





# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR AFFILIATION OF COLLEGES (CUEA/DVC ACD/ACL/01)</b>	<b>DIRECTOR OF ACADEMIC LINKAGES</b>
	NO. OF APPENDICES:
	<b>5 (FIVE) (A - E)</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
TITLE	<b>DVC ACADEMIC</b>
SIGNATURE	
DATE	<b>23 March 2011</b>
ISSUE DATE	<b>23 March 2011</b>
STAMP CONTROLLED / UNCONTROLLED	<b>CONTROLLED</b>
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## 0. CONTENTS AND RECORD OF CHANGES

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### 0.2 RECORD OF CHANGES

<b>No.</b>	<b>Date</b>	<b>Details of Changes</b>		<b>Authorization</b>
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
1	13 <sup>th</sup> January 2012	1,3 and 4	Title page,3 and 4 (replace the word Coordinator with Director and abbreviation CAL with DAL)	DAL
2	29 <sup>th</sup> July 2013	3	3.0 Inclusion of DAB in Terms and definitions	DAL
3	29 <sup>th</sup> July 2013	8,9	7.1and 7.2 norms of Affiliation and the Convention of Affiliation to Read: Msgr. Pius Rutechura Vice Chancellor instead of Rev.Prof. John. C. Maviiri	DAL


### 0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant function for authorized users.

#### 1.0 PURPOSE

This procedure aims to provide clear and effective guidelines for affiliating a tertiary institution to CUEA.

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## 2.0 SCOPE

This procedure covers all the activities involved in the affiliation process.

## 3.0 Terms and definitions

- 3.1 Academic linkage: This is a mutually beneficial academic relationship between CUEA and other tertiary institutions.
- 3.2 Affiliation: This refers to an association between CUEA and other tertiary institutions which ends up with the signing of convention and norms of affiliation.
- 3.3 HoD - Head of Department
- 3.4 DVC - Deputy Vice Chancellor
- 3.5 ACL - Academic Linkages
- 3.6 VC - Vice Chancellor
- 3.7 DAB- Departmental Academic Board
- 3.8 DAL - Coordinator of Academic Linkages
- 3.9 FAB - Faculty Academic Board
- 3.10 AF - Affiliation
- 3.11 OP - Operating Procedure
- 3.12 DF - Dean of Faculty
- 3.13 IT - Inspection Team (DVC Academic, Registrar, Dean and HoD of Relevant Faculty, University Librarian, Financial Administrator, DAL)

## 4.0 REFERENCES

- 4.1 Affiliation - Policy and Regulation
- 4.2 Policies and Procedures Manual on Academic Linkages
- 4.3 Art. 38 (for theological institutions)
- 4.4 ISO 9001:2008 Standard
- 4.5 CUEA Quality Management Manual

## 5.0 PRINCIPAL RESPONSIBILITIES


The DAL shall be responsible for the implementation and maintenance of this procedure.

## 6.0 METHOD

- 6.1 The DAL shall receive from the VC a formal application for affiliation from an interested institution.

- 6.2 The DAL shall, within three working days, acknowledge receipt of the application and request the


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applicant to send their Programme of Studies as per the University's requirements (see Appendix C) and document showing their accreditation status.

- 6.2.1 If the applicant does not send the required documents, the process ends.
- 6.3 Upon receiving the applicant's documents, the DAL shall peruse them, make a decision on whether they meet requirements in line with the *Evaluation Criteria for Affiliation* and decide to which CUEA Faculty/Department the institution can be affiliated to.
- 6.3.1 If the DAL is satisfied that the applicant meets the requirements for affiliation, S/he shall submit its programme of studies to the relevant HoD for consideration by the DAB within two working days.
- 6.3.2 If the applicant does not meet the requirements for affiliation, the DAL gives a communication detailing reasons for rejection and recommendations for approval.
- 6.4. If the DAB does not approve the request for affiliation the HoD shall forward it to the DAL, giving reasons and recommendations to the institution.
- 6.5 If the DAB approves the affiliation request (refer to Departmental Procedure for Affiliation).
- 6.6 The DAL shall receive the faculty's approval of the programme and its recommendations from the Dean/Director. The DAL shall lead the Inspection Team on a visit of the institution. (See Appendix D)
- 6.6.1 If the IT is not satisfied, it shall advise the institution on appropriate corrective measures.
- 6.6.2 If the IT is satisfied with the institution facilities, it shall recommend the institution for affiliation to the Senate
- 6.7 The DAL shall present the proposal for affiliation to the Senate.

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6.8 Upon the Senate's approval, the DAL shall advise the VC to write to the applicant on the Senate's decision.

6.9 The DAL shall prepare the necessary documents for formalization of the affiliation (See appendices A and B).

#### 7.0 APPENDICES

7.1 Appendix A: Norms of Affiliation


7.2 Appendix B: Convention of Affiliation

7.3 Appendix C: University's requirements

7.4 Appendix D: Items to be inspected

7.5 Appendix E: Process Map

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## APPENDIX A: NORMS OF AFFILIATION

### **I. GENERAL NORMS**

Art. 1. The academic curriculum and syllabus of the institution seeking affiliation must be approved by The Catholic University of Eastern Africa (hereafter "CUEA").

Art. 2. The candidates seeking the Bachelor's Degree must have successfully completed the studies leading to it.

### **II. RELATIONS WITH CUEA**

Art. 3. The Dean of Studies of the affiliated institution shall - at the beginning of each academic year - submit to CUEA the complete list of its lecturers and their detailed curriculum vitae.

Art. 4. §1, Students in their last year of study who intend to obtain the Bachelor's Degree should be registered with CUEA at the beginning of the academic year.

§2. At the end of every academic year, an academic report about the candidates for the Bachelor's Degree shall be submitted to CUEA.


Art. 5. At the end of every academic year, the Dean of Studies of the affiliated institution shall send to CUEA a detailed annual report concerning the academic and scientific performance of the institution. He/she shall also report about the situation of the library.

Art. 6. Every four years, CUEA will send an official visitor to assess the curriculum, the teaching staff and the library of the affiliated institution.

### **III. BACHELOR'S DEGREE EXAMINATIONS**

Art. 7. The candidates of a Bachelor's Degree must have obtained a general average of 50% in the courses taken in the previous semesters / terms.

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Art. 8. The candidates shall take a comprehensive written and oral examination on a number of theses, which should have been moderated in advance by the Examination Board of CUEA.

Art. 9. For the written comprehensive examination, a duration of four hours shall be allowed; for the oral examination, forty-five minutes.

Art. 10. The written exam shall be rewarded 70% of the final mark and the oral exam 30%.

Art. 11. The written exams, after being evaluated by the internal examiners, shall be forwarded to the Examination Board of CUEA for the final judgement.

Art. 12. The certificate of the conferred Degree shall carry the name of CUEA.

#### **IV. FINANCIAL CONTRIBUTION**

Art. 13. Application fee shall be US Dollars 100; Visitation fee US Dollars 1,000; and Affiliation fee US Dollars 1,000 payable once every four years. Registration fee per candidate shall be US Dollars 50.

Art. 14. CUEA shall, from time to time, determine the fees that must be paid for graduation and certificate of the Degree.


Art. 15. The established fees shall be honoured before the conferment of the Degrees.

Art. 16. The expenses of the visitation stated in Art. 6 shall to be paid by the affiliated institution.

#### **V. AMENDMENT AND PROVISION OF NEW NORMS**

The University Senate of CUEA may, at any time, amend or enact new Norms to be observed when it deems it necessary.

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Signed:

\_\_\_\_\_  
 Msgr. Dr. Pius Rutechura  
 Vice Chancellor

\_\_\_\_\_  
 Rev. Fr.....  
 Provincial (East Africa)

Place and Date \_\_\_\_\_

Place and Date \_\_\_\_\_

Approved by the University Council on \_\_\_\_\_


Signed: \_\_\_\_\_

Seal

Most Rev. Tarcisio Ziyaye  
 Chairman/Chancellor of CUEA

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APPENDIX B: CONVENTION FOR AFFILIATION

Institution to be affiliated:

.....

To: The Catholic University of Eastern Africa (hereafter « CUEA) to confer

.....

1. The Convention, which has been stipulated between the **Vice Chancellor of CUEA** and the ..... in charge of ....., shall be regulated by the *Norms of Affiliation* established by CUEA.
2. By means of affiliation, CUEA shall confer the Bachelor's Degree to the academic studies as required by the Degree programme
3. The affiliated institution must have a sufficient number of students and qualified lecturers.
4. The candidates for the Bachelor's Degree shall be only those who have satisfied the academic requirements approved by CUEA
5. The comprehensive examinations required for obtaining the Bachelor's Degree are both written and oral. The Oral examination will be conducted by a Board of at least three examinations will be conducted by a Board of at least three examiners.
6. In order to fulfil this Convention, both parties must observe the *Norms of the Affiliation* they have signed
7. This Convention becomes operative after the approval by the University Council of CUEA. It can be revoked after two warnings in case the affiliated institution fails to meet the stipulated requirements.
8. The duration of this affiliation shall be four years renewable

Signed:

\_\_\_\_\_  
 Msgr. Dr. Pius Rutechura  
 Vice Chancellor


\_\_\_\_\_  
 Rev. Fr

Place and Date \_\_\_\_\_

Place and Date \_\_\_\_\_

.....  
 Approved by the University Council on \_\_\_\_\_

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Signed: \_\_\_\_\_

Seal

Most Rev. Tarcisio Ziyaye  
Chairman/Chancellor of CUEA


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### **APPENDIX C: UNIVERSITY'S REQUIREMENTS FOR AFFILIATION**

1. Programme of Studies: this includes the History, the nature, and governance of the Institute.
2. Statutes of the college.
3. Complete List of Courses (Credits, Purpose, Bibliography of each course).
4. List of Academic Staff with their qualification and publications of each lecturer.
5. Status of your library and ICT.

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## APPENDIX D: ITEMS TO BE INSPECTED

### **Financing of the Institute**

1. The owner of the institute and commitment to ensure that there are sufficient funds for its normal running.
2. Subsidy from the Holy See. Does it help in the expenditure?
3. Contribution from Christians and other interested parties
4. Industries and firms

### **Land**

1. Title of land
2. Acreage of land
3. Space occupied by buildings
4. Farm land and forests

### **Personnel**

1. Lecturers and their qualifications
2. Middle level staff and their qualification
3. Support staff

### **Classrooms**

1. Number of classrooms and capacity of each
2. Are they conducive for learning
3. Repairable condition
4. Furniture
5. Toilets


### **Administration Block**

1. Office of the Principal / Director
2. Office of the Dean of Studies
3. Office of Dean of Students
4. Accounts office
5. Office of the Chaplain
6. Staff room
7. Toilets

### **Main Hall**

1. Its repairable condition
2. Capacity

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3. Functionality
4. Furniture

### **Library**

1. Number of offices
2. Workroom
3. Periodicals room
4. Seminar room
5. Reading rooms
6. Main library
7. Catalogue space
8. Store
9. Number of books and their relevance
10. Number of periodicals
11. System of classification
12. Hours of operations
13. sitting capacity
14. Cloakroom

### **Housing**

1. Resident Staff
2. Middle level staff
3. Support Staff
4. Students' hostels


### **Industries**

1. Farming
2. Kitchen garden
3. Livestock

### **Catering**

1. Kitchens
2. Staff dining
3. Students dining
4. Visitors parlours
5. Laundry
6. Toilets

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### **Extra-Curricular Activities**

1. Football pitches
2. Volley ball
3. Basket ball
4. Indoor games
5. Gym

### **Information and Communication Technology**

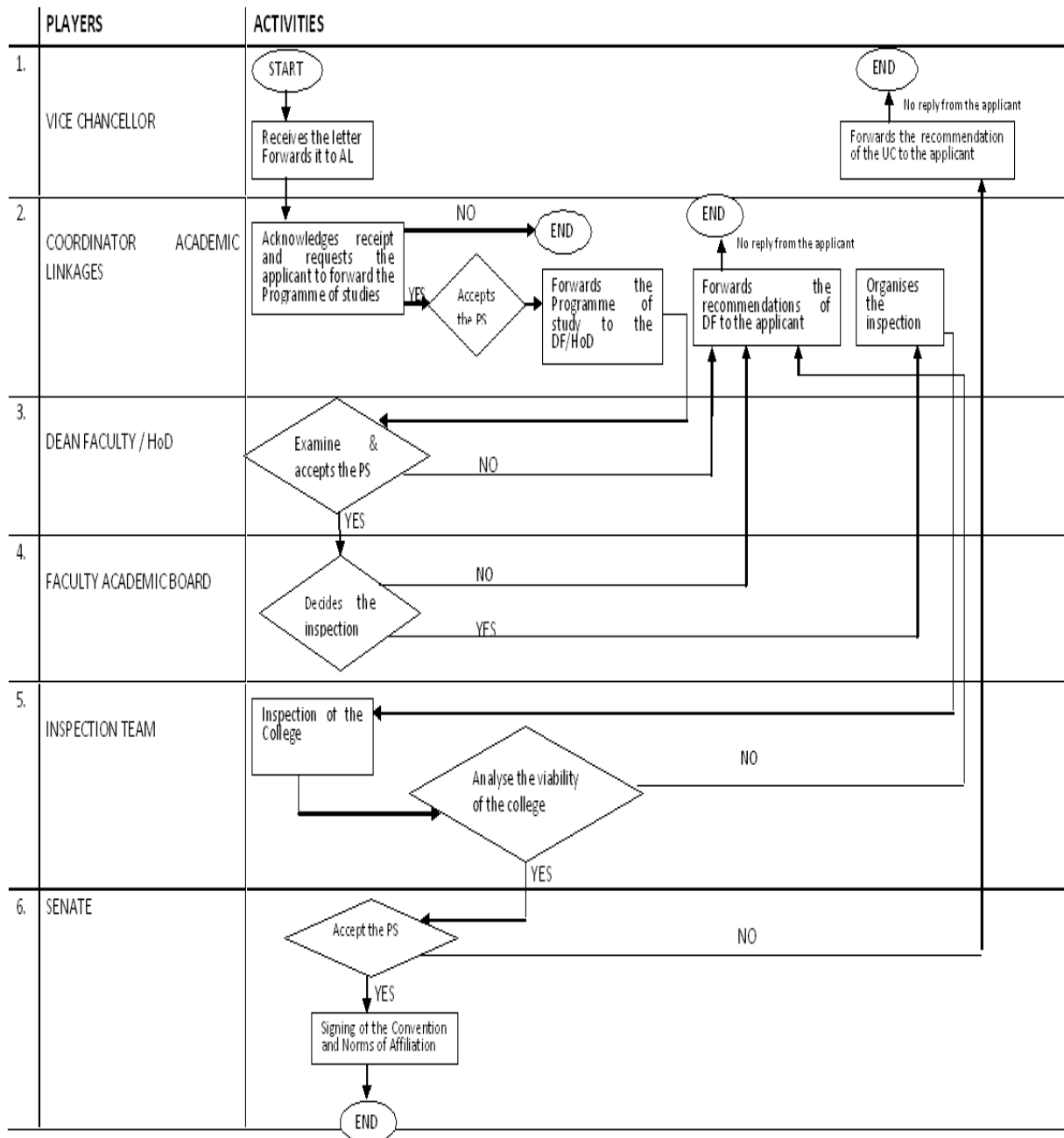
1. Number of computers available
2. Printers
3. Internet connectivity
4. Cyber cafés

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APPENDIX E

PROCESS MAP OF AFFILIATION OF COLLEGES



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