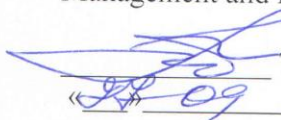
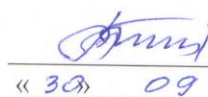


MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
**NATIONAL AVIATION UNIVERSITY**  
 Faculty of Transport, Management and Logistics  
 Air Transportation Management Department

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 « 30 » 09 2021

APPROVED  
 Vice-Rector for Academics

  
 Anatoli POLUKHIN  
 « 30 » 09 2021



Quality Management System  
**COURSE TRAINING PROGRAM**  
 on  
 «Forwarding Activity»

Educational and Professional Program: «Air Transportation Management»

Field of study: 27 «Transport»

Speciality: 275 «Air Transport Technologies»

Specialization: 275.04 «Air Transport Technologies»

Training Form	Semester	Total (hours/credits ECTS)	Lectures	Practicals	Lab. classes	Self-Study	HW/CGP	TP/CP	Semester Grade
Full-time:	2	120/4,0	18	-	18	84	CGP-1	-	Examination 2s

Index CM-7-275/21-2.1.5

QMS NAU CTP 19.01-01-2021



Quality Management System.  
Course Training Program  
on  
«Forwarding Activity»

Document  
Code

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CTP 19.01-01-2020

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Course Training Program on «Forwarding activity» is developed on the basis of the Educational and Professional Program «Air Transportation Management», Master Curriculum and Extended Master Curriculum №CM-7-275-1/21, №ECM-7-275-1/21 for Specialty 275 «Air Transport Technologies», Specialization 275.04 «Air Transport Technologies» and corresponding normative documents.

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## INTRODUCTION

Course Training Program on «Forward Activity» is developed based on the "Methodical guidance for the subject course training program", approved by the order № 249/ОД, of 29.04.2021 and corresponding normative documents.

### 1. EXPLANATORY NOTES

#### **1. Place, objectives, tasks of the subject.**

The subject is an integral part of the theoretical basis of knowledge and skills in training specialists in the field of transportation organization and management of transport (air).


**The objective** of the subject is to form a system of theoretical foundations of transport and forwarding services, taking into account the technical, technological, economic and legal aspects and the practical application of methods of organization and technology of cargo support throughout the entire route from “door to door”.

The **tasks** of the subject are:

- - mastering the methods of determining rational and economic transportation of foreign trade and transit cargo;
- - systematization and expansion of knowledge on the development and organization of complex technologically legal services for the delivery of goods with the help of freight forwarding enterprises under various conditions of transportation;
- - mastering the basics of the formation and application of commercial legal documents governing transportation activities and the provision of forwarding services.
- **1.2. Learning outcomes the subject makes it possible to achieve.**
- - ensure the safety of people and the environment during professional activities and projects in the field of transport systems and technologies;
- - develop new and improve existing transport systems and technologies, define development goals, existing constraints, efficiency criteria and scope;
- - organize the work of staff, ensure their professional development and objective evaluation;
- - develop and apply modern technologies of transport and forwarding service.
- **1.3. Competences the subject makes it possible to acquire.**
- Ability to work in an international context;
- the ability to assess and ensure the quality of work performed;
- the ability to manage freight traffic by mode of transport.
- the ability to manage passenger traffic by mode of transport.
- ability to manage of traffic flows.

#### **1.4. Interdisciplinary connections.**

This subject is the basis for studying such subjects, as: «Project management in the transport industry» and is basic for studying subjects, as: «Pre-diploma practice», «Unified state qualification exam», «Qualification work».

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## 2. ACADEMIC CURRICULUM OF THE SUBJECT

### 2.1. The subject content.

Training material is structured according to module principle and consists of **one educational module, Module № 1 «Organization, legal regulation and technology of forwarding activities»**, that is logically complete, relatively independent, holistic part of the subject, learning of which provides module test and analysis of its performance.

### 2.2. Modular structuring and integrated requirements for each module.

**Module №1 «Organization, legal regulation and technology of forwarding activities»**

#### **Integrated requirements to module №1:**

**Know** the methods of determining the rational and economic transportation of foreign trade and transit cargo; development and organization of complex technological and legal services for the delivery of goods with the help of freight forwarding companies under different conditions of transportation;

**Be able** to form and apply commercial and legal documents governing transportation activities and the provision of forwarding services.

#### **Topic 1. Fundamentals of forwarding activities.**

The market of forwarding services. Forwarding market participants.

#### **Topic 2. Legal regulation of transportation and forwarding activities.**

International and national organizations regulating the activities of freight forwarders. General principles of legal regulation of transportation. International legal regulation of transportation by various types of transport.

#### **Topic 3. Contracting basis for the goods delivery.**

Contractual relationships between subjects of the market of transport and forwarding services. Transport forwarding, transport agency, transportation and purchase and sale contracts.

#### **Topic 4. Features of cargo delivery in international trade.**

Basic terms of delivery of international trade Incoterms-2010. Planning of transport and forwarding activities. Economic justification of decisions on the organization of transportation.

#### **Topic 5. Documentary registration of cargo delivery.**

Forwarding documentation. Transport documentation for various types of transport. Shipping documentation.

#### **Topic 6. Development of a technological process for the goods delivery.**

Technological process of cargo delivery. The choice of the route of transportation and the type of transport. Development of a strategy for the formation of consignments.

#### **Topic 7. Management of the transport process, storage organization.**

Operational management and control of the transport process. Organization of storage facilities.

#### **Topic 8. Consulting and customs brokerage services.**

Services, customs brokerage and other operations.

### 2.3. Training schedule of the subject.



№	Theme (thematic section)	Total, hours			
		Total	Lectures	Labs	Self-study
1	2	3	4	5	6
<b>Module №1 « Organization, legal regulation and technology of forwarding activities »</b>					
1.1	Fundamentals of forwarding activities	<b>2 semester</b>			
		<b>12</b>	2	2	8
1.2	Legal regulation of transportation and forwarding activities	<b>12</b>	2	2	8
1.3	Contracting basis for the goods delivery	<b>12</b>	2	2	8
1.4	Features of cargo delivery in international trade	<b>12</b>	2	2	8
1.5	Documentary registration of cargo delivery				
1.6	Development of a technological process for the goods delivery	<b>12</b>	2	2	8
		<b>12</b>	2	2	8
1.7	Management of the transport process, storage organization	<b>13</b>	2	2	9
1.8	Consulting and customs brokerage services	<b>15</b>	2	2	9
			2		
1.9	Calculated and graphic paper	<b>10</b>	-	-	10
1.10	Module Test №1	<b>10</b>	-	2	8
<b>Total by the module №1</b>		<b>120</b>	<b>18</b>	<b>18</b>	<b>84</b>
<b>Total by the subject</b>		<b>120</b>	<b>18</b>	<b>18</b>	<b>84</b>

## 2.4. Calculation and graphic paper.

Calculated and graphic paper (CGP) of the subject is carried out in order to consolidate and deepen theoretical and practical knowledge and skills acquired in the process of mastering the educational material of the discipline in the field of aviation transport, which are used in the future in the study of many disciplines of the curriculum for professional training of specialists with basic and complete higher education.

The specific goal of the task is to deepen the theoretical knowledge gained by students in the course of studying the course and use it in the practical solution of the assigned tasks. Performance, registration and defense of CGP is carried out by the student individually according to methodical recommendations.

The time required to perform the CGP is 10 hours of Self-Study work

## 3. BASIC CONCEPTS OF GUIDANCE ON THE SUBJECT

### 3.1. Teaching methods

The following teaching methods of subject guidance are

- explanatory and illustrative method;
- method of problem presentation;
- reproductive method;
- research method.

The implementation of these methods are carried out during lectures, demonstrations, self-study, work with the educational material, analysis of transport technologies issues.

### 3.2. List of references (basic and additional)

### Basic literature

3.2.1. Закон України «Про транспортно-експедиторську діяльність» № 1955-IV // Відомості Верховної Ради України від 24.12.2004. – 2004. – № 52. – С. 2056. – Ст. 562.

3.2.2. С.Л.Литвиненко, Т.Ю. Габрієлова, П.О.Яновський, Г.І.Нестеренко. Транспортно-експедиторська діяльність: Навчальний посібник.-3-те вид. перероб. і доп /За ред.. С.Л.Литвиненка. – К.: Видавничий дім «Кондор», 2017. – 228 с.

### Additional Literature

3.2.3. Закон України «Про транспорт» № 233/94-ВР // Відомості Верховної Ради України від 20.12.1994. – 1994. – № 51. – Ст. 446 (Зі змінами, внесеними згідно із Законом N 222-VIII ( 222-19 ) від 02.03.2015, ВВР, 2015, N 23, ст.158 ).

3.2.4. Цивільний кодекс України № 435-IV // Відомості Верховної Ради України від 03.10.2003. – 2003. – № 40. – Ст. 356.

3.2.5. Господарський кодекс № 436-IV // Відомості Верховної Ради України від 02.05.2003. – 2003. – № 18. – Ст. 144.

3.2.6. Митний кодекс України № 92-IV // Відомості Верховної Ради України від 27.09.2002. – 2002. – № 38. – Ст. 288.

### 3.3. Internet Information resource

3.3.1. [http://www.osnovu-ved.ru/incoterms\\_2010.html](http://www.osnovu-ved.ru/incoterms_2010.html)


## 4. RATING SYSTEM OF KNOWLEDGE AND SKILLS ASSESSMENT

4.1. Assessment of certain kinds of student academic work is carried out in accordance with table 4.1.

Table 4.1

Kind of Academic Work	Maximum Grade Values
<b>2 semester</b>	
<b>Module №1 « Organization, legal regulation and technology of forwarding activities »</b>	
Carrying out Labs (5 g x 8)	40 (total)
Carrying out of Calculated and graphic paper	20
For admission to complete module test №1, a student must receive not less than	32
Module test №1	20
<b>Total by the module №1</b>	<b>80</b>
<b>Semester Examination</b>	<b>20</b>
<b>Total by the subject</b>	<b>100</b>

4.2. Completed types of educational work are credited to the student, if he received a positive rating for them.

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4.3. The sum of rating assessments received by the student for certain types of completed academic work is the current modular rating assessment, which is recorded in the module control.

4.4. The Total Semester Grade is listed in the national and ECTS scale scores.

4.5. The final modular rating obtained by the student based on the results of the course defense and defense in points, on the national scale and ECTS scale is entered in the module control, as well as in the study card, individual student curriculum and Diploma Supplement, for example, as follows: **92 / Excellent / A, 87 / Good / B, 79 / Good / C, 68 / Sat./D, 65 / Sat./E, etc.**

4.6. The Total Grade for the subject is equal to the average grade from Total Semester Grades with its further transformation into national scale and ECTS system.

The Total Grade is recorded to the Diploma Appendix





(Ф 03.02 – 01)

АРКУШ ПОШИРЕННЯ ДОКУМЕНТА

№ прим.	Куди передано (підрозділ)	Дата видачі	П.І.Б. отримувача	Підпис отримувача	Примітки
	УНТД	03.11.21	Шевченко Т.І.		

(Ф 03.02 – 02)

АРКУШ ОЗНАЙОМЛЕННЯ З ДОКУМЕНТОМ

№ пор.	Прізвище, ім'я, по батькові	Підпис ознайомленої особи	Дата ознайомлення	Примітки

(Ф 03.02 – 04)

АРКУШ РЕЄСТРАЦІЇ РЕВІЗІЇ

№ пор.	Прізвище, ім'я, по батькові	Дата ревізії	Підпис	Висновок щодо адекватності

(Ф 03.02 – 03)

АРКУШ ОБЛІКУ ЗМІН

№ зміни	№ листа (сторінки)				Підпис особи, яка внесла зміну	Дата внесення зміни	Дата введення зміни
	Зміненого	Заміненого	Нового	Анульованого			

(Ф 03.02 – 32)

УЗГОДЖЕННЯ ЗМІН

	Підпис	Ініціали, прізвище	Посада	Дата
Розробник				
Узгоджено				
Узгоджено				
Узгоджено				