

CBEL Code: ELO-203

Course Name: International Travel Formalities

Duration: 40 Hours

Credits: 4		
Lecture Hours	Practical/Activity Hours	Mode
16	24	Blended

Overview

Travel Formalities refers to the official document and endorsements (certificates) need to be completed by tourists before they can leave their country or enter another country. After completing the course, the students will be able to understand why Travel formalities and regulations are important, learn various types of travel documentation, and understand the types and procedure of obtaining these documents as follows.

1. Travel Documents: Passport and Visa
2. Health and Preventative Measure for Travelers
3. Taxes, Customs and Currencies
4. Travel Information Manual
5. Travel Insurance

Course Structure

Lecture - Interaction	Content / Topic	Hours	Activity / Assignment Hours	Hours	Bloom's Level
L1	Introduction UNIT 1: Travel Documents: Passport and Visa	2			1,2
L2	UNIT 1: Travel Documents: Passport and Visa	1	A1	1	1,2
L3	Unit 2 : Health and Preventative Measure for Travelers	2			3
L4	Unit 2 : Health and Preventative Measure for Travelers	1	A2	1	3
L5	Unit 3: Taxes, Customs and Currencies	2			3
L6	Unit 3: Taxes, Customs and Currencies	1			3
L7	Unit 4:Travel Information Manual	2	A3	1	3

L8	Unit 5:Travel Insurance	2	NA	0	3
Total Hrs. of Lectures – Interaction [L1 – L8]		13			
Total Hrs. of Activities – Assignments [A1 – A3] in Class				3	
Project [A4]				24	

UNIT WISE CONTENT	
UNIT 1 : Travel Documents: Passport and Visa	Overview, passport and its types, Visa and its types, obtaining travel documents, Health Certificates and General Information.
UNIT 2 : Health and Preventative Measure for Travelers	Overview, Health, General preventative measures.
UNIT 3 : Taxes, Customs and Currencies	Overview, Taxes, Customs, Currency and other forms of payment.
UNIT 4 : Travel Information Manual (TIM)	Overview, TIM and TIMATICWEB, How to read TIM Passports, How to read TIM Visas, How to read TIM Health, How to read TIM Taxes, How to read TIM Customs, How to read TIM Currency.
UNIT 5 : Travel Insurance	Overview, Travel Insurance Product, Travel Insurance terminology, standard travel insurance coverage and exclusions, travel insurance sales process, the travel insurance policy, and the insurance claim.

Suggested Study Materials & References:

1. IATA Foundation in Travel and Tourism (edition 5.17), *Module 3: Travel Formalities*.
2. Roday, S., Biwal, A., & Joshi, V. (2009), *Tourism Operations and Management*, Oxford University Press, New Delhi.
3. Vasudevan, V., Vijayakumar, B., and Roy, S. B. R (2017), “*An introduction to the business of tourism*”, Sage, New Delhi.

ASSESSMENT SCHEME					
<input type="checkbox"/> Interim Formative Assessment [A1-A2-A3: 3 Hours in class]					
<input type="checkbox"/> Course-end Summative Assessment [A4: 24 Hours outside class]					
Formative Assessment - X					
Sl No.	Slot	Hours	Content / Topic	Assessment Type	Marks
A1	L2	1	Content / Topics covered in L1 & L2	Theory	20
A2	L4	1	Content / Topics covered in L1 - L4	Practical	40
A3	L7	1	Content / Topics covered in L5 – L7	Practical	40
Total [A1 + A2 + A3]					100

Summative Assessment - Y					
A4	Post L8	24	Content / Topics covered in L1 – L8	Project	100
<p>Computation of Final Score: [X + Y]</p> <ul style="list-style-type: none"> • X : 20% of total marks obtained out of total marks 100 in Interim Formative Assessment cumulatively (A1+A2+A3) • Y : 80% of marks obtained out of total marks 100 in Course-end Summative Assessment (A4) 					
<p>Gradation Scheme:</p> <ul style="list-style-type: none"> ▪ 90 – 100 : O : Outstanding ▪ 80 – 89 : A : Excellent ▪ 70 – 79 : B : Very Good ▪ 60 – 69 : C : Good ▪ 50 – 59 : D: Pass 					
<p>Eligibility for Certification:</p> <ul style="list-style-type: none"> ▪ Attendance & active participation in class lectures/interactions. ▪ Completion/submission of all the three activities/assignments as part of Formative Assessment [A1, A2 & A3]. ▪ Obtaining minimum Grade D as per the formula for computation of Final Score stated above. <p>NB: A candidate must satisfy all the criteria mentioned in order to receive the course completion certificate.</p>					