

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ  
ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ ЕКОНОМІЧНИЙ УНІВЕРСИТЕТ ІМЕНІ  
СЕМЕНА КУЗНЕЦЯ

Кафедра міжнародних економічних відносин

**ПОГОДЖЕНО**  
Проректор з навчально-методичної роботи

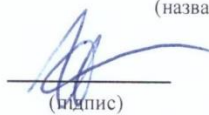


Каріна ЦЕМАШКАЛО

**РОБОЧА ПРОГРАМА  
ПЕРЕДДИПЛОМНОЇ ПРАКТИКИ**

Галузь знань	29 "Міжнародні відносини"
Спеціальність	292 "Міжнародні економічні відносини"
Освітній рівень	перший (бакалаврський)
Освітня програма	"Міжнародний бізнес"

Завідувачка кафедри міжнародних економічних відносин  
(назва кафедри)

  
(підпис) Ірина ОТЕНКО  
(прізвище та ініціали)

Гарант освітньо-професійної програми «Міжнародний бізнес»  
(назва програми)

  
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(прізвище та ініціали)

Харків  
2023

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

Department of International Economic Relations

**APPROVED**

Vice-rector on educational and methodical work



Karina NEMASHKALÒ

**PROGRAM  
OF PRE-DIPLOMA PRACTICE**

Field of knowledge 29 "International Relations"  
Specialty 292 "International Economic Relations"  
Study cycle first (bachelor)  
Study programme "International business"


Head of Department of International Economic Relations

(name of the department)

  
(signature) Iryna OTENKO  
(surname and initials)

Head of Study Programme

"International Business"  
(program name)

  
(signature) Natalia PARKHOMENKO  
(surname and initials)

Kharkiv  
2023

DEVELOPERS:

Ivashchenko H.A., PhD, associate professor of the international economic relations department

Murenets I.H., PhD, associate professor of the international economic relations department

The program was agreed with the guarantor of the educational and professional program "International Business"

The programme is approved at the meeting of the department of International Economic Relations

Protocol No. 1 dated 28.08.2023

The work program has been extended:

20\_\_/20\_\_s.y.

Head of Department of

\_\_\_\_\_

(programme name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(surname and initials)

Head of Study Programme

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(surname and initials)

20\_\_/20\_\_s.y.

Head of Department of

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Head of Study Programme

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Head of Department of

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Head of Study Programme

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# INTRODUCTION

Practice is a mandatory component of the training of specialists with higher education. The practice of students of higher education presupposes the continuity and sequence of its implementation.

The working program of the pre-diploma practice was compiled in accordance with of the educational and professional program "International Business", the first (bachelor's) level, specialty 292 "International Economic Relations".

## 1. Characteristics, purpose, tasks and results of the pre-diploma practice

### 1.1. Characteristics of pre-diploma practice

Number of credits	Total hours		type of control	Semester
13	390		report	8
	Of them:			
	practice	Individual work		
		390		

### 1.2. The purpose and main tasks of pre-diploma practice.

The purpose of the *pre-diploma internship* is for students of higher education to master modern methods, calculation and analytical operations, management procedures and technical means of performing work in the field of international economic activity, to acquire professional competencies for their further use in real production conditions.

### 1.3. Main tasks and results of pre-diploma practice

*The main tasks of the pre-diploma practice of higher education applicants of the first (bachelor) level in the specialty "International Economic Relations" are as follows:*

provision of practical training for independent work in professional positions in international economic relations;

acquiring the ability to adapt theoretical provisions, methodical tools presented in special literature, best practices of entrepreneurship to the conditions of activity of a specific enterprise-a subject of foreign economic activity;

deepening of theoretical knowledge of educational disciplines of the cycle of professional training and consolidation of practical skills of international business management at enterprises, institutions and organisations;

consolidation of practical skills of conducting economic research, formation of its informational, legal and methodical support, taking into account the essence of the problems to be solved and limitations related to the activity of a particular enterprise;

developing skills in processing reporting and statistical information regarding the international activities of enterprises, institutions and organisations;

development of skills and abilities in information-analytical, project-research, diagnostic, innovative and consulting activities to solve current problems of the functioning of international business entities of various levels;

development of materials on the organisation of a certain direction of international economic activity;

detailed familiarisation with activities directly at the workplace, acquisition of work skills in the field of organisation of foreign economic activities, administration of international operations, use of information technologies, development of international strategies, etc.;

collection of factual and analytical material for the preparation and writing of a bachelor's thesis;

implementation of the developed scientifically based recommendations and proposals in the activities of enterprises, state authorities and management of various levels.

The result of pre-diploma practice is the generalisation and expansion of acquired knowledge, abilities and skills, the mastering of professional experience in international business and the formation of graduates' readiness for independent work, as well as the collection and processing of data for writing a diploma thesis.

Special competences (SC)	General competences (GC)	Learning outcomes (LO)
IC	-	LO4
SC16	–	LO5
IC	-	LO7
SC11 SC15	–	LO12

SC7	–	LO14
SC16	–	LO19
SC16	–	LO21
SC16	GC3	LO23
IC	-	LO24
–	GC7, GC8, GC12	LO25
IC	-	LO26
IC	-	LO27
IC	-	LO28
IC	-	LO29

where: IC - integral competence. The ability to solve complex specialised tasks and practical problems in the field of international relations in general and international economic, in particular, as well as in the learning process, which involves the application of the latest theories and methods in the implementation of complex studies of global economic relations, is characterised by the complexity and uncertainty of conditions.

SC7. Ability to analyse the theories and mechanisms of implementation of international currency, financial and credit relations.

SC11. The ability to conduct research on economic phenomena and processes in the international sphere, taking into account cause-and-effect and spatio-temporal relationships.

SC15. Ability to apply methods, rules and principles of functioning of international economic relations for the development of Ukraine's foreign economic activity.

SC16. The ability to constantly increase the theoretical level of knowledge, generate and effectively use it in practical activities.

GC3. Ability to analyse the theories and mechanisms of implementation of international monetary, financial and credit relations.

GC7. Skills in using information and communication technologies.

GC8. Ability to abstract thinking, analysis and synthesis.

GC12. Knowledge and understanding of the subject area and understanding of professional activity.

LO4. To systematise and organise the received information regarding

processes and phenomena in the world economy; evaluate and explain the influence of endogenous and exogenous factors on them; formulate conclusions and develop recommendations taking into account the peculiarities of the national and international environment.

LO5. Possess the skills of self-analysis (self-control), be understandable to representatives of other business cultures and professional groups of different levels (with specialists from other fields of knowledge / types of activity) on the basis of valuing diversity, multiculturalism, tolerance and respect for them.

LO7. Apply the acquired theoretical knowledge to solve practical problems and meaningfully interpret the obtained results.

LO12. To carry out a comprehensive analysis of complex economic systems, to compare and compare their components, to evaluate and argue for evaluations of the effectiveness of their functioning.

LO14. To understand and apply the theories, principles, means and tools of implementation of international monetary, financial and credit relations.

LO19. Understand and apply current legislation, international regulatory documents and agreements, reference materials, current standards and technical conditions, etc. in the field of international economic relations.

LO21. Understand and have skills in conducting business protocol and business etiquette in the field of international economic relations, taking into account the peculiarities of intercultural communication at the professional and social levels, both in state and foreign languages.

LO23. To be aware of the need for lifelong learning in order to maintain professional competence at a high level.

LO24. Justify the choice and apply information and analytical tools, economic and statistical calculation methods, complex analysis techniques and methods of monitoring the state of world markets.

LO25. To present the research results, based on which recommendations and measures for adaptation to changes in the international environment are being developed.

LO26. To manage international business, form, develop and implement strategies for personnel management of an international company, marketing, competitive, innovative, financial activities and others, taking into account the direction of activity of the subject of international business, taking into account the priorities of the smart-specialisation of the Kharkiv region.

LO27. Apply the acquired knowledge to solve applied problems in the areas of planning, analysis, organisation and control of international business.

LO28. Analyse basic micro- and macroeconomic models, modern macroeconomic approaches to the analysis of the economy, principles of behaviour of economic subjects in the global environment.

LO29. Adopt and substantiate management decisions regarding the creation and operation of entrepreneurial structures, promotion of business internationalisation in the sector of small and medium-sized enterprises.

## **2. Content of pre-diploma practice**

At the beginning of the internship, the student of higher education agrees with the manager of the internship from the company and draws up a calendar plan for his internship, which is reflected in the internship diary. During the pre-diploma internship, the student of higher education keeps an internship diary, where he covers as fully as possible the nature and content of the work performed, participation in the economic and social activities of the enterprise, records difficulties, makes work records, which reflect observations and comments regarding the activities of the unit, as well as conclusions and suggestions for its improvement.

The pre-diploma practice of the first (bachelor) level applicant involves the use of theoretical knowledge of the entire block of professionally oriented disciplines and practical skills in the analysis of international economic activity. The report should highlight all aspects of the higher education applicant's activities at practical training sites and should be structured.

In the process of completing the pre-diploma practice, the higher education applicant must follow the rules of the internal procedure established at the enterprise, show an example of an active attitude to work, participate in production meetings, meetings of subdivisions, board meetings, etc.

During the pre-diploma practice, the applicant must collect statistical material, familiarise himself with the information on the topic of the bachelor's thesis, collect and prepare graphic material. Also, a practical task is to develop proposals for improving the international economic activity of an enterprise (institution, organisation).

During pre-diploma practice, first (bachelor) level applicants adapt the acquired knowledge in relation to:

determining the place of enterprises and organisations (practice bases) in the economy of Ukraine;

assessment of the competitive position of the practice base on the national and international markets;

application of modern methods of research and analysis of international activities of enterprises;

assessment of trends in the development of the international economic activity of the object of practice;



formation and substantiation of analytical conclusions and practical recommendations based on calculated indicators.

Students of higher education acquire the following abilities and skills during practice:

to determine the objects of international economic activity of the enterprise;  
develop and implement in practice specific methods, means and tools for managing the international activities of the practice base;  
determine the effectiveness of international activities;  
develop and use methods of analysis of international activities and the effectiveness of international operations of the practice base.

*Sources of information for writing a practice report:*

the history of the development of the enterprise or institution;  
types of international economic activity of the enterprise;  
information on the form of ownership, foreign investments;  
priority areas of development of the enterprise or institution;  
information on the organisation of international economic activity;  
foreign economic relations with companies (organisations);  
international contracts, settlement and customs documentation;  
Regulations on the Department of International Economic Relations;  
annual financial statements;  
information from the official website about the activities of the enterprise, institution or organisation;

other information necessary for writing the thesis, which must be collected in agreement with the supervisor of the thesis.

During the internship, the candidate for the analysis of the international activity of the enterprise must study the main documents that determine the foreign economic activity of the enterprise (which are presented in the appendices).

All analytical calculations, models, table materials, graphical illustrations must be accompanied by conclusions that allow to clarify the essence of management and economic processes observed in the organisation, their features and development trends, in-depth analysis of which helps to identify unused reserves.

A student of higher education during the analysis of the state of the international activity of the enterprise must understand that the main condition for conducting a foreign economic transaction is its effectiveness, therefore, the report must necessarily contain factual data for all indicators in accordance with the transactions being carried out.

The structure of the report on pre-diploma practice should be as follows:

1. Cover page of the established form with the signature of the head of the enterprise (1 page).

*The title page of the practice report* must contain the signature of the authorised person from the practice base and a seal. The form of the title page of the practice report is provided to the student of higher education by the practice supervisor from the university.

2. Content, which reflects the list of issues that appear in the report (1 page).

3. Introduction, which reflects the goals, tasks and areas of research of the work of a higher education applicant at a specific enterprise (1-2 pages).

*The introduction* should cover such information as:

relevance of practical training;

analysis of publications on topics related to international economic activity;

purpose and task of research (writing a practice report);

research methods in accordance with defined tasks;

informational basis for writing a practice report;

information about the base of pre-diploma practice;

practical significance of the obtained results.

4. The main part, in which the questions indicated in the general part of the content of the practice, the analysis of the enterprise's activity and the peculiarities of conducting its international economic activity (20-22 pages) are revealed.

*The main content of the report on pre-diploma practice should include the following components:*

*a general description of the research object and the specifics of its international economic activity (international economic transactions), namely organisational and structural features, stages of development of the international activity of the enterprise, the main types of export (import) products of the enterprise, the production and organisational structure of the enterprise, the competitive environment of the enterprise are given on international markets;*

*an analysis of the state and prospects for the development of international economic activity (international economic operations) at the enterprise is carried out: forms of foreign economic activity / international economic cooperation; typical international contracts of the enterprise / organisation of international operations / information support of the enterprise's international activities; geographic and product structure of the international activity of the enterprise / international marketing of the enterprise / international financial operations, to carry out diagnostics of the international activity of the enterprise / effective business processes;*

*an evaluation of the efficiency of the enterprise's international activity is carried out: to evaluate the economic results of the enterprise's export and import, the enterprise's foreign economic potential and prospects for its implementation, a business plan for expanding international sales markets / attracting a foreign*

investor / opening a foreign branch, reengineering the enterprise's business processes;

*the state of the investigated problem at the investigated enterprise is highlighted* (on the topic of the bachelor's thesis). The acquirer, using various methods of analysis, using various methods of analysis, investigates the essence, features, dynamics, and prospects of the economic phenomenon that is the object and subject of research. Accordingly, the following is provided: description, characteristics of the current state of the researched issue at the enterprise, diagnosis of the enterprise's activity in relation to the chosen research direction. The logical conclusion of the diagnosis should be the formulation of solutions to problematic issues and the generalisation of the possibilities of achieving an increase in the main indicators of foreign economic activity.

*measures and proposals for improving the international economic activity of the enterprise (institution, organisation) are determined.* Depending on the professional orientation, scientific interests and topic of the thesis, the student of higher education must develop specific conclusions and substantiated proposals for the improvement of a separate direction (directions) regarding the international economic activity of an enterprise or institution or organisation. Proposals can be aimed at improving existing areas of international business management or improving organisational, resource, methodical, and personnel support for the international economic activity of a business entity. The development of proposals should be preceded by systematisation of identified shortcomings in the organisation of international business; substantiation of existing reserves for increasing the efficiency of international operations; study of domestic and foreign experience of the best enterprises regarding international economic activity. So, in the last section of the report, the tasks will be solved:

development of provisions, proposals, methodical support (organisational, information-analytical, technical, personnel) regarding the solved problem;

determination of the main directions of development (formation, improvement) of international economic activity;

development of recommendations for the introduction of new methods, technologies, methods of making and implementing managerial decisions in the aspect of solving the investigated problem.

5. The conclusion contains the main conclusions and results of the work performed (1-2 pages).

*The conclusions* should contain a brief overview of the results obtained in accordance with the report writing tasks set in the introduction. That is, the most important practical results obtained during the writing of each section of the practice report are presented in the conclusions, as well as their practical significance for enterprises, organisations, and institutions of Ukraine is

determined. When writing conclusions, it is recommended to follow the sequence of the research conducted in the work and the solved tasks, reflected in the introduction of the practice report. The conclusions also indicate the definition of positive and negative sides of the issues under consideration, the possibility of practical use of the obtained results.

6. List of references (2-3 pages). During the internship and during the preparation of the report, it is necessary to use scientific sources (normative documentation, training manuals, Internet sources, etc.) recommended by teachers according to the studied disciplines.

*The list of used literature* should consist of at least 25 sources, including: normative and legislative acts that regulate issues of international economic relations; materials of periodicals, educational publications.

7. Appendices. Mandatory appendices to the practice report are: a practice diary certified by the practice manager from the organisation, the institution with the seal of the institution (organisations), documents that were studied during the practice (contracts, accounting and financial reports, etc.). Drawings, tables and graphs that do not fit into the main text of the report (size larger than 1 page of A4 format) can also be included in the appendix.

*Appendices* may contain:

material that is necessary for the completeness of the report, but its inclusion in the main part of the report may change the orderly and logical view of the work;

information that supplements the main text of the work and has an independent scientific/reference value;

material that has a large volume (more than one page) or cannot be consistently placed in the main part of the practice report.

text documents and their copies, additional illustrations, graphics, drawings or tables;

forms of financial and statistical reporting of the enterprise, which is the basis of pre-diploma practice;

Regulations on the Department of International Economic Relations, which is the basis of pre-diploma practice;

international contracts, customs and settlement documents of the enterprise, which are the basis of pre-diploma practice;

*The volume of the main text of the practice report* should be 25-30 pages. Appendices are not included in the scope of the main text.

*A practice diary* is submitted separately (a form that the student receives at the department) or on the university's website, which must be completely filled out in the proper order with the practice base stamp.

Entries in the diary are made daily. The diary is regularly checked and signed at the end of the practice by the head of the practice from the enterprise.

After completing the practice, the diary is signed by the student of higher education and certified by the signature of the practice manager and the seal of the enterprise.

The diary is the main document that confirms the completion of practical training by a student of higher education. The practice diary records the student's current work and contains:

a calendar plan for the student of higher education to implement the corresponding internship program with an evaluation of its implementation and a work plan, which is drawn up together with the supervisors of the internship from the department and the enterprise;

work records during practice;

feedback and assessment of the work of a higher education applicant in practice;

feedback from persons who checked the completion of practice;

the conclusion of the supervisor of the practice from the institution of higher education about the completion of the practice, particularly the final assessment of the work of the student of higher education during the period of practice.

The student of higher education completes the diary in its entirety at the place of practice and submits it to the head of the pre-diploma practice from the enterprise to obtain characteristics.

### **3. Requirements for practice bases**

The basis for pre-diploma practice can be the structural subdivisions of enterprises, institutions and organisations that carry out international economic activity and have highly qualified specialists and provide the conditions necessary for the independent mastering of the entire field of professional duties by those obtaining higher education.

*Pre-diploma practice is conducted on the basis of:*

1. Enterprises, institutions, organisations that carry out export-import operations.

2. Enterprises, firms that provide services to foreign entities on the territory of Ukraine or beyond.

3. Enterprises based on joint capital with a foreign investor.

4. Regional offices of foreign economic relations.

5. Ministry of Economy of Ukraine.

6. Trade representative offices of Ukrainian firms abroad and foreign firms in Ukraine.

7. The National Bank of Ukraine and banking institutions that have the right to carry out transactions with foreign currencies and currency values.

8. Ministry of Foreign Affairs of Ukraine.

9. Research institutions of the National Academy of Sciences of Ukraine, which conduct research on the problems of international cooperation in the economic sphere.

10. Chambers of commerce or trade and industry.

Taking into account the requirements of the labour market, the projected area of future activity and the possibilities of the practice bases, applicants of higher education can undergo pre-diploma practice in the following positions:

an economist from the management of foreign economic relations of the regional administration;

manager of the department of foreign economic relations of enterprises, institutions, organisations;

economist of the currency department of the bank;

customs broker;

specialist of the marketing department;

translator and analyst of the information department;

specialist of the advertising department, etc.

Enterprises must meet modern requirements, that is, apply advanced forms and methods of management and organisation of planning and economic work, commercial and marketing activities, accounting, progressive technologies of production, labour organisation and management must be introduced. Places and bases of practice are determined by contracts concluded between the university and enterprises (organisations), applications by enterprises and organisations, students' own choice of place of practice. Students go through practice individually or in small groups (4-5 people each). Experienced heads of units or departments of the business entity appointed by the order are the managers of the internship from the enterprise, who exercise leadership in accordance with the internship program and, together with the student, draw up a calendar plan for the internship.

## **4. Individual practice tasks**

Practical training of students of higher education takes place individually at enterprises (organisations, institutions). Each of the students of higher education is in the role of an intern or holds a certain position during the internship at the enterprise (organisation, institution). If there are vacancies, students of higher

education can be enrolled in full-time positions, if the work in these positions will meet the requirements of the practical training program.

Graduates of higher education are sent for practice at enterprises (organisations, institutions) with which contracts have been concluded on the training of specialists, or where they will be employed after graduating from the university, or they independently choose a practice base based on their interests. Students of higher education can independently, with the permission of the relevant department or dean's office, choose a practice base for themselves and offer it for use. One of the conditions of the permit should be the provision of the practice base for the higher education applicant to complete the practice program in its entirety.

Enterprises (organisations, institutions) used as practice bases must meet the following requirements:

- the ability to ensure the implementation of the practice program;
- availability of structural subdivisions, branches corresponding to the specialty for which specialists are trained at the university;
- the possibility of qualified management of the practice of higher education students;
- providing higher education students during internship with the opportunity to work in full-time positions, the work of which corresponds to the internship program (if there are suitable vacancies);
- granting higher education students, the right to use economic information, laboratories, technical and other documentation necessary for the implementation of the internship program, taking into account the confidentiality policy of the enterprise (organisation, institution);
- the possibility of further employment of university graduates (on a general basis, subject to vacancies).

The determination of practice bases is carried out by the university administration based on direct agreements on cooperation with enterprises (organisations, institutions) regardless of their organisational and legal forms and forms of ownership.

A change of the practice base is possible only for good reasons and only before the submission of an order on the practice to the project.

A student of higher education does not have the right to independently change the practice base. In the case of an independent change of the practice base, failure to appear at the place of practice without valid reasons, it will be considered that the student of higher education has not completed the curriculum and may be expelled from the university.

Contracts regarding the implementation of practices are concluded with bases (enterprises, organisations, institutions) in advance. The term of validity of

these contracts is agreed by the parties to the contract and can be determined for the period of a specific type of practice or for a period of up to five years.

The head of the practice from the enterprise, which carries out the general management of the practice:

- bears personal responsibility for conducting practice within the limits of his competence;

- organises practice according to the practice program;

- determines the places of practice, ensures the highest efficiency of its passage;

- organises training by relevant specialists on occupational health and safety, life safety, fire safety, industrial sanitation and internal procedures;

- ensures implementation of practice schedules in structural units of the enterprise;

- provides interns with the opportunity to use the available literature, necessary documentation, laboratories, workshops of the enterprise for the implementation of the internship program;

- ensures and monitors compliance by interns with the rules of the internal procedure;

- creates the necessary conditions for students of higher education to learn new equipment, advanced technologies, and modern methods of work organisation;

- monitors compliance with Ukrainian labour legislation, etc.

The duties of the direct supervisors appointed by the practice bases are specified in separate sections of the contracts on the practice of students of higher education of the university.

Head of practice from the department:

- develops the topic of individual tasks, which takes into account the expected topic of qualification papers;

- monitors the timely arrival of students of higher education to places of practice;

- supervises the implementation of the internship program, its implementation dates;

- provides methodical assistance to students of higher education during their performance of individual tasks and collection of materials for qualification work;

- conducts mandatory consultations regarding the processing of the collected material and its use in the practice report and qualification work;

- evaluates the design of the diary report;

- can accept the defence of reports of students of higher education on practice as part of the commission.

Applicants of higher education at the university are obliged to:



before the beginning of the internship, receive methodological materials (program, methodological recommendations, individual tasks, etc.) and consultations on the preparation of all necessary documents from the coordinator (coordinators) of practical training in the specialty;

arrive at the practice base on time;

fully perform all tasks provided for by the practice program and the instructions of its supervisors;

to study and strictly observe the rules of labour protection, life safety, fire safety, industrial sanitation and rules of internal procedure;

to bear responsibility for the work performed and its results, to show an example of a conscious and conscientious attitude to work;

in a timely manner, no later than a week after the end of the internship, provide the coordinator of practical training in the specialty with all the necessary organisational documents, and the teacher - the supervisor of the internship from the department - a diary of the internship and a report on its completion. Within the term established by the order of the rector, defend the report on pre-diploma practice before the commission established at the department;

submit a report on pre-diploma practice to the department for storage.

## **5. Evaluation of practice results**

The main text of the report is drawn up in Times New Roman font, point 14 on A4 sheets with 1.5 line spacing. Paragraph indentation – 1.25 cm.

When designing tables and figures, the use of font size 12 is allowed. The line spacing in the table can be from 1.1 to 1.3.

The text of the practice report must be printed with mandatory observance of the following margins: top and bottom - at least 20 mm, right - at least 10 mm, left - at least 25 mm.

The numbering of pages, sections, subsections, illustrations, tables, and formulas is given in Arabic numerals.

The page number is placed in the upper right corner at 10 mm from the upper and right edges of the sheet without a period at the end.

Pages are numbered starting from the page where the first page of the first chapter is placed, considering the previous pages: title page, table of contents, introduction.

The headings of the structural parts of the practice report "CONTENTS", "INTRODUCTION", "CONCLUSIONS", "LIST OF USED SOURCES", "APPENDICES" and the names of the sections are printed in capital letters

symmetrically to the text. Each structural part of the practice report (introduction, sections, conclusions, list of used sources, appendices) must be started on a new page.

The distance between the title and the text should be approximately 20 mm. After the title of the subsection on the page (at the end of the page) there should be at least 3-4 lines.

If necessary, enumerations can be given in the text. A colon is placed before the enumeration. For the first detail of the enumeration, it is worth using Arabic numerals with brackets. A semicolon or colon is placed at the end if there is further detail. Before each position of the subsequent enumeration, it is worth putting a small letter of the Ukrainian alphabet with a parenthesis or, without numbering, from a paragraph indentation without geometric decorations (second level of detail). A semicolon is placed at the end. A period is placed after the last item in the list. Enumerations are written in lowercase letters with paragraph indentation.

Illustrations (drawings, graphs, diagrams) should be placed immediately after the text in which they are mentioned for the first time or on the next page. All illustrations must be referenced in the report. If the illustrations are not created by the author of the work, it is necessary to give a link to the source from which the illustration was borrowed. The names of schemes, drawings, graphs are placed under the illustration. If necessary, explanatory data is placed under the illustration. Illustrations should be numbered with Arabic numerals with sequential numbering within the section, with the exception of illustrations given in the appendices. The illustration number consists of the section number and the serial number of the illustration, separated by a period. For example: Fig. 2.1. (the first picture of the second chapter). The distance from the text to the illustration and from the illustration to the text is one line, if the illustration is embedded in the structure of the text, that is, it is not located on a separate page.

A table should be placed immediately after the text in which it is mentioned for the first time, or on the next page if the table is large enough to be embedded in the structure of the text on the same page. All tables should be referenced in the text. Tables are numbered with Arabic numerals consecutively (except for tables presented in appendices) within the chapter. In the upper right corner above the relevant heading, the inscription "Table" is placed with its number. The table number should consist of the section number and the serial number of the table, for example: "Table 1.2" (the second table of the first section). Each table should have a title, which is placed above the table symmetrically to the text. Graph headings should begin with uppercase letters, subheadings with lowercase letters. In the case of transferring part of the table to another sheet (page), write the words "End of the table." and indicate the table number, for example, "The end of the table. 1.2", and the role of the table header in this case is played by the numerical order. If digital

or other data are not provided in any row of the table, then a dash is placed in it. The distance between the previous and following text and the table should be equal to one line (no more than 10 mm).

Formulas and equations are placed in the centre of the line immediately after the text in which they are mentioned. At least one free line should be left above and below each formula or equation. Formulas (if there are more than one) are numbered within the section. The number of the formula consists of the number of the section and the serial number of the formula in the section. Formula numbers are written near the right margin of the sheet at the level of the corresponding formula in round brackets, for example: (3.2) (the second formula of the third section). Explanations of the values of symbols and numerical coefficients should be given directly below the formula in the sequence in which they are given in the formula. The value of each symbol and numerical coefficient must be entered on a new line. The first line of the explanation begins with the word "de" without a colon. The distance from the text to the formula and from the formula and/or interpretation of the formula to the text is one line (approximately 10 mm).

While writing the report, the student must provide references to the sources and materials provided in the work. The links allow you to check the reliability of the information. References in the text of the report to sources should be indicated by a serial number in the list of references, separated by two square brackets, for example, "... in works [1 - 7] ..." or "... in work [5, p. 87] ..." or simply indicate the source number next to the borrowed text [25]. When referring to sections, subsections, clauses, subsections, illustrations, tables, formulas, equations or appendices, their numbers are indicated. For example: "... in section 2 ..."; "... in fig. 1.5 ..."; "... in the table 3.2 ..."; "... according to table 3.2 ..."; or "... in view of the table 3.2 ..."; "... (see table 3.2) ..."; "... according to the formula (3.5) ..."; "... in equations (1.9) - (1.12) ..."; "... in Annex B..." or "... (Annex B)".

The list of used sources includes all literary sources that were referenced in the text of the practice report. In addition, the following order should be followed regarding the location of literary sources: 1) any literature in the Ukrainian language; 2) literature published in foreign languages. Information on the literary sources included in the list should be provided in accordance with the requirements of the state standard DSTU GOST 7.1:2006 "System of standards for information, library and publishing affairs. Bibliographic record. Bibliographic description. General requirements and rules of drafting".

Appendices are drawn up as a continuation of the practice report, in the form of a separate part and are placed in the order of appearance of references to them in the text. Appendices must have a title page on which the word "APPENDICES" should be written in capital letters in the middle. Each application must start on a new page. The application should have a title printed on top symmetrically with

respect to the text of the page. In the middle of the line above the title, the word "Appendix" and the capital letter denoting the appendix should be written in capital letters. Appendices should be marked consecutively with capital letters of the English alphabet. For example, Annex A, Annex B, etc.

During the implementation of the pre-diploma practice program and the writing of the Report on it, it is necessary to comply with the requirements of academic integrity. In particular, in accordance with Art. 42 of the Law of Ukraine on Education indicates that compliance with academic integrity by students of education involves:

- independent performance of educational tasks, tasks of current and final control of learning results (for persons with special educational needs, this requirement is applied taking into account their individual needs and capabilities);

- references to sources of information in case of use of ideas, developments, statements, information;

- compliance with the legislation on copyright and related rights;

- provision of reliable information about the results of one's own educational (scientific, creative) activities, used research methods and sources of information.

At the same time, the following is considered a violation of academic integrity by students of education:

- academic plagiarism – publicising (partially or fully) scientific (creative) results obtained by other persons as the results of one's own research (creativity) and/or reproduction of published texts (published works of art) of other authors without indicating authorship;

- self-plagiarism – publishing (partially or completely) one's own previously published scientific results as new scientific results;

- fabrication – fabrication of data or facts used in the educational process or scientific research;

- falsification – a deliberate change or modification of already available data related to the educational process or scientific research;

- write-off – performance of written work involving external sources of information other than those permitted for use, in particular during the evaluation of learning outcomes;

- deception - provision of knowingly false information about one's own educational (scientific, creative) activity or organisation of the educational process; forms of cheating are, in particular, academic plagiarism, self-plagiarism, fabrication, falsification and plagiarism;

- biased assessment – deliberate overestimation or underestimation of the learning outcomes of education seekers. The specified violations of academic integrity are unacceptable during the preparation of any scientific papers.

Educators can independently check work for academic plagiarism using recommended free online services.

The teacher must check the works for compliance with the requirements of academic integrity.

If the teacher discovers text matches, the work is returned to the student for revision.

## **6. Summing up the results of the pre-diploma practice**

In accordance with the Regulation on the organisation of internships for students of higher education at the Simon Kuznets Kharkiv National University of Economics, approved by Order No. 44 of January 24, 2022, after the end of the internship, students report on the completion of the pre-diploma internship program and individual tasks.

The defence of the pre-diploma practice report is carried out within ten days after the end of the practice period. The defence of the reports on pre-diploma practice is accepted by the teacher of the Department of International Economic Relations of Simon Kuznets Kharkiv National University of Economics and the responsible official of the enterprise.

In order to successfully defend the report, the higher education applicant is recommended to give clear, concise, reasoned answers to the questions. After answering all the questions, the main part of the report protection procedure can be considered completed.

The assessment for practice is issued in the record of current and final success and in the individual study plan of the student under the signatures of the commission members. The assessment for practice is taken into account when assigning the rating position of the student of education.

Applicants of higher education who have not defended their internship reports by the deadline will have an academic debt.

## **7. Criteria for evaluating the results of pre-diploma practice**

The results of passing and defending practice are evaluated according to the 100-point system for evaluating the results of studies adopted at the university.

The final number of points acquired by a student of higher education based on the results of the internship takes into account:

manager's feedback from the practice base;  
feedback from the head of the department;  
presentation by the student of higher education of the results of the internship during the defense of the report;  
answers to questions.

Applicants of higher education who have not defended their internship reports by the deadline will have an academic debt.

Applicants of higher education who have not defended their internship reports by the deadline will have an academic debt.

Evaluation criteria of the report on pre-diploma practice and student answers during the defence of the report:

*pre-diploma practice:*

59 (1) points – the winner made significant mistakes while solving practice tasks; reporting documents are issued with numerous errors; the student is unable to give an explanation of the performed calculations; the manager's assessment of practice and characteristics indicate a low level of knowledge, skills and competences;

73 (60) points – the internship report and the internship diary are made out with numerous errors or not in full; in the defence, the student showed complete ignorance of the research object, failed to satisfactorily answer the questions posed by the commission members;

89 (74) points – the practice program is disclosed, but there are some non-principled shortcomings; insufficiently used reporting materials in the process of analysis; there are separate comments regarding the design of the report, diary; the defence student demonstrated good knowledge, answered the questions of the commission members;

100 (90) points – the report on the internship and the internship diary are completed in accordance with the requirements and submitted for defence within the term determined by the department; the report contains elements of novelty, has practical significance; the student has mastered the skills of research work: information gathering, analysis, formulation of conclusions, proposals; the student's answer to the commission members' questions is exhaustive.

## **RECOMMENDED LITERATURE**

1. Іващенко Г.А. Аналітичне забезпечення ризик-менеджменту в міжнародному бізнес-середовищі / Науковий журнал «Молодий вчений» № 4 (68) квітень 2019 р., с. 482-489.

2. Іващенко Г. А. Обліково-аналітичне забезпечення управління підприємством / Іващенко Г. А., Головаш С. О. // Економіка та суспільство. – 2017. -№ 12. – С. 260 – 267.

3. Іващенко Г. А. Формування зовнішньоекономічної стратегії підприємства / Г. А. Іващенко // Електронне наукове фахове видання "Ефективна економіка". – 2021. – № 5 [Електронний ресурс]. – Режим доступу: [http://www.economy.nauka.com.ua/pdf/5\\_2021/103.pdf](http://www.economy.nauka.com.ua/pdf/5_2021/103.pdf)

4. Наскрізна програма практики для студентів спеціальності 292 "Міжнародні економічні відносини" першого (бакалаврського) рівня / Уклад. Н. О. Пархоменко, Г. А. Іващенко. Харків : ХНЕУ ім. С. Кузнеця, 2022. – 32 с.

5. Положення про організацію освітнього процесу в Харківському національному економічному університеті імені Семена Кузнеця: наказ № 5 від 26.10.2020 р.) [Електронний ресурс]. – Режим доступу : <https://www.hneu.edu.ua/wp-content/uploads/2020/12/Polozhennya-pro-organizatsiyu-osvitnogo-protsesu-u-HNEU.pdf>.

6. Положення про практичну підготовку в Харківському національному економічному університеті імені Семена Кузнеця, затвердженого наказом 31.01.2020 р. № 6 [Електронний ресурс]. – Режим доступу : <https://www.hneu.edu.ua/wp-content/uploads/2020/02/Polozhennya-pro-organizatsiyu-praktyky-studentiv.pdf>.

7. Положення про проведення практики студентів вищих навчальних закладів України, затверджене наказом Міністерства освіти України від 08.04.1993 р. № 93 [Електронний ресурс]. – Режим доступу: <https://zakon.rada.gov.ua/laws/show/z0035-93#Text>.

8. Про вищу освіту [Електронний ресурс] : Закон України № 1556-VII від 01.07.2014. (зі змінами та доповненнями). – Режим доступу : <https://zakon.rada.gov.ua/laws/card/1556-18>.

9. Про освіту [Електронний ресурс] : Закон України № 2145-VIII від 05.09.2017 (зі змінами та доповненнями). – Режим доступу: <https://zakon.rada.gov.ua/laws/card/2145-19>.

## APPENDICES

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

*"There are no bad professions,  
but there are those we are inferior to others"*

*(M.Zamakois).*



61166, Kharkiv, ave. Nauky, 9-A,  
phone: 702-07-17, 702-04-59  
[www.hneu.edu.ua](http://www.hneu.edu.ua)

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## PRACTICE DIARY

student

(Full Name)

faculty

department

education level

Specialty (educational program)

(code and name)

course, group



**ORDER FOR PRACTICE**

Student

(Full Name)

directed to practice

(type of practice)

to the city to

(Name of Company)

Term of practice: from to 20 year  
(including travel there and back).

Head of practice from the university  
(position, surname, first name, patronymic)

Stamp

university

Dean of the Faculty \_\_\_\_\_  
(signature, surname, first name, patronymic)

Head of practice from the enterprise

(signature, surname, first name, patronymic)

Arrived at the company

Stamp company

«\_\_\_\_» \_\_\_\_\_ 20\_\_\_\_ y.

\_\_\_\_\_  
(position, signature, surname, initials of the responsible person)

Left the company

Stamp company

«\_\_\_\_» \_\_\_\_\_ 20\_\_\_\_ y.

\_\_\_\_\_  
(position, signature, surname, initials of the responsible person)

## **1. Basic provisions of practice**

1.1. Before leaving for practice, the student must listen to the instruction of the practice manager and receive:

designed diary;

individual tasks from practice;

two copies of the internship calendar schedule (one for students and one for the internship manager from the company);

referral to practice;

referral to a dormitory (if necessary).

1.2. Upon arrival at the enterprise, the student must submit a diary to the manager of the enterprise, undergo a safety and fire prevention briefing, familiarize himself with the workplace, the rules for operating the equipment, and clarify the plan for the internship.

1.3. During the internship, the student is obliged to strictly follow the rules of the company's internal procedure.

1.4. The student prepares a practice report in accordance with the practice schedule and additional instructions from the practice supervisors from KhNEU named after S. Kuzneta and enterprises.

1.5. The student's practice is evaluated according to the 100-point system and taken into account during the awarding of the scholarship on an equal basis with other academic disciplines of the curriculum.

1.6. A student who did not fulfill the requirements for practice and received a negative feedback on the work or an unsatisfactory grade during the defense of the report is re-sent to practice during free time from studies.









## **7. Rules for keeping and designing a diary**

7.1. The diary is the student's main document during practice.

7.2. When a student does an internship outside the city where the university is located, the diary for him is also a travel certificate confirming the duration of the student's stay in the internship.

7.3. During practice, the student must write down in the diary every day everything what he did in a day to fulfill the calendar schedule of practice. He keeps detailed records in workbooks, which are a continuation of the diary.

7.4. At least once a week, the student is obliged to submit the diary for review by the supervisors of practice from the university and from the company, who check the diary, give written comments, additional tasks and sign the notes made by the student.

7.5. At the end of the internship, the diary along with the report should be reviewed by the internship supervisors, who make feedback and sign it.

7.6. The completed diary together with the report must be submitted to the department by the student.

Practice is not counted without a completed diary.

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