



Approved by the Academic Council Resolution

(Minutes #2, 2025)

Methodology for planning the student contingent

Tbilisi

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Article 1. Mechanisms for determining the total number of students

Determining the total number of students involves defining the university's maximum student capacity, within which the institution ensures the opportunity to provide quality education to each student and is entitled to announce the number of students to be admitted to a specific educational programme.

The methodology for determining the maximum number of student body includes the following key aspects:

- a) Total area of teaching and auxiliary spaces owned or used by the university;
- b) Number of academic staff;
- c) Number of seats in classrooms;
- d) Capacity of practice facilities, based on the specifics of the programme;
- e) Relevance of the educational programme and labor market demands.

According to this regulation, the maximum number of student body in a single shift must not exceed one-fourth of the total area (F) - meaning the combined teaching and auxiliary space.

For a single- shift operation, a minimum of 4 square meters must be allocated per student; accordingly, in the case of three shifts, a minimum of 1.3 square meters per student must be ensured.

Formula: Maximum number of student body $\leq (F/4)*3$.

The ratio of academic staff to student numbers is defined as follows:

- The number of academic staff (X) multiplied by 25 (student number)

Formula: Maximum number of student body $\leq (X \times 25)$

5. The maximum number of student body \leq number of seats in classrooms (S) multiplied on the number of instructional shifts—three. Formula: Maximum number of student body $\leq (S \times 3)$

6. According to the formulas defined in paragraphs 3, 4, and 5 of this article, the limits for all three aspects are calculated separately. The smallest value among the obtained results is determined as the possible maximum number of student body.

The number of students to be admitted to an educational programme is determined as follows:

1. For each academic year, the university plans the student intake based on national exams, for educational programmes, while each semester it plans the student contingent admitted through mobility and without unified national exams.

2. When planning the student intake for bachelor's and master's educational programmes, the regulations of the National Center for Educational Quality Enhancement are used to determine the number of available places. These regulations take into account the maximum number of students and the number of graduating students.

3. Considering the number of existing groups in an educational programme, the formation of new groups must not create a problem with classroom resources. Accordingly, the number of classrooms available to the school must not be less than one-third of the number of groups within the school.

4. At the university, group sizes are planned as: 25– 40 students per group in basic and theoretical courses.

5. . In the process of planning the student intake for master's programmes, the university takes into account the following:

a) The ability of academic staff to supervise master's theses, as defined by internal university regulations;

b) The resources allocated from the university budget for research.

6. When determining the student contingent for foreign-language programmes, in addition to the criteria listed above, the university also considers the number of foreign- language speaking academic and invited staff involved in delivery of the educational programme.

The calculation of the university's maximum student capacity and target benchmarks, according to the student contingent planning procedure. As of today, the possible maximum number of students, considering the methodology for determining the maximum student body and relevant formulas, appears as follows:

1. Total area of teaching and auxiliary space owned or used by the university: Formula: Maximum number of student body $\leq (F/4) \cdot 3 \cdot 2058.9 \times 3 = 1545$

2. Number of academic staff; Formula: Maximum number of student body $\leq (X \times 25) (50 \times 25) = 1,250$

3. Number of seats in classrooms: Formula: Maximum number of student body $\leq (S \times 3) (350 \times 3) = 1,050$

Among the obtained results, the smallest value - 1,050 - is determined based on the total number of seats in the university's classrooms. As of today, the maximum student body of the university amounts to 400 students; however, based on the above methodology, it is possible to provide services to up to 1,050 students.

Target Benchmarks Considering the maximum number of student by Levels of Study (? students) The university has set the following target benchmarks for the student contingent:

a) For Georgian-taught bachelor's programmes – no more than 500 students;

b) For English-taught educational programmes – no more than 400 students;

c) For Georgian-taught master's educational programmes – no more than 150 students.

Article 3. Final Provisions

1. Amendments and additions to the provision are done by rector's orders,

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