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**The methodology for Student and personnel (academic, invited, scientific, administrative) contingent planning**

The university has a student contingency planning mechanism, which is implemented in accordance with the defined methodology. The student contingency planning methodology includes 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
- ✓ Student survey results
- ✓ Academic / Invited Staff Survey Results
- ✓ Administrative staff survey results

The following methodologies have been developed for 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

**1. Methodology for determining the ratio of student contingent to academic / invited staff**  
Student contingent planning at the university is defined for each educational program. The University has a renewable workload scheme for academic and invited personnel in each

semester, which includes educational and/or scientific- research / creative/executive and other workloads depending on the functions and responsibilities assigned to them.

The number and workload of academic/scientific staff shall ensure the proper implementation of the educational programs, research / creative/executive, and other functions and responsibilities assigned to them. The workload of academic / invited staff should be considered in all HEI-s where they hold an academic /research position or have an hourly workload.

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

**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 suspended and status terminated 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 and academic staff is taken into account for all educational programs which are carried out at the University:**

1 Academic personnel for no more than 25 students (1/25) (Qualification and / or research profile of the academic personnel must meet the qualification requirements of the specialty).

1 Professor/Associate Professor for no more than 35 students (1/35), 1 Assistant Professor/ assistant for no more than 25 students (1/25). 15/1 ratio of student with staff who implement the program.

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

- ✓ The ratio of the academic and educational programs implementing staff should not be less than 30%.
- ✓ The ratio of the affiliated academic and educational programs implementing staff should not be less than 30%.

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

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

6. The annual volume of student contingent for the educational programs are approved by the Faculty Board and upon their submission by the Academic Board;

7. The faculty announces the admission on the basis of the approved contingent for the single-cycle, bachelor's and master's programs;

8. If the student contingent in the educational program increases, the faculty should also provide increase number of academic staff taking into account the defined methodology.

## II. Methodology for determining the number of students in each course group

For the conduct of the high-quality educational process at the university, the number of students in the course group at the practicum should not exceed 15 and at the lecture - 75 students. The teaching format mainly includes lecture/practicum classes in the following proportions:

- ✓ 1 lecture / 2 practicums - in which case,  $2 \times 50$  minutes are assigned to practical training. Therefore, 6.7 minutes of time is devoted to each student.
- ✓ 1 lecture / 3 practicums - in which case,  $3 \times 50$  minutes are assigned to practical training. Therefore, 10 minutes of time is devoted to each student
- ✓ 1 lecture / 4 practicums - in which case,  $4 \times 50$  minutes are assigned to practical training. Therefore, 13 minutes of time is devoted to each 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.

### **Loading of academic / invited staff**

The teaching, academic, research and clinical workload of the academic and invited staff is calculated in a unified manner, thus identifying the need for additional staff recruitment (using the full-time workload equivalent (FTE)).

When calculating the staff workload, the following is taken into account: 1) full hourly workload defined by the labor legislation (in case of invited staff, his / her training / research activity in another institution is also calculated); 2) The coefficient of the number of teachers / students defined by the educational regulations of the University (see the staff

workload rule); 3) Due to the availability of various modern teaching / learning methods in the medicine program, as well as assessment methods, the workload of academic / invited staff is calculated taking into account the specific methodology for the given teaching / learning, as well as the assessment method:

- PBL / CBL Teaching - no more than 8 students per teacher, one course;
- OSCE / OSPE assessment - at least 12 examiners for each exam, averaging 30 students at a time (2 groups, 12 stations) -A one-cycle certified physician educational program.
- OSCE / OSPE assessment - at least 11 examiners for each exam, averaging 30 students at a time (2 groups, 11 stations) -A one-cycle dentistry educational program.
- OSCE / OSPE assessment - at least 5 examiners for each exam, averaging 30 students at a time (2 groups, 5 stations) - Physical Medicine and Rehabilitation Educational Program.
- Mini-CEX - no more than 15 students per teacher, for each exam;

**Material resource requirements (in case of clinical disciplines):**

- Teaching clinical subjects is carried out in university / educational medical institutions - in clinics with primary, secondary and tertiary donation services. Multidisciplinary / mono-profile university and affiliated study clinics should be provided with adequate study space, lecture and seminar classrooms, students should have access to educational resources (electronic, book-based) from clinics.
- In a university / teaching clinic and / or an affiliated clinic (on a contract basis), the patient / student ratio during the course / teaching should be:
  - In therapeutic profile departments - no more than 15 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 1 patient
  - In the Department of Pediatrics - In the Department - not more than 10 students per 1 patient
  - In resuscitation / intensive care departments - no more than 8 students per patient.

### **III. Administrative / support staff**

The organizational structure of the university ensures the effective implementation of the activities defined in the strategic development plan and the achievement of the goals of the university.

The functions and responsibilities of the University's structural units are clearly defined and separated. Structural 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 effective management of university activities. The leadership of the University, in accordance with its mission and goal, supports international cooperation and the internationalization process of the university.

Heads of structural units have relevant qualifications and experience.

The ratio of administrative staff with regards to the existing programs at the university faculties and the contingent of students are the following: The study process management specialist can serve 200 students (40 hours per week =  $40 * 60 = 2400$  minutes, of which the time required for the consultation of each student is 6 minutes on average,  $20 * 60 = 1200$  minutes; the remaining 20 hours (1200 minutes) of work time are spent in the dean's office to perform various administrative tasks.

### **IV. Material resources**

The material resources (real and movable property) owned by the University serve the implementation of the educational goals of the institution and meet the requirements of educational programs, research/creative/executive activities, and the number of existing/admissible students.

The University owns real estate with the following mandatory areas: foyers, recreational spaces, auditorium(s) for theoretical subjects, administrative storage(s), space for group work, sanitary facilities, library, laboratories relevant to the specifics of the field, study rooms, archives. The layout of the rooms ensures the effective management of the educational and administrative process.

Depending on the specifics of the educational programs, the learning area is equipped with the appropriate equipment, including training/research laboratories, equipment needed for the practical component, information technologies, cooperation contracts with relevant institutions on the proper use of their resources, relevant supplies, (reagents, study

materials, visual aids, etc.). All these ensure the achievement of the educational program goals and the 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 Center (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 resource**

The information technological infrastructure created in the HEI(higher educational institution) is in line with the business processes of the institution and ensures their effective implementation.

Risk management related to Informational technologies is carried out adequately and effectively, data is secured (including personal data protection) and The evaluation of the information system effectiveness is carried out.

Information technologies (computer hardware, software, Internet) designed for HEI services are accessible for students and staff.

Electronic services and electronic management systems are introduced in the HEI to ensure the efficiency and accessibility of services and process management.

The official website of HEI has a communication and information function, it contains contact and other necessary information in Georgian and English languages, among them: 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 information on the website is updated regularly, so it is received within a reasonable time frame

1. on every 20 students at least 1 computer is connected to the Internet
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 provided by the HEI budget is achievable, there are diversified sources of funding that ensure adequate and effective risk management. The financial resources of the HEI are adequate and sufficient to effectively implement the activities outlined in the Strategic Development and Action Plans.

The financial statements confirm the veracity, fairness and completeness of the financial information.

Sustainable and further development of teaching/learning/research /creative activities, human resources/infrastructure is provided by the financial resources of the HEI.

The budget of the HEI provides funding for scientific research

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

There is an effective system of accountability, financial management and control in the HEI.

## **VII Student Survey Results**

## **VIII Academic / Invited Staff Survey Results**

## **IX Administrative Staff Survey Results**

<https://www.globalcompass.me/blog/webster-university-vienna>

<https://www.hofstra.edu/academics/grad/international-russian.html>

[https://www.wittenberg.edu/sites/default/files/media/admission/forms/New Int'l Russian Version%5B1%5D.pdf](https://www.wittenberg.edu/sites/default/files/media/admission/forms/New_Int'l_Russian_Version%5B1%5D.pdf)

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