

Subject Description Form

Subject Code	BRE272
Subject Title	Project Supervision and Contract Administration
Credit Value	3
Level	3
Pre-requisite / Co-requisite / Exclusion	Nil
Objectives	<p>This subject is intended to:</p> <ol style="list-style-type: none"> 1. Enable students to understand the management and supervision of construction works. 2. Enable students to understand the project site, time, cost, quality, safety, information management when delivering construction projects. 3. Enable students to understand the legal context for administrating construction contracts.
Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> a. Acquire the knowledge of project and site supervision, time management, cost management, safety management, quality management, and information management. b. Understand the code of practice and documentation of supervising building works. c. Apply the general principles of contract law to construction contracts. d. Interpret and analyse the contractual procedures, rights and duties stipulated in a construction contract. e. Possess the ability to engage in life-long learning on construction contract law.
Subject Synopsis/ Indicative Syllabus	<ul style="list-style-type: none"> • Practices and documents of supervising construction works. • Contractual and common law principles and practices. • Characteristics of standard forms of local and international construction contracts. • Procedures for instructions, variations, payments, claims and certifications. • Responsibilities of contract administrators and works supervisors.
Teaching/Learning Methodology	<p>Theories and rationales will be delivered in lecture periods. In-class exercises will be given in lecture periods. Exercises will be given in tutorial periods. E-learning materials and e-discussion forums will be provided.</p>

Assessment Methods in Alignment with Intended Learning Outcomes	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed				
			a	b	c	d	e
	1. Coursework 1	25%	√	√			
	2. Coursework 2	25%			√	√	√
	3. Examination	40%	√	√	√	√	√
	4. Effort	10%	√	√	√	√	√
	Total	100%					
<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:</p> <p>Coursework 1: Students are given individual and group assignments relevant to project supervision. Upon completion of Coursework 1, students will be able to achieve learning outcomes (a) and (b).</p> <p>Coursework 2: Students are given individual and group assignments relevant to contract administration. Upon completion of Coursework 2, students will be able to achieve learning outcomes (c), (d) and (e).</p> <p>Examination is used to assess students' understanding of concepts and practices learned in the lectures and tutorials. Students will be able to achieve learning outcomes (a), (b), (c), (d) and (e).</p> <p>Through students' effort in solving the problem exercises given in lectures and tutorials, the students will be able to achieve learning outcomes (a), (b), (c), (d) and (e).</p>							
Student Study Effort Expected	Class contact:						
	▪ Lectures		26 Hrs.				
	▪ Tutorials		13 Hrs.				
	Other student study effort:						
	▪ Student effort hours		123 Hrs.				
	Total student study effort		162 Hrs.				

Reading List and References

- Buildings Department. (2009). *Code of practice for site supervision*. Hong Kong.
- Buildings Department. (2009). *Technical memorandum for supervision plans*. Hong Kong.
- Buildings Department. (2019). *Code of practice for site supervision 2009 amendments*. Circular letter, Hong Kong.
- Hong Kong Housing Authority. (2017). *PASS (Performance assessment scoring system) manual*. Hong Kong.
- Poon, S.W., Tang, S.L. and Wong, F.K.W. (2008). *Management and economics of construction safety in Hong Kong*. Hong Kong University Press, Hong Kong.
- Project Management Institute. (2017). *A guide to the project management body of knowledge*. Newtown Square, Project Management Institute, Newtown Square, Pennsylvania, United States.
- Tang, S.L., Ahmed, S.M., Aoieong, R.T. and Poon, S.W. (2008). *Construction quality management*. Hong Kong University Press, Hong Kong.
- Tang, S.L., Poon, S.W., Ahmed, S.M. and Wong, K.W. (2008). *Modern construction project management*. Hong Kong University Press, Hong Kong.
- Hills, M.J. (2001). *Building contract procedures in Hong Kong*. Longman Hong Kong Education, Hong Kong.
- Hughes, W., Champion, R. and Murdoch, J. (2015). *Construction contracts: law and management*. Routledge, United Kingdom.
- Shum, C. (1998). *General principles of Hong Kong law — 3rd edition*. Longman, Hong Kong.
- Rowlinson, M. (2016). *Practical guide to the NEC3 engineering and construction contract — 2nd edition*. Wiley Blackwell, Hoboken, New Jersey, United States.