



Module Definition Form (MDF)

Module code: MOD002290	Version: 4 Date Amended: 13/Jun/2024
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1. Module Title
Project Administration

2a. Module Leader
Richard Brett

2b. School
School of Engineering and the Built Environment

2c. Faculty
Faculty of Science and Engineering

3a. Level
5

3b. Module Type
Standard (fine graded)

4a. Credits
15

4b. Study Hours
150

5. Restrictions			
Type	Module Code	Module Name	Condition
Pre-requisites:	None		
Co-requisites:	None		
Exclusions:	None		
Courses to which this module is restricted:	None		

LEARNING, TEACHING AND ASSESSMENT INFORMATION

6a. Module Description
<p>This module is designed for construction students with a general background in construction subjects and who wish to learn how to manage and administer a building contract from a legal and economic standpoint. Students will learn how contracts are constructed, be able to interpret their contents and manage the more routine legal and financial aspects through the completion of a contract and its final account. Students will learn through problem solving and case study activity that simulates a live project and the likely circumstances that arise. It is a module which has direct application to practice and will be of value in terms of the student employability.</p>

6b. Outline Content
<p>Knowledge - Contractual arrangements - Financial control - Site administration practice & information recording systems - Contract procedure and practice - Obligation of parties under common contract types Skills - Report writing - Contribution to a group report and performance role play - Use information technology to present a complex integrated file of results - Analyse & solve problems and make ethical judgements modelling real life situations through a case study</p>

6c. Key Texts/Literature
<p>The reading list to support this module is available at: https://readinglists.aru.ac.uk/</p>

6d. Specialist Learning Resources
<p>None</p>

7. Learning Outcomes (threshold standards)		
No.	Type	On successful completion of this module the student will be expected to be able to:
1	Knowledge and Understanding	Analyse common contractual problems, evaluate the evidence and propose solutions.
2	Knowledge and Understanding	Select and apply methods of managing and administering building contracts during the post contract stage up to final account.
3	Intellectual, practical, affective and transferrable skills	Demonstrate a working knowledge of the legal principles which govern building contracts and show how they affect contract practice and financial settlement.
4	Intellectual, practical, affective and transferrable skills	Select professional and ethical approaches to management of contracts.

8a. Module Occurrence to which this MDF Refers				
Year	Occurrence	Period	Location	Mode of Delivery
2025/6	ZZF	Template For Face To Face Learning Delivery		Face to Face

8b. Learning Activities for the above Module Occurrence			
Learning Activities	Hours	Learning Outcomes	Details of Duration, frequency and other comments
Lectures	12	1-4	1 hour lecture and 2 hour seminar each week
Other teacher managed learning	24	1-4	1 hour lecture and 2 hour seminar each week
Student managed learning	114	1-4	9.5 Hours Per Week over 1 Semester
TOTAL:	150		

9. Assessment for the above Module Occurrence					
Assessment No.	Assessment Method	Learning Outcomes	Weighting (%)	Fine Grade or Pass/Fail	Qualifying Mark (%)
010	Coursework	1 2	50 (%)	Fine Grade	30 (%)
Analytical report: 1500 words					
Assessment No.	Assessment Method	Learning Outcomes	Weighting (%)	Fine Grade or Pass/Fail	Qualifying Mark (%)
011	Coursework	3,4	50 (%)	Fine Grade	30 (%)
Individual report: 1500 words					

In order to pass this module, students are required to achieve an overall mark of 40% (for modules at levels 3, 4, 5 and 6) or 50% (for modules at level 7*).

In addition, students are required to:

(a) achieve the qualifying mark for each element of fine graded assessment as specified above

(b) pass any pass/fail elements

[* the pass mark of 50% applies for all module occurrences from the academic year 2024/25 – see Section 3a of this MDF to check the level of the module and Section 8a of this MDF to check the academic year]