

ព្រះរាជាណាចក្រកម្ពុជា
KINGDOM OF CAMBODIA
ជាតិ សាសនា ព្រះមហាក្សត្រ
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ពុទ្ធិកសាគលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:

Preah Sihamoniraja Buddhist University

Date: 06 August 2026

PSBU QA Team Minutes of Physical Meeting

Venue: PSBU



ពុទ្ធិកសាកលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:

Meeting Details

Date: 06 August 2026

Time: 9:30 AM – 10:30 AM

Venue: PSBU

Chairperson: Mr. Amirhossein Taghipour

Recorder: Office of Quality Assurance

Attendees: Dr. Karl Meneghella, Dr. Mok Sarom, Mr. Khim Darath, Ms. Maut Rorhany



Agenda

1. Open remark
2. Review of Teaching Category – Student Retention
3. Review of Teaching Category – Student Completion
4. Data Verification and Documentation
5. Annual Report Development
6. Faculty Consultation Hours
7. Ethics Committee Evidence
8. Policies and Website Updates
9. Student and Faculty Surveys
10. Good Governance Indicators
11. Research, SDGs, and Evidence Writing
12. Google Workspace and Team Collaboration
13. Team Management and Working Culture
14. Future Research and Publication Support
15. Meeting Summary and Follow-up Actions

1. Opening Remarks

The meeting commenced with welcoming remarks from Dr. Karl, who thanked all participants for attending despite the vacation period. He emphasized that the purpose of the meeting was to review the progress made on the QS Stars preparation, identify remaining gaps, and establish sustainable mechanisms for data collection and evidence management that can be maintained annually rather than as a one-time exercise.

2. Review of Teaching Category – Student Retention

The meeting reviewed the student retention indicator under the Teaching category. Dr. Karl clarified that retention refers to the percentage of first-year students who continue into their second year of study. The undergraduate retention rate was reported at approximately 85%, which was considered within the acceptable range according to QS expectations. The team discussed the importance of documenting reasons for student attrition, such as transfers, changes of major, or withdrawal from studies, to provide supporting explanations if requested during QS evaluation.

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Date:



3. Review of Teaching Category – Student Completion

The completion indicator was discussed in detail. It was clarified that completion refers to students graduating within the expected duration of their academic program. The undergraduate completion rate was approximately 77%, while the master's completion rate reached 98%, both of which were regarded as satisfactory. The team agreed that the current PhD completion data should not be included in this submission because no students had yet completed the program, and QS guidance recommends reporting only data with sufficient completion rates. An explanatory note will be added stating that PhD candidates are currently completing their research and publication requirements.

4. Data Verification and Documentation

The Chair stressed that all statistical data submitted for QS Stars must be officially verified, stamped, dated, and archived for future reference. The team agreed that every dataset should clearly indicate the verification date to ensure transparency and facilitate future audits and annual reporting.

5. Annual Report Development

The meeting highlighted the absence of an institutional annual report. It was agreed that PSBU should compile a comprehensive Annual Report each year, consolidating university activities, achievements, statistical data, photographs, and major events into a single publication. Existing e-magazines, news articles, and reports will serve as source materials for the annual report.

6. Faculty Consultation Hours

The team reviewed the Faculty Consultation Hours indicator and confirmed that the updated submission now includes consultation and teaching hours for approximately **200 faculty members**, addressing concerns raised during previous reviews regarding insufficient data coverage. The revised dataset was considered satisfactory.

7. Ethics Committee Evidence

The meeting discussed strengthening evidence for the Ethics Committee. As regular committee meetings have been limited, the team agreed to document opportunities whenever committee members attend university meetings or official events together. Photographs, meeting minutes, attendance records, and brief reports will be prepared as supporting evidence and uploaded to the university website. Ms. Rorhany will assist in preparing formal meeting minutes and related documentation.

8. Policies and Website Updates

The team reviewed the status of institutional policies prepared for QS Stars. It was confirmed that the completed policies have been uploaded to Google Drive and will be published on the university website after coordination with the IT team. Proper links will then be incorporated into the QS evidence submission.

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9. Student and Faculty Surveys

The QA team agreed to continue using the same survey strategy implemented successfully in the previous year. Google Forms and QR codes will be distributed through lecturers during class sessions to improve participation rates and simplify data collection. The automated reporting features of Google Forms will also facilitate analysis of survey results.

10. Good Governance Indicators

The meeting reviewed several Good Governance indicators, particularly student representation in university governance and gender pay equity. The team agreed to establish formal student representatives within the university governing structure and prepare supporting documentation. It was confirmed that PSBU applies equal remuneration based on qualifications and experience regardless of gender. An Equal Pay Policy and an annual Equal Pay Report will therefore be prepared and published together with supporting statistics on male and female staff.

11. Research, SDGs, and Evidence Writing

The participants discussed improving evidence for both QS Stars and Times Higher Education (THE) Impact Rankings by incorporating internationally recognized keywords aligned with the Sustainable Development Goals (SDGs). It was recommended that future reports, news articles, research papers, and university activities intentionally integrate these keywords to strengthen institutional visibility during external evaluations. The team also agreed to encourage more Scopus-indexed research publications that can simultaneously contribute to QS and THE indicators

12. Google Workspace and Team Collaboration

Dr. Karl introduced the use of Google Workspace as a collaborative working platform. The team was encouraged to use Google Docs, Google Sheets, Google Drive, Google Calendar, and Google Forms for document sharing, task management, scheduling, and collaborative editing. Demonstrations were provided to illustrate how multiple team members could work on documents simultaneously and manage tasks more efficiently.

13. Team Management and Working Culture

The meeting emphasized the importance of developing a stronger professional working culture through daily communication, morning planning, and evening progress updates. Team members were encouraged to provide daily task updates, establish clear timelines, define expected outcomes before starting assignments, and improve accountability through regular reporting. Google Calendar will also be used to coordinate schedules and monitor deadlines.



14. Future Research and Publication Support

The participants discussed increasing Scopus-indexed publications by supporting faculty members and postgraduate students throughout the research and publication process. Plans were proposed to create a dedicated Scopus Publications section on the PSBU website to showcase institutional research outputs. The university will continue exploring mechanisms to support publication costs and strengthen research productivity

15. Meeting Summary and Follow-up Actions

In closing, Dr. Karl summarized that the Teaching category is largely complete, with only minor revisions remaining, including the student survey implementation and exclusion of incomplete PhD completion data. Good Governance documents, including the Equal Pay Policy, Equal Pay Report, and student governance information, will be finalized. The Global Engagement category will be coordinated with the International Office, while remaining QS categories will continue to be reviewed during the following week. Dr. Karl confirmed his availability at PSBU until **13 August 2026** to continue supporting the QA team in completing the remaining QS Stars requirements and strengthening long-term quality assurance mechanisms.

Meeting Screens

