

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**  
**SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS**

**Guidelines**  
**for writing a yearly paper**  
**on the academic discipline**  
**"ORGANIZATION OF TOURISM**  
**(ORGANIZATION OF TOURIST TRAVEL)"**  
**for students of training direction**  
**6.140103 "Tourism"**  
**of all forms of study**

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**Compiled by O. Stryzhak**

**Guidelines** for writing a yearly paper on the academic discipline G 94 "Organization of Tourism (Organization of Tourist Travel)" for students of training direction 6.140103 "Tourism" of all forms of study / compiled by O. Stryzhak. – Kharkiv : S. Kuznets KhNUE, 2016. – 28 p. (English)

Basic requirements for writing, presentation and defense of the yearly paper on the academic discipline are given.

Recommended for students of training direction 6.140103 "Tourism" of all forms of study.

## Introduction

The academic discipline "Organization of Tourism (Organization of Tourist Travel)" is a basic one studied according to the teaching program for the educational degree "Bachelor" of training direction 6.140103 "Tourism" of all forms of study.

The yearly paper on the academic discipline "Organization of Tourism (Organization of Tourist Travel)" is performed to foster the theoretical knowledge, practical skills in organizing the services at the enterprises of tourism.

**A tourism enterprise** is an independent business entity, a legal person providing commercial and research activities with a view to profit.

**The functions of tourism enterprises are as follows:**

1) organizational – acquisition, provision and realization of a complex tourism product (the formation of complex routes for tourist groups and tourists-individuals on the basis of agreements between enterprises of the tourism industry);

2) mediation – acquisition and sale of goods and services of a tourist destination on behalf of companies-suppliers of travel services;

3) trading and banking – currency exchange operations, insuring property, life and health of tourists.

**A tourism product** is a predesigned complex of tourism services which combines at least two of such services and is implemented or offered for sale at a certain price. A tourism product includes transportation services, accommodation services and other tourism services which are not related to transportation and accommodation (visiting services for cultural facilities, recreation and leisure implementation of souvenirs, etc.).

A tourism product is a complex of tourism services and goods, which are defined in the tour program and are necessary to satisfy the needs of tourists during their trip. A tourism product includes basic, additional and related services. The technology of creating a tourism product is working on completing different types of goods and services into one unit (a tour).

**A tour** is a tourism trip along a specified route in a specific timeframe which is provided by a travel services complex.

**The aim of the yearly paper** is to develop an independently selected route anywhere in the world with a diverse program of the visit.

Students perform the yearly paper on the tour development on their own under the guidance of a teacher.

The tasks of the yearly paper:

- development of skills in independent work with methodical materials and literature, gathering and analyzing practical material on the subject of the paper;
- learning the techniques of analysis, research, descriptions;
- drawing conclusions, making proposals and recommendations for improvement of service technologies in this industry.

## **The content of the yearly paper**

The samples of the title page and the contents of the yearly paper are given in Annexes 1; 2.

### **Choosing the theme**

The student should take into account his interest in a particular type of tourism, in any region of the world or his own country while selecting the theme of the work. In addition, the choice of the theme can depend on the knowledge or interest in any of the travel business (travel, hiking, trekking), on the purpose of travel that will be developed.

For example, the purpose of travel can be:

#### 1. Recreation:

- relieving stress, making a change of the scenery and natural and climatic conditions;
- staying among other people;
- getting to know another culture;
- staying in a new role – getting a high level of service and care for a certain period of time;
- enjoying unusual sensations;
- taking part in games of chance;
- experiencing a romantic adventure, flirting;
- relaxing away from home;
- spending money.

#### 2. Learning:

- seeing the sights and natural phenomena, beautiful views and landscapes;
- getting acquainted with the achievements of culture, science and technology (museums, galleries, places of worship and architectural ensembles and so on);

- visiting ecologically clean or, conversely, very contaminated objects;
- seeing exotic flora and fauna;
- visiting historical places and constructions;
- making unique photos and video;
- studies, science.

### 3. Entertainment:

- visiting attractions, theme and water parks;
- visiting a famous theater, circus, casino, cabaret, striptease;
- visiting carnivals, festivals, national holidays, competitions;
- visiting as spectators or fans large sports competitions and games.

4. Health improvement, treatment. There are three types of motivational outcomes depending on the proportion of the medical component of the target function:

- wellness is a common goal of all tours (climate, recreation, healthy mental and physical effects);
- treatment as an accompanying program, rather than the main purpose;
- treatment on a medical prescription as the main purpose of a tourist travel (visiting a resort, spas, a specialized sanatorium, a hospital and so on).

### 5. Pilgrimage:

- celebration of religious rites;
- self-improvement and spiritual condition of a person;
- achieving internal religious purposes for approval in the rank and a certain position in the community;
- cognition of the spiritual "new", receiving a charge of spiritual energy.

### 6. Sport.

### 7. Amateur hiking.

### 8. Business and commercial interests.

### 9. Hobbies (fishing, hunting, etc.).

### 10. Adventure.

### 11. Nostalgia.

When the purpose of travel has been determined, the student can link it to any geographical area, tourist destination and choose the form of travel (hiking, trekking, steady rest and etc).

## **The plan of the tour development**

1. Collect a short description of the geographical area of travel (geographical location, geographical origin, climate, nature, resources and so on).

The motive for selection of geographical areas may be uncertain and depends on the distance and accessibility of places of the tourist destination.

2. Describe the type of tourism and tourism motives.

**Tourism motives** are person's motives which are designed to meet recreational needs.

Tourism motives include:

a. Health care – cultural, recreational, therapeutic, recreational sports tours, as well as exotic tours, for example, for those people who want to quit smoking.

b. Sport activities – tours which include a variety of sports.

c. Learning – tours connected with the study of foreign languages and conversational practice, tours that teach various sports, professional training programs, for example, cooking, astronomy and so on.

d. The possibility of self-expression and self-assertion – adventure tours: hiking trips, safaris, hunting, conquest of mountains, expeditions and so on.

e. A possibility to do things that you like (hobbies) among like-minded people – tours for motorists, sports fans at sporting events, championships and Olympiads, tours for pilgrims, collectors and connoisseurs. For example, a "cheese tour" in Switzerland and a "beer tour" in the Czech Republic.

f. Solving business problems – business, conference tours etc.

g. Entertainment and need for communication with people – travel during holidays and tours with entertainment and educational programs.

h. Satisfaction of curiosity and raising the cultural level – educational tours (visiting famous cities, historical and cultural sites, museums, art galleries, exhibitions, archaeological monuments, handicrafts etc).

i. Natural and climatic: tours of places with a special lay of the land, vegetation, air temperature and so on.

j. Economic: the cost of living in the place of a tourism destination, travel cost and so on.

3. Analyze the tourism infrastructure (transport means, meals and accommodation).

4. Specify the travel season (year-round, seasonal route, the preferred time of travel).

Tourism resources, because of their geographical location and climatic features, have seasonal allure. Nobody will go to India during the monsoon season. In tourism practice the annual cycle can be divided into seasons

that contribute to or, conversely, hinder holidays in a particular location at a particular time period.

Seasons are:

- "high", the period which is the most favorable to rest in a particular location at a particular time;
- "medium", a time when the recreation is possible, but less comfortable conditions than in the "high" season;
- "low", a relatively unfavorable period for a holiday in a particular place at a particular time.

5. Choose the form of participation in travel (individual, group, family):

- an individual or small-group tour (up to 10 people). More emphasis on people's needs and interests, a high degree of autonomy, low sociability and adaptability to the interests of the group;
- a group of more than 30 people is poorly controllable, with significant difference in the requirements for recreation. More diverse choices of tourist services on its content and the price level are required for this group.

6. Specify the age of tourists, for which the tour is designed:

- children up to 14 years – children usually travel with their parents, they need to form a reduced price;
- schoolchildren (up to 18 years). They are mainly financially dependent, have limited autonomy; often follow to rest in groups. They focus on cognitive and active rest;
- young people and students (up to 25) travel without their parents, but they are saved preferential prices for travel, they rest actively;
- economically active people aged 25 – 44 years who spend time with their families on vacation or with friends;
- middle-aged people of 45 – 64 years who are economically active, but are not burdened by children;
- over 65 years – with rare exception, they have a relatively weak physical disabilities, are prone to ailments. Significant climatic limits are recommended to them. They prefer cognitive rest usually outside the season, and indirectly associated with treatment.

7. Specify the duration of the trip (from one day to 6 months).

8. Determine the choice of the way of travelling by road to the starting point of the trip, as well as identify all types of transportation which can be provided to the tourist during the tour (aviation, cycling, as well as rope, mono-rails, funicular, airship, hang glider, balloon and others).

9. Determine the tourist formalities and security of tourism in the country of travel.

Tourist formalities are the procedures related to the observation of certain conditions, rules and requirements established by the public authorities of the country of entry and stay by the tourists and persons crossing the state border. Tourist formalities include a number of requirements and regulations related to the rules of entry and stay of foreign tourists on the territory of the state.

Tourist formalities are:

- a. passport and visa;
- b. customs;
- c. medical and sanitary regulations;
- d. foreign exchange control and currency exchange procedure;
- e. peculiarities of stay and movement of foreign tourists in the definite country;
- f. immigration rules and some other procedures.

10. Choose the form of living in a place of rest or travel (hotel, motel, rotel, camping, guesthouse, hostelineurope, shelter, hostel, timeshare, flotel, botel and so on).

11. Create an interesting and varied program of travel, including recreational activities. Survey of historical attractions, mud therapy, water, foreign language teaching, learning crafts, customs, passing a tourist route, and etc. can be the main program of travel.

12. Characterize the target audience of this tour.

12.1. Education initiates the urge to see the sights, cultural and entertainment events.

12.2. Social affiliation has a significant impact on the motivation for the choice of recreation (workers and employees, schoolchildren and students, pensioners, farmers and workers of farms).

12.3. The mentality is mainly determined by the influence of society, depends on the level of education and position in society.

12.4. Confession. People do tours which meet their beliefs and satisfy their cognitive and spiritual interests, respectively lifestyle, religion, possibilities of rites and prayers.

12.5. Income – choice of service levels and types of travel on the basis of its cost and their material possibilities.

12.6. Family status.

- Children and schoolchildren can influence parents to choose the countries where their schoolmates were;



- young people are free from family and therefore have all the prerequisites for active travel;

- couples with children or people which accompany children. They strive to provide the child's recreation and they are relatively limited in the choice of the type of recreation and entertainment;

- couples usually have sufficient funds for the preferred type of holiday, they have the advantage not to look for a partner for the period of travel. They are less likely to choose sightseeing tours, most prefer beach vacation.

12.7. Work. Its type, character, strength indirectly influences the formation motives for travel choice.

12.8. Holidays – the availability, duration, and subsidies for vacation. Absence of holidays deprives a person of the ability to make long tours, leaving him only weekend tours.

12.9. Health – physical training, immunity, athletic skills. The man, who does not know how to ski, will not choose the recreation program "Ski-extreme", as well as the person who is seasick will not go on a sea cruise or yachting. People, who suffer from any illness, try to choose a travel that gives the possibility of treatment, rehabilitation, adoption procedures.

People with disabilities make up a particular segment of the consumer market.

13. Activities of leisure involve:

- going to the cinema, concert halls;
- visits to exhibitions, art exhibitions, galleries;
- participation in festivals, shows, discos;
- attending sport complexes, gyms, swimming pools, tennis courts;
- excursions;
- boating, sailing, surfing, water skiing, etc;
- visiting zoos, nature reserves, aquariums;
- visiting casinos, slot machine halls, computer games and other attractions.

14. Describe the local attractions and draw up a program of tourist services on the route according to the standard (Annex 3).

15. Fill the process plan (Annex 4).

16. Create the information sheet (Annex 5).

17. Think up a short and informative advertisement for a tour which shows the main content and features of the travel, for example: "We offer you exciting fishing voyages on the Dnieper. You will not only feel like a lucky

fisherman, but also enjoy the beautiful scenery, meet interesting people during these tours".

18. Calculate the cost of the tour and determine the level of service.

Classification of services is used to indicate the quality of services provided. There are no regulatory and normative standards setting up the class of the tours or service programs.

Currently, the level of service is conventionally divided into the following categories:

*Luxury.* The highest class services are usually provided in a tour of this category: the highest level hotels or specially designated hotels; meals served in the luxury restaurants with obligatory personal service; first class flights or special business aviation, private transfers in limousines, private guides, interpreters and so on.

*First class.* Quite a high level of service. Provides accommodation in four-five star hotels, business class flights, excellent cuisine and a wide selection of meals, private transfers and a guide.

*Tourist class.* The most popular and mass type of service. Provides accommodation in hotels of two- or three-star category, economy class flights of regular airlines, food type is usually a buffet, shuttle bus transfers in the group.

*Economy class.* The cheapest service option. Typically, it is used by students and low-income people. Accommodation in one or two star hotels, hostels, small private hotels, dormitories; meals may not be provided or are available at the breakfast buffet only; the flights are, as a rule, charter flights; transfers can be arranged by public transport.

19. Show in the application a schematic map of the travel area with marked sights.

20. Provide information about the route to the client.

20.1. Promotional materials about the route.

Advertising albums with full information about the standard route, the illustrated directory of the hotels in the country of destination, videos.

20.2. Information on the cost of the tour.

- The cost of services on the route which may include the cost of travel, accommodation, meals, transfers, excursions, individual support, treatment and other customer services.

- The cost of the visa.

- The cost of insurance.

20.3. Information on the duration and the length of the route.

20.4. Information about the carrier company.

- The name of the carrier company.
- Type of vehicle (plane, train, bus, ship, ferry, etc).
- Class of travel (economy, business class, etc).
- The schedule of the flights.

20.5. Information about the conditions of accommodation and hotel categories.

Information about the infrastructure of the hotel.

The availability of hotel rooms according to the category.

The main categories of rooms in the hotels:

- standard: single, double, triple rooms (single, double, triple), possibly with an extra bed;
- a "suite" type room (high comfort):
- a studio – a large one-room apartment, improved type;
- an apartment – 1-, 2-, 3-room apartments, with a kitchen;
- special rooms – wedding, non-smoking, for handicapped people, etc.

The number of restaurants, bars (summer, indoor, night, with entertainment or disco, lobby bar, snack-bars, beach bars, agua bars (in the water), poolside bars, phito-bars (serving drinks made of herbs, etc).

The availability of a beach (paid/free), beach equipment services (paid/free).

The availability of an Aquapark (on the beach or in the territory of the hotel).

The availability of children and adult swimming pools (indoor, outdoor, with marine, mineral, plain water, etc).

The availability of the Turkish bath, sauna, jacuzzi.

The availability of a medical office.

The availability of premises for medical treatments (thalassotherapy, etc).

The availability of a playroom and/or a playground for children (with/without a tutor).

The availability of gyms (fitness centers). Conditions for various sports.

The availability of TV, video, concert halls.

The availability of conference rooms, their equipment (screens, projectors, headphones for simultaneous translation, etc).

The availability of business centers and their equipment (computers, printers, copiers; telephone, facsimile, electronic communication, etc).

The availability of information services.

The availability of a library.

The availability of a shopping center.

The availability of hairdressing, beauty salons. The ironing room availability (paid/free).

The availability of parking, private garages (protected/not protected).

The availability of freight and passenger elevators, their number.

The number of floors in the hotel.

Information on the level of comfort and living conditions.

The number of beds in the room and their types (single, half-double; a large non-standard bed; a canopy bed; a bed with a water mattress; an extra bed – a children's bed, a cot, a sofa bed, etc).

The availability of a bathroom (shower, joint/separate).

The availability of a tub, a shower cabin; a bidet; a bath; bath accessories; a hair dryer in the bathroom.

The availability of an air conditioner.

The availability of a library.

The availability of a shopping center.

The availability of hairdressing, beauty salons. The ironing room availability (paid/free).

The availability of balconies (loggias).

The view from the window (when ordering rooms with views of the mountains, the sea, the pool, the room rate increases).

The availability of floor heating, the material of the floor covering.

The availability of a TV, a satellite, a VCR and a radio.

The availability of the telephone, fax.

The availability of a safe.

A mini-bar (usually fees included in the bill and payable by the client upon check-out).

The availability of a refrigerator, a kettle, a coffee maker.

The availability of a tea and coffee set (tea, coffee, cream, sugar, chocolate, etc).

Information about the service:

- rental (car, TV, video, HiFi, safe, refrigerator, iron, etc);
- ordering satellite programs;
- parking;
- luggage service;
- laundry, dry cleaning;
- cleaning and linen change, extra cleaning before bed;

- ordering "Wake up phone";
- ordering a bed for a child;
- ordering a babysitter for children (with knowledge of the Ukrainian or any other language);
- organization of excursions;
- ordering tickets (theatres, concerts, sporting events, etc);
- booking tickets for all means of transport;
- currency exchange;

Information about the transfer.

20.6. Information about the sightseeing programme and conditions of its organization.

The tour route with the proposed transfer to the sightseeing attractions.

The cost of excursions (if excursions are not included in the price of the package).

The tour guide (with the language required).

The tour type (vehicle, hiking).

The duration of the tour.

20.7. Information about catering.

In different hotels there are various systems of catering. In most hotels breakfast is included in the price of lodging.

Catering and the range of dishes depends on the host country and the hotel category.

Breakfast: continental, English, American – suggests a la carte service and a limited range of dishes.

Lunch and dinner can be arranged either as the buffet or a la carte.

20.8. Information about the additional services, the price of which is not included in the price of the tour. The price of these services is to be specified.

20.9. The list of documents required for registration of the tour.

The foreign travel passport.

The passport of a citizen of Ukraine (the internal passport),

The list of documents that must be submitted to the Consulate, subject to special requirements:

- marriage certificate;
- certificate of employment (issued on the letterhead of the company; signed by the director; it specifies the position, the period of employment at the enterprise, the average monthly salary; management consent for the provision of leave on the travel dates);
- certificate on movable and immovable property.

The list of documents required for issuing of permits to persons under 18 years:

- if the child is travelling with one parent, a notarized power of attorney from the other parent (even if the spouses are divorced);
- if the child is travelling without parents with a guide, a notarized power of attorney from both parents, in the name of the maintainer;
- if the child is travelling without parents and without an accompanying person, a notarially certified power of attorney (permission to travel) from the parents;
- if the parents/parent died, photocopies of the death certificate;
- if the whereabouts of the parents/one parent is unknown, the certificate from the police;
- copies of documents confirming the termination of parental rights, the incapacity of the parents;
- a photocopy of the birth certificate or a passport of the child.

20.10. Information on vaccinations.

20.11. Information about the need to study the rules of exit/entry of animals in the event when the client is expected to take an animal on a journey or to purchase it abroad, (the keeping of an animal in the hotel must be agreed with the partner).

The customer who wants to study the terms of the contract in detail before signing the contract shall be issued a sample contract (without the stamp and signature of the authorised person).

## **Requirements for formatting the yearly paper**

The work should be written competently in the literary language and have a logical sequence.

The text of the yearly paper has to be printed on the printer PC (font Times New Roman, size 14, 1.5 line spacing) on one side of a standard sheet of A-4 size (291.5 mm x 210 mm).

Notes and footnotes are placed at the bottom of the page, separated from the text below, or placed in square brackets in the text and numbered in Arabic numerals.

The title page has to be in accordance with Annex 1. The following page, the contents, includes the name of all the parts of the work (introduction, chapters and paragraphs, summary, references and appendices) with indication of pages, where each of these parts begins (see Annex 2).

The text of the work has to be divided into chapters (sections), paragraphs (subsections) and items which should be numbered consecutively. The point is put after the even number of any part. The introduction and the summary are not numerated.

All sections (chapters) in the contents and text, except for the introduction and summary, should be numbered in Arabic numerals. Each section, including the introduction and summary, begins with a new page.

The names of the paragraphs are written in a separate line. A blank line is left between the previous text and the title of a new section. The paragraph headings are written in normal type and are located in the middle of the page.

Subsections (paragraphs) should be numbered within each section (chapter). The number of each paragraph should consist of two numbers. A point is put at the end of the number of a subsection (section) as well. For example: 2.1. – The first paragraph of the second chapter.

Each item should be numbered in Arabic numerals within each subsection (paragraph). The item number must consist of the numbers of the section (chapter), the sub-section (paragraph) and the item which are separated by points. A point is put at the end of the paragraph number also. For example: 2.1.3. – The third item of the first section of the second chapter.

Chapters and paragraphs must have short titles that match the contents. A point is not put at the end of the header. Headings are not emphasized and hyphenations in words are not allowed.

The number of the relevant chapter or paragraph is put at the beginning of the title; the item number is put at the beginning of the first (red) line of the paragraph, which begins the corresponding item.

Page numbering should be consecutive, including the bibliography and appendices. The first page is the title page; the second is the contents.

The page number is put in Arabic numerals in the top right corner of the sheet. The page number is not put on the first and second pages.

The volume of the yearly paper must be 25 typewritten pages minimum. Appendices and the list of references are not included in this volume.

## **Figures, tables, formulas**

One system of letter designations has to be used in the work. Arbitrary abbreviations of words are not allowed. Formulas, tables, schemes and other visual materials must be titled and numerated. There have to be references to them in the work.

Figures and tables must be included and located on separate pages, with consecutive numeration of pages. All illustrations (photographs, graphs, diagrams, drawings and other inclusions in the text) are called figures.

Figures are numerated consecutively throughout the whole work in Arabic numerals, for example: Fig. 1, Fig. 2. etc.

Figures have to be placed immediately after the reference to it in the text or in the immediate vicinity. Each figure should be accompanied by a meaningful caption. The caption is placed under the figure in the same line with its number.

Numerical materials should be presented in the form of tables. Tables should be numbered consecutively throughout the work in Arabic numerals. Every table must have a descriptive title that is placed above it. The title should not be accentuated. The inscription "Table" indicating the sequence number of the table is placed in the top right corner of the table (for example, Table 5). The paragraph number should not be included in the table.

The table should be placed after the reference to it in the text of the work or nearby. The columns should be numerated if the table takes more than one page and this numbering being repeated on the next page. This page starts with the words "Continued Table" indicating its number.

Formulas placed in the work must be numbered throughout the work in Arabic numerals. The equation number must be enclosed in parentheses and put on the right side of the sheet at the bottom-line formula to which it relates.

References in the text to the number of figures, tables, pages, chapters are abbreviated and no sign "No." is used, for example: Fig. 3, Table 4, p. 34, Ch. 2. If these words are not accompanied by a sequence number, they should be written in the text completely, without abbreviations, such as "The figure shows that...", "The table shows that..." etc.

## **Making a list of references**

Information about the books in the reference list has to include the surname and the initials of the author, the title of the book, the place of publication, the publisher and the year of publication. The author's name should be indicated in the nominative case. If the book is written by two or more authors, their names with the initials should be indicated in the order in which they are printed in the book. When the book was written by three or more authors you can specify the surname and initials of only the first of them and the words "et al."



The title of the book should be given in the form in which it is given on the title page. The name of the place of publication of a literary source must be given completely in the nominative case: the names of only three cities may be given in the reduced form: Moscow (M.), St. Petersburg (St. P.), Kyiv (K.). Information about the article from a periodical (magazine etc.) should include the surname and the initials of the author, the title of the article, the name of the publication, the year, the number of the publication, pages.

All the literary sources used in the work are included in the list of references in alphabetical order or in the order of citation.

The list of references should only include the sources used directly in the work, i.e. those cited, which are referred to which served as the basis for the formation of the point of view of the student.

## **Making annexes**

An annex is a part of the main text, which is of the additional importance and is necessary for a more complete coverage of the topic. Annexes are very diverse in content. Annexes are made as a continuation of the yearly paper on the last pages of it. Annexes are made in the form of an independent block in a special hardcover with a large volume or format.

Each annex must start with a new sheet (page) with the word "Annex" in the right upper corner and have a thematic heading. If more than one annex are provided in the yearly paper, they are numerated in Arabic numerals, for example: Annex 1, Annex 2.

A consecutive page numeration must be used in the annexes to continue the unnumbered pages of the main text.

The annexes are referred to in the main text with the word "see" enclosed in parentheses, for example (see Ann. 1).

## **Recommended literature**

### **Basic**

1. Грицак Ю. П. Организация самодеятельного туризма : учеб. пособ. для студентов специальности "Туризм" / Ю. П. Грицак. – Х. : Экограф, 2008. – 164 с.

2. Гуляев В. Г. Организация туристской деятельности : учеб. пособ. / В. Г. Гуляев. – М. : Ноулидж, 1996. – 312 с.
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5. Кабушкин Н. И. Организация туризма : учеб. пособ. / Н. И. Кабушкин, А. П. Дурович. – М. : Новое знание, 2003. – 125 с.
6. Квартальнов В. А. Теория и практика туризма / В. А. Квартальнов. – М. : Финансы и статистика, 2003. – 672 с.
7. Кифяк В. Ф. Організація туризму : навч. посіб. / В. Ф. Кифяк. – Чернівці : Книги-XXI, 2008. – 344 с.
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# Annexes

## Annex 1

### A sample title page

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
Simon Kuznets Kharkiv National University of Economics  
Faculty of International Economic Relations

Department of Tourism

THE YEARLY PAPER  
on the academic discipline  
**"Organization of Tourism (Organization of Tourist Travel)"**  
(Training direction 6.140103 "Tourism")

**Development of the tour "....."**

#### **Performed**

3rd year student ... group

**B. O. Petrov**

#### **Examined**

PhD, Associate Professor

**O. O. Stryzhak**

Kharkiv, 2016

**A sample table of contents**

**CONTENTS**

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**The program of tourism services on the route**

Localities, distance between them, kinds of transportation, arrival time	Name of tourism enterprises and conditions of accommodation	Planned travel services. Name of excursions (list of basic objects of showing)	Transportation within the route

**The tour program**

Day	Time	Events	Distance, cost, UAH



**The technological sheet**

The name of the tourist enterprise which serves the route

The technological sheet of the tourist travel route

\_\_\_\_\_ on 20\_\_\_\_

(the route name)

**1. Main indicators of the route**

Type of route \_\_\_\_\_

Difficulty level \_\_\_\_\_

Route length (km) \_\_\_\_\_

including foot (skiing) \_\_\_\_\_

boats (rafts) \_\_\_\_\_

Duration of the trip (days) \_\_\_\_\_

Number of tourist groups \_\_\_\_\_

Number of tourists in the group \_\_\_\_\_

Tourists on the route in total \_\_\_\_\_

Person-days of service in total \_\_\_\_\_

Beginning the service on the route of the first group \_\_\_\_\_

Beginning the service on the route of the last group \_\_\_\_\_

End of service of the last group \_\_\_\_\_

Cost of tour \_\_\_\_\_

Month	The number of tourists per month	The schedule of arrival of tourist groups by months	The number of groups per month

### Information sheet

**The information sheet** should include trustworthy information about consumer properties of tourist services – about the program of travel and travel route, including the information:

- about the means of placement and recruitment services;
- about the living conditions (location, category, comfort level);
- about the meal conditions;
- about the transfer conditions;
- about the tour program;
- about the excursion service;
- about the guide who accompanies;
- about optional services.

This information may be contained in the appendix to the contract (tourist voucher, program). The document certified by the signature of the head of the enterprise and the stamp.

**2. Instruction for tourists** should contain the following information:

- the rules of entry into the country (place) of temporary staying, the staying conditions;
- customs regulations;
- customs of the local population, ethnic and religious features of the region, religious shrines, monuments of nature, history, culture and other objects of tourist showing which are under special protection;
- health risks caused by the climatic and natural conditions;
- time zone and weather conditions on the route;
- dangers that tourists may encounter while travelling;
- rules of personal safety;
- features of travel;
- exchange rate and the procedure for exchange;
- rules of renting a car, road traffic and parking.

The document certified by the signature of the head of the enterprise and the seal.

НАВЧАЛЬНЕ ВИДАННЯ

**Методичні рекомендації  
до написання курсової роботи  
з навчальної дисципліни  
"ОРГАНІЗАЦІЯ ТУРИЗМУ  
(ОРГАНІЗАЦІЯ ТУРИСТИЧНИХ ПОДОРОЖЕЙ)"  
для студентів напряму підготовки  
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