

**Subject card**

|  |   |  |                   |                                     |  |            |     |
|--|---|--|-------------------|-------------------------------------|--|------------|-----|
| <b>Subject name and code</b>                       | Procedures and Documents in International Business, PG_00121872   |  |                   |                                     |  |            |     |
| <b>Field of study</b>                              | International Economic Relations  |  |                   |                                     |  |            |     |
| <b>Date of commencement of studies</b>             | October 2024  | <b>Academic year of realisation of subject</b>           |                   |                                     | 2025/2026                                      |            |     |
| <b>Education level</b>                             | undergraduate studies   | <b>Subject group</b>                                     |                   |                                     | Obligatory subject group in the field of study |            |     |
| <b>Mode of study</b>                               | full-time studies   | <b>Mode of delivery</b>                                  |                   |                                     | at the university                              |            |     |
| <b>Year of study</b>                               | 2   | <b>Language of instruction</b>                           |                   |                                     | Polish   |            |     |
| <b>Semester of study</b>                           | 4   | <b>ECTS credits</b>                                      |                   |                                     | 1.0  |            |     |
| <b>Learning profile</b>                            | academic  | <b>Assessment form</b>                                   |                   |                                     |  |            |     |
| <b>Conducting unit</b>                             |   |  |                   |                                     |  |            |     |
| <b>Name and surname of lecturer (lecturers)</b>    | <b>Subject supervisor</b>   |  | dr Monika Grottel |                                     |  |            |     |
|  | <b>Teachers</b>   |  | dr Monika Grottel |                                     |  |            |     |
| <b>Lesson types</b>                                | <b>Lesson type</b>  | Lecture  | Tutorial          | Laboratory                          | Project  | Seminar    | SUM |
|  | <b>Number of study hours</b>  | 0.0  | 15.0              | 0.0                                 | 0.0  | 0.0        | 15  |
|  | E-learning hours included: 0.0  |  |                   |                                     |  |            |     |
| <b>Learning activity and number of study hours</b> | <b>Learning activity</b>  | Participation in didactic classes included in study plan |                   | Participation in consultation hours |  | Self-study | SUM |
|  | <b>Number of study hours</b>  | 15   |                   | 0.0                                 |  | 0.0        | 15  |
| <b>Subject objectives</b>                          | The aim of the subject is to provide knowledge about the role and types of procedures in the transaction process on the foreign market. Based on examples from business practice, activities carried out at various stages of a commercial transaction are identified, as well as documents confirming the fact of fulfilling specific contractual obligations. |  |                   |                                     |  |            |     |

| Learning outcomes               | Course outcome  | Subject outcome  | Method of verification   |
|---------------------------------|---|--|--|
|                                 | [MSGL3_W13] has a well-structured knowledge of the functioning of business entities in the national and international environment, with particular emphasis on the European Union   | The student has structured knowledge regarding the functioning of business entities in an international environment.   | [SW1] oral statement/<br>conversation/discussion<br>[SW2] presentation/project/paper/<br>report<br>[SW5] implementation of a<br>problem task   |
|                                 | [MSGL3_W06] knows and understands the relations between economic entities and public institutions functioning in the national, international and intercultural realms   | The student knows and understands the relationships between economic entities and public institutions operating in the international sphere.   | [SW1] oral statement/<br>conversation/discussion<br>[SW2] presentation/project/paper/<br>report<br>[SW5] implementation of a<br>problem task   |
|                                 | [MSGL3_U07] can perform commercial transactions on the international market, select and apply appropriate forms of transaction settlement, analyse and critically assess the course of transactions   | The student is able to conduct commercial transactions on the international market, select and apply the appropriate form of transaction settlement, analyze and critically evaluate the course of transactions. | [SU1] oral statement/conversation/<br>discussion<br>[SU2] presentation/project/paper/<br>report<br>[SU5] implementation of a<br>problem task<br>[SU8] observation of student's<br>independent or team work |
|                                 | [MSGL3_U06] can identify selected risks related to international operations of enterprises and assess their consequences correctly  | The student is able to identify selected types of risks related to the international activities of enterprises and correctly assess their consequences.  | [SU1] oral statement/conversation/<br>discussion<br>[SU2] presentation/project/paper/<br>report<br>[SU5] implementation of a<br>problem task<br>[SU8] observation of student's<br>independent or team work |
|                                 | [MSGL3_W16] has an advanced knowledge and understanding of the principles of entering into and conducting business transactions on the international market   | The student knows and understands at an advanced level the principles of organizing business activities on the international market.   | [SW1] oral statement/<br>conversation/discussion<br>[SW2] presentation/project/paper/<br>report<br>[SW5] implementation of a<br>problem task   |
|                                 | [MSGL3_K04] is ready to think and act in an entrepreneurial manner; adapts to new situations and conditions, undertakes challenges of creative thinking; is resilient to failures; can identify threats and assess the risk of their occurrence   | The student is ready to think and act in an entrepreneurial manner.  | [SK2] presentation/project/paper/<br>report<br>[SK5] implementation of a<br>problem task<br>[SK8] observation of student's<br>independent or team work   |
|                                 | [MSGL3_K05] correctly identifies, diagnoses and solves dilemmas and various options of solutions related to the profession  | The student correctly identifies and diagnoses various variants of procedures in international business, correctly completes and fills out transaction documents.  | [SK2] presentation/project/paper/<br>report<br>[SK5] implementation of a<br>problem task<br>[SK8] observation of student's<br>independent or team work   |
|                                 | [MSGL3_U05] can use basic regulations and standards which determine business activity, as well as accounting principles in order to solve specific tasks related to the activity of enterprises   | The student is able to use basic regulations and standards that determine economic activity in order to solve a specific task related to the activities of enterprises on the international market.              | [SU1] oral statement/conversation/<br>discussion<br>[SU2] presentation/project/paper/<br>report<br>[SU5] implementation of a<br>problem task<br>[SU8] observation of student's<br>independent or team work |
| Subject contents                | <p><b>1. Classification of procedures in international business:</b>a. procedure mapb. procedures related to internal processes: procedures related to relations with contractors; procedures related to analytical activities; procedures related to decision-making; procedures related to information management; procedures for planning individual activities and monitoring their implementationc. external procedures regulated by law <b>2. Procedures for researching and analysing the purchase/delivery market:</b>a. summary of market informationb. information on foreign contractors <b>3. Procedures for foreign business trips:</b>a. preparation of the tripb. procedures applicable during the tripc. sales techniques usedd. summary of the foreign delegatione. rules for accepting foreign contractors <b>4. Procedures for preparing documents for a foreign contractor a. rules for preparing a commercial offer:</b>b. rules for preparing a commercial contractc. procedures related to securing a commercial transactiond. procedures related to settling and summarising a commercial transaction <b>5. Fiscal procedures in international business:</b>a. directive on the common value added tax (VAT directive)b. principles of excise taxation <b>6. Customs procedures in commercial transactions:</b>a. principles of service customs trade transactions in international business b. customs declarationc. customs controld. customs status change proceduress. special proceduressf. customs debt <b>7. Transaction documents:</b>role and tasks of documents in international businesslegal bases, conventions and international agreements establishing commercial documentsselectronic documents <b>8. Dual-use goods export procedures and general export control principles.</b></p> |  |  |
| Prerequisites and co-requisites |   |  |  |

| Assessment methods and criteria                                | Subject passing criteria                              | Passing threshold   | Percentage of the final grade |
|--|---|---|-------------------------------|
|  | activity during classes, participation in discussions | 51.0%   | 20.0%                         |
|  | 4 group projects presented during classes             | 51.0%   | 80.0%                         |
| Recommended reading  | Basic literature                                      | <ol style="list-style-type: none"> <li>Grottel M., (co-author), Introduction to International Trade, Gdansk University Press 2016, ed. A. Fornalska-Skurczynska, M. Skurczynski.</li> <li>Podrecznik spedytora - transport, spedycja i logistyka, red. D. Marciniak-Neider i J. Neider, Polska Izba Spedycji i Logistyki, Gdynia 2020, Rozdz. IV, V.</li> <li>Stepien B., Handel zagraniczny - poradnik dla praktykow, PWE, Warszawa 2015.</li> <li>INCOTERMS 2020, ICC Rules for the use of domestic and international trade terms, "ICC Publication" 2020.</li> <li><a href="https://www.trade.gov.pl/pl/niezbednik-eksportera/23633,Poradnik-eksportera.html">https://www.trade.gov.pl/pl/niezbednik-eksportera/23633,Poradnik-eksportera.html</a>.</li> <li>Cło, <a href="http://www.mf.gov.pl/krajowa-administracja-skarbowa/dzialalnosc/pobor-podatkow-i-cla">http://www.mf.gov.pl/krajowa-administracja-skarbowa/dzialalnosc/pobor-podatkow-i-cla</a> 7. Materiały przekazywane i publikowane przez prowadzacych zajecia.</li> </ol> |                               |
|  | Supplementary literature                              | <ol style="list-style-type: none"> <li>Bednarz J., Gostomski E., Działalność małych i średnich przedsiębiorstw na rynkach zagranicznych, Gdansk 2009.</li> <li>Poradnik dla eksportera z IP dla MSP, red. M. Bak, P. Kulawczuk, KIG 2010.</li> </ol>  |                               |
|  | eResources addresses                                  | Adresy na platformie eNauczenie:  |                               |
| Example issues/<br>example questions/<br>tasks being completed |   |   |                               |
| Work placement   | Not applicable  |   |                               |

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