

MINISTRY OF EDUCATION AND SCIENCE
NATIONAL AVIATION UNIVERSITY

BASIS OF FOREIGN ECONOMIC ACTIVITY

Methodical recommendations

to write a term paper

for students of the direction of preparation 3.030601 "Management"

Kyiv - 2016

УДК 339.9.012 (076.5)

ББК У5п.

М 545

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Recommended and approved at the meeting of the Scientific and Methodological and Editorial Board of the National Academy of Civil Aviation Engineering of the National Aviation University, protocol No. ___ from « ___ » _____ 20__ p.

М 545 Basics of foreign economic activity. Methodical recommendations for the writing of course work / Layout. T.G. Ostapenko, E.I. Danilov - K. : NTUU "Polytechnic University", 2016, p

The methodological recommendations provide general directions, the procedure for the implementation of course work on the discipline "Fundamentals of foreign economic activity", outline the structure, volume and content of course work, clearly set out the requirements for the design of all work and its annexes, the criteria for evaluation are given.

It is designed for students of higher education institutions studying under the program of bachelors and implementing the practice of the credit-module system.

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1. GENERAL INSTRUCTIONS

Realization of course work is one of the most important stages of the educational process in the system of training of management specialists.

The academic discipline "Fundamentals of foreign economic activity" is a normative professional-oriented discipline, provided by the curriculum of preparation of bachelors in the direction of preparation 0306 "Management". This discipline is the theoretical basis of knowledge and skills for a specialist in the field of economics.

The subject of studying the discipline "Fundamentals of foreign economic activity" is a set of economic, economic, legal, financial relations in the field of economic activity between enterprises of Ukraine and their foreign partners.

The main objective of teaching discipline is the formation of future knowledge managers about the process and methods of implementing foreign trade activities; acquisition of system knowledge and skills for economic efficiency of foreign economic activity in various spheres.

Coursework on discipline is carried out in accordance with approved methodological recommendations in order to consolidate and deepen the theoretical knowledge and skills acquired by the student in the process of mastering the entire study material discipline.

Implementation of the course work is an important stage in preparing for the graduation project of a future specialist in management of foreign economic activity and management of organizations.

The time required to complete the course work is 36 hours of independent work.

The purpose of the course work is systematization of theoretical knowledge of students on the organization and implementation of foreign economic operations, analysis of theoretical and practical implementation of various forms and methods of foreign economic activity of the subject of management.

The objectives of the course work are:

Acquiring students theoretical knowledge about:

- ✓ ***System of foreign economic activity;***
- ✓ ***Relations of foreign economic activity;***
- ✓ ***Features of the implementation of the process of foreign economic activity;***

Students gain skills:

- ✓ ***To analyze the efficiency of foreign economic operations;***

- ✓ *Assess risks in the field of foreign economic activity;*
- ✓ *Organize the process of negotiations on the conclusion and signing of foreign economic agreements;*
- ✓ *To evaluate the possibilities of the company's exit to foreign markets.*

Coursework is carried out on the basis of in-depth study of the current legislation of Ukraine on economic activity of enterprises, special domestic and foreign literature on the basics of foreign economic activity, analysis of practical experience of Ukrainian enterprises for the analysis and development of system approaches for the effective conduct of foreign economic activity.

Coursework should be characterized by logic, evidence, reasonability and meet the following requirements:

- to substantiate the relevance of the problem being investigated;
- To analyze theoretical and methodological basis of the problem;
- include analysis of the problem issue and justification of the use of research methods;
- to have conclusions and proposals concerning the foreign economic activity of the enterprise.

The work must be executed in accordance with the specified requirements, and also must be fulfilled and submitted to the management of the MFEAE in the terms stipulated by the schedule of the educational process.

1. ORDER OF EXERCISE OF COURSE WORK

Execution of course work involves the following stages:

- 2.1. Choice of the topic of work and research object.
- 2.2. Working out normative documents and literary sources.
- 2.3. Preparation of a plan of course work.
- 2.4. Collection and analysis of information based on selected research methods.
- 2.5. Writing and editing text.
- 2.6. Registration of course work.
- 2.7. Review work by a research supervisor.
- 2.8. Protection of course work.

1.1. Choice of the topic of work and research object

The subject course work is being developed by the department in accordance with the approved program of the course and covers the most important issues in the discipline "Fundamentals of foreign economic activity".

The approximate subject of coursework is given in Appendix A.

The supervisor of students working on course work, the chair assigns, as a rule, a teacher in the discipline "Fundamentals of foreign economic activity".

The theme of the course work is chosen by the student independently, in accordance with the subjects listed in Appendix A.

In agreement with the supervisor, the student may choose a topic that is not taken into account in the list of topics (in accordance with their own research interests and the possibilities of obtaining the necessary information on the research object).

Coursework on this discipline must be carried out on materials of specific organizations. Therefore, simultaneously with the choice of the topic is determined by the object of research, on the materials of which will be carried out course work. It can be an enterprise of any kind of property that is a legal entity or a natural person, has an independent account.

Selected by students and coordinated with the scientific supervisor of the theme course papers are approved at the meeting of the department. If the theme of the course work is not approved, work is not accepted for protection.

1.1. Working out normative documents and literary sources

In accordance with the chosen topic, the student is working on the relevant legislative and regulatory documents, as well as obtaining the necessary literature (textbooks, manuals, monographs, brochures and articles from various periodicals) and treats sources from the Internet.

When working out literary sources and normative documents, it is expedient to keep records in the form of abstracts or abstract for the purpose of their further use in writing course work.

The information base of course work is the current and reporting materials of the enterprise - the object of research: the planned and actual indicators of its economic activity, the charter of the enterprise, statistical and accounting reporting, international contracts, customs certificates, orders, orders, results of observations, surveys, surveys, etc..

2.3. Preparation of a plan of course work

After studying legislative and normative documents, literary sources, the student prepares a draft plan of work with a list of issues that reveal the content of the topic. The course work plan should include the following parts:

- ✓ Introduction (which reveals the relevance of the chosen topic and tasks that need to be addressed during the execution of the work).
- ✓ Theoretical section (2 paragraphs), which reveals the theoretical positions substantiating the problem being investigated.
- ✓ Analytical section (2 paragraphs) containing: a brief description of the research object and analysis of the economic, financial activity of the enterprise in the first paragraph for the last three years; in the second section the analysis of foreign economic operations of the research object is presented.

- ✓ The summary and recommendation section, which makes recommendations on the company's exit to a particular market in a particular country.
- ✓ Conclusions and suggestions on the effectiveness of foreign economic activity of a particular company and the conditions for its exit to foreign markets.
- ✓ List of used sources.
- ✓ Appendices.

The developed plan is submitted by the student to the scientific supervisor for approval.

An indicative version of the course work plan is provided in Appendix B..

2.4. Collection and analysis of information based on selected research methods

Course work on the discipline "Fundamentals of foreign economic activity" must be performed on factual material, reflecting the effectiveness of foreign economic activity of the organization and the possibility of its entry into the market of a particular country. If necessary, the student can receive a written request from the department to the head of the organization with a request to provide materials necessary for him to complete the course work.

Starting to work on course work, the student must familiarize himself with the organizational structure of the enterprise - the object of research.

Information about the volume and nature of the enterprise, the state of the problem to be studied must be selected over the past three years. This contributes to the identification of trends and patterns of enterprise development. In order to process the collected information it is expedient to use information technologies.

2.5. Writing and editing text

When writing the text of the course work, you must adhere to the following requirements for the presentation of the material: logic, consistency, completeness, accuracy of thoughts, literacy (spelling and stylistics), rules of citation and references to used sources.

The contents of each section should correspond to the title of the section and the theme of all work.

At this stage, the structure of work is specified, the location of the analytical and illustrative material is determined.

The work must first be done in draft form, which must be agreed with the supervisor. The student completes the work on the text after taking into account all the comments of the scientific supervisor.

2.6. Registration of course work

See section 4 of these guidelines.

2.7. Review work by a research supervisor

The completed coursework in the defined schedule is submitted for review and review to the scientific supervisor.

After reviewing the work, the student completes the work according to the recommendations of the head (if any).

Course work, which is allowed for protection, should have a resolution of the scientific supervisor - "Work is allowed for protection"

2.8. Protection of course work

Coursework is protected in accordance with the schedule of the educational process subject to obtaining a positive review of the scientific supervisor.

The defense of course work is made by a commission consisting of three teachers.

During the defense of the work, the student must briefly explain to the commission the essence of the research, to reveal the purpose and tasks of the work, to demonstrate knowledge of the special literature and understanding of the problem issues of the subject, to reveal the results of the study, as well as the ability to make their own conclusions and make proposals for improving the system of foreign economic activity in the enterprise. and about its entry into the market of a particular country. During the defense, the student must briefly, reasonably, give a meaningful answer to the questions on the content and results of course work..

3. STRUCTURE, COURSE AND CONTENT OF COURSE WORK

3.1 Coursework should have the character of a holistic and completed self-study of descriptive-computational nature.

Scope of work: 35-40 pages.

Coursework should consist of the following main parts: title page, job assignment, content, introduction, main part, conclusions, list of sources used and applications.

The design of the cover page and content is provided in the applications (see Appendix B).

3.2 The introduction substantiates the relevance and practical significance of the chosen topic. This part defines the purpose of the work, the tasks set (they are translated in accordance with the plan); object of study; the research methods are indicated; theoretical-methodological and informational sources that were used in the research process.

Keywords for the formation of tasks of course work: to determine; substantiate expediency of use; evaluate; analyze (trends ..., effectiveness ...,

specific advantages ..., strengths / weaknesses of the organization and / or its competitors, etc.); consider the information base ..., develop proposals;

Keywords for the description of methods and information sources: "The research methods will be used ..." The information base is normative documents, domestic and foreign publications, materials of the press and materials of current activity (object name) ".

Recommendation: introduction to course work is expedient to write after the implementation of its main part, the conclusions drawn and proposals made.

3.3. The content of the course work involves a deep and comprehensive disclosure of the content of the chosen theme. As a rule, this part consists of three sections: theoretical, analytical and summary recommendations. At the end of each section, conclusions are drawn based on the material outlined in it.

3.3.1. **In the first, the theoretical section** (approximately 10 pages) there can be 2 paragraphs. They discuss the general theoretical approaches to the problem, based on the analysis of used legislative and regulatory documents, scientific sources. It is necessary to consider the degree of disclosure of the selected topic in the scientific literature, it is advisable to compare the different views of scientists who worked on this problem. Use published statistics with reference to sources;

3.3.2. **The second, analytical section** is presented in 10-15 pages and consists of two paragraphs.

In the first section the characteristic of the research object is given in the following sequence:

- general characteristics of the enterprise: ownership, organizational and legal form of the enterprise and its branch affiliation; date and purpose of the foundation, location, material and technical base (description of the premises, warehouses, transport, etc.), the main economic indicators for the last 3 reporting years, the organizational structure of management, data on the number of employees;

- calculations of the efficiency of the economic, financial and foreign companies of the enterprise: the dynamics of production and sales, the characteristics of the attracted investment funds, the dynamics of repayment of credit funds, calculate the formulas and make appropriate calculations to justify the financial stability of the enterprise, its profitability and liquidity.

The main results of the organization's operations over the past years, operational, statistical and accounting information are presented in the form of summary tables or charts (this is always possible with the use of the PC).

The second section analyzes the state and efficiency of foreign economic operations of the investigated enterprise: the dynamics of volumes of export-import operations for the last three years, the geographical structure of export and import, the commodity structure of export-import operations, the estimation of

indicators of efficiency and effects from export and import operations is given, is given analysis of the use of the basic conditions of the supply of the INCOTERMS`2010 system in the course of the supply of the subject of foreign economic activity and its counterparty, the justification of the hunku customs value for calculating duty rates calculated capital gain back the funds involved in export and import operations, performance level of overheads involved in import and export operations of foreign economic activity.

The subject of the study is given with the corresponding title: "Current state (subject of research) at (subject of research)" (approximately 12-15 pages). This unit should contain a description and description of the current state of the problem under study at the enterprise, its thorough analysis.

The presented text is illustrated by tables, diagrams and drawings constructed on the basis of the analysis of the actual material. Copies of real documents (if available) can be found in the Annexes.

All analytical calculations, models, tables, graphic illustrations should be accompanied by an analysis and conclusions that will reveal the essence of management processes in the organization for the management of the investigated decisions, their features and trends of development. An in-depth analysis will help identify unused reserves (PC usage is possible).

3.3.3. The third, summary and recommendation section (presented in 17 pages) should be devoted to the analysis of the foreign market, the substantiation of the conditions of release of the investigated enterprise on the market of a particular country and the development of the text of the foreign economic contract.

The third section should consist of two paragraphs:

- the first paragraph should be devoted to assessing the foreign market of a particular country, the market of which the student proposes to leave the investigated company. Here it is necessary to assess the macroeconomic indicators of the country's economic development: GDP, GDP per capita, inflation, the national currency rate to the main world currencies, living standards of the population, consumption level of goods offered for export to this market, main competitors in the market of products, which is proposed to be imported for the market. In addition, it is necessary to assess the microeconomic indicators in the country of export: the rate of duty on this product in the partner country; the cost of transportation to the counterparty; choice of partner in the country's market;

- the second paragraph should be devoted to the creation of the text of the future foreign economic contract: establishing contact with a potential partner (forming the text of the offer); calculation of customs value; selection of basic conditions of supply; formation of essential and non-essential articles of the contract; and in the annexes to the course work should be given a coherent text of the future foreign economic contract.

The following expressions can be used: "As the analysis made in paragraph 2.1. Shows, in work there is such a significant disadvantage as ...", or "For successful further development it is possible to offer", Or "In order to ... can be introduced ... "

Proposals can be developed on the basis of the use of modern experience of the most famous firms in the world (with the student demonstrating his education and managerial outlook). At the same time, if this proposal is now unrealistic for a specific research object, it is necessary to explain the reasons (lack of funds, imperfect domestic legislation, failure to take into account the specifics of the legislation of the foreign partner, as well as the cultural, political, economic characteristics of the partner country, lack of staff training, the instability of the domestic economy and politics, etc.). Thus, the student will demonstrate the realism of thinking and knowledge of the problems of the real object.

3.4. In the generalized conclusions and proposals (set out on pages 2 - 3) it is necessary to indicate to what extent the author has fulfilled the tasks and achieved the goals of the course work. In this section, suggestions that have not been considered before can not appear.

3.5. Work is finished with a list of used sources. The list of sources is in the following sequence:

- 1) the Constitution and Laws of Ukraine (in chronological order);
- 2) Presidential Decrees, Government Decrees (in chronological order);
- 3) policy materials of the ministries (in chronological order);
- 4) monographs, brochures, textbooks, articles from magazines (alphabetical order);
- 5) foreign sources;
- 6) electronic sources.

The list of sources may also be the current materials of the enterprise: instructional, regulatory and other materials used by the enterprise (alphabetical order). Examples of the preparation of a bibliographic description in the list of sources provided in the course paper are presented in Appendix E

3.6. Attachments The text of the course work is accompanied by various illustrated materials used in course work when analyzing the activities of the enterprise. All information not included in the main part, but which the student considers expedient to include in term paper, is included in the Appendix and is presented in a text, tabular, graphic form or in the form of forms of primary statistical reporting. The following materials are provided in the Annexes:

- ✓ real documents of the enterprise that is the object of research;
- ✓ advertising materials;
- ✓ used mathematical proofs, formulas, calculations;
- ✓ instructions, methodological materials, description of algorithms and computer programs used in the course of course work;

- ✓ Illustrations of auxiliary character.

4. REQUIREMENTS FOR THE DESIGNATION OF COURSE WORK

Registration of course work must meet the requirements of DSTU 3008-95. "Documentation. Reports in the field of science and technology. Structure and rules of registration".

4.1. Registration of course work

Material of course work should be placed in the following sequence:

- ✓ title page;
- ✓ task for the course work with the review of the scientific supervisor;
- ✓ content of course work;
- ✓ introduction;
- ✓ main part;
- ✓ conclusions and suggestions;
- ✓ list of used sources;
- ✓ applications.

Completed and properly executed work must be signed on the title page by the author and the scientific supervisor.

Language of course work - state, style of presentation - scientific, clear, without spelling and syntax errors, sequence - logical. Direct copying in the work of materials from literary sources is unacceptable.

The work should be printed on one side of the page of standard white paper of A4 format (210x297 mm). In printed version, text is located one and a half interline intervals to thirty lines per page with a minimum font height of 1.8 mm). It is allowed to place tables and other illustrative materials on sheets of AZ format (no more than 40 lines per page).

The text of course work is placed on a sheet with the following sizes of shores: from the left side - not less than 20 mm, from the right - not less than 10 mm, from the top - not less than 20 mm, from below - not less than 20 mm.

Insert in the printed text of the work separate foreign words, formulas, symbols can be ink, ink, paste only black. In this case, the density of the inserted text should be close to the density of the main text.

Printed on PC software documents must conform to A4 format, included in the general numbering of pages of course work and placed, as a rule, in applications.

4.2. Registration of the title page of course work

The title page contains the name of the higher educational institution, the surname, name and patronymic and other information about the author, the theme of the course work with a reference to the object of research; surname, academic rank (position) of the scientific supervisor; city and year of writing (Appendix B).

4.3. Execution of content of course work

Content of course work should include: introductory part; three sections, each of which consists of at least two paragraphs; conclusions and suggestions; list of used sources and applications. An approximate version of the content of the course work is given in Appendix B.

The titles of the structural parts of the course work "CONTENTS", "INTRODUCTION", "SECTION ...", "LIST OF USED SOURCES", "APPENDICES" are printed in capital letters symmetrically to the text at the center of the page. The distance between the title (with the exception of the title of the paragraph) and the text should be 3-4 intervals in the main text. The titles of units are written or typed in small letters (except for the first large one) with a paragraph indentation. The dot at the end of the header is not put.

Each of the above structural part of course work should begin with a new page.

4.4. Numbering

The numbering of pages, sections, subdivisions, paragraphs, sub-clauses, figures, tables, formulas is given in Arabic numerals without the "No" sign on the upper right corner.

The first page of course work is the title page, which is included in the total numbering of pages and on which page number is not put. Numbering without a dot after the number begins on the contents of the number 2.

CONTENT, INTRODUCTION, CONCLUSIONS, AND PROPOSALS, LIST OF USED LITERATURE, APPLICATIONS are not numbered as sections. The section number is placed after the word "SECTION". The paragraphs are numbered within each section, using the section number and the serial number of the paragraph, between which a paragraph is placed: for example, "1.2" (second paragraph of the first section). After that the heading of the paragraph is followed.

4.5. Illustrations

Illustrations (charts, graphs, etc.) and tables should be submitted directly after the text, where they are mentioned for the first time, or on the next page. If they are contained on separate pages of course work, they are included in the general numbering of pages. Illustrative or tabular materials larger than A4 format are considered as one page and placed in appropriate places after mention in the text or in the annexes. All illustrations should contain links in the text.

Illustrations are marked with the word "Fig." And numbered sequentially within the section, except for illustrations in the annexes. The number of the

illustration should consist of the section number and the serial number of the illustration, between which a dot is placed: for example, "Fig. 1.2 "(second picture of the first section). The number of the illustration, its name and explanatory signatures are placed under the illustration.

Illustrations should complement the text of work, deepen the disclosure of the essence of the phenomenon, clearly illustrate the views of the author, and therefore in the text on each of them should be a link with the commentary.

4.6. Tables, Formulas, Links

The digital material, as a rule, should be made in the form of a table, an example of which is given in Appendix D. The tables are numbered sequentially (except those in the annexes) within the section. In the upper right corner there is the inscription "Table" with the indication of its number, which consists of the section number and the sequence number of the table, between which a point is placed: for example, "Table 2.3" (third table of the second section); The table name is placed below.

The text before the table should refer to it with the words: (see Table 2.3).

In the case of transferring the table to another page over the further parts is written "Continued tab. 2.3. "

The tables should indicate the unit of measurement. If all units of measurement are the same for all table indicators, they are given in the title. Units of measurement should be in accordance with the standards. The numeric values in the table should have the same number of decimal places. Column header tables start with capitalization. Headers of the graph begin with capital letters, subtitles - from small ones, if they are one sentence with a heading, and from large ones - if they are independent.

The table is placed after the first mention of it in the text in such a way that it can be read without turning the text or by clockwise rotate.

Formulas in the course work are numbered within the section. The number of the formula consists of the section number and the ordinal number of the formula in the section, between which a dot is placed. Form numbers are written near the right bank of the page at the level of the corresponding formula in parentheses, for example: "(3.1)" (the first formula of the third section).

Explanation of the values of symbols, numerical coefficients in the formulas must be submitted directly under the formula in the sequence in which they are given in the formula, and each - from the new line. The first line of explanation begins with the word "de" without a colon.

Equations and formulas should be highlighted in the text by free lines. Above and below each formula one should leave at least one free line. If the equation does not fit in one line, it should be moved after the equals sign (=) or after the plus (+), minus (-), multiplication (x) and division (/).

Links in the text to informational sources. They are given in the text in the form of a serial number on the list of used sources in square brackets indicating the

page, for example [19, p. 234]. The list of information sources is provided in accordance with the requirements of the state standard with the obligatory indication of the names of works (see Annex E).

4.7. Application development

Applications are issued as a continuation of the course work and placed thereafter (see Appendix I).

The attachment must have a caption printed in lower case with the first capital letter in the center of the page text. Above the caption in lowercase letters the first word "Attachment _" is printed in small letters and the letter, which means the number of the application (example: Appendix B).

The text of each application can be divided into sections and subsections, which can be numbered within each application, if necessary. In this case, before each number put the designation of the application and the point, for example: "B.2" (ie, the second section of Annex B).

Illustrations, tables and formulas appearing in applications are numbered within each application, for example: "Fig. B.1.2 "(the second figure in the first section of Annex B)," formula I.1 "(the first formula of Appendix I).

4. CRITERIA FOR EVALUATION OF TERM PAPER

The contents of the work and the results of the defense are evaluated in accordance with the ECTS scale, approved by the "Regulations on the credit-module system for the organization of the educational process at the National Aviation University".

In the process of determining the assessment, several important indicators of the student's work on course work are taken into account:

- ✓ relevance of the chosen topic;
- ✓ clarity of the formulation of the purpose and objectives of the study;
- ✓ the depth of scientific theoretical and methodological analysis of the problem;
- ✓ the presence of a critical review of literary sources and a scientific problem;
- ✓ systematic and in-depth analysis of the system of foreign economic activity of the enterprise, availability and persuasiveness of generalizations and conclusions on the basis of the analysis;
- ✓ the substantiation of the proposals on the exit of the entity of foreign economic activity into a new for the enterprise foreign market;
- ✓ relevance and justification of the proposed recommendations;
- ✓ the depth and reasonableness of answers to the questions of the scientific supervisor and members of the examination commission that take protection of the course work;
- ✓ comments and suggestions of the scientific supervisor.

In the student's report and score book, the results of the protection are recorded

with the inscriptions: "Protected", "Score", Date and Signature.

Criteria for evaluating term paper on defense

<i>ECTS-scale</i>	<i>Definition</i>	<i>On national system</i>	<i>On KHA system</i>
A	EXCELLENT – excellent coursework with all open sections and paragraphs; is impeccable in all aspects. It contains theoretical substantiation and ways of solving the set of problematic issues; has practical significance. The report on defense was logical and brief, proclaimed freely with the knowledge of the case. The review of the supervisor is positive. Excellent protection with answers to all questions from the members of the committee for the protection of course work.	5 (excellent)	90-100
B	VERY GOOD - Coursework performed above the average level with some disadvantages of non-principled nature (in the theoretical part superficially analyzed literary sources, there are some remarks in the review of the scientific leader). At the same time, the report on defense was logical, proclaimed freely; most of the answers to the teachers' questions were correct.	4 (good)	82-89
C	GOOD - Coursework performed on an average level - clearly unclear elements of novelty and practical significance of the conducted research; information materials of the enterprise-subject of foreign economic activity are insufficiently used. There are comments in the review of the scientific supervisor. The report on the defense is logical but using the printed text; most of the answers to the teachers' questions are correct but short and unambiguous		75-81
D	SATISFACTORY - The theme of the course work is mainly solved, but there are disadvantages of the content (the purpose of the work is unambiguously formulated; the theoretical section has a marked compilative character; the analytical part is too descriptive; the		69-74

	selection of information materials (tables, graphs, diagrams) is not always justified). The report is read from the pre-prepared text, fewer answers to the questions of the teachers are correct.	3 (satisfactory)	
E	FURTHER - The theme of the course work is disclosed, but there are significant shortcomings regarding the disclosure of the analytical and summary sections and the inadequately determined conclusions. The review of the supervisor contains important remarks. The correct answers to the questions of teachers are minimal		60-68
FX	UNCONDITIONAL - The purpose of the course work is unclear. Sections are not related. The analysis is done superficially, the descriptiveness prevails at the expense of systemicity and depth. Proposed measures are not effective, the economic justification is incomplete. The answers to teachers' questions in defense are inaccurate and incomplete.	2 (unsatisfactory)	35-59
F	UNCONDITIONAL - Coursework can not be considered ready, in defense of the commission work is not carried out	Not pass	1-34

APPENDICES**Annex A****RECOMMENDED THEME OF TERM PAPER**

1. Efficiency of foreign economic activity as a factor of output of the enterprise to the foreign market of a separate country (at the choice of the student)

Sample of registration of the title page of course work

NATIONAL AVIATION UNIVERSITY

Department of management of foreign economic activity of the enterprise

TERM PAPER

on discipline "Fundamentals of foreign economic activity"

on the topic:

***"Efficiency of foreign economic activity as a factor of output of LLC"
Globus "on the Bulgarian market»***

Completed by:

student of the IV course of group 203

direction of training "Management"

Kolisnyk IV

Supervisor:

KYIV - 2016

Annex B

***A sample of the content of the term paper on the topic:
 "" The effectiveness of foreign economic activity as a factor in the release
 of the "Globe" Ltd into the Bulgarian market "***

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Appendix D.**Examples of table construction**

Table 2.8

Staff structure _____ by age
(company name) (persons)

Indexes	Years		Rejection of the reporting year from the previous one	
	previous (.....)	reported (....)	absolute, +, - persons	relative, %
Average number of persons, persons	1772	1624	-148	-8,3
Of those aged:				
15-35 years old	92	130	+38	+41,3
Of these, 15-24	-	20	-	-
50-54 years	320	284	-36	-11,3
55-59 years old	278	324	+46	+16,5
The number of employees who receive a pension, all	574	513	- 61	-10,6
Including				
- for years of service	-	-	-	-
- by age	497	436	- 61	-12,3
- on disability	61	77	+16	+26,2

Table 2.9

Main economic indicators of activity _____
(Name of Company)

№ пор	Name indicator	Units measurement	Years			Deviation from year 1 (+/-)		Rate of change compared to 1 year, %	
			1 year	2 year	3 year	2 – year	3 – year	2 – year	3 – year
1		tsnd. 21iz..	2333	2242,9	2561,7	-900,9	315,8	96,1	114,2
2	Commodity turnover	tsnd. 21iz..	731,7	702,5	783,8	29,2	81,2	96	111,6
3	Gross income with VAT	tsnd. 21iz..	225	304,4	648,7	7,9	334,2	135,3	212,9
4	Net profit	persons	275	273	274	-2	1	99,3	100,4
5	Average number of staff	tsnd. 21iz..	214	215,5	231,5	1,5	16	100,7	107,4
6	Labor Fund	tsnd. 21iz..	8,5	8,2	9,3	-0,3	1,1	96,5	113,4
7	Productivity	tsnd. 21iz..	0,78	0,79	0,85	0,01	0,05	101,3	107,6
8	Average salary of employees	tsnd. 21iz..	0,05	0,2	0,4	0,15	0,2	400	200

Annex E
Examples of a bibliographic description in the list sources, which leads in term paper work

Characteristic of the source	Example
Books: One author	Гребельник О. П. Основи зовнішньоекономічної діяльності / О.П. Гребельник – К.: ЦУЛ, 2008.- 346с.
Two authors	Должанський І. З. Загорна Т. О. Конкурентоспроможність підприємства. / І.З. Должанський, Т.О. Загорна. – К.: Знання, 2006. – 564с.
Five or more authors	Психологія менеджмента / [Власов П. К., Липницький А. В., Луцихина І. М. и 22із] ; 22із. 22із.. Г. С. Никифорова. — Х.: Світанок, 2007. – 345с.
No author	Менеджмент зовнішньоекономічної діяльності / За ред.22із. І. І. Дахна. –К.: ЦУЛ, 2006. – 234с.
	Межгосударственные стандарты: каталог в 6 т. / [сост. Ковалева И. В., Рубцова Е. Ю.; 22із.. Иванов В. Л.]. –Львов: Сяйво, 2005. – 364с.
Multi-volume document	Економіка, менеджмент, освіта в системі реформування агропромислового комплексу : матеріали Всеукр. Конф. Молодих учених-аграрників [«Молодь України і аграрна реформа»], (Харків, 11—13 жовт. 2000 р.) / М-во аграр. Політики, Харк. Держ. Аграр. Ун-т 22із. В. В. Докучаєва. — Х., 2000. – 362с.
	1. Тимошенко З. І. Болонський процес в дії : словник-довідник основ. Термінів і понять з 22із.. Навч. Процесу у вищ. Навч. Закл. /З. І. Тимошенко, О. І. Тимошенко. — К.: Знання, 2007. – 125с. 2. Європейський Союз: словник-довідник / [22із.- упоряд. М. Марченко]. — 2-ге вид., оновл. — К.: Зовнішня торгівля, 2006. – 542с.
Materials	1. Про зовнішньоекономічну діяльність: Закон України від 16.04.1991р. // Укр. Митниця: Довідник. – К., 1993. 2. Конституція України. Прийнята на п'ятій сесії Верховної Ради України 28 червня 1996 року, № 254/96-ВР. 3. Господарський кодекс України від 16 січня 2003 року., N 436-IV.
conferences	Куц О. С. Бібліографічний покажчик та анотації кандидатських дисертацій, захищених у спеціалізованій вченій раді Львівського державного університету фізичної культури у 2006 році / О. Куц, О. Вацеба. – Львів : Укр. Технології, 2007. — 74 с.
congresses	Петров П. П. Управління 22із.22рентоспроможністю: 22із.. Доктора 22із..-мат. Наук : 01.03.02 / Петров Петро Петрович. – К., 2005. – 276 с.
	Плотников М. TQM: 14 базовых положений менеджмента на основе качества // Менеджмент і менеджер, 2008. № 11 – 12. – С. 66-68.
Dictionaries	Козак Н. Управління неформальними корпораціями України.: [Електронний ресурс]. – Режим доступу: http://www.management.com.ua/hrm/hrm085.html

Sample annexes design

NATIONAL AVIATION UNIVERSITY

Department of management of foreign economic activity of enterprises

APPLICATIONS TO COURSE WORK

on the topic

"Efficiency of foreign economic activity as a factor of output of LLC" Globus "on the Bulgarian market"

Completed by:

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