

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

Кафедра економіки підприємства та організації бізнесу

«ЗАТВЕРДЖУЮ»

Проректор з навчально-методичної роботи



**РОБОЧА ПРОГРАМА  
ПЕРЕДДИПЛОМНОЇ ПРАКТИКИ**

рівень вищої освіти

другий (магістерський)

галузь знань

05 "Соціальні та поведінкові науки"

спеціальність

051 "Економіка"

освітньо-професійна

"Економіка бізнесу"

програма

Завідувач кафедри економіки підприємства та організації бізнесу

Тетяна ВЛАСЕНКО

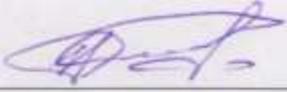
Гарант програми Економіка бізнесу

Тетяна ВЛАСЕНКО

Харків  
2025

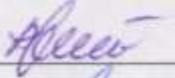
РОЗРОБНИКИ ПРОГРАМИ:

д.е.н., професор



Інга ШАПОВАЛОВА

к.е.н., доцент



Анна ЧЕРЕДНИК

к.е.н., доцент



Ганна ЧУМАК

Програму погоджено з гарантом освітньо-професійної програми «Економіка Бізнесу»

Програму схвалено на засіданні кафедри Економіки підприємства та організації бізнесу, Протокол засідання кафедри від «8» січня 2025 року, № 9

Дію робочої програми пролонговано:

на 20\_\_/20\_\_ н.р. Завідувач кафедри \_\_\_\_\_  
(назва кафедри)

\_\_\_\_\_ (підпис)

\_\_\_\_\_ (прізвище та ініціали)

Гарант  
освітньо-професійної програми

\_\_\_\_\_ (назва програми)

\_\_\_\_\_ (підпис)

\_\_\_\_\_ (прізвище та ініціали)

на 20\_\_/20\_\_ н.р. Завідувач кафедри \_\_\_\_\_  
(назва кафедри)

\_\_\_\_\_ (підпис)

\_\_\_\_\_ (прізвище та ініціали)

Гарант  
освітньо-професійної програми

\_\_\_\_\_ (назва програми)

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\_\_\_\_\_ (прізвище та ініціали)

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(назва кафедри)

\_\_\_\_\_ (підпис)

\_\_\_\_\_ (прізвище та ініціали)

Гарант  
освітньо-професійної програми

\_\_\_\_\_ (назва програми)

\_\_\_\_\_ (підпис)

\_\_\_\_\_ (прізвище та ініціали)

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

The department of enterprise economy and business organization

**“APPROVE”**  
Vice-rector for educational  
and methodical work



**PROGRAM  
OF PRE-DIPLOMA INTERNSHIP**

Field of Knowledge	<b>05 “Social and Behavioral Sciences”</b>
Specialty	<b>051 “Economics”</b>
Study cycle	<b>Second (master’s)</b>
Study programme	<b>“Business Economics”</b>

Head of Enterprise Economy and Business Organization Department

Tetyana VLASENKO

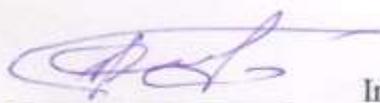
Head of Programme Business Economic

Tetyana VLASENKO

**Kharkiv  
2025**

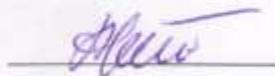
DEVELOPERS OF PROGRAM:

Doctor of economics, Professor



Inga SHAPOVALOVA

PhD (Economics),  
Associate Professor



Anna CHEREDNYK

PhD (Economics),  
Associate Professor



Hanna CHUMAK

Program is approved by the Head of Study  
Programme "Business Economics"

Program is approved at the meeting of the department of Enterprise economy and  
business organization, Protocol of department's meeting dated "8" January 2025, № 9

The validity of the work program has been extended:

for 20\_\_/20\_\_ study year

Head of Department \_\_\_\_\_  
(name of the department)

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

\_\_\_\_\_  
(name, surname)

Head of Study Programme  
"Business Economics"

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

\_\_\_\_\_  
(name, surname)

for 20\_\_/20\_\_ study year

Head of Department \_\_\_\_\_  
(name of the department)

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

\_\_\_\_\_  
(name, surname)

Head of Study Programme  
"Business Economics"

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

\_\_\_\_\_  
(name, surname)

for 20\_\_/20\_\_ study year

Head of Department \_\_\_\_\_  
(name of the department)

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

\_\_\_\_\_  
(name, surname)

Head of Study Programme  
"Business Economics"

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

\_\_\_\_\_  
(name, surname)

## INTRODUCTION

The internship is a mandatory component of training for higher education specialists. The internship for higher education students ensures continuity and consistency in its implementation.

The program of the pre-diploma internship is developed in accordance with the study programme “Business Economics” at the second (master's) level of specialty 051 “Economics”. It is part of the mandatory components of the professional training cycle and should be conducted according to the schedule established in the educational process.

The program of the pre-diploma internship enables higher education students to have a clear understanding of what they will be required to perform during the internship, how to complete individual tasks, and the assistance they can receive from their internship supervisors, the higher education institution, and the enterprise (organization, institution), as well as from the staff (managers) of the enterprise they will encounter during their internship.

Students at the second (master's) level of higher education will acquire the necessary volume of practical knowledge and skills in accordance with the developed internship work programs.

### **1. Characteristics, Purpose, Tasks, and Outcomes of Pre-Diploma internship**

#### 1.1. Characteristics of Pre-Diploma internship

Credits	Total hours		Type of control	Semester
8	240		Report	3
	Detailed			
	Practice	Self-studies		
	–	240		

1.2. The purpose of the pre-diploma internship is to consolidate and deepen the knowledge acquired by students during their studies, as well as to develop and enhance the skills needed for making independent decisions while performing specific tasks in real market and production conditions. It also aims to address challenges related to managing modern enterprises in the actual socio-economic context of their operations.

1.3. The primary objective of the pre-diploma internship is to form general and specialized competencies necessary for the future profession. Upon completing the internship, students are expected to achieve outcomes in line with the study programme.

The learning outcomes and competencies formed by pre-diploma internship are defined below.

## Learning outcomes and competencies formed by pre-diploma internship

Special competences (SK)	General competences (GK)	Learning outcomes (LO)
–	GK4. Ability to communicate with representatives of other professional groups at different levels (with experts from other fields of knowledge/types of economic activity)	LO2. Develop, justify, and make effective decisions regarding the development of socio-economic systems and the management of economic entities
SK3. Ability to collect, analyze, and process statistical data and scientific-analytical materials necessary for solving complex economic problems, and to draw well-founded conclusions based on them	GK2. Ability for abstract thinking, analysis, and synthesis	LO 8. Collect, process, and analyze statistical data and scientific-analytical materials necessary for solving complex economic tasks
SK6. Ability to formulate professional tasks in the field of economics and solve them by selecting appropriate approaches and methods, considering the available resources	GK8. Ability to conduct research at an appropriate level	LO 8. Collect, process, and analyze statistical data and scientific-analytical materials necessary for solving complex economic tasks
SK7. The ability to justify managerial decisions regarding the effective development of economic entities.	–	LO 8. Collect, process, and analyze statistical data and scientific-analytical materials necessary for solving complex economic tasks
–	GK2. Ability for abstract thinking, analysis, and synthesis	LO13. Assess potential risks and the socio-economic consequences of managerial decisions
–	GK8. Ability to conduct research at an appropriate level	LO15. Organize the development and implementation of socio-economic projects, considering informational, methodological, material, financial, and human resource support.

## 2. Content and Organization of Pre-Diploma Internship

### 2.1. Content of Pre-Diploma Internship:

1. According to the curriculum of the Simon Kuznets Kharkiv National University of Economics, to strengthen the practical orientation of training for second-year students of the second (master's) level in the specialty 051 “Economics” within

the study programme “Business Economics”, a pre-diploma internship is provided at basic enterprises, institutions, and organizations of any industry and ownership form. These internship bases must meet the requirements of the study programme.

2. The pre-diploma internship is the final stage of education and the preparation of highly qualified specialists. It aims to expand and deepen the theoretical and practical knowledge gained during the study, consolidating the organizational and managerial skills and abilities acquired.

3. Upon completing the pre-diploma internship, the student prepares a report in written form, which is done in the form of a consultative project (general internal consulting). The report reflects all aspects of the student's activities at the internship location.

## 2.2. Organization and supervision of the pre-diploma internship

The process of organizing the internship requires addressing the following issues:

- selection of the internship base;
- establishing general principles for supervising the internship;
- determining the form of the internship;
- defining the duties and rights of student interns;
- preparing individual tasks for the internship;
- selecting the information base for the internship (literature sources, legislative and regulatory documents, etc.);
- determining the forms and methods of monitoring the internship;
- developing requirements for preparing and formatting the internship report.

The pre-diploma internship at the internship bases begins with introducing the student interns to the organizational structure of the internship base, its traditions, and achievements. A meeting is organized with the staff members who will be involved in the implementation of the internship program. During this meeting, the work programs are reviewed, and specific aspects are clarified.

The internship supervision of the student is carried out by representatives of the higher education institution and the internship base.

The person responsible for organizing and conducting the internship at the department is required to:

- ensure the students receive training on occupational health and safety rules;
- organize and provide methodological supervision for the students' internships, and monitor its implementation;
- consult students during the internship period;
- organize discussions on the internship results at department meetings, providing suggestions for improvement.

The internship supervisor from the department is required to:

- monitor the preparedness of the internship bases;
- hold general meetings with students to inform them about the internship schedule, outlining its goals, objectives, and content;

conduct an instructional session (signed by the students) on the procedures for conducting the internship, safety regulations, and preventing accidents;

provide the students with the necessary documents (instructions, program, diary, calendar plan, individual tasks, topics for course and thesis projects, methodological recommendations, etc.), the list of which is determined by the educational institution, and conduct a general briefing;

familiarize students with the reporting system for the specific type of internship, including the deadline for submitting the report to the department;

ensure the high quality of the internship according to the program and individual tasks, in close contact with the supervisor from the enterprise (organization, institution);

introduce the enterprise supervisor to the internship program and agree on the schedule for its implementation;

organize the defense of internship reports by students within the established deadline and submit them to the person responsible for organizing student internships at the department;

report the progress of the internship at department meetings;

report to the head of the department on the internship outcomes, with proposals and remarks regarding its implementation.

*Duties and Rights of the Student Intern.* The duties and rights of the student intern are defined within the framework that ensures the completion of the internship program. The student's responsibilities are regulated by specific organizational measures that the intern must carry out.

During the internship, students are required to:

attend general meetings to be informed about the specific features of the internship;

receive consultations from the internship supervisor from the department of economics of enterprises and business organization regarding the completion of all necessary documents before starting the internship;

arrive on time at the internship base;

fully complete all tasks outlined in the internship program and as instructed by the internship supervisors;

study and strictly adhere to occupational safety, technical safety, and industrial hygiene regulations;

take responsibility for the work performed;

submit and defend the internship report on time.

A student who fails to complete the internship program and tasks within the established timeframe, and receives a negative feedback from the supervisor or an unsatisfactory grade during the defense, will face measures similar to those for a student who is behind, including expulsion from the higher education institution.

In case the student violates labor discipline and the rules of internal procedures at the internship base, the internship supervisor and department head may submit a request for the student to be removed from the internship. The dean of the faculty and

the head of the graduating department will be notified of this. Based on their recommendations, the rector may consider the issue of expelling the student from the university.

During the internship, students have the right to:

receive a scholarship during the internship period and be appointed to a vacant position with a salary (in addition to the scholarship) at the expense of the internship base;

receive the necessary information to complete the tasks outlined in the internship program;

access the information resources of the internship base with the permission of the chief specialists and department heads;

receive competent consultations from the internship base specialists on issues outlined in the internship program;

with the permission of the internship supervisor from the base, use computing equipment and office technology for processing information related to the completion of internship tasks;

use the services of non-production infrastructure departments at the internship base.

### **3. Requirements for the Internship Bases**

The bases for the pre-diploma practice can include enterprises of various forms of ownership, organizations, and state financial institutions. In these conditions, the execution of the practice program by the students must be ensured.

The supervisor of the practice from the internship base, to ensure the quality of the students' internship, must:

issue an order for the students' acceptance for the internship.

together with the supervisor from the department, allocate students to the departments of the internship base and to work positions that require preparation in the specialty 051 "Economics" of the study programme "Business Economics".

collaborate with the supervisor from the department of business economics and organization to organize and control the internship in accordance with the schedule and program.

ensure that occupational safety briefings are conducted.

familiarize students with the organization of work at specific workplaces, assist them in correctly performing all tasks, and teach students effective work methods.

ensure that students complete their individual tasks.

supervise the students' pre-diploma work as per the department's assignment and assist students in obtaining the necessary materials.

monitor the progress of the internship in accordance with the calendar schedule.

align the student's actual knowledge, skills, and competencies with the required standards.

At the end of the internship, the student reports to the supervisor about completing the internship and submits the diary and report for review within the deadlines set by the graduating department.

#### **4. Individual Tasks for the Internship**

At the beginning of the pre-diploma internship, the student-intern receives an individual task for the internship (Appendix 2), which clearly outlines the issues that need to be addressed:

general characteristics of the enterprise, its operating conditions; relationships with external counterparties;

management system of the enterprise;

organization of product production;

production and sale of products (works, services); competitiveness of the enterprise's products;

resource provision of the enterprise and analysis of the effectiveness of its resource use;

size and structure of the enterprise's costs, directions for reducing the cost of products;

formation of financial results from different types of activities, directions for the use of the enterprise's profit. financial condition of the enterprise;

identification of reserves and determination of directions for improving the effectiveness of economic activities, development and economic evaluation of proposed measures.

In addition, within the framework of the individual task, it is necessary to study and analyze in more depth: the theoretical aspects of the formation and use of the enterprise's main production assets, analyze the structure and composition of the fixed assets, assess the effectiveness of their use, and develop measures to improve the utilization of fixed assets at the enterprise.

#### **5. Requirements to the report on pre-diploma internship**

The result of the pre-diploma internship is the preparation of the report. The report on pre-diploma internship is printed by students in English on standard-sized paper. The report must reflect a comprehensive description of the student's independent work at the enterprise (institution) – the internship base.

Structurally, the report consists of sections outlined in the work program of the pre-diploma internship and reflected in the table of contents. The report includes the completed individual assignment and/or copies of documents (appendices) regarding the completed work. All appendices to the report must be numbered. References in the textual part of the report to appendices should include the appendix number.

When preparing the report for the pre-diploma internship, it is necessary to submit all official documents certified with stamps from the practice base (a total of 4 stamps): the practice assignment (two stamps: arrived, departed), a reference letter (certified with a stamp), the work program (certified with a stamp) (Appendix 3 - Internship Diary). The report should be prepared according to the structure: title page, table of contents, introduction, description of the theoretical and practical parts in accordance with the practice topic, conclusions, list of references (Appendix 5 -

Structure of report). An analysis of the statistical information collected during the practice should be conducted, followed by corresponding conclusions.

All issues reflected in the pre-diploma internship`s reports should be considered according to the following requirements:

contain both theoretical and practical aspects of the specific issue.

when discussing the issues, reference must be made to current normative and legal documents, instructional materials, and take into account the sectoral specifics of the enterprise (institution) – the practice base.

all calculations must be based on official informational materials in numerical form.

the analysis of specific issues must include a description of the identified trends, regularities, conclusions, as well as the student's personal position regarding the analyzed processes and reflect their vision of the process's development in the future.

The volume of the report should be sufficient to cover the content of the completed work. The appendices to the report should consist of completed forms of internal documents from the practice base.

Student`s pre-diploma internship report is checked for originality according to the allowable (threshold) percentage of borrowings (but not more than 50% borrowings), which is approved at the department meeting. The file is checked using the online service “StrikePlagiarism”. If the percentage of borrowings exceeds the threshold value set by the department of Enterprise economy and Business organization, the report in .pdf format is forwarded to the responsible person at the department of Enterprise economy and Business organization for further analysis and revision.

## **6. Summing up the pre-diploma internship**

The final number of points earned by the student as a result of the practice includes:

the feedback from the practice base supervisor;

the feedback from the department supervisor;

the presentation of the practice results by the student during the report defense; answers to questions.

Higher education applicants who fail to defend their practice reports within the designated time will have academic debt.

## **7. Criteria for Evaluating the Results of Pre-Diploma Internship**

The evaluation of the results of the internship and its defense is conducted using a 100-point grading scale, which is the system adopted by the University for assessing academic performance.

### Criteria for assessing academic performance during the internship

Points	Criteria for assessing academic performance
90-100	The internship report and diary are formatted according to the requirements and submitted for defense within the time frame set by the department. The report contains elements of novelty and has practical significance. The student has acquired research skills, including information gathering, analysis, and formulation of conclusions and recommendations. The student's responses to questions from the commission members are comprehensive.
82-89	The internship program is covered, but there are some minor non-critical shortcomings. The reporting materials were not sufficiently used during the analysis. There are some remarks regarding the formatting of the report and the diary. The student demonstrated good knowledge during the defense and answered the commission's questions
74-81	There are some remarks regarding the formatting of the report and diary, as well as grammatical and stylistic errors. There are inaccuracies in the calculations during the analysis. During the defense, the student demonstrated satisfactory knowledge, and the responses to the commission's questions were either inaccurate or incomplete
64-73	The report on the internship and the internship diary are filled with numerous mistakes or are incomplete. During the defense, the student demonstrated a complete lack of knowledge about the studied object and failed to answer the questions posed by the committee satisfactorily
60-63	The student made significant mistakes while solving the tasks of the internship and is unable to explain the calculations performed. The report documents are filled out with errors. The supervisor's evaluation and the reference indicate a low level of knowledge, skills, and competencies.
35-59	The report was submitted to the supervisor for review after the deadline; it contains significant plagiarism of informational and theoretical material; the formatting of the report does not meet the requirements; the content of the report is not fully disclosed.
1-34	The required documents are missing: the report, the practice diary, and the reference letter..

The number of points is deducted for violations of the following requirements: improper formatting of the report and diary (they must have an approved format, such as a working diary, filled out manually by the student or using computer input; all specified sections must be fully covered): 5-15 points.

late approval of the plan, late registration of the industrial practice report, late submission for defense: 5 points.

Based on the results of the defense, a differentiated grade is assigned and entered into the credit-exam sheet and the student's academic record, signed by the practice supervisor or the head of the department.

Students who fail to defend their reports within the appointed time will have an academic debt.

## 8. References

1. The Constitution of Ukraine No. 254k/96-VR from June 28, 1996 (as amended and supplemented) [Electronic resource]. Retrieved from <https://zakon.rada.gov.ua/laws/show/254%D0%BA/96-%D0%B2%D1%80?lang=en#Text>.
2. Regulations on the organization of the educational process at Kharkiv National Economic University named after Semen Kuznets [Electronic resource]: Order No. 5 from October 26, 2020. Retrieved from <https://www.hneu.edu.ua/wp-content/uploads/2020/12/Polozhennya-pro-organizatsiyu-osvitnogo-protsesu-u-HNEU.pdf>.
3. Regulations on practical training at Kharkiv National Economic University named after Semen Kuznets, approved by order No. 6 from January 31, 2020 [Electronic resource]. Retrieved from <https://www.hneu.edu.ua/wp-content/uploads/2020/02/Polozhennya-pro-organizatsiyu-praktyky-studentiv.pdf>.
4. Regulations on student internships at higher educational institutions of Ukraine, approved by the Ministry of Education and Science of Ukraine on April 8, 1993, No. 93 [Electronic resource]. Retrieved from <https://zakon.rada.gov.ua/laws/show/z0035-93#Text>.
5. On higher education [Electronic resource]: Law of Ukraine No. 1556-VII from July 1, 2014 (as amended and supplemented). Retrieved from <https://zakon.rada.gov.ua/laws/show/1556-18?lang=en#Text>.
6. On education [Electronic resource]: Law of Ukraine No. 2145-VIII from September 5, 2017 (as amended and supplemented). Retrieved from <https://zakon.rada.gov.ua/laws/show/2145-19?lang=en#Text>.

## APPENDICES

Appendix 1

### Calendar Schedule for Pre-Diploma Internship

Work Titles	Weeks of Pre-Diploma Internship					
	1	2	3	4	5	6
1. Issuance of Pass, Safety and Occupational Health Briefing	<b>X</b>					
2. General Familiarization with the Institution (Business)	<b>X</b>					
3. Justification of the Topic	<b>X</b>					
4. Study of the Organizational Structure and Management System of the Enterprise		<b>X</b>				
5. Market Situation Analysis and Study of Business Relationships with External Counterparties		<b>X</b>				
6. Study of Business Product Manufacturing Technological Processes		<b>X</b>				
7. Analysis of the Financial and Economic Indicators of the Enterprise			<b>X</b>			
8. Overall Assessment of the Organizational and Technical Level of Production			<b>X</b>			
9. Analysis of Innovation and Investment Activity				<b>X</b>		
10. Assessment of Activities Related to Managing the Competitiveness of the Modern Business and the Products (Services) It Produces				<b>X</b>		
11. Assessment of Activities Related to Strategic Development				<b>X</b>		
12. Evaluation of the Effectiveness of Managing the Company's Divisions					<b>X</b>	
13. Study of the Planning System					<b>X</b>	
14. Determining Forecast Indicators for the Next Period						<b>X</b>
15. Preparation of the Report on Pre-graduation Internship						<b>X</b>

## TASKS

for the Pre-diploma Internship  
of a 2nd-year student in the specialty 051  
“Economics”, Study Programme “Business  
Economics”

(students name, surname)

Base of Internship \_\_\_\_\_  
(name of enterprise)

**Purpose of the Internship:** Collection and analysis of information regarding the production and economic activities of the enterprise, development of measures to improve the enterprise’s operations. During the pre-graduation internship, the student must address the following issues:

general characteristics of the enterprise, conditions of its operation. relations between the enterprise and external contractors.

the enterprise’s management system. organization of production.

production and sale of goods (works, services). competitiveness of the enterprise's products.

resource provision of the enterprise and analysis of the efficiency of resource usage.

the size and structure of the enterprise’s costs, directions for reducing production costs.

formation of financial results from different types of activities, directions for the use of the enterprise's profit.

financial status of the enterprise.

identification of reserves and directions for improving the efficiency of business activities, development and economic evaluation of proposed measures.

The following sources of information may be used to compile the report for the pre-diploma internship:

(The list of forms for state statistical observations and financial reporting for 2022 is attached. In addition to the specified forms, any other sources of information may be used)

The structure of the report on pre-graduation practice should consist of three sections:

company profile.

analysis of the company's production and financial capabilities and evaluation of its operational efficiency.

development of measures aimed at improving the company's efficiency and economic evaluation of the proposed measures.

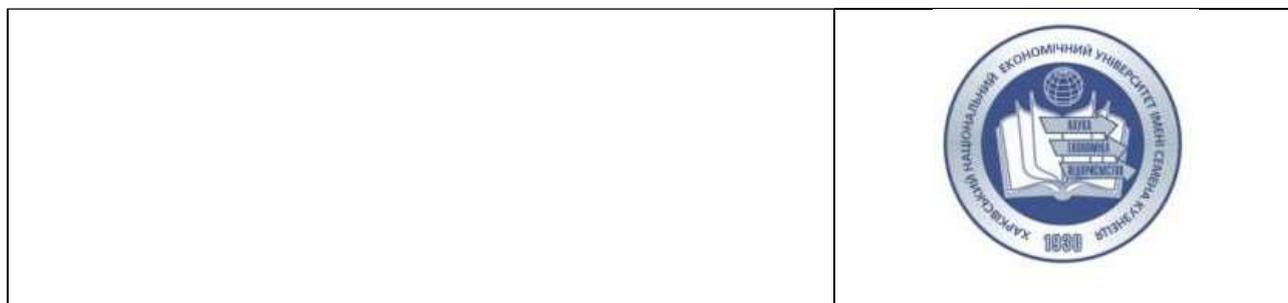
In addition, as part of the individual task, the student must study and analyze in more detail the theoretical aspects of forming and using the company’s main production assets, analyze the structure and composition of fixed assets, evaluate the effectiveness of their use, and develop measures to improve the use of fixed assets at the company.

The supervisor of the practice  
from the higher education institution

Anna CHEREDNYK

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**

**SEMEN KUZNETS' KHARKIV NATIONAL  
UNIVERSITY OF ECONOMICS**



61166, Kharkiv,  
Nauky Ave, 9-A, Tel:  
702-07-17, 702-04-59

# **INTERNSHIP DIARY**

Student

(name, surname)

Educational and Scientific Institute International Students Training

department enterprise economy and business organization

Study cycle Second (master`s)

Study Programme Business Economics

year 2, group

\_\_\_\_\_

## ORDER FOR INTERNSHIP

Student \_\_\_\_\_  
(name, surname)

is assigned to \_\_\_\_\_ pre-diploma \_\_\_\_\_ internship  
(type of internship)

To city \_\_\_\_\_ on \_\_\_\_\_  
(name of enterprise)

The duration of the internship: from \_\_\_\_\_ till \_\_\_\_\_.

The supervisor of the internship  
from the higher education institution .  
(position, name, surname)

University seal \_\_\_\_\_ Dean of the Educational and Research Institute  
Associate Professor Mykhailo BRIL  
\_\_\_\_\_  
(Signature, name, surname)

The supervisor of the internship from enterprise \_\_\_\_\_ head Sergii IVANENKO  
(Signature, position name, surname)

Came to enterprise: " \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_.

Seal of enterprise \_\_\_\_\_  
(Signature, position name, surname of supervisor of the internship from enterprise)

Left enterprise: " \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_.

(Signature, position name, surname of supervisor of the internship from enterprise)

## **1. Main Provisions of the Internship**

1.1. Before going to the internship, the student must attend an orientation session with the internship supervisor and receive: a completed diary; individual assignments for the internship; two copies of the internship schedule (one for the student and one for the internship supervisor at the company); an internship referral; and, if necessary, a referral for accommodation in the dormitory.

1.2. Upon arrival at the company/organization, the student must submit the diary to the supervisor, undergo safety and fire prevention training, familiarize themselves with the workplace, equipment usage rules, and clarify the internship plan.

1.3. During the internship, the student is required to strictly adhere to the company's/organization's internal regulations.

1.4. The student prepares the internship report according to the internship schedule and additional instructions from the internship supervisors at HNEU named after S. Kuznets and at the company.

1.5. The student's internship is graded on a 100-point scale and is taken into account when assigning a scholarship, alongside other disciplines in the curriculum.

1.6. A student who fails to meet the internship requirements and receives a negative review or an unsatisfactory grade during the report defense will be required to redo the internship during their free time from studies.

## 2. Calendar Schedule for Pre-Diploma Internship

Work Titles	Weeks of Pre-Diploma Internship					
	1	2	3	4	5	6
1. Issuance of Pass, Safety and Occupational Health Briefing	<b>X</b>					
2. General Familiarization with the Institution (Business)	<b>X</b>					
3. Justification of the Topic	<b>X</b>					
4. Study of the Organizational Structure and Management System of the Enterprise		<b>X</b>				
5. Market Situation Analysis and Study of Business Relationships with External Counterparties		<b>X</b>				
6. Study of Business Product Manufacturing Technological Processes		<b>X</b>				
7. Analysis of the Financial and Economic Indicators of the Enterprise			<b>X</b>			
8. Overall Assessment of the Organizational and Technical Level of Production			<b>X</b>			
9. Analysis of Innovation and Investment Activity				<b>X</b>		
10. Assessment of Activities Related to Managing the Competitiveness of the Modern Business and the Products (Services) It Produces				<b>X</b>		
11. Assessment of Activities Related to Strategic Development				<b>X</b>		
12. Evaluation of the Effectiveness of Managing the Company's Divisions					<b>X</b>	
13. Study of the Planning System					<b>X</b>	
14. Determining Forecast Indicators for the Next Period						<b>X</b>
15. Preparation of the Report on Pre-graduation Internship						<b>X</b>

The supervisor of the internship from university

\_\_\_\_\_

(signature)

(name, surname)

The supervisor of the internship from enterprise

\_\_\_\_\_

(signature)

(name, surname)

### **3. Work Notes During the Internship**



**5. Feedback from Individuals Who Verified the Internship Completion**

**6. Conclusion from supervisor of the internship from university**

Date of report preparation „\_\_\_\_\_” \_\_\_\_\_20

Points:

University scale: \_\_\_\_\_

Supervisor of the internship from university:

(signature)

(name, surname)

## **7. Rules for maintaining of the internship diary**

7.1. The diary is the main document for the student during their internship.

7.2. When a student is undergoing an internship outside the city where the university is located, the diary also serves as a travel certificate, confirming the duration of the student's stay during the internship.

7.3. During the internship, the student must record everything they did each day to complete the internship's calendar schedule. Detailed notes are kept in workbooks, which are a continuation of the diary.

7.4. At least once a week, the student is required to submit the diary for review by the internship supervisors from both the university and the enterprise. These supervisors check the diary, provide written comments, additional tasks, and sign the student's entries.

7.5. After the completion of the internship, the diary, along with the report, must be reviewed by the supervisors, who will prepare feedback and sign it.

7.6. The completed diary, along with the report, must be submitted to the department. Without a filled-out diary, the internship will not be credited.

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
SEMEN KUZNETS' KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

THE DEPARTMENT OF ENTERPRISE ECONOMY AND BUSINESS  
ORGANIZATION

REPORT

Pre-diploma internship

Topic: \_\_\_\_\_

Supervisor of the internship from enterprise:

\_\_\_\_\_  
(position, name, surname)

Recommended points:

Student of \_\_\_\_\_ year

Group \_\_\_\_\_

Specialty 051 "Economics",

Study programme "Business Economics"

\_\_\_\_\_  
(name, surname )

SEAL

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

Supervisor of the internship from university:

\_\_\_\_\_  
(position, name, surname)

Recommended points:

Points, taking into account the defense

Members of comission:

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

\_\_\_\_\_  
(name, surname)

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

\_\_\_\_\_  
(name, surname)

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

\_\_\_\_\_  
(name, surname)

2025  
Kharkiv

## **Structure of report**

INTRODUCTION

CHAPTER 1. GENERAL CHARACTERISTICS AND ANALYSIS OF THE EXTERNAL ENVIRONMENT OF THE ENTERPRISE

1.1. General Characteristics of the Enterprise

1.2. Analysis of the External Environment of the Enterprise

CHAPTER 2. ANALYSIS OF THE MAIN TECHNICAL AND ECONOMIC PERFORMANCE INDICATORS OF TURBIVSKY KAOLIN PLANT LTD

2.1. Analysis of Key Technical and Economic Indicators and Resource Utilization Efficiency

2.2. Analysis of the Financial Condition of the Enterprise

2.3. Analysis of the Strategic Positions of the Enterprise

CHAPTER 3. DEVELOPMENT OF MEASURES TO IMPROVE THE ENTERPRISE'S PERFORMANCE

3.1. Directions for Improving the Enterprise's Performance

3.2. Justification of the Measure to Improve the Enterprise's Performance

CONCLUSIONS

REFERENCES

APPENDICES