1. Background

The University of Puthisastra (UP) was fully recognized by the Royal Government of Cambodia under sub-decree 174, signed by Samdech Akka Moha Sena Padei Techo Hun Sen, Prime Minister of the Kingdom of Cambodia, on 15 November 2007.

UP has also been awarded full accreditation for its Foundation Year Program, by the Accreditation Committee of Cambodia (ACC).

2. Vision and Mission

**Vision:** The vision of the University of Puthisastra is to "Unleash the Power of Knowledge through Constructive forces, Community of learners, and Ownership in development".

In short, the vision is known as **UPK through CCO**.

**Mission:** The mission of the University of Puthisastra is to:
- Create and disseminate knowledge.
- Collaborate and contribute to national and global prosperity through graduates’ contribution.
- Foster love of learning to transform learners’ habits.

In short, it is known as **CCF**.

3. Core Values

UP believes in the following core values:

<table>
<thead>
<tr>
<th>Honor Self</th>
<th>Respect Others</th>
<th>Develop Society</th>
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<tbody>
<tr>
<td>- Honor Self: UP embodies honesty, integrity, sincerity and professionalism. <em>Make yourself honorable!</em></td>
<td></td>
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<tr>
<td>- Respect Others: UP values differences and celebrates diversity. <em>Earn your respect from other!</em></td>
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<tr>
<td>- Honor Self: UP is committed to the development of society. <em>Contribute to your community!</em></td>
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5. Academic Affairs

Academic Affairs is the central pillar within the structure of UP. The Office is headed by the Vice President of Academic Affairs and is responsible for ensuring that the policy, strategy and principles of operation of Academic Affairs are derived from objectives, which are to follow the mission and vision of UP.

Five objectives serve as guidance for the operation of Academic Affairs:
- *Quality and up-to-date curriculum*
- *Quality students*
The system in which Academic Affairs operates consists of effective policies, principles, and regulations. There is also additional support provided by the Office of Marketing, the Office of International Affairs and the Office of Student Affairs.

The structure of Academic Affairs consists of Faculties, Department of Foundation Year, Academic Office, Projects, Professional & Executive Programs and Supporting Programs.

5.1 Faculties and Departments

At the present, UP have six faculties:

5.1.1 Faculty of Arts and Languages
5.1.2 Faculty of Economics and Business
5.1.3 Faculty of Health Sciences
5.1.4 Faculty of Rural Development & Agriculture
5.1.5 Faculty of Science & Technology
5.1.6 Faculty of Social Sciences and Law

All faculties have to follow high standards by placing the curriculum in the center. To ease the integration of the new students into faculties, UP has created a Department of Foundation Year. From this department, the students can receive advice on requirements and necessary courses. The Department of Foundation Year is also responsible for interacting with the relevant Ministries and the Accreditation Committee of Cambodia so that the university programs are in line with the policies of those governing bodies.

For administrative work in Academic Affairs, the Academic Office is established to provide services to lecturers and students such as class assignments, teaching and learning facilities, exam preparation, student transcripts, etc.

Student and lecturers are connected with projects that UP conducts in partnership with external institutions. This will give opportunity for them to improve the quality and update knowledge.

The last component of Academic Affairs is the Professional and Executive Program. UP introduced this program in 2009 in order to institutionalize its role in contributing to quality education to society and the general public. In this program, distinguished lecturers and guest speakers are invited to provide invaluable knowledge and analysis to students, scholars, business people, and public officials.

5.2 Academic System

University of Puthisastra has adopted the credit system. One credit hour requires a minimum of 15 hours of class attendance.
5.3 Admission Criteria

- All fresh high school graduates who wish to enter into a bachelor program at UP (except a bachelor program in the Faculty of Health Sciences), are required to sit for the entrance exam of the university to be admitted to the Foundation Year program. Through this program, the students will have strong foundation of general and major-oriented knowledge in order to confidently advance to the second year of their field of study.
- Any students who wish to enter any bachelor program at the Faculty of Health Sciences have to pass national entrance exam organized by Ministry of Health and Ministry of Education, Youth, and Sport.
- Any students who wish to enter any associate degree program (except BMET program), at the Faculty of Health Sciences have to pass the entrance exam administered by UP.

5.4 Academic Regulations

- Students will not be allowed to move on to year 2 if they fail any subject in Foundation Year.
- After Foundation Year, students who fail any subject can still advance to the next level (provided this is not a prerequisite subject). However, he/she must fulfill the failed credits before graduation exam.
- During the whole program, students are allowed to suspend only two semesters for any reason approved by the University.
- To pass any subject, each student must earn at least 60% of the 100% total score.
- Students to be awarded a degree must fulfill the required credits in their respective faculty and pass Graduation Exam, and/or other exams required by the university and/or the relevant ministries.

5.5 Examinations

- While sitting for an exam of any subject, any student who is found cheating or attempting to cheat or having any supporting document, shall receive no grade for that particular subject. In an exceptional case approved by the university, students are allowed to use supporting documents.
- A student who failed any subject is allowed a supplementary exam only if their score is 40 or above but below 60 before the commencement of the following semester or the following academic year (set by the university), but she/he is required to pay an examination fee determined by the university. The supplementary exam will be cumulative, covering all chapters of the class.
- If the student fails the second final exam, she/he is required to repeat the course and pay the fee according to the number of credit hours.
- Students must pass all the courses and earn all required credits in order to sit for the Graduation Exam.

5.6 Absence and lateness policies

5.6.1 Class attendance is of prime importance for student’s learning; attendance is taken in all undergraduate courses. Students are expected to be present for all courses in which they enroll.
**Number of absences allowed:** A student’s absence with or without permission is based on the following policy:

<table>
<thead>
<tr>
<th>Credit Hour</th>
<th>Absence without Permission Allowed</th>
<th>Total Absence Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>1.5</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>4.5</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>6</td>
<td>8</td>
<td>16</td>
</tr>
</tbody>
</table>

Any student who is absent more than the number of absences allowed, with or without permission, shall not be allowed to sit for final exam and shall repeat the course. In some exceptional cases, at the discretion of the university management, this policy may be waived.

Absence policy on clinical practice, clerkship, and internship for students at the Faculty of Health Sciences shall be based on the policy provided by the governing ministries.

**How to ask for permission:** Any student who wishes to ask for permission shall obtain a leave form from Information Office, fill in the form, and then submit it to the lecturer.

5.6.2 Any student who is more than 15 minutes late for class for 3 times is considered that the student is absent one time (without permission).

5.7 Credit Transfer

UP accepts transfer students provided that they meet the admission standard and requirements of governing ministries. To ensure proper processing of applications for admission, each candidate must request the university they previously attended for an official transcript and forward it to the Academic Office. The transfer of credits will be approved only under the following conditions:

- The course was completed at an institute accredited by the Accreditation Committee of Cambodia (ACC) or equivalent.
- The course content must have been equivalent to that specified in the UP’s curriculum and has to be approved by UP assessment committee.
- The procedure is recognized by relevant ministries.

5.8 Assessment and Evaluation

UP assesses students on two different scales. The standard GPA evaluates students purely on an academic basis. The UP GPA incorporates soft skills (extracurricular activities, core values, internships and international exchange, etc.) with academic performance.
Standard GPA:
- On-going assessment 40%
- Mid-term 20%
- Final Exam 40%

Total 100%

Note: Students have to earn a score of at least 60% in order to pass a subject.

5.9 Grading System
Letter grades are used to show the academic standing of all students as follow:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Grade Point</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>90%-100%</td>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>85%-89%</td>
<td>B+</td>
<td>3.50</td>
<td>Very good</td>
</tr>
<tr>
<td>80%-84%</td>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>75%-79%</td>
<td>C+</td>
<td>2.50</td>
<td>Above average</td>
</tr>
<tr>
<td>70%-74%</td>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>60%-69%</td>
<td>D</td>
<td>1.00</td>
<td>Poor</td>
</tr>
<tr>
<td>00%-59%</td>
<td>F</td>
<td>0.00</td>
<td>Fail</td>
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</tbody>
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