University of Gdańsk

Subject card

Subject name and code	Procedures and Documents in Foreign Trade, PG_00205142		
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	part-time studies	Mode of delivery	at the university
Year of study	2	Language of instruction	Polish
Semester of study	4	ECTS credits	3.0
Learning profile	academic	Assessment form	credit
Conducting unit	Division of International Trade -> Department of International Business -> Faculty of Economics -> Rector		
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	10.0	12.0	0.0	10.0	0.0	32

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	32	0.0	43.0	75

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, diagnoses and resolves dilemmas and various variants of solutions related to the application of an appropriate foreign trade procedure	[SK1] oral statement/conversation/ discussion [SK2] presentation/project/paper/ report
[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_W13] has a 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 about the functioning of economic entities in the national and international environment, with particular consideration of procedures related to the preparation and implementation of commercial activity.	[SW4] test/exam - oral or written
[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 risk related to the application of selected procedures and correctly assess their consequences.	[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	The student is able to use basic regulations and standards that determine the development and application of foreign trade procedures.	[SU4] 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 is able to carry out commercial transactions on the international market, select and apply the appropriate form of transaction settlement, analyze and critically evaluate the course of the transaction based on the practiced foreign trade procedures.	[SU4] test/exam - oral or written
[MSGL3_W06] has knowledge and understanding of relations between economic entities and public institutions functioning in the national, international and intercultural realms	the student knows and understands the relations between economic entities and public institutions functioning in the national, international and intercultural spheres and the procedures related to them	[SW4] 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 developing and applying foreign trade procedures.	[SW4] test/exam - oral or written

Subject contents	1. Classification of procedures in a foreign trade transaction: a. procedure map b. internal procedures c. procedures concerning relations with contractors d. procedures concerning analytical activities e. decision-making procedures f. procedures concerning information management g. procedures concerning planning of individual activities and control of their implementation. 2. Procedures for research and analysis of the purchase/supply market: a. compilation of information about the market b. information about foreign contractors. 3. Procedures concerning foreign business trips: a. preparation of the trip b. procedures applicable during the trip c. sales techniques used d. summary of the foreign delegation e. principles of accepting foreign contractors. 4. Principles of preparing an offer for a foreign contractor: a. elements of commercial offers b. calculation of the offer price c. most frequently made errors. 5. Elements of commercial mathematics - principles of calculating the offer price of the goods: a. discount, rebate, allowance, bonus, discount, b. margin, mark-up c. difference between net price, net/net price and net/net/net price d. fixed costs, variable costs, non-contractual investments e. break-even point. 6. Principles for preparing a commercial contract: a. legal basis b. elements of the contract c. most common mistakes. 7. Procedure for securing transactions in foreign trade. 8. Documents in foreign trade: a. role and tasks b. legal basis, conventions and international agreements establishing commercial documents c. electronic documents. 9. Commercial documents confirming the identity of goods: a. role and types of commercial invoice b. role and types of certificates of origin c. certificates confirming the compliance of goods with quality and safety requirements. 10. EU certificates confirming the regional and traditional nature of goods. 11. Documents confirming the conclusion of an agreement with intermediaries participating in the execution of a commercial transaction: a. conclusion of an agreement with a freight forwarder b. conclusion of an agreement with a carrier c. conclusion of an agreement with an insurer d. conclusion of an agreement with a customs agency. 12. Procedure for settling and summarizing foreign trade transactions: a. formal assessment b. substantive assessment. 13. Procedures for the export of dual-use goods and general principles of export control. 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	Knowledge of: 1. international economic relations 2. international trade transactions
Assessment methods and criteria	

Subject passing criteria	Passing threshold	Percentage of the final grade
presentation of a group project	51.0%	50.0%
written exam	51.0%	50.0%

Recommended reading	Basic literature	1. Grottel M., (co-author), Introduction to International Trade, ed. A. Fornalska-Skurczyńska, M. Skurczyński, Gdańsk University Press 2016. 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, Wydawnictwo Uniwersytetu Gdańskiego, 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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