



NATIONAL EDUCATIONAL UNIVERSITY

**Methodology for Determining the Number of
Student Contingents and Academic/Visiting Staff**



Article 1. General Provisions

1.1. The methodology for determining the number of student contingent and academic/invited personnel of the “NEU - National Educational University” (hereinafter referred to as the “University”) is based on the Law of Georgia “On Higher Education”, the legislation of Georgia and the legal regulations applicable to the University;

1.2. In order to ensure quality education for students, the University determines the mechanisms for planning the number of student contingent and academic/invited personnel, which takes into account all aspects necessary for the functioning of the University:

- Material and technical resources of the University/object of practice implementation (real and movable property);
- Human resources (academic, invited, administrative, support personnel and other persons necessary for the implementation of the program);
- Labor market requirements;
- Graduate employment rate;
- Relevance of the educational program, statistics of enrollment in the educational program in previous years and dynamics of demand for a specific program in Georgia;
- Number of students graduating for the current academic year.

1.3. When determining the threshold number of university students, the compliance of the above aspects with the target indicators is determined;

1.4. Within the framework of the threshold number of university students, the number of persons enrolled and/or enrolled in educational programs is taken into account;

1.5. The purpose of developing a methodology for determining the number of academic and invited personnel according to the program is to provide the student contingent with the appropriate academic/invited personnel.

Article 2. Purpose of determining the contingent

2.1. The purpose of approving the methodology is to ensure the relevant distribution of students to the appropriate educational programs within the framework of the total contingent of university students in order to implement educational activities at a high level;

2.2. University readiness for educational activities;

2.3. Calculation of possible risks in the process of educational activities.

Article 3. Determination of the student contingent

3.1. The University plans the contingent of students admitted through the Unified National Exams for each academic year according to educational programs;

3.2. The University plans the contingent of students admitted through mobility and without the Unified National Exams every semester;

3.3. The quota of the maximum number of students may vary annually:

- Based on educational programs;
- Based on the enrollment statistics for the educational program in previous years and the dynamics of demand for specific programs in Georgia;
- Based on human/material resources and labor market requirements.

3.4. The number of students admitted annually, including the number of students admitted on a mobility basis, is determined in accordance with the university's student quota.

Article 4. Aspects to be considered for the purpose of planning the student contingent

4.1. University material and technical resources/object of practice

A. University material and technical resources - administrative staff workspace, auxiliary space (students' rest area, recreational space, etc.), theoretical teaching auditorium/auditoriums, the presence and number of computer and other technical facilities, academic staff workspace. Conference hall, library, teaching inventory, projectors, etc.;

B. The object of implementation of the university practice - an institution provided with the human and material resources necessary for achieving the learning outcomes of the educational program, with which the university has signed a memorandum of cooperation;

4.2. Computers and other technical means corresponding to the total quota of university students, as well as a

computer room equipped with appropriate inventory, the number of which is determined taking into account educational programs. The computer room is also intended for free use by students and professors;

4.3. Academic staff workspace equipped with appropriate inventory for student consultations and affiliated professors. Also, cabinets intended for scientific work;

4.4. Library - equipped with the appropriate book fund, computers and necessary inventory based on educational programs. The library provides access to international electronic library funds;

4.5. Adequate library space (book depository, reading room, library staff workspace, individual and group work space, information and technical equipment space) and resources for the total quota of students.

Article 5. Human Resources

5.1. The number of administrative and support staff of the University is determined by the specifics of its activities and within the limits of the determined student quota;

5.2. When calculating the student contingent, the University administrative resource includes the Rector of the University, the Head of the Quality Management Service, the Dean/Deputy Dean of the School, the Head/Assistant Librarian, and heads of departments/specialists;

5.3. The number of academic staff is calculated taking into account the total maximum quota and educational programs within the School;

5.4. The number of affiliated professors is calculated taking into account the educational programs available within the School;

5.5. The number of invited specialists is determined taking into account the expected number of students admitted to the School for each academic year, based on the courses within the educational programs.

Article 6. Targets

6.1. When determining the maximum number of university students, the compliance of the above aspects with the following target indicators is determined:

- A. The number of academic/visited personnel is adequate for the maximum number of student contingent and each educational program. In particular: the ratio of academic/visited personnel to students should not exceed 1/10;
- B. The ratio of academic personnel to invited personnel for each educational program should not exceed 2/1;
- C. At least 5 (five) affiliated personnel are required to participate in the implementation of one educational program;
- D. The ratio of administrative/support personnel to the number of students should not exceed 1/20;
- E. The number of computers located in educational spaces should be at least 1 (one) computer per 25 (twenty-five) students;
- F. The student contingent is doubled, taking into account the peculiarities of planning the educational process - for 2 (two) shifts.

Article 7. Additional aspects of planning the number of students and staff for the nursing educational program

7.1. When determining the maximum number of students and staff for the educational program (in addition to the general university standards defined by this Regulation), the compliance of the mentioned aspects with the following target standards is also determined:

Basic disciplines:

- A. During the training course in the educational - research laboratory, the working space is calculated for 10 - 15 students at a time within 1 contact hour in compliance with the established safety rules;
- B. Resources and IT infrastructure are provided for conducting synchronous and/or asynchronous remote work meetings.

Preclinical disciplines (implementation of training at the preclinical stage of training in simulation centers located in the university/educational space):

- C. The mentioned centers are provided with appropriate training space, a recommended list of simulators and mannequins necessary for conducting medical

manipulations, provided for by the outcomes determined by the curriculum (manual skills/clinical competencies), for no more than 10 students at a time within 1 contact hour.

Clinical disciplines:

The patient/student ratio during the training course/curation period should be:

- A. In therapeutic profile departments - no more than 8 students per 1 patient;
- B. In surgical profile departments - no more than 8 students per 1 patient;
- C. In the obstetrics and gynecology department - no more than 8 students per 1 patient;
- D. In the Department of Pediatrics - no more than 8 students per 1 patient;
- E. In the Departments of Resuscitation/Intensive Care - no more than 6 students per 1 patient.

7.2. The University has its own, properly equipped clinical skills center/laboratory.

7.3. The number of personnel involved in the nursing program (in addition to the general university standards determined by this Regulation) is calculated based on the number of study groups, personnel workload, weekly training load, and content of disciplines (basic, preclinical, clinical).

Article 8. Final Provisions

8.1. This Regulation is approved by the University Senate;

8.2. This Regulation of the University comes into force upon signing;

8.3. The adoption, cancellation, amendments and additions to the Regulation are carried out by the Senate;

8.4. This Regulation shall cease to be valid in the event of the approval of a new Regulation.