

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY OF
LIFE AND ENVIRONMENTAL SCIENCES OF UKRAINE**

**METHODICAL INSTRUCTIONS
for the completion of Internship in the specialty**

for students of the first (Bachelor's) level of higher Education
Specialty 073 «Management»
educational trajectory: «Management of Investment Activities and
International Projects»

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Compiler: Anna V. Dergach, Candidate of Sciences in Public Administration, Associate Professor
Tatiana O. Vlasenko, Candidate of Economic Sciences, Associate Professor

Reviewers: Vitaliy P. Gavriluk, Assoc. Prof., Ph.D.
Hanna A.Kharchenko, Assoc. Prof., Ph.D.

Educational edition

METHODICAL INSTRUCTIONS
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Projects»

COMPILER: ANNA V. DERGACH
TATIANA O. VLASENKO

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INTRODUCTION

Practical training of applicants for the first (bachelor's) level of higher education in the specialty 073 «Management» (educational trajectory «Management of investment activities and international projects») is the main component of the educational process. It is carried out to consolidate the acquired theoretical knowledge and develop practical skills and abilities necessary for the work of a manager in a particular enterprise. The program and methodological guidelines of the practice regulate the basic requirements for the content Practice.

Organization of practical training of students is carried out following:

- [the Law of Ukraine «On Higher Education» of 01.07.2014, № 1556-VII](#) as amended;
- Work programs of students' internships;
- Curriculum of the speciality 073 «Management» of the OS «Bachelor»;
- Regulations on practical training of students of NUBiP of Ukraine, approved by the Academic Council of NUBiP of Ukraine on 27.10.2021, Minutes № 3;
- [Procedure for conducting laboratory and practical classes in educational \(educational-scientific-production\) laboratories of NUBiP of Ukraine](#) (as amended) dated 26.02.2020;
- [Procedure for conducting practical training in educational and research farms](#) of NUBiP of Ukraine, approved by the Educational and Methodological Council of NUBiP of Ukraine on February 24, 2020, Minutes № 6;
- [current documents on the organization of the educational process at NUBiP of Ukraine](#).

The purpose of the internship is to get acquainted with the work of enterprises of different forms of ownership, to study the specifics of their

production and management activities, the features of current activities, the formation of production programs, plans, features of planning, supply, sales to combine the acquired theoretical knowledge with the organization of technological, production and commercial activities and the sequence of managerial decision-making.

Tasks of the internship:

- acquaintance with the enterprise (general characteristics, features of functioning);
- study of technological processes used at the enterprise;
- acquaintance with reporting and other information documents of the company's activities;
- study of the organizational, production and management structure of the enterprise;
- acquaintance with the activities of structural units (sales and supply, marketing, planning and economic departments), their structure and regulations on the department, job responsibilities of employees;
- acquaintance with the procedure for making managerial decisions in current activities;
- determination of the prospects for the development of the enterprise;
- Provide practical recommendations for investment and innovation development of the enterprise.

Acquisition of competencies:

Integral Competence (IC):

Ability to solve complex, specialized tasks and practical problems, characterized by complexity and uncertainty of conditions, in the field of management or in the learning process, which involves the application of theories and methods of social and behavioural sciences.

General Competencies (GC):

GC2 Ability to preserve and multiply moral, cultural, scientific values and multiply the achievements of society based on understanding the history and patterns of development of the subject area, its place in the general system of knowledge about nature and society and in the development of society, equipment and technology, to use various types and forms of physical activity for active recreation and a healthy lifestyle.

GC3 Ability to abstract thinking, analysis, and synthesis.

GC4 Ability to apply knowledge in practical situations

GC5 Knowledge and understanding of the subject area and understanding of professional activities.

GC8 Skills in the use of information and communication technologies.

GC9. Ability to learn and master modern knowledge.

GC10. Ability to conduct research at the appropriate level.

GC11. Ability to adapt and act in a new situation.

GC12. Ability to generate new ideas (creativity).

GC14. Ability to work in an international context.

Particular Competencies (SC):

SK1. Ability to identify and describe the characteristics of an organization.

SK2. Ability to analyze the results of the organization's activities and compare them with the factors of influence of the external and internal environment.

SK3. Ability to determine the prospects for the development of the organization.

SK4. Ability to identify functional areas of the organization and the relationships between them.

SK5. Ability to manage the organization and its divisions by implementing

management functions.

SK7. Ability to choose and use modern management tools.

SK9. Ability to work in a team and establish interpersonal interaction in solving professional problems.

SK10. Ability to evaluate the work performed, ensure quality, and motivate the organisation's staff.

SK11. Ability to create and organize effective communications in the management process.

SK12. Ability to analyze and structure the organization's problems to form sound decisions.

SK16. Ability to identify and analyze new market opportunities, including the international business environment, formulate new ideas, develop projects, and organize business process management.

Programmatic Learning Outcomes (PRN):

PRN2. To preserve moral, cultural, scientific values and multiply the achievements of society, to use various types and forms of physical activity to lead a healthy lifestyle.

PRN3. Demonstrate knowledge of theories, methods and functions of management and modern concepts of leadership.

PRN4. Demonstrate skills in identifying problems and justifying management decisions.

PRN6. Demonstrate skills in searching, collecting and analyzing information, and calculating indicators to substantiate management decisions.

PRN8. Apply management methods to ensure the effectiveness of the organization's activities.

PRN9. Demonstrate interaction, leadership, and teamwork skills.

PRN10. Have the skills to substantiate effective tools for motivating the

organization's staff.

PRN16. Demonstrate independent work skills, flexible thinking, openness to new knowledge, be critical and self-critical.

PRN17. Carry out research individually and in a group under the guidance of a leader.

PRN18. Demonstrate the ability to identify the prospects for the development of the enterprise, develop projects, organize the management of business processes based on the analysis of market opportunities and the international business environment.

Practical training of students in accordance with the approved curriculum is carried out on the principle of consistent, continuous acquisition of knowledge and their implementation, which is implemented through students' practical training.

SECTION 1

ORGANIZATION OF INTERNSHIP

The basis for the internship is the order of the National University of Life and Environmental Sciences of Ukraine, which indicates the place and term of the internship and appoints a supervisor from the Department of Production and Investment Management. Students undergo practical training at agricultural enterprises and food and processing industry enterprises. Sometimes, it is allowed to practice at other enterprises at the student's choice under an individual contract.

Before the start of practice at the Department of Production and Investment Management, a general meeting with students is held, where the main goals and objectives of the practice are determined, a diary is born, a work program for practice is created, and individual tasks are issued. The calendar plan of the internship is approved in the diary. The time of arrival for practice is set by order and recorded in the diary. During the internship, the student takes work notes. After completing the internship, the practice diary should contain feedback and evaluation of the student's work during the internship by the head of the internship from the enterprise.

Internship period: 5 weeks.

The terms of the internship and the final certification based on the internship results (in the form of defence of reports) of students are determined by order of the National University of Life and Environmental Sciences of Ukraine.

Responsibilities of a Student Intern

A student intern is obliged to:

– receive the necessary package of documents from the head of practice from the educational institution (practice diary, internship work program and Individual task);

– agree on the calendar schedule of the internship with the head of the practice from the Department of Production and Investment Management of NUBIP of Ukraine;

– start your internship promptly;

– before the start of the practice, to be instructed on the organization and conduct of the practice and on labour protection, to comply with all the necessary rules and principles of these areas of activity;

– fully perform all tasks provided for by the internship program;

– keep a diary of practice, noting the work done;

draw up a written report on the passage of Internship in the specialty of the established sample;

– Within the period determined by the Department of Production and Investment Management (within a week after the end of the practice) to defend the report on the practice.

The internship is considered to be completed only after submitting the report, which is approved by the grade entered in the test and examination list and the student's hall book. The dean's office takes the internship grade into account when determining the average score when forming an order to pay scholarships.

The head of practice from the Department of Production and Investment Management is obliged to:

– to instruct on the procedure for internship, to provide student interns with the necessary documents (practice diary, internship work program and Individual task);

– inform the trainee about the internship reporting system, namely: drawing up an internship diary, an internship schedule (in the diary) and a written report;

– to assist the student in the internship by its program, to ensure working conditions;

- advise and assist students in the preparation of the diary and report;
- as part of the commission to take a test of practice;
- submit a written report with comments and suggestions for improving the conditions of students' practice.

The head of the internship from the base enterprise is obliged to:

- organize students' internships;
- instruct trainees on occupational health and safety;
- to acquaint students with the production activities of the enterprise and the prospects for its development, with the management system, statistical and financial reporting, production, supply, sales, remuneration system, innovation and investment opportunities, etc.;
- to guide students in the implementation of the work program of practice and individual tasks, to provide them with comprehensive practical assistance;
- control the keeping of the diary, the preparation of the report, give a written assessment - feedback on the internship by the student-intern based on the results of his activities, on the acquired knowledge and compliance with discipline during the internship;
- check and sign the report and diary of the intern and seal them with the seal of the company.

The practice is provided with the following documents:

- an agreement between NUBiP of Ukraine and the enterprise (organization) – the student's practice base (Appendix A);
- passport of the company (Appendix B);
- work program of practice;
- Individual task for internship;
- practice diary (Appendix C);
- report on the student's internship (Appendix D – title page template).

SECTION 2

INTERNSHIP WORK PROGRAM

1. Briefing on the organization and conduct of practice and safety

2. Features of the organization and passage of internship. Rules for the preparation of documents

3. General characteristics of the enterprise:

- acquaintance with the history of the creation and development of the enterprise, the form of ownership, the legal status and activities of the enterprise;
- regulation and control over the activities of the enterprise by the state;
- management of the company's activities by the owners;
- instructive, regulatory and methodological base of the enterprise;
- sources of formation of the company's property;
- technical and economic performance indicators;
- the main factors of the external environment influencing the formation of the competitive environment, the intensity of competition in the industry;

Assessment of the prospects for the development of the industry

4. Study of the organizational structure and management system at the enterprise:

- analysis of the regulatory framework governing the work of the personnel service;
- quantitative and qualitative composition of the personnel service;
- analysis of staffing, staff movement;
- assessment of personnel policy and factors that affect the socio-economic climate in the team;
- organizational component of the enterprise, analysis of opportunities:

organizational structure and characteristics of individual structural units, farms and services, mechanisms of interconnection between them

5. Analysis of the main indicators of economic efficiency and competitiveness of the enterprise

5.1. Planning and economic activity of the economy:

– analysis of the results of economic activity based on forms of annual financial and statistical statements, assessment of the volumes and dynamics of the most important financial indicators for the enterprise;

calculations of the main indicators of economic efficiency of the enterprise, the leading indicators of competitiveness

5.2. Management of accounting and financial activities of the enterprise:

– analysis of the formation of the authorized capital and indicators of solvency, financial stability and profitability of the enterprise;

assessment of the organization of money circulation and the state of payment and cash discipline of the enterprise

5.3. Investment and innovation activity of the enterprise:

– analysis of investment resources, sources of investment,

– structure of investments and investment resources,

Status with business planning and investment design

5.4. Marketing activities of the enterprise:

– analysis of information sources and software products, leading suppliers and consumers;

– factors influencing the marketing and commercial activities of the enterprise;

Analysis of the marketing budget and the validity of marketing plans

5.5. Strategic management, SWOT analysis.

Taking into account the analysis, it is necessary to formulate the mission of

the organization, which contains the following elements: the proclamation of values and beliefs; the products that the business produces or the needs it is going to satisfy; the market to which the company can be positioned and the means to enter it; key technologies to be used; Strategic principles of development

6. Proposals for improving the activities of the enterprise according to a particular individual task

7. Writing an Internship Report

8. Design of an internship diary

SECTION 3

INDIVIDUAL INTERNSHIP TASKS

Applicants of the first (bachelor's) level of higher education in the specialty 073 «Management» (educational trajectory «Management of investment activities and international projects») during the internship complete Individual tasks, the content and order of which is approved by the internship supervisor from the Department of Production and Investment Management and issued to students before the beginning of practice.

The effectiveness of the implementation of the Individual task largely depends on how correctly the student is oriented to the content of the practical task, to its priority issues, as well as to the rational distribution of the time allocated for practice. At the end of the industrial practice, the student submits a report to the department of production and investment management to the head of the practice, in which he provides thorough proposals for improving the company's activities, a complex of developments using computer technologies and other types of completed works proposed for further research.

Individual tasks can be adjusted depending on the specifics of the enterprise where the internship will take place. Below is a list of Individual Tasks and indicative questions for consideration.

An individual assignment is given to each student individually.

INDIVIDUAL TASKS

for practical training

for applicants of the first (bachelor's) level of higher education in the
speciality 073 «Management»

(educational trajectory «Management of investment activities and
international projects»)

Task I. To form an investment plan for the development of the enterprise.

1. Analysis of indicators of efficiency of investment activity of the enterprise.
2. Development of an investment plan for the development of the enterprise.
3. Evaluation of the effectiveness of the developed enterprise development plan.

Task II. To develop directions for intensification of investment activity of enterprise.

1. Research the enterprise's investment activity.
2. Promising directions of intensification of investment activity of the enterprise.
3. Ways of implementing directions of intensifying investment activity of the enterprise. Evaluation of their effectiveness.

Task III. To suggest directions for improving the investment strategy of the enterprise.

1. Evaluation of the enterprise's investment opportunities and the maximum use of the investment potential.

2. Development of the most influential investment policy on the main aspects of investment activity.

3. Evaluation of the effectiveness of the developed directions for improving the investment strategy of the enterprise.

Task IV. Develop a business plan for the development of the enterprise.

1. Preliminary research of the project:

- substantiation of the feasibility of introducing the idea of business planning of enterprise development;

- formation of the information field of the business plan;

- marketing analysis.

2. The central part, which includes most of the standard sections:

-resume;

- general characteristics of the enterprise;

- characteristics of the industry;

- production and organizational plan;

- plan of technical and economic implementation of the project;

- legal plan;

- risk assessments.

3. Economic component with financial or other necessary tables:

- financial plan;

- investment plan;

- forecasts for further financial and economic activities;

- justified indicators of potential efficiency.

Task V. To propose directions for improving the investment and innovation process at the enterprise.

1. Comprehensive assessment of the investment and innovation potential of the enterprise.
2. Formation and optimization of the composition of investments to finance innovations.
3. Implementation of the investment and innovation scenario of enterprise development. Performance evaluation.

SECTION 4

DRAWING UP A DIARY AND A REPORT ON THE PASSAGE OF INTERNSHIP IN THE SPECIALTY

While in practice, each student keeps a **diary** (Appendix C) of practice, noting the work done following the internship program.

The diary is the main document confirming the student's internship, which reflects all his current work and contains the following:

- marks of the enterprise at the beginning and end of the internship (signature and seal of the enterprise);
- work records during practice;
- the calendar plan (schedule) of the internship must be filled in by each student with detailed tasks and an indication of the completed tasks and written sections of the report;
- conclusion of the head of the internship from the company on the internship, certified by the signature and seal of the company;
- Upon completion of the internship, the diary is signed by the intern and certified by the signature of the head of the practice from the Department of Production and Investment Management.

A sample form of a diary of Internship in the specialty, which took place directly at the enterprise, is given in Appendix C.

The internship by the student is drawn up in the form of a **report** (Appendix D) with a total volume of 25-30 pages (up to 50 pages maximum), which has the following structure (approximately):

Entry

Chapter 1. General characteristics of the enterprise.

Chapter 2. Organizational structure and management system at the enterprise.

Chapter 3. Evaluation of financial and economic indicators of the enterprise.

Chapter 4. Individual task

Conclusions and recommendations

References

Applications

In **the Introduction** it is necessary to:

- reveal the relevance of the topic,
- define the goal and individual task,
- indicate the name and form of ownership of the enterprise where the internship took place,
- indicate the list of documents that were processed during the internship.

The volume of the introduction is 1-2 pages.

In **Section 1**, «General characteristics of the enterprise», it is necessary to consider the characteristics of the enterprise according to the following indicators:

- history of creation and main stages of development;
- legal status, form of ownership, legal status and type of activity following the company's charter;
- regulation and control over the activities of the enterprise by the state;
- management of the company's activities by the owners;
- instructive, regulatory and methodological base of the enterprise;
- sources of formation of the company's property;
- evaluation of technical and economic performance indicators;
- identification of the main factors of the external environment that affect the formation of a competitive environment;
- the state of competitors and the intensity of competition in the industry,

the existence of a threat from substitute goods;

- assessment of the prospects for the development of the industry.

The volume of the first section is 5-7 pages.

In **Section 2**, «Organizational Structure and Management System in the Enterprise», it is necessary to consider the organizational structure and management system according to the following criteria:

- analysis of the regulatory framework governing the work of the personnel service;

- quantitative and qualitative composition of the personnel service;

- assessment of the organizational structure and management scheme of the enterprise;

- characteristics of individual structural subdivisions, farms and services;

- interconnection of departments, their functions and cooperation;

- analysis of the staff list, the number of employees at the enterprise and determination of the dynamics of changes in the number of personnel of the enterprise (movement of personnel);

- assessment of personnel policy and factors influencing the socio-economic climate in the team.

The report should schematically reflect the enterprise's organisational structure with the definition of communication links between departments and divisions.

The volume of the second section is 5-7 pages.

Section 3, «Assessment of financial and economic indicators of the enterprise», should contain an analysis of the financial indicators of the enterprise:

- analysis of the results of economic activity based on forms of annual financial and statistical reporting;

- estimation of volumes and dynamics of the most important financial

indicators for the enterprise;

- calculations of the main indicators of economic efficiency and competitiveness of the enterprise;

- analysis of the formation of the authorized capital and indicators of the solvency of the enterprise, financial stability and profitability of the enterprise;

- assessment of the organization of money circulation and the state of payment and cash discipline of the enterprise;

- analysis of the process of strategic management of the enterprise, SWOT analysis;

- marketing activities of the enterprise,

- assessment of competitiveness,

- innovation and investment activity of the enterprise,

- assessment of the company's financial independence and the possibility of bankruptcy.

The volume of the third section is 7-10 pages.

Section 4, «Individual task», should contain detailed proposals for improving the activities of the enterprise in accordance with the provided individual task.

Example:

The topic of the Individual Task: «To propose directions for improving the investment strategy of the enterprise».

4.1. Assessment of enterprise investment opportunities and maximum use of investment potential.

4.2. Development of the most effective investment policy on the main aspects of investment activity.

4.3. Evaluation of the effectiveness of the enterprise's developed investment strategy.

The volume of the fourth section is approximately 7-10 pages.

When formatting figures, tables and references in the report, it is necessary to adhere to standards.

The *Practice* Report Annexes should include:

- organizational structure of the enterprise;
- financial statements of the company for two years, based on which the analysis of the financial condition was carried out.

The practice report is drawn up on A4 sheets.

A page of text is limited to margins: left -20 mm, right -10 mm, top -20 mm, bottom -20 mm.

The text of the main part of the work is divided into sections, subsections (paragraphs), points and subsections according to the plan.

The text of each section, conclusions, list of used sources begins on a new page.

Chapters are numbered with Arabic numerals throughout the work. «Contents», «Introduction», «Conclusions», «List of used sources» are not numbered. A period is placed after the section number. A paragraph number consists of a section number and a paragraph number separated by a period. A period is also placed at the end of the paragraph, for example: 2.3. (the third paragraph of the second section).

Headings of sections are printed in capital letters in the center of the page, subheadings of paragraphs – in small letters in the center of the page. Do not put a period at the end of the title. It is not allowed to underline the title and move words in the titles.

The distance between the title and the next or previous text should be two lines.

The contents should contain the titles and initial page numbers of each

section or subsection.

Designing tables in the internship. Tables are numbered within the section with Arabic numerals. Place the inscription «Table» to the right of the main text and indicate the number of the section and the serial number of the table in the section, which are separated by a period.

There is no period at the end of the table number. After that, the name of the table is indicated, highlighted in bold. The word «Analysis» cannot be present in the name of the table. The word «Table» in the printed text is written in italics.

The table is placed after the first mention of it in the text. If the table is transferred to another page, «continuation of the table» is written above the subsequent parts. In the tables, it is necessary to indicate the unit of measurement of the corresponding indicator (kg, thousand hryvnias, etc.). If all units of measurement are the same, they are placed in the header of the table. All table columns must contain names. After drawing up the table, indicate the source of information in square brackets. If the table is created by the author, write: «created by the author».

Example:

Table 2.1

Sources of financing the project (thousands of hryvnias)

№	Indices	Year 1	Year 2	Total
1.				
2.				
...				
7.				
	Total			

Source: [15].

Designing illustrations and formulas in internship. *Illustrations* are

marked with the word «Fig.» and are numbered with two numbers separated by a period: the section number and the serial number of the illustration in the section. If only one illustration is included in the report, it is also numbered according to the given rules.

Example:

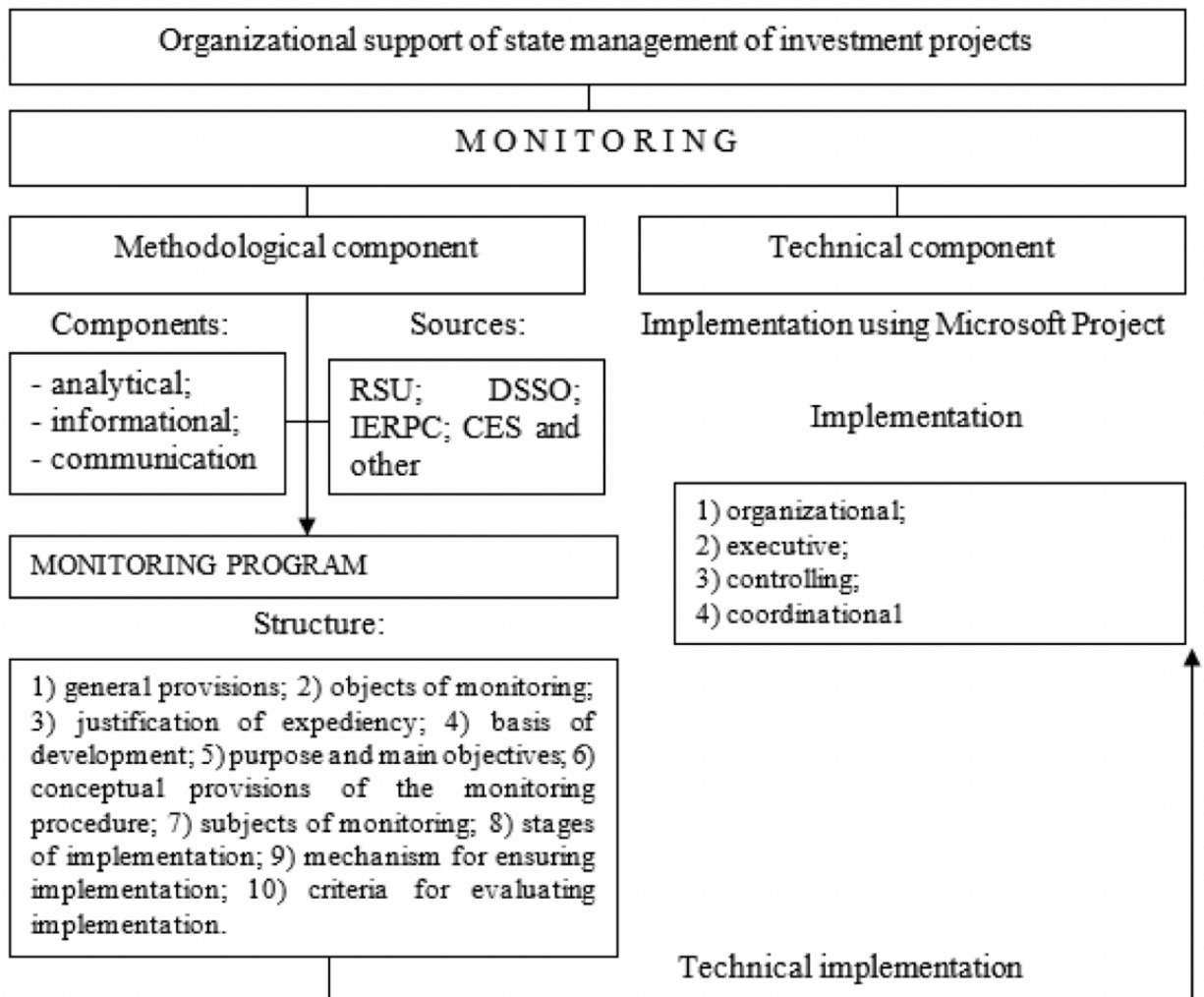


Fig. 7. Architecture of organizational support of state management of investment project

(Source: scheme developed by the authors on the basis of [15])

Formulas are placed in the middle of the page immediately after they are mentioned in the text. There should be at least one free line above and below each

formula (equation). The numbering of formulas is double (similar to tables and figures) and is made out in round brackets at the level of the formula in the extreme right position of the line. The explanation of the formula is given directly below the formula in the sequence in which they are given in the formula. The explanation of each symbol is given on a new line. The first line begins without a paragraph with the word «where» without a colon. Formulas submitted one after the other are separated by a comma.

Example:

$$PV = \sum_{t=1}^n \frac{D_t}{(1+r)^t} \quad (2.1),$$

where PV is the total discounted income;

D_t - income in the t-th period (at the end of the period);

r - discount rate (expected rate of return);

n - the life of the project.

References to literary sources to the text must be given in square brackets, for example [5, p. 27]. This means that the author of the work refers to the source in the list of used literature under number 5, where on page 27 the problem under consideration is mentioned.

The references that were used in the execution of the practice report is made in the following sequence:

- 1). In alphabetical order.
- 2). In order of reference in the text.

The references is drawn up in accordance with the general rules and basic requirements for compiling a bibliographic description according to DSTU 8302:2015 Information and documentation. Bibliographic reference:

- the description is in the original language;

- as a sign that separates the zones of the bibliographic description, in the bibliographic reference it is recommended to use the sign «dot» (instead of the sign «dot and dash» (« – «), as it was before);
- indications of the volume, part, issue, number, as well as the year of publication are given in Arabic numbers;
- the name of the place of publication is provided in full;
- the description of the document is carried out on the title page. The missing information is borrowed from other places of the document: cover, back of the title page, preface, table of contents, source data, etc.; submission of information other than the title page is allowed without square brackets;
- the description is allowed to be written in an abbreviated form, limited to information necessary for identification;
- the title – from one to three authors – and/or the name are mandatory elements;
- listing of four or more authors in the title (before the title) – if necessary;
- it is not necessary to repeat information about the author(s) with a slash;
- it is allowed to submit one author and the phrase «and others» after a slash;
- submission of the designation of the material («Text», «Electronic resource», «Notes», etc.) is not mandatory;
- submission of the name of the publishing house or the name of the publisher is optional;
- it is not necessary to submit information about the series and the International Standard Number;

- it is allowed in the analytical description to replace the punctuation mark «two slashes» («//») with a dot, and to highlight the name of the document in font. The name can be shortened;
- the phrase «Access mode» or its equivalent in another language is allowed to replace «URL»;
- it is recommended to use DOI instead of email address.

An example of the list of used sources is provided in **Appendix E**.

Appendices are submitted in the order they are mentioned in the text of the work, they must have a title printed at the top in small letters. Above the title, the word «Appendix...» and the capital letter that this app stands for should be printed in small letters from the first capital letter. Appendices should be marked consecutively with capital letters of the English alphabet, for example: appendix A, appendix B, etc. One appendix is designated as appendix A. If necessary, the text of the appendices can be divided into sections, subsections, paragraphs and sub-paragraphs, which should be numbered within each appendix. In this case, each number is preceded by a designation (letter) and a dot (see Appendix E, Fig. E. 1). Appendices must have the same page numbering as the report.

If the term paper contains appendices, they are numbered as appendices with reference to them in the text.

Internship that meets the requirements for disclosure of the chosen topic and design is returned to the student with a review and an indication of admission to its defense. The final evaluation of the internship is carried out after its defense.

SECTION 5

PASSING A TEST IN PRACTICE

During the internship, each student uploads the results of their research to the information portal of NUBiP of Ukraine Elearn.

At the end of the term of Internship in the specialty, the student draws up a report according to the requirements and submits it to the Department of Production and Investment Management along with the diary. We want to draw your attention to the presence of seals in the diary and feedback from the head of practice of the company.

In the process of determining the assessment, a number of important indicators of the quality of the report on the completion of internship are taken into account:

1. Substantive aspects of the report:

- relevance of the chosen research topic;
- focus of work on the development of real practical recommendations;
- compliance of the logical construction of the report with the set goals and objectives;
- the breadth and adequacy of the methodological and diagnostic apparatus;
- the availability of alternative approaches to solving certain problems;
- professional level of substantiation and presentation of the proposed solutions;
- the degree of independence of the research;
- development of the language of the report and its general design.

2. Report protection quality:

- the ability to concisely, consistently and clearly state the essence and results of the research;

- the ability to defend one's proposals, thoughts, views with arguments;
- the general level of the student's training.

The head of the internship from the university reads the report and gives a general assessment of the work done, which is recorded in the internship diary. The completed report, together with the diary, is submitted to the defence of the commission, which is appointed by the head of the Department of Production and Investment Management. The commission consists of practice supervisors from the university, as well as teachers of the department who taught disciplines under the internship program.

Differentiated credit for internship is given taking into account:

- grades for the preparation of the report and diary, specified in the conclusion of the head of the internship;
- presentation by the intern student of the results of the internship during the answers to the questions of the commission members;
- answers to the questions of the members of the commission on acceptance of internship credits.

The Commission evaluates the internship according to uniform criteria:

The content of the internship modules, their assessment in points and the forms of current control of students' knowledge

Module No.	Module Element	Score		Current control of students' knowledge	
		Min	Max	Control Form	Responsible for control
1	Fulfillment of the internship schedule	15	25	Current	Head of Practice
2	Contents of the Internship Report	15	25	Report Validation	Head of Practice
3	Report design	15	25	Report Validation	Head of Practice
4	Assessment of the acquired knowledge, skills and abilities at the enterprise.	15	25	Protection of the practice	Commission of the Department
Total Modulo		60	100	X	X

SECTION 6

DISTRIBUTION OF POINTS RECEIVED BY STUDENTS

Assessment of the student's knowledge is carried out on a 100-point scale and is translated into national grades according to Table. 1 «Regulations on Exams and Tests at NUBiP of Ukraine» (order of enactment dated 26.04.2023, Minutes № 10):

- grade «excellent» - the student completed the main tasks according to the calendar plan, showed the ability to analyze, compare, generalize, abstract and concretize during the defense, classify and systematize materials;
- grade «good» - the student, according to the calendar, completed the main tasks of the course work, drew conclusions taking into account cause-and-effect relationships and mechanisms (algorithms);
- rating «satisfactory» - the student completed the main tasks, but the insufficient level of acquired abilities and skills in working with documentation and information is observed, conclusions are drawn without taking into account cause-and-effect relationships and mechanisms (algorithms) of the course of phenomena (processes);
- rating «unsatisfactory» – the student did not complete the course work, did not prepare a presentation report, received negative feedback from supervisor.

A student who did not complete the practice program without valid reasons or received a negative evaluation by the commission for practice, will be expelled from NUBiP of Ukraine for not fulfilling the schedule of the educational process. In some cases, the student may be granted the right to undergo practice again according to an individual schedule.

The results of each practice are discussed at the meetings of the Department of Production and Investment Management.

The grade for the practice is entered in the test and examination list and the student's record book by the national scale:

Rating of the higher education applicant points	National assessment based on the results of exams and tests	
	Examinations	Credits
90-100	Perfectly	Enrolled
74-89	well	
60-73	Satisfactory	
0-59	Disappointing	Not Credited

RECOMMENDED SOURCES OF INFORMATION

Main:

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4. Лазоренко Т.В., Пермінова С.О. Основи менеджменту. Конспект лекцій: навч. посіб. Для студентів спеціальності 073 «Менеджмент» освітньо-професійної програми «Менеджмент і бізнес-адміністрування». Київ : КПІ ім. Ігоря Сікорського, 2021. 166 с.
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7. Шинкарук Л.В., Деліні М.М., Суханова А.В., Алексеєва К.А. Управління бізнес-проєктами: навчальний посібник для студентів зі спеціальності 073 «Менеджмент». Київ : НУБіП, 2021. 325 с.
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9. Shynkaruk L.V., Alekseieva K.A., Vlasenko T.O. Operational Management: Educational Manual. Kyiv: Ed. NULES Center. 2021. 243 p.

10. Shynkaruk L.V., Dielini M.M., Alekseieva K.A., Artiukh T.O., Sukhanova A.V. Project management: study guide for students of the specialty 073 «Management». Kyiv: NULES Ukraine, 2022. 318 p.

11. Shynkaruk L.V., Dielini M.M., Vlasenko T.O., Dergach A.V. Investment management: study guide for students of the specialty 073 «Management». Kyiv: NULES, 2023. 336 p.

Auxiliary:

12. Блага Н. В. Управління проектами : навч. Посібник. Львів : Львівський державний університет внутрішніх справ, 2021. 152 с. URL: <https://dspace.lvduvs.edu.ua/bitstream/1234567890/3870/1/%D0%B1%D0%BB%D0%B0%D0%B3%D0%B0%20%D1%83%D0%BF%D1%80%D0%B0%D0%B2%D0%BB%D1%96%D0%BD%D0%BD%D1%8F%20%D0%BF%D1%80%D0%BE%D1%94%D0%BA%D1%82%D0%B0%D0%BC%D0%B8.pdf>

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[%20%d1%80%d0%be%d0%b7%d0%b2%d0%b8%d1%82%d0%be%d0%ba%20%d0%bf%d1%96%d0%b4%d0%bf%d1%80%d0%b8%d1%94%d0%bc%d1%81%d1%82%d0%b2%d0%b0.pdf](#) (дата звернення 23.05.2023).

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Електронні джерела:

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41. [Про затвердження Правил пожежної безпеки в Україні](#) : наказ МВС від 30 груд. 2014 р. № 1417. URL: <https://zakon.rada.gov.ua/laws/show/z0252-15#Text> (дата звернення: 02.06.2023).

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45. [Про охорону праці](#) : Закон України від 14 жовт. 1992 р. № 2694-ХІІ. URL: <https://zakon.rada.gov.ua/laws/show/2694-12#Text> (дата звернення: 02.06.2023).

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47. Чинні документи щодо організації освітнього та виховного процесу в НУБіП України. URL: <https://nubip.edu.ua/node/12654> (дата звернення: 02.06.2023).

**Agreement
for the practice of students of the National University of Life and Environmental Sciences of
Ukraine**

Kyiv

« ___ » ___ 2023

We, the undersigned, on the one hand, the **National University of Life and Environmental Sciences** of Ukraine (from now on referred to as **NUBiP of Ukraine**), represented by the Rector **Stanislav Nikolaenko** acting based on the Statute and, on the other hand,

(name of the enterprise, organization, institution)

(from now on referred to as the **Practice Base**), represented by _

(position, surname, first name and patronymic)

Acting on the basis of

(company's charter, orders, assignments)

concluded an agreement between themselves for the practice of students:

The Practice Base undertakes:

1.1. To accept students for practice according to the calendar plan:

No. p/p	Code and name Specialty (specialization)	Course , group	View Practice	Number of students	Duration of the internship	
					beginning	ending
1.	2.	3.	4.	5.	6.	7.
1.	073 «Management»		Production			

1.2 Send a standard notification to NUBiP of Ukraine about the arrival of a student(s) for practice.

1.3. Appoint qualified specialists in order to directly supervise the practice.

1.4. To create the necessary conditions for students to complete the internship program to prevent their use in positions and jobs that do not correspond to the internship program and future specialty.

1.5. Provide students with safe working conditions at a particular workplace. Conduct mandatory safety briefings and introductory and on-the-job training. If necessary, teach student interns safe working methods. Provide overalls, precautionary measures, and medical and preventive care according to the standards for full-time employees.

1.6. To provide students-interns and supervisors of internships from NUBiP of Ukraine with the opportunity to use laboratories, offices, workshops, libraries, technical and other documentation necessary to implement the internship program.

1.7. To ensure the accounting of student interns' attendance at work. All violations of labour discipline, internal regulations and other violations should be reported to the National University of Life and Environmental Sciences of Ukraine.

1.8. At the end of the internship, describe each student-intern, which reflects the quality of the report prepared by him.

1.9. Additional terms _____

2. NUBiP of Ukraine undertakes:

2.1. Two months before the start of the internship, provide the internship base for approval of the internship program, and no later than a week - a list of students who are sent for practice.

2.2. To appoint qualified scientific and pedagogical workers as heads of practices.

2.3. To ensure the observance of labour discipline and internal labour regulations by students-interns. Participate in investigating accidents that occurred with students by the commission of the practice base.

3. Liability of the parties for non-performance of the contract.

3.1. The Parties shall be liable for non-fulfilment of their obligations to organise and conduct practice following the current labour legislation in Ukraine.

3.2. All disputes arising between the parties under the Agreement shall be resolved following the procedure established by law.

3.3. The Agreement comes into force after its signing and is valid until the end of the practice by the calendar plan.

3.4. The terms of students' practice are determined by the order of the Rector of NUBiP of Ukraine on referral to practice.

3.5. The Agreement is drawn up in two copies – one for the educational institution and one for the practice base.

3.6. Legal addresses of the parties and current accounts:

LOCATION AND DETAILS OF THE PARTIES

<p>National University of Life and Environmental Sciences of Ukraine St. 15 Heroiv Oborony Ave., m. Kyiv, 03041 EDRPOU code 00493706 IBAN No. UA088201720313211002201016289, in the State Treasury Service of Ukraine in Kyiv, bank code 820172</p> <p>Vice-Rector for Scientific and Pedagogical Work</p> <p>_____ (Signature)</p> <p>« ____ » _____</p>	<p>Practice base:</p> <p>_____ (Signature)</p> <p>« ____ » _____</p>
---	---

Appendix B Passport

(name of the farm, sub-project, organ, struct. sub.)

for practical training of students of the Faculty of Agrarian Management, speciality 073
«Management», Bachelor's degree

(persons)

(name of locality)

(name of district)

(name of region)

The distance to Kyiv is ___ km.

Keyboard _____.

Head of the farm –

_____.

Total agricultural land - _____
including:

	- _____ him.
	- _____ him.
	- _____ him.
	- _____ him.

Production Performance Indicators for 20__

Crop production:

Indicators	Area, ha	Yield, c/ha
Winter wheat		
Corn		
Etc		

Indicators	Meaning
Milk yield, kg	_____
Number of cattle, head	_____
Number of pigs. Gol	_____
Etc	_____

Livestock:

ICC Farms

Name	state.
Tractors	_____
Combines	_____
Etc	_____

**NATIONAL UNIVERSITY OF LIFE AND ENVIRONMENTAL SCIENCES
OF UKRAINE**

**DIARY
INTERNSHIP**

Student _____
(last name, first name, patronymic)

Faculty of Agrarian Management

Department of Production and Investment Management

Bachelor's degree

Educational trajectory Management of investment activities and international projects

Specialty 073 «Management»
(name)

3 course, group _____

Continuation of Appendix C

Student _____
(last name, first name, patronymic)

arrived at an enterprise, organization, institution

enterprises, organizations, institutions « ____ » _____

(Signature) (position, surname and initials of the person responsible)

Seal

Dropped out of an enterprise, organization, institution

Enterprises, organizations, institutions « ____ » _____

(Signature) (position, surname and initials of the person responsible)

Seal

Continuation of Appendix C

Calendar schedule of internship

Sal ary No.	Titles of works	Internship weeks					Completion Notes
		1	2	3	4	5	
1	2	3	4	5	6	7	8

Practice Supervisors:
from higher education institution _____
(Signature) (surname and initials)

from an enterprise, organization, institution _____
(Signature) (surname and initials)

Feedback and evaluation of the student’s work in practice

_____ (name of the enterprise, organization, institution)

Head of practice from an enterprise, organization, institution

(Signature)

(surname and initials)

Seal

« _____ » _____

Conclusion of the head of practice from a higher educational institution on the internship

Date of test « ____ » _____

Score:

On a national scale _____
(in words)

Score _____
(in numbers and words)

Head of practice from a higher education institution

(Signature)

(surname and initials)

Appendix D

An example of the design of the cover page of the report

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY OF LIFE AND ENVIRONMENTAL
SCIENCES OF UKRAINE

Department of Production and Investment Management

REPORT
About the internship
on

(company name)

Student of the specialty
073 «Management»
Faculty of Agrarian Management
__3__ course ____ group

_____ (_____)
(Signature)

Head of Practice
from the company

_____ (_____)
(Signature)

Head of Practice
from the University

_____ (_____)
(Signature)

Kyiv NUBIP of Ukraine – 202__

Appendix E
EXAMPLES OF BIBLIOGRAPHICAL DESCRIPTIONS
FOR THE LIST OF LITERATURE LINKS

(according to the DSTU 8302: 2015 «Information and documentation.
 Bibliographic link. General provisions and rules of compilation»)

Source characteristics	Example of formalizing
DOCUMENTS	
One author	<p>Chernov D.I. Fundamentals of economic theory: textbook. Kyiv: Lira-K, 2017. 240 p.</p> <p>Konnov O.F. Historical dynamics of the artistic style: monograph. Kyiv: Publishing House of the National Pedagogical University named after M.P. Drahomanov. 2015. 187 p</p>
Two authors	Zabrotsky M.M., Shaposhnikova Y. G. Pedagogical psychology. Lectures: textbook. Kherson, 2017. 144 p.
Three authors	Kryvovyazyuk I.V., Smerichevsky S.F., Kulyk Y. M. Risk management of the logistics system of machine-building enterprises: monograph. Kyiv: Condor, 2018. 200 p.
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