City University of Hong Kong

Information on a Course
offered by Division of Building Science and Technology
with effect from Semester A in 2012 / 2013

Part I

Course Title: Construction Contract Administration
Course Code: BST22713
Course Duration: 1 Semester
Credit Units: 3
Level: A2
Medium of Instruction: English
Prerequisites: Nil
Precursors: BST12712 Legal Studies
Equivalent Courses: BST21713 Construction Contracts 2
Exclusive Courses: Nil

Part II

1. Course Aims

This course aims to:
- equip students with the knowledge of different forms of contracts and different types of contractual arrangements; and
- enable students to administer the standard forms of building contracts.

2. Course Intended Learning Outcomes (CILOs)

*Upon successful completion of this course, students should be able to:

<table>
<thead>
<tr>
<th>No.</th>
<th>CILOs</th>
<th>Weighting*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Understand different standard forms of contract under different contractual arrangements.</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>Explain the general obligations of various parties under standard forms of building contracts.</td>
<td>2</td>
</tr>
<tr>
<td>3.</td>
<td>Analyze and apply contractual principles and procedures related to payment, variations and final account under standard forms of building contracts.</td>
<td>3</td>
</tr>
<tr>
<td>4.</td>
<td>Analyze and apply contractual principles and procedures related to extension of time, liquidated damages and loss and/or expense under standard forms of building contracts.</td>
<td>3</td>
</tr>
<tr>
<td>5.</td>
<td>Explain termination of contract and disputes resolution methods.</td>
<td>1</td>
</tr>
</tbody>
</table>

*Weightings are assigned to the CILOs according to their relative importance to the course (3 = most important).
3. Teaching and Learning Activities (TLAs)
(Indicative of likely activities and tasks designed to facilitate students’ achievement of the CILOs. Final details will be provided to students in their first week of attendance in this course)

Teaching pattern: 3 hours per week
Lecture/Tutorial/Studio/Laboratory Mix: 2 hours Lecture; 1 hour Tutorial

<table>
<thead>
<tr>
<th>CILO 1</th>
<th>Pre-lecture study*</th>
<th>Lecture</th>
<th>Tutorial</th>
<th>Total hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>4</td>
<td>1</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>CILO 2</td>
<td>√</td>
<td>6</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>CILO 3</td>
<td>√</td>
<td>6</td>
<td>4</td>
<td>10</td>
</tr>
<tr>
<td>CILO 4</td>
<td>√</td>
<td>6</td>
<td>4</td>
<td>10</td>
</tr>
<tr>
<td>CILO 5</td>
<td>√</td>
<td>4</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Total hours</td>
<td>-</td>
<td>26</td>
<td>13</td>
<td>39</td>
</tr>
</tbody>
</table>

*This will not contribute to contact hours.

1. **Pre-lecture study** refers to students’ independent learning taken before the lecture and is in the form of assigned readings and supplementary notes on the contract principles related to problem cases provided in tutorial sessions.
2. A **Lecture** is a large-class activity involving the whole class. It mainly consists of presentations by lecturers/instructors to present information on particular topic areas. The lecture is supplemented with textbooks, lecture notes, standard forms of contracts and other relevant readings.
3. A **Tutorial** is a class activity to provide students with opportunities for closer interaction. Three to four problem cases will be given in tutorial sessions to teams (around 5 students) and/or individuals to engage students in the solving of contract-related problems. Each problem case will be given one week before the discussion session to enable students to carry out pre-lecture study. Interactive activities such as group discussions, presentations and review sessions will be used for students to share information found on a problem.

4. Assessment Tasks/Activities
(Indicative of likely activities and tasks designed to assess how well the students achieve the CILOs. Final details will be provided to students in their first week of attendance in this course)

Coursework: 40%
Examination: 60%
Duration of examination: 2.5 hours

Note: A student must obtain a minimum mark of 35 in both coursework and examination components and an overall mark of 40 to pass the course.

<table>
<thead>
<tr>
<th>CILO 1</th>
<th>Test</th>
<th>Case study report and presentation</th>
<th>Examination</th>
<th>Weighting*</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>√</td>
<td>-</td>
<td>√</td>
<td>1</td>
</tr>
<tr>
<td>CILO 2</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>2</td>
</tr>
<tr>
<td>CILO 3</td>
<td>-</td>
<td>√</td>
<td>√</td>
<td>3</td>
</tr>
<tr>
<td>CILO 4</td>
<td>-</td>
<td>√</td>
<td>√</td>
<td>3</td>
</tr>
<tr>
<td>CILO 5</td>
<td>-</td>
<td>-</td>
<td>√</td>
<td>1</td>
</tr>
<tr>
<td>Assessment percentage</td>
<td>10</td>
<td>30</td>
<td>60</td>
<td></td>
</tr>
</tbody>
</table>

*Weightings are assigned to the CILOs according to their relative importance to the course (3 = most important).

i. The **test** is in the form of short questions and/or multiple choices. The test will be held in the first half of the semester to cover contract forms and contractual arrangements.

ii. **Case study report and presentation** is in the form of written report and oral presentation of the content of the report. Students are required to prepare a draft report and make oral presentation one week before the written submission of the report for the problem case given in the tutorial session. The reports which are group work will constitute 20% and the individual participation and presentation constitute 10% of the overall mark.

iii. **Examination** is in the form of essay type questions
5. **Grading of Student Achievement:** *(Refer to “Grading of Courses in the Academic Regulations”)*

Standard (A+, A, A–…F). Student achievement will be graded according to their performance in assessment tasks/activities. Details will be provided to students in class.

**Part III**

**Keyword Syllabus**

**Contract practice:** The forms of contract in common use, the Standard Forms and the International Form, and the contract documents in use in different contractual arrangements.

**Sub-contracts:** Nominated subcontractors and domestic subcontractors, collateral warranty, problems in nomination

**Building contract principles and procedures:**

**General obligations:** rights and duties of contracted parties and parties involved in a building contract, liabilities and remedies.

**Quality of the works:** contractual and statutory requirements, materials and workmanship, quality systems.

**Payment for the works:** instructions and variations; interim payment and final payment, fluctuation and retention, contractor’s claims (additional cost, direct loss and expense claims)

**Time for the works:** commencement and completion, defects liability period, extension of time, liquidated damages.

**Termination of contract:** determination by Employer and by Contractor, rights and duties upon determination.

**Methods of resolving disputes:** litigation, arbitration, mediation, and other ADRs (Alternative Dispute resolution).

**Indemnities:** insurance, bond and warranty.

**Recommended Reading**

**Text(s)**


The Hong Kong Institute of Architects, the Hong Kong Institute of Construction Managers, the Hong Kong Institute of Surveyors (2005) *Agreement & Schedule of Conditions of Building Contract for Use in the Hong Kong Special Administrative Region*, Private Edition, with Quantities.


**Online Resources**
