

“Approved”
Head of the department
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PROCEDURE FOR SETTING OFF ACADEMIC DEBTS
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 corresponding practical (seminar) session and final control.
2. A student who has not completed even 2 academic hours of missed lectures is not admitted to the final examination.
3. It is possible to make up a missed lecture session without the permission of the dean from Monday to Friday according to the schedule after 1:30 p.m. **through an interview with the lecturer.**
4. To make up for a missed lecture session, the student must submit: **a written summary of the lecture or an essay on the topic.**

Procedure for making up missed practical classes.

A student who missed classes can make up 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 eliminated 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. Workup 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 classes are made up by the student to the teacher on duty according to the department's practice schedule: **twice a week (Wednesday from 2:30 p.m. to 4:00 p.m. and Saturday - the day of practice and consultations from 9:00 a.m. to 1:00 p.m.). During the semester, no more than one class is practiced on a working day, and no more than three on Saturdays.**

On the day of work, the teacher on duty must be at the workplace for the entire period of duty. One teacher can accept no more than 15 students during the week (from 14:30 to 16:00) and no more than 20 students on Saturday.

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


The procedure for rewriting unsatisfactory grades

Current performance. The student is obliged to rewrite unsatisfactory grades in the discipline, if the average score of his current performance does not reach the minimum level - 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 fixing the missed practical classes..." and "Journal of records of attendance and student progress".

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

Head of educational part,
associate professor

 O. V. Savelieva