

**City University of Hong Kong
Course Syllabus**

**offered by Division of Building Science and Technology
with effect from Semester A 2018/19**

Part I Course Overview

Course Title: Construction Contract Administration

Course Code: BST22713

Course Duration: 1 semester

Credit Units: 3 credits

Level: A2

Arts and Humanities

Proposed Area:
(for GE courses only)

Study of Societies, Social and Business Organisations

Science and Technology

Medium of Instruction: English

Medium of Assessment: English

Prerequisites:
(Course Code and Title) Nil

Precursors:
(Course Code and Title) BST12712 Legal Studies

Equivalent Courses:
(Course Code and Title) Nil

Exclusive Courses:
(Course Code and Title) Nil

Part II Course Details

1. Abstract

(A 150-word description about the course)

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)

(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)

No.	CILOs [#]	Weighting* (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	A2	A3
1.	Understand different standard forms of contract under different contractual arrangements.	10%			
2.	Explain the general obligations of various parties under standard form of building contracts.	20%			
3.	Analyze and apply contractual principles and procedures related to payment, variations and final account under standard forms of building.	30%			
4.	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.	30%			
5.	Explain termination of contract and disputes resolution methods.	10%			
		100%			

* If weighting is assigned to CILOs, they should add up to 100%.

[#] Please specify the alignment of CILOs to the Gateway Education Programme Intended Learning outcomes (PILOs) in Section A of Annex.

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to self-life problems.

A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

3. Teaching and Learning Activities (TLAs)
(TLAs designed to facilitate students' achievement of the CILOs.)

TLA	Brief Description	CILO No.					Hours/week (if applicable)
		1	2	3	4	5	
1	Pre-lecture study*		✓	✓	✓	✓	
2	Workshop (Average class size: Around 30 students)	✓	✓	✓	✓	✓	3 hrs/wk

* 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 Workshop** is an in-class activity involving an introduction of a topic by the lecturer/instructor, followed by case studies to engage students to solve contract-related problems. Interactive activities such as group discussions, presentations and reviews will be used to share the views and to analyze the solutions for the cases. =

4. Assessment Tasks/Activities (ATs)
(ATs are designed to assess how well the students achieve the CILOs.)

Assessment Tasks/Activities	CILO No.					Weighting*	Remarks
	1	2	3	4	5		
Continuous Assessment: <u>40%</u>							
Test	✓	✓	✓			20%	
Case Study Report		✓	✓	✓	✓	20%	
Examination: <u>60%</u> (duration: 2.5hour , if applicable)							
* The weightings should add up to 100%.						100%	

- 1. 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.
- 2. Case study report** is a group assignment, students are required to select a particular standard of contract and study in details / make presentation prior to the submission of a written report.
- 3. Examination** is in the form of essay type questions.

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.

5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

Assessment Task	Criterion	Excellent (A+, A, A-)	Good (B+, B, B-)	Fair (C+, C, C-)	Marginal (D)	Failure (F)
1. Test	1.1 ability to understand the basic theory and the key components of the standard contract	High	Significant	Moderate	Basic	Not even reaching marginal levels
2. Case Study Report	2.1 capacity for self-direct learning to understand the key components of standard contract 2.2 ability to explain in details on a particular standard of contract adopted in construction industry	High	Significant	Moderate	Basic	Not even reaching marginal levels
3. Examination	3.1 evaluate the achievement of both CILOs on both the technical contents and the capacity to integrate the contractual principles and procedures under standard form of contract.	High	Significant	Moderate	Basic	Not even reaching marginal levels

Part III Other Information (more details can be provided separately in the teaching plan)

1. 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.

2. Reading List

2.1 Compulsory Readings

(Compulsory readings can include books, book chapters, or journal/magazine articles. There are also collections of e-books, e-journals available from the CityU Library.)

1. Hills, M. J. (2001) *Building Contract Procedures in Hong Kong*, Hong Kong: Longman Hong Kong Education.
2. Ashworth, A. (2013) *Contractual Procedures in the Construction Industry*, Sixth Edition, Routledge..
3. 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.
4. Hackett, M., Statham, G. ed. (2016)*The Aqua Group Guide to Procurement, Tendering & Contract Administration*, Second Edition, Oxford; Malden, MA: Blackwell Publishing
5. Ramus, J. W. (2006) *Contract Practice for Quantity Surveyors*, 4th Edition, Oxford: Heinemann Newnes.

2.2 Additional Readings

(Additional references for students to learn to expand their knowledge about the subject.)

1. Government Standard Contract Document
http://www.devb.gov.hk/en/publications_and_press_releases/publications/standard_contract_documents/index.html