

Student contingent planning mechanism, methodology and target benchmarks

The following rules outline the methodology for determining and planning receiving student contingent at the “University of Georgia”, which matches university goals and takes into consideration specifics of a certain program.

When planning for student contingent the following aspects are taken into consideration, such as:

- Labor market requirements.
- The specifics of the educational program and its urgency.
- University material-technical resource.
- Human resources.

With these aspects in mind, the number of student admissions is planned annually for each program.

A maximum number of students in a university/program represent the total number of students with an active status at bachelors, master or doctoral programs.

The goals and objectives for approving student contingent planning methodology

The goal for approving this methodology is to have a correct distribution of students to relevant programs/schools within the overall contingent of students, in order to carry out high-level educational activities, Its main task is to determine the university's readiness to carry out educational activities and to recognize possible risks in the course of its activities.

The rules for developing the methodology

1. The methodology represents an internal legal act of the university, created in accordance with the strategic plan that involves the structural units;
2. The student contingent number is decided by the Academic Council, in accordance with the specifics of the educational program and taking the requirements into consideration, where the number of students may vary.
3. The number of students may vary each year, depending on the number of the total quota, program requirements, human/material resources, and labor market demands.
4. The number of students admitted annually is determined by an academic council, including the number of students enrolled using mobility rules.

Planning mechanisms:

Aspects to examine for the student planning process

1. **Material-technical resources of the university** - workspace for administrative and academic staff, extra space (lobby, recreation area, etc.), theoretical and computer learning rooms, conference rooms, library, necessary materials for education process, labs.
 - Space for administration and academic staff equipped with a relevant inventory.
 - Training facilities, laboratories, and recreation zones equipped with a relevant inventory.
 - Library - equipped with educational programs and relevant books, computers and other supporting materials. The library also has access to electronic libraries and is available for the students and for the academic staff. The resources available must be in line with the overall student quota.
2. **Human Resources** - Administrative, Academic Staff, Invited Specialists, Assistant Staff and other Program Implementers involved should be in line with the number of enrolled/existing students.

Target benchmarks

When planning the quantity, the maximum number of students is determined by using the target markers such as:

- Study area
- Material base
- Administrative and academic staff

The size of the study area

- The total number of students (at the University/School/Department/Program) should not exceed 1.2 ratio of the total study area for the University/School/Department/Program.
- The combined study areas should not exceed 70% of the total area.

Material base

- The program, which outlines the laboratory lessons, the number of students must be determined in a way that the curriculum can be compiled where each student, in each component (which includes laboratory work) has at least 2 hours of laboratory workspace access per week.
- The total number of students should not exceed the number of computers available for study at the university multiplied by 50.

Administration and academic personnel

- The ratio of Academic/Scientific/Invited personnel to the Maximum number of students is no less than 1/13.
- The ratio of academic and scientific staff to invited Personnel is no less than 1/6.
- The ratio of affiliated academic staff to the maximum number of students is no less than 1/75
- Affiliated academic staff to student ratio is 1/75

- The ratio of Ph.D. thesis Supervisors to Ph.D. Students does not exceed $1/4$.
- The ratio of administrative staff to the number of students is no less than $1/70$.