

APPROVING
Head of the Department
of Organization of Pharmaceutical Business,
Pharmaceutical Technology and Biotechnology
of the Federal State Budgetary Educational Institution of Higher Medical Education of the Ministry of
Health of the Russian Federation



V.S. Sirotenko

March 31, 2025

THE PROCEDURE
for conducting intermediate certification of students,
including with 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 Medical Education of the Ministry of Health of
Russia

Volgograd, 2025

1. General provisions

1.1. The procedure was developed in order to regulate the conduct of intermediate attestation (assessment tests, exams) in educational programs of higher education (specialty), including with the use of distance educational technologies, at the Department of Pharmaceutical Business Organization, Pharmaceutical Technology and Biotechnology of the Federal State Budgetary Educational Institution of Higher Medical Education of the Ministry of Health of the Russian Federation, taking into account the specifics of intermediate attestation in the face of restrictive measures in the event of a threat occurrence and (or) occurrence of certain emergency situations, the introduction of a high-alert regime or an emergency situation throughout the Russian Federation or on the territory of the Volgograd region (hereinafter, respectively, the Procedure, PA, DOT).

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

Regulations on the forms, frequency, and procedure for conducting ongoing academic performance monitoring and intermediate Certification, as well as on the point-rating system for evaluating students' academic Performance of the Federal State Budgetary Educational Institution of Higher Medical Education of the Ministry of Health of the Russian Federation;

Regulations for conducting intermediate certification of students, including using distance learning technologies at the Federal State Budgetary Educational Institution of Higher Medical Education of the Ministry of Health of the Russian Federation;

- The procedure for certification in the discipline "Pharmacy Management and Economics" for students majoring in Pharmacy in the 2024-2025 academic year;
- The procedure for certification in the discipline "General Pharmaceutical Technology" for students majoring in Pharmacy in the 2024-2025 academic year;
- The procedure for certification in the production practice "Practice in management and economics of pharmaceutical organizations" for students majoring in Pharmacy in the 2024-2025 academic year;
- The procedure for certification in the production practice "Practice in pharmaceutical technology" for students majoring in Pharmacy in the 2024-2025 academic year;
- The procedure for certification of the educational practice "Practice in general pharmaceutical technology" for students of the specialty in 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 the disciplines / practices of educational programs of higher education (specialty), and also takes into account the specifics of conducting PA in conditions of restrictive measures in the event of a threat and (or) the occurrence of certain emergencies, the introduction of a high-alert regime or an emergency situation on the entire territory of the Russian Federation or on the territory of the Volgograd region.

1.4. The purpose of the PA, including the use of DOT, is to assess the level of formation of students' competencies within the framework of completed disciplines/practices as indicators of the quality of

educational programs at the Federal State Budgetary Educational Institution of Higher Medical Education of the Ministry of Health of the Russian Federation.

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

1.6. The PA is conducted within the time limits stipulated by the approved curricula and academic schedules of the relevant educational programs.

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

1.8. The time of the PA in the discipline is calculated in accordance with the time zone of the location of the educational organization and must be within the period from 8:00 to 18:00 (with the exception of force majeure situations). If the student stays outside the Volgograd region (specifics of the implementation of regional restrictive measures) and there is a time zone difference that leads to the fact that the actual time of the student's PA exceeds the established time frame, the student must contact the relevant dean's office of the faculty at least 3 days before the PA to decide on the date and time of the event. his PA. At the same time, the authorized staff of the dean's office will coordinate the date and time of the student's PA with the head of the academic department conducting the PA in the discipline. At the same time, the Dean's office of the faculty/institute informs 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 determined by the schedule of the PA approved by the department.

1.10. The present Procedure, the cathedral schedule of the PA, and the schedule of pre-examination consultations are communicated to students no later than 1 month before the start of the PA by posting these documents on the cathedral page of the website in the Intermediate Certification catalog.

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

1.11.1. the form of conducting the PA (full-time or with the use of DOT) established by the approved schedule of the test session;

1.11.2. possibilities of the selected electronic video conferencing platform;

1.11.3. the number of groups assigned to take the PA at the department on the day set by the schedule, which determines the number of persons who ensure control over the PA, including the use of DOT (may not be included in the order approving examiners);

1.11.4. the number of persons providing control of the PA with the use of DOT is determined mainly from the calculation of up to 9 examinees who are in the field of observation of the screen of the electronic video conferencing platform (on average (two) groups per day per person) providing control of the PA with the use of DOT;

1.11.5. when taking the PA in face-to-face format in compliance with all sanitary norms and rules, the time of the PA is up to 70 minutes (up to 10 minutes - identification and ticket issuance at the beginning of the PA; up to 30 minutes - written preparation of a plan (theses) response time and up to 30 minutes. for an oral response);

1.12. The student's appearance during the examination must be decent, neat, tidy, comply with safety regulations and rules of etiquette. In the full-time format of the PA, students must come to the PA in a medical gown, a cap, and a change of shoes.

1.13. In the case of the PA in full-time format, after the student passes the PA procedures, the assessment for the PA (on a 100-point scale) is verbally communicated to him; the final assessment for the discipline (module)/practice (on a 5-point scale for the exam and assessment, on a scale of "credited-not credited" for the test), which is entered in his record book, as well as the final rating for the discipline (module)/practice on a 100-point scale.

1.14. The Department makes assessments based on the results of the PA in the electronic information and educational environment of the Federal State Budgetary Educational Institution of Higher Education VolgSMU of the Ministry of Health of the Russian Federation (hereinafter – EIOS VolgSMU). The information should be entered and the relevant statements submitted to the relevant dean's office of the faculty no later than three working days following the day of the PA, but no later than the last day of the month in which the interim certification was conducted.

2. The procedure for conducting the PA (assessment, exam) in face-to-face format

2.1. In the academic year 2024-2025, the Department of Organization of Pharmaceutical Business, Pharmaceutical Technology and Biotechnology conducts assessment tests/exams for students majoring in Pharmacy.

In the academic year 2024-2025, the following exams are held at the Department of Pharmaceutical Business, Pharmaceutical Technology and Biotechnology:

- in the discipline "Pharmacy Management and Economics" (4th year);

- in the discipline "General Pharmaceutical Technology" (3rd year);

credits with an assessment:

- industrial practice "Practice in management and economics of pharmaceutical organizations" (5th year);

- industrial practice "Practice in pharmaceutical technology" (5th year)

- according to the educational practice "Practice in general pharmaceutical technology" (4th year).

2.2. Full-time PA in case of restrictive measures in an unfavorable sanitary and epidemiological situation is carried out in compliance with the following sanitary and hygienic requirements:

cleaning of premises with the use of viral disinfectants before taking PA, including the treatment of all contact surfaces in public areas (door handles, switches, handrails, railings, table surfaces, etc.); if the PA lasts more than 4 hours, re-treatment of contact surfaces;

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

providing conditions for hygienic treatment of hands with the use of antiseptics in the lobby at the entrance to the building where PA is performed, in sanitary facilities, as well as ensuring the constant availability of hand washing products, antiseptic hand treatments in bathrooms;

mandatory thermometry by non-contact method at the entrance to the building/department where the PA occurs;

not allowing persons with elevated body temperature (above 37.0C) and signs of acute respiratory viral infections (cough, rhinorrhea, sneezing, etc.) to participate in the PA. In this case, the student is given a no-show for a valid reason (as indicated in the PA statement) and the dates of his PA are postponed to another time during the test session, and information about the new dates of the PA is communicated to the student no later than 3 working days before it begins.;

preventing students from crowding (including in halls and corridors before the start of classes), monitoring social distance, including when seating in the classroom for classes;

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

organization of centralized collection of used disposable masks after taking PA and packaging them in plastic bags before placing them in waste collection containers.

2.3. Students are prohibited from carrying and using communication equipment during the course of the PA.

2.4. After passing the PA, the teacher orally informs the student of the assessment for the PA; the final assessment for the discipline (module)/practice (on a 5-point scale for the exam and assessment, on a scale of "credited-not credited" for the test), which is recorded in his record book, as well as the final rating of the discipline / practice on a 100-point scale.

2.5. The department makes assessments based on the results of the PA in the EIOS of VolgSMU. The information should be entered and the relevant statements submitted to the relevant dean's office of the faculty no later than three working days following the day of the PA, but no later than the last day of the month in which the interim certification was conducted.

2.5. Students who have not passed the PA are assigned a re-certification, according to internal local acts and the schedule of retakes.

3. Validity period

3.1. This Procedure comes into force instead of the previous version of the Procedure for conducting intermediate Certification of Students, including using distance learning technologies, at the Department of Pharmaceutical Business, Pharmaceutical Technology and Biotechnology of the Federal State Budgetary Educational Institution of Higher Medical Education of the Ministry of Health of the Russian Federation and is valid during the spring semester of the 2024-2025 academic year.