* + Title page
	+ Table of contents
	+ Introduction
	+ Body (main part)
	+ Conclusion
	+ Reference list
	+ Appendix

**In the introduction,** writethe rationale for choosing a certain work placement, state the relevance of the problem, define aims and objectives of the internship, determine the obtained results, and provide the description of the report’s structure.

**The body (main part)** should contain:

1. Brief information about the place of internship: profile of the organization.
2. Explanation of how the objectives for the internship were set. The theoretical and methodological base necessary to reach the objectives. Justification of the choices you made in terms of methods and means used to reach the objectives.
3. Description and justification of the main results.
4. Analysis and synthesis of data, information, and materials collected during internship on the subject of your master's thesis research.

**The conclusion** should include synthesis of the internship results and the key findings.

**The reference list** should contain the sources used.

**Appendices** should contain:

1. Materials that provide the report with necessary details on the decisions made for reaching the internship’s goals and objectives, tables, business process models, etc.
2. A detailed plan and separate sections of the master's thesis.

**Report design** is carried out per the requirements defined in the methodological recommendations on written works for students of the “Business Informatics” area of study.