REPUBLIC OF UZBEKISTAN MINISTRY OF HIGHER EDUCATION, SCIENCE AND INNOVATION

GULISTAN STATE UNIVERSITY

70410102 – For 2nd-year Master's students specializing in ECONOMICS

ON RESEARCH INTERNSHIP (RESEARCH PLACEMENT)

METHODOLOGICAL GUIDELINES AND PROGRAMME

Gulistan – 2026

Methodological guidelines and programme for research internship of 2nd-year Master's students in Economics. GulSU, 2026. 24 p.

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1. Introduction

These methodological guidelines were developed in accordance with the requirements of the Law of the Republic of Uzbekistan "On Education", clause 1.3 of the "Regulation on Professional Internship of Higher Education Institution Students in the Republic of Uzbekistan" (approved by Order No. 305 of the Ministry of Higher and Secondary Special Education dated October 30, 1998), as well as Decree No. PQ-3151 of the President of the Republic of Uzbekistan dated July 27, 2017 "On measures to further expand the involvement of economic sectors and industries in improving the quality of training highly educated specialists," based on the State Educational Standard for the Master's specialty 70310102 – "Economics".

Currently, significant emphasis is placed on strengthening the educational system in our country and bringing it into line with modern requirements. In this regard, it is of key importance that the training of qualified personnel, as well as the system of education and knowledge transfer, are closely linked to the requirements of the reforms.

Training specialist personnel capable of meeting modern requirements, along with the continuous improvement of education and all its structural components based on State Educational Standards, is one of the urgent tasks facing us.

Research internship plays an invaluable role in mastering the body of knowledge across subjects and in perfectly developing skills and qualifications through the integration of theoretical and practical training.

Efficient organization of the research internship for 2nd-year Master's students in the specialty 70310102 – "Economics" is one of the most critical conditions for preparing young future specialists for real-world production conditions.

This program serves as the basis for organizing the research internship for final-year Master's students in "Economics" under the conditions of economic modernization and diversification.

The research internship for 2nd-year students in the Master's specialty 70310102 – "Economics" begins after the completion of the III semester and lasts for a total period of 15 weeks. According to the curriculum of this Master's specialty, the internship must be organized within the 15 weeks allocated for it. In this process, the internship is required to be scheduled for 5 days a week, 6 hours per day. On Saturday, the Master's student engages entirely in independent work. In accordance with the calendar plan for organizing the research internship, the hours allocated for each topic and its assignments should be determined by the university's research internship supervisor and approved by the head of the department.

2. GENERAL PROVISIONS

2.1. GOALS AND OBJECTIVES OF RESEARCH INTERNSHIP

The research internship of Master's students is organized in accordance with the State Educational Standard for Master's preparation, specifically the curriculum, and serves as an integral part and continuation of the educational process carried out directly in production conditions.

The main purpose of the research internship is to prepare the specialist for independent work in direct accordance with the requirements of the educational standard, to deepen and consolidate their theoretical knowledge, to gain experience in organizational and educational work within a team, to study the organizational structure and functional issues of enterprise and organization divisions, to acquire practical skills in calculating economic indicators for forming and implementing strategy, as well as to collect data for the preparation of the Master's thesis.

In organizing the research internship for 2nd-year Master’s students in the specialty 70410102 – "Economics", special attention should be paid to deepening and expanding students' practical knowledge and skills regarding the production management system in enterprises and organizations, organization of production activities, information systems and market research, pricing policy of enterprises and organizations, as well as foreign economic activity of the enterprise.

During the research internship of 2nd-year Master’s students in the specialty 70410102 – "Economics", it is advisable to familiarize the students not only with the practical activities of enterprises and organizations, but also closely with their social activities.

The expected results and main tasks of the research internship are as follows:

1. Developing practical skills and qualifications of the graduating Master's student in their field of specialization;
2. Teaching the scope and system of work carried out in the economic entity within their specialty;
3. Teaching the workflow and document circulation between the internship facility and other entities;
4. Teaching the existing rules, procedures, and interpersonal relations among employees at the internship facility;
5. Teaching decision-making and independent work at the internship facility;
6. Keeping informed of economic, social, and political changes at the level of the internship facility and the sector as a whole;
7. Acquiring the necessary knowledge in the field of socio-political, organizational, and educational work;
8. Collecting essential data for writing the Master's thesis and conducting scientific research work.

2.2. CONTENT AND STRUCTURE OF RESEARCH INTERNSHIP

The research internship is carried out on the basis of a calendar work plan developed by the internship supervisor appointed at the department and approved by the head of the department. The internship supervisor must apply an individual approach to each Master's student going on an internship and to the specific internship facility. In addition, the "Master's Student Calendar Work Plan" must be clear, goal-oriented, and results-driven.

The procedure for completing the research internship is provided in the following table:

№	Content
1.	Study of the history, organizational structure, and main tasks of the structural units of the organization. Study of Laws, other regulatory documents governing the activities of the organization, and the Regulations on the department where the student undergoes internship.
2.	Collection and analysis of economic and financial indicators to evaluate the activities of the host organization. Collection and synthesis of necessary economic and financial indicators for the Master's Dissertation (MD).
3.	Analyzing the collected economic indicators to identify their dynamics, trend patterns, influencing factors, cause-and-effect relationships, and expected outcomes.
4.	Studying the development prospects of research objects based on government decisions, State programs, and available developments at the internship base.
5.	Preparing and formatting the internship report, rectifying deficiencies identified by the internship supervisor, and submitting it for review.

During the internship period, the Master's student must study the general economic condition of the object under market economy conditions. The work to be performed by the Master's student during the internship period is carried out in the following directions:

- First direction – direct study, analysis, evaluation, and identification of prospects for the activities of the internship base;
- Second direction – collection, generalization, and analysis of existing information at the internship base.

Under the first part, the Master's student must submit an internship report to the department, and under the second part, a completed Master's dissertation.

2.3. CONTENT OF TASKS SPECIFIED IN THE RESEARCH INTERNSHIP PLAN AND DATA SOURCES FOR THEIR IMPLEMENTATION

1. Studying the organization's history, organizational structure, and functions of structural units.

In this section, the Master's student must execute the following:

1.	Describe the history of the organization, its primary mission, legal/organizational structure, founders, and key stakeholders;;
2.	Outline the responsibilities of the organization's structural divisions and address issues regarding the coordination of their activities;
3.	Provide comprehensive data on the types of production and economic activities of the organization;
4.	Demonstrate the organization's market position within the industry or the national economy.

Data regarding this section is obtained from the Human Resources (HR) department of the organization/enterprise. Primary sources include: the certificate of establishment and state registration of the organization, the organization's charter, regulations governing structural units, and job descriptions.

2. Study of Laws, other legal acts regulating the activities of the organization, and the Regulations on the department where the student undergoes the internship. Data regarding this section is obtained upon the recommendation of the appointed organization supervisor from the HR department, economics and accounting departments, the enterprise library, collections of legislative acts, periodicals, and the Internet.

3. Study of laws, decrees, and resolutions of the President of the Republic of Uzbekistan, resolutions of the Cabinet of Ministers, and other regulatory legal acts related to the Master's dissertation.

Data and indicators for this issue are collected based on the topic of the Master's dissertation and the specifics of the internship base, upon the recommendation of supervisors appointed by the university and organization, from the HR department, economics and accounting departments, the organization's library, periodicals, and the Internet. In studying issues 3 and 4 and presenting the results in the report, rimary emphasis is placed specifically on sections and articles of legal acts directly applicable to the activities of the organization.

4. Collection and analysis of economic and financial indicators to evaluate the activities of the host organization.

Where the internship base is an economic entity, ministry, concern, or association, economic and financial indicators are compiled across the following areas:

- **Indicators characterizing the material and technical base** – average annual value of fixed assets, dynamics, depreciation and renewal coefficients, structure, and efficiency of their utilization;
- **Labor indicators** – number of employed personnel, structural changes, payroll expenses, labor productivity;
- **Analysis of indicators characterizing the volume of production (services rendered)** (in monetary terms);
- **Total volume and structure** (in monetary and physical metrics) dynamics, volume and composition of sold products;
- **Indicators characterizing foreign economic activity** – export and import volumes, dynamics of their product and geographical structure;
- **Indicators characterizing investment activity** – volume of attracted and utilized investments, by sources, targeted sectors, and technological structure; data on investment projects included in State Investment Programs;
- **Financial indicators** – profit, net profit, losses, profitability metrics.

During research internships undertaken at regional and district khokimiyats (local government administrations), economic and financial indicators of the respective regions and districts are compiled for analysis.

Indicators necessary for evaluating the performance of other types of internship bases are determined in agreement with internship supervisors based on the specific nature of the host organization.

5. In studying the implementation of economic reforms in the sector representing the object of the Master's dissertation, main focus must be directed toward privatization processes, modernization of management and organization, and liberalization issues. Primary data sources for this question include laws of the

Republic of Uzbekistan, decrees and resolutions of the President of the Republic of Uzbekistan, resolutions of the Cabinet of Ministers, State programs, and monitoring materials on the execution of these programs.

6. Collection and synthesis of economic and financial indicators necessary for the Master's dissertation are carried out based on the topic, outline, and assigned tasks of the Master's dissertation. Sources for fulfilling this task include financial and economic reports, analytical materials, programs, and statistical information available at the internship base.

7. Analysis of collected economic indicators to determine their dynamics, trend patterns, influencing factors, cause-and-effect relationships, and projected results.

Economic indicators are gathered and presented in tables, graphs, and charts. Quantitative and qualitative changes are fully substantiated in the analysis of economic and financial metrics, with underlying patterns and trends identified.

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

Sources for elaborating on this issue include decrees and resolutions of the President of the Republic of Uzbekistan, resolutions of the Cabinet of Ministers, State targeted programs, regional and sectoral programs, and monitoring materials on the implementation of these programs.

9. Preparation and formatting of the internship report, rectifying deficiencies identified by the internship supervisor, and submitting it for review.

Formatting of the internship report is performed according to the procedure specified in Section 6 of this program. Deficiencies pointed out by both supervisors must be fully addressed prior to the defense. The supervisor appointed from the internship base writes a review on the designated page of the internship logbook, and their signature is verified with the organization's official seal. The university supervisor's review must concisely reflect the achievements and shortcomings of the report and present their conclusion.

Documentation of Internship Results.

The results of the internship are formatted in the form of a report, clearly and to a high standard, on standard A4 paper (210x297 mm) in manuscript form, not exceeding 50 pages in length.

Where necessary, the text section of the report may be supplemented with tables, diagrams, and figures. The template for the title page of the report is provided in Appendix 9. The report must address all questions specified in the curriculum program. The report must be submitted within the deadline approved by the department. The report shall be admitted to the defense only upon receiving positive reviews from both the university and enterprise supervisors.

Structural Components of the Report (Sample):

1. Title Page (Cover Page)
2. Table of Contents
   2.1. History and Organizational Structure of the Internship Facility
3. Main Body
4. Appendices

3. RULES AND REGULATIONS TO BE FOLLOWED BY THE STUDENT DURING THE RESEARCH INTERNSHIP

During the scientific research internship (practicum), the Master's student must adhere to the following regulations:

- Fully execute individual assignments outlined in the internship curriculum and issued by the supervising instructor;
- Examine and strictly comply with the established daily routine and internal labor discipline rules of the organization;
- Study and strictly observe safety regulations, occupational health standards, equipment operation guidelines, and other rules governing work activities within the organization;
- Record daily completed tasks in the internship logbook, submitting it at the end of each day to the enterprise supervisor for review and signature, and submitting it once a week to the university-appointed supervisor for verification and signing (selecting Saturday for weekly review is recommended);
- Continuously engage in collecting and analyzing research materials for the Master's dissertation and the internship report;
- Actively participate in the social and professional life of the organization's staff;
- Maintain a separate section-by-section report for each department visited during the internship;
- Submit the final internship report to the academic department immediately upon completion of the research internship.

A Master's student who fails to fulfill the assignments under the internship curriculum, receives a negative evaluation, or receives an unsatisfactory grade during the report defense shall be expelled from the Master's program.

Notification regarding any Master's student who violates the internal regulations of host organizations or institutions shall be officially reported to the university administration (rectorate).

4. FINALIZING RESEARCH INTERNSHIP RESULTS AND DEFENDING THE REPORT

The internship report, along with all attached appendices, must be submitted to the Department of "Economics" of the university within one day following return from the internship. Internship supervisors appointed by the department review the reports, state their comments, and write a formal evaluation (review). In accordance with the schedule established by the department, the Master's student defends the internship report before a commission formed by the department (the head or deputy head of the Master's department may also participate).

Evaluation Criteria for the Internship Report

Upon completion of the research internship and the finalization of the report, the defense and assessment criteria are carried out based on a grading system. According to this system, the internship report is evaluated as follows:

5	“excellent”
4	“good”
3	“staisfactory”
2	“unsatisfactory”

5. APPENDICES

1-appendix

The following entities may be designated as internship bases for graduating Master's students in the specialty 70410102 – "Economics":

1. Main Department of Economic Development and Poverty Reduction of Sirdaryo Region.

2. District and City Khokimiyats (Local Government Administrations) of Sirdaryo Region.

3. Council of Farmers, Dehkan Farms, and Landowners of Sirdaryo Region.

4. Main Department of Employment of Sirdaryo Region.

5. Regional branches and departments of Republican Joint-Stock Commercial Banks.

6. Department of Agriculture of Sirdaryo Region.

7. Department of Tourism Development of Sirdaryo Region.

8. Department for Anti-Monopoly Regulation and Promotion of Competition of Sirdaryo Region.

9. Department of Investments of Sirdaryo Region.

10. Department of Water Resources of Sirdaryo Region.

11. Gulistan State University.

12. "WELLFORT" Joint Venture.

13. "BEK CLUSTER" LLC Joint Venture.

14. "Sayxun Savdo" Trade and Production Complex.

15. "Oqoltin Agrocluster" Joint Venture.

16. "BARAKATEKS" Joint Venture.

17. "MILLI GULISTON TEXTILE" Joint Venture.

18. "ZINNUR" Paint and Varnish Manufacturing Enterprise.

19. "Ping-Sheng" Chinese-Uzbek Joint Venture.

2-appendix

Organization Passport

1. Organization / Enterprise:_____
Address: _____
Head of the Organization:_____
Telephone: _____ Fax: _____
E-mail: _____
Contact Person: _____

2. Type of Activity:

Industry _____ Services_____
Trade _____ Others_____
Agriculture _____

3. Brief Description of Activities:_____
_____
_____
_____

1. Form of Ownership:

State property _____ Private property _____

2. Legal / Organizational Form of Business Entity:

- Private enterprise _____
- Small enterprise _____
- Joint venture _____
- Limited Liability Company (LLC) _____
- Micro-firm _____
- Foreign enterprise _____
- Joint-Stock Company (JSC) _____
- Others _____

3. Date of Incorporation / Establishment: _____

4. Total Number of Employees: _____

5. Products Manufactured or Services Rendered by the Organization:
_____

3-appendix

Dynamics of Main Macroeconomic Indicators

	2022	2023	2024	2025	2026
GDP					
GDP per capita					
Population (end of year)					
Export of goods and services					
Import of goods and services					
Fixed capital investments Investments in fixed assets					
Budget execution (as a % of GDP)					
Inflation rate					
Unemployment rate					

4-appendix

Sectoral Composition of GDP

Years	GDP as % of the Previous Year	Structure of GDP				
		Industry	Agriculture	Construction	Trade	Others
2015						
2016						
2017						
2018						
2019						
2020						

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Dynamics of Investments in Fixed Capital

	2022	2023	2024	2025	2026
Investments in Fixed Capital					
Variance Compared to the Previous Year					

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Sectoral Breakdown of Investments in Fixed Capital

	2022	2023	2024	2025	2026
Total:					
Industry					
Agriculture					
Construction					
Transport and communication					
Trade					
Others					

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Population Dynamics of the Republic of Uzbekistan

	Population	Urban population	Rural population
2015			
2016			
2017			
2018			
2019			
2020			

8-appendix

Execution of the Revenue Side of the State Budget

	2022	2023	2024	2025	2026
Total revenues					
Direct taxes					
Indirect taxes					
Resource Payments and property tax					
Other revenues					

9-appendix

MINISTRY OF HIGHER EDUCATION, SCIENCE AND INNOVATIONS OF THE REPUBLIC OF UZBEKISTAN

GULISTAN STATE UNIVERSITY

DEPARTMENT OF MASTER'S DEGREE PROGRAMS

DEPARTMENT OF ECONOMICS

RESEARCH INTERNSHIP REPORT

REPORT

Internship Base:_____

_____

Date of Submission to the Department: "__"_____202__ year

Date of Defense: "__"_____202__ year

Prepared by: 2nd-year Master's Student in "Economics"

_____

Internship Supervisor: _____
(postion, full name)

GULISTAN – 202__

This methodological guideline was recommended for publication by the Educational and Methodological Council of Gulistan State University, Minutes No. __, dated “____” _____ 2026.

Approved for printing: “____” _____ 2026. Format: 60×84 1/16.Publication volume: 1.3 printed sheets. Circulation: 50 copies.

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120100, Gulistan city, 4th District, GulSU Publishing House, Main Building, 2nd floor, Room 236. Tel: 25-41-76 (code 8-3672).