

Approved By Rector
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Student Number Planning Methodology

Original version of the document

N	Decision-making body	Number of the protocol/order number	Date
	Rector	Order N-78	12.03.2018

Amendments

N	Decision-making body	Number of the protocol/order number	Date	Article	Synopsis
	Rector's council	Protocol N4	13.03.2024	1.1 1.2.3 1.3.1 1.3.3.1 1.3.3.2 1.3.3.3 1.3.3.4 1.4	Changed /Added

1. Article - Methodology for Determining the Amount of Students' Admission Quota

- 1.1 The admission quota for students is determined by the commission created by the order of the rector of TMA. The Commission submits its conclusions to the Rector's Council, following which the Rector's Council makes a decision on determining the amount of the students' admission quota.
- 1.2 The Commission is guided by the following criteria for determining the amount of students' admission quota:

Internal factors:

- 1.2.1 Specifics of educational programs;
- 1.2.2 Human (academic/invited and administrative staff) resources;
- 1.2.3 Material-technical base:
 - 1.2.3.1 Study space allocated for basic education - The academy is obliged to provide the educational process with the study / educational spaces equipped with the equipment and furniture necessary for the educational process (computer, projector, table, chair, etc.)
 - 1.2.3.2 Capacity of examination center;
 - 1.2.3.3 Capacity of Center for clinical skills and objectively structured examinations;
 - 1.2.3.4 Capacity of library;
 - 1.2.3.5 Capacity of clinical facilities necessary for the study of clinical disciplines;
 - 1.2.3.6 Cooperation with practice/research facilities.
- 1.2.4 Number of students expected graduates;

External Factors:

- 1.2.5 Employment rate of graduates as an additional indicator.
- 1.3 Methodology of student contingent planning:
- 1.3.1. In terms of specifics of educational programmes taking into account the requirements of National Sectoral Benchmark Statements (if available);
 - 1.3.2. In terms of human (academic/visiting and administrative staff) resources:
 - 1.3.2.1. The teaching and consulting workload of the academic personnel are determined to be a maximum of 24 hours per week and for the invited staff individually, which should not exceed the working rate established by the Labor Code of Georgia.
 - 1.3.2.2. The ratio of administrative staff to the maximum number of students should not exceed 1:50;

- 1.3.3. Student number planning methodology according to the material-technical base covers the study /educational spaces (including the examination and clinical skills centers) and the library.
 - 1.3.3.1. Study space - The existing study spaces in the TMA in relation to the number of students that can be accommodated at campus (Study spaces available for educational purpose - 54 hours/week);
 - 1.3.3.2. Examination center - the number of seats in the TMA examination center in relation to the number of students to be examined (Examination center available for student's assessment purpose – 48 hours/week);
 - 1.3.3.3. Center for Clinical Skills and Objectively Structured Examinations: The number of classes to be conducted in the said center in relation to the actual available resources (Clinical skills center available for student training - 36 hours/week);
 - 1.3.3.4. Library: Number of seats in the reading hall and independent work spaces in relation to the daily flow of the students at library (Library spaces available for students – 68 hours/week).
- 1.3.4 The evaluation of the clinical facilities necessary for the study of clinical disciplines is done according to both quantitative and qualitative indicators and is distributed as follows:
 - 1.3.4.1 The relevant profile for each training course, the contract with the clinic/department;
 - 1.3.4.2. Access to the operating room, manipulation room, clinic laboratory, etc., to implement the practical component.
- 1.4 The number of expected graduates is determined by the number of students in the final year. The number of expected graduates is subtracted from the marginal quota of students to calculate the number of free places for students;
- 1.5 Graduate employment rate - At the end of each academic year, the quality assurance office with career support, student and graduate relations services revises the available data and calculates the graduate employment rate by qualification (acceptable rate of employment is 75%). The mentioned data is an additional indicator for evaluating the results of the educational program. Accordingly, it is taken into account when determining the contingent admitted to the program.

2 Article - Final Provisions

- 2.3 This rule is approved by the Rector's Council.
- 2.4 Amendments to this rule are made in the manner of its approval.
- 2.5 This rule loses its validity in the event of the approval of the new rule for determining the amount of the admission quota of new students.