

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**National Aviation University**

Faculty of Transport, Management and Logistics

Air Transportation Management Department

AGREED

Dean of the Faculty of
Transport, Management and
Logistics

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 «26» 01 2022

APPROVED

Vice-Rector on Academics


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 «01» 02 2022


Quality Management System

PROGRAM

on

Professional Training "Introduction into Major"

Educational and Professional Program: «Air Transportation Management»

Field of study: 27 «Transport»

Speciality: 275 «Air Transport Technologies»


Specialization: 275.04 «Air Transport Technologies»

Training Form	Semester	Year of study	Total (hours/credits ECTS)	Self-Study	Semester Grade
Full-time	2	1	90/3,0	90	Graded Test 2 semester

Index CB-7-275-1/21-2.2.1.1; ECB-7-275.04-1/21

QMS NAU TP 19.01-01-2022

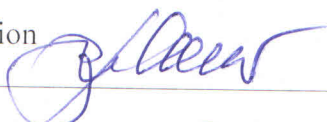
Kyiv 2022

	Quality Management System. Program on Professional Training "Introduction into Major"	Document Code	QMS NAU TP 19.01-01-2022
		Page 2 of 11	

Program on Professional Training "Introduction into Major" is based on the Bachelor Curriculum №CB-7-275.04-1/21 approved on 29.03.2021 and Bachelor Extended Curriculum №ECB-7-275.04-1/21 approved on 16.06.2021 for Specialty 275 «Air Transport Technologies», Specialization 275.04 «Air Transport Technologies», Educational and Professional Program: «Air Transportation Management» and corresponding normative documents.

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Discussed and approved at by the Graduate Air Transportation Management Department,
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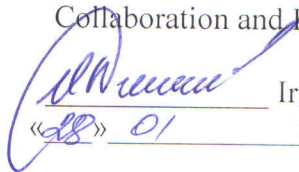
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	Quality Management System. Program on Professional Training "Introduction into Major"	Document Code	QMS NAU TP 19.01-01-2022
		Page 3 of 11	

CONTENTS

	page
1. Information about the specialty and about the educational and professional program ...	4
2. Information on training bases.....	4
3. Objectives of training.....	4
4. Purpose of training.....	5
5. General competencies.....	5
6. Professional competencies.....	5
7. Organization of training.....	6
8. Thematic plan of training.....	6
9. Results of training.....	8
10. Information sources.....	8
11. Form of training assessment according to the Regulation on evaluation of learning outcomes	9

	Quality Management System. Program on Professional Training "Introduction into Major"	Document Code	QMS NAU TP 19.01-01-2022
		Page 4 of 11	

1. INFORMATION ABOUT THE SPECIALTY AND ABOUT THE EDUCATIONAL AND PROFESSIONAL PROGRAM

Training in the specialty 275 "Air Transport technologies" is the training of specialists in the maintenance of passenger and freight transport in all modes of transport.

In the management of the transport process, the applicant for higher education institution (hereinafter - HEI) justifies and makes decisions in typical situations, using modern information technology, scientific achievements in the field of transport and methods and forms of management; conducts a constant search for new opportunities, attracts and uses resources from a variety of sources to solve problems, seeking to improve the efficiency of re-transportation. The Bachelor of Transportation Technology is an independent profession with its own professional-specific tools and skills.

Specialty 275 "Air Transport technologies", specialty 275.04 "Air Transport technologies of the educational degree "Bachelor" prepares HEI under the educational and professional program "Air Transportation Management"

The purpose of the educational and professional program (hereinafter - EPP) "Air Transportation Management" is to train highly qualified specialists in the field of aviation transport technologies, able to solve complex specialized tasks to manage technical and commercial operation of air transport systems. -plex transport problems using theories and methods of modern science, given the complexity and uncertainty of the conditions of functioning of aviation transport systems. Future specialists acquire fundamental knowledge in all aspects of the transportation process to solve practical problems in the field of air transport, in the organization of safe transportation of passengers and goods at all levels of government.

EPP "Air Transportation Management" corresponds to the mission of NAU, which emphasizes the contribution of NAU to the development of society at the national and international levels through the generation of new knowledge and innovative ideas through integration and internationalization of education, research and practice, and providing high-quality educational and research services to the citizens of Ukraine and foreigners in the training of specialists in the aerospace industry.

The EPP has no analogues among the HEI of Ukraine, taking into account the sectoral context of the aviation sector in the field of air transport.

2. INFORMATION ABOUT THE TRAINING BASE


Professional training "Introduction into Major" of higher education takes place on the basis of the Faculty of Transport, Management and Logistics of the National Aviation University with the use of educational and methodological support of the Department of Air Transportation Management and Interactive Means of the Faculty.

The training "Introduction into Major" is provided in the first year of study (2 semesters) and is 90 academic hours / 3.0 ECTS credits for graduates of full-time and part-time higher education. The duration of the training is two weeks.

3. OBJECTIVES OF TRAINING

As a result of passing the professional training "Introduction into Major" applicants for higher education **should know**:

- theoretical aspects of transport development, in particular the characteristics of the activities of transport enterprises, the use of vehicles, the development of roads;
- transport infrastructure, its components, features of technical and technological interaction, opportunities and prospects for development;
- basics of the theory of transport processes and systems;

	Quality Management System. Program on Professional Training "Introduction into Major"	Document Code	QMS NAU TP 19.01-01-2022
		Page 5 of 11	

- features of the development of transport geography, in particular, transport systems of the world, transport geography of IATA.

As a result of technological practice, applicants for higher education should **be able to**:

- apply theoretical knowledge and practical skills in the organization of transportation and management of transport with flight safety;
- to implement practical skills in performing the technological process of passenger and freight transportation;
- make independent decisions when solving practice tasks and writing a report;
- be able to work in a team;
- collect statistical materials for writing a report on professional practice "Introduction to the profession" applicants and individual tasks.

4. PURPOSE OF TRAINING

The purpose of the professional training "Introduction into Major" is to consolidate the theoretical knowledge of HEI on the organization and technology of air transportation, the basics of transport processes and systems, transport geography, transport infrastructure, general transport course, mastering modern methods and forms of organization and tools in the field of transport, formation and deepening of professional skills.

The results of the professional practice "Introduction into Major " are the acquisition of HEI general and professional competencies, skills and abilities to apply, use modern information and communication technologies to solve problems in the organization of transportation and transport technologies; to study transport processes, analyze and evaluate the parameters of transport systems and technologies; know modeling and optimization methods for effective management complex technological and organizational and technical transport complexes, etc.

5. GENERAL COMPETENCIES

As a result of studying the subject, the applicant should acquire the following **general competencies**:


Ability to exercise one's rights and responsibilities as a member of society, to realize the values of civil (free democratic) society and the need for its sustainable development, the rule of law, human and civil rights and freedoms in Ukraine.

- The desire to preserve the environment.
- Ability to work independently and in a team.
- Knowledge and understanding of the subject area and understanding of professional activity.
- Ability to abstract thinking, analysis and synthesis.

6. PROFESSIONAL COMPETENCIES

As a result of studying the subject, the applicant should acquire the following **professional competencies**:

- Ability to organize and manage the transportation of goods (by mode of transport).
- Ability to apply modeling and optimization methods for effective management complex technological and organizational and technical transport complexes.
- Ability to organize and manage the transportation of passengers and luggage (by type transport).
- Ability to quickly manage the flow of traffic.

	Quality Management System. Program on Professional Training "Introduction into Major"	Document Code	QMS NAU TP 19.01-01-2022
		Page 6 of 11	

7. ORGANIZATION OF TRAINING

Admission to the professional training "Introduction into Major" is given to those applicants for higher education who do not have academic debt. Professional training "Introduction into Major" of higher education students with a bachelor's degree in specialty 275 "Air Transport Technologies", specialization 275.04 "Air Transport Technologies", EPP "Air Transportation Management" is held for two weeks.

Organizational and methodological guidance of HEI training is carried out by teachers of the department of air transportation organization where the training is conducted. In the process of preparation for the training, HEI should get acquainted with the program and objectives of the training, the order of the training, the reporting requirements.

The instructors who manage the training conduct briefings and consultations with HEI, during which they explain all the issues of the training and supervise the work of higher education students during this period.

A necessary condition for the beginning of the training is the presence of the rector's order "On the organization of professional training" Introduction into Major ".

During the training HEI adheres to and complies with all the requirements of the National Aviation University, the rules of procedure. Freelancers who have not completed the program of professional training "Introduction into Major" and received an unsatisfactory grade in the defences of the report, are sent to training again or expelled from the university.

In case of violation of HEI labor discipline and internal regulations at the request of the head of the Air Transportation Management Department, where the training is conducted, he may be suspended from the training, as reported by the Dean of the Faculty of Transport, Management and Logistics. At their suggestion, the rector may consider deducting HEI from the school.

A characteristic feature of the educational process in the professional training "Introduction into Major" is the emphasis on the autonomous work of HEI. Trainees should take the initiative in researching professional issues, collecting the necessary materials that can be used to write term papers, articles and abstracts.

Responsibilities of HEI, Head of Training are set out in Section 4 of the Regulations on the organization of training for graduates of the National Aviation University QMS NAU P 03.01 (20) - 02-2021. Operational control is carried out by the head of training.


Applicants for higher education are administratively responsible for violating the rules of internal regulations, labor protection, fire safety and industrial sanitation established on the basis of training.

In case of non-attendance at the training for a good reason, the HEI is obliged to warn the training leaders.

8. THEMATIC PLAN OF TRAINING

Topics covered during the training:

- The main activities of aviation organizations, their role in the organization of transportation.
- The role of transport in the development of society and the economy of the state.
- Air Transport System.
- Transport infrastructure facilities.
- Infrastructural support of transport modes.
- Productivity of means of transport.
- Stages of development of transport processes and systems.
- Rational use of the aircraft fleet.
- Regional transport systems of the world

	Quality Management System. Program on Professional Training "Introduction into Major"	Document Code	QMS NAU TP 19.01-01-2022
		Page 7 of 11	

- Characteristics of the world transport system.
- Transport and logistics systems of the world.
- IATA Transport Geography.
- Features of economic development and transport.
- Characteristics of vehicles and technical means of cargo delivery.
- Identification of promising ways to develop modes of transport.

The content of professional training "Introduction into Major" is determined by its purpose, objectives and specified by the individual task of the head of training.

In accordance with the plan-schedule of professional training "Introduction into Major" (Table 1), the applicant develops a calendar plan, which reflects the sequence of study of issues covered by the training, and the time required for this.


Table 1

Kinds of Activity	Self-Study (hours)
Registration of training documents	Before the training starts
Briefing on labor protection	2
Drawing up an individual plan and coordinating it with the head of training	10
Familiarity with the structure of the practice base, the main departments	15
Analysis of the structure of the practice base, organization of basic technological processes	15
Execution of the thematic plan and individual tasks of the head of practice according to the plan-schedule	40
Registration and protection of the report	8
Total	90

HEI starting professional practice "Introduction to the profession" practice gets acquainted with the rector's order of the internship, its purpose, objectives, content and procedure, the requirements for the preparation of reporting documents. Then there is the implementation of the individual plan of the internship program, in accordance with the task of the head of the internship, acquaintance with the information and methodological framework of the internship, comprehensive analysis of regulations defining the requirements for preparation and conduct of the educational process.

Experienced teachers of the department are involved in the management of the professional training "Introduction into Major", whose responsibilities includes:

- explain the purpose and objectives of the practice, to get acquainted with its program and reporting form, the basic requirements for the report and practice diary;
- together with the applicant to develop an individual task for practice;
- to set tasks for independent work of higher education students during the training with the issuance of individual tasks, to provide the necessary consulting assistance;
- to assist applicants for higher education on issues related to training and reporting;
- determine the scope and nature of educational assignments to the applicant for higher education;
- to participate in the discussion of problematic issues of theory and practice of international economic relations and international business;

	Quality Management System. Program on Professional Training "Introduction into Major"	Document Code	QMS NAU TP 19.01-01-2022
		Page 8 of 11	

- submit to the head of the department a written report on the results of the practice with comments and suggestions for improving its organization and conduct.

In case of non-appearance of higher education applicants for training, violation of labor discipline, neglect of their responsibilities, as well as conflict situations, the head of training informs the department and the dean's office of the faculty in writing (report).

The results obtained by HEI during the performance of individual tasks can be further used in the course work, abstracts and other goals.

The results of the training are discussed at a meeting of the Air Transportation Management Department after its completion.


9. RESULTS OF TRAINING

As a result of studying the subject, the applicant must achieve the following learning outcomes:

- take responsibility, show public awareness, social activity and participation in the life of civil society, think analytically, critically understand the world.
- give answers, explain, understand explanations, discuss, report to the state language at a level sufficient for professional activity.
- formulate, modify, develop new ideas for improving transport technologies.
- develop, plan, implement methods of organizing safe activities in the field of transport systems and technologies.
- develop and use transport technologies taking into account the requirements for environmental protection.
- classify and identify transport processes and systems. Evaluate the parameters of transport systems. Perform system analysis and forecasting of transport systems.

10. INFORMATION SOURCES

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	Quality Management System. Program on Professional Training "Introduction into Major"	Document Code	QMS NAU TP 19.01-01-2022
		Page 9 of 11	

11. FORM OF TRAINING ASSESSMENTS ACCORDING TO THE REGULATION ON EVALUATION OF LEARNING OUTCOMES

The report on professional training is checked and evaluated by the head of training in accordance with the Regulations on the rating system for assessment of the knowledge and practical skills acquired by higher education students during the professional training "Introduction into Major".

During the defense of the report, the HEI should describe the work personally performed, show knowledge of the theory and practice of work organization.

Evaluation of certain types of professional training performed by the student is carried out in points in accordance with table. 2.

Таблиця 2

Assessment of certain types of student educational work		
№	Types of module tasks	Max. grades
1	Acquaintance with the program of practice, drawing up and coordination with the head of the plan-schedule and the individual task.	10
2	Undergoing occupational safety training. Familiarity with the structure and the main transport units of the practice base	10
3	Preparation, design, and submission of reports to the department in a timely manner	10
4	Protection of the report, which should include: - the structure of the enterprise and its main transport units - analysis of production and economic activities of the enterprise and transport work. - analysis of the network of air routes and fleet of aircraft. - collection of statistical data for the diploma project. - fulfillment of the individual task of the head. - approbation of project proposals.	70
Усього		100

To be admitted to the defense of the training report, the student must score at least 42 points

Evaluation of the results of the implementation and defense of the report on professional training "Introduction into Major" is carried out by a commission headed by the head of the department. The commission consists of heads of practice, as well as teachers of the department, who taught disciplines on the program of training.

The completed type of educational work is credited to the HEI if it has received a positive grade for it on a national scale.

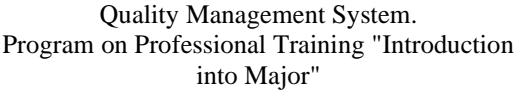
In case of receiving an unsatisfactory assessment for the implementation and protection of the report on the training of the issue of its re-compilation is resolved in the prescribed manner.

Reassignment of a positive test score in order to increase it is not allowed.

The final semester rating in practice is equal to the sum of the grades for all types of work provided for in the internship program and the defense of the practice report, and is converted into grades on the national scale and the ECTS scale.

The final semester grades in points, on the national scale and on the ECTS scale is entered in the test report, study card and individual student record book.

The final semester grades is entered into the individual students' record book and study card of the higher education applicant, as follows: **92/Excellent./A**, **87/Good/B**, **79/Good/C**, **68/Satisfactory/D**, **65/Satisfactory/E** etc.



QMS NAU TP 19.01-01-2022

Page 10 of 11

(Φ 03.02 – 01)

АРКУШ ПОШИРЕННЯ ДОКУМЕНТА

№ прим.	Куди передано (під-розділ)	Дата видачі	П.І.Б. отримувача	Підпис отримувача	Примітки

(Φ 03.02 – 02)

АРКУШ ОЗНАЙОМЛЕННЯ З ДОКУМЕНТОМ

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