


The Catholic University of Eastern Africa

	AUTHOR
PROCEDURE FOR DOCTORAL CANDIDACY IN THEOLOGY (CUEA/DVC-ACD/THEO/01)	HOD CANON LAW
	NO. OF APPENDICES:
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
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NOTE: <ol style="list-style-type: none"> Write amendments on the page provided (Clause 0.2) Controlled copies of this document will be in the Dean Faculty of Theology. 	

0. CONTENTS AND RECORD OF CHANGES

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0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title

0.3 Distribution / Circulation

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

1.0 PURPOSE

The procedure aims at preparing candidates capable of making original contributions to the various areas of theology.

2.0 SCOPE


This procedure applies to all doctoral students in the faculty of theology.

3.0 TERMS AND DEFINITIONS

3.1 Definition of terms used:

For the purposes of this procedure the following terms shall apply in addition to those in the CUEA QM

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3.1.1 Licentiate – A canonical degree attained after the first cycle.

3.1.2 HOD - Head of Department

3.1.3 FAB - Faculty Academic Board

3.1.4 FEB - Faculty Examination Board

4.0 REFERENCES

The procedure makes reference to the document indicated below:

4.1 Sapientia Christiana

4.2 Ex Corde Ecclesiae

4.3 Faculty of Theology: Programme of Studies – Ecclesiastical/canonical degrees

5. PRINCIPAL RESPONSIBILITIES

The Dean shall be responsible for the adequacy and effective implementation of this procedure.

6.0 METHOD

6.1 The candidate shall apply for admission to the Faculty of Theology at CUEA

6.2 The HOD shall convene a Departmental Board to interview the candidate


6.3 The Board shall consider the qualifications and other admission criteria

6.3.1 If the applicant does not meet requirements for admission, he/she shall be informed of the outcome.

6.3.2 If the applicant meets requirements, he/she shall be admitted.


6.4 The student shall take the required course work for one year.

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- 6.5 After successfully completing the course work, the student shall propose his/her topic and prepare a public lecture.
- 6.6 The student shall present his/her dissertation proposal to the Departmental Academic Board within the second month of the succeeding trimester.
- 6.6.1 If the Departmental Academic Board is not satisfied, the student shall make the recommended corrections.
- 6.6.2 If the Board is satisfied, the HOD shall write a letter, within two weeks, to the Chairperson of the Doctoral Committee stating that the student is ready for a public lecture and Chairperson of the Doctoral Committee shall inform the Registrar immediately.
- 6.7 The Registrar shall communicate the date and the place of the public lecture to the student and the CUEA community within one week.
- 6.7 The student shall deliver a public lecture before a panel of examiners constituted of 2 lecturers under the direction of the chairperson of the Doctoral Committee.
- 6.8 The Panel of examiners shall compile their observations and results and present them to the chairperson immediately.
- 6.9 The Doctoral committee shall present the results to the FEB, after which the Registrar shall transmit the same to the student.
- 6.10 After the public lecture, the student shall receive the observations of the panel through the chairperson of the committee and make corrections and adjustments pointed out with the help of the Departmental Academic Board within one month.
- 6.11 Upon satisfactory corrections by the student, the HOD shall write to the chairperson of the Doctoral Committee requesting them to organize the presentation of the proposal of the dissertation within one week.
- 6.12 Upon receipt of the letter, the chairperson shall, within one week, convene the committee to fix the date for the presentation and defense of the proposal.
- 6.13 The student shall make the presentation and defense before the Doctoral committee.

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- 6.13.1 If the committee is not satisfied, the student shall be sent back to the department for more help and then back to the committee.
- 6.13.2 If the committee is satisfied, the chairperson shall present the topic and the supervisors proposed by the candidate for approval by FAB.
- 6.14 The Registrar shall communicate the approval to the student and the supervisors within two weeks after the FAB meeting.
- 6.15 Supervisors shall exchange their written comments and submit copies of the same to the student, the HOD, the chairperson of the Doctoral Committee and to the Dean within three weeks.
- 6.16 After the last chapter has been written and corrected, the supervisors can allow the student to make bound draft copies of the whole dissertation for last corrections. After the corrections, the supervisors may allow the student to make the final copies.
- 6.16 Three months before the dissertation is to be orally defended, the candidate, with the knowledge of his/her supervisors, shall give notice to the Dean, submitting at the same time, the proposed title, an outline, and the general scope of the work.
- 6.18 The candidate shall submit five (5) copies of the dissertation each containing an abstract to the Dean. The period between the submission and the defense shall not exceed three months.
- 6.19 The Dean, in consultation with the HOD, shall appoint the external reader.
- 6.20 The Dean shall dispatch the copies to the supervisors and to the external reader for assessment.
- 6.21 Each of the three readers shall submit their independent evaluations to the Doctoral Committee and suggest the grade it deserves.
- 6.22 The Doctoral Committee shall study the reports and give a final mark for the written dissertation, pending the approval by the FEB.
- 6.22 At the invitation of the Doctoral Committee, the candidate shall defend his/her dissertation in public, before a panel of examiners consisting of the chairperson of the Doctoral Committee (Moderator), the two supervisors and the external reader.

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- 6.23 The three examiners shall give a joint evaluation and grade of the public defense after the defense exercise.
- 6.24 The chairperson shall present the final grade to the Dean for approval by the FEB before it is forwarded to the Registrar's office.
- 6.25 After a successful defense, the candidate shall be required to publish either a part or the whole dissertation before being issued with the doctoral certificate, taking into account the remarks of the supervisors and the external reader.
- 6.26 The excerpts or the whole dissertation shall get a *Nihil Obstat* and *Imprimatur* from the relevant ecclesiastical authority before it is published.
- 6.27 The candidate shall submit twenty (20) published copies to the Dean of the Faculty before he/she receives the certificate from the registrar's office.
- 6.28 Records of all the activities shall be maintained.

7.0 APPENDICES

8. ASSOCIATED DOCUMENTS

9.1 QMP-01, CUEA/VC/DQA/01, Procedure for Control of Documents.

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Appendix A

INDEX OF RECORDS

A1.1 Forms and Datasheets

A1.2 These shall be appendixes to the QMS process document such as manual, procedure, work instruction and the numbering of forms shall be generated from the applicable/appropriate document followed by the letter F.

A1.3 Examples:

A1.4 QMP-01 - Document Change/Amendment Request Form shall be indexed as **QMP- 01/F1** or from a functional area procedure such as Finance Department Procedure 04 shall be indexed as **FIN/OP/04/F1**

A1.5 The numbering of registers shall be generated from the applicable/appropriate document followed by R.

A1.6 Example:

A sample register generated from QMP-04 shall be indexed **QMP-04/R1** or from a functional area procedure such as Finance Department Procedure 04 shall be indexed as **FIN/OP/04/R1**

A2.1 Workbooks

A2.1.1 Workbooks shall be indexed where applicable as follows:

-Name of User or Title of Use

Identifier/Short Form for functional area e.g. FIN if Finance Department

WB - Workbook

WW - Serial Number 01, 02, 03...

YYYY - Year of Issue

V - Volume Number

These are therefore combined as:

FIN/WB/WW/YYYY/V


Example: - 1.

Officer Workbook in Finance Department

Name of Officer – FIN/WB/01/2008/2

A3.1 Equipment Record book

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This shall have equipment numbers as identifiers and volume numbers only.

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