

I APPROVE
Head of Department
Organization of
pharmaceutical business,
pharmaceutical technology and
biotechnology of the Federal
State Budgetary Educational
Institution of Higher Education
VolgSMU of the Ministry of
Health of the Russian Federation



V.S. Sirotenko

30 november 2024

ORDER

conducting interim assessment of students ,
including the use of distance learning technologies,
at the Department of Organization of Pharmaceutical Business, Pharmaceutical Technology
and Biotechnology
Federal State Budgetary Educational Institution of Higher Education VolgGMU of the
Ministry of Health of the Russian Federation

Volgograd, 2024

1. General Provisions

1.1. The Procedure has been developed to regulate the conduct of interim certification (tests, tests with assessment, exams) in higher education programs (specialist, bachelor's degree), including with the use of distance learning technologies, at the Department of Organization of Pharmaceutical Business, Pharmaceutical Technology and Biotechnology of the Volgograd State Medical University of the Ministry of Health of the Russian Federation, taking into account the specifics of conducting interim certification under restrictive measures in the event of a threat of occurrence and (or) occurrence of individual emergency situations, the introduction of a high alert regime or an emergency situation throughout the territory of the Russian Federation or in the territory of the Volgograd Region (hereinafter, respectively, referred to as the Procedure, PA, DOT).

1.2. The procedure has been developed in accordance with the following regulatory documents in their current version:

- Regulations on the forms, frequency, procedure for conducting ongoing monitoring of academic performance and midterm assessment, as well as on the point-rating system for assessing the academic performance of students of the Federal State Budgetary Educational Institution of Higher Education Volgograd State Medical University of the Ministry of Health of Russia;
- Regulations for conducting interim assessment of students, including with the use of distance learning technologies at the Federal State Budgetary Educational Institution of Higher Education VolgSMU of the Ministry of Health of Russia;
- The procedure for conducting certification in the discipline "Medical and Pharmaceutical Commodity Science" for students majoring in the higher education institution "Pharmacy" in the 2024-2025 academic year;
- The procedure for conducting certification in the discipline "Pharmaceutical Marketing" for students in the specialty of higher education "Pharmacy" in the 2024-2025 academic year;
- The procedure for conducting certification in the discipline "Pharmaceutical Logistics" for students in the specialty of higher education "Pharmacy" in the 2024-2025 academic year;
- The procedure for conducting certification in the discipline "Information technology in professional activity" for students in the specialty of higher education "Pharmacy" in the 2024-2025 academic year;
- The procedure for conducting certification in the discipline "Introduction to the specialty. Circulation of medicines" for students in the specialty of higher education "Pharmacy" in the 2024-2025 academic year;
- The procedure for conducting certification in the discipline "Introduction to Biotechnology" for students in the field of training "Biology", profile Genetics in the 2024-2025 academic year;
- The procedure for conducting certification in the discipline "Fundamentals of Biotechnology" for students in the specialty of higher education "Pharmacy" in the 2024-2025 academic year;
- The procedure for conducting certification in the discipline "Private pharmaceutical technology" for students in the specialty of higher education "Pharmacy" in the 2024-2025 academic year;

- The procedure for conducting certification for educational practice "Pharmaceutical propaedeutic practice" for students in the specialty of higher education "Pharmacy" in the 2024-2025 academic year.

1.3. This Procedure establishes a unified approach to the technology of conducting PA, including the use of DOT in disciplines/practices of higher education programs (specialist, bachelor's degree), and also takes into account the specifics of conducting PA in the context of restrictive measures in the event of a threat of occurrence and (or) occurrence of individual emergency situations, the introduction of a high alert regime or emergency situation throughout the territory of the Russian Federation or in the territory of the Volgograd Region.

1.4. The purpose of conducting the PA, including with the use of DOT, is to assess the level of formation of students' competencies within the framework of completed disciplines (modules)/practices as indicators of the quality of the implementation of educational programs at the Federal State Budgetary Educational Institution of Higher Education Volgograd State Medical University of the Ministry of Health of the Russian Federation.

1.5. In the case of conducting PA using DOT, the technologies used must ensure the objectivity of the assessment, the safety of the results and the possibility of computer processing of information based on the certification results.

1.6. The PA is conducted within the timeframes stipulated by the approved curricula and academic calendars of the relevant educational programs .

1.7. The date of the PA (tests, exams, tests with assessment) is determined by the administrative act of the Federal State Budgetary Educational Institution of Higher Education Volgograd State Medical University of the Ministry of Health of the Russian Federation, as well as the approved schedule of the test and examination session.

1.8. The time of the PA on the discipline is calculated in accordance with the time zone of the location of the educational organization and must fall within the period from 8:00 to 18:00 (except for force majeure situations). If the student is outside the Volgograd region (specific features of the implementation of regional restrictive measures) and there is a difference in time zones, resulting in the fact that the actual time of the student's PA goes beyond the established time frame, the student must contact the relevant dean's office of the faculty in advance at least 3 days before the PA to make a decision on the date and time of his PA. In this case, authorized employees of the dean's office will agree on the date and time of the PA of this student with the head of the academic department of the department conducting the PA on the discipline. In this case, the dean's office of the faculty / institute will inform the student of the approved date and time of the PA no later than 2 days before the PA.

1.9. The time of the PA, including the use of DOT, is communicated to students and teachers in advance by posting information in the electronic information and educational environment of the Federal State Budgetary Educational Institution of Higher Education VolgSMU of the Ministry of Health of Russia (hereinafter referred to as the VolgSMU EIEE) in the "Schedule" section.

1.10. This Procedure and departmental schedules for conducting PA in a face-to-face format (template schedule – see Appendix 1.1) are communicated to students in advance by posting information in the course of the relevant discipline/practice on the electronic information and educational portal (hereinafter – EIEP) of VolGMU .

1.1 1. The procedure and departmental schedule for conducting PA, including with the use of DOT, are formed based on the following conditions:

- the form of conducting the PA established by the approved schedule of the test and examination session (in person or with the use of DOT);
- capabilities of the selected electronic videoconferencing platform;
- the number of groups assigned to undergo PA at the department on the day specified in the schedule, determining the number of persons ensuring control over the PA , including with the use of DOT (may not be included in the order approving examiners);
- the number of persons ensuring control over the conduct of PA using DOT is determined primarily on the basis of up to 9 examinees located in the field of observation of the screen of the electronic videoconferencing platform (on average (two) groups per day per person), ensuring control over the conduct of PA using DOT;
- when receiving PA in person, in compliance with all sanitary norms and rules, the PA time is up to 70 minutes (up to 10 minutes - identification of the person and issuance of a ticket at the beginning of the PA; up to 30 minutes - written preparation of a plan (theses) of the answer and up to 30 minutes for an oral answer);

1.14. In the case of conducting the PA in person, after the student has completed the PA procedures, he/she is orally informed of the PA grade (on a 100-point scale); the final grade for the discipline (module)/practice (on a 5-point scale for the exam and test with a grade, on a pass/fail scale for the test), which is entered into his/her grade book, as well as the final rating for the discipline (module)/practice on a 100-point scale.

1.15. The department enters the assessments based on the results of the interim assessment into the Volgograd State Medical University Electronic Information System . The information shall be entered and the relevant reports shall be submitted to the relevant dean's office of the faculty/institution of public health no later than three working days following the day of the interim assessment, but no later than the last day of the month in which the interim assessment was conducted.

2. Procedure for conducting PA (credit, credit with assessment, exam) in person

2.1. In the 2024-2025 academic year, the Department of Organization of Pharmaceutical Business, Pharmaceutical Technology and Biotechnology will conduct tests/tests with assessment/exams for students majoring in Pharmacy, in the Biology training area, Genetics profile.

At the Department of Organization of Pharmaceutical Business, Pharmaceutical Technology and Biotechnology in the 2024-2025 academic year

for students majoring in Pharmacy , the following courses are held:

exams:

- in the discipline "Fundamentals of Biotechnology" (4th year);
- in the discipline "Private pharmaceutical technology" (5th year);

credits with assessment:

- in the discipline "Medical and pharmaceutical commodity science" (3rd year);
- on educational practice "Pharmaceutical propaedeutic practice" (1st year) ;

credits:

- in the discipline "Introduction to the specialty. Circulation of medicines" (1st year);
- in the discipline "Information technology in professional activities" (3rd year);

- in the discipline "Pharmaceutical Marketing" (4th year);
- in the discipline "Pharmaceutical logistics" (5th year);

For students majoring in Biology, Genetics profile, a test is conducted in the discipline Introduction to Biotechnology.

2.2. In-person PA, in the event of restrictive measures being established due to an unfavorable sanitary and epidemiological situation, is carried out in compliance with the following sanitary and hygienic requirements:

- cleaning of premises before receiving PA using disinfectants in a virus mode, including treatment of all contact surfaces in common areas (door handles, switches, handrails, railings, table surfaces, etc.); if the duration of PA is more than 4 hours - repeated treatment of contact surfaces;

- carrying out (if possible) air disinfection using equipment approved for use in the presence of people;

- ensuring conditions for hygienic hand treatment using antiseptic agents in the lobby at the entrance to the building where PA is carried out, in sanitary facilities, as well as ensuring the constant availability of hand washing products, antiseptic agents for hand treatment in sanitary facilities;

- mandatory non-contact thermometry at the entrance to the building/department where PA takes place;

- persons with elevated body temperature (above 37 °C) and signs of acute respiratory viral infection (cough, rhinorrhea, sneezing, etc.) are not allowed to attend PA. In this case, the student is given a valid reason for absence (which is recorded in the PA report) and the dates of his PA are postponed to another time during the credit and examination session, and information about the new dates of the PA is communicated to the student no later than 3 working days before its start;

- preventing the accumulation of students (including in halls and corridors before the start of PA), monitoring compliance with social distancing, including when seating in the classroom for PA;

- the presence of properly worn personal respiratory protective equipment on all PA participants (students, teachers, support staff);

- organizing a centralized collection of used disposable masks after receiving PA with their packaging in plastic bags before placing them in waste collection containers.

2.3. After completing the PA, the teacher orally informs the student of the PA grade; the final grade for the discipline (module)/practice (on a 5-point scale for the exam and test with a grade, on a pass/fail scale for the test), which is entered into his/her grade book, as well as the final rating for the discipline/practice on a 100-point scale.

2.4. The department enters the assessments based on the results of the interim assessment into the Volgograd State Medical University Electronic Information System. The information shall be entered and the relevant reports shall be submitted to the relevant dean's office of the faculty/institution of public health no later than three working days following the day of the interim assessment, but no later than the last day of the month in which the interim assessment was conducted.

2.5. Students who fail the PA are assigned a re-certification in accordance with internal local regulations and the re-examination schedule.

3. Validity period

3.1. This Procedure comes into force to replace the previous version of the Procedure for conducting interim certification of students, including with the use of distance learning technologies, at the Department of Organization of Pharmaceutical Business, Pharmaceutical Technology and Biotechnology of the Volgograd State Medical University of the Ministry of Health of the Russian Federation and is valid during the fall semester of the 2024-2025 academic year.

**Schedule of tests/exams/tests with assessment, conducted in person at the Department of Organization of Pharmaceutical Business,
Pharmaceutical Technology and Biotechnology in the 2024-2025 academic year**

Date	Discipline/practice	Faculty	Group	Time	Address	Audience	Teacher
11.01	Introduction to Biotechnology	Medical and biological, major in Biology (profile Genetics)	B401	13.00-16.30	NCILS Novorossiyskaya st., 39	3-32	Pokrovskaya Yu.S.
14.01.25	Pharmaceutical Marketing	pharmaceutical	405	8.30-10.10	Educational building No. 5, KIM 20	4-28	V.S. Sirotenko
14.01.25	Pharmaceutical Marketing	pharmaceutical	406	8.30-10.10	Educational building No. 5, KIM 20	4-25	I.V. Pletneva
14.01.25	Pharmaceutical Marketing	pharmaceutical	407	10.20-12.00	Educational building No. 5, KIM 20	4-25	I.V. Pletneva
14.01.25	Pharmaceutical Marketing	pharmaceutical	401	13.00-14.40	Educational building No. 5, KIM 20	4-18	E.K. Leontyeva
14.01.25	Pharmaceutical Marketing	pharmaceutical	402	13.00-14.40	Educational building No. 5, KIM 20	4-15	L.M. Ganicheva
14.01.25	Pharmaceutical Marketing	pharmaceutical	403	14.50-16.30	Educational building No. 5, KIM 20	4-18	E.K. Leontyeva
14.01.25	Pharmaceutical Marketing	pharmaceutical	404	14.50-16.30	Educational building No. 5, KIM 20	4-15	L.M. Ganicheva
15.01.25	Pharmaceutical logistics	pharmaceutical	505	8.30-10.10	Educational building No. 5, KIM 20	4-18	E.K. Leontyeva
15.01.25	Pharmaceutical logistics	pharmaceutical	506	8.30-10.10	Educational building No. 5, KIM 20	4-15	L.M. Ganicheva
15.01.25	Pharmaceutical logistics	pharmaceutical	507	10.20-12.00	Educational building No. 5, KIM 20	4-15	L.M. Ganicheva
15.01.25	Pharmaceutical logistics	pharmaceutical	501	13.00-14.40	Educational building No. 5, KIM 20	4-18	E.K. Leontyeva
15.01.25	Pharmaceutical logistics	pharmaceutical	502	13.00-14.40	Educational building No. 5, KIM 20	4-15	E.V. Vyshemirskaya

15.01.25	Pharmaceutical logistics	pharmaceutical	503	13.00-14.40	Educational building No. 5, KIM 20	4-25	I.V. Pletneva
15.01.25	Pharmaceutical logistics	pharmaceutical	504	14.50-16.30	Educational building No. 5, KIM 20	4-18	E.K. Leontyeva
18.01	Introduction to the specialty. Circulation of medicinal products	pharmaceutical	101 102 103 104	8.30-9.15 9.25-10.10 10.20-11.05 11.15-12.00	NCILS Novorossiyskaya st., 39	3-25 3-24 3-24 3-24	Sirotenko V.S. Adzhienko V.V. Adzhienko V.V. Adzhienko V.V.
18.01	Introduction to the specialty. Circulation of medicinal products	pharmaceutical	105 106 107 108	13.00-13.45 13.55-14.40 14.50-15.35 15.45-16.30	NCILS Novorossiyskaya st., 39	3-25 3-25 3-24 3-24	Zodorov R.I. Adzhienko V.V. Adzhienko V.V. Zodorov R.I.
18.01	Educational practice (pharmaceutical, propaedeutic)	Pharmaceutical	105 106 107 108	8.30-9.15 9.25-10.10 10.20-11.05 11.15-12.00	Simulation pharmacy of VolGMU , Pugachevskaya, 3	1-16	Adzhienko V.V. Sirotenko V.S. Zodorov R.I. Sirotenko V.S.
18.01	Educational practice (pharmaceutical, propaedeutic)	Pharmaceutical	101 102 103 104	13.00-13.45 13.55-14.40 14.50-15.35 15.45-16.30	Simulation pharmacy of VolGMU , Pugachevskaya, 3	1-16	Sirotenko V.S. Zodorov R.I. Sirotenko V.S. Adzhienko V.V.
20.01	Fundamentals of Biotechnology	pharmaceutical	405 406 407	8.30 9.30 10.30	NCILS Novorossiyskaya st., 39	3-32	Sirotenko V.S. Perfilova V.N.
20.01	Private pharmaceutical technology	pharmaceutical	501 502 503 504	8.30 9.30 10.30 11.30	NCILS Novorossiyskaya st., 39	3-25	Strusovskaya O.G. Pletneva I.V.
23.01.25	Medical and pharmaceutical commodity science	pharmaceutical	301	13.00-14.40	Educational building No. 5, KIM 20	4-17	E.V. Vyshemirskaya
23.01.25	Medical and pharmaceutical	pharmaceutical	302	14.50-16.30	Educational building No. 5, KIM 20	4-17	L.M. Ganicheva

	commodity science						
23.01.25	Medical and pharmaceutical commodity science	pharmaceutical	303	14.50-16.30	Educational building No. 5, KIM 20	4-18	D.V. Maltsev
23.01.25	Medical and pharmaceutical commodity science	pharmaceutical	304	13.00-14.40	Educational building No. 5, KIM 20	4-15	E.K. Leontyeva
23.01.25	Medical and pharmaceutical commodity science	pharmaceutical	305	8.30-10.10	Educational building No. 5, KIM 20	4-15	E.V. Vyshemirskaya
23.01.25	Medical and pharmaceutical commodity science	pharmaceutical	306	8.30-10.10	Educational building No. 5, KIM 20	4-18	E.K. Leontyeva
23.01.25	Medical and pharmaceutical commodity science	pharmaceutical	307	10.20-12.00	Educational building No. 5, KIM 20	4-18	E.K. Leontyeva
23.01.25	Medical and pharmaceutical commodity science	pharmaceutical	308	8.30-10.10	Educational building No. 5, KIM 20	4-25	I.V. Pletneva
23.01.25	Medical and pharmaceutical commodity science	pharmaceutical	309	10.20-12.00	Educational building No. 5, KIM 20	4-25	I.V. Pletneva
23.01.25	Information technology in professional	pharmaceutical	301	8.30-10.10	Educational building No. 5, KIM 20	4-28	V.S. Sirotenko

	activities						
23.01.25	Information technology in professional activities	pharmaceutical	302	8.30-10.10	Educational building No. 5, KIM 20	4-20	D.V. Maltsev
23.01.25	Information technology in professional activities	pharmaceutical	303	10.20-12.00	Educational building No. 5, KIM 20	4-28	V.S. Sirotenko
23.01.25	Information technology in professional activities	pharmaceutical	304	10.20-12.00	Educational building No. 5, KIM 20	4-15	E.V. Vyshemirskaya
23.01.25	Information technology in professional activities	pharmaceutical	305	13.00-14.40	Educational building No. 5, KIM 20	4-28	V.S. Sirotenko
23.01.25	Information technology in professional activities	pharmaceutical	306	13.00-14.40	Educational building No. 5, KIM 20	4-18	D.V. Maltsev
23.01.25	Information technology in professional activities	pharmaceutical	307	13.00-14.40	Educational building No. 5, KIM 20	4-20	V.N. Perfilova
23.01.25	Information technology in professional activities	pharmaceutical	308	14.50-16.30	Educational building No. 5, KIM 20	4-28	V.S. Sirotenko
23.01.25	Information technology in professional activities	pharmaceutical	309	13.00-14.40	Educational building No. 5, KIM 20	4-25	I.V. Pletneva
24.01	Fundamentals of	pharmaceutical	401	8.30	NCILS	3-32	Sirotenko V.S.

	Biotechnology		402 403 404	9.30 10.30 11.30	Novorossiyskaya st., 39		Perfilova V.N.
24.01	Private pharmaceutical technology	pharmaceutical	505 506 507	8.30 9.30 10.30	NCILS Novorossiyskaya st., 39	3-25	Strusovskaya O.G. Pletneva I.V.

"I affirm"

Head of the Department of Pharmaceutical Business Organization,
pharmaceutical technology and biotechnology

Federal State Budgetary Educational Institution of Higher Education VolgGMU of the Ministry of Health of the Russian Federation



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Protocol No. 6 dated 30 november 2024