

**ព្រឹត្តិកម្មសាកលវិទ្យាល័យព្រះសីហមុនីរាជា**

Date: 01<sup>st</sup> September 2025

**PSBU Admissions Policy**

**Policy owner:** Office of the Registrar and Admissions

**Policy approved by:** Academic Board

**Version:** 1.0

**Date approved:** [insert approval date]

**Next review date:** [insert review date — normally 2 years from approval]

**Applies to:** All applicants to Preah Sihamoniraja Buddhist University (undergraduate, postgraduate taught, postgraduate research and continuing professional development programmes)

**1. Purpose**

This policy sets out PSBU's approach to the recruitment, selection and admission of students. It aims to ensure that admissions decisions are made fairly, transparently and consistently, and that applicants are treated with respect and without unlawful discrimination.

**2. Scope**

This policy applies to all applications for admission to PSBU programmes whether made directly to the University or via authorised agents, for UK-based, Cambodian and international applicants, for full-time and part-time study, and for internal progression routes.

**3. Principles**

PSBU's admissions procedures are governed by the following principles:

- Selection on merit and potential against published academic and non-academic criteria.
  - Equality of opportunity and non-discrimination (irrespective of race, sex, religion, disability, age, sexual orientation or socio-economic background).
  - Transparency of requirements, timescales and decision-making.
  - Reasonable adjustments for applicants with disabilities or protected characteristics.
  - Recognition of prior learning and professional experience where appropriate.
- (These principles align with good practice used by established UK universities.)



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#### 4. Definitions

- **Applicant:** an individual who submits an application to PSBU for a programme of study.
- **Offer:** an invitation from PSBU to an applicant to accept a place, which may be conditional (subject to meeting stated requirements) or unconditional.
- **Recognition of Prior Learning (RPL):** the process by which learning achieved outside formal programmes is formally assessed and credited.

#### 5. Policy statement

PSBU will admit applicants who demonstrate the ability and potential to complete their chosen programme successfully and who satisfy the published entry requirements. The University will apply published selection criteria consistently, will make reasonable adjustments for applicants with additional needs, and will communicate decisions in a clear and timely way.

#### 6. Entry requirements

- Entry requirements (academic qualifications, English language competence, professional experience where applicable) are published on programme pages and in application guidance.
- For undergraduate entry, applicants must meet the specified qualifications for the programme (e.g., national diploma, IB, A-levels or equivalent). For postgraduate programmes, applicants must normally hold a recognised undergraduate degree or equivalent.
- Where applicable PSBU will publish typical offer ranges and programme-specific requirements (subject prerequisites, portfolios, auditions, tests). This mirrors the clear public guidance used by other institutions.



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**7. Application process**

- Applications must be submitted via PSBU's online application portal (or via specified partner/agent channels).
- Applicants must provide all required documentation (certificates, transcripts, references, proof of identity, statement of purpose, English language evidence). Incomplete applications may not be considered.
- Deadlines for application and decision cycles are published annually (including any early/priority deadlines).

**8. Selection and assessment**

- Selection decisions will be made by trained admissions staff and/or academic selectors using published criteria. Methods may include review of documents, interviews, written assessments and portfolios where appropriate.
- PSBU may use contextual information to support widening participation, considering applicants' backgrounds or circumstances where relevant. (This approach is consistent with schemes used by other universities.)

**9. Offers**

- Offers will be notified in writing (electronic) and will state whether they are conditional or unconditional and list any conditions or requirements.
- Where offers are conditional, PSBU will specify acceptable evidence to satisfy each condition and the deadline for submission.
- The University reserves the right to withdraw an offer where an applicant is later found to have provided false or misleading information.

**10. International applicants**

- International applicants must supply certified translations of non-English documents and evidence of English language competence that meets the University's published benchmarks. Country-specific guidance (recognised qualifications, visa information) is published on PSBU's International Admissions pages.



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**11. Recognition of prior learning (RPL) and credit transfer**

- PSBU recognises prior certificated and experiential learning where appropriate and in line with the University's RPL procedure. Applicants seeking credit transfer must submit full documentation (syllabus, transcripts, assessment details) for assessment.

**12. Disability, reasonable adjustments and safeguarding**

- Applicants with disabilities or other support needs are invited to disclose information to enable timely arrangements for reasonable adjustments during assessment, interview or, if admitted, during study. PSBU will keep disclosed information confidential and use it only to provide support.

**13. Deferrals and admissions after study interruption**

- Deferral requests (for deferred entry) are considered case by case and must be made in writing. The University will confirm any conditions attached to deferral. Applicants returning after interruption must follow the re-admission process.

**14. Fees, deposits and scholarships**

- Information on tuition fees, deposits and scholarship opportunities is published on the PSBU fees pages. Deposit and payment terms for international applicants (and any refund terms) will be made explicit at offer stage.

**15. Appeals, complaints and complaints about admissions decisions**

- PSBU will provide an Admissions Review procedure for candidates who believe the published procedures were not followed correctly in assessing their application. Admissions reviews are not a reconsideration of academic judgement but of procedural fairness. The Admissions Review process and timescales are published and will be applied consistently.

**16. Data protection and confidentiality**

- PSBU processes applicant data in accordance with applicable data protection law. Applicant personal data will be used for admission purposes, recruitment analysis and statutory reporting and will be retained for the periods set out in the University's Data Retention Schedule.



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**17. Responsibilities**

- **Academic Board:** approves admissions policy and major changes.
- **Registrar/Director of Admissions:** responsible for policy implementation, training of admissions staff, monitoring and reporting.
- **Programme Leaders / Admissions Selectors:** apply selection criteria and make recommendations in line with policy.

**18. Monitoring and review**

- The Office of the Registrar will monitor admissions outcomes annually (including equality and widening participation metrics) and will report to Academic Board. The policy will be reviewed at least every two years or sooner if required by changes to legislation or practice.

**19. Related documents**

- RPL Procedure; Admissions Review Procedure; Fees & Refunds Policy; Data Protection Policy; Student Terms & Conditions; International Student Guidance.

Next review date: 20<sup>st</sup> August 2028