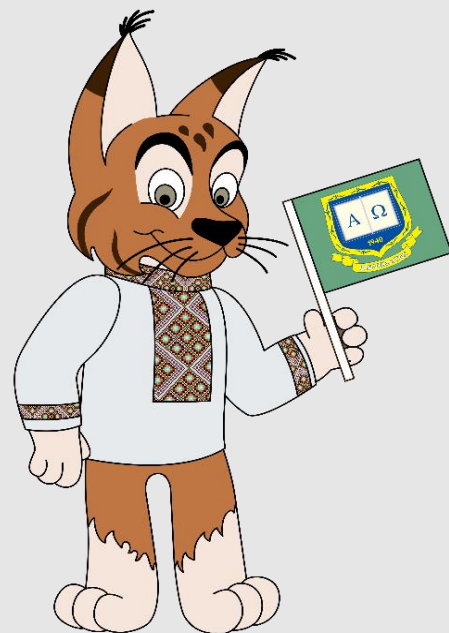


EDUCATIONAL PRACTICE

AT THE PROJECT AND EDUCATIONAL CENTRE “AGENTS OF CHANGES”

SHEE “VASYL STEFANYK PRECARPATHIAN NATIONAL UNIVERSITY”



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UDK 336

BBK 65.05

Kropelnytska S.O., Solodzhuk T.V., Myhovych T.M., Krykhovetska Z.M., Shchur R.I. Methodological recommendations on educational practice at the Project and Educational Centre “Agents of Changes” of the SHEE “Vasyl Stefanyk Precarpathian National University”. Ivano-Frankivsk, 2020. – 21 p.

Reviewers:

Levandivsky O.T. – Candidate of Economics, Head of the Finance Department at the SHEE “Vasyl Stefanyk Precarpathian National University”

Hnatiuk T.M. – Candidate of Economics, Deputy Dean of the Faculty of Economics, Associate Professor of the Department of Accounting and Audit

The educational and methodological publication provides a list of assignments to be completed during the educational practice, detailed instructions on how to carry them out, requirements for compiling and presenting a report on the educational practice, and evaluation criteria. The methodological recommendations aim at organizing full-time and part-time students’ activities during their educational practice.

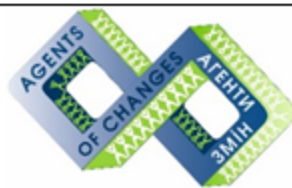
Considered and approved for publication at the meeting of the Finance Department (Proceedings # 10 dated 08.05.2020)

Considered and approved by the Scientific and Methodological Council of the Faculty of Economics, Proceedings # dated 23.06.2020.

Approved for publication by the Academic Council of the Faculty of Economics (Proceedings # 4 dated 31.08.2020)



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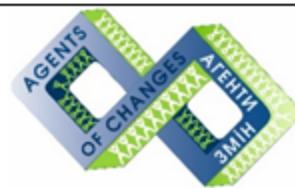


THE OVERALL GOAL OF THE CENTRE /PROJECT/

Increasing the level of innovation and competitiveness of the region's economy by enhancing its institutional and staffing capacity and improving information and educational support for project management.



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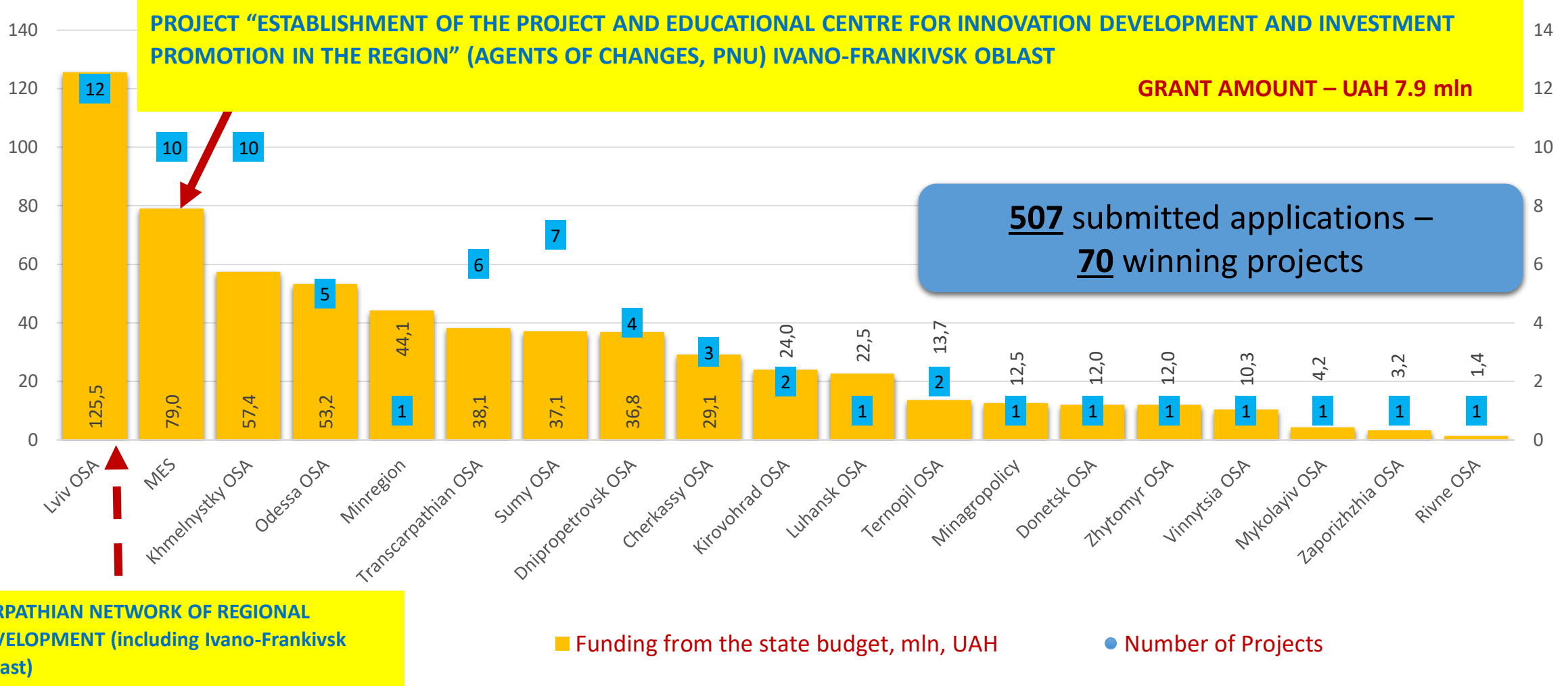


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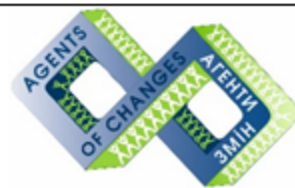


В рамках програми секторальної
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THE CENTER "AGENTS OF CHANGES" IS THE RESULT OF THE WINNING PROJECT OF THE COMPETITION UNDER THE SECTORAL BUDGET SUPPORT OF THE EU



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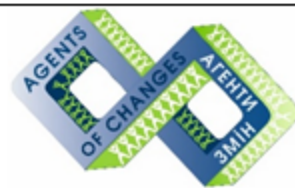


В рамках програми секторальної бюджетної підтримки Європейського Союзу

The Project and Educational Centre “Agents of Changes” is established as a structural unit of the Precarpathian National University



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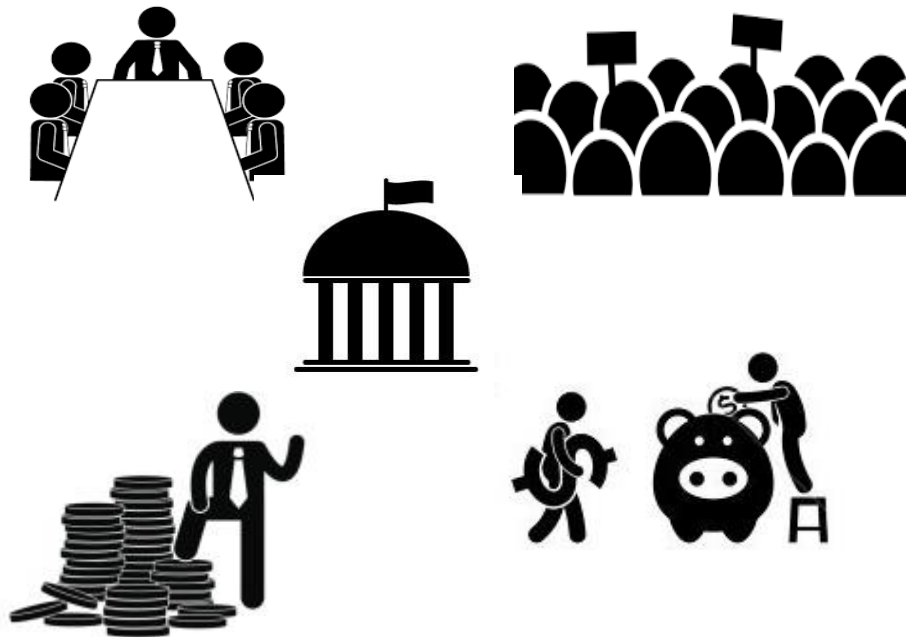


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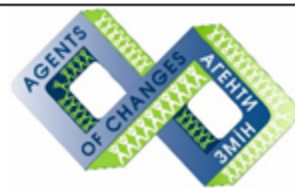


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WHO IS THE TARGET AUDIENCE OF THE CENTRE?



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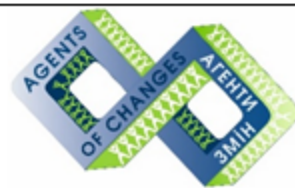
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THE AREA OF SERVICES OF THE CENTRE

- INFORMATION AND METHODOLOGICAL SUPPORT
- CONSULTING AND EDUCATION SERVICES
- DEVELOPMENT AND IMPLEMENTATION OF PROJECTS
- PROJECT MANAGEMENT FROM IDEA TO SUCCESSFUL IMPLEMENTATION



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□ team of professional consultants on project management by types:



The project experts organize themselves or participate in different events according to their specialization, do consultation and educational activities, present as speakers, moderators of specialized events, consultants and co-authors as well as mentors of development projects both of the University's structural units and territorial communities of the oblast.

• *SOFT / SOCIAL*

• *HARD / INVESTMENT*

• *RESEARCH / INNOVATION*

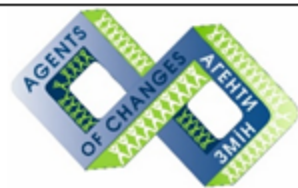
• *PERSONAL MOBILITY / PARTNERSHIP PROJECTS*

• *INTERNATIONAL / CROSS-BORDER*

• *REGIONAL / LOCAL DEVELOPMENT PROJECTS*



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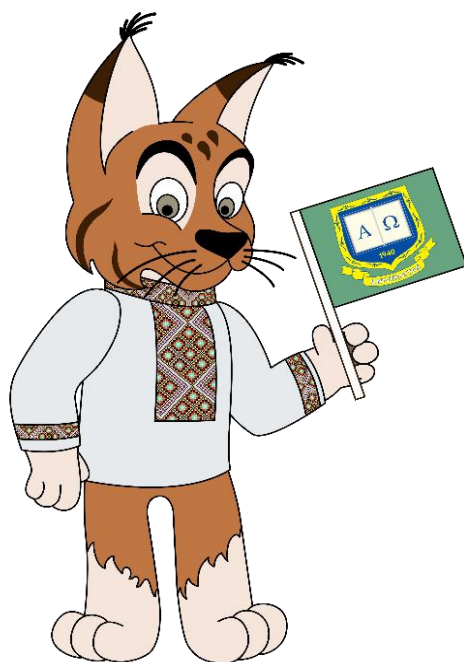
THE CENTRE'S KEY ACTIVITIES

TRAININGS

WEBINARS

*PRACTICE FOR
STUDENTS*

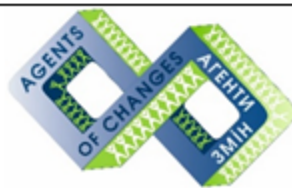
*ONLINE
CONSULTING*



TOOLS



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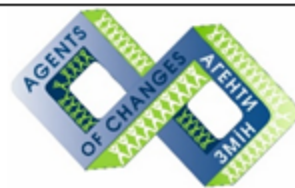
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THE EDUCATIONAL PRACTICE IS TO RESULT IN STUDENTS DEVELOPING THE FOLLOWING EFFECTIVE COMPETENCES

- To conduct a research at an appropriate level; to search, process and analyze information from different sources.*
- To demonstrate skills of written and oral, general and professional communication in the state and foreign languages.*
- To show the ability to apply knowledge and skills to solution of qualitative and quantitative problems on planning, organization, evaluation, and analysis of financial activities.*
- To know how to use methods of scientific research, applied methodology of financial analysis, and modern methods of systematic scientific analysis.*
- To demonstrate the ability to arrange accounting information; to file, read, and use financial records to perform analytic procedures, to perform calculations and interpret rates and other indices characterizing parameters of money flows and financial positions of economic agents; to substantiate management decisions on modelling parameters of predicted results of economic agents' activities.*



Summary of basic presentations by project types

Each student writes one A4 page summary of a basic presentation.

Summary is a short account of a presentation.

The summary should have all main parts of a presentation, combine and present them in brief form.

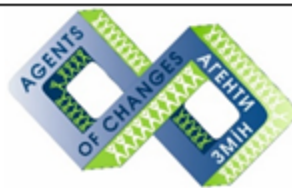
To achieve this, a student should:

1. Read the whole presentation.
2. Single out its parts.
3. Write a couple of sentences about each of the parts of a basic presentation.
4. Write an introduction to the summary using supporting expressions, e.g.: “Involvement of resources to develop infrastructure by writing investment projects is urgent in the current context. The basic presentation by this project type”
5. Draw conclusions at the end.

In total, each students is to write 6 summaries.



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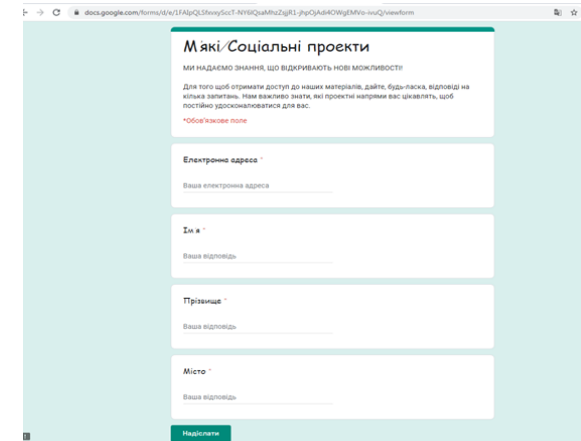
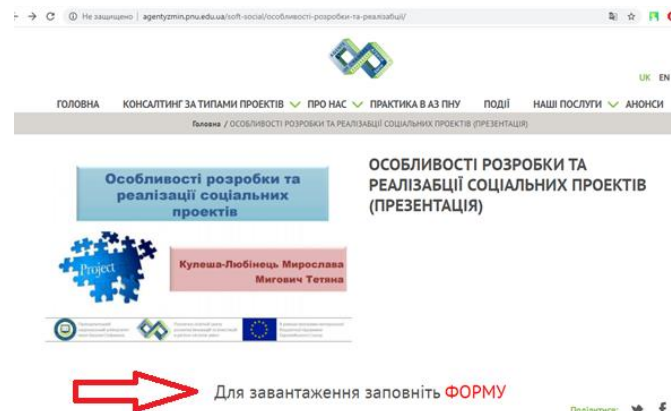
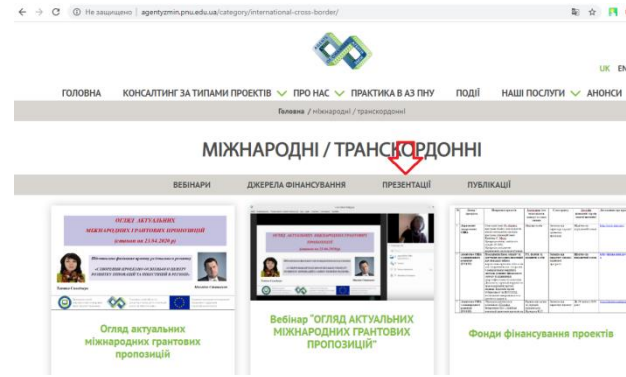
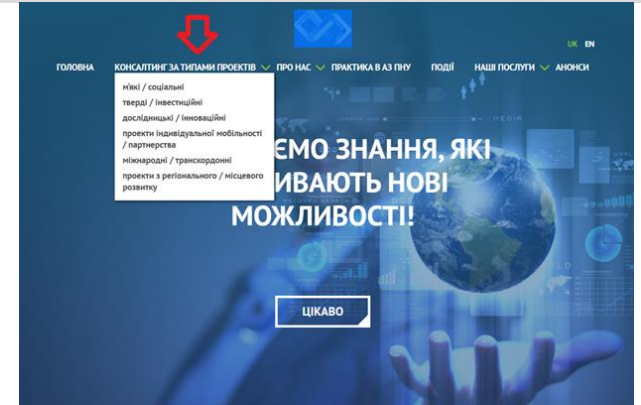
Summary of basic presentations by project types

1. Go to the website <http://agentyzmin.pnu.edu.ua/>, section “Consulting by Project Type”

2. Choose a project type and a presentation heading

3. Choose a basic presentation (usually, its name is by a project type, or “Basic recommendations...” or “Peculiarities of preparation and funding...”), fill in and submit a form

4. Write a summary of a presentation



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ASSIGNMENT 2

COMPILE A BOOKLET OF PROGRAMS/SOURCES OF FUNDING BY ONE OF THE PROJECT TYPES FROM THE SECTION "CONSULTING BY PROJECT TYPES": <http://agencyzmin.pnu.edu.ua/>

1. SOFT / SOCIAL
2. HARD / INVESTMENT
3. RESEARCH / INNOVATION
4. PERSONAL MOBILITY / PARTNERSHIP PROJECTS
5. INTERNATIONAL / CROSS-BORDER
6. REGIONAL / LOCAL DEVELOPMENT PROJECTS

Kropelnytska S.O., Solodzhuk T.V., Myhovich T.M.,
Krykhovetska Z.M., Shchur R.I.

The screenshot shows the website agencyzmin.pnu.edu.ua. The main navigation menu includes: ГОЛОВНА, КОНСАЛТИНГ ЗА ТИПАМИ ПРОЄКТІВ, ПРО НАС, ПРАКТИКА В АЗ ПНУ, Події, НАШІ ПОСЛУГИ, АНОНСИ. A dropdown menu under "КОНСАЛТИНГ ЗА ТИПАМИ ПРОЄКТІВ" lists the following project types: м'які / соціальні, тверді / інвестиційні, дослідницькі / інноваційні, проекти індивідуальної мобільності / партнерства, міжнародні / транскордонні, and проекти з регіонального / місцевого розвитку. The main banner features the text "МАЄМО ЗНАННЯ, ЯКІ ВІДКРИВАЮТЬ НОВІ МОЖЛИВОСТІ!" and a "ЦІКАВО" button. The website footer includes the text "Не конфіденційний" and the URL "agencyzmin.pnu.edu.ua/#".



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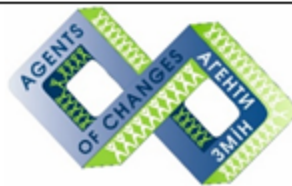
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RECOMMENDATIONS ON ASSIGNMENT 2

- **A STUDENT CHOOSES A PROJECT TYPE FOLLOWING THIS ORDER:**
- according to a list of an academic group's register, students with an order number from 1 to 6 (inclusive) choose a corresponding project type (from Type 1 to Type 6) from the **SECTION "CONSULTING BY PROJECT TYPES"** on the website of the **AGENTS OF CHANGES**
- <http://agencyzmin.pnu.edu.ua/>
- students with an order number from 7 to 12 again choose a project type from Type 1 to Type 6
- this order is kept to the end of the list.

PROJECT TYPES FROM THE SECTION "CONSULTING BY PROJECT TYPES":

1. **SOFT / SOCIAL**
2. **HARD / INVESTMENT**
3. **RESEARCH / INNOVATION**
4. **PERSONAL MOBILITY / PARTNERSHIP PROJECTS**
5. **INTERNATIONAL / CROSS-BORDER**
6. **REGIONAL / LOCAL DEVELOPMENT PROJECTS**



RECOMMENDATIONS ON ASSIGNMENT 2

2. A FUNDING PROGRAM FOR A CHOSEN PROJECT TYPE IS SEARCHED FOR FROM ALL POSSIBLE INFORMATION ONLINE SOURCES. INITIALLY, A STUDENT SHOULD DO ASSIGNMENT 1 AND REVIEW THE INFORMATION ON THE WEBSITE <http://agencyzmin.pnu.edu.ua/>

3. A BOOKLET IS MADE IN A ANY FORM AND REFLECTS A CREATIVE APPROACH OF EVERY STUDENT. AT THE SAME TIME, ITS CONTENT SHOULD BE INFORMATIVE ABOUT SOURCES/FUNDING PROGRAMS, THEIR STRUCTURE, BRIEF CHARACTERISTIC AND ACCESS LINKS TO OFFICIAL WEBSITES OF PROGRAMS/DONORS ETC.



It is proposed to study

SUCCESS STORY

of one project

Tentative plan to describe a project implemented in Ukraine

- 1 **Name** of a project, where and whom it was developed.
- 2 **Summary** of a project.
- 3 **Sources of project funding**
- 4 Name and basic **requirements of a competition**, a program under which a project was carried out
- 5 **Project aim**
- 6 **Target groups** of a project (people a project aimed at)
- 7 State a **problem** solved by a project
- 8 Main **parameters of a project** (cost, dates, etc.)
- 9 State a project's **innovation**, its peculiarity.
- 10 Describe main **results** from its implementation (qualitative and quantitative). Determine social, ecological and economic impact from its execution.
- 11 **Photos** of a project's results (by choice)
- 12 Include a **source of information about a project**.

In order to avoid studying similar projects, students should first check them with their monitor

Description can be made as a presentation or report



BASIC REQUIREMENTS FOR ASSIGNMENTS:

1. Avoid plagiarism and compilation of text from each other.
2. It is necessary for each student to approve chosen “Success stories of projects”.
3. Creativity and originality of problem solutions.



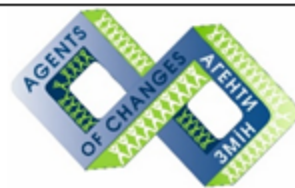
- **ACCORDING TO RESULTS OF AN EDUCATIONAL PRACTICE, A STUDENT WRITES A REPORT ON THE EXECUTION OF THE PRACTICE PROGRAM OF UP TO 20 PAGES DESCRIBING WORK ACCOMPLISHED.**
- **A REPORT SHOULD INCLUDE DATA ABOUT FULFILLING ALL THE SECTIONS OF THE PRACTICE PROGRAM AND INDIVIDUAL ASSIGNMENT, REFERENCES, CONCLUSIONS AND SUGGESTIONS, BIBLIOGRAPHY.**
- **A REPORT IS COMPLEMENTED WITH RELEVANT CALCULATIONS, TABLES, SCHEMES, PICTURES, SCREENSHOTS, ETC.**
- **A REPORT IS PREPARED ON A4 SHEETS OF PAPER, STAPLED, AND SUBMITTED TOGETHER WITH A DIARY TO THE DEPARTMENT NOT LATER THAN THREE DAYS AFTER THE PRACTICE IS FINISHED.**

- **A REPORT ON THE PRACTICE IS PREPARED ON A4 SHEETS OF PAPER; IT IS PRINTED ON ONE SIDE OF A WHITE SHEET OF PAPER USING TIMES NEW ROMAN, SIZE 14, LINE SPACING 1.5. PAGE MARGINS: TOP AND BOTTOM – 2.0 CM; LEFT – 3.0 CM; RIGHT – 1.5 CM; PARAGRAPH INDENT – 1.25 CM.**
- **PAGES SHOULD BE NUMBERED IN THE RIGHT UPPER CORNER. A COVER SHEET IS THE FIRST PAGE AND INCLUDED IN THE TOTAL NUMBER OF PAGES, BUT THE PAGE NUMBER IS NOT PUT ON A COVER SHEET.**
- **A STUDENT WHO FAILED TO FULFILL THE EDUCATIONAL PRACTICE PROGRAM AND RECEIVED A NEGATIVE REFERENCE OR A NEGATIVE MARK FOR THE DEFENCE OF A REPORT SHOULD HAVE THE PRACTICE AGAIN DURING THE PERIOD DETERMINED BY THE RECTOR OF THE UNIVERSITY. IN SOME CASES, A STUDENT CAN BE EXPELLED FROM THE UNIVERSITY.**



Defence order and evaluation criteria of educational practice results

- ***AFTER COMPLETING THE EDUCATIONAL PRACTICE, A PRACTISING STUDENT SHOULD SUBMIT A REPORT TO THE DEPARTMENT WITHIN THREE WORKING DAYS. A REPORT SHOULD BE COMPILED ACCORDING TO THE REQUIREMENTS AND CHECKED BY A SUPERVISOR OF THE PRACTICE DESIGNATED BY THE UNIVERSITY IN ORDER TO ALLOW A STUDENT TO DEFEND IT. IF THERE ARE SOME SIGNIFICANT DEVIATIONS FROM THE REQUIREMENTS CONCERNING ITS CONTENT AND EXECUTION, IT CAN BE RETURNED FOR CORRECTION. THE DEFENCE OF REPORTS IS HELD NOT LATER THAN TEN WORKING DAYS AFTER THE PRACTICE IS FINISHED.***
- ***THE DEFENCE OF REPORTS ON THE PRACTICE IS HELD BY THE COMMITTEE DESIGNATED BY THE HEAD OF THE DEPARTMENT AND IT INCLUDES THE FACULTY OF THE FINANCE DEPARTMENT.***
- ***ACCORDING TO THE DEFENCE RESULTS, A PRACTISING STUDENT RECEIVES A DIFFERENTIAL MARK, WHICH IS PUT ON A COVER SHEET OF THEIR REPORT, A MARK SHEET AND A RECORD OF CREDITS. THE FINAL GRADE FOR THE EDUCATIONAL PRACTICE IS GIVEN ON THE 100-POINT SCALE ACCORDING TO THE RESULTS OF ITS FULFILLMENT AND THE DEFENCE BEFORE A COMMITTEE IN THE FOLLOWING RATIO: 50 POINTS FOR WRITING A REPORT AND ITS ADMISSION TO THE DEFENCE; 50 POINTS FOR ITS SUCCESSFUL DEFENCE.***

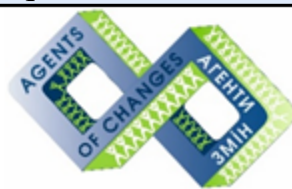


Evaluation criteria of students' educational practice

| Grade in points | Differentiation criteria |
|-----------------|---|
| 90-100 | <ul style="list-style-type: none"> - The content and execution of a report on practice meet the corresponding requirements; there are no remarks from practice supervisors. - A student's reference given by a supervisor from an organization is positive. - During the defence, a student shows excellent knowledge and understanding of the whole practice material in full. |
| 70-89 | <ul style="list-style-type: none"> - There some insignificant remarks concerning the content and execution of a report on practice. - A student's reference given by a supervisor from an organization is positive. - When answering questions on the program, a student gives some inaccurate data, but on the whole, their knowledge is good. |
| 50-69 | <ul style="list-style-type: none"> - Careless execution of a report with some documents missing. - Most of the program questions are covered in a report, but there some calculation and logic mistakes as well as mistakes in execution. - A student's reference is mainly positive. - When answering questions on the practice program given by the committee members, a student is not confident, makes mistakes, and show poor knowledge. |
| 0 -49 | <ul style="list-style-type: none"> - A report does not contain all the sections of the practice program or it is proved that a report has not been prepared by a student individually. - A student's reference concerning the practice and work ethic is negative. - When answering questions from the committee members, a student fails to give satisfactory answers. |



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***Project and Educational Centre “Agents of Changes” :
WHEN WE ALL WORK TOGETHER
WE ALL WIN TOGETHER !!!***



***Project “Establishment of the Project and Educational
Centre for innovation development and investment
promotion in the region”***

“Agents of Changes” at the PNU

***is funded by the sectoral budget support of the European
Union***

Website: <https://agencyzmin.pnu.edu.ua/>

Online platform: <https://pu.webex.com>

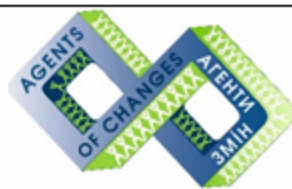
E-mail: agencyzminpnu@gmail.com

Social media:

<https://www.facebook.com/agencyzminpnu>



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