УТВЕРЖДЕНО
решением учёного совета
ФГБОУ ВО КГМУ Минздрава России
(протокол от 11.03.2024 № 8)
Ректор, председатель учёного совета Университета

профессор _____ В.А. Лазаренко

Position
about the coursework

KGMU-SMK-P-7.5.385-9.0-24

Version 9.0

Kursk – 2024

1. General Provisions

1.1. These Regulations establish the general rules for the preparation, design and defense of coursework by students of all forms of study at the Federal State Budgetary Educational Institution of Higher Education "Kursk State Medical University" of the Ministry of Health of the Russian Federation (hereinafter referred to as KSMU, the University) and have been developed on the basis of:

- Federal Law No. 273-FZ of December 29, 2012 “On Education in the Russian Federation”;
- Federal state educational standards of higher and secondary vocational education (hereinafter referred to as FSES VO, FSES SPO);
- current procedures for organizing and implementing educational activities in educational programs of secondary vocational education, educational programs of higher education - bachelor's degree programs, specialist programs, master's degree programs, residency programs;
- Charter of KSMU;
- fundamental documents of the quality management system and other local regulations.

1.2. A coursework is a study on a specific topic completed independently by a student or several students.

1.3. The main goal of completing the coursework is to expand and deepen students' knowledge of the discipline (module) and develop their skills in scientific research.

1.4. Objectives of the course work:

- consolidation and deepening of theoretical and practical knowledge in the discipline (module);
- acquisition of skills in working with regulatory documentation, scientific literature, and Internet resources;
- mastering modern methods of searching, processing and using information;
- systematization of scientific knowledge;
- deepening the level and expanding the scope of general cultural, professional and other competencies;
- acquisition of skills of creative thinking, generalization and analysis;
- development of interest in scientific research work;
- development of skills and abilities for independent organization of scientific research work;
- development of skills to apply acquired knowledge to solve specific professional problems.

1.5. The University has established two types of coursework:

- planned – provided for by the curriculum;

- unscheduled - not provided for by the curriculum.

Students with an average grade in the subject of 4.0 or more are allowed to complete unscheduled coursework.

1.6. The list of disciplines for which planned coursework is completed and the calendar deadlines for writing them are determined by the curricula of the educational program of each specialty (area of training).

1.7. The topics of planned coursework are approved as part of the work programs of the relevant disciplines.

1.8. The topics of unscheduled coursework must be relevant and correspond to the specialty (field of study), the current state and prospects for the development of science, as well as the objectives of studying a given discipline (module).

1.9. The topics for unscheduled coursework are developed and discussed at a department meeting (or, for the Medical and Pharmaceutical College (hereinafter referred to as MPC), at a meeting of the Subject and Methodological Committees (hereinafter referred to as SMC)) at the beginning of the academic year (semester). Lists of students who have completed unscheduled coursework are compiled in Appendix **1** in two copies, one of which remains with the department, and the other is submitted to the Center for Education Quality and Research Training at least twice during the academic year at the end of each semester, but no later than January 30 and June 30, respectively.

1.10. The student, in collaboration with their supervisor, determines the topic of their coursework based on the developed and approved topic, as well as their own academic interests. The student has the right to propose their own topic, justifying the feasibility of its research. When choosing a topic, the student must consider:

- its relevance;
- cognitive interest in it;
- the possibility of subsequent more in-depth research of the problem (writing a final qualifying work).

1.11. Changing the topic of a term paper is permitted upon a reasoned request from the student or at the initiative of the supervisor.

1.12. The coursework supervisor is a department instructor who meets the qualification requirements. The department head (for the MFC, the chairperson of the PMC) may appoint the instructor leading the practical classes or another department instructor (the PMC of the MFC) as the supervisor.

1.13. The number of coursework assignments a single faculty member may supervise is determined by the department head (or head of the IPC department). The department head distributes scheduled coursework assignments based on the faculty's workload. To ensure the quality of coursework completed outside the curriculum, no more than 10 coursework assignments are considered per faculty member during the academic year for the faculty quality rating system.

1.14. The supervisor of the course work is obliged to:

– assist the student in choosing a topic, developing a plan and schedule for its implementation;

– give recommendations on the selection of literature and factual material;

– carry out systematic monitoring of the completion of coursework in accordance with the developed plan;

– to provide methodological and scientific guidance;

– provide (give) group and individual consultations on the completion of coursework;

– to assess the quality of the coursework in accordance with the requirements imposed on it.

2. Requirements for completing coursework

2.1. The coursework must meet the following **requirements:**

– be completed at a sufficient theoretical level;

– include an analysis of the theoretical and practical material used;

– have the required volume in accordance with subparagraph 2.3.3. of this Regulation;

– have mandatory independent conclusions or findings;

– be completed within the established timeframes in accordance with paragraph 3.2. of these Regulations.

Coursework (planned, unscheduled) must necessarily include theoretical and practical parts.

2.2. Work on a term paper consists of three stages: **preparatory, working and final .**

2.2.1. At the preparatory stage, the student:

– defines the purpose, objectives, object and methods of research;

– carries out the search for theoretical and empirical information (working with catalogues, compiling a list of references, working with a book, extracts, theses, note-taking, photocopying important and interesting material, developing a program and research tools);

– carefully systematizes the selected material, studies it and prepares a brief analytical review of the research problem;

- draws up a plan for the course work.

2.2.2. At the working stage, the student :

– collects material according to the coursework plan;

– writes a draft version of the work and expresses his opinion on the issues under consideration;

– works on conclusions for subchapters and chapters (if necessary);

– prepares the scientific reference apparatus of the work (bibliographic list of literature).

2.2.3. At the final stage the student :

– corrects the work in accordance with the supervisor's comments;

– writes the final version of the work, taking into account the requirements of scientific design;

– presents the work to the manager.

2.3. Coursework usually has the following **structure :**

- title page;

– table of contents;

- text (introduction, main part, findings, conclusion);

– list of references;

- application(s).

2.3.1. The title page must be designed in accordance with **Appendix 2.**

2.3.2. The table of contents is a list of the main parts of the coursework with an indication of the corresponding pages in the text of the coursework.

2.3.3. Text

The introduction substantiates the relevance of the research topic and the need for further scientific study. It also defines the object, subject, and methods of the research, and formulates the goals and objectives. The student's published works, officially published on the topic of the coursework, may also be cited. The introduction is structured as follows: relevance of the topic; object and subject of the research; goals and objectives of the coursework; research methods.

The main part of the coursework should include theoretical (literary review, conceptual model) and practical (experimental, empirical) sections.

To write a theoretical section (literature review) on a selected problem, it is necessary to study and analyze at least 25 (for IFC – at least 10) literary sources. The review is presented in accessible language, and references to the referenced sources must be included in square brackets within the text. It typically consists of 2-3 subchapters totaling 15-20 pages (for IFC – 8-10 pages). The reliability of the research results depends on the primary sources, their intended purpose, and the nature of the information. The practical part presents the results of research conducted personally by the student, the volume of which is, as a rule, no less than 10 pages, for the MFC - no less than 8 pages.

The text of the coursework should reflect:

– the author's familiarity with the main literature on the issues under consideration;

– the ability to identify a problem and determine methods for solving it;

– the ability to consistently present the essence of the issues under consideration;

– proficiency in the relevant conceptual and terminological apparatus;

– an acceptable level of language literacy, including mastery of the functional style of scientific presentation.

The conclusion summarizes the results of the study, generalizes the main theoretical provisions and draws conclusions.

2.3.4. Bibliography.

The bibliography is organized alphabetically by author last name or publication title and must include at least 25 sources (see Section 2.3.3). Foreign-language sources are listed after all Russian-language sources. Bibliographic entries in the bibliography are formatted according to the current GOST standard. Examples of bibliographic entries in the bibliography are provided in **Appendix 3.**

2.3.5. Appendix (if any).

An appendix is a section of the text that provides additional (reference) value and serves to more fully cover a topic. There may be several appendices. Appendices may contain copies of original documents, individual paragraphs from orders and instructions, statistical data on morbidity, a product range with full information on medications, graphic material, tables, formulas, and other illustrative material.

2.4. The content and volume of coursework, taking into account the specifics of the disciplines, must comply with the requirements of the departments (PMK MFC), and the design must comply with the requirements of GOST **(Appendix 4).**

3. The procedure for intermediate certification (defense) planned coursework

3.1. Midterm assessment (defense) of scheduled coursework is conducted before the end of the examination session. Unscheduled coursework is assessed according to the deadlines established by the department.

3.2. The coursework is submitted for midterm certification (defense) subject to the completion of the design and compliance of the content with the requirements of the department and these Regulations.

3.3 . Upon completion of the coursework, a defense is conducted. Coursework defense options:

1. Public – at a meeting of the student scientific circle (hereinafter referred to as SSC) of the department.

2. Individual – during an interview with the teacher.

Students, faculty not teaching the subject, and healthcare professionals may attend the public defense. The student prepares a 5-10-minute report (accompanied by slides, tables, etc.). The results of the defense are reflected in the minutes of the Council of Supervisory Councils meeting. The defense of coursework may be preceded by peer review by senior students in the relevant specialty (or area of study).

3.4. When the educational process is carried out in an electronic information and educational environment (hereinafter referred to as EIEE) exclusively using distance learning technologies (hereinafter referred to as DLT), students submit coursework for review by instructors electronically. The defense of coursework may take two forms:

1. Public – on the Zoom platform. For the public defense, the student prepares a 5-10-minute presentation (the presentation is accompanied by slides, tables, etc.).

2. Individual – providing the teacher with an electronic presentation report on the completed coursework.

The department chooses the option for defending a coursework project for full-time and distance learning.

3.5. The criteria for evaluating coursework are:

– relevance and level of development of the topic;

– creativity and independence in analysis, generalizations and conclusions;

– complete coverage of primary sources and research literature;

– level of mastery of research methodology;

– scientific validity and argumentation of generalizations, conclusions and recommendations;

– scientific style of presentation;

– compliance with all requirements for the design of the coursework and the deadlines for its completion.

The grade for the coursework, along with a comment on the quality of its completion, is indicated on the title page and signed by the supervisor (when using DOT, the teacher writes comments and assigns the grade on the Moodle platform).

3.6. A coursework project provided for in the curriculum of the specialty that has been assessed unsatisfactorily is reworked and returned to the same teacher for review.

3.7. **The grade for the coursework provided for in the curriculum is entered into the grade book and the coursework defense report. (Appendix 3** ***(Regulations on midterm assessment of students***). **A failing grade will not be recorded in the student's record book.**

3.8. In the event of a student's failure to appear for the defense (public or individual) of a coursework, the "No Show" mark is entered in the "Grade" column of the coursework defense report, and the topic on which the student completed the coursework must be indicated in the "Title of Coursework" column.

3.9. If a student fails to submit the coursework stipulated by the curriculum within the specified timeframe (clause 3.1), the “Grade” column in the coursework defense report will be marked as “unsatisfactory” and the “Title of Coursework” column will remain blank.

Failure to complete coursework on time, as stipulated by the curriculum of the specialty, is considered an academic debt and is eliminated in accordance with the established procedure.

3.10. If the coursework required by the curriculum is not submitted on time, the student will not be admitted to the exam in the discipline.

3.11. Coursework (planned and unscheduled) is stored at the department for two academic years.

4. Final Provisions

4.1. These Regulations shall come into force upon approval by a decision of the Academic Council of the University.

4.2. The previous version of the Regulation shall be declared invalid.

Appendix 1

List of coursework completed outside the curriculum at the department (PMC) _____ in _____/_____ academic year.

Item No.	Title of the coursework	Full name student (theirs)	Faculty, course, group	Full name of the scientific (-s) of the manager (-to her)	Date of defense of the coursework
1	*2*	*3*	*4*	*5*	*7*

Head of Department (Chairman of the PMC MFC) _____ _____ _____

(position) (signature) I.O.F.

Date _____

Appendix 2

TITLE PAGE FORM

Federal State Budgetary Educational Institution of Higher Education "Kursk State Medical University"
Ministry of Health of the Russian Federation

Faculty _____

DEPARTMENT_____

COURSE PROJECT
by discipline
_____

TOPIC _____

Performer _____
Full name

well_____
group_____

Supervisor _____
Full name

academic degree _____
rank_____

Date of submission (defense) of the course work_____
Grade_____
_____

Signature of the manager_____

Kursk – 20___

Appendix 3

Examples of bibliographic entries for documents in the bibliography

(Bibliographic records are prepared in accordance with the requirements of GOST 7.1-2003 and GOST 7.80-2000)

Source characteristics	Example of design
1. Articles from magazines No author	Regional news // Pharmaceutical Bulletin – 2001. - No. 29. - P. 7.
One author	Shestakova, M.V. Diabetic nephropathy: fatal or preventable complication? / M.V. Shestakova // Russian Medical Journal. - 2001. - Vol.9, No.24. - P. 1095-1097.
Two authors	Fadeev, V.V. Adrenal insufficiency / V.V. Fadeev, G.A. Melchenko // Russian Medical Journal. - 2001. - Vol.9, No.24. - P. 1088-1094.
Three authors	Denisov, I.N. Feedback - a problematic link in teaching family medicine / I.N. Denisov, A.I. Ivanov, A.G. Reze // Russian family doctor. - 2001. - V.5, No. 3. - P. 10-11.
Four authors	Electrical methods of catheter ablation of cardiac rhythm disturbances / V.N. Ardashev, V.I. Steklov, V.P. Klimov, A.V. Ardashev // Clinical medicine. - 2001. - V.79, No.12. - P.4-8.
Five or more authors	Health schools for patients with chronic diseases / S.I. Kuznetsova, L.A. Balzaminova, A.G. Nilova et al. // Healthcare. - 2001. - No. 12. - P. 15-17.
2. Books, teaching aids One, two or three authors	Gvozdenko, A.A. Fundamentals of Insurance: Textbook for Universities/A.A. Gvozdenko – M.: Finance and Statistics, 1998. – 304 p. Borisov, E.F. Fundamentals of Economic Theory: Textbook / E.F. Borisov, F.M. Volkov - M.: Higher School, 1985. - 501 p.
Four authors	Stock market: Textbook for universities / N.I. Berzon, E.A. Buyanova, M.A. Kozhevnikov, A.V. Chalenko. - M .: VITA - PRESS, 1998. - 400 p.
Five or more authors	Introduction to the Specialty "Library Science and Bibliography": Textbook / K.I. Abramov, A.Ya. Aizenberg, I.V. Grankin, et al.; edited by K.I. Abramov. - Moscow: Higher School, 1993. - 159 p.
3. Article from a thematic collection	Brill, G.E. The influence of staphylococcal toxin on the purine reaction of the heart of amphibians / G.E. Brill // Pathophysiology of the infectious process. - Saratov, 1991. - P.21-24.
4. Standard	GOST 7.1-78. Bibliographic description of the document. General requirements and rules for compilation. - Moscow: Issue of Standards, 1984. - 78 p .
5. Patent	A.S. 1544380 USSR, MKI 4 A61 B 10/00. Method for predicting the protracted course of acute pneumonia / S. Yu. Landyshev, G. P. Borodina, I. V. Landysheva, E. A. Borodin; Blagoveshchensk State Medical Institute. - No. 4415621 / 28-14; Cl . 10.05.88; Published 15.06.89, Bulletin No. 34. - 6 p.

6. Article in a collection of works	Dychko, E.N. Traumatic cysts of the jaws in childhood / E.N. Dychko, V.A. Koritsky, S.V. Kravchenko // Scientific works. Kazan Medical Institute. - 1990. - V. 72. - P. 120-123.
7. Abstract of the dissertation	Koravelnikov, I.V. Scientific substantiation of approaches to ensuring environmental and hygienic safety during subsoil exploitation: Abstract of a Doctor of Medicine dissertation: (14.00.07) / I.V. Koravelnikov; St. Petersburg State Medical Academy named after I.I. Mechnikov. - St. Petersburg, 1999. - 48 p.
8. Dissertation	Belyaeva, G. V. Development of collagen technology and streptocide liniment based on it: Diss… Cand. of Pharmaceutical Sciences: 15.00.01 / G. V. Belyaeva; KSMU. - Kursk, 2000. - 142 p.
9. Instructions	Instructions for the preparation of dissertations: Approved. Resolution of BelVAK 4.10.94 Mn., 1994. Russian Federation: Administrative territorial division - as of November 1993 г. - M.: GUGK, 1994.-1 p.
10. Deposited scientific works	Anoshkin., N.K. Varicose veins of the lower extremities / N.K. Anoshkin. V.D. Pivkin, T.N. Anoshkina; Mordovian State University named after N.P. Ogarev. - Saransk, 1991. - 8 p. - Dep. in VNIIMI 17.06.91, No. 19263.
11. Abstracts of conference papers	Problems of ecology and bioformation of aquatic and coastal-aquatic ecosystems: Abstracts of reports of the XI All-Russian Conf. of Young Scientists (September 14-16 1999 г; Borok) / I.D. Papanin Institute of Inland Water Biology, Russian Academy of Sciences. - Borok, 1999. – 129 pp.
12. Article from the conference proceedings (abstracts)	Requirements for the theory of searching for new technical solutions / B.A. Zlotin, S.S. Litvin, V.V. Mitrofanov, V.M. Petrov // All-Russian scientific and practical conf. "Problems of development and increasing the efficiency of scientific and technical creativity of workers" (October 2-4, 1985, rNovosibirsk). - M., 1985. - Pp. 107-109.
13. Archival materials	On the sale of a pharmacy by the pharmacist Bavarian to the pharmacist Bomstein. - 1883 - 1884 г. - 16 p. - State Archives of the Voronezh Region, f. 2. - Op. 3. - D. 51.
14. Historical materials	Commemorative book of the Voronezh province for 1899. - Voronezh. 1899. - P. 91.
15. Yearbook	Marfenin, N.N. Ecology, economics and politics in Russia / N.N. Marfenin // Russia in the surrounding world: 1999: Analytical yearbook; edited by N.I. Moiseev, S.A. Stepanov. - M.: Publishing house of MNEPU, 1999. - P. 155-190.
16. Directory	Melik-Eganov, G. Merchandising / G. Melik-Eganov // Handbook for front-line pharmacy workers: compiled by A.A. Sinichkin. - M.: Professional Center, 2000. - P. 297-301.
17. Internet	Avdeev, I. Quality service in a pharmacy: a reality that remains a myth? [Electronic resource] / I. Avdeev // Pharmacist. – Access mode: URL : http://www. provisor . kharkov / arhive / 2000 / №19 (date of access 12.02.2014).

Appendix 4

Requirements for the execution of planned and unscheduled coursework at KSMU

Once the main work on the scientific research is completed, it needs to be properly formatted.

The design of scientific work is based on the requirements **of the standards** :

the structure of a scientific paper, requirements for its individual parts

GOST R 7.0.11-2011 System of standards for information technology, librarianship, and publishing. Dissertation and dissertation abstract. Structure and formatting rules

rules for the design of illustrative material, tables, appendices

GOST 2.105-95 Unified System of Design Documentation. General Requirements for Text Documents

rules for compiling bibliography

GOST 7.1-2003 System of standards for information technology, librarianship, and publishing. Bibliographic entry. Bibliographic description. General requirements and rules for compilation

rules for abbreviating references and text of the work

GOST 7.12-1993. System of standards for information technology, librarianship, and publishing. Bibliographic entry. Abbreviations of words in Russian. General requirements and rules.

rules for the design of in-text, subscript, and behind-the-text references

GOST R 7.05-2008 System of standards on information technology, librarianship, and publishing. Bibliographic reference. General requirements and rules for compilation

rules for formulating and writing titles of works

GOST 7.80-2000. System of standards for information technology, librarianship, and publishing. Bibliographic entry. Title. General requirements and rules for compilation.

Requirements for the presentation of scientific results
1. Volume of the research paper . If you had a lot of material and the rough draft turned out to be lengthy, this doesn't necessarily mean you need to transfer it all to the final draft. Consider what can be removed, what details and particulars can be omitted, and what can be omitted without compromising the quality of the work. No one has ever established a precise length for a research paper. It all depends on the topic, the number of sources reviewed, and the student's and supervisor's objectives. When determining the length, the following guidelines should be followed (standard A4 sheets): - abstract – 10 – 15 pages; - coursework – 25 – 50 pages; - diploma thesis – 50 – 70 pages; - scientific publication – according to the requirements of the conference or journal.
2. Page numbering. All pages of the work, including illustrations, bibliography, and appendices, must **be numbered** sequentially without gaps or repetitions (continuous numbering).

The title page is considered the first page. There are no page numbers on the title page; the next page is numbered "2," and so on.

The page number is printed in Arabic numerals in the middle of the top margin of the page.

Figures, tables, diagrams, etc., located on separate sheets (A4 format and larger) are included in the general numbering and are counted as one page, and the page number may not be included.

3. Requirements for the formatting of the text of the work:

- is printed on one side of a sheet of white A4 paper;
- margins must remain on all four sides of the sheet: top margin – 20 мм, bottom – 20 мм, left – 25 мм, right – 10 mm;
- 1.5 interval;
- there should be no additional indents between paragraphs;
- the paragraph indentation must be the same throughout the text of the work and equal to five characters (1,25 см);
- Times font New Roman ;
- font size 14 points;
- font color is black;
- text alignment by sheet width;
- desired hyphenation;
- all words within paragraphs are separated by one space;
- there are no spaces before punctuation marks, and one space after a punctuation mark;
- after the initials (before the last name), before the em dash, before abbreviations and between them, a non-breaking space is placed (Shift + Ctrl + space at the same time);
- Last names, names of organizations, product names, and other proper names are cited in the scientific paper in the original language. Proper names may be translated into Russian, with the original name added at the first mention;
- letters of the Greek alphabet, formulas, and individual symbols may be written by hand using black paste or black ink.

To be submitted for checking, the work must be bound.

4. Structure of the scientific work:

1. Front page
2. *Abstract, keywords (optional)*
3. Content
4. Introduction
5. Main part
6. Conclusion
7. *Glossary (optional)*
8. *List of abbreviations and symbols (optional)*
9. Bibliography
10. *Applications (optional)*

The structure of a scientific publication is in accordance with the requirements of the conference or journal.

5. The title page is the first page of a scientific work, which should contain basic information about the work and its author.

The following must be indicated:

a) the educational (scientific) organization where the work was carried out;

b) the department where the work was performed;

c) the type of scientific work (abstract, term paper, thesis) and the discipline in which it was completed;

d) title of the scientific work;

d) the student's last name, first name, and patronymic;

e) name of the faculty, course and group number;

g) the surname and initials of the scientific supervisor(s), indicating the academic degree and academic title, if any;

c) place and year of writing the scientific work.

See example after the table

6. Contents – the second page of the scientific work, which must contain a list of the main parts of the work with the obligatory indication of the pages on which they are placed.

It is necessary to indicate not the interval, but the page number on which a given section, chapter, or paragraph begins.

Headings in the table of contents must exactly match the headings in the text of the work. Abbreviations or other wording of headings are not permitted.

The last word of the title is connected with a dot to the corresponding page number in the right column of the table of contents.

See example after the table

7. Introduction – the introductory section of a scientific paper, placed before the main text. The nature and style of the introduction will vary across scientific disciplines and topics. However, it should always contain the following elements:

a) relevance of the research topic;

b) the degree of development of the topic (a very brief analysis of scientific, experimental and practical achievements in the area to which the work is devoted);

c) the purpose and objectives of the work;

d) the object and subject of scientific work.

In coursework and diploma theses, the introduction should also reflect:

d) methodology and research methods (briefly, by listing);

e) scientific novelty;

g) theoretical and practical significance of the work;

c) testing of results (publications and presentations on the results of the work).

It's generally accepted that the introduction should make up approximately one-tenth of the total length of the paper. For an essay, this means one or, at most, one and a half pages.

8. The main text of the work reflects the analysis of the studied literary sources and the results of our own research.

Particular attention must be paid to literacy. The work must be free of spelling, syntax, and stylistic errors, and it must be neatly and clearly formatted.

The main text should be divided into chapters, paragraphs and subparagraphs, which are numbered in Arabic numerals throughout the text, with the exception of appendices (for an abstract – only paragraphs).

Each chapter starts on a new page.

Points and subpoints are continuous and do not need to be started on a new page. Headings are separated from the text at the top and bottom by double single spacing.

Chapters, paragraphs and subparagraphs must have headings.

Headings should clearly and concisely reflect the content of the chapter, paragraph, or subparagraph.

Headings (and designations of the structural elements of the work: introduction, conclusion, etc.) are

located in the middle of the page without a period at the end.

If the title consists of two sentences, they are separated by a period.

Word hyphenation is not allowed in the title.

9. Conclusion (findings) – summarizes the work.

It may contain:

- repetition of the main theses of the work in order to focus the attention of readers (listeners) on them;
- the general conclusion reached by the author of the work;
- proposals for further scientific development of the issue.

The main thing is that in the conclusion (findings) no specific cases, facts or figures are analyzed.

The conclusion should always be shorter in length than the introduction. It is generally considered that the normal length of a conclusion is one-twentieth of the total length of the work.

10. Standard **abbreviations of words and phrases may be used in the text of the work** . The use of abbreviations or conventional notations not provided for by standards requires a list of abbreviations and conventional notations, which is placed after the main text of the work and before the bibliography. The presence of a list is indicated in the table of contents.3

The list should be arranged in a column. Abbreviations and symbols are listed on the left, either alphabetically or in the order they are first mentioned in the text, and their detailed explanations are on the right.

The presence of a list does not preclude the decoding of abbreviations and symbols at the first mention in the text of the work.

11. Bibliography – a list of the scientific sources used. It is placed immediately after the text of the work (conclusion) or the list of symbols, if any.

The list of references should include bibliographic entries for the documents used by the author when working on the topic.

The rules for the design of bibliographic records will be a separate topic **.**

The most commonly used method of grouping records is the alphabetical one, in which all bibliographic records are arranged alphabetically by the authors' surnames or the first words of the document titles.

If the list of references includes literature in languages other than Russian, an additional alphabetical row is formed, which is placed after publications in Russian.

Each source in the bibliography must be referenced in the text!!!

References in the text **to sources** listed in the bibliography are enclosed in square brackets, followed by numbers corresponding to their ordinal numbers. **For example** , [3], [4, 37], [15-18], [6, 13-15, 87]. It is not recommended to include more than five sources in a single bracket.

When referring to specific fragments of a source, the page numbers of the cited material are indicated:

For example:

I.I. Perov [24, p . 67] points out that…

When it is necessary to refer to a position shared by a number of authors or argued in several works by the same author, a comprehensive reference is used, in which all the serial numbers under which these works appear in the bibliography are noted.

For example:

Research by a number of authors [2, 38, 77–81, 109] has established that…

A combined reference is used when it is necessary to indicate the page numbers of the cited works in combination with the general numbers of the remaining sources according to the bibliography.

For example:

As can be seen from the works [41; 56, pp. 14–16; 109, pp. 26–29], …

When naming the authors of a literary source, the initials are listed first, followed by the last name. The year of publication is given in parentheses.

For example:

V.K. Ivanov et al. (2003) showed that…

12. Appendices are materials that supplement the main text, making it more visual and accessible. Appendices may include: graphics, tables, formulas, maps, musical notes, drawings, photographs, and other illustrative material.

Appendices are placed in the text of the work after the list of references in the order they are mentioned in the text.

All appendices must be referenced in the text of the work.

Each appendix begins on a new page with the word "Appendix" and its designation written at the top center of the page.

Appendices are designated by capital letters of the Russian alphabet, starting with A, with the exception of the letters Ё, З, Й, О, Ч, Ъ, Ы, Ь. The word "Appendix" is followed by a letter indicating its sequence.

The application must have a title, which is written symmetrically relative to the text with a capital letter on a separate line.

Appendices must have continuous page numbering consistent with the rest of the work.

Applications are not counted towards the total workload.

Appendices must be listed in the table of contents of the work, indicating their numbers, titles and pages.

13. Illustrative material may be presented in the form of drawings, photographs, maps, diagrams, charts, diagrams, etc. General requirements for scientific illustrations are as follows:

- tables and figures should be understandable without referring to the text;
- data presented in figures should not be duplicated in tables, and vice versa;
- a drawing is always preferable to a table.

All illustrations are designated by the word "Figure" and are numbered with Arabic numerals either continuously or within a chapter.

The illustrations in each appendix are numbered separately using Arabic numerals, with the appendix designation added before the number. **For example,** Figure A.3.

The figure number and title are placed **below the figure** . Symmetrically relative to the text, the word "Figure" and its number are written on a separate line, capitalized, without the # symbol before the number or a period after it. A dash is placed, and the figure title is capitalized (Fig. 1). **For example:**

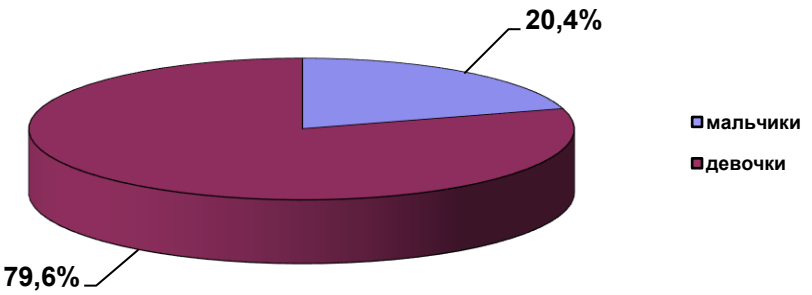

Figure 1 - Structure of the first year of the Faculty of Medicine by gender in 2019

All illustrations must be referenced in the text of the work ("…in accordance with Figure 1" or (Figure 1)).

The illustration is placed immediately below the text in which it was first referred to, or as close as possible to the relevant parts of the text, or in an appendix.

If the illustrative material or tables are quite large in volume, but it is not practical to separate them from the text due to its connection with them, then this illustrative material can be placed on a separate sheet, included in the general numbering and considered (analyzed) in the text.

Illustrations should be positioned so that they can be easily viewed without rotating the text or with a clockwise rotation.

It is permissible to use non-standard size applications that, when folded, fit into A4 format.

If the illustrative material is located on a sheet of paper larger than A4, this sheet must be counted as one page, and the page number may not be included.

14. Tables. Numerical material in the text of the paper may be presented in tables. Tables are used for better clarity and ease of analysis and comparison of indicators.

All digital data and tables must be analyzed in the text of the work and closely linked to the material presented.

Tables, as well as illustrative material, must be numbered with Arabic numerals (numbering is continuous throughout the entire text of the work or within a chapter).

Tables in each appendix are designated by separate numbers in Arabic numerals, with the appendix designation added before the number. **For example,** Table A.4.

Each table must be referenced in the text of the paper ("...in accordance with Table 1" or (Table 1) or "As can be seen from the data in Table 1..."). If tables fit naturally into the text and are short, they should be placed on the same page as the text citing the table.

It is permissible to use a smaller font size in tables than in the text of the paper (up to 9 bold). It is permissible to place the table along the long edge of the document sheet.

Each table must have a title that reflects its contents, is precise, and concise. The table number and title are placed **above the table** . On a new line (or symmetrically to the text), the word "Table" and its number are capitalized, without the # symbol before the number or the period after it. A dash is placed, and the table title is capitalized.

Table 1 – Table Title

	Column heading	
	column subtitle	column subtitle
Line		
Line		
Line		
outset	graphs (columns)	

Table column and row headings should be capitalized, while column subheadings should be lowercase if they form part of the same sentence as the heading, or capitalized if they have independent meaning. Do not use periods at the end of table headings and subheadings. Column headings and subheadings are written in the singular.

Numbering of table columns with Arabic numerals is permitted in cases where there are references to them in the text of the document, when dividing the table into parts, and also when transferring part of the table to the next page.

When transferring a table to the next page, number its columns and repeat this numbering on the next page. The table title is not repeated; instead, write "Continued table..." and include the table number.

When preparing text documents using software, the "Continued table" label may be omitted.

Table 1 – Table Title

1	2	3	4

Continuation of Table 1

1	2	3	4

All complex and cumbersome tables are placed in the appendix. They should also be numbered, and the text of the paper should reference the specific appendix number or table within it.

15. Equations, mathematical expressions, and formulas are also numbered either continuously or within a chapter. The formula number is placed in parentheses at the same level as the expression line on the right side of the page. It is permissible to leave a formula unnumbered if it will not be referenced later. When referencing a formula in the text, its number must be included in parentheses.

Formulas placed in appendices must be numbered separately using Arabic numerals within each appendix, with the appendix designation added before each numeral. **For example,** formula (B.1)

When formatting formulas, the symbols used should be those established by the relevant national standards.

Explanations of symbols and numerical coefficients, if they are not explained earlier in the text, are given directly below the formula in the order in which they are given in the formula.

Each symbol is explained on a new line, followed by a semicolon, and after the explanation of the last value, the required punctuation mark. The first line of the explanation begins with the word "where" and does not include a colon.

Formulas that do not require references can be written directly into the text.

For example:

The density of each sample ρo , kg/m3, is calculated using the formula:

$$\rho o = \frac{m}{V}, \qquad (1)$$

Where

m – sample mass, kg;

V – sample volume, cubic meters.

It is only permissible to transfer formulas to the next line on the signs of the operations being performed, and the sign at the beginning of the next line is repeated.

An example of the formatting of the content of a scientific paper

CONTENT

Approval sheet

Developed by:

Vice-Rector for Educational Activities
and general issues Associate Professor — V.P. Gavrilyuk

Head of the Center for Education Quality and
training of scientific personnel, Associate Professor — V.A. Solyanina

Agreed:

Dean of the Medical and Pediatrics
Associate Professor — A.A. Netyaga

Dean of the Faculty of Dentistry,
medical and preventive care and military service
Professor — I.L. Brovkina

Dean of the Faculty of Pharmacy and
biotechnology faculty
Associate Professor — I.L. Drozdova

Dean of the Faculties of Clinical Psychology,
social work and economics and management
Professor — T.D. Vasilenko

Director of the International Medical
Institute Associate Professor — M.T. Shekinah

Director of the Medical and Pharmaceutical College — I.V. Tolkacheva

Head of the UMU, Professor — A.I. Ovod

Chairman of the Primary Trade Union
Organization of Students of KSMU M.P. Ivenkov

Chairman of the Council
student self-government A.S. Zadneprovsky

Head of the Legal Support Department
and government orders –
Head of the contract service — L.N. Antoshin