



Syllabus of the educational discipline «Export/Import Procedures»

Specialty	292 <i>International Economic Relations</i>
Educational program	<i>International Business</i>
Level of education	<i>Second (master)</i>
Discipline status	<i>Base</i>
Teaching language	<i>English</i>
Course / semester	<i>1 course, 1 semester</i>
Number of credits ECTS	5
Distribution by types of trainings and hours of study	<i>Lectures – 14 hours. Laboratories – 26 hours. Independent training – 110 hours.</i>
Form of final assessment	<i>Exam</i>
Department	<i>Department of International Business and Economic Analysis, building 2, room 35k, +38 (057) 702-18-30, http://www.ea.hneu.edu.ua</i>
Teacher (-s)	<i>Lebid Olesia</i>
Teacher's contacts	<i>olesia.lebid@gmail.com</i>
Days of the classes	<i>Wednesday</i>
Consultations	<i>distance; according to the schedule</i>

The purpose of the discipline is students get a holistic view of the role of communication in modern international relations, the formation of a system of knowledge about communication technologies and their effectiveness, the acquisition of skills in the application of communication technologies in international relations.

Prerequisites for learning

Preliminary courses: Basics of Finance, International Information, International Finance, International Contracts

Content of the educational discipline

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

- Topic 1. Export-import procedures: concepts and purposes
- Topic 2. Documents of export-import procedures and terms of delivery
- Topic 3. Currency accounts: features of opening and maintenance
- Topic 4. International transactions for export-import procedures

Content module 2. Financial support of export-import procedures

- Topic 5. Payment systems and methods of export-import payments
- Topic 6. Documentary forms of payment for export-import procedures
- Topic 7. Bank guarantee of export-import procedures
- Topic 8. Bank financing of export-import procedure

Course page on the Moodle platform (personal training system)

Posted: syllabus of the discipline, working plan (technological card), lecture materials, tasks for practical classes, tasks for independent students work.
<https://pns.hneu.edu.ua/course/view.php?id=6910>

Recommended 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.
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)

Assessment system of learning outcomes

According to the results of the current control during the semester, the student can get a maximum of 60 points; the minimum amount of points that allows a student to be admitted to the exam - 35 points. The maximum number of points for the exam - 40, the minimum number of credits - 25 points.

More information on assessment is given in the technological card of the discipline.

Accumulation of rating points in the discipline (example)

Types of training	Max points
Work on lectures	3,5
Solving problems on laboratory class	11,5
Homework (Independent work)	15
Written Test	20
Essay (article)	10
Exam	40
Max points	100

Transference of Simon Kuznets KHNU Characteristics of Students' Progress into the System of the ECTS Scale

Total score on a 100-point scale	ECTS assessment scale	Assessment on the national scale	
		for exam, differentiated test, course project (work), practice, training	for pass
90 – 100	A	excellent	pass
82 – 89	B	good	
74 – 81	C	satisfactory	
64 – 73	D		
60 – 63	E	unsatisfactory	not pass
35 – 59	FX		
1 – 34	F		

Discipline policies

The study of the discipline requires work with information sources, preparation for lectures and practical classes to perform all tasks in accordance with the curriculum.

Preparation for practical classes includes acquaintance with the questions that are submitted to classes on the relevant topic; study of lecture material.

The solution of practical problems should show signs of independence of performance by the applicant of such work, absence of signs of recurrence and plagiarism.

The presence of students in practical and lecture classes is mandatory, and their participation in the discussion of all issues is also important. Missed classes must be completed. Students must adhere to educational ethics, respect the participants in the learning process, adhere to discipline and time (term) parameters of the educational process.

More detailed information about competencies, learning outcomes, teaching methods, assessment forms, independent training is given in the Syllabus (working plan) of the educational discipline (<https://pns.hneu.edu.ua/course/view.php?id=6910>).