

ព្រះរាជាណាចក្រកម្ពុជា
KINGDOM OF CAMBODIA
ជាតិ សាសនា ព្រះមហាក្សត្រ
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ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:

Preah Sihamoniraja Buddhist University

Date: 26 June 2026

PSBU QA Team Minutes of Online Meeting

Venue: Online Meeting



ពុទ្ធិកសាកលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:

Meeting Details

Date: 26 June 2026

Time: 4:00 PM – 5:00 PM

Venue: Online Meeting

Chairperson: Ms. Indira Ghosh

Recorder: Office of Quality Assurance

Attendees: Mr. Sanjeewa, Dr. Karl, Dr. Amir, Dr. Sarom, Mr. Borey, Ms. Rorhany, Mr. Kavishka



Agenda

1. Opening Remark & Meeting Objectives
2. Review of Additional Data
3. QS Stars Indicators Data Validation Review
4. Issues Identified in Data Submission
5. Detailed Review of Key Indicators (Teaching Category, Employability, International Students Data)
6. Importance of Using QS Official Templates
7. Access to QS Platform and Downloading Templates
8. Data Organization and Submission Process
9. Quality Assurance Team Responsibilities
10. Timeline and Next Steps
11. Closing Discussion and Questions

1. Opening Remarks & Meeting Objectives

The online meeting on “QS Stars Data Validation and Improvement” was conducted to review the current progress of PSBU’s QS Stars data submission and identify areas requiring further improvement. Ms. Indira Ghosh highlighted that the purpose of the meeting was to review the additional data submitted by the university, identify gaps in data collection, and provide guidance on how to improve the accuracy and quality of evidence. She emphasized that the university should focus on providing reliable and complete data rather than rushing the process, as the QS Stars rating will remain valid for five years.

2. Review of Additional Data Submission

Ms. Indira reviewed the progress of the initial data submission and two additional rounds of data submission. She explained that some indicators still had incomplete information due to gaps in understanding the requirements of each indicator. The QS team will continue reviewing the submitted information and provide feedback on areas where additional data or clarification is required.

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3. QS Stars Indicators Data Validation Review

The meeting continued with a detailed review of submitted QS Stars indicators. Ms. Indira explained that all submitted data must be clear, accurate, and supported by relevant evidence. She highlighted that the validation process does not only focus on whether data is provided but also whether the information is reasonable, consistent, and can be verified.

4. Issues Identified in Data Submission

Several issues were identified during the data validation process, including incomplete data, missing supporting documents, incorrect figures, and information that did not follow the required QS format. Ms. Indira advised that providing insufficient or unclear data may result in losing potential points during the QS Stars assessment.

5. Detailed Review of Key Indicators

A. Teaching Category

For the Teaching Category, Ms. Indira reviewed the Academic Consultation Hours indicator and pointed out that the submitted data covered only a small number of faculties compared to the university's total faculty population. She recommended providing complete faculty information, including faculty names, teaching hours, consultation hours, and relevant policies to support proper validation.

B. Employability Category

For the Employability Category, the discussion focused on indicators such as Campus Employer Presence and Career Service Support. Ms. Indira explained that the submitted data required additional details, including company names, event dates, descriptions, web links, brochures, and other evidence. She emphasized that all information should follow the official QS template to ensure proper validation.

C. International Students Data

The meeting also reviewed international student data and identified possible inconsistencies between the total student population and reported international student numbers. Ms. Indira clarified that QS only considers international students who are enrolled in eligible degree-level programs. Therefore, PSBU was requested to verify and correct the data accordingly.

6. Importance of Using QS Official Templates

Ms. Indira strongly recommended that PSBU use the official QS templates instead of internal Excel formats. She explained that the QS templates already include all required information fields, evidence requirements, and guidelines, which will make the validation process more effective and reduce missing information.

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7. Access to QS Platform and Downloading Templates

The QS team provided guidance on accessing the QS platform, client guidelines, and downloading the required templates for each indicator. The QA Team was advised to review the guidelines carefully and understand the requirements before preparing the data.

8. Data Organization and Submission Process

It was agreed that PSBU will organize all QS-related documents through a structured OneDrive folder system. Each category and indicator should have separate folders containing completed QS templates and supporting evidence. This organization will help both teams easily monitor, review, and validate submitted information.

9. Quality Assurance Team Responsibilities

The QA Team will coordinate with relevant departments and faculties to collect accurate information, complete the required templates, and ensure all evidence meets QS requirements. The team will also monitor data consistency and maintain proper records throughout the preparation process.

10. Timeline and Next Steps

The meeting agreed to proceed with the third round of additional data submission. Ms. Indira will prepare and share an Excel sheet identifying missing data and required improvements. PSBU will continue collecting and updating the information based on QS requirements. The interim deadline was agreed for **31st July 2026**, followed by another meeting to review progress and discuss further actions.

11. Closing Discussion and Questions

The meeting concluded with a discussion session where participants raised questions regarding QS template access, international student support services, and data submission procedures. Both teams agreed to maintain continuous communication through email and work collaboratively to improve PSBU's QS Stars rating through accurate, complete, and well-supported data submission.

Meeting Screenshot

