



Kingdom of Cambodia

Nation Religion King

Royal Decree

NS/RKT/0303/129

on

Accreditation of Higher Education

We,

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Reach Harivong Uphato Suheat Visothipong Akamohaborasrat Nikarodom Thammik

Mohareacheathireach Boromaneat Boromabopit Preah Chau Krong Kampuchea Thipdey

- Having seen the Constitution of the Kingdom of Cambodia
- Having seen the Royal decree NS/RKT/1198/72 dated November 30, 1998 on the formation of the Royal Government of the Kingdom of Cambodia
- Having seen the Law on Organization and Functioning of the Council of Ministers, promulgated by Kram 02/NS/94 dated July 20, 1994
- Having seen the Law on Common Statute of Civil Servants of the Kingdom of Cambodia, promulgated by Kram 06/NS/94 dated October 26, 1994
- Having seen the Law on Establishment of the Ministry of Education Youth and Sports, promulgated by Kram NS/RKM/0196/01 dated January 24, 1996
- Having seen Royal decree NS/RKT/1297/91 on the Judicial Statute of Public Enterprise
- Having taken into account the inform of Samdach Minister of the Kingdom of Cambodia

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CHAPTER I
GENERAL PROVISIONS

Article 1:

The purpose of this Royal decree is to establish a judicial mechanism to administer the accreditation of higher education for all higher educational institutions to ensure the promote academic quality for greater effectiveness and quality consistent with international standards and to determine the organization of structures, roles, functions and duties regarding the administration of the accreditation process of higher education for all higher educational institutions which grant degrees i.e. from bachelor degree in the Kingdom of Cambodia. This judicial mechanism was named the Accreditation Committee of Cambodia as of “ACC”.

Article 2:

Any higher educational institution, which grants a bachelor in the Kingdom of Cambodia, is subject to accreditation. To be accredited each higher educational institution shall be evaluated on management system, academic quality and curriculum. Only accredited higher educational institutions are entitled to grant certificate of bachelor, master and PhD degree.

Article 3:

The establishment and management of higher education institutions which have not been recognized by ACC shall be under the competencies of the Ministry of Education Youth and Sports. Those higher educational institutions shall apply for the recognition from the Accreditation Committee of Cambodia within three (3) months after the date of operation.

CHAPTER II

Functioning of Accreditations

Article 4:

Any higher educational institution, which grants a bachelor, shall be abided by the functioning of accreditations. The accreditation is to be granted through an evaluation process by applying minimum standards for institutional accreditation as a criteria regarding to the academic curriculum of

those higher educational institutions. Minimum standards for institutional accreditation are the evaluation on the operation of each higher educational institution stated in article 9 of this Royal decree.

Article 5:

There are two level of institutional accreditation in the Kingdom of Cambodia:

- Temporary accredited to on-going institutions
- Fully accredited

Article 6:

Temporary accredited shall be granted permission of ACC to all on-going institutions which have fulfilled or had clear planning in fulfillment of minimum standards for institutional accreditation defined by ACC. In principle three (3) years after granted temporary accredited such institutions shall achieve the high quality educational standards in order to obtain fully accredited. Temporary accredited institutions shall maintain its current name and providing report on institutional development and progress to ACC on an annual basis.

Article 7:

On-going institutional which has been granted temporary accredited shall provide documents on necessary measures to be taken in order to obtain fully accredited within specific time period defined by ACC. ACC might delay in granting fully accredited to any temporary accredited institution based on appropriate reasons such as failing in fulfill of conditions to obtain fully accredited by the deadline.

Article 8:

Fully accredited shall be granted to any higher educational institution which has successfully fulfill the requirements of minimum standards for institutional accreditation defined by ACC.

Article 9:

ACC shall describe in details about minimum standards for institutional accreditation to all higher educational institutions in the Kingdom of Cambodia including of following factors:

A- Mission

- clearly defines institution's mission
- involvement in the social development of Cambodia

B- Governing Structure, Management and Planning

- roles and responsibilities, governing structure and membership of Board of Directors
- strategic plan
- roles and duties of rector, dean or director
- structure and organizational chart
- internal management committee

C- Academic program

- contents and curriculum
- effectiveness of teaching
- application of credit system and credit transfer
- principles in student's appraisal
- responsibilities mechanism and measures in obtaining information from concerned bodies
- research
- internal quality assurance system

D- Teaching staff

- qualifications and experiences of teaching staffs
- staff development
- remuneration and salary scale
- staff contract
- Nomination and promotion of staff

E- Student and student services

- Policies on student's enrollment
- Necessary subject
- Determination of study costs
- Scholarship
- Community services

F- Teaching and Learning Resources

- Library, experimental room, materials, equipments and other resources
- Provision of information technology

G- Physical Facilities

- management of physical facilities
- number of classroom and size of classroom
- maintenance procedures
- healthy, safety and security standards
- communication means
- others

H- Financial Management and Planning

- Preparation of budget and planning
- auditing

I- Dissemination of Information.

- governance bodies
- information on scholarship
- decision of leading bodies
- documents and information of academic program
- information on study costs

Others minimum standards defined by ACC.

Article 10:

ACC shall be composed of the following memberships:

- | | |
|---|---------------------------|
| - Minister of Ministry of Education Youth & Sports | Chairman |
| - Minister in charge of Council of Minister | Permanent deputy chairman |
| - 5 voted in dignitary Cambodian personnel qualified in institutional management or policy making for higher educational institutions | Member |

ACC has two experts having experiences in institutional accreditation in other countries as advisor.

Article 11:

All members of ACC are nominated on a part-time work basis and granted allowance through the council of minister.

ACC shall have a Secretariat General lead by one General Secretary in which equal to the position of Under Secretary of State and other Executive Secretary as assistant due to the necessity of. Membership, organization and functioning of Secretariat General of ACC shall be defined by Sub-decree.

ACC shall have own internal regulations and stamp.

Article 12:

ACC bears rights in recruiting experts/specialists in defining/evaluation of respective accredited subjects. Those experts/specialists shall be organized into a specialist sub-committee under the management of ACC. Any higher educational institutions which are administered by ministries or state departments besides the Ministry of Education Youth & Sports, the ministers or legal representatives of such ministries or state departments shall be invited into this specialist sub-committee.

Article 13:

Member of ACC is subject to three (3) years term and can be reelected for extra three years.

Article 14:

Ministry of Education Youth & Sports shall establish a nomination committee to elect member of ACC. To ensure highest effectiveness of this election, the Ministry of Education Youth & Sports shall inform to the nomination committee to nominate membership of ACC.

Article 15:

In electing candidates of membership of ACC, nomination committee shall select through election process with the ultimate voice (50 + 1). A list of five (5) voted in candidates shall be submitted to the Ministry of Education Youth & Sports later on. Based on the elected list, the Ministry of Education Youth & Sports shall prepare necessary documents propose for the nomination membership of ACC by Royal degree. Nomination committee also has a role in proposing new nomination of membership of ACC whenever there is a vacancy.

Article 16:

Membership of nomination committee shall be composed of the following:

- Representative of the Ministry of Education Youth & Sports Chairman

- | | |
|---|--------|
| - Rector or Dean or Director of higher educational institutions recognized by the Ministry of Education Youth & Sports in the Kingdom of Cambodia one from each institutional | Member |
| - Representative of each governed institutional | Member |
| - Representative from Council of Minister | Member |

Nomination committee may also invite:

- | | |
|--|-----------|
| - Representative of foreign donors leading roles in higher education | 3 persons |
| - Representative from Agence Universitaire de la Francophonie (AUF) | 1 person |
| - Representative from ASEAN University Network | 1 person |
| - Representative from SEAMEO RIHED | 1 person |

To participate in the nomination process of ACC membership.

Article 17:

All higher educational institutions wish to offer training of bachelor degree shall fulfill and guarantee of fully accredited. Any fully accredited institutions wish to establish new training curriculum shall also conform to the accreditation procedures. ACC shall determine necessary conditions on accreditation including of conditions stated above of this Royal decree.

Article 18:

All information related to accreditation shall be widely publicity disseminate. The public have rights to such information. The Ministry of Education Youth & Sports has a responsibility in disseminating information about the condition of each higher educational institution to all educational institutions in the Kingdom of Cambodia. ACC is responsible to disclose results of their findings to the public. Respective higher educational institutions is obliged to clearly publicly announce on the level of accreditation granted from ACC.

Article 19:

All higher educational institutions shall submit annual report to ACC and circulate a copy to the Ministry of Education Youth & Sports, a copy to keep at the subject institutions and another copy to be kept at the national library.

Article 20:

Procedures and working conditions of ACC shall be determined by internal regulations conform to the regulations stated in this Royal decree. All official decisions of ACC shall be made in written with the ultimate voices of (50 + 1).

Article 21:

ACC has the following roles and duties:

- Determine accreditation policies and necessary measures in ensuring the quality of education of all higher educational institutions in the Kingdom of Cambodia.
- Decide the level of accreditation for higher educational institutions
- Accredite foundation year course program to the first year students in respective higher educational institutions, keeping records of evaluation of each higher educational institution on accreditation and academic curriculum.
- Evaluate on higher educational institutions based on monitoring process
- Contact with national or international bodies regarding to accreditation and educational quality assurance
- Ensure good collaboration of concerned parties regarding to results of higher educational institutions proposed for accreditation
- publicity findings of ACC regarding to accreditation
- ACC shall reevaluate and provide accreditation to any fully accredited higher educational institutions of every five years.

Article 22:

Any foreign higher educational institution wish to offer educational training and granting certificate of higher education in the Kingdom of Cambodia shall apply for accreditation from ACC and goes under the same procedures of higher educational institution in Cambodia. Foreign higher education institutions are allowed to collaborate with any fully accredited higher educational institutions of Cambodia unless they have granted accreditation from the government or said accreditation government body.

CHAPTER V

Educational Quality Assurance

Article 23:

Educational quality assurance is a means for all higher educational institutions to verify on any defined standards in which they are supposed to guarantee and improve. Educational quality assurance in the Kingdom of Cambodia shall be done in two pictures i.e. internal and external evaluation.

Article 24:

Internal evaluation is a process of educational quality assurance in which every higher educational institution shall review on annual basis to ensure that their defined objective in teaching, learning, research and other objective have been fully achieved. ACC shall provide necessary guidelines in this internal evaluation process.

Article 25:

Official external evaluation shall be done based on reports in which individual higher educational institution submitted to ACC on of progress made and improvement of which point out by ACC on the process of educational quality assurance.

Article 26:

Every higher educational institution is obliged to publicity results of educational quality assurance in which they have achieved every year. This publicity shall be done in clear and easy understanding written manner.

CHAPTER IV

Defining of Minimum Standards of Academic Program

Article 27:

Academic program is a compilation of one or more specialized subjects pursued in order to obtain certificate of higher education.

Article 28:

In order to obtain certificate of bachelor degree, students are supposed to pursue a full-time or qualified part-time foundation year. Any student successfully achieved this foundation study shall be granted certificate of foundation study. Every student is subject to pursue full-time or part-time program of recognized credit system in order to obtain certificate of bachelor degree.

Article 29:

Enrollment conditions for foundation study shall be defined by respective higher educational institution conform to the guidelines of ACC in which considered as a part of accreditation. Enrollment for foundation study is relied on the results of individual state exam of high school certificate. Within approval of ACC individual higher educational institution can define conditions for elderly students and students from any technical institution or post-high school institution to pursue studying in own educational institution.

Article 30:

Subjects for foundation study shall be derived from the four educational sectors as following:

- art & mankind
- mathematics, science and computer technology
- social science
- foreign language

Each subject in the four sectors shall equal at least 20% of the total credit score for foundation study. Pursuing subjects in foundation year shall be conformed to the selected major of every student. However, every student has to take necessary subjects in order to pursue studying of bachelor degree.

Article 31:

Below subjects shall be included into art and mankind sector:

- Literature
- History
- Philosophy
- Fine arts
- Music
- Archeology
- Religious study

- Khmer study

Other subjects approved by ACC.

Article 32:

Below subjects shall be included into mathematics, science and computer technology sector:

- Mathematics
- Chemistry
- Biology
- Physics
- Geology
- Environmental study/Ecology
- Science
- Computer technology
- Other subjects approved by ACC.

Article 33:

Below subjects shall be included into social science sector:

- Political science
- Public administration
- Sociology and anthropology
- Physiology
- Economics
- Geography
- Demography

Article 34:

Below subjects shall be included into foreign language sector:

- English
- French
- Other languages

Article 35:

Every higher educational institution shall request for approval from ACC in order to issue certificate of foundation year. To be granted approval each higher educational institution shall ensure enough capacity in enrolling of at least 500 full-time students or qualified part-time students. Foundation year shall be organized by the foundation department of individual higher educational institution. Certificate of foundation year shall consist of defined subject in this Royal decree.

Article 36:

All higher educational institutions shall have criteria in enrollment students for bachelor degree. These criteria shall also include the successful passing exam of foundation year. In exceptional cases, the higher educational institution can allow students with certificate post-high school from other institution to enroll for bachelor degree at respective institution. This mechanism shall also granted approval from ACC.

Article 37:

All higher education institution shall prepare academic program based on credit system. In order to obtain certificate of bachelor or foundation year or other higher certificates, every student is supposed to complete all credits in each subject determined by the said institution.

Article 38:

Academic program for certificate of higher education and foundation year shall compose of clearly defined credit subjects. In general, value of a credit is equal to one teaching hour in a week of a semester. For practical subject learning duration may be extended. ACC shall define modality and additional guidelines on the arrangement of credit system.

Article 39:

Credit system is a mechanism to coordinate part-time learning or a combination of full-time and part-time learning.

CHAPTER V

Credit Transfer

Article 40:

Credit transfer is an official recognition of a higher educational institution to any subjects a student successfully completed at another higher educational institution.

Article 41:

Every higher educational institution shall recognize credit of another accredited higher educational institution. However, final decision in accepting credit transfer is the rights of such higher educational institution. ACC shall prepare modality to facilitate this credit transfer.

CHAPTER VI

Defining Type of Higher Educational Institution

Article 42:

Type of higher educational institution shall be determined by Sub-decree on Criteria on the Establishment of University.

CHAPTER VII

Scholarship

Article 43:

All public or private higher educational institution can offer scholarship to competent students. Scholarship might be derived from different sources. For private higher educational institution funding of scholarship can be provided by the government of other sources.

Article 44:

There are three (3) types of scholarship:

- First Type : for outstanding students
- Second Type : for competent students of poor living conditions in pursuing education
- Third Type : for students study any major considered by the government of priority or important subject for the society.

In provision of scholarship, some important factors shall be taken into account such as of gender equity, remote areas and ethnic minority in the Kingdom of Cambodia.

Article 45:

To ensure transparency and highly effectiveness in the management and provision of scholarship, all higher educational institutions shall publicity list of granted scholarship students.

CHAPTER VIII

Institutional Managing Structure

Article 46:

The Ministry of Education Youth and Sports is responsible for higher education in the Kingdom of Cambodia. The Ministry of Education Youth & Sports has a duty in preparation of relevant higher educational institution within its body to become an autonomous educational institution conform to the conditions stated in the Royal decree on Judicial Statute of Public Administration Enterprise.

Article 47:

The Ministry of Education Youth & Sport shall prepare modality and a model sub-decree to facilitate the process on transferring of higher educational institution to be an autonomous educational institution as stated in article 46. Regulations stated in the model sub-decree shall be aligned with the minimum standards for institutional management defined by ACC.

Article 48:

To become an autonomous educational institution, each institution shall have:

- A- Board of Director composes of membership from subject institution, government body and civil society.
- B- Responsibility on:
 - Preparation and implementation of curriculum
 - Budgetary management
 - Staffs management
 - Tuition fees determination
 - Property management
 - Acquisition

- C- Responsibility in submit annual report to the Ministry of Education Youth & Sports and ACC. The report shall include detail information on activities and budgetary of the institution

Article 50:

ACC shall review on regular basis on the preparation of higher educational institution management to ensure that minimum standards have been respected.

CHAPTER IX

Budget

Article 50:

All higher educational institution which are governed by line ministries or departments and has received governmental budget through such line ministries or department shall continue to receive via such channel until they can be transferred as autonomous education institution. Above higher educational institutions can obtain fund from difference sources such as bilateral or multilateral aid and NGOs. They bear rights to determine and received tuition fees from students and other services.

Article 51

Autonomous higher educational institutions can receive fund from various sources such as government, bilateral and multilateral aid and NGOs. These institutions can determine and receive tuition fees from students and the selling of other services. Fund granted from the government shall be included into the budgetary plan of governing ministries or departments. This fund is granted through chapter 10 on salary and allowances for civil servants and chapter 31 on the scholarship. The current budget stated in chapter 11 and chapter 13 or the Royal government shall be included into this chapter 31. For the budget which has been deducted due to the downsizing of civil servants of chapter 10 shall be replaced in chapter 31 on the social interventions (scholarship).

Article 52:

Total budget in chapter 10 and 31 stated in the last paragraph of above article 51 shall have been used for the expenditure on scholarship. Number of scholarship shall be paralleled with the tuition fee charge for each student at respective institutions. Rector of Director of higher educational institution shall clearly define annual tuition fees for each student.

Article 53:

The Ministry of Education Youth & Sports and the Ministry of Economics and Finance shall jointly define number of scholarship to be offered annually to the institutions. Number of scholarship shall be clearly informed in written to respective higher educational institution before the selection/enrollment done.

Article 54:

Every higher educational institution shall prepare five years strategic plan and submit to governing ministries or department by September of each year and include detail budget of the first year. This detail budget shall also demonstrate of income from payment of students and other expenditures such as extra salary for civil servants and salary for contractual staffs as well as report on acquisition.

Article 55:

Governing ministries or departments shall review/consider on the budget within four weeks and clarify if problem exist. Where there is no objection on the submitted budget from the line ministries or departments within the period of four weeks, those higher educational institutions can consider that of approval from line ministries or departments and shall not require any further approval on such budget.

Article 56:

When the budget is approved, the higher educational institution shall submit to the Ministry of Economics and Finance in order to obtain budget conform to budget plan stated in chapter 10 and chapter 31 of the Royal government.

Article 57:

Every higher educational institution shall submit their annual budget reports including of detail budget flow to line ministries or department no later than eight weeks by the end of each year.

Article 58:

Immovable properties, land and current state owned buildings which are under the management of higher educational institution shall be retain as state's properties. Public higher educational institution and board of director is responsible in maintaining of such immovable assets. In case that such higher educational institutions wish to construct new building, they have to propose for approval through the government budget.

CHAPTER X

Private Higher Educational Institution

Article 59:

Private higher educational institution shall be granted accreditation and make sure that educational quality has been assured as public higher educational institution. To be accredited private higher educational institutions shall apply for to ACC of the following documents:

- Strategic plan in developing own institution to participate in improvement/enhancement of higher educational sector in the Kingdom of Cambodia
- Provide detail plan on membership and measures in nomination of board of director with the participation of civil society
- Conditions in nomination of rector, dean and director of the institution
- Measures in preparation and management of institutional property and finance
- Provide annual financial and activities reports and retain such documents for the public

Article 60:

Private higher educational institution can lease state immovable assets, land and buildings. Leasing fee shall be agreed by both parties i.e. private institution and the government and be aligned to the number of scholarship offered by such institution to the students. Private higher educational institutions possess rights in managing and constructing of new building on the lease land unless granted approval from the government.

CHAPTER XI

Accreditation Committee of Cambodia Resources

Article 61:

ACC have a separate budget line which is annexed to the budget of the council of minister. Budget resources of ACC are granted from the national budget and other sources.

CHAPTER XII

TRANSITORY PROVISIONS

Article 62:

To ensure timely and highly effectiveness on the organization and functioning of accreditation in the Kingdom of Cambodia, the Royal government will organize ACC in their first term.

CHAPTER XIII

FINAL PROVISION

Article 63:

Any provision contrary to this Royal Decree shall be deem abrogated.

Article 64:

Samdach, the minister of the Royal government of the Kingdom of Cambodia shall be responsible in implementing this Royal decree.

Article 65:

This Royal decree is enforced from date of the signature.

Promulgated in Royal Palace, Phnom Penh on 31March 2003

On behalf of His Majesty the King and by order of

the Interim Head of State

Chea Sim

Presented for the signature of His Majesty the King

The Minister

Hun Sen

To be circulated

Phnom Penh, 02 April 2003

Secretariat General of the Royal Government