

ព្រះរាជាណាចក្រកម្ពុជា
KINGDOM OF CAMBODIA
ជាតិ សាសនា ព្រះមហាក្សត្រ
NATION RELIGION KING



ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:

Preah Sihamoniraja Buddhist University

Date: 30 June 2026

PSBU QA Team Minutes of Online Meeting

Venue: Online Meeting



ពុទ្ធិកសាកលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:

Meeting Details

Date: 30 June 2026

Time: 9:00 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 Rate Data
3. Student Retention Rate
4. Academic Consultation Hours
5. Further Study Data
6. QS Data Collection Timeline
7. Conference Mechanism and Publication Process Discussion
8. Acceptance Letter and Reviewer Responsibilities
9. ISSN Number Application for Conference and Journal
10. Closing Discussion and Questions

1. Opening Remarks & Meeting Objectives

The meeting began by Dr. Amir with a welcome remark and appreciation to all participants. The discussion focused on three main areas: QS teaching-related data requirements, conference management mechanism, and ISSN application for PSBU's conference and journal.

2. Completion Rate Data

The team discussed QS requirements for student completion data based on the latest 12 months. The university needs to provide graduation data, including student enrollment numbers, expected study duration, and completed graduates for undergraduate, Master's, and PhD programs.

The registrar's office will be the main source of data. Supporting evidence should be provided through official reports such as annual reports. If necessary, PSBU will prepare additional documents to support QS submission.

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Date:



3. Student Retention Rate

The meeting discussed student retention data, which refers to the percentage of first-year students who continue to the second year. The team agreed to collect data on enrolled students and those who continue their studies. The registrar's office will provide the required information.

4. Academic Consultation Hours

The team discussed faculty consultation hour data required by QS. The information should include faculty names, teaching hours, and consultation hours per week. It was emphasized that the number of faculty members reported should closely match the actual academic staff records.

5. Further Study Data

The meeting discussed QS data requirements regarding graduates who continue their studies within 12 months after graduation.

It was explained that this data mainly applies to students who graduate from PSBU and continue to higher education programs within the same university, such as bachelor graduates continuing to Master's programs.

The team agreed that the registrar's office should first be contacted to confirm whether this data is available. If the information exists, it will be collected and prepared according to QS requirements.

6. QS Data Collection Timeline and Responsibilities

Dr. Amir highlighted that QS data collection is an annual routine task. The required information, including completion rate, retention rate, further study data, and faculty consultation hours, should be collected once every year.

Ms. Rorhany was requested to coordinate with relevant departments, especially the registrar's office, to collect the required information. The team expected the available Excel sheets to be completed by Friday, 3rd July 2026, as much as possible.

Dr. Amir also emphasized that these data requirements will continue as part of PSBU's yearly QS preparation process.

7. Conference Mechanism and Publication Process

The meeting discussed the conference workflow, including manuscript submission, reviewing process, acceptance letters, and publication procedures. Dr. Mok Sarom shared that PSBU has strong academic networks and potential contributors for research papers in Khmer and English.

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Date:

The team discussed establishing a review committee involving both local and international reviewers to strengthen the quality and credibility of the conference.

It was agreed that manuscripts should be reviewed by qualified reviewers from both sides, and the committee members' names and responsibilities should be clearly presented in the conference proceedings.

8. Acceptance Letter and Reviewer Responsibilities

The meeting clarified that the responsibility for reviewing manuscripts and managing the review process will involve both sides. Dr. Amir and Dr. Mok Sarom agreed to coordinate the review mechanism and ensure proper evaluation of submitted papers.

Regarding acceptance letters and certificates, the team agreed that the process should be managed jointly by PSBU and the relevant academic partners to ensure credibility and professionalism.

The team also agreed to continue improving the conference mechanism and make necessary adjustments before implementation.

9. ISSN Number Application for Conference and Journal

The meeting discussed applying for an ISSN number for PSBU's conference and future journal. Dr. Mok Sarom responsible for contacting the National Library of Cambodia to request the ISSN application form.

After receiving the form, Dr. Amir will support the completion and submission process. The team noted that the ISSN will support the official recognition and publication process of PSBU's academic activities.

10. Closing Discussion and Questions

The meeting concluded with appreciation to all participants for their valuable input and cooperation. Participants were encouraged to share further ideas or questions through the group communication channel. The next meeting will continue discussion on additional QS categories and further improvement plans for PSBU's quality assurance and academic development.

Meeting Screenshot