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Federal State Autonomous Educational Institution for Higher Education
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA
RUDN University

Higher School of Management

(faculty/institute/academy - the higher education program developer)

PRACTICE PROGRAM

Pre-Graduation

(name of the practice)

Industrial

(type of practice: educational, industrial)

Recommended by the Didactic Council for the Education Field of:

38.04.02 Management

(field of studies / specialty code and title)

The practical training of the student is conducted as part of the professional program of higher education:

Engineering Management

(name (track/specialization) of professional program of higher education)

1. THE OBJECTIVE OF THE PRACTICE

The Objective of the Pre-graduation Practice is:

- consolidation, extension and systematization of knowledge acquired by the students in the course of mastering the special discipline;
- acquisition of practical experience in the chosen specialty;
- collection of materials for the graduation qualifying paper.

Pre-graduation Practice Goals:

1. The Pre-graduation Practice Goals are:

- acquiring experience in economic and organizational work in the posts within economic services of various organizations in order to
 - obtaining professional skills of autonomous work to solve the tasks facing them;
 - acquiring best practices in the chosen specialty;
 - mastering the methods of making and implementing economic and managerial decisions based on the theoretical knowledge obtained, as well as control over their performance;
 - mastering the methods of analytical and independent research work on the study of production and economic activities and economic functioning of organizations operating on the basis of state and other forms of ownership;
 - writing R&D works in accordance with the scientific topics of the department;
 - collecting the necessary materials for the preparation and writing the graduation qualifying paper.

2. REQUIREMENTS FOR HIGHER EDUCATION PROGRAM COMPLETION AND PRACTICE OUTCOMES

The conducting of the Pre-graduation Practice envisages building the following competencies (parts of competencies) in students:

Table 2.1. The list of competencies built by students during the practice (results of training based on the results of practice)

Competence Code	Competence Descriptor	Competence Formation Indicators (within this discipline)
GC-1	Ability to perform critical analysis of problematic situations based on the systemic approach and to develop a plan of action	GC-1.1 Analyzes the task and singles out its basic components GC-1.2 Defines and prioritizes the information needed to solve the task GC-1.3 Searches the information to solve the task by various types of queries

		<p>GC-1.4 Offers solutions to the problem, analyzes the possible consequences of their use</p> <p>GC-1.5 Analyzes the ways of solving problems of worldview, moral and personal nature based on the use of fundamental philosophical ideas and categories in their historical development and socio-cultural context</p>
GC-2	Ability to manage a project at all lifecycle stage	<p>GC-2.1 Specifies a problem, the solution of which is linked to the achievement of the project goal</p> <p>GC-2.2 Defines the links between the tasks set and the expected outcomes of their solution</p> <p>GC-2.3 Determines the available resources and limits, the valid legal norms within the framework of the tasks</p> <p>GC-2.4 Analyzes the project implementation schedule and chooses the best way to solve the tasks, based on the current legal norms and available resources and limitations</p> <p>GC-2.5 Monitors the progress of the project, adjusts the schedule in accordance with the results of the control</p>
GC-3	Ability to organize and manage a team. Developing a team strategy for achieving the set goal	<p>GC-3.1 Defines his role in the team based on the strategy of cooperation to achieve the goal</p> <p>GC-3.2 Forms and considers throughout his activities the peculiarities of the behavior of groups of people, identified depending on the goal</p> <p>GC-3.3 Analyzes the possible consequences of personal actions and plans his actions to achieve a targeted result</p> <p>GC-3.4 Exchanges information, knowledge and experience with team members</p> <p>GC-3.5 Argues his point of view regarding the use of the ideas of other team members to achieve the goal</p> <p>GC-3.6 Participates in team work on the assignments performance.</p>

GC-4.	Capability to apply modern communication technologies on the official language of the Russian Federation and foreign language(s) for scholastic and professional interaction	<p>GC-4.1 Chooses the business communication style, depending on the language of communication, the terms and goals of partnership</p> <p>GC-4.2 Adjusts speech, communication style and sign language to interaction situations</p> <p>GC-4.3 Searches the necessary information to solve standard communication tasks in Russian and foreign languages</p> <p>GC-4.4 Enters into business correspondence in Russian and foreign languages, considering the peculiarities of the style of official and informal letters and cross-cultural differences in correspondence</p> <p>GC-4.5 Uses dialogue for cooperation in scholastic communication, considering the personality of the interlocutors, their communicative speech strategy and tactics, the degree of the situation formality</p> <p>GC-4.6 Forms and argues its own assessment of the main ideas of the participants of the dialogue (discussion) in accordance with the goals of cooperation</p>
GC-5.	Capability to analyze and consider the diversity of cultures in the process of intercultural interaction	<p>GC-5.1 Interprets the history of Russia in the context of world historical development</p> <p>GC-5.2 Finds and uses information about cultural peculiarities and traditions of various social groups in social and professional communication</p> <p>GC-5.3 Considers the historical heritage and socio-cultural traditions of various social groups, ethnic groups and confessions, including world religions, philosophical and ethical teachings, in social and professional communication on a given topic</p> <p>GC-5.4 Gathers information on a given topic, considering the ethnic groups and faiths most widely represented at the study sites</p> <p>GC-5.5 Substantiates the specifics of project and team activities with representatives of other ethnic groups and (or) confessions</p> <p>UK-5.6 Adheres to the principles of non-discriminatory interaction in personal and mass communication in order to fulfill professional tasks and strengthen social integration</p>

GC-6.	Capability to determine and implement the priorities of his/her own activities and ways to improve it based on self-assessment.	<p>GC-6.1 Controls the amount of time spent on specific activities</p> <p>GC-6.2 Develops tools and time management techniques when performing specific tasks, projects, goals</p> <p>GC-6.3 Analyzes its resources and their limits (personal, situational, temporary, etc.) for the successful completion of the task</p> <p>GC-6.4 Allocates tasks for long-, medium- and short-term with justification of relevance and analysis of resources for their implementation</p>
GC-7.	Capability to use digital technologies and methods of searching, processing, analyzing, storing and presenting information (in the professional field) in the context of digital economy and modern corporate information culture	<p>GC-7.1. Searches the necessary sources of information and data, perceives, analyzes, consolidates and transfers information using digital tools, as well as using algorithms when working with data obtained from various sources in order to use efficiently the information received for problem solving;</p> <p>GC-7.2. Assesses information, its reliability, makes logical thoughts based on incoming information and data;</p> <p>GC-7.3. Follows and promotes the norms of a healthy lifestyle in various life situations and in professional work</p>
GPC-1.	Capability to solve professional tasks based on knowledge (at an advanced level) of economic, organizational and managerial theory, innovative approaches, generalization and critical analysis of management practices	<p>GPC-1.1 Has fundamental knowledge in management;</p> <p>GPC-1.2 Can apply the fundamental knowledge of economic, organizational and managerial theory for the successful work;</p> <p>GPC-1.3 Applies innovative approaches to solve management tasks, considering the generalization and critical analysis of best management practices.</p> <p>GPC-1.4 Has the skills of an informed choice of methods for solving practical and research problems</p>
GPC-2.	Capability to apply modern techniques and methods of data collection, advanced methods of their processing and analysis, including the use of smart information and analytical	<p>GPC-2.1 Masters modern techniques and methods of data collection, search, processing, analysis and evaluation of information for management problems solving;</p> <p>GPC-2.2 Analyzes and simulates management processes in order to optimize the organization's activities.</p>

	systems, in order to solve management and research tasks	GPC-2.3 Uses modern digital systems and methods in solving management and research problems solving
GPC-3.	Capability to make reasonable organizational and managerial decisions independently, evaluate their operational and organizational efficiency, and social significance, ensure their implementation in terms of a complex (cross-cultural) and dynamic environment	GPC-3.1 Masters the methods of making the best possible management decisions in a dynamic business environment;
		GPC-3.2 Makes reasonable organizational and managerial decisions;
		GPC-3.3 Evaluates the operational and organizational efficiency and social significance of organizational and managerial decisions.
		GPC-3.4 Ensures the implementation of organizational and managerial decisions in a complex (cross-cultural) and dynamic environment
GPC-4.	Capability to manage project and process activities in an organization using modern management practices, as well as leadership and communication skills, to identify and evaluate new market opportunities, develop strategies to create and develop innovative activities and corresponding business models of organizations	GPC-4.1 Applies modern methods, technologies and tools for managing project and process activities in the company
		GPC-4.2 Applies modern management practices, leadership and communication skills in process and project works
		GPC-4.3 Identifies and evaluates new market opportunities for the development of the company innovative activities
		GPC-4.4 Drafts company development strategies and corresponding business models based on the modern business positioning methods
GPC-5.	Capability to generalize and evaluate critically scientific research in management and related fields, to carry out research projects	GPC-5.1 Can draft a plan of scientific research in the management based on the evaluation and generalization of the results of scientific works of national and foreign scientists
		GPC-5.2 Uses modern methods, technologies and tools for gathering the information, processing it and critically evaluating the results of scientific research in management
		GPC-5.3 Masters the skills to generalize and formulate conclusions, develop recommendations based on the results of scientific research in management

		GPC-5.4 Participates in the implementation of R&D projects in management and related industries
		GPC-5.1 Can draft a plan of scientific research in the management based on the evaluation and generalization of the results of scientific works of national and foreign scientists
GPC-6.	Can critically evaluate the possibilities of digital technologies for solving professional tasks, work with digital data, evaluate their sources and relevance	GPC-6.1 Masters digital technologies for the successful solution of professional challenges
		GPC-6.2 can work with digital data, evaluate their sources and relevance
		GPC-6.3 Can use general or specialized application software packages designed to perform professional tasks
PC-1	Capability to manage the efficiency of an investment project	PC-1.1 Defines the operations and their sequence to implement the investment project.
		PC-1.2 Evaluates operational, estimates human resources and determines the participants in the investment project
		PC-1.3 Plans the implementation stages of the investment project, ensures the quality and quality control of the investment project implementation
		PC-1.4 Can work in specialized computer programs for the preparation and implementation of an investment project
		PC-1.5 Can search the necessary information for the preparation and implementation of an investment project
		PC-1.6 Can identify and assess the degree (level) of an investment project risks and develop measures to manage them
PC-2	Capability to assess the business opportunities of an organization necessary for strategic changes in the organization	PC-2.1 Can identify, analyze and evaluate inconsistencies between the parameters of the current and future organization states
		PC-2.2 Can present business analysis information in various ways and in various formats for discussion with stakeholders
		PC-2.3 Apply information technology to the extent necessary for the business analysis goals

PC-3	Ability to manage organizations, departments, groups (teams) of employees, projects and networks	PC-3.1 Applies various organization management techniques existing in Russia and abroad
PC-4	Capable of organizing and conducting general preventive, targeted, and individual activities to counter the spread of terrorist ideology and neo-Nazi ideas	PC-4.1. Determines the content and forms of preventive work to counter the ideology of terrorism and neo-Nazism in accordance with current regulatory legal acts. PC-4.2. Organizes and conducts preventive activities in educational or social settings in accordance with established requirements and regulatory documents.

3. THE PLACE OF PRACTICE IN HIGHER EDUCATION PROGRAM STRUCTURE

The Pre-graduation Practice is included in the Basic Part of Block 2 "Practices and R&D work" and is based on the knowledge, abilities, and mastery acquired throughout tuition of academic disciplines of the B.1.B. professional cycle.

The Practice is a preparatory step preceding the completion of graduation qualifying paper.

Within the framework of the professional program of higher education, students also master disciplines and/or other practices that contribute to achieving the planned learning outcomes based on the results of the Pre-graduation Practice.

Table 3.1. The list of the components of the professional program of higher education, contributing to the achievement of the planned learning outcomes based on the results of the practice

Competence Code	Competence Descriptor	Previous Disciplines/Modules, Practices*	Subsequent Disciplines/Modules, Practices*
GPC-1	Capability to solve professional tasks based on knowledge (at an advanced level) of economic, organizational and managerial theory,	Managerial Economics Management Organization Theory Modern Strategic Analysis Finance and Investment of Enterprises in Engineering Management Strategic	State Grading Commission, State Examination Board

	innovative approaches, generalization and critical analysis of management practices	Management in Industrial Companies Commercial Law and Legal Engineering	
GPC-2	Capability to solve practical and/or research tasks applying knowledge (at an advanced level) of fundamental economics	Methodology of Management Problems Research Modern Strategic Analysis Finance and Investment of Enterprises in Engineering Management Accounting in Engineering Management	State Grading Commission, State Examination Board
GPC-3	Capability to generalize and evaluate critically scientific research in economics	Management Organization Theory Modern Strategic Analysis Innovation Management Organization and Production Management Marketing and Competitiveness Management	State Grading Commission, State Examination Board
GPC-4	Capability to make economically and financially reasonable organizational and managerial decisions in professional activities and bear responsibility for their execution	Accounting in Engineering Management	State Grading Commission, State Examination Board

GPC-5	Capability to apply modern techniques and methods of data collection, advanced methods of their processing and analysis, including the use of smart information and analytical systems, in order to solve management and research tasks	Management Organization Theory Evaluation of Labor Efficiency and Personnel Management	State Grading Commission, State Examination Board
GPC-6	General professional competence in the field of digital economy, one and only for all master's degree training programs	Managerial Economics Finance and Investments of Enterprises in Engineering Management Agile Project Management	State Grading Commission, State Examination Board
PC-1	Capable to manage the processes of strategic and tactical planning and organization of the company's work using modern information and telecommunication technologies	Agile Project Management Engineering Innovation Standardization and Quality Management Industrial Ecology	State Grading Commission, State Examination Board
PC-2	Capable to develop options for management decisions and justify their choice based on socio-economic efficiency criteria	Innovation Management Strategic Management in Industrial Companies	State Grading Commission, State Examination Board

PC-3	Capable of organizing research and developing promising methods, models and mechanisms for organizing and planning production	Organization and Production Management Marketing and Competitiveness Management Commercial Law and Legal Engineering Business Process Management Cloud technologies in Enterprise Management Fundamentals of Logistics and Supply Chain Management Enterprise Management Information System	State Grading Commission, State Examination Board
PC-4	Capable of organizing and conducting general preventive, targeted, and individual activities to counter the spread of terrorist ideology and neo-Nazi ideas		Master's Degree R&D

* - filled in in accordance with the matrix of competencies and the higher education program developer

4. SCOPE OF PRACTICE

The total workload of the "Pre-Graduate Practice" is 21 credits (756 academic hours).

5. PRACTICE CONTENT

*Table 5.1. The Practice Content**

Name of the Practice Section	Content of the section (subjects, types of practical work)	Workload, academic hours
Section 1. Preparatory stage	Briefing on collecting and processing the material as well as preparing a report	2
	Safety training	2
	Introduction with the place of practice, for the purpose of analysis, the object of research	20
Section 2. Research & Analysis Stage: processing and analysis of the received information, preparation of a report on practice	Collection, processing and systematization of factual material	275
	Completion of individual assignments	375
	Preparation of practice reporting documents	80
Section 3. Final stage	Presentation of the report	2
TOTAL:		756

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

6. EQUIPMENT AND TECHNOLOGICAL SUPPORT OF THE PRACTICE

- Technological equipment of the enterprise (organization);
- Computer hardware of the relevant department.

7. METHODS OF PRACTICE

Pre-graduation Practice can be conducted both in the structural divisions of the RUDN or in organizations in Moscow (stationary), and at bases located outside Moscow (field).

The practice on the basis of an external organization (outside of the RUDN) is carried out on the basis of a corresponding contract, which specifies the terms, place and conditions of the practice in the base organization.

The terms of the practice correspond to the period specified in the calendar training schedule of the PP HE. The terms of the practice can be adjusted in coordination with the Department of Educational Policy and the Department of Organization of Practices and Employment of Students at the RUDN.

8. RESOURCES RECOMMENDED FOR INTERNSHIP

Main Readings:

1. Tsifrovaya ekonomika [Digital Economy]: textbook / V.D. Markova. — M. : INFRA-M, 2019. —

186 p.

2. Drucker Peter F. Effective decision-making [Text] : / P.F. Drucker, D.S. Hammond; P.F.Drucker et al.; Translated from English. S.Druzhchenko. - M. : Alpina Business Books, 2006. - 184 p. - (Classics Harvard Business Review). - ISBN 5-9614-0310-6 : 278.00.

3. Metody prinyatiya optimalnyh upravlencheskih reshenii [Methods of making optimal management decisions] [Text] : / Yu.S.

Korshunov, N.V. Markova. - 2nd ed., ispr. and add. - M. : RUDN Publishing House, 2018. - 46 p. - ISBN 978-5-209-07590-5 : 41.45.

4. Razvitie biznesa v usloviyah tsifrovoi transformatsii: tehnologii kraudfandinga [Business development in the context of digital transformation: crowdfunding technologies.] Educational and methodical manual. Kaluga: IP Streltsov I.A. (Eidos Publishing House), - 2017. – 108 p.

5. Sistemy upravleniya effektivnostuy biznesa [Business performance management systems]: Textbook / N.M.

Abdikeev; Under the scientific editorship of N.M. Abdikeev, O.V. Kitova. - M.: INFRA-M, 2014 EBS:

Znanium.ru

Flach P. Machine learning.- M.: AFK Publishing House, 2017.- 400 p.

Additional Readings:

1. The national standard of the Russian Federation GOST R ISO/IEC 12207-2010 "Information technology. System and software engineering. Software life cycle processes".

1. The national standard of the Russian Federation GOST R ISO/IEC 15288-2005 "Information technology. System engineering. System life cycle processes".

2. GOST R 54869-2011 "Project management. Project management requirements"

3. Gracheva M.V., S.Yu. Lyapin. Upravlenie riskami v innovatsionnoi deyatel'nosti [Risk management in innovation]: a textbook. – M.: UNITY-DANA, 2010. -351 p.

Pervushchin V.A. The practice of managing innovative projects: textbook – M: Publishing house "Delo" ANKH, 2010. -208 p.

Resources of the Internet information and telecommunication network:

1. Electronic libraries (EL) of RUDN University and other institutions, to which university students have access on the basis of concluded agreements

- Electronic Library system RUDN – ELS RUDN
<http://lib.rudn.ru/MegaPro/Web>
- EL "University Library Online" <http://www.biblioclub.ru>
- EL "Yurayt" <http://www.biblio-online.ru>
- EL "Student Consultant" www.studentlibrary.ru
- EL "Lan" <http://e.lanbook.com/>
- EL "Trinity Bridge"

2. Databases and search engines:

- electronic foundation of legal and normative-technical documentation
<http://docs.cntd.ru/>
- Yandex search engine <https://www.yandex.ru/>
- Google search engine <https://www.google.ru/>
- Scopus abstract database
<http://www.elsevierscience.ru/products/scopus/>

The training toolkit for practical training, filling out a logbook and making a report on practice *:

1. Safety rules for passing the "pre-graduate practice" (primary instruction).
2. The general structure and principle of operation of technological production equipment used by students during the practice; technological maps and regulations, etc. (if necessary).
3. Methodological guidelines for students to fill the logbook and formalize a practice report.

*-The training toolkit and guidelines for the student's practice are placed in the **university telecommunication training and information system** under the set procedure.

8. ASSESSMENT TOOLKIT AND GRADING SYSTEM FOR PRACTICE LEVEL EVALUATION

The assessment materials and the grading system* to evaluate the graduate's level of competences (part of competences) formation as the results of the Pre-graduation Practice are specified in the Appendix to Practice program.

In the process of conducting pre-graduate practice by a student under the supervision of the thesis advisors of the master's thesis, the relevance of scientific research, its novelty, the purpose and objectives of scientific research, the object and subject of scientific research, the theoretical and methodological basis are finally determined and formed, the structure of the work, its theoretical and practical significance, approbation is determined.

The report on the pre-graduate practice is the main document of the student, demonstrating the work performed by him during the pre-graduate practice, the competencies acquired by him. The report on pre-graduate practice should contain:

- 1. title page (1 page);
- 2. Table of contents;
- 3. Introduction;
- 4. The main part;
- 5. Conclusion;
- 6. List of sources used;
- 7. Applications (if necessary)
- The volume of the report should be 15-20 sheets (without appendices) (font –

Times New Roman, font size – 12, line spacing – single, all margins – 1.5 cm, indent - 1 cm, alignment – width, design of tables and figures in accordance with the rules of writing a Master's thesis. The number of applications is not limited and is not included in the specified volume.

In general, the introduction, the main part and the conclusion should reflect the main provisions of the Master's thesis/Graduation work.

The introduction should reflect: the purpose, objectives, relevance of the research. Maintaining a report may more closely coincide with Conducting a Master's thesis/Graduation work, with the only exception that special attention is paid to the volume and structure of the report. The sequence of the proposed stages of pre-graduate practice is also described (the stages are described in the intern's logbook).

The main part of the report contains the main provisions and conclusions of the Three chapters of the Master's thesis/Graduation work.

The conclusion as a whole may correspond to the Conclusion of the Master's thesis/Graduation work. The list of sources used is formed in accordance with the requirements of writing a Master's thesis/Graduation work.

The report is also accompanied by:

- Intern's logbook;
- Review of the supervisor for the Master's thesis/Graduation work.

The report on the pre-graduate practice, certified by the head of practice, must be submitted to the head of practice from the department. The quality of the Research/pre-graduate Practice Report also depends on the results of the Master's thesis defense/Graduation

work. According to the results of the defense of the Master's thesis/Graduation work, the head of the practice gives an assessment for the Report provided.

One of the key provisions of the pre-graduate practice is writing scientific articles, including those included in the list of the State Commission for Academic Degrees and Titles, as well as speaking at scientific and practical conferences (full-time and part-time).

The result of the practice is the preparation and defense of the report on time – the last day of the practice in accordance with the schedule of the educational process. According to the results of the report defense, the student gets a credit with grade.

The report should contain all the materials received in accordance with the task for practice in the main areas of research, analysis of the data obtained, identification of problems and prospects for the development of the research object.

When making a report, it is necessary to use the information and knowledge obtained as a result of the survey and analysis of various departments (services) of the enterprise (organization). In addition, it is necessary to use data and information from scientific, technical, reference, and academic literature.

The practice report is the main document characterizing the student's work during the practice. The report is compiled in accordance with the actual practice program and must correspond to the individual task.

The report is recommended to be compiled throughout the practice as the material accumulates.

Following the results of the practice, the student submits a report on the practice at the Applied Economics Department.

Students defend the report before the commission. The commission consists of the head of the department, the head of the practice from the department, the student's supervisor for the master's thesis, the curator of the training program.

In the course of the defense, the student should briefly outline the main results of the work done, answer questions about the practice program.

The practice report should include:

- a practice logbook filled out in all sections, signed by the head of the practice from the company.
- review of the head of the practice from the company with an assessment of the student's work during the period of pre-graduation practice;
- text material with the necessary diagrams, drawings, explanations, calculations of at least 30 pages of typewritten text.

The report and diary must be certified and signed by the head of the practice from the company. **The final score is max 100 points.**

The rating scale is carried out in accordance with table 1.

Table 1

Grading system of knowledge assessment

GS points	Traditional grades of the Russian Federation	ECTS scores
95-100	Excellent	A (5+)

86-94		B (5)
69-85	Good	C (4)
51-68	Satisfactory	D (3+)
51-60		E (3)
31-50	Unsatisfactory	FX (2+)
0-3-		F (2)

The criteria for evaluating the practice are given in tables 2 and 3.

Table 2

Criteria for evaluating practice

1	2	3
<p>The report on the practice is properly filled, the task for the practice is completed. The head of the practice from the company assessed the practice with an "excellent" rating.</p> <p>A full, detailed answer to the question is given, the ability to identify essential and non-essential signs, cause-and-effect relationships is shown. The answer is clearly structured and logical.</p> <p>In the case of individual practice, the individual assignment issued at the department corresponds to the tasks of the intern issued at the enterprise. The results of the tasks solving set by the department in an Individual assignment are clearly indicated in the reporting documentation.</p> <p>All necessary documents (incoming and reporting) have been submitted and registered at the department no later than the deadlines approved by the department.</p> <p>Minor mistakes or shortcomings were made, corrected by the student with the help of "suggestive" questions from the teacher.</p>	95-100	A(5+)
<p>The deadlines for submitting incoming documents for a period of no more than 2 days have been violated.</p>	86-94	B(5)
<p>The report on the practice is properly filled, the task for the practice is completed. The head of the practice from the company assessed the practice with an "excellent" grade or "good" grade.</p> <p>A complete but insufficiently consistent answer to the question is given, but at the same time the ability to identify essential and non-essential signs and cause-and-effect relationships is shown. The answer is logical and stated in terms of science. There may be 1-2 mistakes in the definition of basic concepts that the student finds it difficult to correct on their own.</p>	69-85	C (4)
<p>All necessary reporting documents have been submitted and registered at the department no later than the deadlines approved by the department.</p> <p>The deadlines for submitting incoming documents for a period of no more than 2 days have been violated.</p>		

<p>The report on the practice is properly filled, the task for the practice is completed. The head of the practice from the company assessed the practice with a positive grade.</p> <p>An answer is insufficiently complete and detailed. The logic and sequence of the presentation are constantly interrupted. Mistakes were made in the disclosure of concepts, the use of terms. The student is not able to independently identify essential and non-essential signs and cause-and-effect relationships. A student can concretize generalized knowledge by proving their main points by examples with the help of a teacher only. Speech is erroneous, requires corrections.</p> <p>The results of the individual assignment issued at the department are recognized as not fully completed.</p> <p>The deadlines for submitting incoming documents for a period of no more than 5 days have been violated. All reporting documents have been submitted and registered at the department no later than the deadlines approved by the department.</p>	61-68	D (3+)
<p>The report on the practice is properly filled, the task for the practice is not completed. The head of the practice from the company assessed the practice with a positive grade.</p> <p>An incomplete answer is given, the logic and sequence of presentation have significant errors. Gross mistakes were made in determining the essence of the disclosed concepts, theories, phenomena, due to the student's misunderstanding of their essential and non-essential features and connections. No conclusions in the response. The student can't reveal specific manifestations of generalized knowledge. Speech is erroneous, requires corrections.</p> <p>The results of the individual assignment issued at the department are recognized as not fully completed.</p> <p>The deadlines for submitting incoming documents for a period of no more than 5 days have been violated. All reporting documents have been submitted and registered at the department no later than the deadlines approved by the department.</p>	51-60	E(3)
<p>The report on the practice is properly filled, the task for the practice is not completed. The head of the practice from the company assessed the practice with an "satisfactory" grade or "unsatisfactory" grade.</p> <p>An incomplete answer is given, which represents segmental knowledge on the topic of the question with significant errors in definitions. The presentation is fragmentary and illogical. The student is not aware of the connection of this concept, theory, phenomenon with other objects.</p> <p>There are no conclusions, concretization and evidence-based presentation. The speech is illiterate. Additional and suggestive questions from the teacher do not lead to correction of the student's answer not only to the question posed, but also to other questions about the completed task for practice.</p> <p>The deadlines for submitting incoming documents for a period of no more than 5 days have been failed. The package of documents provided is not complete.</p>	41-50	FX (2+)
<p>The report on the practice is filled improperly, the task for the practice is not completed. No answers were received on the basic questions of the discipline.</p> <p>The deadlines for submitting incoming documents for a period of no more than 5 days have been failed. The package of documents provided is not complete.</p>	35-40	F (2)
<p>The documents have not been submitted.</p>		

The criteria for evaluating the practice are given in table 3.

Table 3

The main criteria for evaluating the practice

Main criteria	Scores
Deadline and completeness of "incoming" documents	10
Completion of individual assignments, that had been given at the department	25
The report and logbook are properly filled	10
Report defense	40
Characteristic from the head of the company	15

Annex

The toolkit for the midterm assessment of students in the Pre-graduation Practice

The toolkit for the midterm assessment of students in the Pre-graduation Practice includes;

- a list of competencies indicating the stages of their formation in the process of mastering the educational program;
- description of indicators and criteria for assessing competencies at various stages of their formation, description of assessment scales;
- Standard control tasks or other materials necessary for the assessment of knowledge, skills, and (or) experience of activities that characterize the stages of competence formation in the process of mastering the educational program;
- Methodological materials defining the procedures for assessing knowledge, skills, and (or) experience of activities that characterize the stages of competence formation;

Intermediate certification for pre-graduate practice is carried out in the form of a differentiated credit (credit with an assessment). To receive a credit, the student submits a report that is carried out based on the results of the practice, considering the results of the work done, and the feedback of the head of the practice.

Passport of the toolkit of the pre-graduate practice

The code of the controlled competence or its part	Controlled Section	Assessment Toolkit (forms of control of mastering the professional program)				Differentiated credit		Stage scores
		Autonomous Work						
		Information processing	Report Preparation	Filling the logbook of practice	Individual assignments	Report defense	Presentation	
GC-1; GPC-1; GPC-2; GPC-3; GPC-4; GPC-5; GPC-6; PC-1; PC-2, PC-3	Preparatory stage			5	5			10
GC-1; GC-2; GC-7; GPC-1; GPC-2; GPC-3; GPC-4; GPC-5; GPC-6; PC-1; PC-2	Production stage	10		5	25			40
GC-1; GC-2; GC-7; GPC-1; GPC-2; GPC-3; GPC-4; GPC-5; GPC-6, PC-1; PC-2, PC-3	Reporting stage	10	10			20	10	50
	Total:	20	10	10	30	20	10	100

Individual assignments

1. Description of indicators and criteria for assessing competencies at various stages of their formation, description of assessment scales.

The main stages of the formation of the above-mentioned competencies during the passage of pre-graduate practice are the sequential passage of meaningfully related sections of practice. The study of each section involves mastering the necessary elements of competencies by students at the level of knowledge, abilities and mastery. The final

assessment, made considering the assessment of competencies at various stages of their formation, shows the success of the development of competencies by students. The assessment considers the quality of the materials presented by the intern and the supervisor's feedback on the student's work during the practice period.

The report is evaluated in one stage.

2. Evaluation of the practice by the supervisor from the RUDN.

Description of the assessment scale by the supervisor

"Credited (with an excellent grade)" - the student completed the entire amount of work required by the practice program in a timely manner, showed deep theoretical, methodological, professionally applied training; skillfully applied the knowledge obtained during the practice, showed mastery of traditional and alternative methods, modern techniques within the framework of his professional activity, accurately used professional terminology; responsibly and with interest in his work, competently, in accordance with the requirements, he made an analysis of the work done; he completed the practice report, the effectiveness of the practice is presented in quantitative and qualitative processing, the student showed the formation of general cultural and professional competencies.

"Credited (with a "good" grade)" - the student demonstrates a fairly complete knowledge of all professionally applied and methodological issues in the scope of the practice program; fully completed the program, but made minor mistakes when completing the task, owns the methodology tools within his professional training, the ability to use it; competently uses professional terminology when making a report documentation on practice.

"Credited (with a "satisfactory" grade)" - the student completed the practice program, but in the process of work did not show sufficient independence, initiative and interest, made significant mistakes when performing practice tasks, demonstrates insufficient knowledge and a low level of their application in practice; unconscious possession of tools, low level of mastery of methodological terminology; low the level of proficiency in the professional style of speech; the low level of documentation on practice.

"Not credited" - the student has fragmentary knowledge and does not know how to apply it in practice, the student has not completed the practice program, has not received a positive characteristic, has not taken the initiative, has not submitted working materials, has not shown inclinations and desire to work, has not submitted the necessary reporting documentation.

3. Standard control tasks or other materials necessary for the assessment of knowledge, skills, and (or) experience of activities that characterize the stages of competence formation in the process of practice

CONTROL PAPERS

Task 1. Give a general description of the organization and the unit (practice base): the purpose of creation, organizational and legal form, industry and regional features of the organization (corporation), goals and strategies of work, the main content of the constituent documents, the volume of services and products, their nomenclature, general financial and economic indicators of the enterprise, market share, growth rates over the past 2-3 years, the

main consumers and competitors, the level of competitiveness, the production structure of the enterprise.

Task 2. Study the organizational structure of business management (corporation) with an emphasis on the issues specific to the profile of the master's degree program. To show the compliance of the current management structure of the enterprise with its form of ownership, organizational and legal form. Reflect the components of the organizational structure and the nature of organizational relationships between structural units. Describe the structure and functions of the enterprise management apparatus, the practice of improving organizational management structures, determining the effectiveness of the management system and methods of improving its structure.

Task 3. Describe the personnel management system: the professional team, qualification and educational level of personnel; the practice of planning and forecasting the needs of specialists; the system of material and morale-boosting incentives; the process of recruitment and placement of personnel, the system of working with personnel and methods of improving the efficiency of managerial work.

Task 4. Describe and analyze the organization and management of production; ways to implement the production function of the enterprise; production structure: planning and forecasting system; rationing and organization of wages; marketing; development of new equipment and technologies; building a system of indicators characterizing the activities of the enterprise, the effectiveness of its management.

Task 5. Study the communication between the enterprise (organization) and the external environment (regulatory authorities, consumers, suppliers, etc.).

Assignment 6. Study the material and technical resources of economic and financial activities at the enterprise.

Task 7. Analyze the economic activity of the enterprise, including financial and managerial. Evaluate: the composition and structure of the balance sheet, financial stability, liquidity and solvency, business activity and profitability of the enterprise.

Task 8. Specify the tasks and content of the master's thesis in accordance with the practical needs of the organization.

Task 9. Develop a detailed plan of the analytical and project parts of the dissertation. Collect, analyze and summarize the material on the topic of the master's thesis of the project.

Task 10. Prepare a report on the results of the pre-graduate practice. Fill the practice documents.

Methodological materials defining the procedures for assessing knowledge, skills, and (or) experience of activities that characterize the stages of competence formation Assessment of knowledge, abilities, and mastery, characterizing the stages of the formation of competencies in pre-graduate practice, is carried out in the form of current and intermediate certification. The control of current academic performance includes checking the knowledge, skills, and formed competencies of students during the interview and according to the results of the report tasks during an individual consultation with the teacher. Intermediate certification in practice is carried out in order to identify the compliance of the level of

theoretical knowledge, practical skills and skills in pre-graduate practice with the requirements of the RUDN University Educational Standards in the direction of training 38.04.01 "Economics" in the form of a differentiated credit (credit with grade). The credit is carried out after the practice completion. The results of the practice certification are recorded in the examination sheets. Getting a student an unsatisfactory grade for attestation of any type of practice is an academic debt. The liquidation of academic debt on practice is carried out by re-working it according to a specially developed schedule.

The assessment of the pre-graduate practice is put down by the supervisor in accordance with the ECTS assessment systems and the grading system (GS), is issued in the curriculum of the established sample and the master's record book.

GS points	Traditional grades of the Russian Federation	Scores and grades	Grades	ECTS scores
86 - 100	5	95 - 100	5	A
		86 - 94	5	B
69 - 85	4	69 - 85	4	C
51 - 68	3	61 - 68	3	D
		51 - 60	3	E
0 - 50	2	31 - 50	2	FX
		0 - 30	2	F
51 – 100	Credit		Credit	Passed

Masters who have not submitted reports on pre-graduate practice within the prescribed period and have not passed a positively differentiated test are not allowed to defend their graduation qualifying paper.

* - The assessment materials and the grading system are formed on the basis of the requirements of the relevant local regulation of RUDN University (regulations / order).

DEVELOPERS:

Deputy Head of the Applied
Economics Department

A.A. Ostrovskaya

position, educational
department

signature

name and surname.

HEAD OF EDUCATIONAL DEPARTMENT:

Deputy Head of the Applied
Economics Department

A.A. Ostrovsкая

educational department

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**HEAD OF
HIGHER EDUCATION PROGRAMME:**

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