

ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជា

Date: 01st September 2025

Course Approval Policy

Policy owner: Quality Assurance Office

Policy approved by: Academic Board

1. Purpose

To establish a transparent and consistent process for the approval of new courses and revisions to existing ones.

2. Scope

Applies to all credit-bearing courses offered by PSBU across all delivery modes.

3. Principles

- Courses must align with PSBU's strategic objectives and academic standards.
- All new courses must undergo formal scrutiny before delivery.
- Approval ensures coherence within the programme, appropriate level, and adequate resources.

4. Approval Process

1. **Proposal Submission:** Faculty submits draft course specification.
2. **Faculty Review:** Faculty Curriculum Committee reviews academic content and alignment.
3. **Quality Assurance Review:** QA Office confirms compliance with institutional standards.
4. **Academic Board Approval:** Final approval for delivery.

5. Responsibilities

- Course proposers must ensure accuracy of learning outcomes and assessments.
- QA Office maintains a central record of all approved courses.

6. Review

Courses will be revaluated as part of programme review or earlier if significant changes occur.

Next review date: 20th August 2028