

ព្រះរាជាណាចក្រកម្ពុជា

KINGDOM OF CAMBODIA

ជាតិ សាសនា ព្រះមហាក្សត្រ

NATION RELIGION KING

ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជា

Date:

PSB
UNIVERSITY
CAMBODIA



Preah Sihamoniraja Buddhist University

Date: 14 May 2026

PSBU Ethics Committee Minutes of Meeting

Venue: PSBU

ព្រឹត្តិការណ៍ប្រជុំគណៈកម្មាធិការស្រាវជ្រាវ

Date:

Meeting Details

Date: 14 May 2026

Time: 9:30 AM – 11:00 AM

Venue: Administrative Office

Chairperson: His Eminence Samdech Preah

Triratanavansacarya TOUCH SATOR

Recorder: Maut Rorhany

Attendees: Committee members: Most Venerable SEM SOVEASNA, Mr. CHAN JOHN, Dr. Mok Sarom, Mr. Khim Darath, Mr. Tan Saloeun, and Ms. Maut Rorhany.

Agenda

1. Opening Remarks
2. Responsible Use of University Resources
3. Standardizing Documentation Procedures
4. Review of Information Handling and Confidentiality
5. Monthly Ethics Case Review
6. Meeting Summary and Follow-up Actions

1. Opening Remarks

The meeting commenced with welcoming remarks from the Chairperson, who expressed gratitude to all committee members for attending. The Chairperson emphasized that responsible stewardship of university resources, property, and administrative authority is a core dimension of ethical governance. Members were urged to focus on reinforcing guidelines that ensure university assets are utilized efficiently, transparently, and exclusively for institutional, educational, and research purposes.

2. Responsible Use of University Resources

The committee engaged in a detailed discussion regarding the acceptable and responsible use of university physical facilities, equipment, digital systems, and official authority. Members reviewed potential governance risks related to the misuse of property, unauthorized resource deployment, and loose oversight. The committee agreed that clear administrative reminders should be distributed across faculties and administrative offices to promote financial accountability, asset preservation, and conscientious management.

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Date:

3. Standardizing Documentation Procedures

Members reviewed institutional record-keeping practices to identify opportunities for improvement in administrative documentation. The committee highlighted that systematic, standardized documentation of decisions, approvals, and committee actions is vital for institutional memory, compliance monitoring, and quality assurance audits. It was decided that all administrative units should align their logging formats with Quality Assurance standards to maintain consistent and retrievable records.

4. Review of Information Handling and Confidentiality

The committee examined procedures governing the security, storage, and restricted sharing of confidential university records, including student data, staff evaluations, and sensitive administrative files. Members reiterated that confidential information must strictly be accessed on a need-to-know basis. The committee recommended reinforcing information privacy protocols among administrative staff to prevent unauthorized disclosure or accidental data mismanagement.

5. Monthly Ethics Case Review

The committee reviewed the ethics incident register for May. The recorded matters included one query regarding resource utilization and minor administrative procedural questions. All items were reviewed, and appropriate advice was issued to the involved departments to resolve the queries smoothly while maintaining standard operational compliance.

6. Meeting Summary and Follow-up Actions

In closing, the Chairperson thanked all members for their active participation and constructive discussions. The committee confirmed that discussions on responsible resource use, documentation procedures, and confidentiality had been successfully concluded and emphasized the importance of implementing standardized filing procedures across units beginning in June.

The Summary of Key Decisions:

- Resource Stewardship Guidance: Approved the issuance of an administrative circular reminding personnel of rules regarding the proper use of university assets and systems.
- Documentation Standardization: Endorsed standardized action registers and record-archiving formats developed in coordination with the Quality Assurance Office.
- Information Security Reinforcement: Reaffirmed strict adherence to need-to-know disclosure policies for confidential student and personnel information.

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Date:

Meeting Screenshot

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