

## **Section 1**

Approved by: Rector of the International Black Sea University Decision No: 21, April 22, 2024

### **Mechanism and Methodology for Planning the Student Quota at the International Black Sea University**

Tbilisi

2024

## **Section 1. General Principles**

1.1 The purpose of the current document is to accurately define criteria for determining the correct allocation of student quotas at the university. This is to ensure the provision of quality education, the integrity of academic programs, and their efficient implementation.

## **Section 2. Criteria for Determining Student Quotas**

2.1 Criteria for determining student quotas for academic programs include:

2.1.1 Material resources;

2.1.2 Human resources (academic/scientific/teaching/administrative staff);

2.1.3 Labor market demands;

2.1.4 Dynamics of student enrollment, mobility, status continuation/discontinuation;

2.1.5 Demonstrated effectiveness in program completion and employment outcomes (especially specialized).

These criteria are essential for ensuring effective educational planning and resource allocation at the university.

## **Section 3. Considerations for Material and Administrative Resources During the Determination of Student Quotas**

3.1 When determining the allocation of human resources necessary for the implementation of educational programs and other activities, the following criteria, specified in the document aimed at ensuring the accuracy and quality of performance, should be taken into account:

3.1.1 The ratio of the number of academic/scientific/guest staff to the number of students in the program;

3.1.2 The ratio of the number of affiliated academic staff to the number of students in the program;

3.1.3 the ratio of the number of academic/scientific/guest personnel to the number of higher education programs;

3.1.4 Ratio of administrative staff to the number of students.

3.2 The material-technical base should be adjusted during the course of the day, with a view to enabling the provision of high-quality education services to students.

3.3. Ownership and/or use of appropriately equipped auditoriums, laboratories, administrative and academic staff workspaces, medical bases, clinics and practice facilities and/or use during the authorization period (excerpt from the public register, lease agreement, memoranda, contracts, etc.) must be proven.

3.4 The following mandatory spaces should be allocated in the university building: lobby, recreation spaces, theoretical teaching auditoriums, spaces for group work, sanitary units, library, spaces for sport activities, creative and other non-auditory activities, laboratories corresponding to the specifics of the field, study rooms, archive. In addition, the space to ensure the effective management of the educational and administrative process.

#### **Section 4. Enrollment Contingent of Students**

4.1 When determining the annual quotas for enrollment of students in educational programs, consideration will be given to the following specified criteria:

4.2 With regard to student mobility (entry/exit, status reinstatement/cessation/extension), the modification of the contingent of students enrolled in educational programs is possible, taking into account the specified criteria below:

##### **Article 4. Admissible quota of students**

4.1 When determining the annual number of students to be admitted to educational programs, the thresholds established above are taken into account.

4.2 Taking into account the rate of student transfer, status recovery/suspension/termination, it is possible to modify the number of students admitted to the educational program taking into account the specified criteria mentioned above;

4.3 In relation to educational programs, the following criteria have been developed for determining the maximum number of students:

4.3.1 capacity potential of auditoriums, taking into account the changes;

4.3.2 Calculation of the expected number of students by years, taking into account the statistics of the past period and the demand for existing/new programs;

4.3.3 Analysis of the ratio of academic/visiting staff to the number of students according to the programs, sustainability and quality assurance targets are defined in the sustainability and quality assurance targets document.

#### **Section 5. The total number of students**

5.1 In accordance with the criteria defined by Articles 2, 3 and 4 of this document, the rector of the Black Sea International University approves the maximum number of students at the university level.

5.2 Based on the evaluation of the specified contingent of students in each program, determined in accordance with Section 5.1, the respective program's student quota is established.

#### **Section 6. Final Provisions**

6.1 This document will enter into force upon its approval by the Governing Board.

6.2 Amendments and/or additions to this document are made by the decision of the Management Board.