

Project and Contract Administration

Module Descriptor

Module Code: BSU5PCA
Version: V2.00
Status: Final
Date: 11/08/2025

Summary Module Details

Module details

Module Title: Project and Contract Administration

Module Leader: Lesley Callander

Module Mode: Supported online learning

Semester: Autumn (UK) and Spring (UK)

Level: 5

Credits: 20

Learning Hours: 200

Contact & Study Hours

Directed Study Time: 90 hrs (40%)

Self-directed Study Time: 50 hrs (25%)

Assessment Study Time: 60 hrs (30%)

Assessment Type

Portfolio: 100%

Module Summary

This module equips students with a comprehensive understanding of the principles and practices associated with standard forms of construction contracts. Focusing on Building Surveying Practice, students gain insights into the factors influencing contract selection.

The module emphasizes the fundamental knowledge necessary for successful procurement and tendering processes in construction projects and consider the mechanisms involved in the role of a contract administrator, providing students with a holistic view of their responsibilities in ensuring effective contract execution relevant to Building Surveying Practice.

Taken on which Programmes

BSc (Hons) Building Surveying (C)

Core (C) or Elective (E)

Module Aims

This module aims to:

- Provide students with the principles and practice associated with dealing with standard forms of construction contracts and an understand of the factors that inform contract selection relating to Building Surveying Practice.
- Provide students with the knowledge fundamental to meeting the requirements for successful procurement and tendering of construction projects relating to Building Surveying Practice.
- Provide students with knowledge and understanding of contract documentation, and mechanisms of the role of contract administrator.

Module Learning Outcomes

- LO1. Understand the principles and strategies for procurement and tendering of projects.
- LO2. Understand the principles and processes in the use of standard forms of contracts, and effectively and establish the appropriate contract for given situations and discuss appropriateness of different approaches.
- LO3. Examine the principles of construction contract administration, the competence required in contract administrative duties, and the legal implications of administrative actions, including the importance of contractual documentation creation.
- LO4. Examine contractual mechanisms within construction contracts to inform practice.

Indicative Module Content

Module topics

- **Principles of procurement and tendering**

Understanding the process of procurement and tendering, and to understand principles and codes of practice that will enable successful results for your client.

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- **Principles of Contract Practice**

Understanding the principles and processes for selection of an appropriate form of contract, including understanding key provisions of commonly used standard forms. Assessing and advising on appropriate contract procedures.

- **Contract practice for Building Surveyors**

Understanding of contractual mechanisms and procedures to manage construction contracts; including, contractual document creation, change procedures, valuation procedures, ascertainment of loss and expense, retention, bonds, liquidated damages, early possession, defects, and practical completion processes.

This content will be reviewed and updated regularly to reflect the legal, moral and financial changes in professional standards and practice.

Overview of Summative Assessment

Module learning outcomes	Assessment	Word count or equivalent	Weighting
LO1, LO2, LO3, LO4	Assessment 1 Portfolio	4,000	100%

Module Pass Mark (as a weighted average of all assessments): 40%

Key Module Learning Resources

Core Sources and Texts

The core reading resources within each module will be provided via the specific Virtual Learning Environment (VLE) module pages and within the e-Library. Additional reference material and supplementary resources to support your studies are available through the University e-Library.

Module tools

Students will have access to study materials, dedicated academic support, student forums, and learning activities via an online learning platform (VLE).

The module page on the VLE is broken down into structured study weeks to help students plan their time, with each week containing a mixture of reading, case

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studies, videos/recordings and interactive activities to go through. Online webinars/seminars led by the Module Leader can be attended in real time and provide opportunities to consolidate knowledge, ask questions, discuss topics and work through learning activities together. These sessions are recorded to support students who cannot attend and to enable students to recap the session and work through it at their own pace. Module forums on the VLE provide further opportunities to discuss topics with other students, complete collaborative work and get extra help from the module team.

Professional online resources

The e-Library provides access to trusted, quality online resources, selected by subject specialists, to support students' study. This includes journals, industry publications, magazines, academic books and a dissertation/work-based library. For a list of the key industry specific and education resources available please visit [the VLE e-Library](#).

Other relevant resources

Access is also provided to further information sources that include the British Library and Open University UK catalogues, as well as providing a monthly current awareness service entitled, **Knowledge Foundations** - a compendium of news, research and resources relating to the educational sector and the Built Environment.

The module resource list is available on the module VLE page and is updated regularly to ensure materials are relevant and current.