



Ministry of Health of the Russian Federation

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ACCEPTED

by the Academic Board
NWSMU named after I. I. Mechnikov
under the Ministry of Health
of the Russian Federation
27 October 2017
Record № 10

APPROVED

by Acting Rector
NWSMU named after I. I. Mechnikov
under the Ministry of Health
of the Russian Federation

_____ O.G. Khurtsilava
_____ 2017

ENDORCED

at the meeting of the Student Council
NWSMU named after I. I. Mechnikov
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_____ S.S.Kudlakhmedov
_____ 2017

Regulations

on current monitoring of academic progress of students of bachelor's, specialist (MD courses), and master's programmes at North-Western State Medical University named after I. I. Mechnikov under the Ministry of Health of the Russian Federation

1. General provisions

1.1. These Regulations on current monitoring of academic progress of students of bachelor's, specialist (MD courses), and master's programmes at North-Western State Medical University named after I. I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter – Regulations) are drawn up in accordance with the Federal Law «On education in the Russian Federation» dated 29.12.2012 № 273-ФЗ, the Order of the Ministry of Education and Science «On approval of the Procedure for organizing and implementing educational activities under higher education programmes – bachelor's programmes, specialist (MD courses) programmes, master's programmes» dated 05.04.2017 № 301, the legislation of the Russian Federation, the Charter of North-Western State Medical University named after I. I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter – the University).

1.2. Main terms used in the Regulations:

Current monitoring of academic progress is a form of checking the level of students' individual competence components (knowledge, skills, and abilities) acquired in the course of mastering the content of the discipline/practical training.

Current debt means missed practical and laboratory classes, seminars, lectures and/or non-completion of monitoring activities (colloquiums, tests, case studies, test assignments and summaries, pass/fail tests, etc.) within the deadlines set out in the curriculum, as well as unsatisfactory grades.

1.3. All types of classes at the University, such as lectures, seminars, practical and laboratory classes, individual work, etc. shall be subject to current monitoring.

1.4. As a rule, students are not allowed to have mobile phones (including all types of headphones) and electronic devices during current monitoring.

1.5. Current monitoring of academic progress of students is compulsory.

The main purpose of current monitoring is the improvement of the quality and solidity of students' knowledge, the acquisition and development of independent work skills, as well as the improvement of the work of the chairs to increase the academic activity of students.

1.6. Current monitoring shall be carried out by a teacher/professor in each of the classes in the form of testing, oral questioning, evaluation of completion of laboratory work, colloquiums, written tests, reports, report papers, medical history, records, inspection reports, assessment of practical skills, etc. When grading, the timeliness of completion of assignments by a student shall be considered.

- Colloquium is carried out to check students' knowledge in certain sections of the discipline (module) and shall be stipulated in the curriculum of the discipline. The time to prepare for the colloquium is included in the number of students' individual work hours. The questions included in the programme of colloquium, as well as the necessary literature, shall be announced in advance of the colloquium, usually at the beginning of study of the discipline (module). A good grade may be considered when passing an examination or pass/fail test. In case of unsatisfactory grade, a student may be assigned a new deadline for the colloquium outside of class hours.

- Written test is carried out to monitor students' knowledge of the lecture course, assess the knowledge and skills acquired during practical classes, as well as to check the ability to solve different kind of tasks that develop professional abilities in accordance with the requirements of federal state educational standards (hereinafter – FSSES) and professional standards. Written test is carried out according to the schedule, in-class hours, in the scope stipulated in the curriculum of the discipline (module). The time to prepare for the written test is included in the number of students' individual work hours. In case of unsatisfactory grade, a student may be assigned a new deadline for the written test outside of class hours.

- Laboratory work is carried out to consolidate practical knowledge of the lecture course, to acquire skills and abilities to work with equipment and software, as well as to check the ability to solve different kind of tasks that develop professional abilities in accordance with the requirements of FSSES and professional standards. Laboratory work is included in the classes' schedule, in the scope stipulated in the curriculum of the discipline (module). The results of students' work during laboratory classes shall be recorded in the report on the laboratory work. In case of unsatisfactory grade, a new deadline for the laboratory work shall be assigned outside of class hours. The condition for admission to pass/fail test or examination in the discipline shall be the fact of completing all types of laboratory work and presenting all reports on laboratory work, as stipulated in the curriculum of the discipline (module).

- Homework assignment is intended to check the skills and abilities acquired by students during classes. The teacher/professor who carries out classes in the group shall regularly monitor the quality of homework assignments. In case of systematic non-completion of homework assignments during a semester, a student shall not be admitted by the teacher/professor to pass/fail test or examination in the discipline (module).

- Inspection report is a document that records the condition of a particular facility at certain time. It is drawn up following an inspection of different facilities: industrial enterprises, residential premises, catering establishments, etc. The report contains suggestions for eliminating the deficiencies identified during the inspection, with an indication of the implementation deadline.

- Medical history is a medical document drawn up for a patient receiving treatment in a hospital or sanatorium. Medical history consists of several sections. The first section is a passport and statistical part. The second section consists of patient complaints, anamnesis. In the third section, the results of examination of a patient at the time of admission to a hospital are recorded. The fourth section (a patient diary) shows the dynamics of disease, the parameters of certain constants (body temperature, pulse, body weight, etc.), excretion (urine volume, defecation frequency and stool form), the results of all additional tests (laboratory, instrumental) done on the basis of a preliminary diagnosis and a follow-up patient observation. This section contains conclusions of assistants and ongoing treatment, stage epicrisis is filled in, which shows changes in a patient's condition during the specified period of time (changes in organs, effectiveness of the treatment used, new assumptions about the diagnosis due to a new data). Upon a patient's discharge from a hospital, final epicrisis shall be drawn up, in which the final diagnosis, completed treatment and prognosis are justified, as well as therapeutic and preventive advice is given.

- Testing is a system of tasks of increasing difficulty and specific form that allows qualitatively assessing the structure and measuring the level of knowledge. Testing is divided into current monitoring of knowledge and skills, as well as thematic and final. Current monitoring is required to check the progress of the educational process and compare the actual achieved results with the planned results. The purpose of this type of monitoring is also to identify gaps in learning and to stimulate learning activities of students. Thematic monitoring is aimed not only at checking the mastering of individual elements, but also at understanding the system that combines these elements. Final monitoring is carried out at examinations and pass/fail tests. It is intended to summarize and systematize the mastered content.

- Oral questioning is a conversation between a teacher/professor and students in order to identify and assess the level of their knowledge. On the part of a teacher, oral questioning involves preliminary preparation of the content of questioning (preparing questions, tasks and examples, a variety of methods to enhance the activity of students), providing students with the necessary methodological assistance (making guidelines for practical classes, guidance on the literature, etc.), creating a working and friendly atmosphere in a classroom, managing questioning (listening skills, introducing the assessment criteria, etc.). The form and methodology of the questioning is determined by a teacher/professor. On the part of a student, oral questioning implies preparation for the class (familiarization with the basic academic literature on the topic of the class, self-control of knowledge), familiarization with the knowledge assessment criteria, and attendance according to the schedule.

- Report paper is a written report on a particular topic, which gathers information from one or more sources. There are two types of report papers: the first type replicates the content of a primary text, the second – contains creative or critical reflection on the source being referenced.

- Report is an extended oral presentation on a topic, made in public. The topic of report may be suggested by a teacher/professor, or by student himself/herself, as long as it does not go beyond the course and supplements the study content. Information on the topic of report shall be collected from several reliable sources (textbooks, academic literature), analyzed by a student with the most important facts highlighted, summarized and presented in the academic style. Working on the report, a student consolidates the information he/she has acquired, develops research skills, as well as gains experience in public speaking.

- Assessment of practical skills is carried out by assessing the correctness and consistency of the procedure or manipulation performed independently by a student.

1.7. Assessment of student's knowledge in the process of current monitoring is expressed in differentiated form on a five-point scale («excellent», «good», «satisfactory», «unsatisfactory»), in the form of part (hours) of the studied discipline (passed/failed) and/or in the points of the rating system of students' knowledge assessment. The grade is recorded in the register of attendance and progress of students in the relevant discipline and certified by the signature of teacher/professor.

1.8. Training Department, the Department of Strategic Development of Educational Programmes, Quality Assurance and Testing and dean's offices of the faculties have the right to

conduct tests during study semesters in order to determine the level of students' residual knowledge or to monitor the mastering of current content.

2. Elimination of current debt

2.1. Absence from a class or lecture for the entire period of time specified in the schedule is considered missing a class.

2.2. Valid reasons for missing lectures and seminars, as well as practical and laboratory classes, shall include the following:

2.2.1. illness, childbirth or taking care of a sick child (confirmed by a medical certificate of the established standard, certified for its validity by the University Clinic). Classes in Physical Education and Applied Physical Education missed for health reasons (illness, childbirth) are not subject to reinstatement;

2.2.2. marriage of a student or death of a close relative (confirmed by a marriage certificate or a death certificate) with the provision of 3 days without reinstatement of missed classes;

2.2.3. blood and blood components donation (confirmed by a donor's certificate of the established standard issued by the University's responsible medical unit), with the provision of no more than 2 days without reinstatement of missed classes. In exceptional cases (donation for close relatives), upon a decision of the dean's office of the relevant faculty, a student who submits a donor's certificate of the established standard, issued by another healthcare organization, shall be also given 2 days without reinstatement of missed classes;

2.2.4. participation in an event held with the permission of the University administration (Rector, Vice-Rectors) on the basis of requests from the dean's offices;

2.2.5. summons to official bodies and other circumstances supported by the relevant documents (summons to court, military enlistment office, certificates, etc.).

2.3. All other reasons for a student's absence from lectures and seminars, practical and laboratory classes, except for force majeure, shall be considered as an unexcused absence and a violation of academic discipline.

2.4. A student who has three or more absences from lectures and seminars, practical and laboratory classes in one discipline shall be admitted to classes with the written permission of the dean (assistant dean) indicating the reason for the absence. In the absence of written permission, a student may be admitted to classes by a teacher/professor if permission is granted by the dean's office on the following day.

2.5. Elimination of current debt by a student is carried out by means of reinstatement of missed classes – classes held at the chair under the guidance of a teacher/professor. Information on reinstatement of missed classes (procedure, form, time, place, full name of the responsible teacher/professor, etc.) shall be communicated to students by the dean's office and posted on the information boards of the dean's office, the chair and/or on the University's Internet resources.

2.6. Information on students with current debt and students who have completed current debt shall be submitted by the chairs to the dean's office every month (on the first day of each month following the reporting month).

2.7. Chairs keep a record of reinstatements of missed classes in a register.

2.8. A student has the right to eliminate current debt by submitting (resubmitting) his or her assignments to the head of the chair's study unit, the teacher/professor responsible for the class in a given group or the teacher on duty.

2.9. A student is given an opportunity to eliminate the same debt incurred as a result of missing classes no more than twice, provided that the total number of missed classes, for which there is a current debt, does not exceed 17.

If the total number of missed classes for which there is a current debt exceeds 17 on each first day of the reporting period (month), a student is subject to expulsion in the order stipulated in the Regulations on the procedure and basis for transfer from other educational organizations, and from one educational programme to another, expulsion and reinstatement of students of bachelor's, specialist (MD courses), and master's programmes of the University.

2.10. Documents confirming excused absences shall be submitted to the dean's office of the faculty no later than three days after a student has resumed his/her studies.

2.11. If a student is unable to attend classes due to illness or other reasons, he/she is obliged to notify the dean's office personally or through the group leader about the reason for absence no later than the next day after non-attendance.

2.12. Elimination of a student's debt for lectures, seminars, laboratory and practical classes missed for a valid reason shall be made with the permission of the dean (assistant dean) of the faculty in the following order:

2.12.1. A student submits to the dean's office an application requesting permission to reinstate missed classes, an explanatory note and an original document confirming a valid reason for absence;

2.12.2. An application certified by signature of the dean (assistant dean) of the faculty shall be submitted by a student to the appropriate chair;

2.12.3. After reinstatement of missed classes by a student, the head of the chair's study unit shall return the applications to the dean's office at the end of a semester.

2.13. Elimination of a debt for lectures, seminars, laboratory and practical classes missed for an unexcused reason shall be made with the permission of the dean (assistant dean) of the faculty in the following order:

2.13.1. A student who missed classes for an unexcused reason shall submit to the dean's office an application requesting permission to reinstate missed classes and an explanatory note stating the reasons for the absence;

2.13.2. If the dean (assistant dean) of the faculty allows a student to reinstate missed classes, an application signed by the dean (assistant dean) is forwarded to the appropriate chair.

2.13.3. After reinstatement of missed classes by a student, the head of the chair's study unit shall return the applications to the dean's office at the end of a semester.

2.14. Missed classes aimed at the mastering of theoretical knowledge by students, shall be reinstated in writing or orally - at the discretion of the chair.

2.15. Missed classes aimed at acquiring skills and abilities in addition to theoretical knowledge (practical classes, clinical training, patient supervision, physical training, etc.), shall be reinstated in two stages with a unified grade: monitoring of theoretical knowledge (testing, discussion, etc.) and completion of practical tasks on the topic of missed classes (patient supervision, situational tasks, etc.). The form of monitoring of theoretical knowledge and practical skills shall be determined by the chair. Exception is classes in Physical Education and Applied Physical Education missed for health reasons (illness, childbirth). Absence from such classes shall be certified by a medical certificate of the established form, verified by the University Clinic, and shall not require reinstatement.

2.16. In order to reinstate missed lectures, a student shall submit to a lecturer (the head of the chair's study unit, the teacher on duty) a handwritten report paper of at least 25 sheets on the topic of the missed lecture and have a discussion on this topic.

2.17. If a student receives an unsatisfactory grade in a current assessment, the procedure is following:

2.17.1 a student shall request permission from the head of the chair's study unit, the teacher/professor responsible for the class in a given group or the teacher on duty to correct the unsatisfactory grade;

2.17.2. the head of the chair's study unit (teacher) shall determine the time, place and form of the retake;

2.17.3. a student shall correct the unsatisfactory grade in the form of theoretical knowledge monitoring or by completing a practical task on the topic of the missed class (patient supervision, situational tasks, etc.) at the appointed time.

2.18. Only those monitoring activities (colloquiums, written tests, pass/fail tests, etc.) that are established by the current curriculum of the discipline (module) are subject to compulsory reinstatement in case of non-attendance or failure to complete.

2.19. Preparation of a chair for reinstatement of missed classes includes the drawing up of a schedule with the appointment of the chair teacher on duty and the provision of a classroom and equipment.

2.20. Reinstatement of missed classes shall be carried out at the chairs, in accordance with the schedule approved by the head of the chair at least once a week. The schedule of reinstatement of missed classes shall be submitted by the heads of chairs' study units to the dean's office on the first day of the current month, placed on the chair's information board, as well as published on the University Internet sources. The completion of reinstatements shall be controlled by the heads of chairs and dean's offices.

2.21. Reinstatement of missed classes shall be carried out outside of class hours.

2.22. A student may eliminate current debt due to missed classes by completing one assignment on not more than one topic. Upon successful completion by a student of the required list of tasks, current debt shall be considered eliminated and a note thereof shall be made in the register indicating the date of elimination of current debt, as well as in the register of attendance and in a student's application for reinstatement of missed classes.

2.23. During the interim assessment period, the reinstatement of missed classes is conducted on a daily basis.

2.24. During the interim assessment period, a student may eliminate the debt by completing one assignment on not more than two topics.

2.25. In order to manage the number of students completing assignments to eliminate debts and to optimize its performance by the chairs, a pre-registration of students shall be carried out. No more than 15 students may be registered to one teacher for elimination of debts incurred as a result of missing classes.

2.26. In case of conflict or disputable situations, elimination of current debt shall be carried out in the presence of the head of the chair (head of the chair's study unit).