

ព្រះរាជាណាចក្រកម្ពុជា
KINGDOM OF CAMBODIA
ជាតិ សាសនា ព្រះមហាក្សត្រ
NATION RELIGION KING



ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:

Preah Sihamoniraja Buddhist University

Date: 06 July 2026

PSBU QA Team Minutes of Online Meeting

Venue: Online Meeting



ពុទ្ធិកសាកលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:

Meeting Details

Date: 06 July 2026

Time: 9:00 AM – 9:30 AM

Venue: Online Meeting

Chairperson: Dr. Amirhossein Taghipour

Recorder: Office of Quality Assurance

Attendees: Dr. Mok Sarom and Ms. Rorhany



Agenda

1. Opening Remark & Meeting Objectives
2. Completion and Retention Data
3. Teaching and Consultation hours
4. Good Governance Documentation
5. Ethics Committee
6. Career Center and Supporting Evidence
7. ISSN Registration
8. Next Steps and Follow up

1. Opening Remarks & Meeting Objectives

The meeting began by Dr. Amir with a welcome remark and appreciation to all participants. The discussion focused on the reflection on the three main areas: QS teaching-related data such as Completion, Retention data, and ISSN application for PSBU's conference and journal. And the meeting was also discussed that an Ethics Committee must be formally established and supported with clear evidence.

2. Completion and Retention Data

The team reviewed the completion and retention data for the QS Teaching indicators and identified several inconsistencies. It was emphasized that all figures must be accurate, logical, and mathematically consistent before submission. The data will be verified with the Registrar's Office to ensure its reliability. If the issue is related to data reporting, appropriate guidance should be provided; however, if it is caused by a system error, the issue should be identified and resolved.

3. Teaching and Consultation Hours

The meeting discussed the reporting of teaching staff data, including teaching and consultation hours. It was agreed that teaching hours of part-time lecturers should be included, while permanent staff may include both teaching and consultation hours. Advisory committee members may also be considered where appropriate. The committee agreed to include as many eligible academic staff as possible while ensuring the data remains accurate and justifiable.

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Date:



4. Good Governance Documentation

Progress on the Good Governance section was reviewed. It was noted that the **International Accreditation documentation** will be completed separately. For the **university policies section**, members were advised to use the existing policies published on the university website and provide the corresponding public links in the reporting template. This will serve as supporting evidence for the governance indicators required by QS.

5. Ethics Committee

The team agreed that the university should formally establish an **Ethics Committee** and maintain supporting evidence such as meeting minutes and committee records. It was also clarified that the Ethics Committee and the Academic Ethics Committee serve different purposes and should be maintained as separate committees.

6. Career Center and Supporting Evidence

The meeting also highlighted the importance of establishing additional university support units, such as a Career Center. Members agreed that merely listing the existence of such units is insufficient; the university must provide tangible evidence of their activities, including organizational structures, meetings, reports, and services offered to students and graduates. Similar documentation practices should be followed for all committees and support units to strengthen the university's QS submission.

7. ISSN Registration

An update was provided on the ISSN application process. The required documents are currently being prepared for submission to the National Library of Cambodia, and the committee agreed that obtaining the ISSN as soon as possible will support the university's future journal and conference publications.

8. Next Steps and Follow up

Ms. Rorhany requested additional time to verify the completion, retention, and teaching staff data with the relevant departments due to the inconsistencies identified during the meeting. The committee agreed that data accuracy should be prioritized before submission. It was also noted that establishing standardized data collection procedures and improving communication with the Registrar's Office would help ensure more accurate reporting in future QS submissions.

The next meeting will be held on **Thursday, July 9, 2026**, to review the updated QS Teaching data, continue discussions on the Good Governance section, and evaluate the progress made on the agreed action items.

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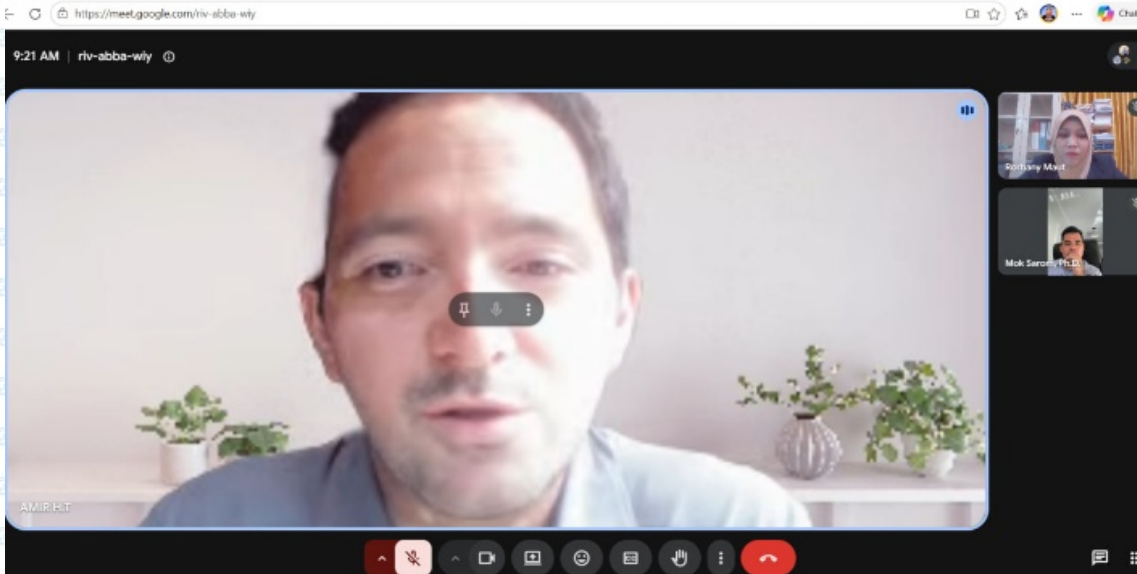
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Date:

Meeting Screenshot



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Item	Y/N	Supporting evidence
Ethics committee has a regular meeting schedule		
There is an annual report of the ethics committee published on the university website		
Information about submitting claims and complaints is public and accessible via a website link		
Ethics committee has met once a month for the past 12 months		

Sheet1

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Svayporpe Pagoda in Front of Russia Embassy, Sangkat Tonle Basac, Khan Chamkarmorn, Phnom Penh, Cambodia