Syllabus
Practice Program

Practical training

Specialty
D3 – Management

Institute
Institute of Education and Science in Economics, Management and International Business

Specialization

Department
Department of Management (204)

Educational program
Business administration (in English), International Business

Type of educational component
Mandatory, optional

Level of education
First (bachelor's level)

Form of study
Full-time, part-time, distance learning

Semester
6

Language of instruction
English

Developers



Olena Zamula

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PhD (Economics), Associate Professor of Management Department (NTU "KhPI")
The experience of scientific and pedagogical work is more than 15 years. She is the author of more than 70 and educational works, including 11 teaching aids and textbooks, and 26 scientific articles.

More about the lecturer on the department's website

Замула Олена Василівна – Кафедра менеджменту



Olena Prokhorenko

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PhD in Economic Sciences, Associate Professor, Professor of Department of Management
Authored and co-authored over 70 scientific and methodological publications.
Senior lecturer of courses "Strategic Change Management", "Self-Management", "Business Diagnostics"

More about the lecturer on the department's website
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Olha Yatsenko

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Candidate of Pedagogical Sciences, Associate Professor, Associate Professor at the Department of Management, NTU "KhPI".
Author of more than 80 scholarly and educational publications.
Courses taught: Fundamentals of Management, Self-Management, Leadership and Conflict Management.
Learn more about the academic staff member on the department's website
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General information

Summary

Practical Training (Practice) is aimed at: mastering various types of managerial activities; gaining personal experience in performing different professional roles; selfimprovement in professional competence; acquiring initial experience and practical skills of a manager. Practical Training contributes to the development of communication skills, leadership qualities, and teamwork abilities. During the Practical Training, students also have the opportunity to build their professional network, which may become an important resource for their future careers. They can receive advice from experienced professionals and deepen their knowledge of a specific industry or company.

Objectives and goals

The purpose of the Practical training is to deepen and consolidate the theoretical knowledge obtained by higher education students in the process of studying a certain cycle of theoretical disciplines, practical skills, familiarization directly at economic entities (institutions, organizations, enterprises) with the production process and technological cycle of production, improvement of skills and abilities in the specialty, as well as collection of material for the performance of coursework (projects), diploma theses, etc.

Format of activities

Independent work, self-study, individual assignment (report, practice diary), consultations. The final control is a Differentiated grading .

Competencies

GC04. The ability to apply knowledge in practical situations.
GC08. Skills of information and communication technology usage.

Learning outcomes

LO 03. To demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership
LO 11. To demonstrate the skills of analyzing the situation and communicating in various areas of the organization’s activities.

Student workload

The total volume is 180 hours (6 ECTS credits): self-study - 180 hours.

Duration of the practice

The duration of the practice is 4 weeks.

Prerequisites for the educational component

Для успішного проходження виробничої практики здобувачам потрібне базове поєднання теоретичних знань з основ менеджменту, технічних навичок, а також адаптивних та комунікативних навичок , набутих завдяки попередньому навчанню.

Features of the educational component, teaching and learning methods, and technologies

Practical training of higher education applicants of the University is carried out at Practice bases that ensure the implementation of the Practice program for the Bachelor's degree in the specialty "Management". Applicants may undergo practical training through workplace-based learning in the course of employment, independent professional or entrepreneurial activity, military service, service in law enforcement agencies, etc. The student may independently, in agreement with the Practical training supervisor from the university, select and offer Practical training bases provided that they fully comply with the requirements of the Practical training program. The allocation of students to Practice sites and the appointment of supervisors is carried out by the Department of Management, coordinated with the Head of the Department and the University Practice Office, and formalized by the Rector's order. After the order is signed, changes to organizational aspects of the Practice are not permitted. The Practice base organizes the student's Practice in accordance with its internal work regulations, which may provide for a full-time or part-time working day, as well as a remote or blended format of presence at the Practice base and performance of tasks. Upon completion of the Practical training, the student must submit the Practical training report according to the recommended template. The template is provided to the student by the supervisor in Word format or a link to an electronic document (Google docs), or in another convenient way for editing. The applicant must defend the report, that is, comment on the results obtained and the conclusions drawn. The Practical training report is stored by the Practical training supervisor.

Topics of the individual assignment

An individual task represents the main part of Practical training and consists in performing duties in a certain position related to management activities: in the field of operational management, sales, procurement, logistics, quality management, personnel management, etc. The result of completing an individual task is the construction of a Job Card. A Job Card is a recommended condensed version of a job description/work instruction, which can help the supervisor assess candidates for the position and assist candidates or employees in understanding their career development trajectory within the host organization.

Materials and recommended reading

Sources of information

1. Practical training programme for students of specialty D3 "Management" of the first (bachelor's) level of higher education. Compiled by: Zamula O.V., Sitak I.L., Prokhorenko O.V., Yatsenko O.M. Kharkiv: NTU "KhPI", 2026. – 34 p
2. Положення про проведення практики студентів вищих навчальних закладів України, від 08.04.1993 № 93 Режим доступу: http://zakon2.rada.gov.ua/laws/show/z0035-93
3. Закон України № 1556-VII "Про вищу освіту" https://zakon.rada.gov.ua/laws/show/1556-18
4. Рекомендації щодо проведення практики студентів вищих навчальних закладів України, Державна наукова установа «Інститут інноваційних технологій і змісту освіти», Київ 2013, http://idgu.edu.ua/wpcontent/uploads/2022/10/recom_izo.pdf
5. ПОЛОЖЕННЯ ПРО ПОРЯДОК ПРОВЕДЕННЯ ПРАКТИЧНОЇ ПІДГОТОВКИ ЗДОБУВАЧІВ ВИЩОЇ ОСВІТИ НАЦІОНАЛЬНОГО ТЕХНІЧНОГО УНІВЕРСИТЕТА «ХАРКІВСЬКИЙ ПОЛІТЕХНІЧНИЙ ІНСТИТУТ», Харків, 2024, https://blogs.kpi.kharkov.ua/v2/nv/wpcontent/uploads/sites/43/2025/06/2024_POLOZHENNYA_PRO_PORYADOK_PRO VEDENNYA_PRAKTICHNOYI_PIDGOTOVKI.pdf
6. ПОЛОЖЕННЯ ПРО КРИТЕРІЇ ТА СИСТЕМУ ОЦІНЮВАННЯ ЗНАНЬ ТА ВМІНЬ І ПРО РЕЙТИНГ ЗДОБУВАЧІВ ВИЩОЇ ОСВІТИ, Харків, НТУ «ХПІ», 2025

https://blogs.kpi.kharkov.ua/v2/nv/wpcontent/uploads/sites/43/2025/03/Polozhennya-pro-kryteriyi-otsinyuvannya-znan-tavmin-i-pro-rejtyng-zdobuvachiv.pdf
7. Менеджмент: організаційна ефективність : Навчальний посібник / Н.М. Шматько, М.В. Кармінська-Бєлоброва, О.В. Замула та ін. – Харків: НТУ «ХПІ», 2024. – 280 с.
8.Менеджмент для магістрів навчальний посібник О В Прохоренко Г М Коптєва П В Брінь та ін Харків НТУ ХПІ, 2025.382 с
9. Войтко С.В. Мельниченко А.А. Лідерство та антикризовий менеджмент : підручник. Київ : КПІ ім. Ігоря Сікорського, Вид-во «Політехніка», 2021. 194 с.
10. Evans Mwiti Ochieng. A Study of the History, Functions, Roles, and Challenges of Human Resources Management. Journal of Enterprise and Business Intelligence. 2023. 3(1). P. 54-64.

Assessment and grading

Criteria for assessment of student performance, and the final score structure

A high-quality Practice report can be awarded a maximum of 100 points. Points may be deducted for violations of the following requirements:
1) Improper formatting or significant excess in the text volume; font or line spacing does not comply with established standards; missing or incorrect page numbering; incorrect formatting of graphical materials, etc. – 5–15 points. 2) Untimely approval of the plan, late registration of the Practice report, or late submission for defense – 5–15 points. 3) Missing or non-compliant introduction – 5–10 points. 4) Lack of logical structure or scientific style – 5–10 points.
5) Theoretical section does not meet requirements (lack of depth, comprehensiveness, completeness, failure to define discussion points, etc.) – 5–15 points.
6) Absence of tables and illustrative materials, their analysis, or connection to the text content – 5–20 points. 7) Failure to identify issues in the topic, propose solutions, or provide personal viewpoint and reasoning – 5–20 points. 8) Conclusions do not meet requirements (lack of connection to research results, absence of summaries of discussed issues) – 5–15 points. 9) Incorrectly formatted reference list – 5–10 points. The number of points for the Practice report is determined by the supervisor during the evaluation process. The score may be adjusted during the report defense. Based on the total points earned, the Practice report is graded according to the ECTS scale..

Grading scale

Total points	National	ECTS
90–100	Excellent	A
82–89	Good	B
75–81	Good	C
64–74	Satisfactory	D
60–63	Satisfactory	E
35–59	Unsatisfactory (requires additional learning)	FX
1–34	Unsatisfactory (requires repetition of the course)	F

Norms of academic ethics and integrity

The student must adhere to the Code of Ethics of Academic Relations and Integrity of NTU "KhPI": to demonstrate discipline, good manners, kindness, honesty, and responsibility, including when visiting the practice site. Conflict situations should be openly discussed in academic groups with lecturers and

supervisors, and if it is impossible to resolve the conflict, they should be brought to the attention of the Institute's management. Regulatory and legal documents related to the implementation of the principles of academic integrity at NTU "KhPI" are available on the website:
https://blogs.kpi.kharkov.ua/v2/nv/?page_id=208

Approval

Approved by	31.08.2026		**Head of the department** Nataliia SHMATKO
	31.08.2026		**Guarantor of the educational program** Olena PROKHORENKO
	31.08.2026		**Guarantor of the educational program** Olena Chaikova