

MINISTRY OF EDUCATION AND SCIENCES OF UKRAINE
SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS



"APPROVED"

Deputy Rector

(Vice-Rector on Scientific and Pedagogical Work)

Mykola AFANASIEV

Export and Import Procedures
working program of the discipline

Field of study **29 «International Relations»**
Specialty **292 «International Economic Relations»**
Level of education **second (magister)**
Program Subject Area **International Business**

Type of discipline **basic**
Language of studying **English**

Head of International Business and
Economic Analysis Department

Iryna OTENKO

Kharkiv
2020

APPROVED

at the international business and economic analysis department's meeting
Protocol № 1 dated 25.08.2020 p.

Compiler:

Lebid Olesia Viktorivna., Ph.D., professor of the International Business and Economic Analysis
Department.

List of renewing and re-approving of the syllabus of the academic discipline

Academic year	The date of department's meeting – elaborator of curriculum of the discipline	Number of protocol	Department chief's signature

Abstract of the discipline

The internationalization and globalization of economic processes creates the basis for the fact that most business entities carry out foreign economic activity. Even domestic production, or trade, or financial companies, whose clients are exclusively residents, are obliged to carry out import operations in one way or another: they import raw materials, components, goods and / or financial resources. Studying the peculiarities of export-import operations, awareness of their support and financial support will create competitive advantages for future master's graduates in the employment market.

The program of study of the discipline "Export-import operations" is made according to the educational program of preparation of masters in a specialty 292 "International economic relations".

The object of the discipline are export-import operations and processes that reflect aspects of their analytical and financial support.

The subject of the discipline is the theoretical foundations, practical aspects, financing mechanisms and analytical support of export-import operations.

The purpose of studying the discipline is to form in future masters knowledge of the nature and content of export and import operations, their legal support, skills and abilities in analysis, competencies in financial and organizational support.

The main task of mastering the discipline "Export-import operations" is to study the mechanism and tools of organization and support of import and export activities of enterprises, to form a system of theoretical knowledge, applied skills and abilities to carry out export and import operations.

Course	1M
Semester	1
Number of credits ECTS	5
Final control type	Exam

Structural and logical scheme of studying the discipline:

Prerequisites	Postrequisites
International information	Pre-diploma practice
International finance	Diploma paper writing
World economy and the international communications	

2. Competences and studying results

Competences	Studying results
Ability to learn and master modern knowledge	Think creatively, show flexibility in decision-making based on logical arguments and verified facts in a limited time and resources based on the use of various diagnostic methodologies of leading international organizations. Namely: the ability to analyze the country's balance of payments and determine foreign trade trends. Be able to analyze the foreign trade contract.
Ability to communicate in a foreign language Ability to self-study, maintain the appropriate level of knowledge, willingness to master the knowledge of a new level, improve their professionalism and skills	Have the necessary knowledge and skills in business communication in the field of international economic relations, as well as communicate effectively at the professional and social levels, including oral and written communication in a foreign language / languages. Determine the geoeconomic strategies of countries and their regional economic priorities, taking into account national economic interests and the security component of international economic relations in the context of global human problems and the asymmetry of the distribution of world resources
Ability to conduct research at the appropriate level	Assess the complexity of tasks in planning activities and processing its results. Namely: the ability to open, maintain and service foreign currency accounts in Ukraine and abroad
Ability to make informed decisions on the establishment of international economic relations at all levels of their implementation. Ability to identify and assess the manifestations of economic globalism, challenges and imbalances of global development and their impact on international economic relations.	Analyze legal documents, evaluate analytical reports, competently use regulatory documents and reference materials, conduct applied analytical developments, professionally prepare analytical materials. Namely: Ability to analyze the country's balance of payments and determine foreign trade trends Make informed decisions on the problems of export-import operations under uncertain conditions and requirements. Namely: to be able to choose according to the terms of the contract the terms of export-import deliveries of goods; determine the terms of financing export-import operations, accompany international credit operations, draw up forfaiting agreements and financial leasing agreements
Ability to work in a team Ability to predict trends in international markets in the light of market changes. Ability to search, process and analyze information from various sources	Systematize, synthesize and organize the information obtained, identify problems, formulate conclusions and develop recommendations using effective approaches and technologies, specialized software to solve complex problems of practical problems, taking into account the cross-cultural characteristics of the subjects of international economic relations. Namely: the ability to analyze monetary and financial conditions and assess the risks of international settlements for export-import transactions. Identify changes in market conditions under the influence of uncertain factors, carry out their comparative analysis, critically assess the consequences of ideas and decisions in order to predict the trend of global markets.

Curriculum of the discipline

Content module 1. Organizational and analytical support of export-import procedures

Topic 1. Export-import procedures: concepts and purposes

- 1.1. The essence and content of foreign economic activity, definition of export-import operations.
- 1.2. Balance of payments of the country.
- 1.3. Reporting on export-import activities.

Topic 2. Documents of export-import procedures and terms of delivery

- 2.1. Characteristics of the foreign trade contract.
- 2.2. Types of documents for international deliveries.
- 2.3. Basic terms of delivery Incoterms.

Topic 3. Currency accounts: features of opening and maintenance

- 3.1. Procedure for opening and using foreign currency accounts in Ukraine.
- 3.2. Procedure for opening and using accounts outside Ukraine.
- 3.3. Currency transactions: essence, types, conditions of implementation.

Topic 4. International transactions for export-import procedures

- 4.1. The essence and relationship of the concepts of "international settlements" and "currency transactions".
- 4.2. Currency and financial terms of settlements for export-import operations.
- 4.3. Risks of international settlements.

Content module 2. Financial support of export-import procedures

Topic 5. Payment systems and methods of export-import payments

- 5.1. Principles of operation and types of international payment systems.
- 5.2. Advance payments and settlements between the parties on an open account.
- 5.3. Settlements using checks, payment cards and bills.
- 5.4. Ways of making international payments.

Topic 6. Documentary forms of payment for export-import procedures

- 6.1. International settlements by means of collection.
- 6.2. International settlements by letter of credit.

Topic 7. Bank guarantee of export-import procedures

- 7.1. Principles and essence of bank guarantee.
- 7.2. Participants in the warranty relationship.

Topic 8. Bank financing of export-import procedure

- 8.1. Types and forms of international credit.
- 8.2. International factoring and forfaiting.
- 8.3. Leasing in financing foreign trade agreements.

Teaching and learning methods

The set of teaching methods aimed at activating and stimulating the educational and cognitive activities of higher education students used in the teaching of the discipline "Export-Import Operations" includes: problem lectures, discussions, presentations, work in small groups, playing in a triangle "Speaker - opponent - reviewer", mini-trainings, and individual research tasks.

The procedure for evaluating learning outcomes

Assessment of students' study results of the discipline "Export-import operations" is carried out on a cumulative 100-point system.

Evaluation is carried out by the following types of control:

current control, which is carried out during the semester during lectures and laboratory classes, and is estimated by the amount of points scored (maximum amount - 60 points; minimum amount that allows a student to take the exam - 35 points);

final control, which is carried out on the basis of a semester exam, which is conducted in accordance with the schedule of the initial process. The maximum score that can be obtained during the exam is 40 points.

Current control includes evaluation of student work during:

lectures: express-survey (0.5 points for each lesson) provided that the student answers the questions posed by the teacher, which indicate the degree of mastering the lecture material. The total number of points is 3.5.

laboratory classes:

active work in pairs (0.5 or 1 point for each lesson depending on the complexity of the tasks) provided that the student performs practical tasks, student participation in discussions, debates. The total number of points is 11.5.

presentations to be performed in PowerPoint. The maximum score is given if there are at least 10 slides that fully reveal the content of the issues under discussion. Points for the presentation are part of the evaluation of the results of independent work in the form of individual tasks.

express survey, the assessment of which is a component of the assessment of active work on a pair of students

current control work, the maximum is estimated at 10 points. The test contains test and calculation tasks, performed in the PNS. The maximum score for each test is 10 points.

independent work:

performance of individual tasks, each of which is evaluated in 5 points (15 in total) and aimed at checking learning outcomes on several topics of the discipline;

creative task. Maximum grade: 10 points, which can be obtained for writing and publishing during the semester of the article or abstracts of reports at the conference. 7 points can be obtained if the student does not want to bring the creative task to the level of publication and simply places it in the PNS;

Final control is carried out in the form of a written exam.

The examination ticket covers the program of the discipline and provides for the determination of the level of knowledge and the degree of mastery of competencies by students. Each examination ticket contains 5 practical tasks (two stereotypical, two diagnostic and one heuristic task), which provide for the solution of typical professional tasks of a specialist in the workplace and allow to diagnose learning outcomes in the discipline. The result of the semester exam is evaluated in points (maximum number - 40 points, minimum number of credits - 25 points).

A student should be **considered certified** if the sum of points obtained from the final / semester performance test is equal to or exceeds 60. The minimum possible number of points for current and modular control during the semester is 35 and the minimum possible number of points scored in the exam is 25.

The final grade in the discipline is calculated taking into account the points obtained during the exam and the points obtained during the current control of the accumulative system. The total result in points for the semester is: "60 or more points - credited", "59 or less points - not credited" and is entered in the test "Statement of success" of the discipline.

Grading scale: national and ECTS

The sum of points for all types of work	Grade ECTS	The national	
		For examination, course project (work), practice	Test
90 – 100	A	Excellent	Pass
82 – 89	B	Good	
74 – 81	C		
64 – 73	D		
60 – 63	E	Satisfying	Fail
35 – 59	FX	Not satisfying	
1 – 34	F		

Rating plan of the discipline

Topic	Studying form		EVALUATION of learning outcomes		
			Types of control	Maximum score	
<i>Classroom work</i>					
Topic 1. Export-import procedures: concepts and purposes	Lecture	Topic 1. Export-import procedures: concepts and purposes	Express testing	0,5	
	Laboratory studies	Familiarity with the structure of the discipline, determining the priorities of its study, discussing the features of the financial system. Solving puzzles, crosswords.	Active participation	0,5	
	Laboratory studies	Problem solving, discussion on the factors of change of the hryvnia exchange rate in Ukraine	Active participation	0,5	
	Laboratory studies	Problem solving, analysis of texts of foreign economic contracts, discussion of the first individual task	Active participation	1	
	<i>Individual work</i>				
	Preparation for classes	Study of lecture material, preparation for practical classes. Problem solving. Performing an individual task 1.	Homework check	0	
<i>Classroom work</i>					
Topic 2. Documents of export-import procedures and terms of delivery	Lecture	Topic 2. Documents of export-import procedures and terms of delivery	Express testing	0,5	
	Laboratory studies	Problem solving, discussion on financial and currency conditions of export-import contracts	Active participation	1	
	Laboratory studies	Familiarity with the national currency. Determining the real exchange rate of the hryvnia against the US dollar and the Euro. Problem solving	Active participation	1	
	<i>Individual work</i>				
	Preparation for classes	Study of lecture material. Search for materials and choose the topic of the essay. Writing a justification for the topic of the essay. Problem solving. Search for sources of information for writing an essay (minimum 10 sources), forming a list of references for writing an essay. Performing an individual task 2.	Individual task	5	

Topic	Studying form		EVALUATION of learning outcomes	
			Types of control	Types of control
Topic 3. Currency accounts: features of opening and maintenance	Classroom work			
	Lecture	Topic 3. Currency accounts: features of opening and maintenance	Express testing	0,5
	Laboratory studies	Problem solving, presentation of students' reports	Active participation	1
	Laboratory studies	Problem solving, presentation of students' reports	Active participation	1
		Current control work 1	Written test	10
	Individual work			
Preparation for classes	Study of lecture material, preparation for classes and tests. Formulation of the purpose and tasks of essay writing, definition of methods of the decision of problems. Problem solving. Performing an individual task 2.	Homework check	0	
Topic 4. International transactions for export-import procedures	Classroom work			
	Lecture	Topic 4. International transactions for export-import procedures	Active participation	0,5
	Laboratory studies	Problem solving	Active participation	1
	Laboratory studies	Analysis of the results of the current control work 1	Active participation	1
	Individual work			
	Preparation for classes	Study of lecture material, preparation for practical classes. Problem solving. Performing an individual task 2.	Homework check	0
Topic 5. Payment systems and methods of export-import payments	Classroom work			
	Lecture	Topic 5. Payment systems and methods of export-import payments	Express testing	0,5
	Laboratory studies	Problem solving, presentation of reports and essays, their discussion.	Active participation	1
	Laboratory studies	Problem solving. Discussion on the reliability of payments past banks.	Active participation	1
		Presentation of reports and essays, their discussion.	Ece	10
	Individual work			
Preparation for classes	Study of lectures. material, preparation for practical classes. Problem solving. Execution3.individual task 3.	Individual task	5	
Topic 6. Documentary forms of payment for export-import procedures	Classroom work			
	Lecture	Topic 6. Documentary forms of payment for export-import procedures	Express testing	0,5
	Laboratory studies	Problem solving, presentation of reports and essays, their discussion.	Active participation	0,5
	Laboratory studies	Problem solving, presentation of reports and essays, their discussion.	Active participation	0,5
		Current control work 2	Homework check	10

Topic	Studying form		EVALUATION of learning outcomes	
			Types of control	Types of control
	<i>Individual work</i>			
	Preparation for classes	Repetition of theoretical material, repetition of methods for solving problems. Performing an individual task 3.	Individual task	5
Topic 7. Bank guarantee of export-import procedures Topic 8. Bank financing of export-import procedure	<i>Classroom work</i>			
	Lecture	Topic 7. Bank guarantee of export-import procedures Topic 8. Bank financing of export-import procedure	Express testing	0,5
	Laboratory studies	Problem solving, exam preparation	Active participation	0,5
	<i>Individual work</i>			
	Preparation for classes	Repetition of theoretical material, repetition of methods for solving problems. Exam preparation	Individual task	0
Final control	<i>Classroom work</i>			
	Exam			40
Total score of the discipline				100

Recommended literature

Primary literature

1. Bade Donna L. Export/Import Procedures and Documentation. eTextBook. Fifth edition. – 2015. – 568 p.
2. Export and import operations [text] textbook. The 5th type. rework. and ext. / for ed. Kozaka I. G. - Kyiv – Katowice .: Center for Educational Literature, 2014. – 348 p.
3. Lebid O. V. International transactions and currency procedures : textbook / O. V. Lebid. – Kharkiv.: Publishing house of Simon Kuznets KhNUE, 2016. – 204 p.
4. Shtal T. V. International Finance: course of lectures / T. V. Shtal, O. O. Tischenko. – Kharkiv, 2013. – 158 p.

Secondary literature

5. Anders G. The Handbook of International Trade and Finance: The Complete Guide to Risk Management, International Payments and Currency Management, Bonds and Guarantees, Credit Insurance and Trade Finance (2008)
6. International Money and Finance. 3rd Edition. by C. Paul Hallwood and Ronald MacDonald (2000).

Internet resources

1. Business Dictionary – [Electronic sources]. – Access mode : <http://www.businessdictionary.com/definition>.
2. Convention Providing a Uniform Law For Bills of Exchange and Promissory Notes (Geneva, 1930) The League of Nations – [Electronic sources]. – Access mode : <https://www.jus.uio.no/lm/bills.of.exchange.and.promissory.notes.convention.1930/doc.html>
3. Data and Statistics about the U.S. – [Electronic sources]. – Access mode : <https://www.usa.gov/statistics>.
4. Digital economy and society statistics - households and individuals – [Electronic sources]. – Access mode : https://ec.europa.eu/eurostat/statistics-explained/index.php/Digital_economy_and_society_statistics_-_households_and_individuals.
5. EU Statistics – [Electronic sources]. – Access mode : <https://ec.europa.eu/eurostat/home?>
6. Financial Literacy for Everyone: Practical Money Skills – [Electronic sources]. – Access mode : <http://www.practicalmoneyskills.com>.
7. Incoterms 2020 – [Electronic sources]. – Access mode : <https://incoterms2020.com.ua/terms>
8. Instruction on the procedure for opening, using and closing accounts in national and foreign currencies, approved by the Resolution of the NBU Board dated 12.11.2003 p. № 492 [Electronic sources]. – Access mode : <http://zakon4.rada.gov.ua/laws/show/z0520-08>.
9. Portal Site of Official Statistics of Japan. – [Electronic sources]. – Access mode : <https://www.stat.go.jp/english/>
10. Simon Kuznets KhNUE Personal Learning System Site «Export and Import Procedure» [Electronic sources]. – Access mode: <https://pns.hneu.edu.ua/enrol/index.php?id=5362>.
11. Ukrainian legislation [Electronic sources]. – Access mode : <http://zakon1.rada.gov.ua/laws/show>.