Subject card

Subject name and code	Procedures and Documents in International Business, PG_00172355					
Field of study	International Economic Relations					
Date of commencement of studies	October 2025		Academic year of realisation of subject		2026/2027	
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study	
Mode of study	full-time studies		Mode of delivery		at the university	
Year of study	2		Language of instruction		Polish	
Semester of study	4		ECTS credits		1.0	
Learning profile	academic		Assessment form			
Conducting unit						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Monika Grottel			
	Teachers		dr Monika Grottel			
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	15.0	0.0	0.0	0.0	0.0	15
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours	Self-study	SUM
	Number of study hours	15		5.0	5.0	25
Subject objectives	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_W06] knows and understands the relations between economic entities and public institutions functioning in the national, international and intercultural realms	The student has structured knowledge regarding the functioning of business entities in an international environment.	[SW4] test/exam - oral or written
	[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 can conduct commercial transactions on the international market, select and apply the appropriate form of transaction settlement, analyze and critically evaluate the course of transactions.	[SU4] test/exam - oral or written
	[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.	[SW4] test/exam - oral or written
	[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.	[SK4] test/exam - oral or written
	[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.	[SK1] oral statement/conversation/ discussion [SK4] test/exam - oral or written
	[MSGL3_U06] can identify selected risks related to international operations of enterprises and assess their consequences correctly	The student can identify selected types of risks related to the international activities of enterprises and correctly assess their consequences.	[SU4] test/exam - oral or written
	[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 can 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.	[SU4] test/exam - oral or written
	[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.	[SW4] test/exam - oral or written

Subject contents	**1. Classification of procedures in international business:**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 **2. Procedures for researching and analysing the purchase/delivery market:**a. summary of market informationb. information on foreign contractors **3. Procedures for foreign business trips:**a. preparation of the tripb. procedures applicable during the tripc. sales techniques usedd. summary of the foreign delegatione. rules for accepting foreign contractors **4. Procedures for preparing documents for a foreign contractor a. rules for preparing a commercial offer:**b. rules for preparing a commercial contractc. procedures related to securing a commercial transactiond. procedures related to settling and summarising a commercial transaction **5. Fiscal procedures in international business:**a. directive on the common value added tax (VAT directive)b. principles of excise taxation **6. Customs procedures in commercial transactions:**a. principles of service customs trade transactions in international business b. customs declarationc. customs controld. customs status change procedurese. special proceduresf. customs debt **7. Transaction documents:**role and tasks of documents in international businesslegal bases, conventions and international agreements establishing commercial documentselectronic documents **8. Dual-use goods export procedures and general export control principles.** As part of the consultations, individual questions of students will be discussed, doubts will be clarified and additional information regarding the program content will be provided.
Prerequisites and co-requisites	None

Assessment methods and criteria	**Subject passing criteria**	**Passing threshold**	**Percentage of the final grade**
	active participation in discussions during lectures	51.0%	10.0%
	written test	51.0%	90.0%
Recommended reading	Basic literature	1. Grottel M., (co-author), Introduction to International Trade, Gdansk University Press 2016, ed. A. Fornalska-Skurczynska, M. Skurczynski. 2. Podrecznik spedytora - transport, spedycja i logistyka, red. D. Marciniak-Neider i J. Neider, Polska Izba Spedycji i Logistyki, Gdynia 2020, Rozdz. IV, V. 3. Stepien B., Handel zagraniczny - poradnik dla praktykow, PWE, Warszawa 2015. 4. INCOTERMS 2020, ICC Rules for the use of domestic and international trade terms, "ICC Publication" 2020. 5. https://www.trade.gov.pl/pl/niezbednik-eksportera/23633,Poradnik-eksportera.html. 6. Cło, http://www.mf.gov.pl/krajowa-administracja-skarbowa/dzialalnosc/pobor-podatkow-i-cla 7. Materiały przekazywane i publikowane przez prowadzacych zajecia.	
	Supplementary literature	1. Bednarz J., Gostomski E., Działalnosc małych i srednich przedsiebiorstw na rynkach zagranicznych, Gdansk 2009. 2. Poradnik dla eksportera z IP dla MSP, red. M. Bak, P. Kulawczuk, KIG 2010.	
	eResources addresses	Adresy na platformie eNauczanie:	
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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