



EEU

Planning Methodology for Determining the Amount of Student Contingent and Implementing Staff of the Educational Program



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the Rector of the University ;*

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of the Representative Board;*

1. Objectives of the document

The Planning Methodology for Determining the Amount of Student Contingent and Implementing Staff of the Educational Program (hereinafter referred to as the "Methodology") of the Eastern European University defines policies and procedures for planning and monitoring the optimal number of students at the University, methodology for determining the student contingent, and target benchmarks. Also, the methodology for determining the number of academic and invited staff required for the implementation of educational programs.

2. Scope of the document

The methodology is used to determine the annual admission contingent at the university, the annual assessment of the university, the external mobility of students, the creation or renewal of an existing curriculum, as well as for the calculation of the optimal contingent of students taking into account the material and human resources within the authorization process and to identify the necessary program implementation staff.

3. Units responsible for conducting the student contingent determination process

The Rector of the University is responsible for the general management of the planning, management and development processes of the student contingent.

The maximum number of student contingent is approved by the University Board.

The amount of the student contingent is determined by a working group established by the order of the University Rector.

The following are responsible for the implementation of the student contingent planning process:

- ☐ On existing educational programs - the Faculty Council with the direct involvement of program heads.
- ☐ On new educational programs - program heads with the direct involvement of the Faculty Council;

The Department of Learning Process Management and Continuing Education is responsible for managing the student contingent change process caused by external mobility.

The Quality Development Service provides monitoring of the implementation, management and development process of the student contingent.

4. Policy for determining the amount of students' marginal contingent

The policy for determining the amount of students' marginal contingent (hereinafter referred to as "the Policy") is based on the legislation in force in Georgia, the policies and procedures governing the activities of the University, as well as the accumulated experience at the university and international experience.

Determining the amount of student contingent is a critically important process that ensures the sustainable development of the University, the efficient use of human, financial and material resources, as well as the minimization of risks related to the work of the University.

When determining the amount of student contingent should take into account:

- ☐ Existing quantities of target groups and quantities of target groups defined by the strategic plan;
- ☐ University resource potential.

The process of determining the amount of student contingent should include both planning and monitoring procedures. between them:

1. The activities of the planning cycle are:

- ☐ Determining the amount of contingent to be received - once a year;
- ☐ Determining the amount of external mobility of students - twice a year;
- ☐ Creating a new educational program or updating an existing one - as needed.

2. The activities of the monitoring cycle are:

- ☐ Annual self-assessment of the university - once a year;
- ☐ Evaluation of the results of the strategic plan - once in 7 years or in case of significant changes in the strategic plan, which will have an estimated impact on the amount of student contingent.

Determining the amount of student contingent should be based on data from the university's human and material resources for at least the last five years (if any) and provide evidence-based results for which statistical mathematical modeling methods should be used.

The procedure for determining the amount of student contingent is mandatory as a whole at the university level, as well as for each faculty, in order to better see the current picture and to plan future activities based on reliable data, including:

- ☐ Determining the student contingent;

- Determining the appropriateness of the amount of academic and invited staff;
- Determining infrastructure permeability;
- Determining the relative relevance of the existing contingent of auxiliary and recreational zones.
- And other parameters that ensure the efficiency of the educational process and the sustainability of the university.

When creating a new educational program or updating an existing one, the human and material resources required for the implementation of the program should be determined, as well as the amount of the estimated student contingent, which is carried out with the direct involvement of the program head. Based on the information received, the availability of human and material resources should be assessed by the Faculty Board and, if necessary, the amount of the student contingent at the Faculty should be redefined.

5. Student Contingent Planning Methodology

The methodology for determining the maximum number of student places in the university sets the rules for determining the maximum number of students in the university, which on the one hand includes the data needed for the relevant target groups and forecasting, and on the other hand analyzes the university resource potential and services offered, which involves the use of quantitative and qualitative methods in the contingent planning process. It is also necessary to take into account the targets defined in the University's strategic plan and the minimum characteristics to be used in the student contingent process.

A multi-factor regression equation is used to quantify and predict target groups.

$$y_t = \beta_0 + \beta_1 X_{1t} + \beta_2 X_{2t} + \beta_3 X_{3t} + \beta_4 X_{4t} + \beta_5 X_{5t} + \mu_t$$

Where,

y_t - Number of students at the university in t time;

X_{1t} - Number of enrolled students (citizens of Georgia) in t time;

X_{2t} - Number of programs operating at the University in t time;

X_{3t} - Number of foreign students in t time;

X_{4t} - Number of students enrolled through mobility in t time;

X_{5t} - Number of students regained status in t time;

Assessing the resource potential of the University takes into account the following parameters:

- ☐ Student contingent;
- ☐ Material-technical resources / bases of the University (real and movable property);
- ☐ Human resources (administrative, academic, invited, support staff and other persons required for the implementation of the program; taking into account the ratio of affiliated academic / academic / invited staff involved in the program.)

1. Student contingent:

- ☐ The marginal value of the student contingent established by the HEIs Authorization Board;
- ☐ The existing number of students;
- ☐ Statistics for the last 4 years of suspended student status restoration;
- ☐ Statistics of the last 4 years of external student mobility;

2. Material resources:

- ☐ Study area in total (study auditorium, laboratories, libraries, conference hall, professors room, where students are consulted by professors);
- ☐ Total area of the library;
- ☐ Book fund;
- ☐ Information-technological equipment;
- ☐ Administrative storage space;
- ☐ Sanitary facilities;
- ☐ Laboratories area;
- ☐ Dining-hall area;

- ☐ Building area;
- ☐ Assembly hall / gym area;
- ☐ Land area.

3. Human resources

- ☐ Academic staff;
- ☐ Invited specialists;
- ☐ Scientific staff;
- ☐ Administrative and support staff;

4. Minimum characteristics to be used in the student contingent process

Student contingent planning should be done taking into account the above factors:

1. At least 2 sq.m. of the educational space should have per student, and not less than 0.5-1 sq.m. of auxiliary space.
2. Ratio of student contingent and academic staff according to the number of educational programs:
 - ☐ In case of implementation of 1 to 5 educational program, the ratio of the number of professors, associate professors and assistant professors to the number of students should be no more than 1/15.
 - ☐ In case of implementation of 6 to 15 educational programs, the ratio of the number of professors, associate professors and assistant professors to the number of students should not be more than 1/20.
 - ☐ In the case of implementation of 16 or more educational programs, the ratio of the number of professors, associate professors and assistant professors to the number of students should not exceed 1/26.
3. Ratio of student contingent and administrative staff: The number of students to per administrative staff should not exceed 1/33, including at least 50% of the staff should be student service providers.
4. Student access to information and communication technologies: The ratio of the number of computers to the number of students should be no more than 1/20.
5. The ratio of the number of jobs in the library to the number of students should be no more than 1/20.
6. In the process of determining and planning the total number of students, attention should be paid to the requirements and needs for a particular educational program (special laboratories, workshops, clinics,

simulated courtroom, etc.).

6. Implement the process of assessing the potential of the student contingent

As a result of modeling used multifactor regression equation, based on the available human and material resources, as well as taking into account the targets defined in the University's strategic plan, the potential of the University student contingent is assessed.

The modeling should determine:

1. Is the amount of available human and material resources sufficient to provide quality educational services to the student contingent identified in the targets of the University's strategic plan;
2. Is there a need to submit an application to the National Center for Educational Quality Enhancement to determine the new amount of student contingent;
3. Whether external mobility will exceed the threshold of the student contingent set for the University;
4. Will there be a need to manage student flows in more than two shifts at the University;
5. Other issues that may result in exceeding the threshold amount of the established student contingent.

Considering the established consequences and risks, the administration of the University and its educational units are planning appropriate actions.

7. Review of the methodology for determining the amount of student contingent

It is critical that the student contingent determination methodology enables evidence-based decision-making in student contingency planning, realistically reflects the expected outcomes, and ensures the prevention of the risks facing the university and sustainable development of the university, which should be done every 3 years:

1. Review the methodology for determining the amount of student contingent to evaluate the reliability and effectiveness of the mathematical model.
2. Based on existing statistics and international practice, assess the minimum characteristics to be used in the student contingent process;
3. Evaluate the effectiveness of the data collection system to be used in the process of determining the amount of student contingent.

According to the established results, if necessary, the methodology and minimum characteristics should be

adjusted and submitted to the University Board of Representatives for approval.

8. Methodology of implementing staff planning for educational programs

8.1. The following factors should be considered when determining the number of staff implementing an educational program:

- a) Specifics of the direction / field / sub-field;
- b) The existing number of students;
- c) Planned number of students;
- d) The number of suitably qualified academic staff;
- e) Best practices of partner universities.

8.2. The academic staff implementing the program must comprise at least 50% of the total volume of the program. Exceptions may be allowed in the case of educational programs whose learning outcomes require the invitation of staff with specific professional / practical knowledge and skills and / or teaching in small groups.

8.3. At least 50% of the academic staff implementing the program must be affiliated with an Eastern European University.

8.4. The number and workload of the invited staff are determined according to the academic component / components to be carried out by them.

8.5. Before the start of each semester, at least 14 calendar days after the full-time affiliated and academic staff are fully loaded, the Program Head identifies the subjects and the relevant workload that the invited staff should have, a job description will be created for each of them, which includes the content and scope of their activities in hours. The content of this job description are variable according to the semester workload and are an integral part of the contract concluded with them.