

«Approve»
Head of the department,
Professor Y.I.Karpenko

**PROCEDURE FOR SETTING OFF ACADEMIC DEBT
at the Department of Internal Medicine No. 1**

The procedure for working out missed lectures by students.

1. The student must know the material presented at the lecture and reflect it in the relevant practical session and final control.
2. A student who has not rework even 2 academic hours of missed lectures is not admitted to the final examination.
3. It is possible to rework for missed lectures without the dean's permission from Monday to Friday from 2:40 p.m. **through an interview with the lecturer.**
4. To rework for a missed lecture session, the student must submit: **a written synopsis of the lecture or an essay on the topic.**

Procedure for making up missed practical classes.

A student who missed classes has the right to rework for them *within two weeks* from the date of the absence *without the permission of the dean of the faculty*, regardless of the reasons for the absence.

A student who missed *no more than two days* is allowed to work at the department without the permission of the dean of the faculty.

A student *who has not rework missed classes within two weeks* is not allowed to attend classes and practice at the department *without the permission of the dean of the faculty*.

A student who missed classes for valid reasons receives permission to practice classes according to an individual schedule. rework of missed classes according to an individual schedule is carried out daily, but no more than one class per day at the department. Completed individual schedules are stored at the department until the student completes the study of the academic discipline.

Missed practical lessons are reworked by the student to the teacher of the group from Monday to Friday from 2:40 p.m. to 4:00 p.m. During the semester, *no more than one lesson* is practiced on a working day, *no more than three on Saturdays*.

One teacher can accept no more than 15 students for practice.

The deadline for liquidation of the current academic debt is *no later than 2 days* before the start of retaking exams in accordance with the retaking schedule approved by the rector.

The procedure for rewriting unsatisfactory grades

Current performance. The student is obliged to rewrite the unsatisfactory grades in the discipline if the average score of his current performance does not reach the minimum level of 3.00, but no later than the day of the final control, during practice classes according to the rotation schedule of the department's teachers, approved at the methodical meeting.

Positive results of rescheduling are entered in the Journal of exercises of missed practical classes..." and "Journal of records of attendance and success of students".

A student does not retake current unsatisfactory grades in a discipline if he has the minimum score (3.0) for admission to the control measures.

Head of the educational department, associate professor



O. V. Savelieva