

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

**Department of Production and Investment Management**

**PROGRAM  
INTERNSHIP IN THE SPECIALTY**

speciality

073 «Management»

Educational program

«Management»

department

Department of Agrarian Management

Developers:

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and Investment Management, Ph.D. Dergach A.V.  
Associate Professor of the Department of Production  
and Investment Management, Ph.D. Artiukh T.O.

(position, scientific degree, academic title)

Description of the discipline

**Internship in the specialty**

(name)

<b>Field of knowledge, speciality, educational program, educational degree</b>		
Educational degree	Bachelor	
Speciality	073 «Management»	
Educational program	Management	
<b>Characteristics of the discipline</b>		
View	Required	
Total number of hours	120	
Number of ECTS credits	4	
Number of content modules	2	
Course project (work) (if any)		
Control Form	<i>Credit</i>	
<b>Indicators of the academic discipline for full-time and part-time forms of education</b>		
	Full-time education	Part-time education
Year of preparation (course)	3	
Semester	6	
Lectures		
Practical seminar classes		
Laboratory classes		
Independent work		
Internship	120 hrs.	
Number of weekly classroom hours for full-time study	24 hrs. (5 weeks)	

## **THE PURPOSE AND OBJECTIVES OF INTERNSHIP IN THE SPECIALTY**

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.

## 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).

## INTERNSHIP WORK PROGRAM

Titles of content modules and topics	Full-time	
	Week	Number of hours
<b>Content module 1. Theoretical bases of the organization of practical training of students. Selection of the base of practice, characteristics of the enterprise</b>		
<b>1. Briefing on the organization and conduct of practice and safety</b>	1	4
<b>2. Features of the organization and passage of internship. Rules for the preparation of documents</b>	1	4
<b>3. General characteristics of the enterprise:</b> – 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	1	20
<b>4. Study of the organizational structure and management system at the enterprise:</b> – 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	2	14
<i>Total for Content Module 1</i>		42
<b>Content module 2. The practical component of Internship</b>		
<b>5. Analysis of the main indicators of economic efficiency and competitiveness of the enterprise</b> <b>5.1. Planning and economic activity of the economy:</b> – 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	2-3	10
<b>5.2. Management of accounting and financial activities of the enterprise:</b> – analysis of the formation of the authorized capital and indicators	3	10

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	3	8
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	4	8
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	4	10
6. Proposals for improving the activities of the enterprise according to a particular individual task	4-5	12
7. Writing an Internship Report	5	15
8. Design of an internship diary	5	5
<i>Total for Content Module 2</i>		78
Total Hours		120

## 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.

**\* An individual assignment is given to each student individually.**

## **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.

## 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.

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.

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

## 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).

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

### Educational and methodological support

1. 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». Kyiv: NULES of Ukraine. 2023. 58 p. URL: <https://nubip.edu.ua/node/23701/12> (electronic library)

2. Electronic training course «Internship in the specialty»: <https://elearn.nubip.edu.ua/course/view.php?id=4771>.

## RECOMMENDED SOURCES OF INFORMATION

### *Main:*

1. Данченко О. Б., Занора В. О. Проектний менеджмент: управління ризиками та змінами в процесах прийняття управлінських рішень : монографія. Черкаси : ПП Чабаненко Ю.А., 2019. 278 с.
2. Джозеф Хігні, Пол Дж. Філдінг. Управління проектами. Вид-во Фабула, 2020. 512 с.
3. Козирєва О. В., Овсієнко О. В. Організація праці менеджера : навч. посіб. Харків : Видавництво Іванченка І. С., 2019. 203 с.
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.
5. Настанова РМВОК: Настанова до зводу Знань з управління проектами. 7-е видання та стандарт з управління проектами. Вид-во Project Management Institute. Ukraine. URL: <https://pmiukraine.org/pmbok7/> (дата звернення: 15.03.2023).
6. Шинкарук Л.В., Биховченко В.П., Власенко Т.О., Власенко Ю.Г. Організація проектної діяльності: навчальний посібник. Київ: НУБіП України, 2021. 341с.
7. Шинкарук Л.В., Деліні М.М., Суханова А.В., Алексеєва К.А. Управління бізнес-проектами: навчальний посібник для студентів зі спеціальності 073 «Менеджмент». Київ : НУБіП, 2021. 325 с.
8. Shynkaruk L.V., Alekseieva K.A., Dielini M.M. Crisis management: study guide for students of the speciality 073 «Management». Kyiv: NULES, 2023. 318 p.
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> (дата звернення: 15.03.2023).
13. Інвестиційний менеджмент. Конспект лекцій. Вид-во «Буковинська бібліотека. URL : <https://buklib.net/books/35259/> (дата звернення 23.05.2023).
14. Литюга Ю.В. Розвиток інвестиційного потенціалу підприємства.

URL : <http://ena.lp.edu.ua:8080/bitstream/ntb/20328/1/72-354-358.pdf> (дата звернення 23.05.2023).

15. Микитюк П. П., Крисько Ж. Л., Овсянюк-Бердадіна О. Ф., Скочиляс С. М. Інноваційний розвиток підприємства. Навчальний посібник. URL : <http://dSPACE.wunu.edu.ua/bitstream/316497/684/1/%d1%96%d0%bd%d0%bd%d0%be%d0%b2%d0%b0%d1%86%d1%96%d0%b9%d0%bd%d0%b8%d0%b9%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).

16. Юрген Аппело. Менеджмент 3.0. Agile-менеджмент. Лідерство та управління командами. Вид-во Фабула, 2019. 432 с.

***Електронні джерела:***

17. Агентство з розвитку інфраструктури фондового ринку України (АРІФРУ) : веб-сайт. URL : <http://smida.gov.ua/> (дата звернення: 14.06.2023).

18. Глобал Форум щодо Управління проектами. URL: <http://www.pmforum.org> (дата звернення: 15.01.2021).

19. Державна служба статистики України : веб-сайт. URL : <http://www.ukrstat.gov.ua/> (дата звернення: 14.06.2023).

20. Журнал “Агросвіт” – наукове фахове видання з питань економіки: веб-сайт. URL : <http://www.agrosvit.info/> (дата звернення 23.05.2023).

21. Книги, присвячені управлінню проектами та інструментам управління проектами. URL: <http://www.projectmanagement.com/books> (дата звернення 23.05.2023).

22. «Маркетинг і менеджмент інновацій»: веб-сайт. URL : <http://mmi.fem.sumdu.edu.ua/> (дата звернення 23.05.2023).

23. «Менеджмент»: веб-сайт. URL : <http://menagement.knutd.com.ua/> (дата звернення 23.05.2023).

24. Онлайн-ресурс AgroPortal.ua : веб-сайт. URL : <https://agroportal.ua/> (дата звернення: 14.06.2023).

25. Інформаційно-пошукова система по підприємствах, фірмах і організаціях, які працюють на ринку України: веб-сайт. URL : <http://www.autosystems.com.ua> (дата звернення 23.05.2023).

26. Проект про бізнес-технології (головні теми: кооперація, системи управління якістю, маркетинг і Internet, дисконтна програма): веб-сайт. URL : <http://udc.com.ua/> (дата звернення 23.05.2023).

27. Expertus: охорона праці : веб-сайт. URL: <https://op.expertus.com.ua/#/document/118/53323/> (дата звернення: 15.06.2023).

28. McKinsey Quarterly (Електронний журнал консалтингової компанії McKinsey, присвячений управлінню бізнесом у різних галузях): веб-сайт. URL : <http://www.management.com.ua/links/goto.php?id=37> (дата звернення 23.05.2023).

***Normative legal documents:***

29. [Деякі питання виконання робіт підвищеної небезпеки та експлуатації \(застосування\) машин, механізмів, устаткування підвищеної небезпеки на період дії воєнного стану](#) : постанова КМУ від 24 бер. 2023 р. № 357. URL:

<https://zakon.rada.gov.ua/laws/show/357-2023-%D0%BF#Text> (дата звернення: 02.06.2023).

30. Кодекс законів про працю України: URL: <https://zakon.rada.gov.ua/laws/show/322-08#Text> (дата звернення: 02.06.2023).

31. Конвенція про надомну працю Міжнародної організації праці від 20 черв. 1996 р. № 177. URL: [https://zakon.rada.gov.ua/laws/show/993\\_327#Text](https://zakon.rada.gov.ua/laws/show/993_327#Text) (дата звернення: 02.06.2023).

32. Порядок проведення лабораторних та практичних занять у навчальних (навчально-науково-виробничих) лабораторіях НУБіП України (зі змінами) від 26.02.2020 р. URL: [https://nubip.edu.ua/sites/default/files/u34/poryadok\\_laboratorni\\_2019.pdf](https://nubip.edu.ua/sites/default/files/u34/poryadok_laboratorni_2019.pdf) (дата звернення: 02.06.2023).

33. Порядок проведення практичної підготовки у навчально-дослідних господарствах НУБіП України: затв. Навчально-методичною радою НУБіП України 24 лют. 2020 р. протокол № 6. URL: [https://nubip.edu.ua/sites/default/files/u34/poryadok\\_praktika\\_ndg2020.pdf](https://nubip.edu.ua/sites/default/files/u34/poryadok_praktika_ndg2020.pdf) (дата звернення: 02.06.2023).

34. Про вищу освіту: Закон України від 01 лип. 2014 р. № 1556-VII URL: <https://zakon.rada.gov.ua/laws/show/1556-18#Text> (дата звернення: 02.06.2023).

35. Про внесення змін до деяких законодавчих актів України, спрямованих на забезпечення додаткових соціальних та економічних гарантій у зв'язку з поширенням коронавірусної хвороби (COVID-19) : Закон України від 30 бер. 2020 р. № 540-IX. URL: <https://zakon.rada.gov.ua/laws/show/540-20#Text> (дата звернення: 02.06.2023).

36. Про загальнообов'язкове державне соціальне страхування : Закон України від 23 вер. 1999 р. № 1105-XIV. URL: <https://zakon.rada.gov.ua/laws/show/1105-14#Text> (дата звернення: 02.06.2023).

37. Про затвердження вимог щодо безпеки та захисту здоров'я працівників під час роботи з екранними пристроями : наказ Міністерства соціальної політики України від 14 лют. 2018 р. № 207. URL: <https://zakon.rada.gov.ua/laws/show/z0508-18#Text> (дата звернення: 02.06.2023).

38. Про затвердження Загальних вимог стосовно забезпечення роботодавцями охорони праці працівників : наказ Міністерства надзвичайних ситуацій України від 25 січ. 2012 р. № 67 URL: <https://zakon.rada.gov.ua/laws/show/z0226-12#Text> (дата звернення: 02.06.2023).

39. Про затвердження Мінімальних вимог безпеки і охорони здоров'я при використанні працівниками засобів індивідуального захисту на робочому місці : наказ Міністерства соціальної політики України від 29 лист. 2018 р. № 1804. URL: <https://zakon.rada.gov.ua/laws/show/z1494-18#Text> (дата звернення: 02.06.2023).

40. Про затвердження Порядку розслідування та обліку нещасних випадків, професійних захворювань та аварій на виробництві : постанова КМУ від 17 квіт. 2019 р. № 337. URL: <https://zakon.rada.gov.ua/laws/show/337-2019-%D0%BF#Text> (дата звернення: 02.06.2023).

41. [Про затвердження Правил пожежної безпеки в Україні](https://zakon.rada.gov.ua/laws/show/z0252-15#Text) : наказ МВС від 30 груд. 2014 р. № 1417. URL: <https://zakon.rada.gov.ua/laws/show/z0252-15#Text> (дата звернення: 02.06.2023).
42. [Про затвердження Технічного регламенту знаків безпеки і захисту здоров'я працівників](https://zakon.rada.gov.ua/laws/show/1262-2009-%D0%BF#Text) : постанова КМУ від 25 лист. 2009 р. № 1262. URL: <https://zakon.rada.gov.ua/laws/show/1262-2009-%D0%BF#Text> (дата звернення: 02.06.2023).
43. [Про затвердження Типового положення про порядок проведення навчання і перевірки знань з питань охорони праці та Переліку робіт з підвищеною небезпекою](https://zakon.rada.gov.ua/laws/show/z0231-05#Text) : наказ Державного комітету України з нагляду за охороною праці від 26 січ. 2005 р. № 15. URL: <https://zakon.rada.gov.ua/laws/show/z0231-05#Text> (дата звернення: 02.06.2023).
44. [Про об'єкти підвищеної небезпеки](https://zakon.rada.gov.ua/laws/show/2245-14#Text) : Закон України від 18 січ. 2001 р. № 2245-III. URL: <https://zakon.rada.gov.ua/laws/show/2245-14#Text> (дата звернення: 02.06.2023).
45. [Про охорону праці](https://zakon.rada.gov.ua/laws/show/2694-12#Text) : Закон України від 14 жовт. 1992 р. № 2694-XII. URL: <https://zakon.rada.gov.ua/laws/show/2694-12#Text> (дата звернення: 02.06.2023).
46. Про практичну підготовку студентів НУБіП України: Положення НУБіП України, затв. Вченою Радою НУБіП України 27 жов. 2021 р. протокол №3. URL: [https://nubip.edu.ua/sites/default/files/u284/dodatok\\_do\\_nakazu\\_no\\_1199\\_vid\\_03.11.2021.pdf](https://nubip.edu.ua/sites/default/files/u284/dodatok_do_nakazu_no_1199_vid_03.11.2021.pdf) (дата звернення: 02.06.2023).
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 **Stanislaw 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><b>National University of Life and Environmental Sciences of Ukraine</b> 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><b>Vice-Rector for Scientific and Pedagogical Work</b></p> <p>_____ (Signature)</p> <p>« ____ » _____</p>	<p><b>Practice base:</b></p> <p>_____ (Signature)</p> <p>« ____ » _____</p>
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## Appendix B Passport

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(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	_____

Appendix C

**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*













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\_\_**