

ព្រះរាជាណាចក្រកម្ពុជា
KINGDOM OF CAMBODIA
ជាតិ សាសនា ព្រះមហាក្សត្រ
NATION RELIGION KING



ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:

Preah Sihamoniraja Buddhist University

Date: 30 March 2026

PSBU QA Team Minutes of Online Meeting

Venue: Online Meeting



ពុទ្ធិកសាកលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:

Meeting Details

Date: 30 March 2026

Time: 11:00 AM – 12:00 PM

Venue: Online Meeting

Chairperson: Dr. Karl and Mr. Amir

Recorder: Office of Quality Assurance

Attendees: Ms. Roharny & Dr. Mok, Ms. Tehani, Ms. Waruni, Mr. Kavishka, Mr. Darath.



Agenda

1. Open remark
2. QS Documents and Uploading – Mr. Amir “Who will do this task?”
3. Financial report to be signed off – Mr. Amir “Who will do this task?”
4. Demonstrate how to make a policy – Dr. Karl
5. Probation Timeline from Mr. Sanjeewa & Mr. Darath probation concludes Friday 22nd May, 2026 – Previous meeting identified 15th June, this is incorrect. – Dr. Karl
6. Self-reflection due Thursday 30th April – Dr. Karl
7. Create, administer and collate the results the results of a Staff Satisfaction Survey – Dr. Karl
8. Identified policies that need to be written by the QA Team in Phnom Penh – These are shown as Not Found
9. Next Steps and Closing Remarks

1. Opening Remarks

The meeting started at 11:00. The meeting commenced with welcoming remarks from Mr. Amir and Dr. Karl, who outlined the key objectives of the session. The discussion focused on reviewing the progress of QA-related tasks, clarifying responsibilities among team members, and addressing pending documentation and compliance requirements. Participants were encouraged to actively contribute and ensure alignment with institutional quality assurance standards.

2. QS Documents and Uploading

Mr. Amir initiated a discussion on the preparation and uploading of QS documentation, emphasizing the importance of accuracy, completeness, and timely submission. He highlighted that these documents play a critical role in institutional evaluation and external recognition. However, the responsibility for managing and uploading the documents has not yet been formally assigned. The team acknowledged the need to designate a responsible person to oversee this process and ensure proper coordination among contributors.

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3. Financial Report Sign-off

Mr. Amir addressed the status of the financial report, noting that it requires final verification and official sign-off. He stressed the importance of ensuring that all financial data is accurate, transparent, and aligned with institutional records before submission. The discussion revealed that a specific individual has not yet been assigned to finalize and approve the report. It was recommended that this responsibility be clarified promptly to avoid delays in compliance requirements.

4. Policy Development Demonstration

Dr. Karl conducted a demonstration on how to develop and structure institutional policies, providing practical guidance on standard formats, essential components, and best practices. He emphasized the importance of clarity, consistency, and alignment with organizational goals when drafting policies. The session served as a capacity-building exercise for the QA team, equipping members with the necessary skills to produce effective and compliant policy documents.

5. Probation Timeline Clarification

Dr. Karl clarified the probation timeline for relevant staff, confirming that the correct end date is Friday, 22nd May 2026. He noted that the previously communicated date of 15th June 2026 was incorrect and has now been officially revised. The clarification ensures consistency in HR records and prevents any misunderstanding regarding staff evaluation and confirmation processes.

6. Self-Reflection Submission Deadline

Dr. Karl reminded all team members of the requirement to complete and submit their self-reflection reports by Thursday, 30th April 2026. He highlighted that self-reflection is an important component of professional development and quality assurance, allowing staff to evaluate their performance and identify areas for improvement. Team members were encouraged to provide thoughtful and comprehensive responses.

7. Staff Satisfaction Survey

Dr. Karl introduced the task of creating, administering, and analyzing a staff satisfaction survey. He emphasized that the survey results will provide valuable insights into staff engagement, workplace environment, and areas requiring improvement. The QA team is responsible for ensuring the survey is well-designed, effectively distributed, and properly analyzed to support evidence-based decision-making.

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8. Pending Policies (Not Found)

The team reviewed a list of required policies that are currently missing or not yet documented. These policies were identified as essential for QA compliance and institutional standards. The QA team in Phnom Penh has been tasked with drafting and finalizing these documents. Emphasis was placed on ensuring that all policies are comprehensive, properly structured, and aligned with institutional requirements.

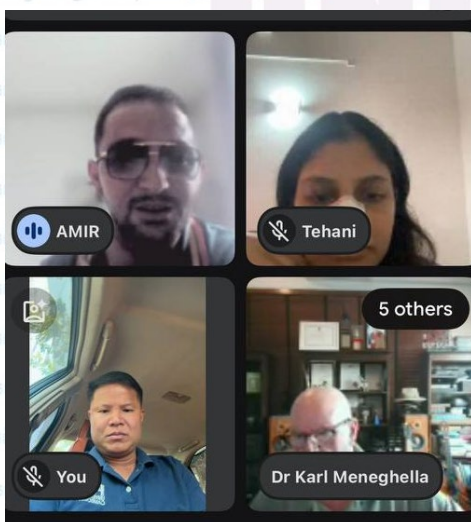
9. Closing Remarks

The meeting concluded with final remarks from the hosts, who reiterated the importance of accountability, timely completion of tasks, and effective communication among team members. Participants were encouraged to follow up on assigned responsibilities and maintain coordination to ensure all QA requirements are met. Appreciation was extended to all attendees for their active participation and contributions.

Next Meeting

The next staff meeting on Quality Assurance will have another meeting for the next four categories on Wednesday 01st of April, 2026 at the same time, through Google meet platform.

Meeting Screenshot



GOOD GOVERNANCE policy website matching table - Excel			
Requested item	Status	Matched page / document	Direct link
Annual financial report published on the university website	Not found		
Independent audit evidence / audit opinion / audited financial statements	Related policy only	Audit and Compliance Policy	https://inter.psbu.edu.kh/wp-content/uploads/2025/12/Financial-Report-From-MI
Ethics committee annual report published on the website	Related policy only	Staff Conduct and Ethics Policy	https://inter.psbu.edu.kh/wp-content/uploads/2026/01/Audit-and-Compliance-Po
Public claims and complaints information page	Found / strong partial	Complaints Procedure Policy	https://inter.psbu.edu.kh/wp-content/uploads/2026/01/Complaints-Procedure-Po
Female leadership proportion data and calculation	Related policy only	PSBU SDG 5.5 Policy: Women's Leadership and Participation	https://inter.psbu.edu.kh/wp-content/uploads/2025/10/PSBU-SDG-5.5-Policy-Wom
Gender pay gap report published on the website	Not found		
Research independence / academic freedom	Not found		
Anti-bribery / anti-corruption policy	Found / close match	Anti-Fraud and Corruption Policy	https://inter.psbu.edu.kh/wp-content/uploads/2026/01/Anti-Fraud-and-Corruptio
Sustainable procurement / purchasing policy	Found / close match	Procurement and Purchasing Policy	https://inter.psbu.edu.kh/wp-content/uploads/2026/01/Procurement-Purchasing.p
Sustainable investment policy	Not found		
Modern slavery policy	Not found		
Student safety policy	Found / close match	Safeguarding Policy	https://inter.psbu.edu.kh/wp-content/uploads/2026/01/Safeguarding-Policy.pdf
Diversity & inclusion policy	Found	Equal Opportunity and Diversity Policy	https://inter.psbu.edu.kh/wp-content/uploads/2026/01/Equal-Opportunity-and-D
Updated raw staff satisfaction survey responses	Not found		
Valid respondent cover for the staff survey	Not found		
Revised/updated staff satisfaction survey responses	Not found		

