




# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

TITLE	AUTHOR
<b>PROCEDURE FOR SELECTING PROFESIONALS DURING STUDENT ACTIVITIES (CUEA/DVC ADM/DOS/13)</b>	<b>DEAN OF STUDENTS</b>
	NO. OF APPENDICES:
	<b>2 (TWO) (A-B)</b>

**AUTHORIZATION**

This Standard Operating Procedure is issued under the authority of:


TITLE	<b>DVC ADMINISTRATION</b>
SIGNATURE	
DATE	<b>23 Feb 2011</b>
ISSUE DATE	<b>23 March 2011</b>
STAMP CONTROLLED / UNCONTROLLED	<b>CONTROLLED</b>

**NOTE:**

1. Write amendments on the page provided (Clause 0.2)
2. Controlled copies of this document will be in the DVC Administration and Dean of Students' offices.

**0. CONTENTS AND RECORD OF CHANGES**

Revision	00		Date	18 - JAN 2011
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**0.2 RECORD OF CHANGES**

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**0.3 Distribution / Circulation**

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

**1.0 PURPOSE**

This procedure aims to ensure that there is fair selection of qualified professionals during student activities.

**2.0 SCOPE**

This procedure applies to all procedures used by CUEASO and the Dean of Students' office to hire professionals for student activities.

**3.0 REFERENCES**

3.1 CUEA Quality Management Manual


**4.0 TERMS AND DEFINITIONS**

4.1. CUEASO Constitution: a set of laws by which The Catholic University of Eastern Africa Students' Organization is governed.

4.2. Student activities: all non-academic activities organized by the Dean of Students' office and CUEASO.

4.3. Quotation: a document sent by the professional stating his costs and terms.

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4.4. Professional: hired person who helps the organizing committee in ensuring the event is successful. They include:

- 4.4.1. Choreographer – A hired professional who trains models on how to catwalk and other requirements for the Mr. & Miss CUEA Beauty Pageant.
- 4.4.2. Judges – A panel of five prominent persons in the field of modeling invited by the Mr. & Miss CUEA Beauty Pageant Committee.
- 4.4.3. Event Organizer – Company that assists in organizing the Beauty Pageant.
- 4.4.4. Performing Artiste – A musician who performs at the Beauty Pageant.

## **5.0 PRINCIPAL RESPONSIBILITIES**

The Dean of Students has the overall responsibility of ensuring that that this procedure remains adequate for its intended purpose and it is effectively applied.

## **6.0 METHOD**

6.1 The CUEASO Secretary General on behalf of the committee shall ask prospective professionals who meet the requirements to send quotations.

6.2 The Committee and Dean of Students shall scrutinize the quotations and choose those that meet the requirements of the specific activity.

6.3 The successful applicant(s) shall meet with the Dean of Students and the Committee and shall be apprised of the terms of appointment.

6.4 He/she shall sign a performance contract (**CUEA/DVC ADM/DOS/13/fm1**) and receive a down payment as stipulated in the quotation.

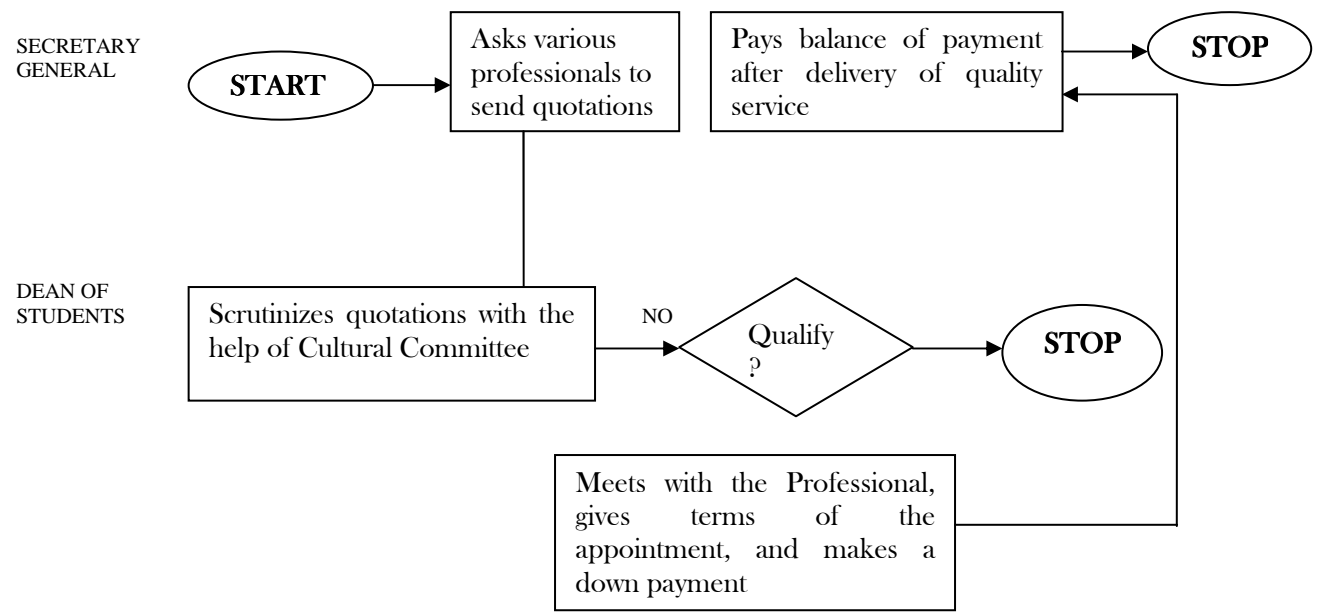
## **7.0 APPENDICES**

7.1 Appendix A: Flow Chart

7.2 Appendix B: Performance Contract

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APPENDIX FLOW CHART FOR SELECTING PROFESSIONALS DURING STUDENT ACTIVITIES



APPENDIX B: PERFORMANCE CONTRACT



**THE CATHOLIC UNIVERSITY OF EASTERN AFRICA**

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Catholic University of Eastern Africa Students Organization  
(C.U. E. A.S.O)

**7.2 PERFORMANCE CONTRACT**

This is a personal performance contract between \_\_\_\_\_ and the Catholic University of Eastern Africa Students Organization for the service of \_\_\_\_\_ during the university's \_\_\_\_\_ to be held \_\_\_\_\_

**TERMS AND CONDITIONS**

- I. The above mentioned activity will be delivered at the \_\_\_\_\_ until \_\_\_\_\_
- II. Payment of \_\_\_\_\_ in total will be made payable under this contract.

An advance payment of \_\_\_\_\_ of the above sum will be payable to the person by way of \_\_\_\_\_ before the \_\_\_\_\_ and the remaining \_\_\_\_\_ will be payable on \_\_\_\_\_ by way of \_\_\_\_\_

**PENALTIES**

- I. Where you are in breach of this contract, the University Student Organization may undertake any of the punitive measure against you:
  - Refrain from paying you the stated sum of money.
- II. The University will also have the right to demand a refund in full or to a reasonable sum of the advance paid to you in addition to the above penalty.

**ASSENT OF PARTIES**

By signing below, I understand and agree to all terms set forth. I agree that if all terms are not met as stated in this contract, the aggrieved party will have the right to exercise any of the punitive measures mentioned herein.

Real names in full \_\_\_\_\_ National ID No \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In the presence of: \_\_\_\_\_

Witnessed by: ..... Sign..... Date.....