

**Kharkiv Institute  
Private Joint-Stock Company "Higher Educational Institution  
"Interregional Academy of Personnel Management"**

**Department of Management**

**PROGRAM PRODUCTION AND UNDERGRADUATE IN NEW  
PRACTICE**

**Applicants for the first (bachelor's) level of higher education  
Field of knowledge D "Business, administration and law"**

**Specialties D3 Management**

Program undergraduate practices applicants the first (bachelor's) equal higher education industries knowledge Field of knowledge D "Business, administration and law" specialties D 3 Management. Kharkiv : Kharkiv institute PrJSC "University" "MAUP", 2025. 23 with.

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The pre-graduate internship program contains an explanatory note, purpose and task practices, organization and carrying out practices, registration of applicants' practice results, practice defense, criteria evaluation applicants by passage practices, and also list recommended literature, applications, in particular samples diary passage practices and design titular pages report.

## EXPLANATORY NOTE

Practical training of higher education applicants (hereinafter referred to as applicants) the first (bachelor's) equal, specialties 073 "Management" there are a mandatory component of the educational and professional program for obtaining certain qualification and represents a normative part of the content of education, which has on goals acquisition students professional skills and skills. She provides continuity and sequence its carrying out at received sufficient knowledge and skills for professional activity in accordance with qualifying characteristics educational and qualification specialist equal "bachelor".

View practices, its duration and terms carrying out are determined educational plans. Order of passage practices regulated The Law of Ukraine "On Higher Education" of July 1, 2014 and the Regulations about practice applicants PrJSC "IAPM University" from 28.02.2018 river

Undergraduate practice is carried out with purpose fixing theoretical knowledge and practical skills acquired by applicants work for specialty.

Applicants undergo pre-graduate internships at enterprises, organizations, institutions, economic societies and others subjects entrepreneurial activity, where there is an opportunity to get acquainted with the organization process management production activity enterprises, and also to collectand systematize regulatory, informational, reporting and statistical materials and documents for writing thesis.

The practice is supervised by the department's teachers, as well as leaders practices from bases practices, which control timely arrival students on place practices, course its implementation, advise interns on the program and practical internship, help in solution questions software normal conditions labor of student interns. About the results of the inspection by the practice supervisors appropriate measures are being taken records in the diary with passage practices.

On the date of defense of practice reports appointed by the department, there must be presented report about passage undergraduate practices, prepared in accordance to methodical recommendations.

IN period practices getter obliged on time and qualitatively perform task, provided program practices, follow rules internal routine, not violate labor discipline, to facilitate the implementation of the tasks facing the company's team, take active participation in public life team.

## 1. GOAL AND UNDERGRADUATE TASKS PRACTICES

**The purpose undergraduate practices** there are professional and organizational- economic preparation of students for completing their thesis, namely: familiarizing the student with the practical aspects of the emergence and development problematic situations, which there are subject research at writing thesis, collection of information materials, mastery by students modern methods in the field of their future profession, the formation of their, on the basis of knowledge, professional skills and skills for making independent decisions during specific work in real market and production conditions.

Applicants must strictly comply with the guidelines adopted on the basis of practice, work schedule, labor protection and fire safety rules with mandatory passing briefings (introductory and on to each specific place labor). Student by its statement is being sent Kharkiv Institute of PJSC "Higher Education Institution "MAUP" for internship at the enterprise (in organization, institution).

The main ones **tasks** undergraduate practices are:

- formation informational software diploma works in accordance to chosen one object research;
- preparation and processing of analytical materials for implementation diploma work, in ago number about activity similar enterprises, competitors, condition and prospects development market;
- critical analysis main species regulatory and legal, informational, reporting and statistical materials and documents, What relate to process management production activity enterprises and familiarization with practice their application;
- acquiring skills to use theoretical knowledge in practice and do constructive conclusions on basis indicators activities enterprises – bases practices;
- critical understanding of the specifics of the functioning of the subject under study enterprises
- bases practices, and also adaptation theoretical provisions, methodical tools, stated in special literature with questions management and business administration to conditions activities specific enterprises;
- development and justification of recommendations for improvement production and economic activities enterprises;
- carrying out calculations and rating efficiency managerial events, proposed for improvement production and economic activities enterprises – practice bases;
- exposition materials research in report with undergraduate practices.

IN result passage internship student should:

**Know :**

- ~ functions manager;
- ~ types organizational structures enterprises;
- ~ principles construction organizational structures enterprises;
- ~ tasks and areas of activity of the main functional divisions enterprises;
- ~ main spheres activities services, What respond by passagematerial flow enterprises;
- ~ methods research activities enterprises;
- ~ key indicators assessments activities enterprises;
- ~ directions improve activities enterprises.

***Be able:***

- ~ analyze the financial and other reporting of the enterprise and documents, which regulate its activity;
- ~ independently carry out search necessary information about state company operations on market, analyze its;
- ~ detect main factors, What cause actual stateactivities enterprises;
- ~ disclose main trends its development;
- ~ study organizational and logistical processes on enterprise;
- ~ offer scientifically justified conclusions and offers ofimprovement individual processes or their interactions.

***Acquire the following professional competencies :***

- use quantitative and high-quality methods for carrying out analysis financial state of the enterprise (organizations, companies, institutions);
- form and systematize analytical materials for assessmentefficiency functioning enterprises (organizations, companies, institutions);
- find, get, systematize, to generalize and interpretinformation with different sources;
- simulate adoption managerial solutions and conduct analysis and assessment risks with using modern informational technologies;
- consider professional ethics in process adoption decisions;
- to compile financial, statistical, managerial and special reporting enterprises (organizations, companies, institutions);
- full to the extent disclose important information, which maybe to influenceon user understanding provided reports, comments and recommendations;
- have by myself, show initiative, independently study;
- choose and prioritize under limited resources and organize their own work in such a way as to complete it in a concise manner deadlines.

During the pre-graduate internship, applicants must: to get acquainted from by statute enterprises, regulatory and legal documents, What regulate activity enterprises, form property, species activities, organizational structure, official instructions, distribution responsibilities between employees, specificity

activities of various services and departments of the enterprise, financial reporting, the results of the enterprise's economic activities and draw conclusions of activities enterprises. Special attention students must devote to the analysis and study of information materials related to execution report.

## **2. PROGRAM UNDERGRADUATE PRACTICES**

The pre-graduate internship program contains a list of the main types work that the student must complete during the internship. Results implementation internship programs are introduced in report.

1. Research into the theoretical foundations of a scientific problem that being investigated in the diploma work:
  - 1) to justify topicality research, key scientific ideas and scientific novelty of the received results;
  - 2) to get acquainted with available domestic and world experience of solution problems by subject matter Master's research;
  - 3) to determine subject, object and methods scientific research.

2. Analysis of the economic activities of the base enterprise practices.

General characteristic enterprises:

- 1) determine the form of ownership, mission, main tasks, areas activities, types products or services, What are provided enterprise.

State market business environments functioning enterprises:

- 1) to determine general trends development industries in domestic and world scale, to which belongs to enterprise;
- 2) analyze business partners enterprises and their interaction;
- 3) to determine competitive environment enterprises;
- 4) to determine factors business environments development industries, in which is functioning enterprise.

Operating activity enterprises:

- 1) analyze the dynamics of indicators, that characterize volumes operating room activities in whole on to the enterprise and in section its structural divisions (production products, realization goods, implementation works, granting services);
- 2) analyze security enterprises necessary resources for implementation operating room activities (working by force, materials and components, production capacities, production and attendants premises, etc.);
- 3) assess the effectiveness of operational processes (in particular, determine the presence of "bottlenecks" and directions for their elimination), planning systems and management operational activities.

Financial performance results enterprises:

- 1) analyze dynamics profit in whole on to the enterprise in reporting period (tempo its changes, conformity normal and minimal profit);
- 2) to analyze changes in the composition and volume of the main sources of formation profit enterprises in reporting period;
- 3) to determine main factors (internal and external nature), which determine the volumes and dynamics of operating profit activities enterprises;
- 4) at availability negative financial result (losses) assess the unprofitability of the activity, identify types of activities that lead to losses, main reasons for this phenomena;
- 5) calculate and analyze a system of profitability indicators (profitability of turnover, costs, assets, capital), to conduct its dynamic and comparative analysis;
- 6) analyze the volume and structure of the company's equity, to evaluate degree using existing opportunities formation own capital;
- 7) conduct a dynamic and comparative analysis of structural indicators assets (absolute indicators, asset structure ratios, ratios state and revolving structures assets).

Strategic aspects activities enterprises:

- 1) to determine strategic positions strategic zones management enterprises according to the McKinsey matrix and develop recommendations for their development in the future;
- 2) to characterize internal and external environment functioning of the enterprise: determine the nature of the market (international, national, regional, urban, district etc); having collected relevant information, draw a conclusion about the market size; determine the type market, on to whom valid enterprise (monopolistic, oligopolistic etc.); collect information on the number of firms operating in the same market, What and enterprise practice base;
- 3) conduct a SWOT and PEST analysis;
- 4) to evaluate degree intensity competition, in accordance to models "five" forces. competition" M. Porter to characterize components competitive environment organizations;
- 5) to compose scheme process adoption managerial solutions of strategic activities of the enterprise and determine the features of adoption managerial solutions of strategic activities on enterprise;
- 6) analyze the risks of the enterprise's activities and propose ways and their methods minimization;
- 7) develop strategic measures for the functioning of the organization in order to choice optimal strategies. Justify ways implementation competitive advantages of the enterprise. Develop strategic alternatives development enterprises and choose most optimal with them. Develop

strategy competitive advantages enterprises and strategic program implementation corporate strategies.

Competitiveness enterprises:

1) to evaluate level competitiveness enterprises and its products (goods, works, services) by with help different techniques;

2) analyze and evaluate the quality of products (goods, works, services) and its competitiveness. Assess the quality management system activities enterprises in whole.

### 3. ORGANIZATION AND CARRYING OUT PRACTICES

For passage practices getter is directed Kharkiv institute of PJSC "Higher Education Institution "MAUP" on the basis of passing the undergraduate practices. Base practices is determined institute, or offered by the student independently, taking into account his/her scientific interests and specifics economic activities enterprises.

Structural ones can be chosen as the basis for the internship divisions of enterprises (organizations, firms, institutions) of various organizational and legal forms of business. The specified business entities The latest forms and methods of management organization should be applied. Bases practices must have state highly qualified specialists, capable to provide help students for fixing and acquisition business, professional skills work and professional competencies.

The applicant agrees on an individual calendar schedule with the manager. from bases practices and works in accordance to this graphics.

Educational and methodological guidance of practice is provided by teachers. departments with scientific doctorate or a candidate of economic sciences, practical – specialists of the base enterprise passage practices.

**To responsibilities scientific manager from departments** includes:

- conducting orientation meetings for applicants who are sent to practice and individual briefing about order passage practices and security labor;

- audit availability in applicant all necessary documents, informational materials and tasks;

- issuance applicant task for passage undergraduate practices and necessary methodical recommendations, definition terms implementation each task;



- conducting consultations on all issues related to the formation report with undergraduate practices and preparation individual sections master's degree work;
- monitoring the student's compliance with the rules for writing a report on pre-graduate internship;
- CONTROL reliability conducted calculations, reasonableness conclusions and proposals, of practical importance provisions work;
- preparation of a review of the applicant's master's thesis with thorough characteristic its qualities and compliance with requirements;
- audit report with undergraduate practices, formation in diary feedback with assessment works applicant on practice and fixing in him actual dates beginning and completion of the internship.

To **responsibilities scientific manager from bases** practices includes:

- distribution applicants on divisions bases practices (together from manager practices from Academy);
- creation necessary organizational and technical conditions for passage undergraduate practices;
- providing practical guidance and assistance to the applicant in obtaining the necessary materials for writing a report on the undergraduate practices and master's degree work;
- involvement intern to active participation in current work accounting subdivision enterprises;
- monitoring the student's keeping of a practice diary and compliance labor disciplines;
- informing the internship manager from the Academy in case of violation student labor disciplines;
- checking the report on pre-graduate practice, forming feedback on assessment works applicant on practice.

**Getter obliged:**

- on time to arrive on enterprise - base practices and necessarily pass all necessary types briefings with security labor and techniques security;
- During practice, follow the rules of technique security and internal routine, that are in effect on base practices;
- to agree calendar schedule practices with leaders practices from departments of the Academy and bases passage practices;
- timely collect the necessary materials for writing the report and master's degree work accordingly to certain tasks;
- in full volume perform all task, provided program practices and assignments manager practices from practice bases;

- lead diary practices, recording in him completed work;
- to arrange report with undergraduate practices in accordance to data requirements and on time its to submit to managers practices;
- to protect composite report with practices in installed term.

**Getter has right:**

- get consultations any character of implementation tasks report with undergraduate practices;
- to use everyone necessary for formation report with undergraduate practices scientific and methodological materials, which there are on department;
- contact the department with suggestions for improving the process writing report with pre-graduate practice.

Responsibility for the authenticity of the materials used for writing the internship report, as well as for the quality of its design, is responsible getter.

## **4. DESIGN RESULTSPASSAGE PRACTICES**

### **4.1. Basic requirements to design publicationsby results research**

Basic scientific results, received in walk undergraduate practices are subject to mandatory approval by publication in the form of theses reports on all-Ukrainian or international scientific and practical conferences. Results of the undergraduate first-year students' practices (bachelor's) equal higher education are used at preparation bachelor's thesis and there is component its part.

*Abstracts* (gr. thesis – position, assertion) – it short, exactly, successively formulated main ideas, thoughts, position scientific reports, message articles or other scientific work.

Abstracts reports – it transferred to publications to beginning scientific conferences materials previous character, What contain presentation main aspects of a scientific report. They capture the scientific priority author, contain materials, not outlined in others publications. The recommended length of the abstract of a scientific report is 3-5 printed pages. text.

Publication theses reports should contain next data:

- name and initials author(s), name educational institution, where studying author(s) (leveling on right edge);
- name theses (large) letters), (leveling on center);
- basic content theses;
- list literature.

### **4.2. Basic requirements to design report about implementationprograms undergraduate practices**

Under time passage undergraduate practices getter isreport with practices, which has the following components:

- Title page, which there are first page report;
- Content report with practices (Addition 3);
- Introduction (third or third-fourth pages report);
- Section 1 (to 10 sheets);
- Section 2 (to 15 sheets);
- Section 3 (to 15 sheets);
- Conclusions and offers (2-3 sheets);
- List used literature;
- Applications.
- Diary student's practice.

## **Oriented structure report about passagepre-graduate internship CONTENT**

INTRODUCTION .....	3
SECTION 1. Characteristics enterprises (organizations, companies) and analysis its economic activities .....	5
SECTION 2. Analysis of financial and economic activities and components systems management enterprises (organizations, companies) in accordance to topics diploma works .....	16
SECTION 3. Proposals of improvement financial and economic activities and components systems management on under investigation enterprise in accordance to topics diploma works .....	27
CONCLUSIONS AND PROPOSALS .....	40
LIST USED REFERENCES .....	43
APPENDICES .....	45

The INTRODUCTION justifies the need and importance of undergraduate practices in the process of training second (master's) level applicants higher education, and also is noted topicality topics research on modern stage development economy. Formulated specific goals and tasks of pre-graduate practice, the meaning of the questions that are offered to consider for solution problems, What is being investigated. Determined methods and informational base for writing report with practices and master's degree work.

The CONCLUSIONS concisely, clearly and consistently set out the main generalized results passage pre-graduate practice.

IN APPENDICES are given copies reports for the last two – three years.

Report is being drawn up on sheets format A4 in accordance to requirements, established by the standard for formatting text documents. The main the text is typed in a normal font (Times New Roman) (Normal) in size 14 pt with interlinear interval 1.5.

Margin sizes: left – 30 mm, right – 15 mm, top and bottom 20 mm. Pages are numbered in Arabic numerals. Title page letter include in general numbering, but number on him not is being put. Numbering begins with second pages – content. Rooms pages put up in right upper forged letter (only figure). Recommended amount report 40–50 pages printed text (with consideration applications).

Inadmissible in report there are availability grammatical, lexical, syntactic and logical errors, emotionality and expressiveness of presentation material, use of populist terms and expressions, presentation of material from first persons, reckless simplification and intentionally complication material, untidiness when registering.

**Report about passage practices is estimated:**

- manager practices from the base and is noted in feedback;
- manager practices from the department and is noted in feedback;
- by commission by results protection.

**4.3. Basic requirements to design diary practices**

The diary is the main document of the miner about the results passage him practices. Diary practices is being filled according to withnext requirements: in diary should be composite calendarplan, made short records under time practices. Except that, in diary must be: mark about arrival on base practices; mark about withdrawal from the practice base; a statement signed by the practice manager from the base. IN feedback have be reflected results implementation applicant programs practices, discovered him knowledge and organizational abilities, participation in the performance of specific tasks, the quality of the prepared report and exhibited final rating by practice.

Head practices from institute also writes response, in to whom notes degree implementation applicant programs practices, mastery methods of conducting scientific research and acquiring the necessary skills teaching economic disciplines.

Diary forms can be obtained in the form below. general time fees students (in responsible from institute by practice) before beginning practices.

## **5. PROTECTION UNDERGRADUATE PRACTICES**

To conduct the defense of the practice, a commission is approved consisting of: less than three people. The practice defense is held for full-time applicants training on the last working day of the internship, and for part-time applicants study – during the preliminary defense of bachelor's theses. Summary results practices is carried out by individual protection practices by each student. During the defense, the applicant tells the commission about completing the internship, formulates the internship tasks and explains their implementation; interprets received results, defends chosen one him methodology implementation tasks. By results protection exhibit differentiated assessment, which is entered into the transcript and the credit report books student by signatures members commissions.

When evaluating the intern's work, the commission takes into account the content report, course his protection and response manager from practice bases.

An applicant who has not completed the internship program for valid reasons, confirmed documented, maybe be provided right passage practices repeatedly by individual schedule.

An applicant who receives a negative grade for the internship is expelled. with higher educational institution.

Results each practices are being discussed on meeting departments after its completion, and the general results of all practices are summarized at the Academic to the institute's council.

## 6. CRITERIA EVALUATION

Evaluation equal qualities passage undergraduate practices future specialist with accounting and taxation carry out leaders practices from enterprises and from departments Academies together with members commissions for the defense of relevant reports of higher education applicants on the basis of established rules, principles, criteria, systems and scales evaluation.

Evaluation equal qualities is carried out with using such principles: objectivity, individuality, complexity, ethics, differentiated and competency-based approaches, taking into account the acquired systems typical universal and special professional competencies.

The evaluation of the results of the internship report defense is carried out in accordance with to the criteria for assessing the level of formation of professional knowledge and skills competencies, foreseen profile educational and professional for the first(bakalava) equal higher education.

Criteria evaluation protection reports with undergraduate practices, availability whose deserves maximum ratings:

- objective illumination state organizations accounting, analysis and control, and also taxation systems on enterprise;
- justification solutions and proposals appropriate calculations;
- completeness structures calculations (setting tasks, settlement scheme, decision, rating decision);
- comprehensiveness of the assessment of the impact of the results (financial security, ecology, resource conservation etc);
- availability correctly designed links on sources information;
- lack of duplication of descriptive material, stereotypical solutions, What not affect on essence and coverage of received results;
- general and professional competence, brevity and logical sequence presentation material;
- quality design;
- independence implementation.

Level qualities implementation programs undergraduate practices is determined by comprehensive system evaluation: combination European credit transfer systems (ECTS) (by scale "AND", "IN", "WITH", "D", "THERE ARE", "FX", "F") and national (by scale "perfectly", "good", "satisfactorily", unsatisfactorily").

Considering typed number points, in whole report with practices is being evaluated next in a way.

## Scale compliance grades

Rating student	Rating by scale ESTS	Definition	Rating	
			by national system	by system faculty
90-100	A	Excellent (EXCELENT) - excellent implementation with insignificant quantity inaccuracies	Perfectly	5
82-89	B	Very good (VERI GOOD) - above medium standards, but with some inaccuracies	Good	4
75-81	C	Good – in whole meaningful and correct work with a certain amount insignificant errors	Good	4
68-74	D	Satisfactory (SATISFACTORI) – not bad, but from significant quantity disadvantages	Satisfactorily	3
60-67	E	Enough (ENOUGH) – implementation corresponds minimal criteria	Satisfactorily	3
35-59	FX	Unsatisfactory (FAIL) – more is needed certain additional work for successful drafting exam	Unsatisfactorily	2
1-34	F	Unsatisfactorily (FAIL) – necessary serious further work, mandatory second course	Unsatisfactorily	2

At unsatisfactory assessment (to 59 points) report with practices being recycled and is served on repeated evaluation.

Summary rating exhibited by commission collegially by the following criteria:

**“Excellent”** grade – the student fulfilled the basic requirements when writing the report. practice tasks, made conclusions taking into account cause and effect connections of the course of phenomena (processes), while at the defense he showed the ability analyze, compare, generalize, abstract and specify, classify and systematize materials and proposed a number of measures regarding the improvement of the enterprise's activities, the development of which was approached by creatively. Response about passage practices student positive. Materials about internship decorated in accordance to requirements.

Rating **"good"** – student at writing report performed main practice tasks, made conclusions taking into account cause and effect connections and mechanisms (algorithms) of the course of phenomena (processes), while at protection enough showed received skill and skills of works with documentation and information of results works enterprises. Response about passage practices student positive. THERE ARE insignificant remark of content and design materials about passage practices.



**“Satisfactory”** grade – the student fulfilled the basic requirements when writing the report. practice tasks and individual tasks, but conclusions drawn without consideration cause and effect connections and mechanisms (algorithms) the course of phenomena (processes), at the same time, it is not enough for protection showed acquired skills and abilities in working with documentation and information regarding the results of the enterprise's work. Feedback on the internship positive. Negligence design report and diary about passage practices.

Rating **"unsatisfactorily"** – response about passage practices Negative. The student gives incorrect answers to the questions of the commission members. Internship program not completed in in full.

## LIST RECOMMENDED REFERENCES

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5. [www.bank.gov.ua](http://www.bank.gov.ua) - website National Bank Ukraine
6. [www.minfin.gov.ua](http://www.minfin.gov.ua) - website Ministries finances Ukraine
7. [www.ukrstat.gov.ua](http://www.ukrstat.gov.ua) - website of the State Statistics Committee Ukraine
8. [www.istock.com.ua](http://www.istock.com.ua) - website Promulgation reporting joint-stock societies
9. [www.smida.gov.ua](http://www.smida.gov.ua) - Information Disclosure System website stock market Ukraine
10. <http://www.liga.kiev.ua/> - website regulatory search systems "League"

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## APPENDICES

### Addition 1

#### DIARY PASSAGE PRACTICES

Diary designed by form, What determined in “Provisions about practice students IAPM”, and includes such parts:

- ~ first page, where determined view practices applicant, educational unit, course, group, specialty;
- ~ referral on practice;
- ~ calendar plan passage practices;
- ~ report about the execution programs practices;
- ~ response management practices from enterprises and rating works applicant;
- ~ response manager practices from Academies about work applicant;
- ~ main position practices;
- ~ regulations management and design diary.

Forms diary by form can get under time constituent fees with practices.

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"INTERREGIONAL" ACADEMY MANAGEMENT STAFF»**

**REPO  
RT  
ABOUT PASSAGE UNDERGRADUATE PRACTICES**

Name \_\_\_\_\_

Name and paternal applicant \_\_\_\_\_

Group \_\_\_\_\_

Specialty \_\_\_\_\_

Base practices \_\_\_\_\_

Head practices from institute \_\_\_\_\_

Head practices from enterprises \_\_\_\_\_

Report protected \_\_\_\_\_