

**Kingdom of Cambodia**

**Nation Religion King**



**Accreditations Committee of Cambodia**

**No: 04/04 K.T.K.SSR**

**Decision**

**On**

**Implementation of Credit System and Credit Transfer into Curriculum**



**President of Accreditations Committee in Cambodia**

- Having seen Royal decree NS/RKT/0303/129 on the Recognition of Accreditation of Higher Education dated March 31, 2003
- Having seen the Royal decree NS/RKT/0603/129 dated June 06, 2003 on the appointment of President, Permanent Vice President and members of the Accreditations Committee of Cambodia
- Having seen Sub-decree 54 ONK.BK dated June 13, 2002 on the criteria on the establishment of University
- Having seen Sub-decree 46 ONK.BK dated June 12, 2003 on the Organization and Functioning of Secretariat General of the Accreditations Committee of Cambodia
- Having seen decision 02/04 K.T.K SSR dated March 22, 2004 on the Conditions on Issuing Certificate of foundation studies at higher education institution

**Hereby Decides**

**Chapter I**

**General Provisions**

- Article 1: The purpose of this decision is to define manners/modality of the application of credit system and credit transfer into the curriculum at higher education institutions in the Kingdom of Cambodia.
- Article 2: Credit system is a system to facilitate part-time study or a combination of full-time and part-time study.
- Credit transfer is an official recognition system in which a higher education institution recognizes successful completion of a subject of a student at another higher education institution.

Article 3: There are two semesters in an academic year. One semester shall cover at least 15 weeks which is not include the week of exam. Any higher education institution offers training during the vacation, the duration and number of credits shall be based on normal semester training program.

## **Chapter II**

### **Credit System Learning**

Article 4: Training curriculum at higher education institution is divided into 3 types as below:

- A- Theory: One credit of theory is a classroom learning of one hour per week or not less than 15 hours per semester.
- B- Post-Theory Training: One credit of post-theory training is a training session or experimental activities in the laboratory which is at least 2 hours per week or 30 hours at least per semester.
- C- Practice: A credit of practice session is on-farm training or at a company or a hospital or other practical places which is 3 hours at least per week or 45 hours at least per semester.

Article 5: Bachelor degree of four (4) academic years including of foundation study shall contain at least 120 credits. Study duration from the date of enrollment shall not more than six (6) years for full time student and eight (8) years for part time student.

Article 6: Bachelor degree of five (5) academic years including of foundation study shall contain at least 140 credits. Study duration from the date of enrollment shall not more than seven (7) years for full time student and ten (10) years for part time student.

Article 7: Bachelor degree of six (6) academic years including of foundation study shall contain at least 160 credits. Study duration from the date of enrollment shall not more than eight (8) years for full time student and twelve (12) years for part time student.

Article 8: Master degree of two (2) academic years shall contain at least 45 credits. Study duration from the date of enrollment shall not more than four (4) years for full time student and six (6) years for part time student.

Article 9: Master degree of three (3) academic years shall contain at least 57 credits. Study duration from the date of enrollment shall not more than six (6) years for full time student and eight (8) years for part time student.

Article 10: Doctoral degree shall be pursued at least three (3) academic years of research activities and contain at least 54 credits. Study duration from the date of enrollment shall not more than eight (8) years. Otherwise, there shall be consent from the science committee of that higher education institution.

### **Chapter III**

#### **Curriculum Structure of Bachelor Degree**

Article 11: The curriculum structure is divided into two groups. Group one is general education (foundation study) and group two is skills training. Number of credits of each group is defined in article 12 and 13.

Article 12: Foundation year: Subjects to be studied in the foundation year shall conform to the decision 02/04 K.T.K SSR dated March 22, 2004 on the conditions for issuing certificate for foundation study at higher education institution. Total credit number of foundation year shall not less than 30 credits.

Article 13: Skills Training: Major subjects consist of Core major subjects, Basic major subjects or Elective major subjects. Major subjects are emphasized on knowledge, know-how and actual practical. Total credit numbers of skills training are as below:

A- 4 years Bachelor degree: Total credit number shall not be less than 90 credits for Major subjects and Minor subjects

B- 5 years Bachelor degree: Total credit numbers shall not be less than 100 credits for Major subject and Minor subjects.

C- 6 years Bachelor degree: Total credit numbers shall not be less than 130 credits for Major subjects and Minor subjects.

Total credit numbers of skills training is not including of additional subjects, general knowledge, computer, foreign languages and other parts. Above total credit numbers is

including of selective subjects in which a student can freely choose from any bachelor training curriculum of the higher education institution. Selective subjects shall not be less than 3 credits.

## **Chapter IV**

### **Enrollment**

- Article 14: A full time student is someone who has enrolled to all subjects within a semester defined by the higher education institution.
- Article 15: A part time student is someone who has not enrolled to all subjects within a semester defined by the higher education institution.
- Article 16: Full time students shall enroll not less than 12 credits and not more than 21 credits in a semester. Part time students shall enroll not less than 6 credits and not more than 18 credits in a semester.
- Article 17: Principles for the graduation is set hereto:
- A- 4 years Bachelor degree: Full time students can not graduate within 6 semesters and have to finish not more than 12 semesters. Part time students have to finish their study not more than 16 semesters.
  - B- 5 years Bachelor degree: Full time students can not graduate within 8 semesters and have to finish not more than 14 semester. Part time students have to finish not more than 20 semesters.
  - C- 6 years Bachelor degree: Full time students can not graduate within 10 semesters and have to finish not more than 16 semesters. Part time students have to finish not more than 24 semesters.
- Any higher education institution offers training during the vacation, the enrollment of each student shall not more than 9 credits.

## **Chapter V**

### **Grading and Citation System**

- Article 18: Each student has to pass each subject defined by respective higher education institutions. Grading and Citation system is as below:

Mark obtained, %	Grade	Grade Point	Meaning
85% -100%	A	4.00	Excellent
80% - 84%	B <sup>+</sup>	3.50	Very good
70% - 79%	B	3.00	Good
65% - 69%	C <sup>+</sup>	2.50	Fairly good
50% - 64%	C	2.00	Fair
45% - 49%	D	1.50	Poor
40% - 44%	E	1.00	Very poor
< 40%	F	0.00	Failure

Any higher education institution possesses of different grading and citation system shall clarify the comparison of that system to the above system. Grade Point Average-GPA is defined a passing level from 2. Grade point of the skills subject which regards as passing level is from 2.

Article 19: Formula to calculate GPA is the sum of multiplication of Grade Point-P and Attempted Credit Value-C divided by the sum of Attempted Credit Value of all subjects.

$$\text{GPA} = \frac{\Sigma (P \times C)}{\Sigma C}$$

## **Chapter VI**

### **Credit Transfer**

Article 19: Each higher education institution shall recognize the credits of another higher education institution which is recognized by accreditation committee. However, final decision regarding to credit transfer is the rights of such higher education institution in

accepting of the credit transfer. To facilitate the process of credit transfer each higher education institution shall:

- A- Issue transcripts within request of students and clearly verify each subject the students undertook, number of credits and grade of each subject with details explanation related to grading and citation offered.
- B- Set up clear conditions in acceptance of credits from other higher education institution.
- C- Be able to accept any credit which the students have successfully completed in another higher education institution.

## **Chapter VII**

### **Final Provision**

#### **Article 21:**

Secretariat General of Accreditations Committee of Cambodia and all concerned departments and higher education institutions shall effectively implement this decision from the date of signature.

Phnom Penh, 19 November 2004

*For. Chairman of Accreditations Committee of Cambodia*

#### **Receivers:**

#### ***Permanent Vice-Chairman***

- Ministry of Royal Palace
- Secretariat General of Senate
- Secretariat General of National Assembly
- Council of Ministers
- Cabinet of Ministers
- Cabinet of Samdach, Excellencies Deputy Minister
- All member of Accreditations Committee of Cambodia
- All relevant ministries
- Ministry of Education Youth & Sports
  - “to be informed”
- All higher education institutions
  - “to be implemented”
- Documents

**Sok Ann**