UNSW Course Outline

BLDG2022 Procurement & Contract Administration - 2024

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General Course Information

Course Code : BLDG2022
Year : 2024
Term : Term 3
Teaching Period : T3
Is a multi-term course? : No
Faculty : Faculty of Arts, Design and Architecture
Academic Unit : School of Built Environment
Delivery Mode : Multimodal
Delivery Format : Standard
Delivery Location : Kensington
Campus : Sydney
Study Level : Undergraduate
Units of Credit : 6

<u>Useful Links</u>

<u>Handbook</u> <u>Class Timetable</u>

Course Details & Outcomes

Course Description

You will be introduced to various procurement methods in the construction sector, and the basic principles and procedures for administering the standard form of building contracts. A standard form of building contract will be the core material of the course. You will explore different

options of procurement methods and their characteristics. Major concepts and knowledge from related to building contracts such as payment, variations, practical completion will be introduced.

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Identify the roles of key contracting parties and their obligations to construction projects.
CLO2 : Evaluate and apply theories of procurement methods for construction project management.
CLO3 : Interpret major components in building contract(s).
CLO4 : Analyse common contractual issues arising from the administration of building contract.

Course Learning Outcomes	Assessment Item
CLO1 : Identify the roles of key contracting parties and their obligations to construction projects.	• Exam • Construction Procurement
CLO2 : Evaluate and apply theories of procurement methods for construction project management.	• Exam • Construction Procurement
CLO3 : Interpret major components in building contract(s).	• Construction Contract Administration • Exam
CLO4 : Analyse common contractual issues arising from the administration of building contract.	• Construction Contract Administration • Exam

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

Please refer to the reading list in Moodle

Additional Course Information

Nil

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Construction Contract Administration Assessment Format: Group	30%	Start Date: Not Applicable Due Date: 15/11/2024 11:55 PM
Exam Assessment Format: Individual	50%	Start Date: Not Applicable Due Date: Not Applicable
Construction Procurement Assessment Format: Individual	20%	Due Date: 11/10/2024 11:55 PM

Assessment Details
Construction Contract Administration

Assessment Overview

You will work in groups to answer assigned questions on the topic of construction contract administration in essay format (or group presentation). Marking will be done for each group against assesment criteria together with written feedback provided online.

Course Learning Outcomes

- CLO3 : Interpret major components in building contract(s).
- CLO4 : Analyse common contractual issues arising from the administration of building contract.

Detailed Assessment Description

Please refer to the assignment sheet.

Assessment Length

Please refer to the assignment sheet

Assessment information

Please refer to the assignment sheet

Assignment submission Turnitin type

Not Applicable

Generative AI Permission Level

Simple Editing Assistance

In completing this assessment, you are permitted to use standard editing and referencing functions in the software you use to complete your assessment. These functions are described

below. You must not use any functions that generate or paraphrase passages of text or other media, whether based on your own work or not.

If your Convenor has concerns that your submission contains passages of AI-generated text or media, you may be asked to account for your work. If you are unable to satisfactorily demonstrate your understanding of your submission you may be referred to UNSW Conduct & Integrity Office for investigation for academic misconduct and possible penalties.

For more information on Generative AI and permitted use please see here.

Nil

Exam

Assessment Overview

You will sit an exam that covers the key topics of the course. Exam format will be short essay questions.

Course Learning Outcomes

- CLO1 : Identify the roles of key contracting parties and their obligations to construction projects.
- CLO2 : Evaluate and apply theories of procurement methods for construction project management.
- CLO3 : Interpret major components in building contract(s).
- CLO4 : Analyse common contractual issues arising from the administration of building contract.

Assessment information

Nil

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.

Construction Procurement

Assessment Overview

You will answer several assigned questions on the topic of 'Procurement' in essay format.

Marking will be done against assesment criteria with individual witten feedback provided online.

Course Learning Outcomes

- CLO1 : Identify the roles of key contracting parties and their obligations to construction projects.
- CLO2 : Evaluate and apply theories of procurement methods for construction project management.

Detailed Assessment Description

Please refer to the assignment sheet

Assessment Length

Please refer to the assignment sheet

Submission notes

Please refer to the assignment sheet

Assessment information

Please refer to the assignment sheet

Assignment submission Turnitin type

Not Applicable

Generative AI Permission Level

Simple Editing Assistance

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Nil

General Assessment Information

<u>Grading Basis</u>

Standard

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 9 September - 15 September	Tutorial	Lecture: Introduction No Tutorial in Week 1
Week 2 : 16 September - 22 September	Topic	Lecture and Tutorial: Procurement
Week 3 : 23 September - 29 September	Topic	Lecture and Tutorial: Variations and Time
Week 4 : 30 September - 6 October	Topic	Lecture: Guest Lecture (Topic: TBC) Group Assignment will be released during the tutorial section.
Week 5 : 7 October - 13 October	Other	Public Holiday - Labour Day No lecture. Reading materials on the Dual Role of Superintendent will be provided. A supplementary online tutorial on this topic will be allocated on 10 Oct 2024, 5-6 pm.
Week 6 : 14 October - 20 October	Other	Flexibility Week No lecture and tutorial
Week 7 : 21 October - 27 October	Other	Lecture and Tutorial: Payment and Project Completion
Week 8 : 28 October - 3 November	Topic	Lecture and Tutorial: Dispute Resolution and Processes
Week 9 : 4 November - 10 November	Topic	Lecture and Tutorial: Insurance and Sub-contracting
Week 10 : 11 November - 17 November	Topic	Lecture: review and revision - preparing exam Tutorial: Claim presentation

Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

General Schedule Information

The course convenor will inform all students through email if there is any change in the course schedule.

Course Resources

Prescribed Resources

Please refer to the reading list in Moodle

Recommended Resources

Please refer to the reading list in Moodle

Additional Costs

Nil

Course Evaluation and Development

We encourage and support students to maintain regular contact with the course convenor to provide informal feedback throughout the course. For specific issues or detailed feedback, please arrange a meeting with the course convenor via email.

In this course there is an option for students to provide anonymous feedback via the course's Moodle page, which is directly sent to the convenor. As a final step, students are invited to share their insights and experiences by completing the MyExperience survey. The feedback gathered each year is integral to the continuous enhancement and development of the course.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Kenneth Tak Wing Yiu		Room 3001, Level 3, H13 Anita Lawrence Centre	029348160 3	By Appointmen t	No	Yes
Tutor	Zhuoyuan (Eric) Wang				By Appointmen t	No	No

Other Useful Information

Academic Information

For essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Student equity and disability;
- Special Consideration in the event of illness or misadventure;
- Examination information;
- Review of results;

Please see: https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines

Academic Honesty and Plagarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

- Copying: Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.
- Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
- Collusion: Working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student for the purpose of them plagiarising, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.
- Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.
- Duplication ("self-plagiarism"): Submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. One of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items. UNSW Library has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW, but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your

needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Use of AI for assessments

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Where the use of AI tools, such as ChatGPT, has been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work.

In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply.

[Use of AI for assessments | UNSW Current Students](#)

Submission of Assessment Tasks

Assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, alternative submission details will be stated on your course's Moodle site. For information on how to submit assignments online via Moodle: https://student.unsw.edu.au/how-submit-assignment-moodle

Late Submission Penalty

UNSW has a standard late submission penalty of:

- 5% per calendar day,
- for all assessments where a penalty applies,
- capped at five calendar days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request [Special Consideration](#) as early as possible before the deadline. Support with [Time Management is available here](#).

Important note: UNSW has a "fit to sit/submit" rule, which means that if you sit an exam or submit a piece of assessment, you are declaring yourself fit to do so and cannot later apply for Special Consideration. This is to ensure that if you feel unwell or are faced with significant circumstances beyond your control that affect your ability to study, you do not sit an examination or submit an assessment that does not reflect your best performance. Instead, you should apply for Special Consideration as soon as you realise you are not well enough or are otherwise unable to sit or submit an assessment.

School Contact Information

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