

## SYLLABUS

<b>Course and educational program</b>	State and Municipal Management in Tourism Tourism EP
<b>Course description</b>	State and Municipal Management in Tourism is a scientific discipline studying general issues of legal regulation of tourism activities, as well as the specifics of Ukrainian and foreign tourism legislation. This course examines forms and methods of state regulation of tourism activities, legal, organizational, social, and economic foundations for implementing the state policy in the tourism sector, procedures for registration, licensing, standardization, and certification of tourism enterprises in Ukraine, as well as issues related to the development of contractual relations between tour operators and service providers, agents, and consumers.
<b>Prerequisites for studying</b>	The study of this educational component is based on knowledge of the fundamentals of the theory of state and law, civil, commercial, and labor law, as well as skills in working with regulatory legal acts of Ukraine's current legislation. The academic discipline is directly related to the application and reinforcement of professional skills acquired by students during practical training at tourism enterprises.
<b>Number of credits/hours</b>	3 ECTS credits / 90 academic hours
<b>Learning format</b>	Blended learning
<b>Moodle location</b>	<a href="https://dist.ieu.edu.ua/course/view.php?id=691">https://dist.ieu.edu.ua/course/view.php?id=691</a>
<b>Lecturer's full name</b>	Yevhen Kozlovskyi, PhD in Public Administration, Associate Professor, Head of the Department of Tourism, Social Sciences and Humanities
<b>Department</b>	Department of Tourism, Social Sciences and Humanities: 
<b>Office location</b>	42V Akademika Hlushkova Ave., Kyiv, room 504
<b>Consulting</b>	Every Tuesday from 2 p.m. to 3:30 p.m. by appointment via corporate e-mail
<b>Lecturer's e-mail address</b>	<a href="mailto:yevhenkozlovskyi@ieu.edu.ua">yevhenkozlovskyi@ieu.edu.ua</a>
<b>Course objectives</b>	To achieve the comprehensive understanding of the specialized terminology and conceptual framework of international tourism; to

	<p>study regulatory legal acts governing the provision of tourism services in Ukraine and state standards in the tourism sector; to clarify the essence, key areas, functions, and methods of state regulation in the tourism sector; to learn how to choose the organizational and legal form for the operation of a tourism enterprise, taking into account available opportunities and conditions for licensing tourism activities; and to master the principles of contractual relations with domestic and foreign tourism enterprises.</p>
<p><b>Role of the academic discipline in achieving program learning outcomes</b></p>	<p style="text-align: center;"><i>Specialty: 242 Tourism and Recreation</i></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><b>Learning outcomes</b></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; the system and principles of operation of state bodies regulating 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; independently conduct the legal assessment of working with clients and partners of a tourism enterprise and issues arising in practical operations of a tourism enterprise due to gaps in tourism legislation.</p>
<p><b>Course content</b></p>	<p>SECTION 1. Regulatory and legal framework for tourism relations</p> <p>Topic 1.1. Legal foundations of international tourism</p> <p>Topic 1.2. State regulation of tourism activities</p> <p>Topic 1.3. Municipal management in the tourism sector</p> <p>SECTION 2. Legal aspects of the operation of tourism enterprises in Ukraine</p> <p>Topic 2.1. Registration, establishment, and operation of tourism enterprises in Ukraine</p> <p>Topic 2.2. Licensing, standardization, and certification of tourism enterprises in Ukraine</p> <p>Topic 2.3. Civil and law regulation of tourism activities in Ukraine</p>

<b>Books and materials</b>	<ol style="list-style-type: none"> <li>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. Huliaieva, 2019. 330 p.</li> <li>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.</li> <li>3. Y.V. Kozlovskiyi. Legal Regulation of Tourism Activities: Study Guide. Kyiv: Center for Educational Literature, 2015. 272 p.</li> <li>4. Y.V. Kozlovskiyi, N.V. Bulhakova. The Main Areas of Activity of the World Tourism Organization as a Specialized UN Agency. Public Administration: Improvement and Development, 2017, No. 2. URL: <a href="http://www.dy.nayka.com.ua/?op=1&amp;z=1030">http://www.dy.nayka.com.ua/?op=1&amp;z=1030</a>.</li> <li>5. Y.V. Kozlovskiyi, N.V. Bulhakova. Legislative Support for Tourism Activities in Foreign Countries. Public Administration: Improvement and Development, 2017, No. 4. URL: <a href="http://www.dy.nayka.com.ua/?op=1&amp;z=1061">http://www.dy.nayka.com.ua/?op=1&amp;z=1061</a>.</li> <li>6. Y.V. Kozlovskiyi. Terminology and Conceptual Framework of Modern Tourism. International Journal of Innovative Technologies in Social Science. 2018. No. 4(8). Vol. 2. P. 3-8.</li> <li>7. 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.</li> <li>8. Kozlovskiyi Ye., Beliak A., Zarakhovskiyi O., Bratitsel M., Prykhodko K., Osiiievskiyi 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.</li> </ol>
<b>Technical requirements for the course</b>	<p>To work on the State and Municipal Management in Tourism course, you need regular access to a computer (or phone) and the Internet.</p> <p>In order to successfully study and pass the course exam, you should first explore the distance learning platform (Moodle) 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.</p> <p>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>
<b>Learning process</b>	<p>The State and Municipal Management in Tourism 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:</p>

*questioning, testing, performing individual and team tasks, case studies, preparing reports and presentations, performing analytical and calculation works, solving specific problems and situations, brainstorming.*



**Discipline features**

Period of teaching	Semester	International disciplinary integration	Year of study	Courses: general training/professional training/elective
1 semester	7 <sup>th</sup> semester	available	4 <sup>th</sup> 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 scientific and practical project.

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
<b>Total</b>	<b>60</b>

**Grading scale**

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.

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).

The overall points of the discipline are 100. The total grade for the discipline is given according to the national and European scale.

The final control in the form of an exam is carried out after learning all the topics of the discipline, during the examination session.

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.

**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		
60-65	E		
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

**QR Code:**



**How to find out your grade**

To check your grades for tasks and read your lecturer’s comments, you should check appropriate tabs on Moodle distance learning platforms. You can also obtain information about your grades directly from the course lecturer via corporate e-mail or by appointment on consulting days (room 504).

**Course policy**

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. 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. 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

	<p>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 <b>within two weeks</b> 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> <p><b>QR Code:</b></p>  <p>All participants in the educational process rely on the academic integrity principles.</p> <p><b>QR Code:</b></p> 
<p><b>Late task performance, correction of grades, making up missed classes</b></p>	<p>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.</p> <p>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.</p>

	<p>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.</p> <p>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.</p> <p><b>QR Code:</b></p> 
<b>Lecturer's response time</b>	Via corporate e-mail, within 24 hours.
<b>Efficient communication</b>	<p>Efficient communication is a two-way street!!!</p> <p>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.</p>
<b>Policy of publication and distribution of course materials</b>	<p>Students are not allowed to post, publish, sell, or otherwise publicly distribute course materials without the written permission of the lecturer.</p> <p>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.</p> <p>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.</p>
<b>Expected student workload and engagement</b>	<p>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).</p> <p>If you face circumstances requiring you to spend more time on any of the tasks, please inform your lecturer by e-mail.</p> <p>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.</p>



		<ol style="list-style-type: none"> <li>3. <i>Homework tasks</i></li> <li>4. <i>Checking questions submitted for independent study</i></li> <li>5. <i>Writing a report</i></li> <li>6. <i>Tests</i></li> </ol>
<p><b>Tips on successful study during the course</b></p>	<p>If you want to succeed in this discipline, you should be:</p> <ul style="list-style-type: none"> <li>- persistent, attentive and curious;</li> <li>- creative, cheerful, and open to communication and discussions;</li> <li>- ready to acquire information and knowledge about the subject not only during lectures but also during extracurricular activities.</li> </ul> <p><b>See you at classes!</b></p>	