

- General criteria for admission and examinations: there are common rules and admission procedure for all applicants. Examinations, taken at one of the universities of the consortium, are automatically recognized by all the others.

- Integration courses: the curriculum, developed in collaboration with the consortium members, is realized in the framework of the training program.

- Mobility: the education takes place in different educational institutions - members of the consortium. The sequence of educational periods and mobility options are indicated in each program.

- Guaranteed awarding of diplomas – general, double or multiple, recognized in member countries of consortia [3].

Besides the Masters courses Erasmus Mundus offers courses in PhD degree programs. PhD degree in the framework of Erasmus Mundus provides:

- participation in one of PhD programs in accordance with the conditions, defined by the consortium implementing this program,

- training/ researching work in at least 2 countries – members of the consortium,

- studying/ researching work most of the period in EU country – a member of the consortium or in another country which is among the associated partners.

Procedures and criteria for awarding the individual scholarships by PhD candidates are determined by a consortium of universities implementing the relevant program. All scholarship Erasmus Mundus programs aim:

- to promote the European higher education,

- to prepare qualified specialists who have received the qualification and experience in the European Union around the world,

- to establish good relations between the institutions in Europe and other countries,

- to distribute the European education throughout the world.

Erasmus Mundus Scholarships for different programs and categories of applicants may cover no more than 75% of tuition fees or cover flights, accommodation and insurance.

In order to get a scholarship of Erasmus Mundus, a good knowledge of the foreign language, as well as the educational level, can be required. In most cases, it is the English language, and an application for the grant is done in it.

It should be noted that the system of values, accompanied a man all his life, is formed to a large extent during the study at young ages. Subsequently this can facilitate to the beneficial cooperation between organizations and countries as a whole.

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### **TIME MANAGEMENT AS ESSENTIAL SKILL FOR SUCCESSFUL CAREER IN COMPETITIVE ENVIRONMENT**

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Globalization processes which take place in our society, extension of economical, political, cultural and human relation contacts, implementation of modern technologies, and integration of national educational system into international educational environment lead to increase in competition on the labour market and determine the demand for employees who are capable of professional development and are flexible in changing conditions of international collaboration.

The modern community requires the graduate of an educational institution to be successful in his professional activity and could make a career independently, work in competitive environment at national and international levels, thereby, contributing to prosperous wellbeing of the society.

The society expectations in the area of education are to give a comprehensive training to a graduate and bring up a person who is willing to actively participate in intercultural professional communication. This long-term goal demands that an undergraduate (a future expert) will take part in a variety of skill-forming activities. However, success in professional activity is, to a greater degree, dependent on mastering skills of using time effectively.

Most people do not have skills to organize their activities during a day in an efficient way. This results in reduction of productivity and, consequently, causes emotional tension, panic, physical discomfort. On the work place the employee can look depressed and uninterested. Negative emotions in the professional communication can be the reason

for conflicts with colleagues and different misleading errors which do let achieve career goals. To avoid such misfortunes it is necessary to properly plan your time. The experience shows that great achievers are really good at time management techniques.

Time management is the process of organizing and planning how much time you spend on specific activities to increase productivity. Good time management requires concentrating on the results rather than activities. If you are busy all the day long, this does not mean your efforts are productive [1]. The flow of various activities makes you divide your attention between many tasks. You usually make a terrible fuss about with no results. Good time management lets you work not only harder but, what is more important, smarter, as a consequence you get more done in less time.

The benefits are enormous and among them there is greater productivity and efficiency, a better professional reputation, less stress, increased opportunities for advancement, greater opportunities to achieve important life and career goals. Failing to manage your time effectively can have some very undesirable consequences such as missed deadlines, inefficient work flow, poor work quality, a poor professional reputation and a stalled career, higher stress levels.

Time management skills development comprises a wide range of activities in the following major areas [4]:

- *Goal setting:* To start managing time effectively, you need to set goals. When you know where you are going, you can then figure out what exactly needs to be done and in what order.
- *Prioritization:* It is especially important to prioritize what needs to be done. Without it, you may work very hard, but you will not be achieving the results because what you are working on is not of strategic importance. To work efficiently you need to work on the most important, highest value tasks.
- *Scheduling:* Much of time management is about effective scheduling of your time. When you know what your goals and priorities are, you need to create a schedule that helps you achieve them, and protects you from stress. This means understanding the factors that affect the time you have available for work. You not only have to schedule priority tasks, you have to leave room for interruptions.
- *Concentration and focus:* The next issue is to know what you should do to minimize the interruptions you face during your day. There are always phone calls, information requests, questions from employees, and a lot of events that happen unexpectedly. Some of them you must do immediately, but others need to be managed. Managing interruptions trains you to minimize your interrupted time, and remain focused on your job
- *Self-motivation:* One more serious problem is procrastination. You should not postpone tiring tasks, since after too many "laters" the work piles up so high that any task seems impossible. The best way to beat this bad habit is to recognize that you do indeed procrastinate. Then you need to figure out why. Once you know why you procrastinate then you can plan to get rid of this habit. Moreover, to maintain high motivation levels, you should reward yourself for getting jobs done, and remind yourself regularly of the horrible consequences of not doing those boring tasks.

Many efficient methods can help a person develop these skills. The special technique for training in concentration and focus on the tiring activities attracted our attention; since the Pomodoro Technique is a simple and attractive method that improves your productivity and protects your health due to regular short breaks in your day schedule. According to this method you should break the work into short, timed intervals (called "Pomodoros") that are separated by short breaks [3]. This trains your brain to focus for short periods, and actually enhances your work concentration when you return back to the task after a break. Thus, regular breaks support your motivation and keep you creative.

The Pomodoro Technique implies several stages [2].

1. You should check your schedule. You look at your to-do-list, and estimate how long each task should take you, in terms of the number of pomodori (25-minute sessions). After that you can schedule your tasks so that they fit comfortably with your other activities during the day. Also you must include in time for your breaks: five minutes for each session completed, plus a longer 20- to 30-minute break at a natural stopping point (for example after you have completed a particular task, or after four pomodori).

2. You should set your timer. Before that you prepare everything you will need and only then set your timer for the work period you have chosen. You may use all sorts of ordinary and online timers, some Pomodoro timer for your iPhone or Adroid device is also available at present. You should concentrate only on your work, thus do your best to minimize possible interruptions before you begin.

3. You should work on your particular task. You should actually concentrate all your attention on the task you are doing during the pomodori session. You should not think about other tasks. If some idea about it comes to your mind, you may write it down on a notepad and put it aside for the next session. You make check how many pomodori each planed task takes you, and use this information for future planning. This way it is possible to trace raise of productivity levels.

4. You should take a short break. When your timer switches off, it is useful to take a five-minute break to get away from the table, move around and get some exercise. You need these breaks to rest and restore your energy. During the break you must try not to think about the results of your activity. The break provides your brain time to absorb what you have learned.

5. You should continue your work sessions and take a longer break. When your break is over, reset your timer for the next session and continue your work. When you have completed four pomodori, take a 20- to 30-minute break. Use it to go for a walk, eat a healthy snack, have lunch, read a book anything that can take you away from your desk for a while and clears your mind of what you were doing before.

There are several benefits of using the Pomodoro Technique to manage your time. It allows you to makes large projects less tiring. Regular short breaks are good for your health and improve your concentration, which raises productivity levels. Moreover, since your mind gets some rest, you may process information more effectively, and make

ideas come together. Taking rest and keeping high energy levels may help you to be systematic and organized, and you will feel less tired in the afternoon.

On the other hand, the method may not suit everyone. Some people may dislike interrupting the activity with short breaks, since it may ruin their inspiration. Moreover, scheduled breaks may turn your day into monotonous routine. It seems also be difficult to follow a disciplined schedule of pomodoro if you work in a fast-paced organization or experience frequent interruptions from colleagues or customers. You should always resist the temptation to postpone the next pomodoro session. The technique itself can be made more flexible. You may vary a traditional method and have three pomodoro followed by a 20-minute break. It is quite possible that you will prefer five sessions followed by a 30-minute break. This system will suit you better. The Pomodoro Technique seems to be simple and easy to implement. It actually requires a timer and your in-born desire to improve your health and your productivity.

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### COMPETENCE REQUIREMENTS FOR SPECIALISTS IN MULTINATIONAL COMPANIES (BY THE EXAMPLE OF «SCHLUMBERGER» AND «SHELL»)

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The world in the XX century has begun to change. The previous stereotypes and life points stopped working, the standards changed. Speaking about the way of thinking, special attention should be paid to its criteria, which is especially important for the last quarter of the century. There some changes occurred: the prohibitory way of thinking turned into a permissive one. Moreover, it received the connection with ethics, philosophy, politics, thus expanding the field of classical rationality. It included what was previously rejected as unacceptable: traditions, mythology, intuitive understanding of reality, and so on. The habitual skill restructuring of understanding occurred. But, by committing communication acts, a man faced with the Others as before and had to interpret them, carry out a reflection, explain and understand their speech. For these purposes the different theories of communication began intensively to develop.

The main purpose of communication process is the understanding of the information that is the subject of communication or a message. However, the information exchange does not guarantee the effectiveness of communication between people involved in the process. To understand better the information exchange and the conditions of its efficiency, you need to be aware of the communication stages which involve two or more people. The communication requires the obligatory level of competence and compliance with linguistic norms. The difficulty in establishing the communication is related to the fact that when you join another culture, the same words may have different definitions and even values. Some words can't be properly defined. The meanings of words can often be transferred indirectly. The dialogue involves the interpretation of concepts, context, creative intuition, imagination in the process of communication. Dialogue can't be achieved without the means of the poetic language [1].

The communication theory is of particular importance in the period of globalization processes in the world, especially when we are dealing with the formation of open and closely interacting and interconnected cultures. Our daily communication medium has a number of symbolic codes and specific set of tools for a communicative interaction. While communicating with other people, we use models and tactics of behavior that have been adopted and fixed in our socio-cultural environment in the course of historical development. Together with them, we perceive the stereotypes which are not always wrong.

The examples of intercultural communication problems can be represented by the example of Yuzhno-Sakhalinsk in Russia. In this city, a lot of foreign workers from other countries live. They even have their settlements there. For example, a residential complex "Winter" is built specifically for foreign employees of such companies as: "Sakhalin Energy", "Shell", "Schlumberger" and others. These people live in Russia and interact with Russian-speaking people. Both sides do not often have sufficient language knowledge to communicate with each other. There is a real problem of communication. Sometimes it can lead to a quarrel and aggression, because one word can have different meanings. Such words may offend the interlocutor, especially if they are said at the wrong tone or context. Therefore, the question of studying the local language norms and etiquette rises sharply. To solve the communication problems people should possess communication skills and competencies.

The active competence level, that is the use of conceptual knowledge in practice, represents a direct communication process, which aims to help the communicants to overcome language and cultural barriers as well as come to the understanding and/ or compromise. Any communication causes certain feelings and emotions among the participants. The result of the effective level formation of intercultural competence is a tolerant and polite response to