

APPROVED

Head of the Department of Fundamental Medicine
and Biology



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15.01.2026

Technology for conducting group and individual consultations, including working off, at the Department of Fundamental Medicine and Biology in the 2025-2026 academic year

1. Technology for conducting consultations, including working off, during the semester:

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

1.2. The absence of seminar-type classes in the discipline **for disrespectful reasons** is worked off without giving permission from the dean's office to the teacher on duty according to the established schedule of group and individual consultations, including working off (interview on control questions from the assessment fund).

1.3. The absence of seminar-type classes **for a valid reason** (due to illness, participation in sports, scientific, etc. events) is worked off on condition that permission is granted from the dean's office to their teacher at the "final" lesson in the verbally form on additional questions on the missed topic or on follow-up to the teacher on duty according to the established schedule of group and individual consultations, including working off (interview on control questions from the assessment fund).

1.4. Unsatisfactory grades are worked out verbally without permission from the dean's office to the teacher on duty according to the established schedule.

1.5. When working off the absence of seminar-type classes for a disrespectful reason, it is allowed to work out only one lesson at a time. When working off the absence of seminar-type classes for a valid reason, it is allowed to work out two lessons at a time.

1.6. The number of students for working off accepted by the teacher at a time is limited based on the calculation of 10-12 minutes per student. The number of students accepted by the teacher on duty at one time is limited to 15 people during the semester.

2. Technology for conducting consultations, including working off, at the end of the semester:

2.1. At the end of the semester, liquidation of current debt is worked off verbally to the teacher on duty according to the established schedule (see section 1.2.).

2.2 The number of students accepted by the teacher on duty at one time is limited to 20 people during the pre-session period.

3. Recording information about the workings:

3.1. When conducting consultations, including face-to-face form, information about the fact of the consultation/work-off is recorded in the cathedral journal in accordance with the established form. At the same time, all information is entered into the journal directly during the consultation / working off, with the exception of the mark for which it is allowed to be entered into the journal within three working days after the consultation/working off (in the case of assignments using the electronic information and educational portal). At the same time, the fact of working off and/or the mark should be entered in the journal of the current academic performance and attendance of the group in which the student studies.

3.2. When conducting consultations, including working off, using distance learning technologies, information about the fact of consultation / working off is recorded in the relevant forum on the electronic information and educational portal. The results of the working off (credited, not credited) and/or the mark received, no later than three days after the training, must be entered in the journal of current academic performance and attendance of the group in which the student studies.