

UNLOCK POTENTIAL



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UNIVERSITY OF PUTHISAstra

សៀវភៅព័ត៌មានសម្រាប់និស្សិត
Student Handbook



University of Puthisastra

55, Street 180-184, Sangkat Boeung Raing, Khan Daun Penh, Phnom Penh, Cambodia



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BACKGROUND

Welcome to the University of Puthisastra (UP) where we are celebrating more than a decade of excellence in Health Sciences and Technology. At UP, we train and inspire the next generation of doctors, dentists, pharmacists, nurses, midwives, laboratory technicians, computer scientists and technology entrepreneurs.

We deliver our teaching and learning in Health Sciences and Science and Technology through seven faculties: Health Science and Biotechnology; Medicine; Dentistry; Pharmacy; Nursing and Midwifery; English Excellence and Employability; and Business Entrepreneurship and Technology. UP has also established a Center for Health Counselling.



VISION AND PILLARS OF STRENGTH

Our founder, and Chairman of UP, is His Excellency Sok Puthyuth. His vision is for UP to be a vibrant training ground for global change makers committed to improving and investing in Cambodia.

We are committed to the values of excellence, integrity, tolerance, diversity, innovation and service. Through academic programs, exchanges and international and local partnerships, as a UP student you will acquire and apply leadership values enabling you to set professional standards as a leader in your field.

UP Pillars of Strength

- Health & technology skills focused: UP is solely dedicated to the skills and careers required to develop and empower 21st Century Leaders in Healthcare and Technology.
- English: English is the international language for success in Health, Science and Technology. UP includes English tuition across its degree programs. You not only get a degree but also English fluency.
- Critical thinking skills: Technology is revolutionizing our world. To succeed you must be independent, curious and creative problem-solver. You need the skills to carefully analyze and assess information to create a deeper understanding of the world around us and the things that matter. UP embeds critical thinking in your program.
- Communication skills: Good listening and communication are essential workplace skills. UP embeds communication and listening skills across both your degree program and your co-curricular experiences.
- Modern teaching and employability skills: UP has added a dedicated Learning and Teaching department ensuring 21st Century learning experiences. Employability (soft) skills are embedded across UP programs.
- Central location in the heart of Phnom Penh: Just a few minutes away from the Riverside Area, National Museum, Royal Palace and Central and Orussey Markets.

CORE VALUES

UP's core values are:

1. **Honor Self** through excellence and integrity
Maintain the highest of academic standards and professional ethics
Be courageous and principled and encourage others to be the same with honesty and accountability
2. **Respect Others** through tolerance and diversity
Embrace diversity of opinions, skills, knowledge and backgrounds. Embody tolerance in our interactions with our community
3. **Develop Society** through innovation and service, inspire self-discovery, problem-solving and creativity Work together for positive change for society

UP strives to uphold these core values in every aspect of the University. This includes our management and operations, teaching and learning approaches, local and global partnerships, community engagement opportunities, and expectations for all of our students.



LEADERSHIP AT UP

UP has a dynamic team in place to lead the University to its goal of becoming a world-class institution in health sciences and technology. Changes have been made to the campus environment to enable better technology usage and encourage professional collaborations between faculties.

Resources have been channeled to ensure that you develop the English language abilities to participate fully in exchange opportunities with our international partners. We are establishing relationships with faculties and students from internationally acclaimed universities. In addition, new pedagogical approaches have been adopted to ensure a focus on critical thinking, leadership development, project-based learning, and competency-based learning.

FACULTIES AND DEPARTMENTS

UP is comprised of seven Faculties.

1. **Faculty of Business Entrepreneurship and Technology**
 - a. Department of Information and Communication Technology
2. **Faculty of Dentistry**
3. **Faculty of Health Sciences and Biotechnology**
 - a. Department of Laboratory Sciences
4. **Faculty of Medicine**
5. **Faculty of Nursing and Midwifery**
 - a. Department of Nursing
 - b. Department of Midwifery
 - c. Centre for Health Counselling*
6. **Faculty of Pharmacy**
7. **Faculty of English and Employability**

*The Center for Health Counseling offers a certificate program.

The faculties of Dentistry, Health Sciences and Biotechnology, Medicine, Nursing and Midwifery, and Pharmacy train future healthcare professionals to strengthen, lead and further develop Cambodia's healthcare system.

The Faculty of Business, Entrepreneurship and Technology produces graduates who are competent IT professionals and innovative technology entrepreneurs, prepared to address the most advanced technology needs in Cambodia.

Through the Faculty of English and Employability, UP students develop their skills through a curriculum for English fluency. English language teaching begins in Foundation Year and continues throughout your learning at the University.

The University takes the role of English in the modern, global workplace seriously, and fluency in English allows UP graduates to develop strong professional relationships connections to global standards of healthcare and technology.

We recognize the power of practice and experimentation in the development of critical thinking and problem-solving skills. We are committed to creating local and global partnerships with the healthcare industry, public institutions and private technology industry so that you can participate in internship programs to gain valuable, practical experience.

Such essential experiences enhance the learning experience through the development of independent, curious and creative thinking, and prepare you as a UP graduate who is ready for the labor market and for further graduate level education.

All UP faculties follow internal and Ministry standards in the design of programs, curricula, examinations, in the recruitment of quality teaching staff and in the use of learning and teaching materials and resources.

FOUNDATION YEAR



The University of Puthisastra Foundation Year is one of Cambodia's best foundation year programs leading to a top health science degree. We align delivery of this program closely with internationally-accepted standards to ensure you are provided with a high quality program of study. We hope you will enjoy your time on the program, that you take advantage of the resources, facilities and support we offer and that you work hard and progress to your chosen degree.

You can be sure that wherever you are studying, you will be assured of the highest quality teaching and learning experience, and excellent support at UP. This handbook gives you key information about the Foundation Year. We recommend that you keep it accessible throughout the year so that you can refer to it throughout the program. The handbook provides you with information about your specific program of study, the sources of support available to you, and the standard of achievement expected from you.

The Foundation Year program is designed to provide you with the opportunity to develop the essential skills for academic success and to gain subject orientation before continuing in your chosen undergraduate program. The Foundation Year program covers the key principles, theories, terminology, definitions and practical skills needed to advance to the chosen healthcare undergraduate pathway, including English classes and an introduction to scientific methods.

The Foundation Year runs for two 15-week semesters and covers a range of courses from sciences, to social sciences. You study basic sciences along with scientific method and English in Semester 1 and continue with research and English in Semester 2. Second semester units develop your knowledge and skills in the more specialized course areas. You progress to your intended undergraduate degree program when you achieve the required qualifying grades in the required courses. Those students who do not achieve the required grades to progress, receive additional help in learning through review classes and re-sit exams.

FACULTY OF BUSINESS, ENTREPRENEURSHIP & TECHNOLOGY

Technology is changing our lives rapidly and in ways we cannot predict. Who would have dreamed about the internet, GPS and google just 30 years ago? And who would have dreamed about having all three 24/7 in our pockets on our mobile phones? Information technology has transformed the modern workplace and computer knowledge has become an indispensable skill across most professional fields. But how do we harness these developments to best advantage so that we are the masters and not the slaves?

The Faculty of Business, Entrepreneurship and Technology does just that. We not only learn about technology, but through business and entrepreneurship, we also learn to harness and use these technologies, and maximize their potential to create a fun, sustainable and rewarding future. Join us and let us create the future together.

DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY

The Department of Information and Communication Technology (ICT) offers two degrees:

- Master of Science in Information Technology (MSIT)
- Bachelor of Science in Information Technology (BSIT)

The programs are designed to improve the quality of education and training for students in IT in both technical and soft skill. The Department also focuses on creating linkages with public institutions and private businesses so that you can take part in internship programs and gain the necessary practical experience essential for the labor market and for further graduate level education.

WHY CHOOSE TO STUDY INFORMATION TECHNOLOGY AT THE UNIVERSITY OF PUTHISAstra?

A degree in information technology (IT) can lead to an exciting career in system and network administrator, security, database administrator, software development, or another technology-focused field. As businesses become increasingly dependent on technology, IT professionals face increased demand and competitive salaries. Jobs in IT are in constant growth rate. Technology continues to evolve, making IT a fast-paced and constantly changing field.

At the University of Puthisastra, **more than 90%** of our students are already employed from Year 3, and **more than 95%** are employed after graduation in various industry such as telecom companies, banks, insurances, SMEs.

Our programs prepare you to be ready to work in any technology-related industry. These statistics show the quality recognition of our degree from the professional sector.

The ICT curriculum is reviewed regularly with our national and international partners to ensure that the faculty's curriculum meets industry needs both locally in Cambodia and internationally.

FACULTY OF BUSINESS, ENTREPRENEURSHIP & TECHNOLOGY



MASTER OF SCIENCE IN INFORMATION TECHNOLOGY (MSIT)

If you are working in the ICT industry, **The Master of Science in Information Technology (MSIT)** is designed for you. It enables you to study, in-depth, a range of advanced specialization in an emerging field in ICT such as Cloud Infrastructure, DevOps, Security, AI, and Machine Learning. Besides building the technical skills, the Master's program also emphasizes Business skills (Entrepreneurship, Business Analytics) and Soft skills (Leadership, Project management).

In the Year 2, the you can specialize in one of the three majors:

- **Data Science:** this major prepares you to understand, manage and analyse large data sets to extract meaningful insights
- **Big Data:** this major engages you to understand in depth the different Big Data architectures to be able to develop real projects.
- **Cyber Security:** this major provides foundations for you to know how to estimate risks, identify threats, develop strategies for protecting data

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT)

The Bachelor of Science in Information Technology (BSIT) combines technical skills with real-world business insights to increase your employability in the ever-changing digital world. This program allows you to choose between two majors:

- **Database & Programming:**

This program focuses on the theory and the design of computer systems. Students will learn how to write various programming languages used for **Software Development** and operating systems. Topics covered include Software Engineering, Software development (desktop, web, mobile), Database design and Database system administration, Artificial Intelligence, IT Project Management.

Career expected: Software developer (desktop, web, mobile), Software tester, Software architect, Database administrator, IT Project Manage.

- **Networking:**

This major focuses on the administration of systems and networks. Main subjects are: Cisco CCNA1-4, Linux administration, Network analysis & design, Network Security, Cloud computing, Web server, IT Project Management, IT Research Methodology.

Career expected: System administrator, Network Engineer / Administrator, Information Systems Administrator, Information technology Specialist, Security analyst.



FACULTY OF MEDICINE

The Faculty of Medicine, University of Puthisastra offers a Medical Doctor degree in General Medicine. The curriculum is the national curriculum developed by the Ministry of Health and the Ministry of Education, Youth and Sports. The curriculum is largely taught by qualified Khmer lecturers with good teaching experience.

Our facilities include simulation equipment, 3D TVs, LCD projectors and laboratories.

You have access to hospitals and clinics in Phnom Penh and in the provinces, and you are provided with opportunities to undertake electives in hospitals and universities abroad.



MEDICAL DOCTOR DEGREE IN GENERAL MEDICINE

The Medical Doctor (MD) 8-year Program was designed by the Ministry of Health to produce graduates who possess adequate clinical skills and knowledge to treat patients in public and private hospitals/clinics in Cambodia.

As a UP student in this program, you have the opportunity to undertake electives at partner universities abroad (e.g., in Thailand, South Korea, Taiwan). You are also taught how to do research leading to the preparation and defense of a Thesis at the end of the MD Program.

COMMUNITY INVOLVEMENT

You have the opportunity to go on missions and participate in community health projects in Phnom Penh and in the provinces.



CAREER PATHWAYS

As a graduate of the Medical Doctor degree in General Medicine, you have different careers paths opened. You may become general medical practitioners and work in public hospitals, private hospitals, NGO-owned Hospitals, public or private clinics.

You may also apply at the end of year 6 in the MD Program for admission to Specialization Programs offered by Cambodian Universities to become a specialist in various medical or surgical areas. Apart from clinical practice, you may also choose different paths:

• Research

Research can be pursued at Academic Medical Centers, pharmaceutical companies, or at governmental organizations.



• Teaching

Medical graduates can teach basic science subjects or clinical topics



• Management

Physician executives may lead and manage health care organizations such as hospitals, medical schools, insurance companies. An additional Master degree in health administration (MHA) or business administration(MBA) is beneficial for this career track.

• Additional Careers

A growing number of medical school graduates choose alternative careers in public health, medical

FACULTY OF DENTISTRY

The Faculty of Dentistry, University of Puthisastra, provides education leading to the Doctor of Dental Surgery degree (DDS).

DOCTOR OF DENTAL SURGERY

The Doctor of Dental Surgery program is designed to produce graduates who have the clinical skills and knowledge essential for treating patients in public and private settings, as well as equipping them with the knowledge and skills to undertake oral health promotion and research activities within Cambodia. This is a 7-year program with an intermediate BDS at the end of year 5.

EXTRACURRICULAR ACTIVITIES FOR DENTAL STUDENTS

You can participate in student exchange programs to Hiroshima University(Japan), Khon Kaen and Mahidol Universities (Thailand), UiTM and MAHSA Universities (Malaysia), University of New England (USA), James Cook University (Australia), Universitas Indonesia, and National Yang-Ming University (Taiwan). In addition, you can attend conferences in many countries in the region. Because UP is a member of the IDCMR (International Dental Collaboration of the Mekong River Region) and SEAADE (South East Asia Association of Dental Research), you are welcome to attend annual meetings to learn and to present your research.



In addition, our Japanese partner in Cambodia, Denriche Asia Ltd, provides scholarships for three senior students to travel to Japan for a one-week study tour each year, and the Australian NGO AHHA will soon offer the chance for two students to travel to Sydney for a 2-week exchange experience. No other dental school in Cambodia offers such an array of opportunities for its students.

DID YOU KNOW?

UP's Faculty of Dentistry is the first in Cambodia to regularly conduct research with international partners and publish papers in international journals. UP dental students are actively involved in pushing the frontiers of science and dentistry, focusing on dental issues that are important for Cambodia.

COMMUNITY INVOLVEMENT

Dental students are actively involved in a range of community outreach projects in:

- Local Schools
- Schools for disabled children
- Poor Communities
- Local Prisons

They have partnered with many NGOs including One-2-One Cambodia, Cambodian Children's Fund, and PIO.

CAREER OPPORTUNITIES

• Dentistry Career Options

Dentistry offers many interesting employment opportunities.

• Private Practice

Most Cambodian dentists work either solo in private practice or in partnership with other dentists. The majority of private practice dentists run their own clinics.

• Academic Dentistry and Research

An academic dentistry career combines teaching, research, community service and patient care. Faculty members work in an intellectually stimulating and exciting academic environment.

• Public Health Dentistry

This career focuses on community settings rather than private practice. Promoting dental health, developing health policies and preventing diseases are the major roles of a public health dentist.

• Hospital Dentistry

Many Cambodian dentists work in hospitals treating low income patients, as well as those with medical conditions, disabilities and trauma, alongside physician colleagues. They spend time practicing in operating rooms and emergency departments.

• A Career as a Dental Specialist

The dental specialties include:

Dental Public Health, Endodontics, Oral Medicine and Oral Pathology, Oral Maxillofacial Radiology, Oral Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, Periodontics, Prosthodontics and Special Care Dentistry. After graduation with a DDS, two or more additional years of dental specialty education are required. Graduates from UP are well-positioned to apply for scholarships to undertake postgraduate education overseas. UP itself is now developing several postgraduate training programs in the fields of implantology, orthodontics and endodontics. In the future, other courses will be developed to help meet the need for more dental specialists.



FACULTY OF HEALTH SCIENCES AND BIOTECHNOLOGY

DEPARTMENT OF LABORATORY SCIENCES

UP's Department of Laboratory Sciences at the Faculty of Health Sciences and Biotechnology provides health science education to students to become a Medical Laboratory Technician.



ASSOCIATE DEGREE IN MEDICAL LABORATORY TECHNOLOGY

The associate degree in Medical Laboratory Technology is a three-year program designed to offer you combined hands-on technical practices and theory under close supervision from lecturers as well as internship within hospital laboratories and medical laboratory institutes.



All lecturers are experienced with many years of teaching and lab technical instruction. To strengthen your knowledge, UP also has many partnerships with national and international hospital laboratories, private medical laboratories and medical laboratory institutes, where you can learn and understand based on real practice in a real laboratory. The international elective exchange program with universities overseas is an important part of this program.

SCHEDULE FOR CLASSES

Classes are taught in 2 semesters per academic year over three years. You will have one clerkship per semester in hospital laboratories from year 2 till year 3, and have a 3-month internship after classes have finished in semester 2 of year 3.

COMMUNITY INVOLVEMENT

Medical Laboratory students participate in a variety of charity programs with Kunthea Bopha Hospital, the National Blood Transfusion Center, Sonja Kill Memorial Kampong Cham Provincial Hospital, and Sonja Kill Memorial Hospital



CAREER PATHWAYS

After graduation, many opportunities are available for newly minted Medical Laboratory Technicians:

- **Diagnostic Medical Laboratory**
Be a lab technician and work for a private or public laboratory like hospital laboratories, community diagnostic medical laboratories, or private practice
- **Research Medical Laboratory**
Be a lab technician who assists scientists to explore new discoveries in national or international centers.
- **Business/Company**
Be a lab technician working with laboratory instrument companies.
- **University**
Assist professors or lecturers to teach practical classes.



TOP 10 TAKEAWAYS THE DEPARTMENT OF LABORATORY SCIENCES PROVIDES FOR YOU

1. Studying with well-known Professors/ lecturers who are highly educated and experienced in both theory and practice.
2. Providing adequate equipment and reagent for student practicing.
3. E-learning center in support of teaching and learning.
4. Embedded English Program from first-year till third-year.
5. Providing chance for international exchanges.
6. Support after graduation
7. Engagement in club study and study tour.
8. Take part in community work to promote community health and charity events.
9. Experience of vocation clerkship in private and public medical laboratory in capital city and province.
10. Providing additional training on OSCE and MCQ for internal exit exam and national exit exam.

FACULTY OF NURSING AND MIDWIFERY

DEPARTMENT OF NURSING

VISION

To be the leader in Nursing education in Cambodia

MISSION

The Department of Nursing aims to be an academic center of excellence that contributes to the growth of sustainable healthy communities by preparing students to be nurses through academic learning, research, leadership and commitment.

VALUES

We strive for compassionate caring, integrity, accountability and responsibility, community contribution and celebration.

PROGRAMS

In this department we offer the following degrees:

Bachelor of Sciences in Nursing (BSN) program and the Associate Degree in Nursing (ADN). Both programs comprise 50% training in the hospital or health center for practicum.

We will also offer a BSN Bridging program for students who have an ADN but want to upskill to a Bachelor degree.



ASSOCIATE DEGREE IN NURSING (ADN)

This is a three-year nursing program. It includes an overview of nursing sciences, sociology and psychology, and nursing theory and skills. It also includes legal and ethical issues in nursing, hospital and community nursing training, and an introduction to some specialty areas of nursing.

BACHELOR OF SCIENCE IN NURSING (BSN)

This program is a four year program. It commences with a foundation year which provides a strong grounding for study for the years 2 to 4 nursing program. Courses include sciences, nursing theory and skills, nursing education and health promotion, legal and ethical issues in nursing, hospital and community nursing, and specialty areas of nursing practice. Students in this program will also complete a research project.

BACHELOR OF SCIENCE IN NURSING BRIDGING (BSNB)

This program is a 2 year program where you will learn the knowledge and skills required of a Bachelor level registered nurse. This program is ASEAN level and is taught in English with both Khmer and foreign lecturers and has some online learning. As well as having a focus on advanced nursing theory and pathophysiology, it includes transcultural nursing, research project and running a seminar.



STUDENT LIFE

In our programs, you have opportunities for holistic extracurricular student experiences in missions in communities across Cambodia as well as study tours overseas through your program.

COMMUNITY INVOLVEMENT

Nursing students participate in community programs and missions to promote community health and well-being.

CAREER PATHWAYS

Pursuing a career in Nursing means you can work as a nurse in public/private health clinics or hospitals. You can also work in non-government organizations (NGOs), in education as a lecturer/professor in universities / technical schools, in a private school, or work as a nurse researcher.

A BSN graduate has opportunities to work or study overseas. They can also continue onto a Master's Degree to further their education and build a stronger career.

Other nursing careers include:

- Nurse Anesthetist
- Paediatric Nurse
- Geriatric Nurse
- Adult Surgical Nurse
- Adult Medical Nurse
- Emergency Nurse
- Outpatients Nurse
- Occupational Health Nurse
- Home Care Agency Nurse
- Ophthalmic Nurse



DEPARTMENT OF MIDWIFERY

The Midwifery Department at the Faculty of Health Sciences, University of Puthisastra provides health education for students to become recognized midwives. Our mission is to educate our students to become qualified midwives, who have the skills, knowledge, and passion to improve Cambodia's public health through in-class education, practice and clerkship within national hospitals, referral hospitals, and health centers.

ASSOCIATE DEGREE IN MIDWIFERY

The Midwifery Program was designed to offer students with technical practice and theory relating to Birth Spacing, ANC (Antenatal Care), Baby Delivery, PNC (Postnatal Care), IMCI (Integrated Management of Child Illness), STDs, Community Health Care and others. All courses are closely supervised by lecturers in both theoretical and practical sessions, including clerkship inside referral hospitals/health centers. UP is partnered with national hospitals, referral hospitals, and health centers to train our midwifery students and give real-life, hands-on experience in the field of midwifery.

BACHELOR OF SCIENCE IN MIDWIFERY (BSM)

This program is a four-year program. It commences with a foundation year which provides a strong grounding for study for the years 2 to 4 midwifery program. Courses include sciences, midwifery theory and skills, education and health promotion, legal and ethical issues in midwifery, and hospital and community care of the woman and baby. Students in this program will also complete a research project.



BACHELOR DEGREE OF NURSE-MIDWIFE

In the last 10 years, studies show that there is a shortage of skilled midwives across Cambodia. The University of Puthisastra (UP), with the help of its Midwifery Department, has designed a program to address this need. Out of this initiative, the Bachelor's Degree of Nurse-Midwife (BSNM) was created. This program was approved by the Ministry of Health on 27th December, 2017.

The Bachelor's Degree of Nurse-Midwife (BSNM) allows Associate Degree Nursing graduates, who are currently working in hospitals or health centers, the opportunity to gain a Bachelor's Degree under a shorter



period of time compared to length of studying under a 4-year Bachelor's Degree program in Nursing. This means they only have to study one (1) year under the BSNM program to become a midwife with a higher degree!

The program is exclusive to women who have an Associate's Degree in Nursing, and wish to become a midwife with a bachelor's degree. Graduates of the Bachelor's Degree on Nurse-Midwife are guaranteed to be fully equipped to function as a nurse and midwife and are able to work in hospitals and health centers across the region.



CAREER PATHWAYS

Graduates of Midwifery have several career options. You can be a civil servant in the Ministry of Health and contribute by creating policies to help improve public health in communities across Cambodia.

As a midwife in public/private health institutions, you can provide care and interact with patients on a daily basis. Another option is through teaching. Become a lecturer/professor in universities and shape the minds of the young students who would like to pursue a career in midwifery.

- Hospital
- Antenatal Care
- Intrapartum Care
- Postnatal Care
- Transitional Care
- Neonatal Intensive Care
- Community
- Holistic role caring for mother and newborn in antenatal, intrapartum and postnatal phase
- Aqua Natal Classes
- Specialist Roles within the Hospital or Community
- Supporting Women Subject to Domestic Violence
- Breast Feeding Coordinator
- Foetal Services
- Children's Services
- Working Abroad
- Voluntary Service Overseas - VSO
- Medicine Sans Frontier - MSF

Progression to:

- Senior Midwifery Roles
- Supervisor of Midwives
- Educator
- Advanced Midwifery Practitioner
- Midwifery Matron in Communities

STUDENT LIFE

Internship: Provincial Hospitals (Takeo, Kampong Cham, Kampot, Battambang, Kampong Chhnang, Svay Rieng, Prey Veng). Health Centers (Kandal province, municipalities in Phnom Penh, provincial hospitals in Cambodia, and national hospitals in Cambodia's community) Provide health education to municipalities in Cambodia, and first aid training.

DID YOU KNOW? Midwifery students are all blood donors.

FACULTY OF PHARMACY

BACHELOR DEGREE IN PHARMACY

The Pharmacy Program was designed to educate students on basic and compulsory knowledge related to community pharmacy, hospital pharmacy, industrial pharmacy, biological sciences, basic pharmaceutical sciences and environment. This is supplemented by foreign language studies which are necessary for pharmaceutical research and management of private or hospital pharmacies, medical laboratories and pharmaceutical enterprises.

Starting from year 3, students undertake clerkships in hospital pharmacies, hospital laboratories, pharmaceutical enterprises and other institutions in order to strengthen their capacity based on real practices.

STUDENT LIFE

Pharmacy students undergo 5 years of study to obtain a Bachelor's Degree in Pharmacy, during which you work with qualified and experienced instructors/lecturers/professors with good behaviors. From Year 2, pharmaceutical students conduct practical work in well-equipped laboratories such as laboratory of pharmaceutical technology, laboratory of pharmacognosy, laboratory of inorganic chemistry, laboratory of medical biology, laboratory of organic chemistry and laboratory of pharmacology.

Starting from Year 3, you undertake clerkship within hospital pharmacies, hospital laboratories, Department of Drug and Food, Central Medical Stores, National Health Product Quality Control Center, National Center for Traditional Medicine, Camcontrol, and various pharmaceutical enterprises.

The University provides many extracurricular activities to support your learning such as study tours, exchange programs, social activities, training, competition, voluntarism, seminars, workshops, orientations, study clubs, and research.



CAREER PATHWAYS

Job opportunities for Pharmacy Graduates:

- Pharmacists in community, clinic and hospital pharmacies
- Pharmacists in pharmaceutical enterprises
- Pharmacists in import-export pharmaceutical companies and pharmaceutical distributors
- Pharmacists in medical and biomedical laboratories
- Pharmacists in NGOs, Ministry of Health and other private and public institutions
- Researchers/Lecturers/Professors in universities
- Pharmacists who run private business in community pharmacy, medical biology, pharmaceutical distribution company, and industrial pharmacy.



FACULTY OF ENGLISH AND EMPLOYABILITY

The Faculty of English and Employability is dedicated to helping you build skills needed to become successful students and professionals, particularly in English language proficiency and critical thinking.

Experienced English lecturers help you to develop your capacity to communicate effectively, think creatively and cooperate with other faculties.

The program builds fluency in listening, speaking, reading and writing English, as well as developing critical thinking skills by tying language to contemporary culture. Students at UP also take a course in English Medical Terminology.

CENTER FOR HEALTH COUNSELLING



Counselling is facilitated by trained practitioners to enable people to bring about effective personal change. Well-being is enhanced through self-awareness, identifying mindset, attitudes and behavior.

Counselling has the potential to enable and empower people to help themselves, reduce emotional distress and strengthen relationships. Therefore, trained counsellors play a crucial role in improving the health and well-being of individuals, families and communities.

DIPLOMA IN PROFESSIONAL HEALTH COUNSELLING

Counselling in Cambodia is historically and presently dependent on international aid through NGOs, who are generally trained on a small scale to meet their organizational needs. Addressing the needs of Cambodian people's mental well-being requires a broader strategy that is educationally sound, long-term and sustainable.

We are helping to develop this capability by offering a Diploma in Health Counselling - a program within an educational framework that is robustly evidence-based and delivered through a higher educational institution that is well-recognized in Cambodia and within the University of Puthisastra. The training is a Western-standard diploma program (two years part-time) and a foundation for a Bachelor's and Master's degree in the future.

UP STUDENT POLICY

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1. ACADEMIC SYSTEM

The University of Puthisastra has adopted the credit system. For in-classroom/theory study, one credit hour is equivalent to a minimum of 15 hours of learning experiences. For health science programs, one credit hour is equivalent to 30 hours for theory and practice sessions. For one credit hour of clinical practice, clerkship or internship, students must complete 45 hours of learning experiences.

2. ADMISSIONS CRITERIA

To enroll in a bachelor degree program at UP in the Faculty of Business Entrepreneurship and Technology, prospective students are required to have a high school graduation certificate.

To enroll in a bachelor degree program and associate degree program in the Faculties of Health Science, prospective students must have a high school graduation certificate.

Eligible grade must be defined by the National Examination Committee every year. And the student must have passed the national entrance exam organized by the National Examination Committee and Ministry of Health.

3. ACADEMIC REGULATIONS

While studying at the University, students are allowed to suspend their studies for a maximum of two years. Suspension of studies must be approved by the University.

To pass any subject, each student must earn at least 60% of the 100% total score.

To be awarded a degree, students must fulfill the required credits in their respective program and pass the exit exam, and/or other exams/thesis required by the University and/or the relevant ministries.

Students shall:

1. Attend classes (including clinics/labs/technical practice) on time to ensure they receive the learning and teaching on which they will be assessed.
2. Understand consequences of UP Attendance policy, in particular, MOEYS and MOH attendance requirements for graduating.
3. Familiarize themselves with the Assessment Policy.
4. Ensure they fully understand assessment tasks in each of their courses and the assessment formula and seek clarification if they do not understand.
5. Complete all assessment tasks required, and submit by due date/time.
6. Note and reflect upon all feedback provided by their lecturers, to guide their continuing and future learning activities. They should appropriately seek additional feedback where necessary.
7. Understand that plagiarism is not tolerated and that it has serious academic consequences.
8. Understand that UP has a zero tolerance for cheating and that cheating has serious academic consequences

4. ASSESSMENT AND EXAMINATIONS

There are various forms of assessment throughout the semester at UP. These include ongoing examinations and final examinations, as set out below:

A. DEPARTMENT-BASED EXAMS

1. Department-based exams are part of ongoing assessments for a course.
2. UP lecturers ensure that all examinations reflect the learning outcomes, the content and the nature of the learning experiences of the relevant course.

B. FINAL EXAMINATIONS

1. Final examinations occur at the end of the teaching semester.
2. Final examinations are conducted during the formal examination periods published in the University's Academic Calendar.

C. MISCONDUCT DURING EXAMINATIONS

Misconduct includes, but is not limited to:

1. Talking in the examination room with another student after the examination has commenced.
2. Copying the work of another student.
3. Receiving help from another student.
4. Giving help to another student.
5. Representing themselves as another student.
6. Allowing themselves to be represented by another person.
7. Having unauthorized material or items on desks or on their person (e.g. smart phone).
8. Using or attempting to use, unauthorized material or items.
9. Acting dishonestly in any way to gain an unfair advantage in the examination.
10. Taking notes into an exam, even if notes are for a different course than the examination and/or the student may not have looked at the notes.
11. Taking the examination paper from the examination room without permission.

D. CONSEQUENCES OF MISCONDUCT DURING EXAMINATIONS

1. For the first episode of misconduct in an examination, 30 points will be deducted from the student's score for the examination course.
2. For the second episode of misconduct in the same examination, the student will be asked to leave the examination and will receive a '0' score for the examination.
3. For examination misconduct, no student appeal is allowed.
4. A student who fails a course due to misconduct may restudy with the next batch of students or avail themselves to other options in accordance with University policy.
5. See the Student Support Office for the current policy and procedures following an incident of Academic Misconduct.

E. STUDENTS' RESPONSIBILITIES DURING FINAL EXAMINATIONS

1. Students are permitted to take only a pen, pencil and rubber eraser to their desk, and any other equipment specific to that course authorized by the course lecturer.
2. Students must leave bags at the front of the examination room before proceeding to their seats.
3. Students may not communicate in any way with other students during the examination.
4. When dismissed, students must leave the examination paper on the desk.
5. Students must comply with all directions given by an invigilator when taking an examination.
6. Students may not leave the examination room without the permission of an invigilator.

F. FAILURE OF SEMESTER EXAMS

For theory courses, a student who fails any course is allowed a re-sit examination if their score is 40% and above in final exam score and total score (ongoing assessment and final exam scores).

If the student fails the re-sit examination, they are required to pay the standard fee according to the number of credit hours and follow the arrangements made by the Registrar's Office and the respective Faculty.

Students must pass all courses and earn all required credits in order to sit for the UP exit examination and national exit examination.

Students who fail 9 credits or more in any academic year are not permitted to move to the next year in their program of study. They must repeat the entire year with the next batch of students. The student must enroll to repeat for the following year and pay the standard fee.

G. ARRANGEMENTS FOR FAILED CREDIT

After Semester 2 examinations, if a student has failed a credit(s), a review class or study guidelines by the respective faculty is arranged. Following the review, the student shall take another examination. A credit review class fee and examination fee apply. If the student fails the examination again, the following conditions apply:

1. Less than nine failed core credits in an academic year
 - a. Re-enroll in the failed courses with the next batch of students
 - b. Pay 30% of tuition fee
2. Nine or more failed core credits in an academic year
 - a. Repeat the entire year with the next batch of students
 - b. Pay 100% of tuition fee

H. APPEAL OF ONGOING ASSESSMENT GRADES

Students are entitled to make enquiries about, and to seek explanation for, and review of, their grade for the completion of a course. The process is:

1. The student raises the concern with the lecturer within 24 hours of receiving the grade.
2. Lecturer considers the student's report and responds to student.

3. If the student continues to have a concern, the student should make an appointment with the Dean.
4. Dean and lecturer will liaise to resolve the concern and report back to the student.
5. If the student remains unsatisfied, the student can see Student Support to follow the provisions of the Grievance Policy and Procedure.

I. APPEAL OF FINAL GRADE

A student is entitled to request a review of a final semester grade where they believe that an error has been made in the calculation of grades received from all ongoing assessment and final exam grades.

To request a review, the student completes an "Appeal of Final Result" form, available at the Information's Office. The student must make an appointment to see the Dean within 48 hours of receiving the final semester grade.

The Dean will:

1. Consult with the lecturer for the course
2. Review the calculation of the student's grade
3. Decide whether there are grounds for the matter to be taken further
4. Inform the student of the outcome of the review.
5. Notify the Registrar's Office where the appeal for a review has led to a change of student grade, and a new notification of final results will be forwarded to the student.

5. ATTENDANCE

Class attendance is of prime importance for student learning and is required by Ministry of Education Youth and Sport (MOEYS) and Ministry of Health (MOH). Attendance rolls are taken in all undergraduate courses. Students are expected to attend all classes for all courses in which they enroll.

Students are required to meet 85% attendance rates in each semester for theory, practicum class, and clinical practice. (e.g. A subject with one credit, the student is allowed to be absent one session only.)

If attendance is only 50-84%, student is considered failed attendance and eligible to join the final examination for only one time. The student receives a maximum of 60 score of the course, even if the student got higher score in the final examination. If attendance is less than 50%, the student is considered to be failed the course and cannot sit in the final examination.

MOEYS and MOH regulations require strict adherence to the attendance policy for a student to graduate from each of UP's academic programs.

Attendance is strictly monitored by the lecturer in every class to ensure students are eligible to sit their exams.

Permission for Absence

Students who are absent for an approved purpose must obtain formal approval. A Leave Form must be completed and submitted to the course lecturer. The Leave Form is available from the Information Office.

Tardiness and Absence

Students who are more than 15 minutes late for class on three occasions are marked as being absent for one class.

6. GRADING SYSTEM

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

Grade	Percentage	Grade Point	Category
A	85% - 100%	4.00	Excellent
B+	80% - 84.99%	3.50	Very good
B	70% - 79.99%	3.00	Good
C+	65% - 69.99%	2.50	Above average
C	60% - 64.99%	2.00	Average
D	45% - 59.99%	1.50	Failed
E	40% - 44.99%	1.00	Failed
F	<40%	0.00	Failed

7. 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.

Credits/ Hours	Ongoing Assessment		Mid Term	Final	Minimum to be eligible for resit in final examination
	%	No. of Assessment Tasks			
1 Credit/15 hours	20%	min x 1	30%	50%	40%
2 Credits/30 hours	30%	min x 2		40%	
3 credits/45 hours		min x 2			
4 credits or more/60 hours		min x 3			

Note:

- Students must earn a score of at least 60% in order to pass a course.
- Students are eligible for one time resit examination if earn a score from 40% - 59%.

8. STUDENT SUPPORT

The Student Support Office supports students during their time at UP, both academically and in extracurricular activities. The Student Support team is available to meet with students and discuss their concerns, provide advice, and undertake counseling where this is required to support their learning experiences at the University. To help the students develop both their academic and soft skills, Student Support works with students to develop and assist with extracurricular activities, events, and clubs.

9. STUDENT CODE OF CONDUCT

Our students are our ambassadors! They must comply with the rules, policies, and regulations regarding student conduct on campus. These are in place to ensure that the campus remains a comfortable, safe, inclusive and professional environment for all students, staff and guests.

The rules include but are not limited to:

- Punctuality for each class session
- No cheating
- Non-harassment and Anti-Discrimination
- Cleanliness
- Wear uniform
- Be mindful of others studying
- Recycle and reuse when possible
- No smoking and no gambling on campus
- Respect lecturers, staff and other students
- Proper usage of facilities, such as the library, Wi-Fi, computer, labs and other spaces available for students
- Proper parking
- Diplomacy and respect in all communication
- Respect for the reputation of the University and a commitment not to bring the University in disrepute

See Student Support Office for the current student conduct policies and procedures.

A. SANCTIONS FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT

Disruptive behaviors or behavior that otherwise violates the Student Code of Conduct on campus or at any other university sponsored event whether on or off campus will be addressed through a hearing through the formal discipline process.

Sanctions will include, but are not limited to:

- Written warning
- Warning in written form to parents/guardians
- Probation from co-curricular activities and programs
- Suspension
- Expulsion

See Student Support Office for the current student conduct policies and procedures.

10. STUDENT INVOLVEMENT AND CO-CURRICULAR ACTIVITIES

UP values learning opportunities inside and outside the classroom. Student Support Office believes that co-curricular activities complement the UP program curricula. Student Support services, clubs, activities and other campus events reflect intentional planning for specific learning outcomes. Student Support boost soft skills development and enhance the UP student experience.

In order to develop to their utmost potential, we encourage students to join UP clubs, events, international experiences, leadership opportunities, and community service activities. Student Support assists with career enhancement and preparation clubs, a Music Club, Dance Club, sports clubs including Football and Bokator, skills-based clubs such as suturing or debate, and entertainment clubs including Gaming and Dance. For a complete list of current clubs, see the Student Support Office.

Off campus field trips also enhance career preparation and the overall UP student experience. These study trips enhance the students' ability to apply what they have learned in class to the workplace or field situation. Learning outcomes of Student Support activities include communication skills, public speaking, program planning, individual responsibility, creativity, team competitiveness, cooperation, collaboration and leadership.

11. INTERNATIONAL EXPERIENCES

The University is committed to an international standard in all of its programs. We develop and maintain quality partnerships that include global student exchanges, research opportunities and other activities that enhance students' preparedness for a globalized world. UP encourage students to undertake at least one international experience as part of the UP learning experience.

12. OUTSTANDING STUDENTS PROGRAM

Each year, UP identifies the top students in each faculty, based on their academic performance and active participation in University life and extra-curricular activities. These students are also nominated as peer tutors to assist other students. Other high performing students are selected and awarded in the following ways:

- They are the first to be recommended by the University to companies for internship and ongoing jobs.
- They are given priority to work on projects of the University or partner institutions.
- They are given preferential opportunities to continue study or join an international exchange program abroad.
- Their pictures or names are used by the University for promotional purposes.
- When requested, the University issues letters of recommendation for them.

13. STUDENT SENATE

Student Senate works as a key liaison between UP administration as a voice for students and as a key communication. The Senate provides critical input on a range of topics. Participation on Student Senate develops students' leadership and communication skills. Students who serve in their elected positions for at least one full year develop confidence, public speaking skills, project planning and time management abilities among other key leadership outcomes. Student Senate members are elected by the UP student body. It comprises one representative from each Year-level in each Program. A 5-member executive committee is selected internally by the elected Members.

14. CAREER CORNER

The UP Career Corner provides quality resources, services and advising to help UP student find healthcare and IT related internship and career opportunities.

The Center's primary focus is on job placement for students immediately following their degree completion at UP. A secondary focus is on non-curricular student internships.

While these are the primary and secondary focuses, UP's Career Corner also supports students to develop excellent career-readiness skills. We provide support for CV writing and revision, practice interviews and a space for potential employers to interview students.

Our goals include:

- Full employment of all graduates within 6 months of graduation
- A viable internship while at UP for all those whose professions require it
- UP students graduate with the confidence and abilities to stand out among Cambodia's new graduates

15. PEER ASSISTED STUDENT SUPPORT

The Learning Lounge supports the development of academic skills, study skills, self-learning, and academic achievement of UP students. The Learning Lounge uses the Peer-Assisted Student Support (PASS) model to provide tutoring for students who need it. The Lounge also contributes to a lively, supportive student learning community on campus.

At the Lounge, tutoring is provided by UP students who have demonstrated academic success in the subjects they tutor. The Learning Lounge prioritizes tutoring in the following subject areas:

- Foundation Year courses
- Other courses for which at least 5 students request help.

16. COMMUNITY ENGAGEMENT

Student Support assists and advises student leadership that enhances and expands meaningful student involvement in local, national, and international services opportunities and, through it, enriches the educational experience of students, faculty, staff, and administration.

There are many campus activities, events and programs that provide opportunities for students to participate and learn more about volunteerism.

The aims of student involvement in such projects are to:

- Encourage the search for meaning in our lives
- Foster a spirit of service, empathy, compassion, interfaith cooperation, and civic dedication
- Develop collaboration, service, skills, and lifelong civic participation
- Develop an understanding of Cambodia's healthcare and technology needs
- Enhance the sense of community among UP students

17. ALUMNI ASSOCIATION

The Alumni Association aims to strengthen the relationship between the University and its graduates. Three generations of successful graduates (a total of 320 students) who have entered the job market.

UP is proud to say that all graduates have employment in a broad range of areas including Non-Government Organizations, for-profit companies, and government agencies.

Many members of our Alumni continue to serve UP in their role as graduates, as they have employed UP students graduating from later years of study.

18. TUITION/FEES

UP has negotiated a contract with WING which enables students to pay UP fees monthly if they choose. This makes it much easier for students to pay fees, rather than having to pay in full, up-front.

For students who do not sign up with WING, Tuition fees are due and payable at the beginning of first semester (for those choosing to pay in full once per year), or at the beginning of each semester (for those choosing to pay by semester).

Students who register but fail to pay their fees on time cannot attend courses. Scholarship students who wish to take extra courses beyond the scholarship requirements pay for additional credits.

Note: Students pay additional fees for services such as: registration form, permission letter, certified letter, re-examination, and academic transcripts. Upon graduation, students will receive one copy of their academic transcripts without a fee.

19. LEARNING CENTRE

To support learning and research, and reading for enjoyment, the UP Learning Centre houses many print items including books, current newspapers, magazines, and journals. As well, students can access free online databases which hold a broad range online articles, journals, and e-books.

The Learning Centre is open six days per week (Monday to Friday from 7:30 AM to 8:30 PM and Saturday from 7:30 AM to 5:30 PM) except on public holidays.

The Learning Centre maintains meeting rooms for group study and for quiet, individual reading spaces. It also maintains computers for students' internet use, research using the online databases, and completing University projects. Computer use at the Learning Centre is a free service. The Learning Centre provides access to an updated Anatomy software free of charge on each of its computer terminals.

Free-pri is a new service at the Learning Centre and allows for free printing in the Learning Centre. Free-pri paper is printed with advertisements on one side. If students need to print official documents, they should not be printed using Free-pri printing.

20. FIRST AID

First Aid Kits are available for the UP community and University guests at the Administration office, in building A and in the UP Dental Clinic. The UP Dental Clinic also maintains and houses an AED.

21. SERVICE DEPARTMENTS

UP's service departments are available to assist students daily during University office hours on all issues affecting their learning and experiences at the University.

A. OFFICE OF THE REGISTRAR

The Office of the Registrar provides a wide range of services to the University community. The Office of the Registrar is responsible for the collection, administration, maintenance, processing and distribution of information. As official custodian of all student academic records, the Registrar determines the access and distribution of those records based on University policy.

The office delivers services to the University community with minimum difficulty and maximum satisfaction. Our policy is to respond to requests for information or services as quickly and accurately as possible.

Functions of the Registrar's Office:

1. Responding to general inquiries concerning academic issues
2. Organize final examinations
3. Advising / evaluating and updating student load
4. Degree verification
5. Recording academic progress / Updating student records
6. Graduation processing
7. Conferral and distribution of diplomas
8. Supervise the processes for the articulation of transfer credits
9. Permanent record archival
10. Processing modification of student's personal data to the Ministries
11. Processing of final grades
12. Producing transcripts
13. Organizing review class for failed credit students
14. Processing and announcing policies and procedures to students and related units
15. Handling issues arisen with students
16. Special class/make-up class requests
17. Liaising with government entities/institutions

B. INFORMATION OFFICE

The Information Office is managed by the Marketing and Communications Department. This is where students go to ask for any information they need, from payment deadlines to information about the University, upcoming events in and out of UP. Our team is ready and happy to serve you.

C. IT OPERATIONS DEPARTMENT

IT Operations Office (ITO) supports UP's daily operations and special projects. ITO works to enhance efficiencies of work processes, eliminate security risks, increase user satisfaction, and maintain IT operations and systems.

Services offered to UP's students include:

1. **Hotspot** - wireless technology offered to students free of charge including high speed internet, high bandwidth, and a signal that covers UP's campus;
2. **Computer Labs** - The labs are focused on supporting IT students but students from other faculties are welcome to use computer labs as well;
3. **User Accounts** - All students have a user account to access services offered by ITO such as computer labs, hotspot, e-learning, and e-mail;
4. **Technology Devices Support** - Projector, Printer, Computer Desktop, Laptop, etc, can be provided for on campus events.

i. E-mail Use Policy

The purpose of this Policy is to ensure that UP students have access to this critical form of communication and sets out the conditions under which the UP's e-mail system can be used. It applies to all students who use a UP e-mail account.

The University provides all students with an e-mail account for the duration of their studying at the University. E-mail accounts are terminated when a student is no longer studying at the University.

Students are responsible for the security of their mailbox and must not disclose their password to others. They are also responsible for all activities associated with their account. If a user becomes aware that any unauthorized access has taken place, they must notify their head of department or IT Operations office immediately.

Official communications from the University to students are delivered to their e-mail account. Therefore, users must check their account regularly. The University recommends checking e-mail twice a week at minimum, in recognition that certain communications may be time-critical.

To prevent hacking, the University strongly advises all users to use a strong password and enable two-step verification. Two-step verification is a way for websites to confirm user identity when you log in. Once you set it up, a site will often text you a verification code to enter when it notices that you're trying to log in from a new computer.

ii. Appropriate Use of Student E-mail Accounts

The University's e-mail account must not be used for:

- Any illegal activity
- Activities that corrupt or destroy other users' data or disrupt the work of others i.e. hacking or being a hacker.
- The creation or transmission of content that brings the University into disrepute

iii. Ownership of Content

The content of e-mail sent and received via the provided University account remains the property of the University.

iv. Termination of Account

The University has the right to terminate any user's e-mail account at any time and without notice.

v. Managing Account

Each account owner has unlimited storage in Google mailbox, photo, and drive.

vi. Further Information About E-mail

E-mail: it-operation@puthisastra.edu.kh

Telephone: 081 633 465

Website: www.puthisastra.edu.kh

22. STUDENT GRIEVANCES/FEEDBACK

Students are encouraged to resolve grievances and provide direct feedback to the University related to their UP experience.

In addition to Student Senate, the University has three other methods of receiving student input:

1. Feedback can be directed to the University President through feedback@puthisastra.edu.kh
2. Feedback can be directed to the by placing a note in the feedback box provided at the Library entryway
3. Following the Grievance policy and procedures

Despite UP's best efforts, conflicts between students and other members of the University may arise. Students also may have conflicts with fellow students, or have grievances UP staff. Part of living harmoniously in a community is learning to resolve those conflicts through communication and mediation.

UP strongly encourages students to attempt to resolve those conflicts with the person with whom they have a grievance. Where an informal attempt to find resolution is unsuccessful, the University has a formal Grievance policy and procedure for students to follow to seek resolution.

See Student Support for the Student Grievance Policy and Procedures.

23. EMERGENCY CONTACTS

In case of an emergency on campus, please call 023 221 624. This number is not to be used to ask for school absence permission. You may also reach us by sending a message via our university Facebook page or through our mobile support numbers 092 236 425(Cellcard) or 010 236 425 (Smart).

University Office Hours:

Monday to Friday between 8:00 AM - 5:30 PM and Saturday between 8:00 am to 12:00 noon.