

APPROVED

Head of the department

internal diseases

Federal State Budgetary  
Educational Institution of Higher  
Education Volga State Medical  
University of the Ministry of  
Health of Russia

Statsenko M.E.



«10» november 2023 г.

**ORDER**

**carrying out intermediate certification of students, including the use of distance  
learning technologies at the Department of Internal Medicine**

**Federal State Budgetary Educational Institution of Higher Education Volga State  
Medical University of the Ministry of Health of Russia**

## 1. General

1.1. The procedure was developed in order to regulate the conduct of intermediate certification (tests, tests with assessment, exams) in educational programs of higher education (specialty), including the use of distance learning technologies at the Department of Internal Medicine of the Federal State Budgetary Educational Institution of Higher Education Volga State Medical University of the Ministry of Health of Russia, taking into account the specifics of conducting intermediate certification in conditions of restrictive measures in the event of the threat and (or) occurrence of individual emergency situations, the introduction of a high-alert regime or an emergency situation throughout the Russian Federation or in the Volgograd region (hereinafter, respectively, the Procedure, PA, DOT).

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

- Regulations on the forms, frequency and procedure for ongoing monitoring of academic performance and intermediate certification of students, as well as on the expulsion of students from the Federal State Budgetary Educational Institution of Higher Education Volga State Medical University of the Ministry of Health of Russia" (adopted at a meeting of the Academic Council of the Federal State Budgetary Educational Institution of Higher Education Volg State Medical University of the Ministry of Health of Russia on February 15, 2017, protocol No. 6) ;
- Order of the Vice-Rector for Academic Affairs of the Federal State Budgetary Educational Institution of Higher Education Volga State Medical University of the Ministry of Health of Russia dated April 15, 2022 No. 565-KO "On approval of the Regulations on conducting intermediate certification of students, including the use of distance educational technologies in the Federal State Budgetary Educational Institution of Higher Education Volg State Medical University of the Ministry of Health of Russia;
- The procedure for certification in the discipline "Propaedeutics of Internal Diseases" for students in the specialty "Pediatrics" in the 2023-2024 academic year
- The procedure for certification in the discipline "Faculty Therapy, Occupational Diseases" for students in the specialty "Pediatrics" in the 2023-2024 academic year
- The procedure for certification of educational practice "Training practice for obtaining primary professional skills and diagnostic skills" for students in the specialty "Pediatrics" in the 2023-2024 academic year
- The procedure for certification in educational practice "Familiarization clinical practice" for students in the specialty "Medical and preventive care" in the 2023-2024 academic year
- The procedure for certification in industrial practice "Industrial practice (assistant ward and procedural nurse)" for students in the specialty "Medical and preventive care" in the 2023-2024 academic year
- The procedure for certification in the discipline "General Therapeutic Care" for students majoring in "Dentistry" in the 2023-2024 academic year (foreign students).
- The procedure for certification in the discipline "Internal Medicine" for students in the specialty "Dentistry" in the 2023-2024 academic year
- The procedure for certification in educational practice: introductory practice for students in the specialty "General Medicine" in the 2023-2024 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 under restrictive measures in the event of the threat and (or) occurrence of certain emergency

situations, introduction of a high alert or emergency regime throughout the Russian Federation or in the Volgograd region..

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

1.6. 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.

1.7. PA is carried out within the time limits provided for by the approved curricula and calendar training schedules of the relevant educational programs.

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

- the organization of taking tests is carried out within the deadlines for conducting tests established by the administrative act of the Federal State Budgetary Educational Institution of Higher Education of the Volga State Medical University of the Ministry of Health of Russia;

- organization of examinations is carried out according to the approved examination schedule.

1.9. The time for conducting 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). In the case of a student's stay outside the Volgograd region (features of the implementation of regional restrictive measures) and the presence of a time zone difference, leading to the fact that the actual time of the student's PA is outside the established time frame, the student must contact the relevant specialist at least 3 days before the PA dean's office of the faculty/institute to decide on the date and time of its PA. In this case, authorized employees of the dean's office agree on the date and time of the student's PA with the head of the academic department of the department conducting the PA in the discipline. In this case, the dean of the faculty / institute informs the student of the approved date and time of the PA no later than 2 days before the PA.

1.10. The time of PA, including with the use of DOT, is communicated to students and teachers in advance by posting information in the electronic information and educational environment of the Volga State Medical University of the Ministry of Health of Russia (hereinafter referred to as the Volga State Medical University EIOS) in the "Schedule" section.

1.11. This Procedure and departmental schedules for conducting PA, in full-time format (schedule template - see Appendix 1.1) are communicated to students in advance by posting information in the course of the relevant discipline (module)/practice on the electronic information and educational portal (hereinafter referred to as EIEP) of Volgograd State Medical University.

1.12. 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 PA established by the relevant dean's office (face-to-face or using DOT);

- use of the electronic platform "VooV Meeting";

- for the category of foreign students, in addition to the “VooV Meeting” platform, use the capabilities of the VKontakte social network to interact with students via video conferencing;

- the number of groups assigned to undergo PA at a specific department on the day established by the schedule, which determines the number of teachers providing control over the PA, including with the use of DOT (may not be included in the order approving examiners)

- the number of teachers providing control over PA using DOT is determined primarily at the rate of 2 (two) groups per day per teacher providing control over PA using DOT;

- when receiving a PA in person, in compliance with all sanitary norms and rules, the PA time is up to 70 minutes (up to 10 minutes - personal identification and issuance of a ticket at the beginning of the PA; up to 30 minutes - written preparation of a plan (thesis) response and up to 30 minutes for oral response);

- in the case of conducting PA in a full-time format - after the interview, the student is verbally informed about the PA grade, as well as the final grade for the discipline (module)/practice (on a 5 and/or 100-point scale) which is entered in his grade book;

- teachers transmit the grades to the person responsible for rating 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)/practice (Rd/Rprak) is formed;

- the person responsible for the rating of students of the department, during the working day following the day of intermediate certification, downloads test/examination statements from the ISKRA system and personally transfers/emails them to the head of the department;

- the head of the department, during the working day following the day of intermediate certification, checks, prints and endorses the statements; after that, scans the signed statements and sends scanned copies to the email of the relevant dean's office of the faculty / institute; it is allowed to transfer completed statements on paper in person.

## **2. Conditions necessary for conducting PA using DOT**

2.1. A teacher working remotely and taking PA (test, exam, test with assessment) provides the necessary technical conditions for conducting PA using DOT.

2.2. The student independently provides the necessary technical conditions for passing PA using DOT.

2.3. The optimal technical conditions are the following:

- desktop personal computer (PC) or portable PC (laptop, netbook);
  - operating system no lower than Windows 7 (both 32- and 64-bit OSes are supported) or other operating systems with versions no lower than Windows 7;
  - processor no less than IntelCore 2.2 Ghz;
  - RAM at least 4 Gb;
  - connection to the Internet information and telecommunications network at a speed of at least 3MB/s;
  - 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 no less than 9.0, Yandex.Browser, Atom, etc.; all browsers must have the latest updates;

- VooV Meeting software, providing video and audio communication.

2.4. Composition of participants in the intermediate certification carried out using DOT:

2.4.1. Teachers who accept and evaluate the results of the PA (for the exam - from among the persons admitted to conduct the PA by order approving the examiners):

- Mikhail Evgenievich Statsenko, head of the department
- Derevyanchenko Maria Vladimirovna, professor of the department
- Fabritskaya Svetlana Valerievna, associate professor of the department
- Natalya Nikolaevna Shilina, associate professor of the department
- Yagupov Pavel Robertovich, associate professor of the department
- Natalya Alekseevna Korneeva, associate professor of the department
- Kosivtsova Marina Aleksandrovna, associate professor of the department,
- Titarenko Marina Nikolaevna, associate professor of the department
- Tyshchenko Irina Andreevna, associate professor of the department
- Lopushkova Yulia Evgenievna, assistant of the department
- Emelyanov Dmitry Nikolaevich, associate professor of the department
- Skvortsov Vsevolod Vladimirovich, professor of the department
- Statsenko Igor Yurievich, associate professor of the department
- Sviridenko O.Yu. , associate professor of the department
- Myazin Roman Gennadievich, associate professor of the department
- Sergeev Vladimir Stanislavovich, associate professor of the department
- Razvalyaeva Olga Viktorovna, associate professor of the department
- Elena Vladimirovna Belyakova, associate professor of the department
- Ustinova Margarita Nikolaevna, associate professor of the department
- Rodionova Irina Viktorovna, associate professor of the department
- Tumarenko Alexander Vladimirovich, associate professor of the department

2.4.2. Teachers providing control over the conduct of PA - a teacher or teachers providing support for PA using DOT - PA using DOT is not carried out during the winter session 2023-2024.

2.4.3. Students undergoing intermediate certification;

2.4.4. Technical personnel ensuring the operation of the EIOS VolgSMU.

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

tel. 89023866940,

e-mail derevjanchenko@gmail.com

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

2.6.1. If a failure that cannot be corrected within 5 minutes occurs on the part of a specific teacher, then the teacher informs the head of the department, and the groups assigned to him are redirected to submit the PA to another teacher.

2.6.2. If there is a global failure on the EIOP/network that can be resolved within 1 hour, then teachers bring the situation to the attention of the head of the department, who

decides to change the PA time for specific groups on that day. In this case, students who have already received the task, during the failure:

- when completing the task by hand - continue to complete a written answer under the supervision of the teacher through a “VooV Meeting” for the time established by the PA Procedure, then sign, scan and send to the email specified in the department’s PA schedule.

- when completing a task on the EIOP, he proceeds to complete it from the beginning by hand, then signs, scans and sends it to the email specified in the department’s PA schedule, while the time allotted for preparation can be increased to 60 minutes.

2.6.3. If there is a global failure on the EIOP/network that cannot be corrected within 1 hour, the department, in agreement with the dean of the faculty or the head of the relevant EP, organizes the PA at another time during the test and examination session, about which a report is drawn up by the head of the department, and information about new deadlines for PA are communicated to students.

2.6.4. If a failure occurred on the part of the student, then the scientific and pedagogical workers of the department make 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 that the incident was not the student’s fault (communication failure due to the fault of the service provider, an accident on a power line, etc.), the reason for the student’s failure to pass PA is considered valid. In this case, the PA for this student is postponed to another time during the test and examination session, and information about the new dates for the PA is communicated to the student no later than 3 working days before its start;

- in other cases the reason is considered disrespectful; the student is given an unsatisfactory mark (if he managed to start completing the assignments before the failure), or failure to appear (if the student did not get in touch), while the PA is carried out within the established retake deadlines.

### **3. The procedure for conducting a PA (test, test with assessment, exam) in a full-time format**

3.1. The Department of Internal Medicine conducts tests/tests with assessment/exams for students in the specialties “General Medicine”, “Pediatrics”, “Dentistry”, “Medical and Preventive Care”.

3.2. Full-time PA is carried out in compliance with the following sanitary and hygienic requirements:

- before taking a PA, cleaning the premises using disinfectants according to the viral regime, including treating all contact surfaces in common areas (door handles, switches, handrails, railings, table surfaces, etc.); if PA lasts more than 4 hours, re-treat contact surfaces;

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

- providing conditions for hygienic hand treatment using antiseptics in the hall at the entrance to the building where PA is carried out, in sanitary facilities, as well as ensuring the constant availability of hand washing facilities, antiseptics for hand treatment in bathrooms;

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

- not allowing persons with elevated body temperature (above 370C) and signs of ARVI (cough, rhinorrhea, sneezing, etc.) to PA. In this case, the student is given a failure to

appear for a good reason (about which a corresponding entry is made in the PA report) and the deadlines for his PA are postponed to another time during the test and examination session, and information about the new deadlines for the PA is brought to the attention of the student no later than 3 days in advance, working days before its start;

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

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

- organizing a centralized collection of used disposable masks after taking PAs, packaging them in plastic bags before placing them in waste collection containers.

3.3. After passing the PA, the student is verbally informed by the teacher of the PA grade, as well as the final grade in the discipline/practice (on a 5 and/or 100-point scale) which is entered in his grade book.

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

3.5. The person responsible for the rating of students of the department, during the working day following the day of intermediate certification, downloads test/examination statements from the ISKRA system and personally transfers/emails them to the head of the department.

3.6. The head of the department, during the working day following the day of intermediate certification, checks, prints and endorses the statements; after that, scans the signed statements and sends scanned copies to the email of the relevant dean's office of the faculty / institute; It is allowed to hand over completed statements on paper in person.

3.7. Students who do not pass the PA are assigned a re-certification in accordance with internal local regulations and the retake schedule.

#### **4. Validity period**

4.1. This Procedure comes into force to replace the previous edition of the Procedure for conducting intermediate certification of students, including using distance learning technologies at the Department of Internal Medicine of the Volga State Medical University of the Ministry of Health of Russia and is valid during the autumn semester of the 2023-2024 academic year.

## APPENDIX 1.1

Schedule of tests/exams/tests with assessment, conducted in full-time format at the Department of Internal Medicine in the 2023-2024 academic year

| Date       | Discipline (module)/practice       | Faculty/Institute | Group          | Time        | Base/address  | Auditorium          | Teacher   |
|------------|------------------------------------|-------------------|----------------|-------------|---|---------------------|---|
| 20.12.2023 | Propaedeutics of internal diseases | Pediatric         | 7-12           | 8.00-15.00  | Department of Internal Medicine, st. Kozlovskaya, 45a | Study rooms 2,3,4,9 | Statsenko M.E., Derevyanchenko M.V., Fabritskaya S.V., Shilina N.N. Yagupov P.R., Korneeva N.A. |
| 25.12.2023 | Propaedeutics of internal diseases | Pediatric         | 1-6            | 8.00-15.00  | Department of Internal Medicine, st. Kozlovskaya, 45a | Study rooms 2,3,4,9 | Statsenko M.E., Derevyanchenko M.V., Fabritskaya S.V., Shilina N.N. Yagupov P.R., Korneeva N.A. |
| 29.12.2023 | General therapeutic care           | Dental            | 17             | 08.30-12.00 | GBUZ VOKB 3, st. Tsiolkovsky, 1,                      | Study room 3        | Kosivtsova M A.   |
|            |                                    |                   | 14, 16, 20, 22 | 08.30-12.00 | st. Kozlovskaya, 45a                                  | Study rooms 2, 3, 4 | Korneeva N.A. Shilina N.N. Fabritskaya S.V.   |
|            |                                    |                   | 13, 15, 19, 21 | 08.30-12.00 | st. Angarskaya 13 building 7                          |                     |   |
| 29.12.2023 | General therapeutic care           | Dental            | 23, 25         | 13.00-15.00 | GBUZ VOKB 3, st. Tsiolkovsky, 1,                      | Study room 3        | Kosivtsova M A.   |
|            |                                    |                   | 24, 26         | 13.00-15.00 | GBUZ VOKB 1/ Volgograd, st.                           | Room. 008 Room 234  | Sergeev V.S. Ustinova M.N   |



|            |  |                             |       |             |   |                     |  |
|------------|--|-----------------------------|-------|-------------|---|---------------------|--|
|            |  |                             |       |             | Angarskaya 13 building 7                              |                     |  |
| 10.01.24   | General therapeutic care   | Dental                      | 18    | 08.30-09.50 | Department of Internal Medicine, st. Kozlovskaya, 45a | Study room 3        | Korneeva N.A.  |
| 16.01.2024 | Industrial practice (clinical practice (ward and procedural nurse assistant))                              | Medical and preventive care | 1-5   | 09.00-17.00 | Department of Internal Medicine, st. Kozlovskaya, 45a | Study rooms 3,4,9   | Derevyanchenko M.V., Fabritskaya S.V.,   |
| 16.01.2024 | Innovative methods of diagnosis and treatment in cardiology, pulmonology and endocrinology                 | Pediatric                   | 5-9   | 8.00-12.00  | Department of Internal Medicine, st. Kozlovskaya, 45a | Study rooms 3,4,9   | Statsenko M.E., Derevyanchenko M.V., Fabritskaya S.V.                              |
| 16.01.2024 | Innovative methods of diagnosis and treatment in gastroenterology, nephrology, rheumatology and hematology | Pediatric                   | 1-4   | 12.00-16.00 | Department of Internal Medicine, st. Kozlovskaya, 45a | Study rooms 3,4,9   | Statsenko M.E., Derevyanchenko M.V., Fabritskaya S.V.                              |
| 19.01.24   | Internal diseases  | Dental                      | 19-21 | 09.00-14.00 | GBUZ VOKB 3, st. Tsiolkovsky, 1,                      | Study rooms 1, 2    | Kosivtsova M.A. Myazin R.G.  |
| 20.01.2024 | Faculty therapy, occupational diseases   | Pediatric                   | 1-4   | 8.00-13.00  | Department of Internal Medicine, st. Kozlovskaya, 45a | Study rooms 2,3,4,9 | Statsenko M.E., Derevyanchenko M.V., Fabritskaya S.V., Shilina N.N., Yagupov P.R., |

|            |   |                                |                         |             |  |  |   |
|------------|---|--------------------------------|-------------------------|-------------|--|--|---|
|            |   |                                |                         |             |  |  | Korneeva N.A.   |
| 20.01.24   | Internal diseases   | Dental                         | 1-5                     | 09.00-14.00 | GBUZ VOKB<br>3, st.<br>Tsiolkovsky, 1,   | Study rooms<br>1, 2, 3   | Statsenko M.E.<br>Turkina S.V.<br>Tyshchenko I.A.<br>Kosivtsova M.A.<br>Titarenko M.N.  |
| 22.01.24   | Internal diseases   | Dental                         | 11-14                   | 09.00-14.00 | GBUZ VOKB<br>3, st.<br>Tsiolkovsky, 1,   | Study rooms<br>1, 2, 3   | Turkina S.V.<br>Tyshchenko I.A.<br>Kosivtsova M.A.<br>Titarenko M.N.  |
| 24.01.2024 | Educational practice<br>(introductory<br>clinical practice) | Medical and<br>preventive care | 1-5                     | 09.00-17.00 | FKUZ "MSCh<br>of the Ministry<br>of Internal<br>Affairs for the<br>Volgograd<br>Region", st.<br>Unnamed, 2 | 304<br>302   | Derevyanchenko M.V.,<br>Fabritskaya S.V.  |
| 24.01.24   | Educational<br>introductory<br>practice                     | medical faculty                | 1-14, 35-<br>38,42-44   | 8.00-14.00  | GBUZ VOKB<br>1/ Volgograd, st.<br>Angarskaya 13<br>building 7  | Room 237<br>Room 328<br>Room. 603<br>Room 505<br>Room 008<br>Room. 234<br>Room. 002<br>Room. 003<br>Room 007<br>Room. 006<br>Room. 001 | Emelyanov D.N.<br>Skvortsov V.V.<br>Statsenko I.Yu.<br>Sviridenko O.Yu.<br>Myazin R.G.<br>Sergeev V.S.<br>Razvalyaeva O.V.<br>Belyakova E.V.<br>Ustinova M.N.<br>Rodionova I.V.<br>Tumarenko A.V. |
| 24.01.24   | Educational<br>introductory<br>practice                     | medical faculty                | 15-30, 31-<br>34, 39-41 | 14.00-18.00 | GBUZ VOKB<br>1/ Volgograd, st.<br>Angarskaya 13<br>building 7  | Room. 237<br>Room. 328<br>Room. 603<br>Room 505<br>Room. 008<br>Room. 234<br>Room. 002<br>Room 003<br>Room. 007                        | Emelyanov D.N.<br>Skvortsov V.V.<br>Statsenko I.Yu.<br>Sviridenko O.Yu.<br>Myazin R.G.<br>Sergeev V.S.<br>Razvalyaeva O.V.<br>Belyakova E.V.<br>Ustinova M.N.                                     |

|            |  |           |       |             |   |                        |  |
|------------|--|-----------|-------|-------------|---|------------------------|--|
|            |  |           |       |             |   | Room 006<br>Room. 001  | Rodionova I.V.<br>Tumarenko A.V.   |
| 25.01.2024 | Faculty therapy,<br>occupational<br>diseases | Pediatric | 5-9   | 8.00-13.00  | Department of<br>Internal<br>Medicine, st.<br>Kozlovskaya,<br>45a | Study rooms<br>2,3,4,9 | Statsenko M.E.,<br>Derevyanchenko M.V.,<br>Fabritskaya S.V.,<br>Shilina N.N.<br>Yagupov P.R.,<br>Korneeva N.A. |
| 27.01.24   | Internal diseases                            | Dental    | 15-18 | 09.00-14.00 | GBUZ VOKB<br>3, st.<br>Tsiolkovsky, 1,                            | Study rooms<br>1, 2, 3 | Turkina S.V.<br>Tyshchenko I.A.<br>Kosivtsova M.A.<br>Titarenko M.N.   |
| 29.01.24   | Internal diseases                            | Dental    | 22-24 | 09.00-14.00 | GBUZ VOKB<br>3, st.<br>Tsiolkovsky, 1,                            | Study rooms<br>1, 2    | Kosivtsova M.A.<br>Myazin R.G..  |
| 30.01.24   | Internal diseases                            | Dental    | 6-10  | 09.00-14.00 | GBUZ VOKB<br>3, st.<br>Tsiolkovsky, 1,                            | Study rooms<br>1, 2, 3 | Statsenko M.E.<br>Turkina S.V.<br>Tyshchenko I.A.<br>Kosivtsova M.A.<br>Titarenko M.N.                         |

Head of the department



Statsenko M.E.

10.11.2023 г.