

**MINISTRY OF HIGHER AND SECONDARY SPECIAL  
EDUCATION OF THE REPUBLIC OF UZBEKISTAN**

**GULISTAN STATE UNIVERSITY**

**Tertiary education's**

**5A230202- Business management (Master of Business  
Administration-MBA) for the graduate specialty**

**SCIENTIFIC PRACTICE (INTERNSHIP)  
PROGRAM**

**GULISTAN-2022**

**This methodical guide describes the content, execution mechanisms, and evaluation system of the scientific practice (internship) provided for in the 5A230202-Business Management (Master of Business Administration-MBA) curriculum**

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## **1.INTRODUCTION**

This program is based on the requirements of the Law of the Republic of Uzbekistan "On Education", paragraph 1.3 of the "Regulation on the qualification practice of students of higher education institutions of the Republic of Uzbekistan" (approved by the order of the Ministry of Education and Culture of the Republic of Uzbekistan No. 305 of October 30, 1998) and the President of the Republic of Uzbekistan dated 27.2017 In accordance with the decision PQ-3151 dated July "On measures to further expand the capabilities of economic sectors and sectors in improving the quality of training of highly educated specialists", the 5A230202 Master of Business Administration (MBA) master's specialty was established on the basis of the State Education Standard.

Nowadays, in our country, great importance is attached to strengthening the education system and harmonizing it with the requirements of the times. In this case, it is important that the system of training, education and education of specialists is closely connected with the demands of reforms.

One of the urgent tasks before us is to train specialist personnel who can meet the requirements of the time, to improve education and all its structural structures based on the State educational standards.

The role of scientific practice (internship) is incomparable in mastering the complex of knowledge in subjects, perfect formation of qualifications and skills in the context of theoretical and practical training.

5A230202- Effective organization of the scientific practice (internship) of the 2nd year graduate students in the Master of Business Administration (MBA) specialty is one of the most important conditions for preparing future young professionals for real production conditions.

This program was considered as the basis for the organization of the scientific practice (internship) of the graduates of the graduate course on the "Business Management" master's specialty in the context of modernization and diversification of the economy.

5A230202- Business management (Master of Business Administration-MBA) 2nd year students' scientific practice (internship) begins after the end of the III semester and the general scientific practice (internship) period lasts 15 weeks. According to the curriculum of this master's specialty, it should be organized during the 15 weeks allocated for scientific practice (internship). In this case, 5 days a week, 6 hours per day, practice planning is required. On Saturday, the graduate student is fully engaged in his independent activities. In accordance with the calendar plan for the organization of the master's scientific practice (internship), the hours allocated to each subject and its assignments should be determined by the head of the scientific practice (internship) at the university and approved by the head of the department.

## **2. GENERAL RULES**

### **2.1. PURPOSE AND DUTIES OF SCIENTIFIC PRACTICE (INTERNSHIP).**

Scientific practice (internship) of graduate students is organized in accordance with the State educational standard, in particular, the curriculum, and it is a component and continuation of the educational process that is carried out directly in production conditions.

The main goal of the scientific practice (internship) is to prepare the specialist for independent work in accordance with the requirements of the educational standard, to deepen and strengthen the acquired theoretical knowledge, to create experience in organizing and conducting educational work in a team, to study the structure and functional issues of organizational divisions of enterprises and organizations, directions acquisition of practical skills in the calculation of economic indicators of formation and implementation, as well as collecting data for the preparation of a master's thesis.

5A230202-Business management (Master of Business Administration-MBA) in the organization of the scientific practice (internship) of the 2nd year master's students in enterprises and organizations, production management system, organization of production activities, information system and market research, enterprise and it is necessary to pay special attention to deepening and expansion of practical knowledge and skills on the price policy of organizations, as well as the external economic activity of the enterprise.

5A230202- Business management (Master of Business Administration-MBA) during the period of scientific practice (internship) of the 2nd year graduate students, it is desirable to familiarize the graduate students not only with the practical activities of enterprises and organizations, but also with their public works.

The expected result of the scientific practice (internship) and its main tasks are as follows:

1. Formation of practical skills and qualifications in the graduate student's specialty;
2. To teach the scope and system of work carried out in the business entity in its specialty;
3. Teaching the circulation of documents between the object of practice and other entities;
4. Training of existing procedures and staff relations at the practice facility;
5. Learning to make decisions and work independently at the practice facility;
6. To be aware of economic, social and political changes at the level of the object of practice and the general network;
7. Acquiring the necessary knowledge in the field of socio-political, organizational and educational activities
8. Collecting necessary information for writing a master's thesis and conducting scientific research.

## 2.2. CONTENT AND COMPOSITION OF SCIENTIFIC PRACTICE (INTERNSHIP).

Scientific practice (internship) is carried out on the basis of a calendar work plan developed by the head of the department and approved by the head of the department. It is necessary for the head of the practice to approach each master's student and the object of the practice individually. Also, the "calendar work plan of a master's student" should be clear, purposeful and result-oriented.

The order of scientific practice (internship) is given in the table below.

N	CONTENT
1	To study the history of the organization, the organizational structure and the main tasks of the structural units. To study the Laws regulating the activities of the organization, other legal documents and the Regulations on the department where the student will do internship
2	Collection and analysis of economic and financial indicators to evaluate the activity of the organization, which is the base of practice. Collecting and summarizing economic and financial indicators necessary for MDI
3	Analysis of collected economic indicators, their dynamics, processes and factors of change, causal connections and expected results
4	Studying the development prospects of research objects based on government decisions, State programs and developments available in the internship base
5	Drawing up a report on the results of the practice, correcting the deficiencies indicated by the practice leader and submitting it for review

During the period of practice, the master's student should study the general economic situation of the object in the conditions of market relations. The work that must be done by the master's student during the internship is carried out in the following directions:

the first direction - to study, analyze, evaluate and determine the prospects of the activity of the direct practice base;

the second direction - collection, summarization and analysis of available information in the practice base.

For the first part, the master's student must submit an internship report to the department, and for the second part, a completed master's thesis.

### **2.3. CONTENT OF TASKS INDICATED IN THE PLAN OF OPERATION AND INFORMATION SOURCES FOR PERFORMING THEM**

1. To study the history of the organization, organizational structure and functions of structural units.

In this department, the graduate student must:

<b>1</b>	describe the history of the organization, its main mission, organizational and legal structure, its founders and participants
<b>2</b>	clarifying the tasks of the structural departments of the organization and issues of coordination of their activities
<b>3</b>	providing information about the types of production and economic activities of the organization
<b>4</b>	showing the position of the organization in the network or in the country's economy

Information on this question is obtained from the personnel department of the organization and enterprise. Main sources: certificate of establishment and state registration of the organization, charter of the organization, charters of organizational units, instructions for positions.

2. To study the Laws regulating the activities of the organization, other legal documents and the Regulations of the department where the student will do internship. Information on this question is obtained from the personnel department, economy and accounting departments, the enterprise library, collections of legal documents, timely press publications and the Internet, with the recommendation of the head appointed from the organization.

3. To study the laws, decrees and decisions of the President of the Republic of Uzbekistan, decisions of the Cabinet of Ministers and other legal documents related to the work of the Master's dissertation. Based on the nature of the MDI topic and practice base, information and indicators on this question are obtained from the human resources department, economics and accounting departments, the organization's library, timely press publications, and the Internet, based on the recommendation of the head prepared by the university and the organization. When studying the 3rd and 4th questions and reflecting the results in the report, the main attention is paid to the sections and articles of the legal documents related to the activities of the organization.

4. Collection and analysis of economic and financial indicators to evaluate the activity of the organization, which is the operational base.

In cases where the operational base is an economic entity, ministry, concern or association, the economic and financial indicators are summarized in the following directions:

- indicators characterizing the material and technical base - the average annual value of the main funds, dynamics, wear and renewal coefficients, composition, efficiency of their use;
- labor indicators - the number of employed employees, changes in composition, wage costs, labor productivity;
- analysis of indicators characterizing the volume of product production (service provision) (in the form of value);
- dynamics of total volume and composition (in value and natural indicators), volume and composition of realized products;
- indicators characterizing foreign economic activity - export and import volumes, dynamics of their commodity and geographical composition;
- indicators characterizing investment activity - information on the size, sources, areas and technological composition of attracted and appropriated investments, investment projects included in State investment programs;
- financial indicators – profit, net profit, losses, profitability indicators.

Economic and financial indicators of regions and districts are collected for analysis during the scientific practice (internship) held in regional and district authorities.

The indicators necessary for evaluating the activity of other practice bases are determined based on the nature of the practice base in agreement with the practice managers.

5. In the process of studying the implementation of economic reforms in the field considered as an object of MDI, the main attention should be focused on the progress of privatization processes, modernization and liberalization of its management and organization. The main sources of information for this question are the laws of the Republic of Uzbekistan, decrees and decisions of the President of the Republic of Uzbekistan, decisions of the Cabinet of Ministers, state programs and materials for monitoring the implementation of these programs.

6. Collecting and summarizing the economic and financial indicators necessary for the master's dissertation work is carried out based on the subject, plan, and assignments of the master's dissertation. Economic and financial reports, analytical materials, programs, and statistical information available in the practice base are the source for this task.

7. Analysis of the collected economic indicators in order to determine their dynamics, change trends, factors, causal links and expected results.

Economic indicators are collected and presented in tables, graphs and charts. In the analysis of economic and financial indicators, quantitative and qualitative changes are fully justified, patterns and trends are identified.

8. To study the development prospects of research objects based on government decisions, State programs and developments available in the internship base.

Decrees and decisions of the President of the Republic of Uzbekistan, decisions of the Cabinet of Ministers, State target programs, regional and network programs, materials



for monitoring the implementation of these programs are a source for clarifying this question.

9. Drawing up a report on the results of the practice, correcting the shortcomings indicated by the head of the practice and presenting it for review. The formalization of the report on practice is carried out in accordance with the procedure given in section 6 of this program. According to the report, the shortcomings indicated by both leaders should be completely eliminated before the defense. The manager appointed from the practice base writes a review on the appropriate sheet of the practice diary, and his signature is confirmed with the seal of the organization. In the summary of the head of the university, it is necessary to briefly reflect the achievements and shortcomings of the report and to state its conclusion.

Formalization of practice results.

The results of the practice are written in the form of a report in the form of a clear and high-quality manuscript on standard sheets of 210x297 A4 size, not exceeding the size of 50 manuscript sheets.

If necessary, the text part of the report can be supplemented with tables, diagrams and pictures. The format of the title page of the report is given in Annex 9. The report should cover all the questions covered by the program. The report must be submitted within the term approved by the department. The report will be protected only and only if it is given a positive review by the leaders of the enterprise

Components of the report (sample):

1. Title page.
2. Contents
- 2.1. History and structure of the facility being operated on
3. Main part
4. Applications

### **3. RULES TO BE FOLLOWED BY THE STUDENT DURING SCIENTIFIC PRACTICE (INTERNSHIP)**

A master's student who is undergoing an internship must comply with the following rules during the internship:

- complete completion of individual assignments provided by the practice program and given by the teacher leading the practice;
- studying the rules of the agenda and internal labor discipline introduced in the organization and complying with them;
- studying the rules related to the use of equipment, equipment safety, labor protection and other labor activities in the organization and strictly complying with them;
- reflect the daily work done in his diary and present it to the supervisor appointed by the organization for verification and signature by the end of the day, and submit it to the

supervisor appointed by the university for verification and signature once a week (it is appropriate to choose Saturday of the week);

- to constantly deal with the collection and study of materials for the master's dissertation work and report;
- active participation in the social life of the organization's team;
- keeping a separate report on each practice department;
- upon completion of the scientific practice (internship), submit the report on the practice to the department.

A practicing graduate student who has not completed the tasks of the internship program, received a negative review, or received an unsatisfactory grade during the defense of the internship report will be removed from the ranks of the graduate program.

A message will be sent to the rectorate of the university about a graduate student who has violated the internal rules of organizations and institutions.

#### **4. COMPLETION OF SCIENTIFIC PRACTICE (INTERNSHIP) RESULTS AND PROTECTION OF THE REPORT**

The internship report together with all applications is submitted to the "Economics" department of the university within one day after returning from the internship. Practice supervisors appointed by the department review the reports, comment and write reviews. According to the schedule established by the department, the internship report is defended by the graduate student in front of the committee formed by the department (may be attended by the head of the master's department or the deputy).

##### Criteria for evaluating the performance report

At the end of the scientific practice (internship), after the formalization of the report, its defense and assessment criteria are carried out based on the evaluation system. According to it, the practice report is evaluated as follows:

<b>5</b>	<b>“excellent”</b>
<b>4</b>	<b>“good”</b>
<b>3</b>	<b>“medium</b>
<b>2</b>	<b>“unsatisfied</b>

## **5. APPLICATIONS**

### **Appendix 1**

5A230202- Business management (Master of Business Administration-MBA) can include the following as a practice base for graduates of the graduate course:

1. Chief Directorate of Economic Development and Poverty Alleviation of Sirdarya Region.
2. District and city halls of Syrdarya region.
3. Sirdarya Regional Council of Farmers, Farmers and Homestead Land Owners.
4. Sirdarya Regional Employment Directorate.
5. Regional branches and departments of joint-stock commercial banks of the Republic.
6. Sirdarya Regional Department of Agriculture.
7. Sirdarya Regional Tourism Development Department.
8. Sirdarya Regional Office for Combating Monopoly and Development of Competition.
9. Sirdarya Regional Investment Department.
10. Sirdarya Regional Water Management Department.
11. Gulistan State University.
12. "WELLFORT" joint venture.
13. LLC "BEK KLUSTER" joint venture.
14. Trade and production complex "Saikhun Trade".
15. "Oqoltin agrocluster" joint venture.
16. "BARAKATEKS" joint venture.
17. "MILI GILISTON TEXTILE" joint venture.
18. "ZINNUR" lacquer-paint production enterprise.
19. "Ping-Sheng" Sino-Uzbekistan joint venture

**Organization passport**

**1. Organization / enterprise:** \_\_\_\_\_

Address: \_\_\_\_\_

Head of the organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Communicating person: \_\_\_\_\_

**2. Type of activity of the organization:**

Industry \_\_\_\_\_

Trade \_\_\_\_\_

Agriculture \_\_\_\_\_

Service \_\_\_\_\_

Other \_\_\_\_\_

**Brief description of the activity:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Property form:**

State property \_\_\_\_\_

Private property \_\_\_\_\_

**3. Form of Organization of entrepreneurship:**

Private entrepreneurship \_\_\_\_\_

Small enterprise \_\_\_\_\_

Joint venture \_\_\_\_\_

Limited liability company \_\_\_\_\_

Microenterprise \_\_\_\_\_

Foreign enterprise \_\_\_\_\_

Stock company \_\_\_\_\_

Other \_\_\_\_\_

**4. Date of foundation:** \_\_\_\_\_

**5. Number of employees of the organization** \_\_\_\_\_

**6. Product produced by the organization (service provided)** \_\_\_\_\_

**Dynamics of key macroeconomic indicators**

	2016	2017	2018	2019	2020
GDP					
GDP per capita					
Population (at the end of the year)					
Export of goods and services					
Imports of goods and services					
Investments in fixed capital					
Execution of the budget (in %relative to GDP)					
Inflation rate					
Unemployment rate					

**Composition of GDP by industry**

Years	GDP at %compared to last year	ЯИМ таркиби				
		Industry	Agriculture	Construction	Construction	Others
2015						
2016						
2017						
2018						
2019						
2020						

**Dynamics of investment in fixed capital**

	2016	2017	2018	2019	2020
Investment in fixed capital					
Difference compared to last year					

**6- application****Network structure of investments in fixed capital**

	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Total:					
Industry					
Agriculture					
Construction					
Transportation and communication					
Trade					
Other					

**7-application****Dynamics of the population of the Republic of Uzbekistan**

	Population	Urban population	Rural population
2015			
2016			
2017			
2018			
2019			
2020			

## Execution of the income part of the state budget

	2016	2017	2018	2019	2020
Total revenues					
1. Correct taxes					
2. Curve taxes					
3. Resource fees and property tax					
4. Other income					

**9-application**

**UZBEKISTAN REPUBLIC OF HIGHER AND SPECIAL EDUCATION OF THE  
MINISTRY**

**GULISTON STATE UNIVERSITY**

**MAGISTRATE**

**" ECONOMICS " DEPARTMENT  
BY SCIENTIFIC PRACTICE (INTERNSHIP )**

# **Report**

Practice base: \_\_\_\_\_  
\_\_\_\_\_

**Date of transfer to the Department: " \_\_ " \_\_\_\_\_ 202\_\_ year**

**Date of protection: " \_\_ " \_\_\_\_\_ 202\_\_ year**

**Completed: specialty "Business management", 2nd year, master**

\_\_\_\_\_

**Head of practice: \_\_\_\_\_**

**(position, f.i.sh.)**

**Gulistan – 202\_\_**