



## UNSW Course Outline

# CVEN4103 Engineering Contracts - 2024

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## General Course Information

**Course Code :** CVEN4103

**Year :** 2024

**Term :** Term 3

**Teaching Period :** T3

**Is a multi-term course? :** No

**Faculty :** Faculty of Engineering

**Academic Unit :** School of Civil and Environmental Engineering

**Delivery Mode :** In Person

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Postgraduate, Undergraduate

**Units of Credit :** 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

The majority of engineering work is procured through contracts, within an array of delivery methods. The course examines the relationship between tenders and contracts and the various popular forms of delivery methods. The course covers the formation and documentation

involved in contracts, the commercial aspects of contractual agreements including payment types and conditions of contract, the contractual and administrative connections of project delivery, and dispute avoidance and resolution.

The contract law that will be covered is applicable to a common law system.

## Course Aims

When you have completed this course, you should have a better understanding of:

- Procurement.
- Elements of a contract.
- Contract documents.
- Tendering.
- Types of contracts.
- Alternative delivery methods.
- Contract administration.

The intent is not to make lawyers out of you but rather to make you aware of what you do know and do not know, where to turn for advice and what are the correct questions to ask.

Do not be apologetic that you do not know everything about contracts. Lawyers, for example, do not know everything about engineering. By studying courses such as this you should be able to converse and interact with lawyers in a more meaningful and efficient way.

# Course Learning Outcomes

Course Learning Outcomes
CLO1 : Analyse tender documentation and contribute in the preparation of a tender
CLO2 : Evaluate the elements within contract documents and how they apply to specific circumstances
CLO3 : Assess the engineering profession, its scope, and the role of Civil and Environmental Engineers within it.
CLO4 : Review and summarise legal case studies and determine how they will impact future directions in the industry

Course Learning Outcomes	Assessment Item
CLO1 : Analyse tender documentation and contribute in the preparation of a tender	<ul style="list-style-type: none"><li>• Tendering, Contracts &amp; Professional Development</li><li>• Final Examination</li><li>• Mid-term Class Test</li></ul>
CLO2 : Evaluate the elements within contract documents and how they apply to specific circumstances	<ul style="list-style-type: none"><li>• Tendering, Contracts &amp; Professional Development</li><li>• Final Examination</li><li>• Mid-term Class Test</li></ul>
CLO3 : Assess the engineering profession, its scope, and the role of Civil and Environmental Engineers within it.	<ul style="list-style-type: none"><li>• Tendering, Contracts &amp; Professional Development</li><li>• Final Examination</li></ul>
CLO4 : Review and summarise legal case studies and determine how they will impact future directions in the industry	<ul style="list-style-type: none"><li>• Final Examination</li></ul>

## Learning and Teaching Technologies

Moodle - Learning Management System | Echo 360

## Learning and Teaching in this course

Attend at least 80% of the scheduled classes and be seated by 5-past the hour so as not to be a distraction to others by arriving late, do the assigned reading, ask questions to maximise your learning of the material AND complete all the assessments timely!

## Additional Course Information

This course will require of students a strong command of spoken and written English. The course is conducted as an in-person attendance required of students, and each of the two 2-hour

scheduled sessions in each week are to be regarded as a combined Lecture/Workshop session. If you cannot commit to attending the course on a face-to-face basis then you need to select another course for the term. An attendance roll will be taken at each scheduled class and students who do not meet the 80% term attendance requirement will be required to unenrol from the course to avoid a Fail (FL) result being recorded.

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates
Tendering, Contracts & Professional Development Assessment Format: Individual	35%	Start Date: 16/09/2024 06:00 PM Due Date: 03/11/2024 05:00 PM
Final Examination Assessment Format: Individual	40%	Start Date: TBA
Mid-term Class Test Assessment Format: Individual	25%	Start Date: Detailed above Due Date: Not Applicable

## Assessment Details

### Tendering, Contracts & Professional Development

#### Assessment Overview

Students will be required to submit in essay style an analysis of specific clauses in tender documentation. The essay will be 2500 words long and will be marked with a rubric provided to the students. Feedback will be provided two weeks after the submission deadline.

#### Course Learning Outcomes

- CLO1 : Analyse tender documentation and contribute in the preparation of a tender
- CLO2 : Evaluate the elements within contract documents and how they apply to specific circumstances
- CLO3 : Assess the engineering profession, its scope, and the role of Civil and Environmental Engineers within it.

#### Detailed Assessment Description

Students will be issued with a contract theme about which they will answer the questions provided in the Assignment outline.

#### Assessment Length

3000 words

### Assignment submission Turnitin type

This assignment is submitted through Turnitin and students can see Turnitin similarity reports.

### Hurdle rules

This is a must-pass event.

### Generative AI Permission Level

**Not Applicable**

Generative AI is not considered to be of assistance to you in completing this assessment. If you do use generative AI in completing this assessment, you should attribute its use.

For more information on Generative AI and permitted use please see [here](#).

## **Final Examination**

### Assessment Overview

Students are to pass the scheduled Final Examination for the course. Its content will cover the lecture and workshop material covered throughout the term, in line with the briefing that will be conducted in a Week 8 Workshop session. Students will not receive feedback on the Final Examination within the term.

### Course Learning Outcomes

- CLO1 : Analyse tender documentation and contribute in the preparation of a tender
- CLO2 : Evaluate the elements within contract documents and how they apply to specific circumstances
- CLO3 : Assess the engineering profession, its scope, and the role of Civil and Environmental Engineers within it.
- CLO4 : Review and summarise legal case studies and determine how they will impact future directions in the industry

### Hurdle rules

A mark of at least 50% in the final examination is required before the class work is included in the final mark.

### Generative AI Permission Level

**No Assistance**

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

For more information on Generative AI and permitted use please see [here](#).

# Mid-term Class Test

## Assessment Overview

Students will be required to sit a 75-minute a Class Test in Week 5 based on the course content covered in lecture and workshop periods of Weeks 1-4 inclusively. Feedback will be provided within 2 weeks.

## Course Learning Outcomes

- CLO1 : Analyse tender documentation and contribute in the preparation of a tender
- CLO2 : Evaluate the elements within contract documents and how they apply to specific circumstances

## Detailed Assessment Description

The Mid-term Class Test will be held in schedule Class Time of Week 5 on Thursday 10Oct24 for undergraduate students.

Postgraduate students will be assessed on Saturday 12Oct24 of Week 5.

## Hurdle rules

This is a must-pass event.

## Generative AI Permission Level

Not Applicable

Generative AI is not considered to be of assistance to you in completing this assessment. If you do use generative AI in completing this assessment, you should attribute its use.

For more information on Generative AI and permitted use please see [here](#).

# General Assessment Information

Assessment information will be provided in the Individual Assignment issue and students will be informed of the relevant details of the Mid-term Class Test and Final Examination testing format.

## Grading Basis

Standard

## Requirements to pass course

In all assessment events a student is required to score at least 50% of the marks allocated the assessment event in order to pass the course, plus meet the 80% attendance requirement.

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 9 September - 15 September	Blended	Each day will consist of a combined Lecture and Workshop session Day 1: Course Introduction, Course Structure. Tenders and Tendering Day 2: Tenders and Tendering continued
Week 2 : 16 September - 22 September	Blended	Each day will consist of a combined Lecture and Workshop session Day 1: Documents and legal Day 2: Documents and legal continued Issue of individual Assignment
Week 3 : 23 September - 29 September	Blended	Each day will consist of a combined Lecture and Workshop session Day 1: Elements of Contracts Day 2: Elements of Contracts continued
Week 4 : 30 September - 6 October	Blended	Each day will consist of a combined Lecture and Workshop session Day 1: Contract payment types Day 2: Project delivery Methods Briefing given for the Mid-term Class Test scheduled in Week 5
Week 5 : 7 October - 13 October	Assessment	Day 1: Labour Day Public Holiday - No classes Day 2: (Thursday) Undergraduate students to take Mid-term Class Test Day 3: (Saturday) Post-graduate students to take Mid-term Class Test
Week 6 : 14 October - 20 October	Other	Flexibility Week for all courses (non-teaching). No scheduled classes.
Week 7 : 21 October - 27 October	Blended	Each day will consist of a combined Lecture and Workshop session Day 1: Contracts Administration Day 2: Contracts Administration continued
Week 8 : 28 October - 3 November	Blended	Each day will consist of a combined Lecture and Workshop session Day 1: Dispute Resolution Methods Day 2: Dispute Resolution Methods continued Individual Assignment due
Week 9 : 4 November - 10 November	Blended	Each day will consist of a combined Lecture and Workshop session Day 1: Engineer Licensing Day 2: Engineer Licensing continued
Week 10 : 11 November - 17 November	Blended	Each day will consist of a combined Lecture and Workshop session Day 1: Entering the workforce - Employment Contracts Day 2: Employment Contracts continued Outline brief for the Final Examination Course wrap-up

## Attendance Requirements

All students enrolled in this course must attend at least 80% of the lecture/ workshop session commencing from Thursday 12Sept24 for the duration of the session. You are required to attend a minimum of 13 of the 16 scheduled classes for the term and the proof will be the student completing a lesson sign-on sheet available for each scheduled class.

## Course Resources

### Prescribed Resources

All students will be required to read widely and extensively in addition to the resources provided for each week's lecture and workshop sessions. There will be resources made available in the Library's 'Closed Reserve' section that all students can access.

# Recommended Resources

Students will be advised during the sessions of additional readings/ videos, etc.

## Course Evaluation and Development

Assignment feedback will be provided to students. The basis of that feedback will be provided in the Individual Assignment and discussion of the Mid-term Class Test. That said, all students are encouraged to take the time throughout the term to meet and discuss their learning progress with the lecturer.

The course will be evaluated formally using the myExperience reporting tool at the end of the term.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
	Robert Holdom					No	Yes

## Other Useful Information

### Academic Information

#### I. Special consideration and supplementary assessment

If you have experienced an illness or misadventure beyond your control that will interfere with your assessment performance, you are eligible to apply for Special Consideration prior to, or within 3 working days of, submitting an assessment or sitting an exam.

Please note that UNSW has a Fit to Sit rule, which means that if you sit an exam, you are declaring yourself fit enough to do so and cannot later apply for Special Consideration.

For details of applying for Special Consideration and conditions for the award of supplementary assessment, please see the information on UNSW's [Special Consideration page](#).

#### II. Administrative matters and links

All students are expected to read and be familiar with UNSW guidelines and polices. In particular,

students should be familiar with the following:

- [Attendance](#)
- [UNSW Email Address](#)
- [Special Consideration](#)
- [Exams](#)
- [Approved Calculators](#)
- [Academic Honesty and Plagiarism](#)
- [Equitable Learning Services](#)

### **III. Equity and diversity**

Those students who have a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the course convener prior to, or at the commencement of, their course, or with the Equity Officer (Disability) in the Equitable Learning Services. Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.

### **IV. Professional Outcomes and Program Design**

Students are able to review the relevant professional outcomes and program designs for their streams by going to the following link: [https://www.unsw.edu.au/engineering/student-life/  
student-resources/program-design](https://www.unsw.edu.au/engineering/student-life/student-resources/program-design).

*Note: This course outline sets out the description of classes at the date the Course Outline is published. The nature of classes may change during the Term after the Course Outline is published. Moodle or your primary learning management system (LMS) should be consulted for the up-to-date class descriptions. If there is any inconsistency in the description of activities between the University timetable and the Course Outline/Moodle/LMS, the description in the Course Outline/Moodle/LMS applies.*

### **Academic Honesty and Plagiarism**

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW students have a responsibility to adhere to this principle of academic integrity. Plagiarism undermines academic integrity and is not tolerated at UNSW. *Plagiarism at UNSW is defined as using the words or ideas of others and passing them off as your own.*

Plagiarism is a type of intellectual theft. It can take many forms, from deliberate cheating to

accidentally copying from a source without acknowledgement. UNSW has produced a website with a wealth of resources to support students to understand and avoid plagiarism, visit: [student.unsw.edu.au/plagiarism](http://student.unsw.edu.au/plagiarism). The Learning Centre assists students with understanding academic integrity and how not to plagiarise. They also hold workshops and can help students one-on-one.

You are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and the proper referencing of sources in preparing all assessment tasks.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in an honours thesis or contract cheating) even suspension from the university. The Student Misconduct Procedures are available here:

[www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf](http://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf)

## Submission of Assessment Tasks

Work submitted late without an approved extension by the course coordinator or delegated authority is subject to a late penalty of five percent (5%) of the maximum mark possible for that assessment item, per calendar day.

The late penalty is applied per calendar day (including weekends and public holidays) that the assessment is overdue. There is no pro-rata of the late penalty for submissions made part way through a day. This is for all assessments where a penalty applies.

Work submitted after five days (120 hours) will not be accepted and a mark of zero will be awarded for that assessment item.

For some assessment items, a late penalty may not be appropriate. These will be clearly indicated in the course outline, and such assessments will receive a mark of zero if not completed by the specified date. Examples include:

- Weekly online tests or laboratory work worth a small proportion of the subject mark;
- Exams, peer feedback and team evaluation surveys;
- Online quizzes where answers are released to students on completion;

- Professional assessment tasks, where the intention is to create an authentic assessment that has an absolute submission date; and,
- Pass/Fail assessment tasks.

## Faculty-specific Information

[Engineering Student Support Services](#) – The Nucleus - enrolment, progression checks, clash requests, course issues or program-related queries

[Engineering Industrial Training](#) – Industrial training questions

[UNSW Study Abroad](#) – study abroad student enquiries (for inbound students)

[UNSW Exchange](#) – student exchange enquiries (for inbound students)

[UNSW Future Students](#) – potential student enquiries e.g. admissions, fees, programs, credit transfer

### Phone

(+61 2) 9385 8500 – Nucleus Student Hub

(+61 2) 9385 7661 – Engineering Industrial Training

(+61 2) 9385 3179 – UNSW Study Abroad and UNSW Exchange (for inbound students)

## School Contact Information

For assistance with enrolment, class registration, progression checks and other administrative matters, please see [the Nucleus: Student Hub](#). They are located inside the Library – first right as you enter the main library entrance. You can also contact them via <http://unsw.to/webforms> or reserve a place in the face-to-face queue using the UniVerse app.

For course administration matters, please contact the Course Coordinator.

Questions about this course should normally be asked during the scheduled class so that everyone can benefit from the answer and discussion.