

Educational establishment
«The Belarus State Economic University»

APPROVED

Vice-rector of the educational establishment
«Belarus State Economic University»

_____ E.F. Kireyeva

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**PROGRAM OF
RESEARCH PRACTICE**

for undergraduates

for specialty 1-25 80 02 "World Economy"

(specialization "International Economics and Commercial Diplomacy")

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RECOMMENDED FOR APPROVAL:

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1 Explanatory note

Practice of students of specialty 1-25 80 02 "World economy" is a component of educational process.

This program is developed according to the following documents:

The code of Republic of Belarus about education from 01/13/2011 No. 243-3 (Art. 212);

Regulations on practice of students, cadets, listeners, approved by The resolution of Council of ministers of Republic of Belarus from 06/03/2010 No. 860 (in an edition. Resolutions of Council of ministers from 08/22/2013 of No. 736);

Regulations on practice of students in establishment of education "Belarusian state economic university", approved by the rector of BSEU No. 215-A of March 13, 2012;

Educational standard and curricula of specialty 1-25 80 02 "World economy" of the second step (magistracy).

1.1 Purposes and tasks of practice

The practice purpose – formation of professional competences through use of the gained theoretical knowledge, ensuring continuity and sequence of mastering students undergraduates professional activity, forms and methods of work, acquisition of the professional skills necessary for work, education of executive discipline and ability to independently solve research problems.

Main tasks of practice:

- systematization and deepening of the economic knowledge gained during theoretical training in a magistracy;
- fixing of skills of independent work on the chosen specialty 1-25 80 02 "World economy"
- collecting actual data and studying of the references which are material for the further analysis and generalization on a subject of final qualification work;
- performance of a research according to the individual task given by the head of practice from the releasing department;
- formation of skills on practical application of techniques of research work in the field of world economy;
- formation of professional interest, sense of responsibility and respect for the chosen profession.

1.2 Duties of the head of practice from department, head of practice from the organization and undergraduates

Undergraduates go for practice with the subject of final qualification work (thesis) approved by the head of the department.

Management of practice from the department is performed, as a rule, by the tutor of final qualification work. Content of his activities can vary depending on the chosen subject of a thesis, kind and the place of practice.

The head of practice from department is obliged before the practice:

- to study the main leading documents on practice;
- to get acquainted with the list of the organizations on which undergraduates will do practical training;
- to check each undergraduate having the program of practice, the diary, the assignment to practice, filling of all requisites of these documents;
- to give to each undergraduate an individual task for practical training according to the thesis;
- to consult undergraduates concerning collecting and processing of practical material for the report and an individual task;
- to make and agree on the schedule of visit of places of practice with the head of the department;
- to exercise control of the course of practical training and to inform department on the matter;
- to participate in an organizational meeting of department with undergraduates concerning the practice, to inform about Labour and occupational safety;
- to provide heads of practice from the organization with programs of practice.

At the end of practice the head of practice from department is obliged:

- to check the diary, the report on practice, an individual task, to get acquainted with a report on the undergraduate given him by the head of the organization;
- to set the graded test on practice.

During practice the head of practice from the organization is obliged:

- to check timely arrival of undergraduates for places of practice;
- to check receiving Labour and occupational safety;
- to give the undergraduates the knowledge about the organization, regulations, order of obtaining documents and materials;
- to consult the undergraduates concerning writing of sections of the report on practice from the organization.
- to study the program of practice;
- to provide normal conditions for practical training of undergraduates according to the program of practice;
- to check and sign the report of the undergraduates on practice and the diary, to make the recommendations for the undergraduates.

The undergraduate is obliged:

- to know the head of practice from department, the place and terms of carrying out practice;
- to receive and study the program of practice and an individual task;
- to receive the diary and the form of the assignment to practice, to fill all requisites of these documents;

- to present on an organizational meeting of department concerning carrying out practice;
- to go to the head of practice from the organization, to inform him of the program of practice and an individual task, to receive instructions on further work, to make the schedule of carrying out consultations;
- to carry out the regulations existing in the organization;
- every day visit the place of practice, to be in a workplace during the whole day of work;
- to keep the diary of practice with the indication of the list of daily done work;
- to fulfill in full requirements of the program of practice and an individual task;
- to make the report on results of practice, to represent it for check and for the signature to the head of practice from the organization;
- at the scheduled time (**within 3 days from the end of practice**) to arrive to department, to hand over the report for check it to the tutor.

1.3 Organization of carrying out practice

Practical training is provided: 4 educational weeks for day form of education in the 2nd semester, 4 educational weeks for part-time of education in the 3rd semester. Terms of carrying out practice are established by the curriculum according to the program of training of students in a magistracy. Protection of reports is appointed by the head prior to the session for day form of education, during the session for extramural studies.

Between the university and the organizations acting as bases of practice the relevant contracts are signed.

Practice of undergraduates of specialty 1-25 80 02 "World economy" is carried out:

a) in the Belarusian and foreign innovative enterprises and the organizations; organizations of the scientific and innovative sphere; public authorities, ministries (Ministry of Economics, Ministry of Foreign Affairs, Ministry of Finance, National bank, Chamber of Commerce and Industry) and departments; international companies; banks; finance, consulting, investment companies, investment funds and other enterprises of investment infrastructure; economic services are innovative the enterprises and the organizations which are engaged in the foreign economic and investment activities;

In this case the content of practice includes: 1) analysis of the enterprise/organization (primary activities, organizational structure, regulatory framework, key economic and financial performance of activity, direction of innovative and international activity, problem of the enterprise, etc.); 2) performance of an individual task.

b) in higher educational institutions of the Republic of Belarus.

In this case the content of practice includes educational (preparation and carrying out studies) and research work (participation of undergraduates in development and implementation of plans of research work of department and

students), development and deployment of innovations in an education system (use of technologies of interactive training, technologies of the organization of independent work of students, technologies for formation of system and creative thinking, etc.).

Practical training forms:

- Participation in the lectures as the assistant.

The undergraduate participates in preparation and demonstration of the presentations, reading single questions within the subject determined by the research supervisor.

- Development (scheduling of occupations) and carrying out a cycle (module) practical, seminar and laboratory researches on the disciplines corresponding to a profile of training of the master.

- Writing of article, theses, participation in scientific and practical conferences.

During practical training in UO holding 4 lectures / seminar occupations is recommended.

The materials prepared during practice are:

- presentations of lectures;
- abstracts of lectures;
- plans of practical, seminar and laboratory researches;
- articles, theses of conferences.

The individual task and the diary are given by the head of practice.

With the permission of department the place of practice can be chosen by the undergraduate independently.

2 Content of practice

2.1 Requirements to execution of reports and diaries of undergraduates

Within 3 days after arrival from practice the undergraduate hands over on department:

- diary of practice,
- report on practice,
- characteristic (a response of the head of practice from the organization) (it can be written in the diary and it is certified by the signature of the head and the seal of the organization or it is provided on a single sheet and it is certified by the signature of the head of practice and the seal of the organization).

The diary of practice has to include:

- the instruction on practice and an individual task for the practice period;
- the job schedule on weeks;
- the working records including the purpose, the place and time of practical training and also the description of the main objectives which are carried out during practice;
- response of heads of practice from the university and organization.

The diary is checked and signed by the head of practice who gives evaluation of the work of undergraduates.

The individual task (p. 2) is given and signed by the tutor of practice from department. Date of leaving on practice (p. 1) is certified by the seal of a magistracy after delivery of an individual task. Dates of arrival and leaving from base of practice (p. 1) are certified by the press of the head (human resources department) in day of arrival on practice and departure. A response of the head is certified him by the sign and seal of the organization (p. 6). The planned schedule and records of the undergraduate about the done work (p. 3-5) are certified by the signature of the head of practice from the organization.

Reviews of the undergraduate and head of practice from the university (p. 7-8) are obviously be reflected in the diary.

The report on practice is carried out independently by each undergraduate in writing and has to reflect activity of the undergraduate during practice and also his readiness to performance of thesis.

Execution of the report has to conform to the General requirements to contents, an order of performance and rules of registration of student's works of **CTII 20-05-2008**.

The report needs to be executed in volume of 30 pages without sources and appendixes.

The structure of the report on practice has to include the following sections: the title page (**appendix A**), the passport of the enterprise (organization) (appendix B), introduction, the main part (from two parts), the conclusion, the list of the references, appendixes.

Introduction (2-3 p.) has to include the purposes and problems of practical training, a general characteristic of base of practice and structural division, the place and a role of the enterprise (organization) in national economy.

In the first part (10-12 p.) it is necessary to provide the following information:

- to consider primary activities of the enterprise (organization), its organizational structure, standard and legal base;
- to analyse the key economic and financial indicators of activity of the enterprise (organization) in dynamics in 3-5 years;
- to study the directions of the international activity of the enterprise (organization) and a form of the external economic cooperation;
- to reveal problems of the enterprise (organization) and to offer ways of their solving, to designate the directions of improvement of activity of the enterprise (organization) and divisions.

In the second part (15-20 p.) the undergraduate needs to state stages of the performed individual task on practice (given out by the head and written down in the diary). The name of this section has to reflect a subject of thesis. The section has to contain:

- study degree of theoretical aspects of a subject of final qualification work (review of references and standard and legal acts);
- the analysis of the current state of the studied problem in the world and in Republic of Belarus (the characteristic of branch, sphere of economy, the direction of economic policy, etc.);

- preliminary proposals of the undergraduate on a final (constructive) part of thesis.

The conclusion (3 p.) has to contain the characteristic of results of the performed work, its compliance to the planned results.

The report has to be followed by the list of the used literature (references).

Appendexes. They must contain illustrations to the performed work: tables, schedules, the developed instructions and descriptions, examples of the worked documentation, documentation of base of practice.

The report on practice has to be signed by the undergraduate, the direct head of practice from the organization (it is certified by the seal of the organization) and/or is approved as the head (deputy head) of the organization.

The unchecked and not certified by the seal reports aren't allowed to protection.

2.2 Examples of individual tasks

The individual task has to reflect a subject and content of Thesis.

*Example of an individual task for the Thesis on the subject "The International Production Cooperation (on the example of China and the Republic of Belarus" (place of practice – **trade organization**)*

On the organization:

1. To carry out the analysis of efficiency of economic activity of the trade organization, including the analysis of foreign trade activities of the organization, to reveal the forms of cooperation of the organization with foreign partners;

2. To carry out the review of the world market of the goods which are purchased (sold) by trade organization (the main manufacturing countries, consuming countries, export/import, the price)

3. To analyse the competitive positions of trade organization (competitive advantages, strong and weaknesses according to SWOT analysis, and other methods);

According to the thesis:

- to analyse the International cooperation directions between the Republic of Belarus and China;

- to reveal the International cooperation problems between the Republic of Belarus and China and to define ways of their decision.

*Example of an individual task for the Thesis on the subject "The external economic cooperation between the Republic Iran and the Republic of Belarus" (base of practice – **the enterprise**).*

For the enterprise:

1. To carry out the review of the world market of the goods released by the enterprise (the main manufacturing countries, consuming countries, export/import, the price) (to use the official sites of the International organizations (the WTO, OECD,

UNCTAD, etc.), multinational corporation, integration communities (the EU, EEU, NAFTA, etc.).

2. To carry out the analysis of efficiency of economic activity of the enterprise, including the analysis of foreign trade activities of the enterprise with the Republic Iran;

4. To analyse competitive positions of the enterprise (competitive advantages of the enterprise, strong and weaknesses according to SWOT analysis and other methods);

According to the thesis:

- to study the directions (types, forms) of the external economic cooperation of the countries;

- to analyse a condition of the external economic cooperation between the Islamic Republic of Iran and Belarus;

- to reveal problems of development of the external economic cooperation between the Islamic Republic of Iran and Belarus and to define ways of their decision.

*Example of an individual task on practice in a higher educational institution for dissertation work on a subject "The world market of kosher products: current trends and features of a fate of Republic of Belarus" (base of practice – **department of world economy**).*

1. To prepare the presentation and the abstract of a lecture on a subject: International trade in goods (undressed Global commodity markets).

2. To develop test tasks and control questions for seminar class in discipline the International economy on a subject: "International trade in goods".

3. To make the list of sources on the subject "International Trade in Goods" for the section "Global commodity markets".

4. To make the plan and to give seminar classes in discipline "The international economy" on a subject: "International trade in goods" with use of innovative technologies in educational process.

5. To take part in holding lecture class as the assistant in discipline "The international economy" on a subject: "International trade in goods" to consider a question within a subject: "Global commodity markets".

2.3 Results of practice

On protection the report on practice and the diary of practice signed with the seals are submitted. In the diary there have to be 4 seals (on the first page of the diary – 1 seal of the university, 2 seals of place of practice, on the characteristic of the undergraduate – 1 seal of place of practice). On the title page of the report 1 seal of place of practice is set. In case in the diary of practice the organization doesn't set the seal, then the letter reference confirming practical training in this organization in the provided terms and signed by one of heads of the organization or the head of practice from the organization is required in addition.

The diary and the report on practice have to be submitted on department within 3 working days from the date of the end of practice. They are given to the tutor to check. In case of a negative response the report comes back to the undergraduate. In case of violation of terms of delivery of the report on department without valid excuse, final assessment can be lowered.

Reception of reports is carried out by the tutor of practice with exposure of the differentiated assessment. Terms of carrying out protection of practice are established by the order of the head of the department, according to the curriculum according to the program of training of students and undergraduates.

The mark on practice is entered in the examination sheet and the record book, equated to estimates on theoretical training and considered when summing up the general progress of undergraduates.

The undergraduates who haven't executed the program of practice or not protected the report in the specified terms or which have received unsatisfactory mark are considered not executed the training program of the corresponding course and can be either deducted, or allowed to repeated practical training one more time. In case of unsatisfactory mark for practice the undergraduate isn't allowed to protection of thesis.

Appendix A

Form of the title page

Educational establishment
«The Belarus State Economic University»

Department of world economy
Specialty International economics and Trade policy

REPORT

about practical training

in _____
(name of organization)
from «____» _____20__ till «____» _____20__

Undergraduate____course
_____group _____

Head of practice
from the enterprise
(position) _____

Head of practice
from BSEU _____

Minsk 20__

Appendix B

Passport of the Organization

Full name of the enterprise (institutions, organizations)	
Legal address	
Legal form	
Executive body	
Kind of activity	
Registration date	
Registration number	