University of the Built Environment
EST. 1919

Patron: His Majesty King Charles III

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Contract Administration

Module Descriptor

Module Code:	LAW7CAD
Version:	V1.00
Status:	Final
Date:	20/10/2026

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Summary Module Details

Module details

Module Title: Contract Administration

Module Leader: TBC

Module Mode: Supported online learning

Semester: Spring (UK)

Level: 7

Credits: 20

Learning Hours: 200

Contact & Study Hours

Directed Study Time: 60 hrs (30%)

Self-directed Study Time: 70 hrs (35%)

Assessment Study Time: 70 hrs (35%)

Assessment Type

Computer Marked Assessment: 20%

Coursework: 80%

Module Summary

This module examines Joint Contracts Tribunal (JCT), New Engineering Contract (NEC) and International Federation of Consulting Engineers (FIDIC) standard forms of construction contracts to enable students to interpret and analyse the key provisions for effective control and management of a contract. The module also examines the interactions of stakeholders and addresses impartiality and lack of bias within construction contracts.

Taken on which Programmes

LLM Construction Law **(E)**

PG Dip Construction Law **(E)**

Core (C) or Elective (E)

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Module Aims

The module aims to examine the following in an international context:

- Critically evaluate the operation of various standard forms of contract and sub-contract;
- Examine the use of AI in contract review and administration;
- Critically examine the common conditions of contract, and the interaction between the conditions of contract and the other contract terms;
- Develop skills to enable students to undertake the role of contract administrator and apply complex contractual mechanisms such as delay, disruption, payment, variation, termination and dispute avoidance techniques; and
- Through reflective practice, develop students' ability to critically evaluate how relevant legal theory can be applied to workplace actions and decisions.

Module Learning Outcomes

LO1. Critically analyse the provisions of the Joint Contracts Tribunal (JCT), New Engineering Contract (NEC) and International Federation of Consulting Engineers (FIDIC) forms of contract for construction.

LO2. Critically analyse the roles of the parties and contract administrators within construction contracts.

LO3. Critically evaluate a range of different contract events using the procedures in the standard forms of contract to identify practical, reasoned solutions and understand the impact on the client organisation.

LO4. Critically evaluate the principles of contract administration concepts, business planning models, change, delay, disruption, payment, breach of contract, insolvency and termination events, and their impact on the project.

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Indicative Module Content

Module topics

- **The common standard forms of construction contracts and their context in the legal framework**

  The whole of the module is structured on an analysis and comparison of the JCT standard building contract (SBC), NEC engineering and construction contract (ECC), and FIDIC Red Book standard conditions of contract for international contracts.

- **Roles and responsibilities of the contract administrator and others**

  Many different people are involved in the administration of a construction contract. Construction contracts are made by employers and contractors, but in addition to the parties, there are administrators, suppliers and subcontractors who play an important role in the successful completion of the contract. The module also explores the different roles and responsibilities of those involved in the contract and the client relationship.

- **Contractual mechanisms**

  The module analyses how these changes are administered, and how the effects of these changes, in terms of time, cost and quality, are allocated between the parties. This topic evaluates the different payment mechanisms and the statutory and contractual sanctions that come into effect when payment is not made on time, and analyses the different types of insurance and bonds and how they are administered within the different forms of contract. The module also further analyses how delay, disruption, loss and expense, variation, suspension and termination clauses operate, as well as their impact and consequences.

- **Accounting, Finishing the Contract and Termination**

  This module covers the understanding of accounting concepts and business planning models, including their format and application, and consideration of how these also impact the project and the role of the professional surveyor in administrating and managing of the project. This topic explores the systems of certification of completion, correction of defects and finalisation of payment. The contract administrator plays a large part in helping the parties avoid allowing disagreements and claims to become fully fledged disputes, by administering the contract in a professional

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manner. This module studies the role of the contract administrator in avoiding disputes and processing termination procedures.

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	**Assessment 1** Computer Marked Assessment (CMA)	1,500	20%
LO1 & LO2	**Assessment 2** Coursework	1,500	30%
LO3 & LO4	**Assessment 3** Coursework	2,000	50%

Module Pass Mark (as a weighted average of all assessments): 50%

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 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

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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.

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