



## Educational Component Syllabus

### Pregraduate Internship

**Code and Name of the Major**

072 – Finance, banking, insurance and stock market

**Curriculum**

Finance and Banking

**Academic Level**

Master's degree

**Quantity of Semesters**

3

**Institute**

Academic and Research Institute of Economics, Management and International Business

**Department**

Accounting and Finance (205)

**Type of Educational Component**

Special (professional), Mandatory

**Teaching Language**

Ukrainian, English

### Teachers, developers

**Oleksandr Volodymyrovych Manoylenko**

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Doctor of Economic Sciences, Full Professor, Professor at the Accounting and Finance Department (NTU "KhPI")

Author of more than 250 researches, publications and instructional material. Leading lecturer of the following courses: "Global Stock Market", "Block-Chain Technologies and Cryptocurrency Trading", "Financial Management". Learn more about the professor on the department's website

**Tetiana Nazarova**

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Candidate of Economic Sciences, Associate Professor, Associate Professor of the Department of Accounting and Finance (NTU "KhPI") The author of more than 50 scientific and educational and methodical publications. Leading lecturer on courses: "Finance", "Tax system", "Budget system"

[Learn more about the teacher on the department's website](#)

### General information

**Annotation**

Pre-graduate internship is intended for higher education students aiming to acquire professional skills and research abilities through collecting and analyzing raw data for the completion of a master's thesis. During their internship, students master the modern tools of academic research, processing and analysis of experimental data, design of the research results. Also, students get acquainted with modern research tools and equipment of research laboratories, participate in real-life research projects. A special emphasis is placed on the collection and processing of the raw data necessary for the completion of the master's thesis. The goal of internship is development of research competencies of future experts in the field of Finance, banking, insurance and stock market.

## **Purpose of the Educational Component**

The purpose is to form students' competence in independent planning, organization and conduct of research, search and critical analysis of research information, processing and generalization of the obtained data, presentation of the obtained results. Students master the methodology and tools for conducting their own scientific research, which is necessary for the preparation of master's theses. The ability to scientifically substantiate the relevance and novelty of research, to develop the necessary methodological and analytical base for the performance of scientific and research assignments in the field of Finance, banking, insurance and stock market.

## **Format of the Educational Component**

Independent work (non-contact hours), consultations. Final examination upon completion of required papers is performed.

## **Competence (integral)**

GC 1. Ability to think abstractly, analyze, and synthesize.

GC 3. Ability to conduct sound research.

GC 5. Ability to make informed decisions.

PC 1. Ability to use the fundamental laws of development of finance, banking, and insurance in combination with research and management tools for professional and academic activities.

PC 2. Ability to use theoretical and methodological tools to assess and model financial activities.

PC 3. Ability to apply management skills in finance, banking, and insurance.

PC 4. Ability to evaluate the effectiveness of academic, analytical, and methodological tools to justify finance, banking, and insurance management decisions.

PC 6. Ability to apply interdisciplinary approaches to solving complex problems in finance, banking, and insurance.

PC 7. The ability to search, use, and interpret information is necessary for solving professional and academic problems in finance, banking, and insurance.

PC 9. Ability to develop technical specifications for the design of information systems in finance, banking, and insurance.

## **Learning outcomes**

LO01. To apply fundamental laws of finance, banking, and insurance development in combination with research and management tools for professional and academic activities.

LO02. To be aware of the latest achievements, concepts, and academic methodologies in finance, banking, and insurance.

LO03. To adapt and modify existing academic approaches and methods to specific situations that occur during work.

LO04. To search, process, systematize, and analyze information necessary for solving professional and academic problems in finance, banking, and insurance.

LO11. To apply in-depth knowledge in financial, banking, and insurance management decision-making.

## **Scope of the Educational Component**

Total number of academic hours: 330 hrs. (11 ECTS credits): independent work – 330 hours.

## **Pre-requisites**

In order to successfully pass the pre-graduate internship, it is necessary to have knowledge and practical skills acquired during completion of all mandatory educational components of the " Finance and Banking" graduate level curriculum.

## **Educational Component Requirements and Its Features**

Pre-graduate internship can be organized and completed at business entities, institutions and organizations of all legal forms and forms of ownership, or at structural units of a higher education institution that provide appropriate training. During pre-graduate internship, students get acquainted with the following: organizational and legal form, branch affiliation; when and by whom it was founded, location, material and technical base, main economic indicators for the reporting period, number of employees; a diagram of the structure of the management apparatus, a list of the main competitors.

Analysis of planned and actual indicators of the financial and business activity of enterprises, institutions or organizations, statistical and accounting reports, orders, results of observations, surveys and other methods are used to collect primary information for the completion of a thesis in accordance with individual internship assignments. The Department of Accounting and Finance appoints pre-graduate internship advisors to guide the internship of each student. The responsibilities of internship advisors are to develop and provide students with individual assignments and other instructions for completing internship; control over the timeliness of the completion of individual internship schedules; consulting on the implementation of an individual internship assignment and preparation of internship documents; timely processing of feedback and preliminary evaluation of the student's performance based on submitted internship report and outcomes of individual assignment. The manager of the entity where the internship is performed appoints an advisor to supervise the internship of each intern. The duties of the internship advisors at the entities are to control the student's compliance with labor guidelines and safety techniques; developing and providing students with individual assignments and other instructions for internship; control over the timeliness of the completion of individual schedules; consulting on the implementation of individual internship assignments and preparation of internship documents; facilitating proper conditions for high-quality implementation of the internship program and assistance to students in obtaining data for the report and improving their qualifications; timely processing of feedback (through assessment of attitude, compliance with labor guidelines, level of theoretical and practical training, etc.) and preliminary assessment of the student's performance during internship based on the review of the internship report, individual assignment outcomes and other internship documents.

## **Features of the Assignment, Its Methods and Educational Technologies**

Teaching methods:

- independent research;
- consultations with the academic advisor;
- processing of academic literature and databases;
- experimental testing of hypotheses.

Learning technologies:

- use of Internet sources;
- data processing;
- visualization of research outputs.

## **Educational Component Program**

### **Topics of Lectures**

Lectures are not provided for this educational component.

### **Topics of Seminars (workshops)**

The named above are not provided for this educational component.

### **Topics of Laboratory Assignments**

The named above are not provided for this educational component.

### **Independent Work**

Collection of material for the completion of a thesis, completion of an individual assignment according to the internship program, completion of internship journal and pre-graduate internship report.

## References and Educational Material

1. ДСТУ 3008:2015. Reports in the field of science and technology. Structure and rules of design. URL: [https://online.budstandart.com/ua/catalog/doc-page.html?id\\_doc=64463](https://online.budstandart.com/ua/catalog/doc-page.html?id_doc=64463).
2. ДСТУ 8302:2015. Bibliographic reference. General provisions and rules of compilation. URL: [https://online.budstandart.com/ua/catalog/doc-page.html?id\\_doc=64411](https://online.budstandart.com/ua/catalog/doc-page.html?id_doc=64411).
3. Methodological instructions for completing a master's thesis for students of all forms of study in the specialty 072 "Finance, banking, insurance and stock market" - Kharkiv: NTU "KhPI", 2024. - 42 p.
4. Academic Integrity Policy at the National Technical University "Kharkiv Polytechnic Institute". URL: <https://web.kpi.kharkov.ua/phd/disertatsijna-rada/politika-dobrochesnosti/>.

## Grading System

### Evaluation Criteria Used to Identify the Graduate's Performance and Associated Score Distribution

The main assignments of the pre-graduate internship are reflected in the internship journal, in which the student records the content and scope of the work performed, as well as its outcomes throughout the entire internship. The main document on the implementation of the pre-graduate internship program is a written report, which, together with the internship journal, is submitted for review to the internship advisor assigned at the department within the terms regulated by normative and methodical documents on the organization and performance of internship. Based on the results of report assessment, the internship advisor of the department writes a general review. The quality of the report (completeness of the material presentation, compliance to the recommended structure, quality of illustrations and appendices) gives 60 points total. The entity internship advisor could give up to 40 points based on performance of internship assignments, initiative, creativity, compliance with safety rules. The final grade is calculated based on the sum of points received.

### Academic Integrity and Policy

The student must adhere to the "Code of Ethics of Academic Relations and Integrity of NTU "KhPI": to show discipline, education level, benevolence, honesty, responsibility. Conflict situations should be openly discussed in study groups with the teacher, and if it is impossible to resolve the conflict, it should be brought to the attention of the employees of the institute's directorate.

Regulatory and legal support for the implementation of the principles of academic integrity of NTU "KhPI" is posted on the website: <http://blogs.kpi.kharkov.ua/v2/nv/akademichna-dobrochesnist/>

### Approvals

Approved

Department Chair Oleksandr  
MANOYLENKO

EP Guarantor Tetiana  
NAZAROVA

### Rating Scale

Total points	National assessment	ECTS
90-100	Perfect	A
82-89	Good	B
75-81	Acceptable	C
64-74	Satisfactory	D
60-63	Below Satisfactory	E
35-59	Unsatisfactory (requires further study)	FX
1-34	Unsatisfactorily (requires new enrollment in the course)	F