University of Gdańsk

Subject card

Subject name and code	Procedures and Documents in International Business, PG_00199207						
Field of study	International Economic Relations						
Date of commencement of studies	October 2026		Academic year of realisation of subject	2027/2028			
Education level	Bachelor's studies		Subject group	Obligatory subject group in the field of study Optional subject group Subject group related to scientific research 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	2.0			
Learning profile	academic		Assessment form	exam			
Conducting unit							
Name and surname of lecturer (lecturers)	Subject supervisor		dr Monika Grottel				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	15.0	15.0	0.0	15.0	0.0	45
	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	45		0.0	5.0	50	
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_K05] correctly identifies, diagnoses and solves dilemmas and various options of solutions related to the profession	The student correctly identifies and diagnoses different types of procedures in international business and properly compiles and completes transaction documents. The student prepares a group project concerning a selected procedure and related documentation in international business. The student consults the project assumptions and its progress with the course instructor during consultations and project sessions. Project sessions are included in the timetable published on the University of Gdańsk website.	[SK1] oral statement/conversation/ discussion [SK2] presentation/project/paper/ report
	[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	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_U05] can use regulations and standards which determine business activity, as well as accounting principles in order to solve specific tasks related to the activity of enterprises	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_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_U06] can identify selected risks related to international operations of enterprises and assess their consequences correctly	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_W16] has an advanced knowledge and understanding of the principles of entering into and conducting business transactions on the international market	Student knows and understands the principles of organizing business activities on the international market.	[SW4] test/exam - oral or written
	[MSGL3_W13] has a knowledge of the functioning of business entities in the national and international environment, with particular emphasis on the European Union	Student has structured knowledge regarding the functioning of business entities in an international environment.	[SW4] test/exam - oral or written
	[MSGL3_U09] can communicate in an international and culturally diverse environment, using the terminology of international economic relations (in connection with the chosen speciality within the field of International Economic Relations)	Student can communicate within international and culturally diverse teams.	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report

Subject contents	1. **Classification of procedures in international business:** procedure map, 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 implementation, external procedures regulated by law. 2. **Procedures for researching and analysing the purchase/delivery market:** summary of market information, information on foreign contractors. 3. **Procedures for foreign business trips:** preparation of the trip, procedures applicable during the trip, sales techniques used, summary of the foreign delegation, rules for accepting foreign contractors. 4. **Procedures for preparing documents for a foreign contractor:** rules for preparing a commercial offer, rules for preparing a commercial contract, procedures related to securing a commercial transaction, procedures related to settling and summarising a commercial transaction. 5. **Fiscal procedures in international business:** directive on the common value added tax (VAT directive)b. principles of excise taxation. 6. **Customs procedures in commercial transactions:** principles of service customs trade transactions in international business b. customs declaration, customs control, customs status change procedures, special procedures, customs debt. 7. **Transaction documents:**role and tasks of documents in international business legal bases, conventions and international agreements establishing commercial documents electronic documents. 8. **Dual-use goods export procedures and general export control principles.** Any doubts arising during the implementation of the thematic project, the completion of problem-solving tasks, or interpretative issues related to a selected procedure in international business will be clarified and addressed during project sessions.
Prerequisites and co-requisites	None

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
presentation of a group project	51.0%	50.0%
written test	51.0%	40.0%
active participation in discussions during lectures	51.0%	10.0%

Recommended reading

Basic literature	1. Grottel M., (co-author), Introduction to International Trade, Gdansk University Press 2016, ed. A. Fornalska-Skurczyńska, M. Skurczyński. 2. Podręcznik spedytora - transport, spedycja i logistyka, red. D. Marciniak-Neider i J. Neider, Polska Izba Spedycji i Logistyki, Gdynia 2020, Rozdz. IV, V. 3. Stępień B., Handel zagraniczny - poradnik dla praktyków, 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 prowadzących zajęcia.
Supplementary literature	1. Bednarz J., Gostomski E., Działalność małych i średnich przedsiębiorstw na rynkach zagranicznych, Gdańsk 2009. 2. Poradnik dla eksportera z IP dla MSP, red. M. Bąk, P. Kulawczuk, KIG 2010.
eResources addresses	

Example issues/ example questions/ tasks being completed	
Work placement	Not applicable

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