

## 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.



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**Date: .....**

## 6. Record and Review

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



**Ngoun Sdechpheapkdey**  
Vice Rector

Preah Sihamoniraja Buddhist University

Next Review Date: 20<sup>th</sup> August 2028