

APPROVED

Head of the Department of Obstetrics
and Gynecology



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**Technology for conducting
group and individual consultations, including practice sessions,
in the Department of Obstetrics and Gynecology
in the spring semester of the 2025-2026 academic year**

1. Procedure for conducting consultations, including work-arounds, during the semester:

1.1. Group and individual consultations are conducted without permission from the dean's office.

1.2. Unexcused absences from seminar-type classes are made up, without permission from the dean's office, during a departmental work-around with the student's instructor, according to the established consultation schedule, including work-arounds, orally (interview on assessment questions from the assessment tool fund).

1.3. Valid absences from seminar-type classes (due to illness, participation in sports, scientific, or other events) are made up, subject to permission from the dean's office, and with prior agreement with the instructor, during a "final" class (knowledge, skills, and abilities assessment) covering the topic of the absence, in the form of additional questions on the missed topic.

1.4. Unsatisfactory grades for final classes may be remedied without permission from the dean's office by attending a departmental remediation session with the instructor, according to the established consultation schedule, including remediation sessions, orally (interviews on assessment tools).

1.5. Only one class may be remedied at a time during the semester.

1.6. The number of students admitted to remediation sessions by the instructor at a time is limited to 10-12 minutes per student, with a maximum of 10 students per session.

2. Procedure for conducting consultations, including practice sessions, at the end of the semester:

2.1. At the end of the semester, outstanding debts are addressed orally to the instructor at the department practice session, according to the established consultation schedule, including practice sessions. (This includes an interview on assessment tools.)

2.2. The number of students seen by the instructor on duty at one time for practice sessions is limited to 15 during the pre-session period.

3. Recording information on the completion of practice sessions:

3.1. When conducting consultations, including practice sessions, in person, information about the consultation/work session is recorded in the department journal using the established form. All information is entered into the journal immediately during the consultation/work session, with the exception of a mark, which may be entered into the journal within three business days after the consultation/work session (in the case of completing assignments on the EIEP and subsequent review by the instructor). Within the same timeframe, the fact of the work-off and/or the grade received must be entered into the student's current academic performance and attendance log for the student's seminar/lecture group.

3.2. When conducting consultations, including work-offs, using distance learning technologies, information about the consultation/work-off is recorded in the appropriate forum on the electronic information and educational portal. The results of the work-off (passed or failed) and/or the grade received must be entered into the student's current academic performance and attendance log for the student's seminar/lecture group no later than three days after the work-off.