

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY OF
LIFE AND ENVIRONMENTAL SCIENCES OF UKRAINE**

**EDUCATIONAL AND METHODOICAL MANUAL
before the production (distance) practice**

for foreign students of specialty 073 «Management», educational degree «Master»,
educational program «Management of investment activities and international
projects» (first year of study)

APPROVED
Academic Council
Faculty of Agricultural
Management
protocol № 4
of November 21, 2022

APPROVED
at a meeting of the Department of
Production and Investment
Management
protocol № 3
from November 02, 2022

Educational and methodical manual for passing of industrial (distance) practice for foreign students of specialty 073 «Management», educational degree «Master», educational program «Management of investment activities and international projects» (first year of study). Kyiv: NULES of Ukraine. 2022. 118 p.

The Academic Council of the Faculty of Agrarian Management of NULES of Ukraine recommended the protocol № 4 of November 21, 2022.

Compiler: Anna V. Dergach, Candidate of Sciences in Public Administration, Associate Professor
Tatiana O. Vlasenko, Candidate of Economic Sciences, Associate Professor

Reviewers: Tetiana V. Lobunets, Assoc. Prof., Ph.D.
Olena V. Nagorna, Assoc. Prof., Ph.D.

Educational edition

EDUCATIONAL AND METHODICAL MANUAL
before the production (distance) practice
for foreign students of specialty 073 «Management», educational degree «Master»,
educational program «Management of investment activities and international
projects» (first year of study).

**COMPILER: ANNA V. DERGACH
TATIANA O. VLASENKO**

CONTENT

SECTION 1. Instruction on issues of organization, practice and safety techniques	4
SECTION 2. Peculiarities of the organization and passing of production practice. Rules of document processing	43
RECOMMENDED BOOKS	88
ANNEXEST	92

SECTION 1.

Instruction on issues of organization, practice and safety techniques

Plan

- 1.1. Features of the organization of production practice
- 1.2. Organization of introductory training on labor protection. Sample documents
- 1.3. Compliance with regulations on labor protection during remote work
- 1.4. Working with screen devices: basic requirements and sample documents
- 1.5. Compliance with the rules of radiation safety and personal hygiene. Actions in case of radiation danger
- 1.6. Organization of work with increased danger during martial law

Attachments. Instructions

1.1. Features of the organization of production practice

Industrial practice in the 1st year of the master's degree in the specialty 073 "Management", specialization "Management of investment activities and international projects" is a mandatory component and integral part of the process of training specialists in higher educational institutions.

The method of production practice is:

- formation of the foundations of professional culture and competencies of future managers;
- familiarization with the work of enterprises of different forms of ownership;
- studying the specifics of their production and management activities;
- study of the features of the current activity of forming production programs, plans, features of planning, supply, sales with the purpose of combining the acquired theoretical knowledge with the organization of technological, production and commercial activities and the complexity of making management decisions;

- acquisition by students of professional competences for their further use in practical activities.

The organization of practical training of students is carried out in accordance with:

- the Law of Ukraine "On Higher Education" dated July 1, 2014, No. 1556-VII, as amended;

- Working programs of students' production practices;

- Curriculum of specialty 073 "Management" OS "Master";

- Regulation on practical training of students of NUBiP of Ukraine, approved by the Academic Council of NUBiP of Ukraine on October 27, 2021, protocol No. 3;

- The procedure for conducting laboratory and practical classes in educational (educational-scientific-production) laboratories of NUBiP of Ukraine (with changes) dated February 26, 2020;

- The procedure for conducting practical training in educational and research farms of the NUBiP of Ukraine, approved by the Educational and Methodological Council of the NUBiP of Ukraine on February 24, 2020, protocol No. 6;

- valid documents regarding the organization of the educational and educational process in the NUBiP of Ukraine.

The main tasks of industrial practice are the acquisition of skills in solving typical tasks in accordance with the positions that graduates of NUBiP of Ukraine - masters who study under the educational program "Management of investment activities and international projects" can hold, namely:

- consolidation and deepening of knowledge obtained during the study of professionally oriented educational disciplines;

- familiarization in practice with the future profession of a manager;

- study of the practical organization of business entities and the principles of their functioning;
- familiarization of students with professional requirements for specialists, necessary practical skills and abilities;
- determination of future prospects of one's professional activity;
- familiarization with the enterprise (general characteristics, peculiarities of functioning);
- study of technological processes used at the enterprise;
- acquisition of professional knowledge and skills regarding the performance of organizational functions in the office;
- familiarization with reports and other informational documents of the company's activities;
- study of the organizational, production and management structure of the enterprise;
- familiarization with the activities of structural divisions (sales and supply, marketing, planning and economic departments), their structure and regulations about the department, job duties of employees;
- familiarization with the procedure for making management decisions in current activities;
- determination of prospects for the development of the enterprise;
- provision of practical recommendations regarding the investment and innovation development of the enterprise.
- development of practical and professional skills of a young specialist regarding the use of basic management tools;
- study of the main factors and elements of the process of forming a manager's style and image and development of means of purposeful creation of a holistic positive image;

- gaining work experience at enterprises.

The sequence and duration of students' industrial practice are regulated by the industry standard, a variable part of the educational and professional training program for a specialist in the field of "Management" OS "Master" training and is 6 weeks. During this period, the practice tasks defined by the program are performed.

The calendar periods of practice for each academic year are determined by the schedule of the educational process of NUBiP of Ukraine.

The term of protection of reports based on the results of production practice: within 1 week from the day of the end of the practice (set by the Department of Production and Investment Management based on the order of the Faculty of Agrarian Management).

The responsibility for the organization of practice, its conduct and control rests with the Graduate Department of Production and Investment Management of the National Academy of Sciences of Ukraine.

The general organization of students' industrial practice and control over its implementation is carried out by the head of industrial practice.

The result of industrial practice is the formation of the following professional competencies in the students of the specialty 073 "Management" OS "Master" of the educational program "Management of investment activities and international projects":

- ability to use acquired theoretical knowledge in practice;
- ability to plan, organize and implement personal practical research in the field of management;
- the ability to perform the functions and procedures of forecasting, organization, management, motivation, coordination and control in the organization;

- the ability to develop a strategy for the development of the enterprise.

Before the start of the internship, the supervisor of the internship from NUBiP of Ukraine conducts an introductory meeting on industrial internship, where he introduces the student-interns to the purpose, tasks of the industrial internship and the calendar plan for the internship, gives individual tasks for the industrial internship, and also familiarizes the students with the requirements for writing reports on the industrial internship practice, duties of students during industrial practice.

1.2. Organization of introductory training on labor protection. Sample documents

Before the beginning of the internship, all students must undergo a safety briefing.

Before the start of practice, an introductory meeting is held, during which a safety instruction is given during the production practice, which is recorded in the safety instruction book. Another briefing on safety techniques is conducted directly at the enterprise - a practice base, taking into account the specifics of the enterprise.

Strict compliance with safety rules during practice is mandatory for all students.

During the internship, students should strictly follow the rules of labor protection and fire safety adopted at the enterprise, with mandatory briefings (introductory and at each specific place of work).

Do not allow employees who have not passed the introductory briefing on labor protection to work!

Safety rules that must be followed by students during practice:

- comply with the requirements that apply to the company's employees;
- perform only assigned work;

- at the production enterprise, follow the rules developed by the head of practice from the enterprise;
- observe sanitation and hygiene standards.

According to the nature and time of conducting labor protection briefings, they are divided into introductory, primary, repeated, unscheduled and targeted.

- Introductory training is conducted with:
 - all employees you hire for permanent or temporary work, regardless of their education, work experience and position;
 - employees of other organizations who arrived at the enterprise and take direct part in the production process or perform other work for the enterprise;
 - pupils and students who came to the enterprise for industrial practice;
 - excursionists in the case of an excursion to the enterprise.
- The purpose of the briefing is to provide the specified persons with information on the safety rules that must be followed during their stay on the territory and in the structural divisions of the enterprise, depending on the purposes for which they arrived there.
- Introductory training is conducted by a specialist of the occupational health and safety service, such as an occupational health and safety engineer, or another specialist at the order/order of the employer. Such a specialist must first undergo training and a knowledge check on labor protection issues in accordance with the Standard Regulation.
- If there is no labor protection specialist at the enterprise, it is recommended to instruct another official to conduct the briefing. In micro-enterprises, instruction can be conducted by the head of the enterprise.

- The fact that the introductory briefing was conducted is recorded in the Journal of registration of the introductory briefing on labor protection issues. Also, the fact that the employee has undergone an introductory briefing is recorded in the hiring order.
- In accordance with legislative and other normative legal acts on occupational health and safety, employees must acquire the following general knowledge on occupational health and safety:
 - at the time of hiring and during work, the employer must undergo briefings and training on occupational health and safety issues, providing first aid to victims of accidents and rules of behavior in the event of an accident (Article 18 of the Law of Ukraine "On Occupational Health and Safety");
 - must be informed and instructed about actions in the event of emergency situations at the enterprise, related to a direct threat to their life and health, and about preventive and protective measures taken or those that should be taken (item 2.2. ch. II of the General requirements regarding the provision of occupational health and safety by employers, approved by the order of the Ministry of Emergency Situations dated 01.25.2012 No. 67).

Therefore, during the introductory briefing, employees should gain knowledge about:

- internal labor regulations;
- their rights and obligations in accordance with the legislation on labor protection;
- labor protection management systems at the enterprise;
- procedures for investigation of accidents at work, insurance payments of the Social Insurance Fund, pre-medical assistance to victims, etc.

Since the Procedure for training the population to act in emergency situations, approved by the Resolution of the CMU dated 26.06.2013 No. 444, provides for an introductory briefing on fire safety, therefore this topic should also be included in the introductory briefing on labor protection.

Therefore, the introductory briefing program must disclose the information set forth in the following regulatory and legal documents:

- Law of Ukraine "On Labor Protection" (as amended) dated October 14, 1992 No. 2694-XII (Articles 5-8, 13, 14, 17, 18, 41, 42, 44);
- Standard regulation on the procedure for conducting training and testing knowledge on labor protection issues and the List of high-risk jobs, approved by the order of the State Labor Inspectorate dated 01.26.2005 No. 15 (Chapter 6);
- General requirements regarding employers' provision of labor protection for employees (with changes), approved by the order of the Ministry of Emergency Situations No. 67 dated January 25, 2012;
- Code of Labor Laws of Ukraine (Articles 21, 29, 40, 46, 50, 51, 54, 66, 70, 139, 149);
- Law of Ukraine "On Mandatory State Social Insurance" (as amended) dated September 23, 1999 No. 1105-XIV (Articles 35, 36, 39, 42);
- The list of works with increased danger, approved by the order of the State Supervision of Labor and Employment No. 15 of 01.26.2005;
- GOST 12.0.003-74 "Dangerous and harmful production factors. Classification";
- Technical regulation of signs of safety and health protection of employees, approved by the resolution of the CMU of November 25, 2009 No. 1262;

- Minimum requirements for safety and health protection when employees use personal protective equipment at the workplace, approved by the order of the Ministry of Social Policy dated November 29, 2018 No. 1804;
- GOST 12.1.005-88 "General sanitary and hygienic requirements for the air of the working area";
- The procedure for investigating and recording accidents, occupational diseases and accidents at work, approved by the Resolution of the CMU of April 17, 2019 No. 337;
- Fire safety rules in Ukraine, approved by the order of the Ministry of Internal Affairs dated 12.30.2014 No. 1417 (item 3, Chapter II; Chapter VIII).Проведення вступного інструктажу відбувається згідно Наказу «Про затвердження програми та тривалості вступного інструктажу з охорони праці» (зразок наказу наведено у Додатку А.1.).

How to conduct an introductory briefing.

Introductory briefing differs from other occupational safety briefings in that it is informative in nature and does not involve testing the provided knowledge. In order to improve the quality of assimilation of information, additional requirements regarding the use of visual propaganda tools are placed on this briefing.

Introductory briefings are conducted in the occupational health and safety office or in a specially equipped room with the use of modern technical teaching aids, educational and visual aids. It is also necessary to follow the program of introductory instruction. It is developed by the labor protection service in accordance with the specifics of production and approved by the employer. A sample of the Introductory Instruction Program is given in Appendix A.2.

Normative legal acts on labor protection do not regulate the content of the introductory briefing program. In view of the purpose of this briefing, during its conduct, employees should receive information that is provided for by the legislation on labor protection and which will not be provided to them during further training, in particular, the initial briefing at the workplace.

The duration of introductory training depends on the degree of risk of the enterprise and the number of employees.

Therefore, conducting an introductory briefing is an integral part of industrial practice for 1st-year masters of the specialty 073 "Management", specialization "Management of investment activities and international projects", the purpose of which is to provide students with information on safety rules that must be followed during staying on the territory and in the structural divisions of the enterprise, where the production practice takes place.

1.3. Compliance with regulations on labor protection during remote work

Currently, the majority of Ukrainian enterprises have switched to a remote work format.

What should be the occupational safety requirements when working at home?

Employees who perform work remotely (at home) must comply with the same norms of labor law as other employees.

Let's deal with the terminology and regulatory framework on this issue.

Remote (home) work is a form of work organization when the employee performs work at the place of residence or in another place of his choice, in particular with the help of information and communication technologies, but outside the employer's premises.

This term is defined by the Law of Ukraine "On Amendments to Certain Legislative Acts of Ukraine, Aimed at Providing Additional Social and Economic Guarantees in Connection with the Spread of the Coronavirus Disease (COVID-19)" dated 30.03.2020 No. 540-IX (hereinafter - the Law No. 540).

The Convention on Homework of the International Labor Organization of June 20, 1996 No. 177 interprets the term "homework" as work performed by a person:

- at her place of residence or in other premises of her choice, but not in the employer's production premises;
- for remuneration;
- for the purpose of producing goods or services, according to the instructions of the employer, regardless of who provides the equipment, materials or other resources used.

Article 4 of the Convention emphasizes that the national policy in the field of home work should promote equality of treatment between home workers and other employed workers, taking into account the characteristics of home work and, as necessary, the conditions that apply to the same or similar type of work performed in the enterprise.

Equality of treatment should be encouraged, in particular, regarding:

- protection against discrimination in the field of work and occupations;
- protection in the field of occupational safety and hygiene.

National legislation meets these requirements.

Law No. 540 amended the Labor Code of Ukraine, in particular Article 60. In the new edition, it defines the requirements for a flexible working time regime and notes that the performance of remote (home) work does not entail any restrictions on the scope of the labor rights of employees . This means that with remote (home)

work, the same norms of labor legislation apply to employees as to other employees who work in production.

The norms of the Law of Ukraine "On Mandatory State Social Insurance" dated September 23, 1999 No. 1105-XIV and the Procedure for the Investigation and Registration of Accidents, Occupational Diseases and Accidents at Work, approved by the Resolution of the CMU dated April 17, 2019, also apply to employees during remote work. No. 337. This means that they are insured against an accident at work that may happen to them while working remotely (at home).

Employees must comply with occupational health and safety regulations that apply to them while working at the enterprise, in particular, comply with the requirements of job instructions, occupational health and safety instructions, undergo training and briefings on occupational health and safety, medical examinations, etc.

Therefore, during remote industrial practice, students must comply with the same norms of labor legislation as during industrial practice directly at the enterprise.

1.4. Working with screen devices: basic requirements and sample documents

Working with screen devices belongs to work with a special character, because it is associated with increased visual and neuro-emotional stress. During such work, it is necessary to observe the requirements of safety and health protection.

Safe and harmless working conditions are created at all enterprises, institutions, and organizations. It is the employer's duty to provide such conditions. This is what the first and second parts of Article 153 of the Labor Code of Ukraine direct.

When working with screen devices, the health and working capacity of workers can be affected by dangerous and harmful production factors. In order to protect such employees from possible industrial injuries or occupational diseases, the company must comply with safety requirements. What exactly - we will consider below. First, let's find out how dangerous it is to work with screen devices.

Screen devices are electronic devices that reproduce any graphic or alphanumeric information (based on electron beam tube, liquid crystal, plasma, projection, organic LED monitors and other latest developments in the field of information technology).

Let's consider the dangers that lie in wait for workers when working with screen devices,

When working with screen devices, workers are affected by factors of difficulty and tension of the labor process, physical, chemical and biological factors.

Among the most dangerous factors of the difficulty and tension of the labor process, which negatively affect the health of office workers, is the sedentary nature of work. Most of the working time, such employees are at the workplace in a sitting position, performing the same type of work.

Prolonged work at the computer causes overstrain of the visual analyzer. And work associated with a high degree of responsibility can lead to neuro-emotional exhaustion. Mental work involves solving a large number of tasks, and therefore threatens mental overstrain.

Physical factors that affect the health of office workers include relative humidity, temperature, air movement speed, workplace lighting, noise, and electromagnetic fields. Chemical factors include the presence of toxic chemicals in the air, which are released from office equipment, furniture, room decoration, cleaning products, etc. Biological factors include viruses, bacteria, and fungi contained in the air.

Risks from exposure to the main types of hazards must be eliminated or minimized. For this, precautionary measures are taken to prevent foreseeable risks and ensure safety during the operation of screen devices.

The minimum requirements for safety and health protection when working with screen devices of all types and models are established by the Requirements for the safety and health protection of employees when working with screen devices, approved by the order of the Ministry of Social Policy dated February 14, 2018 No. 207 (hereinafter - Requirements). These Requirements must be observed by all enterprises, regardless of the forms of ownership, organizational and legal form and types of activity.

The employer has the right to establish stricter and/or special requirements for the safety and protection of the health and life of employees when working with screen devices, if this does not contradict the law.

The requirements do not apply, in particular, to workplaces:

- education seekers in computer classrooms (offices, classrooms, etc.) of educational institutions;
- pilots, drivers or operators of vehicles equipped with screen devices in data processing systems on board means of communication;
- employees who maintain, repair and adjust screen devices.
- According to the Requirements, the employer is obliged to:
 - to inform employees under receipt about working conditions and the presence at their workplaces of dangerous and harmful production factors that arise when working with screen devices and which have not yet been eliminated, as well as about the possible consequences of their impact on the health of employees;
 - provide training and testing of employees' knowledge on labor protection and safe use of screen devices before starting work with

- them, as well as in cases of modification and organization of equipment operation;
- take appropriate measures to ensure compliance of the employee's workplace with these Requirements;
 - when arranging the workplace of an employee with screen devices, choose such equipment that does not create excessive noise and does not emit excessive heat;
 - due to the duration of the work shift, organize internal regulated breaks for rest in accordance with DSanPiN 3.3.2.007-98 "State sanitary rules and norms of work with visual display terminals of electronic computing machines", approved by the resolution of the Chief State Sanitary Doctor of Ukraine dated 10.12.1998 No. 7 ;
 - ensure at one's own expense medical examinations of employees in accordance with the Procedure for conducting medical examinations of employees of certain categories, approved by the order of the Ministry of Health No. 246 of 21.05.2007, and, if necessary, the implementation of relevant health measures;
 - if necessary, conduct laboratory studies of the working conditions of employees in order to identify harmful and dangerous factors of the production environment, difficulty and tension of the labor process, and take measures to eliminate risks.

A sample sheet for familiarizing the employee with working conditions and the presence of dangerous and harmful production factors at his workplace is given in Appendix A.3.

A sample order on additional intra-shift regulated rest breaks is provided in Appendix A.4.

Basic security requirements

Workplaces of employees who work with screen devices must meet ergonomic, anthropological, psychophysiological requirements, as well as the nature of the work performed. They must be designed and sized so that workers have room to change their working position and movements.

Workplace lighting should create an appropriate contrast between the screen and the environment, taking into account the type of work and comply with DSanPiN 3.3.2.007-98.

The microclimate of industrial premises with workplaces of employees with screen devices must be maintained at a constant level in accordance with DSN 3.3.6.042-99 "Sanitary norms for the microclimate of industrial premises", approved by the resolution of the Ministry of Health and the Chief State Sanitary Doctor of Ukraine dated 01.12.1999 No. 42.

Noise levels at workplaces must comply with DSN 3.3.6.037-99 "Sanitary norms of industrial noise, ultrasound and infrasound", approved by the resolution of the Ministry of Health and the Chief State Sanitary Doctor of Ukraine dated 01.12.1999 No. 37.

The desk or work surface should be of sufficient size and have a low-reflective surface, allowing flexibility in the placement of the screen, keyboard, documents and related equipment.

The work chair should be stable and allow the worker to move easily and take a comfortable position. The seat must be adjustable in height, the back of the seat - both in height and in inclination. A step stool should be provided for those who need it for convenience.

Every day before starting work, it is necessary to clean screen devices from dust and other impurities.

In order not to harm the health and life of employees, it is prohibited:

- maintain, repair, debug screen devices directly at the employee's workplace when he works with them;
- turn off protective devices, spontaneously carry out changes in the design and composition of screen devices or their technical adjustment;
- to work with screen devices that show unusual signals, an unstable image on the screen, and other malfunctions during operation.

It is important to remember: screen devices should not pose a danger to workers. This is the main requirement.

Let's consider how, when and how much to disinfect gadgets and office equipment

The Ministry of Health strongly recommends during the COVID-19 pandemic to regularly clean the surfaces you touch, wash your hands and not touch your face. You constantly use your smartphone throughout the day and often bring it up to your face and touch electronic devices. Find out how to prevent the spread of infections through phones and laptops.

Every day you use electronic gadgets at work and at home. But if you wash your hands with soap several times a day, you don't do this with gadgets. Wash your hands and pick up the phone again, touch the keyboard with a bunch of germs and bacteria.

Take care of your main work tools. Disinfect your smartphone, laptop and computer keyboard, tablet screens and other gadgets regularly. This article provides detailed instructions on how to properly clean electronic devices. These tips are universal. Apply them not only at home, but also in the office, not only during the epidemic of the coronavirus disease, but also at any other time.

How often to clean your smartphone and computer

When asked, "If I wash my hands thoroughly before sitting down at the computer or picking up the phone, how often should I disinfect my devices?" expert scientists answer yes.

"If you wash your hands every time before using a smartphone, this is enough to prevent the infection from being transmitted by touch. However, it is dangerous to wash your hands so often. Therefore, wipe the touch screens and covers once or twice a day. Let it become a new habit for you, a mandatory, routine thing.

However, if you put your phone on a potentially contaminated surface, rarely wash your hands, then I would recommend that you clean your phone more often," answered Dr. David, Associate Professor of the Department of Biological Sciences at the Missouri University of Science and Technology, USA Westenberg (Dr. David Westenberg).

“The most likely way to infect your device with a dangerous virus is to sneeze or cough near it. Microscopic droplets containing the virus can settle on the phone afterwards. So, if you've been around someone who's coughing or sneezing, it's a good idea to clean your phone," said Professor Donald W. Schaffner, director of the Center for Advanced Food Technology at Rutgers University, USA (Rutgers University, USA). .

According to the results of research by the Dscout company in 2019, a person touches a smartphone 2,617 times a day.

Schaffner noted, “Unless you're in a household with someone who has SARS-CoV-2, the virus that causes COVID-19, it's unlikely that you have any pathogenic virus on your phone. I don't think there's any reason to clean your phone more than once a day, unless you're potentially letting a virus in.”

What device manufacturers recommend

Manufacturers of many electronic devices quickly responded to the epidemic situation in the world and offered options for disinfecting devices.

Samsung, the world's largest phone manufacturer, has offered a free coronavirus disinfection service in 19 countries, including Ukraine. In the official service centers of Samsung Service Center and branded Samsung stores, gadgets are cleaned using ultraviolet devices without the use of chemicals. Owners of smartphones from any manufacturer can use this service.

To disinfect devices yourself, Samsung recommends using a 70 percent solution of ethanol or isopropyl alcohol. Apply it to a microfiber cloth, then clean your phone.

Google suggests cleaning your phone with a cloth slightly dampened with soapy water. Make sure that moisture does not get inside.

Apple has published recommendations on the disinfection of its products on its website.

Apple recommends using disinfectant wipes containing 70 percent isopropyl alcohol to clean any hard, non-porous surfaces. Ordinary wet wipes clean visible dirt, but do not destroy pathogens.

The cleaning technology of different devices is different, but follow the general recommendations.

How to disinfect a smartphone

1. Clean the phone case. First, remove the case from the phone. If the cover is made of silicone, metal or plastic, wash it thoroughly in warm, soapy water and let it air dry.

To clean a leather case, you will need:

- a soft sponge or cloth;
- a cloth or napkin that absorbs moisture well;
- a small vessel with warm water;
- a little soft liquid soap.

Make a soap solution. To do this, pour a little soap into the water and mix thoroughly. Then dip a sponge or soft cloth in this solution, wring it out and wipe the cover. Do not take hard material for washing, so as not to scratch the covers.

It will not be easy to wash it off, because the skin absorbs other substances well. Be patient. When the accessory is sufficiently clean, wipe it dry on all sides with a tissue or rag.

2. Clean your phone. First of all, turn off the phone, remove the battery and tape all exposed connectors.

Find a piece of soft, lint-free cloth or microfiber cloth. Such fabric can be included with glasses or other gadgets.

Prepare a cleaning solution. To do this, dilute 70 percent isopropyl alcohol with water in a ratio of 1:1.

Dip a corner of the cloth in a small amount of alcohol solution and wipe the phone screen and body with it.

Most modern smartphones are waterproof, but still be careful. Make sure that water does not get inside through the headphone and charging holes. Do not immerse the phone in cleaning liquids, do not pour or spray the product directly on the gadget. Do not use hard materials, paper towels, towels, which can potentially damage the screen.

Use cotton buds to remove small crumbs and dirt from hard-to-reach parts of the phone. These can be corners or scratches on the case.

Be especially careful to clean the USB port so as not to leave fibers or push any parts into the middle of the port.

You can use a small soft toothbrush to clean the case and connectors.

When the phone and case are completely dry, put the case back on the phone.

Thoroughly wipe the headset, wireless headphones, phone charger with an alcohol wipe or microfiber soaked in the solution.

How to disinfect a laptop and PC

Turn off the laptop and all peripherals.

Clean the keyboard, ports, and vents. Turn the laptop upside down and shake it slightly to remove large pieces of dirt.

Gently wipe the keyboard with a microfiber soaked in an alcohol solution. Clean the Enter and Space keys especially carefully. Use cotton buds or a soft toothbrush to clean the sides and corners of the keys.

Use gentle circular motions to wipe the display.

Always dampen the cloth and do not spray liquid directly onto the screen. Squeeze it thoroughly before wiping the display.

Gently wipe the touch pad with small circular motions to remove fingerprints. Do the same on the arm rests.

Once the inside of the laptop is clean, close the laptop and repeat the same circular motions on the lid and bottom of the case. Wet the cleaning cloth regularly as needed.

On a desktop computer, thoroughly clean the keyboard, mouse, and headphones. Handle the power button on the front panel of the computer case. If you use a flash drive, wipe its case as well.

A clean computer is a happy computer!

Therefore, the workplaces of employees who work with screen devices must meet ergonomic, anthropological, psychophysiological requirements, as well as the nature of the work performed. They must be designed and sized so that workers have room to change their working position and movements. Screen devices must not pose a danger to workers. This is the main requirement when working with screen devices.

1.5. Compliance with the rules of radiation safety and personal hygiene.

Actions in case of radiation danger

The scope and nature of protective measures in the event of a radiation hazard are usually established by civil defense headquarters. However, the population must

know and be able to apply methods of protection, observe the rules and norms of behavior in a radioactively contaminated area.

Impact on a person

Dangerous factors

Danger factors due to a radiation accident:

- environmental pollution;
- danger to all living things that ended up in the contaminated area - death of people, animals, destruction of crops, etc.

The radiation effect on a person consists in the violation of the vital functions of hematopoietic organs, the nervous system, the gastrointestinal tract and the development of radiation sickness under the influence of ionizing radiation.

Depending on the dose of exposure, penetrating radiation or radioactive substances, the total range of external exposure causes acute radiation sickness in humans and animals. It can range from mild to extremely severe.

Types of accidents

Depending on the limits of the distribution zones of radioactive substances and radiation consequences, accidents are divided into types:

1. Local radiation - a violation in the operation of a radiation-hazardous object, in which there was no release of radioactive products and (or) ionizing radiation beyond the prescribed limits of equipment, technological systems, buildings and structures within the territory of the object in quantities exceeding the established for normal operation of the value object.

2. Object - radiation consequences are limited to the boundaries of the enterprise, object. At the same time, personnel exposure and contamination of buildings and structures located on the territory may be higher than the levels established for normal operation.

3. Local radiation - a malfunction in the operation of a radiation-hazardous object, during which radioactive products were released within the sanitary protection zone of the object in quantities exceeding the values established for normal operation of the object.

4. General radiation – a violation in the operation of a radiation-hazardous object, during which radioactive products were released outside the sanitary protection zone of the object in quantities that lead to radioactive contamination of the adjacent territory and possible exposure of the population above the established norms.

Actions in case of radiation danger

In the event of a threat of occurrence

1. If a dangerous condition is declared, do not panic, listen to the message.
2. Warn the neighbors, help the disabled, children and the elderly.
3. Find out about the time and place of gathering for evacuation.
4. Reduce the penetration of radioactive substances into the apartment (house): tightly close windows and doors, ventilating openings (hatches), seal gaps.
5. Prepare for a possible evacuation: pack documents, valuables and money, essential items, medicines, a minimum of underwear and clothes, a supply of canned food for 2-3 days, and drinking water in sealed bags and put in a suitcase.
6. Prepare the simplest sanitation products, such as hand soap.
7. Before leaving the room, disconnect all electrical current consumers from the power grid, turn off gas and water.

In case of sudden occurrence

1. If you receive a message about radiation danger, put on a gas mask or respirator, and if they are not available, put on a cotton-gauze bandage. Go to the protective structure. If the protective structure is far away, stay indoors.

Ionizing radiation is weakened by:

walls

- wooden house - 2 times;
- brick - 10 times;

buried shelters (basements)

- with wood covering - 7 times;
- from brick or concrete - 40-100 times.

2. Avoid panic. Listen to emergency announcements from authorities.

3. Reduce the possibility of radiation substances entering the room - perform sealing.

4. Carry out iodine prophylaxis.

Take potassium iodide after meals with tea, juice or water once a day for seven days:

- adults – 1 tablet (0.25 g);
- children under two years old - 1/4 tablet;
- children aged 2 to 14 years – 1/2 tablet.

Take a water-alcohol solution of iodine after meals three times a day for seven days:

- children under two years old – 1–2 drops of 5% tincture per 100 ml of milk (canned) or formula;
- children from two years old and adults - 3-5 drops per glass of milk or water.

Apply tincture of iodine in the form of a net to the surface of the extremities of the hands once a day for seven days.

5. Specify the starting point of the evacuation. Warn your neighbors, help children, the disabled and the elderly. They are to be evacuated first.

6. Quickly collect the necessary documents, valuables, medicines, food, a supply of drinking water, the simplest means of sanitary treatment and other things you need in a sealed suitcase.

7. Before leaving the house, turn off the sources of electricity, water and gas supply, take prepared things, put on a gas mask (respirator, cotton-gauze bandage), outer clothing (raincoat, coat, cape), rubber boots.

8. After arriving at a new place of stay, decontamination of protective equipment, clothes, shoes and skin sanitation at a specially equipped point or on your own.

Take off your outerwear, standing with your back against the wind, shake it out. Hang the clothes on the crossbar, use a broom or a brush to sweep away the radioactive dust and wash with water. Clean the shoes with a brush or any means at hand and wash with water.

Treat open skin areas with water or a solution from an individual anti-chemical package (PPI-8 type). You can use gauze or just towels to treat the skin.

ADVICE

Pass dosimetric control before and after sanitary treatment.

9. Find out from local state authorities the addresses of organizations responsible for providing assistance to the affected population.

Protection

Business entities in the field of civil protection provide their employees with means of collective and individual protection in accordance with the legislation (clause 2, part 1, article 20 of the Civil Code). This is regulated by the Procedure for providing the population and employees of formations and specialized civil protection services with personal protective equipment, devices for radiation and chemical intelligence, dosimetric and chemical control, approved by the Resolution

of the Cabinet of Ministers dated August 19, 2002 No. 1200. Pre-calculate the needs according to the requirements of the specified Procedure.

Respiratory organs and skin

To protect the respiratory system, use:

- "petal" type respirator;
- P-2, U-2K respirators (for adults);
- cotton-gauze bandages;
- PTM-1 fabric dust masks;
- gas masks.

WARNING

Individual protection measures may not be used:

- in residential and administrative buildings
- in quiet windless weather
- after the rain

To avoid damage to the skin, use cloaks with hoods, capes made of dense fabric or polyethylene film, overalls, rubber shoes, gloves, and, if available, special protective clothing.

Housing, water sources, food

Close all the windows in the house with film, equip the entrance door with soft curtains. Close chimneys, ventilation openings (hatches). Turn carpets and rugs. Cover upholstered furniture with covers, cover tables with film or oilcloth. Place a container of water in front of the entrance door and spread a rug next to it.

Equip water distribution columns with tents. Store products in glass containers or plastic bags, in refrigerators.

Radiation safety and personal hygiene

To prevent or reduce the effect of radioactive substances on the body:

- limit stay in the open area;
- use PPE (respirator, bandage, raincoat, rubber boots) when leaving the premises;
- do not undress when you are in an open area, do not sit on the ground, do not smoke;
- wash your shoes with water or wipe them with a wet cloth before entering the room, shake out your outer clothes and clean them with a damp brush;
- observe the rules of personal hygiene, wash your hands thoroughly with soap before eating;
- perform daily wet cleaning with detergents in all premises intended for people's stay;
- eat only in closed rooms;
- use water only from proven sources;
- do not drink water from open sources and from water supply networks after the official announcement of a radiation hazard. Cover the wells;
- eat only products that have been stored in closed rooms (conservation) and have not undergone radioactive contamination;
- do not use vegetables that grew on contaminated soil;
- do not drink milk from cows that graze on contaminated pastures;
- do not swim in open water bodies until the degree of their radioactive contamination is checked;
- do not collect berries, mushrooms and flowers in the forest.

Reducing the level of radiation in the body

1. Drink more water.

2. Do not consume foods that intensively accumulate radionuclides: mushrooms, cabbage, fish, pork, carrots, beets.

3. Wash any products thoroughly, do not use raw. Peel fruits and vegetables.

4. Consume foods that can quickly remove radioactive isotopes from the body and block their entry into vital organs.

Products removed from the body:

- strontium-90 – low-fat dairy and sour-milk products, sesame seeds, green leafy vegetables, tomatoes, bell pepper, lemon;
- cesium-137 – potassium and essential amino acids methionine and cystine, which are found in meat, fish, legumes, eggs, dried apricots, baked potatoes, peanuts, melons, bananas, almonds;
- iodine-131 – fresh and frozen seaweed, bananas, persimmons, feijoa, lemons, limes, apples, shrimp, iodized salt.

Antioxidants neutralize the activity of radionuclides, that is, prevent them from entering the body's systems and protect cells from internal mutations. These antioxidants include green tea, strawberries, raspberries, blackberries, and blueberries. A glass of red wine will help to additionally protect the body from the effects of radionuclides.

Products that contain a large amount of pectin and fiber are also able to remove radioactive substances from the body. These are currants, apples, pumpkins, beets, carrots, apricots, white cabbage, leafy greens, mushrooms, radishes, tomatoes, zucchini, leeks, peaches, watermelons, coconuts, pomegranates, avocados, pineapples, kiwis, raspberries, blackberries.

Medicinal plants also have anti-radiation, anti-tumor and immunostrengthening effects. These are cane arnica, arnica, birch (buds, leaves and sap), sedum, mint, linden, immortelle, St. John's wort, chicory, goldenrod, buckthorn, calendula, flax, mountain ash, wormwood, chamomile, subwhite, radiola rosea.

WARNING

Do not self-medicate!

Be sure to consult a doctor!

Different sorbents are useful: 2–3 tablets of activated carbon before meals will remove some of the radionuclides. Enterosgel and Atoxyl can be used.

Therefore, it is absolutely necessary to know and be able to apply methods of protection, to observe the rules and norms of behavior in a radioactively contaminated area.

1.6. Organization of work with increased danger during martial law

During work with dangerous and harmful production factors, or work associated with increased production risk, it is necessary to take organizational and technical measures regarding labor safety.

Preventive measures

How to perform work at high-risk facilities is determined by the Law of Ukraine "On High-Risk Facilities" dated January 18, 2001 No. 2245-III (hereinafter - the Law on High-Risk Facilities).

The works of increased danger in relation to their organization are divided into those performed by:

by order of admission;

by order;

in order of current operation

During martial law, there is a high probability of emergency situations at enterprises where high-risk work is performed. Therefore, analyze the dangers of the enterprise, develop the necessary documents and an action plan in the event of an emergency.

Hazard analysis

Analyze the danger of the enterprise (object) on the basis of a detailed examination of its condition in accordance with the requirements of regulatory documentation, recommendations of reference and scientific and technical literature. Also take into account the accidents and emergency situations that occurred at it and similar enterprises (objects).

ADVICE

During the risk analysis of the enterprise (object):

- identify all possible emergency situations and accidents, including unlikely ones, with catastrophic consequences that may occur at the enterprise
- consider the scenarios of their development
- assess the consequences

Identify the possibilities and conditions for the occurrence of accidents based on the analysis of the characteristics of the operation of both individual equipment (apparatus, machines, etc.) and their group (technological units). At the same time, take into account the dangerous properties of substances and materials used in production.

WARNING

For detected potentially dangerous objects

predict scenarios of the occurrence and development of possible accidents that lead to the realization of potential dangers

The scenario must begin with an event (stage) that creates an immediate threat of the technological process getting out of control and causing an accident. At the same time, take into account the parameters of the state of substances (temperature, pressure, aggregate state, etc.) and the state of the equipment, which correspond to both the normal technological mode and the modes that are possible in the event of the occurrence and development of an accident.

Responsible authorities

State supervision (control) in the field of activities related to objects of increased danger and potentially dangerous objects, on issues of identification and declaration of safety of objects of increased danger, is carried out by the State Labor Service in accordance with the tasks assigned to it (Article 3 of the Law of Ukraine "On objects of increased danger" dated January 18, 2001 No. 2245-III).

Regional, district and city state administrations must take the necessary measures to prevent accidents and emergencies of man-made and natural nature, limit and eliminate their consequences (Article 6 of the Law of Ukraine "On Objects of Increased Danger" dated January 18, 2001 No. 2245- III).

Organizational measures

What organizational measures to take:

- approve the list of works performed according to orders, orders and duties in the order of current operation;
- appoint persons responsible for safe work;
- formalize the works with an order, order or approval of the list of works performed in the order of current operation;
- prepare workplaces;
- supervise the execution of works and their completion.

Actions of employees

Plans for the localization and liquidation of emergency situations and accidents (hereinafter referred to as PLAS) must be drawn up at each enterprise.

The purpose of PLAS is to plan the actions (interaction) of the personnel of the enterprise, special units, the population, central and local bodies of executive power and local self-government bodies regarding the localization and liquidation of accidents and mitigating their consequences.

WARNING

The head of the enterprise determines and approves a list of factories (shops, branches, production sites) and individual objects for which PLAS is being developed

PLAS should cover all levels of accident development, which were established during the hazard analysis.

Fighting the accident

In order to ensure an effective fight against the accident at all levels of its development, a headquarters is created by order. Functions of the headquarters:

- collects and registers information about the progress of the accident and measures taken to combat it;
- evaluates current information and makes decisions regarding operational actions in the accident area and beyond;
- coordinates the actions of the company's personnel and all involved divisions and services that participate in the elimination of the accident.

ADVICE

Be sure to specify in PLAS

- the location of the headquarters, in particular, the reserve one
- officials who perform the functions of a responsible manager

The general management of the work of the headquarters is carried out by the responsible manager of the work on the localization and liquidation of accidents.

In exceptional cases, short-term work to eliminate malfunctions of the equipment, which may lead to an accident, is allowed to be performed without an order - by order.

In case of accidents, welding and other fire works can be performed without a permit, but always under the direct supervision of the head of the unit or another responsible engineering and technical employee of this unit.

If it is necessary to eliminate / localize an accident on the territory of the enterprise (facility), which arose as a result of military (combat) actions, accident elimination work is allowed to be performed without a permit - only until the moment of elimination of the direct threat to people's lives and the destruction of equipment.

Disabling means of monitoring the operation of machines, mechanisms, and equipment

Develop a procedure at the enterprise for scheduled or unscheduled shutdowns of measuring devices, systems and automation devices, the failure of which may lead to:

- to stop the production process with severe economic consequences;
- blocking production;
- harmful impact on the environment;
- violation of the requirements of current legal acts.

This applies to peacetime and martial law. There are no special conditions.

Permissive documents

Territorial bodies of State Labor during martial law continue to register declarations, issue permits and provide other administrative services.

Documents for the issuance of permits, registration of the declaration, as well as for the receipt of other administrative services must be submitted to the State Labor Service in paper form through the centers for the provision of administrative services. The declaration can also be submitted electronically through the e-services portal of the Ministry of Economy.

On March 25, 2022, the Resolution of the CMU "Some issues of performance of high-risk works and operation (use) of machines, mechanisms, equipment of high risk during the period of martial law" dated March 24, 2022 No. 357 entered into force.

According to this resolution:

1. During the period of martial law, machines, mechanisms, equipment of increased danger specified in points 2–9 of group A of the list of machines, mechanisms, equipment of increased danger, approved by Resolution of the CMU dated 03.02.2021 No. 77, operate (apply) on the basis of the declaration compliance of the material and technical base with the requirements of the legislation on labor protection.

2. During the period of martial law, the types of high-risk works specified in items 4, 7–9, 11–21, 23–27, 29 and 30 of group A of Appendix 2 to the Procedure for Issuing Permits for High-Danger Work and Operation (application) of machines, mechanisms, equipment of increased danger, approved by the resolution of the Cabinet of Ministers dated 26.10.2011 No. 1107, perform on the basis of the declaration of compliance of the material and technical base with the requirements of the legislation on labor protection.

3. Business entities that acquired the right to operate (use) machines, mechanisms, high-risk equipment and/or perform high-risk work on the basis of a declaration of compliance of the material and technical base with the requirements of the legislation on labor protection, taking into account subsections 1 and 2, no later than one month after the termination or abolition of martial law, they must obtain the relevant permission documents in the order, terms and conditions stipulated by the legislation.

4. The term of validity of documents of a permissive nature for the operation of machines, mechanisms, equipment of increased danger and for the performance of works of increased danger, which expired during the period of martial law, is automatically extended for the period of martial law and within one month after its termination or cancellation.

Works outside the enterprise

High-risk works may take place on the territory of:

- own enterprise,
- customer enterprise;
- at facilities (sites) located outside the territory of the enterprise.

If it is necessary to carry out high-risk work outside the enterprise, there is a need to move workers to objects, buildings, industrial sites located in populated areas or suburban open space, where military (combat) actions were carried out and where ammunition may remain.

In addition to organizational safety measures, take the following measures:

1. Establish cooperation with the territorial bodies of the State Emergency Service, the Ministry of Internal Affairs, and the military administration in order to determine the algorithm of joint actions regarding the safe movement of workers through the territory (route) on which there may be explosive objects (mines, ammunition, etc.) to the place of work.

2. Determine the safest route of movement of workers to the place of work, familiarize the workers with them.

3. Get confirmation from the territorial bodies of the State Emergency Service, the Ministry of Internal Affairs that the area or territory, the route for the movement of workers is currently safe.

4. Provide workers (crew) with reliable means of communication while traveling and performing work.

5. The official of the enterprise, which issued the order-admission, order or task for the performance of work, must constantly monitor the arrival of announcements about the air alarm. In the event of an alarm, employees traveling along the route or performing work should be immediately informed about it.

6. Provide workers with a first aid kit for injury.

WARNING

Check the expiration dates of all drugs in advance

7. If an employee is injured, provide first aid and call an ambulance, representatives of the State Emergency Service, representatives of the Ministry of Internal Affairs, and, if necessary, the military.

8. The employer must:

- develop or supplement the labor protection acts in force at the enterprise with requirements regarding the actions of employees during movement and performance of work in martial law conditions;
- provide information and training of employees.

9. Monitor actual information coming from official sources of state authorities regarding the actions of the population under martial law. Make appropriate changes to the labor protection acts in force at the enterprise.

Thus, against the background of war, bombings, numerous victims and suffering, the issues of people's safety and health gain even more attention. According to the current legislation of Ukraine, the employer's responsibilities include creating safe working conditions for employees, in particular: conducting an analysis (attestation) of workplaces, identifying all dangerous factors that affect human health during work, conducting relevant briefings on issues labor protection, etc.

At the same time, in the conditions of martial law, employers sometimes have to make decisions on taking measures to protect their employees.

First of all, managers should take care of how to organize work so that employees have the opportunity to quickly go to a safe place (bomb shelter), get medical help or quickly return home.

Therefore, during military operations, ignoring elementary safety rules at workplaces can lead to unjustified casualties and injuries, so the rules of behavior in emergency situations should not be neglected.

Control questions

1. What is the procedure for briefing on issues of organization, conducting practice and safety techniques?
2. Standard provisions on the procedure for conducting training and testing knowledge on labor protection issues. Briefly describe the content of the provision.
3. What is the procedure for organizing an introductory briefing on labor protection.
4. What are the main documents required for an introductory briefing on labor protection? Briefly describe their content.
5. What are the main regulations on occupational health and safety that must be observed when working remotely?
6. What are the features (main requirements) of working with screen devices?
7. Compliance with the rules of radiation safety and personal hygiene during industrial practice.
8. What are your actions in case of radiation danger?
9. Organization of work with increased danger during martial law.
10. What are the main goals of the Instruction on Organization, Practice and Safety Techniques?

Appendices. Instructions

Annex A.1. A sample of the order approving the program and duration of introductory training on labor protection

Annex A.2. A sample of an introductory briefing on labor protection

Annex A.3. A sample sheet for familiarizing the employee with working conditions and the presence of dangerous and harmful production factors at his workplace

Annex A.4. A sample of the order on intra-shift regulated breaks for rest

Annex B.1. Occupational health and safety instructions for accountants

Annex B.2. Instruction on labor protection of the sales manager

Annex B.3. Instructions for labor protection during remote (home) work

Annex B.4. Instructions on labor protection during work at the enterprise in quarantine conditions

Annex B.5. Instructions for occupational safety when working on copiers

Annex B.6. Instructions on labor protection when working on computer and office equipment

Annex B.7. Instructions for occupational safety when working on a personal computer

Annex B.8. Instructions on labor protection during treatment of industrial premises and equipment with disinfectants

Annex B.9. Instructions for occupational safety when working with disinfectant chemicals

Annex B.10. Labor protection instruction on fire safety measures in service (office) premises

SECTION 2.

Peculiarities of the organization and passing of production practice. Rules of document processing

Plan

- 2.1. Production practice in an offline format
 - 2.1.1. Selection of research base
 - 2.1.2. Basic duties of participants in production practice
 - 2.1.3. Work program of industrial practice
 - 2.1.4. Individual tasks for practice
 - 2.1.5. Report on the completion of production practice
 - 2.1.6. Diary of production practice
- 2.2. Remote production practice
 - 2.2.1. Selection of research base
 - 2.2.2. The main responsibilities of remote production practice participants
 - 2.2.3. Working program of remote industrial practice
 - 2.2.4. Individual tasks for distance practice
 - 2.2.5. Report on remote production practice
 - 2.2.6. Diary of remote production practice

2.1. Production practice in an offline format

2.1.1. Selection of research base

Internships are carried out at enterprises and organizations of various forms of ownership that carry out production, commercial, intermediary activities, have relevant work experience, financial and statistical reporting. Enterprises must meet modern requirements, that is, advanced forms and methods of management and organization of production, planning and economic work, logistics and marketing activities, accounting must be applied, progressive technologies of production, labor

organization and management must be implemented, and investment activities must be carried out.

Places and bases of practice are determined by contracts concluded between the National University of Bioresources and Nature Management of Ukraine and enterprises (organizations) (Annex C.1).

The basis for the internship is the order of the National University of Bioresources and Nature Management of Ukraine, which specifies the place and term of the internship and appoints a supervisor from the Department of Production and Investment Management. Students undergo practice at agricultural enterprises, enterprises of the food and processing industry. In some cases, practice at other enterprises is allowed at the student's choice under an individual contract.

Before the beginning of practice, the Department of Production and Investment Management holds a general meeting with students, where the main goals and tasks of the practice are determined, a diary, a work program for practice, and an individual assignment are issued. The calendar of practice is approved in the diary. The time of arrival for practice is established by the order and recorded in the diary. During industrial practice, the student makes work records. After passing the industrial practice, the practice diary must contain feedback and evaluation of the student's work during the practice period by the practice supervisor from the educational institution.

The period of practical training is 6 weeks. During this period, the practice tasks defined by the program are performed.

The term of protection of reports based on the results of production practice: within 1 week from the day of the end of the practice (set by the Department of Production and Investment Management based on the order of the Faculty of Agrarian Management).

The responsibility for the organization of practice, its conduct and control rests with the Graduate Department of Production and Investment Management of the National Academy of Sciences of Ukraine.

The main organizational and methodical document regulating the activities of students and practice managers is the work program of production practice, which must meet the requirements of higher education standards, take into account the specifics of the "Management" specialty and reflect the latest achievements of science and production.

The internship work program should contain the following main sections:

- goals and objectives of practice;
- organization of practice;
- content of practice;
- individual tasks;
- summarizing the results of educational practice.

2.1.2. Basic duties of participants in production practice

The general organization of students' industrial practice and control over its implementation is carried out by the head of industrial practice. Experienced teachers of the department, who directly participated in the educational process, are involved in the practice management.

The main duties of a student intern during industrial practice:

- familiarize yourself with its program and procedure before starting practice;
- before the start of practice, undergo a briefing on life safety and occupational health and safety, comply with all the necessary rules and principles of these areas of activity;

- coordinate the internship schedule with the internship supervisor from the Department of Production and Investment Management of the National University of Bioresources and Nature Management of Ukraine;
- receive the necessary package of documents (practice diary, practical work program and Individual assignment) from the head of practice at the educational institution;
- to receive consultations on all issues of organization and conduct of practice;
- arrive on time at the place of practice and document the start of practice;
- fully perform all tasks provided for by the internship program, recommendations of the internship manager;
- observe labor discipline, rules of labor procedures, safety and occupational health and safety techniques, industrial sanitation;
- keep a practice diary, noting the work done;
- during the entire educational practice, consistently perform an individual task;
- bear responsibility for the work performed and its results and show an example of a conscious and conscientious attitude to work;
- participate in public, cultural and mass life of the enterprise, organization, institution;
- draw up a written report on the completion of production practice of the established sample;
- within the deadline set by the Department of Production and Investment Management (within a week after the end of the practice)

to draw up the reporting documentation and defend the practice report.

During the internship, the student must follow the established rules of internal procedure and safety rules.

Industrial practice is considered completed only after the report is submitted, which is approved by the grade entered in the student's assessment and examination list and student's record book.

The head of production practice from the department of production and investment management is obliged to:

- to manage educational and methodological support of practice in NUBiP of Ukraine;
- conduct briefings on the procedure for passing practice;
- instruct trainees on occupational health and safety;
- organize students' industrial practice;
- control over the implementation of the schedule of industrial practice;
- to provide students and interns with the opportunity to use available literature and necessary documentation;
- inform the intern about the practice reporting system, namely: the preparation of the practice diary, the calendar schedule of the practice (in the diary) and the written report;
- to assist students in passing practice in accordance with its work program;
- conduct regular, in accordance with the drawn up and approved schedule, consultations on issues of practice;
- control compliance with the deadlines for practice tasks, their correction if necessary;
- advise and assist students in drawing up a report and a diary of industrial practice;

- checking students' reports and diaries after the internship, writing feedback on their work;
- as part of the commission, conduct a final attestation based on the results of the students' production practice in the form of a credit based on the report, the diary of the production practice, feedback from the practice manager from the enterprise and personal observations;
- for the results of the educational practice, prepare a written report on the results of the practice according to form No. 55 and submit it to the educational department within the terms established by the University Order.

The head of production practice from the base enterprise is obliged to:

- organize students' industrial practice;
- instruct trainees on occupational health and safety;
- acquaint students with the production activities of the enterprise and its development prospects, with the management system, statistical and financial reporting, production, supply, sales, labor payment system, innovation and investment opportunities, etc.;
- to supervise the implementation of the work program of practice and individual tasks by students, to provide them with comprehensive practical assistance;
- control the keeping of a diary, the preparation of a report, give a written evaluation - feedback on the internship student's internship based on the results of his activities, on the acquired knowledge and compliance with discipline during the period of industrial internship;
- check and sign the intern's report and diary and seal them with the company's seal.

Practice is ensured by the following documents:

- the contract between NUBiP of Ukraine and the enterprise (organization) - the base of the student's practice;
- order on referral to industrial practice;
- work program of practice (published annually and posted on the website of the Department of Production and Investment Management);
- Individual task for industrial practice;
- practice diary;
- a report on the student's industrial practice.

2.1.3. Work program and calendar schedule of production practice

The internship work program should contain the following main sections:

1. Definition of the enterprise for research - basis of production practice.
2. Instruction on organizing and conducting practice.
3. Instruction on life safety and occupational health and safety.
4. Acquaintance with the history of the establishment and development of the enterprise, form of ownership, legal status and types of activities.
5. General characteristics of the enterprise:
 - regulation and control of the enterprise's activities by the state;
 - management of the company's activities by the owners;
 - instructional, regulatory and methodical base of the enterprise;
 - sources of enterprise property formation;
 - technical and economic indicators of work;
 - based on factors of the external environment that affect the formation of a competitive environment, the intensity of competition in the industry;
 - assessment of prospects for the development of the industry.
6. Organizational component of the enterprise, analysis of opportunities:

- organizational structure and characteristics of individual structural subdivisions, farms and services,
- mechanisms of interconnection between these structural divisions.

7. Personnel management (personnel service):

- analysis of the regulatory framework regulating the work of the personnel service;
- quantitative and qualitative composition of personnel service;
- analysis of the staff list, personnel movement;
- assessment of personnel policy and factors affecting the social and economic climate in the team.

8. Planning and economic activity of the farm:

- analysis of the results of economic activity based on annual financial and statistical reporting forms;
- assessment of volumes and dynamics of the most important financial indicators for the enterprise;
- calculations of the main indicators of economic efficiency of the enterprise;
- main indicators of competitiveness.

9. Management of accounting and financial activities of the enterprise:

- analysis of the formation of the statutory fund and indicators of solvency, financial stability and profitability of the enterprise;
- assessment of the organization of cash circulation and the state of payment and cash discipline of the enterprise.

10. Investment and innovation activity of the enterprise: analysis of investment resources, sources of investment, structure of investments and investment resources, state of business planning and investment design.

11. Marketing activities of the enterprise:

- analysis of sources of information and software products, main suppliers and consumers;
- factors influencing the marketing and commercial activity of the enterprise;
- analysis of the marketing budget and the validity of marketing plans.

12. Strategic management, SWOT analysis. Taking into account the conducted analysis, it is necessary to formulate the mission of the organization, which contains the following elements: declaration of values and beliefs; the products that the enterprise produces or the needs that it is going to satisfy; the market on which the company can position itself and the means of entering it; key technologies to be used; strategic principles of development.

13. Proposals for improving the company's activities according to the individual task defined for each student.

14. Filling in the practice diary.

15. Completion of the report.

16. Protection of the practice report.

Calendar schedule of industrial practice

№	Names of works according to the Work Program	Weeks of practice					
		1	2	3	4	5	6
1	Definition of the enterprise for research - the basis of production practice	According to the order of the Faculty of Agricultural Management, but no later than the beginning of practice					
2	Instruction on organizing and conducting practice	+					

3	Instruction on life safety and occupational health and safety	+					
4	Familiarization with the history of the establishment and development of the enterprise, form of ownership, legal status, regulatory framework and types of activities	+					
5	General characteristics of the enterprise	+					
6	Organizational component of the enterprise, analysis of opportunities	+					
7	Organization of personnel management (personnel service): status and prospects	+					
8	Characteristics of planning and economic activity of the economy		+	+			
9	Management of accounting and financial activities of the enterprise: analysis and assessment		+	+			
10	Research of the investment and innovation activity of the enterprise			+	+	+	
11	Analysis of marketing activities of the enterprise			+	+	+	
12	Strategic management, SWOT analysis			+	+	+	
13	Proposals for improving the company's activities according to the individual task defined for each student				+	+	+
14	Keeping a practice diary	+	+	+	+	+	+
15	Writing a report on production practice					+	+
16	Defense of the practice report	Within 1 week after the end of practice					

2.1.4. Individual tasks for practice

Students of the "Management" specialty of the "Master's" educational degree of the OP "Management of investment activities and international projects" during the internship complete Individual tasks, the content and order of which is approved by the internship supervisor from the Department of Production and Investment Management and issued to students before the internship begins.

The effectiveness of the implementation of the Individual task largely depends on how correctly the student is oriented to the content of the practical task, to its priority issues, as well as to the rational distribution of the time allocated for practice. At the end of the industrial practice, the student submits a report to the department of production and investment management to the head of the practice, in which he provides thorough proposals for improving the company's activities, a complex of developments using computer technologies and other types of completed works proposed for further research.

Individual tasks can be adjusted depending on the specifics of the enterprise where the internship will take place.

Under the condition of passing industrial practice directly at the enterprise (organization), an individual assignment is issued to each student separately.

INDIVIDUAL TASKS

for industrial practice for students of OS "Master"

specialty 073 "Management"

OP "Management of investment activities and international projects"

(tentative plan, may be adjusted depending on the specifics of the enterprise,
where the internship will take place)

Individual task № 1. Develop an investment strategy for the development of the enterprise.

1. Assessment of investment opportunities of the enterprise and maximum use of investment potential.
2. Development of the most effective investment policy on the main aspects of investment activity.
3. Evaluation of the effectiveness of the developed investment strategy of the enterprise.

Individual task № 2. Develop a business plan for an investment project to improve the financial and economic condition of the enterprise.

1. Preliminary research and summary of the project:
 - data collection for project implementation,
 - marketing analysis,
 - summary.
2. The main part, which includes most of the standard sections:
 - general characteristics of the enterprise;
 - characteristics of the industry;
 - production and organizational plan;
 - plan of technical and economic implementation of the project;

- legal plan;
 - risk assessments.
3. Economic component with financial or other necessary tables:
- financial plan;
 - investment plan;
 - forecasts regarding further financial and economic activity;
 - substantiated indicators of potential efficiency.

Individual task № 3. Develop an investment and innovation scenario for the development of the enterprise.

1. Comprehensive assessment of the investment potential of the enterprise.
2. Formation and optimization of the composition of investments for financing innovations.
3. Implementation of the investment and innovation scenario of enterprise development. Performance evaluation

Individual task № 4. Develop an investment strategy of the enterprise to attract foreign investors.

1. Prerequisites for developing the enterprise's investment strategy for attracting foreign investors.
2. Formation of a program for attracting foreign investments.
3. Evaluation of the effectiveness of the enterprise's investment strategy for attracting foreign investors.

Individual task № 5. Develop an innovative development project to improve the investment attractiveness of the enterprise.

1. Evaluation of indicators of innovation and investment attractiveness of the enterprise.
2. Development and implementation of an innovative enterprise development project.
3. Evaluation of the effectiveness of the implementation of the innovative development project to improve the investment attractiveness of the enterprise.

2.1.5. Report on the completion of production practice

The completion of industrial practice is formalized in the form of a report, which is prepared by each student separately (Annex C.2).

The report has the following structure (approximately):

Introduction

Chapter 1. General characteristics of the enterprise.

Chapter 2. Organizational structure and management system at the enterprise.

Section 3. Evaluation of financial and economic indicators of the enterprise.

Chapter 4. Individual assignment

4.1. Activity analysis (according to the given individual task)

4.2. Directions for improving the company's activity (according to the given individual task)

4.3. Calculation of the effectiveness of improvement directions.

Conclusions and recommendations

references

Appendices

Appendices to the practice report should include:

- organizational structure of the enterprise;
- financial reports of the enterprise for 2 years, based on which the analysis of the financial condition was carried out.

The Introduction must:

- reveal the relevance of the topic,
- determine the goal and individual task,
- indicate the name and form of ownership of the enterprise where the remote production practice took place,
- specify the list of documents that were processed during the internship.

The length of the introduction is 1-2 pages.

In Section 1 "General characteristics of the enterprise" it is necessary to consider the characteristics of the enterprise according to the following indicators:

- history of creation and main stages of development;
- legal status, form of ownership, legal status and type of activity according to the charter of the enterprise;
- regulation and control of the company's activities by the state;
- management of the company's activities by the owners;
- instructional, regulatory and methodical base of the enterprise;
- sources of enterprise property formation;
- assessment of technical and economic indicators of work;
- identification of the main factors of the external environment affecting the formation of a competitive environment;
- the state of competitors and the intensity of competition in the industry, the existence of a threat from substitute goods;
- assessment of prospects for the development of the industry.

The volume of the first section is 5-7 pages.

In Section 2 "Organizational structure and management system at the enterprise" it is necessary to consider the organizational structure and management system according to the following criteria:

- analysis of the regulatory framework regulating the work of the personnel service;
- quantitative and qualitative composition of personnel service;
- assessment of the organizational structure and management scheme of the enterprise;
- characteristics of individual structural subdivisions, farms and services;
- interrelationship of units, their functions and cooperation;
- analysis of the staff list, the number of employees at the enterprise and determination of the dynamics of changes in the number of enterprise personnel (staff movement);
- assessment of personnel policy and factors affecting the socio-economic climate in the team.

The report should schematically reflect the organizational structure of the enterprise with the definition of communication links between departments and units.

The volume of the second chapter is 5-7 pages.

Chapter 3 "Evaluation of the financial and economic indicators of the enterprise" should contain an analysis of the financial indicators of the enterprise:

- analysis of the results of economic activity based on forms of annual financial and statistical reporting;
- assessment of volumes and dynamics of the most important financial indicators for the enterprise;
- calculations of the main indicators of economic efficiency and competitiveness of the enterprise;
- analysis of the formation of the statutory fund and indicators of the company's solvency, financial stability and profitability of the company;

- assessment of the organization of cash circulation and the state of payment and cash discipline of the enterprise;

- analysis of the process of strategic management of the enterprise, SWOT analysis;

- marketing activity of the enterprise,

- assessment of competitiveness,

- innovation and investment activity of the enterprise,

- assessment of the financial independence of the enterprise and the possibility of bankruptcy.

The volume of the third chapter is 5-9 pages.

Section 4 "Individual task" should contain detailed proposals for improving the company's activities in accordance with the given individual task.

Example:

Topic of the Individual task: "Develop an investment strategy for the development of the enterprise."

4.1. Assessment of investment opportunities of the enterprise and maximum use of investment potential.

4.2. Development of the most effective investment policy on the main aspects of investment activity.

4.3. Evaluation of the effectiveness of the developed investment strategy of the enterprise.

The volume of the fourth section is approximately 8-10 pages.

The total volume of work is 25-35 pages.

The practice report is drawn up on A4 format sheets.

The text must be printed on one side of the A-4 sheet. Pages are numbered in the upper right corner starting from the second. The title page is included in the numbering, but the page number is not.

The text is typed in MS Word, font 14 pt, line spacing - 1.5, text pages are limited by margins: left - 20 mm, right - 10 mm, top - 20 mm, bottom - 20 mm.

The text of the main part of the work is divided into sections, subsections (paragraphs), points and subsections according to the plan.

The text of each section, conclusions, list of used sources begins on a new page.

Chapters are numbered with Arabic numerals throughout the work. "Contents", "Introduction", "Conclusions", "List of used sources" are not numbered. A period is placed after the section number. A paragraph number consists of a section number and a paragraph number separated by a period. A period is also placed at the end of the paragraph, for example: 2.3. (the third paragraph of the second section).

Headings of sections are printed in capital letters in the center of the page, subheadings of paragraphs - in small letters in the center of the page. Do not put a period at the end of the title. It is not allowed to underline the title and move words in the titles.

The space between the title and the next or previous text should be two lines.

The table of contents should contain the titles and initial page numbers of each section or subsection.

Layout of tables in the report. Tables are numbered within the section with Arabic numerals. Place the inscription "Table" to the right of the main text and indicate the number of the section and the serial number of the table in the section, which are separated by a period. There is no period at the end of the table number. After that, the name of the table is indicated, highlighted in bold. The word "Analysis" cannot be present in the name of the table. The word "Table" in the printed text is written in italics. The table is placed after the first mention of it in the text. If the table is transferred to another page, "continuation of the table" is written

above the subsequent parts. In the tables, it is necessary to indicate the unit of measurement of the corresponding indicator (kg, thousand hryvnias, etc.). If all units of measurement are the same, they are placed in the header of the table. All table columns must contain names. After drawing up the table, indicate the source of information in square brackets. If the table was created by the author, write: "created by the author".

Example:

Table 2.1

Sources of financing the investment project (in thousands of hryvnias)

№	Indicators	1st year	2nd year	total
1.				
2.				
...				
7.				
	total			

Source: [15].

Layout of illustrations in the report. Illustrations are marked with the word "Fig." and are numbered with two numbers separated by a period: the section number and the serial number of the illustration in the section. If only one illustration is included in the report, it is also numbered according to the given rules. The drawing number, its name and explanatory captions are placed under the illustration in the center of the drawing. The source of information is indicated after the figure.

Example:

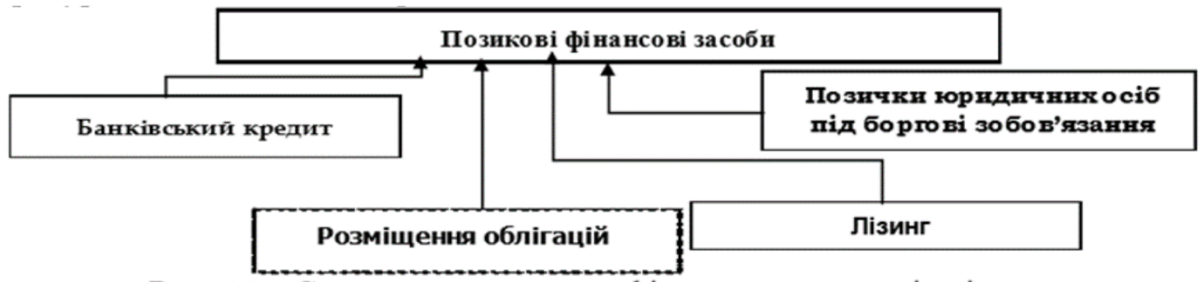


Fig. 4.2. Structure of loan financial resources of the enterprise [12]

Formulas are placed in the middle of the page immediately after they are mentioned in the text. There should be at least one free line above and below each formula (equation). The numbering of formulas is double (similar to tables and figures) and is made out in round brackets at the level of the formula in the extreme right position of the line. The explanation of the formula is given directly below the formula in the sequence in which they are given in the formula. The explanation of each symbol is given on a new line. The first line begins without a paragraph with the word "de" without a colon. Formulas submitted one after the other are separated by a comma.

Example:

$$PV = \sum_{t=1}^n \frac{D_t}{(1+r)^t} \quad (2.1)$$

where PV is the total discounted income;

D_t - income in the t -th period (at the end of the period);

r - discount rate (expected rate of return);

n - the life of the project.

Preparation of the list of used sources. References to literary sources to the text must be given in square brackets, for example [4, p. 15]. This means that the author of the work refers to the source in the list of used literature under number 4, where on page 15 the problem under consideration is mentioned.

The list of literary sources that were used in the execution of the practice report is made up in the following sequence:

1. In alphabetical order.
2. In order of reference in the text.

The list of used sources is drawn up in accordance with the general rules and basic requirements for compiling a bibliographic description according to DSTU 8302:2015 Information and documentation. Bibliographic reference:

- the description is in the original language;
- as a sign that separates the zones of the bibliographic description, in the bibliographic reference it is recommended to use the sign "dot" (instead of the sign "dot and dash" (" - "), as it was before);
- indications of the volume, part, issue, number, as well as the year of publication are given in Arabic numbers;
- the name of the place of publication is provided in full;
- the description of the document is carried out on the title page. Missing information is borrowed from other places of the document: cover, back of the title page, preface, table of contents, source data, etc.; submission of information other than the title page is allowed without square brackets;
- the description is allowed to be written in an abbreviated form, limited to information necessary for identification;
- the title - from one to three authors - and/or the name are mandatory elements;
- listing of four or more authors in the title (before the title) - if necessary;

- it is not necessary to repeat information about the author(s) with a slash;
- it is allowed to submit one author and the phrase "and others" after a slash;
- submission of the designation of the material ("Text", "Electronic resource", "Notes", etc.) is not mandatory;
- submission of the name of the publishing house or the name of the publisher is optional;
- it is not necessary to submit information about the series and the International Standard Number;
- it is allowed in the analytical description to replace the punctuation mark "two slashes" ("/") with a dot, and to highlight the name of the document in font. The name can be shortened;
- the phrase "Access mode" or its equivalent in another language is allowed to replace "URL";
- it is recommended to use DOI instead of email address.

Appendices are submitted in the order they are mentioned in the text of the work, they must have a title printed at the top in small letters. Above the title, the word "Appendix..." and the capital letter that this app stands for should be printed in small letters from the first capital letter. Appendices should be marked consecutively with capital letters of the English alphabet, with the exception of the letters for example: annex A, annex B, etc. One appendix is designated as appendix A. If necessary, the text of the appendices can be divided into sections, subsections, paragraphs and sub-paragraphs, which should be numbered within each appendix. In this case, each number is preceded by an appendix (letter) and a dot. Appendices must have the same page numbering as the report.

2.1.6. Diary of production practice

While in practice, each student keeps a practice diary, noting the work done according to the practice program.

The diary is the main document confirming the student's industrial practice, which shows all his current work and contains the following:

- a work plan drawn up by each student together with the head of practice from the Department of Production and Investment Management;

- work records during practice;

- the calendar plan (schedule) of the internship must be filled out by each student with detailed tasks and an indication of completed tasks and written sections of the report;

- the conclusion of the internship manager from the enterprise about the completion of the internship, certified by the signature and seal of the enterprise;

- after completing the internship, the diary is signed by the intern and certified by the signature of the internship manager from the Department of Production and Investment Management.

A sample form of a diary of production practice, which took place directly at the enterprise, is given in Annex C.3.

Control questions

1. What is the purpose of industrial practice for masters of the 1st year of study OP "Management of investment activities and international projects?"

2. What are the peculiarities of the organization of practical training for masters in the specialty 073 "Management"?

3. What is the procedure for passing industrial practice?

4. On what criteria is the choice of practice base based?

5. What are the duties of the head of industrial practice from the educational institution?
6. What are the duties of the head of production practice from the base enterprise?
7. What are the duties of a student intern?
8. Rules for drawing up a report on the completion of production practice
9. Rules for making a diary of industrial practice.
10. Documents that ensure production practice.

2.2.1. Selection of research base

Under the condition of passing production practice in remote mode, the basis of practice is the Educational and Scientific Laboratory of Investment Design of the Department of Production and Investment Management.

The basis for the internship is the order of the National University of Bioresources and Nature Management of Ukraine, which specifies the place and term of the internship and appoints a supervisor from the Department of Production and Investment Management. Students undergo practice at agricultural enterprises, enterprises of the food and processing industry. In some cases, practice at other enterprises is allowed at the student's choice under an individual contract.

Before the beginning of practice, the Department of Production and Investment Management holds a general meeting with students, where the main goals and tasks of the practice are determined, a diary, a work program for practice, and an individual assignment are issued. The calendar of practice is approved in the diary. The time of arrival for practice is established by the order and recorded in the diary. During the industrial remote practice, the student makes work records. After passing the industrial practice, the practice diary must contain feedback and

evaluation of the student's work during the practice period by the practice supervisor from the educational institution.

Practice takes place in a remote format using data from accounting, financial, statistical and other forms of reporting, as well as internal documents of the enterprise, which are publicly available in Internet sources on the official websites of enterprises, as well as on the following websites:

- State Statistics Service of Ukraine (<http://www.ukrstat.gov.ua/>),
- AgroPortal.ua (<https://agroportal.ua/>),
- Stock market infrastructure development agency of Ukraine (ARIFRU) or Stock market infrastructure development agency of Ukraine (SMIDA) (<https://smida.gov.ua/>) and others.

All this is reflected in the practice report.

Students are divided into groups by the supervisor of remote industrial practice. For each group, an enterprise that will be the object of research is fixed by order. An approximate list of enterprises where students can do remote internships is given in Appendix D.1.

Term of internship: 6 weeks.

The term of protection of reports based on the results of remote industrial practice: within 1 week from the day of the end of the practice (set by the Department of Production and Investment Management).

The responsibility for the organization of practice, its conduct and control rests with the Graduate Department of Production and Investment Management of the National Academy of Sciences of Ukraine.

The main organizational and methodical document regulating the activities of students and practice managers is the work program of production practice, which must meet the requirements of higher education standards, take into account the

specifics of the "Management" specialty and reflect the latest achievements of science and production.

The internship work program should contain the following main sections:

- goals and objectives of practice;
- organization of practice;
- content of practice;
- individual tasks for each individual group;
- summarizing the results of educational practice.

2.2.2. The main responsibilities of remote production practice participants

The general organization of remote production practice of students and control over its implementation is carried out by the head of production practice from the Department of Production and Investment Management. Experienced teachers of the department, who directly participated in the educational process, are involved in the practice management.

The head of production practice from the department of production and investment management is obliged to:

- conduct an instruction on the procedure of the practice, provide the students-interns with the necessary documents (practice diary, practical work program and Individual assignment);
- inform the intern about the practice reporting system, namely: preparation of the practice diary, calendar schedule of practice (in the diary) and written report;
- to assist the student in completing the internship in accordance with its program, ensuring decent working conditions;
- advise and help students in writing a diary and a report;

- as a member of the commission to take credit for practice;
- submit a written report with comments and suggestions for improving students' practice conditions.

Responsibilities of the student during remote industrial practice:

- to receive the necessary package of documents (practice diary, practical work program and Individual assignment) from the head of the practice from the Department of Production and Investment Management;
- agree on the calendar schedule of the internship with the internship manager from the Department of Production and Investment Management of the NUBIP of Ukraine;
- to start practical training in a timely manner;
- before the start of practice, undergo briefing on issues of organization and conduct of practice, comply with all necessary rules and principles of these areas of activity;
- fully perform all tasks provided for in the internship program;
- keep a practice diary, noting the work done;
- draw up a written report on the completion of remote industrial practice of the prescribed format;
- to defend the internship report within the deadline set by the Department of Production and Investment Management (within a week after the end of the internship).

Industrial practice is considered completed only after the report is submitted, which is approved by the grade entered in the student's assessment and examination list and student's record book.

Conducting remote production practice is ensured by the following documents:

- order on referral to remote production practice;
- work program of practice (published annually and posted on the website of the Department of Production and Investment Management);
- Individual task for passing production practice for specified groups;
- practice diary (for each student separately);
- a report on remote production practice (general).

2.2.3. Work program and calendar schedule of remote production practice

The work program of remote production practice should contain the following main sections:

1. Definition of the enterprise for research - basis of production practice.
2. Instruction on organizing and conducting practice.
3. Instruction on life safety and occupational health and safety.
4. Acquaintance with the history of the establishment and development of the enterprise, the form of ownership, legal status and activities of the enterprise.
5. General characteristics of the enterprise: regulation and control of the enterprise's activities by the state; management of the company's activities by the owners; instructional, regulatory and methodical base of the enterprise; sources of enterprise property formation; technical and economic indicators of work; based on factors of the external environment that affect the formation of a competitive environment, the intensity of competition in the industry; assessment of prospects for the development of the industry.
6. Personnel management (personnel service): analysis of the regulatory framework regulating the work of the personnel service; quantitative and qualitative composition of personnel service; analysis of the staff list, personnel movement;

assessment of personnel policy and factors affecting the social and economic climate in the team.

7. Organizational component of the enterprise, analysis of opportunities: organizational structure and characteristics of individual structural subdivisions, farms and services, mechanisms of interconnection between them.

8. Planning and economic activity of the farm: analysis of the results of economic activity based on the forms of annual financial and statistical reporting, assessment of volumes and dynamics of the most important financial indicators for the enterprise. Calculations of the main indicators of economic efficiency of the enterprise, main indicators of competitiveness.

9. Management of accounting and financial activities of the enterprise: analysis of the formation of the statutory fund and indicators of solvency, financial stability and profitability of the enterprise; assessment of the organization of cash circulation and the state of payment and cash discipline of the enterprise.

10. Investment and innovation activity of the enterprise: analysis of investment resources, sources of investment, structure of investments and investment resources, state of business planning and investment design.

11. Marketing activity of the enterprise: analysis of sources of information and software products, main suppliers and consumers; factors influencing the marketing and commercial activities of the enterprise; analysis of the marketing budget and the validity of marketing plans.

12. Strategic management, SWOT analysis. Taking into account the conducted analysis, it is necessary to formulate the mission of the organization, which contains the following elements: declaration of values and beliefs; the products that the enterprise produces or the needs that it is going to satisfy; the market on which the company can position itself and the means of entering it; key technologies to be used; strategic principles of development.

13. Proposals for improving the company's activities according to the Individual Task defined for each individual group.
14. Filling in the diary by each student separately.
15. Completion and protection of a report on remote production practice.

Calendar schedule of remote industrial practice

№	Names of works according to the Work Program	Weeks of practice					
		1	2	3	4	5	6
1	Definition of the enterprise for research - the basis of production practice	According to the order of the Faculty of Agricultural Management, but no later than the beginning of practice					
2	Instruction on organizing and conducting practice	+					
3	Instruction on life safety and occupational health and safety	+					
4	Familiarization with the history of the establishment and development of the enterprise, form of ownership, legal status, regulatory framework and types of activities	+					
5	General characteristics of the enterprise	+					
6	Organizational component of the enterprise, analysis of opportunities	+					
7	Organization of personnel management (personnel service): status and prospects	+					

8	Characteristics of planning and economic activity of the economy		+	+			
9	Management of accounting and financial activities of the enterprise: analysis and assessment		+	+			
10	Research of the investment and innovation activity of the enterprise			+	+	+	
11	Analysis of marketing activities of the enterprise			+	+	+	
12	Strategic management, SWOT analysis			+	+	+	
13	Proposals for improving the company's activities according to the individual task defined for each student				+	+	+
14	Keeping a practice diary	+	+	+	+	+	+
15	Writing a report on production practice					+	+
16	Defense of the practice report	Within 1 week after the end of practice					

2.2.4. Individual tasks for distance practice

Students of the "Management" specialty of the "Master's" educational degree of the OP "Management of investment activities and international projects" during the internship complete Individual tasks, the content and order of which is approved by the internship supervisor from the Department of Production and Investment Management and issued to students before the internship begins.

The effectiveness of the implementation of the Individual task largely depends on how correctly the student is oriented to the content of the practical task, to its priority issues, as well as to the rational distribution of the time allocated for practice. At the end of the industrial practice, the student submits a report to the

department of production and investment management to the head of the practice, in which he provides thorough proposals for improving the company's activities, a complex of developments using computer technologies and other types of completed works proposed for further research.

Individual tasks can be adjusted depending on the specifics of the enterprise where the internship will take place.

Under the condition of remote production practice, the Individual task is issued to each group of students formed by the head of the practice from the Department of Production and Investment Management separately.

INDIVIDUAL TASKS *

for industrial distance practice for students of OS "Master"

specialty 073 "Management"

OP "Management of investment activities and international projects"

(tentative plan, may be adjusted depending on the specifics of the enterprise,
where the internship will take place)

Group I. Develop an investment strategy for enterprise development.

Names of students	Tasks for each student within the general Individual task
	1. Assessment of investment opportunities of the enterprise and maximum use of investment potential
	2. Development of the most effective investment policy on the main aspects of investment activity
	3. Evaluation of the effectiveness of the developed investment strategy of the enterprise

Group II. Develop a business plan for an investment project to improve the financial and economic condition of the enterprise.

Names of students	Tasks for each student within the general Individual task
	1. Preliminary research and summary of the project: <ul style="list-style-type: none">- data collection for project implementation,- marketing analysis,- summary.
	2. The main part, which includes most of the standard sections: <ul style="list-style-type: none">- general characteristics of the enterprise;- characteristics of the industry;- production and organizational plan;- plan of technical and economic implementation of the project;- legal plan;- risk assessments.
	3. Economic component with financial or other necessary tables: <ul style="list-style-type: none">- financial plan;- investment plan;- forecasts regarding further financial and economic activity;- substantiated indicators of potential efficiency.

Group III. Develop an investment and innovation scenario for the development of the enterprise.

Names of students	Tasks for each student within the general Individual task
	1. Comprehensive assessment of the investment potential of the enterprise
	2. Formation and optimization of the composition of investments for financing innovations
	3. Implementation of the investment and innovation scenario of enterprise development. Performance evaluation

Group IV. Develop an investment strategy for the enterprise to attract foreign investors.

Names of students	Tasks for each student within the general Individual task
	1. Prerequisites for developing the enterprise's investment strategy for attracting foreign investors
	2. Formation of a program for attracting foreign investments
	3. Evaluation of the effectiveness of the enterprise's investment strategy for attracting foreign investors

Group V. Develop an innovative development project to improve the investment attractiveness of the enterprise.

Names of students	Tasks for each student within the general Individual task
	1. Evaluation of indicators of innovation and investment attractiveness of the enterprise
	2. Development and implementation of an innovative enterprise development project

	3. Evaluation of the effectiveness of the implementation of the innovative development project to improve the investment attractiveness of the enterprise.
--	--

* Individual tasks are given to each group of students separately.

2.2.5. Report on remote production practice

The completion of industrial practice is drawn up in the form of a report, which is drawn up by a group of students from the Department of Industrial and Investment Management determined by the head of practice (Appendix D.2.).

The report has the following structure (approximately):

Introduction

Section 1. General characteristics of the enterprise.

Section 2. Organizational structure and management system at the enterprise.

Section 3. Evaluation of financial and economic indicators of the enterprise.

Section 4. Individual assignment

4.1. Activity analysis (according to the given individual task)

4.2. Directions for improving the company's activity (according to the given individual task)

4.3. Calculation of the effectiveness of improvement directions.

Conclusions and recommendations

references

Appendices

Appendices to the practice report should include:

- organizational structure of the enterprise;

- financial reports of the enterprise for 2 years, based on which the analysis of the financial condition was carried out.

The Introduction must:

- reveal the relevance of the topic,
- determine the goal and individual task,
- indicate the name and form of ownership of the enterprise where the remote production practice took place,
- specify the list of documents that were processed during the internship.

The length of the introduction is 1-2 pages.

In Section 1 "General characteristics of the enterprise" it is necessary to consider the characteristics of the enterprise according to the following indicators:

- history of creation and main stages of development;
- legal status, form of ownership, legal status and type of activity according to the charter of the enterprise;
- regulation and control of the company's activities by the state;
- management of the company's activities by the owners;
- instructional, regulatory and methodical base of the enterprise;
- sources of enterprise property formation;
- assessment of technical and economic indicators of work;
- identification of the main factors of the external environment affecting the formation of a competitive environment;
- the state of competitors and the intensity of competition in the industry, the existence of a threat from substitute goods;
- assessment of prospects for the development of the industry.

The volume of the first section is 5-7 pages.

In Section 2 "Organizational structure and management system at the enterprise" it is necessary to consider the organizational structure and management system according to the following criteria:

- analysis of the regulatory framework regulating the work of the personnel service;
- quantitative and qualitative composition of personnel service;
- assessment of the organizational structure and management scheme of the enterprise;
- characteristics of individual structural subdivisions, farms and services;
- interrelationship of units, their functions and cooperation;
- analysis of the staff list, the number of employees at the enterprise and determination of the dynamics of changes in the number of enterprise personnel (staff movement);
- assessment of personnel policy and factors affecting the socio-economic climate in the team.

The report should schematically reflect the organizational structure of the enterprise with the definition of communication links between departments and units.

The volume of the second chapter is 5-7 pages.

Section 3 "Evaluation of the financial and economic indicators of the enterprise" should contain an analysis of the financial indicators of the enterprise:

- analysis of the results of economic activity based on forms of annual financial and statistical reporting;
- assessment of volumes and dynamics of the most important financial indicators for the enterprise;
- calculations of the main indicators of economic efficiency and competitiveness of the enterprise;
- analysis of the formation of the statutory fund and indicators of the company's solvency, financial stability and profitability of the company;

- assessment of the organization of cash circulation and the state of payment and cash discipline of the enterprise;

- analysis of the process of strategic management of the enterprise, SWOT analysis;

- marketing activity of the enterprise,

- assessment of competitiveness,

- innovation and investment activity of the enterprise,

- assessment of the financial independence of the enterprise and the possibility of bankruptcy.

The volume of the third chapter is 5-9 pages.

Section 4 "Individual task" should contain detailed proposals for improving the company's activities in accordance with the given individual task.

Example:

Topic of the Individual task: "Develop an investment strategy for the development of the enterprise."

4.1. Assessment of investment opportunities of the enterprise and maximum use of investment potential.

4.2. Development of the most effective investment policy on the main aspects of investment activity.

4.3. Evaluation of the effectiveness of the developed investment strategy of the enterprise.

The volume of the fourth section is approximately 8-10 pages.

The total volume of work is 25-35 pages (up to 50 pages maximum when the number of group members increases).

The practice report is drawn up on A4 format sheets.

The text must be printed on one side of the A-4 sheet. Pages are numbered in the upper right corner starting from the second. The title page is included in the numbering, but the page number is not.

The text is typed in MS Word, font 14 pt, line spacing - 1.5, text pages are limited by margins: left - 20 mm, right - 10 mm, top - 20 mm, bottom - 20 mm. The text of the main part of the work is divided into sections, subsections (paragraphs), points and subsections according to the plan.

The text of each section, conclusions, list of used sources begins on a new page.

Chapters are numbered with Arabic numerals throughout the work. "Contents", "Introduction", "Conclusions", "List of used sources" are not numbered. A period is placed after the section number. A paragraph number consists of a section number and a paragraph number separated by a period. A period is also placed at the end of the paragraph, for example: 2.3. (the third paragraph of the second section).

Headings of sections are printed in capital letters in the center of the page, subheadings of paragraphs - in small letters in the center of the page. Do not put a period at the end of the title. It is not allowed to underline the title and move words in the titles.

The space between the title and the next or previous text should be two lines.

The table of contents should contain the titles and initial page numbers of each section or subsection.

Layout of tables in the report. Tables are numbered within the section with Arabic numerals. Place the inscription "Table" to the right of the main text and indicate the number of the section and the serial number of the table in the section, which are separated by a period. There is no period at the end of the table number. After that, the name of the table is indicated, highlighted in bold. The word

"Analysis" cannot be present in the name of the table. The word "Table" in the printed text is written in italics. The table is placed after the first mention of it in the text. If the table is transferred to another page, "continuation of the table" is written above the subsequent parts. In the tables, it is necessary to indicate the unit of measurement of the corresponding indicator (kg, thousand hryvnias, etc.). If all units of measurement are the same, they are placed in the header of the table. All table columns must contain names. After drawing up the table, indicate the source of information in square brackets. If the table was created by the author, write: "created by the author".

Example:

Table 2.1

Sources of financing the investment project (in thousands of hryvnias)

№	Indicators	1st year	2nd year	total
1.				
2.				
...				
7.				
	total			

Source: [15].

Layout of illustrations in the report. Illustrations are marked with the word "Fig." and are numbered with two numbers separated by a period: the section number and the serial number of the illustration in the section. If only one illustration is included in the report, it is also numbered according to the given rules. The drawing number, its name and explanatory captions are placed under the illustration in the center of the drawing. The source of information is indicated after the figure.

Example:

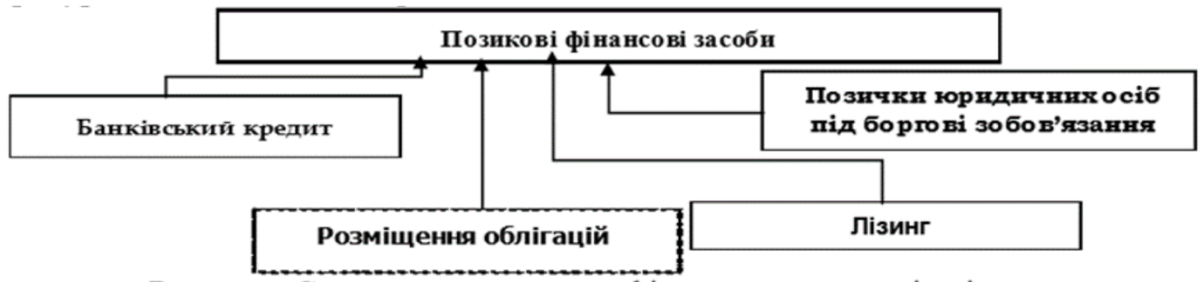


Fig. 4.2. Structure of loan financial resources of the enterprise [12]

Formulas are placed in the middle of the page immediately after they are mentioned in the text. There should be at least one free line above and below each formula (equation). The numbering of formulas is double (similar to tables and figures) and is made out in round brackets at the level of the formula in the extreme right position of the line. The explanation of the formula is given directly below the formula in the sequence in which they are given in the formula. The explanation of each symbol is given on a new line. The first line begins without a paragraph with the word "de" without a colon. Formulas submitted one after the other are separated by a comma.

Example:

$$PV = \sum_{t=1}^n \frac{D_t}{(1+r)^t} \quad (2.1)$$

where PV is the total discounted income;

D_t - income in the t -th period (at the end of the period);

r - discount rate (expected rate of return);

n - the life of the project.

Preparation of the list of used sources. References to literary sources to the text must be given in square brackets, for example [4, p. 15]. This means that the author of the work refers to the source in the list of used literature under number 4, where on page 15 the problem under consideration is mentioned.

The list of literary sources that were used in the execution of the practice report is made up in the following sequence:

1. In alphabetical order.
2. In order of reference in the text.

The list of used sources is drawn up in accordance with the general rules and basic requirements for compiling a bibliographic description according to DSTU 8302:2015 Information and documentation. Bibliographic reference:

- the description is in the original language;
- as a sign that separates the zones of the bibliographic description, in the bibliographic reference it is recommended to use the sign "dot" (instead of the sign "dot and dash" (" - "), as it was before);
- indications of the volume, part, issue, number, as well as the year of publication are given in Arabic numbers;
- the name of the place of publication is provided in full;
- the description of the document is carried out on the title page. Missing information is borrowed from other places of the document: cover, back of the title page, preface, table of contents, source data, etc.; submission of information other than the title page is allowed without square brackets;
- the description is allowed to be written in an abbreviated form, limited to information necessary for identification;
- the title - from one to three authors - and/or the name are mandatory elements;
- listing of four or more authors in the title (before the title) - if necessary;

- it is not necessary to repeat information about the author(s) with a slash;
- it is allowed to submit one author and the phrase "and others" after a slash;
- submission of the designation of the material ("Text", "Electronic resource", "Notes", etc.) is not mandatory;
- submission of the name of the publishing house or the name of the publisher is optional;
- it is not necessary to submit information about the series and the International Standard Number;
- it is allowed in the analytical description to replace the punctuation mark "two slashes" ("/") with a dot, and to highlight the name of the document in font. The name can be shortened;
- the phrase "Access mode" or its equivalent in another language is allowed to replace "URL";
- it is recommended to use DOI instead of email address.

Appendices are submitted in the order they are mentioned in the text of the work, they must have a title printed at the top in small letters. Above the title, the word "Appendix..." and the capital letter that this app stands for should be printed in small letters from the first capital letter. Appendices should be marked consecutively with capital letters of the English alphabet, with the exception of the letters for example: annex A, annex B, etc. One appendix is designated as appendix A. If necessary, the text of the appendices can be divided into sections, subsections, paragraphs and sub-paragraphs, which should be numbered within each appendix. In this case, each number is preceded by an appendix (letter) and a dot. Appendices must have the same page numbering as the report.

2.2.6. Diary of remote production practice

While in practice, each student keeps a practice diary, noting the work done according to the practice program.

The diary is the main document confirming the student's industrial practice, which shows all his current work and contains the following:

- the work plan, which is drawn up by each member of the group separately together with the head of practice from the department of production and investment management;
- work records during practice;
- the calendar plan (schedule) of the internship must be filled out with detailed tasks with an indication of the actual completed tasks and written sections of the report by each member of the group separately;
- after completion of the internship, the diary is signed by the intern and certified by the signature of the internship manager from the Department of Production and Investment Management;
- there is no need to provide the conclusion of the internship manager from the enterprise about the completion of the internship, certified by the signature and seal of the enterprise.

A sample form of a diary of industrial practice, which took place in remote mode, is given in Appendix D.3.

Control questions

1. What is the purpose of conducting remote industrial practice for masters of the 1st year of study OP "Management of investment activities and international projects?"
2. What are the peculiarities of the organization of practical training for masters in the specialty 073 "Management"?

3. What is the procedure for remote production practice?
4. What are the responsibilities of the head of remote industrial practice from the educational institution?
5. What are the duties of a student intern?
6. On what criteria is the selection of the base of remote production practice based?
7. Rules for drawing up a report on the completion of remote production practice.
8. Rules for writing a diary of remote industrial practice.
9. Documents that ensure remote production practice?

Appendices. TEMPLATES

1. Appendix C.1. Contract for students' practice
2. Appendix C.2. The cover page of the report on the completion of production practice
3. Appendix C.3. Diary of production practice
4. Annex D.1. An approximate list of agricultural enterprises - remote production practice bases
5. Annex D.2. The cover page of the remote production practice report
6. Annex D.3. Diary of remote production practice

RECOMMENDED BOOKS

Main:

1. Gevko O.B., Shveda N.M. Strategic management: Training manual. For students of all forms of education, direction 6.030601 "Management". Ternopil: FOP Palanytsia V.A. 2016.

2. Goryovy V.P. Management and administration. Practicum Tutorial. Kyiv: CP "Comprint". 2016.

3. Horyovyi V.P., Zbarskyi V.K., Sribnyuk M.S. Organization and prospects for the development of agricultural production. Kyiv: National Research Center IAE of the Ukrainian Academy of Sciences. 2008. 136 p.

4. Shynkaruk L.V., Mostenska T.L., Vlasenko T.O. Management: study guide Kyiv: Condor. 2017. 216 p.

Auxiliary:

5. Educational and methodological guide to industrial (distance) practice for students of specialty 073 "Management" OS "Master", OP "Management of investment activities and international projects" (first year of study). Kyiv: NUBiP of Ukraine. 2020. 166 p.

Internet resources:

6. Expertus: occupational health and safety: website. URL: <https://op.expertus.com.ua/#/document/118/53323/> (date of application: 15.06.2022).

7. Agency for the Development of the Infrastructure of the Stock Market of Ukraine (ARIFRU): website. URL: <http://smida.gov.ua/> (date of application: 14.06.2022).

8. State Statistics Service of Ukraine: website. URL: <http://www.ukrstat.gov.ua/> (date of application: 14.06.2022).

9. AgroPortal.ua online resource: website. URL: <https://agroportal.ua/> (date of application: 14.06.2022).

Regulatory documents:

10. Some issues of performance of high-risk works and operation (use) of machines, mechanisms, equipment of high risk during the period of martial law: Resolution of the CMU dated March 24. No. 357 of 2022. URL: <https://zakon.rada.gov.ua/laws/show/357-2022-%D0%BF#Text> (date of application: 02.06.2022).

11. Code of Labor Laws of Ukraine: URL: <https://zakon.rada.gov.ua/laws/show/322-08#Text> (access date: 06/02/2022).

12. Convention on Homework of the International Labor Organization of June 20. 1996 No. 177. URL: https://zakon.rada.gov.ua/laws/show/993_327#Text (date of application: 02.06.2022).

13. On making changes to some legislative acts of Ukraine aimed at providing additional social and economic guarantees in connection with the spread of the coronavirus disease (COVID-19): Law of Ukraine dated March 30 2020 No. 540-IX. URL: <https://zakon.rada.gov.ua/laws/show/540-20#Text> (date of application: 02.06.2022).

14. On mandatory state social insurance: Law of Ukraine dated September 23 1999 No. 1105-XIV. URL: <https://zakon.rada.gov.ua/laws/show/1105-14#Text> (date of application: 02.06.2022).

15. On the approval of requirements for the safety and health protection of employees when working with screen devices: order of the Ministry of Social Policy of Ukraine dated February 14. No. 207 of 2018. URL: <https://zakon.rada.gov.ua/laws/show/z0508-18#Text> (date of application: 02.06.2022).

16. On the approval of the General requirements regarding the provision of occupational health and safety by employers: order of the Ministry of Emergency Situations of Ukraine dated January 25. 2012 No. 67 URL: <https://zakon.rada.gov.ua/laws/show/z0226-12#Text> (access date: 06/02/2022).

17. On the approval of the minimum safety and health requirements for the use of personal protective equipment by employees at the workplace: order of the Ministry of Social Policy of Ukraine dated November 29. No. 1804 of 2018. URL: <https://zakon.rada.gov.ua/laws/show/z1494-18#Text> (date of application: 06/02/2022).

18. On approval of the Procedure for investigation and registration of accidents, occupational diseases and accidents at work: resolution of the Cabinet of Ministers dated April 17. 2019 No. 337. URL: <https://zakon.rada.gov.ua/laws/show/337-2019-%D0%BF#Text> (date of application: 06/02/2022).

19. On approval of fire safety rules in Ukraine: order of the Ministry of Internal Affairs of December 30 2014 No. 1417. URL: <https://zakon.rada.gov.ua/laws/show/z0252-15#Text> (access date: 06/02/2022).

20. On the approval of the Technical Regulation of the signs of safety and health protection of employees: resolution of the CMU dated November 25. No. 1262 of 2009. URL: <https://zakon.rada.gov.ua/laws/show/1262-2009-%D0%BF#Text> (date of application: 06/02/2022).

21. On the approval of the Standard Regulation on the procedure for conducting training and testing knowledge on labor protection issues and the List of high-risk jobs: order of the State Committee of Ukraine for Labor Protection Supervision dated January 26. No. 15 of 2005. URL: <https://zakon.rada.gov.ua/laws/show/z0231-05#Text> (access date: 02.06.2022).

22. On objects of increased danger: Law of Ukraine dated January 18 2001 No. 2245-III. URL: <https://zakon.rada.gov.ua/laws/show/2245-14#Text> (date of application: 02.06.2022).

23. On labor protection: Law of Ukraine dated October 14 1992 No. 2694-XII. URL: <https://zakon.rada.gov.ua/laws/show/2694-12#Text> (date of application: 02.06.2022).

Annex A

CONTRACT № _____
for internships of students of the National University of Life and Environmental Sciences
of Ukraine

Kyiv

“ _____ ” _____ 20__

We, the undersigned, on the one hand, the National University of Life and Environmental Sciences of Ukraine (hereinafter - NULES of Ukraine), represented by the Rector Nikolaenko Stanislav Nikolaevich acting on the basis of the Statute and, on the other hand, _____

_____ (hereinafter - the Base of Practice), in person

_____ acting on the basis _____

concluded an agreement for student internships:

The practice base undertakes:

1.1. To accept students for practice according to the calendar plan:

1.	Code and name direction of training (specialty)	Course, group	Kind practices	Amount of students	Term of practice	
					beginning	end
2.	3.	4.	5.	6.	7.	

1.2 To send to NULES of Ukraine the message of the established sample about arrival on practice of the student (s).

1.3. Appoint by order of qualified specialists for direct management of the practice.

1.4. Create the necessary conditions for students to complete the internship program, prevent their use in positions and jobs that do not correspond to the internship program and future specialty.

1.5. Provide students with safe working conditions in a specific workplace. Conduct mandatory occupational safety briefings, introductory and in the workplace. If necessary, teach students-interns safe methods of work. Provide overalls, precautionary measures, treatment and prevention services according to the norms for full-time employees.

1.6. To provide students-interns and heads of internships from NULES of Ukraine with the opportunity to use laboratories, offices, workshops, libraries, technical and other documentation necessary for the implementation of the internship program.

1.7. Provide accounting for student internships. Report all violations of labor discipline, internal regulations and other violations to NULES of Ukraine.

1.8. At the end of the internship, give a description of each student-intern, in which to reflect the quality of the report prepared by him.

1.9. Additional conditions

**Approximate list of enterprises -
bases of remote production practice**

1. JV Nibulon LLC (USREOU 14291113)

Segment: crop production, grain trade

Official website:

<https://www.nibulon.com/>

2. PJSC "Myronivsky bakery product" (USREOU 25412361)

Segment: poultry, crop, meat processing

Official website:

<https://www.mhp.com.ua/uk/home>

3. UkrLandFarming PLC (USREOU 39474798)

Segment: eggs, egg products, cereals

Official website:

<https://www.ulf.com.ua/ua/>

4. Agropromholding Astarta-Kyiv (USREOU 19371986)

Segment: sugar, milk and grain production

Official website:

<https://astartaholding.com/>

5. Agroprosperis Group of Companies (USREOU 39003716)

Segment: growing cereals

Official website:

<https://www.agroprosperis.com/>

6. Ukrprominvest Agro (USREOU 31953808)

Segment: growing sugar beets, cereals and oilseeds; sugar production; grain processing (flour production)

Official website:

<http://www.upi-agro.com.ua/>

7. Industrial Dairy Company (IMC) (USREOU 33241110)

Segment: crop production, storage of grain and oilseeds, dairy farming

Official website:

<http://www.imcagro.com.ua/ua/>

8. Agromars Complex LLC (USREOU 30160757)

Segment: poultry breeding

Official website:

<https://www.agromars.com/>

9. Globino Group of Companies (USREOU 25167451)

Segment: pig breeding, meat processing

Official website:

<http://ua.globino.ua/>

10. Agrotrade Group (USREOU 25167451)

Segment: crop production, seed production, animal husbandry, grain export

Official website:

<https://agrotrade.ua/>

11. Kernel-Trade LLC (USREOU 31454383)

Segment: production and export of sunflower oil, supply of agricultural products

Official website:

<https://www.kernel.ua/ua/>

12. UkrAgroCom and Hermes Trading Group of Companies (USREOU 31867274)

Segment: cultivation of grain and oilseeds, animal husbandry, grain trade

Official website:

<http://old.ukragrocom.com/index.php/ru/use>

13. Agro Aries Corporation (USREOU 25522107)

Segment: meat production, crop production

Official website:

<http://agrooven.com.ua/>

14. Group of companies «Ovostar Union» (USREOU 30455716)

Segment: eggs and egg products

Official website:

<https://ovostar.ua/ua/>

15. PJSC "APK Invest" (USREOU 34626750)

Segment: pig breeding, crop production, meat processing

Official website:

<http://apk-invest.com.ua/uk.html>

16. Agricultural company «AgroGeneration» (USREOU 36925204)

Segment: cultivation of grain and oilseeds, animal husbandry

Official website:

<https://agrogeneration.com/ua/>

17. Agropromgroup "Pan Kurchak" (USREOU 32872201)

Segment: poultry farming, pig breeding, meat processing

Official website:

<http://pankurchak.ua/>

18. Rostock Holding agro-industrial holding (USREOU 37194630)

Segment: crop production, animal husbandry, grain storage

Official website:

<https://rostokholding.com/ua/>

19. PJSC "Volodymyr Volyn Poultry Farm" (USREOU 00851376)

Segment: poultry breeding

Official website:

<http://chebaturochka.ua/>

20. Grain Alliance (Baryshiv Grain Company) (USREOU 32886518)

Segment: grain growing, animal husbandry

Official website:

<http://www.grainalliance.com/ua/>

Annexest C

**NATIONAL UNIVERSITY OF
LIFE AND ENVIRONMENTAL SCIENCES OF UKRAINE**

**DIARY
PRODUCTION PRACTICE**

student _____

Institute, faculty, department _

department _____

education level _____

training direction _____

specialty _____

_____ course, group _____

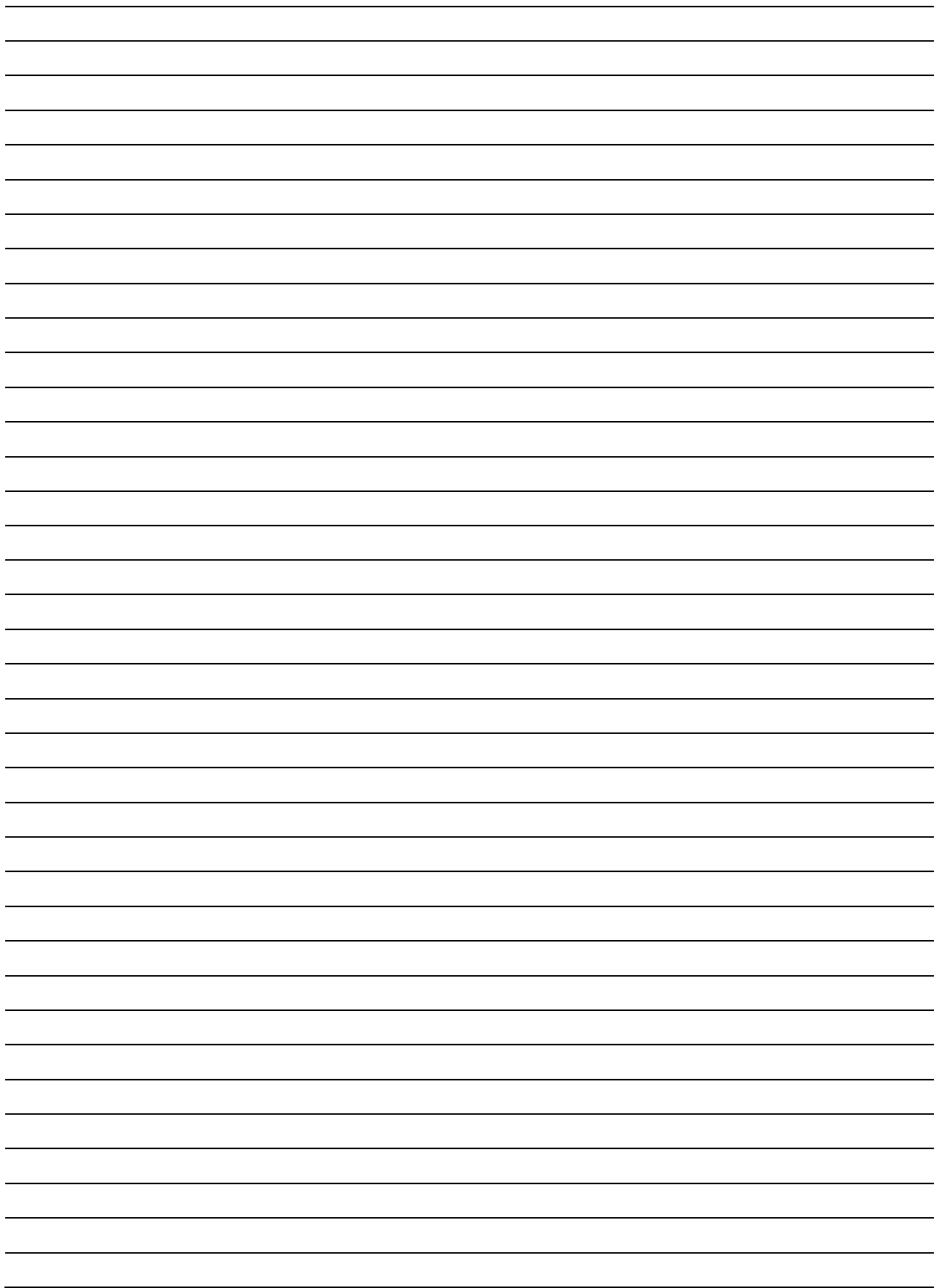
Student _____

arrived at the enterprise, organization, institution

The seal
enterprises, organizations, institutions « ____ » _____

He left the enterprise, organization, institution

The seal
enterprises, organizations, institutions « ____ » _____



Annexest D

**NATIONAL UNIVERSITY OF
LIFE AND ENVIRONMENTAL SCIENCES OF UKRAINE**

**DIARY
PRODUCTION REMOTE PRACTICE**

student _____

Institute, faculty, department _

department _____

education level _____

training direction _____

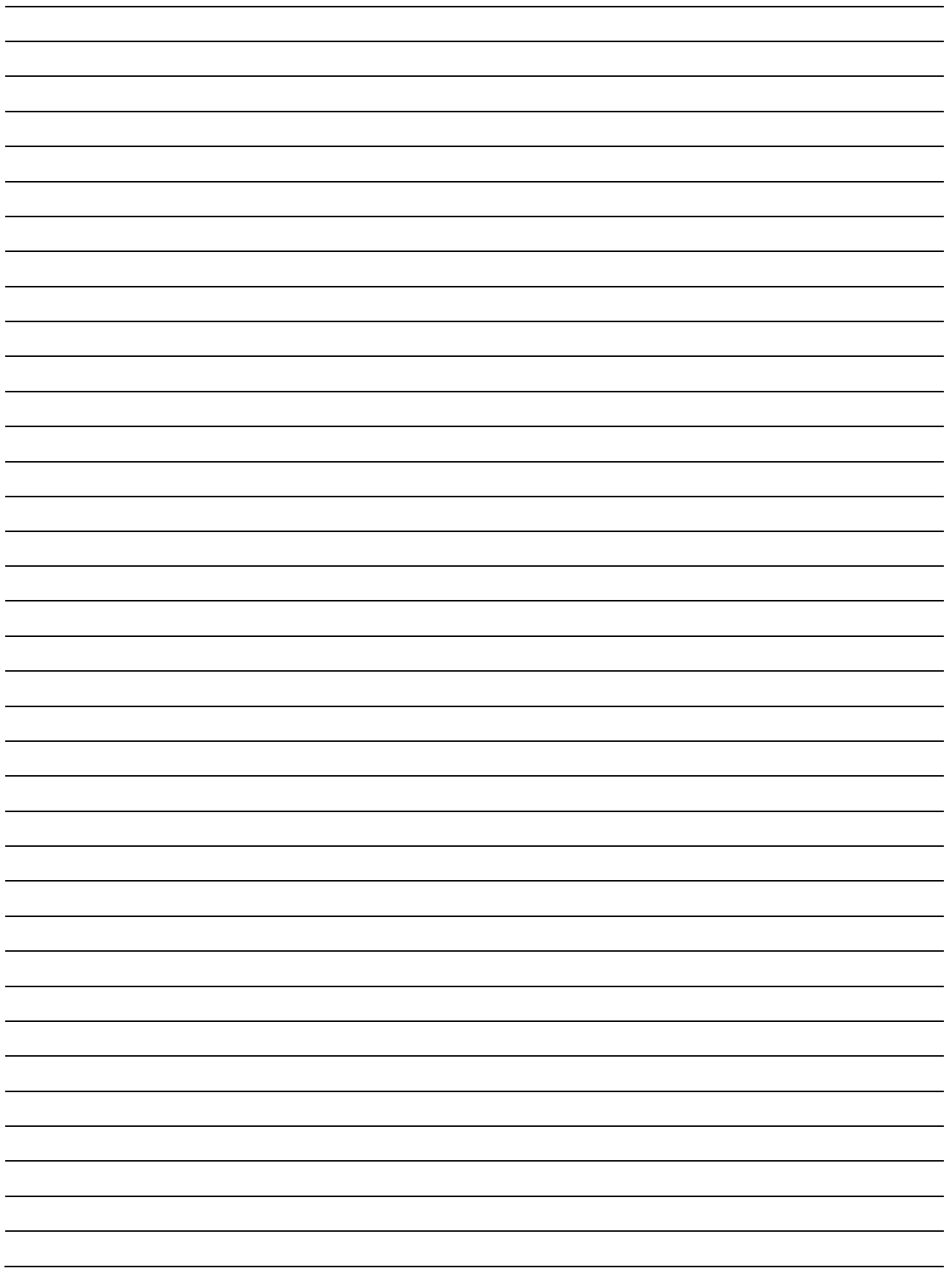
specialty _____

_____ course, group _____

Student _____

Beginning of practice « » _____

End of practice « » _____



Annexest E

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY OF
LIFE AND ENVIRONMENTAL SCIENCES OF UKRAINE

Department of Production and Investment Management

REPORT
about passing of industrial practice
on (company name)

Specialty student _____

Faculty of Agricultural Management

___ course ___ group _____ (_____)

Head of practice
from the enterprise _____ (_____)

Head of practice
from the university _____ (_____)

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

**NATIONAL UNIVERSITY OF
LIFE AND ENVIRONMENTAL SCIENCES OF UKRAINE**

Department of Production and Investment Management

REPORT

about passing industrial production practice
on (company name)

Specialty student

073 «Management»

Faculty of Agricultural Management

___ course ___ group _____ (_____)

Specialty student

073 «Management»

Faculty of Agricultural Management

___ course ___ group _____ (_____)

Specialty student

073 «Management»

Faculty of Agricultural Management

___ course ___ group _____ (_____)

Term of practice

Beginning: _____

Completion: _____

Head of practice from the university _____ (_____)

Protection assessment _____

Date « ___ » _____

**EXAMPLES OF BIBLIOGRAPHICAL DESCRIPTION
IN THE LIST OF SOURCES**

(according to DSTU 8302: 2015 «Information and documentation. Bibliographic reference. General provisions and rules of compilation»)

Source characteristics	Example of design
<i>Document</i>	
One author	Chepinoga VG Fundamentals of economic theory: textbook. way. Kyiv: Lira-K, 2017. 240 p.
Two authors	
Three authors	Konnov OF Historical dynamics of artistic style: monograph. Kyiv: MP Drahomanov National Pedagogical University Publishing House, 2015. 187 p.
Four or more authors	
Multi-volume edition	Zabrotsky MM, Shaposhnikova Yu. G. Pedagogical psychology. Lectures: textbook. way. Kherson, 2017. 144 p.
A separate volume of a multi-volume edition	
Collective author	Kryvovyazyuk IV, Smerichevsky SF, Kulyk Yu. M. Risk management of the logistics system of machine-building enterprises: monograph. Kyiv: Condor, 2018. 200 p.
Editor, compiler	
Abstracts, conference proceedings	The world of plants in the work of IP Kotlyarevsky: popular science essays / MV Grinyova and others. Poltava, 2017. 112 p.
Collection	or
Translation from another language	Svitroslin in the works of IP Kotlyarevsky: popular science essays. Poltava, 2017. 112 p.
Standards	or
Patents	Grinyova MV, Onipko VV, Kuprian KV,
Archival documents	Khodunay VV The world of plants in the works of IP Kotlyarevsky: popular science essays. Poltava, 2017. 112 p.
Dissertations, dissertation abstracts	
Preprints	Encyclopedia of the History of Ukraine: in 10 volumes / editor. : VA Smoliy and others. Kyiv, 2003–2013. T. 1–10.
<i>Part of the document</i>	
Part of a book	Franko I. Stolen happiness // I. Franko. Writings. Kyiv, 1966. S. 322–419.

Abstracts, conference proceedings	
Legislative and regulatory documents	Alekseev VM Legal status of a person and its implementation in the relationship between the state and society in public administration in Ukraine. Theoretical principles of the relationship between the state and society in management: a monograph. Chernivtsi, 2012. S. 151–169.
Articles from periodicals	
<i>Electronic resources</i>	
Books	Academic honesty as a basis for sustainable development of the university / for general. ed. TV Finikov, AE Artyukhov. Kyiv: Tucson, 2016. 234 p. URL: http://www.univer.kharkov.ua/images/redactor/news/2016-09-07/chesnist_osnova_rozvitk_Univers.pdf (access date: 02.11.2017).
Articles from periodicals	
Legislative documents	Kostyuchenko Ya. M. Dispute Resolution Mechanisms in the Association Agreement between Ukraine and the EU. Scientific Bulletin of Uzhhorod National University. Series: Right. 2019. Vip. 56, v. 2. pp. 144-147. URL: http://www.visnyk-juris.uzhnu.uz.ua/file/No.56/part_2/31.pdf (access date: 23.08.2019).
Website pages	

Content of practice and evaluation of practice in points

№	Evaluation parameter	Scores		Current control of students' knowledge	
		Min	Max	Form of control	Responsible for control
1	Internship taking into account the response of the head of the internship from the company (implementation of the calendar plan of the internship) (0 - 40 points).	30	40	Current.	Head of practice.
2	Registration of results of practice (filling of accompanying documents, namely, the report) (0 - 20 points).	10	20	Report verification.	Head of practice.
3	Registration of practice results (filling in the accompanying documents, namely, the diary) (0 - 20 points).	10	20	Diary check.	Head of practice.
4	Assessment of acquired knowledge, skills and abilities (mastering the program of practice) (0 - 20 points).	10	20	Protection of practice.	Commission of the department.
		60	100	X	X

Annexest I

**Correspondence of an estimation in points on a 100-point scale
national scale estimates**

Final semester rating assessment	Score on a national scale
1	2
90-100	Perfectly
74-89	Good
60-73	Satisfactorily
0-59	Unsatisfactorily

The results of educational practice are evaluated according to the following criteria:

- assessment «excellent» - the student-intern performed the main tasks of industrial (distance) practice and individual task, according to the calendar plan, kept a diary of practice, where he meaningfully recorded all observations, defense showed the ability to analyze, compare, summarize, abstract and specify, classify and systematize materials;

- assessment of «good» - the student-intern, according to the calendar plan, performed the main tasks of practice, made conclusions based on causal relationships and mechanisms (algorithms) of phenomena (processes), while in defense sufficiently demonstrated the skills and skills in working with documentation and information;

- assessment «satisfactory» - the student during the internship performed the main tasks of the internship, but there is an insufficient level of skills and abilities to work with documentation and information, conclusions are drawn without taking into account causal relationships and mechanisms (algorithms) of phenomena (processes));

- assessment «unsatisfactory» - the student-intern during the internship violated labor discipline, did not follow the internship program, did not prepare a report and diary of the internship, received a negative response from the head of the internship.