

Pre-diploma practice

According to the curriculum, in the spring semester 2024, you will

- have the pre-diploma practice
- prepare your master's thesis
- defend your thesis (in the first half of May 2024)

Pre-diploma practice: basic information

Dates: March 4 – April 28, 2024 (8 weeks)

Practice supervisor: your master's thesis advisor

Place of practice: any company/enterprise, any organization or university that you should find yourself and that will agree to let you have your pre-diploma practice with them

Reporting procedures: submitting and defending the practice report and the practice journal

[*All materials related to the internship can be found here*](#)

!! What you should do before the pre-diploma practice

1. Find a company/enterprise that will be willing to accept you as a trainee or asking you superwizer, if you want training in our department accounting and finance.
2. Write a **statement** with the request of allowing you to have practice in the chosen company. [Here](#) you can find a form (template) of the statement that you have to complete.
3. Get **the letter of consent** from the company. [Here](#) is a form (template) of such letter that the company's representative has to fill out.

Instructions for filling out the forms (items 2 and 3) are on the next slides.

Instructions for filling in the statement and consent forms (items 2 and 3 in the previous slide)

You should complete the forms in English.

After you fill in the forms and get all necessary signatures and stamps (seals), save the documents as **.pdf files** and send them to your thesis advisor.

If you have any questions regarding the preparation of the documents described above, ask your thesis advisor for help.

An example of filling in the letter of consent form

You can just copy what is shown in red (without yellow). The code of the academic group is the same for everyone.

What is highlighted in yellow should be replaced by your own information. Don't copy it.

Note that for your enterprise the position of the responsible person can be different (director, vice-director, head of some other department etc)

Vice-rector of NTU “KhPI” for scientific and pedagogical work
Oleksandr TRUSH

LETTER OF CONSENT

for the admission of a student for pre-diploma practice

THE NAME OF THE COMPANY IN ENGLISH (IN LATIN CHARACTERS)

(full name of the enterprise, organization, institution)

agrees to accept a student for pre-diploma practice

group **BEM-M622i.e**

Zhang Zheng

(full name of the student)

Head of HR department Li Bin

(position, full name of the responsible person)

(signature certified by seal)

An example of filling in the statement form

You can just copy what is shown in red (without yellow). It is the same for everyone.

What is highlighted in yellow should be replaced by your own information. Don't copy it.

In case your company is located outside China, change the name of the country.

Vice-rector of NTU “KhPI” for scientific and pedagogical work
Oleksandr TRUSH
student VI course, group BEM-M422i.e
full-time form study

Zhang Zheng
(full name)

STATEMENT

I am asking you to allow me to complete pre-diploma practice at the base

THE NAME OF THE COMPANY IN ENGLISH (IN LATIN CHARACTERS)

(full name of the enterprise, organization, institution)

in country the People's Republic of China . I undertake to submit the practice report to the graduation department in electronic form and send it on paper by courier delivery services by **November 10, 2023**. I am informed that otherwise I will not be allowed to defend my diploma thesis.

« 1 » August 2023.

(the student's signature)

Reporting procedures after the end of the pre-diploma practice

Based on the results of the pre-diploma practice, students prepare a **report** and fill in [the journal of practice](#).

The templates of the report and journal will be provided on March 4, 2024.

The report will include the main part, which structure will be the same for all students, and an individual assignment, which will be specific to every student and related to the topic of the thesis. The individual assignment will be formulated by the thesis advisor.

Students should discuss the topic of their thesis with the advisor and formulate it by February 1, 2024.

The report on the pre-diploma practice and the practice journal should be submitted to the thesis advisor and verify **within five days after the end of the practice**.

Students who have not passed ALL courses in the previous semesters will not be allowed to verify their reports on the pre-diploma practice.

Important dates and deadlines

February 28 , 2024

The deadline for submitting your statement and the consent of the company to your advisor

March 4, 2024

The official start of the pre-diploma practice

February 1, 2024

Formulate the topic of your thesis

April 28, 2024

The end of the pre-diploma practice

April 29, 2024

The deadline for submitting and verifying the **electronic** versions of the report on practice and the journal (diary) of practice

May 4, 2024

The deadline for submitting **hard copies** (paper version) of your report on practice (by post)
