Документ подписан простой электронной подписью
Информация о владельце:
ФИО: Максимов Алексей Борисович
Должность: директор департамента по образовательной политике
Дата подписания: 13.04.2026 15:58:21
Уникальный программный ключ:
8db180d1a3f02ac9e60521a5672742735c18b1d6

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

Federal State Autonomous Educational Institution of Higher Education

"Moscow Polytechnic University"

Field of study

38.03.02 Management

Educational program (profile)

"Business Process Management"

ANNOTATIONS OF PRACTICES PROGRAMS

Level of education - bachelor's degree

Qualification (degree): bachelor

Form of study - part-time

Starting year - 2023

Moscow 2023

Annotation of the practice program
B.2.1.1 "Academic Internship (introductory)" for the direction of training
38.03.02 "Management"
educational program: "Business process management"

1. Goals, objectives and planned results of the internship

In accordance with the federal state educational standard of higher education in the field of study 38.03.02 "Management" (qualification (degree) "bachelor"), Academic internship (introductory)is an obligatory element of the main educational program of a bachelor's degree and is a type of training session directly focused on professional and practical training of students.

The purpose of the training practice (introductory):
consists in the formation and development of personal and professional qualities in students, which make it possible to ensure the fulfillment of the requirements of the Federal State Educational Standard of Higher Education in the field of universal competence UK-10-the ability to make informed economic decisions in various areas of life

Tasks of Academic internship (introductory)are aimed at consolidating the theoretical training of students, acquiring practical skills and competencies of UK-10, as well as professional experience, including:

- development of an understanding of the basic principles of the functioning of macroeconomics and economic development, the goals and types of state participation in the economy.
- getting an idea about the main patterns of functioning of microeconomics and factors that ensure the rational use of resources and the achievement of effective performance results.
- mastering the methods of economic and financial planning to achieve personal financial goals, using financial tools adequate to the set goals for managing a personal budget, optimizing their own financial risks.

As part of the Academic Internship (introductory) planned direct performance by students of the following types of work related to future professional activities:

- general familiarization with the activities, legal form and management system of an enterprise, organization;
- study of the organizational structure of the enterprise and the functions of individual units;
- study of the work, functions and duties of personnel;
- study of legislative acts regulating the activities of the organization;
- study of regulatory documents on management issues in the organization;
- understanding the content of the manager's profession, its features and differences from the professions of other specialists;

Competences of the student, formed as a result of the passage of "Academic internship (introductory)":

Code and name of competencies	Competence achievement indicators
UK-10 - Able to make informed economic decisions in various areas of life	**IUK-10.1**. Understands the basic principles of the functioning of macroeconomics and economic development, the goals and types of state participation in the economy. **IUK-10.2.** Represents the main patterns of functioning of the micro-economy and the factors that ensure the rational use of resources and the achievement of effective performance.

	IUK-10.3. Applies methods of economic and financial planning to achieve personal financial goals, uses adequate financial instruments for personal budget management, optimizes own financial risks.

2. Place of practice in the structure of the educational program

Academic Internship (introductory) refers to block B.2.1.1 Academic internship (introductory) is focused on the information and analytical type of professional activity. Educational practice (introductory) is interconnected logically and content-methodically with the following disciplines of the OP:

- Fundamentals of management;
- Business process management;
- Introduction to the profession;
- Modern organizational structures of management;
- Academic practice (project).

Annotation of the practice program
B.2.1.2 "Academic Internship (project)" for the direction of training
38.03.02 "Management"
educational program: "Business process management"

1. Goals and objectives of the practice

In accordance with the federal state educational standard of higher education in the field of study 38.03.02 "Management" (qualification (degree) "bachelor"), Academic internship (project)is an obligatory element of the main educational program of a bachelor's degree and is a type of training session directly focused on professional and practical training of students.

The purpose of Academic Internship (project):
consists in the formation and development of students' personal and professional qualities that make it possible to ensure the fulfillment of the requirements of the Federal State Educational Standard of Higher Education in the field of universal competence norms, available resources and constraints
Tasks of Academic Internship (project) are aimed at consolidating the theoretical training of students, acquiring practical skills and competencies of UK-2, as well as professional experience, including:

- obtaining skills to formulate a set of tasks within the framework of the goal of the project, the solution of which ensures its achievement.
- learn to determine the links between the tasks set, the main components of the project and the expected results of its implementation.
- mastery of ability choose the best methods for planning, distributing areas of responsibility, solving problems, analyzing results, taking into account current legal regulations, available conditions, resources and restrictions, and opportunities for use

As part of Academic Internship (project) planned direct performance by students of the following types of work related to future professional activities:

- general familiarization with the activities, legal form and management system of an enterprise, organization;
- study of the organizational structure of the enterprise and the functions of individual units;
- study of the work, functions and duties of personnel;
- study of legislative acts regulating the activities of the organization;
- study of regulatory documents on management issues in the organization;
- understanding the content of the manager's profession, its features and differences from the professions of other specialists;

Competences of the student, formed as a result of the passage of "Academic Internship (project)":

Code and name of competencies	Competence achievement indicators
UK-2- Able to determine the range of tasks within the set goal and choose the best ways to solve them, based on current legal regulations, available resources and restrictions	**IUK-2.1.**Formulates a set of tasks within the framework of the project goal, the solution of which ensures its achievement **IUK-2.2.**Identifies the links between the tasks set, the main components of the project and the expected results of its implementation **IUK-2.3.**Selects the best methods for planning, distributing areas of responsibility, solving problems, analyzing results, taking into account current legal regulations, available conditions, resources and restrictions, and opportunities for use

2. Place of practice in the structure of the educational program

Educational practice (project) refers to block B.2.1.2 Academic Internship (project) is focused on the information-analytical type of professional activity. Educational practice (project) is interconnected logically and content-methodically with the following disciplines of the OP:

- Fundamentals of management;
- Business process management;
- Introduction to the profession;
- Modern organizational structures of management;
- Training Internship (technological).

Annotation of the practice program
B.2.1.3 "Training Internship (pre-graduation)" for the direction of training
38.03.02 "Management"
educational program: "Business process management"

1. Goals and objectives of the practice

Training internship (pre-graduation) is a logical continuation of industrial practice (technological), is carried out with the aim of collecting, analyzing and summarizing scientific material, developing original scientific proposals and scientific ideas for the preparation of final qualifying work, obtaining skills for independent research work, practical participation in scientific - research work of teams of researchers.

The main objectives of the Training internship (pre-graduation) are: consolidation, expansion and systematization of knowledge gained in the study of special disciplines, on the basis of practical organization; consolidation of practical experience in the chosen specialty.

Training internship (pre-graduation) is carried out to perform the final qualifying work and is mandatory.

The purpose of the Training internship (pre-graduation):
consists in the formation and development of students' personal and professional qualities that make it possible to ensure the fulfillment of the requirements of the Federal State Educational Standard of Higher Education in the field of professional competencies PK-5 - the ability to collect information about business problems to identify the organization's business opportunities and PK-6 - the ability to form possible solutions based on target indicators developed for them, as well as to carry out analysis, justification and choice of decisions.

Tasks of Training internship (pre-graduation):aimed at consolidating, expanding, deepening and systematizing the knowledge gained in the study of the disciplines of the professional cycle, based on studying the activities of a particular organization, acquiring a comprehensive interrelated practical experience in the field of professional competencies PK-5 and PK-6, including:

- to study the theory of interpersonal and group communication in business interaction; theory of risk management conflicts, systems; methods, techniques, processes and tools for managing stakeholder requirements; visual modeling languages;
- study the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis.
- identify, register, analyze and classify the risks of the organization and its projects;
- collect, classify, systematize and ensure the storage and updating of information;
- determine the links and dependencies between internal and (external) factors and conditions affecting the organization's activities;
- analyze the requirements of stakeholders in terms of quality criteria determined by the chosen approaches;
- model and document the requirements of interested parties in accordance with the chosen approaches to requirements registration; define stakeholder requirement attributes and their meanings according to the requirements.
- within the framework of modeling, perform a functional decomposition of work, simulate the scope and boundaries of work; identify and categorize business problems or business opportunities;
- develop and propose a management solution for this organization and its projects, including describe possible solutions; analyze decisions in terms of achieving the target indicators of decisions; assess the resources needed to implement the solutions; evaluating the effectiveness of each solution option as a ratio between the expected level of resource use and the expected value;
- formalize the results of the business analysis in accordance with the chosen approaches and present the information in various ways and in various formats for discussion with stakeholders.

Competences of the student, formed as a result of the passage of "Training Internship (pre-graduation)":

Code and name of competencies	Competence achievement indicators
PK-5 -Capable of gathering information about business problems and identifying business opportunities in the organization	**IPK-5.1.**Knows the theory of interpersonal and group communication in business interaction; conflict theory; methods, techniques, processes and tools for managing stakeholder requirements; visual modeling languages; theory of risk management; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis. **IPK-5.2.**Can use stakeholder identification techniques; plan, organize and conduct meetings and discussions with stakeholders; use effective communication techniques; identify, register, analyze and classify risks and develop a set of measures to minimize them; collect, classify, systematize and ensure the storage and updating of business analysis information; formalize the results of business analysis in accordance with the chosen approaches; determine relationships and dependencies between elements of business analysis information; present business intelligence information in a variety of ways and formats for discussion with stakeholders; apply information technology to the extent necessary for the purposes of business analysis; analyze internal (external) factors and conditions, affecting the activities of the organization; analyze stakeholder requirements in terms of quality criteria, determined by the chosen approaches; formalize stakeholder requirements in accordance with the chosen approaches; classify the requirements of interested parties in accordance with the chosen approaches; model the requirements of interested parties in accordance with the chosen approaches; document the requirements of interested parties in accordance with the chosen approaches to requirements registration; determine stakeholder requirement attributes and their meanings in accordance with the chosen approaches; manage changes in stakeholder requirements in accordance with the chosen approach; analyze the quality of business analysis information in terms of selected criteria; to analyze the subject area; perform functional decomposition of works; to model the scope and boundaries of work; identify and classify business problems or business opportunities; present information about identified business problems or business opportunities in a variety of ways and formats for discussion with stakeholders. **IPK-5.3.**Has the skills to analyze the needs of stakeholders; context analysis; identifying and documenting true business problems or business opportunities; agreeing with stakeholders on identified business problems or business opportunities; formation of target indicators of decisions.
PK-6 -Able to form possible solutions based on the target indicators developed for them, as well as to analyze, justify and select solutions	**IPK-6.1.**Knows visual modeling languages; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis; theory of interpersonal and group communication in business interaction; conflict theory; methods of collection, analysis, systematization, storage and maintenance of business analysis information; information technologies (software) used in the organization, to the extent necessary for the purposes of business analysis. **IPK-6.2.**Able to identify, register, analyze and classify risks and develop a set of measures to minimize them; formalize the results of business analysis in accordance with the chosen approaches; determine relationships and dependencies between elements of business analysis information; apply information technology to the extent necessary for the purposes of business analysis; analyze internal (external) factors and conditions affecting the organization's activities; analyze stakeholder requirements in terms of quality criteria determined by the chosen approaches; evaluate the effectiveness of the solution in terms of the selected criteria; evaluate the business feasibility of implementing the solution in terms of the selected target indicators; to model the scope and boundaries of work; to plan, organize and conduct meetings and discussions with stakeholders; use effective communication techniques. **IPK-6.3.**Has the skills to identify, collect and analyze business analysis information to form possible solutions; descriptions of

	possible solutions; analysis of decisions in terms of achieving target indicators of decisions; assessment of the resources needed to implement the solutions; evaluating the effectiveness of each solution option as a ratio between the expected level of resource use and the expected value; choosing a solution for implementation as part of a group of experts.

2. Place of practice in the structure of the educational program

Training internship (pre-graduation) refers to block B.2.1.2 of the mandatory part of block B2 of the bachelor's degree program.

Industrial practice (undergraduate) is interconnected logically and methodically with the following disciplines of the OP:

- Business process management.
- System analysis in management.
- Management and evaluation of the effectiveness of business processes.
- Academic Internship (introductory).
- Academic Internship (project).
- Training Internship (technological).

Annotation of the practice program
B.2.2.1 "Training Internship (technological)" for the direction of training
38.03.02 "Management"
educational program: "Business process management"

1. Goals, objectives and planned results of the internship

In accordance with the federal state educational standard of higher education in the field of study 38.03.02 "Management" (qualification (degree) "bachelor"), work experience (practice for obtaining professional skills and experience in professional activity) is an obligatory element of the main educational program of a bachelor's degree and represents type of training sessions directly focused on the professional and practical training of students.

The purpose of the Training internship (technological):
consists in the formation and development of personal and professional qualities in students, which make it possible to ensure the fulfillment of the requirements of the Federal State Educational Standard of Higher Education in the field of professional competencies PK-1 - The ability to regulate the processes of organizational units or develop administrative regulations for organizational units and PK-4. Ability to prepare for implementation, monitor parameters and evaluate the success of changes in the organization.

Tasks of Training internship (technological):aimed at consolidating, expanding, deepening and systematizing the knowledge gained in the study of the disciplines of the professional cycle, based on studying the activities of a particular organization, acquiring initial practical experience in the field of professional competencies PK-1 and PK-4, including:

- study the theory of process management; principles of classification and methods of structuring processes; methods for collecting and classifying information about the process; principles and rules for working with regulatory and methodological documentation; requirements for the development of process regulations; fundamentals of economics, cost accounting and performance evaluation; process modeling notations; methods to improve the efficiency of processes and administrative regulations;
- consider the basics of implementing changes; basics of business process modeling; methodological documents and rules for monitoring the compliance of processes; methods for assessing the reliability of the collected information and conducting analysis; rules for preparing reports, conclusions on the results of control;
- analyze information about process boundaries, process requirements, process objectives or administrative regulations;
- analyze areas of responsibility, stakeholders of the process, standards, resources, inputs, outputs and indicators of the organization's processes;
- analyze the composition and sequence of operations that make up the process or administrative regulations;
- find the necessary documents and information about the processes of the organization in paper and electronic form in information systems; make observations; aggregate and summarize the collected information;
- collect information about the current planning and reporting system for the work of the process of the organization's unit; on the progress and results of the process; registration of the results of information collection;
- perform the classification of processes and objects of the process environment or administrative regulations;
- identify inconsistencies in the functioning of the process, formulate and justify proposals for their correction; control the compliance of the developed documents with regulatory and methodological documentation;
- evaluate the resources needed to improve processes; communicate;
- develop schemes of processes or administrative regulations;

- select control points that allow assessing the degree of compliance with the regulations and drawing up control plans; evaluate the reliability of information obtained during the control;
- analyze indicators of efficiency and effectiveness of processes;
- identify deviations from the established criteria and indicators of the functioning of the organization's processes.
- define the goals of the organization unit process; process boundaries of the organizational unit;
- identify the stakeholders, the owner and participants in the process of the organizational unit or the administrative regulations of the organizational unit;
- determine the sequence of work in the process of organization;
- to study Russian and international legislation, local regulations, reporting documents necessary to carry out the process of the organization's division; identification of responsible employees of the unit for each work in the process of the unit of the organization;
- systematize the collected information about the process of the organization's subdivision;
- prepare a report, conclusions on the results of the study of the organization.

Competences of the student, formed as a result of the passage of "Training Internship (technological)":

Code and name of competencies	Competence achievement indicators
PK-1- Able to regulate the processes of organizational units or develop administrative regulations for organizational units	**IPK-1.1.**Knows the theory of process management; principles of process classification; methods of structuring processes; basics of operational management; methods of collecting information (observations, data recording, timing, photography of the working day, techniques for conducting interviews and questionnaires, analysis of documents and reporting information, studying feedback from stakeholders); methods of designing functional role models; methods for classifying information about the process and the environment of the process; principles and rules for working with regulatory and methodological documentation; requirements for the development of process regulations; fundamentals of economics, cost accounting and performance evaluation; process modeling notations; methods to improve the efficiency of processes and administrative regulations; the basics of implementing changes; basics of business process modeling; methodological documents and rules for monitoring the compliance of processes or administrative regulations; methods for assessing the reliability of the information collected; methods for analyzing the collected information; rules for preparing reports, conclusions on the results of control; methods for evaluating the effectiveness of processes or administrative procedures. conclusions on the results of control; methods for evaluating the effectiveness of processes or administrative procedures. conclusions on the results of control; methods for evaluating the effectiveness of processes or administrative procedures. **IPK-1.2.**Is able to analyze information about process boundaries, process requirements, process goals or administrative regulations; analyze areas of responsibility, stakeholders of the process, current regulations, resources, inputs, outputs and indicators of the process or administrative regulation; analyze the composition and sequence of operations that make up the process or administrative regulations; find the necessary documents and information about the process or administrative regulations in paper and electronic form in information systems; perform observations, interviews and questionnaires; aggregate and summarize the collected information; carry out the classification of processes and objects of the process environment or administrative regulations; identify shortcomings, inconsistencies in the functioning of the process or administrative regulations, formulate and justify proposals for their correction; control the compliance of the developed documents with regulatory

	and methodological documentation; evaluate the resources needed to improve processes or administrative procedures; communicate, hold workshops, find consensus; use software to develop process or administrative procedures; develop local regulations in accordance with regulatory and methodological documents; develop schemes of processes or administrative regulations; evaluate the resources needed to put in place process or administrative procedures or proposals to improve their effectiveness; develop, coordinate and approve action plans, evaluate the achievement of results, develop corrective actions to achieve plans; provide advice to employees of the organization; select control points that allow assessing the degree of compliance with the regulations and drawing up control plans; evaluate the reliability of information obtained during the control; analyze the efficiency and effectiveness indicators of processes and administrative regulations; identify deviations from the established criteria and indicators of the functioning of processes and administrative regulations; calculate the effectiveness of processes and administrative regulations; identify the potential for improving the efficiency of a process or administrative procedure; formulate and justify proposals to improve the efficiency of processes or administrative regulations; prepare reports, conclusions on the results of control measures. **IPK-1.3.**Has the skills to determine the goals of the process of a division of an organization or the administrative regulations of a division of an organization; defining the boundaries of the process of the organizational unit or the administrative regulations of the organizational unit; determining the stakeholders, the owner and participants in the process of the organization unit or the administrative regulations of the organization unit; determining the inputs and outputs of the process of the organization's subdivision or the beginning and result of the implementation of the administrative regulations of the organization's subdivision; clarification of the sequence of work in the process of a division of an organization or the administrative regulations of a division of an organization; clarification of the resources used, Russian and international legislation, local regulations, reporting documents, necessary to carry out the process of the organizational unit or the administrative regulations of the organizational unit; identification of responsible employees of the unit for each work in the process of the subdivision of the organization or the administrative regulations of the subdivision of the organization; collecting information about the current planning and reporting system for the work of the process of the organization's unit or the administrative regulations of the organization's unit; collecting information on the progress and results of the process of the organizational unit or the administrative regulations of the organizational unit; registration of the results of information collection; systematization of the collected information about the process of the division of the organization or the administrative regulations of the division of the organization; development of process regulations for a division of an organization or administrative regulations provisions); development of procedures for monitoring the implementation of the regulation of the process of the division of the organization or the administrative regulations of the division of the organization; development of proposals to improve the efficiency of the process of the organization's subdivision or the administrative regulations of the organization's subdivision; planning activities to put into effect the regulation of the process of the division of the organization or the administrative regulations of the division of the organization; implementation of the regulation of the process of the division of the organization or the administrative regulations of the division of the organization; implementation of proposals to improve the efficiency of the process of the organization's subdivision or the administrative regulations of the organization's subdivision; evaluating the effectiveness of measures to put into effect the regulation of the process of an organizational unit or administrative regulation divisions of the organization; determination of procedures for monitoring the implementation of the regulation of the process of the division of the organization or the administrative regulations of the division of the organization; collecting information on the progress and results of the process of the organization's

	subdivision or the administrative regulations of the organization's subdivision; analysis of the collected information for compliance with the criteria established for the control; evaluating the effectiveness of the process of the organizational unit or the administrative regulations of the organizational unit; development of recommendations to improve the efficiency of the processes of the organizational unit or administrative regulations of the organizational unit; registration of the results of monitoring the implementation of the process regulations of the organization's subdivision or the administrative regulations of the organization's subdivision.
PK-4- Able to prepare for implementation, monitor parameters and evaluate the success of changes carried out in the organization	**IPK-4.1.**Knows visual modeling languages; collection, analysis, systematization, storage and maintenance of business analysis information; information technologies (software) used in the organization, to the extent necessary for the purposes of business analysis; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis; theory of interpersonal and group communication in business interaction; conflict theory; methods, techniques, processes and tools for requirements management; theory of risk management; organization planning methods; methods and techniques for determining indicators for assessing the current or desired state of the organization; methods for evaluating the effectiveness of decisions. **IPK-4.2.**Can plan, organize and conduct meetings and discussions with stakeholders; identify, register, analyze and classify risks and develop a set of measures to minimize them; present business intelligence information in a variety of ways and formats for discussion with stakeholders; apply information technology to the extent necessary for the purposes of business analysis; analyze internal (external) factors and conditions, affecting the activities of the organization; analyze the degree of stakeholder involvement; explain the need for business analysis work; make changes in accordance with the chosen solution; assess the readiness of the organization to change in accordance with the chosen solution; develop indicators and assess the state of the organization; evaluate the business feasibility of implementing the solution in terms of the selected target indicators; analyze the activities of the organization; to model the scope and boundaries of work; collect, classify, systematize and ensure the storage and updating of business analysis information; formalize the results of business analysis in accordance with the chosen approaches; analyze stakeholder requirements in terms of quality criteria, determined by the chosen approaches; to analyze the subject area; analyze the requirements for the solution in terms of quality criteria determined by the chosen approaches; evaluate the effectiveness of the solution in terms of the selected criteria. **IPK-4.3.**Have the skills to analyze the organization's readiness for change; development and implementation of measures to prepare the organization for changes; monitoring ongoing changes in terms of achieving the developed target indicators of the solution; management of interaction with stakeholders (satisfaction, degree of involvement); management of risks caused by ongoing changes in the organization; analysis and evaluation of the effectiveness of the implemented solution; analysis of the causes and development of ways to improve the solution in case the solution does not achieve the set business goals; analysis and development of ways to adapt the organization to use the new solution.

2. Place of practice in the structure of the educational program

Training Internship (technological) refers to block B.2.2.1 of the part formed by participants in educational relations.

Training Internship (technological) is interconnected logically and content-methodically with the following disciplines of the OP:

- Organization life cycle management;
- Production management;

- Business process management;
- Process management;
- Industrial practice (pre-graduate).