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**MASTER'S PRE-DIPLOMA PRACTICE:
TRAINING MANUAL FOR THE ORGANIZATION, PREPARATION,
CONDUCT AND EVALUATION**

*Recommended by the Methodical Council of Igor Sikorsky Kyiv Polytechnic Institute
as a study guide for master's degree applicants under the educational program «Management and
Business Administration» specialty 073 «Management»*

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MASTER'S PRE-DIPLOMA PRACTICE: TRAINING MANUAL FOR THE ORGANIZATION, PREPARATION, CONDUCT AND EVALUATION

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The manual contains general provisions regarding the organization and practice of students of the second (master's) level of higher education, specialty 073 «Management» of the educational and professional program «Management and Business Administration».

The methodological recommendations contained in the manual will help students to effectively organize work during practice, comprehensively research the enterprise – the basis of practice and prepare a report on practice, as well as systematize the material necessary for completing the tasks of the master's thesis.

The manual explains the purpose of the practice, its tasks and expected results. The practice program is presented, its main stages are described. The structure of the practice report, the requirements for its preparation are given. The criteria for evaluating practice are described.

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CONTENT

INTRODUCTION.....	4
1 PRACTICE: GENERAL PROVISIONS.....	7
1.1 Terms and duration of practice.....	7
1.2 Peculiarities of choosing an enterprise – the basis of practice.....	7
1.3 Documents required for practice.....	8
1.4 Sources of information about enterprises – bases of practice.....	10
1.5 Communication during practice.....	12
2 OBLIGATIONS OF PRACTICE MANAGERS AND INTERNS....	13
2.1 Duties of the head of practice from the university.....	13
2.2 Responsibilities of the practice manager from the enterprise.....	14
2.3 Obligations of the acquirer – intern.....	15
3 CONTENT OF PRACTICE.....	17
3.1 Purpose, tasks and results of practice.....	17
3.2 Practice program.....	19
3.3 Practice report: structure and features of preparation.....	24
4 REQUIREMENTS FOR FORMING THE PRACTICE REPORT..	25
5 FORMS OF CONTROL AND EVALUATION OF PRACTICE RESULTS.....	32
REFERENCES.....	37
APPENDICES	40
APPENDIX A. Agreement on the organization and conduct of the practice of applicants.....	40
APPENDIX B. Referral to practice.....	42
APPENDIX C. Form of notification of arrival for practice.....	43
APPENDIX D. Working program of internship.....	44
APPENDIX E. Practice diary.....	47
APPENDIX F. Sample title page of a practice report.....	53
APPENDIX G. The main indicators of the enterprise’s activity.....	54

INTRODUCTION

In the **Regulation on the organization of the educational process in Igor Sikorsky Kyiv Polytechnic Institute** notes, that the practical training of persons studying at the University, is carried out, as a rule, through their internship at enterprises, institutions and organizations that meet the conditions of the internship programs in accordance with the contracts concluded at the University [1, p. 43; 2].

Structural divisions of the University, which have the necessary equipment and correspond to practice programs, can also be used as **practice bases** for students.

The purpose of practical training is to master modern methods, forms of organization and tools of work in the field of their future professional activity by students of higher education, to form professional skills based on the acquired knowledge and experience of making independent decisions during specific work in real market and production conditions, to foster the need to systematically update their knowledge and creatively apply it in practical activities [1, p. 43].

Depending on the specific specialty, the goals of the educational program and/or the requirements of higher education standards, various types of practices can be conducted, for example: educational, technological, operational, design, economic, clinical, pedagogical, research, pre-diploma, etc. [1, p. 43].

The types of practice, their duration, volume and timing are determined by the standards of higher education and educational programs.

The content of all types of practices and the sequence of their implementation is determined by the program developed at the department in accordance with the curriculum in accordance with the educational-professional and educational-scientific training programs for students of higher education, considered by the scientific and methodical commission of the faculty (institute) and approved by the dean of the faculty, the director of the Institute.

The educational and professional program «Management and Business Administration» provides for students' practice [3].

Student practice is carried out in accordance with the standard of higher education of Ukraine in the specialty 073 «Management» of the second (master's) level of higher education [4], the educational and professional program «Management and business administration» of the second (master's) level of higher education [3], «Regulations on conducting internships for students of higher educational institutions of Ukraine» [5] and «Regulations on the procedure for conducting internships for students of higher education at Igor Sikorsky Kyiv Polytechnic Institute» [6].

The internship is aimed at [3]:

1) Formation of student competencies:

- the ability to conduct research at the appropriate level;
- the ability to communicate with representatives of other professional groups of various levels (with experts from other fields of knowledge/types of economic activity);
- skills in using information and communication technologies;
- the ability to abstract thinking, analysis and synthesis;
- the ability to choose and use management concepts, methods and tools, including in accordance with defined goals and international standards;
- the ability to analyze and structure organizational problems, make effective management decisions and ensure their implementation;
- the ability to identify problems of industrial enterprises, implement effective organizational changes aimed at the development of enterprises using the available resource potential, communication space, system interaction at all levels.

2) achievement of the following program learning outcomes:

- the ability to critically consider, choose and use the necessary scientific, methodical and analytical tools for management in unpredictable conditions;
- identify problems in the organization and justify the methods of solving them; organize and carry out effective communications within the team, with representatives of various professional groups and in an international context;
- apply specialized software and information systems to solve organizational management problems;

- to be able to communicate in professional and scientific circles in national and foreign languages;
- apply modern information technologies to manage changes in industrial enterprises, develop effective models of organizational development, digital business strategies.

The internship is the final stage of the student's preparation for the completion of the master's thesis, during which he performs independent research, creatively applying the acquired theoretical knowledge to solve applied organizational and management problems of the enterprise in a certain field of economic activity.

The materials obtained during the internship form the informational basis of the student's master's thesis.

1. PRACTICE: GENERAL PROVISIONS

1.1. Terms and duration of practice

According to the educational and professional program «Management and Business Administration», practice is provided in the third academic semester [3].

The duration of the internship is 8 weeks (14 ECTS credits/420 hours).

The specific terms of the internship are determined by the schedule of the educational process and the work curriculum.

1.2. Peculiarities of choosing an enterprise – the basis of practice

The enterprise (organization, institution) at which the applicant (student) undergoes practice is called **the practice base**.

Enterprises, institutions, organizations of various types of economic activity can be the bases of practice [6, p. 4], legal status, form of ownership, as well as structural subdivisions of the university, provided that they ensure full implementation of internship programs.

The determination of the bases of practice is carried out by the management of the educational units of the university on the basis of direct agreements with enterprises, institutions, organizations, as well as on the basis of agreements on partnership and cooperation [6, p. 4].

When determining potential bases of practice, several aspects should be taken into account: the requirements of the educational and professional program «Management and Business Administration», indicative topics of master's theses, the possibility of collecting financial, economic and managerial information about the enterprise, as well as the possibility of obtaining information about the enterprise's operating environment (market, competitors, regulatory policy of the state, etc.).

The applicant can independently propose a choice of practice base, but it should be coordinated with the practice supervisor from the university [6, p. 4].

Correspondence students undergo practice without separation from production according to an individual plan.

For foreign applicants, the bases of practice are defined in the relevant contract or agreement of the customer country, and therefore they can be located both on the territory of Ukraine and on the territory of the customer country [6, p. 4].

The practice base becomes the object of comprehensive and applied research of the applicant, the results of which are presented in the practice report and form the basis of the master's thesis. It is the practice at the enterprise that allows the student to study various aspects of its activity and form a comprehensive and deep understanding of problems, their causes, peculiarities of the enterprise's development, and its prospects.

1.3. Documents required for practice

The organization of students' practice and its completion involves the preparation of a number of documents

1. Agreement on the organization and implementation of the practice of recruiters in production, in institutions and organizations (APPENDIX A).

The cooperation of the university with enterprises – bases of practices, takes place on the basis of the relevant contracts on the conduct of practice. The contract (or its scanned version) filled out and signed by the head of the enterprise is submitted to the department no later than 20 days before the start of practice.

The distribution of applicants according to practice bases and the appointment of managers is carried out by the department of enterprise management and issued by the order of the dean of the faculty of management and marketing no later than 10 days before the start of the practice. After signing the order, changes in organizational matters of practice are not allowed.

2. Referral to practice (APPENDIX B) is the basis for enrolling the applicant for practice at a certain enterprise.

3. The notice of arrival for practice (APPENDIX C) is sent to the higher education institution no later than three days after the applicant's arrival at the enterprise.

4. The working program of practice (APPENDIX D) is the main document that defines the purpose, tasks and content of the applicant's practical training.

It is developed by the supervisor of the internship from the university together with the management of the enterprise, which is the base of the internship and the acquirer in accordance with the curriculum of the internship. The task of the practice program is to regulate the activities of applicants and practice managers during its completion.

The work program specifies the content of the applicant's practical training, taking into account the specifics of the practice base, the features of the educational and professional program, and the research topic.

5. Practice diary (APPENDIX E). The diary is kept during the entire period of practice and provides that applicants record all types of work performed in it every week.

At the end of the internship, the duly completed diary is signed by the internship manager from the enterprise and handed over to the department no later than one day before the end of the internship.

The practice diary should be calculated for 8 weeks.

On the title page of the diary, there must be two stamps from the enterprise certifying the applicant's arrival / departure to / from the practice base. At the end of the internship, the manager of the internship from the enterprise must provide a description of the applicant, put an assessment, signature and seal of the enterprise.

6. Written report on completion of practice. This is the main final document that provides an opportunity to analyze and evaluate the student's activities during the internship. The report reflects the results of the student's performance of the tasks of the work program during the entire period of practice.

The report is checked and approved by the internship manager from the company, evaluated in the characteristics (feedback) of the applicant's work in the

internship diary and submitted to the internship manager from the university one day before the end of the internship.

The form of the title page of the practice report is given in **APPENDIX F**.

The internship also involves the preparation of illustrative materials (**Microsoft PowerPoint** presentation preparation program is used) reflecting the main results of the internship.

The presentation is not a document, but is an integral part of the materials that must be prepared by the student.

The structure of the presentation should mainly reflect the structure of the practice report, but you can also use additional material that is not presented in the practice report.

When preparing a presentation, it is necessary to clearly indicate the names of tables, graphs, diagrams, text fragments should be clear and understandable. Slides should not be overloaded with information.

The artistic design of the presentation is chosen by the student independently.

The number of slides in a presentation can range from 12 to 20 or more.

When preparing the presentation, **it is necessary to consult with the scientific supervisor** regarding the structure of the material, the sequence of its placement, correctness of information, etc.

1.4. Sources of information about enterprises – bases of practice

The internship involves gathering information and studying information about the enterprise – founding documents, development strategies, investment plans, financial reports, reports on social responsibility, etc.

Students should keep in mind that **every company has an appropriate policy that regulates access to information**. On the sites, not all enterprises publish sufficiently large volumes of information, very often the information may be irrelevant.

An important source of information about the enterprise under study is the analytical online **system YouControl**, to which the Department of Enterprise Management offers access.

YouControl is an online analytical system that, from more than 180 sources, forms a complete dossier on every Ukrainian company based on open data, tracks changes and visualizes connections.

The system contains data for checking foreign companies. The technology makes it possible to obtain information about a natural person from official sources that is current at the time of the request in a few seconds. All students of the department have access to the **YouControl** online system from their own computers.

The following sources are **also used to collect information about the investigated enterprise**:

- website of the enterprise under investigation;
- electronic documentation of the enterprise;
- open electronic sources of information;
- electronic resources of the scientific library of Igor Sikorsky Kyiv Polytechnic Institute and others.

It is advisable for the student to focus on obtaining a sufficiently large array of possible information to which the company provides access. The presence of significant volumes of information will allow to form a deeper understanding of the enterprise, its problems and possible ways of solving them.

In the process of preparing a master's thesis, there may be a need for additional information that will no longer be available due to the completion of the internship, so it is important to clearly understand what information is needed and try to get it. Also, new ideas regarding the development of the enterprise may arise, and this will require appropriate information.

Foreign students who will do their internship outside of Ukraine can pay attention to relevant databases, analytical online systems, which are accessible in one or another country.

1.5. Communication during practice

Effective communication between the student and the internship manager from the university and the internship manager from the company is an important prerequisite for the effective completion of the internship and the preparation of relevant materials, and above all the internship report.

Internship may involve a different mode of communication – for example, a student may work directly at the company for several days, and perform certain work remotely on certain days. Therefore, before starting the practice, it is necessary to agree on the appropriate channels of communication.

The student's communication with the head of practice and company representatives can take place in asynchronous and synchronous modes [7].

In the asynchronous mode, e-mail, messengers or social networks act as means of interaction, which may be accompanied by certain interruptions during communications.

In the synchronous mode, communication participants are simultaneously in the web environment of distance learning (chat, audio, video conference, Skype, etc.) and interact without time delay.

The presence of the head of practice from the enterprise at the defense of the practice, and then at the defense of the thesis, is important. The Department of Enterprise Management has been practicing a similar policy for a long time.

2. OBLIGATIONS OF PRACTICE MANAGERS AND INTERNS

2.1. Duties of the head of practice from the university

The head of practice from the university must [6, 8]:

- jointly with the applicant to develop a working program of practice;
- to inform the applicant about the practice reporting system adopted at the department (writing a diary, submitting a written report, rating system and defense procedure);
 - to acquaint the head of the enterprise with the internship program and agree on the schedule of its completion;
 - to agree with the internship manager from the enterprise on the work program for the internship;
 - issue the applicant with an individual practice assignment;
 - conduct a briefing on the procedure for passing practice, on safety techniques and accident prevention;
 - to provide assistance to practice managers from the enterprise in the organization and conduct of theoretical classes, excursions and other events;
 - monitor the applicants' compliance with the rules of the internal labor regulations of the practice base;
 - at least once a week to check the keeping of diaries and drawing up of reports by the acquirers;
 - provide (if necessary) the possibility of remote management of the practice;
 - at the final stage of practice, check and sign diaries and reports;
 - to participate in the commission for the protection of practice.

2.2. Responsibilities of the practice manager from the enterprise

The duties of the head of the practice from the enterprise are as follows [6, 8]:

- to provide instruction on the implementation of the rules of safety, labor protection and fire safety under the personal signature of the applicant about familiarization;
- conduct a tour of the enterprise for applicants, familiarize them with the technology and organization of production (services), as well as contribute to obtaining information for the preparation of qualification work;
- to organize the practice of each applicant in accordance with the work program of the practice and in accordance with his calendar plan-schedule;
- to acquaint applicants with the organization of work at a specific workplace, the organization of production, labor and management in the service (department);
- explain to applicants the nature and purpose of the work being performed;
- entrust applicants with independent performance of work that corresponds to the content of the internship program;
- systematically check the correspondence of the entries made by the applicants in the diary, the nature and description of the work performed for the day, certify their completion with their signature;
- monitor compliance by the applicant with labor discipline and rules of internal procedure;
- to provide the applicant with a description and feedback from the manager of the company about the internship, to facilitate the correct design of the internship diary.

2.3. Obligations of the acquirer – intern

When preparing for practice, the applicant must [6, 8]:

- to receive an individual assignment from the manager on the completion of practice;
- coordinate the work program with practice managers;
- draw up an internship contract;
- to receive advice from the head of practice at the university about the content of the practice and the preparation of the necessary documents.

During your stay at the company:

- comply with the rules of the internal procedure and the requirements of the labor legislation on an equal basis with the employees of the enterprise;
- study and strictly observe the rules of labor protection, safety techniques and industrial sanitation;
- fully perform all tasks provided for by the practice program and the instructions of its supervisors;
- follow the instructions of the head of the practice, bear responsibility for the work performed;
- keep a diary according to the established form;
- to report weekly to the head of practice from the university about the work performed;
- not later than one day before the end of the internship, provide the supervisor of the internship from the university with a duly prepared report and diary of the internship.

Requirements for social activities of the recipient:

- worthily represent Igor Sikorsky Kyiv Polytechnic Institute, to adhere to generally accepted norms of behavior and morality in interpersonal relations;
- take into account and forecast the social aspects of the impact of one's own business activity on the employees of the organization, consumers and the image of the university;

- comply with the norms of ethics of business communication;
- maintain one's own business image, observing the proper appearance and style of business communication;
- develop leadership potential and entrepreneurship;
- self-management, setting life, professional, scientific goals and determining their priority.

3. CONTENT OF PRACTICE

3.1. Purpose, tasks and results of practice

The purpose, tasks and results of practice are determined by the educational and professional program «Management and Business Administration» of the second (master's) level of higher education, specialty 073 «Management».

The purpose of the internship is the professional and organizational and economic preparation of applicants for the completion of a master's thesis, namely: familiarization with the practical aspects of the emergence and development of a problem situation that is the subject of research when writing a master's thesis, collection of information materials, mastering modern methods in the field of the future profession, formation professional abilities and skills for making independent decisions while working in a real business environment [9].

According to the educational and professional program, the internship is focused on the formation of *general and special competencies in the students*, namely [3]:

1) *general competences*

- GC 1 – ability to conduct research at the appropriate level;
- GC 2 – ability to communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge/types of economic activity);
- GC 3 – skills in using information and communication technologies;
- GC 7 – ability to abstract thinking, analysis and synthesis;

2) *спеціальні (фахові) компетентності:*

- SC 1 – the ability to choose and use management concepts, methods and tools, including in accordance with defined goals and international standards;
- SC 9 – the ability to analyze and structure organizational problems, make effective management decisions and ensure their implementation;

- SC 13 – the ability to identify problems of industrial enterprises, implement effective organizational changes aimed at the development of enterprises using the available resource potential, communication space, system interaction at all levels.

The main tasks of practice are [9]:

- formation of information support of the master's thesis in accordance with the chosen object of research;
- preparation and processing of analytical materials for the execution of a master's thesis, including on the activities of similar enterprises, competitors, the state and prospects of market development;
- critical analysis of the main types of regulatory, informational, reporting and statistical materials and documents related to the process of managing the production activities of the enterprise and familiarization with the practice of their application;
- a critical understanding of the specifics of the functioning of the researched enterprise – the practice base, as well as the adaptation of theoretical provisions, methodological tools presented in special literature on management and business administration to the operating conditions of a specific enterprise;
- development and substantiation of recommendations for improving the production and economic activity of the enterprise;
- conducting calculations and evaluating the effectiveness of management measures proposed to improve the production and economic activity of the enterprise – a practice base;
- presentation of research materials in a practice report.

The tasks of practice, as an educational component of the educational and professional program, are realized through the achievement of the following program results [3]:

- PLO 1 – critically consider, select and use the necessary scientific, methodical and analytical tools for management in unpredictable conditions;

- PLO 2 – identify problems in the organization and justify the methods of solving them;
- PLO 7 – to organize and carry out effective communications within the team, with representatives of various professional groups and in an international context;
- PLO 8 – use specialized software and information systems to solve organizational management problems;
- PLO 9 – to be able to communicate in professional and scientific circles in national and foreign languages;
- PLO 16 – apply modern information technologies to manage changes in industrial enterprises, develop effective models of organizational development, digital business strategies.

3.2. Practice program

The internship program contains *a list of the main types of research (tasks)* that the applicant must complete during the internship [9].

These include:

- organizational and economic characteristics of the enterprise and its environment;
- study of trends in the development of enterprises and peculiarities of their activity (in a certain field);
- determination and justification of directions for improvement of the company's activity in a certain area (individual task).

During the internship, applicants must familiarize themselves with the *company's charter, the main legal documents governing its activities, the form of ownership and types of activities, financial statements (as well as other available reports that reveal certain aspects of the company's activities)* and the results of production and economic activities.

An important stage of the acquirer's work is *the collection, analysis and study of information materials* that characterize the enterprise's activity in a certain field, which constitutes the content of the acquirer's **individual task** and is the basis of his future dissertation research.

Content of the main stages of work:

1. Organizational and economic characteristics of the enterprise and its environment.

General characteristics of the enterprise:

- determine the organizational and legal form of enterprise management, specify its main features; indicate possible changes in the organizational and legal form of the enterprise in previous years;
- briefly describe the main stages of the development of enterprises in the historical aspect, their features;
- describe the organizational structure of enterprise management;
- reveal the main aspects of the company's strategy, its mission, development goals, areas of activity;
- briefly describe the organizational culture;
- describe the structure and types of products (services) provided by the enterprise;
- to analyze the enterprise's business partners, their interaction;
- create a table of the main indicators of the company's activity over the past five years (an approximate list of indicators is provided in **Appendix G**), individual groups of indicators can be indicated with the help of graphs, diagrams, and appropriate conclusions can be drawn;

Analysis of the branch market of the company's functioning:

- to analyze the main indicators of the development of the industry to which the investigated enterprise belongs;
- reveal the general development trends of the relevant industry on a national and global scale;

- to analyze the operating environment of the enterprise under study, to determine its characteristic features;
- characterize the place of the researched enterprise in the industry market;

2. Study of trends in the development of enterprises and peculiarities of their activity (in a certain field).

The main attention should be focused *on a more detailed study of a certain area of the company's activity, in accordance with the subject of the applicant's master's thesis*, for example: strategic management, resource provision, operational activity, business processes, personnel potential, risk management, anti-crisis management, financial stability, economic security, restructuring, sustainable development, etc.

It is necessary *to analyze the development trends of the enterprise in a certain field of activity* (corresponding to the field of the selected enterprise) using a system of relevant indicators. At the same time, the analysis of indicators should be carried out taking into account their dynamics over a certain period (preferably 5 years). The analysis of indicators must be accompanied by appropriate explanations – explain the trends of changes in certain indicators, relevant reasons, etc.

It is also necessary *to reveal the specifics of the enterprise's activity in a certain field* (according to the field of the selected enterprise) – available resource support, specifics of its formation and use, production infrastructure, technical and technological base, financial and investment resources, their formation, distribution, personnel resources, information support, development of innovative potential, sphere of economic security of the enterprise, etc.

Particular attention should be paid *to the diagnosis of the management activity of the enterprise* – approaches, methods, management tools used in the enterprise to solve certain tasks, peculiarities of decision-making, their implementation, organizational culture, principles of management policy in general, etc.

Particular attention should be paid *to identifying problems in one or another area of the enterprise's activity*, explaining the nature of the identified problems, and their possible consequences. It is necessary to reveal the features of the company's

management policy aimed at solving the identified problems, evaluate its effectiveness, and draw conclusions.

3. Determination and substantiation of directions for improvement of the company's activity in a certain area (individual task).

Proposals can relate to various areas of activity – managerial, production, economic, innovative, social, commercial, etc.

The development of the areas of activity is based on the results of the analysis and the study of the experience of domestic and foreign enterprises of the relevant profile.

The performance of this task involves:

- determination of specific directions for improving the company's activities, as well as approaches, methods, and tools that must be implemented;
- describe and economically justify the program of measures to improve the company's activities;
- provide suggestions for ensuring the effective implementation of the proposed program.

The program for improving the management of activities is developed in accordance with the **individual task** of the acquirer.

Examples of **individual tasks** are given in the table. 3.1.

Table 3.1 – Examples of individual practice tasks [10,11]

Direction task	Content of the task
Task 1. Management competitiveness enterprises in the conditions of modern challenges	Investigate modern approaches to managing the competitiveness of an industrial enterprise, methods of assessing competitiveness, and mechanisms for ensuring it. Analyze the existing management system. competitiveness of the enterprise, identify its strengths and weaknesses. Assess the level of competitiveness of the enterprise, identify problems in the field of ensuring the competitiveness of the enterprise taking into account modern challenges, justify the relevant conclusions. To propose and economically substantiate proposals for improving the management system of the enterprise's competitiveness. Assess possible changes in the competitive development trends of the enterprise as a result of the implementation of proposals

Task 2. Management production activity enterprises in conditions of limited resources	Describe the management subsystem of the enterprise's production activities (management structure, production divisions, their number and location). To reveal the approaches to the management of the production activity of the enterprise, the peculiarities of the production strategy. Analyze trends in the development of the enterprise's production activity (dynamics of production volumes and product sales, product assortment, product structure, quality level, product profitability indicators). To evaluate the production capacity of the enterprise, the possibilities of expansion of production activity. To estimate the reserves of expansion of production activity of the enterprise. To identify problems in the field of management of production activities of the enterprise. Propose and economically justify proposals for improving the management system of the enterprise's production activities. Assess the possibilities of development of the production activity of the enterprise as a result of the proposed proposals
Task 3. Management of the strategic development of the enterprise in conditions of instability of the external environment	To study the system of strategic management of the enterprise, to reveal the features of the basic strategy of the development of the enterprise. Describe competitive and functional strategies. To analyze the trends of strategic development of the enterprise (dynamics of production volumes and sales of products, the position of the enterprise in individual markets, changes in the structure of the assortment of products, etc.). Assess the effectiveness of managing the strategic development of the enterprise. To carry out a strategic analysis of the enterprise, to identify problems of strategic development of the enterprise. Propose and economically justify proposals for improving the management system of strategic development of the enterprise. Assess the possibilities of strategic development of the enterprise as a result of the proposed proposals
Task 4. Anti-crisis management of the enterprise	Research modern approaches to anti-crisis management of the enterprise, methods of identifying crisis phenomena and anti-crisis management. To characterize the enterprise management system, the subsystem of anti-crisis management, to determine its characteristic features. Analyze the development trends of the enterprise, justify the relevant conclusions. Carry out an anti-crisis analysis of the enterprise. Identify the problems of enterprise development, the nature and peculiarities of crisis phenomena. Propose and economically substantiate proposals for improving the enterprise's anti-crisis management system. Assess possible trends in the development of the enterprise as a result of the proposed proposals
Task 5. Management of enterprise personnel development	To reveal modern approaches to managing the development of the company's personnel. Research the personnel development management system, identify its advantages and disadvantages. To characterize the features of the personnel management strategy, to evaluate the effectiveness of its implementation. Analyze the dynamics and structure of costs directed to the development of the company's personnel, draw conclusions. Identify problems in the field of personnel management of the enterprise. Propose and economically justify proposals for improving the company's personnel development management system. Assess the prospects for the development of the company's personnel as a result of the proposed proposals

3.3. Practice report: structure and features of preparation

The practice report must correspond to the content of the practice. The structural parts of the report and their scope are given in the table. 3.2.

Table 3.2 – Structural parts of the practice report

Structural parts	Number of pages
Title page (Appendix F)	1
CONTENT	1
INTRODUCTION	1-2
1 ORGANIZATIONAL AND ECONOMIC CHARACTERISTICS OF THE ENTERPRISE AND ITS ACTIVITY ENVIRONMENT	10-13
1.1. General characteristics of the enterprise	
1.2. Research of the branch market of enterprise functioning	
2 STUDY OF THE DEVELOPMENT TENDENCIES OF THE ENTERPRISE AND THE FEATURES OF ITS ACTIVITIES IN A CERTAIN FIELD	10-13
2.1. Assessment of enterprise development trends	
2.2. Diagnostics of the management activity of the enterprise	
2.3. Determination of problems of enterprise development	
3 DETERMINATION AND JUSTIFICATION OF DIRECTIONS FOR IMPROVING THE ENTERPRISE'S ACTIVITIES IN A CERTAIN FIELD (INDIVIDUAL TASK)	10-13
3.1. Directions for improving the company's activities and approaches to their implementation	
3.2. Description and economic justification of the program of measures to improve the company's activities	
3.3. Proposals for ensuring the effectiveness of the implementation of the proposed program	
CONCLUSIONS	1-2
REFERENCES	up to 20 sources
APPENDICES	depending on the need

4. REQUIREMENTS FOR FORMING THE PRACTICE REPORT

It should be borne in mind that 2-3 days are given for drawing up the report at the end of the internship, which should be reflected in the schedule of the internship.

The preparation of the report must meet the requirements for scientific works according to the state standard DSTU 3008:2015 «Reports in the field of science and technology. Structure and design rules» [12].

The text of the report is typed on a computer with **1.5 line intervals** (29-30 lines on a page), printed using a printer on one side of a **sheet of white A4 paper** (210x297 mm); **the font of the text editor is Times New Roman, size 14 mm.**

Margins:

- on the left – at least 25 mm;
- on the right – at least 10 mm;
- at the top and bottom – at least 20 mm;
- paragraph – 15 mm.

The print font should be clear, the density of the text should be the same.

Each structural part of the report begins with a new page. Headings of the structural parts «**CONTENTS**», «**INTRODUCTION**», «**CONCLUSIONS**», «**LIST OF REFERENCES**» are printed in capital letters, symmetrical to the text in the center of the page (without a dot). These components of the report are not numbered.

At the beginning of the chapter, the word «CHAPTER» is omitted and its serial number is placed without a dot, and then the title of the chapter is printed in capital letters.

Chapters are numbered with Arabic numerals (**1, 2, 3**).

The structural element «**CONTENTS**» is placed after the abstract, starting on the next page.

Subchapters

Subchapter names are printed in the order of placement of the text (not from a new page).

Subchapters are numbered within each chapter. The subchapter number consists of the chapter number and the serial number of the subchapter, between which a dot is placed.

There is no dot at the end of the subchapter number. *For example: «2.3 Analysis of the management system of the enterprise» is the third subchapter of the second chapter.*

The distance between the title and the subsequent or previous text should be at least two line intervals.

Example

1 ORGANIZATIONAL AND ECONOMIC CHARACTERISTICS OF THE ENTERPRISE AND ITS ACTIVITY ENVIRONMENT

1.1 General characteristics of the enterprise

In the conditions of a competitive environment, the development of any enterprise is determined by.....

Designing links to information sources

In the text of the report, the student must give references to the sources from which the materials are cited. In the case of a direct quotation, the quotation is enclosed in quotation marks. If an indirect quotation is given, it is necessary to accurately state the author's thoughts and give appropriate references to the source. References are given immediately after the end of the quotation in square brackets, where the serial number of the source in the list of references and the corresponding page of the source are indicated (for example – [6, p. 22] – means that information is used from the source number 6 in the list of references, which is located at page 22).

References in the text to sources are given in square brackets indicating the source and page. The first number in square brackets corresponds to the source number in the list of used sources, the second to the page number (for example, [24, p. 85]).

The list of used sources includes only those publications of domestic and foreign scientists and practitioners that are referenced in the work. ***All sources are indicated in the original language.***

When compiling the list of used sources, it is necessary to adhere to the national standard DSTU 8302-2015 Bibliographic reference. General provisions and rules of compilation [13].

Page numbering

The pages of the report are numbered with Arabic numerals in the upper right corner without a dot period, with preservation of the through-numbering of the entire text, font TNR, 12 kegel. All pages are numbered, except for the title page, assignment, abstract and table of contents. That is, the page numbering is placed starting with «INTRODUCTION», the page number is the sheet that occupies the introduction, taking into account the number of pages starting from the title page.

Preparation of supporting materials for the report

Supporting materials are: *illustrations* (diagrams, diagrams, graphs, etc.), *formulas, tables, appendices*.

Drawings are marked with the word «Figure» and numbered consecutively within each chapter, except for those presented in the appendices.

The illustration number consists of the chapter number and the sequence number of the illustration followed by a dot. For example, Figure 1.2 is the second figure of the first chapter. *The name of the figure is printed with a capital letter and placed under it in the middle of the line*, for example, «Figure 4.1 – Positions of the SSI company in 2020 on the domestic and foreign markets (by areas of activity), %» (example, Fig. 4.1).

The number, name of the drawing and explanatory captions are placed sequentially under the illustration.

In the textual part of the report, the abbreviation of the word figure is used, replacing it with a fig.: «Positions of the SSI company in 2020 on the domestic and

foreign markets (by areas of activity), are shown in fig. 4.1». When referring, the following expressions should be used: «see Fig. 4.1», «according to fig. 4.1».

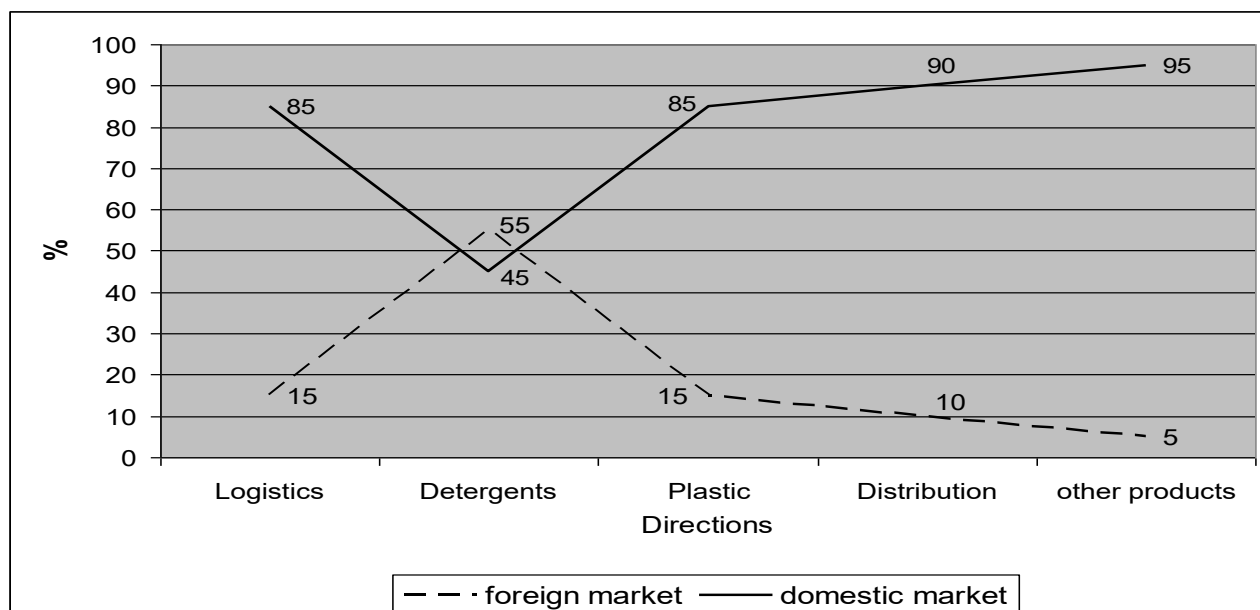


Figure 4.1 – Positions of the SSI company in 2020 on the domestic and foreign markets (by areas of activity), %

(calculated by the author on the basis of new data of the SSI company)

or Source: [15]

or (based on [15])

Tables and figures should be listed immediately after the text where they are mentioned for the first time or on the next page.

Tables and figures placed on separate pages of the work are included in the total page numbering, and those whose size is larger than A₄ format are recommended to be placed in the appendices.

Tables are numbered with Arabic numerals through numbering within the chapter, with the exception of the tables listed in the appendices.

The table number consists of the chapter number and the serial number of the table, separated by a dot. For example, Table 2.1 is the first table of the second chapter.

Tables and figures should be listed immediately after the text where they are mentioned for the first time or on the next page.

Inside the table, use Times New Roman font, 12 point, line spacing – 1.

The name of the table is printed with a capital letter and placed above the table with a paragraph indentation (example: table 4.1).

In the text part of the report, the abbreviation of the word table is used, replacing it with a tbl.: «The structure of investment costs of the SSI company aimed at development projects during 2015-2018 is given in the tbl. 4.1».

Table 4.1 – The structure of investment costs of the SSI company aimed at development projects during 2015-2018, in millions of US dollars

Areas of investment	Periods			
	2015	2016	2017	2018
Modernization of production processes	1,2	0	0	0,7
Extension of vehicles	2,4	0,5	0,5	0,9
Implementation of quality Control systems	0,2	0,3	0	0
Development of management information systems in the company	0	0	0,3	0
Training of employees	0,2	0,1	0,25	0
The total amount of financial resources	4	0,9	1,05	1,6

Calculated by the author on the basis of the data of the SSI company

or Source: [12]

Note: If the table is borrowed, the word «Source» and a link to the original source must be indicated at the end of the table.

In the case when the table is built on the basis of data calculated by the author, then at the end of the table it is necessary to write: «Calculated by the author on the basis of data...» and indicate the statistical authorities or organization that reports.

Notes. Notes are provided in the work if there is a need for explanations to the text, tables, figures. Notes are provided directly after the text, under the figure, under the main part of the table (within its limits).

The word «Note» is printed with a 12-point pen through one line spacing from a paragraph indent from a capital letter with a dot at the end, in the same line through a space from a capital letter, the text of the note is printed in the same font.

Formulas are numbered within the chapter. The number of the formula consists of the number of the chapter and the serial number of the formula in the chapter, separated by a dot.

The number of the formula is indicated at the level of the formula in round brackets in the extreme legal position, for example: (2.1) (the first formula of the second chapter).

References to formulas are given by the serial number of the formula in parentheses, for example: «... in formula (2.1)». Explanations of the values of the symbols and numerical coefficients of the formula are given below it in the sequence in which they are presented in the formula, and the value of each symbol and numerical coefficient is written on a new line. The first line of the explanation begins with the word «de» without a colon. Each formula is separated from the text by one free line.

Example. The critical volume of production (in units of production) – the break-even point ($Q_{n.pr.}$) is calculated according to formula 2.1:

$$Q_{n.pr.} = \frac{TFC}{AR - AVC}, \quad (2.1)$$

where, $Q_{n.pr.}$ – critical volume of production in value terms;

TFC – fixed costs for the production of products;

AR – average income (income per unit of production);

AVC – average variable costs (per unit of production).

Appendices are drawn up as a continuation of the report on its following pages, placing them in the order of appearance of references in the text. *Each application is printed from a new page.*

Symmetrically to the text (in the center) of the line, the word «APPENDIX» (but without the number sign) and a capital letter denoting the appendix are printed in capital letters. For example: «APPENDIX B». Appendices are denoted by capital letters A, B, C, D, I, F, G and so on.

The appendix must have a title, printed in lowercase letters from the first capital letter, symmetrically relative to the text of the page. If the content of the application does not fit on one page, then on the next page, the paragraph says «Continuation of the application...».

Figures, tables, formulas in the text of the appendices must be numbered within each appendix, starting with the letter that denotes the appendix, for example, Figure A.3 is the third figure of Appendix A; table A.2 – the second table of appendix A; formula (A.1) is the first formula of Appendix A.

5. FORMS OF CONTROL AND EVALUATION OF PRACTICE RESULTS

During practice under the educational and professional program «Management and Business Administration», a system of monitoring the implementation of individual sections and the practice program as a whole is used.

The work of the applicants is monitored from two sides – *the practice managers from the enterprise* and *the graduation department*.

Attendance by applicants to practice bases, compliance with the company's operating regime and the practice schedule established by the department are monitored.

The internship schedule is recorded in the internship diaries and confirmed by the signatures of the internship supervisors from the company and the university.

After the end of the practice period, the applicants report on the implementation of the *practice program* and the *individual task*. The form of reporting is a written **report**, which is signed and evaluated by the head of practice from the enterprise.

The written report, together with other documents established by the university and specified in the work program of the internship, are submitted for review to the supervisor of the internship from the university [6].

The report must meet the requirements established by the graduation department and contain information on the implementation of all sections of the practice program, individual assignments, conclusions, a list of the literature used, etc. (in more detail, the structural sections of the report are presented in Table 5.1 of this manual).

The applicant defends the report in front of a commission appointed by the head of the department, which includes the head of practice from the graduate department and (if possible) the head of the practice base.

The defense of the report based on the practice takes place in the last days of its completion or at the university within the first ten days after the end of the practice [6].

The rating evaluation system (RES) of the results of the internship was developed in accordance with the Regulation «On the evaluation system of training results at Igor Sikorsky Kyiv Polytechnic Institute» [14]. For educational components with the form of semester control «credit», the second-type RES (RES-2) applies.

RES of the acquirer consists of two components:

- *starting* – evaluation of the applicant's work by practice managers from the company and the university;
- *final* – evaluation of practice results by the semester control committee.

The starting component of the rating evaluates the work of the applicant based on the analysis of the types of work performed, provided for in the work program and reflected in the practice diary.

The minimum value of the starting component is 36 points, *the maximum* is 60 points.

A candidate who has not scored 36 points is not allowed to defend the practice.

The work of the applicant during the entire period of practice is evaluated *according to the following criteria:*

- «*excellent*», the applicant fully performed the duties of an intern applicant, defined in clause 2.3 of this training manual – 55-60 points;
- «*good*», the applicant allowed isolated minor violations in the performance of duties of the applicant-intern, defined by clause 2.3 of this training manual – 50-54 points;
- «*satisfactory*», the applicant allowed violations in the performance of the duties of the applicant-intern, defined in clause 2.3 of this training manual – 45-49 points;
- «*sufficiently*» the applicant allowed significant violations in the performance of the duties of the applicant-trainee, defined by clause 2.3 of this training manual – 36-44 points;
- «*unsatisfactory*» – the acquirer did not fulfill the duties of the acquirer-trainee, defined in clause 2.3 of this training manual – 0 points.

The final component of the rating evaluates:

1) *internship report*, minimum score – 12, maximum – 20.

Report evaluation criteria:

- «*excellent*», the internship program is completed in full, the report fully complies with the internship work program and the requirements for its preparation, contains detailed factual information about the investigated enterprise, correct and detailed calculations and conclusions – 20 points;

- «*very good*», the internship program is completed in full, the report corresponds to the internship work program and the requirements for its preparation, contains sufficient factual information about the investigated enterprise, calculations or conclusions have minor inaccuracies or are not fully justified – 18-19 points;

- «*good*», the internship program is completed, the report corresponds to the internship work program, but the actual information about the investigated enterprise is incomplete, there are minor errors in calculations, conclusions, there are inaccuracies in the design – 16-17 points;

- «*satisfactory*», the internship program is not fully completed, the report partially corresponds to the internship work program, the actual information about the investigated enterprise is incomplete, there are errors in the calculations, the conclusions are inaccurate, the design does not meet the requirements – 14-15 points;

- «*sufficiently*» the internship program is not fully completed, the report partially corresponds to the internship work program, the actual information about the investigated enterprise is incomplete, or there are significant errors in calculations or conclusions, the design does not meet the requirements – 12-13 points;

- «*unsatisfactory*» – the report does not meet the requirements for receiving a rating of «*sufficient*» – 0 points.

2) *practice defense*, the minimum score is 12, the maximum score is 20.

Defense evaluation criteria:

- «*excellent*», the presentation fully reflects the results of the practice and is well designed, the winner has an excellent command of the material, provides detailed and correct answers to all questions of the commission – 20 points;

- «very good», the presentation fully reflects the results of the practice and is well designed, the winner knows the material, provides correct answers to most of the commission's questions –18-19 points;
- «good», the presentation reflects the results of the practice, it is well designed, the winner generally has the material, although he gives incorrect or inaccurate answers to certain questions of the commission – 16-17 points;
- «satisfactory», the presentation does not fully reflect the results of the practice, the applicant has partial knowledge of the material, gives incorrect or inaccurate answers to individual questions of the commission – 14-15 points;
- «sufficient», the presentation does not fully reflect the results of the practice, the applicant does not have a good command of the material, gives incorrect answers to the commission's questions – 12-13 points;
- «unsatisfactory» – the report does not meet the requirements for receiving a rating of «sufficient» – 0 points.

The maximum score for practice is 100 points.

The sum of rating points received by the applicant is converted into a grade on the university scale according to the table. 5.1.

The assessment for the practice defense is entered in the electronic assessment and examination list in the «Campus» system and the applicant's assessment book.

Table 5.1 – Practice rating scale

Amount of points	Rating
95-100	Excellent
85-94	Very good
75-84	Good
65-74	Satisfactory
60-64	Sufficiently
Less than 60	Unsatisfactory
Did not appear	

A candidate who has not completed the internship program without valid reasons may re-pass the internship upon fulfilling the conditions determined by the department.

The applicant who received a negative assessment for practice during the submission of the commission is deducted from the Igor Sikorsky Kyiv Polytechnic Institute.

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APPENDICES

APPENDIX A

Agreement on the organization and conduct of the practice of applicants

Agreement № _____ Practical training of a student at the Enterprise (Organization)

« ____ » _____ 20 ____

National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute», on behalf of Dean of Faculty of Management and Marketing Maryna Kravchenko, his actions are coordinated with the principles of the Rector's warrant N 16 from December 28, 2022, the hereinafter referred to as "Igor Sikorsky KPI" on the one part, and _____
company name, its legal address
(Organization)

_____ on behalf _____
(country) (Name, position)

hereinafter referred to as "Base of practical training", on the other part have made the real agreement about organization and carrying out student practical training.

1.OBLIGATIONS OF THE BASE OF PRACTICAL TRAINING:

1.1. To take the student to practice according to the schedule:

(student's name)						
N	Field of study, specialty	Year of studying	Type of practical training	Number of students	Dates	
					Start	End
1	Management and business administration	6	scientific research	1	September 1, 2023	October 28, 2023

1.2. To send to Igor Sikorsky KPI a message about starting of the practice of the student.

1.3. To provide the student with qualified specialist of the Base of practical training for advice and control of practical training process.

1.4. To create necessary conditions for fulfillment of practical training curriculum.

1.5. To provide a student in safety conditions at his work place. To provide a student with necessary safety-notice for a workshop or other industrial premises. To carry out Instructions on Labour protection and accident prevention (before practical training and during it). To provide a student (according to the conditions of work) with necessary clothes and working instrument (if necessary).

1.6. To provide students with the opportunity to use laboratories, offices, workshops, libraries, and documentation required for program fulfillment.

1.7. To provide control during working day of trainee. To inform Igor Sikorski KPI immediately about all student's violations of labor discipline, of internal regulations and other violations.

1.8. After practical training a student should be given characteristics and estimation of fulfillment of program, the report from Base of practical training.

ADDITIONAL CONDITIONS

2. OBLIGATIONS OF THE IGOR SIKORSKY KPI:

- 2.1. To refer student to the Base of practical training within the time specified in the schedule.
- 2.2. Two months before the start of practice to submit a program of practice.
- 2.3. To determine qualified supervisor from the Igor Sikorsky KPI.
- 2.4. To provide student with necessary methodical materials and to control over passage of practice by students.

ADDITIONAL CONDITIONS

3. TERMS

- 3.1. The parties are responsible for their duties of organizing and carrying practical training in accordance with the labor laws of Ukraine.
- 3.2. All legal controversies arising between the parties to the Agreement shall be resolved in due course.
- 3.3. The Agreement comes into force after the signature of the Igor Sikorski KPI, on the one part, and the Base of practical training, on the other part and will be in force up to the final date of Practice. Amendments should be made by letter if necessary.
- 3.4. The real agreement is drawn up in 2 copies in English and Ukrainian languages.
- 3.5. LEGAL ADDRESSES OF BOTH PARTS:

Igor Sikorsky KPI: 03056, Ukraine, Kyiv, Prospect Peremogy 37, tel. (044) 204-98-66

Base of practical training: company name, its legal address

Igor Sikorsky KPI:

Dean

_____ (_____)

signet

« _____ » _____ 20 _____

Base of practical training:

Supervisor

_____ (_____)

signet

« _____ » _____ 20 _____ .



APPENDIX B

Referral to practice

42

APPENDIX C
Form of notification of arrival for practice

Form of notification of arrival for practice
(Sent to the higher educational institution no later than three days after the student's arrival at the
enterprise (organization, institution) / start practice)

Corner stamp
(enterprises, organizations, institutions)

MESSAGE

2nd year student of the Faculty of Management and Marketing of the National
Technical University University of Ukraine «Ihor Sikorsky Kyiv Polytechnic
Institute» specialty 073 «Management» EPP «Management and business
administration» _____

(surname, first name, middle name)

arrived « ____ » _____ 20 ____ to _____
(name of enterprise, organization, institution)

and began to practice.

By order of the enterprise (organization, institution) from « ____ » _____ 202__
№ _____ the student is enrolled in the position _____

The head of practice from the enterprise (organization, institution) is appointed

(position, name, surname)

Head of the enterprise

(signature)

(position, surname, first name, patronymic)

St.

« ____ » _____ 202__

Head of practice from the university

(signature)

(position, surname, first name, patronymic)

St.

« ____ » _____ 202__

APPENDIX D
Working program of internship

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

National Technical University of Ukraine
«Ihor Sikorsky Kyiv Polytechnic Institute»

03056, Kyiv, 37 Peremohy Avenue; tel. (044) 204 85 10

Faculty of Management and Marketing

«Approved»

Dean of FMM

_____ Maryna KRAVCHENKO

« ____ » _____ 20__

ST

Chief specialist of the enterprise: ____ first name SURNAME « ____ » _____ 20__	Head of the department: ____ Victoria DERGHACHOVA « ____ » _____ 20__
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WORKING PROGRAM

passing practice

student of the 2nd year studying at educational and professional program

«Management and business administration»

in the period from « ____ » _____ 20__ till « ____ » _____ 20__

at the enterprise _____
(name of the company)

(surname, first name, patronymic of the student)

1. the purpose of the practice:

development of professional competence of applicants by approbation of theoretical knowledge acquired during training, familiarization with the experience of enterprise management, development of practical skills for analyzing problems of enterprise development and carrying out independent scientific research in accordance with the topic of the master's thesis.

2. the main tasks of the practice:

- describe the organizational and legal form of business, reveal the mission, main tasks, spheres of activity, types of products or services provided by the enterprise, their features;
- to investigate the organizational structure of enterprise management, to determine its features;
- analyze the enterprise's business partners and their interaction;
- to form a table of the main indicators of the enterprise's activity for the past five years, based on which to make a general assessment of the enterprise's economic activity;
- to analyze the main indicators of the development of the industry to which the investigated enterprise belongs, to determine its trends;
- to analyze the competitive environment of the enterprise, to determine its place in the market, to characterize the trends of the enterprise's positioning;
- to investigate the company's development strategy, to determine the specifics of its implementation, to characterize the business and functional strategies of the company, to build a pyramid of company strategies;
- carry out diagnostics of the internal environment of the enterprise, justify the relevant conclusions;
- carry out an assessment of the strategic potential of the enterprise's development;
- carry out diagnostics of the external environment of the enterprise, justify the relevant conclusions;
- to build a matrix of SWOT-analysis of the enterprise, to determine strategic alternatives for the development of the enterprise;
- identify and substantiate strategic problems of enterprise development, propose a system of solutions aimed at solving them.

3. individual task: «Formation of the strategic development management system of the enterprise»:

- identify the system of strategic management of the development of the enterprise, carry out its diagnostics, identify problems in the management system;
- evaluate the effectiveness of managing the strategic development of the enterprise, justify the relevant conclusions;
- to propose and justify directions for the formation of a system of strategic management of enterprise development, to reveal possible mechanisms of their implementation.

4. Practice schedule:

№	Content	Deadline
1	Collection and systematization of information about the enterprise. Analysis of the activity of the enterprise-base of practice: general characteristics and operational activity	01.09.2020-06.09.2020
2	Analysis of the activity of the practice base enterprise: material and technical level, technological level, financial condition over the last 5 years	07.09. 2020-13.09.2020
3	Analysis of the main indicators of the industry, to to which the investigated enterprise belongs, determination of the trend of its development	14.09.2020-20.09.2020
4	Diagnostics of the enterprise management system, identification of problems in the strategic management system of enterprise development	21.092020-27.09.2020
5	Diagnostics of the internal and external environment of enterprises, identification of problems of enterprise development	28.09.2020-04.10. 2020
6	Justification of directions of strategic development of the enterprise. Development of the strategic development project of the enterprise under study	05.10. 2020-11.10.2020
7	Economic justification of the project. Assessment of strategic advantages of project implementation	12.10. 2020-18.10.2020
8	Development of proposals to ensure the effectiveness of management of the implementation of the company's strategic development directions. Completion of the final practice report	19.052020-25.10 .2020

Head of practice
from Igor Sikorsky Kyiv Polytechnic Institute

(position, surname, signature)

APPENDIX E
Practice diary

NATIONAL TECHNICAL UNIVERSITY OF UKRAINE
«IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE»

PRACTICE DIARY

Student _____
Faculty of Management and Marketing
Department of Management
Second (Master's) level of higher education Master's degree
Specialty 073 «Management»,
Specialization «Management and Business Administration»
_____II_____ course, group UV-92MP _____

ORDER

Student _____ is sent
to _____ for
(the name of the company) (the name of the city)

passing practice _____
(the name of the practice)

from « ____ » _____ 20__ till « ____ » _____ 20__

Dean (Director) _____

Stamp

Head of practice from the university:

(position, surname, name, patronymic)

Student _____

To practice:

arrived:

dropped out:

« ____ » _____ 201__

« ____ » _____ 201__

Head of the company _____

P.S.

Signature

P.S.

Signature

Head of practice from the enterprise _____

INDIVIDUAL PRACTICE TASK

Theme _____

Content_____

CALENDAR SCHEDULE OF TRAINING

[illegible]

Supervisors of Practice:

from the university _____
(signature) (surname and initials)

from the company _____
(signature) (surname and initials)

WORKING RECORDS DURING THE PRACTICE

_____ week of practice

_____ week of practice

_____ week of practice

WORKING RECORDS DURING THE PRACTICE

_____ week of practice

_____ week of practice

_____ week of practice

_____ week of practice

_____ week of practice

RESPONSE AND ASSESSMENT OF STUDENT'S WORK IN PRACTICE

Head of practice from the enterprise

_____ (the company name)

(signature)

(surname and initials)

P.S.

« _____ » _____ 20__

REVIEW OF PERSONS WHO TESTED THE PROCESS

CONCLUSION

The date of the test « _____ » _____ 20__ y

Mark:

On a national scale _____
(in words/словами)

Scores _____
(in numbers and in words/цифрами і словами)

On the scale of ECTS _____

Head of practice from a higher
education institution _____

(signature, surname and initials)

APPENDIX F
Sample title page of a practice report

Faculty of Management and Marketing

Department of Enterprise Management

REPORT

about the internship of a student of the second (master's) level of higher education,
specialty 073 «Management» educational and professional program «Management
and business administration»

for the period from « ____ » _____ 20__ till « ____ » _____ 20__

Practice base _____

Performed by a student of the 6th year, group _____
(surname, first name, middle name)

Head of practice from the department _____
(position, surname, first name, middle name)

Rating:

on a national scale _____ number of points

According to the ECTS scale _____ in words

Kyiv – 2023

APPENDIX G

The main indicators of the enterprise's activity

The main indicators of the enterprise's activity, 20__ - 20__ years

№	Indexes	Unit of accounting	20__	20__	20__	Growth rate, %
1	Income from sales products (goods, works, services)	thousand hryvnias				
2	Net income from sales products (goods, works, services)	thousand hryvnias				
3	Output of products in natural terms	thousands of units				
4	The number of personnel	persons				
5	The number of industrial and production personnel, including: workers managers, specialists specialists technical employees	persons				
		persons				
		persons				
		persons				
6	The number of personnel employed in the non-industrial sector	persons				
7	Average annual output per employee	thousand hryvnias				
8	Salary fund	thousand hryvnias				
9	Average annual salary per employee	thousand hryvnias				
10	Operating expenses	thousand hryvnias				
11	Operating expenses for one hryvnia commodity products	hryvnias				
12	Return on funds	hryvnias				
13	Cost of goods sold	thousand hryvnias				
14	Profit from operating activities	thousand hryvnias				
15	Profit before taxation	thousand hryvnias				
16	Net profit	thousand hryvnias				
17	Product profitability	%				
18	Coefficient of autonomy					
19	The coefficient of the ratio of borrowed and own funds					
20	The coefficient of absolute liquidity					
21	The ratio of current liquidity					