

Robert Elvorti Economics and Technology Institute

Approved by the academic council  
Of Robert Elvorti Economics and Technology  
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implemented by order of the rector dated  
16.09.2020 №133-2/OD

**REGULATIONS ON THE INTERNSHIP OF HIGHER  
EDUCATION STUDENTS OF THE SECOND (MASTER'S)  
LEVEL  
AT ROBERT ELVORTI ECONOMICS AND TECHNOLOGY  
INSTITUTE**

Kropyvnytskyi 2020

## GENERAL REGULATIONS

The Regulations on the internship of students of the second (master's) level of Robert Elvorti Economics and Technology Institute (hereinafter - the Regulations) are developed in accordance with the Laws of Ukraine "On Education", "On Higher Education", the Regulations on the internship of students of higher educational institutions of Ukraine, and other regulatory documents of the Ministry of Education and Science of Ukraine regulating the practical training of students of the master's level.

The internship is the final stage of the Master's degree programme. During the internship, the student must perform an independent research, creatively applying the theoretical knowledge acquired during the course of study to solve a wide range of management tasks. At Robert Elvorti Economics and Technology Institute (hereinafter - ETI, the Institute), the organisation of practical training at the Institute is regulated by this Regulation.

These Regulations address the general issues of organising, conducting and summarising the internships of higher education students.

### 1. PURPOSE AND OBJECTIVES OF THE INTERNSHIP

The purpose and regulatory content of master's internship are determined by the educational and professional training programme.

1.1. The purpose of the internship is to master the modern methods and forms of labour organisation in the field of their future profession, to form their knowledge, professional skills and abilities to make independent decisions during specific work in real production conditions, to develop the need to systematically update their knowledge, conduct research and creatively apply the acquired knowledge in practical activities.

1.2. The internship of higher education students involves the continuity and consistency of its conduct, the acquisition of a sufficient amount of competencies by higher education students in accordance with the educational and professional programme of master's training.

1.3. The objectives of the internship are to consolidate and deepen the theoretical knowledge gained by higher education students in the process of studying theoretical disciplines of professional training, to develop practical skills in the specialty, and to collect factual material for the master's thesis.

1.4. The graduating department that provides the internship develops methodological support that contributes to the quality of the internship.

1.5. The form, duration and timing of the internship are determined in the curriculum of the Institute.

### 2 ORGANISATION AND MANAGEMENT OF THE INTERNSHIP

2.1. Responsibility for the organisation and conduct of the internship lies with the head of the graduating department, which is responsible for the internship, and the head of the Institute's internship.

Head of the department responsible for the internship:

- selects (together with the academic staff of the departments responsible for conducting a particular type of practice and the Head of Internship of the Institute) the internship placements for ETI students;
- conducts general control over the organisation and completion of internships by students of the Institute;
- ensures the development of methodological support for the organisation and conduct of internships, and monitors their implementation;
- when drawing up the workload of the department, plans to supervise the internship for teachers with work experience that corresponds to the profile of the internship placements.

2.2 To directly supervise the internship of higher education students, the head of the department appoints a supervisor of the internship from the department in accordance with his/her academic workload.

2.3. The supervisor of the internship from the institute must:

- 1) study the programme and educational and methodological documentation for the internship;
  - 2) get acquainted with the content and features of the internship agreement signed with the enterprise, control the prepared internship placements and take the required measures for their preparation, if necessary;
  - 3) get acquainted with the group of students who are allocated to the internship under his/her supervision;
  - 4) hold an organisational meeting with a group of students, at which he/she:
    - informs about the term of the internship;
    - gets acquainted with the internship programme;
    - provides students with the necessary documents (referrals, diaries, guidelines, etc.);
    - informs students about the requirements for keeping diaries and preparing reports on the internship;
    - informs students about the reporting system on the internship adopted by the department (preparation of a diary, submission of a written report);
  - 5) acquaint the supervisor from the enterprise with the internship programme and agree on the schedule of its completion.
  - 6) control the provision of normal working and living conditions for students;
  - 7) control the students' compliance with the internal regulations of the internship placement, keep or arrange for the keeping of a student attendance record;
  - 8) get acquainted with the completed student report;
  - 9) systematically inform the department about the progress of the internship.
- Immediately report all cases of injury and gross misconduct by students to the Head of the Department.
- 10) check and sign the diary and report of the internship;
  - 11) participate in the internship defence committee;

2.4 The responsibilities of the supervisor of the internship from the enterprise are as follows:

- 1) provide instruction on the implementation of safety rules, labour protection and fire safety with a personal signature of the student on familiarisation;
- 2) conduct a tour of the enterprise, familiarise the trainees with the technology and organisation of production (services), as well as facilitate the receipt of information for the preparation of a master's thesis;
- 3) organise the internship in accordance with the calendar plan;
- 4) to acquaint students with the organisation of work at a particular workplace, the organisation of production, labour and management in the service (department);
- 5) explain to students the nature and purpose of the work performed;
- 6) assign students to perform work independently that corresponds to the content of the internship programme;
- 7) create appropriate conditions for familiarisation with instructions, regulations governing specific activities;
- 8) systematically check the compliance of records made by trainees in the diary, the nature and description of the work performed during the day, and certify their performance with their signature;
- 9) monitor the student's compliance with labour discipline;
- 10) provide feedback from the company's supervisor on the internship, sign and place the company's stamp and facilitate the correct execution of the internship diary.

2.5 During the preparation for the internship, the student should:

- 1) prepare and submit to the institute an internship agreement;
- 2) receive consultations from the supervisor of the internship from the institute on the preparation of the necessary documents;

2.6. During the stay at the enterprise, the student should:

- 1) arrive on time at the enterprise - internship placement site;
- 2) if necessary, obtain a pass;

- 3) familiarise themselves with the company's working hours (start, lunch break, end of the working day);
- 4) comply with internal regulations and labour law requirements on an equal footing with the company's employees;
- 5) learn and strictly follow the rules of labour protection, safety and industrial sanitation;
- 6) fully perform all tasks provided by the internship programme and instructions of its supervisors:
  - follow the instructions of the supervisor, be responsible for the work performed;
  - systematically keep records in the practice diary, record the amount and content of work performed during the day, and draw up a diary in the prescribed form;
  - during the internship, report weekly to the institute's internship supervisor on the work performed;
  - no later than one day before the end of the internship, submit a report and a diary to the internship supervisor from the institute.

2.7. Requirements for the social activity of a student trainee. While at the enterprise - the internship placement site, the student should:

- 1) represent the institute with dignity, adhere to generally accepted norms of behaviour and morality in interpersonal relations;
- 2) be aware of the economic, political, cultural life, global problems of economic development of world economic relations, integration of Ukraine into the system of international division of labour;
- 3) fulfil constitutional duties, comply with the law, internal regulations of the organisation - the internship placement site;
- 4) take into account and predict the social aspects of the impact of their own business activity on the organisation's employees, consumers, and the image of their institution;
- 5) adhere to the norms of business communication ethics;
- 6) maintain own business image by adhering to the proper appearance and style of business communication;
- 7) develop leadership potential and entrepreneurship;
- 8) perform self-management, set life, professional, scientific goals, determine their priority.

### 3 THE INTERNSHIP PLACEMENT SITES

3.1. An internship placement site is an institution, enterprise, organisation of various forms of ownership and subordination, which is intended for the internship of higher education students, and must ensure the implementation of the internship programme for the relevant higher education degree (master's).

3.2. Enterprises, organisations, institutions that are the internship placement sites must comply with the educational and professional programme, curriculum of the speciality of higher education students, take into account the specifics of the speciality, have qualified professionals to supervise the internship and the necessary material and methodological base.

3.3 The enterprises - internship placement sites should apply the leading forms and methods of management and organisation of production, planning and economic work, logistics and marketing activities, introduce advanced technologies of production, labour organisation and management.

3.4. The enterprise where the master's student does his/her internship becomes the object of his/her independent applied research, the results of which are presented in the internship report.

3.5. Students can independently choose a place of internship or use the internship placement sites offered by the department.

3.6. The Institute signs internship agreements with the internship placement sites (enterprises, organisations, institutions of any form of ownership) in advance. The duration of the contracts is agreed by the contracting parties.

3.7. On the basis of the agreement, students receive a referral for internship, which is prepared by the Head of the Institute's internship.

3.8. The legislation of Ukraine on labour and the Internal Labour Regulations of the internship base apply to higher education students who undergo internships.

#### 4 SUMMING UP THE INTERNSHIP RESULTS

4.1. Upon completion of the internship, students report on the completion of the internship programme and prepare a report on the internship. The internship report should be prepared in accordance with the requirements contained in the guidelines for the organisation and conduct of internships. The internship report is accompanied by an internship diary in which all sections are completed, signed and evaluated by the internship supervisor from the internship placement site and the internship supervisor from the department.

4.2. The final control is carried out by the commission appointed by the head of the department. The commission consists of the head of the internship from the department, heads of internships from the internship placement sites (if possible), scientific and pedagogical staff of the department who taught students the disciplines of professional training. The defence of internships takes place in the form of a scientific and practical seminar, during which students present the most important research results.

4.3 The defence of practical training materials is carried out during the examination session of masters, which follows the training.

4.4. Reporting documentation on the internship is stored at the department during three calendar years.

4.5. The results of the internship are discussed at the meeting of the department, and the general results of the internship are summarised at the Academic Council of the Institute.

4.6. The master's grade for the internship is taken into account along with other grades that characterise the master's performance.