



MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL TECHNICAL UNIVERSITY
«KHARKIV POLYTECHNIC INSTITUTE»

PRE-GRADUATION INTERNSHIP PROGRAM
for Master's Students for full- and part-time students
in "Entrepreneurship and Trade" major 076

Kharkiv
NTU «KhPI»
2024

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INTRODUCTION

Completion of pre-graduation internship by master's students specializing in 076 "Entrepreneurship and Trade" is a crucial stage in their professional development. The pre-graduation internship provides candidates with the opportunity to finalize the formation of their professional competencies in the chosen industry, deepen the knowledge acquired during their studies, and solve real-life problems encountered in entrepreneurial activities. Additionally, this stage helps candidates to build a network of professional contacts within the business environment and gain valuable experience for their future careers.

The pre-graduation internship program is developed in accordance with the Law of Ukraine "On Higher Education", the Regulations on the Internship of Students of Higher Educational Institutions of Ukraine, approved by the Order of the Ministry of Education and Science of Ukraine dated April 8, 1993, № 93, higher education standards, and the educational-professional program "Entrepreneurship, Trade and Stock Exchange Activities" at the second (master's) level of specialization 076 "Entrepreneurship and Trade".

The practical training program allows higher education candidates to form a clear understanding of what they will have to accomplish during the internship, how to address individual tasks, and what assistance they can receive from the internship supervisor from the university and the internship supervisor from the enterprise (organization, institution, entrepreneurial structure), as well as from the employees (managers) of the enterprise they will encounter during the internship.

Candidates for higher education will acquire the necessary volume of practical knowledge and skills in accordance with the pre-graduation internship program.

1. Pre-Graduation Internship for Master's Students

The aim of the pre-graduation internship for master's students is to deepen their practical experience in economic activities; to practically and creatively apply the knowledge and skills acquired, develop skills in scientific research, and solve economic tasks while working in real market and production conditions.

The main tasks during the pre-graduation internship for candidates include:

- practical deepening of knowledge in professionally oriented disciplines of the curriculum.
- mastery of the organization system and management mechanism of functional subsystems of entrepreneurial activity.
- conducting scientific-applied research in the profile of the specialty and master's program.
- analysis, identification of problems, and trends in the development of socio-economic processes in the country and industry in which the business operates – the internship base.
- formation of skills in using modern information processing tools and modeling the development of market situations for specific problems.
- development and justification of strategic decisions and organizational-economic projects aimed at enhancing the entrepreneurial, innovation-investment potential of the enterprise, its effective utilization, and ensuring competitiveness in the market environment.

2. The place of pre-graduation internship in the structure of the Master's degree program

The pre-graduation internship serves as a logical continuation of the educational courses that cover topics related to organizational management, technology, and entrepreneurship. Specifically, these include subjects such as «Fundamentals of Scientific Research», «Modern Methods of Business Analytics in Entrepreneurship and Trade», «Technological Entrepreneurship and Stock Exchange Activities», «Economic Efficiency of Entrepreneurial Decisions», «E-Commerce and Global Entrepreneurship», «International Technical Regulation».

During the pre-graduation internship, the participant utilizes their time to

gather materials for the internship report, identify practical issues to shape future research directions, and lay the groundwork for writing their master's thesis.

The format of conducting the pre-graduation internship

Entrepreneurial, research-based.

3. The location and timing of the pre-graduation internship

The internship bases can include entities from various industries and ownership forms, as well as institutions from different sectors of the economy.

The chosen business (organization, institution) serving as the internship base must meet specific requirements: it should be an independent economic entity, have at least 3 years of successful market activity, maintain standardized accounting and financial reporting, and function as an open economic system in a market economy.

In cases where the university receives state or regional orders for training specialists, the list of internship bases is provided by the university authorities responsible for forming these orders. When professionals are being trained by the university under target contracts with enterprises, organizations, or institutions, the internship bases are stipulated in these contracts. Similarly, in situations where individuals fund the training of specialists at the university, the internship bases are provided by these individuals.

For foreign applicants, internship bases are specified in the corresponding contract or agreement for master's training and may be located either within the contracting countries or within Ukraine.

The compliance of internship bases is determined by the Department of Entrepreneurship, Trade, and Logistics.

Candidates may independently, with the permission of the issuing department, select the location for their internship and propose it for use.

The university enters into direct agreements in advance with internship bases (enterprises, organizations, institutions of any ownership form) for conducting the internship.

The duration of the pre-graduation internship is determined by the university taking into account the theoretical preparedness of the candidates, the capabilities of the university's educational-production base and organizations, and in

accordance with the curriculum and annual academic schedule.

The timing of the pre-graduation internship is specified in the curriculum.

4. Competencies acquired by the candidate as a result of completing the pre-graduation internship

A Master's degree holder in Entrepreneurship, Trade, and Stock Exchange Activities is an individual with a solid foundation in humanities and comprehensive theoretical preparation in economics. They possess a high level of education and culture, along with a suitable scientific and entrepreneurial potential for a wide range of practical activities, demonstrating the ability to continue learning independently.

Upon completion of the pre-graduation internship, the candidate should acquire the following skills, abilities, basic, and professional competencies:

- analyze the tasks, functions, and features of the activities of economic services and structural units of an enterprise, drawing general conclusions for improving their performance.
- develop advanced analytical skills in planning and economic, organizational and managerial, entrepreneurial-analytical, and research activities in the field of economics in production, services, management, and research institutions.
- identify the advantages and disadvantages of the existing management, organization, planning, and control systems of modern businesses;
- identify cause-and-effect relationships between business performance indicators;
- determine reserves for improving the efficiency of modern business and its units;
- identify and diagnose factors influencing the internal and external environment of entrepreneurship;
- plan and implement measures to improve the economic, social, and environmental efficiency of a business;
- prepare estimates and budgets for both the entire enterprise and its individual structural units;
- formulate and evaluate the innovation-investment portfolio of entrepreneurship, develop entrepreneurship development strategies using the

norms of existing legislation;

- collect, process, systematize, and summarize information about entrepreneurship and the conditions of its functioning;
- develop leadership skills, justify their ideological position;
- focus on results, set clear goals, and monitor their achievement.

Planned competencies and learning outcomes (in accordance with the educational-professional program) are outlined in Table 1.

Table 1

Planned competencies and learning outcomes

Competencies	Learning outcomes
2	3
CC 1. Ability to adapt and act in a new situation.	LO1. Ability to adapt and demonstrate initiative and autonomy in situations encountered in professional activities.
CC 2. Ability to identify, address, and resolve problems.	LO2. Identifying, analyzing problems in entrepreneurship, trade, and stock exchange activities, and developing measures to address them.
CC 4. Ability to communicate with representatives of other professional groups at different levels (with experts from other fields of knowledge/types of economic activity).	LO4. Applying business communication skills to maintain interaction with representatives of various professional groups.
CC 5. Determination and perseverance in accomplishing tasks and fulfilling responsibilities.	LO5. To professionally, comprehensively, and creatively execute assigned tasks in the field of entrepreneurship, trade, and/or stock exchange activities.
SC 1. Ability to develop and implement a strategy for the development of entrepreneurial, trade, and/or exchange structures..	LO6. Ability to develop and implement measures to ensure the quality of work performed and assess their effectiveness.
SC 2. Ability to conduct evaluation of products, goods, and services in entrepreneurial, trade, and/or exchange activities.	LO7. Determining and implementing strategic development plans for economic entities in the field of entrepreneurship, trade, and/or exchange activities.

Completion of the table1

2	3
SC 3. Ability to effectively manage the activities of economic entities in the field of entrepreneurship, trade, and/or stock exchange operations.	LO 8. Evaluate products, goods, services, as well as processes occurring in entrepreneurial, trade, and/or exchange structures, and draw appropriate conclusions for managerial decision-making.

A master's degree holder in Entrepreneurship, Trade, and Stock Exchange should possess advanced analytical skills, a broad outlook, strong self-confidence, emotional resilience, ability to work under conditions of information, resource, and time constraints, initiative, and persistence, and continuously self-educate to expand their knowledge.

The calendar schedule for the master's degree students' pre-graduation internship in the specialty 076 "Entrepreneurship and Trade" is presented in Table 2.

5. Scientific research and production technologies utilized during the pre-graduation internship.

During the pre-graduation internship, applicants should utilize the following approaches for information gathering: systematic, situational, comprehensive, structural, dynamic, normative, functional, optimization, behavioral, procedural, and others.

For information processing, it is necessary to employ the following techniques and methods: grouping, detailing, summarizing, comparison of averages and relative values, balance method, identification of bottlenecks and leading elements, elimination techniques, economic-mathematical and graphical methods, normalization of indicators, and others.

Table 2

The calendar schedule for the pre-graduation internship

Titles of the works		Weeks of internship				
		<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1.	Issuing a pass, safety and labor protection briefing.	X				
2.	General acquaintance with the institution (business).	X				
3.	Legal justification of the topic.	X				
4.	Study of the organizational structure and management system of entrepreneurship.	X				
5.	Analysis of the overall market situation, exploration of business relationships with external partners.		X			
6.	Study of the technological process of business product manufacturing.		X			
7.	Analysis of financial and economic characteristics of entrepreneurship.		X			
8.	Overall assessment of the organizational and technical level of production.			X		
9.	Analysis of innovation and investment activities.			X		
10.	Evaluation of performance in managing the competitiveness of modern business and the production (services) it offers.			X		
11.	Evaluation of performance in strategic development.				X	
12.	Evaluation of management effectiveness in entrepreneurial units.				X	
13.	Study of the planning system.				X	
14.	Forecasting characteristics for the subsequent period.					X
15.	Writing the pre-graduation internship report.					X

6. Educational and methodological support for independent work of candidates during pre-graduation internship

Sources of information for analyzing the operational mechanism of the enterprise (business, organization, institution) as a whole and the activities of its functional subsystems, preparing internship reports, and writing a master's thesis include: the charter, management structure, departmental regulations, instructions for performing specific job functions related to economic activities, regulatory and methodological materials on organization and management of the enterprise, information systems, document flow within the enterprise, as well as plans and reports on the performance of various areas of economic activity.

Sources of information for analyzing the results of the financial and economic activities of the enterprise include forms of statistical reporting, data from operational statistical and accounting records, surveys and observations in the workplace, and other operational and periodic documentation.

List of forms of statistical reporting for enterprises:

- Balance sheet;
- Statement of financial results;
- Cash flow statement;
- Statement of equity;
- Statement of financial results and accounts receivable and payable;
- Report on key performance indicators;
- Production report;
- Report on the availability and movement of fixed assets, depreciation;
- Report on work for previous and reporting periods;
- Report on the use of working time;
- Report on the number of employees, their qualitative composition, and professional training;
- Report on production costs;
- Summary table of key performance indicators, comprehensively characterizing the economic activity of enterprises (associations);
- Balance of production capacities;
- Wholesale prices for industrial products;
- Form for examining business activity;

- Business plans of the enterprise; materials from marketing research and other information.

Control questions

1. Concept of effect and efficiency of entrepreneurship.
2. Classification of efficiency and its types.
3. Evaluation of management efficiency.
4. Factors for increasing the efficiency of entrepreneurial activity.
5. Define the essence of entrepreneurship.
6. List the main characteristics of entrepreneurship.
7. Who is the subject of entrepreneurship?
8. What are the types of entrepreneurial activity and their characteristics?
9. Provide a characterization of entrepreneurship as the primary link in the production sphere.
10. Name the main economic, organizational, and legal features of entrepreneurship.
11. What legislative acts regulate the economic activities of a businessman?
12. Define the main requirements for entrepreneurial activity in modern conditions.
13. Name the main distinctive features of the functioning of businessmen in different economic systems.
14. What criteria classify entrepreneurial activity?
15. What is the main criterion for creating small businesses?
16. Describe the economic features of different types of entrepreneurial activities.
17. What is the external environment of an enterprise? What are its main characteristics?
18. What external environmental factors influence the functioning of an enterprise?
19. Define the concept of "working capital of an enterprise".
20. Elaborate on the essence of the concept of "working capital" and identify the main features that distinguish it from the fixed assets of an enterprise.
21. What elements are included in the working capital of a company?
22. Characterize the difference and unity of working capital and

circulation funds.

23. The essence of working capital of a company.
24. By what classification features are the working capital of a company divided?
25. What characteristics are used to assess the efficiency of using a company's working capital?
26. Determine the necessary release or additional attraction of working capital as a result of increasing their efficiency.
27. Reveal the purpose of standardizing the working capital of a company.
28. What are the methods of standardizing working capital?
29. Characterize the essence of investments.
30. Analyze the main forms of investments.
31. What is the economic nature of investments?
32. What are the differences between net and gross investments?
33. Provide formulas for calculating the share and rate of gross self-financing.

During the internship period at the relevant facility, the intern-candidate performs an individual task aimed at a deeper study of specific aspects of the activity of the internship base, which are necessarily related to the candidate's specialty, based on specific materials on the topic, agreed upon with the immediate supervisor of the internship.

The individual task is developed for each candidate and approved by the internship supervisor from the department prior to the start of the internship. The individual plan of pre-graduation internship for the candidate must be coordinated with the work plan of the organization serving as the internship base. During the internship period, candidates adhere to all internal rules and safety regulations established within the unit and at the workplaces.

7. Requirements for internship companies

Pre-graduation internship can be conducted in state, municipal, public, commercial, and non-profit organizations or enterprises, where it is possible to collect and study materials related to the implementation of modern business processes, as well as in educational and research units of the university in the direction of training of candidates.

The internship base can be an individual entrepreneur with hired employees. The types of activities carried out by the individual entrepreneur must correspond to the profile of the educational program. In case of signing an agreement with an individual entrepreneur, the following documents (copies) must be added: a certificate of state registration of the individual entrepreneur, an extract from the Unified State Register of Legal Entities, Individual Entrepreneurs, and Public Formations, a diploma of higher education of the individual entrepreneur.

Candidates can independently select a place for internship, a base, and propose it for use.

A candidate studying in higher education and simultaneously registered as an individual entrepreneur cannot internship at their own business and cannot be the internship supervisor from the internship base.

The university concludes direct agreements for the conduct of internship in advance, namely no later than 3 weeks before the start of the internship, according to the approved form.

8. Organization and management of the internship

The organization of the internship at all stages is aimed at ensuring continuity and consistency in students' acquisition of skills and abilities in professional activities in accordance with the requirements for the master's level of training. The internship is conducted in accordance with an individual program of pre-graduation internship, agreed upon by the student and the supervisor based on common approaches to its content and structure.

Before the start of the internship, a consultation meeting is held, during which all necessary information on the procedure for conducting pre-graduation internship is provided, and consultation on safety techniques is conducted by an authorized person.

Following the meeting, students fill out internship journals, which include the following: information about themselves, the name of the internship base, the type of internship, the period of internship, and a calendar schedule with a list of planned tasks. If necessary, students are provided with a referral from the university to the internship base.

Overall methodological guidance is provided by the issuing structural unit - the Department of Entrepreneurship, Trade, and Logistics. General supervision of

pre-graduation internship is carried out by the head of the department. Experienced faculty members from the departments actively involved in the educational process related to the internship provide guidance to students during their internship.

For the internship, each student is assigned a supervisor from the internship base, under whose guidance they carry out the tasks outlined in the program. The supervisor from the department provides organizational support and methodological assistance to the student in solving tasks.

9. The forms of assessment based on the results of pre-graduation internship

After completing the pre-graduation internship period, candidates report on the completion of the program and individual tasks. The general form of reporting by the candidate on the internship is the submission of a written report, signed, registered by the department in the established order, and evaluated in writing (review) directly by the internship base supervisor.

The report on pre-graduation internship contains comprehensive information on:

the main types of activities of the studied entrepreneurial entity, its internal and external environment.

the main competitive advantages and competitiveness of the entrepreneurial entity in current conditions.

the specifics of managing the entrepreneurial entity and their connection with the business ecosystem of the city, region, country, foreign states.

weaknesses, threats, and shortcomings of the functioning of the entrepreneurial entity, as directions for improving business processes.

well-founded proposals to reduce the impact of identified weaknesses and threats on the results of entrepreneurial activities.

The report must provide exhaustive answers to all questions of the internship program; contain real materials; documents on accounting and reporting; statistical data; calculations of enterprise (organization) performance indicators; conclusions. The report should be prepared in printed form on A4 sheets, illustrated with graphs, diagrams, etc., taking into account specific requirements according to the type of internship. The main text should be 25-30 pages.

An example of formatting the title page and table of contents of the report

on pre-graduation internship is provided in Appendix A.

The written report should be clearly structured, logically consistent, argued, and justified. The structure, content, and ratio of its sections are determined by the content of pre-graduation internship and the characteristics of its base. The indicative structure of the report is:

Introduction. The introduction clearly formulates the goals and objectives of the work, defines the scope of issues, the object and subject of the research, and specifies the research base.

Chapter 1. Brief general characteristics of the enterprise - the internship base; general study of the industry and market situation; analysis of entrepreneurship counterparts; analysis of the main technical and economic performance indicators of business activities and assessment of its financial position; identification of reserves for increasing the efficiency of entrepreneurial activities.

Chapter 2. Analysis of the functioning of modern business, problems of its development, and the interaction of two levels - business as a whole and its departments (analysis of economic interrelations and relationships between production units and management units); analysis of the activities of functional subsystems of the business; assessment of the effectiveness of managing departments and the business as a whole.

Chapter 3. Proposals and practical recommendations for increasing the efficiency of enterprise entrepreneurial activities as a whole or of individual functional subsystems; economic evaluation of the proposed measures based on forecasting the main technical and economic performance indicators of business activities.

Conclusions. Briefly formulate the main conclusions and practical recommendations for solving the main problem and applied tasks set forth in the work.

The report includes a title page, table of contents listing all sections of the report, a list of references, and appendices.

Attached to the report are the internship diary and a characterization of the internship base indicating the evaluation of the trainee's work. The supervisor's review of the trainee's work during the internship period is recorded in the production internship diary and signed by the internship supervisor from the base. The supervisor's signature on the appeal in the internship diary must be certified

with the stamp of the respective internship base.

The written report, along with other documents (diary, working notes, characterization, individual task, review), is submitted for review to the immediate supervisor of the pre-graduation internship from the department within the timeframe determined by the respective department and regulated by normative and methodological documents on the organization and conduct of internship.

The report submitted to and registered with the department is reviewed by the internship supervisor from the department. If, as a result of the report review, it complies with the institute's requirements, the report is recommended for defense before the commission. In case of identified unfinished work or non-compliance with the faculty's requirements, the report is returned to the candidate for revision.

Following the review of the report and acquaintance with the candidate's characteristics from the internship base and the review by the internship supervisor from the institution – the internship base, the immediate internship supervisor from the department writes a comprehensive review in the diary and determines the grade with which the report is recommended for defense before the commission.

The final number of points acquired by the candidate for higher education as a result of the internship is taken into account:

internship base supervisor's review, which must include:

completeness of the candidate's completion of the pre-graduation internship program.

quality of the candidate's report on the internship, its compliance with established requirements and the realities of the internship base.

level of preparedness of the trainee for professional activities in terms of theoretical knowledge and practical skills.

candidate's attitude towards work, organizational skills, and discipline.

practical significance of the candidate's proposals outlined in the report for improving specific aspects of the tasks.

ability to work in a team, level of communicability, public position, and other personal traits demonstrated during the internship.

Department supervisor's review, which must include:

compliance with the completion of assigned tasks within the set timeframe of the calendar schedule.

level and completeness of addressing issues discussed in the work.

quality of the candidate's report on the internship, its compliance with

established requirements, the validity of conclusions and recommendations.

candidate's attitude towards work, organizational skills, discipline, and other personal traits demonstrated during the internship.

attendance of consultations conducted by the supervisor.

reviews by specialists from the internship base provided to the supervisor during visits to the internship base.

presentation by the candidate of the results of the internship during the defense of the report.

answers to questions.

Candidates for higher education who fail to defend their internship reports within the specified period will have academic debt.

After the submitted report is checked by the immediate internship supervisor from the department and receives a positive assessment recorded in the corresponding review, the report on the pre-graduation internship is publicly defended by the candidates before the commission, which is established by the head of the department and consists of three professors from the Department of Entrepreneurship, Trade and Logistics. The assessment is determined considering the timely submission of the necessary internship documents, the quality of the prepared report, the completion of the individual task, the supervisor's review, and the candidate's characteristics from the internship base, the level of knowledge, and the candidate's defense on a 100-point scale.

The internship grade is recorded in the internship diary, entered into the examination record, and the candidate's record book, and is taken into account when determining the average grade of the candidate, the scholarship amount, together with the grades for the results of the final semester control.

References

Primary literature

1. Regulations on practical training for students at Ukrainian universities, approved by order of the Ministry of Education of Ukraine dated 04.08.1993, № 93 [Electronic resource]. – Available at : <https://zakon.rada.gov.ua/laws/show/z0035-93#Text>.
2. Education professional program "Entrepreneurship, trade and exchange activities" in specialty 076 "Entrepreneurship and trade" [Electronic resource]. – Available at : <https://blogs.kpi.kharkov.ua/v2/quality/wp-content/uploads/sites/25/2023/09/PTta-BD-mag-2023.pdf>.
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Informative resources on the Internet

5. V.I. Vernadsky National Library of Ukraine [Electronic resource]. – Available at : <http://www.nbuv.gov.ua>.
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Appendix A

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

NATIONAL TECHNICAL UNIVERSITY
«KHARKIV POLYTECHNIC INSTITUTE»

(department name)

REPORT

(internship name) (company name)

on the topic: _____

Student ___ year of study ___ group ___
specialty _____

(Last and first name)

Supervisor _____
(Last and first name)

(position, academic title, science degree,

National scale _____
Scores ___ Mark: ECTS _____

Commission members _____
(signature) (Last and first name)

(signature) (Last and first name)

(signature) (Last and first name)

Kharkiv – 20__ (year)

Appendix B

Forms of Statistical and Accounting Reporting

- 1) Form №. 1 "Balance Sheet";
- 2) Form №. 1 "Profit and Loss Statement";
- 3) Note №. 5 to the Annual Financial Statements;
- 4) Form №. 1-PV, urgent – quarterly "Labor Report";
- 5) Form №. 3-PV, urgent – quarterly, "Report on the Use of Working Time";
- 6) Form №. 1-PV (working conditions), annual "Report on the State of Working Conditions";
- 7) Form №. 1-P, annual "Enterprise Production Report";
- 8) Form №. 1-entrepreneurship, annual "Report on the Main Performance Indicators of the Enterprise";
- 9) Form №. 1, urgent monthly. Urgent report on the production of industrial products (works, services);
- 10) Form №. 1, science, quarterly. Report on the implementation of scientific and scientific-technical works;
- 11) Form №. 3 – science, annual. Characteristics of scientific and scientific-technical activities;
- 12) Form №. 1 – innovation, annual. Survey of technological innovations of an industrial enterprise;
- 13) Form №. 11-03, annual. Report on the availability and movement of fixed assets, depreciation.

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Навчальне видання

ПРОГРАМА ПЕРЕДДИПЛОМНОЇ ПРАКТИКИ
для студентів спеціальності 076 «Підприємництво та торгівля»
другого (магістерського) рівня усіх форм навчання»

ІППОЛІТОВА Інна Ярославівна
МАЩЕНКО Марина Анатоліївна

Роботу до видання рекомендувала доц. Лінькова О.Ю.

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Самостійне електронне видання