

## 1. EXPLANATORY NOTE

The program of managerial internship is intended for the master students of specialty 1-25 80 01 Economics, profiling: Economics and Management at Enterprises. The internship is held in the 2nd semester. The duration of the internship is 4 weeks (February-March).

Internship is an integral part of the educational process and is an obligatory component of the study on Master program in the field of Economics and Management.

The internship program is developed based on:

- Educational standard of higher education ESHE 1-25 80 01-2019 Higher education. Second stage (Master degree). Speciality 1-25 80 01 Economics;
- Curriculum of the Belarusian State University speciality 1-25 80 01 Economics, profiling Economics and Management at Enterprises (reg. No. E025-a-109 / st. from 11.04.2019).

The purpose of the internship is to consolidate the knowledge and skills gained during theoretical studies in Master program; to master research skills in the field of scientific and applied problems investigation; to develop skills in solutions of socio-professional problems in the field of management and application of innovative technologies into professional activities.

Tasks, which should be solved by students during managerial internship:

- participation in the production and managerial activities in an organization and learning method of economic processes management;
- consolidation, expansion and systematization of knowledge gained from the study of disciplines;
- examination of specific financial, investment, exchange, production and other business documents;
- collection and systematization of factual and statistical data, examination of literary sources on the subject of master's thesis;
- performing scientific research according to an individual plan and tasks given by the university internship supervisor.

*Requirements for the content and organization of internship in accordance with the educational standard*

The educational program of higher education on the second stage (master program) with advances training of a specialist, provides having the internship in organizations of various spheres of the national economy.

Internship is aimed to consolidate the knowledge and skills obtained during theoretical training and master one's skills in analysis of economic activities of an organization, product innovation assessments; implementation of innovative projects, organization of investment activities and commercialization of intellectual property.

During the internship master students develop the following competencies:

*Universal competences*

UC-1. – to be able to apply of scientific methods and techniques (analysis, comparison, systematization, abstraction, modeling, data validation, decision-making, etc.) in self-research activities, generate and implement innovative ideas.

UC-2. – to be able to study independently new methods of economic design, research, organization of production.

UC-3. – to be able to take the initiative, including in situations of risk, to solve problems using an innovative approach.

UC-4. – to be able to use fundamental economic knowledge in professional activities.

*Depth professional competencies*

DPC-1. – to be able to analyze economic entities behavior in different types of market structures, to be able to research and develop the marketing strategy of the organization, to evaluate the consequences of the state microeconomic policy.

DPC-2. – to be able to analyze the features of macroeconomic policy under different initial conditions of the economy, to be able to develop measures of macroeconomic policy.

DPC-3. – to be able to use modern methods of planning and optimization of tax payments, evaluation methods of tax risks, analyze the tax situation, evaluate the level of tax burden and the effectiveness of tax solutions.

DPC-4. – to be able to develop and implement innovative and venture capital projects, build and develop the organization's competitive advantages through innovative solutions, and develop new market segments for innovative products and services.

DPC-5. – to be able to analyze data for economic, managerial, research and development purposes.

The duration of internship are determined by the curriculum for the speciality and are 4 academic weeks (6 credit units). The specific date for the beginning and end of the practice is set by the working curriculum, and is mentioned in the practice order, the contract for internship and the internship diary.

The place of the internship is determined by the chosen topic of the master's thesis and the capacity of an organization. The internship can be carried out on the basis of ministries, departments, research institutions, enterprises and organizations of various forms of ownership.

## 2. CONTENT OF THE INTERNSHIP

The content of the managerial internship is determined by the topic of the master's thesis and aimed to collect data for it. During the internship, a student should collect and process information in an amount sufficient to write the analytical part of the master's thesis (third chapter), develop skills of using scientific methods and creative approach for solving professional problems and enhancing professional competencies.

The content of the internship contains two mandatory parts.

1. **General task.** Investigation of the organizational and economic characteristics of an organization: study of the goals and objectives of its activities; organizational structure; resources (labor, material, etc.); analysis of financial and economic results of activities over the last 3-5 years, analysis of its international activities (if any).

2. **Individual task.** The internship supervisor from the department formulates individual task. Individual task should correspond to the topic of the master's dissertation and reflect:

- Review of literature and regulations on the subject;
- Analysis of the current state of the research problem in the Republic of Belarus and abroad;
- Analyses of the subject based on the data gathered during the internship;
- Preliminary proposals for solving managerial problems, which were identified during the research.

### 3. INFORMATION AND METHODOLOGICAL PART

#### 3.1 Procedure for internship organizing and conducting

The main internship organizational activities are the choice of an organization, submission of the organization for internship and supervisor from the department, the preparation of the internship documentation (order for internship, contract for internship, individual dairy) and compilation of individual tasks, control of the internship completeness and summing up its results.

The graduating department provides methodological guidance of internship. The head of the department together with the internship supervisors carry out administration of the internship.

Before the start of the internship, the graduating department holds an organizational meeting. Its purpose is to explain to students the procedure for passing the internship and its content. In the meeting, students are given their individual diaries for internship and other enclosed documents. During the internship a student keeps a diary in which he reflects the content of the work performed, participation in the public life of the organization, notes the difficulties that he has.

The internship schedule is shown in Table 1.

Table 1 - Calendar schedule for managerial internship

№	Name of activity	Time duration and place	Person in charge
1	Introduction of the purpose and objectives of the internship, the procedure and timetable for its implementation, receiving an individual task.	First day of internship, Economic faculty	Internship supervisor from the department
2	Familiarization with the requirements for internship report	First day of internship, Economic faculty	Internship supervisor from the department
3	Familiarization with organizational internal regulations and life-safety instructions	First day of practice, Place of practice	Internship supervisor from the organization
4	Exploring activities of the organization, data collection and its analysis for the evaluation of the organizational and economic characteristics of the organization	3 days	Internship supervisor from the organization; Internship supervisor from the department

5	Literature and law regulations review conducted to the topic of the master's thesis	2 days	Internship supervisor from the organization; Internship supervisor from the department
6	Analysis of the current state of the research problem in the Republic of Belarus and abroad	3 days	Internship supervisor from the organization; Internship supervisor from the department
7	Collection of factual and statistical data for conducting practical research on the subject of master thesis.	6 days	Internship supervisor from the organization; Internship supervisor from the department
8	Analysis of actual and statistical data on the topic of the master's thesis. Proposals formulation for the final part of the master's thesis	6 days	Internship supervisor from the organization; Internship supervisor from the department
9	Analytical report evaluation	3 days	Internship supervisor from the organization; Internship supervisor from the department
10	Defense of the analytical report	Within 2 weeks after the end of the internship	Internship supervisor from the department

**During the first two weeks after the end of the internship, in accordance with the schedule of the educational process, a student defends its internship report** to the internship supervisor from the department. For defending, a student submits an internship diary, a report on the results of the internship and a written feedback of internship supervisor from the organization.

A master student who has not completed the program of internship and (or) received a negative feedback from the internship supervisor from the organization, get unsatisfactory mark for internship and is not permitted to take part in the final certification.

### **3.2 Requirements for an individual task for internship**

An individual task is given to the student by the internship supervisor from the department at the organizational meeting and is fixed in the internship diary. The content of the individual task is determined by the topic of the master's thesis and must correspond to the content of the internship mentioned in section 2 of this program. The internship supervisor from the organization, taking into account the topic of the master's thesis, can clarify the individual task. Any changes in the individual task should be agreed with the internship supervisor from the department.

### **3.3. Methodical instructions for internship**

Data collection during the internship implies to the study of management, financial, statistical reports, regulatory documents. All conclusions should be based on factual data analysis.

Data analysis is carried out using methods and tools of economic, financial, factor, regression analysis.

### **3.4 Requirements for the content and design of the internship report**

The report on the results of the internship must comply with the requirements of this program, reflect the goals and objectives of the internship. The analytical report on the results of the internship consists of an introduction and a main part.

**The introduction** follows:

- to reveal the significance of the chosen topic, its place and role for the object of internship;
- to describe the techniques and methods, information systems and data used in the analysis and study of the problem.

**The first chapter** of the main part of the report includes the theoretical aspects of the topic of the master's thesis (a review of literature and regulations), the content of the concepts necessary for subsequent analysis, lists and describes the techniques and methods of analysis.

**In the second chapter** of the main part, the organizational and economic characteristics of the organization are given, the factual data is analyzed, analytical tables are compiled, diagrams, graphs are provided, various techniques and methods of analysis are used, conclusions are formulated based on the results the analysis performed. In order to identify trends, economic indicators should be analyzed in dynamics for several reporting periods (min. 3 periods, including the period preceding the year of the report). The indicators should be presented in a comparable form.

**In the third chapter** of the main part of the report, proposals for optimizing and increasing the efficiency of activities are presented, a specific mechanism for their implementation is described, the necessary calculations are given to prove their efficiency and effectiveness and forecasts are made.

The minimum report size is 20 pages.

A sample report title page is presented in APPENDIX A.

APPENDIX A

MINISTRY OF EDUCATION OF THE REPUBLIC OF BELARUS  
BELARUSIAN STATE UNIVERSITY  
Faculty of Economics  
Department of International Management

**Report**  
**on the results of managerial internship**  
from \_\_\_\_\_ to \_\_\_\_\_ 202\_ .

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*(name of the organization)*

Specialty 1-26 80 04 Economics  
Profiling: Economics and Management at Enterprise

Completed by master student

\_\_\_\_\_

(signature)

\_\_\_\_\_

(surname and initials)

Internship supervisor  
from the organization

\_\_\_\_\_

(signature)

\_\_\_\_\_

(surname and initials)

Internship supervisor  
from the department

\_\_\_\_\_

(signature)

\_\_\_\_\_

(surname and initials)

Minsk, 202\_

## **Managerial internship organizational procedure**

**BSU** organizes the internship, its documentation supervision and provides:

- annual, timely (**no later than one month before the start of internship**) agreements with on the organizations for internship (only for students who are going to do internship in Belarus) ;
- issue orders for internship in accordance with the concluded agreements with organizations;
- approval of the internship program;
- conducting, if necessary, a medical examination of students before the internship;
- timely students placement for internship;
- scientific and methodological guidance of internship, including life-safety issues;
- control over the implementation of the internship program;
- analysis, together with organizations, the results of the implementation of the internship program and prepare proposals for improving it.

At **BSU**, the internship supervisor from the **BSU** carries out the general management of practice. The faculty and the department carry out the scientific and methodological guidance of the internship.

### **Faculty:**

- informs students about the dates of the internship, conducts the placement of students to organizations;
- organizes n organizational meetings;
- organizes instructing students on life-safety issues;
- monitors the timeliness of delivery of reporting documents and differentiated credits by students after the end of the internship;
- takes the reports of the department on the results of the implementation of internship programs on the faculty council and makes suggestions for improving the the internship program.

**Not later than 10 days before the start of the practice**, the dean's office determines the date, time and place of the organizational meeting and informs the students and **internship supervisor from the department** about it. At the organizational meeting, internship supervisor from the department give students internship diaries and inform students about the internship program.

### **Department:**

- develops an internship program;
- introduces students to the goals, objectives and program of internship;
- prepares proposals on the placement of students for internship;
- develops, as necessary, revises, corrects internship program, forms of reporting documentation;
- identifies and timely eliminates shortcomings in the internship program, and, if necessary, informs the management of the **BSU** and the organization about them;



- after the end of the internship organizes the defense of internship reports;
- analyze the implementation of the internship program, discuss the results and within a week after the department meeting, present to the dean of the faculty reports on the results of the internship.

**The organization** carries out the practice, its documentation and provides:

- conclusion of agreements on the organization of internship;
- issue of an order on the organization of students' enrollment for accordance with agreements on the organization of student practice;
- creating the necessary conditions for students to do internship and implement its program
- instructing students on life-safety issues;
- attracting students to work provided for by the internship program.

An experienced specialist appointed by the head of the organization carries out the direct management of internship in the organization. **At the end of the internship, the internship supervisor from the organization gives a written review** of the implementation of the internship program by the student.

During the internship, students are under labor protection legislation and the organization's internal labor regulations.

**During the last week of internship**, a student prepares a written report on the implementation of the internship program. The report must be signed by the student, the internship supervisor of the practice from the organization and approved by the head (deputy head) of the organization.