PREAH SIHAMONIRAJA BUDDHIST UNIVERSITY

POLICY ON PERIPATETIC AND VISITING TEACHERS

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Approved By: Academic Board / Senate
Distribution: Academic and Administrative Departments

1. PURPOSE

The purpose of this Policy is to establish a consistent and systematic framework for the appointment, preparation, delivery, assessment, documentation and quality assurance of teaching undertaken by **Peripatetic and Visiting Teachers** at Preah Sihamoniraja Buddhist University (PSBU).

The Policy recognises that PSBU may engage suitably qualified academics and professionals to provide teaching for individual subjects, modules, programmes or intensive teaching periods.

The Policy is designed to ensure that such teaching is:

- academically appropriate;
- properly planned;
- aligned with approved curriculum and learning outcomes;
- delivered in accordance with PSBU academic standards;
- appropriately assessed;
- supported by verifiable academic evidence;
- documented in a timely manner; and
- incorporated into PSBU's academic quality assurance processes.

The Policy places particular emphasis on maintaining an effective connection between **planned teaching, delivered teaching, student assessment, grading and supporting evidence**.

2. POLICY STATEMENT

PSBU shall ensure that all Peripatetic and Visiting Teachers engaged to deliver academic teaching are provided with appropriate academic information and are subject to clearly defined requirements concerning preparation, teaching delivery, assessment, grading, documentation and reporting.

A Visiting Teacher shall be responsible for providing evidence that the teaching assigned to them has been appropriately planned and delivered and that student assessment has been undertaken in accordance with the approved requirements of the relevant programme or module.

All required teaching and assessment documentation shall be submitted to the designated PSBU academic authority within **two calendar days of the completion of the teacher's on-site teaching engagement**, unless an alternative arrangement has been formally authorised.

The two-day requirement is an integral component of PSBU's academic quality assurance framework. It is intended to ensure that teaching records, assessment decisions, student performance information and teacher observations remain accurate and sufficiently current.

3. SCOPE

This Policy applies to all individuals engaged by PSBU to undertake teaching on a visiting, short-term, sessional, peripatetic, adjunct, guest or other temporary academic basis.

This includes, where applicable:

- Peripatetic Teachers;
- Visiting Teachers;
- Visiting Academics;
- Guest Lecturers;
- Adjunct Teachers;
- Session-based Teachers;
- External Subject Specialists;
- Professional practitioners engaged to teach;
- Academics visiting PSBU from partner institutions; and
- other individuals authorised to deliver teaching on behalf of PSBU.

The Policy applies to teaching delivered at the University's main campus, approved teaching locations and other locations authorised by PSBU.

4. DEFINITIONS

For the purposes of this Policy:

4.1 Peripatetic Teacher

A teacher or academic who is engaged by PSBU to travel to the University or an approved teaching location to deliver teaching for a specific subject, module, programme or period.

4.2 Visiting Teacher

An academic, educator, professional or subject specialist who is temporarily engaged by PSBU to undertake approved teaching or related academic activities.

4.3 Teaching Session

A scheduled period of academic instruction or learning activity delivered by a teacher to an identified student cohort.

4.4 Lesson Plan / Session Plan

A documented plan identifying the intended learning outcomes, content, activities, teaching methodology, resources and assessment activities for a particular teaching session.

4.5 Assessment Evidence

Documentary or electronic evidence demonstrating student participation and performance in an assessment activity. This may include tests, examinations, quizzes, assignments, projects, presentations, marking sheets, rubrics or other approved assessment records.

4.6 Grade

The mark, score, percentage, grade or other approved academic outcome awarded to a student following assessment.

4.7 On-Site Teaching Engagement

The period during which the Visiting Teacher is physically present at PSBU or an approved PSBU teaching location for the purpose of undertaking the assigned teaching.

5. GUIDING PRINCIPLES

The implementation of this Policy shall be guided by the following principles.

5.1 Academic Quality

All teaching undertaken by Visiting Teachers shall meet the academic standards expected by PSBU and shall contribute to the achievement of approved programme and module learning outcomes.

5.2 Curriculum Alignment

Teaching shall be consistent with the approved curriculum, subject specifications, module descriptors and learning outcomes.

5.3 Preparation

Teaching shall be appropriately planned before delivery. Lesson and session planning shall provide sufficient information to demonstrate the intended academic purpose and structure of the teaching.

5.4 Evidence-Based Practice

Teaching and assessment activities shall generate appropriate documentary evidence that can be used for academic monitoring, quality assurance, accreditation and institutional review.

5.5 Timely Reporting

Teaching and assessment records shall be submitted promptly following the teaching engagement.

5.6 Assessment Integrity

Grades awarded to students shall be based on appropriate assessment evidence and shall be recorded accurately.

5.7 Continuous Improvement

Information obtained from Visiting Teachers concerning student learning, assessment outcomes, curriculum issues and teaching effectiveness shall be used, where appropriate, to support academic enhancement.

6. OBJECTIVES

The objectives of this Policy are to:

1. establish consistent expectations for Visiting Teachers;
2. ensure that teaching is appropriately planned;
3. ensure alignment between teaching and approved learning outcomes;
4. provide a consistent approach to teaching session documentation;
5. ensure that required assessments are delivered;
6. ensure that student grades are supported by appropriate evidence;
7. establish a clear and consistent timeframe for submission of academic records;
8. maintain reliable academic records;
9. support PSBU's internal quality assurance processes;
10. provide evidence for external accreditation and institutional review;
11. facilitate monitoring of teaching and assessment quality; and
12. promote continuous improvement in teaching and learning.

7. TEACHING SESSION FRAMEWORK

7.1 Standard Teaching Structure

PSBU may commonly organise intensive teaching into two principal sessions per teaching day:

Session	Typical Time	Typical Duration
Morning Session	09:00–12:00	3 hours
Afternoon Session	13:00–16:00	3 hours

These times represent the **typical teaching structure** and shall not be interpreted as mandatory teaching times.

Actual teaching times may vary according to the approved timetable, programme requirements, student needs, academic activities and other operational considerations.

Where different times are used, the actual teaching times shall be recorded in the relevant teaching documentation.

8. LESSON AND SESSION PLANNING

8.1 Requirement for Planning

A Visiting Teacher shall prepare an appropriate lesson or session plan before commencing the assigned teaching.

The plan shall provide sufficient information to demonstrate:

Learning Outcomes → Content → Teaching and Learning Activities → Student Learning → Assessment

8.2 Minimum Requirements

The lesson/session plan shall normally identify:

- programme;
- course or module;
- subject;
- teacher;
- date;
- student cohort;
- teaching session and time;
- topic;
- intended learning outcomes;
- key content;
- teaching methodology;
- student learning activities;
- learning resources;
- assessment activities, where applicable;
- independent learning or follow-up activities; and
- relevant notes.

8.3 Session Planning

Where a teaching day consists of two principal sessions, the Visiting Teacher shall normally provide a plan for:

Session 1 – 09:00–12:00

and

Session 2 – 13:00–16:00

or the equivalent actual teaching periods where alternative times have been scheduled.

A session plan does not require the teacher to provide a minute-by-minute account of the teaching. It shall instead demonstrate that the teaching has been deliberately planned and is academically purposeful.

9. TEACHING DELIVERY

The Visiting Teacher shall:

1. deliver the approved academic content;
2. provide appropriate learning activities;
3. encourage student participation and engagement;
4. use teaching methodologies appropriate to the subject and student cohort;
5. address the intended learning outcomes;
6. undertake scheduled assessment activities;
7. provide appropriate clarification and feedback to students; and
8. maintain appropriate professional and academic standards.

Teaching may include lectures, tutorials, seminars, workshops, case studies, presentations, practical activities, group work, individual activities, assessment and other appropriate forms of learning.

10. ASSESSMENT

10.1 Assessment Requirements

Where assessment forms part of the approved module or programme, the Visiting Teacher shall undertake the required assessment activities in accordance with the approved academic requirements.

Assessment may include:

- examinations;
- tests;
- quizzes;
- assignments;
- essays;
- case studies;
- presentations;
- projects;
- practical activities;
- individual tasks;
- group tasks; or
- other approved assessment methods.

10.2 Alignment with Learning Outcomes

Assessment activities shall be appropriately aligned with the relevant learning outcomes and shall provide a reasonable basis for determining student achievement.

10.3 Assessment Conditions

Where formal assessment conditions have been established by PSBU, the Visiting Teacher shall comply with those conditions.

Any significant deviation from approved assessment arrangements shall be reported to the responsible academic authority.

11. GRADING AND ASSESSMENT EVIDENCE

11.1 Grading

The Visiting Teacher shall assess student work in accordance with the approved assessment criteria, marking scheme or rubric, where provided.

The teacher shall ensure that:

- student marks are accurately recorded;
- grades are calculated correctly;
- student identities are correctly matched to results; and
- the submitted grade record corresponds with the assessment evidence.

11.2 Assessment Evidence

Assessment results shall, wherever practicable, be supported by appropriate evidence. Such evidence may include:

- scanned student tests;
- scanned quizzes;
- examination papers;
- assignments;
- student projects;
- presentation assessment records;
- marking sheets;
- completed rubrics;
- teacher assessment records; or
- other appropriate evidence.

The nature and volume of evidence required may vary according to the type of assessment.

11.3 Scanned Evidence

Where students complete paper-based tests, quizzes or other written assessments, the Visiting Teacher shall provide scans or other appropriate electronic copies of the completed student work where required by PSBU.

The evidence shall be sufficiently clear to permit verification of the assessment result.

12. POST-TEACHING SUBMISSION

12.1 Two-Day Requirement

The Visiting Teacher shall submit the required teaching and assessment documentation to the designated PSBU academic authority **within two calendar days of completing their on-site teaching engagement**.

This requirement shall apply whether the teaching occurs over one day, several days or an intensive teaching period.

12.2 Required Submission

The post-teaching submission shall normally include:

Teaching Records

- completed lesson/session plans;
- actual teaching dates and times;
- record of significant changes to the teaching plan;
- relevant teaching materials, where required; and
- other requested teaching documentation.

Assessment Records

- completed grade sheet;
- individual student marks/grades;
- assessment records;
- scans of tests;
- scans of quizzes;
- copies of assignments or other assessable work, where applicable;
- marking rubrics or assessment criteria, where applicable; and
- other supporting evidence requested by PSBU.

Academic Observations

Where appropriate, the teacher should provide brief observations regarding:

- student participation;
- student understanding;
- areas of difficulty;
- curriculum issues;

- assessment performance;
- topics requiring further attention; and
- recommendations for future teaching.

13. RATIONALE FOR TIMELY SUBMISSION

The two-day submission requirement is established to protect the accuracy and reliability of PSBU's academic records.

Prompt submission is important because the period immediately following teaching is when:

- the teacher's recollection of individual student performance is strongest;
- assessment decisions remain clear;
- details of teaching activities can be accurately confirmed;
- unexpected issues can be identified;
- discrepancies can be addressed promptly; and
- assessment evidence can be accurately matched with submitted grades.

The two-day requirement shall therefore be regarded as an **academic quality assurance requirement**, rather than solely an administrative deadline.

14. CHANGES TO THE LESSON PLAN

PSBU recognises that effective teaching may require reasonable adjustment during delivery.

A Visiting Teacher may modify the planned teaching in response to:

- student learning needs;
- student questions;
- available teaching time;
- assessment outcomes;
- technical difficulties;
- unexpected academic issues;
- timetable changes; or
- other legitimate circumstances.

Minor adjustments do not require prior approval.

Significant changes affecting the approved curriculum, learning outcomes, assessment arrangements or scheduled teaching hours shall be reported to the responsible academic authority.

15. RESPONSIBILITIES

15.1 Visiting Teacher

The Visiting Teacher shall:

- review the approved academic requirements;
- prepare appropriate lesson/session plans;
- deliver the assigned teaching;
- undertake required assessments;
- assess student work appropriately;
- maintain accurate grade records;
- retain appropriate assessment evidence;
- submit required documentation within two calendar days; and
- cooperate with PSBU academic quality assurance processes.

15.2 Responsible Academic Officer

The responsible PSBU academic officer shall:

- provide the Visiting Teacher with relevant academic information;
- confirm teaching arrangements;
- communicate assessment requirements;
- provide required templates;
- receive submitted documentation;
- review submissions for completeness;
- request clarification where necessary;
- maintain appropriate records; and
- escalate significant academic issues where required.

15.3 Academic Affairs / International Academics

The relevant academic office shall provide oversight of the implementation of this Policy and shall ensure that Visiting Teacher activities are appropriately incorporated into PSBU's academic quality assurance framework.

16. RECORDS AND DOCUMENT MANAGEMENT

PSBU shall maintain appropriate records relating to Visiting Teacher activities.
Records may include:

- appointment or engagement documentation;
- teaching schedules;
- lesson/session plans;
- attendance records;
- assessment instruments;
- completed student assessment evidence;
- grade sheets;
- marking rubrics;
- teacher reports;
- post-teaching submissions;
- correspondence concerning academic matters; and
- quality assurance reviews.

Records shall be maintained in accordance with PSBU's document control and records management requirements.

17. QUALITY ASSURANCE

Visiting Teacher teaching and assessment activities may form part of PSBU's internal academic quality assurance processes.
PSBU may review:

- lesson/session plans;
- teaching delivery;
- assessment arrangements;
- student results;
- assessment evidence;
- grade distributions;
- teacher observations; and
- compliance with submission requirements.

Where appropriate, the information may be used to identify areas for:

Identify → Develop → Implement → Monitor → Review → Improve → Evidence → Report

This provides a consistent quality assurance cycle for Visiting Teacher activities.

18. NON-COMPLIANCE

Failure to meet the requirements of this Policy shall be addressed through an appropriate academic and administrative response.

Where required documentation is not submitted within the prescribed two-day period, the responsible academic officer may contact the Visiting Teacher and request immediate completion.

Repeated or significant non-compliance may be referred to the appropriate academic authority.

Where assessment evidence or grade information is incomplete, PSBU may require additional information before the teaching engagement is considered academically complete.

19. STRATEGIC ALIGNMENT

This Policy supports PSBU's commitment to:

- academic quality;
- effective teaching and learning;
- evidence-based academic management;
- assessment integrity;
- student achievement;
- continuous improvement;
- institutional accountability;
- internal quality assurance;
- accreditation readiness; and
- transparent academic record keeping.

The Policy also contributes to the University's broader development of a systematic evidence base for institutional review, accreditation and external quality assurance.

20. IMPLEMENTATION

Following approval, the responsible academic office shall ensure that appropriate supporting documents are developed and implemented.

These should include, at minimum:

1. **Visiting Teacher Lesson/Session Plan Template**
2. **Visiting Teacher Teaching Record**
3. **Assessment and Grade Submission Form**
4. **Assessment Evidence Submission Checklist**
5. **Post-Teaching Academic Report**
6. **Visiting Teacher Academic Documentation Checklist**

The forms and templates shall be regarded as supporting instruments for the implementation of this Policy and may be revised without requiring amendment to the Policy itself, provided that such revisions remain consistent with this Policy.

21. MONITORING AND EVALUATION

The implementation of this Policy shall be monitored by the responsible academic authority.

Monitoring may consider:

Area	Measure
Lesson Planning	Percentage of teaching engagements with completed plans
Teaching Delivery	Evidence of scheduled teaching being undertaken
Assessment	Percentage of required assessments completed
Grading	Accuracy and completeness of submitted grades
Evidence	Availability of supporting assessment evidence
Timeliness	Percentage of submissions received within two calendar days
Quality	Issues identified through academic review
Improvement	Recommendations implemented following review

Findings may be incorporated into PSBU's academic quality assurance reporting.

22. REVIEW OF THE POLICY

This Policy shall normally be reviewed every **two years**, or earlier where required by:

- changes to legislation or regulatory requirements;
- changes to PSBU academic regulations;
- changes to programme structures;
- findings from internal quality assurance;
- accreditation requirements;
- changes to institutional strategy; or
- other significant academic developments.

The review shall consider evidence of implementation and identify opportunities for continuous improvement.

23. RELATED PSBU DOCUMENTS

This Policy should be read in conjunction with relevant PSBU policies, regulations and procedures, including:

- Academic Quality Assurance Policy;
- Teaching and Learning Policy;
- Assessment Policy;
- Examination Policy;
- Academic Integrity Policy;
- Student Attendance Policy;
- Academic Staff Policy;
- Records Management / Document Control Policy;
- Curriculum Development and Review Policy; and
- other relevant academic regulations and procedures.

24. APPROVAL AND AUTHORISATION

This Policy shall become effective following formal approval by the authorised governing body of Preah Sihamoniraja Buddhist University.

Policy Approval

Approval Level	Name / Position	Signature	Date
Prepared by	_____	_____	_____
Reviewed by	_____	_____	_____
Recommended by	_____	_____	_____
Approved by	_____	_____	_____

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Next Review Date: 17th December 2028