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Faculty of Transport, Management and Logistics  
Logistics Department

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« 01 » 09 2023

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« 05 » 09 2023



Quality Management System

**PRE-DIPLOMA PRACTICE PROGRAM**

Educational Professional Program: «Logistics»

Field of study: 07 «Management and Administration»

Specialty: 073 «Management»

| Mode of study | Year of study | Semester | Total (hours/ ECTS credits) | Self-study | Form of semester control |
|---------------|---------------|----------|-----------------------------|------------|--------------------------|
| Full-time     | 2             | 3        | 225 / 7,5                   | 225        | Graded Test – 3 s.       |

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## **1. Information about the specialty and the Educational and Professional program (hereinafter - EPP)**

The field of professional activity of "Management" specialists is making rational management decisions in socio-economic systems with the use of effective methods, techniques and technologies.

EPP "Logistics" is focused on the training of effective managers with a logistic style of thinking, capable of quickly and rationally solving complex problems in non-standard situations arising in the field of logistics in various branches of the economy at both the micro- and macro-levels of management, as well as capable use modern logistics technologies, methods and innovative approaches to substantiate strategic decisions regarding the formation of perfect and competitive supply chains.


The specialty of the educational and professional program "Logistics" is: innovativeness and creativity, the use of author's developments of the teachers of the Department of Logistics, international and domestic methods of optimizing logistics business processes, modern information systems and technologies in logistics activities, established communications with the business environment on the terms of social partnership.

The goal of the educational and professional program "Logistics" is to train highly professional specialists of the new generation, managers for the field of logistics and supply chain management of the world level with systemic and critical thinking, capable of making effective management decisions in non-standard and crisis conditions, generating and implementing innovations in the management of logistics business processes and integrated supply chains, to carry out scientific research in the field of logistics and logistical support for the development of individual enterprises of various branches and the national economy as a whole, to comprehensively solve practical problems and complex professional tasks on the optimization of logistics business processes at both micro and at the macro levels of management.

The program provides in-depth practical training, active involvement of practitioners in the educational process, conducting scientific research at the micro and/or macro levels, fluency in the state and foreign languages with the possibility of studying in English, as well as internships abroad.

The difference of the program from others is the formation of professional competencies according to international standards (European Logistics Association, CSCMP, FIATA) with the subsequent possibility of obtaining relevant professional certificates.



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## 2. Information about practice bases

The bases of pre-diploma practice can be enterprises and their structural subdivisions, the staff of which implements logistics functions and activity tasks provided for a specialist in the "Logistics" OPP. Most often, these are: logistics companies, logistics providers, transport companies, transport and forwarding companies, manufacturing and trading enterprises, distributors related to the implementation of logistics processes in their activities.

## 3. Objectives of practice

During pre-diploma practice, higher education seekers conduct a study of the organization of logistics business processes at the enterprise, identify shortcomings and propose solutions to solve these shortcomings, check the proposed proposals in practice, clarify them, receive feedback from the managers of the enterprise on the completed research, make additions, draw up the relevant sections qualification work. Processing of materials from economic, mathematical and statistical studies is carried out using computer technology. In this way, higher education seekers develop the skills that a graduate of a higher educational institution with the Master's educational qualification of the "Logistics" EPP should possess.


After completing the pre-diploma practice, higher education seeker submits the first versions of the analytical and project parts of the qualification work to the academic supervisor of the department. These parts should have a logical, evidential, argumentative nature and contain:

- the organizational and economic characteristics of the enterprise at which the applicant is undergoing practice;
- in-depth comprehensive analysis of the researched problem by individual edition;
- elements of independent research, calculations performed on a computer (elements of scientific novelty for a master's thesis);
- an analysis of the researched problem within the framework of the base enterprise sufficient to justify proposals;

Upon completion of the pre-diploma practice, higher education seeker submits to the department supervisor a report on an individual task in the form of proposals for improving the logistics activities of the enterprise, a complex of developments with the use of computer technologies proposed in the study.

As a result of the pre-diploma practice, higher education seekers must know:

- principles of self-organization when setting and solving logistical problems;
- methods of collecting and analyzing statistical data, forecasting methods, models and methods of making management decisions on the organization of transportation, management of material resource stocks and optimization of the use of logistics enterprise resources;
- packages of application programs and information technologies that can be used to forecast logistics activities and optimize the parameters of the logistics system;

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be able to:

- set and systematically analyze tasks in the field of management of the logistics system of the enterprise;
- assess the risks of innovative solutions in logistics business processes with the involvement of a scenario approach;
- to attract means of economic, social and environmental assessment of the proposed solutions to optimize the indicators of the logistics system of the enterprise;
- gain practical skills:
  - to solve complex tasks and problems in the field of management of logistics business processes of the enterprise;
  - to conduct research and/or implement innovations in uncertain conditions and according to the requirements of the external environment;
- to justify management decisions using computational methods.

#### **4. Purpose of pre-diploma practice**

The goal of pre-diploma practice is integrated competence (hereinafter - IC):

IC1. Acquiring the ability to solve complex tasks and problems in the field of logistics business process management, which involves conducting research and/or implementing innovations and is characterized by the uncertainty of conditions and requirements, which is achieved due to:

- deepening and consolidation of theoretical knowledge and acquisition of necessary practical skills and work experience by the student of higher education in the organization of work on the analysis of logistic business processes and the introduction of means of their improvement;
- consolidation of the methods of management of logistics systems and the decomposition of the relevant tasks by the student of higher education;
- mastering modern software for management and optimization of logistics business processes;
- acquisition of professional skills and abilities to form conclusions regarding the shortcomings of the current state and prospects of the logistics system with the formation of ways to improve the situation.


#### **5. General competencies acquired by a higher education seeker as a result of pre-diploma practice**

As a result of the pre-diploma practice, higher education seeker must acquire the following general competencies (hereinafter referred to as the GC):

GC1. Ability to conduct research on appropriate level.

GC2. Ability to communicate with representatives of other professional groups of different levels (with experts from other branches of knowledge/types of economic activity).

GC3. Possession of the skills in using modern information and communication technologies.

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GC4. Ability to motivate teams and individuals to move towards a common systemic goal.

GC5. Ability to act on the basis of moral considerations (motives).

GC6. Ability to generate new ideas (creativity).

GC7. Ability for abstract thinking, analysis and synthesis.

GC8. Ability to form conclusions and recommendations based on research results, to calculate the effectiveness of scientific research.

GC9. Ability to organize business contacts with other enterprises and the external environment.

GC10. Ability to make decisions in complex and unpredictable conditions, requiring the use of new logistical approaches.

GC11. Ability to make managerial decisions under conditions of uncertainty and risk.

## **6. Professional competences acquired by a higher education seeker as a result of pre-diploma practice**

As a result of the pre-diploma practice, higher education seeker must acquire the following **professional competencies** (hereinafter referred to as the PC):

PC1. The ability to select and use the concepts, methods and tools of management, including in accordance with defined goals and international standards for supply chain management.

PC2. The ability to establish values, vision, mission, goals and criteria by which the organization determines further development directions, develop and implement appropriate strategies and plans.

PC3. Ability for self-development, lifelong learning and effective self-management.

PC4. The ability to effectively use and develop the resources of the organization.

PC5. Ability to create and organize effective communications in the management process.

PC6. The ability to form leadership qualities and show them in the process of managing people.

PC7. The ability to develop, manage, take initiative and entrepreneurship.

PC8. Ability to use psychological technologies to work with personnel.

PC9. Ability to analyze and structure the problems of the organization, make effective management decisions and ensure their implementation.


PC10. Ability to manage an organization and its development.

PC11. Ability to identify ways and sources of funding, conduct economic assessments and analyze social costs and benefits.

PC12. Ability to design and maintain logistics systems management systems.

PC13. Ability to determine the capacity and evaluate the effectiveness of the logistics system.

PC14. Ability to design supply chains, align supply chain strategy with enterprise business strategy.

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PC15. Ability to choose methods and tools for analysing and processing data in logistics.

PC16. Ability to do business intelligence and process large databases to improve supply chains (networks).

PC17. Ability to manage risks in the functional areas of logistics and supply chains, develop measures to prevent risk situations, implement international supply chain security standards.

PC18. Ability to make innovative decisions to optimize business processes.

### **7. Organization of pre-diploma practice**

Organizational, educational and methodical organization of the pre-diploma practice is carried out by the Logistics Department, which is responsible for the turn-out of specialists of this profile and appoints supervisors of pre-diploma practice from the University.

The general organization of pre-diploma practice and control over its implementation is carried out by the University's educational department.

Higher education seekers are sent to the practice by Rector's order, which is which is submitted by the dean of the faculty no later than one month before the start of practice.

Higher education seekers are guided by the lecturer's staff of the department, who take a direct part in the educational process in which the practice is conducted.

**Current control** is carried out through the provision of written reports by higher education seekers on the implementation of current tasks at different stages of practice.

**Final control.** The Report of practice is defended by higher education seekers (with a differentiated assessment) in a commission appointed by the Head of the Department. The commission consists of Practice Supervisor from the University and, if possible, from the practice base, as well as teachers of the department who taught disciplines in the practice program.

The duties of higher education seekers the Practice Supervisor from the University are reflected in Section 4 of the Regulations on the organization of Practice for higher education seekers of the National Aviation University QMS NAU P 03.01(20)-02-2021.

### **8. Thematic plan of Pre-diploma practice**

In order for higher education seekers to acquire the skills and abilities of independent professional activity during practice, practice managers develop individual tasks that should activate creative thinking, increase initiative and the ability to make decisions independently. Individual tasks should be focused on finding economically feasible ways to improve the performance indicators of the enterprise's logistics system.


Individual tasks of higher education seekers are aimed at:

- determination of the theoretical principles of management of the logistics system of the enterprise;

- an overview of the main logistics business processes of the practice object;

- carrying out a comprehensive analysis of all "problem" areas of the logistics business processes of the object of practice;



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- development of proposals for improving the indicators of the enterprise's logistics system.

Completion of individual tasks higher education seekers activate their creative thinking, increases initiative and the ability to analyze and summarize work results, and makes pre-diploma practice concrete and aimed at writing a master's qualification thesis.

The content of individual tasks is specified and clarified by the supervisors of the practice from the university during its completion.

The duration of practice is 225 hours. During pre-diploma practice, higher education seekers work according to the schedule adopted for higher education seekers, which is established in the higher educational institution.

## **9. Results of Pre-diploma practice**

### **9.1. Learning outcomes of Pre-diploma practice makes it possible to achieve**

As a result of passing Pre-diploma practice, the higher education seekers must achieve the following program learning outcomes (hereinafter referred to as PLO):

PLO1. Think critically, select and use the necessary scientific, methodological and analytical tools for managing in unpredictable conditions.

PLO2. Identify problems in the organization and justify solutions.

PLO3. Design effective management systems for organizations.

PLO4. Justify and manage projects, create entrepreneurial ideas.

PLO5. Plan the activities of the organization in a strategic and tactical context.

PLO6. Have the skills to make, justify and ensure management decisions in unpredictable conditions, taking into account the requirements of the current legislation, ethical considerations and social responsibility.

PLO7. Organize and implement effective communications within the team, with representatives of different professional groups and in an international context.

PLO8. Use specialized software and information systems to solve the problems of managing an organization.

PLO9. Be able to communicate in professional and scientific circles in the state and foreign languages.


PLO10. Demonstrate leadership skills and the ability to work in a team, interact with people, influence their behavior to solve professional problems.

PLO11. Provide personal professional development and personal time planning.

PLO12. Be able to delegate authority and leadership of the organization (department);

PLO13. Be able to plan and implement information, methodological, material, financial and personnel support of the organization (subdivision).

PLO14. Demonstrate in-depth knowledge of the essential properties of modern logistics concepts and structural features of the formation of logistics systems, patterns design, operation and development of logistics systems.

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PL015. Manage financial flows in logistics systems, optimize logistics costs and develop a budget for logistics activities.

PL016. Use information technologies and systems to monitor and optimize logistics processes and systems based on the processing of large databases.

PL017. Use the methodological tools of business intelligence when making management decisions.

PL018. Use specialized conceptual knowledge that serves as the basis for original thinking and innovative activities, in particular in the context of research work.

PL019. Be able to use methodological tools to justify strategic decisions on managing logistics business processes and building perfect supply chains.

## **9.2. Information on the procedure for summarizing the Pre-diploma practice**

After the end of the pre-diploma practice period, higher education applicants report to the Logistics Department on the implementation of the practice program. The general form of such reporting is the submission of a written report.

## **9.3. Form of Reporting**

The Report on pre-diploma practice should reflect the results of the study of the Program issues (their status over the last three years at least), and include conclusions and recommendations, copies of the documents and their decisions. The Report should have clear construction, logical consistency, compelling reasoning, evidence of conclusions and validity of recommendations.

The general form of reporting is the submission of a written report with a positive mark from the head of the practice base. The report is a systematized and consistent description of all processes and illuminates all other issues provided for by the practice program.

The report is prepared in the form of a consultative project, which should reflect all aspects of the higher education seeker's activities at the place of practice and should be structured as follows:

- *introduction* (indicates the purpose, object, subject and tasks of pre-diploma practice), 1-2 pages;


- *analytical part* (analytical study of the general activity of the enterprise, production and financial indicators of activity, comprehensive analysis of the organization of logistics business processes and identification of "problematic" areas of the enterprise's logistics business processes), 25-30 pages;

- *project part* (identification of the main directions and prospects for solving the problem chosen for research, justification of the feasibility of project proposals and calculation of their economic efficiency), 10-15 pages.

- *conclusions and recommendations* (summing up through the development of proposals for improving the enterprise's logistics activities and improving the performance indicators of the enterprise's logistics system), 2-3 pages.

- *list of sources of information* used when writing a report on pre-diploma practice;

- *appendices* (if available).

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The report should have a title page and content, conclusions, proposals and appendices (if necessary).

The total volume of the report is 30-40 pages of A4 format. The text should be written on one page of the sheet, leaving a margin of 3 cm on the left, 1 cm on the right, 2 cm on the top, and 2 cm on the bottom. The display of the text on the page should be aligned across the width of the document. The text of the report should have one and a half line spacing, font – Times New Roman, size – 14 pt.

The practice report is checked and approved by its supervisors from the university and returned to the higher education seeker for preparation for the defense.

During the defense of the report, the higher education seeker must describe the personally performed work, show knowledge of the analysis of logistics business processes, propose and prove the validity and feasibility of his proposals for improving their existing state.


When evaluating the results of the work of a higher education seeker, the commission takes into account the content of the report and the course of its defense.

The results of the pre-diploma practice are discussed at the meeting of the Logistics Department after its completion.

After the defense, the teacher's report is kept at the Logistics Department for three years, and the awardees' reports for one year.

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## **11. Form of assessment of the Pre-diploma practice in accordance with the Regulations on the Assessment Rating System**

Assessment Rating System (ASR) the results of practice is an integral part of its program

The purpose of ASR is to determine the student's level of knowledge, skills and competences and quality of performance, according to the practice program, individual tasks in grades on a 100-grade scale, National Scale grades and ECTS scale grades.

|                                                                                   |                                                            |               |                             |
|-----------------------------------------------------------------------------------|------------------------------------------------------------|---------------|-----------------------------|
|  | Quality Management System.<br>Pre-diploma practice Program | Document Code | QMS NAU<br>TP 19.05-01-2023 |
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Practice content is structured in a one module. Grading of different kinds of training activities performed by a student is done in accordance with Table 1.

Table 1

Grading of different kinds of training activities on Pre-diploma practice


| No.                                     | Kind of activities                                                                                                                           | Max Grade  |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Module № 1. Pre-diploma practice</b> |                                                                                                                                              |            |
| 1                                       | Instruction on labor protection under the personal signature of higher education seeker                                                      | 5          |
| 2                                       | Definition of theoretical principles of enterprise management based on logistics                                                             | 10         |
| 3                                       | General analysis of the enterprise and its financial and production indicators                                                               | 10         |
| 4                                       | Conducting a comprehensive analysis of all problem areas of logistics business processes. Determination of the causes of violations in work. | 25         |
| 5                                       | Development of proposals for improving logistics activities                                                                                  | 20         |
| 6                                       | Preparation of a report and documentation on practice                                                                                        | 10         |
| 7                                       | Carrying out Module Test (defense of Pre-diploma practice Report)                                                                            | 20         |
| <b>Total</b>                            |                                                                                                                                              | <b>100</b> |

The Graded Test Grade is entered in an Examination Register, a student's record book and academic card, e.g.: **92/Ex/A**, **87/Good/B**, **79/Good/C**, **68/Sat/D**, **65/Sat./E**, etc.

The Total Grade on Pre-diploma practice corresponds to the Graded Test Grade.

The Total Grade on Pre-diploma practice is entered into Diploma Supplement.

Retake of a positive Graded Test Grade on Pre-diploma practice in order to increase it is not allowed.

|                                                                                   |                                                            |               |                             |
|-----------------------------------------------------------------------------------|------------------------------------------------------------|---------------|-----------------------------|
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**Appendix A**

**NATIONAL AVIATION UNIVERSITY**  
**FACULTY OF TRANSPORT, MANAGEMENT AND LOGISTICS**  
Logistics Department

**REPORT**  
**ON PRE-DIPLOMA PRACTICE**

Higher education seeker of 2th year group \_\_\_\_\_

Academic Degree “Master”

Specialty 073 "Management"

Educational Professional Program "Logistics"

\_\_\_\_\_  
(Full name)

Pre-diploma Practice Supervisors:

From the training base:

\_\_\_\_\_  
From the Logistics department:

\_\_\_\_\_

*I certify that the report on pre-diploma practice does not contain borrowings from the works of other authors without appropriate references*

Higher education seeker \_\_\_\_\_





