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"Approved"

The Rector of the Georgian Aviation University, Professor

_____ S. Tepnadze


_____ 2018

Order _____

Georgian Aviation University


Methodology for determine a student contingent

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1 Content table

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ii. Changes


1. Changes are made with the participation of the Rector and the Quality Assurance Service. Changes for confirmation will be provided to the Rector of the University. Execution of a procedure in violation of the above, rule is unacceptable. Collected: Approved by: Quality Assurance Service Rector Date: Date

Removed Page added

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2 Document Control

Documentation control is the subject to the procedures specified in the Quality control book. The purpose of these rules and procedures is to create a system that will enable employees to easily recognize documents and use them in the organization. All controlled documents must be created and saved in the format and according to the rules that are described in the Quality control book. This will create a system of procedures by which the creation, updating and distribution of documents will be easy.

2.1 List of the documents to send :

Organization	format	Copy number
Quality Assurance Service	Print	Original copy
Quality Assurance Service	Electronic	Electronic version
Website	Electronic	Electronic version



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Article 3. Methodology objective and scope of application

1. The purpose of the methodology is to help the university correctly determine the maximum number of students in educational programs in order to ensure the sustainability of educational programs and their effective implementation.

Article 4. Criteria for determining the student contingent

1. The criteria for determining student contingent are:
2. Human resources (academic, research, visiting, administrative staff, and professional teachers);
3. Material and technical resources.

Article 5. Targeted milestones for determining the student contingent.

1. The target criteria for determining student contingent are:
 - 1.1. Personnel:
 - 1.1.1 The ratio between the academic, research, and attendance staff required to implement the educational program and the maximum number of students shall not exceed 1/10.
 - 1.1.2 The number of individuals implementing the program required for the implementation of a vocational education program in respect of vocational students shall not exceed 1/20.
 - 1.1.3 The number of academic staff for the implementation of the higher education program shall not be less than 3-person.
 - 1.1.4. For 1 pilot-instructor per year in the flight training program 12 students.
 - 1.1.5 The ratio of scientific staff to invited staff shall not exceed 1/2.
 - 1.1.6 The ratio of supervisors and masters/ doctoral candidates should not exceed 1/5.
 - 1.1.7 The ratio of key administrative staff to the contingent of students shall not exceed 1/20.
 - 1.2. Material and technical resources:
 - 1.3. Material and technical resources ensure high quality of teaching and learning of students, which includes: possession of appropriate equipment for classrooms, laboratories, study rooms and/or use of authorization period under memorandums and agreements; also access to space for library resources, sports, creative and other non-audit activities, namely:
 - 1.3.1 Training area - at least 2 square meters per student ;
 - 1.3.2 Auxiliary space - at least 20% of the learning space ;
 - 1.3.3. Recreational space - at least 20% of the open space ;
 - 1.3.4 Computer equipment is placed in computer classes and libraries - 1/25 of the number of students ;



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Chapter 6-7

Total contingent of students

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1.3.5. For every 20 students of the flight training program 1 aircraft per 1 year.

Article 6. Total contingent of students

1. In accordance with Article 3 of this Methodology, the Council of each faculty determines the maximum number of students for educational programs. The total number of students is obtained by adding the sum of the maximum number of educational programs and not less than 20% of it.

Article 7. A contingent of admission of students

1. In determining the annual number of students to be enrolled, the thresholds established for higher and vocational education programs should be taken into account.
2. Student seeding rate (mobility, transfer, status removal, termination, recovery) - based on a comparison of the seeding rate of students with the university curriculum, the enrolment rate may be increased or decreased in accordance with Article 3 of this methodology.

Article 8. Approval, amend and/or develop methodologies

1. Approval of the methodology of planning the contingent of students, changes and/or additions are carried out by the decision of the Board of Governors on the basis of representation of the Rector or head of quality assurance.