



AVICENNA

Batumi Medical University

"Approved"
By General Meeting of Partners of
Avicenna - Batumi Medical University", LLC
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**Methodology for Determining the Marginal Number
of Students of Avicenna - Batumi Medical University**

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Chapter I. General Provisions

Article 1. Goals and Objectives of the Methodology

- 1.1. The methodology for determining the marginal number of students (hereinafter - "Methodology" or "Document") establishes the rules for determining the marginal number of students at "AVICENNA - Batumi Medical University" LLC (hereinafter - "University" or "AVICENNA"), determines the indicators, which are taken into account for determining the threshold number of students, establishes the principles of calculation of this characteristic and the methodology of development of University teaching space, human and clinical resources, in accordance with the increase in the number of students.
- 1.2. The purpose of this document is to facilitate the high-quality, smooth implementation of the University's educational program, educational or clinical teaching processes, to provide the University with a transparent and effective tool for assessing the adequacy of its own material, human or clinical resources and determining the need for further development.
- 1.3. The methodology considers the existing regulations in the direction of ensuring the quality of higher education in Georgia, the requirements of the branch characteristics of medicine, and provides the initial and current assessment of the development dynamics set by the University and the achievement of the established target benchmarks.

Chapter II. The Rule for Determining the Marginal Number of Students

Article 2. General Rule for Determining the Marginal Number of Students

- 2.1. The marginal number of students - is the amount of the contingent of students whose educational services can be provided by the University, in compliance with all the requirements and quality of the educational program, taking into account the existing material, human and clinical resources.
- 2.2. For the purposes of this methodology, the University's material resources are considered to be properly equipped study area and spaces - lecture and seminar auditoriums, laboratories and simulated learning spaces.
- 2.3. For the purposes of this methodology, the University's human resources are considered to be the academic and invited staff (professors, teachers) in labor relations with the University and their academic (study) workload.
- 2.4. For the purposes of this methodology, the relevant medical service departments of medical institutions with a memorandum of cooperation/agreement with the University - University/affiliated clinics and partner clinics are considered to be the clinical resources of the University, considering the acceptable number of students and the number of patients of the relevant department stipulated in the agreement specified in this paragraph.
- 2.5. In addition to the resources provided by this methodology, the Quality Assurance Service of the University is authorized to assess sufficiency of other resources - personal computers, learning simulators, library funds, the number of administrative staff, etc. The said assessment is made considering the existing and/or acceptable number of students and not the limited number of students.

Article 3. The Rule for Determining Compliance with the Limited Number of Students with the Resources of Educational Spaces

3.1. The marginal number of students with the resources of the learning space is determined as follows:

3.1.1. The rule for calculating the marginal number of students with auditorium resources for lectures - the possible load of one auditorium per day of lecture class is multiplied by the number of study days in a week, also multiplied by the number of study weeks in a semester, and the obtained result is multiplied by the number of lecture halls; According to the obtained indicator, the maximum number of lecture hours per semester is obtained; The obtained figure is divided by the hourly lecture load of the group in the semester and multiplied by the average number of students allowed in the lecture halls, the obtained result represents the marginal number of students calculated for the lectures with the University's auditorium resource.

3.1.2. The rule for calculating the marginal number of students with auditorium resources for seminars –

The possible load of one auditorium for seminar and group classes per day (hours) is multiplied by the number of study days per week, also multiplied by the number of study weeks in a semester, and the obtained result is multiplied by the number of lecture halls for seminars; According to the obtained indicator, the opportunity to conduct practical/seminar hours is obtained in the semester; The obtained rate is divided by the number of practical/seminar teaching hours of one group in the semester and multiplied by the average number of students allowed in the practical/seminar auditoriums, the obtained result represents the marginal number of students calculated for the seminars with the University's auditorium resource.

3.1.3. The rule for calculating the marginal number of students for laboratory studies with the resources of laboratories –

The number of hours allocated for laboratory teaching by University clinics per day is multiplied by the number of study days per week, and also by the number of study weeks in a semester, and the obtained result is multiplied by the number of laboratories provided for laboratory studies. According to the obtained indicator, the opportunity to conduct laboratory teaching hours is obtained in the semester; The obtained figure is divided by the number of hours of laboratory teaching by one group in the semester and multiplied by the average number of students admitted to laboratory teaching in one group. The obtained result represents the marginal number of students for laboratory studies calculated with the resources of the University laboratories.

3.1.4. The rule for calculating the marginal number of students with the resources of simulation spaces for simulation classes –

The number of hours allocated for training in simulation training, clinical skills and assessment center per day is multiplied by the number of training days per week, and also multiplied by the number of training weeks in the semester, and the obtained result is multiplied by the number of rooms provided for simulation training, according to the obtained indicator, the possibility of conducting simulation training hours in the semester is obtained; The obtained rate is divided by the number of hours of simulated teaching by one group in the semester and multiplied by the average number of students allowed for simulated teaching in one group. The obtained result represents the marginal number of students calculated with the resources of the University center for simulation training.

3.1.5. The rule for calculating the marginal number of students for part-time/clinical studies with the resources of clinic spaces –

In University clinics, the number of hours allocated for practical/clinical training per day is multiplied by the number of training days per week, also multiplied by the number of training weeks in a semester, and the obtained result is multiplied by the number of spaces provided for practical/clinical training. The resulting figure is divided by the number of hours of clinical/practical training per group per semester and multiplied by the average number of students eligible for practical/clinical training per group. The obtained result represents the marginal number of students calculated with the resources of University clinics for practical/clinical training.

3.2. For determining the marginal number of students with the resource of the study space, the smallest indicator from the quantitative indicator calculated in accordance with each subsection of this article is to be considered.

Article 4. The Rule for Determining the Marginal Number of Students with Human Resources

4.1. The marginal number of students with human resources (academic and visiting staff) is determined as follows:

4.1.1. The academic staff's academic (work) load semester indicator ($\frac{1}{2}$ of the annual mandatory educational (pedagogical) workload determined for each academic official) is multiplied by the number of academic staff of each category, the obtained data is collected and the result is the maximum total semester amount of academic staff's workload in academic hours.

4.1.2. The annual sum of the academic workload of visiting personnel is divided by two and the result is the maximum total semester amount of the workload of visiting personnel in academic hours.

4.2. The number of academic and visiting staff semester maximum total workload hours is added and the average semester staff workload in academic hours by program is obtained (to determine the maximum number of human resource students).

4.3. To determine the total number of students determined by the University, or the marginal number of students determined by the first paragraph of this methodology, the total number of hours of the full contact component of the educational program (lecture, seminar, laboratory, simulation, clinical training) (which is obtained by the sum of the number of students according to the contact components) is divided by two and the result is the total number of contact hours of all groups of students for each academic semester.

4.4. The number of contact hours of the study groups determined by clause 4.3 of this article should not exceed the number of academic hours of the maximum total load of academic and invited staff calculated by clause 4.2 of this article.

Article 5. Determining the Marginal Number of Students with Clinical Resources

5.1. To determine the marginal number of students with clinical resources, the number of places for students admitted to clinical practice, determined on the basis of agreements in University clinics and partner clinical institutions, is taken into account, for each clinical department separately.

5.2. Indicators determined by the agreement signed with the clinic for relevant clinical studies for determining the marginal number of students with clinical resources:

5.2.1. Student admission places subject to the following terms:

- a) Therapeutic direction - no more than 10 students per 1 patient;
- b) Surgical direction - no more than 10 students per 1 patient;
- c) Department of Obstetrics and Gynecology - no more than 10 students per 1 patient;
- d) Direction of pediatrics - no more than 10 students per 1 patient;
- e) Direction of resuscitation/intensive therapy - no more than 6 students per 1 patient.

5.2.2. According to the agreement signed with the University clinics and partner clinics, the estimated total number of patients in the clinical directions must exceed the minimum number of patients for educational purposes according to the directions, which is obtained in accordance with the conditions of subsection 5.2.1 of this article by multiplying the number of patients provided by the training program (in accordance with paragraph 4.3 of article 4) of clinical practice on the number of groups. It is desirable that the number of patients calculated according to practice groups should be no more than 75% of the number of patients calculated in accordance with the clinical directions under the agreement concluded with the University clinics and partner clinics.

5.3. The number of clinical practice groups is determined in relation to the volume provided by the educational program of the relevant clinical component (the average number of students in the group and the total number of groups according to the training program in accordance with Article 4, Clause 4.3).

5.4. The obtained rate (in accordance with paragraph 5.3) is multiplied by the marginal number of students for clinical practice according to the clinical direction defined by this article and is summed up, the result is the marginal number of students calculated with clinical resources.

Article 6. Determination of the Marginal Number of Students

6.1. To determine the marginal number of students, the smallest indicator of the limited numbers calculated by the indicators of educational spaces, human resources and clinical resources is used according to this methodology.

6.2. The number of admitted students determined by the University must be in accordance with the marginal number of students. It is not allowed for the number of existing and accepted students to exceed the marginal number of students for the current year, excluding the number of graduating students.

Article 7. Structural Unit Responsible for Determining the Marginal Number of Students

7.1. According to the methodology established by this document, the structural unit responsible for determining and calculating the marginal number of students in the University is the Quality Assurance Service of the University, together with the rector and the vice-rectors.

7.2. Within the limits of the marginal number of students, the number of students to be accepted is approved by the Academic Council of the University, with the submission of the quality assurance service.

Chapter III. The procedure for determining the need for personnel, material and clinical resources for educational programs

Article 8. The rule of Determining the Number of Personnel for the Educational Program

8.1. The following indicators are used to determine the number of personnel in the educational program:

- a) the quantitative indicator of the existing academic and invited personnel implementing the educational program;
- b) the calculation rate carried out in accordance with Article 4 of the present methodology, on the estimated/planned number of students;
- c) the rate of achievement/non-achievement of the University's established target marks;
- d) recommendations of external evaluators.

8.2. After calculating and comparing the indicators defined in the first paragraph of this article, the quality assurance service will develop recommendations for the educational program in relation to the number of personnel and submit them to the dean of the main educational unit (school) of the University and the deputy rector for the administrative and financial affairs.

Article 9. The Rule for Determining the Need for Material Resources for the Educational Program

9.1. The following indicators are used to determine the need for material resources for the educational program:

- a) Indicators of wear/depreciation of resources;
- b) Indicators of implementation assessments on the sufficiency and efficient use of resources;
- b) The calculation rate carried out in the manner determined by Article 3 of the present methodology, on the estimated/planned number of students;
- c) Recommendations of external evaluators.

9.2. After calculating and comparing the indicators defined in the first paragraph of this article, the quality assurance service will develop recommendations regarding the material resources of the educational program and submit them to the dean of the main educational unit (school) of the University and the deputy rector for the administrative and financial affairs.

Article 10. The Procedure for Determining the Need for Clinical Resources for the Educational program

10.1. The following indicators are used to determine the need for clinical resources for the educational program:

- a) Requirements of the sectoral characteristics of medicine;

- b) Information on the number of patients of partner medical institutions (clinics), areas of medical activity and the number of students admitted to clinical practice;
- b) The calculation rate carried out in accordance with Article 5 of the present methodology, on the estimated/planned number of students;
- c) Recommendations of external evaluators.

10.2. After calculating and comparing the indicators defined in the first paragraph of this article, the quality assurance service will develop recommendations regarding the need to increase the clinical resources for the educational program and submits them to the dean of the main educational unit (school) of the University and the deputy rector for clinical bases and educational resource management.

Article 11. Final Provisions

11.1. The methodology for determining the marginal number of students has been developed by the University's authorization working group (with the involvement of Quality Assurance Service) and approved by the General Meeting of University Partners in accordance with the statute of the University.

11.2. After the Academic Council is formed, the modified edition of the methodology, changes and amendments to it shall be approved by the Academic Council.