

STUDENT HANDBOOK

2025-2026



We Make Marks!

TABLE OF CONTENTS:

Welcome Message.....	3
DMC Introduction.....	4
Vision and Mission.....	5
Program Educational Objectives (PEOs).....	5
Program Learning Outcomes (PLOs).....	6
Department Facilities and Resources.....	7
DMC HOUSE RULES.....	9
ARTICLE 1: OBJECTIVE.....	9
ARTICLE 2: LIMITATION.....	9
ARTICLE 3: MEDIUM OF INSTRUCTION.....	9
ARTICLE 4: COURSE DURATION AND FORMAT.....	9
ARTICLE 5: COURSE ASSESSMENTS.....	10
ARTICLE 6: EXAMINATIONS.....	11
ARTICLE 7: PROMOTION.....	12
ARTICLE 8: STUDENT GRIEVANCE.....	13
ARTICLE 9: ACADEMIC INTEGRITY.....	14
ARTICLE 10: GRADING SYSTEM.....	14
ARTICLE 11: TRANSCRIPTS.....	15
ARTICLE 12: ATTENDANCE POLICIES.....	15
ARTICLE 13: INTERNSHIP.....	16
ARTICLE 14: EXCHANGE PROGRAM.....	17
ARTICLE 15: RULES FOR FACILITY AND EQUIPMENT USAGE.....	17
ARTICLE 16: LIBRARY USE.....	18
ARTICLE 17: CONTRIBUTION.....	18
ARTICLE 18: GRADUATION.....	19
ARTICLE 19: CODE OF PERSONAL CONDUCT.....	19
ARTICLE 20: SOCIAL SERVICES.....	20
ARTICLE 21: CREATING A SAFE AND INCLUSIVE LEARNING ENVIRONMENT.....	20
ARTICLE 22: PLASTIC-FREE CAMPUS INITIATIVE.....	20
ARTICLE 23: DMC MEDIA CLUB.....	20
ANNEXES.....	22

Welcome Message from Our Head of Department

Dear Students,

It is my pleasure to welcome you to the Department of Media and Communication (DMC) of the Royal University of Phnom Penh. By choosing the BA in Media Management at the DMC, you have joined a rigorous, rewarding program that prepares you to be a leader, innovator, and responsible practitioner of the media and communication industry.

While the following pages explain what and how you will learn, I want to focus on why our curriculum pushes you beyond your comfort zone. During your journey, you will engage in various academic activities, including conducting interviews, writing news stories, producing and managing media projects, addressing ethical issues in digital storytelling, and completing other required assignments. Therefore, we expect integrity, curiosity, creativity, and discipline from the moment you arrive on campus.

This handbook guides you through your time here. It makes clear our standards of excellence and our expectation of mutual respect in this community. Our rules, from academic integrity to environmental initiatives, are more than administrative—they form the professional culture you will join in the industry after your graduation.

While at the DMC, I encourage you to experiment boldly, collaborate widely, and be unafraid to fail forward. Our faculty and facilities exist to support your learning and growth. However, achieving success in your academic journey at the DMC depends on your initiative and commitment to the highest standards.

I look forward to the diverse perspectives you will contribute to the DMC and, eventually, to the development of the Cambodian media industry.

Welcome to the DMC family.

Best regards,

Ung Bun Y
Head of the DMC

DMC Introduction

The Department of Media and Communication (DMC) at the Royal University of Phnom Penh (RUPP) was established in 2001 as the first academic training centre for communication, journalism, and media in Cambodia.

The Bachelor of Arts in Media Management at the Department of Media and Communication (DMC) is a comprehensive, competency-based programme designed to prepare a new generation of media leaders for Cambodia. The curriculum holistically integrates timeless journalistic values—such as ethical practice, rigorous fact-gathering, and compelling storytelling—with the challenges and opportunities of the digital age. The programme is founded on the principle of developing both social responsibility and future employability, cultivating graduates who possess not only in-depth knowledge and advanced analytical skills but also the critical management competencies required to lead and innovate in the fields of mass media, communication, and journalism.

The Department of Media and Communication (DMC) is committed to a competency-based, socially-conscious approach to teaching and learning. Our philosophy aims to develop media professionals who are not only technically proficient and workforce-ready but are also critical thinkers and responsible citizens. Through a curriculum that integrates practical skills with rigorous analysis, we seek to develop human capital equipped with the critical reasoning and ethical decision-making skills to navigate the complexities of the modern media landscape, and a deep awareness of their potential to contribute to the nation's prosperity by fostering a socially responsible media that serves and strengthens Cambodian society.

Address: DMC/CCI, RUPP, Russian Blvd., Phnom Penh, Cambodia, 12156

Tel/Fax: +855 23 884 408

Email: admin@dmc-cci.edu.kh

Office Hours:

- Mon – Fri: 8:00 AM – 7:30 PM (Library till 5:00 PM)
- Sat: 8:00 AM – 12:00 PM
- Sun & Holidays: Closed

Vision and Mission

Vision: To be Cambodia's premier undergraduate program, recognized in the region for producing ethical and professional leaders, and skilled managers in the mass media, journalism, and communication fields.

Missions:

1. To equip students with the essential knowledge, practical skills, and ethical values to excel as effective mass media and communication practitioners.
2. To advance knowledge and innovation in communication through quality research and innovative media production.
3. To contribute to Cambodian society by fostering a free, viable, and socially responsible media.

Program Educational Objectives (PEOs)

PEO 1: Be established media professionals who successfully manage media projects and teams, advancing into positions of increasing responsibility in the Cambodian and regional media industry.

PEO 2: Be recognized for applying analytical skills, sound ethical judgment, and effective communication strategies to solve complex, real-world challenges in media and communication.

PEO 3: Contribute positively to society by producing responsible media content and upholding professional standards that support community development and ethical Media practices.

Program Learning Outcomes (PLOs)

Domain	PLOs	PLO Statements
Knowledge	PLO1	Analyze the roles and impacts of media on society by applying foundational communication theories and professional concepts.
Cognitive	PLO 2	Evaluate ethical and legal challenges in media and journalism to make professionally responsible decisions.
	PLO 3	Devise solutions to professional media challenges using critical, analytical, and creative thinking.
	PLO 4	Produce accurate, fair, and compelling journalistic content for multiple media platforms.
	PLO 5	Apply core principles of management and leadership to media projects and organizations.
Interpersonal Skills & Responsibility	PLO 6	Work effectively and responsibly, both independently and in diverse teams, demonstrating strong time and project management skills.
	PLO 7	Develop and deliver effective messages tailored to specific audiences, purposes, and contexts.
Numerical Skills, IT & Communication	PLO 8	Apply quantitative and qualitative research methods to gather, analyze, and report data for media production.
	PLO 9	Create and design professional-quality audio, visual, and digital media content using contemporary software and information technology.
Psychomotor Skills	PLO 10	Skillfully operate a range of audio, visual, and production equipment for media creation.
	PLO 11	Demonstrate proficiency in using digital post-production software for video editing, graphic design, and audio mixing to produce content that meets professional standards.

Department Facilities and Resources

Faculty: Our Department is comprised of professors and media/communication experts from overseas, as well as experienced Cambodian lecturers holding PhD and Master's degrees.



Guest Lectures and Study Visits: In order to broaden our students' career horizons and help connect them to current media-related professionals and the workplace, the DMC arranges guest lecturers and study visits with relevant speakers and organizations from across the industry.



Computer Lab: Besides the computer facilities in the library, the DMC houses a computer lab for computer skills training and audio and visual editing.



Video Studio and Audio Recording Room: The DMC has its own fully equipped radio and TV studios for students to practice their skills and produce their own programs. To further the needs for technical processes, we equipped the editing room with high-capacity machines.



Library: DMC library is open six days a week (except on public holidays). It houses over 2,000 books covering such topics as communication, media, journalism, political science, sociology, and other social sciences. It also offers a broad collection of newspapers, magazines, periodicals, research reports, and radio and TV productions. The library further provides other facilities, including cable TV, printing and copying, and a dozen computers with internet access.



Audiovisual Equipment: At DMC, we offer students more than just classrooms. We provide access to professional equipment that allows students to practice and work on classroom assignments or projects, enabling them to deliver their work while gaining hands-on experience.



DMC Alumni Cafe: A cozy corner on campus where learning meets relaxation. Whether you're here to study, catch up with friends, enjoy a warm cup of coffee, or share a meal, the DMC Alumni Café offers the perfect space to recharge. Surrounded by greenery, it's not just a café—it's a place to feel connected, inspired, and at home.



DMC HOUSE RULES

ARTICLE 1: OBJECTIVE

These rules intend to impose institutional best practices for both students and academic staff of the Department of Media and Communication of the Royal University of Phnom Penh only.

ARTICLE 2: LIMITATION

All the articles of the House Rules shall not be adverse to, and thereby subject to the rule and regulation provisions set forth by the Royal University of Phnom Penh.

ARTICLE 3: MEDIUM OF INSTRUCTION

English has been chosen as the medium of instruction for all courses.

ARTICLE 4: COURSE DURATION AND FORMAT

1. The duration of the program is 8 semesters. The curriculum is structured across three main levels:
 - Foundation Courses (Year 1): This level includes university-level general/common courses (e.g., General Psychology, Foundation of Sociology) and core disciplinary introductions (Foundation of Mass Communication, Principles and Practices of Journalism). These courses build the fundamental knowledge and broad perspectives necessary for advanced study.
 - Intermediate Courses (Year 2 & 3): This level focuses on developing professional competencies. Students engage with a succession of major-specific courses that build skills in print media, broadcast production, and research methodologies. The courses are planned to be integrated; for example, writing skills are developed alongside visual design skills to build a holistic professional competence.
 - Advanced Courses (Year 4): This level focuses on specialization and high-level application. Courses in media management, leadership, and digital convergence

prepare students for leadership roles. The curriculum culminates in an advanced specialization pathway, allowing students to choose between a research-oriented thesis or an industry-oriented creative project/exit exam, thereby integrating and demonstrating their cumulative learning.

- 3 months of full-time or 6 months of part-time experiential learning (internship).

1. All students shall be required to study all courses and shall meet all the requirements to earn credits toward their degree.
2. Students who fail to meet the requirements of any course shall repeat the course.
3. Students shall not be allowed to repeat each course more than two times.
4. Maximum Study Duration:
 - Foundation Year Limit: Students must complete all Foundation Year requirements within a maximum of 2 academic years.
 - Total Program Limit: Students must complete the entire degree program within a maximum of six 6 years from their initial enrollment date.
5. Suspension Limit:
 - a. Students enrolled in the Foundation Year are not permitted to suspend their studies. They must complete the full academic year or withdraw from the program entirely.
 - b. Fee-paying students in Years 2 through 4 are eligible to apply for a suspension of study for one academic year. Scholarship students are not allowed to do so.
6. Any student who suspends their studies without formal approval, or who fails to return after the approved two-year period, will have their name permanently removed from the school registry (Termination of Student Status).

ARTICLE 5: COURSE ASSESSMENTS

Every course conducted at the DMC shall be assessed by:

1. Formative assessments (40%)
2. Summative assessments (60%)

FORMATIVE ASSESSMENTS (40%): This is based on a student's continuous engagement and performance throughout the semester. It includes assignments, quizzes, class participation, group projects, and presentations.

1. Homework, quizzes, review tests, and written assignments (s) shall be conducted within each semester.
2. Homework can be assigned to students in every session.
3. In any case, quizzes could be conducted without advance notice.
4. Students shall be allowed at least one month to complete each major written assignment.

SUMMATIVE ASSESSMENTS (60%): This is based on a typical mid-term and final examination or a major capstone project at the end of the semester, designed to evaluate the student's overall achievement of the course learning outcomes.

1. The semester exam serves to demonstrate comprehensive knowledge and familiarity with a major field or subject. All examination papers shall be given only by examiners approved and confirmed by the Head of the Department of Media and Communication.
2. Students shall be informed about the assessment tests at least 2 weeks before each test is conducted.
3. The student's performance shall be assessed and marked in conformity with the grading system of Article 9.
4. Semester examination shall be conducted during the last week of each semester.

ARTICLE 6: EXAMINATIONS

Students are allowed to sit for the final examination only when their attendance satisfies the requirements in Article 12. If a candidate is found cheating in an examination, the exam paper will be considered invalid.

The RUPP's study office will announce the final score of each subject at the end of each semester. Students shall be responsible for tracking their scores and getting in touch with the Department if a supplementary exam is needed.

SUPPLEMENTARY EXAMINATION

1. Students who fail the examination shall be allowed to re-sit once, but will only be scored 50 if passed. The supplementary Exam shall be conducted within one week after the final result is announced.
2. Students have to pay for the supplementary exam, which is 80,000 KHR per subject, to the DMC accountant. The DMC academic admin will arrange the supplementary exam only after receiving the payment receipt from the students.

FAILURE TO SIT IN EXAMINATIONS

1. Students who fail to sit in any examination shall automatically fail the subject and will not be allowed to take supplementary exams.
2. Students shall ask for permission from the head of the Department in advance (or later in an emergency case) if they cannot sit in the scheduled examination. Evidence is required for the Department to consider the approval. If approved, the students have to pay for the rescheduled examination. The payment fee is 80,000 KHR per subject.

ARTICLE 7: PROMOTION

Students must fulfill all academic and attendance requirements for promotion to the next academic year. To pass any course, a student must achieve a minimum score of 50%.

1. A student who fails a course in any semester is eligible to sit for a supplementary examination for that semester, provided they have fulfilled the attendance requirements. However, supplementary examinations are not offered for the exit examination of the fourth year; students who fail one or more courses in that examination must retake the examination in the following academic year.

2. If a student fails three or more courses in a single academic year after taking supplementary examinations, they must repeat that entire academic year. Students may repeat a full academic year only once at each year level.
3. All students are eligible to sit for all semester examinations. However, if a student fails to meet the attendance requirement for any course, their examination score will be invalidated, regardless of performance. The student must then repeat the course automatically and will not be eligible for a supplementary examination. In this case, both the attendance and score records for that course will be marked as 'F'.
4. Foundation Year students will not be promoted to the second year if they fail one or more courses by failing the attendance or after taking the supplementary examination.
5. For Years 2 and 3, a student who fails fewer than three courses in a semester after supplementary examinations will be promoted to the next academic year. However, they are required to repeat only those specific failed courses.
6. Fourth-year students with any outstanding courses from Year 2 to Year 4, Semester 1, are not permitted to sit for the exit examination.

ARTICLE 8: STUDENT GRIEVANCE

Students have the right to file a grievance verbally, in writing, or via the electronic system to the relevant faculty/department within a maximum of 30 working days from the date the incident occurred.

- Verbal Grievance (Direct person-to-person communication):
 - Students, parents, or guardians can meet directly with staff or faculty members to provide information or raise concerns regarding issues they are dissatisfied with, based on clear evidence.
 - In the event that the student, parent, or guardian is not satisfied with the outcome of the verbal grievance, they have the right to prepare a formal written grievance to the relevant department/faculty, accompanied by clear evidence.
- Written Grievance:

- Students, parents, or guardians must complete a request form (as attached in the Student Grievance Policy for student grievances and parent/guardian grievances, respectively) and submit it to the relevant office as specified.
- Grievance via Electronic System or Online Platform: Students, parents, or guardians must complete the grievance request via the electronic system or the online platform available on the university's website.

For more details, please see the [RUPP Student Grievance Policy](#).

ARTICLE 9: ACADEMIC INTEGRITY

Plagiarism, fabrication, and other forms of academic dishonesty are serious academic crimes and are not tolerated. Plagiarism, fabrication or other forms of academic dishonesty in any form will result in a fail.

Unless explicitly permitted in writing by the course instructor for a specific assignment, submitting work (in whole or in part) created by generative AI tools as original work is considered a violation of academic integrity, equivalent to plagiarism or asking another person to complete your assignment.

For more details, please see the [Academic Integrity Policy](#).

ARTICLE 10: GRADING SYSTEM

Examinations shall be marked by the examiners in charge. The following scale of marks shall apply:

Percentage	Definition	Grade	Grade Point
85-100	Excellent	A	4.0
80-84	Very Good	B+	3.5
70-79	Good	B	3
65-69	Fairly Good	C+	2.5

50-64	Fair	C	2
<49	Fail	F	1.5

ARTICLE 11: TRANSCRIPTS

1. Students' final marks in all subjects shall be recorded.
2. Official transcripts shall not be issued unless students request them from the study office of the Royal University of Phnom Penh and pay for the issuance.

ARTICLE 12: ATTENDANCE POLICIES

1. Leave request is divided into two. Leave Request: refers to a request for leave before a student takes it. Notification of Absence: refers to a leave request submitted after a student has taken it. The Notification of Absence is effective within 3 working days after the absence.
2. The approval of a one-day leave request is at each lecturer's discretion. 2 days or more leave requests shall be approved by the Department Head. The approval is evidence-based.
3. Students shall attend each course at least 80% for the scholarship students, or 70% for the fee-paying students. The calculation of the percentage is based on the actual teaching sessions, not the total sessions allocated by the Department.
4. The Department enforces punctuality: arriving 15 minutes late or more counts as late, and three late arrivals equal one unapproved absence.
5. Students are not allowed to do any assignment as a substitute for failing to attend.
6. Students' attendance at the make-up class is voluntary, and attendance shall not be counted.

Below is the calculation formula:

- 1 time (session) = 1.5 hours (or a three-hour class is equal to a two-session class)
- 1 session absence without leave = 5 % deduction

The calculation on long leave is therefore done as follows:

- Less than 1 week = 5% deduction
- More than 1 week but less than 2 weeks = 10% deduction
- More than 2 weeks but less than 3 weeks = 15% deduction
- More than 3 weeks but less than a month = 20% deduction
- More than a month but less than 6 weeks = 30% deduction

ARTICLE 13: INTERNSHIP

1. All students are required to complete an internship totaling a minimum of 480 hours at a media-related institution. This requirement must be fully completed no later than the end of Year 4, Semester 1.
2. The selection of the internship institution shall be determined by the students with the approval of the department.
3. Students must inform and get approval from the department regarding their internship institution at least two weeks before the official internship starting date. Failure to do so will cause the internship to be invalid.
4. To complete this requirement, students must provide their internship certificate and report, and the supervisor must submit an evaluation form. These steps are mandatory for graduation eligibility. The department maintains sole discretion over the final grade, which may be a Pass, Revision, or Fail.
5. For detailed information regarding specific procedures, exemptions for employed students, and report formats, students shall refer to the official Internship Policy or consult the person in charge.

ARTICLE 14: EXCHANGE PROGRAM

FOR YEAR 1 & YEAR 4 STUDENTS

1. Year 1 and 4 students are not allowed to go on any exchange or long-term training program elsewhere other than the one prescribed by the home institution.
2. Any decision other than this shall rest on the individual risk.

FOR YEAR 2 & YEAR 3 STUDENTS

1. Students who wish to go on any exchange or long-term training program shall inform and get approval from the Department and the university's International Relations Office.
2. Credits for exchange programs can be transferred only if there is an MoU between the two institutions, and if the courses to be taken satisfy the number of credits required and are relevant to the courses provided by the home Department.
3. For the institution without an MoU with the home Department, credit transfer is at the university's discretion, and is in accordance with the rules and regulations of the university. The students shall get the final approval or equivalent from the International Relations Office of RUPP before applying or attending the exchange program.
4. Students will not be granted study leave for a period greater than one academic year.

ARTICLE 15: RULES FOR FACILITY AND EQUIPMENT USAGE

EQUIPMENT

1. For their study purposes, students shall have the right to borrow and use available resources and equipment at the DMC.
2. Students must inform the person responsible at least 2 days in advance if they need to borrow any equipment.

3. To borrow any equipment for class work or assignments, students must fill in a request form and get it signed by their respective lecturer.
4. To borrow a camera, students must provide a deposit of 80,000 KHR, which will be refunded upon the timely return of the camera in the same condition.
5. Students are fully responsible for any equipment damage or loss. Late returns will incur a fine of 20,000 KHR per day.

STUDIOS & COMPUTER LAB

1. Students shall inform the person in charge at least 2 days in advance if they need to use the audio, TV studio, or Computer Lab.
2. Students shall fill in a request form and get it signed by their respective lecturer if they need to use the audio, TV studio, or Computer Lab.
3. Students will be fully liable for damage and equipment loss during use.

ARTICLE 16: LIBRARY USE

For their study purposes, students shall have the right to borrow books, periodicals, magazines, etc., and shall have the right to use available resources and equipment in the library.

However, they shall be fully responsible for any late returns, damages, or losses of the borrowed study materials and facilities.

Students shall follow the additional rules imposed by the librarian.

ARTICLE 17: CONTRIBUTION

All scholarship students shall pay a contribution fee of 410,000 KHR at the beginning of each academic year at the RUPP's finance office. The rate and conditions are subject to change.

ARTICLE 18: GRADUATION

1. To earn a Bachelor's Degree in Media Management, students shall do a research thesis, produce a creative media project, or take the exit examination.
2. Year 4 students, who are qualified to write a research thesis or produce creative media projects, are exempt from attending all courses in the second semester of year four except guest lectures. However, they shall have rights to sit in any courses in the second semester without taking the required examination.
3. For details on graduation requirements, please see the Graduation Guidelines.

ARTICLE 19: CODE OF PERSONAL CONDUCT

1. Students shall wear a uniform (according to the dress code in Annex 1) at all times while in the Department and the university's premises. No single student shall be allowed to get into the classroom and library with clothes other than the uniform. Smart casual is accepted during the semester break.
2. Students shall mind their own remarks and conduct, which may violate the rights of the staff, lecturers, and their fellow classmates.
3. Should any of the codes be violated, the Department is to take disciplinary action accordingly.
4. Students are required to maintain cleanliness and hygiene in classrooms, computer labs, the library, restrooms, the audio and TV studio, and the overall campus environment.
5. Students are required to properly maintain all facilities, including classrooms, computer labs, the library, restrooms, the audio and TV studio, and the overall campus environment. Students will be held responsible for covering the cost of any damage, as determined by the Department.
6. Students shall refer to the Internal Disciplines of the RUPP for details.

ARTICLE 20: SOCIAL SERVICES

All scholarship students are required to participate in social services or other activities assigned by the Department or the Royal University of Phnom Penh. Fee-paying students are highly encouraged to participate in those activities.

ARTICLE 21: CREATING A SAFE AND INCLUSIVE LEARNING ENVIRONMENT

The Department of Media and Communication of the Royal University of Phnom Penh is committed to building a safe and inclusive learning environment for all students. Please do not hesitate to report harassment or harm of all forms you witness or encounter in the classroom or the Department to the head of the Department, instructors, or any faculty members you feel comfortable reporting to (Please see Annex 2 for the details of the statements).

ARTICLE 22: PLASTIC-FREE CAMPUS INITIATIVE

The Department of Media and Communication (DMC) of the Royal University of Phnom Penh is taking a step towards environmental sustainability by introducing the Plastic-free campus across the DMC campus starting on March 18, 2024. The objective is to establish a sustainable and eco-friendly environment on our campus by implementing measures to reduce single-use plastic consumption and waste (Please see Annex 3 for the details of the statements).

- Using single-use plastic items is strictly prohibited on the DMC campus. This includes but is not limited to plastic bags, utensils, cups, cup lids, straws, food containers, plastic water bottles, and other similar items.
- A fine of 1,000 KHR per single-use plastic item will be imposed immediately for each instance of use on campus.

ARTICLE 23: DMC MEDIA CLUB

As a student-led co-curricular body under the Department of Media and Communication, the Student Media Club offers practical experience in media

production and journalism. Its activities align with core learning outcomes, including media skills and professional ethics.

Full participation in the Student Media Club is eligible to fulfill the DMC Internship Requirement, provided all procedural steps in the internship policy are followed. Final grading (Pass, Revision, or Fail) remains at the sole discretion of the Department. Please refer to the DMC Student Media Club Policy for details.

ANNEXES

ANNEX 1: DRESS CODE

1. For Male Students:

- Long pants (black or dark blue is most recommended)
- Long or short sleeve shirt (white and light blue is most recommended)
- Must tuck in your shirt
- No jeans or T-shirt
- Keep your hair short

2. For Female Students:

- Long or medium skirt (not above knees, black and dark blue is most recommended)
- Long or short sleeve shirt (white and light blue is most recommended)
- Should tuck in your shirt
- No jeans and a T-shirt
- No excessive makeup and jewelry

Note:

- DMC Polo shirts are accepted.
- No student shall be allowed to get into the classroom, editing room, and library with other dress code.

ANNEX 2: Creating a Safe and Inclusive Learning Environment

 **សាសានពិខ្យានយុស្សិនុបំណង**
Royal University of Phnom Penh

នគរបាលជាមួយក្រសួងពេទ្យ និងសាសានរាជក្រឹតា
DEPARTMENT OF MEDIA AND COMMUNICATION

លេខ _____ សេវាកម្ម/ដំបី



Creating a Safe and Inclusive Learning Environment

The Department of Media and Communication, Royal University of Phnom Penh, is committed to building a safe and inclusive learning environment for all students. Please do not hesitate to report harassment or harm of all forms you witness or encounter in the classroom or the department.

Reporting Option: You are strongly encouraged to inform the head of the department, instructors, administrators, or any faculty members you feel comfortable consulting with. You can talk to them directly about the problem. The department will work with you to address the issue, ensure a safe learning environment, and maintain the privacy of all correspondence and communication.

Submit a Written Report: If you prefer to submit a written or email report, you are strongly encouraged to submit it directly to the head of the department, instructors, administrators, or any faculty members. Please mention the details of the incident, including the name of the suspected individuals, date, time, evidence (if any), and witnesses (if any). The department will ensure the confidentiality of the report and the owner.

Transparency and Support: The department will handle all reports with transparency and sensitivity. The department will take your concerns seriously, and we will work with you to identify appropriate solutions.

Gender Equality: The department upholds gender equality and calls all students to treat each other respectfully, regardless of gender identity or expression.

Zero Tolerance for Harassment: The department has a zero-tolerance policy for harassment of any kind. All forms of harassment, including but not limited to verbal, physical, or emotional, will be addressed promptly and appropriately.

Disciplinary Action: Misconduct, including but not limited to harassing and harming, may result in **expulsion** from the department, as determined by the Department's and the University's disciplinary committee.

Legal Action: For severe cases that involve personal safety or well-being violations, the victim has the right to file a complaint with local law enforcement authorities to pursue legal action. The department will assist in this legal process.

The department appreciates your cooperation in creating and maintaining a safe and inclusive learning environment for all.



WE MAKE MARKS



នគរបាលជាមួយក្រសួងពេទ្យ និងសាសានរាជក្រឹតា
DMC-CCI, Russian Blvd., Toul Kork, Phnom Penh 12196, Cambodia
Facebook: DMC.CCI | Twitter: DMCCCI | YouTube: dmcCCI
Tel/Fax: 023 884 408
Email: admin@dmccci.edu.kh
Website: www.dmcCCI.edu.kh

ANNEX 3: Implementation of DMC Plastic-Free Campus Initiative

សាកលវិទ្យាល័យអូរមិនាំពញ
Royal University of Phnom Penh

នគរបាលប្រព័ន្ធប្រព័ន្ធបាស និងការកេចការណ៍
DEPARTMENT OF MEDIA AND COMMUNICATION

1008 សាកលវិទ្យាល័យអូរមិនាំពញ



Implementation of DMC Plastic-Free Campus Initiative

The Department of Media and Communication (DMC) of the Royal University of Phnom Penh (RUPP) is pleased to inform the department's lecturers, staff, and students that we are taking a step towards environmental sustainability by introducing the Plastic-free Campus Initiative across our campus starting on March 18, 2024.

Objective

The objective of the Plastic-Free Campus Initiative is to establish a sustainable and eco-friendly environment on our campus by implementing measures to reduce single-use plastic consumption and waste.

Policy Implementation

Effective from March 18, 2024, the following single-use plastic items will no longer be permitted on the DMC Campus, including items such as plastic bags, utensils, plastic cups, cup lids, straws, food containers, water bottles made from plastic, and other single-use plastic items.

To execute this policy effectively, a fine of 1,000 riel per single-use plastic item will be imposed immediately for each instance used on campus.

In addition to the fine, food or drinks packaged in single-used plastic items are not allowed in the Computer Lab, Classrooms, Library, TV and Audio Studio, Meeting Rooms, and other rooms within the DMC Campus.

Your Role

Students, lecturers, and staff members are highly encouraged to contribute to this measure and adhere to eco-friendly products as the replacement. Your cooperation with these will play a significant role in the implementation of the Plastic-Free Campus Initiative in the department.

The Department of Media and Communication appreciates your understanding and cooperation in making DMC a sustainable and eco-friendly campus. For any questions or further information, please contact DMC Academic Administrator.



WE MAKE MARKS

នគរបាលប្រព័ន្ធប្រព័ន្ធបាស និងការកេចការណ៍
DMC-CCI, Russian Blvd, Toul Kork, Phnom Penh 12156, Cambodia
Facebook: DMC.CCI | Twitter: DMCCCI | YouTube: dmccci

Tel/Fax: 023 884 408
Email: admin@dmccci.edu.kh
Website: www.dmccci.edu.kh

ANNEX 4: RUPP Foundation Year Policy

ក្រសួងសេដ្ឋកិច្ច និង កីឡា

ព្រះរាជាណាចក្រកម្ពុជា
ជាតិ សាសនា ព្រះមហាក្សត្រ

వ్రష్టికాలాగ్ : లోపంతోసాల

បទឃ្លាតិត្តិនេះ ជាផ្លូវលំនូវសមម័យ ឱ្យនិងម៉ោងការសិក្សា និងសំដែនាយុទ្ធនូវគុណភាពនៃការបណ្តុះបណ្តាលស្របតាមរបាយក្រោមសំលេចម៉ោង សុដើមីដែល និងថ្លាញដីរៀបចំសម្រាប់និស្សិតត្រូវការសិក្សាមុនច្បាប់ទាំងអស់។ ការរៀបចំមុខវិធានរៀបចំនៃអនុម័យនៃក្រោមប្រព័ន្ធបណ្តាលបេស់សាកលវិទ្យាល័យ គឺមិនត្រូវតែត្រូវ។

ប្រភាគៗ : នគរូបន្ទាល់នូវឱ្យុទិន្នន័យ

១. ដែលត្រួតពិនិត្យថា មានអស់សម្រាប់មានមុខត្រូវសិក្សាយ និងជាប្រព័ន្ធសិក្សាយប្រចាំឆ្នាំ ដែលមានការប្រើប្រាស់សិក្សាយជាមុន។
២. មុខត្រូវបានរៀបចំនូវការប្រចាំឆ្នាំដោយក្រុម (Credit) តិច ប្រចើនទៅតាមសារ៖ សំខាន់និងតម្លៃការបានកំស្តើដូចមុខត្រូវចាប់ពីនេះ។
៣. ពលិសមិទ្ធិសិក្សា និងសិក្សាយចាប់រៀបចំឡើង និងបង្កើតចំណោះសារការកំណត់របស់សាកលវិទ្យាយ។

ଶବ୍ଦକ୍ଷାଣ : କ୍ଷାଣଶିକ୍ଷା

និស្សិតម្បូរស្សាស្របមួយ និងបំពេញប្រចាំរដ្ឋិតចំងអស់តាមកម្មវិធីសិក្សាត្រូវបានសិក្សាមួយដែល
ដើរការណ៍ដោយសាកលវិទ្យាល័យកូម្មួយទេ តាមតារាងណ៍ណានៃសេគគណៈកម្មដិកាទទូលសាល់គុណ
ភាពអប់រំនិស្សិត។

ବ୍ୟକ୍ତିଗତେ : ତତ୍ତ୍ଵବିଦୀ

សម្រាប់នីតិវិធីស្ថាប់ជាន់ទី ១
រូបភាព: នាយកដ្ឋាន
១. សម្រាប់នីតិវិធី
ក. សម្រាប់នីតិវិធីអស់នឹងពីបច្ចុប្បន្ននៅដំណាច់ចំណាស់និមួយៗ សម្រាប់មុខីជ្ជាសិក្សាតាំងខ្សោយ
នៅត្រួនដំណានទៅទំនាក់ទំនាក់។
ខ. នីតិវិធីតាំងអស់ដែលបានគោរពបច្ចុប្បន្នត្រូវ និងបច្ចោនាផ្សេងទេរស់សាកលវិទ្យាល័យ (បច្ចុប្បន្នត្រូវ
ត្រួនដំណានទៅទំនាក់ទំនាក់, បច្ចុប្បន្នត្រូវកំពៀន, ទីតួនាទី, បណ្តាលឃើញដោយ) និងបានបំពេញលទ្ធបណ្តុំ
ចុំលូបទី។

08下

គ. លទ្ធផលនៃការប្រឡងនឹងប្រកាសក្នុងរយៈពេល ២០ថ្ងៃ ក្រោយសម្រេចប្រឡង។

យ. និស្សិតដែលបានប្រជុំដាប់គ្រឹះតិះសិក្សាមការកំណត់គុណប្រការ និស្សិតនេះនឹងទទួលបាននូវប្រព័ន្ធសិក្សាដូចត្រូវសិក្សាមួយដែលបានរៀបចំឡើងដើម្បីសែនឡើងទៅមិនមែនយកទៅបានទៀត។

២. ការប្រឡងទេវកេងវិញ

ក. និស្សិតដែលអាស្វាតានភាពចោរប់តេលប្រឡងមេស ប្រឡងត្រកម្មខ្លួនធមួយ ត្រូវប្រឡងមួយ ដូចតែនៅក្នុងវិញ្ញានឱចិនមាសនីមួយៗ នូវយោទលយោបំផុតៗស្ថាប័ក្រាយតីប្រកាសលទ្ធផល។ លទ្ធផលប្រឡងនៅកីឡានតើជាប់ប្រាក់។

៩.នីស្សរដិសាទាប់ពេញលក្ខណៈដូចតួនាទីប្រការ ហើយអត្ថមាន មានច្បាប់ពេលប្រឡងនៅត្រូវបានអនុញ្ញាតប្រឡងសង្ឃឹមវិញ លទ្ធផលទូទាត់ដោយយកពិនិត្យជាក់ស្វែង (ពិនិត្យប្រឡងបុរាណិនិត្យគុងច្បាប់)។

ស្រុកការពេទ្យ: ៩៧៣: ពេជ្រសិទ្ធិករណប្រាក់ខ្លួនសិទ្ធិករណមួយច្បាស់

១. និស្សិតចាត់កំពង់សិករមុនចានមិនត្រូវបានអនុញ្ញាតសិករណីសិករណីយោងតាមបញ្ជីខាងក្រោម

២. និស្សិតប្រាក់ចំណាំសិក្សាមុនដោយមិនត្រូវបានអនុញ្ញាតឡើងទេ។

សេចក្តីថ្លែងក្នុងការបង្កើតរឹងរាល់នៃក្រសួងសាធារណការនៃប្រជាជាតិ

៩. ក្រុមប្រឹក្សាបណ្តុះបណ្តាលសំណាកលិច្ឆាល់យីនិងប្រជុំកិត្តិស្សសម្រាលទូដើមប្រឡងបែលសំនិស្សត្រូវកំណត់សិក្សាមុនដ្ឋាន ហើយនិងប្រកាសលួចដល (មិនខ្សោយទាត់បានបានៗ) មិនខ្សោយសតិ៍២០ថ្ងៃក្រោយសម្រេចប្រឡងនឹងយុវ (បច្ចុប្បន្នមានសម្រេច, តើឯឬ និងនរបៀបដែលដើរីបាន)។

របៀបការងារ : របៀបត្រួតពិនិត្យនិងស្នើសុំការងារ

១. បច្ចុប្បន្នផលបិទន និងនិទ្ទេសមានដច្ចាយការមេ

ជិនុជាការយោបល់	និទ្ទេសជាមក្សា	និទ្ទេសជាតិក្នុង	អត្ថបន្ទូលនិទ្ទេស
៤៥% - ៩០%	A	៤.០០	ប្រសើរណៈសំខាន់
៤០% - ៤៥%	B ⁺	៣.៥០	លូណាស់
៣៥% - ៣៥%	B	៣.០០	លូ
១៥% - ១៥%	C ⁺	២.៥០	លូបង្គារ
៥០% - ១៥%	C	២.០០	មធ្យោម
៤៥% - ៤៥%	D	១.៥០	ខ្សោយ
៤០% - ៤៥%	E	១.០០	ខ្សោយណៈសំខាន់
<៤៥%	F	០.០០	មិនគូចប់សកម្មណាករយលតម្លៃសិក្សា

២. ការរៀបចំការសិក្សាបេសនិសិក្សា

ក. រាយការណ៍ដូចខ្លួនខ្លួនកំពុងទិន្នន័យបាននិមិត្ត ៩០% ដើម្បីការប្រើប្រាស់ក្នុងខ្លួន ការងារក្នុងទីក្រុងប្រជាជន សកម្មភាពចូលរួមក្នុងខ្លួន កិច្ចការផ្តេច: ការធ្វើបច្ចេកចង្វាល់ក្នុងខ្លួន ការធ្វើកិច្ចការស្រាវជ្រាវនូវនិងសំណួរពេកកិច្ចការនៃមនុសា ។

៩. ការយកតម្លៃនៃការប្រឡងផែមាសទទួលបានពីនូវ ៤០% និងឯកត្រូវតិចឡើងប្រឡងបញ្ចប់ផែមាសនីមួយៗ ។

គ. និស្សិតអភិវឌ្ឍន៍មានពេលប្រឡងនៅសណ្ឋាគម្រីតែត្រូវកើតឡើងមាននៅដោយស្មើប្រើប្រាស់ ទៅបីជាបិន្ទុយកតែមួយគឺបានចូលរួមការ (៥០%) ក៏ដោយ ។

ବ୍ୟବକାଳେ : ରାଜପ୍ରକଟିକା

១. និស្សិតទាំងអស់ត្រូវឲ្យឈ្មោះសកម្មភាពសង្គមមានការតារាតំង់បេស់សាកលវិច្ឆីយ៍ និងត្រូវមែនអកល្បែក កិរិយា សម្រួលសម្រេចឲ្យសម្រេច មិនពីសិទ្ធិ មិនប្រកាន់ពុជសាសន៍ ចំពោះមិត្តភកត្រូវសាលា ចំពោះសាស្ត្រាព្យិម្មី មន្ទីរបែងបេស់សាកលវិច្ឆីយ៍ ទាំងនៅក្នុងខ្នាតកំ និងក្នុងហិរណេសាកលវិច្ឆីយ៍។ និស្សិតត្រូវបែងរករាយទាននូវ វប្បធម៌ និងប្រព័ន្ធផាតិត្រូវានូ។

២. និស្សិតតម្លៃរៀលមានការស្វោះត្រូវ គោរពកម្មសិទ្ធិបញ្ហា មិនលួចចេញផ្លូវនៅនីមួយៗ មិនលួចចេញកិច្ចការត្រូវទៅលើព្យាន និងពេលប្រឡាស្របតាមការ មិនប្រើប្រាស់ទីស្តីដើម្បី បុម្ភារីនកុំពុំទាំង ក្រប់ប្រភេទដែលសារណាពាមិនអនុញ្ញាត ។

៣. និស្សិតត្រួតតារាងតាមកាលបច្ចុប្បន្នតិចផ្សេងៗដែលត្រូវបានទ្វេនដោយសាកលវិទ្យាល័យ មហាឌ្ឋានល័យ ទិន្នន័យ មិនមែនត្រួតតារាងតាមកាលបច្ចុប្បន្នតិចផ្សេងៗដែលត្រូវបានទ្វេនដោយសាកលវិទ្យាល័យ។

៤. និស្សិតត្រួសការកំឡើងសមរម្យ

ក. និស្សិតន៍ អាណ់ដៃមេយ សំណត់ក្រាមក្នុងដង្គង់ ណល់ខ្សោទីក្រុងក្រុមប្រជុំ ប្រខ្មែរ

ឧ. និស្សិតបស អារិដិមួយ ខាងដីដែល ពណ៌ខ្លួនឯកចុចករម្លើ ប្រឡាយ

၆. ကရလာဟန်နှင့်ကောက်ပြုချုပ်မှုနှင့်စက်လိပ်ချုပ်မှုနှင့် အနေအထာက်အကြောင်းအရာများ

អ្នកទទួលការវិនិច្ឆ័យពីក្រមបីក្រវិនិយប់សាលាយ

៤. ក្រុងសែសង ដាក់ប្រាក់ បុទ្ធនាក់ប្រាក់ និងអន្តោករួកឱ្យកិលានគុងបរិណាសាកលវិញលើយោង ។
៥. និស្សីត្រួតពិនិត្យការងាររបស់ប្រាក់ ឬមានការឆ្លាត់ប្រាក់បន្ថែមទៀតទេ ។

១០. នីស្សិតត្រូវពន្លាបាយការក្នុងការយកអាជីវ គ្រឿងផ្លូវ គ្រឿងរោងចូលក្នុងបរិណាសកលវិទ្យាលួយ

១១. និងហាមរឿងទ្វាស់ទូស់ដីក្នុងម៉ោងភ្លៀង។

ជុចសេចក្តីផលរាជ្យលេខ ២១ អយក សណ្ឌ ចុះថ្ងៃទី១០ ខែធ្នូ ឆ្នាំ២០២៤ យោង ក្រសួងអប់ យុវជន និងកីឡា

និស្សិតដែលបានប្រគិតិជយពីបទប្រពាណិច្ចដែរ៖ ត្រួតពាក់ទុកបា បានរំលែកលើបុប្ផប់សកល់

ល័យ និស្សិតចំងនោះនឹងត្រូវបញ្ចប់គិតការប្រឡង បុងកែវិធីក្រុងក្រុងប្រព័ន្ធនឹងសម្រាប់ ។

១. ករណីកុនឹកមនុស្ស

ឯកចារការងារដូចនាគ្រប់បានបានក្នុងការងារក្នុងក្រសួងសាធារណការ

095

5



We Make Marks!



Address: DMC/CCI, RUPP, Russian Blvd., Phnom Penh, Cambodia, 12156

Tel/Fax: +855 23 884 408

Email: admin@dmc-cci.edu.kh

Website: www.dmc-cci.edu.kh

Facebook: DMC-Department of Media and Communication

Instagram: [@dmc_cci](https://www.instagram.com/dmc_cci)

Telegram: t.me/dmccci

TikTok: [@dmccci](https://www.tiktok.com/@dmccci)

