obtained from FIABCI Secretariat in Paris, the Exchange Committee, the chapter, or the national representative for the committee.
- 2) The application form must be completed and returned to the Chapter Representative for approval.
- 3) Two personal reference letters must accompany the application.
- 4) The Chapter Representative will forward the application to the Exchanges Committee President.
- 5) The President and the officers of the Exchange Committee of FIABCI International, as well as Chapter Representatives from Exchangee's nation, and from host nation, will do their best to fulfill the Exchangee's request.
- 6) Once a mutually acceptable arrangement for the exchange is reached, the Exchanges Committee President will forward the application to the FIABCI Secretariat in Paris, for invoicing.
- 7) Exchangee will pay FIABCI Paris a fee of € 100 (one hundred Euros).
- 8) Applicants must join the FIABCI chapter in their country of residence once the exchange has been confirmed.
- 9) Exchangees are required to undergo a medical examination just prior to the Exchange, a copy of which is to be forwarded to the host nation.
- 10) Exchangees are solely responsible for obtaining the necessary documents (passports, visas) required to travel to the host country and complete the exchange.
- 11) If the application is accepted, and the applicant makes his or her payment, he or she then goes on the exchange as planned.
- 12) If for any reason the Exchanges Committee President cannot facilitate the Exchange, the latter will have one of his or her Vice Presidents, or the Committee Secretary General, handle the application process.

FEES

- A fee of € 100 (one hundred Euros) for the exchange must be paid to the FIABCI Secretariat in Paris.
- The Chapter of FIABCI in the country where the exchangee resides, and the Chapter in the country where the exchange takes place, will each be credited with 20% of the Exchange fee by the FIABCI Secretariat in Paris, in the twelve months following the actual dates of the exchange.
- As mentioned above, Exchangees must join FIABCI once their internship is confirmed.
- Exchangee applications that cannot be appropriately placed, or that are withdrawn prior to the exchange taking place, will not be charged.

ADDITIONAL REQUIREMENTS

- 1) FIABCI chapters are responsible for ensuring that the applicant is qualified and capable of participating in an exchange.
- 2) The officers of the International Exchanges Committee, the Exchangee's Home Chapter, the Host nation or prospective Host may require an interview either in person or by telephone to ascertain the Exchangee's needs, preferences or placement issues.
- 3) The Exchange is an individual experience.
- 4) The Exchangee must prove that he or she has purchased a round trip ticket to and from the Host nation, which can be used at any time. This requirement is made to ensure that if in the event of an emergency the Exchangee is required to return home, or if the Host Chapter requires the Exchangee to return home early, the Exchangee has suitable paid transportation for the return.
- 5) Exchangee applicants are to apply at least three (3) months in advance to provide time for the process to be completed.
- 6) The Host Chapter may request that the Exchangee return home at any time at the Host Chapter's discretion. If this occurs, regardless of the reason, the Exchangee shall not be refunded the Exchange Fee. Neither FIABCI, its chapters, its members and staff, nor their insurers, shall in any way be held liable for damages or inconvenience caused by such an action.

ADDITIONAL INFORMATION

- The Exchanges Committee truly hopes that FIABCI members will take advantage of this opportunity. We believe that it is especially useful to FIABCI members in chapters where real estate practices are new or are unregulated. We believe that many professionals can gain additional knowledge and contacts through the experience. We also believe that the exchange program can provide significant help to students in gaining the necessary level of competence in the real estate professions, and we encourage students to participate.
- Chapters, as well as academic, principal and individual members, are encouraged to contribute by participating in the exchange program, and by hosting exchangees.
- Some principal and academic members as well as the FIABCI-USA Foundation have scholarship funds available to award qualified participants in their respective programs, especially if the student can prove that he or she requires financing in order to participate. Information and applications may be obtained from the organizations directly, or may be requested from the Exchanges Committee or through the FIABCI Secretariat in Paris.
- Hosts in the program have found the experience to be educational and a great networking opportunity as well.