





The Catholic University of Eastern Africa

TITLE	AUTHOR
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0. CONTENTS AND RECORD OF CHANGES

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0.2 Record of Changes

No.	Date	Details of Changes		Authorization
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2.				
3.				
4.				
5.				
6.				

0.3 Distribution / Circulation


This standard operating procedure is available at relevant functions for authorized users.

1.0 PURPOSE

The procedure describes the steps that shall be followed in the preparation, conducting and finalization of Workshops / Interdisciplinary Sessions.

2.0 SCOPE

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The procedure applies to all teaching and technical staff, students and entire CUEA Community who shall participate in the Faculty of Science annual Interdisciplinary Sessions / Workshops.

3.0 REFERENCES

The procedure makes reference to the documents indicated below:


- 3.1 CUEA Quality Management Manual
- 3.2 University Calendar

4.0 TERMS AND DEFINITIONS

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

- 4.1 **Workshop/Interdisciplinary Sessions:** This is an academic colloquium in which Faculty staff and students discuss research findings and contemporary interdisciplinary issues in science.
- 4.2 **Coordinator:** The Dean of the Faculty shall coordinate all the activities appertaining to the Workshop/Interdisciplinary Session as the Chair of the Steering (Organizing) Committee.
- 4.3 **Steering (Organizing) Committee:** This will be the overall Committee charged with the responsibility of coordinating the activities of the Sub-Committees reporting to it.
- 4.4 **Finance Committee:** A Sub-committee established to oversee all budgetary concerns appertaining to a specific Workshop/Interdisciplinary Session. The Dean of the Faculty must be a member of this Committee.
- 4.5 **Scientific Committee:** A sub-committee established to ensure that abstracts and draft papers are within acceptable standards and within the specified Workshop/Interdisciplinary Session Themes.
- 4.6 **Administrative Committee:** A sub-committee established to ensure that all logistics that will ensure the success of the Workshop/Interdisciplinary Sessions are in place.
- 4.7 **Finance Committee Chairman:** This is a Faculty member who chairs and drives the Finance Committee.

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- 4.8 **Scientific Committee Chairman:** This is a Faculty member who chairs and drives the Scientific Committee.
- 4.9 **Administrative Committee Chairman:** This is a Faculty member who chairs and drives the Administrative Committee.
- 4.10 **Faculty Editorial Board:** A team appointed by the Faculty Academic Board (FAB) to oversee editorial activities of the faculty.

5.0 PRINCIPLE RESPONSIBILITIES


The Dean, Faculty of Science shall ensure that this procedure is adhered to.

6.0 METHOD

6.1 Preparation for the Workshop/Interdisciplinary Session

- 6.1.1 The Dean shall call a Faculty Academic Board (FAB) meeting to discuss the Workshop/Interdisciplinary Session theme and to constitute the subcommittees.
- 6.1.2 Output from this meeting shall include, the Workshop/Interdisciplinary Session dates, dates for submission of Abstracts and Draft Papers, the Theme, the Subthemes, the Subcommittees and their corresponding Chairpersons.
- 6.1.3 The Dean shall notify through an email all the faculty members the Themes, and all dates and the corresponding Subcommittees.
- 6.1.4 The Dean shall ensure that the Workshop Theme, Subthemes and dates are posted on the CUEA website.
- 6.1.5 The Dean shall call a meeting/s with the Chairpersons of the Subcommittees to discuss submissions from each Subcommittee. The aim of such meeting/s is to ensure:
- 6.1.5.1 That the posters and announcements are out and posted to respective notice boards/destinations at least 4 months prior to the Workshop/Interdisciplinary Session dates.

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6.1.5.2 The Workshop/Interdisciplinary Session requirements are well specified at least two months before the Workshop/Interdisciplinary Sessions dates.

6.1.5.3 The finances required for the Workshop/Interdisciplinary Session are available at least one month to the Workshop/Interdisciplinary Session dates

6.1.5.4 The Workshop/Interdisciplinary Session programme is out two (2) weeks before the Workshop/Interdisciplinary and made available to all the presenters and to the various University notice boards including the website.

6.2 Workshop/Interdisciplinary Session Presentations

6.2.1 The presentations shall be carried out according to the programme.

6.2.2 Two Rapporteurs will record the proceedings of the Workshop/Interdisciplinary Session.

6.2.3 The Dean shall call a meeting one (1) week after the Workshop/Interdisciplinary Session to evaluate the Workshop/Interdisciplinary Session as well as discuss and select the papers that should be published.

6.2.4 At the above meeting, the Faculty Editorial Board shall be commissioned to embark on editorial work to ensure that the selected papers meet publishing standards and the edited versions of the presentations are published within six (6) months from the date of the meeting as proceedings of the Workshop/Interdisciplinary Session.

6.2.5 All those who presented papers shall be provided with a copy of the proceedings. One copy shall be kept in the Library, a copy for each of the Faculty of Sciences Departments, and a copy for the Dean's Office.

7.0 APPENDICES

None

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