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26.08.2025

Technology of group and individual consultations, including practice sessions, at the Department of Otorhinolaryngology in the fall semester of the 2025-2026 academic year

1. The Instruction has been developed in accordance with the following regulations:
 - Order No. 245 of the Ministry of Education and Science of the Russian Federation dated 04/06/2021 "On Approval of the Procedure for Organizing and Implementing Educational Activities in educational programs of Higher Education — Bachelor's degree programs, specialty programs, Master's degree programs";
 - local regulations of the Federal State Budgetary Educational Institution of Higher Education VolgSMU of the Ministry of Health of the Russian Federation, Order No. 1230-KO dated 09/01/2022 "On Approval of a New Version of the Instructions for Conducting Individual Consultations, including Testing, at the Federal State Budgetary Educational Institution VolgSMU of the Ministry of Health of the Russian Federation"
2. Students are given the opportunity to receive individual consultations, including practical training, in all disciplines (modules) of the educational program being mastered.
3. Individual consultation refers to the time allocated for the teacher's answers to students' questions on problematic aspects of the subject of Otorhinolaryngology classes that cause difficulties in mastering.
4. Working out is defined as the liquidation of current debts in accordance with the "Regulations on the forms, frequency and procedure of current control and interim certification of students, as well as on the expulsion of students to the Federal State Budgetary Educational Institution of Higher Medical Education of the Ministry of Health of the Russian Federation."
5. The time and method of counseling, including practice sessions, is set by the schedule for the Department of Otorhinolaryngology, approved by the head of the department for the current academic year. The schedule is posted on the website and in the electronic information and educational portal of the Federal State Budgetary Educational Institution of Higher Education VolgSMU of the Ministry of Health of the Russian Federation (hereinafter — EIOP VolgSMU) and brought to the attention of students.
6. The method of individual consultations by teachers, including practice sessions, is determined depending on the form of implementation of seminar-type classes in the discipline of Otorhinolaryngology.:
 - 6.1. when conducting classes remotely, individual consultations, including training sessions, are conducted using distance learning technologies and e—learning (hereinafter referred to as DOT and EO);
 - 6.2. when conducting full-time classes, individual consultations, including training sessions, are conducted in person.
7. Liquidation of current debt of Russian students:

7.1. Upon receipt of an unsatisfactory grade for the final lesson / or if a lesson is missed for a disrespectful reason, the liquidation of the current debt is organized by the Department of Otorhinolaryngology in accordance with the established schedule, while permission to work out from the dean's office / institute is not required.

7.2. If a student misses a class for a valid reason, the student submits to the relevant dean's office documents confirming the valid reason for missing the class, on the basis of which the student is given the appropriate permission, submitted to the department to determine the technology for eliminating the current debt incurred for a valid reason.

8. Liquidation of current debts of foreign students:

8.1. Upon receipt of an unsatisfactory mark for the final lesson, the liquidation of the current debt is organized by the department in accordance with the established schedule 2, while granting permission to work out from the dean's office is not required.

8.2. If a student misses a class, they are required to provide a work permit from the dean's office. At the same time, if there is a valid reason for missing a class, the student submits to the dean's office documents confirming the valid reason for missing the class, on the basis of which the student is given an appropriate permit, submitted to the department to determine the technology for eliminating the current debt that has arisen for a valid reason.

8.3. Liquidation of arrears in case of non-fulfillment of the curriculum by students is carried out only with permission to work out from the dean's office and is possible

8.3.1. according to an individual work plan according to the general schedule

8.3.2. during individual lessons with a teacher

8.3.3. according to the schedule of the Institute UP to according to the work programs

Methodology of conducting individual consultations, including practice sessions, at the Department of Otorhinolaryngology in full-time

1. Upon receiving an unsatisfactory grade for the final lesson, the student must eliminate the debt.

1.1. The admission for the liquidation of current debt is a successful EOIP test on all topics included in the checked block according to the thematic seminar-type lesson plan.

1.2. During the training, the student is asked to complete several types of tasks:

1.2.1. answer the test questions on the topic of the lesson,

1.2.2. solve a situational task on the topic of the lesson,

1.2.3. give a written answer to the questions.

1.3. The work is checked by a teacher who conducts seminar-type classes in this discipline for a particular student. If necessary, the teacher can ask clarifying questions about the work done.

2. If you miss a seminar session, the debt must be eliminated (if there is no debt on the current block for the final lesson).

2.1. The admission for the liquidation of current debt is:

2.1.1. availability of a summary on the missing topic,

2.1.2. successful testing on a missed topic / final according to the thematic seminar-type lesson plan.

2.2. During the training, the student is asked to complete several types of tasks:

2.2.1. answer the test questions on the topic of the lesson,

2.2.2. solve a situational task on the topic of the lesson,

2.2.3. give a written answer to the questions.

Instructions for conducting individual consultations, including testing, at the Department of Otorhinolaryngology of the Federal State Budgetary Educational Institution of Higher Medical Education of the Ministry of Health of the Russian Federation in 2025-2026 were approved at the meeting of the Department of Otorhinolaryngology No. 1 dated August 26, 2025

Заведующий кафедрой оториноларингологии



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Methodology of conducting individual consultations, including testing, using DOT and EO at the Department of Otorhinolaryngology

If necessary, and by changing the educational process using DOT and EA

1. VK Teams (hereinafter referred to as PVK) has been selected as the main program for video communication in the 2025-2026 academic year. To do this, students need to register in the program and log in using their first and last name as an account name/alias.
2. Possible options for consulting, including taking time off, using DOT and EA: • synchronous interaction – performing tasks in real time (video interview in the office, written chat, etc.) preferably for practice sessions Asynchronous interaction – answers to questions in the established mode on the EOIP (Q&A type of forum) (preferably for individual consultations).
3. Students are provided with written assignments completed within the framework of testing using DOT and EO, carried out at the EOIP of the Department of Otorhinolaryngology of VolgSMU in the section "Individual consultations and testing" (completed test, summary of homework on the recipe, summary of theoretical material on the missed topic, solved situational tasks, etc.). platforms are not allowed.
4. To carry out the tests, the teacher uses assessment tools from the fund of assessment tools of the relevant discipline (module), practices placed in the corresponding sections of the EOIP of the Department of Otorhinolaryngology of VolgSMU.
5. The fact of individual consultation and testing is recorded: when conducted using DOT and EO, in the forum "Individual consultations and testing of the Department of Otorhinolaryngology of VolgSMU; when conducted in person, in the cathedral journal of individual consultations and testing.
6. Upon receiving an unsatisfactory grade for the final lesson, the student must eliminate the debt before the next final work.
 - 6.1. The admission for the liquidation of current debt is a successful final EOIP test for the block under review according to the thematic seminar-type lesson plan.
 - 6.2. During testing with the use of DOT and EO, the student is asked to complete several types of tasks after connecting to the PVK:
 - 6.2.1. Take the employment test.
 - 6.2.2. Give a written answer to the questions.
 - 6.2.3. Attach a photo of the answers to the questions in the appropriate section "Individual consultations and training" in a single PDF document.
 - 6.3. The work is checked by a teacher who conducts seminar-type classes in this discipline for a particular student. If necessary, the teacher can ask clarifying questions about the completed work online in the PVK.
7. If you miss a seminar/final lesson, the debt must be eliminated (if there is no debt on the current block for the final lesson).
 - 7.1. Admission for the liquidation of current debt is:
 - 7.1.1. availability of a summary on the missed topic

7.1.2. successful EOIP testing on a missed topic / final testing (for final work) according to the thematic seminar-type lesson plan.

7.2. During the practice with the use of DOT and EO, the student is invited to complete several types of tasks:

7.2.1. take a test on the topic of the lesson,

7.2.2. Give an oral answer to questions on the missed topic during the interview via video link at the PVK.

7.2.3. Solve the proposed situational problem

7.2.4. Attach a photo of the answers to the questions and completed homework in the appropriate section "Individual consultations and work-out" in a single PDF document. 8. Informing the student about the results of testing (whether the work is counted, a mark is given during evaluation) is carried out: during testing using DOT and EO — in the corresponding branch of the forum "Individual consultations and testing (full name of the teacher)" (type of forum "Question-answer") of practice at EIOP.

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