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



WORKING PROGRAM

Name of the academic discipline: **PROMOTION OF GOODS IN THE PHARMACEUTICAL MARKET**

Specialty: 33.05.01 PHARMACY

Qualification: PHARMACIST

Department: MANAGEMENT AND ECONOMICS OF PHARMACY AND PHARMACEUTICAL TECHNOLOGY

Mode of study: FULL-TIME

Labor intensity of the academic discipline: 36 academic hours

Nizhny Novgorod 2021 The working program has been developed in accordance with the Federal State Educational Standard for the specialty 33.05.01 PHARMACY, approved by Order by Order of the Ministry of Science and Higher Education of the Russian Federation No. 219 of March 27, 2018.

Developers of the working program:

Maxim Alekseevich Mishchenko, PhD in pharmaceutical sciences, associate professor of the Department of management and economics of pharmacy and pharmaceutical technology.

The program was reviewed and approved at the department meeting (protocol No. 9 of 29.04.2021).

Acting head of the Department, PhD in pharmaceutical sciences

I.V. Spitskaya (signature)

29.04.2021

AGREED Deputy Head of EMA ph.d. of biology ____

Bot Lovtsova L.V.

(signature)

29.04.2021

1. The purpose and objectives of mastering the academic discipline PROMOTION OF GOODS IN THE PHARMACEUTICAL MARKET (hereinafter – the discipline):

1.1. The purpose of mastering the discipline – participation in forming the following competencies:

- professional competence of PC-2 (2.5-2.6).

1.2. Tasks of the discipline:

1. Formation of basic, fundamental pharmaceutical knowledge in the specialty 33.0 5.01 Pharmacy.

2. Training of a specialist pharmacist with analytical thinking, well oriented in controlpermitting and organizational-managerial activities in the field of circulation of medicines, having in-depth knowledge of related disciplines.

3. Formation of skills in mastering the latest technologies and techniques in the field of their professional interests.

4. Formation of competences of a specialist pharmacist in planning activities for the promotion of pharmacy products.

1.3. Requirements to the deliverables of mastering the discipline

As a result of completing the discipline, the student should

Know:

- the concept of use value, consumer properties of drugs and other pharmaceutical products and factors affecting them;

- methods for determining the need and demand for various groups of drugs and other pharmaceutical products;

- features of the economic behavior of organizations in the pharmaceutical market and promotion tools depending on these features;

- the specifics of the tools used to promote goods and services;

- classical and innovative technologies of sales and promotion of goods and services;

- legislative restrictions on instruments for promoting goods and services;

- the principles of choosing resources and means for promoting goods and services, taking into account the characteristics of the consumer;

the main approaches to creating an attractive image of pharmaceutical goods and services and positioning of pharmaceutical products.

Be able to:

- make reasonable economic decisions when carrying out activities in the field of circulation of medicines;

- determine the demand and demand for different groups of pharmaceutical products;

- use the principles of merchandising and methods of stimulating the sale of pharmacy products;

 develop measures to improve the efficiency of pharmaceutical organizations, assess the conditions and consequences of decisions;

- coordinate the promotion strategy with the marketing strategy and with the overall strategy of the enterprise;

- analyze consumers and determine, depending on the type of consumers (market segment), the most effective methods of promotion;

- use market and competitor research data to develop a promotion program;

- use information and communication technologies to promote goods and services.

Possess:

- skills in making informed economic decisions in the implementation of activities in the field of circulation of medicines;

- skills in conducting segmentation of the pharmaceutical market and the implementation of the selection of target segments

- methods of studying demand, forming an assortment and forecasting the need for medicines and other pharmaceutical products

- methods of choosing means of promotion, ways of assessing the effectiveness and efficiency of promotion tools.

2. Position of the academic discipline in the structure of the General Educational Program of Higher Education (GEP HE) of the organization.

2.1. The discipline refers to the part formed by the participants of educational relations of Block 1 of GEP HE (B1.PER.E.5).

The discipline is taught in the 9 semester/5 year of study.

2.2. The following knowledge, skills and abilities formed by previous academic disciplines are required for mastering the discipline:

- introduction to the specialty;
- economic theory;
- information support for the medicine lifecycle;
- psychology and pedagogy;
- communicative foundations of pharmaceutical activity;
- bioethics;
- information technologies in pharmacy;
- management and economics of pharmacy;
- pharmaceutical propaedeutic practice.

2.3. Mastering the discipline is required for forming the following knowledge, skills and abilities for subsequent academic disciplines:

- management and economics of pharmacies.

3. Deliverables of mastering the academic discipline and metrics of competence acquisition

Mastering the discipline aims at acquiring the following professional (PC) competence

	Compe-	of the competence co	Code and name of the	As a result of mastering the discipline, the students should:			
N⁰	tence code		competence acquisition metric	know	be able to	possess	
1.	PC-2	Able to solve the tasks of professional activity in the implementati on of the release and sale of medicines and other	PC-2.5. Carries out pre-sale preparation, organizes and carries out the display of medicines and pharmacy assortment goods in the sales hall and (or) showcases of departments of the pharmacy organization PC-2.6. Uses modern	 the concept of use value, consumer properties of drugs and other pharmaceutical products and factors affecting them; methods for determining the 	 make reasonable economic decisions when carrying out activities in the field of circulation of medicines; determine the demand and demand for different groups of 	 skills in making informed economic decisions in the implementation of activities in the field of circulation of medicines; skills in conducting segmentation of 	
		products of the pharmacy	technical means and digital technologies to	need and demand for various groups	pharmaceutical products;	the pharmaceutical market and the	

range through pharmaceutic al andsolve the tasks of professional activity in pharmaceutical al andof drugs and other pharmaceutical products;- use the principles of merchandising and target segme rechandising and target segme organizations , incl. with the use of medical organizations pharmaceutical and medical organizations pharmaceutical and medical organizationsof drugs and other pharmaceutics organizations in products of the organizations in pharmacy assortment the use of medical organizationsof organizations in pharmaceutical and medical organizationsof organizations in promotion tools measures to these features;measures to efficiency of pharmaceutical pharmaceutical productsneed for medical measures to promotion tools measures to these features;of organizations, efficiency of pharmaceutical products- methods sale of pharmacy products;Image: technologiesImage: tec	on of nents of emand, and the edicines tical of neans of ways
pharmaceutic al and medicalthe implementation of the release and sale of medicines and other products of the incl. with the use of modern technical means and digital technologiesproducts the implementation of the release and sale of products of the pharmacy assortment the use of medical organizations medical organizationsproducts; the implementation of of organizations in the pharmaceutical and medical organizationsmerchandising and methods of stimulating the sale of pharmacy products; measures to these features; the tools used to 	nents of emand, and the edicines tical of neans of ways
al and medical organizations , incl. with the use of medicalthe release and sale of medicines and other products of the pharmacy assortment through- features of the economic behavior of organizations in the pharmaceutical products;methods of stimulating the sale of pharmacy products;- methods methods of forming an assortmentmodern technical means and digital technologiespharmaceutical and medical organizations- develop measures toforecasting measures tomeans and digital 	of emand, and the edicines tical of neans of ways
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technical means and digital technologiesmedical organizationsdepending on these features; - the specifics of pharmaceutical productsimprove the efficiency of pharmaceutical organizations, - methods assess the 	tical of neans of ways
means and digital technologiesthese features; features;efficiency of pharmaceutical organizations, assess the conditions and promotion, - classical and 	of neans of ways
digital technologies- the specifics of the tools used to promote goods and services;pharmaceutical organizations, assess the 	of neans of ways
technologies the tools used to promote goods and services; organizations, assess the choosing m services; - methods - classical and innovative technologies of - classical and consequences of - coordinate the of assessing effectiveney	neans of ways
promote goods and seess the choosing m services; conditions and promotion, promotion, - classical and consequences of of assessing innovative decisions; effectivener	neans of ways
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innovative decisions; effectivener technologies of – coordinate the efficiency of	a the
technologies of – coordinate the efficiency of	
sales and promotion strategy promotion	tools.
promotion of with the marketing	
goods and strategy and with	
services; the overall strategy	
– legislative of the enterprise;	
restrictions on – analyze	
instruments for consumers and	
promoting goods determine,	
and services; depending on the	
- the principles of type of consumers	
choosing resources (market segment),	
and means for the most effective	
promoting goods methods of	
and services, promotion;	
taking into account – use market and	
the characteristics competitor	
of the consumer; research data to	
- the main develop a	
approaches to promotion	
creating an program;	
attractive image of – use information	
pharmaceutical and	
goods and services communication	
and positioning of technologies to	
pharmaceutical promote goods and	
products. services.	

4. Sections of the academic discipline and competencies that are formed when mastering them

N⁰	Compete nce code	Section name of the discipline	The content of the section in teaching units
1	PC-2	Promotion of goods in the pharmaceutical market	Promotion of goods as an element of the marketing complex. The concept of product promotion, the prerequisites for intensifying the efforts of organizations to promote goods and services. The role and place of promotion of goods and services in the marketing activities of the organization. Promotion using information technologies and through the Internet (digital projects and digital promotion channels). Non-standard (non- traditional) methods of promoting goods and services.

Organization and management of the process of promoting goods and services. Budget promotion. Legal restrictions on the promotion of goods and services. Evaluation of the effectiveness of measures to promote goods and services. Features of promotion of goods and services in the pharmaceutical market. The purpose, objectives and functions of promotion of pharmacy products. Ethical aspects of the promotion of medicines from the manufacturer to the consumer. The main means and their role in the promotion of pharmacy products: advertising, propaganda (public relations), personal salesand (direct marketing), sales intensification (sales promotion). Promotion activities and their intensity at different stages of the life cycle of pharmacy products. Regulatory and legal regulation of advertising of pharmacy products. Psychological features of drug advertising. Planning and conducting an advertising campaign. Approaches to creating an attractive image of pharmaceutical products. The concept of a trademark, a trademark, a brand. Creation and promotion of a brand (brand management). Brand portfolio of an organization: a corporate trademark, an assortment brand (a product brand), a brand that motivates the purchase, a supporting brand, a "cash cow" brand, a strategic brand. Creation of a trademark. Positioning of pharmaceutical products.The main ways of presentation of pharmaceutical products. Basics of merchandising. Merchandising as a technology for promotions.	 · · · · · · · · · · · · · · · · · · ·
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	Basics of merchandising. Merchandising as a technology for
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	objections.

	Labor	Labor intensity				
Type of advectional work	volume in	volume in	(AH) in			
Type of educational work	credit units	academic	semesters			
	(CU)	hours (AH)	9			
Classroom work, including	0,61	22	22			
Lectures (L)	0,17	6	6			
Laboratory practicum (LP)*	Laboratory practicums are not stipulated					
Practicals (P)	0,44	16	16			
Seminars (S)	Seminars are not stipulated					
Student's individual work (SIW)	0,39	14	14			
Mid-term assessment						
credit/exam (specify the type)			credit			
TOTAL LABOR INTENSITY	1	36	1			

5. Volume of the academic discipline and types of academic work

6. Content of the academic discipline6.1. Sections of the discipline and types of academic work

 0.1. Sections of the discipline and types of deddenne work							
N⁰	Name of the section of the	Types of academic work* (in AH)					

	academic discipline	L	LP	Р	S	SIW	total
1	Promotion of goods in the pharmaceutical market	6		16		14	36
	TOTAL	6		16		14	36

* - L – lectures; LP – laboratory practicum; P – practicals; S – seminars; SIW – student's individual work.

6.2. Thematic schedule of educational work types:

6.2.1 Thematic schedule of lectures

No	Name of lecture topics	Volume in AH
NO	Name of lecture topics	9
1.	Fundamentals of promotion as an element of marketing	
	communications. Marketing offline and online communications in the	1
	marketing complex. Strategic planning of marketing communications:	1
	analysis of the market, competitors, target audience.	
2.	Advertising as the basis of the complex of marketing communications.	
	Peculiarities of advertising of pharmacy goods. BTL-communications as	1
	an important part of the system of marketing communications.	
3.	Public relations as the basic image basis of a complex of marketing	1
	communications. Direct marketing.	1
4.	Personal selling as part of marketing communications. System of	1
	marketing communications in the digital environment.	1
5.	Approaches to creating an appealing image of pharmaceutical products.	1
	Creation and promotion of a brand (brand management) and trademark.	1
6.	Organization and management of the process of promoting goods and	
	services. Evaluating the effectiveness of marketing communications:	1
	methods and tools.	
	TOTAL (total – 6 AH)	6

6.2.2. The thematic plan of laboratory practicums Laboratory practicums are not stipulated.

6.2.3. Thematic plan of practicals

No	Name of the topics of practicals	Volume in AH
INO	Name of the topics of practicals	9
1.	Fundamentals of promotion as an element of marketing communications. Marketing offline and online communications in the marketing complex. Strategic planning of marketing communications: analysis of the market, competitors, target audience.	2
2.	Advertising as the basis of the complex of marketing communications. Peculiarities of advertising of pharmacy goods. BTL-communications as an important part of the system of marketing communications.	4
3.	Public relations as the basic image basis of a complex of marketing communications. Direct marketing.	2
4	Personal selling as part of marketing communications. System of marketing communications in the digital environment.	2
5.	Approaches to creating an appealing image of pharmaceutical products. Creation and promotion of a brand (brand management) and trademark.	2
6.	Organization and management of the process of promoting goods and services. Evaluating the effectiveness of marketing communications: methods and tools.	2

7.	CREDIT	2
8	TOTAL (total – 16 AH)	16

6.2.4. Thematic plan of seminars Seminars are not stipulated.

6.2.5. Types and topics of student's individual work (SIW)

No	Types and topics of SIW	Volume in AH
	Types and topics of SIW	9
1.	Working with literature and other sources of information on	6
	the studied section	
2.	Assignments in the form of reports and speeches	4
3.	Working with electronic educational resources	4
4.	TOTAL (total – 14 AH)	14

7. Types of assessment formats for ongoing monitoring and mid-term assessment

			Name of section	Assessment formats			
N⁰	Semes	Types of control	of academic		number	number of	
5.	ter	i ypes of control	discipline	types	of test	test task	
	No.		uiscipiine		questions	options	
1	2	3	4	5	6	7	
1.	9	Current	Promotion of	Test work	5	5	
		monitoring:	goods in the				
		Control of	pharmaceutical				
		mastering the	market				
		topic					
		Monitoring the					
		student's					
		individual work					
2.	9	Mid-term		Credit	3	40	
		assessment					

8. Educational, methodological and informational support for mastering the academic discipline (printed, electronic publications, the Internet and other network resources)

N⁰	Name according to bibliographic requirements	Number of copies		
		at the department	in the library	
1	The system of legislative regulation of circulation of	electronic re	esource	
	medicines: Textbook / M.A. Mishchenko, E.V.			
	Shalenkova, A.A. Ponomareva, N.N. Chesnokova,			
	S.V. Kononova. – Nizhny Novgorod, 2021. – 77 p.			
2	Fundamentals of state legislation on manufacturing of	electronic resource		
	medicines: Textbook / M M.A. Mishchenko, E.V.			
	Shalenkova, A.A. Ponomareva, N.N. Chesnokova,			
	S.V. Kononova. – Nizhny Novgorod, 2021. – 56 p.			
3	Fundamentals of state legislation on pharmaceutical	electronic re	esource	
	activities: Textbook / M.A. Mishchenko, E.V.			
	Shalenkova, A.A. Ponomareva, N.N. Chesnokova,			

8.1. Key literature references

	S.V. Kononova. – Nizhny Novgorod, 2021. – 50 p.	
4	The concept of good practices in the pharmaceutical regulatory system: Textbook / M.A. Mishchenko, E.V. Shalenkova, A.A. Ponomareva, N.N.	electronic resource
	Chesnokova, S.V. Kononova. – Nizhny Novgorod, 2021. – 57 p.	
5	Fundamentals of pharmaceutical economics: Textbook / M.A. Mishchenko, E.V. Shalenkova, A.A. Ponomareva, N.N. Chesnokova, S.V. Kononova. – Nizhny Novgorod, 2021. – 125 p.	electronic resource
6	Prices and pricing in the pharmaceutical market: Textbook / M.A. Mishchenko, E.V. Shalenkova, A.A. Ponomareva, N.N. Chesnokova, S.V. Kononova. – Nizhny Novgorod, 2021. – 77 p.	electronic resource
7	Product policy of a pharmaceutical organization: Textbook / M.A. Mishchenko, E.V. Shalenkova, A.A. Ponomareva, N.N. Chesnokova, S.V. Kononova. – Nizhny Novgorod, 2021. – 90 p.	electronic resource
8	Fundamentals of planning economic indicators: Textbook / M.A. Mishchenko, E.V. Shalenkova, A.A. Ponomareva, N.N. Chesnokova, S.V. Kononova. – Nizhny Novgorod, 2021. – 78 p.	electronic resource
9	Planning of trade turnover of a pharmaceutical organization: Textbook / M.A. Mishchenko, E.V. Shalenkova, A.A. Ponomareva, N.N. Chesnokova, S.V. Kononova. – Nizhny Novgorod, 2021. – 78 p.	electronic resource
10	Planning of distribution costs of a pharmaceutical organization: Textbook / M.A. Mishchenko, E.V. Shalenkova, A.A. Ponomareva, N.N. Chesnokova, S.V. Kononova. – Nizhny Novgorod, 2021. – 60 p.	electronic resource
11	Income and profit planning of a pharmaceutical organization: Textbook / M.A. Mishchenko, E.V. Shalenkova, A.A. Ponomareva, N.N. Chesnokova, S.V. Kononova. – Nizhny Novgorod, 2021. – 70 p.	electronic resource
12	Accounting of financial and economic activities of a pharmacy organization: Textbook / M.A. Mishchenko, S.V. Kononova, N.N. Chesnokova, A.A. Ponomareva, E.V. Shalenkova. – Nizhny Novgorod, 2022. – 74 p.	electronic resource
13	Specific issues of accounting for the property of a pharmacy organization: Textbook / M.A. Mishchenko. – Nizhny Novgorod, 2022. – 50 p.	electronic resource
14	Basic principles of accounting of settlements with the personnel of a pharmacy organization: Textbook / M.A. Mishchenko. – Nizhny Novgorod, 2022. – 50 p.	electronic resource
15	The tax concept and tax management of pharmaceutical organizations: Textbook / M.A. Mishchenko. – Nizhny Novgorod, 2022. – 52 p.	electronic resource

8.2. Further reading

N⁰	Name according to bibliographic requirements	Number of copies
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		at the department	in the library	
1	The medicine lifecycle concept: Textbook / M.A. Mishchenko, S.V. Kononova, A.A Ponomareva. – Nizhny Novgorod, 2020. – 80 p.	electronic resource		
2	Information technologies in the medicine lifecycle management: Textbook / M.A. Mishchenko, S.V. Kononova, A.A Ponomareva. – Nizhny Novgorod, 2020. – 99 p.	electronic resource		
3	Evaluating the quality of pharmaceutical information: Textbook / M.A. Mishchenko, S.V. Kononova, A.A Ponomareva. – Nizhny Novgorod, 2020. – 98 p.	electronic resource		
4	Analysis and processing of pharmaceutical information: Textbook / M.A. Mishchenko, S.V. Kononova, A.A Ponomareva. – Nizhny Novgorod, 2020. – 95 p.	electronic resource		
5	Post-marketing evaluation of medicinal products – pharmacoepidemiology: Textbook / M.A. Mishchenko, S.V. Kononova, A.A Ponomareva. – Nizhny Novgorod, 2020. – 53 p.	electronic resource		
6	Post-marketing evaluation of the medicinal products – pharmacoeconomics: Textbook / M.A. Mishchenko, S.V. Kononova, A.A Ponomareva. – Nizhny Novgorod, 2020. – 107 p.	electronic re	esource	
7	Post-marketing evaluation of medicinal products – pharmacovigilance: Textbook / M.A. Mishchenko, S.V. Kononova, A.A Ponomareva. – Nizhny Novgorod, 2020. – 70 p.	electronic re	esource	
8	Fundamentals of the state regulation of pharmaceutical information that is advertising: Textbook / M.A. Mishchenko, S.V. Kononova, A.A Ponomareva. – Nizhny Novgorod, 2020. – 109 p.	electronic re	esource	

8.3. Electronic educational resources for teaching academic subjects

N⁰	Name of the electronic		Access	Number of users
	resource	(content)	conditions	
1	Internal electronic library	Works of university	From any	Not limited
	system (IELS)	teaching staff: textbooks,	computer and	
	http://nbk.pimunn.net/M	manuals, collections of	mobile device	
	egaPro/Web	tasks, teaching aids,	with individual	
		laboratory works,	login and	
		monographs, collections	password.	
		of scientific works,	Access mode:	
		scientific articles,	http://nbk.pimun	
		dissertations, abstracts of	n.net/MegaPro/	
		dissertations, patents	Web	

8.3.2. Electronic educational resources acquired by the University

N⁰	Name of the electronic resource	Brief description (content)	Access conditions	Number of users
1	Electronic legal reference system "Consultant Plus" (contract for free) http://www.consultant.ru	Regulatory documents regulating the activities of medical and pharmaceutical institutions From the scientific library computers	Access mode: http://www.cons ultant.ru/	Not limited Term of validity: Unlimited

8.3.3 Open access resources

NC-		\mathbf{D} : (1) (1)	1
N⁰	Name of the electronic	Brief description (content)	Access conditions
	resource		
1	PubMed	US National Library of	From any computer and
	https://www.ncbi.nlm.nihgov	Medicine search engine for	mobile device.
	/pubmed	Medline, PreMedline	Access mode:
		databases	https://www.ncbi.nlm.nihgov
			/pubmed
			Not limited
2	Scopus database	International abstract	Access mode:
	www.scopus.com	database of scientific citation	www.scopus.com
		From university computers,	Not limited
		from any computer by	
		individual login and	
		password	
3	Web of Science Core	International abstract	Access mode:
	Collection	database of scientific	https://www.webofscience.co
	https://www.webofscience.co	citation. From university	m
	m	computers, from any	Not limited
		computer by individual login	
		and password.	

9. Material and technical support for mastering an academic discipline

9.1. List of premises for classroom activities for the discipline

1. Classes for lectures and practical classes, equipped with multimedia and other means of training, allowing the use of simulation technologies, with standard sets of professional models (sets of protocols of clinical trials, formulary lists of LPU, price lists of distribution companies, sets of quality of life questionnaires), allowing students to master the skills and abilities, provided by professional activity, individually.

2. Simulation center "Educational pharmacy", equipped with simulation technics, which imitates the activity of pharmacy and its subdivisions (acceptance of goods, storage of goods, dispensing, pharmaceutical expertise of receipt) in the amount that allows students to master skills, provided by professional activity individually.

3. Rooms for students' independent work, equipped with computers with the ability to connect to the Internet and access to the electronic information and educational environment of the University.2.

9.2. List of equipment for classroom activities for the discipline

1. Multimedia complex (laptop, projector, screen, TV)

2. Computer class (15 computers) with installed applications and Internet access.

- 9.3. List of software
- Online event platform "Webinar"
 Yandex Browser
- 3. Reference system "Consultant Plus"

9.3. A set of licensed and freely distributed software, including domestic production

Ite m no.	Software	number of licenses	Type of software	Manufacture r	Number in the unified register of Russian software	Contract No. and date
1	Wtware	100	Thin Client Operating System	Kovalev Andrey Alexandrovic h	1960	2471/05-18 from 28.05.2018
2	MyOffice is Standard. A corporate user license for educational organizations, with no expiration date, with the right to receive updates for 1 year.	220	Office Application	LLC "NEW CLOUD TECHNOLO GIES"	283	without limitation, with the right to receive updates for 1 year.
3	LibreOffice		Office Application	The Document Foundation	Freely distributed software	
4	Windows 10 Education	700	Operating systems	Microsoft	Azure Dev Tools for Teaching Subscriptio n	
5	Yandex. Browser		Browser	«Yandex»	3722	
6	Subscription to MS Office Pro for 170 PCs for FGBOU VO "PIMU" of the Ministry of Health of Russia	170	Office Application	Microsoft		23618/HN100 30 LLC "Softline Trade" from 04.12.2020

10. List of changes to the working program (to be filled out by the template)

Federal State Budgetary Educational Institution of Higher Education "Privolzhsky Research Medical University" Ministry of Health of the Russian Federation (FSBEI HE "PRMU" of the Ministry of Health of Russia)

Department of *Name of the department*

CHANGE REGISTRATION SHEET

working program for the academic discipline *NAME OF THE ACADEMIC DISCIPLINE*

Field of study / specialty / scientific specialty:

Training profile: _____

(name) - for master's degree programs

Mode of study: _____

full-time/mixed attendance mode/extramural

Position	Number and name of the program section	Contents of the changes made	Effective date of the changes	Contributor's signature
1				

Approved at the department meeting Protocol No. _____of _____20___

Head of the Department

department name, academic title

signature

print name

(code, name)