Amendment approved
at a meeting of the Academic Board of University Geomedi LLC
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Rector, Professor Marina Pirtskhalava

Mechanism and Methodology for Planning Student and Staff Numbers (Academic, Invited, Research, Administrative and Support Personnel)

The University has a mechanism for planning student and staff numbers, implemented in accordance with the established methodology. The methodology for planning student and staff numbers takes into account all relevant University resources, as well as the indicators and targets established by the University.

The University uses the following indicators and target values to determine student numbers:

- ✓ Academic/invited staff
- ✓ Administrative/support staff
- ✓ Material resources (infrastructure)
- ✓ Information technology resources
- ✓ Financial resources
- ✓ Number of students (active/suspended status)
- ✓ Requirements of field-specific benchmarks
- ✓ Specific features of the educational program
- ✓ Capacity of practical training facilities, laboratories and clinical training sites

To ensure the sustainable and stable operation of the educational process and maintain high-quality teaching, the University has developed the following methodologies:

1. **Methodology for determining the number of students in subject groups by educational programs**
2. **Methodology for determining the number and workload of academic/invited staff by educational program**
3. **Methodology for determining material resources for the maximum number of current and planned students**

I. Methodology for determining the number of students in subject groups by educational programs

To maintain high-quality teaching, practical class groups must not exceed 15 students in basic/preclinical courses and 10 students in clinical courses; lectures must not exceed 100 students.

The teaching format for basic/preclinical courses provides for the following lecture-to-practical class ratios (15 students per group):

- 1 lecture/2 practical classes - 2 × 50 minutes are allocated to practical training, giving an average of 6.7 minutes per student;
- 1 lecture/3 practical classes - 3 × 50 minutes are allocated to practical training, giving an average of 10 minutes per student;

- 1 lecture/4 practical classes - 4 × 50 minutes are allocated to practical training, giving an average of 13 minutes per student.

The teaching format for clinical courses follows the lecture-to-practical class ratios outlined below (10 students per group):

- 1 lecture/2 practical classes - 2 × 50 minutes are allocated to practical training, giving an average of 10 minutes per student;
- 1 lecture/3 practical classes - 3 × 50 minutes are allocated to practical training, giving an average of 15 minutes per student;
- 1 lecture/4 practical classes - 4 × 50 minutes are allocated to practical training, giving an average of 20 minutes per student.

The time allotted to lectures and practical classes enables the participation and assessment of all students and allows the instructor to devote individual attention to each student.

Clinical subjects are taught at University/teaching medical institutions, including clinics providing outpatient and inpatient services. University and affiliated teaching clinics have suitable teaching facilities, lecture and seminar rooms, and provide students with access to educational resources (electronic and printed materials).

- For Medical Doctor (MD) educational programs, the patient-to-student ratio during courses/clinical rotations at University/teaching and/or affiliated clinics is as follows:
  - Departments of internal medicine — no more than 10 students per patient
  - Surgical departments — no more than 10 students per patient
  - Obstetrics and gynecology department — no more than 10 students per patient
  - Pediatrics department — no more than 10 students per patient
  - Resuscitation/intensive care departments — no more than 6 students per patient.
- For clinical disciplines in the Bachelor's Program in Nursing, the patient-to-student ratio during courses/clinical rotations is as follows:

Departments of internal medicine — no more than 8 students per patient
Surgical departments — no more than 8 students per patient
Obstetrics and gynecology department — no more than 8 students per patient
Pediatrics department — no more than 8 students per patient
Resuscitation/intensive care departments — no more than 6 students per patient

- At the University Dental Clinic, the dental chair-to-student (patient-to-student) ratio during clinical rotations is no more than 4 students at one dental unit at a time.

II. Methodology for determining the number and workload of academic/invited staff by educational program

Student enrollment planning is defined for each educational program. The University maintains a workload schedule for academic and invited staff, updated each semester, covering teaching and/or research and other duties according to their assigned responsibilities.

The number and workload of academic/invited staff ensure proper implementation of educational programs and fulfillment of research and other assigned responsibilities. The workload of invited staff at other higher education institutions is also taken into account.

To ensure program sustainability, the University considers current and prospective student numbers, program-specific requirements and international best practice when planning academic and invited staff numbers for each program.

Student number planning for each educational program is based on the following parameters:

- ✓ Current number of students enrolled in the educational program;
- ✓ Number of graduating students in the educational program;
- ✓ Number of students with suspended status in the educational program.

Methodology for determining the number and workload of academic/invited staff by educational program.

When determining the maximum student enrollment for an educational program, the ratios and numbers of academic/invited staff and students are calculated based on the hourly workload specified in syllabi for all educational programs offered by the University.

Academic/invited staff-to-student ratios:

- ✓ One academic/invited staff member implementing the program for no more than 15 students in basic/preclinical courses or 10 students in clinical courses.
- ✓ One academic staff member (Leading Professor/Professor/Associate Professor/Assistant Professor) for no more than 40 students (1:40).
- ✓ Affiliated academic staff must constitute at least 30% of the total personnel involved in delivering the educational program.

Number of academic/invited staff:

The required number of academic/invited staff is calculated according to program curricula, total contact hours and the number of student groups.

- Student number planning for educational programs is conducted annually for the following academic year.
- The planned annual student numbers for educational programs are approved by the Faculty Board.
- The Faculty announces admissions to one-cycle/Bachelor's/Master's programs in accordance with approved admission quotas.

Workload of academic/invited staff

When planning student numbers for educational programs, the teaching and research workloads of academic and invited staff must be taken into account.

Teaching, methodological, organizational, research and clinical workloads of academic and invited staff are calculated under the Regulations on Activities, Maximum Workload and Remuneration of Affiliated Academic Staff, using full-time equivalent (FTE).

The workload of affiliated academic staff at the University includes teaching, methodological and organizational activities, research, consultations, and, where applicable, clinical activities.

The total weekly workload of affiliated academic staff does not exceed 40 hours. The annual working time for a full-time position is 1,680 hours (42 working weeks). The workload is distributed as follows:

Academic Position	Teaching and Consultation (Annual Workload)	Methodological and Organizational Activities (Annual Workload)	Research Activities (Annual Workload)
Leading Professor			
Professor			
Associate Professor			

Assistant Professor Assistant	Average — 40%	Average — 35%	Average — 25%

Academic staff may undertake a workload exceeding the maximum contact hours by no more than 50%.

Affiliated academic staff holding administrative positions devote an average of 60% of their weekly time to administrative duties, 28% to teaching, methodological/organizational activities and consultations, and 12% to research activities.

The maximum teaching workload of invited staff is determined based on the requirements for ensuring the effective and uninterrupted delivery of educational programs and must not exceed 20 hours per week.

III. Methodology for determining material resources for the maximum number of current and planned students - University Student Quota: 2,100

1. **Determining the number of students in subject groups (basic/preclinical and clinical stages):**

   Formula: Number of groups = number of students / 15 (students per group) (basic/preclinical stage)
   Formula: Number of groups = number of students / 10 (students per group) (clinical stage)

2. **Methodology for determining the number and workload of academic/invited staff by educational program**
   a) The required number of academic and invited staff for basic/preclinical courses is determined based on the contact hours specified in each course syllabus, including lectures, group work, practical and laboratory classes, consultations, and examinations, as well as the expected number of student groups.

   Formula: Number of staff = number of groups × semester contact hours/average semester workload per staff member (hours)
   Number of groups = number of students / 15 (students per group)

   b) The number of academic/invited staff for clinical courses is determined with reference to the contact hours for each course (syllabus) and the expected number of groups:

   Formula: Number of staff = number of groups × semester contact hours/average semester workload per staff member (hours)
   Number of groups = number of students/10 (students per group)

3. **Methodology for determining material resources for the maximum number of current and planned students**
   a) Lecture rooms (capacity: 75–100 seats, equipped with smartboards) and classrooms for practical, preclinical, and laboratory training (15 students per group), according to the number of student groups

   Formula: Number of classrooms = number of groups (15 students per group) (basic/preclinical stage)

   b) Providing of clinical training sites: in accordance with sector benchmarks

   c) Library services: approximately 150–180 workstations (including individual and group study areas) and 30–40 computers are required

   d) Examination center is equipped with at least 120 computers

e) Simulation clinics: Facilities equipped with appropriate simulation equipment to support teaching and assessment activities in accordance with educational program requirements (12 OSCE stations).

1) Methodology for determining student numbers in subject groups for one-cycle Doctor of Medicine programs — quota of 1,520 students

- English-language one-cycle Medical Doctor (MD) program - 1,320 students
- One-cycle Medical Doctor (MD) program — 200 students

2) A quota of 580 students is allocated to the University's other existing and planned educational programs

Existing educational programs:

- One- cycle educational Program in Dentistry
- Bachelor's/Master's educational programs in Physical Medicine and Rehabilitation
- Bachelor's/Master's educational programs in Healthcare Management
- English-language Bachelor's educational Program in Nursing

Planned educational programs:

- English-language Bachelor's/Master's educational programs in Ergotherapy (Ergotherapy Therapy)
- Russian-language one-cycle educational program Dentistry

I. Methodology for Determining the Number of Students in Subject Groups by Educational Program

1) Methodology for determining the number of students in subject groups for one-cycle Medical Doctor programs (quota: 1,520 students)

- English-language one-cycle Medical Doctor (MD) program — 1,320 students
- One-cycle Medical Doctor (MD) program — 200 students

1. Quota of 1,320 students for the English-language one-cycle Medical Doctor (MD) program:

660 students at the basic/preclinical stage (semesters I-VI)

Formula: Number of groups = number of students / 15 (students per group)

Number of groups = 660 / 15 = 44 groups

660 students in clinical courses (semesters VI–XII), delivered at affiliated multidisciplinary clinics and contracted multidisciplinary/specialized clinics.

Formula: Number of groups = number of students / 10 (students per group)

Number of groups = 660/10 = 66 groups

2. Quota of 200 students for the one-cycle Medical Doctor (MD) program:

100 students at the basic/preclinical stage (semesters I–VI)

Formula: Number of groups = number of students/15 (students per group)
Number of groups =100/15=7 groups

100 students in clinical courses (semesters VI–XII), delivered at affiliated multidisciplinary clinics and contracted multidisciplinary/specialized clinics.

Formula: Number of groups = number of students/10 (students per group)

Number of groups =100/8 =13 groups

II. Methodology for Determining the Number and Workload of Academic/Invited Staff by Educational Program

- ❖ English-language one-cycle Medical Doctor (MD) program - 1,320 students
- ❖ One-cycle Medical Doctor (MD) program - 200 students

Academic/invited staff required for the English-language one-cycle Medical Doctor (MD) program with 1,320 students:

The number of academic/invited staff for basic/preclinical courses is determined by the contact hours for each course (syllabus)-lectures, group work, practical/laboratory classes, consultations and examinations-and the expected number of groups:

Formula: Number of staff = number of groups × semester contact hours/average semester workload per staff member (hours)

Number of groups = number of students / 15 (students per group)
Number of groups = 660/15 = 44 groups

Serving 44 groups per semester requires an average of 44–52 academic/invited staff members (part-time).

The number of academic/invited staff for clinical courses is determined by the contact hours specified in each course syllabus and the expected number of groups:

Formula: Number of staff = number of groups × semester contact hours / average semester workload per staff member (hours)

Number of groups = number of students / 10 (students per group)
Number of groups = 660 / 10 = 66 groups

Serving 66 groups per semester requires an average of 55–60 academic/invited staff members (part-time).
Total academic/invited staff = 52 (basic/preclinical courses) and 60 (clinical courses); total: 52 + 60 = 112 staff members

Academic/invited staff required for the one-cycle Medical Doctor (MD) program with 200 students:

The number of academic/invited staff for basic/preclinical courses is determined by the contact hours for each course (syllabus)—lectures, group work, practical/laboratory classes, consultations and examinations—and the expected number of groups:

Formula: Number of groups = number of students / 15 (students per group)
Number of groups = 100 / 15 = 7 groups

In semesters 1–6, students study basic and preclinical disciplines. As each discipline requires an appropriately qualified specialist, approximately 30–32 academic/invited staff are needed to teach 7 groups across all 36 courses in these semesters.
For clinical courses, approximately 32–34 academic/invited staff are needed to cover all 37 courses.

Formula: Number of groups = number of students / 10 (students per group)
Number of groups = 100 / 10 = 10 groups

Total academic/invited staff = 34 (basic/preclinical courses) and 36–38 (clinical courses); total: 34 + 38 = 74 staff members

III. Methodology for Determining Material Resources for the Maximum Number of Current Students

- ❖ English-language one-cycle Medical Doctor (MD) program - 1,320 students
- ❖ One-cycle Medical Doctor (MD) program - 200 students

1) English-language one-cycle Medical Doctor (MD) program - 1,320 students

- ❖ 660 students at the basic/preclinical stage (semesters I–VI)

Formula: Number of groups = number of students / 15 (students per group)

Number of groups = 660 students / 15 (students per group) = 44 groups

- ❖ 660 students in clinical courses (semesters VI–XII), delivered at affiliated multidisciplinary clinics and contracted multidisciplinary/specialized clinics.

Number of groups = 660 students / 8–10 (students per group) = 66 groups

2) One-cycle Medical Doctor (MD) program - 200 students

- **100 students at the basic/preclinical stage (semesters I–VI)**

  Formula: Number of groups = number of students / 15 (students per group)

  Number of groups = 100 / 15 = 7 groups

- 100 students in clinical courses (semesters VI–XII), delivered at affiliated multidisciplinary clinics and contracted multidisciplinary/specialized clinics.

  Formula: Number of groups = number of students / 8 (students per group)

  Number of groups = 100 / 8 = 13 groups

Number of classrooms:

- 3 lecture rooms (capacity: up to 100 seats, equipped with smartboards).
- Classrooms for practical/preclinical/laboratory teaching (15 students per group - 50 groups): 49 rooms
- Total: 52 classrooms

  a) 28 teaching rooms

  b) 8 rooms at the Medical Simulation Clinic

  c) 6 laboratories: Histology, Pathomorphology, Biochemistry, Microbiology, Chemistry and Physics

  d) 4 rooms in the Anatomy Unit: 1 lecture room equipped with an anatomical table and 3 specialized practical classrooms with anatomical models.

  e) VR technology laboratory

  f) 2 computer classrooms

Provision of clinical training sites in accordance with Sector benchmarks:

- Departments of internal medicine - no more than 10 students per patient
- Department of surgery - no more than 10 students per patient
- Department of obstetrics and gynecology - no more than 10 students per patient
- Department of pediatrics - no more than 10 students per patient
- Department of resuscitation/intensive care - no more than 6 students per patient

The University has agreements with 1 affiliated multidisciplinary clinic and 34 contracted multidisciplinary/specialized clinics, providing a total of 2,890 m² of teaching space and an average annual patient turnover exceeding 10,000.

Library: for students enrolled in one-cycle Medical Doctor programs.

- Reading room: a total of 100 workstations and 20 computers
- Group study area
- Literature: sufficient copies of core textbooks (or electronic access) are maintained in proportion to the student population.

Examination center: for students enrolled in the Georgian- and English-language one-cycle Medical Doctor programs.

- Total students: 760
- Number of examinations: 8 (each student takes 8 examinations)
- Total examination seats required: 815 × 7 = 5,320 examination sessions
- Number of days: 6
- Number of shifts per day: 8
- Total shifts: 8 × 6 = 48 shifts
- Required examination places: 5,320 / 48 = 111 computer workstations

Four examination rooms, equipped with a total of 120 computers, are designated for use by the University's Examination Center:

- 40 computers — Room No. 238
- 20 computers — Room No. 240
- 24 computers — Room No. 323
- 36 computers — Room No. 103

Student quota for other existing and planned educational programs at the University (580 students)

Existing educational programs:

1. One-cycle educational Program in Dentistry
2. Bachelor's/Master's educational programs in Physical Medicine and Rehabilitation
3. Bachelor's/Master's educational programs in Healthcare Management
4. English-language Bachelor's educational program in Nursing

Planned educational programs:

1. English-language Bachelor's/Master's educational programs in Ergotherapy (Ergotherapy Therapy) (2028)
2. Russian-language one-cycle educational program Dentistry (2029)

1) Methodology for determining the number of students in subject groups by educational program

❖ **330 students at the basic/preclinical stage**

Formula: Number of groups = number of students / 15 (students per group)

Number of groups = 330 students / 15 (students per group) = 22 groups

❖ 250 students in clinical courses, delivered primarily at the University Dental Clinic, the University Rehabilitation Clinic, and contracted multidisciplinary/specialized clinics. 12% for the one-cycle educational

Program in Dentistry and 14% for the Bachelor's/Master's educational programs in Physical Medicine and Rehabilitation.

Formula: Number of groups = number of students / 10 (students per group)

Number of groups = 250 students / 8–10 (students per group) = 25 groups

Total: 22 groups at the basic/preclinical stage
25 groups at the clinical stage

2) Methodology for determining the number and workload of academic/invited staff by educational program

Formula: Number of staff = number of groups × semester contact hours / average semester workload per staff member (hours)
Number of groups = number of students / 15 (students per group)

Formula: Number of staff = number of groups × semester contact hours / average semester workload per staff member (hours)

Number of groups = number of students / 10 (students per group)

3) Methodology for determining material resources for the maximum number of current and planned students

Number of classrooms:

- 2 lecture rooms (capacity: 45–75 seats, equipped with computers).
- 23 = 21 + 2 rooms (at the Nursing Simulation Clinic) for practical/preclinical teaching (15 students per group — 22 groups)

a) A total of 21 teaching rooms: 236, 209, 207, 208, 210, 204, 206, 216, 212, 104, 108, 110, 111, 112, 121 (lecture room), 301, 303, 304, 305, 306 and 308.
b) 2 rooms at the Nursing Simulation Clinic
c) 6 laboratories: Histology, Pathomorphology, Biochemistry, Microbiology, Chemistry and Physics
d) 4 rooms in the Anatomy Unit: 1 lecture room equipped with an anatomical table and 3 specialized practical classrooms with anatomical models.
e) 2 computer classrooms
f) University Dental Clinic
g) University Rehabilitation Clinic

Library:

- Reading room: a total of 65 workstations and 15 computers

- Group study area
- Literature: sufficient copies of core textbooks (or electronic access) are maintained in proportion to the student population.

Examination center: places/computers

- Total students: 580
- Number of examinations: 8 (each student takes 8 examinations)
- Total examination places required: 580 × 7 = 3,480 examination sessions
- Number of days: 6
- Number of shifts per day: 8
- Total shifts: 8 × 6 = 48 shifts
- Required examination places: 3,480 / 48 = 73 computer workstations

Four examination rooms, equipped with a total of 120 computers, are designated for use by the University's Examination Center:

- 40 computers — Room No. 238
- 20 computers — Room No. 240
- 24 computers — Room No. 323
- 36 computers — Room No. 103

III. Administrative/Support Staff

The University's organizational structure ensures effective implementation of activities defined in the Strategic Development Plan and achievement of the University's objectives.

The functions and responsibilities of the University's structural units are clearly defined and separated. These units perform their functions effectively and in a coordinated manner. Procedures for the election/appointment of University governing bodies are transparent, fair and compliant with the law. The University's leadership/governing bodies ensure effective management of its activities. In accordance with the University's mission and objectives, the leadership promotes international cooperation and internationalization.

Structural units are managed by appropriately qualified and experienced personnel.

To plan faculty administrative staff activities effectively and provide students with high-quality services, the University has established a ratio of 1 staff member for no more than 200 students.

40 hours per week = 40 × 60 = 2,400 minutes. Of these, student consultations require an average of 6 minutes per student = 20 × 60 = 1,200 minutes, while the remaining 20 working hours (1,200 minutes) are allocated to various administrative duties in the Dean's Office.

IV. Material Resources

The University's material resources (immovable and movable property) support the achievement of its educational objectives and meet the requirements for implementing educational programs and research activities for the current and planned student population.

The University possesses premises with the following required facilities: foyers, recreation areas, lecture rooms, administrative offices, group-work spaces, sanitary facilities, a library, laboratories corresponding to field-specific requirements, teaching rooms and an archive. The layout of the premises supports effective educational and administrative processes.

Taking account of the specific features of educational programs, the University provides appropriately equipped teaching facilities, including educational/research laboratories, equipment needed for practical

components, information technology equipment, agreements with relevant institutions for the proper use of their resources, and adequate supplies (reagents, teaching materials, visual aids and other materials) to ensure achievement of program objectives and learning outcomes.

The University's facilities and technical infrastructure support high-quality student services and teaching, specifically:

1. The University has 75 properly equipped classrooms (with boards, projectors, computers, etc.), with a combined capacity to accommodate 1,125 students simultaneously in basic/preclinical courses.
2. Examination Center
3. Medical Simulation Clinic: 350 m². Rooms: Nos. 331, 335, 333, 337, 330, 334, 336 and 340. Sanitary facilities, changing room, administration office, lobby and reception. During examinations, 12 OSCE stations are arranged.
4. Nursing Simulation Clinic: 80 m². Rooms: Nos. 400 and 402
5. University Dental Clinic
6. Dental Phantom Laboratories
7. University Rehabilitation Clinic
8. Anatomy Unit: Rooms Nos. 344, 341, 343 and 346 (3D anatomy table), anatomical models/simulators and sanitary facilities.
9. Four conference halls
10. Library resources: 350 m² and 35 computers. In accordance with the authorization standard, the library comprises book storage, a reading room, space for library staff, meeting and group study areas, and an area with information technology equipment.
11. Teaching/research laboratories: Pathomorphology, Histology, Biochemistry, Microbiology, Physics and Chemistry
12. Foyers
13. Recreation areas
14. Administrative offices
15. Room for faculties
16. Archive
17. Student and staff health and safety are ensured at the University
18. Sanitary facilities
19. Accessible environment

V. Information Technology Resources

The University's information technology infrastructure is aligned with its business processes and ensures their effective implementation.

Information technology risks are managed adequately and effectively; data protection, including personal data protection, is ensured, and the performance of information systems is evaluated.

The information technology infrastructure (computer hardware, software and internet) used to deliver University services is consistently and reliably available to students and staff.

The University has introduced electronic services and electronic management systems that ensure effective and accessible services and process management.

The University's official website serves as an information resource, providing contact details and other necessary information in Georgian and English, including the University's mission, activities, organizational

structure, catalog of educational programs, programs and student selection criteria, expected learning outcomes and qualifications awarded, teaching, learning and assessment procedures, administrative/academic/research staff, electronic library catalog, regulatory documents, Strategic Development Plans, annual reports, financial statements, ongoing and completed research, general statistics, available services, employment opportunities, University news, announcements, planned and completed training events, advertised competitions and other information. The information is updated regularly to ensure access within a reasonable period.

Existing information technology infrastructure:

1. 257 desktop/laptop computers
2. 27 printers
3. 6 smartboards
4. 8 sets of VR headsets
5. 22 monitors/TV sets
6. 8 projectors
7. Free-access wireless internet (Free Wi-Fi)
8. Server room equipped with HP ProLiant servers, an uninterruptible power supply and all necessary hardware/software
9. 5 network video recorders (NVRs) and 91 surveillance cameras
10. 32 network switches
11. 6 IP telephones

VI. Financial Resources

The allocation of financial resources provided for in the University's budget is economically feasible. Diversified funding sources are available to support adequate and effective risk management. The University's financial resources are adequate and sufficient to ensure that activities specified in its Strategic Development and Action Plans are implemented effectively and on time.

Financial reports confirm the accuracy, fairness and completeness of financial information.

The University's financial resources support the sustainability and further development of teaching and learning, research, human resources and infrastructure.

The University's budget provides funding for scientific research.

The University's budget provides funding for the operation and development of the library.

The University has an effective system of accountability, financial management and control.