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MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

**SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS**

**APPROVED:**

By the decision of the Academic Council  
of Simon Kuznets Kharkiv National  
University of Economics  
dated 21.01.2025, Minutes No. 2

**ENACTED:**

By the order of the Rector of Simon  
Kuznets Kharkiv National University of  
Economics  
dated 23.01.2025, No. 36



Volodymyr PONOMARENKO

**REGULATIONS**  
**ON THE ORGANIZATION OF THE HIGHER EDUCATION**  
**STUDENTS' PRACTICE AT SIMON KUZNETS KHARKIV**  
**NATIONAL UNIVERSITY OF ECONOMICS**

Kharkiv

2025

## **1. General provisions**

1.1. The students' practice is an integral part of the process of training specialists at S. Kuznets Kharkiv National University of Economics (hereinafter referred to as the University), an integral part of the educational program and is carried out at enterprises, institutions and organizations in accordance with the agreements concluded by the University or in its structural subdivisions that provide practical training.

1.2. This Regulation is developed in accordance with the Laws of Ukraine "On Higher Education", "On Education", the Regulations on the Practice of Students of Higher Educational Institutions of Ukraine (as amended), introduced in accordance with the Order of the Ministry of Education of Ukraine No. 93 of 08.04.1993.

1.3. This Regulation applies to the students of the first (bachelor's) and second (master's) levels of higher education.

1.4. The procedure for organizing the practice of higher education students abroad is determined by separate Regulations of the University.

1.5. In case of force majeure circumstances, the form of organization of all types of practice can be carried out using distance technologies, taking into account the requirements of higher education standards, which is adopted by the decision of the Academic Council of the University.

1.6. The purpose of practical training of higher education students is to master modern methods, forms of organization and tools of labour in the field of their future profession, to form professional skills and competences on the basis of knowledge obtained in the process of study for making independent decisions during specific work in real market and production conditions, to cultivate the need to update their knowledge and apply it creatively in practice.

## **2. Types and content of practice**

2.1. The practice of higher education students at the University provides for the continuity and consistency of its implementation while obtaining the necessary sufficient amount of practical knowledge, skills and competencies in accordance with different educational levels: "Bachelor", "Master".

2.2. Depending on the specific educational program and the educational level of higher education students, practice can be: educational, introductory, creative, industrial, technological, pedagogical, economic, analytical, research, pre-graduate and other types of practice.

2.3. The list and sequence of all types of practice for each educational program (specialty), their forms, duration and time-frame are determined in the curricula.

2.4. The content of the practice is determined by the graduating department and must meet the requirements of the regulatory legal acts of Ukraine regarding the practice of higher education students, the standard of higher education in a particular specialty, educational programme.

These requirements are combined in the Cross-curricular (Appendix 11) – the main educational and methodological document of the practice. The Cross-curricular programme of practice is updated after the full cycle of training of higher education students (four years for the first (Bachelor's) level and two years for the second (Master's) level).

On the basis of the cross-curricular programme, work programmes (Appendix 12) of the relevant types of practices are developed, which are developed and signed by the head of the department, the guarantor of the educational programme, and approved by the Vice-Rector for Educational and Methodological Work. Work programmes of Practice are updated after the full cycle of training of higher education students (four years for the first (Bachelor's) level and two years for the second (Master's level)). If necessary, practice programmes can be updated more often, at the request of the guarantor of the educational programme.

If the educational program for the entire cycle of training provides for only one type of practice, only the work programme of practice is developed.

Departments can also develop, in addition to the cross-curricular and working programmes of practice, other methodological documents that will contribute to the achievement of high quality of practice for higher education students.

### **3. Bases of Practice**

3.1. The practice of higher education students of the University is carried out on the bases of practice, which must meet the requirements of the educational programme.

No more than 10 people can be sent to one practice base under the educational program.

If the University has state and regional orders for the training of higher education students, the list of practice bases is provided by the University authorities that formed the order for specialists. When the University trains higher education applicants under targeted contracts with enterprises, organisations, institutions, the practice bases are provided in these contracts.

In cases when the training of higher education students at the University is carried out at the request of individuals, the practice bases are provided by these persons (taking into account all the requirements of the Cross-curricula programme and this Regulation).

3.2. For higher education students who are foreigners, the bases of practice can be located both on the territory of the customer countries and within Ukraine.

3.3 As an exception, the base of practice may be an individual entrepreneur with employees. The types of activities carried out by the individual entrepreneur must correspond to the profile of the educational programme. In case of signing an agreement with an individual entrepreneur, it is necessary to attach (copies of): an extract from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organisations, and a diploma of higher education of the individual entrepreneur.

A higher education student studying at the University and at the same time registered as an individual entrepreneur may not undertake practice at his/her own placement and be

a supervisor of the practical training.

3.4. For part-time higher education students who are employed, the practice site may be their place of work, which corresponds to the profile of the educational programme.

3.5. In the case of dual form of higher education, the internship takes place at the place of study at the enterprise/institution in accordance with the agreement on obtaining higher education in the dual form. The conclusion of an internship agreement for higher education students is not required.

3.6. The selection and determination of the relevance of the practice bases for the educational programme is carried out by the graduating department. Higher education students can independently select a place of practice, base and offer it for use.

3.7. The University concludes direct contracts with practice bases (enterprises, organisations, institutions of any form of ownership) in advance, namely no later than before the start of the practice in the form specified in Appendix 1.

The form of the agreement on the practice of the University's higher education student(s) may be amended by agreement of the parties.

The duration of the agreements is agreed by the contracting parties. As a rule, it is determined for the period of a particular type of practice.

The University and the practice base (enterprises, organizations, institutions of any form of ownership) may sign a long-term Practice Agreement in accordance with the procedure and on the terms and conditions specified in this Agreement.

## **4. Organization and management of practice**

4.1. The responsibility for the organisation, conduct and control of the practice lies with the Vice-Rector for Educational and Methodological Work. Educational and methodological guidance and implementation of practice programmes are provided by the relevant departments of the University.

The general organisation of the practice and control over its conduct at the University is carried out by the head of the internship, who is subordinate to the Vice-Rector for Educational and Methodological Work; Directors (heads) of educational and research institutes / Dean of the faculty; graduating departments.

4.2. Experienced teachers of the departments, who have been directly involved in the educational process, according to which the practice is conducted, are involved in the management of the practice of higher education students.

4.3. In the case of practice in the structural subdivisions of the University, the agreement on the practice of higher education students of the University is not concluded. The basis for the internship is an official note (memorandum) from the head of the structural unit, which contains a justification for the expediency of the internship of a higher education student in this particular unit. On the basis of the memorandum, with the consent of the Vice-Rector for Educational and Methodological Work, an order is issued, the base of practice in which is determined by S. Kuznets KhNUE .

4.4. The terms of the practice are established taking into account the theoretical training of higher education students, the capabilities of the educational and production base of the University and enterprises, institutions, organizations and in accordance

with the educational programme, curriculum and annual schedule of the educational process. The calendar schedule of the practice should not contradict the work schedule of the base of practice.

4.5. The assessment of practice is taken into account when summing up the results of the overall performance of the higher education student and is included in the supplement to the diploma.

4.6. In case of valid reasons, the period of practice may be changed. Higher education students are sent to practice again, in their free time, according to an individual schedule.

4.7. Higher education students who have not completed the internship programme without a valid reason or have received an unsatisfactory grade *are expelled* from the University as those who have not completed their individual curriculum.

4.8. Distribution of functions in the organization of practice.

***4.8.1. The head of industrial practice carries out:***

- control over the timely selection of practice bases of the departments;
- providing departments with diaries and forms of all documents required for the practice of higher education students;
- forming an order on the completion of all types of practice by higher education students;
- updating the database of practice bases for the new academic year;
- work on improving the documents that regulate the practical training of higher education students;
- forming an order regarding those responsible for practice at the department on the basis of extracts from the minutes of the meeting of departments;
- preparation of final reports and analytical reports on the issues of practical training.

***4.8.2. The Department:***

- develops and improves practice programmes in accordance with the requirements of educational programs and standards in the specialty;
- determines the compliance of practice bases with the requirements of the educational program;
- receives the documentation necessary for the practice of higher education students;
- forms methodological support for the practice of higher education students;
- controls the execution of contracts with enterprises, organizations, institutions for the practice of higher education students for the new academic year and their referral to the practice bases;
- organizes the choice of practice bases by higher education students and their distribution by practice bases;
- selects the heads of practice (no more than 8 higher education students are assigned to 1 supervisor);

- prepares draft orders on sending higher education students for practice and approval of practice heads from departments and coordinates them with the relevant structural units. *A sample of the draft order is given in Appendix 2.* The draft order on sending higher education applicants for practice is prepared for all types of practice, except for educational, creative and research practice, no later than 1 week before the start of practice;

- draws up diaries, including a calendar plan for practice (Appendix 3), referral to practice (if necessary) (Appendix 4);

- sends to the practice base the lists of higher education students who will undergo internship no later than 10 days before the start of the practice;

- coordinates the internship programme with the management of enterprises and organizations;

- ensures the replacement of practice bases that have not accepted higher education students for practice, or which do not ensure the collection of materials for the implementation of the internship report;

- conducts instructional meetings of higher education students on the procedure for passing the internship one month before the start of the internship;

- issues documentation for internship to higher education students and organizes their sending to the practice bases;

- determines the need and content of individual tasks for practice, taking into account the topic of the course, diploma work (project) and the features of the practice base. *A sample of an individual task is given in Appendix 5;*

- monitors the timely arrival of higher education students at the practice bases;

- creates a separate page for each type of practice on the website of personal learning systems. Places methodological materials for higher education students on this page and forms a folder for downloading practice reports and diaries of higher education students.

- forms a schedule for the defence of reports on practice in commissions appointed by the head of the department; *the commission accepts the report within ten days after the date of completion of the internship;*

- considers the issues of internship and the results of defence of practice reports at the meetings of the department;

- generates a report on the internship by higher education students for each educational program separately. The considered report at the meeting of the department is submitted to the Academic Council of the Educational and Scientific Institute and the Educational and Methodological Department (to the head of industrial practice). If there are higher education students who are foreign citizens in the contingent of the educational programme, a copy of the report is submitted to the Faculty of Training of Foreign Citizens.

A sample report is given in Appendix 6. The report must necessarily contain recommendations for improving the organization of practice, proposals for improving the content part. Proposals from managers from the practice base are mandatory. The report is provided no later than 2 weeks after the completion of the internship.

- organizes internships for higher education students who, for good reasons, did

not pass the internship within the specified period. In addition to the main package of documents, the following documents are drawn up: an application from a higher education student, a memorandum from the head of the department and a schedule of practice. Samples of documents are given in Appendices 7, 8, 9).

**4.8.3. *The Directorate of the Educational and Scientific Institute / Dean's Office of the Faculty provides:***

- control over the selection of practice bases by departments and determination of their characteristics for compliance of practice bases with the requirements of the educational program;
- coordination of orders of departments on sending higher education students for practice;
- control over the internship of higher education applicants;
- control over the organization and conduct of the defence of practice reports;
- consideration at the meetings of the Academic Council of Educational and Scientific Institutes/Faculty of issues on the organization of practice of higher education applicants;
- participation in conducting by departments *that train specialists in the educational programme in a certain specialty*, instructive meetings with applicants for higher education, who are sent for practice;
- control over the sending of higher education applicants for practice and their timely arrival at the practice bases;
- selective inspection of internships;
- consideration at the meetings of the Academic Council of the Educational and Scientific Institute / Faculty of issues on the progress of practice of higher education applicants and the quality of interim reports on practice;
- control over the defence of reports of higher education applicants on practice at departments;
- consideration of issues on the results of practice at the meetings of the Academic Council of the Educational and Scientific Institute / Faculty.

**4.8.4. *Head of practice from the department:***

- before starting the practice, monitors the preparedness of the practice bases;
- ensures the implementation of all organizational measures before the start of practice for higher education applicants: instruction on the procedure for internship and safety, provision of the necessary documents to higher education applicants (referral (if necessary); diary containing information about the internship programme and calendar schedule; individual tasks (if any), etc.);
- informs applicants about the system of reporting on practice, which is approved by the department;
- in close contact with the head of the practice from the practice base, ensures the high quality of its practice in accordance with the programme, observes the professional development of the applicant for higher education as a subject of activity during the practice;

- checks the internship report uploaded by the applicant for higher education to the website of personal educational systems, provides recommendations and comments, recommends it for defence in the commission, evaluates it in a certain number of points;
- issues the necessary recommendations and ensures the performance of all necessary functions by the participants of the practice;
- as a member of the commission, accepts reports of applicants for higher education on practice;
- if necessary, submits written proposals for improving the organization of practice to the head of the department.

***4.8.5. The head of the practice from the practice base:***

- directly supervises the practice;
- in close contact with the head of practice from the department, organizes and monitors the implementation of programs and the calendar schedule of internship by applicants for higher education;
- ensures the conduct of mandatory general *and workplace* instruction on labour protection, acquaints higher education students with the rules of internal regulations;
- provides accounting for the employment of applicants for higher education-interns; informs the head of practice from the department or directly to the head of the department about all violations of labour discipline and internal regulations;
- coordinates the reports on the practice of applicants for higher education-interns and evaluates it in a certain number of points;

***4.8.6. Head of the Department of Healthy Lifestyle, Technologies and Life Safety, Engineer of the First Category on Labour Protection of the Department of Labour Protection:***

- ensure safety briefing at the organizational meeting of higher education applicants no later than one week before the start of practice;
- fill in the register of primary, unscheduled, targeted briefings of higher education applicants, students on labour protection and life safety.

***4.8.7. Applicants for higher education undergoing internship are obliged to:***

- receive advice from the head of practice from the department on the preparation of all necessary documents before the start of the internship;
- arrive at the practice base on time;
- study and strictly comply with the rules of labour protection and safety;
- perform fully all the tasks provided for by the internship program, as well as the instructions of the supervisors from the department and from the practice base;
- make the most of the available opportunities of the practice base;
- fill out documentation for internship;
- be responsible for the work performed;
- prepare a timely report on practice and individual assignment (if any). A sample of the title page of the report is given in Appendix 10.



- upload the practice report and diary on the website of personal learning systems in the appropriate folder.

## **5. Summing up the results of practice**

5.1. At the end of the internship period, applicants for higher education report on the implementation of the internship programme and individual tasks (if any). The report is drawn up in accordance with the requirements established by the department.

5.2. A written report, signed directly by the head of the practice base, is submitted for review to the head of practice from the department through the website of personal educational systems. The head of the practice base can sign a printed version of the report with his/her own hand, or by imposing a qualified electronic signature (QES).

A higher education applicant uploads a scanned report to the website of personal educational systems (in case of signing by the head of the practice base) or an electronic version of the internship report signed by QES.

The Head of Practice from the University checks the internship report on the website of personal learning systems and writes comments and remarks (if necessary) and the recommended grade.

5.3. The report of the internship is defended by the applicant for higher education before the commission appointed by the head of the department. The commission consists of practice managers from the department, teachers of the department who taught professional disciplines, and, if possible, practice managers from practice bases.

5.4. The number of points for practice is set by the commission in the record of academic performance and in the individual curriculum of the applicant for higher education, which is formed on the website of personal educational systems.

5.5. In case of receiving less than 60 points for the internship report, the applicant for higher education has the right to two re-defences by the commission. Instead of re-defence, a higher education applicant can choose to re-pass it or write (defend) a report in the next academic period. Repeated passage or writing (defence) of the internship report is planned at the expense of the applicant's own time. When passing or writing (defending) again, the corresponding educational component is included in the individual curriculum of the next academic period.

Applicants for higher education who did not defend their internship reports on time have academic debt.

5.6. The results of each practice are discussed at the meetings of the department, the Academic Council of the Educational and Scientific Institute / Faculty and the University.

## **6. Final provisions**

6.1. The Regulations are adopted by the decision of the Academic Council of the University and put into effect by the order of the Rector of the University.

6.2. All changes and additions to this Regulation are considered and adopted at the meeting of the Academic Council of the University and put into effect by the order of the Rector.

AGREED:

Vice-Rector  
on Educational and Methodological work

Karina NEMASHKALO

Legal adviser of the 1st category

Yanina CHUPRYNA

Head of Industrial Practice

Olga VOROSHILINA

**Appendix 1**

CONTRACT No. \_\_\_\_\_  
on the practice of the applicant(s) of higher education of the University

Kharkiv city

"\_\_\_\_" \_\_\_\_\_ 20\_\_

We, the undersigned, on the one hand, **SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS** (hereinafter referred to as the institution of higher education) represented by the Vice-Rector for Educational and Methodological Work

\_\_\_\_\_  
(position, surname and initials)

acting on the basis of \_\_\_\_\_

(charter or mandate)

and, on the other hand,

\_\_\_\_\_  
(name of the enterprise, organization, institution, etc.)

(hereinafter referred to as the practice base) represented by

\_\_\_\_\_  
(position)

\_\_\_\_\_  
(surname, initials) acting on the basis of

\_\_\_\_\_  
(hereinafter referred to as the parties), have entered into an agreement between themselves:

(charter of the enterprise, orders, mandates)

**1. The Practice Base undertakes:**

1.1. To accept the applicant(s) of higher education for practice according to the calendar plan:

No in ord er	Speciality (educational programme)	Course/ year of study	Type of Practice	Number of applicants for higher education/ Surname and initials	Term of practice (beginning - end)

1.2. To appoint qualified specialists to manage the practice by order.

1.3. To create appropriate conditions for the implementation of the internship program by applicants for higher education, to prevent them from using them to occupy positions and perform work that does not correspond to the internship program and future profession.

1.4. To provide higher education applicants with safe working conditions at a particular workplace. Conduct mandatory briefings on labour protection: introductory and on-the-job at the workplace. If necessary, to train higher education students-trainees in safe working methods.

1.5. To provide higher education students-trainees with the opportunity to use the material and technical means and information resources necessary for the implementation of the practice programme.

1.6. To ensure the accounting of the employment of higher education students-interns. All violations of labour discipline, internal regulations and other violations should be reported to the higher education institution.

1.7. At the end of the internship, provide a characteristic for each higher education student-intern, which reflects the implementation of the internship programme, the quality of the report prepared by him/her, etc.

1.8. To provide applicants for higher education with the opportunity to collect information for term papers and diploma papers based on the results of the enterprise's activities, which are not a trade secret, on the basis of the directions of the departments.

1.9. Additional conditions \_\_\_\_\_ - \_\_\_\_\_

## **2. A higher education institution undertakes:**

2.1. Before the start of the internship, provide the internship programme to the internship base for approval, and no later than a week later – a list of applicants for higher education who are sent for practice.

2.2. Appoint qualified teachers as practice managers.

2.3. To ensure compliance by applicants for higher education with labour discipline and internal labour regulations. Participate in the investigation of accidents by the commission of the practice base, if they happened to applicants for higher education during the internship.

2.4. The higher education institution undertakes not to disclose the information used about the activities of the enterprise by destroying course papers, diploma works and reports in accordance with the established procedure.

## **3. Liability of the parties for non-fulfillment of the contract:**

3.1. The Parties are responsible for failure to fulfil their obligations to organize and conduct practice in accordance with the labour legislation in Ukraine.

3.2. All disputes arising between the parties under the Agreement shall be resolved in accordance with the established procedure.

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

3.4. The Agreement is drawn up in two copies: one for the internship site and one for the higher education institution.

3.5. Location:

higher education institution: **61165, Kharkiv, 9-A, Nauky Ave.**

**SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS**

Practice base: \_\_\_\_\_

Signatures and seals

Higher education institution:  
Vice-Rector for Educational and  
Methodological  
Work of the University

Practice base:

\_\_\_\_\_ (position,  
surname and initials)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

" \_\_\_\_ " \_\_\_\_\_ 20\_\_

" \_\_\_\_ " \_\_\_\_\_ 20\_\_

M.P.

S.L.

Head of Industrial Practice		
Head of the Department		



**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**  
**SIMON KUZNETS KHARKIV NATIONAL**  
**UNIVERSITY OF ECONOMICS**

**ORDER**

25.01.2025

Kharkiv

No 105-C

About the practice

According to the Law of Ukraine "On Higher Education" No. 1556 of 01.07.2014, the Regulations on the Practice of Students of Higher Educational Institutions, approved by the Order of the Ministry of Education of Ukraine No. 93 of 08.04.1993, registered in the Ministry of Justice of Ukraine on 30.04.1993 under No. 35, the Regulations on the Organization of Practice of Higher Education Applicants at S. Kuznets Kharkiv National University of Economics, adopted by the decision of the Academic Council (Minutes No. 2 dated 21.01.2025) and enacted by the Order of the Rector of the University No. 36 dated 23.01.2025.

**ORDERED:**

**1. TO SEND:**

2<sup>nd</sup>-year students of the second (master's) level of full-time higher education of the Faculty of "Training of Foreign Citizens" to enterprises and institutions for pre-graduation practice for the period from 02.12.2024 to 18.01.2025 in accordance with the curriculum:

Specialty 11 "Educational, Pedagogical Sciences"  
 Educational program "Pedagogy and Administration of Education"

№	Practice base	Full name of the applicant	Head of practice from the university
1	2	3	4
1	Department of Quality Assurance of Education, S. Kuznets Kharkiv National University of Economics, Kharkiv	1.	Ph.D., Assoc. Prof.
		2.	Ph.D., Assoc. Prof.
		3.	Ph.D., Assoc. Prof.
		4.	Ph.D., Assoc. Prof.
		5.	Ph.D., Assoc. Prof.

1	2	3	4
		6.	Ph.D., Assoc. Prof.
		7.	Ph.D., Assoc. Prof.
		8.	Ph.D., Assoc. Prof.
2	Department of Pedagogy, Foreign Philology and Translation of S. Kuznets Kharkiv National University of Economics, Kharkiv	1.	Ph.D., Assoc. Prof.
		2.	Ph.D., Assoc. Prof.
		3.	Ph.D., Assoc. Prof.
		4.	Ph.D., Assoc. Prof.
		5.	Ph.D., Assoc. Prof.
		6.	Ph.D., Assoc. Prof.
		7.	Ph.D., Assoc. Prof.

2. The head of the Department of Healthy Lifestyle, Technologies and Life Safety \_\_\_\_\_ to ensure that students are instructed on safety and labour protection before the start of practice.

3. The head of the department \_\_\_\_\_ (or heads of departments) and the person responsible for organizing practice at the department (departments) to familiarize higher education students with the procedure for internship.

4. The head of the department \_\_\_\_\_ (or heads of departments) and the person responsible for the organization of practice at the department (departments) to provide higher education applicants with the task and the necessary regulatory and methodological documents, in accordance with the internship programme.

5. The head of practice from the department (heads of practice from the departments) to coordinate all organizational measures, before the start of practice, with the heads of practice from the practice base.

6. The person responsible for the organization of practice at the department (departments) SHALL DRAW UP reports on the results of the practice within the established time frame and provide the relevant documents to the head of the training practice VOROSHYLINA O.V.

7. Control over the execution of the order shall be entrusted to the Vice-Rector for Educational and Methodological Work NEMASHKALO K.R.

Rector

Volodymyr PONOMARENKO

Vice-Rector for Educational  
and Methodological Work

" \_\_\_\_ " \_\_\_\_ 20\_\_

\_\_\_\_\_  
Karina NEMASHKALO

Dean of the Faculty of  
training of foreign citizens

« \_\_\_\_ » \_\_\_\_ 20\_\_ r.

\_\_\_\_\_  
Oleksiy YERMOLENKO

Head of the Department of  
healthy lifestyle,  
technologies and life safety

" \_\_\_\_ " \_\_\_\_ 20\_\_

\_\_\_\_\_  
Andriy IVASHURA

Legal adviser of the 1st cat.

" \_\_\_\_ " \_\_\_\_ 20\_\_

\_\_\_\_\_  
Yanina CHUPRYNA

Head of Training Practice

" \_\_\_\_ " \_\_\_\_ 20\_\_

\_\_\_\_\_  
Olga VOROSHILINA

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE****SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY  
OF ECONOMICS**

61165, Kharkiv, 9-A, Nauky pr.,

[www.hneu.edu.ua](http://www.hneu.edu.ua)

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# **PRACTICE DIARY**

Higher education applicant

\_\_\_\_\_

(last name, first name, patronymic)

Educational and Scientific Institute /Faculty of

\_\_\_\_\_

department \_\_\_\_\_

educational level \_\_\_\_\_

specialty \_\_\_\_\_

(code and name)

educational  
programme \_\_\_\_\_

(code and name)

Course \_\_\_\_\_, group \_\_\_\_\_



## REFERRAL TO PRACTICE

Higher education applicant

\_\_\_\_\_ (last name, first name, patronymic)  
is sent to \_\_\_\_\_ practice in  
city \_\_\_\_\_ (type of practice)  
on \_\_\_\_\_ (name of the company)

Internship period: from \_\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_.

Head of practice from the University of \_\_\_\_\_  
(position, surname, first name, patronymic)

Head of practice from the enterprise/ institution \_\_\_\_\_  
(position, surname, first name, patronymic)

### 1. Basic provisions of practice

1.1. Before leaving for practice, the applicant for higher education must listen to the instruction of the head of the practice and receive:

- a drawn up diary - the main document of the applicant for higher education during the internship;
- individual practice tasks (if any);
- referral to practice (if necessary).

1.2 An applicant for higher education, arriving at the enterprise/institution, must submit a diary to the head of the enterprise, undergo a briefing on safety and fire prevention, familiarize himself with the workplace, the rules for the operation of equipment and clarify the plan for the internship.

1.3. During the internship, the applicant for higher education is obliged to strictly comply with the rules of the internal regulations of the enterprise/institution.

1.4. The internship report is compiled by the applicant for higher education in accordance with the calendar schedule of internship and additional instructions of the heads of practice from S. Kuznets KhNUE and from the enterprise.

1.5. The practice of a higher education applicant is evaluated according to a 100-point system and is taken into account when awarding a scholarship on a par with other disciplines of the curriculum. In more detail, the evaluation criteria are given in the work program of the internship.

1.6. A higher education applicant who did not fulfill the requirements of the practice and received negative feedback about the work or an unsatisfactory grade during the defence of the report, is sent to practice again in his free time.

1.7. The completed diary together with the report must be uploaded by the applicant for higher education to the website of personal educational systems.

## 2. Calendar schedule of internship

[illegible]

To the President of the Kharkiv  
Chamber of Commerce and Industry  
Victor ZVEREV  
122, Heroiv Kharkiv Avenue,  
Kharkiv, 61037

Dear Mr. Victor!

The Rectorate of SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS appeals to you with a request to accept applicants for higher education of the 4th year of the first (Bachelor's) level of higher education of the Educational and Scientific Institute of Economics and Law, specialty 281 Public Administration and Administration:

1. NOVOSELTSEV Vladislav Petrovich,
- 2.

for internship and conclude an internship agreement in accordance with the terms of the Regulations on the organization of internship for higher education applicants at S. Kuznets Kharkiv National University of Economics.

The term of internship is from 27.02.202\_ to 01.04.202\_

Vice-Rector for Educational  
and Methodological work

Karina NEMASHKALO

**INDIVIDUAL TASK**

for internship

3rd year student of higher education, specialty 051 Economics OPP Economics of Enterprise

\_\_\_\_\_  
(PIP of the higher education applicant)

Practice base – \_\_\_\_\_  
(name of the enterprise, organization)

The purpose of the practice: collection and analysis of information on the production and economic activities of the enterprise, development of measures to improve the activities of the enterprise. During the internship, a higher education applicant should consider the following issues:

- General characteristics of the enterprise, conditions of its functioning.
- Relations of the enterprise with external counterparties.
- Enterprise management system.
- Organization of production. Production and sale of products (works, services).

Competitiveness of the company's products.

- Resource provision of the enterprise and analysis of the efficiency of the use of its resources.
- The size and structure of the enterprise's costs, directions for reducing the cost of production.
- Formation of financial results from various types of activities, directions of using the profit of the enterprise.
- Financial condition of the enterprise.
- Identification of reserves and determination of directions for improving the efficiency of economic activity, development and economic assessment of the proposed measures.

The following sources of information can be used to prepare a report on industrial practice: \_\_\_\_\_

The structure of the report on industrial practice should consist of three sections:

- Characteristics of the enterprise.
- Analysis of production and financial capabilities of the enterprise and assessment of the efficiency of the enterprise.
- Development of measures aimed at improving the efficiency of the enterprise, and economic assessment of the proposed measures.

In addition, within the framework of an individual task, it is necessary to study and analyse more deeply: theoretical aspects of the formation and use of fixed production assets of the enterprise, analyse the structure and composition of fixed assets, assess the efficiency of the use of fixed assets, develop measures to improve the use of fixed assets at the enterprise.

REPORT  
of the Department of Social Economics  
of pre-diploma practice of applicants for higher education of the second year of study  
of the second (Master's) level of higher education,  
Educational and Scientific Institute of Economics and Law,  
specialty 051 "Economics", educational and professional programme "Personnel  
Management and Labour Economics" in the 20\_\_/20\_\_0 academic year.

## 1. ORGANIZATION OF PRACTICE

1.1. Pre-diploma practice of applicants for higher education of the second year of study of the second (master's) level of higher education, the Educational and Scientific Institute "Economics and Law", specialty 051 "Economics", the educational and professional program "Personnel Management and Labour Economics" was carried out in accordance with the work programme of pre-diploma practice.

1.2. The teachers of the department, who were responsible for conducting the practice, held an instructive meeting for higher education applicants, where they informed the applicants about the terms of practice, the procedure for collecting materials on topics, preparing reports and defence of reports. The meeting was also attended by the head of the department, the director (head) of the educational and scientific institute, supervisors of diploma theses and a teacher-instructor from the Department of "Healthy Lifestyle, Technologies and Life Safety", who was instructed on the safety of applicants for higher education before the start of pre-diploma practice.

1.3. There were difficulties in concluding contracts for practice with enterprises and organizations. The Department of Social Economics, together with higher education applicants, were actively engaged in the selection of practice bases, as a result of which contracts were concluded and all higher education applicants were provided with practice bases.

1.4. Applicants for higher education underwent internships in 23 organizations and enterprises of Kharkiv, Kharkiv region and other regions of Ukraine. All internship bases corresponded to the profile of specialties 051 "Economics" and included departments dealing with personnel management, personnel development, personnel evaluation, personnel selection and personnel training in full. In the process of internship, applicants for higher education collected materials on their topics of diploma theses and data for economic analysis, namely, analysed the technical, economic, financial and labour indicators of enterprises, performed calculations of the economic efficiency of the implementation of design solutions.

1.5. At all enterprises, before the start of practice, the applicants for higher education were instructed on safety precautions.

1.6. The distribution of applicants for higher education by departments and workplaces was carried out based on the need to collect materials.

1.7. During the internship, the applicants for higher education acquired practical skills in conducting a technical and economic analysis, analysing of financial indicators, much attention was paid to the analysing of labour indicators.

1.8. Taking into account the needs for improving the organizational provisions of the pre-graduation practice, the heads of practice from the university and enterprises (organizations) jointly discussed possible changes in the main provisions of this type of practice.

1.9. The heads of the practice from the Department of Social Economics monitored the completion of tasks, the practice program, the calendar schedule of practice, compliance with labour discipline in the form of consulting briefing by students of higher education.

1.10. The practice programme has been completed in full. All students of higher education completed pre-diploma practice within the established time frame. The reports were accepted according to the schedule of defence of reports on pre-diploma practice.

## 2. RESULTS OF PRACTICE

In total, the practice was complet ed	Reports were defended with grades											Not defen ded
	Total	100- 90	%	89- 82	%	81-74	%	73- 64	%	63- 60	%	
including foreign applicants for higher education												

The results of the practice were considered at the meeting of the Department of Social Economics (Minutes No. \_\_ of \_\_\_\_\_) and the Academic Council of the Educational and Scientific Institute of Economics and Law.

Measures are planned for the selection of practice bases and the timely drafting of contracts for 202\_/202\_ academic year.

Head of the Department  
Social Economy

Galina NAZAROVA

Vice-Rector for Educational and  
Methodological Work  
Karina NEMASHKALO

\_\_\_\_\_  
(full name of the applicant for higher education)

\_\_\_\_\_  
(course, faculty)

\_\_\_\_\_  
(specialty, EPP, group)

**Statement.**

I ask for your permission to postpone the period of internship from 25.02.20\_\_  
to 09.03.20\_\_ for the period from 04.03.20\_\_ to 23.03.20\_\_ due to the

\_\_\_\_\_  
date

\_\_\_\_\_  
signature

Vice-Rector for Educational  
And Methodological work  
Karina NEMASHKALO  
Head of the Department of  
Finance and Credit  
Iryna ZHURAVLEVA

Memorandum.

I ask for your permission to postpone the period of practical training for a 3<sup>rd</sup>-year higher education applicant of the first (Bachelor's) level of higher education of the Educational and Scientific Institute of Economics and Law, specialty \_\_ "\_\_\_\_\_" BAYRAMOV Ilpin oglu from 25.02.20\_\_ - 09.03.20\_\_ for the period from 04.03.20\_\_ - 23.03.20\_\_ in connection with the \_\_\_\_\_.

Head of the Department of Finance and Credit

Iryna ZHURAVLEVA



**SCHEDULE**

Passing the practical training of a 3rd-year student  
of the first (Bachelor's) level of higher education  
of the Educational and Scientific Institute of Economics and Law  
specialty 072 "Finance, Banking and Insurance"

**BAYRAMOVA Ilpin oglu**  
at llc. "Audit Firm "XXX"  
from 04.03.20\_\_ – 23.03.20\_\_

Date	Hours	Date	Hours
04.03.20__	6	15.03.20__	6
05.03.20__	6	16.03.20__	6
06.03.20__	6	17.03.20__	6
07.03.20__	6	20.03.20__	6
09.03.20__	6	23.03.20__	6
13.03.20__	6		

Responsible for Training Practice  
from the Department of Finance and Credit  
Ph.D., Assoc. Prof.

Inna ALEKSEENKO

"AGREED"  
Head of the Department of Finance and Credit

Iryna ZHURAVLEVA

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

DEPARTMENT \_\_\_\_\_

**REPORT**

on \_\_\_\_\_ practice

on the topic: \_\_\_\_\_  
\_\_\_\_\_

Head from the practice base:

\_\_\_\_\_  
(position, subdivision, surname and initials)

Recommended number of points \_\_\_\_\_

Applicant for higher education \_\_\_\_\_ year /  
year of study,

group \_\_\_\_\_

specialties \_\_ " \_\_\_\_\_ "

EPP " \_\_\_\_\_ "

\_\_\_\_\_  
(surname and initials)

\_\_\_\_\_  
(signature) SL

Head from the University:

\_\_\_\_\_  
(position, academic title, academic degree,  
surname and initials)

Kharkiv,  
20\_\_

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**  
**SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY**  
**OF ECONOMICS**

DEPARTMENT \_\_\_\_\_  
(name of the department)

**AGREED**  
Vice-Rector for Educational  
and Methodological Work  
\_\_\_\_\_

**END-TO-END PRACTICE PROGRAMME**

Higher education level \_\_\_\_\_

Field of Knowledge \_\_\_\_\_

speciality \_\_\_\_\_

Educational programme \_\_\_\_\_

Head of the Department \_\_\_\_\_  
(signature) (surname and initials)

Guarantor of the educational programme \_\_\_\_\_  
\_\_\_\_\_  
(signature) (surname and initials)

Compilers: \_\_\_\_\_  
(signature) (surname and initials)  
\_\_\_\_\_  
(signature) (surname and initials)  
\_\_\_\_\_  
(signature) (surname and initials)

Kharkiv  
S. Kuznets KhNUE  
UDC \_\_\_\_\_

\_\_\_\_\_ (author's mark)

**Compilers:** (specify the compilers of the program)

Approved at the meeting of the Department

\_\_\_\_\_.

(name of the department)

Protocol No. \_\_\_\_ of \_\_\_\_\_.20\_\_.

*Independent electronic text network edition*

**End-to-end** program of practice \_\_\_\_\_ [Electronic  
\_\_\_\_ resource] / compiled by \_\_. \_\_. \_\_\_\_\_, \_\_. \_\_. \_\_\_\_\_. – Kharkiv:  
(author) S. Kuznets KhNUE , 20\_\_. – \_\_\_\_ p.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.  
Recommended  
\_\_\_\_\_  
\_\_\_\_\_.

(abstract)

**UDC**\_\_\_\_\_

© Simon Kuznets Kharkiv National  
University of Economics, 20\_\_

# Introduction

The end-to-end practice programme is compiled, in accordance with the Regulations on the Organization of Practice Training for Higher Education Students of Simon Kuznets Kharkiv National University of Economics, developed in accordance with the Law of Ukraine "On Higher Education", the Regulations on the Training Practice for Students of Higher Educational Institutions of Ukraine, approved by the Order of the Ministry of Education and Science of Ukraine dated of 08.04.1993, No 93, the Regulations on the Organization of the Educational Process at S. Kuznets Kharkiv National University of Economics, enacted by the Order of the University dated of \_\_.\_\_.20\_\_, No. , higher education standards, educational and professional program "\_\_\_\_\_",

\_\_\_\_\_  
(name of the EPP, level of education)  
Specialty \_\_\_\_ «\_\_\_\_\_».  
(code and name of the specialty)

The practical training program allows higher education students to get a clear idea of what they will have to do during the internship, how to solve an individual task, what help they can get from the heads of the internship, higher education institution and enterprise (organization, institution), as well as employees (managers) of the enterprise with whom they will meet during the internship.

Applicants for higher education will receive the necessary amount of practical knowledge and skills, in accordance with the compiled work programs of internships.

## 1. Types, general characteristics, purpose and planned results of practices

### 1.1. Types and characteristics of practices (Table 1):

Table 1

#### Types of practices

Courses	Names of practices	Number of credits	Forms of control	Departments that provide organization	Duration of practice	Semesters
And						
II						
III						
IV						

All types of practice are mandatory educational components.

1.2. The purpose of the practices (*definition of the main tasks*):

1.2.1. \_\_\_\_\_ practice (*the purpose of this practice*);  
(name of practice)

1.2.2. \_\_\_\_\_ practice (*the purpose of this practice*);  
(name of practice)

...

1.3. Planned competencies and learning outcomes (*in accordance with educational and professional programs*) (Table 2):

Table 2

### Planned competencies and learning outcomes by types of practices

Special competencies	General competencies	Learning outcomes
_____ (name of practice)		
SK____, SK____, SK____	—	PH____, PH____
—	ZK____, ZK____, ZK____	PH____, PH____, PH____
...	...	...
_____ (name of practice)		
...	...	...
...	...	...
_____ (name of practice)		
...	...	...
...	...	...

Note:

SK\_\_\_\_. \_\_\_\_\_

SK\_\_\_\_. \_\_\_\_\_

ZK\_\_\_\_. \_\_\_\_\_

ZK\_\_\_\_. \_\_\_\_\_

PH\_\_\_\_. \_\_\_\_\_

PH\_\_\_\_. \_\_\_\_\_

## 2. Content of practices

2.1. \_\_\_\_\_ practice (Methodological recommendations before the practice):

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.
- ...

2.2. \_\_\_\_\_ practice (Methodological recommendations before the practice):

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.
- ...

### 3. Requirements for practice bases

3.1. \_\_\_\_\_ practice (requirements, criteria):  
(name of practice)

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.
- ...

3.2. \_\_\_\_\_ practice (requirements, criteria):  
(name of practice)

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.
- ...

### 4. Organization and management of practices

4.1. \_\_\_\_\_ practice (features of the organization and management of practice, responsibilities of students):

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.
- ...

4.2. \_\_\_\_\_ practice (features of the organization and management of practice, responsibilities of students):  
(name of practice)

1. \_\_\_\_\_.
2. \_\_\_\_\_.

3. \_\_\_\_\_.  
...

## 5. Evaluation of the results of practice

The results of the internship and defence are evaluated according to the 100-point system of assessment of learning outcomes adopted at the university.

The final number of points acquired by the applicant for higher education based on the results of the internship takes into account:

- recommended number of points from the practice base;
- the recommended number of points of the head from the department;
- presentation by the applicant of higher education of the results of the practice during the defence of the report;
- answers to questions.

Applicants for higher education who did not defend their internship reports on time will have academic debt.

Evaluation criteria:

\_\_\_\_\_ practice:

(name of practice)

1 – 59 points	–	_____	;
60 – 73 points	–	_____	;
74 – 89 points	–	_____	;
90 – 100 points	–	_____	.

\_\_\_\_\_ practice:

(name of practice)

1 – 59 points	–	_____	;
60 – 73 points	–	_____	;
74 – 89 points	–	_____	;
90 – 100 points	–	_____	.

...

## Recommended Literature/References

## Content



Introduction	3
1. Types, general characteristics, purpose and planned results of practices	4
2. Content of practices	6
3. Requirements for practice bases	6
4. Organization and management of practices	7
5. Evaluation of the results of practice	7
Recommended Literature/References	8

# END-TO-END PRACTICE PROGRAMME

Compilers:      **Surname** First name Patronymic  
                      **Surname** First name Patronymic  
                      **Surname** First name Patronymic

## Corrector

*Certificate of entry of the subject of publishing business into the State Register **DK No. 4853** dated of 20.02.2015.*

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**

**SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS**

**APPROVED**

at the meeting of the department

\_\_\_\_\_  
Protocol No. \_\_\_\_ of \_\_.\_\_.20\_\_

**AGREED**

Vice-Rector for Educational and Methodological  
Work

\_\_\_\_\_  
Karina NEMASHKALO

**WORKING PROGRAMME \_\_\_\_\_ PRACTICES**

(type of practice)

Field of Knowledge  
Speciality  
Educational level  
Educational program

Code "full name"  
Code "full name"  
First (Bachelor's) / Second (Master's)  
"Full Name"

Developer(s):  
scientific degree,  
Academic title

signature

(name, surname)

Head of the Department  
Full name of the department

signature

(name, surname)

Guarantor of the programme

signature

(name, surname)

**Kharkiv  
2025**

## INTRODUCTION

Practice is an obligatory component of the training of specialists of higher education. The practice of higher education students provides for the continuity and consistency of its implementation.

The work programme \_\_\_\_\_ practice is compiled in accordance with the educational and professional program " \_\_\_\_\_ " of the first (Bachelor's) level of higher education in the specialty \_\_ " \_\_\_\_\_ ".

### 1. Characteristics, purpose, tasks and results of training practice

#### 1.1. Characteristics of \_\_\_\_\_ practice

Number of credits	Total Hours	Type of control	Semester

#### 1.2. The purpose of training practice is ... .

#### 1.3. Main tasks and results of training practice.

The main task of \_\_\_\_\_ practice is the formation of general and special competencies that are required for the future profession. After completing the internship, students must achieve results in accordance with the educational and professional program:

Learning outcomes	Competencies that a higher education applicant must master
PH1.	ZK 1, ZK 2, SC 5.
...	...

where, PH1. Be responsible for the development of professional knowledge and practices, assessment of the strategic development of the team, formation of an effective personnel policy

ZK 1. Ability to apply knowledge in practical situations.

ZK 2. Ability to generate new ideas (creativity).

SC 5. Ability to develop and implement new technological processes, in particular resource- and energy-saving technologies, and types of products in the field of publishing and printing, to optimize production processes in accordance with the set requirements.

### 2. Content and organization of \_\_\_\_\_ practice

(methodological recommendations for practice

- meeting with higher education applicants, obtaining documents for internship
- Safety briefing
- etc... )

**3. Requirements for bases \_\_\_\_\_ practice**  
(requirements, criteria for practice bases)

**4. Individual practice tasks (if any)**

**5. Requirements for the report \_\_\_\_\_ practice**  
(structure of the report, the need to check the practice report for the level of uniqueness, the design of the report (title page) .....)

**6. Summing up \_\_\_\_\_ practice**

(- discussion and approval of the results at the meeting of the department;  
- reporting to the head of the university's industrial practice;  
- ....)

**7. Criteria for evaluating the results of \_\_\_\_\_ practice**

Assessment of the results of passing and defending practice reports is carried out according to the 100-point system of evaluating learning outcomes adopted at the University.

The total number of points received by the applicant for higher education for the results of the internship take into account:

- the recommended number of points from the practice base;
- the recommended number of points of the head from the department;
- presentation by the applicant for higher education of the results of the internship during the defense of the report;
- answers to questions.

Criteria for evaluating learning outcomes:

Points	Criteria for evaluating learning outcomes
90-100	The report on the internship and the practice diary are drawn up in accordance with the requirements and submitted for the defense within the period specified by the department; the report contains elements of novelty, has practical significance; the applicant has mastered the skills of research work: collecting information, analysis, formulating conclusions, proposals; The answer of the applicant for higher education to the questions of the commission members is exhaustive.
82-89	The internship program is disclosed, but there are some shortcomings of a non-fundamental nature; insufficiently used reporting materials in the process of analysis; there are separate remarks on the preparation of the report, diary; The applicant demonstrated good knowledge and answered the questions of the commission members during the defense.

74-81	There are separate comments on the preparation of the report and the diary; omitted grammatical and stylistic errors; there are inaccuracies in calculations during the analysis; at the defense, the applicant for higher education demonstrated satisfactory knowledge; The answers to the questions of the commission members are inaccurate or incomplete.
64-73	The practice report and the practice diary are drawn up with numerous mistakes or not in full, during the defense, the applicant for higher education showed complete ignorance of the object under study, failed to answer satisfactorily the questions posed by the members of the commission.
60-63	The applicant for higher education made significant mistakes in fulfilling tasks of <i>training</i> practice, was unable to give an explanation of the performed calculations; reporting documents are drawn up with errors; the assessment of the practice manager and characteristics indicate a low level of possession of knowledge, skills and competencies.
35-59	The report was submitted to the head for inspection in violation of the deadlines; made with significant borrowings of informational and theoretical material; the preparation of the report does not meet the requirements; the content of the report is not revealed.
1-35	Missing reporting documents: report, practice diary and characteristic.

Applicants for higher education who did not defend their practice reports within the appointed terms have an academic debt.

## 8. Recommended Literature/References

Переклад затверджено на 40 стор.

Директор  
ТОВ «Науківі публікації»

