

The change is approved by
the academic council meeting of the
University Geomedi LLC protocol №01, 31.01.2025

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The Mechanism and Methodology for Student and Personnel (Academic, Invited, Scientific, Administrative, Support) Contingent Planning

The university has a student contingency planning mechanism, implemented in accordance with a defined methodology. This methodology encompasses all relevant university resources, indicators set by the university, and target benchmarks.

To determine the student contingent, the university uses the following target benchmarks:

- ✓ Academic /Invited Staff
- ✓ Administrative/support staff
- ✓ Material resource (infrastructure)
- ✓ Information-technological resource
- ✓ Financial resource
- ✓ Actual number of students
- ✓ Sector-specific requirements
- ✓ Specifics of the educational program
- ✓ Resources of practice facilities, laboratory, and clinical bases

The following methodologies have been developed to ensure the sustainable, stable functioning and high-quality management of the educational process at the university:

1. Methodology for determining the ratio of student contingent to academic/invited staff.
2. Methodology for determining the number of students in each course group.

I. Methodology for determining the ratio of student contingent to academic / invited staff

Planning the student contingent at the university is determined for each educational program. The university has a semester-based workload scheme for academic and invited staff, which includes teaching and/or scientific research activities, as well as other responsibilities, depending on the functions and duties assigned to them.

The number and workload of academic/scientific staff ensures the proper implementation of educational programs, research, and other duties assigned to them, and it must be considered when determining the workload of academic/invited staff at all universities where they hold academic/scientific positions or have hourly workloads.

To ensure program sustainability, when planning the number of academic, scientific, and invited staff, the university considers the contingent of existing and admissible students, the specifics of each program, and the best international practices.

1. Student contingent planning for each educational program is determined by considering the following parameters:

- ✓ The number of existing students in the educational program;
- ✓ The number of graduating students in the educational program;
- ✓ The number of status suspended student in the educational program;
- ✓ The number of students admitted to the educational program.

2. When planning the student contingent for the educational program, the following ratio of students to academic/invited staff is considered for all educational programs at the university:

- ✓ 1 program-implementing personnel (academic/invited) per no more than 10 students (1/10).
- ✓ 1 academic personnel (professor/associate professor/assistant professor) per no more than 35 students (1/35).

3. The following ratio of academic and invited staff is considered when planning the student contingent for the educational program:

- ✓ The ratio of academic staff should not be less than 30% of the educational program-implementing staff.
- ✓ The ratio of invited staff should not be less than 30% of the educational program-implementing staff.

4. When determining the student contingent for educational programs, the hourly workload for teaching and research, as specified in the academic/invited staff workload scheme, is taken into account.

5. Student contingent planning for the educational program is carried out every year, for each subsequent academic year.

6. The annual student contingent volume for educational programs is approved by the Faculty Board.

7. The faculty announces the admission based on the approved contingent for single-cycle/bachelor's/master's programs;

8. If the student contingent in the educational program increases, the faculty must also increase the number of academic staff according to the defined methodology.

II. Methodology for Determining the Number of Students in Each Course Group

To conduct a high-quality educational process, the number of students in a practicum group should not exceed 10-15 and in a lecture group, it should not exceed 75 students.

- ✓ The teaching format mainly includes lecture/practicum classes in the following proportions:
- ✓ 1 lecture / 2 practicums: 2 × 50 minutes assigned to practical training (6.7 minutes per student).
- ✓ 1 lecture / 3 practicums: 3 × 50 minutes assigned to practical training (10 minutes per student)
- ✓ 1 lecture / 4 practicums: 4 × 50 minutes assigned to practical training (13 minutes per student).
- ✓ The time assigned for practicums is quite sufficient for any format of practical training to ensure the involvement and testing of all students, also the teacher can allot individual time for each student.
- ✓ In the case of clinical/preclinical/fundamental disciplines, the number of students in practical sessions of the course/curation practice/educational-research laboratory should not exceed 10.

Workload of Academic/Invited Staff

The calculation of the teaching, methodological, organizational, scientific-research, and clinical workload for academic and invited staff is carried out using a unified approach. Accordingly, the need for additional personnel recruitment is determined (by defining the full-time equivalent (FTE)).

When calculating the workload of staff, the following are considered: 1) The total hourly workload defined by labor legislation (in the case of invited staff, their teaching/research activity at other institutions is also taken into account); 2) The coefficient of the number of personnel/students required to implement the program as defined by the university's regulations. 3) Due to the existence of various modern teaching/learning methods and assessment methods in the educational program, the workload of academic/invited staff is

calculated based on the specific methodology for the given teaching/learning and assessment methods:

- PBL/CBL teaching – no more than 8 students per instructor, per session
- In clinical practice courses, practical sessions of the course/curation practice – no more than 10 students per instructor, per session – for a one-level educational program for licensed medical professionals.
- OSCE/OSPE assessment – 1 examiner per station, with an average of 30 students at a time. The number of stations is determined according to the assessment system of the corresponding educational program and the assessment methods outlined in the syllabi.
- Mini-CEX – no more than 10 students per instructor, per examination.

Material Resource Requirements (for Clinical Disciplines):

- Teaching of clinical subjects is conducted in university-affiliated/teaching medical institutions – in clinics providing outpatient and inpatient services. University-affiliated and affiliated teaching clinics must be equipped with appropriate teaching spaces, lecture halls, and seminar rooms. Students should have access to educational resources (electronic and print) from the clinics.
- In the case of one-level educational programs for licensed medical professionals and dentistry, the patient/student ratio during the educational course/curation in the university-affiliated/teaching clinic and/or affiliated clinic (based on a contractual agreement) must be as follows:
 - In therapeutic profile departments: No more than 10 students per patient
 - In surgical profile departments: No more than 10 students per patient
 - In the Department of Obstetrics and Gynecology: No more than 10 students per patient
 - In the Department of Pediatrics: No more than 10 students per patient
 - In resuscitation/intensive care departments: No more than 6 students per patient.
 - In the university-affiliated dental clinic, the ratio of dental chairs to students (patient/student ratio) during the educational course/curation should be – 1 dental unit with no more than 4 students at a time.
- In the case of clinical disciplines in the bachelor's degree nursing program, the patient/student ratio during the educational course/curation should be as follows:
 - In therapeutic profile departments – no more than 8 students per patient
 - In surgical profile departments – no more than 8 students per patient
 - In obstetrics-gynecology departments – no more than 8 students per patient
 - In pediatrics departments – no more than 8 students per patient
 - In anesthesia/intensive care departments – no more than 6 students per patient.

III. Administrative / support staff

The organizational structure of the university ensures the effective implementation of activities defined in the strategic development plan and the achievement of university goals. The functions and responsibilities of the university's structural units are clearly defined and separated. These units perform their functions efficiently and in a coordinated manner. The procedure for electing/appointing university governing bodies is transparent, fair, and legitimate. University management/governing bodies ensure the effective management of university activities. The leadership of the university, in accordance with its mission and goals, supports international cooperation and the internationalization process of the university.

Heads of structural units have the relevant qualifications and experience.

The staff ratio based on the existing programs and student contingent within the university's faculties is as follows: faculty personnel can serve up to 200 students. The working hours are allocated as follows: 40 hours per week = 2400 minutes. Average consultation time per student is 6 minutes: 6 minutes \times 200 students = 1200 minutes. The remaining 1200 minutes are distributed to the Dean's Office for various administrative tasks.

IV. Material Resources

The material resources owned by the university (both immovable and movable property) serve the realization of the institution's educational goals and comply with the requirements of the educational programs, research activities, and the actual/planned number of students.

The University owns real estate with the following mandatory spaces: lobbies, recreational spaces, theoretical teaching auditoriums, administrative premises, space for group work, sanitary facilities, library, laboratories corresponding to the departmental specifics, study rooms, archive. The layout of the premises ensures the effective conduct of the educational and administrative process.

Taking into account the specifics of educational programs, there is a learning space equipped with basic equipment, including educational/scientific-research laboratories, equipment necessary for the implementation of the practical component, information technology equipment, agreements signed with relevant institutions on the condition of proper use of the resources of these institutions, relevant supplies (reagents, educational materials, visual aids, etc.), which ensure the achievement of the goals of the educational program and learning outcomes.

The material / technical base of the university ensures a high-quality educational process to serve students' needs. In particular:

1. For lecture / practicum, the University has 55 properly equipped auditoriums (blackboard, projector, computer, etc.), which will be able to serve 1541 students simultaneously.
2. Examination center
3. Simulation Medicine Clinic
4. Dental Clinic
5. Dental Phantom Laboratories
6. Anatomy block
7. 2 conference halls
8. Library spaces
9. Rehabilitation Clinic
10. Training / Scientific Laboratories
11. Foyers
12. Recreational spaces
13. Administrative offices
14. Staff Room for Professors
15. Archives
16. The safety and health of students and staff are protected at the University
17. Sanitary facilities
18. Adapted environment for persons with disabilities.

V. Information-Technological Resources

The information technology infrastructure at the higher education institution (HEI) aligns with the institution's business processes and ensures their efficient implementation.

Risk management related to information technologies is conducted effectively, securing data, including personal data protection. Additionally, the effectiveness of the information system is regularly evaluated.

Information technologies—such as computer hardware, software, and internet services—are accessible to both students and staff.

Electronic services and management systems have been implemented to enhance the efficiency and accessibility of services and process management.

The official website of the HEI serves as a communication and information hub. It provides essential contact details and other information in both Georgian and English, including: the mission, activities, structure of the university, educational programs catalog, programs and student selection criteria for this program, expected learning outcomes and qualifications;

Learning-Teaching and Assessment Procedures, the list of Administrative / Academic /Scientific Personnel, Electronic Catalog of the Library, Regulatory Documents, Strategic Development Plans, Annual Reports of the institution, Financial Reports, Ongoing and Implemented researches, General Statistics, Services available, Employment Opportunities and etc.

The website is regularly updated, ensuring that the information is current and available in a timely manner

1. At least one computer connected to the internet for every 15 students.
2. Uninterrupted Wi-Fi connection
3. Server room equipped with: HP ProLiant DL 160 G9 servers, uninterrupted power supply, and all necessary hardware/software.

VI. Financial resources

The allocation of financial resources from the HEI's budget is both achievable and effective. The university has diversified funding sources that ensure comprehensive risk management. These resources are sufficient to support the successful implementation of the activities outlined in the Strategic Development and Action Plans.

The university's financial statements confirm the accuracy, fairness, and completeness of its financial information.

The financial resources of the HEI ensure the sustainability and further development of teaching/learning, research activities, human resources, and infrastructure.

The budget of the HEI provides funding for scientific research.

The budget of the HEI provides funding for the operation/development of the library.

An effective system of financial accountability, management, and control is in place at the HEI.