

APPROVED
Head of the Department of Urology

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**Methodology for Conducting Group and Individual Consultations,
Including Make-up Sessions, at the Department of Urology for the Autumn
Semester of the 2025– 2026 Academic Year**

1. Technology of conducting consultations, including practical training, during the semester:

1.1. Group and individual consultations are held without providing permission from the Dean's office/Institute.

1.2. Absences of seminar-type classes for **disrespectful** reasons are worked out without providing permission from the dean's office to their teacher in accordance with the established schedule of consultations, including working out, in oral and/or written form.

1.3. Absences of seminary-type classes for **a valid** reason (due to illness, participation in sports, scientific and other events) are fulfilled subject to the provision of permission from the dean's office on a general basis (see clause 1.1.), with prior agreement with the teacher, at the "final" lesson (control of knowledge, skills) including the subject of the omission, in the form of additional questions on the omitted topic.

1.4. Unsatisfactory marks for "final" classes are worked out without providing permission from the dean's office/institute to their teacher in accordance with the established schedule of consultations, including working out, in oral and/or written form.

1.5. During the semester, only one lesson is allowed to be completed at a time.

1.6. The number of students accepted by the teacher for training at one time is limited based on the calculation of 10-12 minutes per student.

2. Technology of conducting consultations, including practical training, at the end of the semester:

2.1. At the end of the semester, debts are worked out to their teacher in accordance with the established schedule of consultations, including working out, in oral and/or written form.

3. Recording information about the execution of mining operations:

3.1. When conducting consultations, including practical training, in person, information about the fact of conducting a consultation/practical training is recorded in the official journal in accordance with the established form. At the same time, all information is entered in the journal directly during the consultation/development, with the exception of a mark for which it is allowed to enter in the journal within three working days after the consultation/development

(in the case of written tasks with subsequent verification by the teacher). At the same time, the fact of completion and/or mark should be entered in the log of current academic performance and attendance of students in the seminar/lecture type of group in which the student is studying.

3.2. When conducting consultations, including practical training, using distance learning technologies, information about the fact of conducting consultations/practical training is recorded in the corresponding forum on the electronic information and educational portal. The results of practical training (credited or not credited) and/or the received mark must be entered in the log of current academic performance and attendance of students in the seminar/lecture type of group in which the student is studying no later than three days after the completion of practical training.