

SYLLABUS

Course and educational program	Security in Tourism and Tourist Formalities Tourism EP
Course description	This course examines regulatory and legal acts governing the provision of tourism services in Ukraine and state standards in tourism. It also explores the purpose and potential use of various types of tourist formalities by the state to regulate international travel.
Prerequisites for studying	The study of this educational component is based on knowledge of fundamentals of the theory of state and law, civil, commercial, and labor law, as well as skills in working with regulatory and legal acts of the current Ukrainian legislation. The academic discipline is directly related to the application and consolidation of professional skills acquired by students during on-the-job training at tourism enterprises.
Number of credits/hours	3 ECTS credits / 90 academic hours
Learning format	Blended learning
Classroom location	https://dist.ieu.edu.ua/course/view.php?id=735
Lecturer's full name	Yevhen Kozlovskyi, PhD in Public Administration, Associate Professor, Head of the Department of Tourism, Social Sciences and Humanities
Department	Department of Tourism, Social Sciences and Humanities: 
Office location	42V Akademika Hlushkova Ave., Kyiv, room 504
Consulting	Every Tuesday from 2 p.m. to 3:30 p.m. by appointment via corporate e-mail
Lecturer's e-mail address	yevhenkozlovskyi@ieu.edu.ua
Course objectives	To study regulatory and legal acts governing the provision of tourism services in Ukraine and state standards in tourism, as well as to understand the purpose and potential use of various types of tourist formalities by the state to regulate international travel.
Role of the academic	<i>Specialty: 242 Tourism and Recreation</i>

<p>discipline in achieving program learning outcomes</p>	<p>PLO 1. To know, understand, and be able to use in practice the key provisions of tourism legislation, national and international standards for tourist services.</p> <p>PLO 8. To identify tourist documents and be able to use them correctly.</p> <p>PLO 10. To understand principles, processes and technologies of work organization of tourist business entities and their individual subsystems (administrative, managerial, social, psychological, economic, technical and technological).</p> <p>PLO 13. To establish contacts with experts in tourism and other industries.</p> <p>PLO 20. To detect problem situations and suggest their solutions.</p>
<p>Learning outcomes</p>	<p>Students should know: legal foundations of modern Ukrainian tourism legislation and international agreements in this field, key legal categories and terms, and regulatory acts in Ukrainian and international public and private law related to tourism activities.</p> <p>Students should be able to: draw up the main types of agreements required for the operation of a tourism enterprise in accordance with the current norms of domestic legislation, analyze the content of advertising and informational materials used in activities of a tourism enterprise from the perspective of tourism legislation and consumer rights, and resolve issues arising in practical operations of a tourism enterprise.</p>
<p>Course content</p>	<p>SECTION 1. The concept, content, and features of tourist formalities</p> <p>Topic 1.1. Passport and visa formalities.</p> <p>Topic 1.2. Customs and currency formalities.</p> <p>Topic 1.3. Sanitary and epidemiological formalities.</p> <p>SECTION 2. Safety and insurance issues in tourism</p> <p>Topic 2.1. The concept of risk and principles of safety in tourism.</p> <p>Topic 2.2. The essence and types of insurance protection in tourism.</p>
<p>Books and materials</p>	<ol style="list-style-type: none"> 1. State Regulation of the Tourism Sector in Ukraine in the Context of European Integration Processes: Monograph. Edited by V.H. Herasymenko, O.L. Mykhailiuk. Odesa National Economic University. Kyiv: V.M. Hulciaieva, 2019. 330 p. 2. Y.S. Yepifanova. Legal Regulation of Tourism Activities: Study Guide. Edited by L.V. Novikova. V.N. Karazin Kharkiv National University. Kharkiv: O.V. Brovin, 2014. 237 p. 3. Y.V. Kozlovskiyi. Legal Regulation of Tourism Activities: Study Guide. Kyiv: Center for Educational Literature, 2015. 272 p. 4. Y.V. Kozlovskiyi, N.V. Bulhakova. Legislative Support for Tourism Activities in Foreign Countries. Public Administration: Improvement and Development, 2017, No. 4. URL: http://www.dy.nayka.com.ua/?op=1&z=1061. 5. Y.V. Kozlovskiyi. Forms and Methods of State Regulation of Tourism Activities. International Academy Journal Web of Scholar, 2018, No. 6(24), Vol. 7, pp. 12–17.

	6. Kozlovskiy Ye., Beliak A., Zarakhovskiy O., Bratitsel M., Prykhodko K., Osiievskiy V.. The Role of State Regulation in the Development of the Hospitality Industry: the Experience of the EU and America. Review of Economics and Finance. 2023. Vol. 21. pp. 1506-1512.				
Technical requirements for the course	<p>To work on the Security in Tourism and Tourist Formalities course, you need regular access to a computer (or phone) and the Internet. In order to successfully study and pass the course exam, you should first explore the Moodle distance learning platform and study all folders that already contain or will contain information or materials for the course. You will also have to download and create documents, watch videos, or create them.</p> <p>You can use distance platforms only using corporate e-mail. If you are unable to attend the course, you should notify the Dean's Office or your class representative or the course lecturer directly.</p>				
Learning process	<p>The Security in Tourism and Tourist Formalities course consists of lectures and practical classes.</p> <p><u>Lectures</u> use the following training methods: <i>lecture, conversation lecture, discussion, discussion of problematic issues, demonstration, analysis of various situations according to the lecture topic.</i></p> <p><u>Practical classes</u> use the following training methods: <i>questioning, testing, performing individual and team tasks, case studies, preparing reports and presentations, performing analytical and calculation works, solving specific problems and situations, brainstorming.</i></p> <div style="text-align: center;">  </div>				
Discipline features	Period of teaching	Semester	International disciplinary integration	Year of study	Courses: general training/professional training/elective
	1 semester	8 th semester	available	4 th year	Professional training

Assessment policy	You will have various ways to show your knowledge and skills during the semester. This includes how you attend classes, how and what you contribute to class discussions, how you perform and submit practical tasks and tests on time, how you perform independent work tasks, as well as your ability to present your report. Additionally, you have the opportunity to complete an individual research task performed individually or in a small group in the form of a student research paper.		
	Activities during the semester	Maximum amount of points during the semester	
	Current work (attendance, oral questioning, solving calculation problems and tasks, situational exercises)	15	
	Reports with presentation (4 pcs.)	25	
	Tests (4 pcs.)	10	
	Individual research task (admission to the exam)	10	
Total	60		
Grading scale	<p>The minimum amount of points that should be obtained by students for current educational activities during a semester to be admitted to the final control is 36 points. The grade for the discipline is defined as a sum of the final points for current activities and the points for the final control and is expressed due to the multipoint scale.</p> <p>The grade for the discipline completing with the exam is determined as the sum of points for current learning activities (at least 36), points for individual independent work of students (no more than 6) and points for the exam (at least 24).</p> <p>The overall points of the discipline are 100. The total grade for the discipline is given according to the national and European scale.</p> <p>The final control in the form of an exam is carried out after learning all the topics of the discipline, during the examination session.</p> <p>The overall final grade in points according to the national and ECTS scales is put into the examination and test register, academic card and credit book of students.</p>		
National and ECTS grading scale			
Sum of points for all types of educational activities	ECTS grade	Grade according to the national scale	
		for exam, term paper, practical training	for Pass/Fail test
90-100	A	excellent	pass
82-89	B	good	
74-81	C	satisfactory	
66-73	D	satisfactory	
60-65	E	satisfactory	
30-59	FX	fail with possible repeated pass	fail with possible repeated pass

	1-29	F	fail with obligatory repeated learning of the discipline	fail with obligatory repeated learning of the discipline
<p>How to find out your grade</p>	<p>QR Code:</p> 			
<p>Course policy</p>	<p>To ensure fruitful learning and cognitive activities of students while studying the discipline, one holds relevant lectures and seminars in the form of presentations, group work and discussion seminars.</p> <p>During classes and at the University, students should respect lecturers, staff and other students, attend classes according to the schedule, come on time and not leave classes without lecturer's permission. All academic assignments should be performed by the deadlines.</p> <p>The teaching staff should constantly advance their professional level, teaching skills, general culture, as well as provide students with appropriate conditions for learning educational programs according to the requirements for the content, level and capacity of education, and encourage their comprehensive professional development. Lecturers should follow the curriculum, not be late for classes, not allow any manifestations of corruption, discrimination, bullying, harassment and infringement of the students' rights.</p> <p>Students who miss the current control for <i>valid reasons</i> confirmed by documents have the right to take current control within two weeks after returning to studying.</p> <p>Students who have missed classes <i>without valid reasons</i>, have not participated in current control activities, have not liquidated academic failure are not admitted to the final semester control of this discipline. In this case, an academic staff member puts a mark 'non-admission' in the exam record.</p> <p>Repeated taking of the exam in the discipline is appointed in case of accomplishing all types of educational, independent (individual) work stipulated by the working program of the academic discipline and is carried out according to the approved schedule of academic failure liquidation.</p>			

QR Code:



All participants in the educational process rely on the academic integrity principles.

QR Code:



Late task performance, correction of grades, making up missed classes

Tasks should be submitted via Moodle by the deadlines stipulated in the course schedule on our website. Most tasks should be performed by 9 a.m. on the day of the next class to coordinate them with the course content and group activities. It is best practice to perform tasks as soon as possible after receiving them so that you have enough time to take an active part in the class.

If you need more time to perform the task, flexible deadlines are available. Completed tasks will be accepted until full credit until the last scheduled class in the discipline. Afterwards, the 40% partial credit based on the grade will be awarded within a week after the last day of class. Tasks that are not submitted at all will receive 0.

If you are going to miss classes for more than one week due to illness or other reasons, please contact your lecturer to arrange alternative options for performing tasks.

Note: deadlines work both ways, and meeting them ensures that your lecturer will provide prompt feedback on your tasks to make sure you keep up with the course.

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Lecturer's response time	Via corporate e-mail, within 24 hours.	
Efficient communication	Efficient communication is a two-way street!!! Therefore, the main recommendations for efficient communication include: corporate e-mail directly to the course lecturer; personal communication with classmates via social media/corporate e-mails/mobile phones; communication directly in the course on the Moodle distance platform; and a face-to-face meeting with the lecturer on consulting days.	
Policy of publication and distribution of course materials	Students are not allowed to post, publish, sell, or otherwise publicly distribute course materials without the written permission of the lecturer. Such materials include, but are not limited to: lecture notes, lecture slides, video or audio recordings, tasks, problem sets, exams, other students' work, and answer keys. Students who sell, post, publish, or distribute course materials without written permission in order to get answers or otherwise can be subject to disciplinary action, up to and including being required to withdraw from the course. Besides, students are not allowed to make video or audio recordings of the class for their own use without the written permission of the lecturer.	
Expected student workload and engagement	During this course, you should allocate some hours for independent study of some lecture materials in accordance with the course topics (approximately 5-6 hours per week). If you face circumstances requiring you to spend more time on any of the tasks, please inform your lecturer by e-mail. The deadline for submission can be extended only if the lecturer is informed in advance that you will not be able to submit the task on time. Students are expected to have a backup plan in case of computer malfunctions or Internet outages.	
Support services	E-schedule Library Supervisor Repository Dean's Office	
Course schedule	<i>Lecture topic</i>	<i>Practical classes</i>
	<i>Topic 1.1. Passport and visa formalities.</i>	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Writing a report</i> 6. <i>Tests</i>

	<i>Topic 1.2. Customs and currency formalities.</i>	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Writing a report</i> 6. <i>Tests</i>
	<i>Topic 1.3. Sanitary and epidemiological formalities.</i>	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Writing a report</i> 6. <i>Tests</i>
	<i>Topic 2.1. The concept of risk and principles of safety in tourism.</i>	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Writing a report</i> 6. <i>Tests</i>
	<i>Topic 2.2. The essence and types of insurance protection in tourism.</i>	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Writing a report</i> 6. <i>Tests</i>
<p>Tips on successful study during the course</p>	<p>If you want to succeed in this discipline, you should be:</p> <ul style="list-style-type: none"> - persistent, attentive and curious; - creative, cheerful, and open to communication and discussions; - ready to acquire information and knowledge about the subject not only during lectures but also during extracurricular activities. <p>See you at classes!</p>	