



The Methodology for Planning the Student Contingent

Date	November 2018
Chapter	0
Page	1/8
Revision	0

“Approved”

Rector of the Georgian Aviation University

D.T.Sc., professor

_____ S. Tepnadze

_____ 2018

Statement _____

Georgian Aviation University



The Methodology for Planning the Student Contingent

Master copy

	The Methodology for Planning the Student Contingent	Date	November 2018
		Chapter	1
	Table of contents	Page	2/8
		Revision	0

1. Table of contents

1. Table of contents	2
i. Revisions	3
ii. Revision Records	4
iii. List of Active Pages	5
2. Documentation control	6
Document distribution list	6
3. Purpose and application scope of the methodology	7
4. Criteria for determining the student contingent	7
5. Targets for determining the student contingent	7
6. General contingent of students	7
7. Contingent of admission seekers	7
8. Rules for approval, amendments and/or additions to the methodology	8



i. Revisions

Implementation of any Revision can only be performed through participation of the Head of Quality Manager and Governing Board. No revision will have legal power, unless it is reviewed and approved.

Created by:	Approved by:
Head of Quality Manager	Rector
Date:	Date:

Deleted Pages				Added Pages			
Chapter	Page	Revision	Date	Chapter	Page	Revision	Date
i,ii,iii,5	3,4,5,7,8	0	November 2018	i,ii,iii,5	3,4,5,7,8	1	January 2020

	Strategic Development Plan	Date	November 2018
		Chapter	2
	Documentation control	Page	6/8
		Revision	0

2. Documentation control

Control of documentation is provided by the rules and procedures written in the Quality Manual of Georgian Aviation University. The aim of rules and procedures is to create system to identify and use all documents easily by employees within the organization. All documentation must be created, and storage by the format and terms indicated in Quality Manual. These procedures will establish effective system to create, renew and share documentations easily.

Document distribution list

Organization	Format	Copy n:
Quality service	Hard copy	Master copy
Quality service	Electronic version	Electronic version
University web page	Electronic version	Electronic version

	Strategic Development Plan	Date	January 2020
	Purpose and application scope of the methodology	Chapter	3
		Page	7/8
		Revision	0

3. Purpose and application scope of the methodology

1. The purpose of the methodology is to assist the University in correctly defining the maximum number of students in educational programs in order to ensure the sustainability of educational programs and their effective implementation.

4. Criteria for determining the student contingent

1. The criteria for determining the student contingent are:
 - 1.1. human resources (academic, scientific, invited, administrative staff and vocational teacher);
 - 1.2. Material-technical resources.

5. Targets for determining the student contingent

1. Targets for determining the student contingent are:
 - 1.1. Human Resources:
 - 1.1.1. The ratio between the academic, research and visiting staff required for the implementation of the educational program and the maximum number of student contingent should not exceed 1/10.
 - 1.1.2. The number of persons required for the implementation of the vocational educational program in relation to vocational students should not exceed 1/20.
 - 1.1.3. The number of affiliated academic staff for the implementation of the higher education program must be no less than 3.
 - 1.1.4. 12 students per 1 pilot-instructor a year for the flight training program.
 - 1.1.5. The ratio of academic and scientific personnel to the invited personnel should not exceed 1/4.
 - 1.1.6. The ratio of scientific supervisors to masters / doctoral students should not exceed 1/5.
 - 1.1.7. The ratio of key administrative staff to the student contingent should not exceed 1/20.
 - 1.2. Material and technical resources. The material and technical base provides high quality learning and teaching services to students, which includes: appropriately equipped classrooms, laboratories, practice facilities in possession and/or in use for a period of authorization on the basis of memorandums and agreements; Also, availability of space for library, sports, creative and other activities, namely:
 - 1.2.1. Study environment - at least 2m² per student
 - 1.2.2. Support environment - At least 20% of
 - 1.2.3. Recreational space - At least 20% of open space in
 - 1.2.4. computer laboratories and computer equipment located in the library - 1/25 of a student quantity
 - 1.2.5.1 aircraft for every 20 students for the flight training program.

6. General contingent of students

1. In accordance with Article 3 of this methodology, each faculty council sets a maximum number of students for educational programs.
2. The total contingent of students is obtained by adding the sum of the maximum number of students on each educational program and not less than 20% of it.

7. Contingent of admission seekers

1. Limits for higher and vocational education programs are taken into account when determining the annual number of students to be admitted.

	Strategic Development Plan	Date	January 2020
		Chapter	3
	Rules for approval, amendments and/or additions to the methodology	Page	8/8
		Revision	0

2. Student Selection Rate (Mobility Transfer, Transfer, Status Suspension, Termination, Recovery) – On the basis of the student selection on educational programs of the university, the contingent of admission seekers may be increased or decreased in accordance with Article 3 of this methodology.

8. Rules for approval, amendments and/or additions to the methodology

1. Approving the methodology for planning the student contingent, amending and / or additions is done by the decision of the Governing Board of the university, based on the recommendation of the Rector or the Head of the Quality Assurance Service.