

About the Academic Foundation Year Program

I-Background

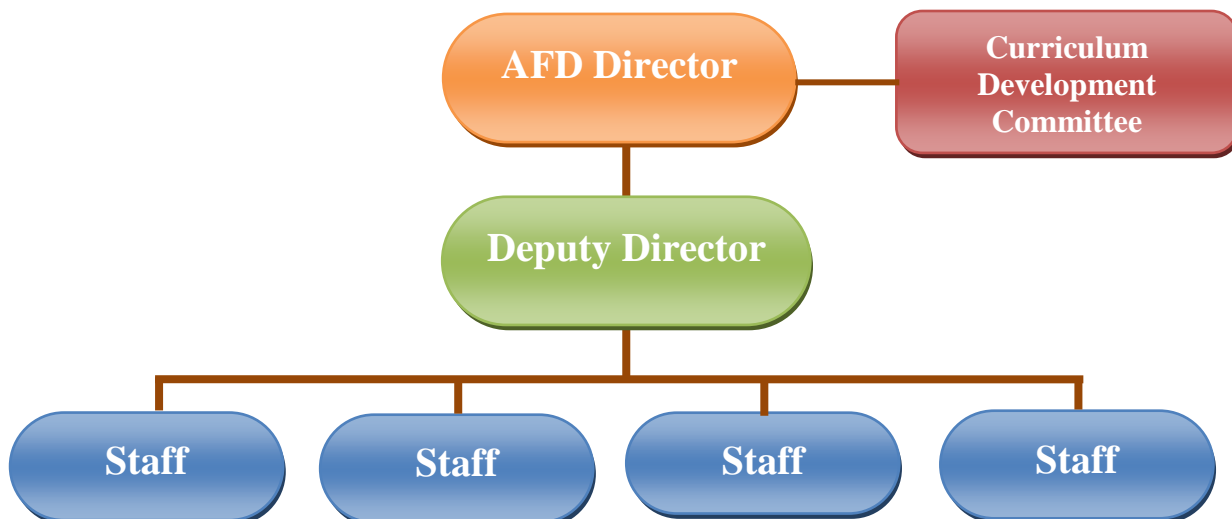
The Foundation Year Program is a part of Bachelor's Degree Program. In order to attain a Bachelor's degree, first year students have to complete the Foundation Year Course (FYC) which is offered for one academic year.

The University of Cambodia's Academic Foundation Department (AFD) aims to build on its progress, since it was first established in 2005 and registered and recognized officially by the Accreditation Committee of Cambodia (ACC) (ACC: Number 34/05) and the Ministry of Education Youth and Sport

The AFD's goal is to reinforce its position as a leading provider of Foundation Year studies for new Bachelor's degree students, as the first, transitional component in the University of Cambodia's degree programs. The Foundation Year Program is to educate, develop mental capacity, broaden the mind, and to instill lifelong study habits. In combination with each student's major program of study, this program seeks to produce students with intellectual vision, creative aptitude, and moral responsibility, as well as the necessary skills to ensure a balanced, practical liberal arts education.

II-The Structure of Academic Foundation Department

The Academic Foundation Department of The University of Cambodia has a clear governing structure; it is composed of Curriculum Development Committee, Director, Deputy Director and Assistants of Academic Foundation Department. It is as governing structure and responsibilities on the implementation of the foundation year programs which aims to provide the fundamental knowledge and skill to all foundation year students before they step into the study of their majors in their colleges/school in the Undergraduate Programs of the University of Cambodia.



III- Recognition and Accreditation

The Academic Foundation Department was recognized as follows:

- Letter No. 103 dated 02 March 2004 on the establishment of Academic Foundation Department

- ACC's Letter No. 34/05 dated on 20 September 2005 on the approval of the Foundation Year Programs of the University of Cambodia
- MOEYS' Declaration No. 18 dated on 13 January 2005 on the recognition of Academic Foundation Department of the University of Cambodia;
- Decision No. 002 dated on 20 January 2006 on the establishment of Curriculum Development of Committee of the Academic Foundation Year Department; and
- Decision No. 0720028 dated on 25 October 2007 on the reform of roles and duties of the Curriculum Development Committee

The Academic Year Programs at The University of Cambodia has obtained the accreditation from the Accreditation Committee of Cambodia (ACC) by the best efforts to implement the National Minimum Standards for Accreditation on the Foundation Year Program as follows:

AFD, as the first, got the Provisional Accreditation for Academic Year 2005-2006, and it subsequently received Full Accreditation Certificate for Academic Years 2006-9 (Decision Number 129/07, dated September 3rd, 2007). It subsequently received Full Accreditation Certificate for Academic Years 2012-2013 (Decision Number 143/13, dated September 13th, 2013). Thus AFD's goal is to reinforce its position as a leading provider of Foundation Year studies for new Bachelor's degree students, as the first, transitional component in the University of Cambodia's undergraduate degree programs.

IV-Admission's Requirements

To apply for admission, the prospective student must compile and submit the following:

For Khmer Track Student(s):

- Completed Application Form with Office of Admissions Information and Registration
- Fill in the AFD Registration Form and submit it on time
- 1 copy of High School Diploma or Equivalent Certificate with Municipality Stamp or copy from original ones.
- Fill in the Receipt for Entrance Exam
- 2 photos size 4×6 (glasses should be removed and face is focused straightforward, no hair covers the both ears and forehead)

International Track: For Local Student(s):

- Completed Application Form at Office of Information Admission and Registration
- Complete English Level 6 at Center for English Study (CES) of The University of Cambodia or
- Passed English Placement Test at CES or
- Hold IELTS over band score 5.5 or TOEFL score 500. (2 years validity)
- Fill in the AFD Registration Form and submit it on time
- 1 copy of High School Diploma or Equivalent Certificate with Municipality Stamp or copy from original ones.
- Fill in the Receipt for Entrance Exam
- 2 photos size 4×6 (glasses should be removed and face is focused straightforward, no hair covers the both ears and forehead)

For Foreign Student(s):

- The Prospective Foreign Students must have a recognition letter to their High School Diploma from ACC compiling with 1 copy of their original High School Diploma.
- Other relevant academic and documents

Thereafter, the prospective student must take the Entrance Examination, which is conducted under the supervision of officers from MoEYS, and comprises two 90-minute papers related to their chosen major (see Table 1); the pass mark is 60%.

V-Foundation Year Programs

The University of Cambodia has put into practice the Foundation Year Programs, as approved by the Accreditation Committee of Cambodia; it is also in conformity with MoEYS' regulations and The University of Cambodia's policy.

- Each program is conducted over two 15-week terms per academic year;
- Each student has to do eight 45-hour courses common to all Foundation Year students, and two additional 'oriented' courses relevant to the student's chosen major.
- There are three terms for Foundation Year Program
 - Term I containing four subjects
 - Term II containing four subjects
 - Term III containing two subjects
- All first-time students are required to study a set of ten courses (30 credits) in their first year at university, according to ACC guidelines.
- There are eight compulsory courses for all students, in four different general fields with two courses each.
 - i. **Arts & Humanities:** Khmer Culture and Introduction to Law
 - ii. **Mathematics, Science and Computer:** Fundamental of Computing and Introduction to Statistics
 - iii. **Social Science:** Introduction to Political Science and Cambodian History
 - iv. **Foreign Language:** College English and English Composition (I-Track) / Foundation English-I and Foundation English-II (K-Track)
- The other two courses are oriented subjects for student's chosen major.

VI- Grading System

Students of the Academic Foundation Year are offered certificates only if they complete all of the required courses with a GPA of at least 2.00 (equivalent to a grade "C") for each course.

Letter Grade	Grade Point	Score (%)	Definition
A	4.00	90-100	Excellent
B+	3.50	85-89	Very good
B	3.00	80-84	Good
C+	2.50	75-79	Fairly good
C	2.00	70-74	Satisfactory
D+	1.50	65-69	Poor
D	1.00	60-64	Unsatisfactory
F	0.00	Below 60	Failure

Students who fail at least one of the re-sits are dropped from the undergraduate program at UC. If they want to continue their studies at UC, they will have to re-register, re-take the Entrance Exam and restart the full Foundation Year.

VII-Progression on to the Rest of the Degree Program

Based on Royal Decree 03/03/129 dated March, 31st 2003 about Higher Education Accreditation, on ACC's 04/05 announcement about the practice of the Foundation Year, and on the University's own policy, students who have successfully completed their Foundation Year can continue their studies at The University of Cambodia, and can count at least 6 of the credits earned towards their major, with the remainder being counted as parts of their General Education program or electives, as appropriate.

In cases where the student wishes to change major after completing their Foundation Year, all 30 credits which were earned can still be counted towards the total number of credits required for the degree program; student will be required to take the appropriate **oriented subjects** in order to meet the requirements of the new major.

- The student must seek the advice from the relevant Deans, Associate Dean(s), and then seek approval from the AFD and Office of Academic Affairs (OAA) for the proposed change in major. AFD Graduates can change their major soon after the successful completion the program or the start of Term IV of the Year 2 if they wish to change the major, whereas change of study session can do anytime within an academic year with approval from respective Colleges and Schools.
- The University of Cambodia will not be responsible for any students who fail to obtain official approval for their proposed change in major and study session in a timely manner.

VIII-Clearance Form Completion and Submission for Foundation-Year Certificate

Students who are going to graduate foundation year courses, they are required to get the Clearance Form and fill it up with all required information at AFD and submit it before the end of final term.

Requirements:

- A. Verify your personal information with High School Certificate or other official equivalence.
- B. Write your Khmer and English Name correctly and clearly, and
- C. 2 photos size 4×6 (glasses should be removed and face is focused straightforward, no hair covers the both ears and forehead)
 - For male student: Wear suit with white shirt and tie
 - For female student: Wear white shirt or white traditional shirt

P.S.: AFD is not responsible for your late submission or fail to submit the form.

IX-Credit Transfer within Foundation Year Programs

Students who have successfully completed their studies at another ACC-accredited university can apply to transfer to The University of Cambodia. They are required to submit the following:

- 2 copies of High School Diploma or equivalent Certificate and two copies of study record, both of which certified by the Municipality of Phnom Penh;
- 2 copies of Foundation Year Certificate, certified by the Municipality of Phnom Penh;

- 1 completed Application Form;
- 1 completed Credit Transfer Form or Continuing Study Form;
- 4 passport photos (glasses should be removed);
- Results of their English Placement Test; and
- Other relevant academic and other documents

Because of possible differences in grading systems, we reserve the right to either partially accept or not accept a transfer request where, although the student has a recognized Foundation Year Certificate, the scores mean that one or more subjects would not receive a minimum of a "C" grade according to our marking scheme.

The University of Cambodia reserves the right to change any of the above in order to further improve the running of the Foundation Year program for the benefit of our students.

- **For UC's The Foundation Year Program, once students are officially enrolled, taken entrance examination and recognized by MoEYS, they are not permitted to do change of major.**
- **They can do before this stage and or can do after completing successfully the foundation year program (or the start of Term IV, the first term of Year 2)**

AFD Strategic Plan 2015-2021

1. Introduction

The Academic Foundation Department of the University of Cambodia aims to build on its progress, since it was first established in 2005 and registered and recognized by the Accreditation Committee of Cambodia (ACC) (ACC: number 34/05), and it subsequently received Full Accreditation Certificate for Academic Years 2006-9 (Decision Number 129/07, dated September 3rd, 2007). It subsequently received Full Accreditation Certificate for Academic Years 2012-2013 (Decision Number 143/13, dated September 13th, 2013). Thus AFD's goal is to reinforce its position as a leading provider of Foundation Year studies for new Bachelor's degree students, as the first, transitional component in the University of Cambodia's undergraduate degree programs.

The following is a proposed plan, produced by the AFD Curriculum Development Committee, to further enhance the Foundation Year Program by (1) strengthening its institutional development; (2) engaging faculty whose teaching will encourage and inspire students to learn and understand the importance of the Foundation Year courses; (3) building up the management team of AFD to respond to the needs of students; and (4) carrying out regular seminars on the Foundation-Year Program and to receive feedback from students.

2. Vision

To live up to its name and provide students of Cambodia with the strongest foundations for getting the most out of their time as undergraduate students in terms of not just the knowledge acquired through instruction but also a broader understanding about how to acquire knowledge independently and how to assimilate it into their existing corpus of information and ideas to generate new insights.

3. Mission

To make the Vision a reality there is a need to encourage the students to develop confidence and independence, together with the necessary thirst for knowledge and deeper understanding. In turn, this requires them to be encouraged to ask questions and then seek answers to these questions, so that they can refine and extend their understanding of the world around them, in general, and their chosen field in particular.

Such aspirations require the need for qualified and committed staff and instructors, ones who manifest the same qualities as we desire to nurture in our students. In addition, this requires reinforcement by identifying and using the best teaching materials. Because the Foundation Year Programs is an integral part of the Undergraduate Degree Programs, there is a need for consultation and cooperation with the Associate Deans (ADs) of the different colleges and others who are involved in the individual degree programs, and who thus have a more specific and in-depth knowledge of their particular fields. Thus, the AFD must serve as a bridge, to ease the transition from a high-school learning environment to a more academically rigorous one.

This will be achieved through Orientation activities and a commitment to providing advice on academic matters whenever it is sought: to educate new students about what is expected of them in higher education, so that they are encouraged to overcome self-doubts about their capacities and/or helped to realize their responsibilities regarding the work ethic expected of them. In turn, the AFD should serve as one conduit for feedback, to help further improve our undergraduate programs.

4. Objectives

1. To provide students with a foundation of knowledge (through teaching with the support of texts in our Foundation Year Library and internet resources) shaped by the general demands of academic study, as well as the specific requirements of their chosen majors;
2. To provide ready access for instructors to these Foundation Year texts and internet resources, so that they can better plan their courses and suggest how to improve them in order to ameliorate the overall program as an integrated whole.
3. To promote understanding of matters such as the Credit System and related policy decisions through Orientation Sessions.
4. To ensure that students adapt to university life socially and academically, so that those from the provinces can better adjust to living in the city and studying at the University.

5. Action Plan

The following action plan will allow the AFD to meet its vision and objectives. It has been divided into two components:

- a. Current and Ongoing; and
- b. Long-term, where there will be progressive implementation to build upon what we have achieved to date.

However, the AFD reserves the right to change or amend the action plan based on any other changes in our Bachelor's degree programs, or on the changing demands of Cambodian society.

Current and Ongoing Action Plan

1. Facilitate enrollment or registration procedures for prospective new students.
2. Provide FY students with ready access to academic counseling and to study materials, including a 'FY Corner' with all of the basic resources.
3. Improve liaison and consultation with other members of the academic staff, so that there is mutual understanding, and thus the mission and its objectives can be better achieved because all understand what is involved.
4. Reinforce the students' understanding of the Foundation Year as a bridge from what was expected of them at high school to what is now expected of them at the University of Cambodia, and the ultimate relevance of its structure to their Bachelor's program.
5. Familiarize the students with the credit system and the grading system; and with the University's Code of Conduct, together with what we expect of our staff and our students.
6. Conduct regular seminars (e.g. Orientation Seminars at the start of each term) and workshops to promote student research and learning skills; and thus inculcate the need for life-long learning and the importance of understanding what has been learned and what it means.
7. Motivate good students through nominating them for awards at the end of their Foundation Year.
8. Identify students who are falling behind (through poor attendance, poor exam grades) and counsel them so that they are encouraged to try to perform better.

Long-term Action Plan

1. Continue ongoing efforts to upgrade Foundation Year courses, to take into account:
 - a. feedback from students and faculty;
 - b. inputs from ACC and other regulatory bodies;
 - c. the availability of new textbooks and other teaching materials;
 - d. new research findings on best educational practice;
 - e. new advances in the fields covered by these courses;
 - f. the requirements of Cambodian society; and
 - g. programs elsewhere in Cambodia and overseas, including universities and institutes of higher education in partner countries.
2. Upgrade the range of study materials available in the 'FY Corner'. In recognition of the need for our Foundation Year students to adapt to being taught in English,

especially in subjects outside their major (where their motivation to learn is potentially compromised by language difficulties – something which has become obvious in our polls of student-feedback), we plan to prepare a set of Khmer-English glossaries for certain subjects (*e.g.* Statistics, IT) to ease their transition to an all-English medium of teaching.

3. Help encourage existing instructors (for example, by conducting regular seminars and workshops to upgrade their teaching abilities), and also to attract new instructors of good quality.
4. Encourage students to participate and play active roles in the UC Debate Club and UC Student Senate to promote a sense of community as well as for their own individual benefit.
5. Encourage students to participate in seminars, workshops or conferences hosted by the
6. University or by appropriate outside agencies, so that they can foster their networking skills, public speaking skills as well as increasing their knowledge and broadening their outlook.
7. Encourage students to think ahead about their future careers and how they can best achieve their aspirations and ambitions.
8. Identify social and community developments, in concert with the Student Federation of The University of Cambodia, and encourage student participation so that they better realize their duties and responsibilities to society-at-large.
9. Periodically review progress and fine-tune actions and activities as a result.
10. Increase marketing and promotion of the FY program, in order to increase public awareness thereby increase student enrolment.