

ព្រះរាជាណាចក្រកម្ពុជា  
KINGDOM OF CAMBODIA  
ជាតិ សាសនា ព្រះមហាក្សត្រ  
NATION RELIGION KING



ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជ

Date: .....

## Preah Sihamoniraja Buddhist University

Date: 28 July 2026

### PSBU QA Team Minutes of Online Meeting

Venue: Online Meeting



**ពុទ្ធិកសាកលវិទ្យាល័យព្រះសីហមុនីរាជ**

Date: .....

**Meeting Details**

Date: 28 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, Mrs. Rorhany, and Mr. Sey Pisith



**Agenda**

1. Purpose of the Meeting
2. Governance and Teaching Documentation
3. Faculty Organizational Charts
4. Scholarship and Student Financial Support
5. Regional Student Enrolment
6. Volunteer Activities and Community Investment
7. Graduate Employment and Student Support
8. Global Engagement
9. Decisions and Follow-up Actions
10. Submission Deadlines
11. Meeting Conclusion

**1. Purpose of the Meeting**

The meeting was conducted to review the progress of QS documentation, clarify the evidence requirements for Social Impact and Global Engagement indicators, discuss outstanding documentation, and assign follow-up actions for data collection and submission.

**2. Governance and Teaching Documentation**

Dr. Amir confirmed that the Teaching documentation had been received and finalized. He requested the Governance Excel sheet to be completed using the same format, with the official stamp and signature, and submitted to the QA group within the day. The team also discussed ensuring consistency between all submitted documents before uploading them as QS evidence.

**3. Faculty Organizational Charts**

The team reviewed the status of faculty organizational charts. Faculty names, positions, and photographs have already been submitted to the IT team for design. However, it was noted that some faculty members, particularly external lecturers and senior officials, may require consent before their names and photographs are published on the university website. The QA team offered to assist with the design if the required information becomes available earlier.

ពុទ្ធិកសាគរវិទ្យាល័យព្រះសីហមុនីរាជា

Date: .....



#### 4. Scholarship and Student Financial Support

The scholarship indicator was discussed in detail. It was confirmed that undergraduate students receive full scholarships funded by the university, while Master's and PhD students may receive partial scholarships based on university regulations and staff eligibility. The Finance Department will be contacted to provide scholarship values, the number of recipients, and related financial information required for the QS submission.

#### 5. Regional Student Enrolment

The meeting reviewed the QS requirement to report students from neighboring countries who enrolled during the past five years. It was agreed that the Student Affairs Office would provide student nationality records and enrolment data. Only officially registered students with supporting evidence will be included in the submission.

#### 6. Volunteer Activities and Community Investment

The distinction between volunteer hours and community investment activities was clarified. Volunteer hours should record the number of staff and students participating in charitable activities, while community investment should focus on the charity projects and outreach programs conducted by the university. The team agreed to collect as many activities as possible from the past 12 months and support each activity with reports, photographs, website links, or social media evidence. Where official web links are unavailable, new website articles may be created to strengthen the evidence.

#### 7. Graduate Employment and Student Support

The discussion covered graduate employment data, particularly for international graduates. Due to limited available records, Dr. Amir will coordinate with the International Office to identify suitable data sources. The meeting also reviewed other forms of student financial assistance and agreed that all available scholarship models and support schemes should be documented with clear explanations and supporting evidence.

#### 8. Global Engagement

The team reviewed indicators related to joint degree programs, university networks, exchange students, and international diversity. Existing international collaborations and signed MOUs will be verified with the International Office. It was emphasized that only exchange programs lasting at least three months are eligible under QS requirements, while short-term visits and study tours will not be counted.

#### 9. Decisions and Follow-up Actions

- Finalize and submit the Governance documentation with the official stamp and signature.
- Continue collecting complete Social Impact evidence from relevant departments.
- Coordinate with the Finance Department, Student Affairs Office, and International Office to obtain missing data.

**ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជា**

Date: .....

- Complete faculty organizational charts after obtaining consent from the relevant faculty members.
- Required Information (Mr. Darath, Mr. Borey, and Ms. Rorhany):
  - Submit the Modules for all Bachelor's, Master's, and PhD programmes.
  - Submit the Programme Specifications and Academic Direction for all Bachelor's, Master's, and PhD programmes.
- Prepare and circulate the meeting minutes to all participants for record keeping.

**10. Submission Deadlines**

- Governance documentation: 28 July 2026.
- Social Impact and Global Engagement documentation: 7 August 2026 (extended to allow additional time for collecting accurate data during the university holiday).
- In addition, submit the Modules for the Bachelor's, Master's, and PhD programs and Submit the Program Specifications and Academic Direction for the Bachelor's, Master's, and PhD program on the date of 7 August 2026.

**11. Meeting Conclusion**

Dr. Amir concluded the meeting by thanking all participants for their cooperation and emphasizing the importance of submitting complete, accurate, and evidence-based QS documentation. The team agreed to continue working closely with the relevant departments to complete all outstanding tasks before the agreed deadline.

**Meeting Screenshot**

