



ព្រះរាជាណាចក្រកម្ពុជា
ជាតិ សាសនា ព្រះមហាក្សត្រ

Academic Policies and Student Internal Regulations
of Human Resource University

In order to ensure quality and effectiveness of education and training with the aim of building knowledge, know-how, ethics, and arts of living, which is the value and identity of HRU; students must regularly and effectively comply with all statements in the summary of the Academic Policies and Student Internal Regulations as follow:

1. All students are under the authority of the university during the period of study and training. All requests to or correspondence with the university must be made with staff members in charge in the hierarchy.
2. All information, decisions, or other official documents which are published to students are considered valid only after two days of publication. Students are obligated to access and to be aware all the information published by the university.
3. The recruitment of students for short courses, foundation year, associate's degree, bachelor's degree, master's degree and doctoral degree is carried out in accordance with the admission requirements of the Ministry of Education, Youth, and Sports and the Accreditation Committee of Cambodia.
4. Admission Requirements: Students must complete the registration form and ensure the validity of the attached documents. Students must hold at least a secondary school diploma for short courses, have taken the High School National Exam (with either passed or failed results) for associate's degree, a high school diploma (or equivalent) for foundation year and bachelor's degree, a bachelor's degree (or equivalent) for master's degree, and a master's degree (or equivalent) for doctoral degree.
5. Academic programs are carried out under the credit system, which facilitates full-time study (studying all the subjects in each semester) and part-time study (not all the subjects in each semester).
6. Academic period for each degree:
 - Short Courses: The periods are depended upon specific courses/skill
 - Foundation Year: One year with a minimum of 30 credits.
 - Associate's Degree: Two years with a minimum of 60 credits. The academic period must not exceed 3 years for full-time students and 5 years for part-time students.
 - Bachelor's Degree: Four years (including the foundation year) with a minimum of 120 credits. Academic period must not exceed 6 years for full-time students and no more than 8 years for part-time students.
 - Master's Degree: Two years with a minimum of 45 credits. The academic period must not exceed 4 years for full-time students and no more than 6 years for part time students.

- Doctoral Degree: Three years or more with a minimum of 54 credits. The academic period must not exceed 8 years.

7. Study Shifts:

- Monday to Friday—Morning shift starts from 7:30 to 10:30 with an additional English class from 10:30 to 11:30.
- Monday to Friday—Afternoon shift starts from 13:00 to 16:00 with an additional English class from 16:00 to 17:00.
- Monday to Friday—Night shift starts from 17:30 to 20:30 with no additional English class.
- Saturday-Sunday Group 1— Morning sessions start from 7:00 to 11:50 and afternoon sessions from 13:30 to 16:30.
- Saturday-Sunday Group 2: For Saturday, sessions start from 12:00 to 20:30; for Sunday, morning sessions start from 7:30 to 12:00 and afternoon sessions from 13:30-16:30.

8. Students are given rights to choose major, evaluate lecturers/professors (survey), transfer school, suspend study, change shift, use libraries, receive counseling and other services, request, complain, attend seminars, participate in university events or activities, and others as stated in the Student Internal Regulations.

9. All students are obligated to pay tuition fees, study hard, be punctual, maintain good disciplines, promote the university, take care for university's properties, and comply with the policies, regulations, and decisions of the university.

10. All students must be disciplined, adhere to good moral integrity and personal dignity, always wear student ID card on campus, and dress appropriately as required by the university. Students who study in the morning and afternoon must wear uniform from Monday to Wednesday.

11. Students are obligated to follow the academic calendar and schedule set by the university, maintain order or good behavior during classes, listen carefully to every lecture, and avoid all passive behaviors which interfere with teaching in class and learning of other classmates.

12. Students must avoid all forms of gambling, alcohol, drugs, weapons/explosives, gangs, and other activities that ruin the honor of the university, society and all political activities are absolutely prohibited.

13. Accessing the Library: When accessing the library, students must comply with the library's rules and regulations.

14. Leave Policy: Students must state the reasons for taking leave clearly and have evidence attached to the leave form upon requesting. The authorization is made by the class patron and passes the discretion of the Disciplinary Council if necessary.

15. Requesting or Providing Information: Students can request or provide information through the class monitor, class patron, administrative office, academic office, the vice rector in charge, or through the university mailbox.

16. The outstanding students from number 1 to 5 will be granted either a letter of appreciation or an outstanding award.

17. Semester Exam: There are two semester exams in each academic year: the first semester and the second semester. Students who fail any semester exam in any academic year are allowed to retake the exam which is organized by the university.

18. Assessment Policy: Attendance, discipline and ethics (20%), mid-term exams (15%), assignment (15%) and final exams (50%). Semester scores may vary according to the necessary of each subject. Scoring less than 50% in any subject is deemed to fail on the subject.

19. State Exam: Students may take the state exam at end of each program only if they have passed all the subjects studied in each academic year, completed their internship, written thesis, and defended it successfully (for students who write and defend thesis). Subjects on state exams that score 50% or above are considered passing. Scores for writing and defending thesis which are 60% or above (for those who write and defend thesis) are considered passing as stated in the university policies.

20. Exam Policies: Students must comply with the exam policies. They have to listen to the invigilator's instruction, sit at the right place, sign the attendance list, fill in the header section as instructed, keep silent, and not bother other students. Students are not allowed to leave the exam room without permission. Phones must be set in silent mode. Phones or other forms of communication media are not allowed during exams. Students must submit the exam papers even without answers. Taking an exam for or helping another student during an exam is prohibited. Students are not allowed to copy others' work or exchange of answers during an exam.

21. Students may request for a degree, temporary certificate of graduation for each degree level, foundation year certificate, academic transcript, and study certificate only if they meet all of the academic requirements and all the university policies.

22. First Aid Service: Students with health problems may receive first aid service at the university campus. In case of serious illness, students are transferred to any nearby partner hospital for treatment.

23. Students may use classrooms for extra works of individual or of the team work with permission from the university.

24. Management, disciplinary council, related offices, staff, lecturers/professors, and students of Human Resource University are obligated to implement these policies and internal regulations effectively.

Phnom Penh, 17th September, 2018