

ពុទ្ធិកសាគរលទ្ធិស្វ័យព្រះសីហមុនីរាជ
01st September 2025

Date:

Substantive Changes Policy

Policy owner: Quality Assurance Office

1. Purpose

To define the process for managing and approving substantive changes to programmes, courses, or delivery arrangements.

2. Scope

Applies to changes that may significantly affect programme structure, outcomes, delivery mode, or resources.

3. Principles

- Substantive changes must maintain academic integrity and student interests.
- Students and stakeholders must be informed in a timely and transparent manner.
- Regulatory approvals must be sought where required.

4. Definition of Substantive Change

Includes (but not limited to):

- Major revision of programme learning outcomes.
- Change in award title or qualification level.
- Relocation of delivery site or change in delivery mode.
- Partnership or franchise arrangements.
- Suspension or withdrawal of a programme.

5. Procedure

1. **Proposal submission** by Programme Leader to Faculty Committee.
2. **Quality Assurance review** for impact and compliance.
3. **Approval** by Academic Board.
4. **Notification** to students, partners, and regulatory bodies.

6. Record and Review

All approved changes are recorded by the QA Office and reported annually to the Academic Board.

Next review date: 20st August 2028