

International Teaching University of Management and Communication
“ALTERBRIDGE”

Student Contingent Planning Methodology and Rule for Ratio to Personnel

Reviewed by Academic Board, Minutes N3. 16/03/19

Approved by the Rector's order №O/1-01/09 of 18 March 2019

Article 1. General Provisions

1. Student Contingent Planning Methodology of the International Teaching University of Management and Communication “ALTERBRIDGE” LLC (hereinafter – Teaching University) defines the rules for calculating the number of students to be enrolled and ratio to personnel at the Teaching University and, that aims to adequately distribute students between appropriate programs within the overall student contingent of the Teaching University in order to carry out effective educational and research process.
2. The Student Contingent Planning Methodology includes the indicators established by the Teaching University and relevant resources.
3. The following indicators shall be considered while determining the number of students:
 - a) Human resources (academic, invited and administrative staff);
 - b) the material and technical resources of the University;
 - c) Human and material-technical resources available to the Teaching University under the cooperation with foreign and local partners;
 - d) Market research data on the requirements of the program, part of which is the graduates employment index;
 - e) Dynamics of enrollment / egress (including mobility);
 - f) The amount of students who have suspended status.
4. While determining number of university students the assessment of aforementioned indicators in terms of the target benchmarks;
5. The total number of university students is calculated by the amount of students in bachelor’s and master’s educational programs and / or the amount of students to be enrolled in these programs.

Article 2. Persons involved in determining quota of students

1. The following persons are participating in student contingent planning:
 - a) Rector;
 - b) Quality Management Office;
 - c) Chancellor;
 - d) School Dean;
 - e) Program coordinator / coordinators.
2. Students’ contingent planning is carried out at the level of educational program taking into account human and material-technical capacities; The unity of the outcomes as a total contingent is discussed at the Academic Board and is approved by the Rector’s order.
2. Determination of student contingent is based on the specificity of educational programs and existence of appropriate resources. The indicators set out for determining the number of student to be enrolled can be different and more detailed than this document.

Article 3. Indicators of material and technical resources

3.1. Indicators of the material and technical resources of the University are:

- a) Working space of administrative and academic personnel;
- b) Auxiliary space (foyer, recreation space, etc.);
- c) Auditoriums / Computer class / Laboratories (if any)
- d) Library.

Article 4 . Academic Staff

4.1. Number of academic personnel

The special indicator of determining the overall maximum quota of students is the number of academic staff, depending on the specificities of the individual program;

4.1.1 In determining the amount of academic personnel, the focus is mainly made on affiliated personnel to ensure their growth of their number in the future.

4.1.2 At least one affiliated academic personnel (professor / associate professor) in the field is required to participate in the implementation of one educational program.

4.1.3 The ratio of the staff involved in the educational program to the maximum quota of students shall be at least one professor / associate professor to 45 students.

4.1.4. Maximum weekly lecture load of the academic (including affiliated) staff is adjusted to rate of their load at administrative positions and involvement in research activity at the Teaching University.

4.2 Invited Staff.

During student contingent planning the number of invited academic personnel shall be taken into account as well, considering the educational program curriculum within the program for each academic year.

Article 5. Target benchmarks for determining academic and invited personnel

The following indicators are used to determine the number of academic and invited personnel:

- 5.1. The ratio of academic and invited personnel number to the total number of administrative and support personnel;
- 5.2. The ratio of academic and invited personnel to the total number of the institution staff;
- 5.3. The ratio of the academic staff to the number of invited staff;
- 5.4. The ratio of the academic personnel number to the affiliated personnel number;
- 5.5. The ratio of academic and invited personnel number to the number of students;
- 5.6. The ratio of affiliated academic personnel to the number of students;
- 5.7. Number of academic and invited personnel with regard to educational programs;
- 5.8. Number of affiliated personnel with regard to educational programs;
- 5.9. Academic and invited staff maintenance rate.

Article 6. Administrative and support staff

6.1 The number of administrative and support staff of the University is an important indicator of student contingent planning. Their number will be customized constantly and will be reflected in the staff list. The amount of support staff is customized on basis of the results revealed via the work of quality assurance mechanism.

62 At least 1 administrative personnel shall be involved in the implementation of the program for per 80 students.

Article 7. Principle of calculating student contingent

7.1. The formula for calculating the total number of students consists of the following variables

The number of students able to be physically placed in the auditorium - "able to be physically placed" means at least 2 sq.m. from the general area of the auditorium per student.

Total sum of auditoriums (As) – the sum of facilities used for teaching purposes at the building

The average number of seats in the auditorium (P) - Pph split by As

Total maximum average number of seats (Pta) - is As multiplied by Ps

The weekly number of hours (max.) per group (Hmpg) – is calculated according to the specificities of the educational program and equals to the number of educational components taken by one group multiplied by the average number of contact hours¹

number of hours per auditorium in a week (Ha) – is the maximum number of hours during which the auditorium can be used in a day²

Maximum possible number of hours per week (Hm) – is calculated as As multiplied by Ha

Maximum possible number of groups (Gt) – is multiple of Hm and Ha

7.2. **Maximum possible number of students (Qm)** - is Gt multiplied by Ph. This is the maximum number of students that can be served by the material-technical base of the Teaching University.

7.3. In order to calculate the final index of the students to be enrolled, the academic and administrative personnel resource is taken into consideration based on the provisions contained in this regulation.

Article 8. Amendments and additions

Amendments and additions may be made to the Methodology by the Rector's order upon recommendation of the Head of the Quality Management Office.

¹ For example, if the average contact hours of a group in a semester is 3 hours and the number of educational components is 6, then the number of hours per week would be $6 \times 3 = 18$.

² If the educational process takes place 6 days a week and it continues from 10:00 to 22:00, the load of one auditorium will be $9 \text{ hours} \times 6 = 54 \text{ hours a week}$.