

LEPL Tbilisi State Medical University
The procedure for determining student contingent

Article 1. General provisions

1. This rule determines the legal entity of public law-methodology for determining students' contingent at Tbilisi State Medical University (hereinafter TSMU)

Article 2. Criteria of defining students' contingent

1. Criterion of defining students' contingent are the following:

a) **Human (academic) resource:** The ratio of academic personnel and student on each educational program, including the number of affiliated persons. Ratio of invited staff and students to each educational program;

b) **Material-technical and infrastructure resources-**Material-technical resource and infrastructure must be provided during the working days and hours of the students' service with sufficient quality of teaching-learning, which means:

- Appropriate equipped auditors, laboratories, medical bases, clinics and etc. which are necessary for the implementation of the syllabus activities. Possession of property and/or use of authorization period (based on relevant memorandums and agreements);
- Availability of spaces for sports, creative and other non-academic activities;

2. Each academic program of TSMU must be:

- a) At least 5 professors, or associate professor, at least –one affiliated professor or an associate professor among them,
- b) One professor, or an associate professor for at least 30 students,
- c) At least 1 invited teacher for 50 students,
- d) For the academic programs where the number of students is more than 1000- 1 professor, or one associate professor for 50 students, 1 invited teacher for 80 students.

3. According to the requirements of the first paragraph of this article, in determining of students' contingency, some extra fundamentals may be considered, amongst them are:

- a) **Dynamics of educational program demand-** - positive/negative dynamics of free entrants.
- b) **Rate of students' separation** – mobility, transfer, suspension, termination, restoration;
- c) **Analyses of the academic process-** evaluation of educational programs(students' inquiry, monitoring of working experience at student's lectures and practical groups, analyses of students' academic performance, evaluation of staff involved in educational programs and etc) results;
- d) **Graduates employment index and employment market research-**

Employer's demand and graduate employment analyses results.

4.If the academic board approves the educationalprogram,the relevant resolution of the academic board will indicate the maximum number of contingent applicable to the educationalprogram

5.The academic board annually approves the contingent (application-questionare) acceptable to educational programs in accordance with P1.1.2. of this rule.

Article 3. The rule for making amendments and additions to the provision

The amendments and additions to the provision is implemented by the Rector or the head of Quality Assurance Service the on initiatives of the Representative Council resolution.