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## MODULE DESCRIPTOR

### Module Title

Commercial and Contract Administration

Reference	SU3090	Version	2
Created	June 2017	SCQF Level	SCQF 9
Approved	September 2015	SCQF Points	15
Amended	September 2017	ECTS Points	7.5

### Aims of Module

To provide the student with the ability to understand and apply commercial and contract administration procedures within the built environment and the use of JCT standard building contracts.

### Learning Outcomes for Module

On completion of this module, students are expected to be able to:

- 1 Analyse the JCT Conditions of Contract in terms of common contract and commercial administration with a focus on time, financial and performance related issues.
- 2 Analyse prequalification and reporting of tender submissions prior to entering into a formal contract.

### Indicative Module Content

This module will explore standard contract and commercial administration within the built environment associated with selecting the appropriate contractor, financial control and contract administration.

### Module Delivery

This module is delivered via two modes, one with attendance for full time and the other distance learning via the University Virtual Campus (VC) for Distance Learning students. For full time students this is predominantly a lecture based module supplemented with tutorials/seminars and or workshops. A substantial part of the module is devoted to student centred learning in the form of directed reading of legal journals, core texts and resource material. For distance learning students this is a student centred learning experience in the form of participation in VC collaboration/discussion tools focusing on directed reading of legal journals, core texts and resource material.

**Indicative Student Workload**

	Full Time	Part Time
Contact Hours	40	N/A
Non-Contact Hours	110	N/A
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	150	N/A
<i>Actual Placement hours for professional, statutory or regulatory body</i>		

**ASSESSMENT PLAN**

If a major/minor model is used and box is ticked, % weightings below are indicative only.

**Component 1**

Type:	Coursework	Weighting:	100%	Outcomes Assessed:	1, 2
Description:	An individual piece of coursework that will relate to either the analysis, evaluation, appraisal, discussion and/or proposition of a solution to a management situation encountered within the Built Environment.				

**MODULE PERFORMANCE DESCRIPTOR****Explanatory Text**

In order to pass the module students must achieve 40% or greater.

Module Grade	Minimum Requirements to achieve Module Grade:
<b>A</b>	70% or better
<b>B</b>	60% or better
<b>C</b>	50% or better
<b>D</b>	40% or better
<b>E</b>	35% or better
<b>F</b>	Less than 35%
<b>NS</b>	Non-submission of work by published deadline or non-attendance for examination

**Module Requirements**

Prerequisites for Module	None, in addition to course entry requirements.
Corequisites for module	None.
Precluded Modules	None.

**ADDITIONAL NOTES**

Where appropriate mixed discipline team working will be encouraged.

**INDICATIVE BIBLIOGRAPHY**

- 1 ASHWORTH, A., 2007, Willis Practise and Procedures for the Quantity Surveyor - 12th Edition, Blackwell.
- 2 RAMUS, JACK, 2006 Contract Practise for Surveyors, Butterworth-Heinemann.
- 3 WALKER, IAN & WILKIE, ROBERT, 2002 Commercial Management in Construction, Blackwell, Science.