

## REGULATION

No. 264

Minsk

on makeup work for missed classes by the students (military students, trainees) of the educational institution “Belarusian State Medical University”

*(as amended by Order of Rector of the educational institution “Belarusian State Medical University” No. 592 dated 12.10.2020)*

### CHAPTER 1 GENERAL PROVISIONS

1. This Regulation on makeup work by the students (military students, trainees) of the educational institution “Belarusian State Medical University” (hereinafter referred to as the Regulation) was developed on the basis of the Code of the Republic of Belarus on Education No. 243-3 dated 13.01.2011 and is aimed at improving the organization of the educational process, enhancing the quality of education and strengthening the academic discipline of the students, military students and trainees (hereinafter referred to as Students) of the educational institution “Belarusian State Medical University” (hereinafter referred to as the University) studying at the first stage of higher education, as well as the trainees of the University enrolled in the educational program for preparing persons for admission to educational institutions of the Republic of Belarus (hereinafter referred to as Trainees).

2. The main form of organization of the educational process in the course of implementation of educational programs of higher education is a class: a lecture, a seminar, a laboratory work, a practical class.

The main form of organization of the educational process in the implementation of educational programs for the preparation of persons for admission to educational institutions of the Republic of Belarus is a class: a lecture, a practical class.

3. All the classes missed by the student (trainee) and all types of practical training (hereinafter referred to as Classes) must be made up, as a rule, before the start of the examination session or end-of-course assessment. In order to eliminate the academic differences in curricula and programs including practical training (hereinafter referred to as Differences), makeup work must be done for practical, laboratory, seminar classes, as well as for all types of practical training.

4. Information about class absences is displayed in the electronic journal for recording of students' academic performance (hereinafter, EJ), which is filled out by the department on a daily basis.

5. Makeup work for missed classes is carried out in the student's (trainee's) free time apart from the scheduled classes.

6. Makeup classes can be given and taken on a free-of-charge or paid basis.

Free-of-charge makeups are provided for classes missed due to an illness of a student (trainee), which is confirmed by a medical certificate of temporary disability, or for other valid excuses as decided by the Dean of the faculty, as well as in case of elimination of differences after academic leave, three years' parental leave, and leave for military service.

Classes missed without a valid excuse, as well as classes (except lectures) aimed at eliminating differences in case of transfer admission (readmission) to the University are made up on a paid basis.

7. Makeup work for an excused or unexcused absence is carried out by appointment in accordance with the department's schedule of makeup work for absences (hereinafter referred to as the Makeup Schedule) (Appendix 1 to this Regulation) provided there is a mark of an excused absence in the EJ. In case of an unexcused absence a referral for makeup work (hereinafter referred to as the Referral Notice) (Appendix 2 to this Regulation) must be provided. Appointments for the make-up work can be made by phone or by the student's (trainee's) request in person to the department. Makeup work for an absence during a class given to another student group is allowed.

In circumstances making it impossible to organize the makeup work in the personal presence of a student (trainee) in class (epidemiological situation, prolonged illness, etc.), it is allowed, with the permission of the management (Deans of faculties) of the University, to give and take a makeup class as a distant class using modern technical facilities by working in an electronic educational and methodological complex, in software services.

8. Makeup work for a missed class can be organized simultaneously with students (trainees) in the number of up to 10 people.

9. Forms of makeup work:

- makeup work for a lecture is carried out in the form of a written test (in case of unexcused absence);
- makeup work for practical, laboratory, seminar classes is carried out in the form of an extra class, the duration of which is equal to the duration of the class according to the curriculum or the number of the hours of absence when skipping part of the class (as indicated in the EJ);
- make up work for practical training is carried out according to the practical training program in healthcare organizations and institutions, at the enterprises "Pharmaciya" according to an individual schedule of practical training (Appendix 3 to this Regulation).

10. The dean (head) or deputy dean (hereinafter referred to as the Dean) of the faculty, at which the student (trainee) is studying, and the head of the department

control the timeliness of makeup work for absences and elimination of academic differences.

11. According to the results of makeup work, a grade is given on a ten-grade scale. The grade can be taken into account by the decision of the department when calculating the student's rating.

12. Students (trainees) having an unexcused absence at a class or practical training may be subject to disciplinary measures (a rebuke, a reprimand).

13. Students (trainees) who have not done makeup work, or who have not eliminated academic differences within the established time limits, are debarred from the interim assessment, or final assessment.

14. As an exception, no makeup is required for the classes missed by the student (trainee) with a valid excuse confirmed by a document (certificate of guarantees and compensation to the donor, call-up orders to the military enlistment office or judicial authorities, marriage certificate of the student (trainee), his siblings, death certificate of a family member or close relative, diploma of the laureate (winner) and the program of participation in a scientific conference, birth certificate if raising two or more children under the age of sixteen years, as well as the order (regulation) of the Rector (Vice-Rector) of the University or the order of the Dean of the faculty on participation in public and cultural events, events of the student scientific society). The Classes are transferred to the category of independent work.

## CHAPTER 2 THE ORDER OF ORGANIZATION OF MAKEUP WORK FOR EXCUSED ABSENCES

15. In case of non-attendance with a valid excuse, the student (trainee) must no later than the next day inform the Dean of the faculty about the reason for his/her absence, as a rule, personally.

16. A student (trainee) who has started classes submits to the Dean of the faculty documents confirming a valid excuse for the absence within 5 working days. A student (trainee) who has not submitted documents confirming the valid excuse within the prescribed period must write an explanatory note addressed to the Dean of the faculty.

17. The Dean (Deputy Dean) enters a mark about an excused absence into the EJ («H/y» - an absence with a valid excuse, «H/бo» - an absence excused without makeup). The department organizes for the makeup of the missed classes on the basis of these marks in the EJ.

18. Makeup work for excused absences that has not been completed usually within one month following the date of absence is carried out on a paid basis. The Dean (Deputy Dean) of the faculty, upon receiving information from the departments in the form of a memo on the expiration of the term of makeup work on a free basis, makes changes to the EJ, transferring the absence to the category of "unexcused absences". In case of a long absence of a student (trainee) with a valid excuse, the Dean of the faculty has the right to set an individual term for making up work missed with a valid excuse on a free basis for the period of more than one month.

19. Lectures missed with a valid excuse are transferred to the category of independent work. The acquisition of educational material on the topic of a missed lecture is monitored during control tests, colloquiums, final classes scheduled in the curricula. The Dean (deputy dean) enters the mark of «H/бo» (an absence excused without makeup) into the EJ.

### CHAPTER 3 THE ORDER OF ORGANIZATION OF MAKEUP WORK FOR UNEXCUSED ABSENCES

20. A student (trainee) who has unexcused absences is obliged to make them up within two weeks after skipping. The Dean of the Faculty, in case of objective circumstances, has the right to set individual deadlines (more than two weeks) to make up absences. In case of non-compliance with the deadlines the disciplinary measures may be applied to the student (a rebuke, a reprimand).

21. The teacher marks in the EJ the missed classes with the letter “H”; during the day it is automatically changed into "HH".

22. Upon the student’s (trainee’s) payment for the absences and submitting a receipt, confirming the payment, an employee of the Dean's Office issues a referral allowing the student (trainee) to make up absences which is expected to be further submitted to the Department (Chair). It is allowed to issue one referral for several absences in several disciplines.

23. The referral is registered at the Dean's Office in the Missed Classes Referrals Register (Appendix 6 to this Regulation).

24. In case of a large number of absences (more than three), the Department must hand over to the student (trainee) and the Dean's Office where the student (trainee) is studying, a copy of absences (elimination of academic differences in curricula and programs including practical training) the Makeup Work Schedule (hereinafter referred to as the Makeup Work Schedule and the Academic Differences Elimination Schedule) (Appendix 5 to this Regulation) prior to the makeup work commencement.

It is mandatory for the student (trainee) to sign the Makeup Work Schedule, thus confirming he is familiar with its content.

25. In case a student (trainee) doesn’t appear to make up the absences without a valid excuse, the makeup work of the absences is carried out on the payment basis in accordance with the Makeup Work Schedule.

### CHAPTER 4 THE PROCEDURE FOR ELIMINATION OF ACADEMIC DIFFERENCES IN CURRICULA AND PROGRAMS INCLUDING PRACTICAL TRAINING IN CASE OF TRANSFER ADMISSION (READMISSION) TO THE UNIVERSITY, AND ELIMINATION OF THE ACADEMIC DEBTS

26. Commonly academic differences in transferring (reinstatement) of students to the University are eliminated during the semester prior to the examination session

commencement in accordance with the approved schedule for academic differences elimination.

27. Based on the calculation of academic differences the student submits an application to the Dean of the Faculty with a request to allow the academic differences to be eliminated (Appendix 4 to this Regulation).

28. The student submits an application with the Dean's (Deputy Dean's) signature to the Head of the Department for approval and compiling a schedule to eliminate academic differences (Appendix 5 to this Regulation) and/or an individual schedule. A copy of the schedule for eliminating academic differences (individual schedule) is submitted to the Dean's Office and the student.

29. In the Accounting Department the amount of payment (via ЕРИП) is calculated based on the information about academic differences specified in the student's application for academic differences elimination.

30. After submitting the confirmation of payment (receipt) to an employee of the Dean's Office he/she issues to the student a referral for makeup work; upon its presentation to the Department the student is allowed to eliminate academic differences.

31. In order to obtain admission certificate allowing the student to eliminate academic debts, he/she writes an application addressed to the Dean of the Faculty (Appendix 8 to this Regulation).

32. In the Accounting Department, based on the information specified in the student's application for the elimination of academic debts, the amount of payment (via ЕРИП) is calculated.

33. After submitting a receipt confirming the payment, an employee of the Dean's Office issues a referral to the student for makeup work, upon presentation of which the Department allows the student to eliminate academic debts.

34. The referrals for makeup work, issued to eliminate academic differences and academic debts are registered at the Dean's Office in the Missed Classes Referrals Register.

## CHAPTER 5

### STORAGE OF DOCUMENTS AND ABSENCES REFERRALS (ELIMINATION OF ACADEMIC DIFFERENCES IN THE CURRICULA AND PROGRAMS, PRACTICAL TRAINING AND ELIMINATION OF ACADEMIC DEBTS)

35. Documents on makeup work of absences (payment receipts, explanatory notes, medical certificates, memos) are stored in the Dean's Office according to the established nomenclature. The document storage period is one year.

36. Documents on elimination of academic differences, academic debts (applications, payment receipts, copies of the current academic certification test/exam score sheet) are stored in the student's (trainee's) personal file.

37. Makeup work referrals and schedules (elimination of academic differences) and individual training schedules are stored at the Department Missed Classes Referrals, Retaking Exams/Tests Score Register, (Appendix 7 to this Regulation) during the period established by the nomenclature of the Department.

38. Written test papers (as a form of a lecture missed without a valid excuse makeup work) are stored at the Department for one academic year.

39. The results of the makeup work of excused or unexcused absences, elimination of academic differences and academic debts are registered in the Missed Classes Referrals, Retaking Exams/Tests Score Register.

## CHAPTER 6 PAYMENT FORMATION AND PAYMENT CHANGES. MAKEUP WORK PAYMENT

40. The unit of time measurement paid by the student in case of unexcused absences, eliminating academic differences and academic debts is the academic hour.

41. The cost of one academic hour is calculated by the Contract Works Department in accordance with the current legislation of the Republic of Belarus and approved by the University Rector or the first Vice-Rector.

42. The cost of one academic hour is changed in accordance with the procedure established by the current Pricing Legislation.

43. Payment for unexcused absence (elimination of academic differences) makeup work is made by the student in the full volume for the number of hours specified in the makeup work referral (application for elimination academic differences), regardless of the number of students (trainees) in the group.

44. Payment for the makeup work of unexcused absences is made via ERIP upon receiving the payment code from the Electronic Journal Information System ([www.cabinet.bsmu.by](http://www.cabinet.bsmu.by)).

45. Payment for classes to eliminate academic differences and academic debts is made via ERIP on the basis of the calculated amount of payment.

## CHAPTER 7 REMUNERATION OF TEACHERS TAKING MAKEUP WORK

46. Remuneration of a teacher who takes a makeup work of unexcused absences and elimination of academic differences is made on the terms of a Hourly Wage Rate Contract (hereinafter referred to as Contract) in accordance with the time standards approved by the Order of the University Rector, on the terms of taking makeup work of missed classes and elimination of academic differences outside the teacher's work schedule.

47. In case of taking makeup work of missed lectures without a valid excuse, the teacher's remuneration is made according to the approved standards in the amount of 0.25 hour required to check one written control test.

48. In case when an individual practical training is not completed by a student within the time limits set by the schedule of the educational process, as well as in case of eliminating academic differences in practical training, the teacher's

remuneration is made in the amount of 1.0 hour per week for each student in accordance with approved standards.

49. In case of taking make up work of classes missed without a valid excuse (on a payment basis) and eliminating academic differences according to the schedule of missed classes makeup work for a valid excuse during classes with another academic group within the frames of the teacher's work schedule, remuneration of teachers under the terms of the Contract is not paid.

50. Under the terms of the Contract hours of classes missed for a valid excuse are included in the teacher's workload and not paid.

First Vice-Rector

I.N. Moroz

Appendix 1  
to the Regulation on makeup work for  
missed classes by the students  
(military students, trainees) of  
the educational institution  
"Belarusian State Medical University"

Makeup Schedule for absences  
(an excused or unexcused absence - specify)

at the department \_\_\_\_\_  
(name of the department)  
in \_\_\_\_\_ semester 20\_\_\_\_-20\_\_\_\_ academic year

Date	Time	Room No.	Full name of the teacher

Appointments for the make-up work is made by phone \_\_\_\_\_ or in the  
Room No \_\_\_\_\_.

Head of the Department

\_\_\_\_\_  
( name of the department)

\_\_\_\_\_  
(signature, initials and surname of the head of the department)

Appendix 2  
to the Regulation on makeup work for  
missed classes by the students  
(military students, trainees) of  
the educational institution  
"Belarusian State Medical University"

**REFERRAL TO MAKEUP WORK OF THE PRACTICAL CLASS**

№ \_\_\_\_\_

Discipline \_\_\_\_\_

Student(ke) \_\_\_\_\_

group No \_\_\_\_\_ faculty \_\_\_\_\_

permitted to make up excused absence on the following dates:

with \_\_\_\_\_ for \_\_\_\_\_,

(eliminate academic differences in curricula and programs):

lectures in the number of \_\_\_\_\_ classes;

practical (laboratory, seminar) classes in the amount of \_\_\_\_\_ hours/days.

Dean (Deputy Dean) of the faculty \_\_\_\_\_

(signature) (Full name)

\_\_\_\_\_ 20\_\_\_\_. MP

The referral is valid for \_\_\_\_\_ 20\_\_\_\_.

*The reverse side*

Register No.	Date	topic No.	Grade	Teacher's signature	Student's signature

*\*The table is filled in if necessary*

Makeup work for missed classes without a valid excuse (elimination of academic differences in curricula and programs) is carried out in the student's (trainee's) free time apart from the scheduled classes.

According to the results of makeup work, a grade is given on a ten-grade scale. The grade can be taken into account by the decision of the department when calculating the student's rating.

In case a student (trainee) doesn't appear to make up the absences in accordance with the approved schedule without a valid excuse, the makeup work of the absences is carried out on the payment basis.

Appendix 3  
to the Regulation on makeup work for  
missed classes by the students  
(military students, trainees) of  
the educational institution  
"Belarusian State Medical University"

### Individual Schedule

\_\_\_\_\_ practice  
(name)  
in 20\_\_\_\_-20\_\_\_\_ academic year  
student \_\_\_\_\_ faculty, group No \_\_\_\_\_

\_\_\_\_\_  
(initials and surname of the student)

Section, (type of) practice	Date	Day of the week	Scheduled time of classes (start/end)	Number of academic hours of practical training per day	Practice time

Total: \_\_\_\_\_ hours

Dean of the Faculty  
\_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(signature, initials and surname of the dean)

\_\_\_\_\_  
(signature, initials and surname of the head)

Head of the University Practical Training

Head of the Department

\_\_\_\_\_  
(signature, initials and surname of the head of the department)

\_\_\_\_\_  
( name of the department)

\_\_\_\_\_  
20

Supervisor of the Practical Training  
from the Department

\_\_\_\_\_  
(initials and surname, position of the teacher)

\_\_\_\_\_  
20

Practical Training

\_\_\_\_\_  
(name of the organization)

Head of the Department of OS and SR

\_\_\_\_\_  
(signature, initials and surname of the chief)

\_\_\_\_\_  
20

Instruction on OS and SR has been  
completed

\_\_\_\_\_  
(signature, initials and surname of the student)

\_\_\_\_\_  
20

Appendix 4  
to the Regulation on makeup work for  
missed classes by the students  
(military students, trainees) of  
the educational institution  
"Belarusian State Medical University"

STATEMENT

To the Dean \_\_\_\_\_

\_\_\_\_\_  
-  
(date)

\_\_\_\_\_  
(name of the faculty)

\_\_\_\_\_  
(surname and initials of the dean)  
the student(s) of group No. \_\_\_\_\_

\_\_\_\_\_  
(Student's full name)

In connection with the readmission / transfer admission / return after  
academic leave / three years' parental leave, leave for military service

(cross out unnecessary)

to continue education under a contract on a paid basis / at the expense of the  
republican budget

(cross out unnecessary)

Please, allow me to eliminate academic differences in curricula and programs for payment / free of charge

*(cross out unnecessary)*

by academic discipline \_\_\_\_\_

*(name of the discipline)*

in volume \_\_\_\_\_ academic hours of practical (laboratory, seminar) classes,

to pass the test / credit test / exam

*(cross out unnecessary)*

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(initials, surname of the student)*

Approved by:  
Deputy Dean

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(initials, surname)*

Appendix 5  
to the Regulation on makeup work  
for missed classes by the students  
(military students, trainees) of  
the educational institution  
"Belarusian State Medical  
University"

Schedule of makeup work for missed classes (elimination of academic  
differences in curricula and programs)

by the student of \_\_\_\_\_ group, \_\_\_\_\_ year,  
\_\_\_\_\_ Faculty

\_\_\_\_\_  
*(initials and surname of the student)*

Date	Time	Base, Room No.	Number of academic hours	No. of the topic of the missed class	Full name of the teacher	grade, notes
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Head of the Department

\_\_\_\_\_  
*(name of the department)*

20

\_\_\_\_\_  
(signature, initials and surname of the head of the department)

Acquainted with

\_\_\_\_\_  
20

\_\_\_\_\_  
*(signature, initials and surname of the student)*

Agreed:

Dean (Deputy) of the Faculty

\_\_\_\_\_  
*(signature, initials and surname of the dean (deputy))*

## Appendix 6

to the Regulation on makeup work  
for missed classes by the students  
(military students, trainees) of  
the educational institution

"Belarusian State Medical  
University"

## THE MISSED CLASSES REFERRALS REGISTER

Registration number of the referral	Date of issue of the referral	Student's full name	Group No.	Date(s) of absence	Number of academic hours for makeup work
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## Appendix 7

to the Regulation on makeup work  
for missed classes by the students  
(military students, trainees) of  
the educational institution  
"Belarusian State Medical  
University"

The Department Missed Classes Referrals, Retaking Exams/Tests Score Register

Date	Group No.	Student's full name	The topic of the missed class, no.	Referral No., number of academic hours	Full name, position of the teacher	A grade for makeup work, test, exam
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Appendix 8  
to the Regulation on makeup work  
for missed classes by the students  
(military students, trainees) of  
the educational institution  
"Belarusian State Medical  
University"

APPLICATION

To the Dean \_\_\_\_\_

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(name of the faculty)

\_\_\_\_\_  
(surname and initials of the dean)

the student of group No. \_\_\_\_\_

\_\_\_\_\_  
(Student's full name)

Please, allow me to eliminate academic debts (retake No. \_\_\_\_\_) in  
academic discipline (practical training)

\_\_\_\_\_ for payment  
(name of discipline, practical training)

in the form of:

credit (in the discipline of the social and humanitarian module) in the volume of  
0.3 hours;

credit in the volume of 0.35 hours;

graded credit in the a volume of 0.5 hours;

examination in the volume of 0.5 hours;

term paper defense in the volume of 0.35 hours

(cross out unnecessary)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(initials, surname of the  
student)

Approved by:  
Deputy Dean

\_\_\_\_\_  
(signature) (initials, surname of the Deputy Dean)

First Vice-Rector

\_\_\_\_\_ I.N.Moroz  
\_\_\_\_\_ 20 \_\_\_\_\_

Dean of the Faculty of General Medicine

\_\_\_\_\_ A.I.Volotovskiy  
\_\_\_\_\_ 20 \_\_\_\_\_

Dean of the Faculty of Pediatrics

\_\_\_\_\_ V.I.Bobrovnichy  
\_\_\_\_\_ 20 \_\_\_\_\_

Dean of the Faculty of Preventive  
Medicine

\_\_\_\_\_ A.V.Gindyuk  
\_\_\_\_\_ 20 \_\_\_\_\_

Dean of the Faculty of Dentistry

\_\_\_\_\_ S.N.Parhamovich  
\_\_\_\_\_ 20 \_\_\_\_\_

Dean of the Faculty of Pharmacy

\_\_\_\_\_ N.S.Gurina  
\_\_\_\_\_ 20 \_\_\_\_\_

Dean of the Medical Faculty for Foreign  
Students

\_\_\_\_\_ O.S.Ishutin  
\_\_\_\_\_ 20 \_\_\_\_\_

Dean of the Faculty of Career Guidance  
and Pre-University Training

\_\_\_\_\_ A.R.Avetisov  
\_\_\_\_\_ 20 \_\_\_\_\_

Chief Accountant

\_\_\_\_\_ I.G.Bulash  
\_\_\_\_\_ 20 \_\_\_\_\_

Head of the Training Department

\_\_\_\_\_ N.V.Fomchenko  
\_\_\_\_\_ 20 \_\_\_\_\_

Head of the Contract Work Department

\_\_\_\_\_ Yu.A.Korzhenevskaya  
\_\_\_\_\_ 20 \_\_\_\_\_

Head of the Information Technology  
Development Center

\_\_\_\_\_ A.V.Staheiko  
\_\_\_\_\_ 20 \_\_\_\_\_

Head of the Legal Department

\_\_\_\_\_ N.F.Chistaya  
\_\_\_\_\_ 20 \_\_\_\_\_

Assistant to the Rector

\_\_\_\_\_ N.P.Kolesnikova  
\_\_\_\_\_ 20 \_\_\_\_\_

Chairman of the primary trade union  
organization of University students of  
the Belarusian Trade Union of Health  
Workers

\_\_\_\_\_ A.V.Sapotnitsky  
\_\_\_\_\_ 20 \_\_\_\_\_