

## Subject Description Form

<b>Subject Code</b>	BRE351
<b>Subject Title</b>	Contract Administration
<b>Credit Value</b>	3
<b>Level</b>	3
<b>Pre-requisite / Co-requisite/ Exclusion</b>	Nil
<b>Objectives</b>	This subject is intended to Introduce students to the legal aspects of construction contracts and provide them with the ability to critically apply the practices and procedures involved.
<b>Intended Learning Outcomes</b>	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Apply the general principles of contract law to construction contracts.</li> <li>2. Interpret the contractual procedure, rights and duties stipulated in a construction contract.</li> <li>3. Provide solutions to routine and unfamiliar contractual problems.</li> <li>4. Gather and analyse information relating to contemporary contractual issues.</li> <li>5. Communicate effectively with legitimate reasoning.</li> <li>6. Reflect on and review their studies in the contract of the construction industry.</li> </ol>
<b>Subject Synopsis/ Indicative Syllabus</b>	<ul style="list-style-type: none"> <li>• Contractual and common law principles and practice.</li> <li>• Characteristics of various standard forms of local and international construction contracts.</li> <li>• Role and relationship of the parties under different contractual arrangements.</li> <li>• Procedure for instructions, variations, payments, claims and certification.</li> <li>• Responsibility of the contract administrator.</li> </ul>
<b>Teaching/Learning Methodology</b>	Lectures, tutorials and seminars are conducted throughout the semester. A lecture schedule outlining the topics to be introduced is distributed to the students at the beginning of the semester. During the lecture period topics are introduced, often with reference to professional journal papers. In tutorial periods, students are required to discuss real-life cases related to the lecture topic and during seminars students are required to present the findings of an assigned research topic.

<b>Assessment Methods in Alignment with Intended Learning Outcomes</b>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed					
			1	2	3	4	5	6
	Coursework	30%	√	√	√	√	√	√
	Examination	70%	√	√	√	√	√	
	Total	100 %						
<p>Students will be assessed by:</p> <p>(i) examination, including problem analysis and essay type question, accounting for 70% (one end of semester written paper) and</p> <p>(ii) through the medium of coursework, including presentation in class of project assignments, accounting for 30% (1 coursework assignment and 1 short written test)</p>								
<b>Student Study Effort Expected</b>	Class contact:							
	▪ Lectures		21 Hrs.					
	▪ Tutorials		21 Hrs.					
	Other student study effort:							
	▪ Student effort hours		120 Hrs.					
	Total student study effort		162 Hrs.					
<b>Reading List and References</b>	<p><b>Indicative Reading List:</b></p> <p>Hills, M.J. (2001) <i>Building Contract Procedures in Hong Kong</i>. Longman Hong Kong Education.</p> <p>Murdoch &amp; Hughes (1996) <i>Construction Contracts: Law &amp; Management</i>. E &amp; EN Spon, U.K.</p> <p>Shum, C. (1998) <i>General Principles of Hong Kong Law</i>, 3rd ed., Longman, Hong Kong.</p>							