



# **Minimum Standards for Accreditation of Higher Education Institutions**

- 1. Mission**
- 2. Governing Structure,  
Management and Planning**
- 3. Academic Program**
- 4. Academic Staff**
- 5. Student and Student Services**
- 6. Learning Services**
- 7. Physical Plants**
- 8. Financial Plan and Management**
- 9. Dissemination of Information**

**2010**

## Contents

Titles	Page
Introduction .....	01
Standard 1: Mission .....	03
Standard 2: Governing structure, management and planning .....	04
Standard 3: Academic program .....	09
Standard 4: Academic staff .....	13
Standard 5: Student and student services.....	16
Standard 6: Learning services .....	19
Standard 7: Physical plants .....	23
Standard 8: Financial plan and management .....	25
Standard 9: Dissemination of information .....	27

**DECISION**  
**ON**  
**MINIMUM STANDARDS FOR ACCREDITATION OF**  
**HIGHER EDUCATION INSTITUTIONS**

---

**CHAIRMAN OF ACCREDITATION COMMITTEE OF CAMBODIA**

- seen the Constitution of the Kingdom of Cambodia
- seen the Royal Krom 02/NS/94, 20 July 1994, on the promulgation of laws on the organization and the functioning of the Council of Ministers
- seen the Royal Kret NS/RKT/0908/1055, 25 September 2008, on the nomination of Royal Government of the Kingdom of Cambodia
- seen the Royal Kret NS/RKT/0303/129, 31 March 2003, on the accreditation of higher education
- seen the Royal Kret NS/RKT/0205/097, 22 February 2005, on the amendment of Article 10, Article 11, Article 14, Article 15, and Article 16 of the Royal Kret on the accreditation of higher education
- seen the Royal Kret NS/RKT/0305/135, 16 March 2005, on the appointment of the permanent Chairman and Vice Chairman of Accreditation Committee of Cambodia
- seen Sub-decree 46 Ankr.bk, 12 June 2003, on the organization and the functioning of the General Secretariat of Accreditation Committee of Cambodia
- Reference to the minute of ACC's Round Table Meeting, 26 December 2008

## **Decides**

### **Article 1:**

The Decision aims to define a set of minimum standards for accrediting higher education institutions and to assess the quality of higher education in the Kingdom of Cambodia.

### **Article 2:**

The minimum standards for accreditation of higher education institutions consists of the followings:



## Introduction

The Accreditation Committee of Cambodia (ACC) was established by the Royal Kret NS/RKT/129, dated 31 March 2003, on the accreditation of higher education and is mandated to ensure and promote the quality of higher education in Cambodia, consistent with the international standards. With respect to the spirit of this Royal Kret and the Rectangular strategy of the Royal Government, in Rectangular 4, Corner 1, on the strengthening of education quality and under the wise leadership of Samdech Akkak Moha Sena Padey Dekchor **Hun Sen**, Prime Minister of the Royal Government of Cambodia, ACC developed and finalized the Minimum Standards for accreditation of higher education institutions in 2009. It becomes an important instrument for assessing higher education quality and granting accreditation to higher education institutions as a whole and enhancing the quality of higher education in the Kingdom of Cambodia.

The assessment of higher education quality for granting accreditation aims at certifying that the education quality of any HEI suits in any level and provides helpful information for students, parents and donors to make decisions on selection of any institution for studies and support. It also provides information to employers for their decision on the recruitment of employees to work in their companies or organizations as well as recommendations to HEIs for quality improvement, relevant ministries/agencies and the Royal government on the

improvement of the quality of education in their endeavors to prepare policies and reforms of higher education system.

The minimum standards is comprised of 9 Standards:

1. Mission, 2. Governing Structure, Management and Planning, 3. Academic Program, 4. Academic Staff, 5. Students and Student Services, 6. Learning Services, 7. Physical Plant, 8. Financial Plan and Management, and 9. Information Dissemination.

The minimum standards has been prepared since late 2003 based on the spirit of the Royal Kret NS/RKT/0303/129, dated 31 March 2003, on the accreditation of higher education and other pertinent laws and regulations. The development of the minimum standards has gone through a series of consultation with technical advisors and relevant stakeholders, especially the Ministry of Education, Youth and Sport and all HEIs across the country.

This minimum standards corresponds to the needs and norms of Cambodia in term of legal issues, social and economic aspects; it is applicable with all HEIs and not vary from the accreditation standards of countries in the region and the world.

This minimum standards legitimately covers its implementation over all HEIs, both public and private in the Kingdom of Cambodia.

## **STANDARD 1 : MISSION**

The institution's mission defines types of the institution, its classification, its educational activities, and its role within the higher education community of the Kingdom of Cambodia. An assessment of the quality of higher education provided by a HEI shall be conducted to measure how well it is to achieve its defined mission with respect to its resources. The primary purpose of the assessment is to find out and determine the clarity, appropriateness and accuracy of its publicly disseminated mission. To accomplish the above standard, the HEI shall meet the following indicators:

### **INDICATORS:**

1. Clarity in the HEI's mission:
  - a. Its mission shall contribute to the protection of national interests and the development of the country.
  - b. Its mission shall be appropriate to the HEI's type and resources.
  - c. The mission shall have clear references and evidence-based information to ensure the institution's effectiveness in providing quality education to learners.
2. The HEI shall widely disseminate the mission to its constituents and relevant stakeholders.
3. The HEI shall periodically review, analyze and revise its mission.
4. The HEI shall inform its constituents and relevant stakeholders on the outcomes resulting from the review, analysis and revision of its mission.



## **STANDARD 2 : GOVERNING STRUCTURE, MANAGEMENT AND PLANNING**

A HEI shall have a governance system that enables the successful accomplishment of its mission. The governing board and its chief executive play an important role in defining institutional development goals, identifying prioritized issues to be addressed and developing viable plans. The administrative staff have an important role in providing support to the teaching-learning process. To facilitate the effective performance of these roles and to be more productive, it is essential that the HEI clearly defines its policies of governance and administration. To accomplish the above standard, the HEI shall meet the following indicators:

### **INDICATORS**

#### **1. Public HEIs and Public Administrative HEIs:**

- The establishment, the defined role and duties, and the nomination of the Governing Board, Rectors/Directors of the public HEIs must comply with the guidelines or existing regulations and policies of the Royal Government of Cambodia.
- The establishment, the defined role and duties, and the nomination of the Governing Board, Rectors/Directors of the Public Administrative HEIs shall comply with the Royal Kret (NS/RKT/1297/91, dated 31 December 1997, on the legal status of Public Administrative HEIs) or other existing regulations and guidelines.



2. Private HEIs:

3. 2.1 The Governing Board shall fulfill the following features:

- a. Members of the Governing Board shall be representatives of shareholders, staff representatives and faculties, senior officers with the understanding and knowledge of higher education concept and at least 5 year experience in management and relevant sector.
- b. The recruitment and selection processes of the Governing Board member shall be transparent.
- c. The Governing Board shall consist of at least five members.
- d. Internal regulations for the Governing Board shall be developed and made available.
- e. The Governing Board shall have its mandate for (3) years.

2.2 Main duties of the Governing Board :

- a. Set the terms and conditions for the nomination of the Rector/Director.
- b. Approve HEI's budget plans and the setting of tuition fee.
- c. Approve the policies, strategic plan and academic programs of HEI as well as its auditing policies and procedures.
- d. Ensure the effective implementation of the policies, strategic plan and academic programs of the HEI.
- e. Review and approve modifications in institutional policies, strategic plan and academic programs of the HEI.

- f. Recruit, appoint, transfer, and terminate functions of the Rector/Director, and appoint and transfer vice-rector/deputy director and dean when a request has been made by the Rector/Director.
- g. Ensure that the number, types and levels of degrees provided by the HEI are of satisfactory quality and consistent with its purposes.
- h. Approve the academic and administrative structures to ensure the attainment of the HEI's Mission and Goals.
- i. Participate in the quality assurance and accreditation processes.

#### 2.3 Rector/Director of HEI:

The Rector/Director is selected and nominated by the Governing Board.

#### 2.4 Roles and Duties of Rector/Director:

- a. Be responsible for academic affairs, administrative tasks and other activities and shall implement the policies approved by the Governing Board.
- b. Initiate and prepare strategic plan for the institution's development.
- c. Ensure the existence of internal quality assessment of the HEI.
- d. Be responsible for the day-to-day management of the HEI.
- e. Propose the nomination and reassignment of the Vice-Rector/Vice Director and Dean.
- f. Select, appoint, remove, and transfer employees whose positions are lower than that of the Dean.

- g. Periodically prepare reports on his/her activities to the Governing Board.
  - h. Publicize the annual reports.
3. Management Structure and Administrative System of HEI:
- a. The HEI shall have an overall management structure and separated structures by faculties by designating competent personnel and defining roles and responsibilities of staff and functions of committees and/or councils.
  - b. The HEI shall establish offices and/or units to ensure the implementation of the defined activities and works as follows:
    - Administration and Personnel
    - Planning and Finance
    - Academic and Student Affairs
    - Research and dissemination
    - Cooperation
    - Others, as necessary
4. Staffing and Resource Allocation:
- a. Recruitment of management and other staff shall reflect the purposes of the HIE and its scope of work.
  - b. Resource management and allocation shall be consistent with institutional priorities.
5. Planning and Evaluation:
- a. The HEI shall have a clear strategic plan responding to the needs and changes within the higher education community and the plan shall be appropriate to its mission and resources.
  - b. The HEI shall have an on-going plan for ensuring internal quality improvement of the institution.



- c. The HEI shall have an academic plan and facility management plan that are consistent with the institution's mission.
  - d. The HEI shall have long-term financial plan and annual budget plan, and shall undergo periodical audit.
  - e. The HEI shall conduct regular evaluation in order to measure the levels of accomplishment of its mission.
6. Qualifications of Management Staff:
- a. Rector/Director of the HEI shall obtain at least a Master's degrees or its equivalent, including five (5) years experience in higher education or in management.
  - b. Vice-Rector/Vice-Director of the HEI shall hold at least a Bachelor's degree or its equivalent level with five (5) year experience in higher education or in management. However, Vice-Rector/Vice-Director who is responsible for Academic Affairs shall have a Master's degree or its equivalent with five (5) year experience in higher education or management.
  - c. Leaders and management staff of the public and public administrative HEIs shall have qualifications complying with the existing rules and regulations of the Royal Government of Cambodia.
  - d. Academic management staff, namely Dean, Vice Dean and Department Head shall obtain at least a Master's degree or its equivalent level and have working experience in higher education.



## **STANDARD 3 : ACADEMIC PROGRAM**

The achievement and maintenance of high quality of academic programs are under the primary responsibility of accredited HEI. The evaluation and development of academic programs are the continued tasks of higher education institutions. As the change of conditions and needs frequently occur, the institution needs to redefine its academic programs to ensure and enhance the quality of education it offers. To this end, planning for the development of academic programs shall be based on regular assessment of its Mission including the employment market and students' needs, and its relevance to national development goals. To accomplish the above standard, the HEI shall meet the following indicators:

### **INDICATORS**

1. The HEI shall have a curriculum development committee and an advisory board whose duties and responsibilities are to prepare and develop an effective curriculum which responds to the Mission of the institution.
2. The contents and organization of the curriculum:
  - a. The curriculum of the HEI shall comply with national policies and the needs of the society.
  - b. The curriculum shall be in consistence with the Mission of the HEI.

- c. The curriculum shall be designed in consistence with the Circulation 04/04 ACC/SSR, dated 19 November 2004, on Credit System and Credit Transfer.
  - d. The curriculum shall engage in research activities that benefit the society.
  - e. The curriculum shall contain clear purposes, description and course outlines of subjects in each faculty, and shall be publicly published and disseminated.
  - f. Each subject in the curriculum shall state its objectives, number of credits, the subject description, course outlines, grading system, and teaching methods.
3. Processes of credit system and credit transfer:
- a. The HEI shall establish a course credit mechanism that allows for part-time attendance or a combination of full-time and part-time attendance.
  - b. The HEI shall have a credit transfer policy whereby credits from within the institution or between accredited HEIs, depending on the academic requirements of each program area.
  - c. The credit arrangement for subjects and courses, and credit transfers shall comply with the approved No. 04/04 ACCSSR on Credit System and Credit Transfer, 19 November 2004.
4. Teaching and Learning Effectiveness:
- a. The HEI shall value and motivate for good teaching and learning of students and teachers.

- b. The HEI shall create good learning environments in order to increase the effectiveness in teaching and learning process.
- c. The HEI shall provide academic services that support effective teaching-learning process.
- d. The HEI shall publicize the course brochures for each specialised area and shall disseminate these through websites and other means.

5. Student's learning assessment:

- a. The HEI shall rigorously determine each course program and the students' assessment methods and carry out a transparent and effective assessment of student learning performance.
- b. Assessment of students' performance shall be conducted through various means by providing them with a continuing sense of achievement rather than overemphasis on the final examination.

6. Research:

- a. The HEI shall have a research committee or research coordination committee or research center.
- b. Facilities and resources must be allocated to support the HEI's research committee or research coordination committee or research center.
- c. The HEI shall develop research principles, practices and a research agenda to encourage research activities in the institution.



7. The HEI shall establish an internal quality assurance system which has clear guidelines and procedures for its implementation. The policies and guidelines shall be compatible with all guidelines provided by MoEYS and ACC.
8. The HEI shall have an efficient filing management and maintenance system. Documentation and record-keeping of students' files and other documents shall be well-maintained and properly kept.
9. Curriculum Development and Review:
  - a. The HEI shall conduct an assessment on the students' needs and employment demands for the development of new educational program and curriculum.
  - b. The HEI shall conduct a series of consultations and mobilize participation of its constituents, relevant sectors and employers in developing a new curriculum.
  - c. Reviewing and upgrading the curriculum shall be based on the evaluation and in response to the needs of the skill demands and specialisation and the review shall mobilize the participation of HEI's constituents and relevant parties.
  - d. The HEI shall periodically review and evaluate its academic programs and specialised skills by applying clear and specific procedures.
  - e. The HEI shall conduct tracer studies for its graduates and their employability.



## **STANDARD 4 : ACADEMIC STAFF**

The recruitment, hiring and retention of academic staff and their continuous professional development are of paramount importance to every higher education institution. To achieve these, the academic staff shall be empowered with academic freedom and the rights to take part in decision-making process that affect the educational programs of the institution. To accomplish the above standard, the HEI shall meet the following indicators:

### **INDICATORS**

1. Academic Staff's Roles, Duties and Responsibilities:
  - a. Academic staff shall have core responsibilities in implementing the academic programs, ensuring the quality of education and maintaining the prestige of the HEI.
  - b. The HEI shall allow the academic staff to participate in decision-making process pertaining to the curriculum.
  - c. There must be clear job descriptions for the academic staff with respect to their professional code of ethics.
2. Academic Staff's Qualifications and Experience:
  - a. The academic staff shall have qualifications and experience that are appropriate to the mission, educational programs and context of the institution.

- b. The academic staff shall have a degree level higher than the academic program he/she teaches. The academic staff, who only have degree levels equivalent to the academic program he/she teaches, shall have at least three years of teaching experience and/or employment experience related to subject he/she teaches. Those who hold the degree level equivalent to the academic program he/she teaches, but does not have experience, shall be assigned to be a teaching assistant. However, those who possess knowledge and applicable competence with years of experience on specific courses, but are not degree holders, could also be teaching assistants.
- 3. Terms and conditions of employment, and promotion policy:
  - a. The HEI shall have definite terms and conditions of employment, working contracts and clear policies on promotion, pay-raise, wage increase, and other benefits.
  - b. Remuneration and benefits for faculty and academic staff shall be adequate and consistent with the purpose of the HEI.
  - c. The HEI shall have clear policies and procedures on recruitment, assessment and promotion of employees.
- 4. Academic Freedom:
  - a. The HEI shall provide academic freedom for the academic staff in their teaching, research endeavors and publications of research findings,
  - b. The academic staff shall have freedom to voice out their opinions over matters pertaining to academic programs and other aspects of institutional policies related to their areas of responsibility and expertise.

5. Academic staff's Capacity Development:
  - a. The academic staff shall be provided with opportunities for their academic advancements and allowed to take part in various training courses to enhance their knowledge, skills and competence.
  - b. The HEI shall have academic staff development programs for capacity building and knowledge enrichment.
6. Adequacy of Academic staff:
  - a. The HEI shall have adequate academic staff in response to the purpose of academic programs it offers. Teacher-student ratio for each degree level (Bachelor, Master and Doctoral) is 1:30. However, HEIs that offer health sciences shall comply with the policies of the Ministry of Health.
  - b. An academic staff is not allowed to teach more than three subjects in one academic semester and they shall be aligned with his/her qualifications and work experience. The maximum teaching hours for a teacher shall not exceed twenty-four hours per week.
  - c. The HEI shall have at least 25% full time academic staff of the overall number of the academic staff.
  - d. A full-time academic staff of one HEI or a full-time employee of an organization shall not be considered full-time in a HEI.
  - e. HEI shall employ effective means for recruiting and retaining academic staff who have necessary qualifications and competence.



## **STANDARD 5: STUDENTS AND STUDENT SERVICES**

Students and student services support the achievement of the institution's mission. They contribute to the development of knowledge, competence and skills of students, who enroll and study and would eventually earn their diplomas. To accomplish the above standard, the HEI shall meet the following indicators:

### **INDICATORS**

1. Students' Admission Requirements:
  - a. The HEI shall clearly state the admission prerequisites/requirements and other policies in response to the mission, goals, academic programs, and resources of the institution.
  - b. The HEI shall determine enrollment criteria in a specialized field leading to a degree in undergraduate or graduate level. These criteria shall include the passing grades completed in the Foundation Year Course. HEIs that provide academic programs in health science shall fulfill the admission requirements set forth in the Sub-decree No. 21 A.N.K R/B.K, 13 March 2007, on health science education programs.
2. HEI shall determine necessary requirements for each degree level program and disseminate them publicly.



3. Tuition fee policies:

- a. HEI shall have a clear policy fees which shall be widely and publicly disseminated.
- b. HEI shall have a clear policy on fee refund in the following cases: (1) the HEI fails to fulfill the number of credits; (2) the HEI goes bankrupts or shuts down. This policy shall be disseminated publicly.

4. Process of Awarding Scholarships:

- a. The HEI shall have a clear and transparent process for awarding scholarships.
- b. The HEI shall publicize the list of students who receive scholarships.
- c. Scholarships for students shall be spelled out in the following categories:
  - For outstanding or talented students,
  - For deserving students who are not able to afford paying fees for their education,
  - For students who are studying in prioritized fields/specializations for the society determined by the Royal Government of Cambodia, and
  - Other scholarships in response to the policies of the country leaders
- d. In providing scholarships to students, care shall be taken with respect to gender issues, geographic locations and members of ethnic groups in the Kingdom of Cambodia.

5. Institutional Services for Students:

- a. HEI shall provide counseling services for students about their academic performance, necessary requirements to complete their studies of degree program and the selection of specialised skills in response to the market demands.
- b. HEI shall provide effective services to its students. These services include accommodation, food service, first aid, security, and other needed services.
- c. HEI shall have a bookstore that supports the educational program, consistent with the mission of the institution.
- d. Policies on students' rights and responsibilities shall be clearly stated and well-disseminated, and shall be fairly implemented.
- e. HEI shall provide support and opportunities for students to participate in various activities including student association, alumni, internship arrangements, leadership training, and other co-curricular activities.

6. Participation in community services:

HEI shall provide opportunities and encourage students to participate in community services and get involved in other social affairs.

## **STANDARD 6 : LEARNING SERVICES**

3. The learning services such as library, computer lab, laboratory, experimental room, research station, Internet, textbooks, journals, research papers, and so on are to support teaching and learning process and research to be performed by students and faculties in response to the institution's mission. Academic services shall be adequate and appropriate for the degree programs offered and shall support the cultural, technical and intellectual development of students. Furthermore, these resources shall be in good quality and modernity for teaching and learning process and research. To accomplish the above standard, the HEI shall meet the following:

### **INDICATORS**

1. Adequacy of Learning Resources with Quality and Modernity:
  - a. The HEI shall have adequate and well-equipped laboratory, research station, computer and language laboratories, and other learning resources to support the academic programs of the institution.
  - b. The Library shall engage itself in the academic programs and other needs of both students and academic staff. References, research and other learning materials shall be sufficient to support the HEI's academic programs.



- c. At least five copies of textbooks or reference books for each subject shall be displayed in the library. At least two copies of each title of (books and documents used as) references for each subject shall be maintained and displayed in library.
  - d. The HEI shall have adequate equipment such as LCDs, OHPs, CDs, DVDs, and other instructional materials for the use by academic staff.
  - e. Xerox machines shall be made available in the library for the use by academic staff and students.
  - f. The HEI's library shall cooperate and establish linkages with other libraries in the local, region and international.
2. Library Administration:
- a. The library shall have a Library Supervisor who holds at least a Bachelor degree with library management training and some assistants/ librarians as necessary.
  - b. The Library Supervisor and librarians shall be responsible for administering the library, maintaining the books and collections, and facilitating between library and HEI, academic staff, students, and other stakeholders.
  - c. Library supervisor shall be actively of help for the academic staff in the development of the academic programs and research activities in the HEI.

- d. The library shall have written policies, operational guidelines and internal regulations for book loans and other materials.
- e. Textbooks and other reference books shall be well organized and catalogued or technological management system.

### 3. Library Services:

- a. The library shall be open to provide services for study and research for as long as classes are going on.
- b. Orientation and training programs on how to use the library and other available information resources shall be provided to the students and academic staff.

### 4. Financial Support:

- a. Annual budget plans for the learning services shall be put in place. Budget plan shall be appropriate to the financial capabilities, fiscal policies and regulations of the HEI.
- b. The HEI shall allocate funds for the continuous development of the learning services.

### 5. Supporting Resources for Teaching, Learning and Research:

- a. The HEI shall have appropriate learning services to support the teaching and learning activities, and academic research conducted by students and teachers.

- b. Both full-time and part-time academic staff shall be allowed to use computers with Internet access and printers in order to prepare teaching materials, academic research and other academic activities.
  - c. The HEI's laboratory, research station, computer lab, or listening lab shall be equipped with facilities appropriate to academic program and fields of study, and there shall be qualified and experienced supervising staff.
6. Computer and Internet Service:
- a. The HEI shall have adequate hardware and software to support the academic programs. Hardware and software shall be updated accordingly.
  - b. The HEI shall provide students majoring in computer science and information technology with sufficient time for using computers and other services.
  - c. Students majoring in other fields not related to computer science and information technology shall be provided with an appropriate number of computers and internet service in response to the needs.



## **STANDARD 7 : PHYSICAL PLANTS**

HEIs shall have adequate physical plants, facilities and other necessary equipment and they shall effectively manage these to be used to achieve the institution's Mission. The HEI shall develop a comprehensive plan to uphold the quality and optimum utilization of these physical facilities. To accomplish the above standard, the HEI shall meet the following indicators:

### **INDICATORS**

1. Planning, Management and Maintenance of Physical Plants:
  - a. The HEI shall develop a comprehensive management plan of physical facilities in response to the present and future needs. This plan shall be periodically reviewed and updated.
  - b. The HEI shall prepare the physical facility development and renovation plan in relation to the acquisition of resources or allocation of the required capital and operating funds for supporting the institutional functioning.
  - c. Replacement of outdated equipment shall be clearly scheduled, budgeted for and purchased.
  - d. The HEI shall regularly conduct inventory controls.

- e. The HEI shall have or plan to have land, buildings and physical infrastructure for future expansion to respond to the increasing numbers of student population.
  - f. For rented buildings, there shall be at least 5 years of lease agreement from the day of the license issued by MoEYS.
  - g. The HEI shall have map of campus displayed as to enable communication process within campus area.
2. Adequacy of Physical Facilities Supporting the HEI's Mission:
- a. The HEI shall have sufficient facilities, both in terms of quality and quantity, in response to the Mission of the institution. The physical plants include buildings, classrooms, meeting rooms, faculty lounge, offices, restrooms, parking lot, and others.
  - b. The HEI shall be located in an environment conducive to teaching and learning with the availability of open space for sports and other activities.
  - c. The HEI shall be equipped with telecommunication facilities for the necessary and effective processes of communication.

3. Health, Safety and Security Issues:

- a. The HEI shall pay attention to matters of health, safety and security within the campus.
- b. The HEI shall construct the building structures that are safe, secure and easily accessible to students and students with disabilities.
- c. Student housing, if provided, shall be designed in a healthy and safety environment and be competently staffed.
- d. Food service, if provided, shall be in response to the health and sanitation needs of the consumers.



## **STANDARD 8: FINANCIAL PLAN AND MANAGEMENT**

Financial planning and financial management system shall be in place to ensure that there are effective mechanisms for financial controls. These shall provide a basis for sound decision-making. The adequacy of its financial resources is judged based on the Mission of the institution, the scope and diversity of its programs and services, and the number and type of its students. To accomplish the above standard, the HEI shall meet the following indicators:

### **INDICATORS**

1. Adequacy of Financial Resource:
  - a. The HEI shall have sufficient financial resource to ensure the quality and sustainability of its programs and services.
  - b. The HEI shall have adequate monetary reserves in an authorized bank to ensure the sustainability of its programs.
2. Financial Planning and Budgeting:
  - a. The HEI shall have clear financial management policies.
  - b. The HEI shall develop a financial plan that engages with the Mission of the institution.
  - c. Annual budgets, long-range projections, including long and short-term budget plans shall reflect the realistic assessment of resource availability and expenditure requirements for academic priorities and various needs.

- d. Faculty/Department representatives and other relevant bodies of the institution shall be given opportunities to get involved in the development of the budget and financial plans.

3. Auditing:

The HEI shall undergo regular audits following the procedures determined by the Governing Board and Ministry of Economics and Finance or National Audit Authority.

4. Effective Use of Finance:

- a. The HEI's finance shall be managed and used effectively, and on the right track in order to ensure for the smooth conduct of its educational programs and quality.
- b. Financial personnel shall have experience, expertise and a clear understanding of the educational purposes of the HEI.

5. Financial Reports:

- a. Financial reports shall cover the entire operation of the HEI including revenue from enrolment fees, fundraising activities, various expenditures, and detail report on procurements.
- b. Public and Public Administrative HEIs shall submit annual or strategic development plans and annual financial reports to their parent ministries and Ministry of Economics and Finance as scheduled.
- c. Private HEIs shall submit annual/strategic development plans and annual financial reports as determined by their Governing Boards.

## **STANDARD 9 : DISSEMINATION OF INFORMATION**

The HEI shall publicly and widely disseminate, by means of newsletters, magazines, handbooks, and website etc, regarding relevant and updated information about its achievements and continuing development. This dissemination is important mean to create awareness from the society and among various stakeholders such as students, employees, parents, the academic community, and local and international constituencies. To accomplish this above standard, the HEI shall disseminate relevant information as follows:

1. Mission and students' expectations
2. Governing governance such as organizational structure, Governing Board, administrators, and other councils/committees
3. Information regarding tuition fees and other services of HEI
4. Information regarding students' scholarship awards
5. HEI's managerial decisions
6. Conditions and number of students admitted into each Faculty and specialization
7. Principles of academic requirements for the various degree programs
8. Documents and information regarding curriculum, policies and other institutional regulations
9. Annual reports setting out the various activities of the HEI



10. Documents related to academic programs and the contribution of the HEI to development in the Kingdom of Cambodia
11. Accreditation results
12. Strategic plan on the development of HEI in the improvement of its educational quality, and
13. Other necessary information

Article 3:

Any provision contrary to this Decision shall be deemed worthless.

Article 4:

The Accreditation Committee of Cambodia, The General Secretariat of ACC and Higher Education Institutions shall effectively carry out this Decision from this date of signature.

Phnom Penh, 18 February 2009

Chairman of Accreditation Committee of Cambodia

Sok An

CC:

- OMC
- MoEYS
- Relevant Ministries/agencies
- Cabinet Office of Prime Minister
- Cabinet Office of Deputy Prime Minister
- ACC' Members
- Achieves