

**МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ ЕКОНОМІЧНИЙ УНІВЕРСИТЕТ
ІМЕНІ СЕМЕНА КУЗНЕЦЯ**

Кафедра менеджменту, логістики та інновацій



«ЗАТВЕРДЖУЮ»

Проректор з навчально методичної роботи


Каріна НЕМАШКАЛО

РОБОЧА ПРОГРАМА

ПЕРЕДИПЛОМНОЇ ПРАКТИКИ

рівень вищої освіти перший (бакалаврський)
галузь знань 07 «Управління та адміністрування»
спеціальність 073 «Менеджмент»
освітньо-професійна програма «Логістика»

Завідувач кафедри менеджменту, логістики та інновацій

 Олена ЯСТРЕМСЬКА

Гарант освітньо-професійної програми «Логістика»

 Тетяна КОЛОДІЗЄВА

Харків
2023

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

Management, logistics and innovations department

AGREED

Vice-rector for educational and methodical work



Karina NEMASHKALO

PROGRAM

PRE-DIPLOMA INTERNSHIP

Study cycle first (bachelor)

Field of knowledge 07 "Management and administration"

Specialty 073 "Management"

Study program «Logistics»

Head of the department of management, logistics and innovation

Olena IASTREMSKA

Head of Study Program

Tetiana KOLODIZIEVA

Kharkiv
2023

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PhD in Economics, Associate Professor Victoria SAMOILENKO

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The program was agreed with the head of study program "Logistics"

The program was agreed at a meeting of department of management, logistics and innovations

Protocol of the meeting of the department №2 from 31.08.2023

The program has been prolonged:

20__/20__ year Head of the department of management, logistics and innovations

_____ Olena IASTREMSKA

Head of study program «Logistics»

_____ Tetiana KOLODIZIEVA

The work program has been prolonged:

20__/20__ year Head of the department of management, logistics and innovations

_____ Olena IASTREMSKA

Head of study program «Logistics»

_____ Tetiana KOLODIZIEVA

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INTRODUCTION

In today's business environment high demands are placed on specialists, including graduates of higher education institutions, who must have not only thorough theoretical knowledge but also sufficient practical professional training. The solution to this problem is to introduce a system of graduated practical training into the educational process, which will help to improve the level of professional knowledge and acquire practical skills. Practical training of applicants helps to ensure the acquisition of professional competencies and helps to master modern methods and forms of labour organization in the industry. Practical training is a mandatory component of the training of specialists with higher education.

The work program for pre-diploma internship is compiled in accordance with the study program "Logistics" of the first (bachelor's) degree of specialty 073 "Management".

1. Characteristics, purpose, tasks and results of pre-diploma internship

Number of credits	Total number of hours		Type of control	Term
9	270		Report	8
	from them::			
	practice	self-study		
	-	270		

1.2. The purpose of pre-diploma internship is: to develop applicants' practical experience of economic activity; practical application of acquired knowledge and skills; solving economic problems while working in real market conditions; acquiring skills of adaptation of theoretical provisions, methodological tools, best adaptation of entrepreneurship to the conditions of a particular enterprise; consolidation of practical skills of conducting economic research, formation of its information and methodological support, taking into account the nature of the problems to be solved.

1.3. The task of the pre-diploma internship is to acquire a system of skills and acquire skills in solving typical problems in accordance with the positions that a graduate of specialty 073 "Management" can hold, the main activity of the graduate is management, gaining practical experience in enterprises, forming an understanding of the basic principles of organizing the activities of enterprises and

mastering the organizational and technological processes of management at the enterprise. After completing the internship, applicants must achieve the following results in accordance with the study program.

Learning outcomes (LO)	General competencies (GC)	Special competencies (SC)
LO3	GC9	SC3, SC5
LO4	GC4	SC1
LO5	-	SC1, SC3
LO6	-	SC2, SC12
LO7	-	SC1
LO8	-	SC1, SC2, SC7
LO16	GC9, GC11	-
LO17	GC10, GC11, GC14	-
LO18	GC4, GC5	SC2, SC16
LO19		SC2, SC3

where,

GC4. Ability to apply knowledge in practical situations.

GC5. Knowledge and understanding of the subject area and understanding of professional activities.

GC9. Ability to learn and master modern knowledge.

GC10. Ability to conduct research at the appropriate level.

GC11. Ability to adapt and act in a new situation.

GC14. Ability to work in an international context.

SC1. Ability to identify and describe the characteristics of an organization.

SC2. Ability to analyse the results of the organization's activities, compare them with the factors of influence of the external and internal environment.

SC3. Ability to determine the prospects for the development of the organization.

SC5. Ability to manage the organization and its units through the implementation of management functions,

SC7. Ability to select and use modern management tools.

SC12. Ability to analyse and structure the problems of the organization, to formulate sound decisions.

SC16. Ability to formulate a comprehensive program to improve the competitiveness of the company in the national and international markets in terms of logistics as a new paradigm of business.

LO3. Demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership.

LO4. Demonstrate skills in identifying problems and justifying management decisions

LO5. Describe the content of the functional areas of the organization.

LO6. Demonstrate skills in searching, collecting and analyzing information, calculating indicators to justify management decisions.

LO7. Demonstrate organizational design skills.

LO8. Apply management methods to ensure the effectiveness of the organization.

LO16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.

LO17. Perform research individually and/or in a group under the guidance of a leader.

LO18. To use the principles and methods of logistics in the overall management system of the enterprise to reduce costs and optimize logistics flows and processes of organizations.

LO19. Apply a logistics approach to managing the resources of organizations and ensure their competitiveness. Demonstrate skills in optimizing organizational and technological aspects of the main functions of logistics using communication and information support.

2. Content and organisation of pre-diploma internship

Appointment of the supervisors is carried out by the graduating department and is formalised by an order of the rector. After signing the order, changes in the organisational issues of the internship are not allowed.

Before the start of the internship, the supervisors of the internship from the graduating department of Simon Kuznets HNUE hold a constituent meeting on pre-diploma internship, where they acquaint applicants with the purpose, tasks of pre-diploma internship, the calendar plan of internship, requirements for writing reports on internship, responsibilities of applicants during internship.

At the constituent meeting, a safety briefing is conducted during the pre-diploma internship, and a corresponding entry is made in the safety briefing book.

Another safety briefing is conducted directly at the internship based enterprise, taking into account the specifics of the enterprise.

3. Requirements for pre-diploma internship bases:

Enterprises, the base of internship are enterprises of various forms of ownership, types of economic activity, organisational and legal status, which are legal entities and have been operating in the market for at least one year.

The enterprises must meet modern requirements, i.e., they must use advanced forms and methods of management and organisation of planning and economic work, commercial and marketing activities, accounting, and implement advanced production, labour and management technologies. In addition, the enterprise must be staffed by highly qualified specialists capable of creating appropriate conditions for applicants to acquire professional skills.

Supervisor of the pre-diploma internship from the department:

before the start of the pre-diploma internship, conducts an organisational and methodological consultation where he explains the purpose, objectives,

programme, content and calendar schedule of the internship , the list and procedure for preparing the documents necessary for the internship and defence of the report, introduces the requirements for reports and criteria for their evaluation, and gives out referrals for internship ;

- helps to choose and correctly formulate the topic of the individual task;

- directs the work of the applicant, reserving the right to take the initiative and independence of decision-making;

- recommends to the applicant the main and additional literature and other sources on the topic of the individual task;

- advises on the analysis of theoretical and methodological literature, the choice of methods for processing the collected data, and the presentation of the results;

- determines the deadlines for completion and preparation of the report;

- checks the materials of the internship presented in the reports and used by the applicants in the calculations;

- checks the report signed by the applicant and the supervisor of the internship from the enterprise, and if the report is completed in accordance with the established requirements, allows it to be defended;

- conducts the defence in accordance with the established schedule and assigns a grade;

- draws up a report on the results of the internship in the prescribed form, expresses comments and suggestions for improving the practical training of applicants.

Supervision of internship in the enterprise:

The pre-diploma internship is supervised by highly qualified specialists who hold managerial positions (heads of linear and functional units) at the enterprise (institution, organisation) determined for the applicant as an internship base.

The enterprise supervisor is appointed by order of the director of the enterprise and is personally responsible for the organisation and conduct of the pre-diploma internship in accordance with its work programme.

- The enterprise internship supervisor

- organises mandatory labour safety briefings;

- ensures that applicants comply with labour safety rules at each workplace;

introduces the trainees to the organisational structure of the enterprise, the organisation of production, labour and management, and key economic indicators;

organises excursions around the enterprise for trainees, meetings and conversations with specialists and managers;

ensure that each trainee is assigned a specific work area and workplace;

draws up a work schedule for each trainee;

introduces trainees to the organisation of work at specific workplaces, provides assistance in the correct performance of functional tasks of trainees, and in mastering the methods of rational performance of their future job duties;

creates the necessary conditions for the implementation of internship programmes by applicants;

ensures that applicants are not involved in work that does not correspond to the internship programme and future speciality.

Provides applicants with the opportunity to use the library, regulatory and other documentation necessary for the implementation of the internship programme.

upon completion of the internship , gives a characteristic for each trainee, which indicates the trainee's attitude to the tasks, timeliness and thoroughness of the assignments, discipline, readiness for independent work, the amount of knowledge and skills gained, and the quality of the report prepared by the applicant.

4. Individual tasks for internship

Individual tasks are determined by the supervisors of the internship in accordance with the internship programme. The individual task during the pre-diploma internship should relate to the direction of the applicant's scientific interests, in particular, the object and subject of research, conducting theoretical research on the topic of work, may include the proposal of their own solution to a particular problem, which concerns new views on this problem.

Based on the results of the analysis, the applicant should present proposals for improving the activities of the enterprise, which are based on the results of the research of the subject area.

The proposals must be logically consistent, evidence-based and reasoned and meet such requirements as comprehensiveness and sufficiency. The

development of proposals for improving the company's operations should be based on the following structure:

general description of the essence of the proposal (innovations, innovative measures, etc.)

justification of the feasibility of the proposal (or recommendation) and the expected results from their implementation;

the state of readiness of the enterprise to implement the proposal;

a plan of organisational and economic (management and economic, etc.) measures to be taken to implement the selected proposal.

5. Requirements for the report on pre-diploma internship

The task of the pre-diploma internship is to gain a system of skills and acquire skills in solving typical problems in accordance with the positions that a graduate of specialty 073 "Management" can take, the main activity of the graduate is management, gaining practical experience in enterprises, forming an understanding of the basic principles of organisation of enterprises and mastering the organisational and technological processes of management at the enterprise.

As a result of the pre-diploma internship, the applicant should:

know

functions of a manager;

types of organisational structures of the enterprise;

principles of building organisational structures of the enterprise;

tasks and activities of the main functional units of the enterprise;

the main areas of activity of services responsible for the passage of the material flow of the enterprise;

methods of researching the activities of the enterprise;

key indicators for assessing the performance of the enterprise;

directions for improving the activities of the enterprise;

be able to:

analyse the economic statements of the enterprise and documents regulating its activities;

independently search for the necessary information about the state of the enterprise in the market, analyse it;

identify the main factors that determine the actual state of the enterprise;

identify the main trends in its development;
study organisational and logistics processes at the enterprise;
summarise scientifically based conclusions and proposals for improving individual processes or their interaction;
acquire skills of organisational, managerial, executive, analytical and research work at the enterprise in modern conditions.

Structure of the report on pre-diploma internship

CONTENT

TITLE PAGE

INTRODUCTION

1. GENERAL CHARACTERISTICS OF THE ENTERPRISE

2. CHARACTERISTICS OF THE EXTERNAL ENVIRONMENT OF THE ENTERPRISE

3. CHARACTERISTICS OF THE INTERNAL ENVIRONMENT OF THE ENTERPRISE

3.1 Analysis of economic indicators of the enterprise

3.2. Analysis of the subject area in accordance with the chosen topic (topic of the diploma work)

CONCLUSIONS

LIST OF REFERENCES

APPENDICES

The main part of the report should be 25-30 pages long.

The report should consist of the following elements: a title page, which is drawn up on a standard form, as shown in Appendix A, the title page must bear the seal of the enterprise where the internship was completed, as well as the signatures of the applicant and supervisors;

Content;

introduction (1-2 pages);

first section (up to 20% of the total report);

second section (up to 40% of the total report);

third section (up to 40% of the total report);

conclusions (1-2 pages);

list of references;
appendices.

Introduction. The introduction should justify the relevance of the chosen field of research and its practical relevance, based on regulatory and legislative documents; define the purpose, objectives, methodological apparatus, research tools; and present the results and their practical significance.

Relevance of the research. Through critical analysis and comparison with known solutions to the problem (scientific task), the relevance and expediency of the research for the development of the relevant field of science, provision of services, especially for the benefit of Ukraine, is substantiated. Indicate the names of well-known scientists who are engaged in solving the problem under research in relation to the applicant's scientific work and unresolved issues. The volume of the relevance should be 1 page.

In the introduction, the applicant must disclose the purpose and objectives of the pre-diploma internship in accordance with the specifics of the enterprise and the position in which the internship was carried out, identify the methods used during the internship and writing the internship report. The volume of the introduction should be at least 2 pages.

Section 1. General description of the enterprise. The enterprise profile should include:

General information about the enterprise under analysis: full name of the enterprise, form of ownership, brief history of the enterprise's development, date of organisation and time of existence on the market, presence of branches;

characteristics of production and economic activity: main areas of production activity – nomenclature (assortment) of main products and consumer goods, list of works and services; development of new types of products, production capacities, production areas, main sales markets, competitors and consumers,;

organisational structure of the company and its divisions.

It is necessary to review and graphically construct the organisational structure of the enterprise and analyse it. Particular attention should be paid to the extent to which it meets the goals and objectives of the organisation.

Section 2. Characteristics of the external environment of the enterprise. The main objectives of this section are:

to determine the nature of the market (international, national, regional, city, district, etc.); having collected the relevant information, to make a conclusion about the market size; to determine the type of market in which the organisation operates (monopolistic, oligopolistic, etc.);

describe the state of competition, provide a description of the enterprises operating in the same market as the organisation - the basis of internship, and which are its direct competitors; identify the main factors of the external environment that affect the formation of the competitive environment:

to research competitors and the intensity of competition in the industry, the existence of a threat from substitute products;

to research the entry and exit barriers that exist in the market under research;

assess the prospects for the development of the industry;

assess the main competitors and consumers of the enterprise;

to assess the market share of the company.

Conduct a SWOT analysis of the main environmental factors.

Section 3. Characteristics of the internal environment of the enterprise. The analysis of economic performance indicators of the enterprise is based on two years (reporting and previous). The main sources for collecting information and conducting the analysis should be: financial statements of the enterprise for the last two years (Balance Sheet); basic forms of static reporting of enterprises for 2 years: Form No. 1-p "Report on production", Form No. 3 PV "Report on the use of working time".

Analysis of the results of economic activity of a business enterprise includes an assessment of the volume and dynamics of the most important indicators in accordance with Table 2.

Table 2

Key economic indicators of the enterprise

№	Indicators	Unit of measure	Period		Deviation	
			previous year	accounting year	(+, -)	%
1	2	3	4	5	6	7
1	Volume of sales excluding VAT in current prices	thousand UAH				
2	Volume of sales excluding VAT in comparable prices	thousand UAH				

Ending Table 2

1	2	3	4	5	6	7
3	Revenue from sales of products excluding VAT at current prices	thousand UAH				
4	Cost of goods sold	thousand UAH				
4.1	raw materials and supplies	thousand UAH				
4.2	Fuel and energy for technological needs	thousand UAH				
4.3	basic salaries of key employees	thousand UAH				
4.4	general production expenses	thousand UAH				
4.5	administrative expenses	thousand UAH				
4.6	sales expenses	thousand UAH				
5	Average number of employees	persons				
5.1	main workers	persons				
5.2	auxiliary workers	persons				
5.3	specialists, employees	persons				
5.4	administrative and managerial personnel	persons				
6	Number of employees at the beginning of the period	persons				
7	Employees hired	persons				
8	Employees left	persons				
	in particular	persons				
8.1	due to redundancy	persons				
8.2	at their own request	persons				
8.3	for violation of labour discipline	persons				
9	Number of employees at the end of the period	persons				
10	Labour remuneration fund	thousand UAH				
11	Working time fund	h				
12	Profit from sales of products	thousand UAH				
13	Cost of fixed assets at the beginning of the period	thousand UAH				
14	Cost of fixed assets at the end of the period	thousand UAH				
15	Cost of fixed assets received	thousand UAH				
16	Cost of fixed assets disposed of	thousand UAH				
17	Average annual cost of fixed assets	thousand UAH				
18	Average annual cost of the active part of PPE	thousand UAH				

If the enterprise has planned data on indicators, it is necessary to analyse the level of plan implementation in the reporting period and the dynamics of indicators compared to the previous period.

The level of plan implementation in absolute terms is equal to:

$$L = AV - BV \quad (1)$$

where L – plan execution in absolute terms;

AV – actual value of the indicator;

BV – base value of the indicator.

Calculation of the percentage of plan implementation, growth rate and growth of indicators in absolute and relative terms.

The growth rate of an indicator is calculated using the following formula:

$$GR = AV / BV \times 100 \% \quad (2)$$

where is the growth rate, GR %;

AV – actual value of the indicator;

BV – value of the indicator in the previous period (base period).

The growth rate is calculated using the following formula:

$$GR = (AV - BV) / BV \times 100 \% \quad (3)$$

For a more detailed analysis of the enterprise's activities, it is necessary to calculate the following indicators: labour productivity, material efficiency, material intensity, capital efficiency, capital intensity, costs per 1 UAH of commercial output, profitability of production, and products.

Labour productivity is determined by the following formula:

$$LP = VM / NE \quad (4)$$

where LP – labour productivity, thousand UAH/person;

VM – volume of marketable products, thousand UAH

NE – average number of employees, persons.

Material efficiency is the ratio of the value of output to the amount of material costs. This indicator characterises the return on materials, i.e. how much output is produced for each hryvnia of material resources (raw materials, fuel, energy, etc.) used. The following formula is used for the calculation:

$$ME = MC / VO \quad (5)$$

Where ME is material efficiency, UAH/tonne;

MC – material costs, UAH thousand

VO – value of output, thousand UAH.

The material intensity shows how much material costs are actually spent on the production of a unit of output. The material intensity of an enterprise is calculated using the formula:

$$MI = VO / MC \quad (6)$$

where MI is material intensity, UAH/unit;

VO – value of output, thousand UAH

MC – material costs, UAH thousand.

The most generalised indicator of fixed assets utilisation is the capital productivity, which is determined by the ratio of output to the cost of fixed assets:

$$CP = VM / AC \quad (7)$$

where CP is the capital productivity, UAH

VM – volume of marketable products, thousand UAH;

AC – average annual cost of fixed production assets, UAH thousand.

Capital intensity is an inverse indicator of capital efficiency, it characterises the amount of fixed production assets per one hryvnia of output and is calculated using the following formula:

$$CI = 1 / CP \quad (8)$$

where CI is the capital intensity, UAH/unit;

CP – is the capital productivity, UAH/product.

Costs per UAH of output are calculated as the ratio of planned or actual costs of production to its value in the enterprise's comparative prices.

The calculated economic indicators of the enterprise should be presented in Table 3.

Table 3

№	Indicators	Unit of measure	Period		Deviation	
			previous year	accounting year	(+,-)	%
1	Labour productivity	UAH/person				
2	Material efficiency	UAH/ UAH				
3	Material intensity	UAH/ UAH				
4	Capital efficiency	UAH/ UAH				
5	Capital intensity	UAH/ UAH				
6	Costs per one UAH of sales	UAH/UAH				
7	Profitability of production, products	%				

In subsection 3.2. Analysis (of the subject area in accordance with the topic of the diploma work)", the applicant must make a thorough analysis of the actual state of the issue under research based solely on the materials of the enterprise - the base of internship and the environment of its functioning, using the accumulated factual material of theoretical knowledge, certain methodological tools.

It is necessary to analyse the object of research (according to the chosen topic of the diploma work), to consider the state and solution of a particular issue at the enterprise (organisation) in accordance with the topic, i.e. to analyse the subject area in order to identify the positive aspects and existing shortcomings that will form the basis for substantiating proposals for improving the enterprise's activities.

It is advisable to indicate in which department and which position is responsible for resolving the issue under study, the timeframe for its resolution, methods, formulas, and the sequence of stages.

Conclusions include: summarising the results of the research of the enterprise's activities in accordance with the tasks formulated in the introduction; presentation of the areas of activity; identification of potential opportunities for

improving the organisation's work. The main conclusions, proposals and recommendations for improving the efficiency of the internship base in accordance with the tasks are summarised.

The list of references should be placed in alphabetical order of the first author's name or title. If information from the Internet is used, it is necessary to indicate not only the name of the website, but also the title of the article, author or document to which the author refers. Regulatory and legislative acts, Internet sources are not separated and are placed in alphabetical order together with other literary sources. All literary sources should be presented in the original language. The bibliographic description of sources should be made in accordance with the current standards of library and publishing.

The total number of sources used should be at least 20. It is recommended to use the scientific works of the department's and university's professors in the research process.

Appendices. If necessary, the appendices should include auxiliary material: statistical information that is the basis of the research; regulations on functional units, job descriptions of specialists, staffing, accounting and statistical reporting forms; organisational and administrative documents (orders, instructions, guidelines and other reference information).

6. Summarising the results of pre-diploma internship

The report must be compiled and completed at the enterprise, checked by the supervisor of the internship from the enterprise and, together with the internship report, submitted to the department in due time. After submitting these materials, the supervisor from the department decides whether the applicant is allowed to defend the report.

An applicant who has not completed the programme or who fails to complete the internship program and receives a negative review of the work and an unsatisfactory grade at the defence is expelled from the university. The internship report is defended by the applicant (with a differentiated grade) in a commission appointed by the head of the department. The commission includes those responsible for the internship from the Department of Management, Logistics and Innovation and the head of the programme.

7. Criteria for evaluating the results of pre-diploma internship

The results of the internship and defence are assessed according to the 100-point cumulative system of evaluation of learning outcomes adopted by the university.

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

feedback from the supervisor from the internship base;

feedback from the supervisor from the department;

presentation of the results of the internship by the applicant during the defence of the report;

answers to questions.

Evaluation criteria for the internship report:

1 – 59 points – the internship report and the internship diary are executed with numerous errors or incompletely, the applicant made significant mistakes in solving the tasks of undergraduate internship, is unable to explain the calculations performed; reporting documents are executed with errors; the assessment of the internship supervisor and the characteristic indicate a low level of knowledge, skills and competencies; the applicant was unable to satisfactorily answer the questions posed by the commission members;

60 – 73 points – there are some comments on the design of the report and diary; grammatical and stylistic errors are made; there are inaccuracies in the calculations during the analysis; the applicant demonstrated satisfactory knowledge at the defence; answers to the questions of the commission members are inaccurate or incomplete;

74 – 89 points – the programme of internship is disclosed, but there are some shortcomings of a non-fundamental nature; reporting materials are insufficiently used in the analysis; there are some comments on the design of the report, diary; the applicant demonstrated thorough knowledge and answered the questions of the commission members during the defence;

90 – 100 points – the report on the internship and the internship diary are drawn up in accordance with the requirements and submitted for defence within the time limit specified by the department; the report contains elements of novelty, has practical value; the applicant has mastered the skills of research work: collecting information, analysing, formulating conclusions.

8. RECOMMENDED LITERATURE

1. Положення про організацію освітнього процесу із застосуванням технологій дистанційного навчання у Харківському національному економічному університеті імені Семена Кузнеця, введено в дію Наказом ректора № 146 від 01.09.2020р. [Електронний ресурс]. – Режим доступу :

<https://www.hneu.edu.ua/wp-content/uploads/2020/02/Polozhennya-pro-organ-navch-protseesu.pdf>

2. Положення про персональні навчальні системи в Харківському національному економічному університеті імені Семена Кузнеця, введено в дію Наказом ректора №196, від 26.10.2020 р. [Електронний ресурс]. – Режим доступу :

<https://www.hneu.edu.ua/wp-content/uploads/2020/12/Polozhennya-pro-PNS.pdf>

3. Офіційний вебсайт Державної служби статистики України. [Електронний ресурс] – Режим доступу : <http://www.ukrstat.gov.ua>

4. Офіційний вебсайт Міністерства економіки України. [Електронний ресурс] – Режим доступу : <https://www.me.gov.ua/?lang=uk-UA>

5. Положення про організацію освітнього процесу в Харківському національному економічному університеті імені Семена Кузнеця, введено в дію Наказом ректора № 198 від 26.10.2020 р [Електронний ресурс] – Режим доступу : <https://www.hneu.edu.ua/wp-content/uploads/2020/12/Polozhennya-pro-organizatsiyu-osvitnogo-protseesu-u-HNEU.pdf>

6. Положення про організацію практики здобувачів у Харківському національному економічному університеті імені Семена Кузнеця (нова редакція), введено в дію Наказом ректора № 44 від 24.01.2022 р. [Електронний ресурс]. – Режим доступу : <https://www.hneu.edu.ua/wp-content/uploads/2022/11/Polozhennya-pro-organizatsiyu-praktyky-studentiv.pdf>

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

FACULTY

DEPARTMENT

REPORT

pre-diploma internship

A supervisor from the internship base:

(signature)

Applicants _____ year

Group _____

first (bachelor's) degree _____

Specialty _____

study program _____

(name and initials)

A supervisor from a university:

(signature)

Score including defence _____

Commission members:

(signature)

(signature)

(signature)

Kharkiv, 2023