

HIGHER EDUCATIONAL ESTABLISHMENT UKOOSPILKA
 "POLTAVA UNIVERSITY OF ECONOMICS AND TRADE"
 Educational and Scientific Institute of International Education
 International Economics and International Economic Relations Department

SYLLABUS

academic discipline

«Training: Technique of concluding international commercial contracts»
 for the 2022-2023 academic year

Course and semester of study	4 th year, 8 th semester
Educational program / specialization	International Business
Specialty	292 International Economic Relations
Branch of knowledge	29 International Relations
Degree of higher education	bachelor

The name of the teaching staff, who conducts the course,
 scientific degree and academic title,
 position

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 PhD in Economics.,
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Class schedule	http://schedule.puet.edu.ua/
Consultations	online: by e-mail, Monday through Friday from 10.00 to 17.00
Distance course page	http://www2.el.puet.edu.ua/iz/course/view.php?id=599

Course description

Course objectives	Provide theoretical knowledge and practical skills in the preparation and conduct of export-import operations and the conclusion of international commercial contracts
Duration	5 ECTS credits / 150 hours (practical classes 60 hours, independent work 90 hours)
Forms and methods of teaching	Practical classes in the classroom, independent work outside the schedule
Current and final control system	Current control: attending classes; homework protection; discussion of lesson material; performance of educational tasks; reports with abstracts and their discussion; testing; current modular work Final control: test
Basic knowledge	Availability of extensive knowledge of foreign economic activity of enterprises
Language instruction	Ukrainian, English

The list of competencies that use this discipline, program learning outcomes

Program learning outcomes	Competences that must be mastered by the applicant
Understand and apply current legislation, international regulations and agreements, reference materials, current standards and specifications, etc. in the field of international economic relations	Skills in the use of information and communication technologies

Thematic outline

Topics	Types of work	Tasks of independent work in the context of topics
Module 1. Theoretical principles of concluding international commercial contracts		
Topic 1. Fundamentals of contract management	Attending classes; homework protection; discussion of lesson material; performance of educational tasks; tasks of independent work; testing	Prepare an essay on "The main components of contract management."
Topic 2. The process of drafting an effective contract	Attending classes; homework protection; discussion of lesson material; performance of educational tasks; tasks of independent work; testing	Prepare an essay on "Basic principles of writing a draft version of an effective contract."
Topic 3. The main provisions of contract management	Attending classes; homework protection; discussion of lesson material; performance of educational tasks; tasks of independent work; testing	Prepare an essay on "Typification of contracts".
Topic 4. Phases of contract management	Attending classes; homework protection; discussion of lesson material; performance of educational tasks; tasks of independent work; testing; current modular work	Prepare an essay on "Planning in contract management".
Module 2. Practical principles of concluding international commercial contracts		
Topic 5. Negotiations in international contract activities	Attending classes; homework protection; discussion of lesson material; performance of educational tasks; tasks of independent work; testing	Prepare an essay on "Documents prior to signing the contract."
Topic 6. Basic terms of delivery	Attending classes; homework protection; discussion of lesson material; performance of educational	Prepare an essay on "Basic terms of supply of Incoterms".

Topics	Types of work	Tasks of independent work in the context of topics
	tasks; tasks of independent work; testing	
Topic 7. International contract law	Attending classes; homework protection; discussion of lesson material; performance of educational tasks; tasks of independent work; testing; current modular work	Prepare an essay on "Private International Law".

Information sources

1. Artman, T. (2003), Ten commandments of better contracting : a practical guide to adding value to an enterprise [Electronic Source]. – Access mode: <https://www.pdfdrive.com/ten-commandments-of-better-contracting-a-practical-guide-to-adding-value-to-an-enterprise-through-more-effective-smart-contracting-e167133576.html>
2. Contract Management Body of Knowledge [Electronic Source]. – 2004. – Access mode: <https://www.pdfdrive.com/contract-management-body-of-knowledge-national-contract-e12184532.html>
3. Creating and Managing Contracts [Electronic Source]. – 2014. – Access mode: <https://www.pdfdrive.com/creating-and-managing-contracts-e24910801.html>
4. Guide to project management & contract management [Electronic Source]. – 2017. – Access mode: [pdfdrive.com/guide-to-project-management-contract-management-e43123687.html](https://www.pdfdrive.com/guide-to-project-management-contract-management-e43123687.html)
5. Paulshus, D. (2014), Construction Contract Administration Guide [Electronic Source]. – Access mode: <https://www.pdfdrive.com/construction-contract-administration-guide-e19502825.html>
6. Puil, J., Weele, A. (2013), International Contracting [Electronic Source]. – Access mode: <https://www.pdfdrive.com/international-contracting-contract-management-in-complex-construction-projects-e185307333.html>
7. Relational Contract Theory and Management Contracts [Electronic Source]. – 2016. – Access mode: <https://www.pdfdrive.com/relational-contract-theory-and-management-contracts-e19311829.html>
8. Shaik, K. (2014), Managing Derivatives Contracts: A Guide to Derivatives Market Structure [Electronic Source]. – Access mode: <https://www.pdfdrive.com/managing-derivatives-contracts-a-guide-to-derivatives-market-structure-contract-life-cycle-operations-and-systems-e175125329.html>
9. Sieke, M. (2008), Supply Chain Contract Management: A Performance Analysis of Efficient Supply Chain Contracts [Electronic Source]. – Access mode: <https://www.pdfdrive.com/supply-chain-contract-management-a-performance-analysis-of-efficient-supply-chain-contracts-e188699568.html>
10. The Contract in Successful Project Management [Electronic Source]. – 2010. – Access mode: <https://www.pdfdrive.com/the-contract-in-successful-project-management->

Course software

- Software package Microsoft Office.

Discipline study and assessment policy

- Deadline and retake policy: assignments that are submitted after deadline without good reason are evaluated for a lower grade (75% of the possible maximum number of points for the type of activity). The retake of modules occurs with the permission of the lead teacher if there are good reasons (for example, sick leave).
- Academic integrity policy: students must consciously abide by the “Regulation on academic integrity” (http://puet.edu.ua/sites/default/files/polozhennya_pro_akademichnu_dobrochesnist_2020.pdf); cheating during current modular work and test is prohibited (including using mobile devices). Mobile devices are allowed to be used only for online tests and preparation of practical tasks during the lesson.
- Class attendance policy: class attendance is a mandatory component. For objective reasons (for example, illness, employment, internship), training can take place online (Moodle) in agreement with the lead teacher.
- Policy of enrollment in non-formal education: <http://puet.edu.ua/uk/neformalna-osvita>;
- Regulations on crediting the results of non-formal education: http://puet.edu.ua/sites/default/files/polozhennya_pro_zarahuvannya_rezultativ_neformal_noyi_osvity.pdf

Assessment

The final grade for the course is calculated through the continuous assessment

Types of work	Maximum number of points
Module 1 (topics 1-4): attendance (8 points); homework defense (8 points); discussion of lesson material (4 points); performance of educational tasks (8 points); tasks of independent work (8 points); testing (4 points); current modular work (10 points)	50
Module 2 (topics 5-7): attendance (8 points); homework defense (8 points); discussion of lesson material (4 points); performance of educational tasks (8 points); tasks of independent work (8 points); testing (4 points); current modular work (10 points)	50
Together	100

Students' assessment scale based on the results of studying the course

The number of points for all types of educational activities	ECTS grading scale	Score in accordance with national grading scale
90-100	A	Excellent
82-89	B	Very good
74-81	C	Good
64-73	D	Satisfactorily
60-63	E	Satisfactory enough
35-59	FX	Unsatisfactory with the possibility of reassembly
0-34	F	Unsatisfactory with the mandatory re-study of the discipline