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**Federal State Autonomous Educational Institution for Higher Education  
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA  
(RUDN University)  
Faculty of Economics**

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**COURSE SYLLABUS**

**Pre-diploma practice**  
(name of practice)

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**Production**  
(type of practice: educational, production)

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**Recommended by the Didactic Council for the Education Field of  
38.04.01 Economics**

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(code and name of the direction of training/specialty)

**The development of the discipline is carried out within the framework of the  
implementation of the main professional educational program of higher education:**

**International trade**  
(name (profile/specialization))

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## 1. COURSE GOALS

The purpose of the "Pre-diploma (production) practice" is to obtain practical skills in enterprises; institutions engaged in library, bibliographic, research, scientific and informational, methodological, cultural, educational activities; institutions engaged in foreign economic activity and activities related to all forms of international economic relations in the performance of economic and managerial tasks, as well as the collection of practical information.

## 2. LEARNING OUTCOMES

Conducting "Pre-diploma (production) practice" is aimed at the formation of the following competencies (part of the competencies) among students:

*Table 2.1. List of competencies formed in students when studying the discipline (results of mastering the discipline)*

Competence code	Competence	Competence indicators
GC-1	Able to carry out search, critical analysis of problem situations on the basis of a systematic approach, to develop an action strategy	GC-1.1 Analyzes the task, highlighting its basic components
		GC-1.2 Determines and ranks the information required to solve the task
		GC-1.3 Searches for information to solve the task on various types of requests
		GC-1.4 Offers options for solving the problem, analyzes the possible consequences of their use
		GC-1.5 Analyzes ways to solve problems of ideological, moral and personal nature on the basis of the use of the main philosophical ideas and categories in their historical development and socio-cultural context
GC-2	Able to manage the project at all stages of its life cycle	GC-2.1 Formulates a problem, the solution of which is directly related to the achievement of the project goal
		GC-2.2 Determines the relationship between the tasks set and the expected results of their solution
		GC-2.3 Within the framework of the tasks set, determines the available resources and restrictions, the current legal norms
		GC-2.4 Analyzes the schedule for the implementation of the project as a whole and chooses the best way to solve the tasks, based on the current legal norms and available resources and limitations
		GC-2.5 Monitors the progress of the project, adjusts the schedule in accordance with the results of the control
GC-7	Capable of using digital technologies and methods of searching, processing, analyzing, storing and presenting information (in the professional field) in the digital economy and modern corporate information culture	GC-7.1 Searches for the necessary sources of information and data, perceives, analyzes, remembers and transmits information using digital means, as well as with the help of algorithms when working with data received from various sources in order to effectively use the information received to solve problems.
		GC-7.2 Evaluates information, its reliability, builds logical conclusions on the basis of incoming information and data
SPC-1	Able to apply knowledge (at an advanced level) of fundamental economic science in solving practical and / or research problems	SPC-1.1 Has fundamental knowledge in the field of economic science
		SPC-1.2 Able to use fundamental knowledge to solve applied and / or research problems
		SPC-1.3 Has the skills to choose methods for solving practical and research problems based on fundamental economic knowledge
SPC-2	Able to apply advanced instrumental methods of economic analysis in applied and/or fundamental research	SPC-2.1 Has knowledge of advanced instrumental methods of economic analysis
		SPC-2.2 Is able to apply knowledge of advanced instrumental methods of economic and financial analysis in conducting applied and / or fundamental research

SPC-3	Able to generalize and critically evaluate scientific research in economics	SPC-3.1 Develops a program of applied and / or fundamental research in the field of economics on the basis of evaluation and generalization of the results of scientific research conducted by other authors
		SPC-3.2 Prepares an analytical note on the results of applied and/or fundamental research in the field of economics
		SPC-3.3 Summarizes conclusions, prepares a conclusion and formulates recommendations on the results of applied and / or fundamental research in the field of economics
SPC-4	Able to make economically and financially sound organizational and managerial decisions in professional activities and be responsible for them	SPC-4.1 Develops organizational and managerial decisions in professional activities
		SPC-4.2 Has the skills of reasoned persuasion in support of the proposed financial- economic and organizational-managerial decisions
		SPC-4.3 Monitors the results of the implementation of financial, economic and organizational and managerial decisions
SPC-5	Able to use modern information technologies and software tools in solving professional problems	SPC-5.1 Knows modern information technologies and software tools used in solving professional problems
		SPC-5.2 Is able to choose the most effective ones among modern information technologies and software tools for solving professional problems
		SPC-5.3 Has full skills in solving standard tasks of professional activity using information technologies and software tools
SPC-6	Able to critically assess the capabilities of digital technologies to solve professional problems, work with digital data, assess their sources and relevance	SPC-6.1 Is able to use modern digital and information technologies in solving problems of professional activity
		SPC-6.2 Able to find and use relevant digital data to solve practical problems of professional activity
PC-1	It is able to independently calculate the cost of cargo transportation based on available data, determine possible routes, develop optimal schemes for the passage of cargo from the point of departure to the destination in a short time and at optimal costs, organize the planning of services, stages, delivery times.	PC-1.1 Able to independently develop the most optimal schemes for transporting cargo from the point of departure to the point of destination
		PC-1.2 Is able to calculate the cost of cargo transportation based on available data and form a transportation scheme with minimal costs
		PC-1.3 Able to develop optimal shipping time and cost
		PC-1.4 Able to independently organize the stages and terms of delivery
PC-2	Able to develop effective schemes of relationships in the process of providing	PC-2.1 Able to independently prepare accompanying documents for shipment

	logistics services for cargo transportation in the supply chain, systematize documents regulating the interaction of participants in the logistics process of cargo transportation, organize the formation of a package of documents for sending cargo	PC-2.2 Able to create optimal schemes of relationships in the process of providing logistics services for cargo transportation in the supply chain
		PC-2.3 Able to systematize documents that regulate the interaction of participants in the logistics process of cargo transportation

### 3. PRACTICE COURSE IN HIGHER EDUCATION PROGRAMME STRUCTURE

"Pre-diploma (production) practice" refers to the mandatory part formed by participants in educational relations - B2.O.01.01.

Within the framework of the EP, students also master disciplines and / or other practices that contribute to the achievement of the planned learning outcomes following the results of the "Pre-diploma (production) practice".

*Table 3.1. List of Higher Education Program (me) components / disciplines that contribute to expected learning/training outcomes*

<b>Code</b>	<b>Competence</b>	<b>Previous disciplines/modules, practices*</b>	<b>Subsequent disciplines/modules, practices*</b>
GC-1	Able to carry out search, critical analysis of problem situations on the basis of a systematic approach, to develop an action strategy	Microeconomics Macroeconomics Organization of international procurement International Corporate Marketing Strategies	Preparation for passing and passing the state exam Registration, preparation for the defense procedure and defense of the final qualification work
GC-2	Able to manage the project at all stages of its life cycle	Organization of international procurement Project management	Preparation for passing and passing the state exam Registration, preparation for the defense procedure and defense of the final qualification work
GC-7	Capable of using digital technologies and methods of searching, processing, analyzing, storing and presenting information (in the professional field) in the digital economy and modern corporate information culture	Microeconomics Macroeconomics Econometrics International trade Customs and tariff regulation Conjuncture of world markets for goods and services	Preparation for passing and passing the state exam Registration, preparation for the defense procedure and defense of the final qualification work
SPC-1	Able to apply knowledge (at an advanced level) of fundamental economic science in solving practical and / or research problems	International Finance International Economics International Labour Market and Migration International trade	Preparation for passing and passing the state exam Registration, preparation for the defense procedure and defense of the final qualification work
SPC-2	Able to apply advanced instrumental methods of economic analysis in applied and/or fundamental research	International Finance International Economics International Labour Market and Migration International trade	Preparation for passing and passing the state exam Registration, preparation for the defense procedure and defense of the final qualification work
SPC-3	Able to generalize and critically evaluate scientific research in economics	International Finance International Economics International Labour Market and Migration International trade	Preparation for passing and passing the state exam Registration, preparation for the defense procedure and defense of the final qualification work

SPC-4	Able to make economically and financially sound organizational and managerial decisions in professional activities and be responsible for them	Theory and Practice of International Business Communication Customs and tariff regulation	Preparation for passing and passing the state exam Registration, preparation for the defense procedure and defense of the final qualification work
SPC-5	Able to use modern information technologies and software tools in solving professional problems	International Finance International Economics International Labour Market and Migration International trade	Preparation for passing and passing the state exam Registration, preparation for the defense procedure and defense of the final qualification work
SPC-6	Able to critically assess the capabilities of digital technologies to solve professional problems, work with digital data, assess their sources and relevance	Theory and Practice of International Business Communication International trade Transnational business	Preparation for passing and passing the state exam Registration, preparation for the defense procedure and defense of the final qualification work
PC-1	It is able to independently calculate the cost of cargo transportation based on available data, determine possible routes, develop optimal schemes for the passage of cargo from the point of departure to the destination in a short time and at optimal costs, organize the planning of services, stages, delivery times.	International Finance Legal regulation of economic and foreign economic activity International Economics International Labour Market and Migration International monetary and credit relations International trade	Preparation for passing and passing the state exam Registration, preparation for the defense procedure and defense of the final qualification work

PC-2	Able to develop effective schemes of relationships in the process of providing logistics services for cargo transportation in the supply chain, systematize documents regulating the interaction of participants in the logistics process of cargo transportation, organize the formation of a package of documents for sending cargo	International Finance Legal regulation of economic and foreign economic activity International Economics International Labour Market and Migration International monetary and credit relations	Preparation for passing and passing the state exam Registration, preparation for the defense procedure and defense of the final qualification work
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\* - is filled in accordance with the competence matrix and the EP

#### 4. COURSE WORKLOAD AND LEARNING ACTIVITIES

The total labor intensity of "Pre-diploma (production) practice" is 21 credits (756 academic hours).

#### 5. COURSE MODULES AND CONTENTS

*Table 5.1. Content of practice\**

Name of the practice section	Contents of the section (topics, types of practical activities)	Labor intensity, ac.h.
Section 1. Introduction. Safety briefing.	Safety briefing, introductory briefing.	30
Section 2. Production briefing.	Production briefing Familiarity with the profile of the organization / institution. Study of the regulatory and legal framework governing the activities of the organization-basis for the practice. The study of the scientific and methodological foundations and mechanisms for organizing project activities in the organization - the basis for the practice.	250
Section 3. Basic part.	Execution of production tasks; Participation in solving specific professional problems; Collection, processing, systematization of the analysis of factual material obtained during the passage of practical training. Analysis of documents.	250
Section 4. Homestretch.	Construction of models, analysis of the results obtained.	200
Preparation of the internship report		20



Name of the practice section	Contents of the section (topics, types of practical activities)	Labor intensity, ac.h.
Section 1. Introduction. Safety briefing.	Safety briefing, introductory briefing.	30
Section 2. Production briefing.	Production briefing Familiarity with the profile of the organization / institution. Study of the regulatory and legal framework governing the activities of the organization-basis for the practice. The study of the scientific and methodological foundations and mechanisms for organizing project activities in the organization - the basis for the practice.	250
Section 3. Basic part.	Execution of production tasks; Participation in solving specific professional problems; Collection, processing, systematization of the analysis of factual material obtained during the passage of practical training. Analysis of documents.	250
Section 4. Homestretch.	Construction of models, analysis of the results obtained.	200
Preparation for protection and protection of the practice report		6
<b>ALTOGETHER:</b>		<b>756</b>

\* - the content of the practice by sections and types of practical training is FULLY reflected in the student's report on the practice.

## 6. CLASSROOM EQUIPMENT AND TECHNOLOGY SUPPORT REQUIREMENTS

The logistical support necessary for the successful completion of the "Pre-diploma (production) practice" implies the need for office equipment (computers, laptops, projectors, printers, scanners, etc.) in the organization (at the enterprise).

Safety in the office necessarily includes control over electrical safety, namely: control over the state of electrical wiring, sockets, plugs, switches, etc., compliance with fire safety, mandatory shutdown of equipment after a working day, not allowing the load of the electrical network, do not repair the equipment yourself.

## 7. WAYS TO PRACTICE

"Pre-diploma (production) practice" can be carried out both in the structural units of the RUDN University or in organizations of Moscow (stationary), and at bases located outside Moscow (field).

Conducting practice on the basis of an external organization (outside the RUDN University) is carried out on the basis of an appropriate contract, which specifies the terms, place and conditions of practice in the basic organization.

The terms of the internship correspond to the period specified in the calendar training schedule of the PE. The timing of the internship can be adjusted in coordination with the

Department of Educational Policy and the Department of Practice Organization and Employment of Students at RUDN University.

## 8. RECOMMENDED SOURCES FOR COURSE STUDIES

### *Main reading(sources)*

1. <http://www.mid.ru/> - Official website of the Ministry of Foreign Affairs of the Russian Federation
2. <https://www.economy.gov.ru/> - Official site of the Ministry of Economic Development of the Russian Federation
3. <https://minpromtorg.gov.ru/> - Official site of the Ministry of Industry and Trade of the Russian Federation
4. <https://customs.gov.ru/> - Official website of the Federal Customs Service of the Russian Federation
5. <https://www.cbr.ru/> - Official website of the Central Bank of the Russian Federation
6. <https://www.rspp.ru/> - Official site of Russian industrialists and entrepreneurs
7. <http://www.consultant.ru/> - Legal Support Portal
8. <https://rosstat.gov.ru/> - Federal State Statistics Service

### *Additional (optional) reading (sources)*

1. <https://www.wto.org/> - World Trade Organization
2. <https://unctad.org/> - United Nations Conference on Trade and Development
3. <https://www.imf.org/en/Countries> - International Monetary Fund
4. <https://www.worldbank.org/en/home> - World Bank

### *Resources of the information and telecommunication network "Internet":*

1. RUDN University EBS and third-party EBS, to which university students have access on the basis of concluded contracts:
  - ELECTRONIC LIBRARY SYSTEM RUDN University – EBS RUDN University <http://lib.rudn.ru/MegaPro/Web>
  - EBS University Library Online <http://www.biblioclub.ru>
  - EBS Jurait <http://www.biblio-online.ru>
2. Databases and search engines:
  - electronic fund of legal and normative-technical documentation [of the http://docs.cntd.ru/](http://docs.cntd.ru/)
  - Yandex search engine [https:// www.yandex.ru/](https://www.yandex.ru/)
  - Google <https://www.google.ru/> search engine
  - Abstract database SCOPUS [http:// www.elsevierscience.ru/products/scopus/](http://www.elsevierscience.ru/products/scopus/)

*Educational and methodical materials for internship, filling out a diary and issuing a report on practice \*:*

1. Safety rules for passing the "Pre-diploma (production) practice and" (primary instruction)."

2. The general structure and principle of operation of technological production equipment used by students during the internship; technological maps and regulations, etc. (if necessary).

3. Guidelines for students to fill out a diary and draw up a report on practice.

4. Requirements for the protection of the report on the results of the internship.

All materials are posted on the TUIS portal:  
<https://esystem.rudn.ru/enrol/index.php?id=12192>

\* - all educational and methodological materials for internship are placed in accordance with the current procedure on the page of practice **in TUIS!**

## **8. EVALUATION TOOLKIT & GRADING SYSTEM FOR ASSESSING THE LEVEL OF FORMATION OF COMPETENCIES IN THE COURSE**

Evaluation materials and a grading system\* for assessing the level of formation of competencies (part of competencies) based on the results of passing the "Pre-diploma (production) practices" and are presented in the Appendix to this Course Syllabus.

\* - EP are formed on the basis of the requirements of the relevant local regulatory act of RUDN University (regulation/ order).

### **AGREED:**

Developer:

Doctor of Economics, Associate Professor of  
International economic relations

**Y.A. Konovalova**

Head of the Higher Education Program(me)

Doctor of Economics, Professor of International  
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**I.V.Andronova**