



Національний технічний університет України
«КИЇВСЬКИЙ ПОЛІТЕХНІЧНИЙ ІНСТИТУТ
імені ІГОРЯ СІКОРСЬКОГО»



Department of
International Economics

Practice Syllabus

Syllabus details

Higher education level	Second (master's)
Branch of knowledge	05 Social and behavioral sciences
Specialty	051 Economy
Educational program	International economics
Discipline status	Compulsory educational component
Form of study	Full-time
Preparation year, semester	2th year, autumn semester
Discipline scope	420 hours
Semester control / control measures	Test
Schedule	http://rozklad.kpi.ua/
Language	English
Course leader / teachers information	Lecturer: PhD, associate professor Olena Korohodova, olena.korohodova@iil.kpi.ua Practical: PhD, associate professor Olena Korohodova, olena.korohodova@iil.kpi.ua
Course placement	Google Drive cloud technology service in the Google Workspace for Education Fundamentals

Syllabus program

1. Syllabus description, purpose, subject of study and learning outcomes

The practice of full-time students of the Department of International Economics of the National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute " is a research

(scientific) component of training students at the level of education "Master" and aims to provide students with professional skills and abilities. According to the educational and qualification characteristics of the training of the specialist of the level of education "Master", graduates can work at the enterprises of any organizational and legal form on positions (according to the classifier of trades of Ukraine DK 003: 2010):

- 2419.2 Professionals in marketing, business efficiency, production rationalization, intellectual property: Professional in economic cybernetics. Specialist in ecological modeling of economic systems. Entrepreneurship efficiency consultant
- 2441. Professionals in Economics: Junior Researcher (Economics). Researcher (economics). Research Fellow Consultant (Economics)

According to the International Standard Classification of Occupations 2008, graduates can work in positions that correspond to the groups

- 12 Administrative and commercial managers
- 121 Business services and administration managers
- 33 Business and administration associate professionals in Intern. comers
- 332 International Sales and purchasing agents and brokers.

Graduates of the educational program "International Economics" have the opportunity to work as specialists and heads of economic departments of enterprises of various organizational and legal forms, experts and consultants on foreign economic issues, advisers and representatives in international organizations, chambers of commerce, international firms, multinational corporations, joint ventures, embassies, government agencies.

Purpose of practice - to gain the ability to perform analytical, forecasting and planning functions, to consolidate the knowledge gained during the study of specialized disciplines, to get acquainted with the current state of enterprises and organizations, the main areas of their activities in foreign economic and international spheres. On the basis of practice, students get acquainted with the practical components of solving some pressing economic, production problems and problems.

According to the Methodical recommendations on the organization of students' practice and preparation of practice work programs of the National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute" the main task of educational practice is to give the student the opportunity to feel like a participant in the production process, to solve the tasks assigned to the production staff, to be responsible for the work performed "[2].

practice is the final link in the practical training of students enrolled in the educational and professional training program of masters. Before passing the practice, the student must formulate a task for a master's thesis in order to consolidate and deepen knowledge of the disciplines of professional training, collect factual material and perform the necessary research on the topic of work.

Practice is one of the elements of the educational process of preparing masters for educational programs. The purpose of practice is to systematize, expand and consolidate professional knowledge, the formation of skills to set analytical and practical tasks, analyze the results and draw conclusions, as well as the development of experience in independent

research. The main task of practice is to gain experience in the study of current scientific problems, as well as the selection of the necessary materials for the final qualifying work.

The purpose of the research (scientific) educational component "Practice" in the process of preparing students majoring in 051 Economics, educational program International Economics, to obtain the level of education "Master" is to gain practical experience, deepen and consolidate students' knowledge of organization and forms of economic processes in modern conditions of globalization; acquaintance with the professional functions and tasks of an economist, marketer, manager and other categories of management staff and specialists in international economics; scientific, educational-methodical and normative support of economic activity; formation of abilities and skills of processing of scientific and information sources at preparation of reports and the master's dissertation on the corresponding professional direction. The discipline is based on the knowledge acquired by students during the mastering of the research scientific component PO8 "Scientific work on the topic of master's dissertation" training specialists "Master of Economics" EPP "International Economics" at the Faculty of Management and Marketing of Igor Sikorsky Kyiv Polytechnic Institute.

The purpose of the discipline is the formation of students in the following professional competencies (according to the educational program "International Economics" of the second (master's) level of higher education in the specialty 051 Economics of knowledge 05 Social and behavioral sciences):

- FC 3. Ability to collect, analyze and process statistical data, scientific and analytical materials that are necessary to solve complex economic problems, to draw sound conclusions based on them
- FC 9. Ability to apply a scientific approach to the formation and implementation of effective projects in the socio-economic sphere

The object of practice is foreign economic activity (FEA), international economic activity (IEA) of enterprises, organizations, institutions, the international economy as a whole.

The subject of practice is the activity of an individual economic entity or sphere / market in which the FEA or IEA is carried out, which corresponds to the direction of the master's research of the student and is consistent with the topic of his dissertation.

The main tasks of PO9 Practice

The tasks of the practice are practical activities in the direction of the future profession, preparing students for final exams and collecting materials for certification work.

The main tasks of the practice are:

- acquiring the ability to adapt theoretical provisions, methodological tools set out in the professional literature on IEA, FEA, leading experience in some areas and in general in the field of international economics;
- analysis of the main types of regulatory, informational, reporting, statistical materials and documents related to the process of implementation of IEA and acquaintance with the practice of their application;
- analysis and critical evaluation of the experience of IEA implementation on the example of the practice base;

- development and consolidation of skills and abilities of information-analytical, design-research, diagnostic, consulting activity for the decision of applied problems of IEA, improvement of activity of separate subjects of economy;
- formation of legal and methodological support, based on the essence of the problems to be solved and the restrictions associated with the activities of a particular economic entity selected as the basis of practice and as the object of writing a master's thesis;
- preparation and processing of analytical materials for the research part of the master's dissertation, including the activities of analogous enterprises, competitors, countries, sectors of the economy, the state and prospects of IEA development;
- substantiation of recommendations and proposals for improving the IEA based on the results of the master's study.

According to the requirements, students after the practice must demonstrate the following results:

Knowledge:

- content of main categories and economic theories;
- the essence of methods of economic research;
- methods of collecting, processing, organizing information about economic phenomena and processes;
- methods of compiling information support.

Skills:

- use methods of analysis of economic processes and phenomena;
- identify the manifestations of economic phenomena and processes;
- organize the process of research of economic activity;
- compile economic justifications, explanations of economic phenomena and processes;
- critically interpret the results obtained;
 - trace the sources, logic and main directions of development of modern economic trends in a broad socio-economic context;
- critically evaluate research results, identify promising areas, justify the methodological basis of research;
 - substantiate the relevance, theoretical and practical significance of selected theories and concepts;
 - use existing information systems and technologies, including statistical monitoring, economic analysis.

The experience formed by students should consist of:

- conscious application of the acquired knowledge of the methodology of economic research in the process of performing individual tasks in practice;
 - conducting scientific generalizations of patterns of development of economic processes in Ukraine and the world;
 - clear formulation and convincing substantiation of professional arguments in defense of a certain position;
 - skills of written and oral presentation of theoretical and practical material.

The set goals, objectives and acquired competencies should correspond to the following program learning outcomes:

- PRN 1 Formulate, analyze and synthesize solutions to scientific and practical problems
- PRN 7 To choose effective methods of economic activity management, to substantiate the offered decisions on the basis of relevant data and scientific and applied researches.
- PRN 8 Collect, process and analyze statistical data, scientific and analytical materials needed to solve complex economic problems.
- PRN 9 Make effective decisions under uncertain conditions and requirements that require the application of new approaches, methods and tools of socio-economic research.
- PRN 10 Apply modern information technologies and specialized software in socio-economic research and management of socio-economic systems.
- PRN 11 Identify and critically assess the state and trends of socio-economic development, form and analyze models of economic systems and processes.

2. Syllabus prerequisites and postrequisites (place in the structural and logical scheme of education according to the relevant educational program)

Status of Research University for Igor Sikorsky Kyiv Polytechnic Institute envisages that the modern master of specialty 051 "Economics" has deep theoretical and practical knowledge in the field of economization, linguization, engineering, mathematization and computerization using modern methods. All this directly depends on the organization of the educational process with undergraduates, in particular on the level of practice. Training of highly qualified masters in the specialty 051 "Economics" involves the consolidation of acquired theoretical knowledge and improvement of competencies in the process of practice.

The subject of practice is the practical training of full-time students, which is carried out in professional activities under the organizational and methodological guidance of the teacher-supervisor of the practice and a specialist from the organization that serves as the basis of practice. The bases of practice are enterprises, scientific and technical organizations and institutions of priority for the university branches of economy of various forms of ownership, carrying out foreign economic and international activities.

Interdisciplinary connections. The practice is a logical continuation of the cycle of disciplines that study the issues of international economics and the organization of international and foreign economic activity of enterprises, as part of the overall process of training future specialists in international economics. Also, the practice is the logical conclusion of the cycle of disciplines of professional and practical training of future specialists in international economics.

The discipline is based on the knowledge acquired by students during the mastering of the research scientific component PO8 "Scientific Work on Theme of Master Thesis" training specialists "Master of Economics" EPP "International Economics" at the Faculty of Management and Marketing of Igor Sikorsky Kyiv Polytechnic Institute. The logical continuation of the practice is the research (scientific) component of PO10 "Training of Master Thesis".

The practice of full-time students is conducted in the final year in order to summarize and improve their knowledge, practical skills and abilities, mastering professional experience and checking their readiness for independent work, as well as to collect materials for a master's thesis. The duration of the practice is six weeks during the semester, before the diploma design. **420 hours / 14 ECTS credits** are allocated for the study of the discipline. Type of form of control - **test**.

The practice involves consultations, conversations with specialists, study of program issues, performance of appropriate calculations, conducting the necessary research. The implementation of the latter tasks is especially relevant for students preparing for the level of education "Master", because the master's thesis of a graduate of a research university must have elements of practical and research nature.

To successfully complete the practice program, the student intern must have the appropriate theoretical knowledge. If necessary, the student works out the necessary theoretical questions independently, consults with those responsible for the practice from the department and the base of practice and other teachers of the higher education.

The main educational and methodical document for students and heads of practice from the institution of higher education and the base of practice is the program of practice (syllabus), approved at the meeting of the department.

3. Syllabus content

1. Introductory interview with the head of practice from a higher education institution.
2. Introductory conversation with the head of the practice from the base of practice
3. Acquaintance with the structure and directions of production-commercial and other activity of the enterprise (organization, institution) and coordination of the calendar plan of practice with the head of practice
4. Implementation of an individual practice program. Selection and generalization of data (economic, accounting, financial) required by the task. Emphasis is placed on the specifics of the organization and topics of the master's thesis. Gathering information on a specific problem.
5. Processing and analysis of the received information.
6. Registration of results of practice in the report and the diary.
7. Test

Before the practice, students receive at the department an practice diary, practice program, individual tasks and practice s.

The calendar plan of practice (Table 1) is determined at each enterprise jointly by managers from the base of practice and the university. The amount of time allotted for the study of individual issues of practice is set by the head of practice from the base of practice together with the student-intern in accordance with the activities available at the enterprise material and regulatory support, staff qualifications and more.

Table 1
Allocation of time to perform certain stages of practice

	Stages of practice	Deadline	
		academic hours	days
1	Introductory conversation with the head of practice from the base of practice. Arrival of the student on practice, registration and reception of passes.		
2	Conducting training on safety and labor protection. Acquaintance with the structure and directions of production and commercial activity of the enterprise (organization, institution) and coordination of the calendar plan of practice with the head of practice from the base of practice	22	2
3	Implementation of an individual practice program. Selection and generalization of data (economic, accounting, financial) required according to the individual task. Emphasis is placed on the specifics of the organization and topics of the master's thesis. Gather information on a specific problem.	250	25
4	Processing and analysis of the received information	100	6
5	Registration of results of practice in the report and the diary	48	2
	Preparation for test and test		
	Total (14 credits)	420	-

The content of students' practice is determined by the content of academic disciplines that are mandatory for the direction of training, as well as those selected for study by the intern, and on their basis the preparation of appropriate information and analytical support for the master's thesis. During the practice, the student selects the necessary materials to prepare a report on practice, identify current issues of the enterprise in order to form areas for further research and write a master's thesis.

The practice is conducted individually. The individual form is a direct study by each student of program questions of practice, performance of the corresponding calculations, carrying out of researches necessary for preparation of the report on practice and writing of the master's dissertation. Individual tasks for independent work of students are aimed at practical training of future professionals to perform their professional functions and solve professional problems in accordance with the standards of higher education and the needs of economics. An individual task is developed for each student and agreed with the head of practice from the department to the beginning of the practice. Provision of consulting services and control over the implementation of individual tasks is carried out directly by the head of practice from the department.

4. Training materials and resources

Main literature:

1. Regulations on the practice of students of higher educational institutions of Ukraine № 93 of 08.04.1993 - Mode of access to the resource: <http://osvita.kpi.ua/node/11>
2. Methodical recommendations on the organization of students' practice and compilation of working programs of practice of the National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute" [Text] / Compiled by: NM Lapenko, IL Singer, I.V. Федоренко, O.M. Шаповалова; for general ed. PM Yablonsky. - K .: Igor Sikorsky Kyiv Polytechnic Institute, 2018. - 29 p. - Mode of access to the resource: http://osvita.kpi.ua/sites/default/files/2019-01/Metod_rekomend_pract.pdf
3. Regulations on the practice of students of higher educational institutions of Ukraine [Electronic resource] - Mode of access to the resource: / http://kpi.ua/document_practice

Additional literature:

1. Law of Ukraine on Higher Education. Law of 01.07.2014 № 1556-VII [Electronic resource]. - Access mode: <http://zakon1.rada.gov.ua/laws/show/1556-18>
2. On the National Strategy for the Development of Education in Ukraine until 2021. [Electronic resource]. - Access mode: <https://zakon.rada.gov.ua/laws/show/344/2013#n10>.
3. Regulations on training of students and graduate students, practice of scientific and scientific-pedagogical workers in leading higher educational institutions and research institutions abroad, approved by the Resolution of the Cabinet of Ministers of Ukraine of April 13, 2011 № 411 - [Electronic resource]. - Access mode: <http://zakon4.rada.gov.ua/laws/show/411-2011-%D0%BF>.
4. On the National Doctrine of Education Development. Decree of the President of Ukraine. - [Electronic resource]. - Access mode: <https://zakon.rada.gov.ua/laws/show/347/2002#Text>
5. Shevchenko, VE Organization of online learning during quarantine through COVID19 / VE Shevchenko // Technology and printing technology: a collection of scientific papers. - 2020. - Vip. 1-2 (67-68). - P. 87–96. - Bibliogr .: 13 titles. <https://ela.kpi.ua/handle/123456789/38923>

5. Educational content

The task is performed by the trainee on the reporting and operational materials of a particular object: annual and quarterly reports (including financial results), balance sheets, data of management accounting and internal audit, inspections, etc. The materials received by the trainee during the individual task are further used in the preparation of reports at conferences, articles, writing reports and master's dissertations, for research work, etc. Research work during the practice should be aimed at improving the professional level of student training.

During the practice, the student focuses on the search for reserves to improve the efficiency of all forms of foreign economic activity and international economic and technical activities (ISTC) and external economic relations of enterprises or organizations that are the basis of practice. This applies, first of all, to the following management functions and areas of activity of the base of practice:

- systems of planning of production-commercial, scientific-technical or organizational-administrative activity;

- organization, motivation and control over the implementation of long-term (strategic) and operational-calendar plans;
- cost management system, which includes the formation of cost centers, methods of calculating the cost of individual elements, the organization of accounting and cost control; cost-output-profit systems as a tool for substantiation of technical and economic decisions;
- organizational and managerial means of minimizing costs in all parts of international activities.

The list of key issues - individual tasks, which are familiar to the student-intern in the process of practice at enterprises, organizations that carry out foreign economic, international economic activities or have strong scientific and technical ties and which should be shown in the practice report:

1. Obtaining initial external and internal information related to specific problems of FEA and IEA of the enterprise, institution, organization and its analysis.
2. Definition of strategies of development of the enterprises, establishments, the organizations of the international profile, strategy and tactics of resource maintenance of the international scientific and technical activity (ISTA).
3. Analysis of factors and indicators of competitiveness of international business entities.
4. Planning and development of international investment programs and projects.
5. Risk assessment of FEA and IEA of the enterprise, institution, organization.
6. Development of proposals for determining the general development strategy of the enterprise, institution, organization of the international profile in the field of international cooperation, regulations on the division of international cooperation and job descriptions to its employees.
7. Participation in the development and justification of business, functional and operational strategies for the development of international cooperation, tactical and operational plans for international cooperation at all levels of the enterprise.
8. Implementation of the development strategy of the enterprise, institution, organization in the field of international cooperation.
9. Bringing the organizational structure of the international cooperation unit in line with the defined strategy.
10. The organization of effective activity of division on all administrative functions, participation of the enterprise, establishment, the organization in the international exhibitions, fairs, exhibitions-sales, projects, programs, interaction of the enterprise, establishment, the organization in the field of ISTA, management of ISTA activities.
11. Preparation and conclusion of contracts for the supply of products to foreign countries.
12. Development of strategic measures to ensure the international competitiveness of goods, services, enterprises, industries, intersectoral complexes.
13. Defining the strategy of infrastructural support of international economic activity.
14. Monitoring and evaluation of the components of the environment of international activity of the enterprise, institution, organization. Substantiation of perspective directions of

development of international economic activity of business subjects.

15. Methodical support of comprehensive and reliable contract and project analysis, decision-making process in the field of international economic activity.

16. Ensuring effective international marketing activities, financial and economic efficiency of international projects and contracts, effective accounting and auditing of international economic activities.

17. Planning of international scientific and technical activities.

18. Substantiation of perspective directions of ISTA development.

19. Control of ISTA. Conflict resolution in the field of ISTA. Creating favorable conditions for the fruitful activities of the team in the field of ISTA.

20. Control of resource provision of international economic activity of a division, enterprise, institution, organization.

21. Control of the parameters of international competitiveness of products (services), enterprises (organizations), industries, regions, countries.

22. Formation of effective systems of work motivation in the field of ISTA.

23. Generation of innovative strategic decisions in the field of foreign economic activity and foreign economic activity.

24. Initiation and development of programs of cooperation with international organizations and integration groups.

25. Organization and conduct of international negotiations by means of commercial diplomacy.

In the case of practice in organizations and institutions of another profile, the individual task is developed by practice leaders depending on the characteristics and nature of the main activities of the practice base.

The student makes notes and records the content and scope of work performed, as well as its results throughout the practice. The actual implementation is certified by the head-organizer of the practice from the department and the head from the base of practice.

Classes during practice. Classes are planned and conducted jointly by the head-organizer of the practice and the heads from the practice bases. If necessary, students-interns are given the opportunity to receive individual consultations from qualified specialists and staff of the University or organization-base of practice.

Literature that can be used by students during distance practice are: textbooks, manuals, reference books available in the free practice, internal information of the university campus, open sources and own information support of the practice base. The individual task is performed by the trainee according to the materials available in public sources, methodical materials of the specific disciplines chosen for passing of practice. The study requires regulations, concepts and development programs that relate to economic, industrial, educational and scientific activities. It is also recommended to get acquainted with the reports, regulatory documents of the relevant ministries and departments, reports and research results of international organizations, the current periodicals of the professional field on relevant issues.

Information from these sources is the subject of targeted analysis, generalizations, conclusions, forecasts, predictions and recommendations. Its elaboration should be subordinated to the content of individual tasks for practice, as well as the structure of the master's dissertation.

Students must adhere to the individual task, work program of practice (syllabus) and guidelines for it. The materials received by the trainee during the individual task are further used in the preparation of reports, articles, writing a master's thesis, etc. in coordination with the department and the base of practice. Completion of an individual task activates the activities of students, expands their worldview, increases initiative and makes the practice more specific and focused. The content of the individual task must meet both the objectives of the educational process and the needs of production, taking into account the possibilities and proposals of the practice base. The content of the individual task is consistent with the theme of the master's thesis. Provision of consulting services and control over the implementation of individual tasks is carried out directly by the head of practice from the department and the head of practice from the base of practice.

Documents required for the practice

Passing any of the types of practice requires the execution of documents submitted to the educational resource Igor Sikorsky Kyiv Polytechnic Institute <http://osvita.kpi.ua>:

1. Agreement on the organization and conduct of practice (<http://osvita.kpi.ua/node/42>).

The cooperation of the university with the bases of practice takes place on the basis of the relevant agreements on practice.

The distribution of students on the basis of practice and appointment of leaders is carried out by the Department of International Economics and is made out by order of the Dean of FMM not later than 7 days before the beginning of the practice. After that, changes in organizational issues of practice are not allowed.

2. Work program of practice (syllabus). This is the main document that defines the purpose, objectives and content of practical student training. The development of a work program of practice is a responsible creative process of the teaching staff of the university, which would be impractical to limit to any framework and schemes. The main task of the practice work program is to clearly plan and regulate all activities of students and teachers during the practice. It is developed by the head of the practice from the university in accordance with the curriculum and the practice program approved by the dean of the faculty. The work program specifies the content of the student's practical training, taking into account the specifics of the practice base, the direction of professional orientation and the subject of the master's dissertation.

3. Practice diary (<http://osvita.kpi.ua/node/40>). In the diary, the student must indicate all types of work performed for each week of practice. This document is maintained throughout the period of practice. At the end of the practice, a properly designed diary is provided to the department (for the head of the practice from the department) no later than one day before the end of the practice.

At the end of the practice, the head of the practice from the company must provide a description of the student's activities during the practice, grade on a scale of "excellent", "good", "satisfactory", "unsatisfactory".

4. Written report on the practice. This is the main final document that provides an opportunity to analyze and evaluate the student's activities during the practice. The report reflecting the results of the program should be compiled during the practice, checked and approved on the basis of the practice by the head of the practice, evaluated in the response description of the student's work in the practice diary and submitted to the practice head of the department one day before the practice.

5. Information on the implementation of research results in the practice of the organization. If there are significant results of research or practical activities in the process of practice, the student may provide a certificate by which the management of the practice base will certify the practical value of the results and prospects for the application of the proposals.

6. Notice of arrival at practice.

Report requirements

The report on practice is made by the student according to the program of practice, the individual task, the methodical instructions developed by department, and additional instructions of heads of practice from university and base of practice. Writing and registration of the report is carried out according to the standard of registration of text documents on A4 sheets (210x297 mm). The text should be typed on a computer on one side of a standard sheet. The volume of the report is 15-30 pages, the volume of appendices is unlimited. The report made by the student should have through numbering of pages. Report sheets should be bound. All illustrations of the report are numbered consecutively in Arabic numerals within a separate section. Each illustration should be accompanied by a brief analysis of its content and conclusions.

The report is reviewed and approved by the heads of practices from the institution of higher education and the base of practice. These reports must be stored at the department for 3 years. The report must have a clear structure, logical sequence of arguments, accuracy of wording, validity of conclusions and recommendations. It is not allowed to verbatim rewrite of well-known materials in order to fill in the required number of pages in the report.

The structure of the report includes in the following order:

1. Title page.
2. Contents (structure of work with indication of page numbers of each section).
3. Introduction, which reveals the relevance of the study at the enterprise-based practice of the issues raised in the individual task.

4. The main part contains material that should reveal the purpose and content of the individual task. Sections are divided into units independently by students, based on the content of the practice (list of issues to be addressed). Analytical calculations and time series should be provided for each of the sections of the practice program. The use of statistical and economic-mathematical research methods is mandatory to substantiate the conclusions. The data of each table should be analyzed in the text with the corresponding conclusions.

5. Conclusions and recommendations on the skills acquired by the student during the practice, formulated on a specific scientific problem, outlining ways to improve and enhance the efficiency of the institution, organization or enterprise or the relevant structural unit, which was the basis of the practice, improving working conditions. him and so on. Also, the conclusions should indicate the results of the individual task of students (personal contribution, acquired professional knowledge as a result of personal participation of trainees in the enterprise, institution, organization; practical skills; other professional competencies acquired by students during practice).

6. Literature.

7. Appendices.

The report should contain information on the student's performance of all sections of the work program of practice (syllabus) and individual task. The report must be accompanied by a list of legal sources, appendices in the form of statistical and factual material. The reports should briefly and specifically describe the work personally performed by the student. Reports should not contain verbatim rewriting of materials of practice databases (database history, technical descriptions, etc.), as well as citations of literature sources.

The practice report is signed by the student on the title page with the date of completion.

Responsibilities of the head of practice from the Department of International Economics

1. Timely provide students with a work program of practice (syllabus), diaries, individual tasks. If necessary, negotiate with representatives of the practice base, introduce students to the head of the enterprise (organization, institution). Develop practice work programs and coordinate them with practice databases no later than two weeks before the practice.
2. When referring two or more students for practice, appoint a senior group member who is the assistant head of the practice; - hold meetings with students and acquaint them with the work programs of practice.
3. Advise students on the implementation of the practice program. Coordinate research activities of students related to the preparation of a report on practice.
4. To control the implementation of the calendar plan of practice, the regulations of preparation of the report on practice, and also observance by students of rules of internal procedure.
5. Participate in accepted tests in practice.
6. The results of the practice must be discussed at the meetings of the department and the meetings of the Academic Council of the faculty / institute.

Responsibilities of the head of practice from the base of practice

1. To provide students with instruction on safety, labor protection and to acquaint with the Rules of internal procedure of the enterprise.

2. To provide methodological guidance and provide assistance to students in obtaining the necessary materials for the implementation of the practice program and for the preparation of the report. Monitor the work of students to perform tasks in practice.

3. Provide characteristics of students with the definition of assessment of their attitude to the tasks, the level of practical training in such a system ("excellent", "very good", "good", "satisfactory", "sufficient", "unsatisfactory") in order to further take into account time of the final form of control.

Responsibilities of students

1. Before the start of the practice, receive from the head of the practice from the department a referral to the practice, a work program of the practice and an practice diary. Ensure timely submission of notice of arrival for practice.

2. Honestly follow the practice program; know and strictly follow the rules of labor protection, safety and industrial sanitation and internal regulations of the enterprise; to perform tasks and instructions of the head from the base of practice, which is aimed at mastering the practical skills of a specialist in international economics and gaining skills of research work. Involve in the provision of assistance to the base of practice, if the nature of such work corresponds to the profile of training and the duration does not interfere with the implementation of educational tasks.

3. Collect and process materials necessary for the preparation of a report on practice and prepare an information and methodological basis for writing a master's thesis.

4. Fill in the practice diary at least once a week. In accordance with the requirements of the practice program and guidelines, draw up a report on the practice and timely submit it together with the diary to the Department of International Economics for review by the head.

Bases of practice

The bases of students' practice can be enterprises, organizations and institutions of any form of ownership of priority for the university sectors of the economy that carry out foreign economic activity and maintain international economic and scientific-technical relations. Applicants for higher education can independently, in agreement with the management of the department, select the base of practice and offer for use provided that it fully meets the requirements of practice programs. In this case, the program of practice is adjusted to take into account its specifics.

The basic divisions of enterprises and organizations, where the practice of students majoring in "International Economics", are often departments, offices, directorates, departments, offices and other structural units (external relations, foreign economic activity, marketing, economic analysis, planning, strategic management, prospective development, etc.), which correspond to the chosen topic of the individual task. Certain issues of the practice program, which are not within the competence of these units, are studied in the relevant services of enterprises and organizations.

During the practice, students gain new knowledge, skills and abilities, mainly in the performance of specific practical tasks, so their work in full-time positions is considered more

appropriate than the practice of backups. If nothing else, it is desirable that the head of practice from the base of practice organizes the student's work as a backup economist or specialist in international economics, foreign economic activity, strategic management, planning, finance or other activities of the enterprise, organization engaged in foreign economic and international activities.

Policy and control

5. Course policy (educational component)

Final control is carried out in the form of test. Current and final assessment of students' work is carried out to diagnose their level of acquired knowledge and skills and the formation of the necessary competencies.

Academic integrity. Any manifestations of academic dishonesty are not tolerated. The consequences of such manifestations are determined by the decision of the department and are regulated in accordance with the "Temporary Regulations on the system of prevention of academic plagiarism at the National Technical University of Ukraine" Igor Sikorsky Kyiv Polytechnic Institute". More details at the link: https://osvita.kpi.ua/files/downloads/Pologen_pro_plagiat.pdf

Norms of ethical behavior. Norms of ethical behavior of students and employees are defined in Section 2 of the Code of Honor of the National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute". Details: <https://kpi.ua/code>

Inclusive education. Acquisition of knowledge and skills during the study of the discipline can be accessible to most people with special educational needs and is carried out in accordance with the Regulations on the organization of inclusive education in Igor Sikorsky Kyiv Polytechnic Institute. More details at the link: <https://kpi.ua/inclusive-education-regulation>

Learning a foreign language. During the assignments, students may be encouraged to refer to English-language sources.

Communication with the head of practice from a higher education institution is carried out during the practice directly at the Department of International Economics, through e-campus, e-mail, Google Drive cloud technology service in the Google Workspace for Education Fundamentals, as well as through Telegram. The consultation is conducted at the request of students through virtual communication methods, which are presented above.

6. Types of control and rating system for evaluation of learning outcomes (RSE)

General control over the course of practice is carried out by the head of practice from the department. Current control involves accounting for student performance of practice tasks, which is shown by each student in the diary. The work of the trainee is supervised weekly by the head of the University.

At the end of the practice, the head of the practice from the practice base provides an overall assessment of the system, which characterizes the amount of knowledge and skills

acquired by the student during the practice, the integrity of the practice program and is one of the components of the assessment for the final form of control. The final form of control is the practice reports defence at the department.

Semester control is conducted to establish the level of achievement by students of program learning outcomes in the discipline. Semester control is carried out in accordance with the curriculum in the form of credit in the terms established by the schedule of the educational process. The final assessment of students' work is carried out to diagnose the level of acquired knowledge and skills and the formation of the necessary competencies.

Credit - a type of semester control, which is planned in the absence of the exam and provides an opportunity to unambiguously determine the level of student mastery of the material in the discipline. The results of the practice are evaluated in the form of a test, which is held before a commission appointed by the head of the department. The general form of student reporting on practice is the submission of a written report, signed, duly registered by the department and evaluated in writing in the diary (response) by the head of the practice base. The report should contain information about the student's performance of all sections of the practice program and individual task, conclusions and suggestions, list of references, etc. The intern's report on the practice is checked and certified by the head of the practice from the department.

The credit assessment is determined taking into account the timeliness of submission of the necessary documents on practice, performance of an individual task, characteristics of the head of the practice base, the level of knowledge and protection of the student. In order to objectively assess the knowledge and skills acquired by students during the practice, the defense of practice reports is carried out taking into account the criteria set out in the rating system for evaluating the practice, which is given in paragraph 6 of this syllabus.

The results of tests in practice are entered in the examination sheet, put in the record book and in the journal of performance. A student who has not completed the practice program without good reason may be granted the right to repeat the practice under the conditions specified by the university. A student who in the second re-examination received an unsatisfactory grade in practice when drawing up the commission, is expelled from the university.

The purpose of the rating system is to ensure the quality of training by:

- increasing students' motivation for active, conscious learning, systematic independent work during the semester and responsibility for the results of educational activities;
- establishing constant feedback with each student and timely adjustment of his educational activities;
- ensuring competitiveness and healthy competition in education;
- increasing the objectivity of assessing student learning outcomes;
- reduction of psychological, emotional and physical overload during examination sessions.

A special type of test is the practice defence. The practice is a separate educational component, so separate RSEs are developed to assess applicants for the practice. The test is conducted in the form of oral defense of the results of practice before the commission for the semester control. The description of RSE on practice is a component of syllabus - the working

program of practice which is developed by the head of practice from department and is brought to applicants before the beginning of practice.

RSE in practice consists of the type RSE-2 and has two components:

- starting - designed to be evaluated by the head of the practice from the base of practice activities obtained during the practice;
- defense component - designed to assess the protection of practice results by the semester control commission, which includes the preparation of a practice report, practice diary, presentation of the applicant's results during the defense of the report, answers to questions from members of the semester control commission, etc.

Based on the results of the defense, the semester control commission summarizes the scores on the starting component and the defense component, reduces them to a rating assessment and translates them to assessments on a university scale.

In order to objectively assess the knowledge and skills acquired by students during the practice, the reports defence on the practice is carried out taking into account the distribution of points given in table. 2.

Table 2

Distribution of points when setting the final grade for practice

The content of the task	Scores
1. Collection, processing and analysis of information (content of the report)	36...50
2. Registration of results	02...05
3. Making a practice diary	05...10
4. Practice report defence	10...20
5. Characteristics of the head from the base of practice	7...15
Total points	60...100

Criteria for evaluating the practice report:

The report is estimated at 46-50 points if it meets the following requirements:

- 1) full and comprehensive presentation of the content of the work carried out during the practice;
- 2) complete information, in particular the composition of the annexes required by the relevant section of the practice (copies of documents, analytical and statistical materials, etc.);
- 3) relevance and reliability of the information provided in the report;
- 4) the presence of their own conclusions and suggestions.

The report is rated at 40-45 points if at least one of the following items is available:

- 1) incomplete presentation of the content of the work or incomplete compliance of the content of the work with the requirements of the practice program (50-75% coverage of the issues specified in the practice program);
- 2) irrelevance of the information submitted in the report (submission of information for the period significantly preceding the term required by the rules of the student's practice);
- 3) non-compliance with any requirement for a score of 46-50 points.

The report is rated at 36-39 points if at least one of the following items is available:

- 1) non-compliance with any requirement for a score of 40-45 points;
- 2) incomplete presentation of the content of the work or incomplete compliance of the content of the work with the requirements of the practice program (less than 50% of the coverage of the issues specified in the practice program);
- 3) inaccuracy of the information provided in the report.

The report is valued at 0 points if it is absent.

Registration of results and practice diary is evaluated in:

04-05 points, respectively, if issued in accordance with the requirements;

02-03 points - not all design requirements are taken into account;

0 points - not issued in accordance with the requirements.

Criteria for assessing the practice report defence:

The practice report defence is estimated at 18-20 points if it meets the following requirements:

- 1) free possession of the content of the work carried out in practice;
- 2) full knowledge of relevant legislative and instructional material;
- 3) the student's ability to answer problematic questions related to the content of work in the areas provided by the program of practice.

The practice report defence is estimated at 14-17 points if:

- 1) in respect of protection for the highest score does not comply with at least one of these points, or if:
- 2) the content of the question is generally disclosed correctly, according to the specified requirements, but significant errors have been made in determining the indicators or the content of the specified instructional material.

The practice report defence is estimated at 10-13 points if:

- 1) regarding the protection for the highest score, two or more items specified in the requirements have not been disclosed;
- 2) there are both types of shortcomings that characterize the evaluation criterion of 14-17 points;
- 3) the nature of the answers gives grounds to claim that the student who defends the report on the practice, misunderstood the content of the practice and therefore does not answer the question on the merits, made gross errors in the content of the answer.

The head's assessment of the base of practice is set according to the traditional system and translated into points directly by the head of the Department of International Economics, respectively "excellent" - 15 points, "very good" - 13 points, "good" - 11 points, "satisfactory" - 9 points, "enough" - 7 points, "unsatisfactory" - 0 points.

When evaluating the report on the practice in general, the student's work discipline during the practice is additionally taken into account and influences the total amount of points. In case of violation of the schedule and content of the practice, the teacher may reduce the grade for:

- one-time absence without good reason on the basis of practice during the established working hours (minus 5 points for each fact of violation);
- untimely submission to the department of information about the beginning of the

practice (notice of arrival at the practice) (minus 10 points);

- for late submission of a report on practice to the department (minus 10 points).

The set total amount of points is translated into the traditional assessment (Table 3) and entered in the relevant documents as a final assessment of the practice.

Table 3

Table of correspondence of rating points to grades on the university scale:

<i>Scores</i>	<i>Mark</i>
<i>100-95</i>	<i>Excellent</i>
<i>94-85</i>	<i>Very good</i>
<i>84-75</i>	<i>Good</i>
<i>74-65</i>	<i>Satisfactorily</i>
<i>64-60</i>	<i>Enough</i>
<i>Less than 60</i>	<i>Not enough</i>
<i>Admission conditions are not met</i>	<i>Not allowed</i>

The results of the practice test are recorded in the practice diary, entered in the record sheet, put in the record book and in the journal of performance.

Work program of the discipline (syllabus):

Folded: PhD, associate professor, associate professor of International economy Department
Olena Korohodova

Approved by International economy Department (Protocol № 11 from 26.05.2021)

Agreed by the Faculty of Management and Marketing Methodical Council ¹ (Protocol № 10 from 15.06.2021)

¹ Methodical council of the university - for general university disciplines.