

The algorithm of reworking out lectures and practical classes at the School of Medicine

1. Skipping a lecture or a practical lesson for a good reason is: illness with the provision of a certificate or sick leave; summons to the military enlistment office or court; blood donation; order or order of the rector / vice-rector for academic affairs (Dean of the HSE); provision of a marriage registration certificate (release for 3 days); death of a loved one a relative (exemption for 3 days, and for students with foreign citizenship up to 10 days) or the provision of a participant program in a scientific conference):

1.1. The student must appear on the first day after going to study at the dean's office, where he provides the above documents confirming the validity of the reason why lectures or practical classes were missed, after which the deputy dean for academic affairs gives him a referral for free training, which is provided to teachers:

a) **if a lecture was missed for a good reason**, then this pass is should be reworked out through the study of materials on an electronic platform www.moodle.bafe.edu.kg ;

b) **if a practical lesson was missed for a good reason**, then the student must rework it out completely by the hour in accordance with the missed lesson, without making payment for reworking out, in accordance with the schedule of individual consultations of the teaching staff of the relevant department, while the teacher conducting the reworking out has the right to send him for re-passing if there is it was found out that the student was not prepared for the topic being worked out. Similarly, a student may not be allowed to work out if he is more than 15 minutes late.

c) **if a laboratory lesson was missed for a good reason**, then the student must rework it out completely by the hour in accordance with the missed lesson, without making payment for reworking out, in accordance with the work schedule of the corresponding laboratory, with mandatory fixation in the laboratory assistant's journal about the performance of the work. Similarly, a student may not be allowed to work out if he is more than 15 minutes late.

1. Skipping a lecture or practical classes without a valid reason is not attending classes without permits, not being allowed to attend classes due to being late for more than 10 minutes, being removed from classes for violating discipline.

2.1 The student must report to the Dean's office on the first day after graduation, where he writes an application to the dean with a request to allow him to rework a missed lecture or a practical/laboratory lesson for a fee. The dean or deputy dean for academic affairs approves the student's application, who then addresses him to the head of departments to find out who exactly will take the training according to the schedule, after which they sign the student's work permit with the indication of a specific teacher. The training must be carried out without fail within 2 weeks after the admission and receipt of the paid permit. Otherwise, the student pays for the new permit again.

2.2 In order to practice lectures and practical classes, the student must familiarize himself with the schedule of individual consultations of the teaching staff in advance, if the schedule coincides with his current schedule, then he must agree on another time with the teacher. At the same time, he may

be refused an appointment with a proposal to postpone the training to the next date if the number of students who have signed up before him exceeds the permissible number that a teacher can accept at one time: more than 12 people. Also, the student must advance through the electronic platform www.moodle.bafe.edu.kg prepare to work off missed classes;

3. **In the process of reworking**, the teacher has the right to prevent students who are more than 15 minutes late, as well as those who came to work out unprepared, which turns out during a preliminary short oral interview. In all these cases, the received permission is canceled, and the student must pay for a new admission again.

4. **If a student is allowed to rework**, then it proceeds as follows:

a) **the lecture** is reworked out by an oral answer to questions on a missed topic that the teacher asks the student. After that, clarifying questions can be asked to the student, after satisfactory coverage of which, the student receives a mark about a successfully completed lecture. If, due to unsatisfactory coverage of the questions asked on a missed topic, a student receives an unsatisfactory grade, he has the right to ask for an answer in writing. If, in this case, the results of his knowledge are found unsatisfactory, he is sent for re-working with repeated payment.

b) **a practical / laboratory lesson** is practiced hour by hour with the acquisition of the necessary practical skills. If the practical / laboratory lesson is reworked out successfully, then the student receives an appropriate conclusion in the admission in the form of a positive assessment. In exceptional cases, a student can work out two missed classes at once at once, and he is fully ready for the topics being reworked out. The workings in written form of students after the workings are stored on the department or on the platform www.moodle.bafe.edu.kg within a year.

/ Dean of School of Medicine

Vice-dean for academic affairs
of the School of Medicine

Two handwritten signatures in blue ink are positioned between the text of the Dean and the Vice-dean on the left and the names of the signatories on the right. The top signature is more stylized, while the bottom one is more legible.

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