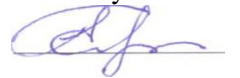


"I approve"
Head of the Department of Management and Economics of Pharmacy,
Medical and Pharmaceutical Commodity Science



Doctor of Pharmaceutical Sciences, L. M. Ganicheva
"28" November 2023

**The order
for conducting intermediate certification of students, including with the use of distance learning
technologies at the Department of Management and Economics of Pharmacy, Medical and
Pharmaceutical Commodity Science**

Volgograd, 2023

1. General provisions

1.1. The procedure was developed in order to regulate the conduct of intermediate certification (tests, tests with assessment, exams) for educational programs of higher education (specialty), including the use of distance learning technologies at the Department of Management and Economics of Pharmacy, Medical and Pharmaceutical Commodity Science of the Federal State Budgetary Educational Institution of the Ministry of Health of the Russian Federation, taking into account the specifics of intermediate certification in conditions of restrictive measures in case of a threat of occurrence and (or) occurrence of individual emergencies, the introduction of a high-alert mode or an emergency situation on the entire territory of the Russian Federation or on the territory of the Volgograd region (hereinafter, respectively, the Procedure, interim certification IC, distance learning technologies DLT).

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

- Regulations on the forms, frequency, procedure for conducting ongoing monitoring of academic performance and intermediate certification, as well as on the point-rating system for assessing the academic performance of students of the Federal State Budgetary Educational Institution of the Volga State Medical University of the Ministry of Health of the Russian Federation (approved by Order of the Rector of the Federal State Budgetary Educational Institution of the Volga State Medical University of the Ministry of Health of the Russian Federation dated 30.08.2023 No. 1431-KO);
- Order of the Vice-Rector for Academic Affairs of the Federal State Educational Institution of the Volga State Medical University of the Ministry of Health of the Russian Federation dated 04/15/2022 No. 565-KO "On approval of the Regulations on conducting intermediate certification of students, including with the Use of distance educational Technologies in the Federal State Educational Institution of the Volga State Medical University of the Ministry of Health of the Russian Federation;
- The procedure for certification in the discipline "Management and Economics of Pharmacy" for students majoring in Pharmacy in the 2023-2024 academic year;
- The procedure for certification in the discipline "Medical and pharmaceutical commodity science" for students majoring in Pharmacy in the 2023-2024 academic year;
- - The procedure for certification in production practice "Practice in management and economics of pharmaceutical organizations" for students in the specialty in "Pharmacy" in the 2023-2024 academic year;
- The procedure for certification in the discipline "Pharmaceutical Marketing" for students majoring in Pharmacy in the 2032-2024 academic year;
- The procedure for certification in the discipline "Pharmaceutical Logistics" for students majoring in Pharmacy in the 2032-2024 academic year.

1.3. This Procedure establishes a unified approach to the technology of conducting IC, including using DLT for disciplines (modules)/ practices of educational programs of higher education (specialty), and also takes into account the specifics of conducting IC in conditions of restrictive measures in the event of a threat of occurrence and (or) the occurrence of individual emergencies, the introduction of a high-alert mode 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 IC, including with the use of DLT, is to assess the level of formation of students' competencies within the framework of completed disciplines (modules)/practitioners as indicators of the quality of the implementation of educational programs in the Federal State Educational Institution of the Volga State Medical University of the Ministry of Health of Russia.

1.6. In the case of IC with the use of DLT, 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 certification.

1.7. The IC is conducted within the time limits provided for by the approved curricula and calendar study schedules of the relevant educational programs.

1.8. The date of the IC (tests, exams, tests with assessment) is determined by the approved schedule of classes for the academic year, as well as the schedule of exams for the academic year:

- the organization of the reception of offsets is carried out in accordance with the terms of the offsets established by the administrative act of the Federal State Budgetary Educational Institution of the Ministry of Health of the Russian Federation;
- the organization of admission of exams is carried out according to the approved schedule of exams.

1.9. The time of the IC in the discipline is calculated in accordance with the time zone of the location of the educational organization and must fit in the period from 8:00 to 18:00 (except for force majeure situations). If the student stays outside the Volgograd region (specifics of the implementation of regional

restrictive measures) and there is a difference in time zones, leading to the fact that the actual time of the student's IC goes beyond the established time frame, the student must contact the relevant dean's office of the faculty / institute at least 3 days before the IC in advance to make a decision on the date and the time of his IC. At the same time, the authorized staff of the dean's office will coordinate the date and time of the IC of this student with the head of the educational part of the department conducting the IC 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 IC no later than 2 days before the IC.

1.10. The time of the IC, including with the use of DLT, is brought to the students and teachers in advance by posting information in the electronic information and educational environment of the Federal State Budgetary Educational Institution of the Ministry of Health of the Russian Federation in the "Schedule" section.

1.11. This Procedure and the cathedral schedules of the IC, both in full-time format and with the use of DLT, are brought to the students in advance by posting information in the course of the relevant discipline (module)/practices on the electronic information and educational portal.

1.12. The order and the cathedral schedule of the IC, including with the use of DLT, are formed based on the following conditions:

- the form of conducting IC established by the profile dean's office (full-time or with the use of DLT);
- the use of the electronic platform "VooV Meeting";
- the use for the category of foreign students, in addition to the platform "VooV Meeting", of the possibilities of the VKontakte social network for interaction with students in videoconference mode;
- the number of groups assigned to pass the IC at a particular department on the day set by the schedule, which determines the number of teachers providing control of the IC, including with the use of DLT (may not be included in the order on the approval of examiners)
- the number of teachers providing control of the IC with the use of DLT is determined mainly at the rate of 2 (two) groups per day per teacher providing control of the IC with the use of DLT;
- when taking the exam in full-time format, in compliance with all sanitary norms and rules, the time of the IC is up to 70 minutes (up to 10 min. – identification of the person and issuance of a ticket at the beginning of the IC; up to 30 min. – written preparation of a plan (theses) response time and up to 30 minutes . to an oral response);
- when the student performs a written task in electronic form on the portal, the time of the IC is up to 70 minutes (up to 10 minutes - identification of the person and compliance with technical requirements at the beginning of the IC; up to 60 minutes – written execution of the task by the student on the portal);
- when the student performs a written task on paper with its subsequent scanning / photographing, the time of the IC is up to 90 minutes (up to 10 minutes - identification of the person and compliance with technical requirements at the beginning of the IC; up to 60 minutes – written execution of the task by the student, up to 20 minutes – scanning / photographing by the student of the completed and signed written task and sending it to be checked for portal);
- ensuring the verification of electronic written works of students at the portal and/or the evaluation of oral answers is carried out only by teachers admitted to the IC by the order on the approval of examiners;
- in the case of IC with DLT - after the assessment of written work and/or oral answers by teachers, the assessment for IC (on a 100-point scale) is put on the portal; previously, students should be informed that this is an assessment for an oral / written answer (intermediate assessment rating, Rpa), and not the final assessment for discipline (final rating by discipline, Rd);
- in the case of the IC in full-time format - after the interview, the student is orally informed of the assessment for the IC, as well as the final assessment of the discipline (module)/in practice (on a 5- and/or 100-point scale), which is entered in his record book;- teachers transfer grades to the person responsible for the rating of students of the department, who, during the working day following the day of intermediate certification, enters information into the ISKRA system, where the final rating for the discipline (Rd) is formed/practice (Rd/Rprac);
- responsible for the rating of students of the department during the working day following the day of intermediate certification, unloads the test / examination sheets from the ISKRA system and transmits them personally /sends them to the head of the department by e-mail;
- the head of the department checks, prints and approves the statements during the working day following the day of the interim certification; after that, scans the signed statements and sends scanned copies to the e-mail of the profile dean's office of the faculty / institute, it is allowed to transfer the completed statements on paper personally.

2. Conditions necessary for carrying out IC with the use of DLT

2.1. The teacher who works remotely and accepts the IC (test, exam, test with assessment), provides the necessary technical conditions for conducting the IC using DLT.

2.2. The student independently provides the necessary technical conditions for passing the IC using DLT.

2.3. The optimal technical conditions are the following:

- desktop personal computer (PC) or portable PC (laptop, netbook);
- the operating system is not lower than the Windows 7 version (both 32 and 64-bit OS are supported) or other operating systems with versions not lower than the Windows 7 analog;
- processor at least IntelCore 2.2 Ghz;
- RAM at least 4 GB;
- connection to the information and telecommunication network "Internet" at a speed of at least 3MB/s;
- a web camera (integrated or external) with a resolution of 640x480; in this case, the web camera should not be located opposite the light source;
- speaker and microphone (integrated or external);
- installed browsers IE version at least 9.0, Yandex.Browser, Atom, etc.; all browsers must be with the latest updates;
- VooV Meeting software that provides video and audio communication.

2.4. The composition of the participants of the interim certification conducted with the use of DLT:

2.4.1. Teachers who accept and evaluate the results of the IC (for the exam – from among the persons allowed to conduct the IC by the order on the approval of examiners):

- Ганичева Л.М.
- Ветютнева Н. А.
- Вышемирская Е.В.
- Плетнева И.В..

2.4.2. Teachers providing control of the IC – a teacher or teachers providing support for the IC with the use of DLT:

- Леонтьева Е.К.,
- Рогов В.А.,
- Захарова М.Г.

2.4.3. Students undergoing intermediate certification;

2.4.4. Technical personnel who ensure the operation of the portal of VolgSMU.

2.5. In case of technical failures in the operation of the equipment and (or) the communication channel, the possibility of emergency communication between the participants of the IC is provided:

tel. 8-917-641-50-24,

e-mail: umkpharm@yandex.ru

2.6. In case of technical failures that prevent the IC:

2.6.1. If a failure that cannot be fixed within 5 minutes occurred on the part of a particular teacher, the teacher informs the head of the department, and the groups assigned to him are redirected to take the IC to another teacher.

2.6.2. If there was a global failure on the portal / in the network, which was eliminated within 1 hour, the teachers bring the situation to the attention of the head of the department, who decides to change the time of the IC for specific groups on that day. At the same time, students who have already received the task, during the failure:

- when performing a task by hand, they continue to perform a written response under the supervision of the teacher through the VooV Meeting platform or in the video call mode on the VKontakte social network (for the category of foreign students) during the time established by this Procedure, then signs, scans and sends to the e-mail specified in the schedule of the department's IC.

- when performing an portal assignment – proceeds to its execution from the beginning by hand, then signs, scans and sends to the email specified in the schedule of the department's IC, while the time allotted for preparation can be increased to 60 minutes.

2.6.3. If there was a global failure on the portal / in the network that could not be eliminated within 1 hour, the department, in agreement with the dean of the faculty or the head of the relevant OP, organizes

the IC at another time during the test and examination session, about which a report is made by the head of the department, and information about the new dates of the IC is brought to the students.

2.6.4. If the failure occurred on the part of the student, the scientific and pedagogical staff of the department makes a collegial decision followed by a report from the head of the department to the relevant dean's office of the faculty / institute:

- if there is documentary evidence of the absence of the student's fault in the incident (communication failure due to the fault of the service provider, an accident on the power line, etc.), the reason for the student not passing the IC is considered valid. In this case, the IC for this student is transferred to another time during the test-examination session, and information about the new dates of the IC is brought to the student no later than 3 working days before its start;
- in other cases, the reason is considered disrespectful; an unsatisfactory mark is given to the student (if he managed to start performing tasks before the failure), or a no-show (if the student did not get in touch), while the IC is carried out within the established deadlines for retakes.

3. The procedure for the offset with the use of DLT

3.1. At the Department of Pharmacy Management and Economics, Medical and Pharmaceutical Commodity Science in the 2023-2024 academic year, no credits are held for students in the specialty in "Pharmacy".

4. The procedure for conducting an exam or a test with an assessment using DLT

4.1. The Department of Management and Economics of Pharmacy, Medical and Pharmaceutical Commodity Science in the 2023-2024 academic year does not conduct exams or tests with an assessment for students in the specialty of "Pharmacy".

5. The procedure for conducting the IC (test, test with assessment, exam) in full-time format

5.1. At the Department of Management and Economics of Pharmacy, Medical and Pharmaceutical Commodity Science in the 2023-2024 academic year, tests / tests with assessment / exams are conducted for students in the specialty in "Pharmacy".

List of disciplines (modules)/the practices implemented at the department for which the IC is conducted in full-time format are established by the profile dean's office.

At the Department of Management and Economics of Pharmacy, Medical and Pharmaceutical Commodity Science in the 2023-2024 academic year, exams are held for students in:

- in the discipline "Management and economics of pharmacy" (4th year); credits with an assessment for students on:
- in the discipline "Medical and pharmaceutical commodity science" (3rd year);
- - on production practice "Practice in management and economics of pharmaceutical organizations";
- credits for students on:
- in the discipline "Pharmaceutical Marketing";
- in the discipline "Pharmaceutical logistics".

5.2. in the face-to-face format, in the case of restrictive measures in an unfavorable sanitary and epidemiological situation, it 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 duration of PA is 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 hand treatment with the use of antiseptic agents in the lobby at the entrance to the building where the PA is carried out, in sanitary units, as well as ensuring the constant availability of hand washing products, antiseptic hand treatment products in bathrooms;
- mandatory thermometry in a non-contact way at the entrance to the building / department where the PA takes place;
- non-admission to PA of persons with elevated body temperature (above 37.0C) and signs of acute respiratory viral infections (cough, rhinorrhea, sneezing, etc.). In this case, the student is put in absentia for a good reason (as indicated in the corresponding entry in the PA statement) and the dates of his PA are postponed to another time during the test and examination session, and information about the new dates of the PA is brought to the student no later than 3 working days before its start;

- preventing the accumulation of students (including in halls, corridors before the start of the PA), monitoring compliance with social distance, including when seating in the classroom for the PA;
- 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 receiving PA with packaging them in plastic bags before placing them in waste collection containers.

5.3. After passing the IC, the teacher orally informs the student of the assessment for the IC, as well as the final assessment for the discipline (module)/practice (on a 5-and/or 100-point scale) which is entered in his record book.

5.4. Teachers transfer grades to the person responsible for the rating of students of the department, who during the working day following the day of intermediate certification, who enters information into the ISKRA system, where the final rating for discipline / practice (Rd/Rprac) is formed.

5.5. The person responsible for the rating of students of the department during the working day following the day of intermediate certification, unloads the test / examination sheets from the ISKRA system and transmits them personally /sends them to the head of the department by e-mail.

5.6. The head of the department checks, prints and approves the statements during the working day following the day of the interim attestation; after that scans the signed statements and sends scanned copies to the e-mail of the profile dean's office of the faculty / institute; it is allowed to transfer the completed statements on paper personally.

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

6. Validity period

6.1. This Procedure comes into force instead of the previous version of the Procedure for conducting Intermediate Certification of Students, including with the use of distance educational technologies at the Department of Pharmacy Management and Economics, Medical and Pharmaceutical Commodity Science of the Federal State Budgetary Educational Institution of the Ministry of Health of the Russian Federation and is valid for the 2023-2024 academic year.