

**NATIONAL AVIATION UNIVERSITY**  
**THE EDUCATIONAL AND SCIENTIFIC INSTITUTE OF ECONOMY AND**  
**MANAGEMENT**

**Department of Management of Foreign Economic Activity of Enterprises**

**Guidelines for home**  
**(calculation and graphic) work**  
**in the discipline "International Credit and Currency Transactions"**

for students of 5 grade

specialization «Management of foreign economic activity»

Developed by PhD, доц. Ostapenko T.G.

(scientific degree, academic title, teacher name)

It has been reviewed and approved

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Head of Department \_\_\_\_\_ Kyrylenko O.M.

## **FEATURES OF PREPARATION, IMPLEMENTATION AND PROTECTION OF HOME WORK:**

**1. Theme of work:** "Evaluation of international financial transactions of the bank." Each student chooses a bank, and on the base of its data the research of their international financial transactions is made.

**The purpose** of homework is to acquire the skills to evaluate the financial institution's international performance. It is necessary to investigate the efficiency of foreign exchange, settlement and credit operations performed by the bank in the international environment. This goal can be achieved by performing the following tasks:

- a. a. Develop theoretical approaches to the definition of international currency, settlement and credit operations;
- b. Conduct an assessment of the bank's financial and economic and foreign economic activity;
- c. To analyze the efficiency of currency, settlement and credit operations of the selected bank;
- d. Identify problems in the implementation of these types of transactions of this bank;
- e. Determine the directions of optimization of currency, settlement and credit operations of the selected bank.

### **2. After completing homework, the student must**

- a. Know:
  - i. Theoretical approaches to the interpretation of international currency, settlement and credit operations;
  - ii. Determination of economic efficiency of international currency, settlement and credit operations of economic entities;
  - iii. Methods of evaluation of financial and economic activity of a banking institution;
  - iv. Methods of analysis of international currency, settlement and credit operations;
  - v. Formulation of directions of improvement of the bank's international financial operations independently.
- b. Be able to:
  - i. Analyze theoretical approaches and suggest directions for their improvement;
  - ii. Conduct assessment of financial and economic activity of a banking institution on the basis of determined methods;
  - iii. Conduct an analysis of the effectiveness of international financial transactions;
  - iv. Propose mechanisms and levers for improving and optimizing the Bank's international financial operations.

### **3. The content and sequence of the task:**

It should be noted that the student should find information about the bank's international activities. This bank must be represented in Ukraine, may be a bank of Ukrainian origin (for example, Privat Bank and Oschad Bank) or a bank of foreign origin (eg OTP Bank, City Bank or Credit Agricole, etc.) accredited by Ukraine.

After seeking information about a banking institution, you need to formulate a homework plan and submit it to a teacher who conducts practical and lecture sessions.

After the plan is approved, the first section of homework should be prepared based on a study of existing literature and sources of legislation existing internationally and nationally.

The second section provides an assessment of the financial and economic activity of the bank. For analysis it is necessary to use statistical information for the last 3 years. The basis of assessment is the bank's balance sheet, payment orders, SWIFT instructions, forward contracts, international lending agreements, and international settlement terms. The performance of the bank's international currency, settlement and credit operations should be separately assessed.

The third section should offer directions and ways to optimize the use of international financial transactions.

The substantive part of the work should end with the conclusions to be drawn from the conclusions of the first section and the conclusions of the second and third sections. And conclude with a general conclusion about the results of the study.

You must create a list of sources used. There must be at least 20 positions. Reference should be made to these sources. Sources are listed in alphabetical order.

Work must end with applications numbered alphabetically.

### **4. Guidelines for the execution and design of work**

The design of homework must meet the requirements of DSTU 3008-95. "Documentation. Reports in the field of science and technology. Structure and design rules».

#### **Coursework design**

The homework material should be placed in the following order:

- ★ title page;
- ★ content of homework;
- ★ introduction;
- ★ the main part;
- ★ conclusions and proposals;
- ★ list of sources used;
- ★ appendixes.

Completed and properly designed work is sure to be signed on the title page by the author and the scientific adviser.

*The language of the course work* is state language, *the style* of presentation is scientific, clear, without spelling and syntax errors, *the sequence* is logical. Direct copying of material from literary sources is inadmissible.

The paper must be printed on one side of a page of standard white A4 size paper (210x297 mm). In the printed version, the text is placed at one and a half line intervals up to thirty lines on the page with a minimum font height of 1.8 mm). Tables and other illustrations may be placed on AZ sheets (maximum 40 lines per page).

The text of the course work is placed on a sheet with the following dimensions of the banks: *from the left side - not less than 20 mm, from the right - not less than 10 mm, from above - not less than 20 mm, from the bottom - not less than 20 mm.*

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

The program documents printed on the PC should be in A4 format, be included in the overall numbering of the course work pages, and usually be placed in annexes.

### **Title page of Homework design**

**The title page** contains the name of the institution of higher education, surname, first name and patronymic and other information about the author, the subject of homework with reference to the object of study - the bank; surname, academic title (position) of scientific supervisor; city and year of writing (Appendix A).

### **Content of Homework design**

**The content** of the homework should include: an introductory part; three sections, each consisting of at least two paragraphs; conclusions and suggestions; a list of sources used and applications. An indicative version of the content of the homework is given in **Appendix B**.

The headings of the structural parts of homework "CONTENT", "INTRODUCTION", "SECTION ...", "LIST OF USED SOURCES", "ADDITIONS" are printed in capital letters symmetrically to the text in the center of the page. The distance between the header (except the heading of the item) and the text should be 3-4 intervals in the body of the text. Unit headings are written or printed in small letters (except the first capital) with a paragraph indent. The dot at the end of the header is not set.

Each of the above structural parts of your homework should start with a new page.

## Numbering

**The numbering** of pages, sections, subdivisions, paragraphs, subparagraphs, figures, tables, formulas are given in Arabic numerals without the "#" sign in the upper right corner.

The first page of homework is the cover page, which is included in the total page numbering and does not include a page number. The numbering without a dot after the digit begins with the meaning of the digit 2.

TABLE OF CONTENTS, INTRODUCTION, CONCLUSIONS AND PROPOSALS, REFERENCES, APPENDICES are not numbered as sections. The section number is inserted after the word "SECTION". Paragraphs are numbered within each section, using the section number and the ordinal number of the unit between which there is a dot: for example, "1.2" (second section of the first section). This is followed by the heading of the unit.

## Illustrations

Illustrations (diagrams, graphs, etc.) and tables should be submitted immediately after the text mentioned first or on the next page. If they are contained on separate pages of homework, they are included in the total page numbering. Illustrations or spreadsheets larger than A4 are counted as one page and placed in appropriate places after being mentioned in the text or in the annexes. All illustrations should be referenced in the text.

Illustrations are denoted by the word "*Fig.*" and are numbered consecutively within the section, except for the illustrations in the appendices. The illustration number must consist of a section number and an ordinal number, with a period between them: for example, "*Fig. 1.2*" (second section of the first section). The illustration number, title and explanatory captions are placed below the illustration.

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

## Tables, formulas, links

As a rule, the digital material should be in the form of a table, an example of which is given in *Appendix B*. The tables are numbered consecutively (except in the annexes) within the section. In the upper right corner is placed the inscription "*Table*" indicating its number, which consists of the section number and the serial number of the table, between which is placed a dot: for example, "*Table 2.3*" (third table of the second section); below is the table name.

The text in front of the table should be referenced with the words: (*see Table 2.3*).

If you move the spreadsheet to another page, it says "*Continued from .. 2.3*" above.

Tables should always include a unit of measure. If all units are the same for all table metrics, they are listed in the heading. Units must be in accordance with standards.

The numeric values in the table must have the same number of decimal places. Table column headers begin with a capital letter. Header graphs begin with uppercase letters, subheadings - lowercase if they form a single sentence with the header, and uppercase - if they are separate.

The table is placed after the first mention of it in the text, so that it can be read without flipping the text or turning it clockwise.

Homework formulas are numbered within a section. The formula number consists of the section number and the ordinal number of the formula in the section between which there is a dot. Formula 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).

Explanations of the values of the symbols, the numerical coefficients in the formulas should be given directly under the formula in the order in which they are given in the formula, and each in a new line. The first line of explanation begins with the word "where" without a colon.

Equations and formulas should be highlighted in the text in free lines. There must be at least one free line above and below each formula. If the equation does not fit in one line, it should be moved after the equal sign (=) or after the plus signs (+), minus (-), multiplication (x) and division ( $\div$ ).

**References in the text to information sources.** They are given in the text in the form of a serial number by the list of used sources in square brackets, with the page, for example [19, p. 234]. The list of information sources is submitted in accordance with the requirements of the state standard with the obligatory indication of titles of works (for example: Management of the 21st Century: Under .. S. Choudhary: Translated by S. - M., 2002.) - (*see Annex D*).

### **Annexes design**

Applications are designed as a continuation of homework and are placed after it.

The application must have a title printed in lowercase letters from the first capital letter in the center of the page text. Above the lowercase letter of the first capital letter is the word "Annex \_" and the letter indicating the number of the application (*example: Annex B*).

The text of each application, if necessary, can be divided into sections and subdivisions, which are numbered within each application. In this case, before each number is put an appendix and a dot, for example: "B.2" (ie, the second section of appendix B).

The illustrations, tables and formulas contained in the annexes are numbered within each annex, for example: B.1.2 "(the second figure of the first section of Annex B)," formula I.1 "(the first formula of Annex I).

## **5. Recommended Books:**

1. Боринець С.Я. Міжнародні валютно-фінансові відносини: підручник / С.Я. Боринець. – 5-те вид., перероб. і доп. – К.: Знання, 2008. – 582с.
2. Бурковська А.В. Міжнародні кредитно-розрахункові та валютні операції в сучасних умовах: навч. посібник / А.В. Бурковська, Т.І. Лункіна. – Миколаїв: МНАУ, 2012. – 247с.
3. Ковальчук К.Ф. Міжнародні кредитно-розрахункові та валютні операції: навч. посібник / К.Ф. Ковальчук, Д.Є. Козенков, Ю.Г. Момот. – К.: Центр учбової літ-ри, 2013. – 150с.
4. Кривов'яз Т.В. Міжнародні кредитно-розрахункові операції в банках: навч. посібник / Т.В. Кривов'яз; Відкритий міжнародний ун-т розвитку людини «Україна». – К.: Ун-т «Україна», 2009.- 327с.
5. Міжнародні валютно-фінансові та кредитні відносини: навч. посібник / за ред. В.Є. Поліванова, В.О. Мещерякова, Ю.М. Лисенкова [кол. авторів] – К.: Зовнішня торгівля, 2014. – 512с.
6. Подреза С.М. та ін. Міжнародні фінансові операції та експортний контроль: навч. посібник: у 2-х ч. / С.М. Подреза, Г.С. Гуріна, О.М. Гришуткін, Т.Г. Остапенко. – К.: Зовнішня торгівля, 2016. – Ч.1. Міжнародні кредитно-розрахункові й валютні операції. – 328с.

## **7. The order of protection:**

Students must prepare their homework within the time limits specified by the department. Submit the completed work to the teacher of this discipline for preliminary examination. When the work is done properly, it can be allowed to be protected.

Homework is protected using multimedia tools when students are required to prepare a presentation of the research findings and report them to the teacher and students of the group.

## **8. Rating scale:**

Assessment of homework is based on the points that are awarded in the total number of semester points. Works that are rated and "excellent" meet all requirements for design, quality content and quality protection through presentation. The works that are only descriptive are judged "good"; in the analytical part, there are no generalizations and sound conclusions about the results of the study. Works, which have no analytical part or without a mathematical evaluation of the bank's activity, are evaluated with satisfactory mark. The student is "unsatisfactory" and has not covered the issue of the bank's international financial operations in his homework.

*Sample of homework title page design*

**NATIONAL AVIATION UNIVERSITY**  
**Department of Management of Foreign Economic Activity of the Enterprise**

***HOMework***

on the discipline «International Credit and Currency Transactions»

**on the topic:**

**«Assessment of the Bank's international financial transactions»**

Performed by:  
Student of IV grade group 503  
Specialty «Management of foreign  
economic activity»  
Kolisnyk I.V.

Supervisor:

\_\_\_\_\_.



*Sample of design of content of homework on the topic:*  
**«Assessment of the Bank's international financial transactions»**

**CONTENT:**

INTRODUCTION.....	2
CHAPTER 1. Theoretical aspects of the assessment of international financial transactions .....	4
1.1 The essence of international financial transactions .....	4
1.2 Features of valuation of international financial transactions .....	7
CHAPTER 2. Analysis of implementation of international financial transactions of the bank (on the example of JSCB PrivatBank).....	15
1.3 Characteristics of financial, economic and foreign economic activity of JSCB PrivatBank.....	15
1.4 Analysis of results of JSCB Privatbank's international financial operations .....	27
CHAPTER 3. Areas of optimization of international financial operations of JSCB PrivatBank .....	38
CONCLUSION AND PROPOSALS.....	46
REFERENCES.....	49
APPENDIXES.....	53

## Appendix B

### Examples of table construction

Table 2.8

Structure of personnel \_\_\_\_\_ by age  
(Name of enterprise)

(Persons)

Indicators	Years		Deviation of reporting year from previous	
	previous (.....)	reporting (....)	absolute, +, - persons	relative, %
Average number of persons	1772	1624	-148	-8,3
Among them in age of:				
15-35 years	92	130	+38	+41,3
Among them 15-24	-	20	-	-
50-54 years	320	284	-36	-11,3
55-59 years	278	324	+46	+16,5
The number of employees receiving a pension, total	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 enterprise)

№	Name of indicator	Units of valuation	Years			Deviation in comparison with 1st year (+/-)		Rate of change in comparison with 1st year, %	
			1 year	2 year	3 year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year
1	Commodity circulation	тис. із..	2333	2242,9	2561,7	-900,9	315,8	96,1	114,2
2	The gross income of GDP	тис. із..	731,7	702,5	783,8	29,2	81,2	96	111,6
3	Net income	тис. із..	225	304,4	648,7	7,9	334,2	135,3	212,9
4	Average number of staff	persons	275	273	274	-2	1	99,3	100,4
5	Wage Fund	тис. із..	214	215,5	231,5	1,5	16	100,7	107,4
6	Productivity	тис. із..	8,5	8,2	9,3	-0,3	1,1	96,5	113,4
7	Average wages of employees	тис. із..	0,78	0,79	0,85	0,01	0,05	101,3	107,6
8	Profit in the calculation on 1 UAH Individual entrepreneur	тис. із..	0,05	0,2	0,4	0,15	0,2	400	200

## Appendix E

*Samples of bibliographic description in the list of sources design, which is cited in homework*

Source characteristics	Design example
Books: One author	Гребельник О. П. Основи зовнішньоекономічної діяльності: підруч. 3-є вид. перероб. І доп. / О.П. Гребельник – К., 2008.
Two authors	Должанський І. З. Загорна Т. О. Конкурентоспроможність підприємства. Навч. посіб. / І.З. Должанський, Т.О. Загорна. – К., 2006.
Five and more authors	Психологія менеджмента / [Власов П. К., Липницький А. В., Луцихина І. М. и із] ; із. із.. Г. С. Никифорова. — Х., 2007.
Without author	Менеджмент зовнішньоекономічної діяльності / За із.. І. І. Дахна. –К., 2006.
Multi-volume document	Межгосударственные стандарты: каталог в 6 т. / [сост. Ковалева И. В., Рубцова Е. Ю.; із.. Иванов В. Л.]. –Львов , 2005.
Materials of conferences, conventions	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 із. В. В. Докучаєва. — Х., 2000..
Vocabularies	1. Тимошенко З. І. Болонський процес в дії : словник-довідник основ. Термінів і понять з із.. Навч. Процесу у вищ. Навч. Закл. /З. І. Тимошенко, О. І. Тимошенко. — К., 2007. 2. Європейський Союз: словник-довідник / [із.- упоряд. М. Марченко]. — 2-ге вид., оновл. — К., 2006.
Legislative and regulatory documents	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.
Bibliographic indexes	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.
Theses	Петров П. П. Управління із.рентоспроможністю: із.. Доктора із.-мат. Наук : 01.03.02 / Петров Петро Петрович. – К., 2005. – 276 с.
Part of a book, a periodical, a serial edition	Плотников М. TQM: 14 базових положень менеджмента на основі качества // Менеджмент і менеджер, 2008. № 11 – 12. – С. 66-68.
Electronic resources	Козак Н. Управління неформальними корпораціями України.: [Електронний ресурс]. – Режим доступу: <a href="http://www.management.com.ua/hrm/hrm085.html">http://www.management.com.ua/hrm/hrm085.html</a>