MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION



Federal State Budgetary Educational Institution higher education **Russian State University for the Humanities** (RSUH Federal State Budgetary Educational Institution OF Higher Education)

INSTITUTE OF ECONOMICS, MANAGEMENT AND LAW FACULTY OF ECONOMICS

Department of World Economy

# INTERNATIONAL TRANSPORT OPERATIONS

WORKING PROGRAM OF THE DISCIPLINE

38.04.01 Economy Code and name of the training area/specialty

International trade and management of foreign economic activity The name of the orientation (profile)/ specialization

Higher education level: Master's degree

Form of study: Full-time, part-time, extramural

The working program of the discipline is adapted for individuals people with disabilities health and disabled people

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# INTERNATIONAL TRANSPORT OPERATIONS

Working program of the discipline (module)

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APPROVED

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# 1. Explanatory note

## **1.1.** The purpose and objectives of the discipline

The purpose of the discipline is to study the theoretical foundations of modern logistics of foreign economic activity, as well as the development of scientific and practical knowledge in the field of using logistics tools that allow making appropriate management decisions to solve problems arising during the transportation of foreign trade goods, ensuring effective work on the implementation of foreign trade transactions on the world market.

Tasks of the discipline:

ty;

• determining the role, place and importance of transport in foreign trade, the necessity of transport support for foreign economic activity;

• study of the features of the structure of the logistics system in foreign economic activi-

• familiarity with transport aspects in the logistics system;

• consideration of the specifics of the organization of cargo transportation by various modes of transport in foreign economic activity;

• mastering the modern basic and transport conditions of the foreign trade contract;

• competently justify the choice of basic conditions for the delivery of goods by IN-COTERMS;

• be able to draw up the transport terms of contracts for the international sale of goods in the logistics systems of the company's foreign trade support;

• know the basics and specifics of freight forwarding operations in the field of foreign trade;

• learn how to develop rational schemes for the transportation of foreign trade goods;

• learn the principles of national and international transport systems and international transport corridors.

# **1.2.** The list of planned learning outcomes in the discipline, correlated with indicators of achievement of competencies

The study of the discipline is aimed at the formation of the following competencies among students:

Competence codes	Content of competencies	List of planned results of training in the discipline
PC-1 Ability to analyze infor- mation on trends in inter- national trade in both tan- gible and intangible prod- ucts, potential counterpar- ties and partners, and as- sess the competitiveness of products PC-4 Ability to build an algo- rithm for logistics interac-	PC-1.1 Prepares proposals for the development of the organ- ization's foreign economic activity	Know: the specifics of the types of transport that carry out the transporta- tion of foreign trade goods Be able to: prepare commercial pro- posals, conclude contracts with com- panies that transport foreign trade goods and provide transport and logis- tics services; Possess: the ability to organize the transportation of foreign trade goods by various modes of transport ap- proved for the transportation of for- eign trade goods;
tion between participants in the process of imple- menting contracts for the international sale of goods	PC-1.2 Evaluates whether an or- ganization can receive state support	Know: the market of transport and logistics service providers operating in international traffic; Be able to: conclude contracts with companies that transport foreign trade goods and provide transport and logis-

	tics services;
	Possess: prepare proposals and make
	organizational and managerial deci-
	sions when entering into an expedition
	agreement with a transport and logis-
	tics service provider.
PC-4.1 -	To know:
Selects the optimal mode	- types of transport;
of transport when organiz-	Be able to:
ing transportation between	- choose transport service providers;
states, selecting a provider	Possess:
of transport and logistics	- enter into logistics contracts;
services operating in inter-	
national traffic	
PC-4.2 -	Know:
Analyzes foreign trade	Features of foreign trade shipping
documentation provided	documentation;
when crossing national	Be able to: analyze shipping and
borders; prepares certain	shipping documentation when imple-
types of foreign trade doc-	menting a foreign trade transaction;
uments provided when the	Possess: ability to draw up and con-
material flow crosses na-	trol the correct preparation of shipping
tional borders	documentation for international
	transport operations.
	uansport operations.

### **1.3.** The place of discipline in the structure of the main educational program

The discipline "International transport operations (in English)" refers to the elective disciplines (modules) of the part formed by the participants of educational relations of the block of disciplines of the curriculum.

To master the discipline, knowledge, skills and proficiency are required, formed during the study of the following disciplines and practical training: "Customs", "Organization and technology of international trade".

As a result of mastering the discipline, knowledge, skills and skills necessary for studying the following disciplines and practical training are formed: "Strategic management of international business", "Problems of market (rating) capitalization of business".

### 2. Structure of the discipline

The total labor intensity of the discipline is 3 s.e., 108 academic hours (s).

# The structure of the discipline for full-time education

The scope of discipline in the form of contact work of students with teaching staff and (or) persons involved in the implementation of the educational program on other terms, during training sessions:

Semester	Type of training sessions	Number of hours
4	Lectures	10
4	Seminars	20
Tot	al	30

The volume of the discipline (module) in the form of independent work of students is 60 academic hours (s).

### The structure of the discipline for part-time education

The scope of discipline in the form of contact work of students with teaching staff and

(or) persons involved in the implementation of the educational program on other terms, during training sessions:

Semes-	Type of training sessions	Number of hours
ter		
4	Lectures	8
4	Seminars	16
	Total	24

The volume of the discipline (module) in the form of independent work of students is 66 academic hours.

# The structure of the discipline for correspondence education

The scope of discipline in the form of contact work of students with teaching staff and (or) persons involved in the implementation of the educational program on other terms, during training sessions:

Semes-	Type of training sessions	Number of hours
ter		
2	Lectures	4
2	Seminars	8
	Total	12

The volume of the discipline (module) in the form of independent work of students is 87 academic hours.

№ n/a number	Naming of topics	Content of topics
Topic 1	The role, place and significance of transport in interna- tional trade. Transport support	Transport systems. Classification of international transport sys- tems. Transport products and their features. The role, signifi- cance and place of transport in the system of wind farms and foreign economic activity. Transport support of foreign eco- nomic activity. Features of managing the transportation of for- eign trade goods. Development of container transportation in Russia and abroad.
Topic 2	Various aspects of logistics systems in foreign economic activity	Aspects of logistics systems in foreign economic activity. Defi- nition of logistics systems. Practical significance of logistics systems from the point of view of doing business. The concept of macrologistic and micrologistic systems. Logistics subsystems – its functional blocks: transport logistics (delivery of logistics products to intermediate and final con- sumers "just in time", selection of optimal options for cargo transportation, dispatching transportation when transporting goods between different states);

## **3.** Content of the discipline

№ n/a number	Naming of topics	Content of topics
Topic 3	Outsourcing in transport logistics.	<ul> <li>Classification of logistics service operators in the world practice is carried out as follows:</li> <li>1PL (FirstPartyLogistics) – autonomous logistics, all operations are performed by the cargo owner himself.</li> <li>2PL (SecondPartyLogistics) – provision of traditional warehouse transportation and management services.</li> <li>3PL (ThirdPartyLogistics) –expanding the standard list of services with non-standard ones (warehousing, transshipment, cargo handling, additional services with significant added value), using subcontractors;</li> <li>4PL (FourthPartyLogistics) – integration of all companies-involved in the supply chain.</li> <li>5PL (FifthPartyLogistics) – management of all components that make up a single cargo supply chain, usingelectronic means of information.</li> </ul>
Topic 4	Transport aspects in the logistics system.	Transport logistics. Choose a route, mode of transport, or method of transportation. Ways to reduce transport costs. The main task of transport logistics is to ensure the transporta- tion of goods: minimizing transport costs; finding optimal de- livery routes; creating 7PVlogistics schemes, searching for and selecting carriers, freight forwarders; planning delivery; partic- ipating in logistics in pre-contract work and when concluding purchase and sale contracts; passing customs clearance proce- dures. formalities in the country of departure, destination and transit through third countries; ensuring a single controlled de- livery scheme for various carriers and modes of transport for mixed (intermodal) transport; consolidation (consolidation) of goods during delivery; storage in transit warehouses and tem- porary storage warehouses; calculation of transport costs and delivery costs; coordination of shipping instructions with the relevant authorities. sender and receiver, i.e. regulation and management of material flows.

№ n/a number	Naming of topics	Content of topics
Topic 5	Organization of cargo transportation by various types of transport in foreign economic activity.	The main types of transport used in the implementation of for- eign economic activity: railway transport, sea transport, road transport, air transport, pipeline transport, international mail. Forms of organization of sea transportation. Tram transporta- tion. Organization of linear transportation. Classification of shipping lines. Accounting of loading and unloading conditions in sea tariffs. General concepts of ship chartering. The concept of a charter. International railway connections. The Agreement on Interna- tional Freight Transport by Rail (SMGS) and its contents. In- ternational Berne Freight Conventions (COTIF) and their con- tents. Rules of registration of transport documents for transpor- tation of foreign trade goods from Russia to European countries and back. International road transport. Contents of the Convention on the Contract for International Carriage 8RUza. Customs clearance of international road cargo transportation. TIR Carnets and their purpose. Commercial conditions for international air cargo trans- portation. Contents of the Warsaw (1929) and Montreal (1999) Conventions and their contents. IATA its func- tions and significance for the organization of international air transport. International mixed combined cargo transportation, combined, multimodal and intermodal. Features of transportation of dangerous goods
Topic 6	Transport terms of contracts for the international pur- chase and sale of goods in logistics support systems for foreign economic activity	Place and meaning of transport terms in purchase and sale agreements. List of transport contract conditions. Choose specific transport conditions depending on the type of transac- tion, method of delivery of goods, type of transport, etc. Fea- tures of transport conditions in purchase and sale agreements for transportation by various modes of transport and in multi- modal transport. Basic terms of delivery as an international trade custom. Eco- nomic, legal and transport aspects of basic delivery terms. General obligations of the seller and buyer. Basic condition as a reflection of the product delivery method. Basic terms of de- livery as a key element of optimizing logistics costs in the im- plementation of a purchase and sale contract.

# 4. Educational technologies

# Full – time. Part-time, By correspondence

№ п/п	Name	Types of training sessions	Educational technologies
1	2	3	4
	· 1		Introductory lecture Survey + participation in the discussion

	international trade.	Independent work	at the seminar
			Consulting by e-mail
2.	Transport support	Lectures	
	1 11	Seminars	
	tics systems in foreign	Independent work	
	economic activity	1	
3.		Lectures	
5.	Outsourcing in transport	Seminars	
	logistics.	Independent work	Interactive lecture
4.			Survey + participation in the discussion
7.	Transport aspects in the	Lectures	at the seminar
	logistics system.	Seminars	Consulting by e-mail
5.	-	Independent work	
5.	Organization of cargo		
	transportation by various	Lectures	
	modes of transport in	Seminars	
	foreign economic activi-	Independent work	
	ty.		
6.			Survey + participation in the discussion
	Transport conditions of		at the seminar
		Lectures	Consulting by e-mail
	tional sale of goods in	Seminars	
		Independent work	
	eign economic activity		

During the period of temporary suspension of students' visits to the premises and territory of the RSUH, the following educational technologies can be used to organize the educational process using electronic education and distance learning technologies:

- video lectures;

- online lectures in real time;

- electronic textbooks, textbooks, scientific publications in electronic form and access to other electronic educational resources;

- systems for electronic testing;

– consultations with the use of telecommunication means.

5. Evaluation of planned learning outcome	nes
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Rating systemForm of controlMax. number of points				
Form of control	For one job	Total		
Current monitoring:	-			
- survey	5 points	20 points		
- participation in the discussion at the seminar	5 points	40 points		
Intermediate certification <i>Exam for tickets</i>		40 points		
<b>Total for the semester</b> ( <i>discipline</i> ) credit/credit with assessment/exam		100 point		

The resulting aggregate result is converted to the traditional rating scale and to the rating scale of the European Credit Transfer System (hereinafter referred to as ECTS) in accordance with the table:

100-point scale	Traditional scale		ECTS scale
95 - 100	avaallant		А
83 - 94	excellent		В
68 - 82	well	credited	С
56-67			D
50 - 55	— satisfactory		Е
20-49	unactisfactory	not andited	FX
0-19	unsatisfactory	not credited	F

# 5.2. Assessment criteria for the discipline

Scores/ ECTS Scale	Assessment by discipline	Criteria for evaluating learning outcomes in the discipline	
100-83/ A,B	"excellent"/ "credited (excellent)"/ "credited"	It is shown to the student if they have thoroughly and thor- oughly mastered the theoretical and practical material, and c demonstrate this in the classroom and during the intermediat certification. The student exhaustively and logically presents the educatio al material in a coherent manner, is able to link theory with practice, copes with solving professional problems of a high level of complexity, and correctly justifies the decisions mad He is fluent in academic and professional literature. Assessment of the discipline is given to the student taking in	
		account the results of the current and intermediate certifica- tion. The competencies assigned to the discipline are formed at the "high" level.	
82-68/ C	"good"/ "credited (good)"/ "credited"	It is issued to the student if he knows the theoretical and prac- tical material, competently and substantially presents it in the classroom and during the intermediate certification, without allowing significant inaccuracies. The student correctly applies theoretical provisions in solving practical problems of professional orientation of different lev- els of complexity, has the necessary skills and techniques. Quite well-versed in educational and professional literature. Assessment of the discipline is given to the student taking into account the results of the current and intermediate certifica- tion. The competencies assigned to the discipline are formed at the "good" <i>level</i> .	
67-50/ D,E	"satisfactory"/ "credited (satisfactory)"/ "credited"	It is issued to the student if he / she knows the theoretical and practical material at a basic level, makes some mistakes when presenting it in the classroom and during the intermediate cer- tification. The student experiences certain difficulties in applying theo- retical provisions in solving practical problems of professional orientation of a standard level of complexity, and has the nec- essary basic skills and techniques. Demonstrates a sufficient level of knowledge of educational	

Scores/ ECTS Scale	Assessment by discipline	Criteria for evaluating learning outcomes in the discipline
49-0/	"unsatisfactory"/	literature in the discipline. Assessment of the discipline is given to the student taking into account the results of the current and intermediate certifica- tion. The competencies assigned to the discipline are formed at the "sufficient" <i>level</i> . It is issued to the student if he does not know the theoretical
F,FX	not credited	<ul> <li>and practical material at a basic level, makes gross mistakes when presenting it in the classroom and during the intermediate certification.</li> <li>The student has serious difficulties in applying theoretical provisions in solving practical problems of professional orientation of the standard level of complexity, does not have the necessary skills and techniques.</li> <li>Demonstrates fragmentary knowledge of academic literature in the discipline.</li> <li>Assessment of the discipline is given to the student taking into account the results of the current and intermediate certification.</li> <li>Competencies at the "sufficient" <i>level</i> assigned to the discipline are not formed.</li> </ul>

# **5.3.** Evaluation tools (materials) for the current monitoring of academic performance, intermediate certification of students in the discipline (module)

Questions for discussion and survey at seminars

1. Specifics of logistics in foreign economic activity.

2. Features in the position of Russia in world trade, determined by the specifics of logistics in foreign economic activity.

3. Principles of logistics management.

4. Customer orientation in logistics in foreign economic activity.

5. A systematic approach in foreign economic activity.

6. The concept of total costs in logistics in the implementation of foreign trade operations.

7. The role and importance of the functional areas of the logistics system in the field of foreign trade.

8. Definition of logistics systems.

9. Outsourcing in logistics.

10. Classification of logistics service operators in world practice.

11. The main tasks of transport logistics in the transportation of foreign trade goods.

12. International mixed combined cargo transportation, combined, multimodal and intermodal transportation in foreign economic activity.

13. Optimization of supplies provided by the editorial board of the rules on the use of national and international trade terms - Incoterms.

14. Basic terms of delivery as a key element of optimization of logistics costs in the implementation of the contract of sale.

15. A systematic approach in the transportation of foreign trade goods.

16. International transport corridors providing a cross-cutting transportation process.

17. A single, end-to-end intermodal transportation system operated from a single center.

18. Tasks of transport logistics in the field of foreign economic activity.

19. Inventory management in logistics in foreign economic activity.

20. The role of information technologies and systems in logistics in foreign economic activity.

**Exam questions** 

1. Logistics systems of foreign economic transactions: concept, classification and main parameters.

2. Interaction of logistics systems of foreign economic operations.

3. Logistics service operators.

4. Logistics operators: concept, classification, main functions in the field of foreign economic activity.

5. The concept of material flows in foreign economic activity.

6. Logistics outsourcing in the field of foreign economic activity.

7. Logistics costs: the concept, types, accounting in the implementation of foreign economic activity.

8. The role, place and importance of transport in the system of foreign economic relations.

9. Outsourcing in logistics.

10. The role of transport logistics in the construction of logistics systems in the field of foreign economic activity.

11. The role of international transport corridors in the transportation of foreign trade goods.

12. Terminal transportation and their place in logistics implementation.

13. The main types of transport used in the implementation of foreign economic activity.

14. Organization of transportation of foreign trade goods by sea

15. Organization of transportation of foreign trade goods by air.

16. Organization of transportation of foreign trade goods by rail transport.

17. Organization of transportation of foreign trade goods by road transport.

18. Freight forwarding operations with foreign trade goods

19. Features of the application of the basic terms of delivery of INCOTERMS 2010 in foreign trade practice.

20. Features of transportation of dangerous goods.

21. Logistics costs in the formation of prices for exported goods.

22. Commercial documents.

23. Customs documents.

24. Foreign trade documents

25. Transport (transportation) documents.

26. Cargo insurance for foreign trade transportation.

27. Logistical aspects of a foreign trade contract.

28. Features of packaging and labeling of foreign trade goods.

29. International container transport system.

30. Define the goals and objectives of international transport corridors.

### 6. Educational, methodological and informational support of the discipline 6.1. List of sources and literature **Basic literature:**

Supply and sales : textbook / G.D. Antonov, O.P. Ivanova, V.M. Tumin [et al.]. 1. — Moscow: INFRA-M, 2023. — 298 p. — (Higher education: Bachelor's degree). — DOI 10.12737/1852438. ISBN 978-5-16-017415-0. -Text : electronic. -https://znanium.com/catalog/product/1878641

URL:

2. Nikolaichuk, V. E. Logistics management : textbook / V. E. Nikolaichuk. — 2nd ed. — Moscow : Publishing and Trading Corporation "Dashkov and Co.", 2019. - 980 p. - ISBN 978-5-394-01632-5. - Text : electronic. - URL: <u>https://znanium.com/catalog/product/1091170</u>

### Additional literature:

1. Manukyan, R. G. Organization of transportation and management in the air transport: a textbook / R. G. Manukyan, V. E. Shvedov ; under the general editorship of V. E. Shvedov. - Moscow ; Vologda : Infra-Engineering, 2021. - 220 p. - ISBN 978-5-9729-0648-2. - Text : electronic. - URL: <u>https://znanium.com/catalog/product/1832068</u>

2. Fatkhutdinov, R. A. Organization of production: textbook / R. A. Fatkhutdinov -3rd ed., reprint. and add. — Moscow : INFRA-M, 2020. - 544 p. — (Higher education: Bachelor's degree). - ISBN 978-5-16-002832-3. - Text : electronic. - URL: https://znanium.com/catalog/product/1043130

# **6.2.** The list of resources of the information and telecommunication network "Internet", necessary for the development of the discipline

National Electronic Library (NEB) <u>www.rusneb.ru</u> ELibrary.ru Scientific Electronic Library <u>www.elibrary.ru</u> Electronic Library Grebennikon.ru <u>www.grebennikon.ru</u>

### 6.3 Professional databases and information and reference systems

Access to professional databases: <u>https://liber.rsuh.ru/ru/bases</u> Information reference systems:

1. Consultant Plus

2. The Guarantor

## 7. Material and technical support of the discipline

To ensure discipline, the material and technical base of the educational institution is used: classrooms equipped with a computer and a projector to demonstrate educational materials.

The composition of the software:

1. Windows

2. Microsoft Office

3. Adobe Creative Cloud

# 8. Ensuring the educational process for persons with disabilities and the disabled

During the implementation of the discipline, the following additional methods of teaching, ongoing monitoring of academic performance and intermediate certification of students are used, depending on their individual characteristics:

• for the blind and visually impaired:

- lectures are issued in the form of an electronic document accessible using a computer with specialized software;

- written tasks are performed on a computer with specialized software, or can be replaced by an oral answer;

- individual uniform illumination of at least 300 lux is provided;

- a magnifying device is provided to complete the task, if necessary; it is also possible to use your own magnifying devices;

- written assignments are made in enlarged font;

- the exam and the test are conducted orally or performed in written form on a computer.

• for the deaf and hard of hearing:

- lectures are issued in the form of an electronic document, or sound-amplifying equipment for individual use is provided;

- written tasks are performed on a computer in writing;

- the exam and the test are conducted in writing on a computer; it is possible to conduct it in the form of testing.

• for persons with disorders of the musculoskeletal system:

- lectures are issued in the form of an electronic document accessible using a computer with specialized software;

- written tasks are performed on a computer with specialized software;

- the exam and the test are conducted orally or performed in written form on a computer. If necessary, an increase in the time for preparing a response is provided.

The procedure for conducting intermediate certification for students is established taking into account their individual psychophysical characteristics. Intermediate certification can be carried out in several stages.

When carrying out the procedure for evaluating the results of training, it is envisaged to use technical means necessary in connection with the individual characteristics of students. These funds can be provided by the university, or their own technical means can be used.

The procedure for evaluating learning outcomes is allowed using distance learning technologies.

Access to information and bibliographic resources on the Internet is provided for each student in forms adapted to the limitations of their health and perception of information:

• for the blind and visually impaired:

- in printed form in enlarged font;

- in the form of an electronic document;

- in the form of an audio file.

• for the deaf and hard of hearing:

- in printed form;

- in the form of an electronic document.

• for students with disorders of the musculoskeletal system:

- in printed form;

- in the form of an electronic document;

- in the form of an audio file.

Classrooms for all types of contact and independent work, a scientific library and other training facilities are equipped with special equipment and training places with technical training facilities:

• for the blind and visually impaired:

- a scanning and reading device with a SARA CE camera;

- PAC Mate 20 Braille display;

- EmBraille ViewPlus Braille printer;

• for the deaf and hard of hearing:

- an automated workplace for people with hearing impairment and hearing impaired;

- acoustic amplifier and speakers;

• for students with disorders of the musculoskeletal system:

- mobile, adjustable ergonomic desks SI-1;

- computer equipment with special software.

### 9. Methodological materials

#### 9.1. Seminar plans

Topic 1. The role, place and importance of transport in foreign economic relations. Transport support.

Questions to the topic:

1. Transport logistics. Choice of route, mode of transport, method of transportation.

2. . Ways to reduce transportation costs.

3. The key role of transport logistics in the construction of logistics systems in the field of foreign economic activity.

Topic 2. Various aspects of logistics systems in foreign economic activity. Questions to the topic:

1. MTK, providing end-to-end transportation process.

2. The economic effect of the terminal method of transportation of foreign trade goods.

Topic 3. Outsourcing in logistics.

Questions to the topic:

1. Organization of a unified, integrated system of cargo movement in foreign economic activity - creation of a "through transportation process".

2. A single, end-to-end intermodal transportation system managed from a single center.

3. Transportation management at the level of logistics management of the company.

4. The role and place of mediation in the implementation of international transport.

Topic 4.

Transport logistics. Choice of route, mode of transport, method of transportation. Ways to reduce transportation costs.

Related questions

1. The key role of transport logistics in the construction of logistics systems in the field of foreign economic activity.

Topic 5. Organization of cargo transportation by various modes of transport in foreign economic activity.

Questions to the topic:

1. The main types of transport used in the implementation of foreign economic activity: rail transport, sea transport, road transport, air transport, pipeline, international mail.

2. International mixed combined cargo transportation, combined, multimodal and intermodal.

3. Features of transportation of dangerous goods.

Topic 6. Transport conditions of contracts for the international sale of goods in logistics systems for foreign economic activity

Questions to the topic:

1. The place and significance of transport conditions in purchase and sale agreements. Change of the transport conditions of the contract.

2. Basic terms of delivery as an international trade custom.

# **9.2.** Methodological recommendations for the preparation of written works Methodological guidelines for students when working at the seminar

Seminars are implemented in accordance with the working curriculum with the subsequent study of the topics of the discipline. In preparation for the seminars, the student is recommended to study the basic literature, get acquainted with additional literature, new publications in periodicals: magazines, newspapers, etc. At the same time, it is necessary to take into account the recommendations of the teacher and the requirements of the curriculum. It is also recommended to finalize your lecture notes, making appropriate notes in it from the literature recommended by the teacher and provided by the curriculum. It is necessary to prepare abstracts for presentations on all educational issues submitted to the seminar.

Since the activity of the student at the seminar classes is the subject of monitoring his progress in mastering the course, preparation for the seminar classes requires a responsible attitude. In interactive classes, students should be active.

Methodological guidelines for students when working on lecture notes during the lecture

A lecture is a systematic, consistent, monological presentation by a teacher of educational material, usually of a theoretical nature. When preparing a lecture, the teacher is guided by the work program of the discipline. In the course of lectures, it is recommended to keep a synopsis, which will allow you to later recall the studied educational material, supplement the content when working independently with literature, prepare for the exam.

It is also necessary to pay attention to categories, formulations that reveal the content of certain phenomena and processes, scientific conclusions and practical recommendations, positive experience in public speaking. It is advisable to leave fields in the working notes on which to make notes from the recommended literature, complementing the material of the lecture listened to, as well as emphasizing the particular importance of certain theoretical positions.

The conclusions of the lecture summarize the reflections of the teacher on educational issues. The teacher provides a list of used and recommended sources for studying a specific topic. At the end of the lecture, students have the opportunity to ask the teacher about the topic of the lecture. When lecturing on the discipline, electronic multimedia presentations can be used.

Methodological guidelines for students on the organization of independent work

Independent work of students is aimed at independent study of a particular topic of the discipline. Independent work is mandatory for each student, its scope is determined by the curriculum. When working independently, the student interacts with the recommended materials with the participation of the teacher in the form of consultations. Methodological support is provided for independent work. The electronic library system (electronic library) of the university provides the possibility of individual access for each student from any point where there is access to the Internet.

Methodological recommendations for making presentations

A presentation (from the English word - presentation) is a set of color slide pictures on a specific topic, which is stored in a special format file with the extension PP. The term "presentation" (sometimes called "slide movie") is associated primarily with the informational and advertising functions of images that are designed for a certain category of viewers (users).

A multimedia computer presentation is:

- dynamic synthesis of text, image, sound;
- the most modern software interface technologies;
- interactive contact of the speaker with the demonstration material;
- mobility and compactness of information carriers and equipment;
- ability to update, supplement and adapt information;
- low cost.

Rules for the design of computer presentations

General design rules

Many designers claim that there are no laws and rules in design. There are tips, recommendations, techniques. Design, like any kind of creativity, art, as any way of some people to communicate with others, as a language, as a thought — will bypass any rules and laws.

However, it is possible to give certain recommendations that should be followed, at least for novice designers, until they feel the strength and confidence to compose their own rules and recommendations.

Font design rules:

- Serif fonts are easier to read than grotesque (sans serif fonts);
- It is not recommended to use uppercase letters for the main text.

• Font contrast can be created by: font size, font thickness, font outline, shape, direction and color.

- Rules for choosing a color scheme.
- The color scheme should consist of no more than two or three colors.
- There are non-matching color combinations.
- Black color has a negative (gloomy) subtext.
- White text on a black background is hard to read (inversion is hard to read).

Recommendations for presentation design

In order for the presentation to be well perceived by the audience and not cause negative emotions (subconscious or fully conscious), it is necessary to observe the rules of its design.

The presentation involves a combination of different types of information: text, graphic images, music and sound effects, animation and video clips. Therefore, it is necessary to take into account the specifics of combining fragments of information of various types. In addition, the design and demonstration of each of the listed types of information is also subject to certain rules. So, for example, the choice of font is important for textual information, for graphic information — brightness and color saturation, for the best possible joint perception of them, an optimal relative position on the slide is necessary.

Let's consider recommendations for the design and presentation of various types of materials on the screen.

Formatting of text information:

• font size: 24-54 points (header), 18-36 points (plain text);

• the font color and background color should contrast (the text should be well read), but not cut the eyes;

• font type: smooth sans-serif font for the main text (Arial, Tahoma, Verdana), decorative font can be used for the title if it is well readable;

• italics, underscores, bold, uppercase letters are recommended to be used only for semantic selection of a text fragment.

Graphic information design:

• drawings, photographs, diagrams are designed to complement textual information or convey it in a more visual form;

• it is advisable to avoid drawings in the presentation that do not carry a semantic load, if they are not part of the stylistic design;

• the color of graphic images should not contrast sharply with the overall slide design style;

• illustrations are recommended to be accompanied by explanatory text;

• if a graphic image is used as a background, then the text on this background should be clearly readable.

The content and location of information blocks on the slide:

• There should not be too many information blocks (3-6);

• the recommended size of one information block is no more than 1/2 the size of the slide;

• it is desirable to have blocks on the page with different types of information (text, graphs, diagrams, tables, figures) that complement each other;

• the keywords in the information block should be highlighted;

• it is better to place information blocks horizontally, related blocks — from left to right;

• the most important information should be placed in the center of the slide;

• the logic of presenting information on slides and in a presentation should correspond to the logic of its presentation.

In addition to the correct location of text blocks, you should not forget about their content — the text. In no case should it contain spelling errors. You should also take into account the general rules of text formatting.

After creating a presentation and its design, it is necessary to rehearse its display and your performance, check how the presentation as a whole will look (on a computer screen or a projection screen), how quickly and adequately it is perceived from different audience locations, with different lighting, noise accompaniment, in an environment as close as possible to real conditions performances.

Annex 1

### ABSTRACT OF THE WORKING PROGRAM OF THE DISCIPLINE

The discipline "International transport operations (in English)" refers to the elective disciplines (modules) of the part formed by the participants of educational relations of the block of disciplines of the curriculum. The discipline is implemented by the Department of World Economy of the Faculty of Economics of IEUP RSUH.

The purpose of the discipline is to study the theoretical foundations of modern logistics of foreign economic activity, as well as the development of scientific and practical knowledge in the field of using logistics tools that allow making appropriate management decisions to solve problems arising during the transportation of foreign trade goods, ensuring effective work on the implementation of foreign trade transactions on the world market.

Tasks of the discipline:

• determining the role, place and importance of transport in foreign trade, the necessity of transport support for foreign economic activity;

• study of the features of the structure of the logistics system in foreign economic activity;

• familiarity with transport aspects in the logistics system;

• consideration of the specifics of the organization of cargo transportation by various modes of transport in foreign economic activity;

• mastering the modern basic and transport conditions of the foreign trade contract;

• competently justify the choice of basic conditions for the delivery of goods by IN-COTERMS;

• be able to draw up the transport terms of contracts for the international sale of goods in the logistics systems of the company's foreign trade support;

• know the basics and specifics of freight forwarding operations in the field of foreign trade;

• learn how to develop rational schemes for the transportation of foreign trade goods;

• learn the principles of national and international transport systems and international transport corridors.

The discipline is aimed at the formation of the following graduate competence:

PC-1

Ability to analyze information about trends in international trade of both tangible and intangible products, potential counter-agents and partners, to assess the competitiveness of products

### PC-4

The ability to build an algorithm of logistical interaction of participants in the process of implementing contracts for the international sale of goods

As a result of mastering the discipline, the student must demonstrate the following educational results:

To know

- the specifics of the types of transport engaged in the transportation of foreign trade goods; the market of suppliers of transport and logistics services operating in international traffic; Features of foreign trade shipping documentation;

- types of transport;

Be able

- to prepare commercial proposals, conclude contracts with companies transporting foreign trade goods and providing transport and logistics services; analyze shipping and shipping documentation when implementing a foreign trade transaction;

- choose transport service providers;

Possess:

- enter into logistics contracts;

- the ability to organize the transportation of foreign trade goods by various modes of transport approved for the transportation of foreign trade goods; prepare proposals and make organizational and managerial decisions when concluding an expedition contract with a provider of transport and logistics services; the ability to draw up and control the correctness of the preparation of shipping documentation for international transport operations

The work program provides for the following types of control: ongoing monitoring of academic performance in the form of surveys and participation in discussions, intermediate certification in the form of an exam.

The total labor intensity of mastering the discipline is 3 credits.

### Annex 2

# LIST OF CHANGES

N⁰	The text of the update or the document attached to	Date	No. of the
	the working program containing the changes		protocol
1.			