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KHARKIV STATE UNIVERSITY OF FOOD TECHNOLOGY AND TRADE

METHODICAL RECOMMENDATIONS
FOR THE PASSAGE OF PRE-DIPLOMA PRACTICE
for students of the specialty 292 «International Economic Relations»
an educational degree, master's degree

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CONTENT

Introduction.................................................................................................................. 3
1. General provisions................................................................................................. 5
2. Leadership in pre-diploma practice..................................................................... 7
3. Production pre-diploma practice.......................................................................... 9
   3.1. Organization of production pre-diploma practice........................................ 9
   3.2. Bases of pre-graduate practice................................................................. 10
   3.3. Objects studying issues of production pre-diploma practice.......................... 12
   3.4. Contents of the report on the manufacturing pre-diploma practice.............. 14
4. Research pre-diploma practice.............................................................................. 17
   4.1. Task and content of scientific and pedagogical practice.............................. 17
   4.2. Organization of conducting research pre-diploma practice.......................... 18
5. Calendar schedule of the passage pre-diploma practice...................................... 19
6. Methodological recommendations for drawing up the report from pre-diploma practice.......................................................... 21
7. Summarizing the results of pre-diploma practice................................................. 25
Appendix A.............................................................................................................. 27
Appendix B.............................................................................................................. 28
INTRODUCTION

Development and operation of economic relations, as a whole, the organic system is the need for training in Ukraine specialists and economists who can apply new principles of competition, to isolate promising areas and forms of cooperation between Ukraine's economy with the world economy, adapt to the Western experience of Ukraine and conditions realize the intention to integrate into the world community. To achieve this goal, the acquisition of the skills of the use of theoretical knowledge in practical activity is essential.

According to the educational and vocational training programs 292 masters in «International Economic Relations» pre-diploma practice is a compulsory component of the curriculum of full-time and distance learning curriculum provided for the master's program «International Economics».

Pre-diploma practice is the final stage in the training of highly skilled professionals in the field of international economic relations. The pre-diploma practice provides the examination of theoretical knowledge obtained by students during the period of study at the university, their consolidation, as well as the development of practical skills in the field of professional activity.
1. GENERAL PROVISIONS

Pre-diploma practice is an integral part of the process of preparing masters in international economic relations. It is aimed at mastering the system of professional competencies, practical experience and is the final stage of preparing students for independent work on specialty.

The aim of pre-diploma practice is to consolidate the theoretical knowledge gained during the entire period of studying and mastering the skills of analytical, expert, research, organizational, economic activity related to the development of international economic relations, current and perspective planning and regulation of foreign economic activities of entities management, ensuring implementation of the foreign economic strategy of Ukraine.

In the course of pre-diploma practice, professional competencies are formed to prepare and adopt independently substantiated organizational and economic decisions in real conditions of international activity; there is a need for constant improvement of the intellectual potential and creative abilities of the master's degree.

Practice is conducted on the 2nd course of the master's program in 3 semesters of 2 weeks’ duration, of which 1 week - industrial practice in the enterprise, 1 week - internship research practice.

The purpose of the pre-diploma business practice is to consolidate the theoretical knowledge and skills acquired in the field of international economic activity, collect and prepare practical materials for the implementation of the thesis, conduct scientific research.

The aim of the research pre-diploma practice is to obtain experience of research work and elaboration of the methodology for its implementation, deepening of theoretical knowledge in the field of international economic relations, formation of skills and skills for processing scientific and informational sources.

The tasks of pre-diploma practice are:
- deepening and consolidation of theoretical knowledge on international economic relations, foreign economic activity of the enterprise, etc.;
- Acquisition of practical skills in the analysis of the foreign economic environment and its impact on the performance of the enterprise, organization, institution - the basis of practice;
- study of regulatory, informational, reporting and statistical materials, their systematization and analysis;
- familiarization with the organizational structure of the enterprise (organization, institution), identification of functions and relationships between their divisions;
  - definition of goals and tasks of departments related to foreign economic activities and their location in the general structure of enterprises (organizations, institutions) - practice bases;
    - study of foreign trade relations of the enterprise;
    - studying the existing system for assessing the effectiveness of foreign trade agreements and calculating the forecast values of the efficiency of business transactions;
  - acquisition of practical skills in the workplace in foreign economic departments and subdivisions of the enterprise (organization, institution);
    - education of a research approach to scientific activity;
    - preparation of an analytical report based on a program of practice, which outlines the main results of production and scientific activities.

As a result of undergraduate practice, students should know:
  - legislative and guidance documents in the field of foreign economic activity and international economic relations;
    - the procedure for the conclusion and execution of foreign trade contracts;
    - the procedure for making international payments and payments between partners;
    - problems of the implementation of organizational and analytical work in the field of international economic relations and foreign economic activity of the enterprise;
    - peculiarities of work in the regional departments of the Ministry of Foreign Economic Relations and Trade;

be able:
  - to develop variants of managerial decisions in the field of international economic relations and foreign economic activity;
  - analyze negative and positive tendencies of development of economic processes at different levels and forecast prospects;
    - choose a form of cooperation with a foreign partner depending on tactical and strategic interests;
    - analyze trends and prospects of work in foreign markets;
    - to develop measures to ensure the competitiveness of products in foreign markets;
  - determine the feasibility of using foreign experience in relation to the working conditions of a particular company, firm, unit or institution;
• enter into foreign trade contracts with foreign partners;
• determine the prospects of working with foreign partners;
• to analyze analytically the indicators of production and economic activity of the enterprise;
• develop and implement marketing program measures;
• execute documents that provide foreign economic activity;
• analyze, systematize regulatory, informational, reporting and statistical materials.

During undergraduate practice, students should collect the theoretical information and practical material necessary for the thesis work, analytically process them.

2. GUIDANCE FOR PRE-DIRECT PRACTICE

General organizational, educational and scientific management of practice is carried out by the head of the department of international economics. Supervision over the work of students during pre-diploma practice is entrusted to specific managers:
• teachers of the Department of International Economics;
• qualified specialists of departments, departments, services, enterprises, organizations, which serve as the bases of practice.

The head of the department, before leaving the students for a pre-degree practice, holds a meeting on practical issues: briefing on the procedure for conducting the practice, providing students with the necessary documents (direction, program, diary, methodical instructions).

Head of practice from the department:
1. Controls the readiness of the practice bases;
2. Provides all organizational measures before the beginning of practice;
3. Inform students about the reporting system regarding passing the practice;
4. In close contact with the head of practice from the base practice ensures high quality of its passing by students the program;
5. Together with the supervisor from the practice base, determine the workplaces of student-students;
6. Supervises the provision of normal working and living conditions for students on the basis of practice;
7. Controls the practice by student-practitioners of rules internal labor regulations, organizes the conduct of the board visiting students of the practice base;
8. Visits students at the bases of practice and conducts consultations according to the schedule;
9. Carries out management of inter-university research undergraduate practice;
10. The commission receives protection of the practice report;
11. He submits to the head of the department a written report on the practice with comments and suggestions on improving the quality of the practice.

Obligations of the head of practice from the enterprise (organization) - the bases of practice:
1. To direct practice according to the program;
2. Provide instruction on student's safety during the course of practice;
3. Provide students with jobs and create the necessary conditions for passing the practice;
4. Constantly supervise the work of students-practitioners, observing them of labor discipline, safety rules;
5. Assist students in drawing up a calendar schedule for passing pre-diploma practice and performing a task;
6. To provide students with the necessary data for the qualitative compilation and protection of the report on the production pre-diploma practice;
7. Monitor the conduct of diaries, advise students during the preparation of their reports;
8. Give feedback on the practice of students with a general assessment of knowledge and skills acquired in the process passing the practice.

Each manager makes conclusions about the student's mastering of the program material after the interview and verification of the part of the report on the practice in each structural unit, followed by a note in the diary. During the practice students must conduct a diary of pre-diploma practice (Appendix B).

In a diary of pre-diploma practice, the student briefly records everything that is done according to the calendar schedule. It consistently displays all types of executed work. Records are kept in a working notebook, which is a continuation of the diary.

After completing the practice, the heads of the department and the practice base check reports, tasks performed and conduct a final interview with the student on the subject of mastering the material of practice. Based on the results of the interview, checking reports and records in the diary, the head of the practice base gives an assessment of the student's work. The
supervisor of the practice from the graduating department also gives his assessment and conclusions about the student’s work. In the response managers should note the implementation of the student program of practice, mastery of practical skills, his attitude to work, and more.

Student must:
1. Before the beginning of practice, take the training on occupational safety and safety;
2. Get advice from practitioners about registration of necessary documents (referral to practice, program, diary, calendar plan, individual task, Guidelines);
3. To carry out in full all the tasks provided by the program of practice;
4. To study the rules of occupational safety, safety, industrial sanitation and strictly adhere to them;
5. To keep a diary in which it is necessary to record the contents of the consultations and conversations, as well as the tasks performed;
6. Appear on the practice base daily during the working week and observe the work schedule of the company (organization, institution);
7. To acquire the skills of performing the functions of an employee whose position he occupies as a trainee;
8. Conduct research work according to the chosen direction;
9. Timely prepare and provide practitioners with a degree from a university and an enterprise (organization, institution) a report on pre-diploma practice and protect it.

Student-trainee has the following rights:
1. Get a job for effective passing and implementation of a program of practice;
2. To use the special literature and documentation provided by the head of practice from the enterprise (organization, institution);
3. Collect and process data for the preparation of a report on pre-diploma practice;
4. Provide suggestions and recommendations for improvement the effectiveness of the enterprise (organization, institution);

3. PRODUCER PRELIMINARY PRACTICE

3.1. Organization of production pre-diploma practice

The passing of pre-diploma practice is the independent work of students directly at workplaces, performing their specific duties. By
acquiring practical skills in the workplace of the respective performers, students analyze the process of organizing and executing certain operations (export-import, currency, settlement, etc.) and services. In addition, students study the general procedure of the institution (enterprise, organization, unit) and its management system.

Having arrived in practice, the student is obliged to present to the department of personnel of the institution (organization, enterprise, management, bank) referral to practice, issued by the University.

Industrial pre-diploma practice should take place directly at the workplace of the specialist of the relevant profile under the guidance of qualified specialists. At each stage of the student's practice, a separate work is performed. Independent work of students is a basic condition for passing the practice.

The practice should be conducted in the following sequence:

1. A conversation of the practice leader in a specific section with the student on the content and features of the work performed by him, on the specifics of the work of this unit.
2. Student studying instructional materials that determine and regulate the work of this unit.
4. Drafting and processing data for writing a report on pre-diploma practice.
5. Writing and defense of the student's report on undergraduate practice.

In the presence of vacancies, students may be enrolled in full-time positions if their work corresponds to the requirements of the program of practice.

3.2. Bases of pre-graduation practice

Industrial pre-diploma practice is carried out at enterprises and organizations of various branches of economy, which are subjects of foreign economic activity, in institutions of public administration, the conditions of which correspond to the provisions of the educational and professional program of preparation of masters in the specialty «International economic relations».

Students can propose their own practice base and agree with their supervisor.
The questions about the practice bases are considered at the corresponding meeting of the Department of International Economics and approved by the rector of the university.

*Industrial practice is carried out on the basis of:*

1. Enterprises, institutions, organizations, which carry out export-import operations;
2. Enterprises, firms that render services to foreign subjects on the territory of Ukraine or abroad;
3. Enterprises that are based on a joint venture with a foreign capital investor;
4. Regional departments of foreign economic relations;
5. Ministry of Economy of Ukraine;
6. Trade representations of Ukrainian firms abroad and foreign firms in Ukraine;
7. National Bank of Ukraine and banking institutions that have the right to carry out operations with foreign currencies and currency values.

In the presence of a state or regional training institution in preparation for the preparation of masters, the list of practice bases is supplemented by the organizations that formed the order.

In the case when the preparation of masters in higher education is carried out at the request of individuals, the bases of practice are provided by these persons (taking into account the current Regulations on the practice of students of higher educational institutions of Ukraine and this program) or higher educational institutions depending on the terms of the contract (contract) for preparation of the master's degree.

For students of foreign origin, the practice base is envisaged in the relevant contract (contract) for the preparation of masters. They can be located both on the territory of the country of the customer, and within Ukraine.

In the case of an independent choice of the practice base, the student is obliged to provide the Department of International Economics with a letter from the institution (organization, enterprise, administration, bank), where it will pass a pre-diploma practice, signed by the head of the institution, certified by a stamp.

Responsibility for organizing, conducting and controlling the practice lies with the managers from the university and the enterprises (organizations), which are the bases of practice. Experienced faculty members (associate professors and professors) are involved in the practice of students. The department carries out educational and methodological support of practice and systematic control over its course.
Taking into account the requirements of the labor market, the projected area of future activity and the possibilities of the practice bases, students can undergo a pre-graduate practice in their positions:

- economist of management of foreign economic relations of the regional administration;
- the manager of the department of foreign economic relations of enterprises, firms and institutions;
- economist of the currency department of the bank;
- customs broker;
- specialist of the marketing department;
- translator and analyst of the information department;
- specialist of advertising department and others.

### 3.3. Objects of studying questions of industrial pre-diploma practice

**Objects of studying questions of industrial pre-diploma practice can be:**

- state regulation of foreign economic activity;
- international economic relations, trade, production, scientific and technical, financial relations between the states in the field of exchange of economic resources, joint activities;
- prices and tariffs on international exchanges; prices for certain types of food and non-food products and services, inflation indices, wholesale price indices, etc.;
- a system of national accounts relating to the production, consumption, accumulation and foreign trade of the state, the region;
- system of customs laws and regulations;
- system of international monetary, financial and credit calculations; main types of international payments;
- peculiarities of carrying out currency transactions of banks;
- types, forms, criteria for granting international loans;
- system of banking services for financing, lending to entrepreneurial structures; monetary-financial and credit relations of entrepreneurial structures;
- the formation and functioning of the monetary and financial market;
- international trade services;
- international division of labor; participation in international co-operation;
➢ the organizational form of international, regional and global systems of production specialization and cooperation;
  ➢ foreign investments; Types and forms of investment activity at different levels;
  ➢ investment attractiveness zones of Ukraine;
  ➢ investment policy of Ukraine;
  ➢ industry, agriculture, services (innovation processes, investment attraction, business plan analysis, investment attractiveness);
  ➢ foreign economic activity (the dynamics of export and import of goods to different countries of the world, exports of the most important types of products, the dynamics of exports and imports of services of countries of the world, the structure of foreign investment, the assessment of the competitive position of the enterprise, the dynamics of profits and currency earnings, their impact on the overall economic situation of the enterprise);
  ➢ region, region (the dynamics of exports and imports of goods to different countries of the world, exports of the most important types of products, the dynamics of exports and imports of services in the world, the dynamics of volumes and structure of foreign investment in the region's economy from different countries, the volume of investment from the region to different countries the world; the state of the region's products on international commodity exchanges);
  ➢ conducting advertising and international exhibitions in order to promote domestic products on the world market; participation of enterprises, organizations, companies in international exhibitions, fairs; economic feasibility of international exhibitions and fairs;
  ➢ enterprises with foreign investments (areas of joint cooperation with foreign partners, motives and interests of the parties, sectoral and territorial priorities of foreign investors, creation of new jobs, introduction of the newest effective technologies, taxation, distribution of profits, problems of coordination of the interests of the parties, efficiency of work, investment efficiency, monetary and financial results, profit dynamics);
  ➢ finance (foreign exchange regulation of foreign investments, foreign exchange regulation of foreign economic activity, indicators of financial and currency activity of enterprises and organizations, production costs, works, services, cost structure, profit, profitability of industrial enterprises, firms, banking institutions);
  ➢ state and environmental protection (new technologies, international environmental projects);
  ➢ consumer market (demand for imported products, the possibility of replacing it with products of own production);
material and technical supply (supply of energy resources, raw materials, dynamics of prices for raw materials, imported and exported, expenditures of the main types of material resources of the national economy of the region, fuel consumption in certain sectors of the national economy, dynamics of the use of secondary raw materials).

The study of these facilities will help students acquire the skills and knowledge they need to form a skilled specialist in international economic relations.

3.4. Contents of the report on the manufacturing pre-diploma practice

When passing the pre-diploma business practice at the enterprises-subjects of foreign economic activity, the report should include:

1. General characteristics of the enterprise (legal status and activities of the enterprise, commodity structure, structure of the services rendered and works for the last 3 years, the procedure of distribution of profits and losses and the formation of property of the enterprise, organizational structure of the enterprise, functional communications of the specialized department, which is engaged in export-import operations or management of operations related to the international economic activity of the enterprise; distribution of functional responsibilities and job descriptions of employees department).

2. Analysis of the financial and economic condition of the enterprise (the place of the company in the market and its relations, the share of the company’s products in individual markets, the forms of cooperation of the enterprise with regional structures, the main financial performance of the enterprise, their dynamics over the past 3 years, foreign exchange earnings and expenses of the enterprise, their structure and dynamics in the last 3 years;)

3. Estimation of the efficiency of foreign economic activity (main directions of foreign economic activity of the enterprise, types of foreign economic activity, which the enterprise deals with; dynamics of volumes of export and import of goods to different countries of the world, main tendencies and causes of changes, analysis of indicators of development and efficiency of foreign economic activity, planning export-import program of the enterprise).

When passing the practice in banking institutions, the report should include:

1. General characteristics of the bank and its operations with the currency, other currency values for servicing export-import operations
(based on the bank's statute and banking licenses, determine the organizational and legal status and structure of the bank, types of banking operations for servicing foreign economic activities of customers, export, import of bank metals and other valuables, transactions with international and Eurobonds, international syndicated loans, international bank currency orders and international to investigate the dynamics of the bank's currency position over the past 3 years, as well as the dynamics of incomes and expenses for the above-mentioned transactions. To study the legal and normative base, its conformity with international law and norms).

2. Analysis of the state of international economic operations in the bank. (procedure for passing through the bank of foreign economic operations and their cash and settlement services, procedures for opening, maintaining, reissuing and closing foreign currency accounts, differences in the transfer of foreign currency funds to current and capital accounts, kinds of currency accounts, features of interbank currency settlements, types of payment and settlement documents, used by the bank to serve export and import operations of clients.

3. Estimation of bank revenues for servicing foreign-economic operations of clients and their taxation. (definition of income and profit of the bank, indicators of the bank's performance in servicing foreign economic operations, their comparison with international standards and standards for individual transactions and in general; types of taxes of the bank for servicing foreign economic activity of clients, calculations related to them, features of taxation foreign-economic and currency operations, banking management of taxes and other payments to the budget).

When passing the practice at customs, the report should include:

1 General characteristics of the activities of the customs and its functional units (organizational and legal status, tasks and functions of the customs, the structure of the customs service, subordination and interrelation between customs departments, functional duties of officials in the main economic units of the customs, the list and procedure for filing documents the subject of foreign economic activity for registration by the customs authorities; the mechanism for passing through the customs service and approval (registration) by the customs authorities of documents submitted by the entity from the outside the procedure for keeping the accounts of subjects of foreign economic activity in the customs authorities).

2. Analysis of the customs status of the customs (declaration and customs clearance of export, import and transit of goods (cargoes); regulatory and legislative basis for customs clearance of goods by entities of foreign economic activity in accordance with the customs regimes of
export, import and transit; a list of necessary documents for the declaration of goods, crossing customs border of Ukraine, peculiarities of registration of a cargo customs declaration, organizational measures of the customs service to ensure control over the movement of transit goods through the territory of Ukraine the particulars of the application of financial guarantees in the form of a bank guarantee letter, money deposit and insurance of financial responsibility of the carrier, control by the customs service for the declaration of currency values that are located outside Ukraine, the procedure for conducting counter-checks with tax authorities).

3. The procedure for collecting customs payments (the procedure for issuing, registering and repaying bills for the registration of duty-free import into Ukraine of property as a contribution of a foreign investor to the statutory fund of an enterprise with foreign investments, as well as under contracts (contracts) on joint investment activities, the procedure for payment of import duties in case of alienation of property; determination of the customs value of goods and other items in the event of their movement across the customs border of Ukraine; regulatory and legislative basis for the calculation and payment of customs duties the types and rates of duty; the procedure for collecting import (import) duties; the conditions for applying the regime of free trade; the procedure for collecting the excise duty in the case of import of goods by the subjects of foreign economic activity into the customs territory of Ukraine; control by the customs authorities during the customs clearance of goods and transfer to the budget of the VAT).

When passing pre-diploma practice in the regional departments of foreign economic relations, the report should include:

1. General characteristics of management (the sphere of activity of management, its organizational structure, the structure of the structure and relations between management units, functional links of specialized management with other structural units of regional governing bodies, functions, distribution of functional responsibilities and job descriptions of management staff)

2. The main directions of foreign economic activity of the region (characteristics of the types of foreign economic activity, which enterprises of the region are engaged in; volume dynamics export and import of goods to different countries of the world for the last 3 years, export of the most important types of products, export dynamics and import of services of countries of the world; main tendencies and causes changes that have taken place; planning development program).

3. Assessment of the region's capacity to increase export potential (provision of enterprises with energy resources, raw materials, dynamics of
prices for raw materials imported and exported, expenditures of the main types of material resources, the dynamics of the use of secondary raw materials, the degree of provision of productive capacities (for example, of individual enterprises); number and structure of certain categories of workers and their compliance with the requirements of export production; prospects for increasing the export potential of the region).

4. SCIENTIFIC AND RESEARCH PRELIMINARY PRACTICE

4.1. Tasks and content of scientific and pedagogical practice

The research pre-diploma practice of masters of specialty 292 «International economic relations» is one of the components of the stages in the training of future specialists.

The content of research pre-diploma practice is to involve undergraduate students in independent research work, acquaintance with the methodology of conducting research work in academic and specialized institutes, business practice, issues of the implementation of theoretical and scientific developments in the field of their professional activities.

The subject of the research pre-diploma practice of masters is to deepen the skills of independent scientific work, to expand the scientific outlook of students, to study the problems of practice and to associate them with the chosen theoretical direction of research, to determine the structure and logic of the future master's work.

Research pre-diploma practice provides students with the opportunity to gain experience in research work and to work out the methods of its implementation, to deepen theoretical knowledge in the field of international economic relations, to form skills and skills for processing scientific and informational sources.

Research work as a component of pre-diploma practice includes:
- familiarization with the research work of the department;
- participation in the preparation and holding of student scientific conferences;
- preparation of articles, abstracts at the meetings of scientific circles, problem groups;
- use of scientific principles, methods and laws in preparing master's thesis.

Students during the implementation of the main tasks of research pre-diploma practice have:
- to work out theoretical classical sources on the chosen scientific problem of research of future master's work;
- to study the state of development of certain aspects of the chosen scientific problem in the national and foreign literature;
- to get acquainted with the structure, scientific issues and results of academic work of academic and branch institutes and their leading specialists in the chosen direction of research;
- to define the structure and main tasks of the master's study;
- to master the method of processing and analysis of statistical data;
- carry out testing of basic theoretical and practical research (in the form of speeches at conferences, writing of scientific articles, development of practical recommendations).

Practical tasks make it possible to use new methods of research, obtain the necessary results and apply them when writing a master's thesis.

4.2. Organization of conducting research pre-diploma practice

Ensuring the successful completion of research pre-diploma practice involves the following measures:

1. The department has to approve the head of the internship before the practice. The head is appointed by a teacher who has sufficient scientific and pedagogical experience and a high qualification.

2. Before the beginning of practice, a constituent general meeting shall be held. The meeting discusses and addresses the issues of pre-diploma practice.

3. The leader before the beginning of practice, together with the practitioner, develops an individual plan of the practice, defines the directions of scientific research.

3. General control over the passing of research pre-diploma practice is carried out by the head of the practice, using all necessary means of operative solution of the revealed shortcomings.

4. For students, it is mandatory to maintain a diary of practice, which records the content of the work performed by the student during its passage.

6. On the basis of practice, the student prepares a report that includes the results of scientific research according to the chosen direction (articles, abstracts at scientific conferences).

7. After the student completes a research undergraduate practice, the supervisor checks the diary, approves (pre) the report. The report's
protection is accepted by the commission appointed by the head of the department as part of the heads of pre-diploma practice. The Commission discusses the reports of each trainee and, in the presence of positive results, approves and evaluates them.

The presented forms of control and accounting adequately and comprehensively cover the work of interns, ensuring timely and qualitative performance of all tasks, and is one of the main factors in determining the final evaluation of the results of research work of the masters.

5. CALENDAR PLAN-SCHEDULE FOR PREDICTING PRACTICE

*The timetable for the practice of pre-diploma practice includes:*

1. Holding constituent general meeting, approval of the tasks of practice.
2. Display the tasks and schedule of practice in the diary (one day before the practice).
3. Instruction on safety and labor protection on the basis of pre-internship practice (the first day of practice).
4. Matching the student with the supervisor from the practice base of questions in accordance with the program of industrial pre-diploma practice; refinement of the practice schedule (the first day of practice).
5. Preliminary consultations of the head from the base of practice, conducting of his excursion (the first day of practice).
6. Introduction to the practice base, special instructional material, working out of special sources directly on the basis of practice and other information according to practice program (first two days of practice).
7. Study of the subjects of the business entity - the bases of practice (the first two days of practice).
8. Data collection for the general characteristics of the practice base (two to three days of practice);
9. Data collection for the analysis of the economic activity of the practice base (three to four days of practice).
10. Data collection for external economic analysis practice base practices (three to four days of practice).
11. Processing of the collected material directly on the basis of practice (on the fifth to sixth day of practice).
12. Student fulfillment of GDR and testing of its results at scientific events (conferences, seminars, round tables) (during the second week of practice).
13. Preparation, registration, giving to managers from the enterprise (organization, institution) and the university the report on passing
of pre-diploma practice (three days before the expiration of the schedule according to the schedule).

14. Elimination of the shortcomings of the report, its refinement and finalization (two days before the expiration of the schedule according to the schedule).

15. Receiving a supervisor's response from the practice base and drawing up the diary of the practice (one day before the expiration of the schedule according to the schedule).

16. The student's defense of the report on pre-diploma practice (on the last day of practice according to the schedule).

In the process of preparing for pre-diploma practice and in the process of passing it, students must carefully familiarize themselves with the requirements of the program of practice, with the tasks and execute them qualitatively and on time.

Teachers who administer pre-diploma practice conduct consultations with students, in which they give guidance on all issues of practice and control the work of students during this period.

The main purpose of the consultation is to provide qualified assistance to students throughout the period of practice, at the same time, consultations serve as a means of effective control over the work of students, the implementation of the tasks of managers. Consultations should be held regularly on the schedule approved by the head of the department. At the first consultation, the supervisor gives a general task to the student and defines the timetable for its implementation. At further consultations the student receives concrete tasks concerning study of the necessary literature, collection and processing of the necessary information, consideration of issues that correspond to the program of practice.

Prior to arriving at the practice base, the student should receive a diary from practitioner from his / her supervisor, carefully familiarize with the tasks and program of practice, the procedure for passing the practice, the requirements for the report on the results of pre-diploma practice.

Classes during the practice are conducted in the form of interviews, seminars directly on the basis of practice with the direct participation of specialists on issues that correspond to the program of pre-diploma practice. Excursions are also conducted in order to get students the most complete understanding of the practice base, its production structure, management system. To conduct such classes, it is necessary to involve the most qualified staff of the organization-base of practice.

During pre-diploma practice, the student collects, systematizes and analyzes the actual material for writing a report. It is desirable that the
reporting data has been collected over the last three years, but necessarily - the last year before the beginning of pre-diploma practice.

6. METHODOLOGICAL RECOMMENDATIONS FOR COMPILING PREDICTING PRACTICE REPORT

The purpose of the report is to deepen and consolidate the knowledge gained in the specialty, to study the possibilities of using modern thinking in the practice of international economic activity, to substantiate and make commercial decisions based on the analysis of specific real world economic situations.

The report should be literally and technically competently executed and meet certain requirements of registration. It must include the title page (appendix A), the content of the work, the presentation of the material in accordance with the content, the final part, the annex.

The report is executed on paper of the standard A4 format in print (computer) form.

The text of the work is collected using a computer on a single page of a sheet of white A 4 size paper (210x297 mm) in Times New Roman font in 1.5 interlaced intervals up to 40 lines per page. The minimum height of the font is 1.8 mm. The print font must be a clear, black medium-sized medium. The compactness of the text of work must be the same.

The text of the work should be printed, leaving the fields of the following sizes: the left - not less than 25 mm, the right - not less than 10 mm, the upper - not less than 20 mm, the bottom - not less than 20 mm. The report is run using the Microsoft Office Word, Microsoft Office Excel, MD Office Info, MD Office Declaration software.

The work must be done in Ukrainian. Exclusions are possible only for foreign students and students who have not studied the Ukrainian language. In this case, the student submits a statement addressed to the dean of the faculty with the request to allow the writing of the report in another language. With his written permission, work can be done in Russian or in English.

In the presentation of the material it is important to adhere to the principle of proportionality, which is to comply with the proportions between the volumes of individual parts of work. The recommended workload is 30-40 pages.

The content of the work is reflected in a complex plan. Sections and subsections are numbered in Arabic numerals without the number № within the limits of all work. «Introduction», «Conclusions», «Addenda» -
are not numbered, but are taken into account in the general numbering of pages of work.

The titles of the structural parts of the «CONTENT», «INTRODUCTION», «SECTION 1», «SECTION 2», «CONCLUSIONS», «APPENDICES» work are printed symmetrically to the text in bold, non-bold letters. The dot at the end of the header is not put. If the title consists of two or more sentences, they are separated by a dot. Header word transfer is not allowed. Each section of the report and its title must start with a new page. The title of the unit is printed in small regular letters from the paragraph through one spacing from the title of the section. The new unit continues on the same page in 1 interval from the main text of the previous unit.

The first page of the work is the title page, which includes the general numbering of the pages of the report. On the title page the page number is not set, on the following pages the number is placed in the upper right corner of the page without a dot at the end.

Contents are presented at the beginning of the report. It contains the title and numbers of the original pages of all chapters, subunits and items specified by the program of the relevant practice.

The bulk of the report consists of sections, divisions. The main text of each section may be preceded by a preface with a short description of the chosen direction and the justification of the applied research methods. At the end of each section, conclusions are formulated with a brief statement of the results in the section, which allows you to release general conclusions from minor details.

In the conclusions, it is necessary to emphasize the qualitative and quantitative indicators of the results obtained and prospects of development of the subject of economic activity and research.

The attachments are executed as a separate part, placing them in the order of the appearance of references in the text of the report. When registering applications on the title page, capital letters are printed with the word «ADDITIVES».

Each application should begin with a new page, having a headline, printed upper, in normal letters (from the first large) symmetrically to the text of the page. On the right side of the line above the title, the word «Attachment» and the letter indicating the application are printed.

Drawings, charts, diagrams, diagrams, tables and formulas are executed in accordance with DSTU 2.105-95. Each drawing, graph, each diagram and scheme are marked with a word - a drawing, and they must be signed, the tables - have a name.
The numbering of sections, divisions, figures, tables, formulas is given in Arabic numerals without the number ı and numbered sequentially within the section.

The illustration number should consist of the section number and the serial number of the illustration, between which the dot is given as follows:

Fig. 1.3. Classification of the customs tariff
1 – is the section number
3 – is the serial number of the illustration in this section.

The name and number of the drawing are printed under the drawing, centered in normal lower case letters (from the first large one). The drawing is executed in one spacing from the main text. After the drawing, the main text is continued through one interval.

Digital material, as a rule, should be made in the form of tables. An example of constructing a table is given below.

<table>
<thead>
<tr>
<th>Head</th>
<th>Headings graph</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sub-headings graph</td>
</tr>
<tr>
<td>Lines</td>
<td></td>
</tr>
<tr>
<td>Outset (header lines)</td>
<td></td>
</tr>
<tr>
<td>Graphs (columns)</td>
<td></td>
</tr>
</tbody>
</table>

The table is placed under the text in which the link was first given to it, or on the next page. If the table goes beyond the format of the page, it is divided into parts, with each part repeating its head or sidewall.

The word "Table" indicate normal font on the right side put the number table below on the next line in the center indicates the name of the table the usual lowercase letters (the first large). If the table is carried over - indicate the usual "Continuation table" font and its number in the upper right corner.

Title Count must begin with capital letters, subheadings - with small letters, if they make a sentence with a headline and a large, if they are independent. The height of the rows must be at least 8 mm.
The table is placed in such a way that it can be read without turning or clockwise rotation. If no numeric or other data is presented in any row of the table, then it is a dash.

The table is executed in one spacing from the main text. After presentation of the table of teaching the main text continues through one interval.

Notes to the text and tables in which reference and explanatory data are indicated are numbered sequentially within the same page. If the notes on a single sheet are several, then after the word "Notes" put a colon, for example:

Notes:
1. ...
2. ...

If there is one note, then it is not numbered and after the word "Note" put a dot.

Equations and formulas should be separated from the text by free lines. You need to leave at least one free line above and below each formula. If the equation does not fit in one line, it should be moved after the equals sign (=) or after the plus (+), minus (-), multiplication (x) and division (÷).

The numbers of the formulas are indicated in parentheses, which should be aligned to the right border of the text. Formulas are numbered within the section. The formula number consists of the section number and the ordinal number of the formula in the section between which the dot.

Formula language - Microsoft Equation - italics.

The explanation of the values of symbols and numerical coefficients must be submitted directly under the formula in the sequence in which they are presented in the formula.

The value of each character and numeric coefficient must be presented from a new line. The first line of explanation begins with the word "de" without a colon.

In the form of applications illustrative material, tables, formulas, calculations, text of auxiliary character, copies of independent documents, which do not differ from the original (photocopies) are issued.

The reports should not literally rewrite the bases of practice materials, as well as citing literary sources.

Practice reports are executed in accordance with the specified requirements, otherwise they will not be allowed to be protected.

The report on pre-diploma practice is accompanied by a diary signed by the direct supervisor of the practice from the enterprise and the
educational institution with a feedback on the work of the student-trainee. The review should be characterized by:
- degree of implementation of the program of practice;
- the level of skills acquired by the student;
- assessment of the student's performance of the requirements of labor discipline.

7. CONCLUSION OF THE RESULTS OF PREDICTIVE PRACTICE

After the completion of pre-diploma practice, students report on the implementation of the program. The general form of such reporting is the submission of a written report (and a report in electronic form) with a diary, with a positive mark of practitioners and the protection of the report.

The report on pre-diploma practice is submitted to the graduation department in due time (no later than three days before the end of the practice) for examination, review and admission to the protection of practice leaders from the university. Part of the report on pre-graduation practice is additionally signed and evaluated by a direct supervisor from the practice base.

The report should contain information about the student's implementation of all sections of the program of practice, applications, and more.

The report is protected in the form of an interview with the commission appointed by the head of the department. According to the results of the report's protection, a differentiated assessment is made according to the scale of assessment (table 7.1).

The differentiated assessment is determined on the basis of the distribution of points obtained by the masters during the course of practice and protection of the report (table 7.2.).

An assessment for practice is entered into the exam account and in the student's graduation book.

In the case of poor quality of reports, untimely presentation of it, poor evaluation of the results of the Commission's protection, the issue of returning the report for revision within a specified time period is resolved. A student who, without good reason, failed to complete a program of practice, is deducted from the university.
Table 7.1

Scale: national and ECTS

<table>
<thead>
<tr>
<th>The amount of points for all types of educational activities</th>
<th>Assessment of ECTS</th>
<th>Score on a national scale for exam, course project (work), practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
<td>perfectly</td>
</tr>
<tr>
<td>82-89</td>
<td>B</td>
<td>fine</td>
</tr>
<tr>
<td>74-81</td>
<td>C</td>
<td>satisfactorily</td>
</tr>
<tr>
<td>64-73</td>
<td>D</td>
<td>unsatisfactory with the possibility of re-assembly</td>
</tr>
<tr>
<td>60-63</td>
<td>E</td>
<td>unsatisfactorily with compulsory repeated study of discipline</td>
</tr>
<tr>
<td>35-59</td>
<td>FX</td>
<td></td>
</tr>
<tr>
<td>0-34</td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

Table 7.2

Distribution of points during undergraduate practice and protection of the report

<table>
<thead>
<tr>
<th>Pre-diploma practice</th>
<th>Report protection</th>
<th>Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial practice</td>
<td>Scientific research practice</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>100</td>
</tr>
</tbody>
</table>

According to the results of practice it is advisable to submit to the head of the department comments and suggestions on improving the organization of student practice.

Information on the course of the practice and its results are discussed at the meetings of the Department of International Economics, and its overall results are presented at a meeting of the Academic Council of the Faculty of Economics.
Report

with passing of pre-diploma practice

Student of 2nd year, group ______
an educational degree, master's degree
Specialty 292 «International economic relations»

_______________________________
(surname and initials)

Practice base:
Internship: «__ »________ 20__
Research practice: «__ »________ 20__
End of practice: «__ »________ 20__

Head of practice:
The report is submitted
to the department«__ »________ 20__

National scale : ___________
Scores: ______

Commission members _______ _________
(signature) (surname and initials)

_________________________
(signature) (surname and initials)

_________________________
(signature) (surname and initials)

Kharkiv – 20__

Kharkiv – 20__
Appendix B

______________________________________________________________
(full name of a higher educational establishment)

PRACTICE DIARY
______________________________________________________________
(type and name of practice)
the student ______________________________________________________
(full name)

Institute, faculty, department _______________________________________

Department, cyclic commission _______________________________________

educational degree ________________________________________________

specialty _________________________________________________________
(name)

________ course, group ____________________________________________
Instruction for practice

Student ____________________________________________
(full name)

To be guided by ____________________________________________ practice in
(kind of practice)

City ____________________________ to ____________________________
(name of company)

Term of practice: from ___________ to ____________________________

Head of the practice from the university ________________
(post, surname, name, patronymic)

Seal of university

Dean of the Faculty

__________________________
(signature, surname and initials)
Continuation of Appendix B

The schedule of passing the practice

<table>
<thead>
<tr>
<th>No</th>
<th>Work titles</th>
<th>Week passing practice</th>
<th>Performance notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1  2   3  4  5</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3  4  5  6  7  8</td>
<td></td>
</tr>
</tbody>
</table>

Practitioners:
from higher education institution

(signature) (surname and initials)
Worksheets during practice
### Review and evaluation of the student's work in practice

(name of the enterprise, organization, institution)

<table>
<thead>
<tr>
<th>Head of practice from enterprise, organization, institution</th>
<th>(signature)</th>
<th>(surname and initials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seal</td>
<td>«______»</td>
<td>______________________  20 __</td>
</tr>
</tbody>
</table>

32
Continuation of Appendix B

Review of persons who checked the practice


Conclusion of the practice leader from the higher educational institution on the passing of the practice

Settlement date «____»___________20____

Score: national scale

Scores __________________________________________

on the ECTS scale _____________________________

Head of practice from higher educational institution

______________________________ (signature) ________________ (surname and initials)

33
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combined use
Can be used in local and network modes

METHODICAL RECOMMENDATIONS
FOR THE PASSAGE OF PRE-DIPLOMA PRACTICE
for students of the specialty 292 «International Economic Relations»
an educational degree, master's degree

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