

ព្រះរាជាណាចក្រកម្ពុជា
KINGDOM OF CAMBODIA
ជាតិ សាសនា ព្រះមហាក្សត្រ
NATION RELIGION KING



ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:

Preah Sihamoniraja Buddhist University

Date: 09 July 2026

PSBU QA Team Minutes of Online Meeting

Venue: Online Meeting



ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:

Meeting Details

Date: 09 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. ISSN Application Update
2. Clarification on Conference Proceedings and Journal Publications
3. Teaching Data Review
4. Teaching Surveys
5. Governance, Policies, and Accreditation
6. Establishment of Ethical Committees
7. Action Items and Follow-Up
8. Meeting Conclusion

1. ISSN Application Update

The meeting began with an update on the ISSN application for the university's international conference proceedings. It was reported that discussions had been held with the National Library of Cambodia regarding the ISSN registration process. Two possible approaches were presented: (1) applying for the ISSN after the conference proceedings are completed and published, which is considered the simpler option; or (2) submitting supporting documents proving that the conference is an international collaboration with partner institutions before publication. It was agreed that the first option would be followed while gradually preparing the conference proceedings and collecting all required documents for the ISSN application.

2. Clarification on Conference Proceedings and Journal Publications

The meeting clarified the distinction between conference proceedings and journal publications. Conference proceedings compile multiple research papers into a single publication with one ISSN, whereas journal articles are published individually and are assigned Digital Object Identifiers (DOIs). Participants acknowledged these differences to ensure the correct publication process is followed.

3. Teaching Data Review

The team reviewed student completion, retention, and faculty working hours. It was emphasized that all data must be accurate, logical, and consistent. The completion and retention figures will be reviewed with the Registrar to ensure they correctly reflect student progression and graduation rates.

ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:



4. Teaching Surveys

The Chair reminded the team that teaching satisfaction surveys for students and faculty members must be conducted twice each academic year—after the first and second semesters. Existing survey forms in Khmer should be located and used for local students, while the English version will be managed separately. Strategies for distributing the surveys through classrooms and Telegram groups were also discussed to maximize participation.

5. Governance, Policies, and Accreditation

The meeting reviewed progress on governance-related documentation. Existing university policies available on the PSBU website should be linked directly in the reporting templates, while supporting evidence such as activities, workshops, or events should be added where applicable. Accreditation documentation will be completed separately by the responsible person and shared with the team upon completion.

6. Establishment of Ethical Committee

The need to establish and document university ethical committees was discussed. It was agreed that both general and academic ethics committees should be formally identified. The committee members' names, academic titles, and photographs will be collected and published on the university website as supporting evidence for quality assurance purposes. External academics may serve on academic ethics committees where appropriate.

7. Action Items and Follow-Up

The meeting concluded with several follow-up actions. The QA team was requested to verify and finalize the completion and retention data, continue collecting faculty consultation hours, prepare governance evidence, and complete policy documentation within the following week. The Chair also requested confirmation regarding the availability of the Khmer teaching survey forms. Updates on the ISSN application and future QA meetings will be shared with the team through the group communication channel

8. Meeting Conclusion

The Chair thanked all participants for their contributions and encouraged the team to complete the assigned tasks promptly to support the university's QS and quality assurance reporting requirements. The meeting was then adjourned.

ព្រះរាជាណាចក្រកម្ពុជា

KINGDOM OF CAMBODIA

ជាតិ សាសនា ព្រះមហាក្សត្រ

NATION RELIGION KING

ពុទ្ធិកសាកលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:

Meeting Screenshot

