

The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR FIELD RESEARCH PROJECT (CUEA/DVC ACD/FSC/01)	DEANS OF FACULTY OF SCIENCE
	NO. OF APPENDICES:
	(NONE)

AUTHORIZATION

This Standard Operating Procedure is issued under the authority of:


TITLE	DVC ACADEMIC
SIGNATURE	
DATE	23 March 2011
ISSUE DATE	23 March 2011
STAMP CONTROLLED / UNCONTROLLED	CONTROLLED

NOTE:

1. Write amendments on the page provided (Clause 0.2)
2. Controlled copies of this document will be in the DVC Academic and Dean, Faculty of Science's office.

0. CONTENTS AND RECORD OF CHANGES

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/FSC/04
Title	PROCEDURE FOR FIELD RESEARCH PROJECT	Page 2 of 4

0.1 Table of Contents

0.	CONTENTS AND RECORD OF CHANGES.....	2
1.	PUPROSE	2
2.	SCOPE	2
3.	TERMS AND DEFINITIONS.....	3
4.	REFERENCES	3
5.	PRINCIPAL RESPONSIBILITIES	3
6.	METHODS.....	3
7.	APPENDICES	4

0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
1	19 May 2011	2	0.3 Distribution/circulation	Dean, Faculty of Science

0.3 Distribution / Circulation

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

1.0 PURPOSE

This procedure describes the standard activities to ensure efficient and effective organization and conduct of field research project in CUEA.

2.0 SCOPE

This procedure applies to all field research projects at undergraduate at the Catholic University of Eastern Africa.


3.0 Terms and Definitions

For the purpose of this procedure, the following terms shall apply

3.1 Reconnaissance: This is the advanced study/visit conducted by the lecturer before the actual study with the students

3.2 HOD: Head of Department

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/FSC/04
Title	PROCEDURE FOR FIELD RESEARCH PROJECT	Page 3 of 4

3.3. DVC: Deputy Vice Chancellor

4.0 REFERENCES

4.1 Quality Management Manual

5. PRINCIPAL RESPONSIBILITIES

The Dean, Faculty of Science has the ultimate responsibility to ensure the adequacy and effectiveness of this procedure.

6.0 Method

6.1 The HOD shall release the list of courses on offer before the end of the preceding trimester.

6.2 Students shall enrol for the field course in their respective departments.

6.3 Students shall take one trimester in Research Theory in line with the teaching procedures.

6.4 Students and Lecturer shall identify the topics and areas of study before the end of the first trimester of the field course.

6.5 The lecturer shall draw a budget based on the student proposals by the start of the following trimester.

6.6 In Science, the Chief Technologist/Coordinator shall pursue procurement and logistics.

6.7 The lecturer shall, through the HOD and Dean, forward the budget for approval to the DVC Academic.

6.7.1 If the budget is approved, the lecturer/technologist shall conduct reconnaissance/trials prior to the actual field study.

6.7.2 If it is not approved, the lecturer shall be advised accordingly by the DVC Academic.


6.8 The lecturer shall then ensure that the field study is done in line with the set objectives and work instructions.

6.9 Analysis and report writing by students shall commence immediately after the field visits in consultation with the course instructor. This period shall not exceed two months.

6.10 The student shall submit the report written in line with the prescribed format for evaluation to the course instructor/panel.

6.11 The lecturer/panel shall evaluate the reports and compile the scores within the last month of the trimester.

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/FSC/04
Title	PROCEDURE FOR FIELD RESEARCH PROJECT	Page 4 of 4

7. APPENDICES

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------