

APPROVED

Rector of the Educational Institution
"Grodno State Agrarian University"



V.V. Peshko

2026

Registration No. 126

INTRODUCTORY PRACTICE

**Academic Programme of the Educational Institution
on Practical Training for Speciality**

6-05-0412-01 Management

The academic programme was developed in accordance with the requirements of the Higher Education Standard for Speciality 6-05-0412-01 Management (HES 6-05-0412-01-2023) and the curriculum for Speciality 6-05-0412-01 Management (registration number 03-8/397-23 dated 17.04.2023).

COMPILED BY:

O. V. Avdeychik, Head of the Department of Economics and Management in the AIC, Candidate of Economic Sciences, Associate Professor;

T. G. Khatenevich, Head of the Department of Organisation and Legal Support of Agribusiness, Candidate of Legal Sciences, Associate Professor;

N. G. Barkova, Senior Lecturer, Department of Economics and Management in the AIC;

A. M. Ushkevich, Senior Lecturer, Department of Organisation and Legal Support of Agribusiness.

RECOMMENDED FOR APPROVAL:

By the Department of Economics and Management in the AIC
(Protocol No. 14 dated 03.04.2026)

By the Council of the Faculty of Economics and Accounting of Educational Institution "Grodno State Agrarian University"
(Protocol No. 8 dated 30.04.2026)

1. EXPLANATORY NOTE

Introductory practice is one of the forms of organising the educational process in the implementation of higher education programmes. It constitutes a mandatory component prescribed by the educational standard and the curriculum for Speciality 6-05-0412-01 Management. This type of practical training represents an integral stage in the system of practice-oriented preparation of highly qualified specialists.

It is aimed at broadening, consolidating, deepening, and systematising theoretical knowledge through the study of organisational activities, the acquisition of practical work skills by students through the independent completion of assignments, and the collection of the necessary source information for the preparation of coursework and research papers.

The purpose of the introductory practice is to familiarise students with the professional competencies of the chosen speciality and to develop the skills and abilities to apply theoretical knowledge within the context of an operational organisation.

The principal objectives of the introductory practical training:

- consolidation, broadening, and systematisation of the theoretical knowledge acquired by students during the course of study;
- provision of a comprehensive understanding of the future profession and fostering respect for it;
- study of the fundamentals of the functioning of the state economic and agricultural management bodies of the Republic of Belarus;
- investigation of topical issues relating to the functioning of the agricultural economy of the Republic of Belarus;
- familiarisation with the specifics of the establishment and operation of agricultural enterprises of various organisational-legal forms;
- familiarisation with the fundamentals of occupational health and safety organisation and the requirements for ensuring it in agricultural organisations of the Republic of Belarus;
- familiarisation with the organisational and managerial foundations of enterprise operations;
- familiarisation with the production activities of an agricultural organisation and its principal production indicators;
- familiarisation with the marketing and sales activities of an AIC enterprise;
- acquisition of practical skills in the areas of information retrieval in accordance with assigned tasks, collection and processing of economic data in conformity with stated objectives, as well as analysis and interpretation of indicators characterising the operational specifics of agricultural enterprises;
- development of a creative approach to professional activities, acquisition of skills for analysing the results of one's own work, and cultivation of the need for self-education.

Completion of the introductory practice will enable students to engage more purposefully with the academic disciplines of their specialisation in senior years and subsequently pursue a successful career in their chosen field.

The introductory practice is organised in accordance with the following regulatory documents:

1. The Education Code of the Republic of Belarus dated 13.01.2011 No. 243-Z;
2. The Regulation on Practical Training for Students, Cadets, and Trainees, approved by Resolution of the Council of Ministers of the Republic of Belarus dated 3 June 2010 No. 860;
3. The Higher Education Standard HES 6-05-0412-01-2023;
4. The curriculum for Speciality 6-05-0412-01 Management (registration number 03-8/397-23 dated 17.04.2023);
5. Resolution of the Council of Ministers of the Republic of Belarus dated 31 December 2025 No. 814 "On the State Programme 'AIC of the Future' for 2026–2030".

List of Competencies Defined by the Higher Education Standard HES 6-05-0412-01-2023

Completion of the introductory practice is intended to promote the development of the following competency groups in students:

Universal Competencies:

- to command the fundamentals of research activities and to carry out information search, analysis, and synthesis;
- to solve standard professional tasks on the basis of information and communication technologies;
- to communicate in a foreign language for the purposes of interpersonal and intercultural interaction;
- to work in a team and to engage tolerantly with social, ethnic, religious, cultural, and other differences;
- to be capable of self-development and continuous professional improvement;
- to demonstrate initiative and to adapt to changes in professional activities;
- to possess the ability to analyse state-building processes across different historical periods, to identify the factors and mechanisms of historical change, to determine the socio-political significance of historical events, figures, artefacts, and symbols for contemporary Belarusian statehood, and to apply the identified patterns in the formation of civic identity;
- to possess a contemporary culture of thought, a humanistic worldview, and an analytical and critically innovative style of cognitive, socio-practical, and communicative activity; to apply the fundamentals of philosophical knowledge in professional practice, and to independently assimilate philosophical knowledge and develop a worldview position on its basis.

Core Professional Competencies:

- to employ fundamental mathematical concepts and computational methods for the analysis and modelling of economic processes;

- to apply digital tools for textual and graphical representation of information for its presentation to investors;
- to understand the behavioural motivations of market economy actors and the specifics of economic processes in the Republic of Belarus and other countries, to analyse economic information, and to apply acquired theoretical knowledge as a methodological basis for the study of applied economic disciplines;
- to understand the mechanisms of pricing in commodity and resource markets and the directions and instruments of state microeconomic policy, and to apply theoretical knowledge for the adoption of optimal decisions under conditions of economic choice;
- to understand the mechanisms of functioning of aggregated markets and the instruments of fiscal, tax, and monetary policy; to analyse macroeconomic processes in the Republic of Belarus and other countries; and to evaluate the results of macroeconomic policy;
- to apply the principal methods of quantitative analysis, modelling, and optimisation of econometric models for the resolution of managerial tasks;
- to apply the methodology of calculation and analysis of the principal indicators of an organisation's production and economic activities for the purpose of making informed decisions regarding its development;
- to adopt managerial decisions and to organise their implementation on the basis of knowledge of the fundamental laws of management across a broad range of issues pertaining to organisational activities;
- to determine the development objectives of a supervised unit, to develop plans for their achievement, to assimilate and implement managerial innovations with due regard for the motivational characteristics of personnel, and to develop and implement innovations in managerial activities;
- to apply the principal methods of protecting the population from negative anthropogenic, technogenic, and natural factors; to observe the principles of rational use of natural resources and energy conservation; and to ensure healthy and safe working conditions.

2. CONTENT OF THE PRACTICAL TRAINING

2.1 General Issues of Organisation and Conduct of the Practical Training

Students enrolled in the full-time programme complete the introductory practice in two stages:

Stage 1 (54 hrs) — the introductory practice is conducted at a business entity operating in the agro-industrial complex (AIC) sector;

Stage 2 (54 hrs) — students complete this stage at the Educational Institution "Grodno State Agrarian University" in the lecture rooms of the Department of Economics and Management in the AIC.

The total duration of the introductory practice is 108 hours (54 hours for the first stage and 54 hours for the second stage).

The start and end dates of each stage of the practical training are established by the educational process schedules of the Faculty of Economics and Accounting for the academic year and are approved by the Rector's order, upon submission by the Dean of the Faculty.

The placement is determined by the Dean's Office upon the student's signing of the practical training agreement with the enterprise.

All organisational work relating to the students' completion of the introductory practice is carried out by the Faculty of Economics and Accounting and the Department of Economics and Management in the AIC.

The Dean's Office of the Faculty of Economics and Accounting:

- informs students of the timing and location of the practical training;
- organises year-group meetings on organisational and methodological matters with the participation of the university-appointed practical training supervisor;
- organises occupational health and safety briefings for students;
- monitors the timely submission of differentiated credit assessments and reporting documentation by students upon completion of the practical training;
- receives departmental reports on the outcomes of practical training programme implementation at the Faculty Council and submits proposals for improving the student practical training process.

The Department of Economics and Management in the AIC:

- develops the practical training programme;
- develops, and revises or adjusts as necessary, methodological guidelines for students and departmental practical training supervisors;
- familiarises students with the objectives, tasks, and content of the practical training programme;
- identifies and promptly rectifies deficiencies in the course of the practical training, and reports them to management where necessary;
- organises the administration of differentiated credit assessments to students upon completion of the practical training;
- analyses the implementation of the practical training programme and reviews the outcomes of its delivery.

The practical training supervisor from the organisation is appointed by the enterprise director. The supervisor's responsibilities include:

- advising students on matters relating to the collection and processing of information for the preparation of the relevant section of the introductory practice report;
- monitoring the progress of students' practical training.

The practical training supervisor from the university is appointed by the department.

The supervisor's responsibilities include:

- advising students on matters relating to the collection and processing of information for the preparation of the introductory practice report;
- monitoring the progress of students' practical training and reporting to the department accordingly;

- reviewing practical training reports, composing assessments of students' work, and participating in the report defence;
- submitting proposals to the Department of Economics and Management in the AIC for improving the content and organisation of the introductory practical training.

All work prescribed by the programme is completed by the student independently, under the supervision of the departmental practical training supervisor.

The student-intern is obliged to:

- enter into a practical training agreement with a specialised enterprise for the first stage of the introductory practical training;
- attend the practical training placement at the designated times;
- study and observe the prevailing internal regulations, occupational health and safety requirements, and other regulatory and legal acts governing the conduct of the practical training;
- demonstrate creative initiative, responsibility, and high standards of professional conduct;
- complete all tasks prescribed by the practical training programme and assignments given by the practical training supervisor in full and on time;
- bear responsibility for the preservation of documents, office equipment, and other material property and equipment used during the practical training;
- prepare the reporting documentation in a timely manner, which shall include: a schedule of the introductory practice with the supervisor's endorsements confirming task completion, and a report on the completion of the introductory practical training.

Any absence of a student-intern from the practical training is regarded as truancy. Should unexcused absences exceed 30% of working time, the practical training shall not be credited to the student.

Students who have not completed the practical training, have not fulfilled the practical training programme, or have received an unsatisfactory grade following the report defence shall repeat the practical training during the vacation period.

2.2 List of Topics Subject to Study and Analysis in the Course of the Introductory Practical Training

2.2.1 Familiarisation with the Activities of the State Economic and AIC Management Bodies of the Republic of Belarus

2.2.1.1 General Overview of the Organisation of State Authority in the Republic of Belarus

Source: National Legal Internet Portal of the Republic of Belarus – available at: <https://pravo.by/>

Based on the study of information presented on the National Legal Internet Portal of the Republic of Belarus, the student shall familiarise themselves with:

- the general aspects of the organisation of state authority and governance in the Republic of Belarus;

- the general structure of the state authority and governance bodies of the Republic of Belarus;
- the structure and principal functions of each element of the state authority and governance system individually.

2.2.1.2 The President of the Republic of Belarus

Source: Official website of the President of the Republic of Belarus – available at: <https://president.gov.by/>

Based on the study of information presented on the official website of the President of the Republic of Belarus, the student shall familiarise themselves with:

- the principal regulatory and legal acts determining the legal status, rights, and responsibilities of the President of the Republic of Belarus;
- the procedure for the election of and inauguration of the President of the Republic of Belarus;
- the powers of the President of the Republic of Belarus;
- the principal legal acts issued by the President of the Republic of Belarus (with specific examples).

2.2.1.3 The Government of the Republic of Belarus

Source: Official website of the Council of Ministers of the Republic of Belarus – available at: <https://www.government.by/>

Based on the study of information presented on the official website of the Council of Ministers of the Republic of Belarus, the student shall familiarise themselves with:

- the legal foundations of the activities of the Council of Ministers of the Republic of Belarus (principal functions, current leadership, Presidium of the Council of Ministers);
- the principal legal acts issued by the Council of Ministers of the Republic of Belarus (with specific examples);
- the principal functions of the Prime Minister;
- the organisational structure of the Government of the Republic of Belarus (ministries, state committees, state organisations).

2.2.1.4 The Ministry of Economy of the Republic of Belarus

Source: Official website of the Ministry of Economy of the Republic of Belarus – available at: <https://economy.gov.by/ru/>

Based on the study of information presented on the official website of the Ministry of Economy of the Republic of Belarus, the student shall familiarise themselves with:

- the legal foundations of the operation of the Ministry of Economy of the Republic of Belarus;
- the Regulation on the Ministry of Economy of the Republic of Belarus, the principal functions and management structure of the Ministry of Economy of the Republic of Belarus;

- the managerial and organisational structure of the Ministry of Economy of the Republic of Belarus;
- the list of administrative procedures carried out by the Ministry of Economy of the Republic of Belarus in relation to legal entities and individual entrepreneurs, as well as in response to applications from citizens.

2.2.1.5 The Ministry of Agriculture and Food of the Republic of Belarus

Source: Official website of the Ministry of Agriculture and Food of the Republic of Belarus – available at: <https://mshp.gov.by/ru>

Based on the study of information presented on the official website of the Ministry of Agriculture and Food of the Republic of Belarus, the student shall familiarise themselves with:

- the Regulation on the Ministry of Agriculture and Food of the Republic of Belarus, the principal functions and objectives of the Ministry of Agriculture and Food of the Republic of Belarus;
- the structure of the Ministry of Agriculture and Food of the Republic of Belarus;
- the current state programmes in the sphere of agriculture and food, and economic development, and their principal provisions;
- the list of prospective and significant investment projects planned for implementation and currently being implemented within the framework of existing state programmes.

2.2.2 Familiarisation with the Specifics of the Establishment and Operation of AIC Enterprises of Various Organisational-Legal Forms

2.2.2.1 Establishment, Registration, and Liquidation of Legal Entities and Individual Entrepreneurs in the Republic of Belarus

Source: Unified State Register of Legal Entities and Individual Entrepreneurs – available at: <https://egr.gov.by/>

Based on the study of information presented on the portal of the Unified State Register of Legal Entities and Individual Entrepreneurs, the student shall familiarise themselves with:

- the legal foundations of state registration of business entities (Civil Code of the Republic of Belarus dated 7 December 1998 No. 218-Z, Law of the Republic of Belarus dated 9 December 1992 No. 2020-XII, Regulation on the State Registration of Business Entities: approved by Decree of the President of the Republic of Belarus dated 16 January 2009 No. 1 "On State Registration and Liquidation (Cessation of Activities) of Business Entities");
- the legal foundations of the liquidation (cessation of activities) of business entities (Civil Code of the Republic of Belarus dated 7 December 1998 No. 218-Z, Law of the Republic of Belarus dated 9 December 1992 No. 2020-XII, Regulation on the Liquidation (Cessation of Activities) of Business Entities: approved by Decree of the President of the Republic of Belarus dated 16 January 2009 No. 1 "On State Registration and Liquidation (Cessation of Activities) of Business Entities");

- the procedure for the formation of the authorised capital of a commercial organisation;
- the procedure for applying for state registration.

2.2.2.2 Specifics of the Operation of Peasant (Farming) Households

Source: National Legal Internet Portal of the Republic of Belarus – available at: <https://pravo.by/>; Civil Code of the Republic of Belarus dated 7 December 1998 No. 218-Z (Article 115); Law of the Republic of Belarus dated 18 February 1991 No. 611-XII "On the Peasant (Farming) Household"; official website of the Ministry of Agriculture and Food of the Republic of Belarus – available at: <https://mshp.gov.by/ru>.

Based on the study of information presented on the National Legal Internet Portal of the Republic of Belarus, the student shall familiarise themselves with the general issues of the operation and management of peasant (farming) households.

2.2.2.3 Specifics of the Operation of Production Cooperatives

Source: National Legal Internet Portal of the Republic of Belarus – available at: <https://pravo.by/>; Civil Code of the Republic of Belarus dated 7 December 1998 No. 218-Z (Articles 107–112).

Based on the study of information presented on the National Legal Internet Portal of the Republic of Belarus, the student shall familiarise themselves with:

- the general provisions on the operation of production cooperatives;
- the issues of establishment, reorganisation, and liquidation of production cooperatives;
- the specifics of management within a production cooperative.

2.2.2.4 Specifics of the Operation of Unitary Enterprises

Source: National Legal Internet Portal of the Republic of Belarus – available at: <https://pravo.by/>; Civil Code of the Republic of Belarus dated 7 December 1998 No. 218-Z (Article 113); Resolution of the Council of Ministers of the Republic of Belarus dated 23 July 2004 No. 913 "On the Procedure for the Establishment of Unitary Enterprises and Institutions Whose Property is in the Ownership of the Republic, Their Reorganisation and Liquidation, and on the Invalidation of Certain Resolutions of the Government of the Republic of Belarus".

Based on the study of information presented on the National Legal Internet Portal of the Republic of Belarus, the student shall familiarise themselves with the general issues of the operation and management of unitary enterprises (concept, property, management, liability).

2.2.2.5 Specifics of the Operation of Business Companies

Source: National Legal Internet Portal of the Republic of Belarus – available at: <https://pravo.by/>; Civil Code of the Republic of Belarus dated 7 December 1998 No. 218-Z (Articles 86–106); Law of the Republic of Belarus "On Business Companies" dated 9 December 1992 No. 2020-XII.

Based on the study of information presented on the National Legal Internet Portal of the Republic of Belarus, the student shall familiarise themselves with the general provisions on the management and operation of business companies (joint-stock companies, limited liability companies, and companies with additional liability).

2.2.2.6 Fundamentals of Occupational Health and Safety Organisation and Requirements for Ensuring It in Agricultural Organisations of the Republic of Belarus

Source: Official website of the Ministry of Agriculture and Food of the Republic of Belarus – available at: <https://mshp.gov.by/ru>

Based on the study of information presented on the official website of the Ministry of Agriculture and Food of the Republic of Belarus, the student shall familiarise themselves with:

- the principal regulatory and legal acts in the field of occupational health and safety;
- the principal occupational health and safety requirements;
- the rules of occupational health and safety in agriculture.

2.2.3 Study of the Activities of an AIC Business Entity

The first stage of the introductory practice is conducted at an operational enterprise of the agro-industrial complex. The student shall familiarise themselves with its activities through the study of organisational and reporting documents, primary documentation, as well as information published on the internet, in mass media, and from other sources.

Within the framework of the first stage, the student is required to study the following key topics:

2.2.3.1 General Characteristics of the Business Entity

- name of the organisation
- form of ownership
- organisational-legal form
- management structure
- history of establishment and development
- location and area of land holdings

2.2.3.2 Production Activities

- types of products manufactured
- technological processes and farming methods
- production volumes
- use of modern technologies and innovations
- natural and climatic conditions and their impact on operations

2.2.3.3 Financial and Economic Activities

- structure of revenues and expenditures
- financial position (profit, losses, profitability)
- sources of financing and investments
- presence of loans and liabilities

2.2.3.4 Human Resources

- size and structure of personnel
- level of employee qualifications
- working conditions and social security
- motivation and training systems

2.2.3.5 Environmental and Resource Protection

- use of natural resources
- environmental protection measures
- compliance with environmental standards

2.2.3.6 Marketing and Sales Activities

- principal sales markets (major product purchasers)
- product distribution channels
- product promotion (advertising, branding)
- pricing policy
- competitors, competition, and market position
- use of digital channels and new technologies in marketing

2.2.3.7 Legal and Regulatory Aspects

- compliance of activities with legislation
- availability of requisite permits and licences
- compliance with standards and requirements

2.2.3.8 Information Support of Management

- management and accounting reporting
- sources of and access to market, regulatory-legal, financial, production, socio-economic, meteorological, weather, and other information relevant to managerial decision-making
- availability and use of information technologies and automation (i.e., the software and hardware resources available to the enterprise for processing, transmitting, and storing information, as well as the automated systems and software solutions employed to enhance the accuracy and speed of information processing)
- staffing of information systems

2.2.3.9 Development Prospects

- plans for expansion and modernisation
- participation in state programmes and subsidies
- introduction of new technologies and innovative methods

3. INFORMATION AND METHODOLOGICAL SECTION

3.1 Thematic Plan of the Introductory Practical Training

Section Title	Total, hrs
Preparation for the internship	2
1 Familiarisation with the activities of an agro-industrial complex (AIC) enterprise	
1.1 General characteristics of the business entity	4
1.2 Production activities	6
1.3 Financial and economic activities	6
1.4 Human resources	6
1.5 Environmental and resource protection	6
1.6 Marketing and sales activities	6
1.7 Legal and regulatory aspects	6
1.8 Information support of management	6
1.9 Development prospects	6
2 Familiarisation with the activities of the state economic and AIC management bodies of the Republic of Belarus	
2.1 General overview of the organisation of state authority in the Republic of Belarus	4
2.2 The President of the Republic of Belarus	4
2.3 The Government of the Republic of Belarus	4
2.4 The Ministry of Economy of the Republic of Belarus	4
2.5 The Ministry of Agriculture and Food of the Republic of Belarus	4
3 Familiarisation with the specifics of the establishment and operation of AIC enterprises of various organisational-legal forms	
3.1 Establishment, registration, and liquidation of legal entities and individual entrepreneurs in the Republic of Belarus	8
3.2 Specifics of the operation of peasant (farming) households	6
3.3 Specifics of the operation of production cooperatives	4
3.4 Specifics of the operation of unitary enterprises	4
3.5 Specifics of the operation of business companies	6
3.6 Fundamentals of occupational health and safety organisation and requirements for ensuring it in agricultural organisations of the Republic of Belarus	6
Total	108

4. STRUCTURE AND PROCEDURE FOR PREPARING THE PRACTICAL TRAINING REPORT

4.1 Structure of the Practical Training Report

The report is a final document containing systematised information on the work carried out by the student during the first and second stages of the practical training. It comprises the following structural elements:

- title page (Appendix A);
- schedule of the introductory practice (Appendix B);
- table of contents;
- the main body comprising three sections:

1 GENERAL INFORMATION ON THE ACTIVITIES OF THE STATE ECONOMIC AND AIC MANAGEMENT BODIES OF THE REPUBLIC OF BELARUS

- 1.1 General overview of the organisation of state authority in the Republic of Belarus
- 1.2 The President of the Republic of Belarus
- 1.3 The Government of the Republic of Belarus
- 1.4 The Ministry of Economy of the Republic of Belarus
- 1.5 The Ministry of Agriculture and Food of the Republic of Belarus

2 SPECIFICS OF THE ESTABLISHMENT AND OPERATION OF AIC ENTERPRISES OF VARIOUS ORGANISATIONAL-LEGAL FORMS

- 2.1 Establishment, registration, and liquidation of legal entities and individual entrepreneurs in the Republic of Belarus
- 2.2 Specifics of the operation of peasant (farming) households
- 2.3 Specifics of the operation of production cooperatives
- 2.4 Specifics of the operation of unitary enterprises
- 2.5 Specifics of the operation of business companies
- 2.6 Fundamentals of occupational health and safety organisation and requirements for ensuring it in agricultural organisations of the Republic of Belarus

3 CHARACTERISTICS OF THE ACTIVITIES OF *(indicate the name of the enterprise at which the student completed the first stage of the introductory practical training)*

- 3.1 General characteristics of the business entity
- 3.2 Production activities
- 3.3 Financial and economic activities
- 3.4 Human resources
- 3.5 Environmental and resource protection
- 3.6 Marketing and sales activities
- 3.7 Legal and regulatory aspects
- 3.8 Information support of management
- 3.9 Development prospects

- conclusion
- list of references
- appendices.

The report must contain the most comprehensive possible responses to the questions set out in the practical training programme and must strictly conform to its structure. The text of the report may contain tables, figures, graphs, and other material, as well as copies of original documents confirming the authenticity of the information presented.

4.2 Formatting the Practical Training Report

The report is formatted according to established word-processing templates with the following configuration settings in Microsoft Word:

- the report is printed on one side of white A4 paper (210 × 297 mm);
- page margins: top and bottom — 20 mm, left — 30 mm, right — 10 mm. In tables, reduction of the left margin to 20 mm and the right margin to 8 mm is permitted (when text does not fit);
- font: Times New Roman, upright, clear, in regular style, black, consistent throughout the entire volume of the work, size 14 pt. In tables, reduction to 12 pt is permitted (when text does not fit);
- line spacing — exactly 18;
- first line paragraph indent: 1.25 mm;
- alignment: justified (in tables, alignment as required);
- page numbering in Arabic numerals. The first page of the work is the title page, which is included in the overall page numbering. The title page, schedule of the introductory practical training, and table of contents shall not display a page number; subsequent pages shall bear the page number centred at the bottom of the page, without a full stop, in 14 pt font.

Section and subsection headings shall not be followed by a full stop. Each structural part of the report (section) shall begin on a new page.

Numbering of sections, subsections, points, figures, and tables is given in Arabic numerals without the "No." symbol.

Subsections are numbered within each section. The subsection number consists of the section number and the sequential subsection number, separated by a full stop — for example: "2.3" denotes the third subsection of the second section of the report.

Section and subsection headings are given after their numbers, separated by a space. No full stop is placed at the end of section or subsection numbers or their headings.

Illustrations and tables shall be placed in the report directly on the page with the text, after the paragraph in which they are first mentioned, or separately on the following page. They shall be positioned so that they may be conveniently examined without rotating the page, or with rotation clockwise. Illustrations and tables placed on separate pages of the report are included in the overall page numbering.

All illustrations shall be referenced in the text of the report. The word "figure" in captions and text references shall not be abbreviated: example — "...in accordance with Figure 3.2", "...is shown in Figure 2".

Illustrations are designated by the word "Figure" and numbered in Arabic numerals in sequential order throughout the entire work, with the exception of illustrations in appendices. Example — Figure 1; Figure 2. Numbering within a section is also permissible. The figure number in such a case consists of the section number and the sequential figure number, separated by a full stop: example — Figure 2.4 (the fourth figure of the second section).

Below the illustration, the word "Figure", the number, and the title of the illustration are given, with the number separated from the title by a dash, formatted in bold at a font size reduced by 1–2 points. No full stop follows the number. Word breaks are not permitted in figure titles. (Example — Figure 2.1 — Title of figure).

A table is a form of standardised text characterised by high information density and clarity; it allows for the strict classification and coding of information and facilitates the easy summation of comparable data.

All tables in the text shall be referenced, and the word "table" shall be written together with its number: example — "in accordance with Table 2.3".

A table is placed below the text in which it is first referenced. Each table shall have a concise heading consisting of the word "Table" and its sequential number, followed by a dash (not a full stop), and then the table title.

The table title is positioned left-aligned above the table, without a paragraph indent. (Example — Table 3.17 — Table title).

Tables are numbered in Arabic numerals throughout the entire work (example: Table 1) or within a chapter (example: Table 2.3 — the third table of the second section).

One blank line shall be left above and below each table.

When formatting tables, use of a font 1–2 points smaller than the body text is permissible. Tables with a large number of rows may be continued on the following page. When a portion of a table is continued on another page, its heading is given once above the first portion; to the left above subsequent portions, the words "Table 2.3 continued" are written.

The practical training report with appendices, together with the duly completed and signed schedule, shall be bound in a folder with a clip fastener, signed by the student, and submitted to the departmental supervisor for review on the final day of the practical training.

2.3 Defence of the Practical Training Report. Assessment Criteria

The defence of the introductory practice report takes place on the final day of the practical training in accordance with the educational process schedule. The time and venue of the report defence are established by the department.

The practical training is assessed on the basis of the report defence results according to the following criteria:

10 (ten) points

- the student has fully completed the practical training programme;
- the student has a completed journal reflecting all types of work performed during every day of the introductory practical training;

- no remarks have been made by the production practical training supervisor;
- the student has prepared a complete individual report on independent work during the introductory practical training;
- the student is able to demonstrate the practical skills and competencies acquired in accordance with the introductory practice programme;
- the student is able to articulate the key concepts relating to the phenomena and processes observed during the introductory practical training;
- at the defence of the introductory practice report, the student's responses to questions regarding its content and forecasts for the development of the economic situation are accurate and well-reasoned;
- no errors or inaccuracies are present in the responses.

9 (nine) points

- the student has fully completed the practical training programme;
- the student has a completed journal reflecting all types of work performed during every day of the introductory practical training;
- no remarks have been made by the production practical training supervisor;
- the student has prepared a complete individual report on independent work during the introductory practical training;
- the student is able to demonstrate the practical skills and competencies acquired in accordance with the introductory practice programme;
- at the defence of the introductory practice report, the student's responses to questions regarding its content and forecasts for the development of the economic situation are accurate and well-reasoned;
- no errors are present, or any errors are non-material.

8 (eight) points

- the student has fully completed the practical training programme;
- the student has a completed journal reflecting all types of work performed during every day of the introductory practical training;
- no remarks have been made by the production practical training supervisor;
- the student is able to demonstrate the practical skills and competencies acquired in accordance with the introductory practice programme;
- the student has prepared a complete individual report on independent work during the introductory practical training;
- the student is able to articulate the key concepts relating to the phenomena and processes observed during the introductory practical training;
- at the defence of the introductory practice report, the student's responses to questions regarding its content and forecasts for the development of the economic situation are accurate and well-reasoned, with minor non-material remarks;
- no errors are present, or any errors are non-material.

7 (seven) points

- the student has completed the practical training programme;
- the student has a completed journal reflecting all types of work performed during every day of the introductory practical training;
- no remarks have been made by the production practical training supervisor;

- the student has prepared an individual report on independent work during the introductory practical training;
- the student is able to demonstrate the majority of the practical skills and competencies acquired in accordance with the introductory practice programme;
- the student is able to articulate the key concepts relating to the phenomena and processes observed during the introductory practical training, with minor errors;
- at the defence of the introductory practice report, the student's responses to questions regarding its content are accurate, though not always well-reasoned;
- no major errors or inaccuracies are present in the responses.

6 (six) points

- the student has completed the practical training programme;
- the student has a completed journal reflecting all types of work performed during every day of the introductory practical training;
- remarks have been made by the production practical training supervisor;
- the student has prepared an individual report on independent work during the introductory practical training;
- the student is able to demonstrate the majority of the practical skills and competencies acquired in accordance with the introductory practice programme;
- the student is able to articulate the key concepts relating to the phenomena and processes observed during the introductory practical training, with minor errors;
- at the defence of the introductory practice report, the student's responses to questions regarding its content are accurate, though not always well-reasoned;
- no substantial errors are present in the responses.

5 (five) points

- the student has completed the practical training programme;
- the student has a completed journal reflecting all types of work performed during the introductory practical training;
- remarks have been made by the production practical training supervisor;
- the student has prepared an individual report on independent work during the introductory practical training;
- the student is able to demonstrate the practical skills and competencies acquired in accordance with the introductory practice programme, albeit with difficulty;
- the student is able to articulate the key concepts relating to the phenomena and processes observed during the introductory practical training, with notable errors;
- at the defence of the introductory practice report, the student's responses to questions regarding its content are accurate, but are not substantiated;
- the responses contain substantial errors (no more than 2) and inaccuracies.

4 (four) points

- the student has completed the practical training programme;
- the student has a completed journal reflecting all types of work performed during the introductory practical training;
- remarks have been made by the production practical training supervisor;
- the student has prepared an individual report on independent work during the introductory practical training;

- the student is able to demonstrate the practical skills and competencies acquired in accordance with the introductory practice programme, albeit with difficulty;

- the student is able to articulate the key concepts relating to the phenomena and processes observed during the introductory practical training, with substantial errors;

- at the panel defence of the introductory practice report, the student's responses to questions regarding its content contain substantial errors.

1–3 points

- the student has not completed the practical training programme;

- the student has a journal that is either completed with serious violations – not reflecting all types of work performed during the introductory practice – or has not submitted a completed journal;

- the production practical training supervisor has recorded systematic and serious disciplinary violations;

- the student is unable to demonstrate the practical skills and competencies acquired in accordance with the introductory practice programme;

- the student is able to articulate the key concepts relating to the phenomena and processes observed during the introductory practical training, albeit with significant errors;

- the student is unable to articulate the theoretical foundations and substantiate the choice of a specific research method;

- the student has submitted to the practical training supervisor an individual report on independent work during the introductory practical training, or has not prepared one;

- responses to questions regarding the content of the introductory practice are given inaccurately and without adequate reasoning;

- the responses contain substantial errors.

APPENDIX A

MINISTRY OF AGRICULTURE AND FOOD
OF THE REPUBLIC OF BELARUS

EDUCATIONAL INSTITUTION
"GRODNO STATE AGRARIAN UNIVERSITY"

FACULTY OF ECONOMICS AND ACCOUNTING

DEPARTMENT OF ECONOMICS AND MANAGEMENT IN THE AIC

REPORT

on the completion of the Introductory practice
from " ____ " _____ to " ____ " _____ 20____

PREPARED BY:

1st-year student, group ____,

Speciality

6-05-0412-01 Management

full-time mode of study

Full name and signature of student

PRACTICAL TRAINING SUPERVISOR

FROM THE DEPARTMENT: position,

academic degree, academic rank

Full name of supervisor

Final grade: ____ (_____) points

" ____ " _____ 20____

Grodno, 20____

APPENDIX B

Schedule of the Introductory practice

Date of Completion	Introductory practice assignments	Total Hours		Supervisor's Signature
		Planned	Actual*	
	Preparation for the internship	2		
	1 Familiarisation with the activities of an AIC business entity			
	1.1 General characteristics of the business entity	4		
	1.2 Production activities	6		
	1.3 Financial and economic activities	6		
	1.4 Human resources	6		
	1.5 Environmental and resource protection	6		
	1.6 Marketing and sales activities	6		
	1.7 Legal and regulatory aspects	6		
	1.8 Information support of management	6		
	1.9 Development prospects	6		
	2 Familiarisation with the activities of state economic and AIC management bodies of the Republic of Belarus			
	2.1 General overview of the organisation of state authority in the Republic of Belarus	4		
	2.2 The President of the Republic of Belarus	4		
	2.3 The Government of the Republic of Belarus	4		
	2.4 The Ministry of Economy of the Republic of Belarus	4		
	2.5 The Ministry of Agriculture and Food of the Republic of Belarus	4		

	3 Familiarisation with the specifics of establishment and operation of AIC enterprises of various organisational-legal forms			
	3.1 Establishment, registration, and liquidation of legal entities and individual entrepreneurs in the Republic of Belarus	8		
	3.2 Specifics of the operation of peasant (farming) households	6		
	3.3 Specifics of the operation of production cooperatives	4		
	3.4 Specifics of the operation of unitary enterprises	4		
	3.5 Specifics of the operation of business companies	6		
	3.6 Fundamentals of occupational health and safety in agricultural organisations of the Republic of Belarus	6		
	Total	108		

* Completed by the practical training supervisor at the end of the working day based on the student's work results.