# Module Definition Form (MDF)

| Module code: MOD002290 | **Version:** 5 **Date Amended:** 16/Oct/2026 |
|---|---|

| 1. Module Title |
|---|
| Project Administration |

| 2a. Module Leader |
|---|
| Mark Michel |

| 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

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.

### 6b. Outline Content

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 - Analyse & solve problems and make ethical judgements modelling real life situations through a case study.

### 6c. Key Texts/Literature

The reading list to support this module is available at: https://readinglists.aru.ac.uk/

### 6d. Specialist Learning Resources

None

### 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 |
|---|---|---|---|---|
| 2026/7 | 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**

The assessment for some modules includes a presentation (see below for details on how this particular module is assessed). We recognise that presenting, especially to a large group, can cause significant anxiety or distress for some students. If this may affect you, please contact your Module Leader or the Disability and Neurodiversity Service as early as possible. We will work with you to consider appropriate reasonable adjustments. Depending on your individual needs, these might include, for example, presenting to a smaller group or presenting only to a member of academic staff.

| Assessment No. | Assessment Method | Learning Outcomes | Weighting (%) | Fine Grade or Pass/Fail | Qualifying Mark (%) |
|---|---|---|---|---|---|
| 010 | Coursework | 1-2 | 40 (%) | Fine Grade | 30 (%) |
| **Analytical report 750 words** | | | | | |

| Assessment No. | Assessment Method | Learning Outcomes | Weighting (%) | Fine Grade or Pass/Fail | Qualifying Mark (%) |
|---|---|---|---|---|---|
| 011 | Coursework | 3-4 | 60 (%) | 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]**