

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
WESTERN UKRAINIAN NATIONAL UNIVERSITY**

APPROVED

Interim Vice-Rector for Academic
Affairs and Research
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PRE-DIPLOMA PRACTICE PROGRAM

Degree of Higher Education – Master Degree
Field of Knowledge -07 Management and Administration,
Specialty -073 Management
Educational and Scientific Program -"International Management"

**Ternopil - WUNU
2023**

The pre-diploma practice program is based on the educational-scientific program for training masters in the field of knowledge 07 Management and Administration, specialty 073 Management, approved by the Academic Council of WUNU (protocol No. 9 from 06/15/2022).

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The program was approved at the meeting of the Department of International Economic Relations, protocol No. 1 from August 29, 2023

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1. GENERAL PROVISIONS

1.1. Purpose, tasks and results of pre-diploma practice

The pre-diploma practice of applicants is the final stage of training, which is carried out during the graduation course to collect materials for writing an entrance qualification paper, generalize and improve the professional competences they have acquired (knowledge, practical skills and abilities), acquire professional experience and prepare for independent work.

The purpose of the pre-diploma practice is the formation of professional skills and skills in making independent decisions during professional activity in real market conditions; deepening and consolidation of theoretical knowledge; mastering by applicants modern methods, calculation and analytical operations, management procedures and technical means of performing work in the field of international management; fostering in students the need to constantly update their knowledge and creatively apply it in practical activities.

Tasks of pre-diploma practice. During pre-diploma practice, the applicant must master the system of skills and acquire skills for solving typical tasks in accordance with the positions that a graduate of a higher education institution can hold at enterprises/organizations.

The main tasks of pre-diploma practice are:

- application of the knowledge gained in the learning process directly within the organizational structure where pre-diploma practice takes place, development of materials related to the organization of a certain field of activity (in which the enterprise/organization that is the basis of pre-diploma practice is interested);

- collection of materials regarding the organizational and legal form of the organization, its structure and forms of management of international activities, organization of office management, accounting and analysis of the type of markets and competition, forecasting of the most promising directions of international activity of the enterprise/organization;

- collection of material for the preparation and writing of a qualification paper, use of materials obtained during pre-diploma practice in the process of preparation and writing of a qualification paper, addition of knowledge on certain issues related to the subject of the qualification paper, as well as collection and primary processing of data necessary for its writing;

- transformation of fundamental and applied knowledge by specialty into professional functions, formation of experience of professional activity, professionally and socially significant personality qualities of a modern specialist in international management with an emphasis on the development of creative potential, independence and initiative, the ability to make decisions in the real conditions of the functioning of the economy, the ability to work in the team;

- mastering the skills of analysis, interpretation of information, development of constructive proposals, formation of research, analytical, organizational, communicative qualities.

The basis for regulating the practical training of applicants is the schedule (calendar plan) of its completion, which is agreed upon at each enterprise/organization-base of pre-diploma practice, taking into account the conditions and specifics of its work.

According to the results of the pre-diploma practice, applicants must acquire the following competencies:

GK2. Ability to communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge/types of economic activity);

GK3. Skills in using information and communication technologies;

GK5. Ability to act on the basis of ethical considerations (motives);

GK7. Ability to abstract thinking, analysis and synthesis.

SK1. Ability to choose and use management concepts, methods and tools, including in accordance with defined goals and international standards;

SK2. Ability to establish values, vision, mission, goals and criteria by which the organization determines further directions of development, develop and implement appropriate strategies and plans;

SK3. Ability to self-development, lifelong learning and effective self-management;

SK4. Ability to effectively use and develop the organization's resources;

- SK5. Ability to create and organize effective communications in the management process;
- SK6. The ability to form leadership qualities and demonstrate them in the process of managing people;
- SK7. Ability to develop projects, manage them, show initiative and entrepreneurship;
- SK8. Ability to use psychological technologies for working with personnel.
- SK9. Ability to plan and carry out scientific and applied research, present their results;
- SK11. Ability to independently acquire new knowledge, use modern educational and research technologies in the field of management;
- SK12. The ability to formulate modeling tasks, create and research mathematical and computer models, apply statistical methods and models for the analysis of objects and processes in the field of management;
- SK 13. Ability to make administrative decisions and develop a corporate policy for achieving business goals in an international environment;
- SK 14. The ability to develop proposals for areas of investment activity, participation in global production structures and clusters, as ways to improve the efficiency of corporate management in the international environment;
- SK 15. Ability to analyze and forecast crisis phenomena in the international business environment and respond to their manifestations;
- SK 16. The ability to set and solve tasks related to the optimization of business processes in international companies using crisis management tools.

2. ORGANIZATION AND PROCEDURE FOR CONDUCT OF PRE-GRADUATE PRACTICE

2.1. Bases of pre-diploma practice

Pre-diploma practice is carried out at enterprises of various forms of ownership, types of economic activity, organizational and legal status, which are legal entities, have successful experience of activity in the foreign market for at least two years, function as an open economic system in a market economy and carry out export-oriented, production - trade, brokerage, wholesale and other activities. Advanced forms and methods of management and organization of production work, accounting, logistics and marketing activities must be applied at these enterprises. Enterprises must have a staff of highly qualified specialists capable of assisting applicants in acquiring business professional skills.

Places of pre-diploma practice can be:

- joint ventures;
- domestic enterprises and organizations of any form of ownership (foreign economic departments or subdivisions);
- branches and representative offices of foreign companies in Ukraine;
- exchanges and over-the-counter systems;
- consulting groups and investment agencies;
- international auditing companies;
- commercial banks of Ukraine, representative offices of foreign banks and financial institutions (foreign exchange departments, credit departments, securities departments, international settlement departments).

Pre-diploma practice is possible on macro-level bases:

- state administration bodies (Ministry of Economic Development, Trade and Agriculture of Ukraine; Ministry of Foreign Affairs of Ukraine; National Bank of Ukraine; National Securities and Stock Market Commission, etc.);
- structural subdivisions of regional state administration or district state administration;
- Chamber of Commerce;
- EBRD, World Bank and IMF offices in Ukraine.

The following requirements are put forward to enterprises/organizations - bases of pre-diploma practice:

- availability of a high level of equipment, technology, production organization, work culture;
- the possibility of conducting scientific research;
- provision of traineeships, including in small groups (2-4 people);

- existence of scientific and technical ties with the institution of higher education (HEI).

The distribution of applicants based on the bases of pre-diploma practice and the appointment of supervisors is carried out by the graduation department and issued by the rector's order.

Before the start of the pre-diploma practice, applicants receive a diary, a calendar and a pre-diploma practice program at the department. Management of pre-diploma practice is carried out by a university teacher and a specialist from the enterprise/organization - base of pre-diploma practice. Immediately before the start of the pre-diploma practice, the applicant must undergo safety training on the basis of the pre-diploma practice.

2.2. Duties and rights of enterprises/organizations, which are bases of pre-diploma practice

Enterprises/organizations - bases of pre-diploma practice are obliged to:

1. Accept applicants for pre-diploma practice according to the calendar plan and provide trainees with a workplace.

2. To create the necessary conditions for applicants to undergo pre-diploma practice, to provide the opportunity to use laboratories, offices, workshops, accounting, technical and other documentation necessary for the implementation of the pre-diploma practice program.

3. To create the necessary conditions for applicants to work safely at the workplace, to conduct mandatory safety briefings and training, to investigate accidents by a committee together with a representative of the university.

4. To provide a time sheet record of the trainees' exits to work, to prevent their use in positions and jobs that do not correspond to the internship program and future specialty; report all violations of labor discipline, internal regulations and other offenses to the university.

5. To create conditions for the participation of awardees in the public life of the team, to familiarize them with the history of the enterprise, to involve them in the cultural and mass and physical culture and sports life of the team. The enterprise/organization – the base of pre-diploma practice is fully responsible for the implementation of safety rules by trainees.

2.3. Responsibilities of the head of pre-diploma practice from the base of pre-diploma practice

The head of the pre-diploma practice from the enterprise/organization directly organizes and monitors the pre-diploma practice. The head of the pre-diploma practice base must:

1. To ensure high-quality and timely conduct of occupational health and safety briefings.

2. Organize and monitor the completion of pre-diploma practice in accordance with the approved schedule (calendar plan) of work.

3. Provide methodical assistance.

4. Manage and monitor the intern's performance of all work provided for by the pre-diploma practice program and individual tasks.

5. Carry out constant control over the quality and timeliness of the implementation of the program, specific tasks of the head of pre-diploma practice.

6. Evaluate the intern's report based on the volume and quality of the work performed.

After the end of the pre-diploma internship, its manager from the enterprise/organization must provide feedback, which must be certified by his signature and the seal of the organization (optional). The head of pre-diploma practice from the enterprise/organization must sign the applicant-trainee's report on pre-diploma practice.

In the feedback, the supervisor of the pre-diploma practice from the enterprise/organization should note the following points:

- completeness of the applicant's completion of the pre-diploma internship program;
- the quality of the applicant's writing of the pre-diploma internship report, its compliance with established requirements and the realities of the organization;
- the level of preparation of the intern for professional activity in terms of theoretical knowledge and practical skills;
- the applicant's attitude to work, his organization and discipline;
- the ability to work in a team, the level of communication, public attitude and other personal traits that manifested themselves during pre-diploma practice.

Based on the results of the pre-diploma practice, the practice supervisor from the enterprise/organization must issue a final assessment.

2.4. Obligations of applicants during pre-diploma practice

Applicants of institutions of higher education are obliged to:

1. Before the start of the pre-diploma internship, get advice from the head of the pre-diploma internship at the institution of higher education regarding the preparation of all necessary documents (diary, calendar plan, report, etc.).
2. Arrive on time at the base of pre-diploma practice.
3. Make sure that there is an order for enrollment in pre-diploma practice.
4. To fully perform all the tasks stipulated by the pre-diploma practice program and the instructions of its supervisor.
5. To undergo training and strictly observe the rules of labor protection, safety techniques and industrial sanitation.
6. Not to disclose commercial secrets and official information that can be obtained at the enterprise/organization.
7. Systematically carry out work, the results of which should be entered in the final report, following the methodological recommendations of the Department of International Economic Relations.
8. At the end of the pre-diploma internship, prepare and submit a report on its completion for verification by the manager from the enterprise/organization to obtain an evaluation of the completion of the pre-diploma internship. After that, the report must be submitted to the department within the specified deadlines for submitting reports for defense.
9. To be responsible for the work done.
10. Timely pass the credit for pre-diploma practice.

2.5. Responsibilities of the head of pre-diploma practice from the university

A head of pre-diploma practice from the Department of International Economic Relations is appointed to monitor the implementation of the pre-diploma practice program and provide methodological assistance for the period of pre-diploma practice. The head of pre-diploma practice from the Department of International Economic Relations is obliged to:

1. Before the start of pre-diploma practice, take appropriate measures to create conditions for the arrival of trainees to the base of pre-diploma practice.
2. To ensure that all organizational measures are carried out before the applicants leave for the pre-diploma practice; *conducts instruction on the procedure for completing pre-diploma practice, instruction on safety techniques.*
3. To contact the head of the pre-diploma internship from the base of the pre-diploma internship, to ensure the high quality of its completion in accordance with the program.
4. To provide methodical assistance to applicants in the preparation and design of a written report on the pre-diploma practice
5. Control the working and living conditions of interns.
6. Check the applicants' compliance with the rules of the internal work schedule, visits to the pre-diploma practice base, the progress of the diary and the preparation of the report.
7. Accept credit for pre-diploma practice.

The head of pre-diploma practice from the university has the right to give additional tasks to applicants in connection with changes in the conditions of pre-diploma practice, to apply measures of disciplinary influence on applicants who do not fulfill the requirements of the pre-diploma practice program.

2.6. The order of organization and management of the pre-diploma practice

The graduate department of international economic relations of ZUNU carries out methodical guidance of pre-diploma practice. Before leaving for pre-diploma practice, the department conducts a consultation, where applicants are introduced to the program of pre-diploma practice, the procedure for completing it, the requirements for drawing up a report on progress, etc. Together with the heads of pre-diploma practice bases, the department determines the readiness of the bases to provide interns with jobs

for the entire period of pre-diploma practice. Applicants are sent to pre-diploma practice in accordance with the order of the university.

When traveling to the place of pre-diploma practice, the applicants receive a complete package of necessary documents, which are duly completed and signed.

During the pre-diploma internship, applicants must keep a diary of the pre-diploma internship.

An important part of the diary is the calendar schedule of the pre-diploma practice. The head of the pre-diploma practice base clarifies the calendar schedule of the pre-diploma practice with each applicant. At the same time, specific conditions of work based on pre-diploma practice are taken into account.

In the diary of pre-diploma practice, the applicant briefly writes down everything he has done according to the calendar schedule. It consistently displays all types of performed work, including participation in research and social work.

After the end of the pre-diploma internship, the diary together with the report must be reviewed by the supervisors of the pre-diploma internship from the enterprise/organization and from the department, who make a review and sign it.

According to the results of the pre-diploma practice, the applicant must submit a report to the Department of International Economic Relations together with a completed diary and defend it.

The defense of reports on pre-diploma practice is accepted by the commission, the composition of which is approved by the head of the department. In defense, the acquirer submits:

- report on pre-diploma practice;
- diary of pre-diploma practice, signed by the head of pre-diploma practice from ZUNU and the enterprise/organization.

The results of the defense are displayed in the information and are certified by the signatures of the commission members. In the case of poor design of the report, untimely presentation of it, unsatisfactory assessment based on the results of the defense, the department decides the issue of returning the report for revision within the specified time.

3. PRE-DIPLOMA PRACTICE PROGRAM

Content of pre-diploma practice

Pre-diploma practice involves familiarization with the state of the enterprise/organization's work organization – the basis of pre-diploma practice, the analysis of the main indicators of its economic and financial activity for the last year, the organizational structure of the enterprise/organization, the performed functions that rely on individual divisions, job instructions and the development of reasonable proposals regarding the improvement of certain aspects of its activity for the future.

3.1. General familiarization with the enterprise/organization is the basis of pre-diploma practice

At the first stage of the pre-diploma practice, the applicant must familiarize himself with the specifics of the economic and financial activity of the enterprise/organization of the base of the pre-diploma practice, its organizational structure, the state of management of the enterprise/organization in general.

The result of such work should be the reflection of the following questions in the report on the completion of pre-diploma practice:

- characteristics of the status of the enterprise/organization (date of establishment, form of ownership, organizational and legal form of business, degree of independence, mission of the enterprise/organization, rights and obligations of the enterprise/organization, field of activity, compliance with requirements for state registration and activities of the enterprise/organization, etc.) ;
- characteristics of economic activity (specialization of the enterprise/organization, predominant types of business operations, other types of activity);
- the nature of regulation and control over the activities of the enterprise/organization by the state (executive bodies, ministries, departments), the state of compliance with state requirements;
- the nature of the management of the enterprise/organization by the owners (owners' rights,

management and control bodies: the highest management body of the enterprise/organization, the body of supervision and control over the enterprise/organization's activities, the frequency of their meetings, the nature of the issues under consideration);

- the nature of the management organization of the enterprise/organization (the organizational structure of the enterprise/organization management, the characteristics of individual structural divisions, their functional purpose, rights, duties, powers, the nature of the regulation of the activities of individual employees of the enterprise/organization (contracts, job instructions, etc.);

- characteristics of instructional, normative and methodical materials used at the enterprise/organization, their quality and completeness.

3.2. Analysis of the state and results of individual areas of activity of the enterprise/organization - the basis of pre-diploma practice

The main goal of this stage of pre-diploma practice is to assess the quality of individual functional areas of the enterprise/organization, in particular, foreign economic activity (FET) and the achieved results - the basis of pre-diploma practice.

3.2.1. Economic activity of the enterprise/organization

Organization of economic activity at the enterprise/organization. Analysis of the main functions and the relationship of structural units in the process of performing functional tasks.

Analysis of methodical support of analytical work. Methods used in the process of analyzing economic indicators and substantiating their forecast values. The level of the software for performing the specified works.

The system of analysis and forecasting of indicators of economic activity, which is used at the enterprise/organization, the characteristics of the efficiency of their functioning. Analysis of the degree of use of computer equipment, specialized software.

Analysis of the results of the economic activity of the enterprise/organization based on forms of annual financial and statistical reporting. Assessment of volumes and dynamics of the most important indicators: volumes and structure of production (goods, works, services); volumes of export-import operations, volumes and speed of turnover of goods and material stocks, volumes of revenue from the realization of gross profit, sources of their formation, volumes and composition of operating expenses, financial result from ordinary activities before taxation and its components, volumes of net profit and directions of its use .

3.2.2. HR

Organization of work with the personnel of the enterprise/organization, quantitative and qualitative composition of the personnel/recruiting department. Analysis of regulatory documents regulating its work (regulations on personnel/recruiting department and job instructions of its employees).

Analysis of the staffing schedule of employees of the enterprise/organization and the personnel structure (by categories, by education level, by gender, by age).

Evaluation of personnel policy carried out at the enterprise/organization, improvement of employee qualifications, certification of employees, implementation of measures to strengthen the cohesion of the labor team and formation of the social and psychological climate, its business career.

Analysis of personnel movement (recruitment, transfer, dismissal) and identification of the main factors that affect personnel turnover.

Analysis of the degree of use of computer equipment, specialized software in the activities of personnel/recruiting department employees.

3.2.3. Management of marketing and logistics activities of the enterprise/organization

Organization of marketing and commercial activities at the enterprise/organization. Functions and tasks performed by specialists of the relevant departments. Analysis of regulatory documents that regulate their activities (regulations on relevant departments, job descriptions of managers), quantitative and qualitative composition of specialists.

Analysis of information sources and software products used by certain specialists for procurement, marketing activities, market monitoring.

The main suppliers of resources and consumers of products (works, goods, services) of the enterprise/organization. The process of their search, assessment and selection. The procedure and conditions for concluding agreements. Assessment of the quality of work on the formation of material (commodity) resources (frequency of purchases, size of one-time purchases, examination of the availability of goods in the sales hall).

Factors affecting the change in demand for material (commodity) resources in separate periods (month, week, day), organization of their monitoring and response.

Marketing communication measures (advertising, sales promotion, use of price discounts), public relations. Marketing budget analysis.

Analysis of the validity of marketing plans to ensure the achievement of enterprise/organizational goals. Periodicity of development and consistency of purchase, sales, and marketing plans.

3.2.4. Management of foreign economic activities of the enterprise/organization

Assessment of the state of the organization of foreign economic activity according to the main directions of the enterprise/organization. Analysis of export (import) of goods and services at the enterprise/organization. Cooperation with non-resident business partners. Policy of working with foreign suppliers, intermediaries. Analysis of the development of the industry in global and regional terms.

Assessment of the main competitors in the world market. Analysis of the main economic indicators of the foreign economic activity of the enterprise/organization, taking into account the convertibility of the national currency. Evaluation of promising foreign markets.

3.2.5. Management of accounting and financial activities of the enterprise/organization

Characterization of the main elements of the accounting system of the enterprise/organization from the standpoint of creating a basis for carrying out financial analysis in such areas as: organizational (characteristics of document circulation by periodicity and by the nature of the relationship with other structural divisions); technical (characteristics of the software, advantages and disadvantages of its use); methodological (depth of analytical accounting, estimation of the cost of sold products (goods), assessment of assets, method of calculating depreciation).

Evaluation of the activity of the financial service or other link entrusted with the performance of its functions: quantitative and qualitative composition of specialists, a list of main functions and the level of their implementation. Assessment of the quality of the output products of this service (analytical, planning, control forms). Organization of monetary turnover. Forms of calculations used. Assessment of the state of payment and cash discipline. Analysis of the volume and completeness of the formation of the statutory fund. Analysis of the organization of work regarding the monitoring of mutual settlements with creditors, the presence of settlement arrears. Analysis of the completeness and timeliness of tax and other mandatory payments. Assessment of the financial and property status of the enterprise/organization. Analysis of indicators of solvency, financial stability, business activity, profitability.

3.2.6. Strategic management of the enterprise/organization

To carry out a comprehensive analysis of the activity of the enterprise/organization, it is necessary to use modern methods from the position of a systemic approach. For this, it is necessary to characterize the positions responsible for the development of the strategy. Next, it is advisable to conduct a SWOT analysis of the environment of the enterprise/organization.

Based on the positioning profile, the acquirer should develop a SWOT matrix and determine paired combinations in the fields of the matrix.

Based on the system analysis, taking into account the potential of the enterprise/organization and factors of the external environment, identify and formulate the mission of the enterprise/organization, which would include the following elements:

- values and beliefs;
- goods and services that the company offers or needs that it intends to satisfy;

- target market and means of entering it;
- key technologies to be used;
- strategic principles of development.

3.2.7. Management of innovative activities of the enterprise/organization

When completing the pre-diploma practice, the applicant should conduct a study of the innovative activity of the enterprise/organization, evaluate the degree of its innovative activity. To do this, it is necessary to characterize the unit (position) responsible for carrying out innovative activities, to determine whether new technologies, new products/services, organizational changes have recently been introduced into the activities of the enterprise/organization, whether they correspond to market trends and changes in the environment.

The acquirer must also independently be able to generate rational and innovative proposals for employees, develop a technical task for the consultant.

The result of such work should be a report on the completion of pre-diploma practice on the following issues:

- analysis of structural elements of innovations in the activity of the enterprise/organization for the reporting period according to the existing classification;
- characterization of the final result of the enterprise/organization's activity (production of products or provision of services) for compliance with "innovative products" or "innovative products" in accordance with the Law of Ukraine "On Innovative Activities";
- assessment of the expediency (possibility) of classifying the statute of the enterprise/organization as innovative in accordance with the requirements of the Law of Ukraine "On Innovative Activity";
- assessment of the effectiveness of innovative projects implemented at the enterprise/organization;
- assessment of the feasibility and possibility of developing an innovative strategy of the enterprise/organization;
- assessment of the feasibility of real investment in the enterprise/organization;
- analysis of the necessity and expediency of financial investment;
- assessment of the effectiveness of investment projects carried out at the enterprise/organization;
- development of a proposal regarding the prospects for the development of innovations and areas of investment activity of the enterprise/organization.

3.3. Development of proposals for improvement of activities enterprises/organizations

Depending on scientific interests and personal wishes, the applicant must develop specific and substantiated proposals for improving a particular direction (directions) of the enterprise/organization's work or implementing a specific innovation (innovation).

Proposals can be aimed both at improving the existing functional areas of the enterprise/organization (foreign economic, economic, personnel management, marketing and commercial, financial and accounting activities, etc.), and at providing for fundamental innovations (introduction of new products, diversification, respecialization of activities, implementation of real or financial investment, entering new markets, etc.).

The development of proposals should be based on the identified shortcomings of the enterprise/organization's work organization, available reserves for its improvement, benchmarking of domestic and foreign experience of the best enterprises/organizations of similar and related activity profiles.

In the report on the completion of pre-diploma practice, the results of the work carried out are presented according to the following structure:

- general description of the essence of the proposal (innovation proposed to be implemented);
- justification of the feasibility of applying the proposal (innovation) and expected results from its implementation, including the calculation of the economic effect (if possible);
- the state of readiness of the enterprise/organization for the introduction of an offer (innovation);
- a road map of organizational and economic measures necessary for the implementation of this

proposal.

4. REQUIREMENTS FOR THE PRE-DIPLOMA PRACTICE REPORT

The main documents of the reporting documentation are:

- 1) diary;
- 2) a written report with attached documents.

The report on pre-diploma practice should have a clear structure, logical sequence and concreteness of the presentation of the material, persuasiveness of arguments, accuracy of wording, reasonableness of conclusions and recommendations.

The report includes:

- title page with all signatures (the form of the title page is given in Appendix A);
- *diary*-pre-diploma practice;
- *content*, which lists the sections listed in the report with pages indicated;
- *introduction*, which includes a brief description of the enterprise/organization - the basis of pre-diploma practice and the tasks facing it in modern conditions;
- *main part*, In which:
 - a detailed review and analysis of the enterprise/organization's activities is given;
 - works are described (their content, methodology, references to documents, etc.) performed in accordance with the pre-diploma practice program;
 - work performed on behalf of employees of the enterprise/organization;
- *conclusions and proposals*, the content of which should contain critical remarks and proposals for their elimination;
- *references*;
- *applications*, in which relevant documentation (forms, forms, schemes, etc.) is submitted, which is selected and studied by the acquirer when writing the report;.

Scope of the report about pre-diploma practice, without appendices should be about 30 pages.

The text part of the report should be divided into separate paragraphs according to the questions of the program. In this part, the acquirer gives a description of the question and describes the work performed by him, connecting the text part with the documents that are given in the annexes to the report.

The text of the report on pre-diploma practice is typed or printed on one side of a sheet of white paper in A4 format (210x297 mm), observing the following requirements:

- text editor – Microsoft Word;
- font – Times New Roman Cyr;
- font size – 14 points;
- spacing – 1.5 (28-30 lines on one page).

The text of the report is printed, leaving margins of the following sizes: left - at least 30 mm, right - at least 10 mm, top - at least 20 mm, bottom - at least 20 mm.

Title page has a single form and details. It is drawn up according to the established model (see Appendix A).

Content is placed on the second page. It sequentially lists all parts of the report: introduction, main part (according to the pre-diploma practice program), conclusions and proposals, list of used sources, appendices. Against each title of the corresponding part of the report is indicated the number of the page on which it begins, which makes it easier to find the required section.

Page numbering, sections, subsections, clauses, subsections, figures (pictures), tables, formulas are given in Arabic numerals without the sign no.

The first page is the title page, which is subject to the general numbering of the pages of the report on the pre-diploma practice. On the title page and the table of contents, the page number is not placed, on the following pages, the number is placed in the upper right corner of the page without a period at the end.

Units are numbered within each section. The subdivision number consists of the section number and the serial number of the subdivision, between which a dot is placed. There should be a period at the end of the subdivision number, for example:

"2.3." (the third subsection of the second chapter). Then, in the same line, indicate the title of the subdivision.

Items are numbered within each subsection. The item number consists of the serial numbers of the section, subdivision, item, between which a dot is placed. There should be a period at the end of the number, for example: "1.3.2." (the second clause of the third subsection of the first section). Then, in the same line, indicate the title of the item. An item may not have a title.

Subclauses are numbered within each clause according to the same rules as clauses.

Illustrations(figures, diagrams, graphs, charts) and tables must be submitted immediately after the text, where they are mentioned for the first time, or on the next page. Illustrations and tables placed on separate pages of the work are added to the overall page numbering. A table or figure, the size of which is larger than A4 format, is placed in the appendices.

Illustrations are marked with the word "Fig." and are numbered consecutively within the section except for the illustrations given in the appendices.

The illustration number must consist of the section number and the serial number of the illustration, separated by a period. Example:

"Fig. 1.2" (the second figure of the first chapter). The number of the illustration, its name and explanatory captions are placed sequentially under the illustration. If one illustration is presented in the section, it is numbered according to general rules.

Tables are numbered consecutively (with the exception of the tables presented in the appendices) within the section. The table is placed after the first mention of it in the text. In the upper right corner above the relevant table title, the inscription "Table" with its number is placed. The table number must consist of the section number and the serial number of the table, with a dot between them, for example:

"Table 1.2" (the second table of the first chapter).

When transferring a part of the table to another sheet (page), the word "Table" and its number are indicated once on the right above the first part of the table, the words "Continued" are written above the other parts. table." and indicate the number of the table, for example: "Cont. table 1.2".

An example of building a table:

Table (number)

Name of the table

| | | | | | |
|------|-------------|------------------|--|--|------------------|
| Head | | | | | Title graph |
| | | | | | Subheading graph |
| Rows | | | | | |
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| | | | | | |
| | Row headers | Graphs (columns) | | | |

Formulas(if there is more than one of them) are numbered within the section. The number of the formula consists of the number of the section and the serial number of the formula in the section, between which a dot is placed. Formula numbers are written near the right margin of the sheet at the level of the corresponding formula in round brackets, for example: (3.1) - the first formula of the third section.

When writing the report, the applicant must refer to the sources, materials or individual results from which the materials are given in the report, or based on the ideas and conclusions of which tasks are developed, problems are solved, or individual issues are solved. Such links make it possible to find documents, check the reliability of information about citation of a document, provide necessary information about it, help to find out its content, language of the text, volume. Reference should be made to the latest editions of publications. Earlier editions may be referred to only in cases where the material they contain is not included in the latest edition.

When using information, materials from monographs, review articles, other sources with a large

number of pages, then in the reference it is necessary to accurately indicate the numbers of pages, illustrations, tables, formulas from the source to which there is a link in the report.

Link in the text of the report on pre-diploma practice, sources should be indicated by a serial number in the list of references, separated by two square brackets, for example, "... in works [1-7]...".

When in the text it is necessary to make a reference to a component part or specific pages of the corresponding source, you can give the reference in square brackets, while the reference number must correspond to its bibliographic description in the list of references. Example:

Quote in the text: "One of the means of implementing currency policy is currency regulation - the activity of the state aimed at regulating international settlements and the procedure for carrying out transactions with currency values [25, 293]". Corresponding description in the list of links:

25. Sokhatska O. M. Fundamental and technical analysis of commodity and financial market prices / O. M. Sokhatska. Kyiv: Condor, 2014. 358 p.

references- an element of the bibliographic apparatus, which contains bibliographic descriptions of the used sources and is placed after the conclusions. The list of used sources is compiled in alphabetical order in accordance with current standards for library and publishing affairs (DSTU 8302:2015 Information and documentation. Bibliographic reference. General provisions and rules of compilation). Examples of the list of used sources are given in Appendix B.

Appendices are issued as a continuation of the report on pre-diploma practice on its following pages. Each application must start on a new page. The appendix must have a title printed at the top in small letters with the first capital letter symmetrically relative to the text of the page. In the middle of the line above the title, the word "Appendix" and a capital letter denoting the appendix are printed in small letters from the first capital letter.

Appendices should be marked consecutively with capital letters of the Ukrainian alphabet, with the exception of the letters **Г, Э, И, Й, Ё, О, Ч, Ђ**, for example: appendix A. One appendix is designated as appendix A.

The text of each appendix may, if necessary, be divided into sections and subsections, which are numbered within each appendix. In this case, each number is preceded by a designation of the appendix (letter) and a dot, for example: A.2 – the second section of appendix A; B.3.1 - the first subdivision of the third section.

Illustrations, tables and formulas placed in the appendices are numbered within each appendix, for example: fig. D.1.2 - the second figure of the first section; formula (A.1) is the first formula.

The report on completion of pre-diploma practice is signed by the head of the practice from the pre-diploma practice base and certified with its seal. The head of the base of pre-diploma practice gives feedback on the report, draws a conclusion about the applicant's readiness for practical work.

The head of pre-diploma practice from the department checks the report in detail, gives an overall assessment of the work performed in the review and decides on the admission of the applicant to the defense of the report.

The pre-diploma practice diary is attached to the pre-diploma practice report; the schedule (calendar plan, which is directly in the diary) of the pre-diploma internship, signed by the supervisors (from the enterprise/organization and the department) of the pre-diploma internship and the applicant, certified by a seal; feedback from the supervisor of the pre-diploma practice from the enterprise/organization; remarks and wishes of pre-diploma practice managers regarding the improvement of its course in the future.

5. EVALUATION OF THE RESULTS OF PRE-GRADUATE PRACTICE

The final score (on a 100-point scale) from the pre-diploma practice is determined as a weighted average value, depending on the specific weight of each credit component:

| Types of assessment | % of the final grade |
|---------------------|----------------------|
| Module 1 (training) | 30 |

| | |
|------------------------------|----|
| Module 2 (report) | 30 |
| Module 3 (report protection) | 40 |

Assessment Scale:

| University scale | National scale | According to the ECTS scale |
|------------------|----------------|--|
| 90-100 | excellent | A (excellent) |
| 85-89 | good | B (very good) |
| 75-84 | | C (good) |
| 65-74 | satisfactory | D (satisfactory) |
| 60-64 | | E (sufficient) |
| 35-59 | unsatisfactory | FX (unsatisfactory with possibility of reassembly) |
| 1-34 | | F (unsatisfactory with mandatory repeat course) |

RECOMMENDED SOURCES OF INFORMATION

1. Darwish M. A. Methodology of scientific research and its modern divisions. *International Journal of Cultural Inheritance & Social Sciences (IJCISS)*. Vol. 4 Issue 7, March 2022, ISSN: 2632-7597.
2. Zlotenko V. Methodology of modern scientific research with the basics of intellectual property : textbook / V. Zlotenko, T. Kulik. Kyiv : KNUVD, 2021. 155 p.
3. Бабайлов В. К. Методологія наукових досліджень : навч. посіб. Харків : ФОП Бровін О.В., 2019. 150 с.
4. Євтушенко М. Ю., Хижняк М. І. Методологія та організація наукових досліджень : навч. посіб. К. : ЦУЛ, 2019. 351 с.
5. Ладанюк А.П., Власенко Л.О., Кишенько В.Д. Методологія наукових досліджень : навч. посіб. К. : Видавництво Ліра-К, 2018. 352 с.
6. Організація наукових досліджень, написання та захист магістерської дисертації : навчальний посібник / Берко Ю. А. та інші. Львів : «Новий Світ – 2000», 2020. 282 с.
7. Посилкіна О. В., Літвінова О. В., Братішко Ю. С. Методологія наукових досліджень та інноваційний розвиток : навч. посіб. Х.: НФаУ, 2020. 220 с.
8. Теорія і методологія наукових досліджень : навч. посіб. для здобувачів (магістрів) усіх форм навчання / Ю. Д. Костін, Т. В. Полозова, І. А. Шейко, Д. Ю. Костін. Харків : ХНУРЕ, 2021. 152 с.
9. Товт В. А. Основи наукових досліджень та методика підготовки дипломних робіт: Навч. посіб. Ужгород : ТОВ «РІК-У», 2019. 139 с.

