

APPROVED

Head of the Department of General Hygiene and Ecology of the Institute of Public Health named after N.P. Grigorenko



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**Technology of conducting  
group and individual consultations, including work-offs,  
at the Department of General Hygiene and Ecology of the N.P. Grigorenko Institute of  
Public Health  
in the spring semester of the 2026-2027 academic year**

1. Technology of conducting consultations, including practice sessions, during the semester:

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

1.2. Group and individual consultations are conducted by prior appointment, the recording journal is in the laboratory (room 4-77).

1.3. Absences from seminar-type classes for an unjustified reason are worked off without permission from the dean's office/institute at the department practice session to the teacher on duty according to the established schedule of consultations, including practice sessions, in oral (answering theoretical questions) and written (solving a situational problem) form.

1.4. Absences from seminar-type classes for a valid reason (due to illness, participation in sports, scientific and other events) are worked off subject to permission from the dean's office/institute on a general basis (see paragraph 1.1.).

1.5. Unsatisfactory marks for "final" classes are worked off without permission from the dean's office/institute at the department's work-off to the teacher on duty according to the established schedule of consultations, including work-offs, in oral (answering theoretical questions) and written (solving a situational problem) form.

1.6. During the work-off, only one class at a time is allowed to be worked off.

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

2. Technology of conducting consultations, including work-offs, at the end of the semester:

2.1. At the end of the semester, outstanding debts are worked off at the departmental work session with the teacher on duty according to the established schedule of consultations, including work sessions, in oral (answering theoretical questions) and written (solving a situational problem) form.

3. Recording information about the conduct of work sessions:

3.1. When conducting consultations, including work sessions, in person, information about the fact of conducting a consultation/work session is recorded in the departmental journal in the established form. In this case, all information is entered into the journal directly during the consultation/work session.

3.2. When conducting consultations, including work sessions, using distance learning technologies, information about the fact of conducting a consultation/work session is recorded in the relevant forum on the electronic information and educational portal.